

# Department of the Interior Departmental Manual

---

**Effective Date:** 3/12/99

**Series:** Safety Management

**Part 485:** Safety and Occupational Health Program

**Chapter 12:** Professional Development

**Originating Office:** Office of Managing Risk and Public Safety

---

## 485 DM 12

**12.1 Purpose.** To specify the minimum Safety and Occupational Health Program (Program) requirements for developing and administering a formal professional development plan for the Department of the Interior's full-time safety and health professionals.

### 12.2 References.

- A. 29 CFR 1960, Subpart H, Training.
- B. Office of Personnel Management (OPM) Technical Standard 227, Qualification Standard for Administration, Management, and Specialist Positions.

### 12.3 Requirements.

- A. The Office of Managing Risk and Public Safety (MRPS) will:
  - (1) Identify, by series, grade and position, the minimum knowledge, skills and abilities to fully perform the functions of each generic position in the Department.
  - (2) Identify appropriate training courses/experiences and available sources to satisfy these knowledge and skill needs.
  - (3) Establish employee development plans for MRPS employees and maintain records of their training.
- B. Each bureau will:
  - (1) Expand the generic professional development program to identify specific/special knowledge, skills and abilities required for its safety and health positions and identify special training needs of its safety and health professionals.
  - (2) Provide the resources necessary to equip the safety and health professionals with the training needed to fulfill their responsibilities.
  - (3) Prepare and maintain employee development plans for safety and health professionals and maintain records of their training.
  - (4) Encourage its safety and health professionals to obtain certification in a professional organization(s) and to participate in local field Federal Safety Council activities.

3/12/99 #3242

Replaces 6/10/91 #485A-1