

OFFICE OF SURFACE MINING RECLAMATION AND ENFORCEMENT
INDIVIDUAL OFFICE TRAINING PLAN
FISCAL YEAR 2003

OFFICE	TRAINING COURSE	RESPONSIBILITY	START DATE	END DATE	DATE COMPLETE	HOURS	COMMENTS
<i>Albuquerque Field Office</i>	Insect bites and disease	FOD/CDSO	10/01/02	09/30/03		1	
	Driving Safety (winder and back country)	FOD/CDSO	10/01/02	09/30/03		4	
	Supervisory Training	FOD/CDSO	10/01/02	09/30/03		4	
	Collateral Duty Safety Officer	CDSO	03/31/03	04/04/03		40	
	Safety Videos	FOD/CDSO	10/01/02	09/30/03		4	

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<i>Appalachian Regional Coordinating Office</i>	Fire Safety Awareness, Extinguisher Training and Evacuation	RD/CDSO	10/06/02	09/30/03		2	
	First Aid	RD/CDSO	10/01/02	09/30/03		4	
	CPR	RD/CDSO	10/01/02	09/30/03		4	
	Safety and Health Orientation	RD/CDSO	10/01/02	09/30/03		2	
	Mine Safety	RD/CDSO	10/06/02	09/30/03		4	
	Collateral Duty Safety Officer	CDSO	03/31/03	04/04/03		40	
	Preventing and Managing: 1. Stress 2. Back Pain	RD/CDSO	10/01/02	09/30/03		2	
	Safety Day Activities	RD/CDSO	10/01/02	09/30/03		4	
	Violence in the Workplace	RD/CDSO	10/01/02	09/30/03		1	
	Supervisory Training	RD/CDSO	10/01/02	09/30/03		4	

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<i>Ashland Office</i>	Motor Vehicle Safety	Office Manager/CDSO	10/23/02	12/31/02		8	
	Accident Prevention	Office Manager/CDSO	01/01/03	03/07/03		8	
	Drug Awareness	Office Manager/CDSO	03/10/03	05/16/03		6	
	Health Issues	Office Manager/CDSO	05/19/03	07/18/03		4	
	Fire Safety	Office Manager/CDSO	07/21/03	09/19/03		1.5	
	Collateral Duty Safety Officer	CDSO	03/31/03	04/04/03		40	
	Supervisory Training	FOD/CDSO	10/01/02	09/30/03		4	

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<i>Beckley Area Office</i>	Defensive Driving	FOD/CDSO	12/01/02	12/31/02		4	
	Hazard Waste Awareness	FOD/CDSO	06/01/03	07/01/03		1	
	Ergonomics	FOD/CDSO	01/01/03	03/31/03		2	
	Lyme Disease	FOD/CDSO	01/01/03	03/31/03		1	
	Accident Reporting Procedures	FOD/CDSO	10/01/02	10/31/02		1	
	Fall and Winter Safety	FOD/CDSO	10/01/02	12/31/02		2	
	Hearing Conservation	FOD/CDSO	10/01/02	12/31/02		2	
	Battling Fatigue	FOD/CDSO	10/01/02	12/31/02		2	
	Supervisory Training	FOD/CDSO	10/01/02	09/30/03		4	

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<i>Big Stone Gap Field Office</i>	Fire Safety Awareness	FOD/CDSO	10/01/02	09/30/03		2	
	Mine Safety	FOD/CDSO	10/01/02	09/30/03		4	
	First Aid	FOD/CDSO	10/01/02	09/30/03		4	
	Accident Prevention	FOD/CDSO	10/01/02	09/30/03		2	
	Collateral Duty Safety Officer	CDSO	03/31/03	04/04/03		40	
	Supervisory Training	FOD/CDSO	10/01/02	09/30/03		4	

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<i>Birmingham Field Office</i>	Mine Safety	FOD/CDSO	02/01/03	03/31/03		2	
	Ergonomics	FOD/CDSO	04/01/03	05/31/03		2	
	Stress Management	FOD/CDSO	10/01/02	11/30/02		2	
	Accident Prevention	FOD/CDSO	06/01/03	07/31/03		2	
	Fire Safety Awareness	FOD/CDSO	12/01/02	01/31/03		2	
	Collateral Duty Safety Officer	CDSO	03/31/03	04/04/03		40	
	Motor Vehicle Safety	FOD/CDSO	08/01/03	09/30/03		2	
	Supervisory Training	FOD/CDSO	10/01/02	09/30/03		4	

