

U.S. Fish and Wildlife Service

QUARTERLY DIVERSITY ACCOMPLISHMENT

REPORT FORM



Region/Program 6
 1st Quarter, Fiscal Year 04

Part I. Recruitment Activities

A. Minorities in Higher Education Institutions

DATE	PROGRAM ACTIVITY	UNIVERSITY/ COLLEGE **	CATEGORY* **	AWARDS TO UNIVERSITIES/ COLLEGE	STAFF HOURS/ SALARIES	COST
10/27/03	Region 6, Budget and Administration, Human Resources	Haskell Indian Nations University	Four Computer Printers	\$2,000.00	0	\$0
Comments: None						

B. Disabled Recruitment Initiatives

October 16, 2003 – DCR staff member attending the Denver Federal Executive Board (DFEB) Alternative Dispute Resolution (ADR) Consortium quarterly meeting. Training on breaking impasse was provided by a professional mediator.

October 17, 2003 – DCR staff member attended the monthly State of Colorado, Vocational Rehabilitation Connect meeting. Representatives from five community colleges and the U.S. Department of Labor presented their programs for people with disabilities.

October 21, 2003 – DCR staff member met with a Vocational Counselor from the Mental Health Corporation of Denver, Colorado, to discuss future training possibilities designed to reduce in-house barriers in employing persons having mental disabilities for managers and supervisors.

October 23, 2003 – DCR staff member attended meeting of the Denver Interior Resolution Network (IRN) cadre of mediators. Current/past cases were addressed. The staff member will be a consultant in developing an evaluation form to assess mediator competency/professionalism.

October 27, 2003 – DCR staff member attended “Perspective: Presidents Management Agenda from the Inside, Out” sponsored by the DFEB, and met the Director of the State of Colorado Division of Vocational Rehabilitation (DVR). The Director invited the staff member to be a panelist presenting U.S. Fish and Wildlife Service (FWS) Persons with Disabilities Program to Vocational Rehabilitation supervisors. The staff member made a potential recruitment for 2004 Diversity Day, Persons with Disabilities, segment with the Physically Handicapped Amateur Musical Actors League, Incorporation (PHAMALy).

October 31, 2003 – DCR staff member met with two professional presenters from the Mental

Health Corporation of Denver, Colorado, to consult about potential training seminars for managers and supervisors that would satisfy annual EEO training requirements. Two proposals, with brochures, will be created and sent.

Resumes

A total of nine resumes received this quarter received from individuals, Colorado DVR, and Recognizing Ongoing Opportunities through Success (ROOTS).

Interviews

October 8, 2003 - DCR staff member arranged an interview, for a person having a targeted disability, with Migratory Birds and State Programs for a secretary position.

November 26, 2003 – DCR staff member pre-interviewed a candidate for a potential Schedule A appointment.

Placements

None this quarter.

Other Recruitment Activities

October 7, 2003 – Two DCR staff members attended the Colorado University Career Expo to recruit for placement opportunities for Student Career Experience Program (SCEP) students and/or persons with disabilities. Career Fair cost was \$175.00.

On October 30, 2003 - DCR staff member and Refuge Manager attended a career fair at the Haskell Indian Nations University, Lawrence, Kansas. The Career Fair focused on outreach for Service including our Student Education Employment Programs (SEEP). In addition to visiting with college students, three local high schools visited the career fair. Job Fair cost was \$125.00.

Part II. Outreach and Educational Programs

DATE	PROGRAM/ACTIVITY	COST
<p>On-going 10/18/03</p>	<p>Rocky Mountain Arsenal (RMA) National Wildlife Refuge (NWR) “Wild News,” newsletter in Spanish and offer programs in Spanish.</p> <p>RMA NWR invited the public to the Refuge to celebrate NWR Week and Centennial of on the NWR System. Activities such as; booths, trolley tours, hayrides, special presentations, lunch was available for a minimal purchase. The flyer was also offered in Spanish.</p>	<p>No costs</p>
<p>Comments:</p>		

Part III. Retention and Career Development Activities

A. Career Development Activities

October 8, 2003 – Fourteen Regional Office employees attended the DOI Government Wide Forum. The guest speaker was Mr. William Bridges, author of “The Way of Transition: Embracing Life’s Most Difficult Moments.” The forums are designed to help government employees broaden their knowledge of leadership and quality of life issues. Cost for this event was \$1,125.00.

