

UNITED STATES DEPARTMENT OF THE INTERIOR  
BUREAU OF LAND MANAGEMENT  
WASHINGTON, D.C. 20240  
<http://www.blm.gov>

September 28, 2017

In Reply Refer To: 1400-713 (720) I

EMS TRANSMISSION 10/06/2017  
Instruction Memorandum No. 2017-116  
Expires: 09/30/2020

**To:** All Bureau of Land Management Employees  
**From:** Assistant Director, Human Capital Management  
**Subject:** Mandatory Equal Employment Opportunity/Diversity Training for Employees **DD: 09/30/2018**

**PROGRAM AREA:** Equal Employment Opportunity

**PURPOSE:** To implement new EEO/Diversity training requirements for Bureau of Land Management (BLM) Managers, Supervisors, and Employees. On April 14, 2017, the Department of the Interior (DOI) issued Personnel Bulletin (PB) 17-09, which rescinded its training memorandum dated January 29, 2010, Equal Employment Opportunity (EEO) and Diversity Training for Managers, Supervisors, and Employees (see <https://elips.doi.gov/ELIPS/DocView.aspx?id=4521>).

**Policy:** This policy establishes the BLM's policy on mandatory EEO/Diversity training requirements for all employees and will be issued annually. All BLM non-supervisory employees, including seasonal and temporary employees and students, are required to complete a minimum of 4 hours of training. All supervisors and managers are required to complete a minimum of 6 hours of training. The training is to be comprised of EEO and/or Diversity training in any combination of hours so long as it meets the mandatory training requirements and minimum required hours of training.

The annual mandatory requirement of Prevention of Sexual Harassment (POSH) training (see BLM EEO Policy, IB No. 2016-026, (<http://web.blm.gov/internal/wo-500/directives/dir-16/ib2016-026.html>) counts toward the above-mentioned minimum hours. Finally, all training including Civil Treatment for Leaders must be completed by the end of this Fiscal Year (FY), with the exception of No FEAR Act, which must be completed by December 31, 2017, as referenced in the aforementioned DOI PB. Supervisors must ensure their employees comply with

this training requirement.

Ethics training cannot be counted toward the EEO and Diversity training requirement. Non-BLM employees, such as contractors, DHA-Interns, Public Land Corps-Interns and volunteers, are not required to complete BLM EEO and Diversity training but may attend with their supervisor's approval (which is highly encouraged). Additionally, managers and supervisors should ensure that contractors, interns, and volunteers are provided copies of BLM EEO policies.

EEO training is focused on equality and equal access as well as corrective and preventative measures for discrimination, harassment, and equal opportunity. It is legally based and concerned with protected classes (e.g., race, color, national origin, religion, sex, age, disability, genetic information, or reprisal for prior EEO activity). EEO training may include topics such as the EEO process, prevention of sexual harassment, civil treatment and alternative dispute resolution. EEO Managers are authorized to establish a competency-based EEO training program so long as it satisfies and meets the actual hours established above. All EEO training must be conducted by EEO personnel or an authorized vendor, approved by EEO personnel, having specialized experience in delivering EEO subject matter.

Diversity training is about understanding, valuing, and benefiting from differences and similarities to improve the BLM organization. Capitalizing on all of the strengths of each individual makes the organization more competitive and effective. Training may include Special Emphasis observances (i.e. Women's History, Asian/Pacific Island History, etc.) and topics such as gender and generational differences, disability awareness, unconscious bias, and workplace diversity and inclusion.

### **Mandatory Courses for all Employees, Supervisors and Managers**

- All mandatory training for employees, supervisors and managers will be automatically assigned to your DOI Learn profile. Once logged into DOI Learn, ensure you are on the "My Home" tab. Your required training will be to the right under the section titled, "My Learning."

### **Options for Fulfilling the Remaining Hours of Required Training**

Employees, managers and supervisors may obtain training credit for EEO and Diversity by one or more of the following methods:

1. Log into DOI Learn and select the tab titled, "EEO, Diversity & Ethics Courses." Select from the various EEO and Diversity Course. See attachment for a current listing of DOI Learn classes. NOTE: Ethics training cannot be counted toward your EEO/Diversity training requirement.
2. Attendance at a Special Emphasis Program (SEP) event (i.e., Women's History, Asian/Pacific Islander History, etc.). In order to receive credit for attending an SEP event you must register in DOI Learn. Additionally, EEO Managers may award credit using a sign-in sheet to track SEP events held in their respective states/centers. Contact your local EEO Manager or Special Emphasis Coordinator for upcoming events and questions on registration.

3. EEO or Diversity training completed through outside vendors or other sources is creditable only if approved by your local Office of Civil Rights (OCR)/EEO Manager. Please contact your local EEO Manager for guidance.
4. As more courses become available, they will be announced.

**Timeframe:** This policy effective immediately.

**Budget Impact:** Each State/Center Director is responsible for ensuring funds are allocated annually for training purposes.

**Background:** DOI Personnel Bulletin 17-09, dated April 14, 2017 and 29 C.F.R. 1614.102(a)(4).

**MANUAL/HANDBOOK SECTIONS AFFECTED:** None.

**COORDINATION:** This IM was coordinated with the BMC, Business, Fiscal and Information Resources Management (WO800), National Operations Center (OC653), Colorado State Office of Business Services (CO951), and Oregon State Office Branch of Engineering & Facilities (OR959).

**CONTACT:** Questions pertaining to this IM should be directed to your local EEO Manager.

Signed by:  
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Assistant Director  
Human Capital Management

Authenticated by:  
Robert M. Williams  
Division of IT Policy and Planning, WO-870

1 Attachments

1 - [FY 2018 DOI Learn EEO and Diversity Training Courses \(3 pp\)](#)