

1400-713 - EQUAL EMPLOYMENT OPPORTUNITY

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.01 Purpose. This section describes the Bureau's Equal Employment Opportunity program, and provides guidance and instructions to assure equality of opportunity for all employees in recruitment, selection, career development, promotion, counseling, participation in training programs, and membership on committees.

.02 Objectives. The objectives of the program are to:

A. Assure that each individual's opportunity for BLM employment, training, and career development is based solely on merit and fitness, regardless of race, color, religion, sex, age, or national origin.

B. Provide positive and continuing leadership and support for the program at all levels of management.

C. Develop plans of action designed to meet overall problems and needs, and to overcome any obstacles that impede equality of opportunity for members of minority groups, women, and members of disadvantaged groups.

D. Resolve complaints of discrimination in an efficient and uniform manner, and use informal methods of resolving such complaints whenever possible.

.03 Authority

A. Executive Order 11478 of August 8, 1969.

B. Public Law 92-261, The Equal Employment Opportunity Act of 1972.

C. Public Law 93-112, The Rehabilitation Act of 1973.

D. Public Law 93-259, Fair Labor Standards Amendments of 1974.

E. CSC instructions and regulations contained in Chapter 713 of the Federal Personnel Manual.

F. Departmental instructions and regulations contained in Part 370 DM 713 Addition to FPM.

.04 Responsibility.

A. The Director and the Associate Director exercise leadership in establishing and maintaining a positive, continuing program to assure equal opportunity in every aspect of employment policy and practice in each Bureau office and activity.

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B. The Chief, Office of Equal Employment Opportunity, is delegated responsibility as Bureau EEO Officer. In this capacity he/she acts for and reports to the Director and/or associate Director on policy matters and status of program operations. He/she establishes, in accordance with Departmental guidelines and directives, policies and procedures for the development, implementation, administration, coordination, and evaluation of all EEO program operations for the Bureau and its field offices.

C. The Bureau Federal Women's program Coordinator assists the Bureau EEO Officer in implementing the Bureau EEO program with special responsibilities for the Federal Women's Program. He/she provides guidance, advice, and technical assistance toward the planning, formulation, and implementation of sound and progressive Federal Women's Program policies, goals, and actions.

D. The Chief, Division of Personnel, is responsible for implementing personnel management policies and practices which are supportive of the concept of equal opportunity and the intent of the Bureau EEO Affirmative Action Plan. He/she cooperates with and assists the Bureau EEO Officer and FWPC in carrying out the EEO program.

E. The SC Supervisory EEO Specialist serves as an extension of the WO EEO Office. This official provides advice and technical assistance to implement EEO programs in the eleven Western States, monitors the effectiveness of programs, analyzes the available statistical data, and reports to the Washington Office on the progress of the EEO program.

F. State Directors; Service Center Director; BLM Director-Boise Interagency Fire Center; Managers, OCS Offices; and the Chief, Branch of Personnel Services (WO), serve as EEO Officers for their areas of jurisdiction and are responsible for implementing the Bureau's Affirmative Action Plan in those areas. Included in their responsibility is the development of State/Office/Center Affirmative Action Plans based on a careful analysis of local situations to meet the goals and objectives of the Departmental Skeletal Action Plan.

G. State EEO Coordinators assist State Directors in administering the Bureau and State Affirmative Action Plans at the State and District level. He/she coordinates the activities of Federal Women's Program Coordinators, Spanish-speaking Program Coordinators, EEO Committees, and provides guidance and assistance to EEO Counselors and others with EEO responsibilities. He/she cooperates with the SC EEO Staff and reports progress periodically to the State EEO Officer and the Chief, Office of Equal Employment Opportunity. (See Appendix 1.)

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H. State Federal Women's Program Coordinators (FWPC's) assist the State EEO Coordinators in administering the Bureau and State Affirmative Action Plans and have special responsibility for implementing plan elements relating to women and the workforce. They receive guidance and assistance from the State EEO Coordinator. Reports may also be periodically submitted to the Bureau Federal Women's Program Coordinator. (See Appendix 1.)

I. Spanish-Speaking Program Coordinators (SSPC's) assist the State EEO Coordinators in administering Affirmative Action Plan elements with special responsibility for those portions relevant to Spanish-Speaking populations. They receive guidance and assistance from the State EEO Coordinators. (See Appendix 1.)

J. EEO Committees assist the State EEO Coordinators and Officers in developing and implementing programs and policies of the State and Bureau Affirmative Action Plans. Committees meet periodically with EEO Coordinators to discuss progress and program strategies. Subcommittees may be formed to develop interest and awareness of needs that are identified. (See Appendix 1.)

K. EEO Counselors, trained in counseling procedures and available to all Bureau employees, counsel complainants regarding alleged discrimination and attempt informal resolution of such matters. Counselors submit a monthly report to the Director (110) in writing. Counselors must abide by aggrieved persons' request to maintain confidentiality in submissions to the State EEO Coordinator.

L. EEO Investigators, formally trained in investigative procedures, are assigned at the request of the Director of the Office for Equal Opportunity to investigate allegations of discrimination outside of the Bureau of Land Management. (See Appendix 2.)

M. Managers, Supervisors, and all other BLM Employees, at all WO and field office levels, are responsible for recognizing the need for equal employment opportunity and for assisting in any way possible to help ensure the success of the EEO program. Managers and supervisors have special responsibilities to promote and implement affirmative EEO actions as specified in the Affirmative Action Plan.

.05 Definitions.

A. EEO Affirmative Action Plans: documents outlining the problems, corrective actions to be taken, and officials responsible for implementation and management of Equal Employment Opportunity programs. The Bureau EEO Affirmative Action Plan is a consolidation of WO, State, Service Center, BLM BIFC, and OCS Office Plans, plus Action Items of general application to the Bureau as a whole. Affirmative Action Plans are comprised of Program Elements and Action Items.

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B. Program Elements: major headings within the Affirmative Action Plan setting forth general areas of concern.

C. Action Items: components of each Program Element setting forth steps to be taken to remedy and alleviate the problems identified.

.06 Policy. The Bureau of Land Management, by desire, belief, and deed, is committed to a positive application of equal employment opportunity in every aspect of personnel management policy and practice. Every effort must be made to erase discrimination based on race color, religion, sex, age, or national origin. Each Bureau official is required to develop, adopt, and implement procedures reflecting full participation and vigorous affirmative action in the equal employment opportunity program. Supervisors at all levels must make positive efforts to understand and practice equal employment opportunity policy.

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.1 Equal Employment Opportunity Affirmative Action Plan.

.11 Format of the Plan. The FY 77 Bureau of Land Management Equal Employment Opportunity Affirmative Action Plan is based on the format and Program Elements required by the Civil Service Commission and the Office for Equal Opportunity. The Action Items under each Program Element are those Action Items within the Departmental and State Plans which have Bureauwide application. Problems are identified for each Program Element and are numbered. The section on Objectives and Action Items lists the same Program Elements outlined in the Assessment section and identifies objectives and Action Items to alleviate each problem. The number in this portion corresponds to the number given a problem in the Assessment section of the plan. The section on Continuing Program Requirements follows the Departmental format and is an attempt to separate those Action Items which are ongoing and of a maintenance nature. Grouped according to the new Program Element formats, their accomplishment must be reported along with all other Action Items in the required Equal Employment Opportunity Quarterly Report.

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<p>.12 <u>Accomplishments.</u></p> <p>A. <u>Program Element I: Organization and Resources</u></p>	
Action Items	Accomplishments
<p>1. Review and evaluate staff and budget resources.</p> <p>2. Review and update Bureau issuances.</p> <p>3. Ensure training of EEO staff, FWPC, SSPC, and others with EEO responsibility.</p> <p>4. Identify trained counselors and schedule for visits.</p> <p>5. Form EEO Committees at major installations.</p> <p>6. Compile monthly reports of EEO complaints</p> <p>7. Ensure all employees' awareness of EEO complaints process</p> <p>8. Conduct periodic review of counselors.</p> <p>9. Include EEO planning in AWP cycle.</p>	<p>Completed. Six full-time EEO staff members full-time clerical assistance placed. Both FWP and SSP Coordinators at Bureau level have been assigned. Three hundred and thirty-four other BLM employees have related EEO duties. Most of them have these duties listed in their Performance Improvement and Position Review (14000-90(430) Forms. AWP Directives issued with EEO program requirements. See Appendix 1.)</p> <p>FY 76 Affirmative Action Plan issued as BLM Manual Section 1400-713. Change in minority identification procedures issued as BLM Manual change. Other Manual changes regarding housing and contract compliance in draft stage.</p> <p>Completed. State-level training seminars conducted with EEO staff and first-line managers in all but two States and the WO. Completion scheduled.</p> <p>Over 60 counselors trained. Visits to Districts not having counselors are reported on a regular basis. Pictures, names, and notices posted.</p> <p>Completed and ongoing. Excellent reports of meetings and work toward developing Affirmative Action Plans and meeting EEO program needs.</p> <p>Completed and ongoing. A total of 75 counseling instances reported. Of these, 32 were determined not to be EEO-related matters.</p> <p>Completed and ongoing. Staff meetings with explanations, report, and postings in accordance with directives.</p> <p>Ongoing. Specific reports not made at all levels, but new counselors have been assigned.</p> <p>Completed and ongoing. AWP Directives include complete EEO program instructions.</p>

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B. <u>Program Element II: Recruitment Activities to Reach and Attract Candidates.</u>						
Action Items			Accomplishments			
1.	Increase the employment of minorities.		Accomplishment:	FY 75	FY 76	Change
	Goal:		Full-time Permanent	380	416	+ 36
		88	Others	266	590	+324
		104	Minority accessions:			
			Full-time Permanent		39	
			Others		541	
2.	Increase the employment of minorities in grades GS-9 and above.		Increases of minorities GS-9 and above as of the first for quarter s (accessions and promotions):			
	Goal:		Accomplishment:			
	GS-9	24	GS-9		17	
	GS-11	17	GS-11		11	
	GS-12	8	G-12		2	
	GS-13 and above	1	GS-13 and above		1	
3.	Increase the employment of women in grades GS-9 and above.		Increases of women in GS-9 and above as of First four quarters (accessions and promotions):			
	Goal:		Accomplishment:			
	GS-9	27	GS-9		25	
	GS-11	20	GS-11		10	
	GS-12	9	GS-12		1	
	GS-13	5	GS-13 and above		1	
4.	Increase the employment of Indians as a part of the overall Bureau employment.		Increases of Indians as of the first four quarters:			
	Goal:		Accomplishment:			
	Full-time Permanent	11	Full-time Permanent		4	
	Others	55	Others		66	
5.	Concerted EEO emphasis series		<u>Series</u>	<u>Minorities</u>	<u>Women</u>	<u>Total</u>
	Goal:		300	10	10	20
	Total	70	400	6	2	8
	Minorities	37	800	4	1	5
	Women	39	1100	4	2	6
			Others	<u>13</u>	<u>14</u>	<u>27</u>
			Total	37	29	66
6.	Route requests for Personnel Action (SF 52) to EEO officials.		Completed and ongoing. Most field EEO Coordinators are in an Administration or Personnel so checking of SF 52's is not difficult. Cooperation from Personnel Officers has been good.			
7.	Assure that minorities and women are informed of and considered for vacancies.		Completed and ongoing. Reports in Quarterly Narrative, often supported by directives issued by State Directors, indicate EEO officials are directly involved in assuring that minorities and women are given full/equal consideration. Several affirmative efforts to expand recruitment areas to further assure that potential minorities and women are solicited have been documented..			

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B. <u>Program Element II: Recruitment Activities to Reach and Attract Candidates (Con.)</u>	
Action Items	Accomplishments
8. Contact colleges and universities.	Completed and ongoing. A total of over 80 schools have been listed for ongoing contacts. Each State has involved specialists from the natural resource and administration fields and EEO in school activities, field days, job fairs, career days, and presentations to classes.
9. Develop cooperative, work-study, and other agreements. Goal: Total Agreements 48 Total Participants 120 Minorities 42 Women 61	Completion as of the first four quarters by Alaska, ESO, Idaho, Montana, Oregon, SC, Utah, and Wyoming: Total Agreements 26 Total Participants 50 Minorities 15 Women 30
10. Assure that summer employment opportunities include women and minorities. Goal: Minorities 122 Women 125 Faculty 53	Summer employment opportunities as of the first four quarters: Accomplishment Minorities 90 Women 141 Faculty 29
11. Identify and maintain active contacts with minority and women's organizations.	Ongoing. A total of 45 local and all national organizations have been identified for ongoing contacts. Mailings of vacancy announcements, Participation in both local and national conferences/meetings have been reported by State Offices, the SC, and the WO.
12. Develop and maintain a list including minority and women candidates.	Completed and ongoing. A list of some 260 names of applicants has been distributed to all BLM EEO officials and selecting officials. This list has been reviewed and will be re-issued.
13. Identify and recruit for positions utilizing skills in another language.	Positions in Alaska, Arizona, New Mexico, and Oregon have utilized language skills in selection for permanent and temporary positions.

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C. <u>Program Element III: Full Utilization of Present Skills of Employees.</u>	
Action Items	Accomplishments
1. Identify underutilized and dead-ended employees.	All employees have been scheduled to be reviewed in accordance with BLM Manual Section 1400-430. In addition, special programs, such as those in Alaska, Wyoming, and the Washington Office, to review all lower-graded positions for identification of those seeking career growth opportunities have been reported. At least three promotions have been the direct result of this effort.
2. Provide career counseling.	All supervisors have been assigned counseling responsibilities through the Performance Improvement and Position Review process. In addition, Women's Seminars (two Bureauwide, three State level), Career Motivation/Training sessions (over 300), and special meetings have encouraged career considerations. FWPC's at the Reno EEO Conference identified career counseling as an emphasis topic.
3. Review all vacated jobs for restructuring.	Ongoing. Reports indicate that formal review for restructuring of all vacancies is not really possible but that personnel officials, supervisors, and Personnel Management Committees have made efforts in every State. Twenty-six positions have been reported as advertised at lower entry levels by Alaska, Arizona, BIFC, Montana, Nevada, Oregon, Utah, Wyoming and the WO.
4. Use job engineering techniques.	Same as above.

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D. <u>Program Element IV: Opportunities for Employees to Enhance Their Skills.</u>	
Action Items	Accomplishments
<p>1. Implement Departmental and Bureau Upward Mobility plans. Goal: Upward Mobility positions 28 Training Agreements 17</p>	<p>Accomplishment: Upward Mobility positions 24 Training Agreements 15</p>
<p>2. Assist managers in developing Upward Mobility positions.</p>	<p>Ongoing. All States have developed Upward Mobility positions and training agreements. Seminars for managers have been held at State levels to explain and provide assistance in Upward Mobility.</p>
<p>3. Utilize the Departmental Skills Training Center. Goal: Total 47</p>	<p>Skills Training completed include Departmental, CSC, and other sources. Accomplishment: Total 146</p>
<p>4. Utilize BLM Lands and Minerals training Program.</p>	<p>EEO representation on selection panel for Lands and Minerals School candidates. Special recruiting effort of Minerals School reports three women selected—a first for the Minerals School. Lands School reports women included on instructional staff and application of minorities and women continue to increase.</p>
<p>5. Develop Career Development Agreements for GS-7 employees.</p>	<p>Ongoing. All upper-level managers required to complete training and career plan programs as part of performance review. GS-7 employees included in annual Performance Improvement interviews which include career planning and career development.</p>
<p>6. Utilize the Departmental Manager Development Program. Goal: Minorities 1 Women 1</p>	<p>Not accomplished. Applicants for three available positions included both minorities and women but Personnel Management Committee recommended most highly qualified candidates after full and affirmative consideration of all.</p>
<p>7. Ensure that Departmental and Bureau executive training programs include minorities and women.</p>	<p>Ongoing. Women and minority employees have been scheduled and completed training.</p>

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E. <u>Program Element V: Training, Advice, Incentives, and Performance Evaluation</u>	
Action Items	Accomplishments
1. Support of EEO objectives by top management.	Completed activities of BLM Directorate, State Directors, District Managers, SCD, and BLM D-BIFC, and Office Managers include directives stating specific and general EEO responsibilities of each subordinate; inclusion of EEO in staff and employee meetings; attendance and participation in EEO Committee meetings and in conferences held by minority and/or women's groups; participating of top managers in EEO training.
2. Evaluate supervisors.	Completed. Evidence of top management support started at Director's level with EEO performance being included as a critical job element of each State Director during annual evaluations. Performance Improvements Form includes EEO as a required element in all supervisory evaluations. Directives issued to assist managers in more clearly identifying EEO responsibilities.
3. Evaluate EEO officials	Completed as part of performance evaluation.
4. Revise and strengthen EEO covered in formal supervisory and managerial training courses.	Completed and ongoing. EEO workshops scheduled for all States. Supervisory I and II training courses include EEO.
5. Recognize and publicize notable progress and/or contributions in EEO.	Ongoing. Reports indicate an increase in formal awarded; publications and information about EEO breakthroughs included in BLM publications as well as local papers. Elba Burke, Las Cruces, New Mexico, DO, active EEO FWPC was honored as Interior's Woman of the Month. Oregon, Alaska, Colorado, and Nevada have awarded employees for EEO contributions.

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F. <u>Program Element VI: Participation in Community Efforts.</u>	
Action Items	Accomplishments
1. Initiate and maintain contacts with schools and groups.	Completed and ongoing
2. Participate in programs of local Involvement.	Completed, ongoing, and growing. State reports regularly list a significant variety of local community and professional activities in which BLM employees take part. BLM employees are sometimes prominent in their communities.
3. Officer assistance to local colleges and schools.	Ongoing. BLM Inter-Governmental Personnel Act program with Mid-Missouri Consortium is in its second year with active program of recruitment, curriculum development, and work placement for students under Cooperative Education programs. BLM employee at Lincoln University teaching and assisting students prepare for careers related to natural resources management. Other Cooperative Education arrangements with schools in each BLM State involve work opportunities and assistance to schools through field trips, visits, and sharing of available resources.
4. Participate with local organizations and officials in areas of housing, transportation, and child care.	Ongoing. Two Bureau employees identified as housing officers. Active participation through Federal Executive Associations or women's groups to develop child care transportation programs.

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G. <u>Program Element VII: System for Internal Evaluation and Periodic Reports.</u>	
Action Items	Accomplishments
1. Continue to include EEO representation on formal evaluation teams.	State evaluations scheduled (General Management, or Functional-Administration) report inclusion of EEO on evaluation teams. WO GME's of Oregon, Colorado, California, and SC have included either EEO officials or coverage.
2. Conduct information on-site visits.	EEO officials from WO or SO have not only visited each BLM State, but have participated in meetings or evaluations at both SO and District levels.
3. Submit statistical and narrative reports.	Completed and ongoing. State Quarterly Narrative Reports are distributed in each State along with the more general Bureau Quarterly Narrative Report. Formats have been developed for uniformity.
4. Utilize all reports.	Completed and ongoing. EEO Committee meetings and both State and Bureau EEO workshops have utilized a wide variety of statistical and other data to plan succeeding years of action program and to assess progress and responsibilities.
5. Report minority accessions.	BLM Manual Section 1400-713 revised. Form DI-1453, Statistical Record of Minority Group, now the only form used for minority accession reporting.

