



IN REPLY
REFER TO:

United States Department of the Interior

BUREAU OF RECLAMATION
Mid-Pacific Regional Office
2800 Cottage Way
Sacramento, California 95825-1898

MP-104
PER-14.00

VIA ELECTRONIC MAIL ONLY

MEMORANDUM

To: All Mid-Pacific Region Employees

From: Laura H. Norton 
Equal Employment Opportunity Manager

Subject: Mid-Pacific Region Equal Employment Opportunity (EEO) Training
for Fiscal Year (FY) 2016

The intent of this memorandum is to provide guidance to the Mid-Pacific (MP) Region supervisors, managers, and employees for achieving mandatory FY 2016 EEO mandatory training requirements.

The Department of the Interior requires all supervisors and managers to complete a minimum of four (4) hours of training related to EEO each fiscal year. Additionally, in FY 2016, the Mid-Pacific Region requires all non-supervisory employees to complete two modules of EEO-related training on DOI Learn (see below).

Courses Credited for EEO Credit for Managers and Supervisors: Completion of the FY16 annual EEO training requirement will be accomplished by completing the following four courses from CyberFeds (including passing associated assessments with a minimum 80% score):

- ADR in the Federal Workplace: What, Why and How
- Disability and the Law: Your Role and Responsibilities as a Federal Manager
- The EEO Process: Step-by-Step Guidance for Federal Managers
- Recognizing and Responding to Sexual Harassment: What Federal Managers Must Know and Do

The foregoing courses will be available from the LRP CyberFeds website. Managers and supervisors will receive an e-mail from the EEO Office notifying them that their course content is available at the CyberFeds portal, and the EEO Office will be able to monitor training completion through the portal. The EEO Office will issue monthly reports to inform the workforce on training completion status for the Region.

Managers and supervisors completing DOI's Supervision for New Supervisors or Supervision for Experienced Supervisors in FY 2016 will receive four (4) hours of EEO credit for those courses and are not required to complete the CyberFeds lessons.

Probationary supervisors completing the Bureau of Reclamation's Reclamation Strategies for Successful Supervision (RS3) in FY 2016 will receive three and one-half (3.5) hours of EEO credit and must also complete one of the above-listed CyberFeds online courses to complete their EEO training requirement.

In FY 2016, the following courses are not credited for EEO training, but may be used to meet annual Diversity training requirements:

- Veteran Employment Training for Hiring Managers - 1 hour credit
- Uniformed Service Employment and Re-employment Rights Act (USERRA) – 1 hour credit
- No FEAR (if offered in FY 2016) - 1 hour credit

Courses Credited for EEO Credit for Non-Supervisory Employees:

All Mid-Pacific employees who are neither supervisors nor managers must complete the two online DOI Learn Skillsoft courses listed below in FY 2016 to receive their mandatory EEO training credit. To sign-up, go to DOI Learn (<https://gm2.geolearning.com/geonext/doi/login.geo>), select the role of learner, and search by the following titles:

- Sexual Harassment Prevention for Federal Employees (course code: fgov_01_a19_lc_enus)
- Workplace Harassment Prevention for Employees (course code: lch_01_a11_lc_enus)

Upon completion of the two DOI Learn courses, employees must forward their certificates of completion to Theresa Sanchez, EEO Specialist, at tsanchez@usbr.gov. The EEO Office will issue monthly reports to inform the workforce on training completion status for the Region.

Regional Diversity Council: Mid-Pacific Region Diversity Council members will earn diversity and EEO credit when they attend meetings. Typically, 1-1/2 hours of EEO training credit and 1 -1/2 hours of diversity training credit is obtained at each quarterly meeting; however, agenda items may change the credit given.

For additional information on EEO training, contact Ms. Laura Norton at 916-978-5571 or lnorton@usbr.gov, or Ms. Theresa Sanchez at 916-978-5573 or tsanchez@usbr.gov.