

Employee Development Branch

The Employee Development Branch (EDB) welcomes you to Public Debt!

EDB, managed by Cheryl Adams, administers Public Debt's employee training and career development programs, and assists Offices in determining their specific training needs. We also administer the Treasury Learning Management System (TLMS) which is Public Debt's system of record for all training. Each office throughout Public Debt has Training Coordinators assigned to assist employees in submitting requests through TLMS.

All new non-supervisory employees at Public Debt must take the following mandatory courses. These courses are either online through TLMS or instructor-led:

End User Basic Computer Security Awareness — The Computer Security Act of 1987 mandates security awareness training for all employees who use computer systems. Employees learn security policies, standards, and procedures governing the use and protection of Public Debt computer resources.

Prevention of Sexual Harassment for All Employees — All federal employees should be aware of the seriousness and consequences of sexual harassment in the workplace. This course defines sexual harassment, reviews how employees document incidents of harassment, discusses methods of resolving sexual harassment complaints and describes the federal EEO guidelines.

Diversity Training for All Employees — This course is designed to enhance the Bureau of Public Debt's ability to have a more informed workforce that is sensitive to diversity issues. Allows employees to understand how their behavior and biases potentially impact the services BPD provide its customers, advantages of a respectful, inclusive workplace, and build skills that support an environment for both employees and customers.

Leadership and Self Deception in the Workplace — Day 1 of this course participants will learn how self-deception is at the heart of the people problems they see in the organization. Day 2 participants discover how to focus on their work in a particular way for results in four directions - towards customers, coworkers, employees and the boss.

Annual Cyber Security Training — As part of the Federal Information System Management Act (FISMA) and OMB Circular A-130, all federal employees are mandated to have security awareness training. This course is to enhance the

employee's awareness of possible security threats and preventative methods in the cyber security area.

No FEAR Act — The Notification and Federal Employee Antidiscrimination and Retaliation Act of 2002 (No FEAR Act), with an effective date of October 1, 2003, requires that federal agencies be more accountable for violations of antidiscrimination and whistleblower protection laws. This course will outline the rights federal employees have under antidiscrimination and whistleblower laws and provide details on how the No FEAR Act is implemented within Treasury.

Annual Privacy Awareness — This course is sponsored by the Office of the Deputy Assistant Secretary for Privacy and Treasury Records (DASPTR) and is required annually. Topics reviewed include the definition of privacy and the Federal statutory requirements. The content describes the collection, use and dissemination of personally identifiable information (PII.) Included is a brief primer on the Privacy Impact Assessment (PIA), System of Records Notice (SORN), and Releasing information under the Privacy Act and the Freedom of Information Act (FOIA). Simulation exercises are utilized to let employees try out their knowledge in real life situations.