

PROGRESS REPORT
AS OF JUNE 6, 1997

WYOMING IMPLEMENTATION PLAN
MEMORANDUM OF UNDERSTANDING
BETWEEN
THE BLM AND THE NATIONAL HISPANIC COALITION

Task No. 1

Meet with local Hispanic or minority business officials and other federal agencies in the area to participate in a state Business Opportunities Conference in Wyoming.

Status

This activity is ongoing. The DSD, Support Services, along with the local Small Business Administration state coordinator, conducted a minority and small business training workshop in Cheyenne on August 10, 1996.

Task No. 2

Continue regular updates on bidder lists to include potential Hispanic contractors. Distribute bidder lists to Districts upon request.

Status

We have used Hispanic-owned businesses with the following contracts or procurement:

Rawlins District - electrical wiring of office buildings

Casper District - electrical wiring

Rock Springs District - catering, concrete work, vehicle repair, van rental, landscaping

Worland District - auto body repair, meals and medical supplies

Statewide - electrical wiring and voice data cabling

Specific information on large contracts:

Scientific Tech	Rock Springs Data	12-04-95	\$22,896 and Management	Cable Installation
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Sanchez Electric	Worland District	03-14-96	\$55,147	Electrical Distribution
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Sanchez Electric	Rawlins District	04-19-96	\$53,705	Electrical Distribution
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Scientific Tech Lander Voice/Data 06/10/96 \$35,934 and Management Cable Installation

The Rawlins District has awarded an 8A contract for janitorial services to Martinez Janitorial.

In cooperation with local Hispanic organizations, we are putting together a list of Hispanic owned businesses to be provided to all procurement personnel in the State. New businesses will be continually added to the bidder's list.

Task No. 3

Develop a contracting brochure "Contracting with the BLM" to include construction and service contracts and a one-page guide to getting on bidder lists for distribution to potential Hispanic or minority contractors.

Status

This action item is in progress with cooperation from other pilot states.

Task No. 4

Provide technical assistance and direction to field offices on the elements of the MOU provisions and how it affects day to day operations.

Status

The EEO Manager briefed employees in the Rock Springs, Worland and Cody offices on the MOU during All Employee meetings. Jackie Martinez-Walls, National IMAGE President, and Roger Molinar, Hispanic Coalition MOU Project Manager, Briefed employees in the Wyoming State Office during Hispanic Heritage Month (September 96). Regular status reports are made to the Wyoming Management Team. We will convene a team of specialists to address the implementation plan and update goals for the future on June 17, 1997

Task No. 5

Encourage BLM procurement employees to attend local Hispanic/minority business conferences. Within budgetary constraints, participate in workshops and provide staff for exhibitor booths.

Status

We provided staff for BLM procurement exhibits at the National Hispanic Chamber of Commerce Convention in Denver from September 18 - 21, 1996. In addition, the EEO Manager attended the

National Hispanic Chamber of Commerce Convention. We supported BLM activities at the IMAGE conference in May 1996 and 1997. This year we had employees attend the BLM Pre-Conference workshops where they were briefed on the current status of the Hispanic Coalition MOU, HACU, HBCU and NACU programs by the respective Project Managers. In addition, Wyoming provided and helped staff an information booth at the National IMAGE Conference and sent three representatives to participate in the conference.

Task No. 6

Draft for SD signature a statewide Instruction Memorandum emphasizing cultural diversity in all opportunities including contracting and procurement opportunities.

Status

Completed November, 1996.

Task No. 7

Review questions on the Government Bankcard test to ensure that all employees are aware of the need to use local Hispanic/minority businesses when small purchases are made.

Status

The test was reviewed by Kermit Johnson, Contracting Specialist, and was determined to be adequate.

Task No. 8

Meet with local Hispanic business officials during the annual "small business week" in Cheyenne to establish a relationship for potential contractors.

Status

The local federal agencies organize an annual meeting with local businesses each year and BEM Wyoming participates. This was held in the summer of 1996. The BEM also participated in a local seminar conducted by the Small Business Administration in the spring of 1996 at the Baramie County Community College.

Task No. 9

Meet on a periodic basis with the Hispanic Chambers of Commerce in surrounding business centers including Salt Lake City, UT, Fort Collins and Denver, CO to develop a network with potential contractors.

Status

Revised target date to FY 98.

