

**TRAINING IMPROVEMENT PLAN
SUMMARY FORM**

EMS Element: Training Communications	A. Document Control Code:	N/A
	B. Document Release Date:	12/19/2005
	C. Revision Date:	R08/30/07; R02/27/2008
	D. Program Lead:	Hal Stanford Raluca Semeniuc B. W. Gottholm

1. Introduction
Adequate training and communication is critical to effectively manage environmental requirements at NCCOS and support the NOAA strategic plan. This improvement plan is focused on improving training and communications associated with NCCOS's EMS. This summary form outlines the key components of the NCCOS Training and Communication Improvement Plan, including its overarching objective, annual targets, key responsibilities, and schedules. In the first phase NCCOS will assess the level of education/awareness of all NCCOS employees with regard to the environmental implications of their work activities. This assessment will be used to develop programs to improve the level of awareness and capability of employees to proactively manage environmental issues associated with the jobs.

2. Five Year Objective(s):
Build capacity internally and in the private, local, state, and tribal sectors through education, technical assistance, and technology for effective natural resource and environmental management

3. Target	Performance Indicator	Record	Responsibility	Resource Estimate
a. Identify environmental management educational deficiencies (NCCOS employees and partners)	<ul style="list-style-type: none"> Summary of environmental educational deficiency with NCCOS groups 	Summary Report	BG & RS	¼ FTE
Develop programs to address educational deficiencies	<ul style="list-style-type: none"> Recommended programs to improve internal education of environmental management 	Recommended Targets for environmental training/education	HS & RS	¼ FTE

4. Plan Schedule (Schedule, Responsibilities, and Resources)

Target	Tasks	Schedule/Date	Responsibility	Resource Allocation
--------	-------	---------------	----------------	---------------------

* Matrix is reviewed annually
 ** R04-18-07 – Matrix reviewed and improvement is required
 ** R02-27-08 – Matrix reviewed and revised

a. Identify environmental management educational deficiencies (NCCOS employees and partners)	1. Distribute Environmental Training Matrix Form to all NCCOS EMS Team members.	11 October 2005	BG - Completed 10-11-05	
	2. Complete & return Training Matrix Form.	21 November 2005	All NCCOS EMS Team members - Completed 12-05-05	
	3. Determine areas that are deficient and common to all facilities.	16 December 2005	BG & RS - Completed 12-08-05	Travel
	4. Determine areas that are deficient but unique to individual NCCOS facilities.	16 December 2005	BG & RS - Completed 12-08-05	

	<u>Summary for Target A</u>	<u>Recommendation</u>	<u>Special Requirements</u>	
	1. EMS General Awareness Training and Safety Training for management & employees are excellent at each facility.	1. Continue training and look for ways to expand content.		
	2. Deficiencies have been identified at all facilities in complying with E.O. 13423 – Greening the Government through waste prevention, recycling, and federal acquisition.	2. All managers who authorize the spending of funds, bankcard holders, procurement and contracting personnel need to attend vendor supplied training. There is various on-line training available as well. <ul style="list-style-type: none"> • Training coordinated at each facility through the budget & procurement staff. Documentation of attendance & completion should be maintained. 	2. It is recommended that refresher training be given as determined to be appropriate.	
	4. Best Practices Recommendations are as follows: <ul style="list-style-type: none"> a) Hazwoper Training b) Other as required and as needed (Ref: EPA, CDC, NRC training guidance) 	4. Training conducted in accordance with DOC/NOAA policies and OSHA Standards and Training Guidelines Ref: http://www.osha.gov/Publications/2254.html	4. Conduct annual refresher training as determined to be appropriate.	
	b) Lab Safety Program (formerly listed as Biosafety Program)	Training provided in accordance with local Chemical Hygiene Plan.	Conduct annual refresher training as determined to be appropriate.	
b. Develop programs to address educational deficiencies	1. Determine which training can be developed in-house using available expertise <ul style="list-style-type: none"> • Noted on Training Table Matrix 	Completed 10 March 2006 Re-evaluate Matrix – April 2007 Review and revise – February 2008	All NCCOS EMS Team Completed	Travel Expenses
	2. Determine which training needs to be outsourced and develop cost analysis.	Due – June 2008 Outsourced training constrained by funding. In-house training to be developed where possible.	All NCCOS EMS Team - To be completed at first NCCOS EMS Team meeting in 2006	Vendor Cost Analysis Required
	3. Determine which training can be web based developed.	Due – June 2008	Initial web based developed competency training demonstrated 02_26_2008. - Laboratory Safety	In-house personnel and resources associated with

			- Green Purchasing	development
5. General Background Document(s)/Records:		Location and/or Person Responsible:		
Training Matrix				
6. Competence of persons responsible on basis of training, education, or experience:				
Title		Basis for Competence		
Hal Stanford		training, education and experience		
Raluca Semeniuc		training, education and experience		
B.W. Gottholm		training, education and experience		