

Special Interest Articles by:

- Compliance and Programs Division
- Public Civil Rights Division
- Employee Complaints and Adjudication Division
- Policy

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Latest Events with Chief Diversity Officer

On Thursday March 1, 2012, Chief Diversity Officer John Burden partnered with Carole Carter-Pfisterer, Assistant Director for Human Capital Management in the Bureau of Land Management (BLM), to develop and deliver a four day training workshop titled, "*Building Synergy and Collaborating towards Improving Diversity and Inclusion Outcomes*". The training was designed to strengthen talent management processes and procedures. Moreover, to have in place integrated human capital schemes, policies,

procedures, and practices that promote and enable collaboration between EEO, human resources, youth programs, and diversity change agents. The Department instituted the Diversity Change Agents Program established by the Office of the Secretary. The goal is to promote diversity and inclusiveness in various programs for example, employee recruitment and retention, cultural competency initiatives, employee engagement, and training and development. With regards to the four

day workshop last month, Director of Civil Rights Sharon D. Eller and Thomas Mulhern, Director of Human Resources also participated in the planning and presenting, which was completed by 35 participants. Burden, who was appointed by Secretary Salazar as the Chief Diversity Officer in 2010, said in his Feb. 27, 2012, interview with The Federal Drive radio program, "Interior is focusing on a diversity principal in which everyone is unique and has a unique contribution to make."

Second Annual MLK Commemorative Walk Inspiring for Participants

With the recently dedicated Dr. Martin Luther King (MLK) Jr., Memorial built on the National Mall this past fall on October 16, 2011, the Second Annual MLK Commemorative Walk was a success. On February 7, 2012, the Office of Civil Rights (OCR), the Bureau of Land Management (BLM), partnered with the Office of Personnel Management (OPM), hosted an inspiring walk for Federal participants, in conjunction to help celebrate National African American History Month.

To commemorate the times of the Rev. Dr. Martin Luther King, Jr., the early morning walk started with a beautiful day full of sunshine at Bolivar Park in D.C. Opening remarks were given, followed by four speakers who presented excerpts of Dr. King's most notable speeches including: "Letter from the Birmingham Jail" (1963), "How Long? Not Long?" (1963), his famous "I have a Dream" (1963), and "I have been to the Mountain Top" (1965).

The program had an astonishing photograph of the MLK Memorial on the front cover with a picture of Dr. King's last march in the spring of 1968 on the inside. It also focused on his life at a glance, which mentioned Congress passing the first Civil Rights Act since construction, and King's first book 'Stride for Freedom' which was published in 1958, His visit to India to study Mohandas Gandhi's philosophy of nonviolence (Continued on page 2)

Second Annual MLK Commemorative Walk Inspiring for Participants



Second Annual MLK Commemorative Walk
"It was well attended by DOI and OPM employees."

- Special Emphasis Program Specialist Carolyn Cunningham

(Continued from page 1)

Dr. King was arrested with Ralph Abernathy for demonstrating without a permit in 1963.

Apparently, during that time in history, the March on Washington became the largest civil rights demonstration with nearly 250,000 people in attendance. According to research, King was lending help to the garbage collectors in Memphis, Tennessee in 1968. This March turned violent. On April 4, 1968, Martin Luther King, Jr.

was fatally shot. Dr. King's chronology was presented for educational purposes at the second annual MLK Commemorative Walk. Special Emphasis Program Specialist Carolyn Cunningham, Compliance and Program Division, Office of Civil Rights, who participated, said the Annual MLK Commemorative Walk was well organized. "It was well attended

by DOI, BLM, and OPM employees," she said. "The presenters were excellent speakers," she added. As the participants walked past the World War II Memorial back to the Main Interior Building, reminiscing about the two hour occasion, OCR Program Specialist Barbara Evans said it best. "This was a beautiful day and a beautiful event."

