March 23, 2021

In Reply Refer To:
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EMS Transmission: 3/24/2021
Instruction Memorandum No. FA-IM-2021-014
Expires: 9/30/2024

To: State and Center Directors, State Fire Management Officers, and State Equal Employment Managers

From: Assistant Director, Fire and Aviation

Subject: Do What’s Right and Prevention of Sexual Harassment Training for Fire and Aviation Employees for the 2021 Fire Season

Program Area: Fire Management

Purpose: This Instruction Memorandum (IM) provides direction on implementing Do What’s Right (DWR) and Prevention of Sexual Harassment (POSH) training for BLM Fire employees.

Administrative or Mission Related: Administrative

Policy/Action: Bureau of Land Management (BLM) Fire employees are expected to conduct themselves in a professional manner. Fire supervisors and employees are responsible for promoting and fostering a workplace free from unlawful discrimination and harassment. Training on these topics is critically important and makes us stronger as an organization.

The Fire Program typically accomplishes Equal Employment Opportunity (EEO) training through facilitated Do What’s Right (DWR) sessions, and Prevention of Sexual Harassment (POSH), frequently delivered together. Supervisors are required to ensure employees have and understand the above-listed EEO and POSH information; supervisors are strongly encouraged to accomplish this through facilitated classes; however, self-study options are available.
All DWR and POSH training materials – modules, training guides, and roster forms – are available at https://www.nifc.gov/dwr/, as well as on DOI Talent. The National Interagency Fire Center (NIFC) DWR website works best in Chrome or Microsoft Edge but does not run in Internet Explorer.

Downloadable videos for the entire DWR training are available under the downloads tab in the top menu bar or individually under each scenario and debrief video.

Facilitators will coordinate with their respective state EEO managers and state training officer in the preparation and tracking of training, and rosters/completion records will be sent to the BLM NIFC EEO Office, at: BLM_FA_EEO@blm.gov.

Approved Facilitators: State Fire Management Officers shall delegate authority to fire supervisors who will be responsible for facilitating DWR training.

State EEO Managers: Facilitators are not to answer questions on the EEO process. Those questions should be directed to the appropriate state EEO manager or BLM Fire and Aviation Directorate EEO Office. Contact your state EEO manager or the BLM Fire and Aviation EEO manager to arrange for an EEO subject matter expert to be present in person or by telephone during your session.

State Human Resources (HR) Employee Relations (ER) Specialists: Facilitators are not to answer questions on the Department of the Interior Prevention and Elimination of Harassing Conduct Policy, Personnel Bulletin 18-01. Those questions should be directed to the appropriate state LR/ER specialist.

Facilitators who become aware of specific allegations of harassment must immediately contact their state HR ER specialist or their supervisor.

The following modules are mandatory for the 2021 season:

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<td>B</td>
<td>B-3 Supervisory Insensitivity</td>
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<td>Section G: Ethical Behavior, Integrity, and Policies</td>
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<td>Section H: Closeout</td>
<td>Closeout from Fire Leadership</td>
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<td>Prevention of Sexual Harassment (POSH):</td>
<td>P-1 Perspectives on POSH</td>
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<td>All modules and debriefs must be completed</td>
<td>P-2 Overview of EEO and Anti-Harassment Processes</td>
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<td>P-3 Unwanted touching Scenario followed by P-4 Debrief</td>
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<td>P-5 Sexual Innuendos and Harassment followed by P-6 Debrief</td>
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<td>P-7 A Message on Sexual Harassment</td>
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Facilitators shall include POSH verification on rosters to meet minimum requirements.

**Timeframe:** This IM is effective immediately.

**Contact:** Eileen Wallace, EEO Manager, Fire and Aviation, (208) 387-5454.

Signed by: Meagan Conry  
Authenticated by: Miranda Schindel  
for Grant Beebe  
Records Assistant  
Assistant Director, Fire and Aviation

**Attachments:**
1. BLM FA EEO Policy  
2. DOI Prevention and Elimination of Harassing Conduct Policy (PB 18-01)  
3. DOI Reasonable Accommodation Policy (PB 14-01)  
4. Personal Assistance Services (PB 17-18)  
5. BLM FA EEO Policy (Civil Rights and Equal Employment Opportunity)

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