



United States Department of the Interior

BUREAU OF INDIAN AFFAIRS
Office of Trust Services
Washington, D.C. 20240

March 27, 2017

Memorandum

To: Student Interns, Office of Trust Services
Attention: Pathways Program Coordinators

From: Gayla Schock, Coordinator, Natural Resources Youth Programs
Youth Program Coordination Office

Subject: On-line Training Requirements for Student Interns

All Federal employees have federally mandated training requirements. Whether it's for new employees, specific groups of employees or to keep up with annual training requirements, it is essential to employee compliance, career development and advancement. Employees under the Pathways Internship Program are referred to as students. For new students, this is also part of the orientation process.

Attached is a list of federally mandated web-based or on-line training requirements. The training is self-paced and each course can take anywhere between 30 minutes to 2 hours to complete. Training is designed to introduce new employees to Federal government system and will cover key personnel laws, regulations and policies. It will also familiarize you with the Bureau of Indian Affairs administrative processes and systems.

Students are expected to complete these on-line training requirements during the off-season period (school year), while they are on leave without pay (LWOP). Students will be paid for the time spent on training.

Process for Approval

Students should initiate a request through the designated program coordinator for approval, and they will notify this Office training has been scheduled, and provide the training title and date.

Submitting T&As

In order to get paid, the student must submit their actual time spent training using the attached paper T&A "Student Intern Time & Attendance Report Form" and attach a copy of the completed training certificate. The T&A must be signed by both the student and program coordinator, and forwarded to Monica Cooper, designated Central Office Timekeeper, at monica.cooper@bia.gov, by the 2nd Thursday in each pay period.

The 2017 Payroll Schedule can be downloaded at
https://www.doi.gov/sites/doi.gov/files/uploads/IBC_PayrollCalendar_2017_Basic.pdf

If you have questions, please contact your designated program coordinators.

Attachments:

Pathways Program Internship List of Mandatory Training for All Federal Employees
Student Intern Time & Attendance Report Form

Pathways Program Internship
List of Mandatory Training for All Federal Employees
As of March 23, 2017

With the exception of Government Charge Card certification, Travel and QuickTime training, all training is taken through DOI Learn: <https://www.bia.gov/WhoWeAre/AS-IA/OHCM/doilearn/index.htm>

New Employees

Title	Length	Frequency	Next Due	Link
Ethics Statutes, Regulations, and Policies	1h	Once, within 90 days of initial entry on duty		https://gm2.geolearning.com/geonext/doi/coursesummary.CourseCatalog.geo?id=124660
Orientation to the Constitution	30m	Once upon hire		https://gm2.geolearning.com/geonext/doi/coursesummary.CourseCatalog.geo?id=101535
Maintaining a Drug-Free Workplace	30m	Once upon hire		https://gm2.geolearning.com/geonext/doi/coursesummary.CourseCatalog.geo?id=174334

All Federal Employment

Title	Length	Frequency	Next Due	Link
Information Systems Security Awareness (FISSA)	1h	Annual	Apr 30 th	
2017 EEO, Diversity & Inclusion, and No FEAR Act Training	2h	Every 2 years (odd years)	Sep 30 th	https://gm2.geolearning.com/geonext/doi/Launcher.geo?unified=learningplan_5475
Privacy Awareness (Coming soon)	1h	Annual	Jul 1 st	
Records Management and Section 508 Compliance (Coming soon)	1h	Annual	Jul 1 st	

Pathways Internship Program and other Administrative Requirements

Title	Length	Frequency	Next Due	Link
Quicktime Web-based Training	2h	Once upon hire (or as required)		https://hrdtrainingportal.ibc.doi.gov//DMARTPORTAL/?LOAD=1&PGID=117#Quicktime
2017 BIA eBook Travel Regulations Overview	2h			https://gm2.geolearning.com/geonext/doi/Launcher.geo?unified=course_200906
Travel Charge Card (Modules A & B only)	2h	Once upon hire (or as required)		https://cctrain.ibc.doi.gov/
Defensive Driving Fundamentals	1h	Once upon hire (or as required)		https://gm2.geolearning.com/geonext/doi/coursesummary.CourseCatalog.geo?id=123853



BUREAU OF INDIAN AFFAIRS PATHWAYS INTERNSHIP PROGRAM

Student Intern Common Pay Codes Used:
 010 - Regular Time
 020 - Annual Leave
 030 - Sick Leave
 101 - Leave Without Pay (LWOP)
 If Fire Time, contact Program Coordinator!

Student Intern Time & Attendance Report

Week 1	DATE	DATE	DATE	DATE	DATE	DATE	DATE				
								Employee Name: _____			
								Pay Period: _____			
Hrs. Lv Code	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Functional Area	Cost Center	WBS	E
Total Hrs		8	8	8	8	8		Week 1 Total:		40	

Week 2	DATE	DATE	DATE	DATE	DATE	DATE	DATE				
Hrs. Lv Code	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Functional Area	Cost Center	WBS	E
Total Hrs		8	8	8	8	8		Week 2 Total:		40	

SIGNATURES: Concurrence that the Time & Attendance reported above is correct:

Employee: _____ Date: _____

BIA Certifying Official: _____ Date: _____

Tribal Certifying Official: _____ Date: _____

PAY PERIOD TOTAL: _____

BIA Timekeeper: _____ Date: _____