

2010 Uniformed Services Employment and Reemployment Act (USERRA) Training

Course Completion Date: June 30

Available through the Online Learning Center2 (OLC2)

Course Title: 2010 USERRA Annual Training

Audience: The Department of Energy (DOE) Uniformed Services Employment and Reemployment Act (USERRA) training course is mandatory for all servicing Human Resources staffs; administrative support staffs, including timekeepers; and all **Federal supervisors and managers** who recommend, take, or approve any personnel action regarding a Federal employee who is subject to being activated for national service, i.e., the military reserves, National Guard, Public Health Service Corps, National Disaster Medical Systems personnel, and other groups designated by the President in time of war or emergency. The affected Federal employees are encouraged to take the course so that they will know their rights and benefits.

Requirement: The Veterans' Benefits Improvement Act of 2008, Public Law (P.L.) 110-389, October 10, 2008, requires all Federal agencies to provide Uniformed Services Employment and Reemployment Rights Act (USERRA) training for specified agency personnel. DOE is utilizing e-training on the OLC2 at <https://olc2.energy.gov> and is providing information resources on the Human Capital Management website under the resources category Military and Reservist at http://humancapital.doe.gov/resources_military.htm to meet this requirement.

Description: Federal employees activated for military service, emergencies, and other national service have specific leave, seniority, benefit, and reemployment rights while activated and upon returning to their positions of record. The training describes these rights and benefits from Departmental and employee perspectives.

Length: 30 minutes

Instructions for Access: This course is available through the OLC2 for DOE Headquarters and Field Federal employees. DOE contractor employees activated for national service may wish to review the websites in the “Additional Information” document on the Human Capital management website at <http://humancapital.doe.gov/resources/F-Additional-Information03-29-10RGJV05.pdf>.

To access the USERRA e-training use the following link: <https://olc2.energy.gov>. Once you have logged in, the 2010 USERRA Annual training will appear in the “New Items” section located at the bottom right-hand side of the OLC2 Welcome page.

DOE Federal employees can also access the OLC2 directly from ESS without a separate username and password. Log onto ESS as normal with the following link: <https://mis.doe.gov/ess> and click ‘Access Energy Online Learning Center’ under ESS Training menu. Another screen will open and you will need to click the ‘Connect to

OLC2” button on the bottom of the page which will take you to your personal OLC2 Welcome Page.

The OLC2 desktop system configuration checker will perform an automatic check for system compatibility. Contact your IT support office if the configuration checker identifies any problems with your computer’s set-up. If the course does not launch for you, your computer internet settings may need to be modified. On the toolbar at the top of the screen, click on Tools, Pop-up Blocker, and Allow pop-ups from this site.

Questions and Comments:

With questions or comments about the purpose or intent of this course, please contact your Training Coordinator or send an email to Bruce.Murray@hq.doe.gov. To improve future training, your feedback and suggestions would be greatly appreciated.

If you have any technical questions, please contact the OLC2 Helpdesk at 202-586-3607 or energyolc@hq.doe.gov.

If you are a DOE Federal employee and do not have an OLC² login, please contact your office OLC2 Administrator (list located on the OLC² login page), the OLC² Help Desk, 202-586-3607 (Monday thru Friday 8:00AM – 5:00PM EST), or energyolc@hq.doe.gov.

If you have forgotten your Learner ID or password, you can have your Learner ID or password sent to you via email by clicking the “Forgot Your Learner ID?” or “Forgot Your Password?” links on the OLC² home page.

For more information or registration visit <https://olc2.energy.gov>