

Memorandum

To: All USGS Employees

From: Suzette M. Kimball  
Acting Director

Subject: Required training: Scientific Integrity (Complete training by 12/31/2015)

In December 2014, the Department of the Interior (DOI) revised the Departmental Manual and Handbook on Scientific Integrity and Scholarly Activities. Each DOI bureau was asked to develop SI training guidance, including required training and an outline of which categories of employees are required to take the online training on a one-time or a recurring basis as well as employees who are exempt. The initial required SI training should be completed by December 31, 2015.

It is important that all employees are aware of the DOI and USGS scientific integrity (SI) policies and the importance of scientific integrity throughout the USGS and the DOI. All USGS work involves or touches upon scientific activities, thus, all USGS employees are responsible for implementing the SI policy and supporting a culture of scientific and scholarly integrity within the USGS and the DOI. Through this training, supervisors are empowered and expected to promote further discussion and awareness of SI in the workplace.

The objectives of the one-hour online training are:

- Identify conditions that support a culture of scientific integrity,
- Recognize situations where scientific integrity may be at risk,
- Identify the roles and responsibilities of those who are obligated to uphold SI and ensure appropriate use and communication of scientific findings and data, and
- Identify appropriate responses to potential violations of DOI SI.

### **SI Training Plan:**

It is expected that all new USGS employees will take the training as part of their onboarding activities (except as noted below in Category Three).

#### **Category One (One-Time):**

- All USGS employees, including permanent, term, and temporary employees on greater than 90-day appointment.
- All temporary employees who have previously served on a less than 90-day appointment and have been rehired to serve on a subsequent less than 90-day appointment.

**Category Two (Recurring every 2 years):**

- USGS Senior Executives.
- All USGS scientists (4 factor and 9 factor, job classification in OPM series: 400s, 700s, 1300s, 1500s).
- All Science Center Directors and their subordinate managers/supervisors.

**Equivalent exemption:** If an employee has completed a course that is deemed equivalent by the Office of Science Quality and Integrity (OSQI) to the online training provided by the USGS or the DOI, credit for the training may be granted. The OSQI will develop an equivalent in-person and WebEx training presentation that may serve as an alternate to the online SI training. The OSQI will make every effort to accommodate requests for this in-person or WebEx training option.

**Category Three (Exempted):**

- New temporary employees on a less than 90-day appointment (such as short-term student interns, with limited time for work and training). If an employee is rehired for a second appointment, the employee is considered to be under Category One (training is required).

The SI training course is available on DOI Learn.

For more information about the SI online training or other SI concerns, please contact Dr. Alan Thornhill, Director, Office of Science Quality and Integrity at (703) 648-6601.