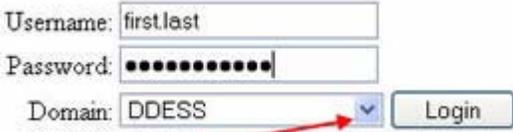
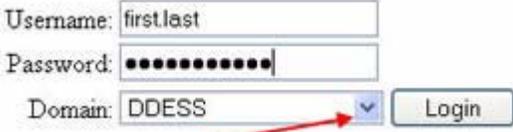


## Required Annual Employee Training SY 2012-2013

The following is a summary of DoDEA Annual training Requirements for DoDEA Employees. You are strongly advised to retain a copy of all training certifications for your records.

Training	Required for:	Length of Training	Link to Training	DDESS Update (7/13/2012)
PA & PPI/PII	Annually; all DoDEA employees	1 hour; online	<a href="https://webapps.dodea.edu/Privacy/">https://webapps.dodea.edu/Privacy/</a>  <b>Note:</b> To be completed AFTER 9/1/2012	Certificates are to maintained at the school level with information reported to the district office
Annual Level I Antiterrorism	Annually; all DoDEA employees  <b>New employees:</b> face-to-face training within 90 days  <b>Returning employees:</b> annual refresher; online	1 hour	<a href="https://atlevel1.dtic.mil/at/">https://atlevel1.dtic.mil/at/</a>  <b>Note:</b> To be completed AFTER 9/1/2012	Certificates are maintained at the school level (supervisors) and completion information is reported to the district office.
Information Assurance Training	Annually; all DoDEA employees  <b>New employees:</b> complete training within 10 days of receiving their username and logon.	1 hour; online	<a href="http://iase.disa.mil/eta/index.html">http://iase.disa.mil/eta/index.html</a>  <b>Note:</b> To be completed AFTER 9/1/2012	Certificates are maintained at the school level (supervisors) and that information is reported to your district for compilation.
NoFEAR	<b>New employees:</b> within 90 days  <b>All employees:</b> Biennial - all DoDEA employees	25 minutes; online	<a href="https://intranet.hq.ds.dodea.edu/intranet/eo/no_fear_act.cfm">https://intranet.hq.ds.dodea.edu/intranet/eo/no_fear_act.cfm</a>  <b>Note:</b> No FEAR training is mandatory for all employees, managers, and supervisors to include GS and educator positions. Teachers may take the training during official duty hours, but the principal does not have to provide a substitute for this to be accomplished. (It may take a little while for this page to load.)	Certificates are maintained at the school level (supervisors) and reported to the district.
Initial Ethics	<b>All New employees:</b> within 90 days	1 hour	<a href="https://webapps.dodea.edu/AET/">https://webapps.dodea.edu/AET/</a>  <b>Note:</b> To be completed AFTER 9/1/2012 Use your network credentials to login and change the domain name to DDESS.	Initial ethics training is a one-time requirement for Federal employees new to government service. This training must be completed and received by OGC within 90 days of their employ.  A copy of the certificate must be retained in local

				file.
Annual Ethics	<b>All "Covered Positions or OGE 450 filers"</b> : Annually after 1 October.	1 hour	<a href="https://webapps.dodea.edu/AET/">https://webapps.dodea.edu/AET/</a>  <b>Note:</b> To be completed AFTER 10/1/2012 Use your network credentials to login and change the domain name to DDESS.  	A copy of the certificate must be received by the OGC upon completion.
Annual Internet Agreement	<b>All DoDEA Network Users</b>		<a href="#">DoDEA Computer and Internet Access Agreement for Employees, Contractors, and Volunteers (DoDEA Form 6600.1-F1, FEB 2010)</a> (PDF 256 Kbs)	All users must have a newly signed agreement for SY 2012-13
Blood-Borne Pathogens	<b>All Teachers and School Staff:</b> Annually		DVD and/or certified medical professional face to face.	Administered by School Nurse or Exposure Content Advisor.
Chemical Hygiene Officer	<b>Chemical Hygiene Officers:</b> Annually		Contracted training by DoDEA.	
Adult to Student Sexual Harassment	<b>All Employees:</b> Annually		DVD from DDESS Office of General Council	
Understanding Prohibited Personnel Practices and Whistleblower Protections	<b>New Supervisors:</b> Within first 30 days of being hired.  <b>All Supervisors:</b> Every 3 years.		<a href="https://webapps.dodea.edu/OSC">https://webapps.dodea.edu/OSC</a>	Send certificate to <a href="mailto:osctraining@hq.dodea.edu">osctraining@hq.dodea.edu</a>
PTO and Principal Training	<b>PTO Board Members:</b> Annually	1 - 1.5 hours	Provided via Video Teleconference (VTC) or face to face by the Office of General Council.	
School Board Training	<b>Local School Board Members:</b> Annually	1.5 - 2 hours	Provided via Video Teleconference (VTC) or face to face by the Office of General Council.	