

IHS/HHS Mandatory Training List

For all Area and Headquarters employees, managers, contractors and volunteers:

- HHS Initial Ethics Orientation (IEO) - Each new employee of HHS/IHS is subject to the Standards of Conduct and must complete initial ethics training within ninety (90) days of appointment. [Initial Ethics Orientation \(IEO\)](#)
- HHS Instruction 990-1 Workplace Flexibilities. For those with no LMS access [Select this link](#)
- IHS Information Systems Security Awareness (ISSA) Training. For everyone. Due June 3, 2023. You can link to it from Employee Resources on the IHS website, or click this link: <https://www.ihs.gov/ISSA/>
- [2023 HHS Cybersecurity Awareness Training](#). For Federal employees, contractors and other uses that support the operations and assets of the Agency. Available June 1, 2023. Complete by August 31, 2023.
- [HHS Equal Employment Opportunity Awareness and No FEAR Act Training](#). For everyone, every two years. Available July 1, 2023. Complete by September 30, 2023. This training is required to be taken within 90 days of entering on duty for all new IHS employees.
- IHS Protecting Children from Sexual Abuse by Health Care Providers. For everyone. Due by September 30, 2023. This is the same training from 2022. Those without LMS access can find the training [here](#).
- Indian Health Service Overview of Trauma-Informed Care and Historical Trauma. Due by September 30, 2023. Those without LMS access can find the training [here](#).
- [2023 HHS Records Management Training](#). For everyone. Available October 1, 2023. Complete by December 31, 2023. For those without LMS access [use this link](#)
- [2023 HHS Emergency Preparedness Training](#). For Federal employees, contractors and other uses that support the operations and assets of the Agency. Available August 1, 2023. Complete by December 31, 2023. For contractors and employees without LMS access, complete the training [here](#)
- [IHS Privacy Training](#). This training covers HIPAA topics, Privacy Act and Confidentiality. For everyone. Completion by December 31, 2023.

For Supervisors and Managers only:

- [HHS 2023 Supervisors and Managers: What You Need to Know about Whistleblower Protection, Prohibited Personnel Practices, and Retaliation](#). Available March 1, 2023. For supervisors and managers, complete by April 30, 2023.
- IHS Prevention of Workplace Harassment training for Supervisors and Managers (in LMS). For all supervisors and managers. This training should also be taken within 90 days of new IHS Managers and Supervisors being appointed. Required for all supervisors and managers who did not take the training in 2022. Must be completed by September 30, 2023.

For Hiring Managers and HR Specialists:

- [HHS 2023 Uniformed Services Employment and Reemployment Rights Act](#). Available April 1, 2023. For hiring managers and HR professionals. Complete by May 31, 2023.
- [HHS 2023 Veteran Employment Training](#). For hiring managers and HR professionals. Available April 1, 2023. Complete by May 31, 2023.

For Executives:

- [HHS 2023 Introductory Role-Based Training for Executives and Managers](#). For SES and Equivalent managers (i.e. GS-15). Available June 1, 2023. Complete by August 31, 2023.

For IT Professionals:

- [HHS 2023 Introductory Role-Based Training for IT Admin-Level 1](#). For IT personnel. Available June 1, 2023. Complete by July 31, 2023.
- [2023 HHS Cybersecurity Essentials](#). Available June 1, 2023. Complete by August 31, 2023.

For career federal “Form 450” financial disclosure filers:

- HHS 2023 Annual Ethics Training (in LMS). Available September 1, 2023. Complete by December 31, 2023. All career federal financial disclosure filers and OpDiv and StaffDiv supervisors are also able to determine whether they would like to make this training mandatory for their employees.