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<i>Casper Field Office</i>	Safety in the Office Environment	FOD/CDSO	10/01/02	09/30/03		4	
	Aviation Safety	FOD/CDSO	10/01/02	09/30/03		4	
	Supervisor Safety	FOD/CDSO	10/01/02	09/30/03		4	
	Collateral Duty Safety Officer	CDSO	03/31/03	04/04/03		40	
	Office Security	FOD/CDSO	10/01/02	09/30/03		2	

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<i>Charleston Field Office</i>	Defensive Driving	FOD/CDSO	12/01/02	12/31/02		4	
	Hazard Waste Awareness	FOD/CDSO	06/01/03	07/01/03		1	
	Ergonomics	FOD/CDSO	01/01/03	03/31/03		2	
	Lyme Disease	FOD/CDSO	01/01/03	03/31/03		1	
	Accident Reporting Procedures	FOD/CDSO	10/01/02	10/31/02		1	
	Fall and Winter Safety	FOD/CDSO	10/01/02	12/31/02		2	
	Hearing Conservation	FOD/CDSO	10/01/02	12/31/02		2	
	Battling Fatigue	FOD/CDSO	10/01/02	12/31/02		2	
	Collateral Duty Safety Officer	CDSO	03/31/03	04/04/03		40	
	Supervisory Training	FOD/CDSO	10/01/02	09/30/03		4	

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<i>Columbus Oversight Office</i>	CPR/First Aid	Manager/CDSO	10/01/02	09/30/03		6	
	Ergonomics / Carpal Tunnel Syndrome Awareness	Manager/CDSO	10/01/02	09/30/03		1	
	Mine Safety	Manager/CDSO	10/01/02	09/30/03		2	
	Defensive Driving	Manager/CDSO	10/01/02	09/30/03		2	
	Lyme Disease	Manager/CDSO	10/01/02	09/30/03		1	
	Collateral Duty Safety Officer	CDSO	03/31/03	04/04/03		40	
	Supervisory Training	FOD/CDSO	10/01/02	09/30/03		4	

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<i>Division Of Financial Management</i>	Ergonomic Awareness	Chief / CDSO / Safety Team	10/01/02	09/30/03		2	
	Annual Supervisory Safety Training Refresher	Chief/CDSO/Safety Team /Bill Bass	06/01/03	09/30/03		2	
	Fire Safety / Emergency Evacuation Procedures	Chief / CDSO / Safety Team	10/01/02	09/30/03		2	
	Defensive Driving/Accident Prevention	Chief/CDSO/Safety Team /Colorado CDs & videos	10/01/02	09/30/03		2	
	Miscellaneous Safety Training Videos & talks at Division meetings	Chief / CDSO / Safety Team	11/01/02	09/30/03		4	
	Supervisory Training	Chief / CDSO / Safety Team	10/01/02	09/30/03		4	
	DOI Safety Day	Chief/CDSO/Safety Team	04/01/03	09/30/03		20	
	Collateral Duty Safety Officer	CDSO	03/31/03	04/04/03		40	
	CPR	Chief, CDSO	10/01/02	09/30/03		4	

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<i>Environmental Operations Division</i>	Collateral duty Safety Officer	CDSO	03/31/03	04/04/03		40	
<i>Division Staff</i>	As listed on Headquarters Staff Plan	Division Chief/CDSO	10/01/02	09/30/03			
<i>AVS Lexington Staff</i>	Winter/Holiday Stress and Safety	Staff Chief/ Div. CDSO	10/01/02	12/31/02		4	
	Accident & Injury Reporting Procedures	Staff Chief/ Div. CDSO	01/01/03	03/31/03		2	
	Safety Week: Office Safety Awareness, Training & Workspace Inspection	Staff Chief/ Team Leaders & Office Staff	04/01/03	04/30/03		8	
	Mine Safety	Staff Chief / Team Leaders & Office Staff	06/01/03	09/30/03		8	
	Supervisory Training	Staff Chief/ Team Leaders/ CDSO	10/01/02	09/30/03		4	