Interior Celebrates Women's History Month

National Women's History Month March 1-31, 2012. The national Theme: "Women's Education— Women's Empowerment."



Clara Barton, Julia Child, Rosa Parks, Laura Bush, and First Lady Michelle Obama were amongst a host of women honored in an exhibit located in the Main Interior Building's 4300 Corridor. Interior joined the Nation in celebrating **National Women's History Month, March 1-31, 2012**. The national theme, "Women's Education— Women's Empowerment," spoke to the achievements of women across the country. Several bureaus

such as, the Office of Surface Mining (OSM), U.S. Geological Survey, along with the Department conducted activities in commemoration of National Women's History Month. DOI paid tribute to the generation of women whose commitment to education and empowerment proved invaluable to society. Before 1970, women's history was hardly the topic of serious learning. However, two important factors contributed to its

emergence: 1) The women's movement of the sixties caused women to question their invisibility while raising their aspirations; 2) The equal opportunity to learn for women today, was owed partly to the Title IX of the education codes of the Higher Education Act, passed in 1972 & enacted in 1977. This piece of legislation prohibited gender discrimination by federally funded institutions. The public celebration of women's
(Continued on page 4)

DOI Participates in the 2012 MANRRS Conference



MANRRS Annual Career Fair
(March 29- 31, 2012) in Atlanta

The 2012 Minorities in Agriculture, Natural Resources and Related Sciences (MANRRS) 27th Annual Career Fair & Training Conference was held in Atlanta, Georgia March 29-31, 2012. MANRRS welcomes people from all racial and ethnic groups to become members, and to participate in agricultural, natural resources, and

related sciences careers. On behalf of the Department, the National Park Service (NPS) spearheaded a workshop titled "The DOI: Careers that Count – Natural and Environmental Resources." Deputy Assistant Secretary Pam Malam, Human Capital and Diversity, said "The department continues to strive towards increasing youth employment opportunities,

by participating in proactive targeted outreach to build new environments, and engage talented corps of students." MANRRS promotes interaction between its students, organizations and institutions. Presentations were also given by OSM, and FWS that introduced students to available careers in Science, Engineering & Technology.

2010 ADA Standards Become Mandatory

On March 15, 2012, the 2010 Americans with Disabilities Act (ADA) Standards for Accessible Design and programmatic changes to Title II and Title III became mandatory under the Department of Justice's (DOJs) regulations. A representative from the Assistant Attorney General, Civil Rights Division said everybody is required to comply with new construction, alterations, program access, and readily achievable barrier removal under Title III of the revised Standards. The March 15 effective date for State and local government facilities covered by Title II is required where, the physical start of

construction or alteration occurs on or after this date. However, public transportation facilities, including rail stations and bus stops, are subject to ADA standards issued by the Department of Transportation (DOT), not DOJ. Prior to this, entities who use the 1991 ADA Standards will no longer be allowed to use them. DOJ adopted the revised Standards in September 2010, but permitted continued use of the 1991 Standards for exactly 18 months. This allowed State and local government facilities time to transition to the mandatory March 15, 2012 deadline. U.S. Access Board Accessibility Specialist Earlene Sesker said, "Even with the new

mandatory 2010 ADA Standards on March 15, there are still going to be problems." Everyone knew they were coming however, a lot of people were putting things on hold. Now people cannot meet the deadline so their time is running out, she added. Sally Conway, Deputy Chief, ADA Technical Assistance, Disability Rights Section from DOJ said Chapters 3-10 focuses on programmatic changes to Title II and Title III of the ADA. "Topics addressed include Other-Power Driven Mobility Devices, Service Animals, Effective Communication, and Safe Harbor." This all started when the U.S. Access Board created their guidelines in 2004, which went through extensive public comments.



