



United States Department of the Interior



BUREAU OF LAND MANAGEMENT

California State Office
2800 Cottage Way, Suite W1834
Sacramento, California 95825
www.ca.blm.gov

February 6, 2001

In Reply Refer To:
1400-713 (N)
CA-914

EMS TRANSMISSION: 02/05/01
Information Bulletin No. **CA-2001-017**

To: CDD District Manager, All Field Managers, DSD's, Administrative Officers

From: State Director

Subject: Reporting Requirements for Workforce Diversity Program Accomplishment Report

In an effort to best capture and highlight diversity accomplishments (e.g., details, diversity training, noteworthy community activities) throughout the state, each field/district office and division is asked to provide information relative to the diversity accomplishments to EEO on a quarterly basis. To expedite the reporting requirements, a template is attached for your use. The reports are due on the following dates:

2 nd Quarter	April 13, 2001
3 rd Quarter	July 6, 2001
4 th Quarter	October 6, 2001

Negative responses are required if there is no activity during the quarter.

We believe that many efforts reflecting our involvement in the community, partnerships, schools and universities, and development opportunities for our employees go unnoticed. However, with this new reporting format, we can ensure California is recognized for its achievements throughout the fiscal year.

If you have any questions regarding the report or the reporting requirements, please do not hesitate to contact Annisteen Tate-Cammack, Chief, Equal Employment Opportunity Staff at (916) 978-4490.

Signed:
Mike Pool
State Director

Authenticated:
Liza Raymundo
Records Management

1 Attachment: Workforce Diversity Program Accomplishment Report (1 pg)

Workforce Diversity Program Accomplishment Report Field Office/Division Office Quarterly Input Report

Reporting Office: _____ Quarter: _____

<i>PART I</i> Details and Development Opportunities (examples include Pathways, Leadership Challenge, Leadership Academy, Supervisory Training)		
Name	Description of Detail Opportunity	Description of Developmental Opportunity

<i>PART II</i> Diversity Training (examples include Sensitivity Training, Communications Training, Sexual Harassment, etc.)		
Type of Training	Conducted By	Number of Attendees

<i>PART III</i> Best Practices/Noteworthy Activities (examples include outreach activities, partnerships with schools and universities)