



THE SECRETARY OF THE INTERIOR

WASHINGTON

JAN 29 2010

To: Assistant Secretaries
Solicitor
Inspector General
Bureau and Office Heads

From: Secretary *Ken Salazar*

Subject: Equal Employment Opportunity and Diversity Training for Managers,
Supervisors, and Employees

Equal access to employment opportunities in the workplace is critical to accomplishing our goal of attracting, recruiting, hiring, developing, and retaining a quality diverse workforce that can deliver results and ensure that we are achieving the Department's mission. To ensure that the Department is moving forward in its efforts to engage all segments of the workforce, increase customer satisfaction, and improve overall performance, we must equip our managers and supervisors with the tools they need to be successful. I am requiring the following of all managers and supervisors:

- 1) Completion of 4 hours, at a minimum, of Equal Employment Opportunity training on an annual basis; **and**
- 2) Completion of 4 hours, at a minimum, of diversity training on an annual basis.

To ensure compliance bureau/office heads, or their designees, will assess completion of the required training for their managers and supervisors on a semi-annual basis. Reviews should take place at the end of the second and fourth quarters of each fiscal year. Bureaus will work with their DOI Learn Coordinators, Human Resources Offices, and EEO Offices to track completion of the training.

To maintain a high level of cultural competency and respect for our differences in the workplace, I am recommending that all non-supervisory employees complete a minimum of 4 hours of EEO and diversity training on an annual basis.

The EEO training may include, but is not limited to, such topics as roles and responsibilities within the EEO process, prevention of sexual harassment, reasonable accommodations, accessibility, and alternative dispute resolution. Diversity training may include, but is not limited to, such topics as generational differences, valuing diversity, communications across cultures, gender biases, conflict management, and disability etiquette. The EEO and diversity training may be completed through various media, including classroom setting, online, audio or video conference, satellite broadcast, and webinar.

If you have bureau specific questions concerning EEO and diversity training, please contact your servicing EEO Office. Questions related to this policy may be addressed to the Departmental Office of Civil Rights at (202) 208-5693.