Changes to Title II & III for State and local gov't



2010 ADA Standards became Mandatory March 15, 2012

Office of Civil Rights Host MSI-COPC Meeting

On March 13, 2012, the Office of Civil Rights (OCR) hosted the Minority Serving Institutions –Community of Partners Council (MSI-COPC) meeting at the Main Interior Building. MSI-COPC is comprised of representatives from several Federal agencies, which meet on a monthly basis, to maximize relationships and foster government-wide collaborative efforts directed towards minority serving institutions (MSIs). In addition, MSI-COPC is committed to enhancing the impact of Federal programs that serve MSIs and preparing students for

Federal employment. The Council envisions building a coalition made up of these members, to ensure resources, which are maximized to meet the needs of MSIs and their intended beneficiaries. The MSI-COPC also has multiple purposes which include, but are not limited to sharing resources, establishing relationships, and examining best practices. Moreover, the Council is known for conducting outreach activities that include advocating, keeping stakeholders informed, and to identifying concerns related to MSIs. With regard to Minority

Serving Institutions (MSIs), the following executive orders (EO) are applicable: EO [13515](#) Asian American/Pacific Islander; EO [13555](#) Educational Excellence for Hispanics; EO [13592](#) Tribal Colleges and Universities; and EO [13532](#) Historically Black Colleges and Universities.

Originally, the MSI-COPC held its first meeting on November 21, 2006, with approximately 25 representatives from various Federal agencies, where these individuals agreed to establish the MSI-COPC as an interagency council. At the meeting last month, (Continued on page 5)



Interior Celebrates Women's History Month



In 1987, Congress expanded the Celebration of Women's History to a month, and March was declared Women's History Month

(Continue from Page 2) history in this country began in 1978 as "Women's History Week" in Sonoma County, California. In 1987, Congress expanded the celebration to a month, and March was declared Women's History Month. During this month, many recall that the pioneering legacy of our grandmothers and great-grandmothers was revealed not only in our

museums and history books, but also through the sheer determination and boundless potential of our granddaughters and daughters. On March 1, 2012, President Barack Obama issued a Presidential Proclamation to all Americans to observe March as Women's History Month. This is done with programs, activities, and ceremonies that honored the contributions, history,

and accomplishments of American women. Interior participated by presenting workshops, featured speakers, and memorabilia. Recently, various women throughout the agency were honored at the 68th Honor Awards Convocation held in March. They are women who served DOI with acts of courage and valor, as well as those who have served the American public with excellence.

FAPAC Holds its 27th Annual Nat'l Leadership Conference



The Federal Asian Pacific American Council (FAPAC)

The Federal Asian Pacific American Council (FAPAC) will hold its 27th Annual National Leadership Conference on April 30-May 4, 2012, at the Hyatt Buckhead Hotel in Atlanta, Georgia. The conference agenda includes welcome remarks from FAPAC president Dr. Kin Wong, keynote speaker John Berry,

Director, Office of Personnel Management (OPM), and various exhibits. This year's theme is "Striving for Excellence in Leadership, Diversity and Inclusion" will include workshops in such areas as leadership skills, professional development, interviewing techniques, diversity in the Federal workforce, and

navigating the EEO process. Plenary sessions will address basic EEO law and case updates, Pacific Islander issues and the history of APA Civil Rights. The conference, which is open to all Federal employees, will also involve Veterans and Disability forums, a military forum, a career day for students and a job fair.

Records Management Vital to the DOI/EEO Community

"It is important for all Federal employees to determine the difference in a record and a non-record when completing the work of an agency"
—Records Management Specialist Judy Banks

Records Management, or (RM), is the practice of maintaining the records of an organization from the time they are created up to their disposal. This may include classifying, storing, securing, and destroying (or in some cases, archival preservation) of records. A record can be either a tangible object or digital information: for example, office documents, databases, application data, and email. It is also associated with the evidence of an organization's activities, and is usually applied

according to the value of the records rather than their physical format. In the past, '**records management**' was sometimes used to refer only to the management of records, which were no longer in everyday use. However, records were still needed to be kept – 'semi-current' or 'inactive records', often stored offsite or in basements. Today, an entire records 'life cycle' can be from the point of creation right through until their eventual disposal. Here in the Federal government, we have Federal records management

responsibilities. Office of Civil Rights (OCR) Records Management Specialist Judy Banks says it is important for all Federal employees to determine the difference in a record and a non-record when completing the work of an agency. "Determining the difference of a record is especially important in Equal Employment Opportunity (EEO) Complaints processing because the content of the record allows Federal and Equal Employment Opportunity Commission (Continue on page 5)

