



# United States Department of the Interior

BUREAU OF RECLAMATION

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May 12, 2017

VIA ELECTRONIC MAIL ONLY

## MEMORANDUM

To: All Reclamation Employees

From: Roseann Gonzales /s/  
Director, Policy and Administration

Subject: Equal Employment Opportunity (EEO), *Civil Treatment for Leaders*© (CTL) and  
*Civil Treatment for Employees*© (CTE) training requirements

The Department of the Interior (DOI) recently released Personnel Bulletin (PB) NO: 17-09, *Mandatory Training on Equal Employment Opportunity (EEO), Prohibited Personnel Practices (PPPs) and Whistleblower Protections, and Notification and Federal Employee Anti-Discrimination and Retaliation Act of 2002 (No FEAR Act)* (Attached). This PB rescinds, clarifies, and adds various mandatory training requirements for Reclamation employees.

The PB requires all DOI supervisors and managers to complete a 4-hour CTL course. In their January 2017 meeting, the Reclamation Leadership Team (RLT) made the decision that all Reclamation supervisors and managers must complete the more robust 8-hour CTL training program and that all Reclamation employees will complete the CTE training (approximately 4 hours) by September 30, 2018.

Reclamation has 18 certified CTL/CTE facilitators who are working with regional learning officers to obtain materials and schedule classes to meet these requirements. The course for CTL training will be assigned to all supervisors and managers in DOI Learn. After the assignment has been made, supervisors will need to log into DOI Learn and select the specific class they will attend.

The new PB removes the annual requirement for supervisors to take 4-hours of EEO and 4-hours of diversity training, but the Equal Employment Opportunity Commission's (EEOC) requirement of ongoing and regular EEO and Diversity training for the federal workforce remains in effect. CTL and CTE training will fulfill the FY 2017-2018 EEOC training requirement for Reclamation employees and must be completed by September 30, 2018. Future requirements for EEO and Diversity training for the Reclamation workforce will be forthcoming in FY 2018 from Reclamation's Civil Rights Division.

If you have any questions, please contact your regional learning officer, regional EEO manager, Carl A. Durrett II, Manager, HR Policy and Programs Division at [cdurrett@usbr.gov](mailto:cdurrett@usbr.gov) or 303-445-2697 or Laura Norton, Manager, Civil Rights Division at [lnorton@usbr.gov](mailto:lnorton@usbr.gov) or 303-445-3012.

Attachment

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