



THE SECRETARY OF HEALTH AND HUMAN SERVICES
WASHINGTON, D.C. 20201
JUN 17 2003

TO: Heads of Operating Divisions
Heads of Staff Divisions

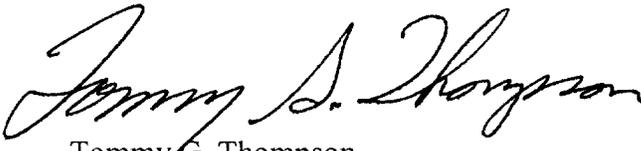
SUBJECT: Establishment of HHS University

As you know, we are pursuing a very bold set of human capital initiatives as we implement the President's Management Agenda. We are moving to an enterprise-wide approach to programs and systems that support the recruitment, retention, and development of a highly skilled, highly motivated workforce that is ready to meet the many challenges the Department faces as we work to ensure the health and well being of the American public.

As part of our human capital strategy, I have called for the establishment of HHS University. HHS University will be a Department-wide learning organization tasked with responsibility for providing consolidated learning opportunities for all Department employees and enhancing our e-learning capabilities. A primary goal of HHS University is to ensure that all employees are provided opportunities for growth and development. The creation of HHS University also continues my commitment to reducing administrative expenses through the consolidation of common-needs training activities.

By June 30, 2003, HHS University will launch its website and begin operating as a consolidated training site by offering common-needs courses and introducing new academic partnerships. I expect that by March, 2004, HHS University will be the consolidated provider for all of the Department's common-needs training.

The successful implementation and operation of HHS University will require a commitment from each of you. Thank you for your support.


Tommy G. Thompson