Task No. 10

Make procurement employees available to attend regular meetings with the American GI Forum, National Latin American Federation, Latin American Club of Cheyenne and National IMAGE to explore contracting and procurement opportunities within Wyoming and to become more familiar with the organizations represented. Develop orientation materials for distribution to these groups.

Status

The State EEO Specialist has become a member of both the Hispanic Organization for Progress and Education (HOPE) and the Latin American Club of Cheyenne to share opportunities with BLM for enhancing diversity in the workplace. He has provided assistance to HOPE in raising funds for their scholarship program and also assisted in development of the Laramie County Needs Assessment Plan which addresses the health and human services concerns of Laramie County residents.

The procurement analyst has met on various occasions with the local GI Forum.

Task No. 11

Use Plan House services for distributing information and updates of procurement and contracting activities.

Status

Each solicitation has resulted in 8 to 10 requests sent through the Plan House services.

Task No. 12

Schedule a meeting with the National Hispanic Coalition, the Hispanic MOU Project Manager and key members of the Wyoming BLM organization to address ways to implement the MOU.

Status

The principal staff involved with the implementation plan met with the Associate State Director on June 5, 1996. We discussed our strategy for moving the implementation plan along. The Associate State Director met with a representative of the Hispanic Organization for Progress and Education (HOPE) on June 5 and discussed opportunities for developing a partnership. The State Director met with Tony Montoya, Director, Region VIII, of National IMAGE and Roger Molinar, the National BLM MOU

Coordinator on July 23, 1996. The State Director and four staff members met with Jackie Martinez-Wells and other members of the Regional Coalition on February 21, 1997 in Denver, Colorado.

Task No. 13

Work with the Hispanic Organization for Progress and Education to develop a mailing and telephone list of Hispanic and minority organizations that represent business vendors, federal employees, or similar sources.

Status

This is an ongoing accomplishment.

Task No. 14

Where feasible, sponsor local Hispanic organization fund raising events for scholarships to expand our network with the Hispanic community.

Status

The State EEO Specialist assisted HOPE with their largest scholarship fund raiser, an annual golf tournament and is currently helping to organize the National Convention for the Latin American Club in September in Cheyenne.

Task No. 15

Attend individual meetings set up with the National Hispanic Coalition and facilitate a timely meeting with the Coalition spokesperson and the Hispanic MOU project coordinator.

Status

This is reported under Task number 12.

Task No. 16

Attend career days and conduct workshops at local high schools and colleges to highlight the mission of the BLM. Schedule activities to coincide with Hispanic youth group activities such as National IMAGE youth days or the LULAC youth annual conference.

Status

A BLM representative attended career days activities at Laramie County Community College (LCCC) and Colorado State University to discuss BEN activities and opportunities with interested parties.

Field employees throughout the state regularly present talks to public school students on BLM programs and careers.

The Rawlins District does work with the Boy Scouts, especially on Eagle Scout projects on public land. Employees in the District are regularly making presentations to local scout troops. Employees in the District attended the 1997 Rawlins High School Career Days.

Wyoming BLM donated over 315 computers and 150 printers to public schools statewide.

Local schools in Rock Springs and Kemmerer have had a special program on the Pioneer Trails in Wyoming and the cultural program during the spring of 1997.

Task No. 17

Solicit local Hispanic community support in highlighting awareness of BLM's 50th anniversary. Target local media sources to reach the local Hispanic communities.

Status

Accomplished. Wyoming is also heavily involved in participating in the 150th anniversary of the Mormon Pioneer Trail with local communities supporting events along the way. Local Boy Scout troops throughout Wyoming are volunteering to clean up public lands and to assist in large public events.

Task No. 18

Establish initial contacts with local Hispanic student organizations and set up follow-up meetings with Wyoming managers.

Status

The EEO Specialist attended a reception at the Governor's residence in honor of Hispanic Scholarship recipients granted by HOPE and the Latin American Club. The EEO Manager served as a Science Fair judge at East High School and spoke with students about science careers and summer employment with BLM.

Task No. 19

Prepare grant proposals for hiring students under the RAPS program. If grants are awarded, solicit interest in employment from local high schools with high Hispanic student enrollment, targeting "at risk" students and non-students.

Status

We have prepared proposals for grants to fund Resource Apprentices. Proposals have gone to Anne E. Carey Foundation, W.K. Kellogg Foundation, Fannie Mae Foundation and JM Foundation. We have not been successful with the first three. We have submitted proposals to CIBA Education Foundation and U.S. West, the Casey Family Program as well.