September 7, 2003 – A White male, EEO Specialist, was detailed to the Human Resources (HR) Office, Staffing Branch, until November 5, 2003. The detail provided an opportunity to gain knowledge on the full-range of staffing and recruitment duties and as Student Educational Employment Program (SEEP) Manager.

September 7, 2003 – A Black female, HR Specialist, Employee Development, was detailed to the DCR Office, until November 5, 2003. The staff member assisted with the Diversity Committee and with Outreach and Recruitment activities to include contacts with Denver Public Schools, in Colorado.

October 19, 2003 – A White female, Wildlife Biologist, GS-486-09, was temporary detailed to Wildlife Biologist, GS-486-12, until February 15, 2004. The employee will assume duties of the position and will serve until a replacement is found.

November 25, 2003 - DCR staff member and a Refugees Education Visitor Services (EVS) staff member visited Stanley Lake High School, and spoke to 20 seniors that are considered “at risk,” the group of students might not graduate this year. The class was designed to help them learn about different careers and get them excited about different job possibilities in FWS.

B. Mentoring and Coaching Programs

A HR Specialist based on direction from the Regional Director (RD), Deputy Regional Director (DRD), and HR Officer, has formed a Mentoring Program Steering Committee. The Committee has drafted a charter and concept paper to establish a mentoring program in Region 6.

C. Family/Work Life Initiatives

October 8, 2003, Region 6 employees participated in the Breast Cancer Awareness Walk. Sixty one employees gathered \$2,622.00, in pledges, and walked one mile around the Denver Federal Center, proceeds went to benefit the local Susan G. Komen Breast Cancer foundation through the Combined Federal Campaign (CFC). A potluck luncheon was provided by the Marjory and Moral Committee (M&M), and a guest speaker was invited from the Summit Cancer Exercise Program.

October 28, 2003, Region 6 offered flu shots sponsored by the Federal Occupational Health (FOH) Department for all Regional Office Employees. A total of 82 employees received flu shots this year.

October 30, 2003, and December 17, 2003, a DCR staff member who is a member of the M&M Committee attend meetings on holiday office function such as Halloween and Goodie Table Day event's for Regional Office employees. The staff member designed the holiday fliers and participated in all events.

Region 6 Regional Office employees and the M&M Committee participated in the Giving Tree campaign for Christmas. One of the organizations was the Denver Children's Home which received 105 gifts for children. The home administers time and effort to help to hundreds of children with differing mental, physical, family or life problems. The second organization was the Colorado Humane Society Shelter which received 875 pounds of dry and 247 cans of dog and cat food, other items miscellanies items were also donated such as: blankets, toys, food dishes, brushes, leashes, treats, and twenty dollars in cash. The shelter houses over 100 dogs and cats, who are being treated at their medical clinic, which treats any disease or malady despite the cost, and is a no-kill shelter.

Region 6 employees help raise \$36,556.00, for the CFC, this figure includes cash contributions, pledges, cash raised from a basket raffle, chili cook off, and contributions from field stations.

Region 6 continues to encourage employees to enroll in a fitness program by reimbursing half of the annual fees with a signed agreement that the employee will participate three days a week.

Part IV. EEO/Diversity Training and Events

Date	Course Title	Objectives	Number of Participants		Hours	Trainer	Cost
			Employees	Managers/ Supervisors			
10/09/03	Mental Illness in the Workforce	EEO training	17	12	1	Cerebral Palsy of Colorado Employment Works Business Advisory Council	\$0.00
10/09-10/03	The Exercise & Enforcement of Civil Rights Post 9/11	Civil Rights training	1	0	16	DFEB	\$65.00
10/21-23/03	Disability Rights Compliance and Enforcement	Civil Rights training	1	0	24	DOI	\$250.00
10/21/03	Colorado Workplace Equity Coalition	Increase effectiveness of cross-cultural	1	1	8	Colorado Workplace Equity	\$300.00