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H. <u>Program Element VIII</u> : Program and Activities for the Disadvantage.			
Action Items		Accomplishments	
1.	Support Local economic opportunity Programs. Goal:	Accomplishment:	
	NYC (National Youth Corps) 33	NYC	44
	YCC (Youth Conservation Corps) 290	YCC	300
	Other local programs 26	Other local programs	50
	Worker-trainees (work-study) 5	Worker-trainees	10
	Part-time 22	Part-time	12
2.	Support programs to employ handicapped Persons. Goal:	Accomplishment:	21
	9		
3.	Make full use of VRA. Goal	Accomplishment:	18
	9		
4.	Give supervisors of disadvantaged employees opportunities for special training.	Ongoing.	

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I. Discrimination Complaints.

1. <u>Counseling Activity in FY 76.</u>		Number of persons alleging discrimination on the basis of:								Total	
		Race	Color	Religion	Sex female	Sex male	Nat'l Origin	Age			
The ratio of counselors to full-time permanent employees is <u>1:80</u> .											
<u>Kind of matter giving rise to the request for counseling:</u>											
<u>Personnel Action</u>											
Appointment	4				8			1		14	
Promotion	1				5			3		11	
Reassignment					3					3	
Separation					2					2	
Suspension											
Other								1		1	
<u>Matter</u>											
Detail											
Training	1				7					8	
Duty hours											
Reprimand					1					1	
Other (Total includes 24 deemed not EEO matters)	2				5			3		33	
Total Number of Persons Counseled During The Year:	6				24			5	1	4	75
Total Number of Instances of Counseling During The Year:	8				31			5	1	6	51

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2. Corrective Actions in FY 76.

Kind of corrective action taken:	Alleging discrimination on the basis of:							Total
	Race	Color	Religion	Sex- Female	Sex- Male	Nat'l Origin	Age	
• Received personnel action								
appointment				2				2
promotion				1				1
reassignment							1	1
restored to duty								
other (specify) Improved personnel practices				7				7
• Will receive personnel action								
appointment								
promotion (priority consideration)				2				2
reassignment (priority consideration)								
restored to duty								
other (specify) Position re-advertised				1				1
• Received back pay								
• Received benefit								
detail								
training								
duty hours sought				5				5
other (specify)								
• Other (specify)								
Total number of corrective actions				18			1	19
Total number of persons receiving corrective action				18			1	19

Rel. 1-1116
5/20/77

BLM MANUAL
Superseded Rel. 1-1024

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.13 Assessment.A. Program Element I: Organization and Resources.1. Areas of Consideration.

a. Management and fiscal controls established to track all resources devoted to the EEO Program are identified in the Bureau Annual Work Plan process, travel and training requests, and the proper coding of time spent on EEO activities. The Annual Work Plan process calls for a mid-year review of all program expenditures and progress toward accomplishments projected in the Annual Work Plan. The findings of the mid-year review are presented to all State Directors. Both the Chief, Office of EEO, and the Associate Director of the Bureau cover EEO progress at the State Directors' Meeting. The establishment of State-and Bureau-level EEO goals, coupled with the fiscal output toward their achievement, is the primary measure of the cost effectiveness of the EEO Program.

b. The Bureau-level EEO Office is part of the Directorate and an EEO Office staff member attends weekly meetings with the Assistant Director for Administration under whose direction responsibility for personnel management, finance, contract operations, management research, and budget fall. All directives and policy statements from members of the Directorate are distributed to the EEO Office.

c. As identified in the Annual Work Plan process, members of the Bureau EEO staff at the Service Center are scheduled to visit all BLM States on an annual basis. These visits are for the primary purpose of providing training and guidance for EEO Committees, field officials, and supervisors and are coordinated through each State Director (who is the State EEO Officer). EEO program officials at the field level also receive training in personnel management, as needed, from the Civil Service Commission.

d. State EEO Coordinators are members of office manpower and training committees. The SSPC and FWPC may also be members of these committees; however, there should be more involvement from these special emphasis program coordinators in the areas of personnel management and manpower planning.

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e. At the Bureau of Land Management State Office-level, the top EEO official is the State Director. The State Director in turn designates the EEO Coordinator and special emphasis program coordinators. EEO Counselors may be selected by the State Director or voted on by employees with the State Director confirming the appointment. This delegation from top-line management at field installations provides Coordinators and Counselors with adequate authority to work with line managers in resolving complaints of discrimination.

f. Dispositions are written at the Bureau level by either the Chief, Office for Equal Employment Opportunity or the Bureau Federal Women's Program Coordinator, who is also the Deputy EEO Officer for the Bureau. Both of the Bureau-level positions are part of the Directorate and derive their authority from the Bureau Director.

g. The Bureau Upward Mobility Program Coordinator is the Washington Office Chief, Branch of Personnel Services. Working with the Bureau EEO Office, momentum for the Upward Mobility Program at the field level is implemented through field-level EEO officials and committees servicing personnel offices. The percentage of time spent by EEO Coordinators and the Upward Mobility Program Coordinator to implement programs varies. EEO duties are collateral assignments with exceptions being a full-time professional staff of three at the Service Center and three at the Bureau level. This has created problems in spite of the fact that a majority of the State EEO officials have this duty outlined as an attachment to their official position descriptions. Although man-months for EEO are identified in State Affirmative Action Plans and Annual Work Plans, because it is a collateral assignment, the full-time job often takes priority.

h. Along with EEO Coordinators, line managers and supervisors also have EEO responsibilities which are outlined in Bureau, State, and Office Affirmative Action Plans. Managers and supervisors need to become more aware of their role in terms of EEO and the vital part that they play in success of the EEO Program.

i. A sound data base is one the building blocks necessary for the development of an EEO Program. The accurate and timely submission of minority data needs to be improved upon.

j. In order to comply with FPM Letter 713-35, the format and procedures for a multi-year Affirmative Action Plan needs to be developed.

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2. Problem Identification.

a. (CSC Problem Identification No. 1-1.) The proper coding of time spent on EEO activities is not consistently done by line management, Coordinators, and EEO Committee members. This has affected the tracking of input toward the accomplishment of EEO goals.

b. (CSC Problem Identification No. 1-2.) The Annual Work Plan process is the system through which man-months and funds are allocated for all activities. Requests for adequate EEO resources must be a part of each State and Office Annual Work Plan submission with appropriate justification in order to ensure that Bureau and State EEO Programs can be implemented.

c. (CSC Problem Identification No. 2-1.) Increased participation is needed by EEO and special emphasis program coordinators on State level manpower and training committees. Their input is needed in order to ensure that those State AAP Action Items that deal with recruitment efforts, training, and Upward Mobility programming are taken into consideration.

d. (CSC Problem Identification No. 3-1.) Due to the collateral nature of EEO duties at field installations, there is little consistency among States in the amount of time EEO and special emphasis coordinators spend on the EEO program. This has an effect on the accomplishment of both Bureau-level Action Items and individual State and Office EEO programs.

e. (CSC Problem Identification No. 3-2.) Managers are not aware of their specific responsibilities as outlined in the Bureau, State, and Office Affirmative Action Plans.

f. (CSC Problem Identification No 4-1.) The system for the timely and accurate submission of minority data needs to be developed.

g. (CSC Problem Identification No. 5-1.) In order to comply with FPM Letter 713-35, a format for a multi-year Affirmative Action Plan needs to be developed.

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B. Program Element II: Discrimination Complaints.

1. Areas of Consideration.

a. Counselors have been named for all State Offices, the Denver Service Center, and the Washington Office. (See Appendix 2.) Many of the States have also appointed Counselors at the District level. For those Districts where one has not been appointed, periodic visits from State Office Counselors are scheduled. All new appointees were scheduled to take the basic CSC counseling course. The Bureau currently has over 60 Counselors who have been trained. The delegation of responsibility for resolving EEO matters brought to the attention of the Counselors is set forth in BLM Manual Section 1400-713.04K.

b. All States and Office shave received samples of performance evaluation criteria applicable to EEO and Special Emphasis Program Coordinators, EEO Counselors, and others with EEO responsibilities. The samples were to be adapted to fit those duties outlined in individual State AAP's. The performance evaluation, as part of the Bureauwide evaluation process, should take place annually.

c. All new Investigators are required to attend the Civil Service Commission course for Investigators. There is a need however, to upgrade the quality of investigative reports. Some Investigators and EEO officials have requested that the Bureau or Department offer an additional training opportunity so that standardization can be achieved. This concern has been channeled to the Department for comment.

d. EEO officials have received the delegation of authority to prepare proposed dispositions through 5 CFR 713.204. The Bureau official having this authority is the Chief, Office of Equal Employment Opportunity. There are no procedures established in the event that a complaint is filed against the Bureau EEO Officer or other EEO staff members.

e. The complaint process is evaluated through the cyclic General Management and Functional Evaluation process. EEO is covered as part of all General Management Evaluations. Not only is the adequacy of the counseling process reviewed, but access of employees to discrimination complaint procedures is also evaluated.

2. Problem Identification.

a. (CSC Problem Identification No. 1-1.) Although Counselors have been appointed at all State Offices, employees at the District level may not have ready access to counseling service.

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- b. (CSC Problem Identification No. 2-1) At all field installations, EEO is a collateral responsibility. Periodic evaluations must be made of effectiveness and interest if the Bureau EEO program is to move forward.
- c. (CSC Problem Identification No. 3-1.) A program at the Department level should be developed to address the need for better quality EEO investigative reports upon which the disposition of discrimination complaints are based.
- d. (CSC Problem Identification No. 4-1) No formal procedures have been developed to accommodate the filing of complaints against EEO officials.
- e. (CSC Problem Identification No. 5-1.) There is a need to periodically review the complaint process and the knowledge employees have of complaint process procedures. Top management also needs to be kept apprised of the number and types of discrimination complaints which arise.

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C. Program Element III: Recruitment.1. Areas of Consideration.

a. Minority populations of BLM States are taken from U.S. Bureau of Census Series PC(S1) data for 1970.

	<u>Total Pop.</u>	<u>Total Min.</u>	<u>Black</u>	<u>Sp-sp</u>	<u>Indian</u>	<u>Oriental</u>	<u>Other Min.</u>	<u>% Min.</u>
Dist. of Col.	756,510	562,346	537,712	15,108	956	4,895	3,675	74.3
New Mexico	1,016,000	408,525	19,555	308,340	72,788	1,889	5,953	40.2
Louisiana	3,641,306	1,170,383	1,086,832	70,575	5,294	3,712	3,970	32.1
Arizona	1,770,900	430,958	53,344	265,006	95,812	7,525	9,271	24.3
California	19,953,134	4,560,850	1,400,143	2,368,748	91,018	522,270	178,671	22.9
Alaska	300,382	68,240	8,911	4,625	16,276	2,642	35,786	22.7
New York	18,236,967	3,755,179	2,168,949	1,352,302	28,355	116,008	89,565	20.5
Maryland	3,922,399	772,972	699,479	45,461	4,239	15,423	8,370	19.7
Colorado	2,207,259	320,413	66,411	225,506	8,836	10,388	9,272	14.5
Nevada	488,738	61,057	27,762	20,505	7,933	2,850	2,007	12.4
Wyoming	332,416	23,286	2,568	13,894	4,980	966	878	7.0
Utah	1,059,273	61,258	6,617	33,911	11,273	6,386	3,071	5.8
Montana	694,409	37,710	1,995	6,344	27,130	1,099	1,142	5.4
Idaho	712,567	29,851	2,130	16,086	6,687	2,959	1,989	4.1
Oregon	2,091,385	81,644	26,308	22,338	13,510	13,290	6,198	3.9
TOTALS	57,183,645	12,344,672						21.5

Reflected in the above chart are the most recent statistics for total populations and total minority populations in those States which have BLM offices. Although the chart reflects minority population, the availability of minorities having educational backgrounds relevant in seeking Bureau employment cannot at this time be determined. As an ongoing part of the Bureau EEO program, contacts have been made in many States with schools having natural resource and geology-mining departments which have significant minority populations. Recruitment efforts for professional level positions is generally a Bureauwide effort rather than confined to the State in which the vacancy occurs.

Each State, in establishing its minority recruitment goals and in determining the most profitable activities, must consider the demography of its area. The composition of the ethnic population in an area is one of several factors in assuring an employee the best possible work and social environment.

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b. The status of full-time permanent BLM minority employment by State is taken from BLM computer output format DO 53 as of 7/17/76.

	<u>7/17/76</u>	<u>Total</u>					
	<u>Workforce</u>	<u>Min.</u>	<u>Black</u>	<u>Sp-sp</u>	<u>Indian</u>	<u>Oriental</u>	<u>% Min.</u>
WO	398	90	83	4	--	3	22.6
ESO	64	21	21	--	--	--	32.8
SC	441	50	12	26	4	8	11.3
BIFC	27	3	1	1	1	--	11.1
Alaska	367	32	7	7	16	2	8.7
Arizona	192	22	2	7	11	2	11.5
California	384	25	3	7	6	9	6.5
Colorado	286	10	1	6	1	2	3.5
Idaho	202	4	--	2	--	2	2.0
Montana	250	11	--	4	5	2	4.4
Nevada	239	13	2	5	3	3	5.4
New Mexico	241	82	--	77	5	--	34.0
Oregon	856	15	4	3	4	4	1.8
Utah	328	14	--	6	5	3	4.3
Wyoming	302	14	2	8	2	2	4.7
Alaska OCS	29	1	1	--	--	--	3.5
Atlantic OCS	26	5	4	--	--	1	19.2
Pacific OCS	32	4	1	2	--	1	12.5
New Orleans OCS	42	2	2	--	--	--	4.8
Alaska PO	<u>37</u>	<u>1</u>	<u>--</u>	<u>--</u>	<u>1</u>	<u>--</u>	<u>2.7</u>
Totals	4,743	419	146	165	64	44	8.8

The full-time permanent minority workforce as of July 1976 is 8.8 percent, the total number of minorities being 419 out of a full-time permanent workforce of 4,743. The minority population fluctuates widely with the geographical location from a high of 32.8 percent in New Mexico to a low of 1.8 percent in Oregon. The vast majority of professional level vacancy announcements are circulated Bureauwide in an effort not only to secure the most qualified applicants but also to reach minority populations which may not be available in significant numbers in the State in which the vacancy occurs.

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c. The status of males, females, and minorities in occupational groupings is extracted from BLM computer output format DO 43 as of 7/3/76.

Occup. Grouping	Males	Females	Minorities	Total	% Males	% Females	% Minor.	% Workforce
Physical Science and Engin.								
GS 1-4	12	1	1	13	1.48	.12	.12	4.58
GS 5-8	176	28	19	204	21.76	3.46	2.35	16.13
GS 9-12	502	8	21	510	62.05	.99	2.60	19.27
GS 13-15	80	2	--	82	9.89	.25	---	15.38
GS 16-18	---	---	---	---	---	---	---	---
Total	770	39	41	809	95.18	4.82	5.07	17.06
Other Prof. and Technical								
GS 1-4	6	25	8	31	.28	1.18	.38	10.92
GS 5-8	241	148	47	389	11.41	7.00	2.32	30.75
GS 9-12	1,429	83	49	1,512	67.63	3.93	2.32	57.12
GS 13-15	166	6	7	172	7.86	.28	.33	32.27
GS 16-18	9	---	---	9	.43	---	---	69.23
Total	1,851	262	111	2,113	87.60	12.40	5.25	44.56
Admin. and Clerical								
GS 1-4	27	208	54	235	1.52	11.69	3.03	82.75
GS 5-8	89	570	113	659	5.00	39.02	6.35	52.09
GS 9-12	496	112	52	608	27.87	6.29	2.92	22.97
GS 13-15	271	3	9	274	15.22	.17	.51	51.41
GS 16-18	4	---	---	4	.22	---	---	30.77
Total	887	893	228	1,780	49.83	50.17	12.81	37.54
Service and Aides								
GS 1-4	3	2	---	5	7.50	5.00	---	1.76
GS 5-8	9	4	1	13	22.25	10.00	2.50	1.03
GS 9-12	17	---	1	17	42.50	---	2.50	.64
GS 13-15	5	---	---	5	12.50	---	---	.94
GS 16-18	---	---	---	---	---	---	---	---
Total	34	6	2	40	85.00	15.00	5.00	.84
GRAND TOTAL								
GS 1-4	48	236	63	284	1.01	4.98	1.33	5.99
GS 5-8	515	750	180	1,265	10.86	15.82	3.80	26.68
GS 9-12	2,444	203	123	2,647	51.54	4.28	2.59	55.82
GS 13-15	522	11	16	533	11.01	.23	.34	11.24
GS 16-18	13	---	---	13	.27	---	---	.25
Total	3,542	1,200	382	4,742	74.69	25.31	8.06	100.00

For purposes of this analysis, the one hundred forty-seven GS occupational series found in the Bureau were consolidated into four general occupational categories. The Physical Science and Engineering category reflects a compilation of all occupational series within the 800 and 1300 categories; Other Professional and Technical includes all classifications within the 000, 100, 400, 900, 1700, and 1800 series; Administration includes those classifications in the 200, 300, 500, 1000, 1100, 1400, and 1500 series; and the Service and Aides grouping includes those classifications in the 1600, 2000, and 2100 series.

The largest disparity between male, female, and minority distribution is found in the Physical Science and Engineering grouping, a grouping which represents 17.06 percent of the workforce. Of a total workforce population of 809, women and minorities represent only 4.82 percent and 5.07 percent, respectively. The majority of males are clustered in the GS-9 through GS-12 grade range while the largest portion of women are in grades GS-5 through GS-8. Minorities are almost evenly distributed between the GS-9 through GS-12 range; however, there is a greater number of women at the GS-5 through GS-8 level, which is the entry level for professionals.

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(1) The Bureau's natural resource professions (400 occupational groupings) are found in the Other Professional and Technical grouping. This general category is the Bureau's largest, comprising 44.56 percent of the total workforce. Males are concentrated in the GS-9 through GS-12 range with 67.63 percent of the workforce at that range being male. The largest concentration of women in this category is found at the GS-5 through GS-8 level (7 percent), while minorities are evenly distributed at their highest percentage (2.32 percent) in grades GS-5 through GS-12.

(2) The general category of Administration, which includes the clerical workforce, shows an almost even distribution between males and females, 49.83 percent and 50.17 percent, respectively. Males once again are concentrated at the GS-9 through GS-12 level and also have a significant showing, 15.22 percent, at the GS-13 through GS-15 grade level. The minority concentration is found at the GS-5 through GS-8 level at 6.35 percent as opposed to 32.02 percent for women and 5 percent for all males. It can be assumed that women at the GS-5 through GS-8 level in the Administrative occupational grouping reflect, to a large degree, the Bureau clerical workforce. The administration category represents 37.54 percent of the Bureau Workforce.

(3) The Service and Aides category is the smallest at .84 percent. Women are absent above the GS-5 through GS-8 level although they represent 10 percent of the population at that grade level. Males are concentrated at the GS-9 through GS-12 level with 42.50 percent while minorities appear at 2.5 percent only in grades GS-5 through GS-12.

(4) In terms of EEO emphasis, there is a need to increase the number of minorities in the Physical Science and Engineering, Other Professional and Technical, and Administration occupational groupings. For women, who are heavily concentrated in the Administration field, emphasis needs to be placed on Other Professional and Technical fields and the Physical Science and Engineering categories. Minorities and women, concentrated in grades GS-5 through GS-8, with the largest percentage in Administration, should be provided with developmental experiences and Upward Mobility opportunities as one tool for increasing their presentation in other occupations.

