



# United States Department of the Interior

## BUREAU OF LAND MANAGEMENT

National Operations Center  
Denver Federal Center, Building 50  
P.O. Box 25047  
Denver, Colorado 80225-0047  
July 8, 2011

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EMS TRANSMISSION: 07/08/2011  
Instruction Memorandum No. OC-2011-055  
Expires: 09/30/2012

To: National Operations Center Employees

From: Director, National Operations Center

Subject: Interest Announcement for National Operations Center (NOC) Collateral-Duty  
Special Emphasis Program Manager (SEPM) for Hispanics **DD: 7/15/2011**

**Program Area:** Equal Employment Opportunity (EEO)

**Purpose:** To solicit nominations for the vacant position of collateral-duty SEPM for the Hispanic at the NOC.

The SEPMs serve as an extension of the EEO Office's Diversity Program. They assist the EEO Office in its efforts to provide a discrimination-free workplace through education and outreach. They report to the EEO Specialist who oversees the accomplishment of their SEPM duties. The SEPMs may periodically attend conferences and training sessions related to their respective Special Emphasis group. These collateral-duty assignments may constitute no more than 20 percent of official time and must have prior supervisory approval. Further, these collateral-duty assignments have a duration of two years.

Duties of the SEPM for Hispanics include the following: coordinating and presenting activities related to the agency's special observances relating to Hispanics; issuing announcements of special observance activities and events relating to Hispanics; and helping management identify barriers to the recruitment and retention of Hispanics at the NOC.

If you are interested in this position, please submit a brief letter to the EEO Manager, stating your applicable knowledge, skills and abilities. Your letter, along with a brief letter of recommendation from your supervisor, must be received in the EEO Office, no later than close of business July 8, 2011.

This is an opportunity to be innovative and creative, to learn and develop new work skills, and most importantly, to make a difference at the NOC.

**Policy/Action:** In accordance with 29 CFR 1614, Equal Employment Opportunity Commissions Management Directives 110 and 715.

**Timeframe:** Effective upon issuance.

**Budget impact:** None.

**Background:** The mission of the SEPM is to ensure that the Bureau of Land Management maintains a continuing affirmative employment program which promotes equal opportunity in all program areas for all employees, and identifies and eliminates discriminatory practices and policies which may have an adverse impact.

**Manual/Handbook Sections Affected:** None.

**Coordination:** Associate Center Director and EEO Manager.

**Contact:** Questions or comments regarding the policy requirements for this collateral-duty position may be directed to Rosene Vigil, Acting EEO Manager at 303-239-3661.

Signed by:  
Lynda B. Stelzer  
Director, National Operations Center

Authenticated by:  
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