



United States Department of the Interior

BUREAU OF LAND MANAGEMENT

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To: DMs, DSDs, Staff and Branch Chiefs
OR SOEMPL

From: Deputy State Director for Management Services

Subject: Oregon State Office (OSO) Annual Safety Training Week DD: 01/19/2007

The OSO Annual Safety Training Week is scheduled for February 5-9, 2007, in the Robert Duncan Plaza Building Conference Center on the 3rd floor, Rooms 3A and 3B. Sessions begin the afternoon of Monday, February 5, and continue through Friday morning, February 9.

In an effort to assist employees in completing work-related safety and health training requirements, the Safety and Occupational Health Steering Committee has scheduled several sessions which will assist in meeting many of these annual training requirements.

Please review the attached schedule and plan to attend the training you need. Some training is mandatory each year for certain employees, dependent upon work assigned. Other sessions are arranged for voluntary attendance. All agency employees – BLM, Forest Service, and Corps – are welcome to attend any of the sessions. Any associated costs are paid by the employee's agency and are listed on the training schedule. Non-agency employees are responsible to pay the vendor directly.

This year, all safety training classes have been posted on *DOI Learn*, the new Learning Management System. Use of the system is mandatory. (Reference [IM-OR-2006-056](#) dated 08/25/06 and [IM-OR-2006-035](#) dated 03/24/06.)

Instructions and information on *DOI Learn* can be found on the HR Career Development intranet website: <http://web.or.blm.gov/or953/careerdevelopment>; or, click on [DOI Learn information](#) - then click on [Q&As](#). You may download this document for your reference. All BLM employees are encouraged to check their profiles in *DOI Learn* prior to registration for classes to ensure all information is correct.

The safety training classes offered this coming year are all “instructor led” and coded as follows:

- **CPR/AED Recertification** (BLM-2007-0205-Portland, OR State Office)
- **Positive Driving** (BLM-2007-0206-Portland OR State Office)
- **Bloodborne Pathogens** (BLM-2007-0206-Portland, OR State Office)
- **Standard First Aid with CPR/AED** (BLM-2007-0207-Portland, OR State Office)
- **Wilderness First Aid – One Day Training** (BLM-2007-0208-Portland, OR State Office)
- **First Responder Awareness – Hazardous Materials – REFRESHER** (BLM-2007-0209-Portland, OR State Office)

To register for any of the classes, log in to **DOI Learn**: <https://doilearn.doi.gov/>. Contract/Forest Service/Service First employees, as well as non-agency individuals, may also register for classes in **DOI Learn** by clicking on the [Public Catalog Login](#) link. Employees who register through the system will automatically receive class credit when rosters are closed out. Employees who do not register in **DOI Learn** but complete a class will be provided a “proof of course completion” via a copy of the attendance roster for the specific class or classes. The employee should provide this roster showing their class attendance to their supervisor, who is then responsible for updating their transcript in the system.

Once registered, the employee will receive a computer generated email. Supervisors will also receive a computer generated email stating that the employee has registered for a class. However, some supervisors will not receive this email if they did not elect that option when identifying all of their employees in the system. Employees are advised to alert their supervisors of their class registration. Note that supervisory approval is required for many classes but not all.

As the **DOI Learn** system is still in its infancy, please also *confirm* your registration intent for any safety training class by contacting Peggy Tribble, BLM State Office Safety Manager, at (503) 808-6202, or via email at ptribble@blm.gov. Correct participant numbers are important to ensure appropriate class size per training room and to provide information to instructors.

You are encouraged to register early for these classes. If you experience difficulty with registration on the **DOI Learn** system, please call the 24/7 DOI Learn Help Desk at 1-888-722-3647. Otherwise, questions may be directed to Edna Mo or Terry Deis, Branch of Human Resources, at (503) 808-6538 or (503) 808-6395, or Peggy Tribble, State Office Safety Manager at (503) 808-6202.

Districts with Unions are reminded to notify their unions of this Information Bulletin and satisfy any bargaining obligations before implementation. Your servicing Human Resources Office or Labor Relations Specialist can provide you assistance in this matter.

Signed by
JOHN K. KEITH
Acting Deputy State Director
for Management Services

Authenticated by
Rita Wallberg

Attachment(s)

1 – [Annual BLM Safety Training Schedule](#) (2 pp)

Distribution

WO-740 (MIB, Room 2004)
OR/WA State Safety Officers
FS State Safety Officer