

**NASA – GODDARD SPACE FLIGHT CENTER
REQUIRED AND MANDATORY TRAINING FOR SUPERVISORS**

Below are the training requirements for supervisors (highlighted in yellow), employees (highlighted in blue) and training for targeted groups of employees. The red asterisks (*) denotes training that is required on an annual basis. Training requirements that are required for all employees and supervisors are assigned to learning plans in SATERN with designated due dates. Please reference GPR 3410.2 *Employee Task-Specific, Required and Mandatory Training Requirement* in GDMS for additional information on required and mandatory training.

Required/ Mandatory Training	Target Audience	Due Date/ Timeframe	How to Complete or Register	Driver/Required By	Point of Contacts (Functional Owners)
Information Security Training*	All Supervisory Civil Servants and Contractors	Required annually	Online Course in SATERN: https://satern.nasa.gov	Government-wide C.F.R. 5 930.301.305 (1997) and FISMA (2002)	Kanitra Tyler Code 702 (301) 286-6173
Ethics *	All Civil Servants who complete the OGE Form 450 or 450A and SES, ST or NEX employees who complete the SF 278	Required annually	Instructor led sessions and online in SATERN: https://satern.nasa.gov	Government-wide 5 C.F.R. Section 2638.703	Laura Giza Code 140 (301) 286-9181 Beverly Wildoner Code 140 (301) 286-9181
Sensitive But Unclassified (SBU) Awareness Training *	All Civil Servants and Contractors	Required annually	Online Course in SATERN: https://satern.nasa.gov	Agencywide NPR 1600.1, Interim Directive 524	Kanitra Tyler Code 702 (301) 286-6173
Uniformed Services Employment & Reemployment Rights Act (USERRA) of 2008 *	All Supervisory Civil Servants and 201 Occupational Series Employees	Required annually	Online Course in SATERN: https://satern.nasa.gov	Government-wide Veterans' Benefits Improvement Act of 2008, Public Law (P.L.) 110-389, October 10, 2008	Victoria Person Code 114 (301) 286-3668
Office Inspection Training for Supervisors	All Supervisors	One time requirement	Online Course in SATERN: https://satern.nasa.gov	GPR 1700.1	Lisa Cutler Code 350 (301) 286-7409

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Required/ Mandatory Training	Target Audience	Due Date/ Timeframe	How to Complete or Register	Driver/Required By	Point of Contacts (Functional Owners)
EO Training	New Supervisors within first 3 months of appointment as part of the New Supervisor's Curriculum	One time requirement	Instructor led course - Register in SATERN: https://satern.nasa.gov	Centerwide (Class Action Settlement)	Veronica Hill Code 120 (301) 286-7770 Ardahlia (Dale) Short Code 114 (301) 286-4126
Alternative Dispute Resolution (ADR)	All Supervisors	One time requirement	Instructor led course - Register in SATERN: https://satern.nasa.gov	Centerwide (Class Action Settlement)	Dan Krieger Code 100 (301) 286-0482 Ardahlia (Dale) Short Code 114 (301) 286-4126
Environmental Management Systems (EMS) Awareness Training	All Civil Servants and Contractors at <i>Wallops</i>	One time requirement	WFF – training available at: http://sites.wff.nasa.gov/code250/ems.html	Agencywide NPR 8553.1 EMS	Bonnie Crawford Code 250.W (757) 824-2234
NASA Records Management for Everyone	All Civil Servants and Highly Recommended for Contractors	One time requirement - for new supervisors and employees	Online Course in SATERN: https://satern.nasa.gov	Agencywide	Margaret Jenkins Code 271 (301) 286-7395
NCPP Training for Supervisors	All Supervisors	One time requirement with refresher training every 3 years	SATERN (coming soon)	Center	Kha Nguyen Code 113 (301) 286-5566

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Required/ Mandatory Training	Target Audience	Due Date/ Timeframe	How to Complete or Register	Driver/Required By	Point of Contacts (Functional Owners)
Career Management Training	All Civil Servants All new employees and supervisors	One time requirement	Online Course in SATERN: https://satern.nasa.gov	Centerwide (Class Action Settlement)	Victoria Person Code 114 (301) 286-3668
Property Accountability Awareness	All Civil Servants and Contractors using government-owned equipment	One time requirement for new supervisors and employees	Online Course in SATERN: https://satern.nasa.gov	Centerwide (Reducing Center Equipment Losses)	Linda Wallace Code 273 (301) 286-3244
No FEAR Act (Notification and Federal Anti-Discrimination and Retaliation Act of 2002)	All Civil Servants	Required every two years	Online Course in SATERN: https://satern.nasa.gov	Governmentwide	Veronica Hill Code 120 (301) 286-7770 Victoria Person Code 114 (301) 286-3668
Acquisition Integrity Program Training - Fraud Training	All Civil Servants	Required every two years	Instructor led courses - Register in SATERN: https://satern.nasa.gov	Office of the Administrator and NPR 2086.1, Subsection 5.c.(9).	Marla Harrington Code 140 (301) 286-9277
GSFC-Greenbelt Environmental Awareness Training	All Civil Servants and Contractors at <i>Greenbelt</i>	Required every three years	Online Course in SATERN: https://satern.nasa.gov	Agencywide NPR 8553.1 and 40 CFR Part 273	Lori Levine Code 250 (301) 286-6741
EO Refresher	All Supervisors that have completed EO training	Required every three years	Instructor led course - Register in SATERN: https://satern.nasa.gov	Centerwide (Class Action Settlement)	Veronica Hill Code 120 (301) 286-7770 Ardahlia (Dale) Short Code 114 (301) 286-4126

