



# United States Department of the Interior

OFFICE OF THE SECRETARY

Washington, DC 20240

**APR 14 2017**

## **PERSONNEL BULLETIN NO: 17-09**

**SUBJECT:** Mandatory Training on Equal Employment Opportunity (EEO), Prohibited Personnel Practices (PPPs) and Whistleblower Protections, and Notification and Federal Employee Anti-Discrimination and Retaliation Act of 2002 (No FEAR Act)

1. **Purpose:** This Personnel Bulletin (PB) establishes the Department's policy on mandatory EEO, No FEAR Act and PPPs/whistleblower protections training. Executing the activities described in this PB contributes to making the Department of the Interior a best place to work in America, where all of our employees are respected, quality of work life is valued, and everyone has the opportunity to achieve their potential.
2. **Authorities:** 5 U.S.C. 2302(c); 5 C.F.R. 724.203; 29 C.F.R.1614.102(a)(4); DOI Policy on Equal Opportunity and Workplace Conduct, dated September 14, 2016; 370 DM 410.
3. **Rescinds:**
  - a. **Memo dated January 29, 2010 - Equal Employment Opportunity and Diversity Training for Managers, Supervisors, and Employees.** Effective immediately, this memo and the hourly training requirements stated therein are no longer in effect.
  - b. **Memorandum dated September 28, 2015 - Postponement of No FEAR Act Training Requirement.** Effective immediately, the revised No FEAR Act on-line training course is available for use.
4. **EEO Training 29 C.F.R.1614.102(a)(4).** This policy states agencies are required to communicate to employees their EEO policy and programs. Consistent with this guidance, Bureaus/Offices should develop competency-based EEO training programs to address bureau-specific challenges and needs. The DOI Learning Management System (DOI Learn) catalog has a variety of courses available for your use and can be found on the Diversity/EEO tab within DOI Learn.
5. **Notification and Federal Employee Anti-Discrimination and Retaliation Act of 2002 (No FEAR Act) Training.** No FEAR Act training provides DOI managers, supervisors and non-supervisory employees with an opportunity to practice decision making in different simulated situations and learn how to address anti-discrimination and whistleblowing issues by: (a) recognizing and managing rights and responsibilities regarding anti-discrimination, whistleblowing, and diversity and inclusion; (b) exploring positive and effective ways to

respond to real-life stresses, conduct and performance situations; (c) enhancing interpersonal communication skills and strategies; and (d) increasing understanding of the importance of building a 21<sup>st</sup> Century DOI that reflects the diversity of America. This training is mandatory for all DOI employees serving on both permanent and temporary appointments.

- a. **Frequency:** The No FEAR Act training cycle is every two years and must be completed no later than December 31, 2017, for FY 2017, and by September 30 every other year thereafter. This course will be assigned routinely through DOI Learn, as appropriate, to comply with the recurring requirement without additional notifications. New employees must complete the training within 60 days of on-boarding.
  - b. **Applicable Training Audience:** The No FEAR Act training is mandatory for all DOI employees regardless of the length of their appointments.
  - c. **Instructional Method:** On-line course delivery via DOI Learn. A paper copy of this required course is available upon request to the DOI Learn Program Management Office or Bureau DOI Learn Program Manager.
  - d. **Accountability:** Training completions are documented using DOI Learn. Employees who do not complete the training requirement by the stated deadline can be held accountable under disciplinary or performance procedures covered in 370 DM 752.1 and 370 DM 430.
  - e. **Reporting Requirement:** Standardized compliance reports will be provided, through DOI Learn, to the Program Offices responsible for ensuring employees complete the training.
  - f. **Program Offices:** Office of Civil Rights and Bureau EEO Offices
6. **Workplace Harassment and Discrimination Prevention Training for Supervisors and Managers.** The Department is committed to providing all employees with a work environment where harassment and discrimination are not tolerated. Managers and supervisors must know their roles and responsibilities to prevent harassment and discrimination in all forms. The Equal Employment Opportunity Commission recommends civility training as a means of “preventing conduct from rising to the level of unlawful harassment.” Supervisors and managers are required to complete the 4-hour *Civil Treatment for Leaders*® (CTL) course. Bureaus/Offices may elect to use the entire 8-hour CTL course to meet this onetime requirement. The CTL also meets the training requirement as outlined above in 4.
- a. **Frequency:** The CTL course must be completed once by every supervisor and manager on the DOI rolls as of October 1, 2016. This course will be assigned through DOI Learn, as appropriate, to comply with the requirement without additional notifications.
  - b. **Applicable Training Audience:** All supervisors and managers on the DOI rolls as of

October 1, 2016, are required to complete the course by December 31, 2018. All new supervisors and managers must complete training as described in 4 within six months of appointment to a supervisory position.

