United States Department of the Interior

FISH AND WILDLIFE SERVICE
Washington, D.C. 20240

FEB 22 2010

In Reply Refer To:
FWS/ABHC/HC/EOD/044029

Memorandum

To: Service Directorate

From: Acting Director Rowan W. Gould

Subject: Service Policy on Mandatory Equal Employment Opportunity and Diversity Training for Managers, Supervisors and Employees

The Secretary of the Interior has issued a new policy on Equal Employment Opportunity (EEO) and Diversity Training for Managers, Supervisors and Employees (copy attached). Managers and supervisors are required to complete a minimum of **8 hours** of training on an annual basis: 4 hours of EEO training and 4 hours of diversity training. This training will equip all managers and supervisors with the tools necessary to ensure that every employee working for the U.S. Fish and Wildlife Service is provided a work environment that is free of discrimination.

The completion of mandatory training is a management responsibility. I am asking that each of you regularly assess the completion rate of your managers and supervisors and provide a status report to me through your Regional Diversity and Civil Rights Office on a quarterly basis. The Regional Diversity and Civil Rights Offices will provide the status to the Washington Office, Branch of Equal Opportunity and Diversity no later than the 30th day of the month following the end of each quarter. The first report is due to the Washington Office, Branch of Equal Opportunity and Diversity by April 30, 2010.

After careful review and analysis of discrimination complaints in the Service, I am requiring that the mandatory EEO training include a minimum of one hour of training on harassment in the workplace and one hour of training on issues dealing with reprisal. The training may be completed through various media, including classroom setting, online, audio or video conference, satellite broadcast, and webinar. Videos and DVDs may be used to complement facilitated training.

I also recommend that all non-supervisory employees complete a minimum of 4 hours of EEO and diversity training on an annual basis. Therefore, please encourage your non-supervisory employees to do so.

If you have any questions concerning EEO and diversity training, please contact Inez Uhl, EEO Officer at 703-358-2396.

Attachment