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Required/ Mandatory Training	Target Audience	Due Date/ Timeframe	How to Complete or Register	Driver/Required By	Point of Contacts (Functional Owners)
Power and Privilege	All Supervisors	As announced	Through Directorate	Centerwide	Sheri Brown Code 100 (301) 286-2374 Dave Wilhelm Code 114 (301) 286-2034
Sexual Harassment Prevention for Supervisors	New Supervisors within 4 months of appointment	As announced	Instructor led course - Register in SATERN: https://satern.nasa.gov	Centerwide	Veronica Hill Code 120 (301) 286-7770 Ardahlia (Dale) Short Code 114 (301) 286-4126

**NASA – GODDARD SPACE FLIGHT CENTER
REQUIRED and Mandatory TRAINING FOR EMPLOYEES**

Required/ Mandatory Training	Target Audience	Due Date/ Timeframe	How to Complete or Register	Driver/Required By	Point of Contacts (Functional Owners)
Sensitive But Unclassified (SBU) Awareness Training *	All Civil Servants and Contractors	Required annually	Online Course in SATERN: https://satern.nasa.gov	Agencywide NPR 1600.1, Interim Directive 524	Kanitra Tyler Code 702 (301) 286-6173
Ethics *	All Civil Servants who complete the OGE Form 450 or 450A and SES, ST or NEX employees who complete the SF 278	Required annually	Instructor led sessions and online in SATERN: https://satern.nasa.gov	Governmentwide 5 C.F.R. Section 2638.703	Laura Giza Code 140 (301) 286-9181 Beverly Wildoner Code 140 (301) 286-9181
Information Security Training*	All Civil Servants Employees and Contractors; all new employees	Required annually	Online Course in SATERN: https://satern.nasa.gov	Government-wide Federal Information Security Management Act of 2002 (FISMA)	Kanitra Tyler Code 702 (301) 286-6173 Victoria Person Code 114 (301) 286-3668
No FEAR Act (Notification and Federal Anti- Discrimination and Retaliation Act of 2002)	All Civil Servants	Required every two years	Online Course in SATERN: https://satern.nasa.gov	Governmentwide	Veronica Hill Code 120 (301) 286-7770 Victoria Person Code 114 (301) 286-3668
Career Management Training	All Civil Servants	One time requirement	Online Course in SATERN: https://satern.nasa.gov	Centerwide (Class Action Settlement)	Victoria Person Code 114 (301) 286-3668

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REQUIRED and Mandatory TRAINING FOR EMPLOYEES (CONTINUED)**

Required/ Mandatory Training	Target Audience	Due Date/ Timeframe	How to Complete or Register	Driver/Required By	Point of Contacts (Functional Owners)
Acquisition Integrity Program Training Fraud Training	All Civil Servants	Required every two years	Instructor led courses - Register in SATERN: https://satern.nasa.gov	Office of the Administrator and NPD 2086.1, Subsection 5.c.(9).	Marla Harrington Code 140 (301) 286-9277
Environmental Management Systems (EMS) Awareness Training	All Civil Servants and Contractors at <i>Wallops</i>	One time requirement	WFF – training available at: http://sites.wff.nasa.gov/code250/ems.html	Agency-wide NPR 8553.1 EMS	Bonnie Crawford Code 250.W (757) 824-2234
Environmental Awareness Training	All Civil Servants and Contractors at <i>Greenbelt</i>	Required every three years	Online Course in SATERN: https://satern.nasa.gov	NPR 8553.1 and 40 CFR Part 273	Lori Levine Code 250 (301) 286-6741
NASA Records Management for Everyone	All Civil Servants and Highly Recommended for Contractors; Required for new employees	One time requirement	Online Course in SATERN: https://satern.nasa.gov	Agencywide	Margaret Jenkins Code 271 (301) 286-7395
Property Accountability Awareness	All Civil Servants and Contractors using government- owned equipment; and new supervisors and employees	One time requirement	Online Course in SATERN: https://satern.nasa.gov	Centerwide (Reducing Center Equipment Losses)	Linda Wallace Code 273 (301) 286-3244
Sexual Harassment Prevention for Federal Employees	All Civil Servants	As announced	Online Course in SATERN: https://satern.nasa.gov	Governmentwide	Veronica Hill Code 120 (301) 286-7770 Victoria Person Code 114 (301) 286-3668