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d. A comparison of BLM occupational data as of May 1976 from computer output format DO 43 was made with statistics as of November 1974 compiled by the Civil Service Commission for the total Federal Workforce. The chart lists only those Bureau occupational series having 50 or more permanent full-time employees in the BLM or total Federal workforce.

	Series	Title	Total	% Women	% Minority	% Black	% Sp-sp
BLM	023	Outdoor	148	2.8	1.8	--	.9
Federal		Recreation	448	5.1	2.7	1.8	.4
BLM	301	General Clerk	425	63.0	15.2	7.5	5.1
Federal		administration	129,088	57.4	22.0	17.8	2.4
BLM	312	Clerk	79	97.4	16.4	3.8	10.1
Federal		Stenographer	32,800	98.9	11.9	7.5	3.0
BLM	318	Secretary	134	100.0	25.3	17.1	5.2
Federal			60,296	99.2	16.6	13.1	1.9
BLM	340	Program	114	--	1.7	--	1.7
Federal		Management	2,973	3.9	8.2	4.5	1.0
BLM	341	Administrative	99	25.2	12.1	6.0	3.0
Federal		Officer	7,917	41.4	9.3	6.0	1.5
BLM	401	Biological	702	1.4	1.9	.2	.8
Federal		Sciences	2,904	13.1	6.8	4.4	.9
BLM	454	Range	215	.9	3.2	--	2.3
Federal		Conservation	637	.2	2.8	--	1.9
BLM	460	Forestry	330	1.5	.6	.3	.3
Federal			5,246	.2	.9	.1	.3
BLM	462	Forestry	107	--	4.6	.9	--
Federal		Technician	3,555	.9	7.8	1.3	2.4
BLM	486	Wildlife	104	2.8	1.9	--	.6
Federal		Biologist	643	1.4	1.1	.5	.6
BLM	802	Engineering	101	.9	10.8	.9	4.9
Federal		Technician	23,265	2.6	7.5	3.8	2.0
BLM	810	Civil Engineer	90	--	3.3	--	2.2
Federal			14,465	.5	5.2	1.5	1.5
BLM	965	Land Law Examiner	115	42.6	10.4	.8	7.8
Federal			122	59.8	10.7	.8	9.8
BLM	986	Legal Clerk	126	76.9	27.7	7.9	13.4
Federal			2,557	85.8	24.2	20.1	2.3
BLM	1170	Realty	180	6.7	3.3	--	1.6
Federal			3,135	14.5	10.8	5.0	1.5
BLM	1350	Geology	99	5.0	2.0	--	--
Federal			1,759	5.8	1.5	.2	.2
BLM	1371	Cartographic	90	35.5	17.7	1.1	6.6
Federal		Technician	2,885	20.0	14.2	9.4	2.6
BLM	1373	Land Survey	162	.6	4.9	.6	1.2
Federal			199	.5	5.0	1.5	2.0

It should be noted that the available Civil Service Commission data is 2 years old. However, it has been assumed that the Federal employment picture has not changed significantly in the presented occupational series so that a type of comparison can be made. Statistics on Blacks and Hispanics have been displayed separately although they are a part of the minority percentage. This is consistent with the Federal data display obtained from the CSC.

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(1) Comparing women in BLM with those in the Federal workforce, the Occupational series 023 has a Federal workforce percentage of 5.1 with BLM at little more than one half (2.8 percent). Although the total number of this profession within BLM is one quarter of that found in Federal Services, increased efforts must be made to place more women in the 023 occupational series.

(a) In the 300 series general occupational grouping, women occur in significant numbers, both in the Federal and BLM employment sector. This, the General Clerical/Administrative series, has traditionally been the major occupational grouping which has employed the largest number of women. It should be noted, however, that for those series which are in the more administrative area, 340 and 341, the percentage of women drops drastically. BLM, at the time that this data was obtained, showed an absence of women in the GS 340 series, as compared with 3.9 percent in the total Federal Government. Within the GS 341 series, the Federal sector total shows 41.4 percent female, while BLM has a percentage of 25.2 percent, slightly more than half of the total Federal percentage. A concerted effort needs to be made to move more women from the clerical series, GS-318, 312, and 301, into the administrative occupational groupings within 300 so that the Bureau is more in line with the overall Federal employment picture.

(b) A large segment of the BLM professional and technical population falls within the Biological Science (400) series. In the 401 and 462 series, the BLM percentage of women is lower than that of the Federal workforce. In the other 400 series groupings, BLM has a higher incidence in the employment of women than the Federal sector at large. The 401 series, General Biological Science, and the 462 series, Forestry Technician, will require a more concerned recruitment and training effort in order to increase the female population within BLM. Within the 800 series, Physical Science and Engineering, the percentage of women in the Federal sector is quite small; however, in BLM women within this grouping is even smaller or nonexistent. Continuing efforts must be made to attract women in the engineering field, especially those who would qualify for the 802 and 810 engineering series positions. The 900 series, Legal and Kindred, shows for both the Federal Sector and BLM a high percentage of women, in both cases over 50 percent. Within BLM the 900 series, specifically 965 and 986, has been used a great deal in the Upward Mobility Program to move women from clerical to paraprofessional and professional level status.

(c) The 1170 series, Realty Specialist, has a percentage of 14.5 percent in the Federal sector, BLM, at 6.7 percent, is in a unique position to increase this number having an in-house school which trains people in this field. During FY 76, the number of female applicants increased due to a concerted effort on the part of school officials and Bureau EEO officials at all levels to make more women aware of this opportunity. This momentum should be kept up so that our percentage of female realty graduates increases.

(d) The field of Geology, 1350, has an almost equal percentage of women with the Federal sector at 5.8 percent and BLM at 5 percent. However, in anticipation of the growth of our Bureau minerals program, opportunities may become available during FY 77 to bring on additional female professionals. The Cartographic Technician series, 1371, shows BLM with a higher percentage of women (35 percent) than the Federal sector (20.0 percent).

(e) In the 1373 series, Land Survey, it should be noted that BLM employs a majority of the Federal sector. The statistics reflect this in the percentage with BLM at .6 percent and the Federal sector at .5 percent. Because we appear to be the major Federal employer utilizing this occupation, we are in a position to provide the greater opportunity for women wishing to enter into this field.

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(2) Comparing minorities in BLM with those in the Federal sector, the Outdoor Recreation series, 023, shows a low percentage of minorities in the Federal sector, 2.7 percent. BLM figures are even lower, however, at 1.8 percent. Special recruitment efforts to identify qualified minority candidates need to be undertaken to increase minority representation in this field.

(a) With the Administrative grouping, 300 series, minority participation for BLM should be increased in the 301 and 304 series. At 15.2 percent and 1.7 percent, respectively, each is well below minority occurrence in the Federal sector.

(b) The Biological Science group, 400 series, is the major occupational category in which a large number of BLM professional and technical employees are located. In comparison with the Federal sector, key occupational series which need more emphasis in BLM are 401 at 1.7 percent compared to 6.8 percent, and Forestry Technician, 462, 4.6 percent against 7.8 percent for the Federal sector. The Forestry series, 460, has a low minority percentage governmentwide; however, increased recruitment efforts and minority education toward this field as an occupational consideration needs to be expanded.

(c) The Engineer series, 800 shows BLM with a higher minority percentage than the Federal service in the 802 series. BLM stands at 10.8 percent as opposed to 7.5 percent. However, increased recruitment needs are identified to BLM in the 810, Civil Engineer, series.

(d) Both of the Legal occupations, 900 series, show comparable BLM to Federal sector minority participation. The Bureau has utilized this series often in its Upward Mobility Program. It is felt that this is reflected in the minority participation rate.

(e) In the Realty field, 1170 series, efforts should be made to increase minority applications to our Lands and Minerals School, which is the primary training ground for Realty Specialists within the Bureau. Increased efforts must be made to make qualified minority group members aware of the opportunities available at this school for entrance into a professional occupation.

(f) The Geology series, 1350, shows a higher rate of minority participation than found within the Federal section. However, numbers should be increased with the expansion of the Bureau minerals program.

(g) The 1371 series, Cartographic Technician, also shows a higher rate of minority participation than found in the Federal sector. The Land Survey field (1373), however, shows a lower percentage of minorities, .6 percent as compared to 1.5 percent.

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e. Race and ethnic origins of the experienced workforce by occupation and sex is obtained from U.S. Bureau of Census Series PC(2)7A data for 1970. These occupational characteristics are for persons 16 years of age and older.

Occupation	Total*	Female	Negro	American Indian	Oriental	Spanish Origin**
Accountants	747,617	183,617	16,590	693	8,777	13,819
Computer Specialists	263,149	51,527	9,128	226	3,462	4,080
Computer Programmers	166,556	38,189	6,132	99	2,383	2,859
Computer Systems Analysts	83,447	11,609	2,622	105	861	1,012
Computer Specialists, etc.	13,146	1,729	374	22	218	209
Civil Engineers	178,334	2,623	2,485	--	4,002	3,570
Metallurgical and Materials Engineers	16,285	128	159	--	121	167
Petroleum Engineers	11,516	102	91	21	48	187
Life and Physical Scientists	208,857	27,651	6,547	311	5,653	3,648
Social Scientists	111,274	20,673	3,473	142	885	2,036
Draftsmen	300,610	24,428	7,898	716	4,693	10,095
Surveyors	60,784	2,070	1,080	430	392	1,629
Finance, Insurance, and Real Estate	154,827	22,527	3,288	110	566	2,687

*Total includes other races not shown separately.

**Persons of Spanish origin may be of any race. Thus, all persons included are also included in the race categories.

(1) All statistics are based on a 5 percent sample adjusted to represent the total population. Only those occupations which are found in the BLM workforce are duplicated on this chart. Each occupational group is subdivided into minority and female populations within that occupational grouping. Of primary interest to BLM are the Engineering, Life and Physical Science groupings, for a major part of the BLM professional workforce falls into those categories. Within the three Engineering categories shown, the number of experienced women in the workforce is quite small. Women have not traditionally entered into this male dominated field. More needs to be done in terms of exposure at the high school level to encourage more women to obtain the mathematical requirements and interest in pursuing Engineering as a career. The availability of minorities is also limited in the Engineering field. The American Indian is almost nonexistent in this occupational grouping.

(2) Among Civil Engineers, there is a larger proportion of Oriental Americans than any other minority group or women. Industry poses the major competition with the Federal government in the Engineering field. Although special exceptions can be obtained from the Civil Service Commission for those with rare qualifications, industry is able to start new graduates at a higher salary than the Federal sector.

(3) The Life and Physical Science is a major occupational grouping within the Bureau. The total number of women available in the workforce is 27,651, a higher figure than all minorities combined. Minority students need to be counseled at both the high school and college levels to increase their availability within the workforce.

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f. Accessions and separations for the period July 1975 through May 1976 are taken from DO 5, Monthly Report of Federal Civilian Employment.

Total Accessions	4,774
Career Conditional	543
Total Separations	4,924

During the period from July 1975 through May 1976, the Bureau of Land Management employed 4,774 additional persons. However, of these accessions, the vast majority were temporary appointments as evidenced by the separation figure. The career conditional figure of 543 represents 11.3 percent of the total number of accessions.

g. For recruitment purposes, a comparison of internal to external career appointments by GS grade for the period July 1975 through May 1976 is made.

<u>GS Grade Range</u>	<u>Total Positions</u>	<u>Internal</u>	<u>%</u>	<u>External</u>	<u>%</u>
1 - 4	172	22	12.7	150	87.2
5 - 8	309	158	51.1	151	48.8
9 - 12	466	323	69.3	143	30.6
13 and above	<u>77</u>	<u>62</u>	80.5	<u>15</u>	19.4
Totals	1,024	565		459	

The total number of positions filled, 1,024, reflects an additional position allocation of 219 for FY 76 plus an average Bureau turnover rate of 5 percent. The permanent Bureau population, as reflected in Bureau computer output format DO 43 as of 7/3/76, was 4,742. For recruitment purposes, the chart depicts a downward rate of accessions as the GS grade level increases. In grade level GS-1 through GS-4, 87.2 percent of the placements were from outside of the Bureau. Approximately one-half of the placements for GS-5 through GS-8 were external (48.8 percent). A further comparison shows that at the mid-level management range, GS-9 through GS-12, 69.3 percent were internal placements while 30.6 percent were external. For grade levels GS 13 and above, 80.5 percent of the placements were inhouse.

In terms of increasing the number of minority and female employees, increased recruitment efforts can best be met at the GS-1 through GS-4 level and the GS-5 through GS-8 level. Provisions must continue to be made to provide Upward Mobility opportunities for lower level employees since placement at higher grade levels involves internal placement as a rule. The total numbers for both internal and external placements appear close; the percentage is 44.8 percent by accession and 55.1 percent by internal placement. However, as the GS grade level increases, the percentage of external placement decreases. This tendency has a negative effect on the increase in numbers of women and minorities at the GS 9 and above level, for the chance for outside selection is lower.

For FY 77, Congress has allocated the Bureau 333 new positions, however, the grades and occupational series have not been determined. Increased effort must be made to place more minorities and women from the mid-level and executive level registers.

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2 Problem Identification.

a. (CSC Problem Identification No 1-1.) The statistics on minorities with full-time permanent status reflects a minority percentage at 8.8 percent. A Bureau goal of 9.6 percent is needed in order to meet the Departmental goal of 12 percent for FY 77. Increased efforts must be made to insure that the number of minorities increases in order for both the Bureau and department to reach their goal.

b. (CSC Problem Identification No. 2-1.) The comparison of BLM occupational data with the Federal workforce shows minorities and women to be under-represented in comparison with their frequency in the total Federal workforce. Under-representation in major BLM occupational groupings include the 300, 400, 800, 1170, and 1373 occupational series. The placement of qualified minorities and women must increase to a higher level than we have experienced the past year in order to come in line with employment in the Federal sector as a whole.

c. (CSC Problem Identification No. 3-1.) Statistics on race and origin of the experienced workforce shows a lack of availability of women and minorities in the available workforce in the Engineering and Life and Physical Science fields, major Bureau occupational groupings. Competition with industry in the Engineering field and availability in the Life and Physical Science fields are major obstacles. Increased efforts to reach high school and freshman college students need to be undertaken to encourage entry into those fields and the long-term advantages of working for the Federal Government.

d. (CSC Problem Identification No. 4-1) The comparison of internal to external career appointments shows a definite trend of hiring from the outside at the lower grade levels with increased internal placement as the grade level increases. This has the effect of increasing promotional opportunities for women and minorities already on board at the GS-9 and above level., but not allowing for an increase in total number. As the grade level increases, the chances for women and minorities from the outside to obtain positions diminishes. However, at the entry level for professionals, GS-5 through GS-8, the external to internal percentages are 48.8 percent and 51.1 percent, respectively. Increased efforts need to be concentrated at the GS-5 through GS-8 level where there is a greater chance for outside selection. Increased emphasis should be placed on summer employment opportunities and Cooperative Education agreements to provide additional opportunities for women and minorities to gain work experience in the Natural Resource fields. Positions need, also, to be reviewed to see if bilingual abilities would enhance the job effectiveness.

D. Program Element IV: Full Utilization of Skills

1. Areas of Consideration.

a. A survey of current skills of employees GS-5 and below has been completed by several State Offices and the Washington Office, but a Bureauwide survey has not been undertaken. Information from the surveys has not been utilized fully.

b. Each employee is responsible for updating his or her own SF 171 as they acquire new skills. A record is kept of all instances of approved training; however, there is a lag period between the time training was received and a notice to that effect being placed in individual personnel files. A complete, up-to-date SF 171, Personal Qualifications Statement, is the responsibility of the employee.

c. During FY 76, a career counseling program was approved to be implemented in FY 77 for two personnel management specialists to provide career counseling for all employees in the 10 State Offices serviced by the Service Center. Two additional States whose California and Oregon, whose personnel functions are not under the Service Center, are in the process of developing a proposal career counseling for their employees. Until all employees have access to career counseling services this movement should be given high priority.

d. Some EEO Coordinators at field installations and the Washington Office sit as full members on State and WO training committees to ensure that minorities and women are given equal consideration in training selections. A training catalogue is issued prior to Annual Work Plan submissions which lists all courses which will be offered by the Bureau. Clerical and lower-level employees must be afforded the same opportunities as professional and mid-level management personnel to review the training catalogue so that they can have an opportunity to select courses in time for Annual Work Plan submissions.

2. Problem Identification.

a. (CSC Problem Identification No. 1-1) There is a need for a coordinated Bureauwide skills survey to identify employees in at least grades GS-5 and below who may be underutilized in their present position.

b. (CSC Problem Identification No. 1-2.) There is no coordinated approach for the utilization of survey data once it has been obtained. A system for the use of survey data and an evaluation mechanism should be developed prior to surveys being undertaken.

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c. (CSC Problem Identification No. 2-1.) The system for updating SF 171s and training records relies to a great degree on the initiative of the employees. Employees must be made aware that they have a responsibility to see that skills and training records are up-to-date.

d. (CSC Problem Identification No. 3-1.) Efforts are being made to provide career counseling to employees serviced by the Service Center, Oregon, and California. This program has to be expanded, however, to include employees in other BLM offices.

e. (CSC problem Identification No. 4-1.) The training catalogue listing Bureau courses and CSC courses is not available to all employees. All employees must be afforded an opportunity to discuss with their supervisor courses they feel might be beneficial to them.

E. Program Element V: Upward Mobility.

1. Areas of Consideration.

a. Approximately 40 percent of the State Offices have independently developed procedures to identify and advance under-utilized employees. Bureauwide procedures have not as yet been established, however, the Bureau's performance improvement system is used to evaluate each employee's ability level in his/her present job and identifies training needs and other types of experiences needed to bring him/her up to full performance level. This system which is administered on an annual basis to all full-time permanent employees in the Bureau, also identifies employees' potential against the job elements of their positions. The performance improvement system and the merit promotion plan are utilized jointly as the merit selection process to measure an employee's potential.

b. The F 76 Affirmative Action Plan designated a Bureauwide goal of 28 Upward Mobility positions. That figure was based on the total number of Upward Mobility positions identified in State Affirmative Action Plans. As positions become open at the office level, selected ones are reviewed by the EEO Coordinator and manpower committees at the State level to determine whether or not they are amenable to restructuring, can be advertised at the entry grade with promotion potential, or restructured into an Upward Mobility position. There is, however, no Bureau system for developing Upward Mobility positions based on current and projected staffing needs.

c. Through stepped-up recruitment efforts on the part of Personnel and EEO officials, the number of females and minorities applying to the Bureau's Lands and Minerals School doubled during FY 76. Additional efforts are needed, however, to increase the number of minority and female applicants for executive and mid-level management training programs.

d. Although the progress of a State's Upward Mobility program is covered during management evaluations, there is currently no uniform set of guidelines to systematically evaluate or monitor Upward Mobility program progress or problem identification.

2. Problem Identification.

a. (CSC Problem Identification No. 1-1.) The absence of Bureau-level guidelines for the establishment and monitoring of State-level Upward Mobility programs may tend to hinder State Offices from actively pursuing Upward Mobility concepts as a means for providing advancement opportunities for underutilized employees at lower grade levels.

b. (CSC Problem Identification No. 1-2.) In theory, the performance improvement system is to be utilized by all employees and supervisors on an annual basis to assist employees in reaching their full performance level in their current positions. Since this system is also a method for identifying employee potential and needed training, efforts need to be made to ensure that the performance improvement system is applied to every full-time permanent Bureau employee on an annual basis.

c. (CSC Problem Identification No. 2-1.) Current and projected staffing needs are not being utilized in developing a Bureau-level Upward Mobility program. Positions in most cases are identified based on current needs.

d. (CSC Problem Identification No. 2-2.) There is a need to increase the number of Upward Mobility positions advertised in BLM.

e. (CSC Problem Identification No. 3-1.) Progress has been made in referring female and minority applicants to the Bureau Lands and Minerals School; however, the number of minority and female applicants to the Departmental Managerial Training program and the executive skills center has been quite low.

