

August 17, 2015

Memorandum

To: All USGS Employees

From: Suzette M. Kimball, Acting Director (*signed*)

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 scientific integrity (SI) training guidance, including required training.

It is important that all employees are aware of the DOI and U.S. Geological Survey (USGS) 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.

We are asking all employees, as described below, to complete the SI online training by **December 31, 2015**. Through this training, supervisors are empowered and expected to promote further discussion and awareness of SI in the workplace. It is also recommended that volunteers involved in science practices complete the course, as appropriate.

The objectives of the one-hour online training are to:

- Identify conditions that support a culture of SI
- Recognize situations where SI 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
- Identify appropriate responses to potential violations of DOI SI

SI Training

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, and 1500s)
- All Science Center Directors and their subordinate managers/supervisors

Category Three (Exempted):

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

In the future, the USGS Office of Science Quality and Integrity will be developing equivalent instructor-led training and webinar presentations that may serve as an alternate to the online SI training.

The SI training course has been assigned to you in DOI LEARN at: <https://gm2.geolearning.com/geonext/doi/login.geo> Please find it under the “My Home” tab, under “Access My Required Training.”

Supervisors/Managers may track their employees’ completion of the course by viewing reports at this FTP site: ftp://ftpint.usgs.gov/private/cr/co/lakewood/DOI_Learn/ The first report will be available after October 5, 2015. Supervisors may also run their own reports; see this link under the “Supervisor” heading for instructions: <http://www.usgs.gov/humancapital/ecd/doilearnhowto.html>

If you do not see this course in your “Required Learning” area or for those serving additional appointments as rehired employees, please register in DOI LEARN using keyword “Scientific Integrity.”

For questions specific to DOI LEARN, please contact doilearn@sumtotalsystems.com or 1-866-466-1998.

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