



United States Department of the Interior
BUREAU OF LAND MANAGEMENT

Fire and Aviation
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April 3, 2023

In Reply Refer To:
1400-410 (FA120) I

EMS Transmission: 04/05/2023
Instruction Memorandum No. FA-IM-2022- 010
Expires: 09/30/2026

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 – Required annually and prior to incident assignment

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. This IM supersedes Fire and Aviation memorandum IM-2023-007 updating the role of approved facilitators (page 2).

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 can be accessed in Chrome or Microsoft Edge.

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.

Steps to Conduct DWR and POSH Training

- Facilitators will coordinate training with State EEO and Training Officers;
- Facilitators will record training information including: date, time, office, instructor, and attendee and supervisor information;
- District Offices will maintain and send training records to State EEO and Training Officers;
- Fire management officers, supervisors, and training officers are responsible for maintaining annual DWR and POSH training records.

Approved Facilitators: Senior fire personnel in the states are responsible for conducting DWR training and will coordinate with their state EEO manager of Human Resources Employee Relations Specialist for questions.

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 and their supervisor.

The following modules are mandatory for all fire personnel each year:

Do What's Right (DWR)	
Section A: Leadership Expectations All videos in Section A must be completed	A-1 Leadership Introductions and Expectations
	A-2 How to Report Harassment while on an Incident
	A-3 Overview of EEO and Harassment Processes
	A-4 Respecting Tribal Land
Section B: Inclusion and Respect	One video from this section must be completed and facilitator may select

Section C: Discrimination and Harassment	One video from this section must be completed and facilitator may select
Section D: Public Perception	One video from this section must be completed and facilitator may select
Section E: Issues with Alcohol and Fitness for Duty	One video from this section must be completed and facilitator may select
Section F: Social Media	One video from this section must be completed and facilitator may select
Section G: Ethical Behavior, Integrity, and Policies	One video from this section must be completed and facilitator may select
Section H: Closeout	Closeout from Fire Leadership

Prevention of Sexual Harassment (POSH): All modules and debriefs must be completed	P-1 Perspectives on POSH
	P-2 Overview of EEO and Anti-Harassment Processes
	P-3 Respecting Personal Space P-3 Debrief
	P-5 Inappropriate Messages P-5 Debrief
	P-7 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 or ewallace@blm.gov.

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Assistant Director, Fire and Aviation

**KAREN
JACKSON**

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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 \(PB 17-18\)](#)

Distribution:

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