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<i>Harrisburg Field Office</i>	Ergonomics	FOD/CDSO	12/01/02	09/30/03		2	
	Carpal Tunnel	FOD/CDSO	12/01/02	09/30/03		2	
	Mine Safety	FOD/CDSO	10/30/02	09/30/03		4	
	4/4 Drivers Training	FOD/CDSO	10/30/02	09/30/03		4	
	Collateral Duty Safety Officer	CDSO	03/31/03	04/04/03		40	
	Supervisory Training	FOD/CDSO	10/01/02	09/30/03		4	

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<i>Indianapolis Field Office</i>	Mine Safety	FOD/CDSO	10/01/02	09/30/03		4	
	Hazardous Waste	FOD/CDSO	10/01/02	09/30/03		2	
	Fire Safety Awareness	FOD/CDSO	10/01/02	09/30/03		2	
	Collateral Duty Safety Officer	CDSO	03/31/03	04/04/03		40	
	Supervisory Training	FOD/CDSO	10/01/02	09/30/03		4	

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<i>Johnstown Area Office</i>	Ergonomics	FOD/CDSO	12/01/02	09/30/03		2	
	Carpal Tunnel	FOD/CDSO	12/01/02	09/30/03		2	
	Mine Safety	FOD/CDSO	10/30/02	09/30/03		4	
	4/4 Drivers Training	FOD/CDSO	10/30/02	09/30/03		4	
	Supervisory Training	FOD/CDSO	10/01/02	09/30/03		4	

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<i>Knoxville Field Office</i>	Driver Safety Awareness	Supervisors	03/01/03	06/02/03		1	
	Accident Notification Procedures	Supervisors	10/01/02	09/30/03		1	
	Collateral Duty Safety Officer	CDSO	03/31/03	04/04/03		40	
	Supervisory Training	Supervisors	10/01/02	09/30/03		4	

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<i>Lebanon Area Office</i>	Ergonomics / Carpal Tunnel Awareness	Supervisor / CDSO	10/01/02	09/30/03		2	
	AAA Driver Improvement	Supervisor / CDSO	10/01/02	09/30/03		2	
	Mine Safety	Supervisor / CDSO	10/01/02	09/30/03		4	
	Collateral Duty Safety Officer	CDSO	03/31/03	04/04/03		40	
	Fire Safety Awareness	Supervisor / CDSO	10/01/02	09/30/03		2	
	Supervisory Training	Supervisor / CDSO	10/01/02	09/30/03		4	

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<i>Lexington Field Office</i>	Lyme Disease	FOD/CDSO	10/01/02	09/30/03		1	
	Aviation Management for Supervisors	FOD/CDSO	10/01/02	09/30/03		4	
	CPR Recertification	FOD/CDSO	10/01/02	09/30/03		4	
	Office Security	FOD/CDSO	10/01/02	09/30/03		2	
	Fire Safety	FOD/CDSO	10/01/02	09/30/03		1	
	Collateral Duty Safety Officer	CDSO	03/31/03	04/04/03		40	
	Supervisory Training	FOD/CDSO	10/01/02	09/30/03		4	

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<i>London Area Office</i>	Lyme Disease	FOD/CDSO	10/01/02	09/30/03		1	
	Aviation Management for Supervisors	FOD/CDSO	10/01/02	09/30/03		4	
	Office Security	FOD/CDSO	10/01/02	09/30/03		2	
	Fire Safety	FOD/CDSO	10/01/02	09/30/03		1	
	Supervisory Training	FOD/CDSO	10/01/02	09/30/02		4	

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<i>Madisonville Area Office</i>	Lyme Disease	FOD/CDSO	10/01/02	09/30/03		1	
	Aviation Management for Supervisors	FOD/CDSO	10/01/02	09/30/03		4	
	CPR Recertification	FOD/CDSO	10/01/02	09/30/03		4	
	Office Security	FOD/CDSO	10/01/02	09/30/03		2	
	Fire Safety	FOD/CDSO	10/01/02	09/30/03		1	
	Supervisory Training	FOD/CDSO	10/01/02	09/30/03		4	

