



# United States Department of the Interior

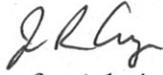
U.S. GEOLOGICAL SURVEY  
Reston, Virginia 20192

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## Memorandum

To: All U.S. Geological Survey Employees and Contractors

From: Jose R. Aragon   
Associate Director for Administration

Subject: Environmental Management System Awareness Training  
Due December 4, 2015

The purpose of this memorandum is to announce the mandatory requirement for all U.S. Geological Survey (USGS) employees and contractors to complete the new Environmental Management System (EMS) Awareness training by December 4, 2015.

It is USGS policy to minimize environmental impact of our operations through regular evaluation and through implementing pollution prevention and energy efficient practices. The USGS maintains an EMS as the primary management tool to address environmental compliance and to reduce the frequency and severity of environmental impacts that result from USGS operations and activities.

The USGS Cross-Functional Team, consisting of Center Directors, Regional Management Officials, Lab and Data Chiefs, and field staff conducted a detailed review of USGS operations, legal requirements, and other requirements and developed updated EMS Awareness Training. The training includes a summary of the USGS EMS as well as an introduction to the streamlined bureauwide environmental targets that start in Fiscal Year 2016. Supervisors and Contracting Officer Technical Representatives must ensure that USGS employees and contractors complete the module in DOI LEARN titled "*USGS Environmental Management System Awareness*" no later than December 4, 2015. New USGS employees must complete this requirement within 60 days of being hired. The module is only available through DOI LEARN. Alternate methods to complete this requirement are not available at this time and waivers will not be granted.

Everyone must complete the "*USGS Environmental Management System Awareness*" course to satisfy the new training requirement. Completing the previous version of this EMS course, "*USGS Sustainability and Environmental Management System Awareness 2012*," does not fulfill this new requirement.

To access the EMS Module:

1. Log into DOI LEARN at: <https://gm2.geolearning.com/geonext/doi/login.geo>.
2. On the "My Home" page, select the "Access My Required Training" link.
3. Select the course entitled, "*USGS Environmental Management System Awareness*."
4. Select the "Open" button.
5. Click the course link to begin the training.

Note: Search the Course Catalog by Course name and enroll if you don't see this training assigned to you.

If you have any questions about DOI LEARN, contact the DOI LEARN Help Desk at 1-866-466-1998 or by email at [doilearn@sumtotalsystems.com](mailto:doilearn@sumtotalsystems.com). Note: technical problems viewing DOI LEARN modules are usually caused by outdated versions of Flash Player and/or Java along with incompatible web browser settings. Please use Internet Explorer when logging into DOI LEARN. If you have problems viewing this module please contact either the USGS Service Desk (703-648-HELP) or your local office IT support staff. This website, under the "Need to Know" section is also available as a reference:  
[http://www.usgs.gov/humancapital/ecd/ecd\\_trainingdoi.html](http://www.usgs.gov/humancapital/ecd/ecd_trainingdoi.html).

Supervisors and Managers can track employee's completion status by viewing reports at this FTP site: [ftp://ftpint.usgs.gov/private/cr/co/lakewood/DOI\\_Learn/](ftp://ftpint.usgs.gov/private/cr/co/lakewood/DOI_Learn/). Click on "Directory EMS."

If you have any questions, please contact Paul Kallus at [pkallus@usgs.gov](mailto:pkallus@usgs.gov) or 703-648-7596.