

DOI LEARN TRAINING Support Services

Introduction:

The purpose of this document is to define Local, Area, and Headquarters roles and responsibilities for the wide variety of support provided in and related to the following DOI LEARN activities: tracking safety class completions, entering classes, monitoring vendor fixes of online training (OLT), creating and assigning learning plans, training personnel on the variety of safety roles in DOI LEARN, creating webinars, generating reports, answering a high volume of user questions, and attending regularly scheduled USGS Safety Office and Bureau Safety Council meetings.

Justification:

With growing support requirements, these responsibilities need to be *shared* between Department of the Interior and U.S. Geological Survey staff at various levels of these organizations to facilitate effective field support while remaining consistent with the details in the [Bureau Safety Program Realignment decision paper](#) released by the Associate Director for Administration and Enterprise Information, dated July 11, 2011. The efficiencies inherent from these proposed organizational alliances and assumption of responsibilities will ensure we continue to meet the growing safety support activity workload while providing efficient delivery of services to meet USGS Safety mission requirements. This document establishes a highly responsive structure to support USGS personnel in helping supervisors and employees to document and complete safety training requirements.

This document is aligned with DOI policy stating “The Safety Office establishes and maintains a staff of safety and occupational health professionals and collateral-duty safety program coordinators at appropriate levels within the organization, and to advise management in the development and implementation of an effective safety and occupational health program.”

Table 1: Responsibility Matrix Office Function/Task	Local Supervisor, Manager, Admin. Officer, Training Officer, CDSPC*	Area Safety Program Managers	OMS Operational Offices (Reston, DFC/ Sacramento)	OMS Occupational Safety and Health Management Branch (OSHMB) Spec. Safety Managers	Office of Employee Development (OED)	DOI LEARN/ DOI University
Safety Training						
Create all new user accounts in the system	X				X	
Train and advise Safety staff in Instructor role within DOI LEARN					X	
Train all Full Time Safety Staff in setting up and pulling DOI LEARN reports/Work with OSHMB staff to develop reports for safety community use					X	
Provide support for course problems related to DOI LEARN system administration and mechanics					X	X
Set up safety training in DOI LEARN for Specialized Safety training courses				X		
Track and Monitor safety course rosters and generate reports		X	X	X		
Interface between DOI LEARN TEAM/contractor and OMS HQ, Operational and Area staff on DOI LEARN System, and Operational Issues.					X	
Interface between DOI University staff and OED Staff on TEL/Online safety course development				X	X	
Advise and assist all USGS Area Safety Managers and/or Collateral Duty Safety Program Coordinators and respective management on Safety Training Requirements		X	X	X		
Work with OED and DOI University, other contractor vendors to establish and test online safety courses				X		
Get safety courseware developed and imported into the LMS						X
Become fluent in safety training requirements	X	X	X	X		
Consult on the DOI LEARN system limitations to address USGS training and safety business processes, policies, and program needs				X	X	X
Create Learning Plans					X	
Assign learning plans via a template or use of Mass Assignment with Course Terms as applicable for certificate/instructor-led and orientation courses (Only upon being trained in Learning Manager Role)	X	X	X	X		
Receive Instructor training and create classes and manage DOI LEARN rosters	X	X	X	X		
Provide summary of training issues during quarterly Bureau OSH Council meetings and advise members on changes/revisions in DOI LEARN and changing safety regulations in regard to training, etc.				X	X	
Create safety training webinars as needed to promote "Safety Week" and other core competency CDSPC training		X	X	X	X	
Ensure required safety and health training is taken prior to assigning an employee to a task involving hazardous materials and potential exposures	X					

*Collateral Duty Safety Program Coordinator