UNITED STATES DEPARTMENT OF COMMERCE
Chief Financial Officer
Assistant Secretary for Administration
Washington, D.C. 20230

OCT 17 2013

MEMORANDUM FOR Distribution List

FROM: Frederick Stephens
Deputy Assistant Secretary for Administration and
Senior Sustainability Officer

SUBJECT: FY 2014 Department-wide Environmental Training

In continuation of our efforts to build a comprehensive environmental compliance program across the Department, and in follow-up to my memo dated 13 May 2013, the Office of Sustainable Energy and Environmental Programs has developed an environmental compliance training program in partnership with NOAA and NIST environmental subject matter experts.

While the target audience is facility managers and building liaisons, this is a purely voluntary training program that will be available via webcast. The intent of the training is to help build proficiency on the topics that are most commonly the subject of a regulatory visit/inspection and to help drive the Department to our goal that all facilities are self-assessed at least once a year. Training will be offered monthly, on the third Thursday of each month at 1 pm. Topics for FY 2014 training identified on the attachment will include a brief overview of the requirements.

I ask that you ensure widest dissemination and encourage your facility managers to take full advantage of this opportunity. If you have any questions, contact Rosaline Hill at 202-482-5949, or rhill9@doc.gov.

Thank you for your attention to this matter.

Attachments

cc: SSPP Coordinators

Accurate As Of: 8 May 2013

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