

## MANDATORY/REQUIRED TRAINING NEEDS AND RECORD FORM

**INSTRUCTIONS:** This document is a business tool used to identify and collect required/mandatory training information. It will be used to identify and record training that is required in order for an employee to perform the duties of their current work activities or to fulfill training required by Agency and Center policy, law, or regulation. It will include both on-the-job (OJT) as well as formal training activities. Developmental training is not to be documented on this form.

Supervisors must complete this form for each work activity performed within their organization. See LMS-CP-4309 for the detailed procedure.

**Employees who have not completed training requirements documented below cannot work independently on the work activities for which the training is required. This form may also be used by supervisors to document OJT. The official repository for all other training records is the Office of Human Resources.**

|  |                        |                      |                 |                                     |   |
|--|------------------------|----------------------|-----------------|-------------------------------------|---|
| <b>ORGANIZATION</b>  |                        |                      |                 |                                     |   |
| LANGLEY MANAGEMENT SYSTEM SUPPORT OFFICE (LMSSO)   |                        |                      |                 |                                     |   |
| <b>EMPLOYEE NAME</b>   |                        |                      |                 |                                     |   |
| <b>TRAINING REQUIRED</b>   | <b>TRAINING METHOD</b> | <b>WHEN REQUIRED</b> | <b>DURATION</b> | <b>RENEWAL DATE (IF APPLICABLE)</b> | <b>SUPERVISOR SIGN/DATE UPON COMPLETION</b> |
| <b>ALL EMPLOYEES</b>   |                        |                      |                 |                                     |   |
| LMS Policy Manual  | OJT                    | Upon EOD             | 30 minutes      | N/A                                 |   |
| LMSSO Organizational Unit Plan   | OJT                    | Upon EOD             | 30 minutes      | N/A                                 |   |
| Calendar System  | OJT                    | Upon EOD             | 30 minutes      | N/A                                 |   |
| Eudora   | OJT                    | Upon EOD             | 30 minutes      | N/A                                 |   |
| WebTADS  | Classroom              | Upon EOD             | 3 hours         | N/A                                 |   |
| Navigation of LMS Documentation Library and other portions of the LMS Web Site                   | OJT                    | Upon EOD             | 30 minutes      | N/A                                 |   |
| Attendance and Leave Procedures:<br>LMS-CP-3312/LAPD 3630.3                                      | OJT                    | Upon EOD             | 30 minutes      | N/A                                 |   |
| Records Management:<br>LMS-CP-2707   | OJT                    | Upon EOD             | 30 minutes      | N/A                                 |   |
| Reporting Injuries, Illnesses, Compensation Claims and Unsafe Working Conditions:<br>LMS-CP-4760 | OJT                    | Upon EOD             | 30 minutes      | N/A                                 |   |

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|--|-----------------|------------------------|------------|----------|--|
| Center Emergency Plan:<br>LAPG 1046.1  | OJT             | Upon EOD               | 30 minutes | N/A      |  |
| Employee Assistance Program:<br>LAPG 1830.1  | OJT             | Upon EOD               | 30 minutes | N/A      |  |
| IT Security Awareness Training   | SOLAR Web Site  | Upon EOD               | 30 minutes | Annually |  |
| Government Ethics: Financial Disclosure filers only  | Class/web-based | Within first year      | 1-2 hours  | Annually |  |
| <b>ORGANIZATIONAL UNIT DESIGNATE FOR LMS FEEDBACK IN CAP TRACS</b>   |                 |                        |            |          |  |
| Use of the Corrective, Preventive and Improvement Action Tracking System (CAP Tracs):<br>LMS-CP-2303 - highlighting LMS Feedback | OJT             | When assigned          | 30 minutes | N/A      |  |
| <b>ADMINISTRATIVE/CLERICAL SUPPORT</b>   |                 |                        |            |          |  |
| Preparation and Input of Weekly Key Activities   | OJT             | Upon EOD               | 30 minutes | N/A      |  |
| Electronic Purchase Request System:<br>LMS-CP-4505/LMS-CP-4534   | OJT             | Upon EOD               | 1 hour     | N/A      |  |
| LaRC Office Correspondence Log Procedures:<br>LAPG 1450.1  | OJT             | Upon EOD               | 30 minutes | N/A      |  |
| Records Retention Schedule and Agency Filing Scheme:<br>NPG 1441.1   | OJT             | Upon EOD               | 30 minutes | N/A      |  |
| LaRC Travel Procedures:<br>LMS-CP-3309, LMS-CP-3311, and LMS-CP-0012   | OJT             | Upon EOD               | 30 minutes | N/A      |  |
| WebTADS POC Training   | Classroom       | Upon EOD               | 4 hours    | N/A      |  |
| Travel Manager   | Classroom/CBT   | Upon EOD               | 4 hours    | N/A      |  |
| <b>PURCHASE CARD HOLDERS</b>   |                 |                        |            |          |  |
| Purchase Card Training   | Video/Classroom | Prior to card issuance | 3 hours    | N/A      |  |