Records Management Vital to the DOI/EEO

Community

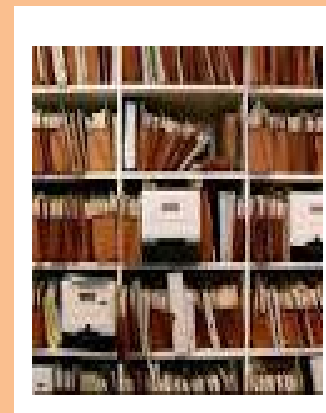
(Continued from page 4)

(EEOC) judges to write decisions of whether discrimination occurred. In a restatement of the National Administration and Records Association (NARA) 44 U.S.C. 3301, defining records/Federal records is listed as ‘all books, papers, maps, photographs, machine readable materials, or other documentary materials, regardless of their physical form or characteristics. NARA also includes their definition as any records made or received by an agency of the United States Government under Federal law or in connection with the transaction of public

business, and preserved or appropriated for preservation by that agency. A non-record is defined as those Federally owned informational materials that do not meet the statutory definition of records (44 U.S.C. 3301), or that have been excluded from coverage by the definition. Examples of non-records would be: materials that are extra copies of documents kept only for reference, stocks of publications, processed documents, and library or museum materials intended solely for reference of exhibit. Banks said, “The OCR tracking sheet used for intake of mail and work assignments can be an example of a non-record

and contained records.” Also, if the comments are regarding the daily operations of processing work products. The Tracking Sheet becomes a record when the comments are written on it regarding an individual’s work performance. Federal employees have three basic obligations regarding Federal records: 1) Create records needed to do the business of their agency, record decisions and actions taken, and document activities for which they are responsible 2) Take care of records so that information can be found when needed 3) Carry out the disposition of records under their control in accordance with agency records schedules and Federal regulations.

(See 44 –Public Printing & Documents CHAPTER 33 – Disposal of Records U.S.C. 3301- Definition of Records) [NARA]



Records Management

Office of Civil Rights Host MSI-COPC Council Meeting

(Continued from page 3)

Guest speaker Francisco Carrillo, Deputy Director, DOI, Office of Intergovernmental and External Affairs said, “The March MSI-COPC meeting was a great opportunity to discuss how the Offices of Public Engagement (OPE), across the Administration can work together with the Council, to engage minority-serving institutions and the communities they serve.” He also said the White House and the Agency OPE teams are organizing Community Partnership Summits and other events across the country, to provide community leaders with a forum to interact

with Administration officials on a range of issues. One example of this was in October 2009, when President Barack Obama signed an Executive Order for ‘Increasing Participation of Asian Americans and Pacific Islanders (AAPI) in Federal Programs’. This White House initiative for AAPIs is designed to improve Federal efforts to monitor, develop, and coordinate branch efforts to improve the quality of life for AAPIs. According to Carrillo, these actions and conversations have provided feedback on the Administration’s agenda and have created avenues

to educate local leaders about the programs and resources that can help their communities succeed. In maximizing government-wide collaboration, MSI-COPC work with business and community leaders, government and elected officials, Minority Serving Institutions, non-profit and faith based organizations.

The MSI-COPC meets monthly. This interagency Council provides guidance to agencies, establish liaisons to increase MSI participation, to expand capacity of MSIs, to compete effectively for grants, contracts, or cooperative agreements.



