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GS14000446

April 16, 2014

Memorandum

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

From: Karen D. Baker //s// **Karen D. Baker**  
Acting Associate Director for Administration and Human Capital

Subject: *U.S. Geological Survey Sustainability and Environmental Management System Awareness* module, due May 23, 2014

The purpose of this memorandum is to announce the mandatory requirement to complete the Environmental Management System (EMS) Awareness training no later than May 23, 2014.

Presidential Executive Orders 13423 (Strengthening Federal Environmental, Energy, and Transportation Management) and 13514 (Federal Leadership in Environmental, Energy, and Economic Performance) require all Federal agencies to maintain an EMS. A component of these Executive Orders is to ensure the general awareness of all employees and contractors of the requirements of these two Executive Orders.

Supervisors and Contracting Officer Technical Representatives must ensure that U.S. Geological Survey (USGS) employees and contractors complete the module entitled "*U.S. Geological Survey Sustainability and Environmental Management System Awareness*" no later than May 23, 2014, in DOI LEARN. New USGS employees must complete this requirement within 60 days of being hired. Review of this information and completion of the assessment questions requires less than 30 minutes on average.

Supervisors and Managers can track their employees' completion status by viewing weekly reports starting April 28, 2014, at this FTP

site: [ftp://ftpint.usgs.gov/private/cr/co/lakewood/DOI\\_Learn/](ftp://ftpint.usgs.gov/private/cr/co/lakewood/DOI_Learn/)

This 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.

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 Sustainability and Environmental Management System Awareness.*"
4. Select the "*Open*" button.

5. Select the course link to begin the training.

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. 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 is also available as a reference: [http://www.usgs.gov/humancapital/ecd/ecd\\_trainingdoi.html](http://www.usgs.gov/humancapital/ecd/ecd_trainingdoi.html)

If you have any questions about this requirement, contact Aaron Stern at: (703) 648-7570 or [astern@usgs.gov](mailto:astern@usgs.gov)