The total number of RAPS commitments in Wyoming from all Federal work sites including BEM is 23 for 1997. Of these, 16 will be with BLM. The other participants will be working in 11 different communities in Wyoming. We conducted a mentor/supervisor workshop in April to motivate and train mentors for RAPS youth in the Workplace.

Task No. 20

Contact and work with local high schools and universities to identify, interview and recruit Hispanic and other minority students when budgets allow.

Status

While our recruitment efforts have been limited, we have maintained contacts with key schools and organizations. These include the Texas Alliance for Minority Applicants at Texas A&M at Kingsville; New Mexico Highlands University; and the San Antonio Colleges and Universities Placement association. We will continue to participate in career fairs at high schools and universities.

We send all vacancy announcements to the National Human Resources Management Center (Melissa Dukes) for her to forward to organizations with which we have recruitment agreements. We also send out vacancy announcements to local organizations and Native American tribes. We are using 2 seasonal firefighter positions, one in Cody and one in Rock Springs, for enhancing diversity.

The Associate State Director established 8 seasonal positions for the 1997 field season specifically targeted for improving diversity through recruitment with Wyoming schools. Offices had to compete for these positions by clearly demonstrating how they would use creative recruitment techniques to improve diversity.

Wyoming has three slots for the Department Minority Intern Program and requested applicants from all four partners that provide intern referrals, which includes HACU, NACU, NAFEO, and SCA.

Task No. 21

Highlight the purpose and progress of the Hispanic Coalition MOU and the Hispanic Association of Colleges and Universities MOU.

Status

Instruction Memorandum No. WY-96-064, transmitting the Wyoming Implementation Plan, was signed on April 12, 1996. The Wyoming Management Team regularly includes this topic on their meeting agendas.

Task No. 22

Insure that the Affirmative Employment Plan reflects planned hiring goals of Hispanic employees in management and professional occupations.

Status

Accomplished. Wyoming elected to create 4 SCEP positions for FY 98 in traditional occupations with affirmative action goals as targets.

Current distribution of Hispanics in BLM Wyoming as compared to the Civilian labor Force are as follows:

Professional	2.0%(M)	0.0%(F)
CLF	1.2%	1.7%

Administrative	1.6%(M)	3.7%(F)
CLF	0.9%	1.2%

Technical	4.5% (M)	2.7% (F)
CLF	0.8%	2.3%

Clerical	1.0% (M)	8.3%(F)
CLF	0.3%	3.3%

Other (Co-Op)	0.0% (M)	0.0% (F)
CLF	3.6%	0.6%

Wage Grade	0.0% (M)	0.0% (F)
CLF	5.2%	0.7%

As of 2/97 the following personnel actions have affected Hispanics:

Career Promotions: 5 of 73 were Hispanic
Competitive Promotions: 2 of 22 were Hispanic

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Accretion Promotions: 3 of 28 were Hispanic Noncompetitive Promotions: 2 of 4 were Hispanic
Change in Standards: 0 of 2 were Hispanic New Hires: 0 of 3 were Hispanic

Task No. 23

Use alternative hiring methods, reassignments, upward mobility and creative job enhancement to provide career development opportunities for employees.

Status

We have promoted 4 Hispanic employees, three to their full performance level and one through accretion of duties, two males and two females.

Managers and the Human Resources staff review all employment openings for alternative methods of filling or otherwise meeting organizational needs. A Position Management Committee reviews all requests for consistency with management needs.

Wyoming established 7 career seasonal positions in the fire program to reflect the true nature of that regular and recurring work. At least two positions are specifically targeted toward improving diversity through contacts with the Hispanic and Black Firefighters' organizations. Rock Springs District has hired 1 Hispanic, 3 females and 3 African-American employees in seasonal positions in 1997.

Task No. 24

Establish an internal mentoring and career counseling program for high potential Hispanic employees by members of the Wyoming Management team.

Status

This item will be addressed by the statewide team to update the implementation plan.

Task No. 25

Prepare and update the state affirmative Employment Plan to reflect the elements of the MOU and the human resources management initiatives for future career enhancement and planning.

Status

Accomplished by the EEO Manager and Wyoming Management Team.

Task No. 26

Ensure compliance with national directives regarding implementation of affirmative employment plans and using appropriate Civilian Labor Workforce information.

