



United States Department of the Interior



BUREAU OF LAND MANAGEMENT

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Instruction Memorandum No. FA IM-2020-013
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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 2020 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 fire and aviation employees.

Administrative or Mission Related: Administrative

Policy/Action: The Bureau of Land Management (BLM) fire and aviation 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. This year, however, we face extraordinary circumstances related to COVID-19 and impacts to onboarding fire and aviation employees. *At a minimum*, supervisors are required to provide the following information to all employees, and employees must certify they have read and understand these materials, available at: <https://www.nifc.gov/dwr/index.html>

1. Equal Employment Opportunity (EEO) Process Information
 - a. EEO Overview
 - b. EEO Policy
 - c. List of State EEO Managers
2. Prevention of Sexual Harassment (POSH)
3. Department of the Interior (DOI) Prevention and Elimination of Harassing Conduct, Personnel Bulletin 18-01 (PB 18-01)
 - a. List of State Human Resources Employee Relations Specialists

Employees and supervisors must sign for receipt of material, and completion forms should be emailed to BLM_FA_EEO@blm.gov.

The fire program typically accomplishes 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 employee completion of DWR and POSH modules, in line with Centers for Disease Control (CDC) guidelines related to COVID-19 prevention measures. Facilitated or 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; it 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.

Where possible to comply with CDC direction and deliver *Do What's Right/POSH* training, the following expectations apply:

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 will not answer questions on the EEO process. Those questions should be directed to the appropriate state EEO manager or BLM Fire and Aviation EEO Office.

State Human Resources (HR) Employee Relations (ER) Specialists: Facilitators will not 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 HR ER specialist.

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

The Assistant Director, Fire and Aviation Directorate has designated the following modules for the 2020 season:

Section A: Leadership Expectations and Processes	Leadership Introductions and Expectations
	How to Report Harassment while on an Incident
	Overview of EEO and Harassment Processes
Section B: Inclusion and Respect	B-6 Inappropriate Jokes
Section C: Discrimination and Harassment	C-6 Season in Review
Section D: Public Perception	D-6 Public Challenges
Section E: Issues with Alcohol and Fitness for Duty	E-1 Bending the Rules
Section F: Social Media	F-2 Posting Affects Privacy
Section G: Ethical Behavior, Integrity, and Policies	G-2 Excessive Equipment
Section H: Closeout	Closeout from Fire Leadership
Prevention of Sexual Harassment (POSH)	Perspectives on POSH
	Sexual Innuendos and Harassment
	A Message on Sexual Harassment

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:
Grant Beebe
Assistant Director, Fire and Aviation

Authenticated by:
Karen Jackson
Records Manager

9 Attachments:

- 1 - BLM EEO Process Overview (12pp)
- 2 - EEO Flowchart (1p)
- 3 - BLM FA EEO Policy (4pp)
- 4 - 2020 POSH Information/Training/Test (9pp)
(Supervisors should contact EEO for answer key)
- 5 - 2020 POSH Completion Certificate (1p)
- 6 - State EEO Manager Contact List (2pp)
- 7 - DOI Prevention and Elimination of Harassing Conduct Policy (PB 18-01) (20pp)
- 8 - BLM Employee Relations Contact List (4pp)
- 9 - Alternate DWR Completion Option Certificate for Employees without Internet Access (1p)

Distribution:
BLM_FA_FLT
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