

Bureau of Land Management  
Office of Fire & Aviation  
EEO Office  
Boise, Idaho

March 1, 2005

Dear Facilitator:

Attached is the course material for **Do What's Right: Duty, Integrity & Respect**. This packet includes:

- ✓ The Facilitator's Guide
- ✓ Video, Do What's Right: Duty Integrity & Respect
- ✓ Copier-ready documents:
  - The Participant Guide
  - Course Roster

*Your job is to:*

1. Read the Facilitator's Guide and preview the video before starting the training.
2. Follow the instructions in the Responsibilities Section in the Facilitator's Guide.
3. Guide the discussion and encourage participation during the training.
4. Make sure you complete and fax the Course Roster and include a copy in each employee's training file.

If you have questions, contact your State Fire Management Officer or call me at (208) 387-5454.

Debie Chivers  
EEO Manager