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<i>Mid-Continent Regional Coordinating Center</i>	Hazardous Waste/ Communications	RD / CDSO	10/01/02	09/30/03		5	
	Lyme Disease	RD / CDSO	10/01/02	09/30/03		1	
	Fire Safety	RD / CDSO	10/01/02	09/30/03		1	
	Ergonomics/Carpal Tunnel	RD / CDSO	10/01/02	09/30/03		1	
	Mine Safety	RD / CDSO	10/01/02	09/30/03		6	
	Collateral duty Safety Officer	CDSO	03/31/03	04/03/03		40	
	Automatic Electronic Defibrillator	RD / CDSO	10/01/02	09/30/03		6	
	Defensive Driver and 4X4	RD/CDSO	10/01/02	09/30/03		4	
	Supervisory Training	RD/CDSO	10/01/02	09/30/03		4	

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<i>Morgantown Area Office</i>	Defensive Driving	FOD/CDSO	12/01/02	12/31/02		4	
	Hazard Waste Awareness	FOD/CDSO	06/01/03	07/01/03		1	
	Ergonomics	FOD/CDSO	01/01/03	03/31/03		2	
	Lyme Disease	FOD/CDSO	01/01/03	03/31/03		1	
	Accident Reporting Procedures	FOD/CDSO	10/01/02	10/31/02		1	
	Fall and Winter Safety	FOD/CDSO	10/01/02	12/31/02		2	
	Hearing Conservation	FOD/CDSO	10/01/02	12/31/02		2	
	Battling Fatigue	FOD/CDSO	10/01/02	12/31/02		2	
	Supervisory Training	FOD/CDSO	10/01/02	09/30/03		4	

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<i>Pikeville Area Office</i>	Lyme Disease	FOD/CDSO	10/01/02	09/30/03		1	
	Aviation Management Training for Supervisors	FOD/CDSO	10/01/02	09/30/03		4	
	Office Security	FOD/CDSO	10/01/02	09/30/03		2	
	Fire Safety	FOD/CDSO	10/01/02	09/30/03		1	
	CPR	FOD/CDSO	10/01/02	09/30/03		4	
	Supervisory Training	FOD/CDSO	10/01/02	09/30/03		4	

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<i>Tulsa Field Office</i>	Office Safety Awareness	FOD / CDSO	10/01/02	09/30/03		1	CD/Video
	Lyme Disease Awareness	FOD / CDSO	10/01/02	09/30/03		1	CD/Video
	First Aid	FOD / CDSO	10/01/02	09/30/03		4	Safety Officer
	Collateral Duty Safety Officer	CDSO	03/31/03	04/04/03		40	DOI Health and Safety Conference
	Supervisory Training	FOD/CDSO	10/01/02	09/30/03		4	

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<i>Washington, D.C. Headquarter</i>	Office Safety & Accident Prevention	Chief, OA / CDSO / OSM Safety Manager	10/07/02	10/10/02		32	
	OAS Accident Prevention	Chief, OA / OSM Safety Manager	10/01/02	09/30/03		32	
	Supervisory Safety Trng	Chief, OA / CDSO / OSM Safety Manager	10/01/02	09/30/03		4	
	OAS Aviation Instructor	Chief, OA / OSM Aviation Safety Manager	10/01/02	09/30/03		24	
	Pedestrian Safety	Chief, OA / CDSO	10/01/02	09/30/03		1	
	CPR	Chief, OA / CDSO	10/01/02	09/30/03		4	
	Collateral Duty Safety Officer	CDSO	03/31/03	04/04/03		40	

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<i>Western Regional Coordinating Center</i>	Defensive Driving	RD / CDSO	10/01/02	09/30/03		4	
	Mine Safety	RD / CDSO	10/01/02	09/30/03		4	
	Building Safety / floor warden	RD / CDSO	10/01/02	09/30/03		1	
	Miscellaneous Safety Videos	RD / CDSO	10/01/02	09/30/03		4	
	Collateral Duty Safety Officer	CDSO	03/31/03	04/04/03		40	
	Supervisory Training	RD / CDSO	10/01/02	09/30/03		4	

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<i>Wilkes-Barre Field Office</i>	Ergonomics / Carpal Tunnel Syndrome Awareness	FOD / CDSO	10/01/02	09/30/03		2	
	CPR Refresher	FOD / CDSO	10/01/02	09/30/03		4	
	AAA Driver Improvement	FOD / CDSO	10/01/02	09/30/03		4	
	Collateral Duty Safety Officer	CDSO	03/31/03	04/04/03		40	
	Supervisory training	FOD / CDSO	10/01/02	09/30/03		4	