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F. Program Element VI: Supervisory and Managerial Commitment.1. Areas of Consideration.

a. Although BLM employees having supervisory responsibilities regularly attend courses on supervision as required by the Civil Service Commission, EEO coverage in Bureau supervisory courses needs to be strengthened. In addition, Bureau-level and Service Center EEO staffs have held training programs on the complaint systems, the development of Affirmative Action Plans, Upward Mobility programs, and the Federal Women's and Spanish-speaking programs in all of the BLM State Offices. Attendees include State and Associate State Directors, District Managers, State Office Division Chiefs, and personnel having direct EEO responsibilities.

b. Bureauwide, only three awards were issued by the Bureau during FY 76 in which the outstanding EEO contributions of the employees were a major portion of the award justification. One award to a Division Chief was for making significant contribution to his State's Upward Mobility program. Another, also to a supervisor, was for work done on the honor of International Women's Year, and was in part awarded because of outstanding efforts to increase the number of Hispanic Americans on the BLM workforce. Letters acknowledging positive EEO efforts have gone out to individual State Directors under the signature of the Bureau Associate Director.

c. EEO responsibilities are included as part of the position description and performance improvement sheets for all employees having supervisory responsibilities. EEO responsibilities are also outlined under the specific job elements section on vacancy announcements for all positions having supervisory responsibility. All Bureau employees are evaluated when applying for a position or promotion. All others are evaluated on an annual basis.

2. Problem Identification.

a. (CSC Problem Identification No. 1-1.) The EEO portion of required BLM courses for supervisors and managers needs to be reviewed and strengthened.

b. (CSC Problem Identification No. 2-1.) The number of recipients of awards given due to EEO efforts needs to be significantly increased. Although positive EEO attitudes should be a part of each employee's behavior, recognition for efforts made would serve as added incentive in the implementation of Affirmative Action Plans.

c. (CSC Problem Identification No. 3-1.) Although supervisors and managers are aware that EEO is a part of their evaluation form, EEO responsibilities must be stated in measurable terms and consistently reviewed by the evaluator.

G. Program Element VIII: Community Outreach.

1. Areas of Consideration.

a. Contacts with local high schools, colleges, and universities are ongoing as a part of each State's Affirmative Action Plan. Activities have included job fairs, field days, class presentations, and curriculum review. Visits have been made by full-time EEO staffs to universities having large minority populations and natural resources curriculums which are out of the geographical jurisdiction of BLM State Offices.

b. National and regional meetings of minority and women's organizations have been attended by EEO personnel and line management to discuss problems in the recruitment area and to develop lines of communication for job referral systems. Exposure for Bureau representatives at the meetings of minority organizations and women's groups is crucial because of the low percentage of women and minorities who enter the natural resource field. Minority and women's organizations need to know more about the Bureau, not only for recruitment purposes, but to assist us in counseling high school and college freshmen about opportunities available within the natural resource area.

c. The Cooperative Education program initiated in FY 75 with the Lincoln University Consortium in Missouri is providing summer and temporary employment for minority and female students. A total of 26 Cooperative Education, Work-study, and other agreements were ongoing at the end of the fourth EEO reporting quarter. Employment of the disadvantaged, VRA, and handicapped also needs more emphasis.

2. Problem Identification.

a. (CSC Problem Identification No. 1-1.) Although contacts with local schools is quite high Bureauwide, more personnel having background in personnel management need to participate in the community outreach program. Their knowledge of Civil Service Registers, the BLM employment picture, and various hiring authorities, would be invaluable in discussions with persons interested in employment in the Federal Service.

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b. (CSC Problem Identification No. 2-1.) National meetings of female and minority organizations have been attended by EEO staffs in the Washington Office, the Service Center, and a few State Offices. However, additional EEO resources must be allocated by each State so that line management in the seven Bureau resource divisions can also attend. Line management and personnel officials need to be more involved in developing relationships with female and minority group organizations.

c. (CSC Problem Identification No. 3-1.) A long-range plan is needed to ensure that when students graduate from school through a Cooperative Education program, positions will be available for them in the Bureau. States must also consider in their budgeting process the need for man-months to support Cooperative Education students. There has been difficulty in placing Lincoln Consortium Cooperative Education students because of insufficient man-month allocations for temporary employment.

d. (CSC Problem Identification No. 3-2.) Accelerated recruitment efforts are needed to increase the percentage of persons hired who qualify under VRA, or are handicapped or disadvantaged.

H. Program Element VIII: Program Evaluation.

1. Areas of Consideration.

a. The EEO Program has received coverage on all General Management Evaluation and Management Services Functional Evaluations conducted by the Washington Office. The responsibility for EEO is designated either to the Chief, Office of Equal Employment Opportunity, the Federal Women's Program Coordinator, or a Personnel Management Specialist. As a functional subject, EEO is assigned to the Management Services Multi-Functional Evaluation category. State-level General Management Evaluations received EEO coverage by either the full-time Personnel Management Specialist. BLM Manual procedures on evaluations require EEO coverage in the appropriate functional categories. The Federal Women's Program Coordinator and the Spanish-speaking Program Coordinator at the State level are interviewed by all Washington Office General Management Evaluation teams. However, for State Functional and General Management teams, there has been inconsistency in the input afforded special emphasis program coordinators.

b. The basic statistical data used for EEO evaluations comes from State or Bureau Affirmative Action Plans and State or Bureau quarterly progress reports. The quarterly report should accurately reflect progress toward the accomplishment of goals as outlined in the Affirmative Action Plan. States have been consistent in the preparations of quarterly reports but timely submission to the Washington Office is an area of concern. Minority accession reports have been submitted on a regular basis by States; however, the timeliness and completeness has posed a problem when attempting to achieve accurate figures.

2. Problem Identification.

a. (CSC Problem Identification No. 1-1.) The coverage of EEO has not been constant on both Washington Office- and State Office-level Functional Evaluations. The Federal Women's Program Coordinator and Spanish-speaking Program Coordinator often do not have adequate input into State Office Management Service Evaluation (GME and Functional).

b. (CSC Problem Identification No. 2-1.) Minority accession data which provides a portion of the statistical data utilized on quarterly EEO reports and evaluations is often not submitted in a timely manner.

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.14. Objectives and Action Items.

A. Program Element I: Organization and Resources.				
Problem	Objective	Action Item	Responsible Official	Target Date
1. (GSC No. 1-1.) Proper coding of time spent on EEO activities has not been consistently done by employees with EEO responsibilities.	Ensure that time spent on EEO activities is properly coded to LOOO.	Monitor input of EEO time and expenditures to special project code LOOO at all levels to assure that time spent on EEO activities is properly coded.	SD's; SCD; ELM D-BIFC; Mgrs., OCS Offices; Chief, Office of EEO	October 1 and continuing
2. (GSC No. 1-2.) Some State AMP requests for support of EEO activities have been insufficient to carry out Departmental, Bureau, and State Action Items.	Secure adequate resources for the implementation of Departmental, Bureau, and State Action Items.	Review AMP submissions from all States to see that allocation of man-months, travel, and other resources is reasonable in accordance with AWP Directives.	Chief, Office of EEO	October 1
3. (GSC No. 2-1.) Increased participation is needed by EEO and special emphasis coordinators on State and Bureau manpower and training committees.	Full EEO participation on State and Bureau training and manpower committees.	Appoint EEO Coordinators, FWPC's, SSPC's, and EEO Committee members to membership on State and local committees that have responsibility for training, manpower decisions, and implementation of special programs.	SD's; SCD; ELM D-BIFC; Mgrs., OCS Offices; Personnel Officials; Chief, Office of EEO	March 31
4. (GSC No. 3-1.) Inconsistency in the amount of time collateral-duty EEO officials spend on EEO duties.	Establishment of a minimum amount of time EEO, FWP, and SSP Coordinators will devote to EEO.	Review State AMP submissions to determine average man-month allocations for EEO Coordinators, FWPC's, and SSPC's.	Chief, Office of EEO; Chief, Division of Personnel	March 31
5. (GSC No. 3-2.) Managers are not aware of their specific AAP or EEO program responsibilities.	Elimination of general EEO statements in the performance evaluations of managers and supervisors.	Review implementation of directives to revise procedures regarding Performance Improvement and Position Review forms (Form 1400-90) of all supervisors and managers. Identify specific EEO responsibilities for each as outlined in Bureau, State, and Office AAP's.	Chief, Division of Personnel; Chief, Branch of Training; Chief, Office of EEO	March 31

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6. (CSC No. 4-1.) Accurate data about minority employment is not being submitted in a timely manner.

Problem	Objective	Action Item	Responsible Official	Target Date
6. (CSC No. 4-1.) Accurate data about minority employment is not being submitted in a timely manner.	Improved accuracy and availability of minority data in BLM within legal provisions of the Privacy Act.	Develop a more uniform and current system to ensure that Form DI-1453, Statistical Record of Minority Group, for each employee is submitted in accordance with BLM Manual Section 1400-713.52.	Personnel Officials: Chief, Office of EEO; SC Chief, Division Management and Organization	October 1
7. (CSC No. 5-1.) In accordance with FPM Letter 713-35, the format and procedures for a multi-year AAP need to be developed.	Coordination with the Department and Field offices to develop procedures and format for Bureau multi-year AAP.	Initiate process to develop multi-year AAP.	Chief, Office of EEO	June 30

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B. Program Element II: Discrimination Complaints.

Problem	Objective	Action Item	Responsible Official	Target Date
1. (CSC No. 1-1.) Employees in District Offices may not have ready access to EEO Counselors.	Ensure that all BLM employees have ready access to EEO counseling.	Schedule EEO Counselors to visit field offices where there are none. Visits should be publicized in advance and should take place at least twice a year.	SD's; EEO Coordinators	October 1 and ongoing
2. (CSC No. 2-1.) There is currently no periodic evaluation of those involved in the counseling process to ensure interest and effectiveness.	Provide a mechanism to evaluate the interest and effectiveness of EEO Counselors.	Review availability and interest of EEO Counselors in continuing their EEO responsibilities. Schedule new counselors for training and/or up-date EEO counseling skills of those who have not had training in age discrimination procedures.	SD's; SCD; BLM D-BIFC; Mgrs., OCS Offices; EEO Coordinators	October 1 and ongoing
3. (CSC No. 3-1.) The quality of EEO investigative reports has been inconsistent.	Provide a mechanism through which the quality of investigative reports can be monitored and upgraded.	Cooperate with the Department to develop a procedure by which the quality and promptness of EEO investigations can be improved.	Chief, Office of EEO	October 1 and ongoing
4. (CSC No. 4-1.) No mechanism exists to provide for the processing of discrimination complaints against EEO officials.	Development of a procedure to accommodate the processing of complaints against EEO officials.	Issue directives to provide for the proper handling of formal complaints which might be filed against EEO staff.	Associate Director; Chief, Office of EEO	March 31
5. (CSC No. 5-1.) Top management needs to be kept informed of the number and types of discrimination complaints.	Keep top management apprised on the number and types of discrimination complaints.	Report to the Director as needed, but not less than annually, a summary of the kinds of discrimination complaints that have been filed, the status of complaints filed, and, as necessary, the manner in which various officials have responded.	Chief, Office of EEO	December 31

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C. Program Element III: Recruitment.

Problem	Objective	Action Item	Responsible Official	Target Date
1. (GSC No. 1-1.) The minority percentage should be increased to 9.6 by the end of FY 77 in order for Bureau and Departmental goals to be met.	Increase the percentage of minority full-time employment to 9.6.	Increase the employment of minorities in the BLM workforce. (See Table 1.) Goal: Full-time permanent 71 Others 89 Increase the employment of minorities in grades GS-9 and above in the BLM workforce. (See Table 1.) Goal: 42	SD's; SCD; BLM D-BIFC; Mgrs., OCS Offices; Personnel Officials; Chief, Office of EEO; SC EEO Staff; EEO Coordinators; SSP Coordinators	June 30
2. (GSC No. 1-2.) The number of women at the GS-9 and above levels needs to be significantly increased.	Increase the percentage of women GS-9 and above.	Increase the employment of women in grades GS-9 and above in the BLM workforce. (See Table 1.) Goal: 59	SD's; SCD; BLM D-BIFC; Mgrs., OCS Offices; Personnel Officials; Chief, Office of EEO; SC EEO Staff; EEO Coordinators; FWP Coordinators	June 30
3. (GSC No. 2-1.) There is under-representation of both women and minorities in major BLM occupational groupings.	Increase the number of minorities and women in major occupational groupings.	Increase the employment of women and minorities in specific occupational series in which they are presently under-represented. (See Table 2.)	SD's; SCD; BLM D-BIFC; Mgrs., OCS Offices; Personnel Officials; Chief, Office of EEO; EEO Coordinators; FWP Coordinators; SSP Coordinators	June 30
4. (GSC No. 3-1.) There is a lack of available minorities and women in the workforce in the Engineering and Life and Physical Science fields.	Increase the awareness of high school and college students of opportunities in the biological, physical science, and engineering fields.	Prepare and distribute materials for potential BLM employees at the high school and college levels to be used by BLM representatives when making school contacts. During school visits, encourage high school and college students to seek majors in the biological, physical science, and engineering fields. (See Appendix 3.)	SD's; SCD; BLM D-BIFC; Mgrs., OCS Offices; Personnel Officials; SC Chief, Division of Manpower and Organization; EEO Coordinators; SC EEO Staff	October 1 and continuing

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5. (CSC No. 4-1.) Many public contact positions which become vacant could be beneficially filled by someone with bilingual abilities.

Problem	Objective	Action Item	Responsible Official	Target Date
5. (CSC No. 4-1.) Many public contact positions which become vacant could be beneficially filled by someone with bilingual abilities.	Enhancement of Bureau community relations efforts through the employment of bilingual individuals.	Review vacancies in District and State Offices having non-English-speaking constituents to determine if bilingual abilities could be made a requirement in filling the position.	SP's; DM's; Mgrs., OCS Offices; Personnel Officials; EEO Coordinators; SSP Coordinators	October 1 and ongoing

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D. Program Element IV: Full Utilization of Skills.

Problem	Objective	Action Item	Responsible Official	Target Date
1. (CSC No. 1-1.) There is no coordinated Bureauwide effort to identify underutilized employees.	Provide a coordinated method which will enable States to identify underutilized employees.	Form an EEO/Personnel Management Task Force to review current practices used in ELM to identify underutilized employees. Develop a suggested format which may be utilized by field offices. Identify individuals with underutilized skills that would be adaptable to Bureau use. Provide this information to the appropriate officials.	Chief, Division of Personnel; Upward Mobility Program Coord.; Chief, Office of EEO; Personnel Officials	March 31
2. (CSC No. 2-1.) Employees are not aware of their responsibility in assuring that their training and skills records are maintained and kept current.	Provide information to assure that all employees have knowledge of the importance of maintaining current SF 171's.	Hold meetings, seminars, or demonstrations to provide an organized format which explains the importance of a well-written SF 171 for interested employees.	Training Officials; EEO Coordinators	December 31 June 30
3. (CSC No. 3-1.) A coordinated career counseling program is not available to all Bureau employees.	Provide career counseling services which are available to all Bureau employees.	Appoint qualified individuals to provide career counseling services for interested Bureau employees.	SP's; SGD; ELM D-BEFC; Mgrs., OCS Offices; Personnel Officials	March 31
4. (CSC No. 4-1.) Many employees are not aware of training opportunities provided by the Department and the Bureau.	Assure that all employees are made aware of both Bureau and Departmental training programs.	Make available, in each installation, briefs on courses offered by the Department and the Bureau prior to AMP submissions. Circulate memos or announce the availability of training information and procedures to be undertaken in order to be considered for training.	Training Officer; Training Officials	June 30

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E. Program Element V: Upward Mobility.

Problem	Objective	Action Item	Responsible Official	Target Date
1. (CSC No. 1-1.) There are currently no Bureau guidelines for the development and implementation of Upward Mobility programs.	Development of guidelines for the establishment of Bureau Upward Mobility programs.	Issue Bureau guidelines for the development, monitoring, and evaluation of Upward Mobility programs. Assist managers and supervisors in developing Upward Mobility positions.	Upward Mobility Program Coord.; Personnel Officials	March 31
2. (CSC No. 1-2.) Many employees are not evaluated on an annual basis as called for in BLM Manual Section 1400-430.	Establishment of a review process to ensure that all BLM employees are evaluated on an annual basis.	Utilize the Performance Improvement and Position Review process on an annual basis for each full-time career employee in the Bureau. Periodically review to see that PIPR is being implemented for all employees. Utilize PIPR to identify employees with potential for Upward Mobility.	SD's; SCD; DM's; ELM D-BIFC; Mers., OCS Offices; Personnel Officials; Upward Mobility Program Coord.; Training Officials; All Supervisors	October 1 and continuing
3. (CSC No. 2-1.) Projected staffing needs data are not being utilized by EEO officials in the identification of Upward Mobility positions.	Effective utilization of projected staffing needs and program thrusts to identify directions for Upward Mobility program thrusts.	Provide managers with information about current and projected staffing needs to identify opportunities for Upward Mobility training positions.	SD's; SCD; BLM D-BIFC; Mers., OCS Offices; Personnel Officials	December 31 June 30
4. (CSC No. 2-2.) Opportunities for employees in lower-graded positions to move upward are needed with specific training and target position designations.	Development of Upward Mobility positions for which Bureau employees GS-8 and below who have demonstrated potential for higher-level work can apply.	Implement Departmental and Bureau Upward Mobility programs by designating target positions for which employees GS-1 through 8 with demonstrated potential may be competitively selected. (See Table 3.) Goal: Upward Mobility Positions 51 Training Agreements 37	SD's; SCD; BLM D-BIFC; Mers., OCS Offices; Personnel Officials; Training Officials; EEO Coordinators	October 1 and continuing

5. (CSC No. 3-1.) Women and minority candidates for managerial and executive skills training, the Lands and Minerals School, and other developmental training programs has been at a minimum.

