



United States Department of the Interior



BUREAU OF LAND MANAGEMENT

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1400-713 (915) I

May 7, 2007

Information Bulletin No. AK 2007-017

To: DM, FM's, DSD's, and All Employees

From: State Director

Subject: Mandatory EEO/Diversity Training

DD: 9/30/2007

DD: 10/10/2007

This Information Bulletin (IB) delineates requirements for mandatory EEO/Diversity training and provides instructions to managers and supervisors for the validation and certification process. A change to the training requirement for NO FEAR, also known as Discrimination and Whistleblowing in the Workplace, has occurred and all employees are required to complete the training in FY07.

In accordance with the Department's Strategic Plan for Diversity and EEO training policy, the following mandatory training requirements exist:

WHO	TRAINING	REQUIREMENT
Managers/supervisors	EEO/Diversity	4 hours annually
Employees	EEO/Diversity	2 hours annually
All employees	NO FEAR Act*	During FY07
New employees	NO FEAR Act*	w/i 60 days of start

*Discrimination and Whistleblowing in the Workplace (also known as NO FEAR) course completion will fulfill 2 hours of the annual mandatory training requirement for FY07.

The course is available online at <https://doilearn.doi.gov> (instructions attached) and by CD or hard copy, which are available through your division's staff assistant or the EEO Office.

Hardcopies are designed for field personnel **without** computers. The preference is for you to take the training on line to properly give you credit.

- All employees are responsible to meet their annual mandatory training requirement.
- Managers/supervisors are responsible to ensure EEO training requirements are met for their organization and accountable to validate subordinates have met training requirements.
- Annually, DM, FM's, DSD's and equivalents are required to certify, to the EEO Manager for subsequent certification to the State Director, that their organization has met the training requirements.

To facilitate the validation and certification process the following procedures apply:

- 1) As training instances occur, managers/supervisors and employees will forward copies of sign-in rosters, certificates, etc., to their division's staff assistant. For those organizations that do not have an assistant, documentation should be sent to the EEO Officer via BLM mail to EEO Office-AK915 or faxed to 271-4573.
- 2) Upon receipt of training occurrences, names of employees and relevant training information will be entered into the state-wide EEO Training Database.
- 3) The EEO Officer will provide training status updates by organization to members of the ALT on an as needed basis.
- 4) DM, FM's, DSD's, and equivalents will prepare and submit the attached Annual Mandatory EEO Training Certification to the EEO Officer via BLM mail or fax to 271-4573 by **COB October 10, 2007**.

The EEO Office will notify the workforce of various EEO/Diversity related training opportunities throughout the year to assist BLM-AK personnel in meeting the mandatory requirement. Additionally, managers/supervisors may request EEO/Diversity training for their organization at any time by contacting the EEO Officer, Sandra Martinez, 271-3685.

The EEO/Diversity training requirement may be met in a variety of ways: online training, presentations, workshops, etc, however, when arranging for training managers/supervisors should focus on offering topics such as cultural diversity, affirmative employment programs, civil rights, alternative dispute resolution, reasonable accommodation, workplace harassment, the complaint process, etc. A list of potential topics is available on the Department's website at <http://www.doi.gov/diversity/images/manmainreqsub.htm>.

The BLM-AK is committed to a workplace that is free of discrimination and retaliation for whistleblowing. Education of managers, supervisors and employees regarding the importance of equality is an essential step in promoting diversity and overcoming misperceptions about cultural and physical differences among individuals.

Additionally, it is important that civil rights be protected under the antidiscrimination and whistleblower protection laws and to ensure that all employees, including managers and supervisors, are aware of the rights and remedies available under the applicable laws.

Signed by:
Gust C. Panos
Acting State Director

Authenticated by:
Maria Rivero-Folmar
Records Manager

2 Attachments:

- 1 - [No Fear Instructions](#)
- 2 - [Training Certification Form](#)