Mandatory Training for New NIH Senior Executives

Before Your First Day at NIH

NIH Information Security Awareness Course

You should complete this course, if at all possible, before your first day at work so you can use your NIH computer as soon as you begin working at NIH. If you are unable to take this course before your first day, you will need to take it very early on (no later than 30 days after your start date) so that you can begin using your computer. You will need your NIH ID number to log in to this course.

Duration of course: Approximately 30 minutes

To take this course: Once your Administrative Officer enters your personal information into the NIH NED (NIH Enterprise Directory) system, you will receive an automated email notification instructing you on how to take the course.

On Your First Day or Soon After

NIH Securing Remote Computer Course (VPN)

You should complete this course, if at all possible, before your first day at work so you can use your NIH computer as soon as you begin working at NIH. If you are unable to take this course before your first day, you will need to take it very early on (no later than 30 days after your start date) so that you can begin using your computer. You will need your NIH ID number to log in to this course.

Duration of course: Approximately 30 minutes

To take this course: Once your Administrative Officer enters your personal information into the NIH NED (NIH Enterprise Directory) system, you will receive an automated email notification instructing you on how to take the course.

Link: http://irtsectraining.nih.gov/

During Your First 30 Days

New Employee Online Orientation

Provides a summary of important and helpful information about the NIH. You will need your NIH username and password to log in to this course.

Duration of course: Approximately 30 minutes

Link: http://mandatorytraining.nih.gov

NIH Privacy Awareness Training

Helps ensure that all NIH employees understand the importance of protecting federal and agency data and the ramifications of inappropriate access and disclosure. You will need your NIH ID number to log in to this course.

Duration of course: Approximately 30 minutes

To take this course: You will receive an automated email notification instructing you on how to take the course.

Ethics Orientation Training

Presents 14 principals of ethics conduct, and standards of ethical conduct for employees of the Executive Branch, ethics laws, and where to go for ethics advice.

Duration of course: Approximately 1 hour

Link: http://ethics.od.nih.gov/training.html

During Your First 60 Days

Sexual Harassment Prevention for Federal Employees

Outlines the roles and responsibilities of managers and supervisors, discusses NIH policy and Federal laws, and defines different types of harassment. You will need your NIH username and password to log in to this course.

Duration of course: Approximately 1 hour

During Your First 90 Days

The No Fear Act

Focuses on how antidiscrimination and whistleblower laws protect employees and how to file a complaint alleging discrimination, retaliation or a violation of the laws. You will need your NIH username and password to log in to this course.

Duration of course: Approximately 30 minutes

Link: https://lms.learning.hhs.gov/Saba/Web/Main/goto/Guest OfferingDetails?offeringId=dowbt000000000003763

During Your First Year

Supervisory Training

This training is required of all new supervisors in the government. The NIH Training Center, some ICs, and HHS offer training that meet the HHS requirements for supervisory training. To ensure you meet the HHS requirements, you may want to consult with your Executive Officer or the NIH Training Center.

Additional resources are also available at: http://trainingcenter.nih.gov/mandatory_supervisory_training.html.

HHS Records Management Training

This training is part of the Department's on-going initiative to be in compliance with Federal Records Management Training regulations (36 CFR §1224.10) and to ensure that proper records and information management are always at the forefront of how we conduct and manage the mission of HHS. You will need your NIH username and password to log in to this course.

Duration of course: Approximately 20 minutes

Link: https://lms.learning.hhs.gov/Saba/Web/Main/goto/Guest OfferingDeta ils?offeringId=dowbt000000000006663

Please Note:

- There may be additional mandatory training requirements depending on your job responsibilities. Please view the online Mandatory Training Inventory at http://mandatorytraining.nih.gov for further assistance, or speak with your Administrative Officer or Executive Officer.
- All training requirements are online courses except for Supervisory Training.