Problem	Objective	Action Item	Responsible Official	Target Date
<p>5. (CSC No. 3-1.) Women and minority candidates for managerial and executive skills training, the Lands and Minerals School, and other developmental training programs has been at a minimum.</p>	<p>Increase the number of female and minority applicants for managerial, executive skills training, the Lands and Minerals School, and other developmental training programs.</p>	<p>Increase the number of female and minority applicants for managerial, executive skills training, Lands and Minerals School participation, and other types of developmental training. Goal: 2 women and 1 minority from each group on an annual basis.</p>	<p>Personnel Officials; Training Officials; EEO Coordinators; All Supervisors</p>	

F. Program Element VI: Supervisory and Management Commitment.

Problem	Objective	Action Item	Responsible Official	Target Date
1. (CSC No. 1-1.) EEO coverage in formal supervisory and managerial training courses needs to be strengthened.	Ensure that managers and supervisors are aware of their EEO responsibilities and procedures governing the program.	Revise and strengthen EEO coverage in formal supervisory and managerial training courses. Develop and issue directives for managers and supervisors. Develop a packet of information for inclusion in employee orientation presentations and include EEO on checklist of information to be covered for new employees.	SD's; SCD; BLM D-BIFC; Mgrs., OCS Offices; SC Chief, Division of Manpower and Organization; SC EEO Staff; EEO Coordinators	December 31 March 31
2. (CSC No. 2-1.) Recognition for EEO efforts needs to be strengthened as part of the Bureau Incentive Awards program.	Increase the number of awards granted for EEO efforts.	Identify and nominate those individuals whose efforts in support of EEO activities should be recognized in terms of special achievement awards.	SD's; SCD; BLM D-BIFC; Mgrs., OCS Offices; Directorate; Incentive Awards Committees	October 1 and ongoing
3. (CSC No. 3-1.) EEO criteria for evaluating supervisors and managers needs to be stated in measurable terms and consistently reviewed by the evaluator.	Establish measurable criteria by which supervisors and managers can be evaluated for EEO effectiveness.	Top management at Bureau, State, and District levels must continue to demonstrate support of their EEO objectives by such means as: Periodic communication with subordinates regarding their specific EEO responsibilities and achievements; Providing time and resources for those with EEO responsibilities to carry out their work in EEO; Requiring EEO performance to be a factor in appraising employees for promotions; Issuing written and other guidance to support and implement the EEO program; Actively participating in EEO meetings and training.	Directorate; SD's; SCD; BLM D-BIFC; Mgrs., OCS Offices; Supervisors	October 1 and ongoing

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G. Program Element VII: Community Outreach.

Problem	Objective	Action Item	Responsible Official	Target Date
1. (CSC No. 1-1.) Personnel Management Specialists have not been as active as possible in community outreach programs.	Better utilization of personnel officials in community outreach efforts to ensure that correct information, qualifications, locations of CSC registers, and hiring authorities is being provided and utilized.	Actively involve personnel officials whenever possible in community outreach activities. (See Appendix 4.) Include Personnel Management Specialists and Administrative Officers in EEO orientation and seminars so that they become more aware of program objectives and goals.	SD's; SCD; DM's; BLM D-BIFC; Mgrs., OCS Offices; Personnel Officials; EEO Coordinators	October 1 and ongoing
2. (CSC No. 2-1.) Resources need to be allocated to allow more participation in community outreach programs by line managers.	Increase involvement by line management in community outreach programs.	Send resource representatives at Bureau and field office levels to national and regional meetings of minority and women's groups and to high schools and colleges to explain the Bureau's mission and opportunities in the natural resource and minerals fields.	Directorate; SD's; SCD; DM's; BLM D-BIFC; Mgrs., OCS Offices	October 1 and ongoing
3. (CSC No. 3-1.) Insufficient man-months and positions have been allocated to accommodate Cooperative Education students.	Develop a long-range plan to accommodate the needs of Bureau Cooperative Education students.	Continue the kinds of programs initiated at Lincoln University. Review total number of Cooperative Education placements and time-frames for all States and offices. Develop long-range plan in terms of positions and man-month allocations to accommodate State needs and student placements.	SD's; SCD; BLM D-BIFC; Mgrs., OCS Offices; Personnel Officials; SC Chief, Division of Manpower and Organization; Chief, Office of EEO; EEO Coordinators	October 1 and ongoing
4. (CSC No. 3-2.) There needs to be accelerated recruitment efforts aimed at VRA's, handicapped, and disadvantaged.	Increase involvement in local programs for disadvantaged groups.	Establish goals for placement of VRA's, handicapped, and disadvantaged. (See Table 4.)	SD's; SCD; BLM D-BIFC; Mgrs., OCS Offices; Personnel Officials; SC Chief, Division of Manpower and Organization; EEO Coordinators	October 1 and ongoing

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H. Program Element VIII: Program Evaluation.

Problem	Objective	Action Item	Responsible Official	Target Date
<p>1. (GSC No. 1-1.) EEO, as a part of the Bureau evaluation process, has not been consistently covered.</p>	<p>Strengthen the EEO program through a more thorough assessment of EEO progress and problem identification.</p>	<p>Develop appropriate EEO functional evaluation standards and checklist. Schedule EEO representation on appropriate formal evaluation teams to WO and State levels.</p>	<p>SD's; SCD; Chief, Office of Evaluation; Chief, Office of EEO</p>	<p>October 1 and ongoing</p>
<p>2. (GSC No. 2-1.) EEO reports and data need to be submitted accurately and promptly and better utilized to assess progress</p>	<p>Obtain timely and accurate data on EEO progress and problems.</p>	<p>Include interviews of FWPC's and SSPC's on both WO and State evaluations. Submit written evaluation reports to the Director (110) whenever reviews by State EEO Coordinators or SC EEO Staff indicate that significant progress has been made, special programs are in effect, or problems arise. These reports should be part of the EEO Quarterly Narrative Report. Develop a statistical format for all States and Offices to use during the EEO Quarterly Narrative Report. This format should show goals, quarterly achievement, and cumulative progress.</p>	<p>Chief, Office of EEO; SC EEO Staff; EEO Coordinators</p>	<p>October 1 March 31</p>

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.15 Continuing Program Requirements. These continuing actions must be included in State and Office Affirmative Action Plans, as appropriate, with specific responsibilities designated, and target dates for accomplishment and evaluation. These ongoing actions are to be reported under the appropriate Program Element in quarterly and other reports.

A. Program Element I: Organization and Resources.

1. EEO Officers and Coordinators must review and evaluate staff and budget resources to determine necessary changes and/or additions to accomplish the EEO program, including funding for attendance at Bureau and Departmental conferences, workshops, and meetings.

2. Each supervisor must review additions to job descriptions and/or Performance Improvement and Position Review Forms (1400-90(430) in accordance with directives.

3. The Bureau EEO Officer is to review and update, if necessary, Bureau issuances implementing Departmental Manual 713.

4. State Directors and all responsible managers are to ensure that EEO staff, FWPC's, SSPC's, EEO Committee members, and others with EEO responsibilities are trained and are afforded opportunities to participate on standing committees related to personnel management and training.

5. EEO Committees formed at each major BLM installation should continue to meet at least quarterly to advise and assist managers and other EEO officials to develop and implement the Affirmative Action Plan, evaluate program effectiveness, and seek ways to extend equality of opportunity to all present and future employees.

6. EEO Officers and Coordinators are to review and report to the Director and respective State Directors monthly the status of EEO program activities, commitments, and needs.

B. Program Element II: Discrimination Complaints.

1. Each EEO Counselor is to report monthly to his/her respective EEO Coordinator, who in turn reports to the Director (110), the kinds and status of complaints.

2. Managers of each office must provide for periodic review of Counselors, their adequacy, interest, and accessibility.

3. Managers of every BLM office must assure that the discrimination complaint procedure is posted and discussed.

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C. Program Element III: Recruitment.

1. EEO Coordinators must assure that all SF 52's are monitored to assure that vacancies are identified for submission of applications from minorities and women candidates.
2. Personnel Officers are to develop a system to ensure that form DI-1453, Statistical Record of Minority Group, for each employee is submitted in accordance with BLM Manual Section 1400-713.51 to assure that proper and accurate identification of minorities is made.
3. Personnel Officers and EEO Officers must assure that representatives from the EEO staff or others with EEO responsibilities are considered in all recruitment efforts to assure that affirmative actions to recruit minorities and women are made.
4. EEO Officials, through D-110, must maintain names and qualifications of women and minority applicants who are assisted through the SC EEO Office community relations outreach effort for referral when vacancies are announced. Merit system principles must apply.
5. Responsible EEO officials must maintain ongoing contacts with local colleges, universities, and community organizations to inform minorities and women as well as staff of opportunities in the Department.

D. Program Element IV: Full Utilization of Skills. EEO officials and Coordinators are to assist managers, personnel officers, and personnel committees maintain a system to identify employees who are underutilized or in dead-end positions. They are to assure that merit system principles apply in developing individual career plans, restructuring jobs to create more job opportunities for lower-level employees, and that job engineering techniques are used for career growth opportunities.

E. Program Element V: Upward Mobility.

1. The Bureau Upward Mobility Program Coordinator and EEO Coordinators are to assist managers in developing Upward Mobility positions.
2. All managers and EEO officials are to encourage and assist minorities and women to apply for Bureau and Departmental executive training programs as well as skills training centers and other local training programs.

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F. Program Element VI: Supervisory and Management Commitment.

All managers and supervisors at Bureau, State, District, and Area levels must continue to demonstrate and implement EEO program goals and objectives by such means as:

1. Communicating periodically with subordinates regarding their specific EEO responsibilities and achievements.
2. Providing time and resources for employees to carry out EEO responsibilities, discuss EEO programs, and learn about opportunities and rights.
3. Requiring EEO performance to be a factor in appraising employees for supervisory positions.
4. Issuing written guidance to support and implement EEO programs.
5. Recognizing exemplary achievements in furthering equal opportunity.

G. Program Element VII: Community Outreach.

1. EEO Coordinators at local levels and EEO Officers at Bureau levels should offer assistance to local colleges, technical schools, and high schools to improve the quality of education and to assist in developing the kind of curriculum that will meet standards for BLM and Federal employment.
2. EEO Coordinators and/or Committees should participate with local organizations and officials to further the aims and objectives of fair housing, improved transportation, child care, assisting the disadvantaged, supporting programs for employment of the handicapped (BLM Manual Section 1400-306), and seeking opportunities to utilize special authorities such as VRA for placement of those who qualify through such programs.

H. Program Element VIII: Program Evaluation.

1. EEO Officials should conduct EEO on-site reviews and participate as full team members in Bureau, State, SC, and other on-site evaluations of headquarters, State Offices, and major field installations.

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2. EEO officials should utilize all reports (statistical, narrative, and self-evaluation) and discussions to:

a. Measure progress in the employment and utilization of women and minorities.

b. Determine patterns of non-selection of women and minorities, determine the causes, and take positive steps toward effecting changes.

c. Identify and analyze problem areas as they arise and initiate projects or program changes with realistic goals.

d. Revise EEO commitments.

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.16 Allocation of Personnel and Resources.

Program Areas	Full-time	Part-time	Percent*	Program Costs
A. EEO Program Administration and Management				
1. EEO Coordinators	1	34	2 m-m	136,000
2. EEO Officers	1	18	.5 m-m	51,800
3. Federal Women's Coordinators	1	23	2 m-m	112,000
4. Spanish-Speaking Coordinators	1	6	2 m-m	44,000
5. Upward Mobility Coordinator		1	2 m-m	4,000
6. EEO Specialists	3		10 m-m	60,000
7. EEO Counselors		60	.5 m-m	60,000
8. EEO Investigators		8	1.2 m-m	19,200
9. EEO/FWP Committee Members		184	.5 m-m	184,000
10. Other Administrative Expenses				
B. EEO and Personnel Management Training				10,000
TOTAL	6	334		681,000

*One man-month (m-m) = 1 month work (20 work days) for one employee.
 Part-time computation - N X m-m X \$2,000.

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.17 Certification of Qualifications. The qualifications of full-time and part-time EEO officials must be certified annually (see Illustration 9).

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.52 Reports - Minority Groups and Women.

A. Quarterly Report of Accessions by Women and Minority Groups. (See Illustration 3.) Due Director (110) 10th of month following end of quarter. This report is generated automatically by the Service Center Division of Data Processing. A separate printout is produced quarterly for each office having accessions for full-time and other employees. Accessions are then consolidated for each of these categories by State. Each State Office receives and retains an ADP printout for its area of operation. Personnel management evaluations should include a review of this information.

B. Quarterly Report of Promotions by Women and Minority Groups. (See Illustration 4.) Due Director (110) 10th of month following end of quarter. These statistics are automated and are produced by the Service Center Division of Data Processing. Report shows promotions by grade/salary level, sex, and type of position (managerial, supervisory, or non-supervisory), as well as State and Office. Each State Office receives and retains an ADP printout for its area of operations.

C. Annual Report of Training Instances by Women and Minority Groups. (See Illustration 5.) Due Director (110) by July 31 each year and covers period from July 1 through June 30. This report is compiled as follows:

<u>Responsible Office Official</u>	<u>Step</u>	<u>Action</u>
Each Office	1.	Completes Request, Authorization and Record of Employee Training, Form DI-510, for all training, as completed, and forwards forms to Service Center Director (D-640).
Service Center Division of Manpower and Organization	2.	Makes visual check to ensure completeness and correctness of data on Forms DI-510; forwards documents to Division of Data Processing.
Service Center Division of Data Processing	3.	Key punches input data from Form DI-510; accumulates data for production of periodic training reports and annual report of Training Instances by Women and Minority Groups. Upon production of the annual report, sends report to Director (110) with copy to Service Center Director (D-110).

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<u>Responsible Office Official</u>	<u>Step</u>	<u>Action</u>
Chief, Office of EEO	4.	Checks report for correctness; forwards appropriate portion to Office for Equal Opportunity with copy to Office of Organization and Personnel Management.

D. Quarterly Narrative Report of Women and Minority Groups.
Due Director (110) 10th of month following the end of each quarter.
State/Office EEO Coordinators prepare as follows:

1. Identify items in the State EEO Affirmative Action Plan and show what positive steps or achievements were made to advance the success of these actions.
2. Identify items in the Bureau EEO Affirmative Action Plan and show what positive steps or achievements were made to advance the success of these actions.
3. Describe any other EEO related activities engaged in that are not specifically covered by the State or Bureau Affirmative Action Plans, that are not routine, or are a breakthrough of traditional patterns in any way.
4. Organize format of report in accordance with Program Elements in State and Bureau Affirmative Action Plans. A response (including a negative response) is required for each action Item listed in each State Affirmative Action Plan under each Program Element for each Quarterly Narrative Report. A response to a Bureau Action Item not included in a State Plan is to be made at the end of each appropriate Program Element; however, negative responses for those actions are not required. Required Program Elements are contained in 1400-713-1.

E. Annual Report of Awards by Women and Minority Groups.
(See Illustrations 6 and 7.) Due Director (110) by July 31 annually.
It is compiled in the following sequence:

<u>Responsible Office Official</u>	<u>Step</u>	<u>Action</u>
Service Area Awards Committee	1.	Compiles quarterly report of awards by type of award and name of recipient. Sends to Director (410) for consolidated Bureauwide report (see BLM Manual 1400-451), with copy of report to Service Center Director (D-110).

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<u>Responsible Office Official</u>	<u>Step</u>	<u>Action</u>
WO Division of Records Systems	2.	Prepares consolidated quarterly Bureauwide reports and forwards with Annual CSC Incentive Awards Program report to Service Center Director (D-110).
SC Supervisory EEO Specialist	3.	Manually correlates data on Awards Report and Monthly Actions Listing of Quality Step Increases with minority file to produce Report of Awards by Women and Minority Groups (Illustration 6) and Reports of Awards by Alaska Native Minority Groups (Illustration 7).
	4.	Verifies correctness of report totals reported in Annual Departmental Quality Increases Granted and Annual CSC Incentive Awards Program Report.
	5.	Sends report to Director (110).
Chief, Office of EEO	6.	Assures correctness and completeness of report.
	7.	Forwards report to Office of Equal Opportunity with copy to Office of Organization and Personnel Management.

F. Monthly Report of Pre-Complaint Counseling. Due Director (110) 5th of each month. EEO Counselors prepare and send to Director (110) in Special Attention Mail (blue) envelope. Negative reports are required. (See Illustration 8.)

G. Report of Accomplishments. Prepared by Bureau EEO Officer by compiling State/Office accomplishments as reported in Quarterly Narrative and other reports. (See Appendix 8.)

H. Semi-Annual Minority Census Report. Due twice each year, at the end of May and November. This report is produced from the ADP files and sent by the SC Supervisory EEO Specialist directly to the Director (110).

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.5 Records and Reports.

.51 Minority Group Identification File. To provide an improved data base for positive program management and evaluation, the U.S. Civil Service Commission (FPM Letter No. 290-2) authorized minority group identification in employment statistics to be maintained under conditions described below. These conditions are designed to safeguard individual privacy and assure separation of minority employment data from personnel records.

A. Initial Identification and Classification. The minority status of employees is determined through visual observation, using the following minority group designations of race and national origin. These designations are necessarily broad and therefore not anthropologically precise; however, they are adequate to meet program needs.

1. Negro - persons having visual characteristics of this group and who are so regarded in the establishment where they work or in the community where they live.

2. Spanish American - this group includes persons of Mexican, Puerto Rican, or other Spanish-speaking origins including those whose surnames are no longer Spanish.

3. American Indian - persons who are regarded in the establishment or community as members of this group.

4. Oriental - persons of Japanese, Chinese, Filipino, Korean, Polynesian, Indonesian, etc., origin.

5. Aleut in Alaska - persons who are regarded as members of this group in the establishment or community.

6. Eskimo in Alaska - persons who are regarded as members of this group in the establishment or community.

7. None of these - persons not otherwise included in the above designations.

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B. Establishment of File. Identification codes with social security numbers only are maintained on magnetic tapes and kept under control at all times in the Division of Data Processing, Service Center. The input source documents are maintained under secure conditions in the Division of Manpower and Organization (D-640) for no longer than 30 days following close of pay period after input has been accepted by automated system, at which time input forms are destroyed. The Chief, Division of Manpower and Organization, is responsible for assuring this control.

C. Update of File Data. Updating the minority identification file requires only the addition of new employees and deletion of separated employees.

1. Adding New Employees. Form DI-1453, Statistical Record of Minority Group, is the only form used to report the minority identification of new employees. Form DI-1453 is completed by the supervisor and furnished to the appointing officer completing the employment papers. The appointing officer confirms Minority Group identification during entry on duty processing. Only an original copy of each form is prepared. No duplicate records may be created. (See .51C1d or e for disposition of forms by appointing officer.) The following explains the procedure for adding employees to the organization new hires, transfers, reinstatements, and reassignments):

a. Immediately upon selection and no later than date of entrance on duty, immediate supervisor completes Form DI-1453, Statistical Record of Minority Group, and submits to person processing papers (Administrative Officer or Personnel Officer, as appropriate). Entering five-digit organization code in "Bureau Code" block, i.e., CA 942 which is the organization code for California State Office, Division of Technical Services, Branch of Cadastral Survey, Cadastral Survey, Cadastral Field Section) and submits forms.

b. Appointing official assures that supervisor completes Form DI-1453 no later than date employee enters on duty, and that correct Social Security Number is recorded on form. Visually confirms Minority Group identification during entry on duty processing and discusses any differences with the supervisor. (The supervisor's identification is paramount should any differences occur.) Assures that five-digit organization code is entered on form.

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c. Appointing official (serviced by Service Center, Division of Manpower and Organization) places Form DI-1453 in a blue envelope marked Service Center Director (D-640) and attaches it to other employment papers that are sent to D-640 for processing. (No minority group identification forms are sent to offices other than D-640 and none are to be submitted separated from other employment papers.)

d. Appointing official (serviced by Personnel Officer, Alaska, California, Oregon, or Washington, D. C.) places Form DI-1453 in a blue envelope marked for the attention of the Servicing Personnel Officer and makes certain it is attached to other employment papers sent to the Servicing Personnel Officer for processing. (No minority group identification forms are sent to other than Servicing Personnel Officer and none are to be submitted from other employment papers.)

e. Servicing Personnel Offices (Alaska, California, Oregon, or Washington, D. C.) separate Form DI-1453 from employment papers, verifies completeness of the form, including accuracy of social security number and sends the form without delay to Service Center Director (D-640).

f. Action by the Division of Manpower and Organization, SC, is as follows depending upon submitting office:

(1) For appointing offices serviced by Service Center, separates Form DI-1453 from employment papers, verifies completeness of form, including accuracy of social security number.

