



United States Department of the Interior



BUREAU OF LAND MANAGEMENT

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IN REPLY REFER TO:
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March 22, 2012

EMS TRANSMISSION: 03/23/2012
Instruction Memorandum No. WY-2012-031
Expires 9/30/2013

To: All Employees

From: Associate State Director

Subject: Mandatory EEO Training for All Employees DD: 8/1/2012

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.

- ❖ **2012 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 Michael Lucero, EEO Manager for materials and instructions, by e-mail at m2lucero@blm.gov or by phone at 307-775-6010.

- ❖ **For New Employees Only**: **NEW** employees who came on board after September 30, 2011, must take the 2011 version of the Department's "Discrimination and Whistleblowing in the Workplace (No Fear)" course within 60 days of coming on board. This course counts as 1 hour of EEO training credit and is available in DOI Learn. There will not be a 2012 version of this course.

Options for fulfilling the remaining hours of training are as follows:

- 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 copies must be sent to Missy Cook at rcook@blm.gov or fax: 307-775-6048.
- **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**.
- **SELF-STUDY**: Employees and supervisors/managers may review the "Reasonable Accommodation Procedures" for 1 hour of EEO or Diversity training credit, via this link: **Reasonable Accommodation**.
- **SELF-STUDY**: Employees and supervisors/managers may review the "Amendments to the Americans with Disabilities Act (ADAA) Federal Register Notice" for 1 hour of EEO or Diversity training credit, via this link: [ADA Amendments](#).
- **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 or Diversity training credit, via this link: **MD-715 Self Study**.
- **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**.
- **ON-LINE VIDEO**: Employees and supervisors/managers may watch the video titled: "Event of Excellence: Mission-Critical Diversity: Lessons Learned from DOI" for Diversity training credit, at this website: <http://vimeo.com/partnership/videos>. There are two parts to this video. Part ONE counts as 1 hour of Diversity credit, and Part TWO counts as ½ hour of Diversity 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 the EEO Office, WY-913 (Fax: 307-775-6023).

Please document all EEO and Diversity courses on your individual training certification sheet. Employee and Supervisor/Manager versions of the certification sheet are attached below. After completion, please provide a copy to your supervisor or the person who is tracking training for your office.

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. All e-mails should include the name of the non-BLM person who received the policy, the name of the organization they work for, and a brief statement acknowledging they have read and understood the policy. Send the e-mail to: m2lucero@blm.gov.

Timeframe: This IM is effective immediately with a goal of completing all training by August 1, 2012.

Contact: If you have questions about EEO/Diversity training, please contact Michael Lucero at 307-775-6010.

Signed By:
Ruth Welch
Associate State Director

Authenticated By:
Sherry Dixon
Secretary

Distribution

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