“The March MSI-COPC meeting was a great opportunity to discuss how the OPE across the Administration can work together with the Council to engage minority-serving institutions and the communities they serve.”

—Francisco Carrillo

Birthdays for January, February, and March.

January

David Quirino
January 13

Carolyn Cunningham
January 31

February

Joyce Corley
February 18

March

Acquanetta Newson
March 8

Lola Hatcher-Capers
March 29

SPECIAL EVENTS

Federal Asian Pacific American Council (FAPAC) Conference
(April 30- May 4)

LULAC Conference
(June 25-30)

National Organization for Mexican American Rights Conference **(Aug. 28-31)**
We're on the Web!

See us at:
www.doi.gov/eeo

NAFEO Welcomes Participants for Annual Conference

The National Association for Equal Opportunity in Higher Education (NAFEO) 38th Annual Conference held March 25-28, 2012, at the Madison Hotel in Washington, D.C., welcomed agencies, stakeholders, and non-profit organizations. NAFEO was founded to provide an international voice for the nation's Historically Black Colleges and Universities (HBCUs) and Predominantly Black Institutions (PBIs). The theme for this year's dialogue is, "HBCUs & PBIs: Tooting Our Horn a Little Louder." Bessie Sherman (NPS), Director, Minority University Office said the dialogue took place at a critical point in the fiscal year (FY) 2013 congressional budget's negotiation process. Invited guest included media host and moderator Gwen Ifill and the Rev. Jesse L. Jackson. Sherman who said in a statement, "We must go to Capitol Hill as a collective, and make the case for maintaining full funding for HBCUs and PBIs."

At the NAFEO Conference, NPS sponsored an exhibit which provided participants with information on student employment and career opportunities, as well as general information about the Department of the Interior (DOI), bureaus, and offices nationwide. With DOIs participation at the NAFEO Conference, there was much student support, Sherman added.

2012 Federal Employee Viewpoint Survey Sends a Positive Message

DOI has pledged through the launch of its 2012 Federal Employee Viewpoint Survey, to view comprehensively the feedback received from employees to help improve communication and manage its workforce. According to Pamela Malam, Deputy Assistant Secretary, Human Capital and Diversity, the survey will

be available from OPM for a period of six weeks from April to June. "Achieving this vision is key to the success of our mission serving the American people," said Malam in an all Department memorandum. We know that only with a dedicated and energized workforce, can we hope to meet this challenge, she added. The 2012 survey is being offered to full and part-time permanent employees. It is also a tool to measure employees' perceptions of their workplace and it is their chance to share concerns and effect change. Sources said previous surveys have helped Interior determine data as to how the agency is doing, especially in areas of diversity, leadership, and employee engagement. The survey, which employees will receive by an invitation email from OPM, takes 30 minutes to complete and all responses will be confidential.

Recognitions and Observances

**** Annual Inter-Agency Holocaust Remembrance Program** at the Lincoln Theater on May 9, 2012, from 11:30 a.m. to 1:00 p.m. in Northwest Washington, DC.

*Society of American Indian Government Employees (**SAIGE**) Conference: Denver, CO June 3-8, 2012

***Women's Equality Day** is August 26, 2012, with OSM/FEW hosting.

Spotlight



Tanisha Edmonds is the Senior Equal Employment Opportunity (EEO) Specialist in the Employment Complaints & Adjudication Division, under the guidance of Division Chief Vanessa Green. Her responsibilities include reviewing and drafting Final Agency Decisions (FADs) for the bureaus. In addition, Tanisha writes the agency’s Appeals responses from the complainants.

Q. What is your background?
 “I’ve been a practicing attorney in Labor and Employment Law for the Federal and private sector for approximately 10 years. I’ve also spent time investigating complaint discriminations, she said.”

Q. What are you responsible for?
 “Examining and analyzing discrimination complaints.”

Q. What do you like to do for extracurricular activities?
 “Most of my time is spent on my two son’s activities such as, Science Projects, Sports, and Museums. My husband Charles and I love going bike-riding, and we love exploring restaurants in the Washington Metropolitan area.”