(2) Receives Form DI-1453 from servicing Personnel Offices (Alaska, California, Oregon, or Washington, D. C.) for control purposes.

(3) Submits Form DI-1453 to Data Processing to implement key entry, verification, and entry of minority code into automated personnel system.

g. Division of Data Processing updates Minority Identification File, and returns input documents to D-640 for safekeeping.

h. Division of Manpower and Organization, SC, checks printout for errors. Corrects code for next input submission. Within 30 days following close of pay period after input has been accepted by the automated system, destroys Form DI-1453.

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Note: In making identification, asking any individual his race or ethnic origin is absolutely prohibited. Any individual is prohibited from making copies of any listing of the minority identification of individuals, or recording the identifications in any other format or records.

2. Removing Separated Employees. The active file is purged of separated employees by periodic matching of the automated personnel records for active employees against the Minority Group Identification File. The Division of Data Processing must assure that purged records are retrievable for statistical research if necessary.

D. File Output. The Minority Group Identification File is used to produce reports only when specifically authorized by the Bureau EEO Officer to satisfy the Bureau's EEO program needs or to submit data required by the Civil Service Commission and the Department. The Manpower Data Assistant in the Service Center (D-640) receives outputs from the Division of Data Processing, and makes certain that all documents which identify an employee with a Minority Group Designator (MGD) is controlled at all times and protected from unauthorized or accidental disclosure, and insures the controlled destruction of all documents containing a MGD.

1. Employee's Name Restrictions No report with MGD data is produced when the employee's name and minority code are shown, except for EEO program usage authorized by the Bureau EEO Officer or his delegated representative, or for compliance with Privacy Act access and disclosure requirements, or under special circumstances approved by the Civil Service Commission and when specifically authorized in writing by the Department's Director of EEO (e.g., when such data is needed in connection with the investigation of a complaint of discrimination).

2. Merged Files. If any merged files result from the production of reports, they must be destroyed (degaussing of magnetic tapes is acceptable), if subsequent outputs are anticipated, stored under strict control of the Supervisory EEO Specialist and the Chief, Division of Data Processing, SC.

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3. Additional Privacy and Safeguard Procedures. ADP print-outs containing personal data or Social Security Account Numbers and MGD must have the following printed at the bottom of the page:

PERSONNEL DATA ON THIS REPORT MUST BE TREATED IN A CONFIDENTIAL MANNER. STORE IN LOCKED CABINET OR SECURE AREA. DISPOSE OF PROPERLY. EMPLOYEES WHO VIOLATE PRIVACY SAFEGUARDS MAY BE SUBJECT TO DISCIPLINARY ACTION, A FINE OF UP TO \$5,000, OR BOTH.

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.6 Special Emphasis Program.

.61 Federal Women's Program and Hispanic Employment Program. The Bureau of Land Management's Federal Women's Program (FWP) and Hispanic Employment Program (HEP) are designed to assure that Bureau employment policies and practices are equitable to women and Hispanics, that under-representation and underutilization of women and Hispanics are identified and corrected, the employment concerns of women and Hispanics are considered in developing and monitoring the Affirmative Action Plan and in managing EEO complaints, and that the concerns of women's and Hispanic community organizations are communicated to the agency's management.

A. Required Actions. Each State Director, the Service Center Director, the BLM Director-BIFC, and each Manager, OCS Office, must:

1. Provide sufficient resources to administer the special emphasis programs. The Equal Employment Opportunity Act, Public Law 92-261, requires Federal agencies to allocate sufficient resources for a results-oriented equal opportunity program. Each State Director, the Service Center Director, the BLM Director-BIFC, and each OCS Office Manager is required to assure the designation and appointment of either full-time, part-time, or collateral-duty Federal Women's Program and Hispanic Employment Program Managers for their respective areas. Full-time Special Emphasis Program (SEP) Managers are to be appointed in the Washington Office and, as approved, in the State Offices. Part-time SEP Managers are EEO Specialists who have been assigned responsibility for one of the Special Emphasis Programs. Collateral-duty SEP Managers do not have to be EEO Specialists; they are responsible to and evaluated by the EEO Office Staff on their performance of the SEP functions.

2. Allocation of time: Because it is essential that less than full-time FWP and HEP Managers be provided at least 20 percent of their official duty time to fulfill their responsibilities, the amount of time to be allocated should be determined and agreed upon by the State Directors, Managers, OCS Offices, State EEO Specialists, and the immediate supervisors of the FWP and HEP Managers. The size of the organization and the program within the organization are only two of the factors affecting this determination. When initially making this assignment, a "best guess" estimate should be made and then reviewed periodically to determine any need for adjustment. If necessary, a corresponding reduction in the FWP and HEP Manager's regular duties should be made to ensure that EEO program responsibilities can be carried out. Where it is impossible to redistribute some of the FWP and HEP Manager's regular duties among other employees to provide adequate time for FWP or HEP EEO responsibilities, another person should be appointed as the FWP or HEP Manager.

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b. Memorandum of understanding: In assigning collateral duties a memorandum of understanding must be prepared by the supervisor, the State Director, Manager, OCS Office. State EEO Specialist, and the FWP or HEP Manager, detailing how and when the Manager will be assigned related duties. (See Illustration 10.) This memorandum must include the agreed-upon minimum percentage of time to be allocated to the program, designated length of time for this assignment, and a statement that acceptance of such responsibilities will in no way hinder the Manager's promotional or career opportunities. A copy of the memorandum must be given to the Manager and one copy forwarded to the appropriate Personnel Office for filing in the Manager's Official Personnel Folder.

c. Selection and appointment: In order that all interested employees may be made aware of the position and given the opportunity to compete for it, the selection and appointment of FWP and HEP managers must be made in accordance with merit promotion procedures, i.e., advertisement of the position by means of a vacancy announcement (see Illustration 11). Thus, all FWP and HEP managers must be selected through merit promotion procedures. The selecting official should be the EEO Officer, with concurrence of the State Director, BLM Director-BIFC, or Manager, OCS Office. In order to be selected, employees should be able to meet these standards within the first 6 months:

(1) Recognize or understand the social and economic problems that are created by discrimination against minorities and women.

(2) Demonstrate a personal commitment to promote equality of opportunity for all persons, regardless of race, color, religion, sex, age, national origin, or handicap.

(3) Understand the basic goals of civil rights and the equal opportunity movement.

(4) Understand the particular employment problems of minority groups and women, including bicultural and bilingual understanding as needed

(5) Demonstrate the ability to meet and deal effectively with persons of either sex and of differing racial, ethnic, cultural, and economic backgrounds

(6) Be able to establish effective working relationships with management officials, personnel staffs, employees, and appropriate community groups..

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(7) Be sufficiently knowledgeable in the following to acquire the kind of knowledge necessary for performing collateral equal employment opportunity work:

(a) The general structure of the Federal Personnel system, including classification, staffing, merit promotion, performance evaluation, career development, and employee rights and responsibilities;

(b) Agency procedures and regulations pertaining to personnel;

(c) The mission of the agency and the general occupational knowledge and skills required to perform the work associated with the mission; and

(d) The current local labor market, i.e., types of jobs available, recruiting methods used, sources of recruitment, and projected employment needs of the agency.

d. Position description amendment: In addition to the Memorandum of Understanding, upon selection and appointment of FWP and HEP Managers, an amendment must be made to the appointee's official Position Description to document the following:

(1) Identify to whom the Managers is responsible for performance of duties in connection with the equal employment opportunity program. In collateral duty assignments, the Manager is responsible to one supervisor for primary occupational assignment and to the EEO Specialist for performance of duties as the FWP or HEP Manager. By spelling out the supervisory relationships of the Manager, the immediate supervisor, and the EEO Officer, all parties concerned are then aware that for the portion of work relating to the FWP or HEP, the Manager is responsible to the EEO Officer.

(2) Show the percentage of time to be spent on SEP Manager duties. This provides the FWP and HEP Manager, the immediate supervisor, and the EEO Officer with clear parameters on the number of hours which can be devoted to the program. "As needed" or "as necessary" time allocation definitions are not acceptable.

(3) Describe the scope of responsibility, including the size of the organization, its geographic coverage, and the number of employees. This gives an indication of the program and responsibility required for program development.

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(4) List special knowledge or skills required by Civil Service Qualifications Standards (CSC Handbook X-118), and other characteristics of collateral assignments as outlined in FPM Letter 713-37, "Documenting EEO Collateral Duties in Official Position Descriptions."

e. Performance Improvement and Position Review: Form 1400-90(439) should also reflect EEO duties. These duties should be specific and well-delineated.

f. Training: To be effective, the FWP and HEP Managers must be knowledgeable about the total EEO Program, including discrimination complaint processing procedures; familiar with Federal Personnel Manual Chapter on employment, merit promotion, training, and EEO statistics; and have access to Office of Personnel Management and Equal Employment Opportunity Commission issuances on EEO. The amount and type of training given to a particular Manager to accomplish the above will, of course, vary, depending upon the individual's background and qualifications. (See Appendix 5 for a list of various training courses which may be appropriate for a Manager to attend.)

2. Conduct a continuing campaign to eradicate every form of discrimination from personnel policies and practices and working conditions.

3. Utilize, to the fullest extent possible, the present skills of women and Hispanics in the workforce.

4. Provide an equal opportunity for women and Hispanics to enhance their skills through career counseling, on-the-job training, work-study programs, and other training measures so they may perform at their highest potential and advance in accordance with their abilities.

5. Communicate the Bureau's Federal Women's and Hispanic Employment Program policy and its employment needs to sources which will maximize the number of applications from women and Hispanics and solicit their recruitment assistance on a continuing basis.

6. Provide orientation, training, and advice to managers and supervisors to assure their understanding and implementation of the Federal Women's and Hispanic Programs.

7. Communicate and enhance understanding of the discrimination complaint process available to all persons who believe they have been discriminated against because of race, color, religion, sex, national origin, age, or handicapped.

1400-713 - EQUAL EMPLOYMENT OPPORTUNITY

8. participate in periodic evaluations of the Federal Women's Hispanic Employment Programs by making site visits, preparing special studies and reports of program results, and serving as a member or leader of evaluation teams.

B. Duties of SEP Managers and Coordinators.

1. The Special Emphasis Program Managers advise the State Director, through the EEO Officer, on matters affecting the employment situation of Hispanics and women and ensure that candidates for employment receive fair and impartial consideration in recruitment, promotion, and training, and that established policies do not adversely affect the employment or advancement of Hispanics and women. The HEP and FWP Managers must:

a. Advise on program direction to State, District, and Resource Area Officials and evaluate programs at those levels to ensure accomplishment of the overall program goals.

b. Service as the Bureau's representative at special meetings pertaining to equal opportunity for Hispanics and women.

c. Serve as official liaison between management and Hispanic and women employees, bringing to the attention of management items of particular concern to Hispanics and women.

d. Consult with members of the Personnel staff on matters affecting Hispanic and women employees. This includes training, career development and upward mobility, and recruitment of qualified Hispanics and women into the workforce, especially in occupations identified for EEO emphasis.

e. Provide facts concerning working Hispanics and women to dispel myths or unfair stereotypes, by holding meeting which may include guest speakers from professional disciplines in Government, business, and industry to discuss the history of Hispanics and women in society and contributions they have made to the Nation.

f. Assure that EEO Affirmative Action Plans are responsive to the employment needs of Hispanics and women by participating in the development of the plans and assuming responsibility for specific action items.

g. Develop statistics, assess progress, and identify problem areas by conducting an in-depth analysis of the workforce showing ethnic, non-ethnic background, sex, and looking closely at such factors as:

- (1) Population by grade and pay level.

1400-713 - EQUAL EMPLOYMENT OPPORTUNITY

- (2) Training statistics.
- (3) Promotions by occupation and grade level.
- (4) Turnover rate—professional, technical, and clerical.
- (5) Average grade.
- (6) Occupational population.
- (7) Award nomination and selections.

h. Identify the paramount problem areas (based on the above analyses) and develop corrective action items accordingly.

2. HEP and FWP liaisons provide assistance to the SEP Managers. Their duties vary but generally should include assisting the HEP and FWP Managers gaining support of the HEP and FWP from management, supervisors, and employees by:

a. Distributing program directives and information about the HEP and FWP to all employees, and

b. Assuring that sufficient time and attention are devoted to the HEP and FWP in all employee meetings, etc.

3. SEP committee, such as working task forces, management advisory groups, and employee representative groups, are types of committees which can be used successfully to develop stronger and more effective Hispanic and Federal Women's Programs. If committees are used, the method of selecting leaders of either formal or voluntary special emphasis committees and their relationship to the Office of Equal Employment Opportunity must be explicitly defined. The tenure of office, purpose, role, responsibility, limitations, requirements, reporting, and all other needed definitions must be clearly spelled out in the bylaws of the committees. The title of the committees should clearly state their relationship to the sponsoring organization. Periodically, all employees should be notified of the existence of such committees and the bylaws should be available to all interested persons. All employees should have equal opportunity to benefit from the work of such committees. Appointment to any of the following committees should be subject to the approval of the State Director and the State EEP Specialist.

1400-713 - EQUAL EMPLOYMENT OPPORTUNITY

- a. Working task forces, ad hoc committees of interested volunteers appointed by the HEP and FWP Managers, help carry out day-to-day specific tasks such as conducting studies, writing newsletters, planning meetings, etc. Employees should be allowed official time to perform task force duties and arrange for such with their supervisors.

- b. Management advisory groups, made up of representatives from each organizational unit, act as liaisons between their offices and the EEO Staff.

Table 1
(.14C1)

1400-713 - EQUAL EMPLOYMENT OPPORTUNITY

BLM Employment Goals - FY 77

Location	Minority Employment			Summer Employment			GS-9 and Above		Total Minorities**	
	F-t/P	Other	Total	Min.	Women	Faculty	Min.	Women	F-t/P	Other
Washington Office	12	1	13	11	19	--	9	12	12	12
Alaska	5	33	38	5	4	12	6	8	5	38
Arizona	6	6	12	6	4	--	1	1	6	12
California	2	1	3	12	24	--	2	2	2	13
Colorado	3	3	6	16	16	24	2	4	3	19
Idaho	5	6	11	20	26	--	2	10	5	26
Montana	8	4	12	6	6	3	4	2	8	10
Nevada	2	12	14	20	15	--	2	4	2	32
New Mexico	6	1	7	7	9	10	2	2	6	8
Oregon	5	8	13	30	10	--	1	1	5	38
Utah	2	2	4	--	--	--	1	3	2	2
Wyoming	3	--	3	--	--	--	1	1	3	--
Service Center	7	5	12	5	5	--	7	7	7	10
BIFC	1	--	1	--	--	--	--	--	1	--
Eastern SO	3	7	10	--	--	--	2	2	3	7
New Orleans OCS	1	--	1	--	--	--	--	--	1	--
Pacific OCS	--	--	--	--	--	--	--	--	--	--
New York OCS	--	--	--	--	--	--	--	--	--	--
TOTALS	71	89	160	138	138	49	42	59	71	227

*Includes Alaska OCS Office and Office of Alaska Pipeline.

**Includes Minority Employment and Summer Minority Employment.

Table 2
(.14C3)

1400-713 - EQUAL EMPLOYMENT OPPORTUNITY

Special EEO Emphasis Job Series

Location	Total	Min.	Women	Emphasis Series				Others			
				300	400	800	1100	100	900	1000	1300
Washington Office	11	9	7	4	--	2	2	1	1	--	1
Alaska	6	3	3	1	1	2	1	--	1	--	--
Arizona	3	2	1	--	2	--	--	--	1	--	--
California	2	1	1	--	1	--	--	--	1	--	--
Colorado	6	3	3	1	4	1	--	--	--	--	--
Idaho	3	1	2	--	2	--	--	1	--	--	--
Montana	8	5	3	2	2	--	--	--	1	--	2
Nevada	7	3	4	2	3	--	1	--	--	--	1
New Mexico	7	3	5	--	2	--	--	1	2	1	1
Oregon	4	2	2	1	1	1	--	--	--	--	1
Utah	8	5	3	2	4	--	--	--	1	--	1
Wyoming	4	2	2	--	1	1	1	--	--	--	1
Service Center	11	6	5	5	--	--	3	--	--	--	3
BIFC	2	1	1	1	--	1	--	--	--	--	--
Eastern SO	--	--	--	--	--	--	--	--	--	--	--
New Orleans OCS	--	--	--	--	--	--	--	--	--	--	--
Pacific OCS	--	--	--	--	--	--	--	--	--	--	--
New York OCS	--	--	--	--	--	--	--	--	--	--	--
TOTALS	82	46	42	18	23	8	8	3	8	1	11

NOTE: Totals may not equal when a woman is also a minority.

Table 3
(.14E4)

1400-713 - EQUAL EMPLOYMENT OPPORTUNITY

Cooperative Education, Work-Study, and Training
Agreements; Upward Mobility, and Skills Development

Location	Agreements		Students			Upward Mobility	Training Agree.	Skills Dev.
	Coop. Ed.	Work-study	Total	Min.	Women			
Washington Office	--	2	2	2	2	1	--	5
Alaska	2	1	--	--	--	9	9	--
Arizona	1	3	5	1	2	1	--	--
California	2	2	11	4	4	2	--	--
Colorado	3	4	17	8	10	1	3	--
Idaho	4	--	10	2	5	2	2	2
Montana	2	2	4	--	4	1	1	15
Nevada	2	3	10	2	2	2	2	3
New Mexico	1	5	12	5	5	5	--	--
Oregon	4	2	2	1	1	4	4	--
Utah	1	--	11	2	3	5	--	3
Wyoming	2	8	10	--	--	1	--	--
Service Center	3	3	25	10	10	16	16	20
BIFC	--	--	--	--	--	1	--	--
Eastern SO	1	--	1	--	1	--	--	1
New Orleans OCS	--	--	--	--	--	--	--	--
Pacific OCS	--	--	--	--	--	--	--	--
New York OCS	--	--	--	--	--	--	--	--
TOTALS	28	35	120	37	49	51	37	49

Rel. 1-1116
5/20/77

Table 4
(.14G4)

1400-713 - EQUAL EMPLOYMENT OPPORTUNITY
Special Training and Assistance Programs - FY 77

Location	NYC	YCC*	VRA	Handicapped	Worker Trainee	Local Programs	Part-time	Total	
								Min.	Women
Washington Office	--	--	1	1	2	3	--	4	4
Alaska	--	30	11	5	1	--	--	--	--
Arizona	5	30	--	--	--	5	10	5	3
California	2	192	--	1	--	1	--	21	97
Colorado	--	72	1	2	--	7	11	4	4
Idaho	--	30	3	1	--	20	5	2	10
Montana	--	--	--	--	1	1	--	--	--
Nevada	2	24	2	--	--	5	8	5	14
New Mexico	--	60	--	4	--	3	2	3	3
Oregon	30	30	8	3	--	65	15	--	--
Utah	10	75	1	--	--	5	--	--	--
Wyoming	--	--	2	1	1	--	--	--	--
Service Center	--	--	5	--	--	5	5	8	7
BIFC	--	--	--	--	--	--	--	--	--
Eastern SO	--	--	--	--	--	--	--	--	--
New Orleans OCS	--	--	--	--	--	--	--	--	--
Pacific OCS	--	--	--	--	--	--	--	--	--
TOTALS	49	543	23	18	5	120	56	52	142

*YCC enrollees only--not included in minority or women totals.

