



United States Department of the Interior

BUREAU OF LAND MANAGEMENT

Wyoming State Office
P.O. Box 1828
Cheyenne, Wyoming 82009-1828



IN REPLY REFER TO:
1400-713 (910) P

April 29, 2011

EMS TRANSMISSION: May 5, 2011
Instruction Memorandum No. WY-2011-032
Expires 9/30/2012

To: All Employees

From: Associate State Director

Subject: Mandatory EEO Training for All Employees

DD: 8/1/2011

Program Area: Equal Employment Opportunity (EEO)

Purpose: Per BLM Washington Office Instruction Memorandum No. 2010-105, all BLM employees (including seasonal and temporary employees) are required to complete a total of 4 hours of EEO/Diversity training this fiscal year. All supervisors and managers are required to complete a total of 8 hours of training (4 hours EEO and 4 hours Diversity).

EEO is based on legal statutes and primarily concerned with protected activity related to EEO bases (e.g., race, color, national origin, religion, sex, age, disability). EEO employs corrective and preventative measures for discrimination, harassment, and equal opportunity. EEO training may include, but is not limited to, such topics as roles and responsibilities within the EEO process, prevention of sexual harassment, and alternative dispute resolution.

Diversity training may include, but is not limited to Special Emphasis observances (i.e. Women's History, Asian/Pacific Islander History, etc.), and such topics as gender or generational differences, valuing diversity, and disability awareness.

Policy/Action: The following training has been identified to meet the above requirement.

- ❖ **2011 Prevention of Sexual Harassment (POSH) training is mandatory** for all employees, supervisors, and managers. This course counts as 1 hour of EEO training credit.

All Wyoming BLM employees with computer access have been automatically registered in DOI Learn. Go to your "My Required Learning" folder in DOI Learn to complete this course.

Employees without computer access may take the off-line version of the POSH course in a classroom setting using sign-in certification. Those conducting training for employees without computer access, such as seasonal training coordinators, please contact Donna Shaffer, EEO Specialist for materials and instructions, by e-mail at Donna_Shaffer@blm.gov, or by phone at 307-775-6009.

- ❖ **2011 Discrimination and Whistleblowing in the Workplace (NO FEAR) training is mandatory** for all employees, supervisors, and managers. This course counts as 1 hour of EEO training credit.

Wyoming BLM employees with computer access will be notified by e-mail when the course becomes available in DOI Learn.

As soon as the off-line version of the NO FEAR course is available for employees without computer access, those training coordinators who contacted the EEO Specialist for the off-line version of POSH will be notified.

Everyone must complete the two mandatory courses above. Options for fulfilling the remaining hours of training are as follows:

EEO TRAINING CREDIT

- Employees and supervisors/managers may obtain 2 hours of EEO training credit for attendance at a session of the Wildland Fire Program's "Do What's Right" classroom training. Copies of the sign-in sheets for this training must be submitted to Debie Chivers at NIFC and to Donna Shaffer in the EEO Office, WY-913 (Fax: 307-775-6023).
- Supervisors, managers, and Human Resources professionals were instructed by memorandum, dated November 1, 2010, to complete the "Uniformed Services Employment and Reemployment Rights Act (USERRA)" training course in DOI Learn. This course counts as 1 hour of EEO training credit. Check DOI Learn for your completion status.
- Supervisors and managers attending the EEO presentation at the Expanded WMT on May 10, 2011, who sign the sign-in sheet, will receive 1 hour of EEO training credit.
- The second 40 New Supervisor course which was held November 15-19, 2010, had an EEO component. If you signed the sign-in sheet for that training course you received 4 hours of EEO training credit.

- The first 40 New Supervisor course which was held February 7-11, 2011, had an EEO component and a Diversity component. If you signed the sign-in sheet for that training course you received 2 hours of EEO training and 2 hours of Diversity training credit.
- **SELF-STUDY:** Supervisors and managers may review the “Federal Agency EEO Status Report and Plan for a Model EEO Program (MD-715)” for 1 hour of EEO training credit, via this link: [MD-715 Self Study](#) **Please document completion of this course on your individual training certification sheet described below.**
- **SELF-STUDY:** Employees and supervisors/managers may review the “Alternative Dispute Resolution and Workplace Harassment” training course for 1 hour of EEO training credit, via this link: [Alternative Dispute Resolution](#) **Please document completion of this course on your individual training certification sheet described below.**

DIVERSITY TRAINING CREDIT

- Employees and supervisors/managers can obtain diversity training credit for Special Emphasis Program (SEP) attendance (i.e. Women’s History, Asian/Pacific Islander History, etc.). Contact your local Special Emphasis Coordinator for upcoming events. Copies of the Special Emphasis sign-in sheets must be submitted to Donna Shaffer in the EEO Office, WY-913 (Fax: 307-775-6023).
- **SELF-STUDY:** Employees and supervisors/managers may review the “Reasonable Accommodation Procedures” for 1 hour of Diversity training credit, via this link: [Reasonable Accommodation](#) **Please document completion of this course on your individual training certification sheet described below.**
- **SELF-STUDY:** Employees and supervisors/managers may review the “Amendments to the Americans with Disabilities Act (ADAA) Federal Register Notice” for 1 hour of Diversity training credit, via this link: [ADA Amendments](#) **Please document completion of this course on your individual training certification sheet described below.**
- **SELF-STUDY:** Supervisors and managers may review the “Strategic Plan for Achieving and Maintaining a Highly Skilled and Diverse Workforce” for 2 hours of Diversity training credit, via this link: [DOI Strategic Plan for Diversity](#) **Please document completion of this course on your individual training certification sheet described below.**

If you complete any of the **SELF-STUDY** courses, you will need to document them on your individual training certification tracking sheet below, and provide it to your supervisor or the person who is tracking training for your office. [You may also use this individual certification sheet to remind yourself of Special Emphasis events you’ve attended, and other courses you have completed.]

INDIVIDUAL TRAINING CERTIFICATION[Employee Certification](#)[Supv/Mgr Certification](#)**GROUP TRACKING**

If you are the person assigned to track training for your office, you may use the following Excel document to track your group.

[Group Tracking](#)

Please Note: There are a number of **contractors, volunteers, and other non-BLM** people that have a BLM e-mail address and/or share space in a BLM office. These non-BLM people do not have to complete BLM EEO training, but they are required to read the attached EEO/Anti-Harassment Policy, and send an e-mail to EEO afterward acknowledging they have read it: [BLM Policy on EEO](#) Non-BLM people who share space, but do not have BLM e-mail addresses, should receive a printed copy of the policy and an e-mail should be sent to EEO by the BLM official who distributed the policy. Send e-mails to: Donna.Shaffer@blm.gov

Timeframe: This IM is effective immediately with a goal of completing all training by August 1, 2011.

Contact: If you have questions about EEO/Diversity training, please contact Donna Shaffer at 307-775-6009.

Signed by:
Ruth Welch
Associate State Director

Authenticated by:
Sherry Dixon
Secretary