- i. **Seasonal supervisors/managers:** Seasonal supervisors and managers hired for the FY 2017 season must complete CTL training within one month of hire.
  - ii. **Training for New Supervisors and Managers:** Bureaus/Offices must ensure training for new supervisors and managers includes workplace civility content such as: discussion of workplace norms and what constitutes appropriate and inappropriate behaviors.
- c. **Instructional Method:** Classroom instruction or web-based virtual instruction by authorized instructors.
- d. **Accountability:** Training registrations and completions are documented using DOI Learn. Supervisors and managers who do not complete the training requirement by the stated deadline will be held accountable under the Mandatory Supervisory/Managerial Critical Element in their Supervisory Employee Performance Appraisal Plan.
- e. **Effective Date:** This requirement is effective immediately. Bureaus and Offices must certify compliance by September 15, 2018.
- f. **Reporting Requirement:** Standardized compliance reports will be provided through DOI Learn to Bureau/Office Human Resource Officers, Bureau/Office Learning and Development Directors/Managers and the Program Offices responsible for ensuring employees complete the required training.
- g. **Program Office:** Office of Strategic Employee and Organization Development and Bureau Learning and Development Offices.

7. **Prohibited Personnel Practices and Whistleblower Training for Supervisors and Managers.** Beginning in FY 2017, this training is to be completed every three years by all supervisors and managers. Compliance with this policy helps the Department meet the requirement under 5 U.S.C. 2302(c) to train supervisors and managers on Prohibited Personnel Practices (PPPs) and whistleblower protections.

- a. **Frequency:** Every three years beginning in FY 2017. This course must be completed by June 15, 2017, and every three years thereafter. This course will be assigned routinely, through DOI Learn, as appropriate, to comply with the recurring requirement without additional notifications.
- b. **Applicable Training Audience:** All managers and supervisors. Newly appointed supervisors and managers must complete the course within 60-days of appointment to a supervisory/managerial position.
  - i. **Seasonal supervisors/managers:** Seasonal supervisors and managers must

complete PPPs training within one month of hire. If rehired within three years of their initial training they do not need to repeat the training. The PPPs must be repeated if the seasonal supervisor/manager is rehired three or more years after they last completed the training.

- c. **Instructional Method:** On-line course delivery via DOI Learn. A paper copy of this required course is available upon request to the DOI Learn Program Management Office or Bureau DOI Learn Program Manager.
- d. **Accountability:** Training completions are documented using DOI Learn. Supervisors and managers who do not complete the training requirement by the stated deadline will be held accountable under the Mandatory Supervisory/Managerial Critical Element in their Supervisory Employee Performance Appraisal Plan
- e. **Reporting Requirement:** Standardized compliance reports will be provided through DOI Learn to the Bureau/Office Human Resource Officers, Learning and Development Directors/Managers and the Program Office responsible for ensuring employees complete the required training.
- f. **Effective Date:** This requirement is effective immediately.
- g. **Program Office:** Office of Human Resources and Bureau HR Offices

**8. The Deputy Assistant Secretary for Human Capital and Diversity/Chief Human Capital Officer (DAS-HCD)** will ensure compliance with this PB and ensure that training covered in this PB is reviewed periodically and made available for use by bureaus/offices. The DAS-HCD will also ensure:

- a. The approved training is available in DOI Learn.
- b. The agenda for the four-hour CTL course is provided in DOI Learn; and
- c. Standardized reports are developed by the Office of Strategic Employee and Organization Development, LMS Program Manager, and made available to Bureaus/Offices.

**9. Bureau/Office Human Capital Officer (HCO) Responsibilities.** HCOs must ensure compliance with this PB in coordination with all appropriate bureau/office program offices.

**10. Inquiries.** The Department of the Interior point of contact for this policy is Patricia Houghton, Office of Strategic Employee and Organization Development, at (202) 208-6755 or by email at [patricia\\_houghton@ios.doi.gov](mailto:patricia_houghton@ios.doi.gov).



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