

	Course Title	Required For	Frequency	Policy or Regulation	Required/Mandated By
SAFETY, HEALTH AND ENVIRONMENTAL	Hazard Communications (HAZCOM)	All Civil Servants and On Site Contractors	One time upon entry for all new Civil Servants and On Site Contractors	29 CFR 1910.1200	Federal
	Environmental Management System (EMS)	All Civil Servants and On Site Contractors	Upon entry for all new Civil Servants and On Site Contractors; annually thereafter	NHB 16203C, Chapter 22	NASA GRC
	Basics of Environmental, Health and Safety Training (BEHST)	All Civil Servants and On Site Contractors	One time upon entry for all Civil Servants and On Site Contractors	NASA NPR 2 and Glenn Safety Manual, Chapter 2	NASA GRC
	Electrical Safety What Everyone Should Know	All Civil Servants and On Site Contractors	Upon entry for all new Civil Servants and On Site Contractors; refresher training every three years thereafter	OSHA, NFPA 70E	Federal/NASA
	Orientation to NASA Safety Culture	All new Civil Servants hired after October 1, 2015	Upon entry for all new Civil Servants	29 CFR 1960.59(a)	Federal/NASA
	<a href="#">OSHA, EPA, Safety and Health, and Environmental Job Specific Requirements</a>	Civil Servants and On Site Contractors based upon specific job requirements	Varies	Varies	Federal, NASA, and NASA GRC
OCIO/SECURITY	FY2016 Cybersecurity and Sensitive Unclassified Information Awareness Training	All Civil Servants and Contractors	Annually	5 CFR 930.031 & Federal Information Security Management Act (FISMA) NIST 800-53	Federal
	Introduction to Information Security for New Employees	All Civil Servants and Contractors	One time upon entry for all new Civil Servants and On Site Contractors	5 CFR 930.031 & Federal Information Security Management Act (FISMA), NIST SP 800-53	Federal
	Annual Security Awareness Training	All Civil Servants and Contractors	Annually	E.O. 12356, 5.3 (a), E.O. 12358, 5.6 (c)(5), E.O.12968, 6.1 and NPD 1600.1	NASA
	Annual Security Awareness Training for Clearance Holders	Civil Servants and contractors who are clearance holders	Annually	NHB 16203C, chap 22	NASA

C	Annual Security Awareness for Special Access Programs (SAP)	Civil Servants and contractors who have a program access	Annually	NPR 1600.2, NASA's Special Access Program Security Guide	NASA
	Sensitive But Unclassified (SBU) Information (Taking the FY2016 Cybersecurity and Sensitive Unclassified Information Awareness course fulfills this requirement)	Civil Servants, Contractors, and Consultants handling SBU information	Annually	NPR 1600.1, Interim Directive: 5.24	NASA
	NASA Records Management for Everyone	All Civil Servants	One time upon entry for all new Civil Servants	36 CFR 1222.20	Federal/NASA
CFO	Government Travel Card	All Civil Servants who require a travel card	Upon entry for all new Civil Servants who require a travel card; refresher training every three years thereafter	OMB Circular A-123. Appendix B	Federal
OGC	Ethics Training	All New Civil Servants, Presidential appointees, contracting officers, and other employees designated to file confidential (OGC-450) or public (SF 278) financial disclosure forms)	Upon entry for all new Civil Servants and annually for all financial disclosure filers	5 CFR 2638.703-705	Federal
	NASA Acquisition Integrity Program Fraud Awareness	All Civil Servants	Biennially upon entry	5CFR 2635.101 (b)(11)	Federal
ODEO	No FEAR ACT	All Civil Servants	Within the first 90 days for new employees; biennially thereafter	No FEAR Act of 2002	Federal
PROCUREMENT	Contract Officer Representatives (COR) Certification	All CORs	Within 6 months of receiving "Letter of Delegation"	NASA FAR Supplement 18-42.270	NASA

OHCM	New Supervisory Training: <a href="#">Click here for specific requirements</a>	New NASA Supervisors	Within the first two years of supervision	In order to comply with NPD 3410.2G, GRC has established a new supervisor training curriculum that includes 8 additional hours of training. New supervisors must complete 48 hours of supervisory and management training within 6 months of their assignment, 88 hours within the first 2 years.	Federal/NASA
	Experienced Supervisory Training: <a href="#">Click here for specific requirements</a>	Experienced NASA Supervisors	NASA Supervisors with 2 years or more of supervisory experience at NASA	In order to comply with NPD 3410.2G, GRC has established an experienced supervisor curriculum. Experienced supervisors must complete 4 required training courses, and select 1 elective course.	Federal/NASA
	Uniformed Services Employment and Reemployment Rights Act (USERRA)	Civil Servants in the 201 series, all supervisors and managers, hiring managers, staff who are involved in interview panels and review boards, uniformed employees who are eligible for active duty activation	Annually	Veterans' Benefits Improvement Act of 2008, Public Law (P.L.) 110-389	Federal