

**January 10, 2008**

**MEMORANDUM FOR:           OSS JPA Liaisons  
                                  OSS Contact People  
                                  OSS Servicing Agents**

**SUBJECT:                       Sexual Harassment Prevention for Managers  
                                  and Supervisors**

As you may be aware the sexual harassment training for managers and supervisors is required every two years or prior to the end of six months for new employees. The completion of the OSS online module meets this requirement. The module is updated by the OSS attorney annually and may be accessed as follows:

1. ossweb.org
2. Click on "Risk Management"
3. Click on "On-Line Training- Employees Health and Safety"
4. Log on and a list of the modules will be displayed
5. Click on "Sexual Harassment Prevention for Managers and Supervisors"

If you have any questions please contact me.

Henry Brock  
Risk Manager