Q. Do you have any particular hobbies? “I love to read and I would like to pick up my tennis game again. I occasionally write short stories and personal essays.”

The Directors Corner
From the Director:

It is Spring time in Washington, DC. I look out my office window to see blooming trees, gardens of tulips and blossoming azaleas. Plus many sneezing tourists! We are halfway through our fiscal year and reviewing how well we are accomplishing this year’s goals. How would you in the field answer that question? We are busy working with the Equal Employment Opportunity Commission (EEOC) for data collection; working with the Office of Personnel Management (OPM) for successes to our strategic diversity/inclusion plan and work with the Office of

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Management and Budget (OMB) for ongoing budget issues. Then there is the everyday complaint processing for both accessibility and employment concerns that must be addressed. Always, our work in Affirmative Employment and partnership with the Chief Diversity Officer to stay current and successful! All to say, we are busy and enjoying the work. We welcome a new employee to OCR Christina Bui, a Final Agency Decision writer working with Vanessa Green. Christina is an OPM Presidential Management Associate. We are delighted that she chose DOI to formalize her Federal career! Our busy season of job fairs, employee conferences and MOU supported programs is beginning. I look forward to your participation. Questions? Call or email me.
 –Sharon D. Eller

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News from the Bureaus:

Each newsletter will highlight a report of events or information considered as a subject of choice from two bureaus. **The featured Bureaus for this quarter's newsletter are the Bureau of Safety & Environmental Enforcement, Bureau of Ocean Energy Mgmt, and Bureau of Land Management.**



THE BUREAU'S QUARTER



Bureau of Safety and Environmental Enforcement (BSEE) and Bureau of Ocean Energy Management (BOEM)

Last quarter, two Bureaus were created from the former Bureau of Ocean Energy Management, Regulation and Enforcement. **The Bureau of Ocean Energy Management, and Bureau of Safety and Environmental Enforcement** hit the road running with several types of EEO and Diversity training for managers and employees. This was designed to help complete their EEO and Diversity training requirements for fiscal year (FY) 2012.

Training was given in New Orleans and the Washington, D.C. metro areas. The types of training provided were Civil Treatment training for managers and employees, Anti-Harassment training, and Generations training for managers. In addition, a presentation by Author Laura Liswood on her latest book *"The Loudest Duck: Moving Beyond Diversity While Embracing Differences to Achieve Success at Work."*

In the New Orleans Office, they offered three webinar sessions to all employees on: 1) Hiring People with Disabilities in the Federal government; 2) Interactive Process in the Federal government; and 3) Best Practices in the Employment of People with Disabilities in the Federal government. The New Orleans Office also established the **BOEM/BSEE EEO Cultural Enrichment Library**, which allows employees to check-out books and DVDs on a wide range of EEO and Diversity topics. Each month, both the Headquarters & New Orleans offices present on-going diversity training for special observances.

BLM: What happened with the Bureau of Land Management (BLM) this past quarter?

DAILY NEWS

EXTRA! EXTRA!

*Welcome, the Bureau of Land Management's **Acting EEO Officer Debra Chivers**, who has been this capacity since October 31, 2011. Her permanent position is the BLM's EEO Officer of the Office of Fire and Aviation at the National Interagency Fire Center in Boise, Idaho. Her responsibilities are to oversee BLM's Civil Rights Program including the complaints process for Title VI, Title VII, and Title XI. She is also responsible for providing policy oversight and assistance to the 13 BLM State and Center Offices.

***Background:** Debie spent the majority of her Federal career with BLM primarily in the EEO field, as is the case with her current detail, Acting EEO Officer. "I've found a way to serve the agency and enhance my knowledge and skills through details to other parts of the organization," said Chivers. In her spare time, Debie loves gardening because it gives her such a great feeling of accomplishment!