



United States Department of the Interior

OFFICE OF THE SECRETARY
Washington, DC 20240

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Memorandum

To: Solicitor
Inspector General
Assistant Secretaries
Bureau and Office Heads

From: Rachel M. Borra **RACHEL BORRA**
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Date: 2026.05.26 15:42:31 -04'00'

Subject: Release of the Department of the Interior (DOI) Online Safety Training Course – *Authorities, Roles, and Responsibilities* (Role-Based Tracks for Employees, Supervisors, and Executives)

We are pleased to announce the release of a new DOI Talent online Safety training course, *Authorities, Roles, and Responsibilities*. The **one-time mandatory training** track course is tailored to employees based on their current role (Employee, Supervisor, or Executive) and is available in a new, easy-to-use format at no cost to DOI personnel.

Background and Importance

DOI's ability to sustain safe, mission-ready operations – across administrative environments, remote field settings, high-hazard operations, and emergency response – depends on personnel at all levels understanding their safety authorities, roles, and responsibilities. These role-based DOI Talent training courses strengthen Department-wide safety culture by reinforcing leadership accountability for safe workplaces and promote consistent safety program expectations across bureaus and offices.

Mandatory Completion Requirement

All DOI employees, supervisors, and executives are required to complete the appropriate role-based track of the DOI Talent online course as a one-time mandatory training requirement. The DOI Office of Employee Development (OED) will centrally assign the appropriate role-based training track in DOI Talent. Bureaus and offices may supplement this training with mission- or hazard-specific instruction; however, supplemental training does not replace the DOI Talent course requirement. Individuals who have previously completed the current version of this applicable course will receive automatic credit and are not required to retake the training.

The role-based training courses are designed to train and promote safety awareness for individuals responsible for safe and healthy work environments and safety and health program leadership and is intended to support a common baseline understanding across DOI while still allowing bureaus and offices to supplement with mission- or hazard-specific training relevant to their unique operations.

There is a one-time mandatory completion requirement of the appropriate role-based track of this course for **all DOI employees, supervisors, and executives**, as follows:

- Employee Training (non-supervisor) – *Safety Authorities, Roles, and Responsibilities for Employees*
- Supervisor Training – *Safety Authorities, Roles, and Responsibilities for Supervisors*
- Executive Training – *Safety Authorities, Roles, and Responsibilities for Executives*

Employees, supervisors, and executives who have not already completed the appropriate role-based track of this course are expected to complete the training **within 90 days of receipt of this memorandum**. New employees, supervisors, and executives will be required to complete the appropriate role-based track of the course as part of their initial onboarding training requirements.

Department-wide Implementation Actions

To support consistent Department-wide training execution, bureau and office heads should ensure the following actions are completed:

1. Bureau and office leadership are responsible for communicating this requirement, reinforcing completion expectations, and supporting employee compliance, but are not responsible for assigning the course in DOI Talent.
2. Confirm the appropriate role-based track of this course has been assigned in DOI Talent to all employees, supervisors, and executives who have not yet completed it.
3. To ensure widest implementation actions, encourage broad utilization of the course, including integration into bureau and office SOH communication strategies, workforce onboarding, and refresher training programs where appropriate.

If you have any questions about the DOI Occupational Safety and Health Program, please contact Dr. Jonathan Thomas, Director, Office of Occupational Safety and Health at jonathan_thomas@ios.doi.gov.

Questions about using DOI Talent should be referred to the appropriate bureau or office data steward. A list of bureau/office data stewards is available at: [Learning Management Bureau Contact List | U.S. Department of the Interior](#). Please note that **this course** is not compatible with the iPad.