



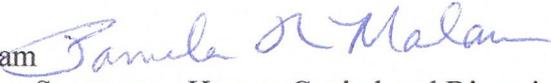
United States Department of the Interior

OFFICE OF THE ASSISTANT SECRETARY
POLICY, MANAGEMENT AND BUDGET
Washington, DC 20240

MAY 9 2012

Memorandum

To: Human Capital Officers

From: Pamela R. Malam 
Deputy Assistant Secretary – Human Capital and Diversity
Departmental Deputy Designated Agency Safety and Health Official

Subject: Release of the Department of the Interior (DOI) Online Safety and Occupational Health Training Course, “Safety: Authorities, Roles, and Responsibilities for Executives”

I am pleased to announce the release of the DOI online training course, “Safety: Authorities, Roles, and Responsibilities for Executives.” This training is available in a new, easy-to-use format through DOI LEARN. There is no cost for Interior executives to access this training.

Please ensure members of the Senior Executive Service in your bureau/office are aware of this one-time training. This course assists with meeting mandatory 29 CFR 1960 training requirements and promotes safety awareness for individuals responsible for safe and healthy work environments.

The training has been assigned to the accounts of all executives in DOI LEARN. Executives are required to complete the training within 90 days of assignment. New executives will be required to complete the course as part of their initial training requirements.

If you have any questions about the DOI Occupational Safety and Health Program, please contact Diane B. Schmitz, Director, Office of Occupational Safety and Health at Diane_Schmitz@ios.doi.gov. Questions about using DOI LEARN should be referred to the appropriate bureau data steward. A list of bureau data stewards is available at: http://www.doi.gov/doilearn/upload/Bureau_DOI_LEARN_Points_of_Contact-03-2012.pdf. Workstation requirements for DOI LEARN are available at: <http://www.doi.gov/doilearn/upload/Workstation-Requirements.pdf>. Please note that the course is not compatible with the iPad.

Please ensure that this cost-effective training tool is utilized by executives in your organization. Your assistance is appreciated.

cc: Bureau and Office Heads
HR Officers
Executive Resource Specialists
Training Officers