

# Library-wide Training Catalog

- All Staff..... 2
- Recommended Training..... 3
- Senior-Level Executive Training..... 4
- Supervisor and Manager Training ..... 4
- Staff Serving on Selection Panels..... 5
- Staff with Security Clearances..... 5
- Contracting Specialists (OCGM only)..... 6
- Contracting Officer’s Representative ..... 7
- For Purchase Card Holders ..... 8
- Health, Safety and Security Training for Specific Duties..... 9

## All Staff

The following is required training for all LOC staff.

1. Information Security Awareness - LOC SkillPort course (lcitsec217)

**Basis for requirement:** LCR 5-720 and LCD 5-410.1

**Course Owner:** OCIO

Annual requirement for all staff. Also required for contractors and volunteers who use the electronic systems of the Library of Congress. New hires must complete within 30 days of start date.

2. Records Management Basic Awareness 3.0 - LOC SkillPort course (lcrm300)

**Basis for requirement:** 44 U.S.C. § 3102 and 36 CFR Part 1220.34 and LCR 5-810

**Course Owner:** OCIO

One-time requirement for all staff. Also required for contractors and volunteers who handle Library records. New hires must complete within 30 days of start date.

3. Ethics and Standards of Conduct - LOC SkillPort course (lceth2000)

**Basis for requirement:** Executive Committee requirement to meet the spirit of 5 C.F.R. § 2638.703

**Course Owner:** LIBN/OGC

One-time requirement for all staff. Also required for contractors and volunteers who work onsite at the Library. New hires must complete within 30 days of start date.

4. Performance Management for Employees - LOC SkillPort course (lcwpm1000)

**Basis for requirement:** 2 U.S.C. § 136

**Course Owner:** OCOO/HRS

One-time requirement for all staff except temporary employees (appointments of less than one year). New hires must complete within 30 days of start date. For more information on this requirement, see FAQs.

5. LC Emergency Preparedness - LOC SkillPort course (lcep1000)

**Basis for requirement:** 2 U.S.C. § 136

**Course Owner:** OCOO/OSEP

One-time requirement for all Library employees assigned to Capitol Hill facilities. New hires must complete within 30 days of start date.

6. Sexual Harassment Prevention for Federal Employees - LOC SkillPort course (fgov\_01\_a19\_lc\_enus)

**Note:** This online course references the Equal Employment Opportunity Commission (EEOC) and Merit Systems Protection Board (MSPB) as the enforcement authorities for federal EEO laws and Merit Systems Principles. However, by statute, the Librarian of Congress, rather than the EEOC or MSPB, acts as the enforcement authority for employment complaints and disputes involving the Library.

**Basis for requirement:** Operations Committee requirement

**Course Owner:** LIBN/EEODP

## Recommended Training

The following is training that the Library is required to provide to all staff.

1. The US Constitution - Online course (LCGOV100)

**Basis for requirement:** 36 U.S.C. § 106

**Course owner:** OCOO/HRS

The Library must provide each new employee with educational and training materials as part of their orientation and provide educational and training materials to each employee of the agency on September 17 each year.

2. LOC-wide core competency training (<http://olc.loc.gov>)

**Basis for requirement:** Recommended by the Library-wide Training and Development Needs Assessment

**Course Owner:** OCOO/HRS

Staff may choose to complete any of the learning resources available on the core competency webpages.

## Senior-Level Executives

The following is required training for all Senior-Level Executives.

1. Equal Employment Opportunity Training - Classroom or LOC SkillPort

**Basis for requirement:** LCR 9-120

**Course owner:** LIBN/EEODP

One-time requirement to be taken within 6 months of starting at the Library or being newly promoted.

2. Senior Level New Employee Orientation - Classroom (LCSLDP1000)

**Basis for requirement:** LCR 9-1610

**Course owner:** OCOO/HRS

One-time requirement to be taken within 6 months of starting at the Library or being newly promoted. If an executive took "Senior Level Performance Management Training" (LCWPM500), s/he is not required to take the full orientation.

