



United States Department of the Interior

OFFICE OF THE SECRETARY
Washington, D.C. 20240

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MEMORANDUM

TO: Solicitor
Assistant Secretaries
Inspector General
Heads of Bureaus and Offices

FROM: David Montoya *David Montoya*
Deputy Assistant Secretary for Workforce Diversity

SUBJECT: Equal Opportunity Training for Managers and Supervisors

To achieve the goals identified in the Secretary's policy on Zero Tolerance of Discrimination, it is essential that managers and supervisors are provided with training to meet their responsibilities. Based on past year's reported figures, we have spent over \$2 million dollars in settlements and over \$8 million in processing complaints. This costly amount raises a concern about the matter in which we manage our human resources. Our employees are very important to us and we must provide them with a suitable environment where they can be productive and successful in promoting the Department's mission. To do this we must nurture cultural diversity as well as eliminate job discrimination in every employment decision. Therefore, I am requiring that each manager and supervisor take a minimum of four hours of EEO and diversity training annually.

This training should include valuing and managing diversity, affirmative employment, alternative dispute resolution, reasonable accommodation, prevention of complaints and sexual harassment. Many of these courses may be available through the Interior Service Center - Training and Development Services, National Park Service's Training Centers, Bureau of Land Management's National Training Center, and the U.S. Fish and Wildlife Service National Education and Training Center. Also, these courses may be offered to you periodically by your Bureau Equal Opportunity offices. As you select the courses, you should ensure that they cover the broader areas of diversity, such as the various cultures, sexual orientation, and other characteristics that must be considered when we manage a diverse workforce.

I believe that this educational investment will serve to enhance the work environment for our employees and bring a more productive workforce.

cc: Bureau/Office Personnel Officers
Bureau/Office Equal Opportunity Officers