



United States Department of the Interior
BUREAU OF LAND MANAGEMENT

Fire and Aviation
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December 20, 2012

In Reply Refer To:
1400-713 (FA120) P

EMS Transmission 12/20/2012
Instruction Memorandum No. FA-2013-006
Expires: 09/30/2014

To: All BLM National Interagency Fire Center (NIFC) Employees

From: Assistant Director, Fire and Aviation

Subject: Mandatory EEO and Diversity Training for All Fire and Aviation Employees

Due Date: 8/1/2013

Program Area: Equal Employment Opportunity (EEO)

Purpose: Issue direction on mandatory EEO/diversity training for all Bureau of Land Management (BLM) Fire and Aviation employees.

Policy/Action: The BLM Fire and Aviation employees must complete the following EEO/diversity training during FY2013:

- All non-supervisory employees, including seasonal and temporary: 4 hours of EEO and/or diversity training each fiscal year. Do What's Right (2 hours) and No FEAR Act (1 hour) are required. The other hour is elective.
- All supervisors and managers: 4 hours of EEO training and 4 hours of diversity training each fiscal year. Do What's Right (2 hours) and No FEAR Act (1 hour) are required; the other 5 hours are elective.
- Ethics training cannot be counted toward the EEO/diversity training requirement.
- Contractors, volunteers and other non-BLM employees are not subject to this requirement.
- The training courses in Attachment 1 have been identified to meet the above requirement.

Timeframe: Mandatory training must be completed by August 1, 2013.

Budget Impact: All units must plan and budget for this training.

Background: The Secretary of the Interior memorandum, dated January 29, 2010, issued direction reflected in the policy/action statement above.

Contact the EEO Office if you would like to arrange delivery of some of the training listed on Attachment 1 specific to your organization's training schedule.

Contact the EEO Office if you have suggestions for alternative training that will fulfill these requirements.

Contact: Debie Chivers, EEO Manager, 208-387-5454.

Signed by:
Howard Hedrick, acting
Assistant Director, Fire and Aviation

Authenticated by:
Erin K. Maskalick
Records Management Specialist

Attachment

1 – EEO and Diversity Training Options for FY2013 (1 p)

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