## Supervisor and Managers

The following is required training for all supervisors and managers, GS-15 and below.

1. Leadership Skills for Supervisors Workshop\*- Classroom (LCWPDS100)

Supervisors who completed "Essential Supervisory Skills" are not required to take the replacement course.

2. Planning and Appraising Performance - Classroom (LCWPM110)

If a supervisor took "Managing Workplace Performance" s/he is not required to take the replacement course, although it is strongly encouraged.

3. Labor Relations for Supervisors - Classroom (LCADM100)

4. Dealing with Performance Problems - Classroom (LCADM105)

5. Tools for Dealing with Conduct Problems - Classroom (LCADM106)

6. Equal Employment Opportunity Training - Classroom or LOC SkillPort

7. Alternative Dispute Resolution (ADR) and Conflict Resolution - Classroom (LCOIC1080)

8. Structured Interview Training - LOC SkillPort course (lcsit2000)

9. Telework Basics for Supervisors - LOC SkillPort course (lctw500)

10. WebTA training for Time and Attendance – SU-provided training

11. DiSC Managemet Workshop\* - Classroom (LCWPDS150)
12. 360 Emotional Intelligence Assessment\* - Classroom (LCWPDS200)
13. Leadership Challenge Workshop\* - Classroom (LCWPDS250)
14. Navigating Change in Turbulent Times Workshop\* - Classroom (LCWPDS300)
15. Crucial Conversations Workshop\* - Classroom (LCWPDS350)
16. Getting Things Done Workshop\* - Classroom (LCWPDS400)
17. Effective Coaching and Mentoring: A Training Class\* - Classroom (LCWPDS450)
18. Situational Leadership II (SLX) Experience Workshop\* - Classroom (LCWPDS500)
19. Leading at the Speed of Trust Workshop\*- Classroom (LCWPDS550)

New supervisors should also ensure that they have completed the required training for all Library of Congress staff.

## Staff Serving on Selection Panels

The following is required training for all staff serving on selection panels.

1. Structured Interview Training - LOC SkillPort course (lcsit2000)  
**Basis for requirement:** LCR 9-110 and LCD 9-420.1  
**Course Owner:** OCOO/HRS  
 Course must be completed before serving on selection panel.

## Staff with Security Clearances

The following is required training for all staff who have access to classified information.

1. Individual Briefings  
**Basis for requirement:** LCR 9-1210  
**Course Owner:** OCOO/OSEP  
 Initial briefings provided by Service Unit security manager. Periodic follow-up briefings provided by OSEP.

## **Contracting Specialists (OCGM only)**

The following is required training for all Level I Contracting (1102 and 1105 series) personnel.

1. CON 100, CON 110, CON 111, CON 112, CON 120 (1 elective)

**Basis for requirement:** LCR 1-570 and 7-210, LCD 7-210.1

**Course Owner:** OCOO/OCGM

There are additional education and experience requirements. See OCGM for specific details.

The following is required training for all Level II Contracting (1102 and 1105 series) personnel.

1. CON 214, CON 215, CON 216, CON 217, CON 218 (2 electives)

**Basis for requirement:** LCR 1-570 and 7-210, LCD 7-210.1

**Course Owner:** OCOO/OCGM

There are additional education and experience requirements. See OCGM for specific details.

The following is required training for all Level III Contracting (1102 and 1105 series) personnel.

1. CON 353 (2 electives)

**Basis for requirement:** LCR 1-570 and 7-210, LCD 7-210.1

**Course Owner:** OCOO/OCGM

There are additional education and experience requirements. See OCGM for specific details.

## Contracting Officer's Representative

The following is required training for all Level I Contracting Officer's Representatives.

1. Contracting Officer Representative (LCCOR1000) or 8 hours of training as approved by OCM

**Basis for requirement:** LCR 7-210, LCD 7-210.1

**Course Owner:** OCOO/OCGM

Requires 8 hours of continuous learning points (CLPs) every two years.