Status

Accomplished in the Wyoming fiscal year 1996 and 1997 Affirmative Employment Plan Updates.

Task No. 27

Conduct applicable training in changing personnel procedures including merit promotion, performance evaluation and recognition. Solicit employee input on types of training needed.

Status

The Human Resources staff provided statewide training on a new performance evaluation management system, the awards and recognition program, employee relations, ethics, and also distributed copies of the new merit promotion policy to all employees. A training needs instrument from the BLM National Training Center is distributed annually to all employees.

Teambuilding training for one week was completed for over 100 employees in the Rock Springs District office in March and April, 1997.

The WMT has approved a statewide internal customer service plan to provide better customer service to internal (employees) customers, which addresses issues of training and career opportunities.

Task No. 28

Identify and use developmental assignments for outstanding Hispanic employees including details, temporary promotions, job shadowing, merit peremption panels, formal training and taskforce assignments.

Status

The State Office EEO Specialist completed a detail in the Headquarters EEO Office.

Rawlins District has one Hispanic employee on the fire crew who is Assistant Foreman and shadows the Stations Manager. He was recently given responsibility as incident commander on a District fire.

Rock Springs District provided an incident commander assignment for an Hispanic fire seasonal employee during the summer of 1996.

The State Customer Service plan addresses opportunities in developmental assignments.

Details in 1997 to Washington have included two females, an African-American male and an Hispanic male.

Task No. 29

Prepare a written statewide policy regarding relevance of volunteer and community involvement experience when determining applicant qualifications.

Status

A pamphlet explaining how to prepare resumes was distributed for employees to use. It addresses ways to document volunteer work in order to get credit toward qualifications.

Task No. 30

Encourage use of upward mobility recruitment for non-professional positions when available.

Status

This is done routinely when we have vacancies and is addressed in the Wyoming fiscal year 1990 - 1997 Affirmative Employment Plans. The latest guidance from the Personnel Management Committee emphasized recruitment for positions at lower grade levels and seeking to enhance diversity in the workplace.

Task No. 31

Develop retraining opportunities to best use the skills and abilities of employees undergoing career transitions.

Status

There has only been one employee undergoing a career transition

so far and he was sent to career planning training in Cheyenne. The BLM headquarters office is developing a cadre of trainers throughout the Bureau to be available to provide career transition training when needed.

Task No. 32

Encourage employees to attend local workshops and seminars sponsored by Hispanic organizations.

Status

Where there are opportunities to attend Hispanic sponsored workshops, employees are encouraged to attend.

Task No. 33

Encourage employees to participate in local community activities that have a positive impact on the Hispanic community.

Status

The State EEO Specialist participates on the Earamie County Needs Assessment Committee evaluating community services. A Rawlins District employee spoke with a shepherd in Spanish via our radio network concerning his illness (safety issue). We have provided a variety of opportunities for students to be exposed to natural resource management occupations. These include field days and interpretive programs in hydrology, cultural resources and geography. We have participated in presenting workshops in ranching in the West and living history interpretations of pioneer life in Wyoming. We hosted a "Day at the Corrals" for deaf children in Wyoming to see and experience our handling of wild horses.

In June 1997, we submitted two sound bites, wild horse program and Mormon Pioneer Trail, to be translated into Spanish and aired on the Hispanic Radio Network.

Task No. 34

Use existing incentive awards system to recognize outstanding performance in achieving affirmative employment and diversity goals.

Status

This is currently being done and the State Director issued an Instruction Memorandum during FY 96 on procedures to submit award nominations at the State, Headquarters, and Departmental levels.

Task No. 35

Provide a quarterly status report to the State Director and Hispanic MOU Project Coordinator.

Status

This task has been amended to reflect reporting as requested since the current situation of downsizing and reduced budgets does not generate enough change in the progress report to warrant quarterly updates.

Task No. 36

Review and update managerial performance standards to ensure compliance with 29 CFR Part 1614.102(a)(%) and the President's National Performance Review recommendation HRM-O9.

Status

All managerial performance standards include one dealing with human resources of which enhanced diversity is an implicit expected outcome.

Task No. 37

Use incentive awards system to acknowledge managers who exceed in meeting goals in equal employment opportunities.

Status

The state received the Secretary's Equal Opportunity Award for Organization Achievement in Equal Opportunity. Managers and employees who exceeded goals received awards during FY 1997.