1400-713 - EQUAL EMPLOYMENT OPPORTUNITY

Statistical Record of Minority Group

DI-1453 (Revised March 1975)	Bureau Code <div style="border: 1px solid black; padding: 2px; display: inline-block;">CA 942</div>	Social Security Number <div style="border: 1px solid black; padding: 2px; display: inline-block;">999-99-9999</div>	
Statistical Record of Minority Group			
<p>To facilitate the compilation of required statistical data on minority group persons, it is necessary to obtain pertinent information on each employee which will then be coded for input into an automatic data processing machine. In this connection please enter the bureau code and social security number of each employee and check the applicable box below. Instructions for identification appear on reverse of card.</p>			
(0) <input type="checkbox"/> All employees in Puerto Rico, Hawaii & Guam (1) <input checked="" type="checkbox"/> Negro (2) <input type="checkbox"/> Spanish Surnamed (persons of Mexican, Puerto Rican, or other Spanish speaking origins including those whose surnames are no longer Spanish) (3) <input type="checkbox"/> American Indian	(4) <input type="checkbox"/> Oriental (persons of Japanese, Chinese, Filipino, Korean, Polynesian, Indonesian origin) (5) <input type="checkbox"/> Aleut Employed in Alaska (6) <input type="checkbox"/> Eskimo Employed in Alaska (7) <input type="checkbox"/> None of these (persons not otherwise included in the above designation)	Please return this card to:	
		<div style="border: 1px solid black; padding: 5px; display: inline-block;"> <i>J. M. Wright</i> Signature of Supervisor </div>	<div style="border: 1px solid black; padding: 5px; display: inline-block;"> 8-1-76 Date </div>

1400-713 - EQUAL EMPLOYMENT OPPORTUNITY

Statistical Record of Minority Group

Instructions

The identification of an employee's minority status must be made through visual observation only. The supervisor making the identification must not seek confirmation of the minority group designation being made from the individual involved.

The minority group designation codes of race and national origin given on the reverse are necessarily broad and, therefore, not anthropologically precise; however, they are adequate to meet present program needs.

The minority group designation of an individual employee is that which the employee is regarded as in the establishment where the employee works or in the community in which the employee lives.

1400-713 - EQUAL EMPLOYMENT OPPORTUNITY

Report of Accessions by Women and Minority Groups

U. S. DEPARTMENT OF THE INTERIOR

REPORT OF ACCESSIONS BY WOMEN AND MINORITY GROUPS

CHECK ONE:

BUREAU OF: Land Management

Full-Time

QUARTER ENDING: March 1972

All Other

PAY CATEGORY	TOTAL ACCESSIONS (1)		NEGRO (2)		SPANISH SURNAMED (3)		AMERICAN INDIAN (4)		ORIENTAL (5)	
	M	F	M	F	M	F	M	F	M	F
TOTAL, ALL PAY PLANS	207	150	25	10	22	7	4		1	1
TOTAL, SUBJECT TO CLASS. ACT OR SIMILAR	201	150	24	10	20	5	3		1	1
GS- 1	2	8	2	3						
2	13	22	3	2	7	2	1			
3	27	36	9	3	3	1				
4	35	54	2	1		1	1			
5	103	18	4		10	1	1			1
6	1								1	
7	12	12	3	1						
8										
9	6		1							
10										
11	2									
12										
13										
14										
15										
16										
17										
18										
TOTAL, WAGE SYSTEMS AND OTHER PAY PLANS	6		1		2	2	1			
Up thru \$5,499			1		1	2				
\$5,500 thru \$6,999							1			
\$7,000 thru \$7,999					1					
\$8,000 thru \$8,999										
\$9,000 thru \$9,999										
\$10,000 thru \$13,999										
\$14,000 thru \$17,999										
\$18,000 and Over										

Calvin M. Bevel
Bureau EEO Officer

NOTE: Separate report by Alaska Native Minority Groups (Aleuts, Eskimos, American Indian and Total) required for the State of Alaska.

1400-713 - EQUAL EMPLOYMENT OPPORTUNITY

Report of Promotions by Women and Minority Groups

U. S. DEPARTMENT OF THE INTERIOR
REPORT OF PROMOTIONS BY WOMEN AND MINORITY GROUPS

BUREAU OF: Land Management CHECK ONE:
 QUARTER ENDING: March 1972 Full-Time
 All Other

PAY CATEGORY		TOTAL PROMOTIONS (1)		NEGRO (2)		SPANISH SERRANO (3)		AMERICAN INDIAN (4)		ORIENTAL (5)	
		M	F	M	F	M	F	M	F	M	F
TOTAL, ALL PAY PLANS.	NS..	23	17		2	3	1		1		
	S ..	9	2			2					
	MG..	1									
TOTAL, SUBJECT TO CLASS. ACT OR SIMILAR..	NS..	22	17		2	2	1		1		
	S ..	8	2			2					
	MG..	1									
GS- 1	NS..										
	S ..										
	MG..										
GS- 2	NS..	8	2			1	1		1		
	S ..										
	MG..										
GS- 3	NS..				1						
	S ..										
	MG..										
GS- 4	NS..	4	8			1					
	S ..										
	MG..										
GS- 5	NS..	1	2		1						
	S ..	2				1					
	MG..										
GS- 6	NS..		1								
	S ..										
	MG..										
GS- 7	NS..	5	1								
	S ..	2	2			1					
	MG..										
GS- 8	NS..		2								
	S ..										
	MG..										
GS- 9	NS..	3									
	S ..	3	1								
	MG..										
GS-10	NS..										
	S ..										
	MG..										
GS-11	NS..										
	S ..	1									
	MG..	1									
GS-12	NS..										
	S ..										
	MG..										
GS-13	NS..										
	S ..										
	MG..										

NOTE: Separate report by Alaska Native Minority Groups (Aleuts, Eskimos, American Indian and Total) required for the State of Alaska.

1400-713 - EQUAL EMPLOYMENT OPPORTUNITY

Report of Promotions by Women and Minority Groups

PAY CATEGORY		TOTAL PROMOTIONS (1)		NEGRO (2)		SPANISH SURNAMED (3)		AMERICAN INDIAN (4)		ORIENTAL (5)	
		M	F	M	F	M	F	M	F	M	F
		GS-14	NS..								
	S..										
	MG..										
GS-15	NS..										
	S..										
	MG..										
GS-16	NS..										
	S..										
	MG..										
GS-17	NS..										
	S..										
	MG..										
GS-18	NS..										
	S..										
	MG..										
TOTAL, WAGE SYSTEMS AND OTHER PAY PLANS..	NS..										
	S..										
	MG..										
Up thru \$5,499	NS..										
	S..										
	MG..										
\$5,500 thru \$6,999	NS..										
	S..										
	MG..										
\$7,000 thru \$7,999	NS..										
	S..										
	MG..										
\$8,000 thru \$8,999	NS..										
	S..										
	MG..										
\$9,000 thru \$9,999	NS..										
	S..										
	MG..										
\$10,000 thru \$13,999	NS..										
	S..										
	MG..										
\$14,000 thru \$17,999	NS..										
	S..										
	MG..										
\$18,000 and Over	NS..										
	S..										
	MG..										

NS means Non-Supervisory
S means Supervisory
MG means Managerial

Calvin M. Bowen
Bureau EEO Officer

1400-713 - EQUAL EMPLOYMENT OPPORTUNITY

Report of Training Instances by Women and
Minority Groups

U. S. DEPARTMENT OF THE INTERIOR

REPORT OF TRAINING INSTANCES BY WOMEN AND MINORITY GROUPS

BUREAU OF: Land Management

CHECK ONE:

FISCAL YEAR ENDING: June 30, 1972

Full-Time

All Other

* TRAINING CATEGORY: Supervisory and Management
(Identify Category)

PAY CATEGORY	TOTAL TRAINING INSTANCES (1)		NEGRO (2)		SPANISH SURNAMED (3)		AMERICAN INDIAN (4)		ORIENTAL (5)	
	M	F	M	F	M	F	M	F	M	F
TOTAL, ALL PAY PLANS	215	31	15	2	14	4	3	2	2	1
TOTAL, SUBJECT TO CLASS. ACT OR SIMILAR	211	31	14	2	12	4	3	2	2	1
GS- 1.....										
2.....										
3.....										
4.....										
5.....	12	6	3	1	3	1		1		
6.....		1								
7.....	32	11	5		5	3	2	1		1
8.....	2									
9.....	56	9	3	1	3				1	
10.....										
11.....	32	4	2		1		1			
12.....	36		1							1
13.....	22									
14.....	7									
15.....	12									
16.....										
17.....										
18.....										
TOTAL, WAGE SYSTEMS AND OTHER PAY PLANS	4		1		2					
Up thru \$5,499										
\$5,500 thru \$6,999										
\$7,000 thru \$7,999	3		1		1					
\$8,000 thru \$8,999	1				1					
\$9,000 thru \$9,999										
\$10,000 thru \$13,999										
\$14,000 thru \$17,999										
\$18,000 and Over										

* Use separate Report Form for each Training Category

Calvin H. Owen
Bureau EEO Officer

NOTE: Separate report by Alaska Native Minority Groups (Aleuts, Eskimos, American Indian and Total) required for the State of Alaska.

1400-713 - EQUAL EMPLOYMENT OPPORTUNITY
Report of Awards by Women and Minority Groups

U. S. DEPARTMENT OF THE INTERIOR
REPORT OF AWARDS BY WOMEN AND MINORITY GROUPS
FISCAL YEAR ENDING: June 30, 1972

BUREAU OF: Land Management

PAY CATEGORY	TOTAL AWARDS (1)		WOMEN (2)		NEGRO (3)		SPANISH SURNAME (4)		AMERICAN INDIAN (5)		ORIENTAL (6)	
	Q1	H	Q1	H	Q1	H	Q1	H	Q1	H	Q1	H
TOTAL, ALL PAY PLANS	37	11	14	2	3	1	1	1	1			
TOTAL, SUBJECT TO CLASS ACT OR SIMILAR	37	11	14	2	3	1	1	1	1			
GS- 1												
2												
3												
4												
5			3		1			1				
6			4		1							
7			4		1							
8			10		3	1						
9			4		1							
10			1		2	1						
11			2		2							
12			1		3							
13			2		3							
14			4		1							
15			2		2							
16			1									
17												
18												
TOTAL, WAGE SYSTEMS AND OTHER PAY PLANS												
Up thru \$5,499												
\$5,500 thru \$6,999												
\$7,000 thru \$7,999												
\$8,000 thru \$8,999												
\$9,000 thru \$9,999												
\$10,000 thru \$13,999												
\$14,000 thru \$17,999												
\$18,000 and Over												

Q1 means Quality Increases
H means Honor Awards (Distinguished and Meritorious combined)

SA means Special Achievements (all cash awards other than for suggestions)

Colin H. Butler
Bureau EEO Officer

1400-713 - EQUAL EMPLOYMENT OPPORTUNITY
Report of Awards by Alaska Native Minority Groups

BUREAU OF: Land Management	U. S. DEPARTMENT OF THE INTERIOR REPORT OF AWARDS BY ALASKA NATIVE MINORITY GROUPS										FISCAL YEAR ENDING: June 30, 1972	
	PAY CATEGORY		TOTAL AWARDS ALASKA (1)		ALPHETS (2)		ESTIMOS (3)		AMERICAN INDIAN (4)			
	SA	H	SA	H	SA	H	SA	H	SA	H	SA	H
TOTAL, ALL PAY PLANS	5	1										
TOTAL, SUBJECT TO CLASS, ACT OR SIMILAR	3	1										
GS- 1												
2												
3												
4												
5												
6												
7												
8												
9												
10												
11												
12												
13												
14												
15												
16												
17												
18												
TOTAL, WAGE SYSTEMS AND OTHER PAY PLANS												
Up thru \$5,999												
\$6,000 thru \$6,999												
\$7,000 thru \$7,999												
\$8,000 thru \$8,999												
\$9,000 thru \$9,999												
\$10,000 thru \$13,999												
\$14,000 thru \$17,999												
\$18,000 and Over												

SA means Special Achievements (all cash awards other than for suggestions)
H means Honor Awards (Distinguished and Meritorious combined) *See 7/17/72*
Bureau EEO Officer

1400-713 - EQUAL EMPLOYMENT OPPORTUNITY
 Monthly Report on Pre-complaint Counseling

MONTHLY REPORT ON PRE-COMPLAINT COUNSELING

(to be submitted within 5 calendar days of close of calendar month)

Agency _____ Period Covered _____

TO: Director
Federal Equal Employment Opportunity
U.S. Civil Service Commission
Washington, D.C. 20415

Kind of matter giving rise to the request for counseling:

	Number of persons alleging discrimination on the basis of:						
	Age	Race or Color	Religion	Sex- female	Sex- male	Nat'l Origin	Total
(1) Initial appointment							
(2) Promotion							
(3) Reassignment							
(4) Separation							
(5) Suspension							
(6) Reprimand							
(7) Duty hours							
(8) Job training							
(9) Detail							
(10) Other							
(11) TOTAL NUMBER OF PERSONS COUNSELED DURING THE MONTH:							

CSC Form 1116-A (Revised)
 December 1972

(12) Number of instances of corrective action, including agency improved personnel practices, taken during the month as a result of counseling. Identify such instances with the basis of the alleged discrimination issue, i.e., race or color, religion, sex or national origin.

Kind of corrective action taken: Alleging discrimination on the basis of:

	Age	Race/Color	Religion	Sex-		Nat'l origin	Total
				Female	Male		

- Kind of corrective action taken:
- (a) Agency improved personnel practices
 - (b) Promotion received
 - (c) Training opportunity received
 - (d) Reappointment/Reinstatement
 - (e) Requested reassignment received
 - (f) Adverse action reduced or rescinded
 - (g) Other disciplinary action reduced or rescinded
 - (h) Priority consideration for next promotion
 - (i) Other (specify below)

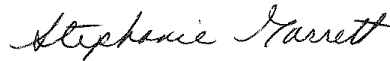
Report prepared by _____
 Title _____
 Telephone number _____
 Date _____

Illustration 9
(.17)

1400-713 - EQUAL EMPLOYMENT OPPORTUNITY

Certification of Qualifications

I certify that the qualifications of all staff officials, full-time or part-time, concerned with administration of the EEO Program, including the Director of Equal Employment Opportunity, EEO Officers, Federal Women's Program Coordinators, and Spanish-Speaking Program Coordinators have been reviewed by competent authority and the incumbents of these positions meet the standards outlined in U.S. Civil Service Commission Qualifications Standards Handbook X-118 under "Equal Opportunity Specialist GS-160" or "Qualifications Guide for Collateral Assignments Involving Equal Employment Opportunity Duties." Evidence that the review has been made and its findings are on file and available for review by Civil Service Commission officials.



Acting Chief, Office of Equal Employment
Opportunity
Bureau of Land Management

November 4, 1976

1400-713 - EQUAL EMPLOYMENT OPPORTUNITY
Format for Memorandum of Understanding

Memorandum of Understanding

(Name) has been selected for the collateral duty assignment of (Position)
for (Field Office) by the undersigned (State, DSC, Office, etc.) EEO Officer
pending concurrence of the (State Director, Service Center Director, etc.).

The acceptance of the responsibilities of this position will in no way hinder the considera-
tion of the incumbent's promotional and career opportunities.

This assignment has been discussed with and agreed to by the employee's immediate supervisor.

The incumbent will be permitted to devote a minimum of 20 percent of his/her official work
time to this EEO assignment in order to accomplish the objectives of the (State, DSC, Office,
etc.) office's EEO program.

The incumbent must report quarterly in writing to the (State, DSC, Office, etc.) EEO
Officer on accomplishment of program objectives.

The incumbent's performance as (FWP, HEP Manager) will be evaluated by the (State, DSC,
Office, etc.) EEO Officer during the annual performance evaluation period and will be
forwarded to the incumbent's immediate supervisor to be included as a part of the overall
annual performance appraisal.

If necessary, a corresponding reduction in the (FWP or HEP) Manager's regular duties will
be made to ensure that EEO program responsibilities can be carried out.

The agreed-upon responsibilities will be made part of the incumbent's Performance Improvement
and Position Review (PIPR).

(Appointee)

(Date)

I hereby concur in this official collateral appointment.

(Immediate Supervisor)

(Date)

(State, DSC, Office, etc.)

1400-713 - EQUAL EMPLOYMENT OPPORTUNITY

Collateral Duty Vacancy Announcement for
Special Emphasis Program Manager

Serves as collateral duty (FWP or HEP) Manager in support of the Equal Opportunity Program for (State, DSC, Office, etc.). In order to be selected, employees must be able to meet the following criteria or be able and willing to undergo training to meet these standards within the first six months:

1. Recognize the social and economic problems that are created by discrimination against minorities and women;
2. Demonstrate a personal commitment to promote equality of opportunity for all persons, regardless of race, color, religion, sex, age, national origin, or handicap;
3. Understand the particular employment problems of minority groups and women; including bicultural and bilingual understanding as needed;
4. Demonstrate the ability to meet and deal effectively with persons of either sex and of differing racial, ethnic, cultural, and economic backgrounds;
5. Be able to establish effective working relationships with management officials, personnel staff, employees, and appropriate community groups.
6. Be able to become knowledgeable of agency procedures and regulations pertaining to personnel;
7. Understand the mission of the agency and the general occupational knowledges and skills required to perform the work associated with its mission.

Serves as principal advisor to the EEO Officer and is a member of the EEO Committee.

Assists in developing, administering, and evaluating phases of organizational EEO programs having special applicability to (women or Hispanics).

Analyzes statistical data and other information on the employment of (women or Hispanics) and evaluates program progress to pinpoint areas in need of improvement.

Incumbent is directly responsible to the EEO Officer for the performance of assigned EEO duties.

The percentage of time spent in the performance of EEO collateral duties must be a minimum of 20 percent of total work hours.

1400-713 - EQUAL EMPLOYMENT OPPORTUNITY

Roster of EEO Officials - FY 77

<u>Location</u>	<u>Title</u>	<u>Name</u>	<u>Telephone No.</u>
<u>Washington Office</u>			
Bureau Responsibility	Director, BLM	Curt Berklund	202-343-3801
" "	Associate Director	George Turcott	202-343-3897
" "	Chief, Office of EEO	(Vacant)	202-343-7978
" "	Federal Women's Program Coordinator	Stephanie Garrett	202-343-7978
WO Responsibility	EEO Coordinator	Carolyn Darden	202-343-7978
" "	FWP Committee Chair.	Eleanor Schwartz	202-343-8735
" "	SSPC	(Vacant)	
" "	Counselor	Eldon Hayes	202-343-8738
	Counselor	(Vacant)	
	Counselor	(Vacant)	
	EEO Committee	Ruth Rigor Julia Angel Doris Koivula Eldon Hayes Eleanor Schwartz Rose Taylor Harold Grayson Clifford Nunnally Carolyn Darden	
<u>Eastern States Office</u>			
	Director	Lowell Udy	301-427-7500
	EEO Coordinator	James Powell	301-427-7929
	FWPC	Judy Lent	301-427-7440
	Counselor	Rebecca Loritts	301-427-7503
	EEO Committee	Rebecca Loritts Judy Lent Elizabeth McPherson Claude Martin Lane Bouman James Powell Vic Pritchard Ira Bozeman	
<u>Alaska OCS Office</u>			
	Manager	Edward Hoffman	907-279-4578
	EEO Coordinator	Jan Arbegast	907-279-4578
	FWPC	Yvonne Morehouse	907-279-4578
	Counselor	William Civish	907-279-4578
<u>New York OCS Office</u>			
	Manager	Frank Basile	212-264-2960
	EEO Coordinator	Eiji Imamura	212-264-2401
<u>New Orleans OCS Office</u>			
	Manager	John Rankin	504-682-6541
	EEO Coordinator	Jerry Brasher	504-682-6541
	FWPC	Veronica Randazzo	504-682-6541
	Counselor	Judy Nelson	504-682-6541

1400-713 - EQUAL EMPLOYMENT OPPORTUNITY

Roster of EEO Officials - FY 77 (Con.)