|   |               |                               |            |     |  |
|---|---------------|-------------------------------|------------|-----|--|
| Procurement Purchase Card:<br>LMS-CP-4540   | OJT           | Prior to card issuance        | 30 minutes | N/A |  |
| Obtaining a Purchase Card:<br>LMS-CP-4545   | OJT           | Prior to card issuance        | 30 minutes | N/A |  |
| <b>PURCHASE CARD APPROVERS</b>  |               |                               |            |     |  |
| Purchase Card Training  | Classroom     | Prior to approver designation | 3 hours    | N/A |  |
| Procurement Purchase Card:<br>LMS-CP-4540   | OJT           | Prior to card issuance        | 30 minutes | N/A |  |
| <b>TRAVEL AUTHORIZATION/VOUCHER APPROVER</b>  |               |                               |            |     |  |
| Travel Manager Approver Training  | Classroom/CBT | Upon EOD                      | 2 hours    | N/A |  |
| <b>COTR</b>   |               |                               |            |     |  |
| Contracting Officer's Technical Representative                                      | Classroom     | Prior to COTR designation     | 5 days     | N/A |  |
| Procurement Purchase Card:<br>LMS-CP-4540   | OJT           | Prior to card issuance        | 30 minutes | N/A |  |
| <b>RECORDS LIASON OFFICER</b>   |               |                               |            |     |  |
| Records Retention Schedule and Agency Filing Scheme:<br>NPG 1441.1                  | OJT           | Upon designation as RLO       | 30 minutes | N/A |  |
| <b>TRAINING COORDINATOR</b>   |               |                               |            |     |  |
| Identification and Recording of Required/Mandatory Training:<br>LMS-CP-4309         | OJT           | Upon designation as OUTC      | 30 minutes | N/A |  |
| Training Needs Assessment/Off-Site/On-Site Training:<br>LMS-CP-4316                 | OJT           | Upon designation as OUTC      | 30 minutes | N/A |  |
| <b>FACILITY COORDINATOR/FACILITY ENVIRONMENTAL COORDINATOR/FACILITY SAFETY HEAD</b> |               |                               |            |     |  |
| Facility Safety Head and Facility Coordinator Guide:<br>LAPG 1740.3                 | OJT           | Upon designation              | 1 hour     | N/A |  |

|  |           |                        |            |                                 |  |
|--|-----------|------------------------|------------|---------------------------------|--|
| Facility Safety Requirements:<br>LAPG 1740.2   | OJT       | Upon designation       | 1 hour     | N/A                             |  |
| Facility Environmental Coordinator Responsibilities:<br>LAPG 8800.1  | OJT       | Upon designation       | 1 hour     | N/A                             |  |
| Annual Training Sessions (for each function)   | Classroom | Next available session | 2 hours    | Annually                        |  |
| Audit Tracking System  | OJT       | Upon designation       | 2 hours    | N/A                             |  |
| <b>LMS DOCUMENTATION MANAGER</b>   |           |                        |            |                                 |  |
| ISO 9001 Lead Auditor Training   | Classroom | Within 6 months        | 36 hours   | As ISO 9001 Standard is revised |  |
| Livelink Training  | OJT       | Upon EOD               | 2 hours    | N/A                             |  |
| LMS Document Control Procedures:<br>LMS-CP-2301 (LPS)<br>LMS-CP-2701 (LDMS)<br>LMS-CP-2707 (Records Management)<br>LMS-CP-5907 (LFS)<br>LMS-CP-5909 (Web site)<br>LMS-CP-4710 (CMOL) | OJT       | Upon EOD               | 2 hours    | N/A                             |  |
| <b>LPS DOCUMENT DEVELOPER</b>  |           |                        |            |                                 |  |
| Use of Flow Charter Software   | OJT       | Upon EOD               | 4 hours    | N/A                             |  |
| ISO 9001 Lead Auditor Training   | Classroom | Within 6 months        | 36 hours   | As ISO 9001 Standard is revised |  |
| Livelink Training  | OJT       | Upon EOD               | 2 hours    | N/A                             |  |
| LMS-CP-2301 (LPS)  | OJT       | Upon EOD               | 30 minutes | N/A                             |  |
| <b>PROPERTY CUSTODIAN</b>  |           |                        |            |                                 |  |
| Property Custodianship Training  | Classroom | Next available         | 2 hours    | N/A                             |  |
| Cleaning and Excess of Computer Hard Drives:<br>LMS-CP-5550  | OJT       | Upon designation       | 30 minutes | N/A                             |  |

