

2024 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.
- 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 28, 2024. You can link to it from Employee Resources on the IHS website, or click this link: <https://www.ihs.gov/ISSA/>
- [HHS Equal Employment Opportunity Awareness and No FEAR Act Training](#). For everyone, every two years. Available 07/01/2024. Complete by 09/30/2024. 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 12/31/2024. Available TBD.
- Indian Health Service Overview of Trauma-Informed Care and Historical Trauma. Due by 12/31/2024. Available TBD.
- [2024 HHS Records Management Training](#). For everyone. Available 10/01/2024. Complete by 12/31/2024.
- [2024 HHS Emergency Preparedness Training](#). For Federal employees, contractors and other uses that support the operations and assets of the Agency. Available 08/01/2024. Complete by 12/31/2024. 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 12/31/2024.
- [IHS Unauthorized Commitments Training](#). Due March 31, 2024.
- [IHS Reversing Opioid Overdose with Naloxone Training](#). Due December 31. Those without LMS access can take the course [here](#)

For Supervisors and Managers only:

- [HHS 2024 Supervisors and Managers: What You Need to Know about Whistleblower Protection, Prohibited Personnel Practices, and Retaliation](#). Available 03/01/2024. For supervisors and managers, complete by 04/30/2024
- [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 2023. Must be completed by September 30, 2024.
- [IHS Recognizing Retaliation and Reprisal](#) This is an annual requirement for all supervisors and managers. Due 12/31/2024.
- [IHS Reasonable Accommodation and Disability Discrimination](#). This is an annual requirement for all supervisors and managers. Due 12/31/2024
- [IHS Hostile Work Environment with a Focus on Race and Sex Discrimination](#). This is an annual requirement for all supervisors and managers. Due 12/31/2024

For Hiring Managers and HR Specialists:

- [HHS 2024 Uniformed Services Employment and Reemployment Rights Act](#). Available 04/01/2024 For hiring managers and HR professionals. Complete by 05/31/2024.
- [HHS 2024 Veteran Employment Training](#). For hiring managers and HR professionals. Available 04/01/2024. Complete by 05/31/2024.

For career federal "Form 450" financial disclosure filers:

- HHS 2024 Annual Ethics Training (in LMS). Available 09/01/2024. Complete by 12/31/2024. 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.