<u>Location</u>	<u>Title</u>	<u>Name</u>	<u>Telephone No.</u>
<u>Pacific OCS Office</u>			
	Manager	William Grant	213-688-7234
	EEO Coordinator	Eugene Hayes	213-688-4323
	Counselor	George Hampton	213-688-7235
<u>Service Center</u>			
Area Responsibility	Supervisory EEO Specialist	Eleanor Wyrick	303-234-2532
" "	EEO Specialist	Lily Burnham	303-234-2532
" "	EEO Specialist/Bur. SSPC	Anna Padilla	303-234-2532
SC Responsibility	Director	Richard Thompson	303-234-2329
" "	EEO Coordinator	Eleanor Wyrick	303-234-2532
" "	FWPC	Judy VanAken	303-234-2397
" "	Counselor	Gilbert Lucero	303-234-2279
" "	Counselor	Thane Johnson	303-234-2394
" "	Counselor	Lee Thormahlen	303-234-4620
" "	Counselor	Ed Coggs	303-234-4560
" "	Counselor	Beth Avery	303-234-2091
	EEO Committee	Richard Pixton Eugene Stratton Anna Padilla Stanley Hathorn Richard Enger Judy VanAken Ralph Carpenter George Holte Bill Teller Oliver Johnson Dolan Hyde Howard Beck Glen Fulcher	
<u>Boise Interagency</u>			
<u>Fire Center</u>			
	Director	Jack Wilson	208-554-9421
	EEO Coordinator	Duane Graves	208-554-9420
	FWPC	Ruth Smith	208-554-8817
	SSPC	Carmen Lidik	208-554-5824
	Counselor	Robert Keenan	208-554-2532

1400-713 - EQUAL EMPLOYMENT OPPORTUNITY

Roster of EEO Officials - FY 77 (Con.)

<u>Location</u>	<u>Title</u>	<u>Name</u>	<u>Telephone No.</u>
<u>Alaska</u>			
State Office	Director	Curtis McVee	907-227-1561
" "	EEO Coordinator		907-277-1561
" "	FWPC		907-277-1561
" "	Counselor	Norman McDonald	907-277-1561
" "	Counselor	Sue Christopherson	907-277-1561
Anchorage DO	FWPC	Danielle Donaway	907-344-9661
" "	Counselor	Lloyd Fritz	907-344-9661
" "	Counselor	Edward Lewis	907-344-9661
Fairbanks DO	FWPC	Barbara Knudsen	907-452-4725
" "	Counselor	Sally Waddell	907-452-4725
" "	Counselor	Pearl Seibert	907-452-4725
" "	Counselor	Carlos Mediola	907-452-4725
" "	Counselor	Phil Bailey	907-452-4725
Anchorage Aircraft Off.	Counselor	Patricia Means	907-279-2561
	EEO Committee	Clair Whitlock	
		Richard LeDosquet	
		Joseph Kastelic	
		Robert Arndorfer	
		John Burnett	
		Dorothy Preston	
		Leonard McKinney	
		Robert Jones	
		Salvatore DeLeonardis	
		Beatriz Bethune	
		Richard Tindall	
		Alan Carlson	
		Louis Carlson	
		Irving Zirpel	
		Lawrence Hamilton	
		Jules Tileston	
<u>Office of Alaska</u>			
<u>Pipeline</u>	Counselor	Sharon Bezak	907-272-3422

1400-713 - EQUAL EMPLOYMENT OPPORTUNITY

Roster of EEO Officials - FY 77 (Con.)

<u>Location</u>	<u>Title</u>	<u>Name</u>	<u>Telephone No.</u>
<u>Arizona</u>			
State Office	Director	Robert Buffington	602-26 1-3873
" "	EEO Coordinator	Andrew Aboytes	602-261-2853
" "	FWPC	Marion Withrow	602-261-3873
" "	SSPC	Martha Perez	602-261-4231
Phoenix DO	Counselor	Carlin Gilpin	602-261-4231
Arizona Strip Office	Counselor	Cloyd Swapp	801-524-5500
Stafford DO	Counselor	James Elliott	602-428-1100
Yuma DO	Counselor	Ira Thiessen	602-261-2612
	EEO Committee	Glendon Collins Harold Ramsbacher Annice Stakebøke Andrew Aboytes Kenneth Reinert Jordan Pope Ruth Cooke Martha Perez	
<u>California</u>			
State Office	Director	Edward Hastey	916-484-4676
" "	EEO Coordinator	John Hoffa	916-484-4465
" "	FWPC	Marie Getsman	916-484-4431
" "	SSPC	Ricardo Camarillo	916-484-4676
" "	Counselor	Dorothy King	916-484-4701
" "	Counselor	Tom Evans	916-484-4701
Riverside DO	Counselor	Karen Miller	714-787-1420
" "	Counselor	Martin Prisco	714-787-1420
	EEO Committee	Dorothy King Ricardo Camarillo Jerry Everts Virginia Schoeliffler Celia Anderson Marie Getsman John Hoffa Gary Bliss Tom Evans	

1400-713 - EQUAL EMPLOYMENT OPPORTUNITY

Roster of EEO Officials - FY 77 (Con.)

<u>Location</u>	<u>Title</u>	<u>Name</u>	<u>Telephone No.</u>
<u>Colorado</u>			
State Office	Director	Dale Andrus	303-837-4325
" "	EEO Coordinator	Richard Huff	303-837-3816
" "	FWPC	Ruth Ann Ryan	303-837-2192
" "	Counselor	George Douglas	303-837-3515
Canon City DO	Counselor	Mary Belben	303-275-7494
Grand Junction DO	SSPC	Robert Juarez	303-242-3304
" " "	Counselor	Robert Kline	303-242-3304
Craig DO	Counselor	Joan Bailey	303-824-3289
Montrose DO	Counselor	Philip Dwyer	303-249-4255
	EEO Committee	Mary Belben Robert Kline Robert Juarez George Douglas Phillip Dwyer Joan Bailey	
<u>Idaho</u>			
State Office	Director	William Mathews	208-342-2401
" "	EEO Coordinator	(Vacant)	
" "	FWPC	Michele Hudson	208-342-2291
" "	Counselor	Rose Gestell	208-342-2415
" "	Counselor	Bill Mabbutt	208-342-2425
	EEO Committee	Lorin Welker Michele Hudson Richard Lingenfelter James Gabettas David Hannans	

1400-713 - EQUAL EMPLOYMENT OPPORTUNITY

Roster of EEO Officials - FY 77 (Con.)

<u>Location</u>	<u>Title</u>	<u>Name</u>	<u>Telephone No.</u>
<u>Montana</u>			
State Office	Director	Edwin Zaidlicz	406-585-6463
" "	EEO Coordinator	Faye Hyde	406-585-6601
" "	FWPC	Judith Reed	406-585-6566
" "	Counselor	Fred Batson	406-585-6586
" "	Counselor	Edna Haverland	406-585-6586
Miles City DO	Counselor	Robert Leirance	406-232-4331
Butte DO	Counselor	Jesse Barnes	406-585-2416
Lewiston DO	Counselor	Ronald Bartley	406-538-7461
Miles City DO	EEO Coordinator	Carmen Galvan	406-232-4331
Butte DO	EEO Coordinator	James Rooks	406-585-2416
Lewistown DO	EEO Coordinator	Floyd Black	406-538-7461
Dickinson DO	EEO Coordinator	Gerald Pittman	701-225-9148
	EEO Committee	Kannon Richards Faye Hyde Mike Grattan Jose Bustos Gary Gebhardt Judith Reed Edna Haverland Roland Lee	
<u>Nevada</u>			
State Office	Director	E. I. Rowland	702-784-5451
" "	EEO Coordinator	John Chapell	702-784-5491
" "	FWPC	Alice Williams	702-784-5448
" "	Counselor	Charles Hancock	702-784-5474
" "	Counselor	Joan Woodin	702-784-5283
" "	Counselor	Calvin Robinson	702-784-5486
Elko DO	EEO Coordinator	Joseph Lemons	702-738-7111
Winnemucca DO	EEO Coordinator	Jeanette Ugaldea	702-623-2676
Carson City DO	EEO Coordinator	Cathryn Smith	702-882-1631
Ely DO	EEO Coordinator	Quentin Schroeder	702-289-4865
Las Vegas DO	EEO Coordinator	Phyllis Shaw	702-385-6403
Battle Mountain DO	EEO Coordinator	Thomas Terry	702-635-2376
	EEO Committee	Charles Hancock John Chapell Calvin Robinson Loren Bennett Joseph Lemons Jeanette Ugaldea Kenneth Moore Alice Williams Phyllis Shaw Joan Woodin Cathryn Smith	

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Roster of EEO Officials - FY 77 (Con.)

<u>Location</u>	<u>Title</u>	<u>Name</u>	<u>Telephone No.</u>
<u>New Mexico</u>			
State Office	Director	Art Zimmerman	505-988-6217
" "	EEO Coordinator	George Moore	505-988-6224
" "	SSPC	Consuelo Richardson	505-988-6234
" "	Counselor	Miguel Martinez	505-988-6216
Roswell DO	Counselor	Charles Godfrey	505-622-9251
Socorro DO	Counselor	Cassandra Richard	505-835-0412
Albuquerque DO	Counselor	Roy Milliken	505-766-2050
Las Cruces DO	Counselor	Yolanda Vega	505-523-5571
	FWPC	Elba Burke	505-523-5571
	EEO Committee	Theresa Romero Santiago Garcia Robert Padilla	
		John Chaves James Davis Pat Kelley	
<u>Oregon</u>			
State Office	Director	Murl Storms	503-234-4001
" "	EEO Coordinator	Joel Fox	503-234-4151
" "	FWPC	Linda McCarthy	503-234-5341
	Counselor	Donna Webb	503-234-4061
	Counselor	Kirby Fritchman	503-234-5344
Salem DO	Counselor	Raymond Naddy	503-399-5646
Eugene DO	Counselor	Bill Cortez	503-687-6669
Medford DO	Counselor	Albert Rhodes	503-779-2346
" "	Counselor	John Robinson	503-779-2326
" "	Counselor	Lorraine Barksdale	503-779-2348
Roseburg DO	Counselor	Dwain Davis	503-672-4491
Coos Bay DO	Counselor	Spencer Smith	503-267-5880
Vale DO	Counselor	Philip Rumpel	503-473-3144
	EEO Committee	Steve Drossos Irving Anderson Richard Schaertl Ernie Black Bill Rouse	

1400-713 - EQUAL EMPLOYMENT OPPORTUNITY

Roster of EEO Officials - FY 77 (Con.)

<u>Location</u>	<u>Title</u>	<u>Name</u>	<u>Telephone No.</u>
<u>Utah</u>			
State Office	Director	Paul Howard	801-524-5311
" "	EEO Coordinator	Eileen Nitschke	801-524-5433
" "	FWPC	Barbara Rice	801-524-5320
" "	Counselor	Paula Kawa	801-524-5330
" "	Counselor	Tom Beigler	801-524-4036
Salt Lake DO	Counselor	Richard Dekker	801-524-5348
Richfield DO	Counselor	Dwayne Bayles	801-896-8227
Cedar City DO	Counselor	Cecil Jorgensen	801-586-9443
Moab DO	Counselor	Robert Dalla	801-259-7106
	EEO Committee	Eileen Nitschke Earl Hindley Barbara Rice Edward Smith Elizabeth Kelly Dwayne Bayles Cherly Preece David Little	
<u>Wyoming</u>			
State Office	Director	Daniel Baker	307-778-2326
" "	EEO Coordinator	Steven Coy	307-778-2354
" "	FWPC	Patricia Wattles	307-778-2455
" "	Counselor	Shirley Thurman	307-778-2334
" "	Counselor	Scott Bates	307-265-3244
" "	Counselor	Pat Korp	307-324-6621
" "	Counselor	Otto Krueger	307-778-2358
	EEO Committee	Nyles Humphrey John Wasserburger Gene Kinch Sidney Whalen Marlon Osborne Larry Cary Fred Wyatt	
Worland DO	Coordinator	Dave Earley	
Rawlins DO	Coordinator	Gene Bennett	
Rock Springs DO	Coordinator	Agnes Okano	
Casper DO	Coordinator	Lee Heser	

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Roster of EEO Investigators - FY 77

<u>Location</u>	<u>Title</u>	<u>Name</u>	<u>Telephone</u>
Washington Office	Chief, Division of Legislation and Regulatory Management	Eleanor Schwartz	343-8735
Washington Office	General Supply Specialist	Albert Witcher	343-6794
Washington Office	EEO Specialist	Carolyn Darden	343-7978
Arizona State Office	Natural Resource Specialist	Jordan Pope	261-3141
Service Center	EEO Specialist	Lily Burnham	234-2532
Service Center	Natural Resource Specialist	Claude Mayfield	234-4971
Service Center	Personnel Management Specialist	Joseph Nygren	234-2291
Service Center	Paralegal Specialist	Samuel Langerman	234-2317

1400-713 - EQUAL EMPLOYMENT OPPORTUNITY

Educational Institutions To Be Contacted

<u>Washington Office</u> Antioch Law School Federal City College Georgetown University George Washington University Howard University Maryland University Opportunity Training Center Washington Technical Institute	<u>Idaho</u> Boise State University College of Idaho Idaho State College, Caldwell Idaho State University, Pocatello Magic Valley Community College Northern Idaho Junior College NW Nazarene College Ricks College University of Idaho
<u>Alaska</u> Alaska Methodist University Anchorage Community College Local BIA Schools Local Community and Junior Colleges Shelton-Jackson College University of Alaska	<u>Montana</u> Carroll College College of Great Falls Dawson Community College Eastern Montana College Montana State University Northern Montana College University of Montana Western Montana College
<u>Arizona</u> Arizona Eastern College Arizona State University Arizona Technical College Arizona Western College Cochise College Dixie College Grand Canyon College Local Community and Junior Colleges Maricopa Technical College Northern Arizona University Old Pueblo College Pima College University of Arizona	<u>Nevada</u> Community and Junior Colleges Humbolt State University Stewart Indian School University of Nevada, Las Vegas University of Nevada, Reno
<u>California</u> Bakersfield Junior College Cal-Poly (San Luis Obispo) Humboldt State College Riverside City College Sacramento City College Shasta Community College University of California, Riverside University of California, Sacramento	<u>New Mexico</u> College of Santa Fe Eastern New Mexico University Navajo Community College New Mexico Highlands University New Mexico State University NM Institute of Mining and Technology University of Albuquerque University of New Mexico University of Texas at El Paso
<u>Colorado</u> Adams State College Colorado College, Colorado Springs Colorado School of Mines Colorado State University Colorado Womens' College, Denver Fort Lewis College Local Community and Junior Colleges Loretto Heights College, Denver Mesa College Metropolitan State College Regis College, Denver Southern Colorado State College University of Colorado, Boulder, Denver, Colorado Springs University of Denver University of Northern Colorado Western State College	<u>Service Center</u> Colorado State University Lincoln University Metro State College New Mexico State, Las Cruces Stephens College University of Denver University of Missouri, Columbia William Woods College
	<u>Eastern States Office</u> Bowie State College Maryland University University of Minnesota, Duluth University of Wisconsin, Superior William Woods College

1400-713 - EQUAL EMPLOYMENT OPPORTUNITY

Educational Institutions To Be Contacted (Con.)

Oregon

Chemawa Indian School
Local Community and Junior Colleges
Oregon State University
Oregon Technical Institute
Portland State University
Southern Oregon College
Washington State University

Utah

Brigham Young University
College of South Utah
Dixie Junior College
Servier Valley Tech
South Utah State College
University of Utah
Utah State University

Wyoming

Casper College
Colorado State
Sheridan College
Technical College of the Rockies
University of Wyoming

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1400-713 - EQUAL EMPLOYMENT OPPORTUNITY

Organizations and Groups To Be Contacted

All State, SC, OCS, and BIFC BLM employees with EEO responsibilities should, where possible, maintain contacts with local chapters of the following organizations and groups: American Association of University Women (AAUW), American GI Forum, Bureau of Indian Affairs Offices (BIA), Equal Opportunity Officers, Coordinators, and Committees, Federal and State Executive Councils, Federal Executive Boards, Federally Employed Women (FEW), Incorporated Mexican Americal Government Employees (IMAGE), Japanese American Citizens League (JACL), League of Women Voters, League of United Latin American Citizens (LULAC), National Association for the Advancement of Colored People (NAACP), National Council of La Raza, National Organization of Women (NOW), State Employment Services, Service Employment Rehabilitation (SER), Urban League. In addition, the following organizations and groups have been identified by individual BLM installations:

Eastern States Office

Duluth Manpower Services
Opportunity Industrial Center

Service Center

Black United Government Employees (BUDGE)
East Motivational Cooperative Action Program

Alaska

Alaska Federation of Natives
Business and Professional Women's Clubs
Regional Native Corporations

Arizona

Arizona Association of Mexican American Educators
Barriers Youth Project
Las Damas Del Valle
Mexican Chamber of Commerce
Migrant Opportunity Program
Vesta

California

Concilio

Colorado

Colorado Labor Council AFL-CIO
Concentrated Employment Program
Congress of Hispanic Educators
De Smet Indian Center
East Metro Community Action Program
East Side Action Center
El Centro Comunidad De Lafayette
Project New Pride
Society of Women in Science
United Mexican American Students

Idaho

Community House
Conservation Convocation
Human Advancement, Inc.
Migrant Workers Council
Mountain Home AFB Separations Officer

Montana

Mexican-American Council

New Mexico

All-Pueblo Indian Council
American Business Women's Association
Talent Search
Toastmistress

Nevada

Inter-Tribal Council of Nevada
Nevada Association of Latin Americans
Spanish American Council

Oregon

Oregon State Chicano Concilio
Portland Jobs Consortium
Urban Indian Center (Portland)
Valley Migrant League

Utah

Japanese American League
Guadalupe Center
Socio
University of Utah Chicano Student
Organization
University of Utah EEO Officer

Wyoming

Community Action Outreach
Professional and Business Women
Shoshone and Arapahoe Tribes

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1400-713 - EQUAL EMPLOYMENT OPPORTUNITY

Special Emphasis Program Manager Training Courses

Introduction to the Federal EEO Program

Managing EEO Programs

Assessing EEO Workforce Data

The Federal Women's Program Seminar

The Hispanic Employment Program Seminar

Personnel Management for EEO Specialists

EEO Affirmative Action Planning Workshop

Upward Mobility: Planning and Implementation

Upward Mobility: Analyzing Career Alternatives and Job
Restructuring

Upward Mobility: Career Counseling Workshop

Position Management and Position Classification

Basic Personnel Management

Seminar: Career Women and Upward Mobility

The Hispanic Employment Program for Managers

Manager's Role in EEO

The Supervisor's Role in EEO