**NASA – GODDARD SPACE FLIGHT CENTER
REQUIRED and Mandatory TRAINING FOR TARGETED GROUPS OF EMPLOYEES**

Required/ Mandatory Training	Target Audience	Due Date/ Timeframe	How to Complete or Register	Driver/Required By	Point of Contacts (Functional Owners)
COTR Briefing Presentation HSPD 12- Personal Identity Verification (PIV) *	All COTRs	Required annually	Check the Code 700 website for dates: http://code700.gsfc.nasa.gov	Agencywide	Dennis McCloud Code 702 (301) 286-7790
Federal Acquisition Certification (FAC) for Contracting Officer Technical Representative (COTR) Certification	All Civil Servants who will become a FAC-COTR (manage contracts over \$100K)	One time requirement	Instructor led course - Register in SATERN: https://satern.nasa.gov	Government-wide NFS 1842-270	Billie Smith Code 210 (301) 286-9919 Donna Williams Code 114 (301) 614-7088
FAC-Contracting Officer Technical Representative (COTR) Refresher	All Civil Servants who are FAC- COTRs	Required every two years as part of the required 40 CLPs every 2 years	Online course in SATERN: https://satern.nasa.gov	Government-wide NFS 1842-270	Billie Smith Code 210 (301) 286-9919 Donna Williams Code 114 (301) 614-7088
Government Travel Card Training	Civil Servant- Cardholders and their Supervisors	Required before a travel card can be issued and every 3 years thereafter	Online course in SATERN: https://satern.nasa.gov	OMB A-123	Barbara Prather (301) 286-3183 Melissa Mouer (301) 286-6089 April Martin (301) 286-0056 Code 155

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Required/ Mandatory Training	Target Audience	Due Date/ Timeframe	How to Complete or Register	Driver/Required By	Point of Contacts (Functional Owners)
OMB FAC- Program/Project Management Certification	P/PM that manage major acquisitions with lifecycle cost >\$250M	Ongoing- Must maintain certification 80 hrs CLP every two years	Contact Jim Greaves for certification and validation process for P/PMs	Agencywide OMB Requirement	Jim Greaves Code 400 (301) 286-7625
Risk Management System	All Civil Servants and Contractors who write/ approve Security Plans	One time requirement	Contact POC for registration and/or information	Agencywide	Kanitra Tyler Code 702 (301) 286-6173
Safety, Health and Environmental Training	Various	As announced	Identification of training requirement: http://safetrain.gsfc.nasa.gov/ Online courses in SATERN: https://satern.nasa.gov	Various - see SAFETRAIN website for details	Lisa Cutler Code 350 (301) 286-7409 Janice Gelder Code 114 (301) 286-4854
Uniformed Services Employment & Reemployment Rights Act (USERRA) of 2008 *	All Supervisory Civil Servants and 201 Occupational Series Employees	Required annually	Online Course in SATERN: https://satern.nasa.gov	Government-wide Veterans' Benefits Improvement Act of 2008, Public Law (P.L.) 110-389, October 10, 2008	Victoria Person Code 114 (301) 286-3668

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Required/ Mandatory Training	Target Audience	Due Date/ Timeframe	How to Complete or Register	Driver/Required By	Point of Contacts (Functional Owners)
GSFC Hazardous Waste Management and Mercury Awareness Training*	The training is required for hazardous waste generators, satellite accumulation area point of contacts, personnel responsible for any outdoor storage of potentially polluting materials, and their supervisors.	Required annually	Online Course in SATERN: https://satern.nasa.gov	40 CFR 262.34(a)(4)	Lixa Rodriguez-Ramon Code 250 (301) 286-4613
Storm Water Pollution Prevention Training*	Facility Management, Logistics, SWP3 Activity Coordinators	Required annually	Online Course in SATERN: https://satern.nasa.gov	GPR 8500.5, Water Management, section 1.0	Lori Levine Code 250 (301) 286-6741
GSFC Integrated Contingency Plan Supervisor/Awareness Training*	Employees who supervise the use, storage and/or transfer of oil or who supervise oil handlers.	Required annually	Online Course in SATERN: https://satern.nasa.gov	Code of Federal Regulations (CFR) Section 112, Clean Water Act; GSFC Integrated Contingency Plan (ICP); Code of Maryland Administrative Regulation (COMAR) 26.10, Oil Pollution and Tank Management	Joseph Hunter Code 250 (301) 286-0466

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GSFC Integrated Contingency Plan Oil Handling Personnel Training*	Employees who use, store, and/or transfer oil; witness the use, storage and/or transfer of oil.	Required annually	Online Course in SATERN: https://satern.nasa.gov	Code of Federal Regulations (CFR) Section 112, Clean Water Act; GSFC Integrated Contingency Plan (ICP) ; Code of Maryland Administrative Regulation (COMAR) 26.10, Oil Pollution and Tank Management	Joseph Hunter Code 250 (301) 286-0466
GSFC Integrated Contingency Plan Incident Response Training*	Employees who perform incident/emergency response actions in the event of a spill.	Required annually	Online Course in SATERN: https://satern.nasa.gov	Code of Federal Regulations (CFR) Section 112, Clean Water Act; GSFC Integrated Contingency Plan (ICP) ; Code of Maryland Administrative Regulation (COMAR) 26.10, Oil Pollution and Tank Management	Joseph Hunter Code 250 (301) 286-0466