| <b>INFORMATION PROTECTION ADVISOR</b>  |     |                  |            |          |  |
|--|-----|------------------|------------|----------|--|
| Information Protection Advisor Training  | OJT | Upon designation | 1 hour     | Annually |  |
| Document Availability Authorization Criteria:<br>LMS-CP-5901   | OJT | Upon designation | 30 minutes | N/A      |  |
| Granting Foreign Nationals and Foreign Representatives Computer Accounts:<br>LMS-CP-5518               | OJT | Upon designation | 30 minutes | N/A      |  |
| <b>INFORMATION SYSTEMS SPECIALIST</b>  |     |                  |            |          |  |
| Livelink Training  | OJT | Upon EOD         | 2 hours    | N/A      |  |
| Software Planning, Development, Acquisition, Maintenance and Operations:<br>LMS-CP-5528                | OJT | Upon EOD         | 30 minutes | N/A      |  |
| Software Configuration Management Planning for Low, High and Critical Control Software:<br>LMS-CP-5529 | OJT | Upon EOD         | 30 minutes | N/A      |  |
| Software Acquisition Planning:<br>LMS-CP-5532  | OJT | Upon EOD         | 30 minutes | N/A      |  |
| Requesting Access to Information Technology Resources:<br>LMS-CP-5519                                  | OJT | Upon EOD         | 30 minutes | N/A      |  |
| Managing and Processing LaRCNET Connection Requests:<br>LMS-CP-5521                                    | OJT | Upon EOD         | 30 minutes | N/A      |  |
| Contract Administration:<br>LMS-CP-5593  | OJT | Upon EOD         | 30 minutes | N/A      |  |
| Purchasing Guide for Information Technology  | OJT | Upon EOD         | 30 minutes | N/A      |  |
| Development, Review and Maintenance of Web Sites in the LaRC Domain:<br>LMS-CP-5909                    | OJT | Upon EOD         | 30 minutes | N/A      |  |

| <b>COMPUTER SECURITY OFFICIAL AND ALTERNATE</b>                                       |                   |                  |            |                                 |  |
|---|-------------------|------------------|------------|---------------------------------|--|
| Conducting a Risk Assessment and Preparing the IT Security Plan:<br>LMS-CP-5517       | OJT               | Upon designation | 30 minutes | N/A                             |  |
| Cleaning and Excess of Computer Hard Drives:<br>LMS-CP-5550                           | OJT               | Upon designation | 30 minutes | N/A                             |  |
| Obtaining Network Services through the Center Firewall:<br>LMS-CP-5696                | OJT               | Upon designation | 30 minutes | N/A                             |  |
| Public Key Infrastructure procedures (awareness only):<br>LMS-CP-5630 and LMS-CP-5631 | OJT               | Upon designation | 30 minutes | N/A                             |  |
| Security of Information Technology:<br>NPG 2810.1                                     | OJT               | Upon designation | 30 minutes | N/A                             |  |
| <b>INTERNAL ASSESSORS (FROM OTHER OU'S)</b>   |                   |                  |            |                                 |  |
| ISO 9001 Auditor Training + 8 hours practical experience with a trained Lead Assessor | Classroom and OJT | Within 6 months  | 24 hours   | As ISO 9001 Standard is revised |  |
| Internal Assessment Process:<br>LMS-CP-2305, LMS-OP-2309                              | OJT               | Upon EOD         | 30 minutes | N/A                             |  |
| Corrective, Preventive and Improvement Action Process:<br>LMS-CP-2303                 | OJT               | Upon EOD         | 30 minutes | N/A                             |  |
| <b>LEAD INTERNAL ASSESSORS</b>  |                   |                  |            |                                 |  |
| ISO 9001 Lead Auditor Training  | Classroom         | Upon EOD         | 36 hours   | As ISO 9001 Standard is revised |  |
| Internal Assessment Process:<br>LMS-CP-2305, LMS-OP-2309                              | OJT               | Upon EOD         | 30 minutes | N/A                             |  |
| Corrective, Preventive and Improvement Action Process:<br>LMS-CP-2303                 | OJT               | Upon EOD         | 30 minutes | N/A                             |  |