The following is required training for all Level II Contracting Officer's Representatives.

1. Contracting Officer Representative (LCCOR1000) and additional experience requirements

**Basis for requirement:** LCR 7-210, LCD 7-210.1

**Course Owner:** OCOO/OCGM

Requires 40 hours of continuous learning points (CLPs) every two years.

The following is required training for all Level III Contracting Officer's Representatives.

1. 60 hours (40 hour COR course and 20 hours of Acquisitions coursework) and additional experience requirements

**Basis for requirement:** LCR 7-210, LCD 7-210.1

**Course Owner:** OCOO/OCGM

Requires 40 hours of continuous learning points (CLPs) every two years.

## **Purchase Card Program**

The following is required training for all purchase card holders and approving officials.

1. GSA SmartPay Purchase Training - Online

Basis for requirement: LCD 7-220.1

Course Owner: OCOO/OCFO

Must be completed within prior to issuance of the purchase card.

2. Purchase Card Administrative Training- Classroom

Basis for requirement: LCD 7-220.1

Course Owner: OCOO/OCFO

Must be completed within three months of card issuance or appointment.

3. Momentum Requisitions Training- Classroom

Basis for requirement: LCD 7-220.1

Course Owner: OCOO/OCFO

Must be completed within three months of card issuance or appointment.

The following is additional required training for all approving officials.

1. 8 hours of Federal acquisitions training - Classroom

Basis for requirement: LCD 7-220.1

Course Owner: OCOO/OCFO

Must be completed within six months of card issuance or appointment.

Refresher training is required for cardholders and approving officials every three years, or as directed by the Agency Program Coordinator.

## Health, Safety and Security Training for Specific Duties

1. Control of Hazardous Energy (Lockout/Tagout) Training for OSHA Defined Affected Staff - Classroom (LCISS3095)

**Basis for requirement:** OSHA 29 C.F.R. 1910.147

**Course Owner:** ISS

Certification required for employees who may be exposed to hazardous energy sources as part of their employment. Classroom version offered at Culpeper and LOC SkillPort course will be available by June 2012 (by Federal Occupational Health).

2. Collateral Duty Training for Other Federal Agencies- Classroom (LCISS1000)

**Basis for requirement:** OSHA 29 C.F.R. 1960.58

**Course Owner:** ISS

Required for collateral duty safety, health personnel, and members of certified Occupational Safety and Health Committee.

3. Emergency Preparedness—Basic Evacuation Team Training- Classroom (LCEPT1000)

**Basis for requirement:** OSHA 29 C.F.R. 1910.38

**Course Owner:** OSEP

Required for employees designated to assist with evacuations.

4. Hazard Communication/GHS for Library of Congress Employees (except the Packard Campus) - Classroom (LCISS1003)

**Basis for requirement:** OSHA 29 C.F.R. 1910.1200

**Course Owner:** ISS

Required for employees who may be exposed to hazardous chemicals under normal operating conditions or in foreseeable emergencies. Required initially and is recurring upon process, chemical or written program changes. Refresher or review training is typically done at the Service Unit level.

5. Hazardous Waste Management Training- Classroom (LCISS1004)

**Basis for requirement:** EPA 40 C.F.R. 262.34

**Course Owner:** ISS

Required for employees who generate chemical waste in the performance of their employment duties. Required initially, then an annual refresher.

6. Laser Safety

**Basis for requirement:** OSHA 29 C.F.R. 1926.54

**Course Owner:** ISS

Required for employees who install, adjust, and/or operate laser equipment. One-time requirement – prior to assignment of duties by Service Unit Laser Safety Officer.

7. Personal Protective Equipment User Training (except Packard Campus staff) - Classroom (LCISS1005)

**Basis for requirement:** OSHA 29 C.F.R. 1910.132

**Course Owner:** ISS

Required for employees required (by OSHA) to use personal protective equipment. Onetime certification requirement. Additional training may be required when processes or types of PPE are changed.

