



# United States Department of the Interior

## BUREAU OF LAND MANAGEMENT

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January 28, 2014

EMS TRANSMISSION: 01/31/2014  
Instruction Memorandum No. WY-2014-014  
Expires: 9/30/2014

To: All Employees  
From: State Director  
Subject: Mandatory EEO Training for All Employees DD: 08/01/14

**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, Hispanic Heritage, 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.

- ❖ **2014 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 will be 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](mailto:m2lucero@blm.gov) or by phone at 307-775-6010.

- **MANDATORY ONLY FOR supervisors, managers, and Human Resources professionals in series 0201 (optional for all others):** The DOI Learn courses: “Uniformed Services Employment and Reemployment Rights Act (USERRA)” and “Veteran Employment Training for Hiring Managers” together count as 2 hours of EEO training credit. To be announced by Washington Office.
- **MANDATORY ONLY FOR Fire Program staff (optional for all others):** The Wildland Fire Program’s “Do What’s Right” classroom training counts as 2 hours of EEO training credit. 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](mailto:rcook@blm.gov) or fax: 307-775-6048.

### **Other options for fulfilling the remaining hours of training are as follows:**

- Employees and supervisors/managers can obtain EEO and Diversity credit by taking online courses through DOI Learn by completing SKILLSOFT courses related to EEO and Diversity. [http://www.doi.gov/doilearn/skillsoft\\_info.cfm](http://www.doi.gov/doilearn/skillsoft_info.cfm)
- 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 SEP Coordinator for upcoming events. PLEASE NOTE: films must be documentaries approved by the EEO Office in order to be credited. Presentations must also be approved. Copies of all Special Emphasis sign-in sheets must be submitted to the EEO Office, WY-913 (Fax: 307-775-6023).
- **ON-LINE VIDEO:** Employees, managers and supervisors may watch the November 2011 “Diversity – Why it Matters” video broadcast on-line for 2 hours of Diversity credit. Just go into DOI Learn, locate “Search” on the right hand side of the page, enter “Matters” and click “Go.” When the course pops up, click on the title and complete the course.<sup>3</sup>
- **DISTANCE LEARNING COURSE:** The National Training Center’s course titled “The History of the Relationship Between the US Government and American Indian Tribes” counts as 1 hour of Diversity training. Click on the following link; then click on the map. [presentation](#)
- Additional training will be identified as it becomes available throughout the year. If you have questions about whether a program will count for credit, please contact Michael Lucero, EEO Manager by email at [m2lucero@blm.gov](mailto:m2lucero@blm.gov) or by phone at 307-775-6010.

**Please document all EEO and Diversity courses on your individual training certification sheet (attached below). Remember to mark the box identifying whether you are an employee or a supervisor/manager. After completion, please provide a copy to the person who is tracking training for your office.**

**Individual Certification**

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](mailto:m2lucero@blm.gov)

**Timeframe:** This IM is effective immediately with a goal of completing all training by August 1, 2014.

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

Signed by:  
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State Director

Authenticated by:  
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Administrative Assistant

**Distribution**

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