| <b>INTERNAL ASSESSMENT PROGRAM MANAGER</b>   |           |          |            |                                 |  |
|--|-----------|----------|------------|---------------------------------|--|
| ISO 9001 Lead Auditor Training   | Classroom | Upon EOD | 36 hours   | As ISO 9001 Standard is revised |  |
| Internal Assessment Process:<br>LMS-CP-2305, LMS-OP-2309                                 | OJT       | Upon EOD | 30 minutes | N/A                             |  |
| Corrective, Preventive and Improvement Action Process:<br>LMS-CP-2303                    | OJT       | Upon EOD | 30 minutes | N/A                             |  |
| IT Security for Managers   | SOLAR     | Upon EOD | 30 minutes | Annual                          |  |
| Quarterly Management Review and Annual Management Review:<br>LMS-CP-0009 and LMS-CP-0002 | OJT       | Upon EOD | 30 minutes | N/A                             |  |
| <b>ORGANIZATIONAL UNIT MANAGER (OUM)</b>   |           |          |            |                                 |  |
| Agency and Center Strategic Planning and Implementation Documents                        | OJT       | Upon EOD | 1 hour     | N/A                             |  |
| Probationary Period for Supervisors:<br>LAPD 3315.1                                      | OJT       | Upon EOD | 30 minutes | N/A                             |  |
| IT Security for Managers   | SOLAR     | Upon EOD | 30 minutes | Annual                          |  |
| Quarterly Management Review and Annual Management Review:<br>LMS-CP-0009 and LMS-CP-0002 | OJT       | Upon EOD | 1 hour     | N/A                             |  |
| <b>SUPERVISORS</b>   |           |          |            |                                 |  |
| Agency Human Resource and Personnel Policies:<br>NPD and NPG 3000 Series                 | OJT       | Upon EOD | 2 hours    | N/A                             |  |
| Performance Planning and Appraisal Process   | OJT       | Upon EOD | 30 minutes | N/A                             |  |
| Identification and Recording of Required/Mandatory Training:<br>LMS-CP-4309              | OJT       | Upon EOD | 30 minutes | N/A                             |  |
| Individual Development Plan:<br>LMS-CP-4312  | OJT       | Upon EOD | 30 minutes | N/A                             |  |

|   |           |                 |                     |     |  |
|---|-----------|-----------------|---------------------|-----|--|
| Training Needs Assessment/Off-Site/On-Site Training:<br>LMS-CP-4316 | OJT       | Upon EOD        | 30 minutes          | N/A |  |
| Requesting Access to IT Resources (for employees):<br>LMS-CP-5519   | OJT       | Upon EOD        | 30 minutes          | N/A |  |
| Role of Supervisor in Management:<br>LAPG 3250.1                    | OJT       | Upon EOD        | 30 minutes          | N/A |  |
| Probationary Period for Supervisors:<br>LAPD 3315.1                 | OJT       | Upon EOD        | 30 minutes          | N/A |  |
| <b>NEW SUPERVISORS</b>  |           |                 |                     |     |  |
| Supervisory and Management Training                                 | Classroom | Within 6 months | 40 hours            | N/A |  |
| Supervisory and Management Training                                 | Classroom | Within 2 years  | Additional 40 hours | N/A |  |