8. Powered Industrial Truck Safe Operator Training- Classroom (LCISS1007)

**Basis for requirement:** OSHA 29 C.F.R. 1910.178

**Course Owner:** ISS

Required for employees who operate a powered industrial trucks depending on type of powered industrial truck:

Powered Industrial Truck Safe Operator Training – General (LCISS1007)

Powered Industrial Truck Operator – Easi-Picker (Stockpicker) (LCISS1018)

Powered Industrial Truck Operator Training – Walkie Pallet Truck (LCISS1020)

Powered Industrial Truck Operator Training – Propane Forklift (LCISS2065)

Powered Industrial Truck Operator Training – Tuggers (LCISS3010)

Powered Industrial Truck Operator Training – WAV (LCISS3025)

Required initially, then a refresher/review every 3 years.

9. Radiation Safety for Preservation Directorate- Classroom (LCISS1002)

**Basis for requirement:** OSHA 29 C.F.R. 1910.1096

**Course Owner:** ISS

Required for employees who work in or frequent any portion of a radiation area

10. Respiratory Protection User Training for NAVCC Staff- Classroom (LCISS2015)

**Basis for requirement:** OSHA 29 C.F.R. 1910.134

**Course Owner:** ISS

Required for employees required (by OSHA) to wear respiratory protective equipment. Class offered at Culpeper but there is no requirement for Capitol Hill yet.

11. Wastewater Treatment

**Basis for requirement:** 40 C.F.R. Part 122

**Course Owner:** ISS

Required for supervisors and employees who work with the wastewater treatment system or need to comply with the wastewater permit. One-time requirement and recommend annual refresher.

12. Air Compliance

**Basis for requirement:** 40 C.F.R. Parts 61 and 63

**Course Owner:** ISS

Annual requirement for designated supervisors and employees with job responsibilities under an air permit.

13. Spill Prevention & Response Awareness

**Basis for requirement:** 40 C.F.R. Parts 261 and 262

**Course Owner:** ISS

Annual requirement for supervisors and employees who have spill prevention and response duties.

14. DOT HazMat Training

**Basis for requirement:** 49 C.F.R. Part 100-185

**Course Owner:** ISS

Required for supervisors and employees who offer hazardous materials or hazardous waste for shipment offsite

15. Universal Waste Management

**Basis for requirement:** 40 C.F.R. 273.16 and 273.36

**Course Owner:** ISS

Annual requirement for designated supervisors and employees who dispose of universal waste

16. Powered Industrial Truck Battery Safety

**Basis for requirement:** 29 C.F.R 1910.1200

**Course Owner:** ISS

One-time requirement powered industrial truck operators and supervisors utilizing standard vehicle batteries.

17. Fall Protection Equipment Awareness – Use and Care (LCISS2055)

**Basis for requirement:** OSHA General Duty Clause

**Course Owner:** ISS

Required for employees who wear/use fall protection equipment (Full body harnesses, lanyards, self-retracting lanyards, etc.) in the performance of their duties.

18. Fall Prevention & Protection – Equipment Inspection Training (LCISS3015)

**Basis for requirement:** OSHA General Duty Clause

**Course Owner:** ISS

Required for those employees designated to conduct the semi-annual/annual inspections of organizational fall prevention/protection equipment.

19. ASHI Essentials: Didactic with Psychomotor Skill Stations

**Basis for requirement:** OSHA 29 C.F.R. 1910.151

**Course Owner:** ISS/HSO

Annual requirement for HSO Staff, Law Enforcement, and Community Emergency Response Team (CERT).

20. Blood-Borne Pathogen Awareness Training (BBP)

**Basis for requirement:** OSHA 29 C.F.R. 1910.1030

**Course Owner:** ISS/HSO

Annual requirement for HSO Staff, Law Enforcement, and Community Emergency Response Team (CERT).