		communicatio ns					
11/03-07/03	Employee Foundations Course	New Employee Orientation	1	0	40	NCTC	\$0.00
111303	Leveraging USAJOBS Recruiter Open Forums	Recruiter Open Forums	1	0	2	OPM	\$0.00
12/10-12/03	Perspectives of Employment of Persons with Disabilities, and the DOD Awards Program	Civil Rights training	1	0	24	Graduate School	\$375.00
12/02/-5/03	Internet Developers Workshop	Webpage	1	0	38	NCTC	\$0.00
09/30/03-12/31/03	DOI Office of Collaborative Growth ADR Web and CD ROM training	To educate DOI staff, especially managers, on using collaborative processes & ADR to prevent, manage, and resolve disputes.			1	DOI	\$0.00
9/15/03-10/1/03	Hispanic Heritage Month	Display case with information and posters	All	All		DCR	\$50.00
October 2003	Disability Awareness Month	Display case with information and posters	All	All		DCR	\$0.00
November 2003	Native American Heritage Month	Display case with information and posters	All	All		DCR	\$0.00
December 2003	Holiday Theme	Display case with a holiday theme	All	All		DCR	\$0.00
Comments: None							

Part V. Management Accountability/Noteworthy Activities

October 2, 2003 – DCR staff member ordered education and training through Computer/Electronic Accessibility Program for software to enable employee with a targeted disability to access/learn the key functions of Lotus Notes.

October 15, 2003 - DCR staff member participated in the National Disability Mentoring Day by arranging for a mentee to job shadow an employee in the Migratory Birds and State Programs area.

October 16, 2003 – DCR chief and staff members attended the Department of the Interior (DOI) Diversity Coalition West meeting. Present were Bureau of Reclamation (BOR), National Park Service (NPS), Bureau of Land Management (BLM), and Office of Surface Mining (MMS), staff involved in diversity/recruitment initiatives for their bureaus. Agenda items included a consolidated effort at the Office of Personnel Management (OPM) Job Fair, National Disability Day, and the Wilderness Expo and Conference. FWS distributed four resumes of persons who have a targeted disability, and one 30% disabled veteran to committee members.

October 21, 2003 – DCR staff member contacted the South Dakota DVR to research any training possibilities that would assist an employee with a targeted disability to perform his essential job functions. The staff member is also assisting the Information Technology (IT) supervisor and the program IT specialist by researching/contacting accommodation possible resources for this employee.

October 23, 2003 - DCR staff member received an award for her efforts and successes with the Persons with Disabilities Program. The award was presented by the Colorado Business Leadership Network at their annual awards banquet celebrating National Disability Employment Awareness Month. The staff member was nominated by the Colorado DVR and several private agencies, and accepted the award on the behalf of the FWS. The Service was recognized for its dedication and devotion to employing people with disabilities. The plaque resides in the Regional Office, for all employees and visitors to view.

October 29, 2003-DCR Chief presented “Diversity Topics,” at the Ecological Services (ES) Project Leaders and Administrative Officers (AO) meeting, held in Lakewood, Colorado. In attendance were the ES Assistant Regional Director and approximately 35 projects leaders and AOs. Included was information on the Diversity Scorecard, Student Career Experience Program (SCEP), Regional Diversity Committee, and EEO training.

October 30, 2003 – DCR staff member investigated and coordinated Adaptive Software training for an employee with a targeted disability, as a reasonable accommodation, with DakotaLink, a technology resource agency in South Dakota.

October 30, 2003 - The Regional Diversity Committee continues to meet. The focus of this meeting was Tribal Colleges FY04, FY05, and FY06 activities. The Chief of DCR was appointed as Region 6 Regional Liaison. Mr. John Gritts, of the American Indian College Fund,

was the guest speaker, he spoke about Tribal Colleges handed out brochures, answered questions, and talked about college funds for Native Americans.

November 20, 2003 – DCR staff member received an award for her disability recruitment efforts. The award was presented for Outstanding Community Employer to the Service and was accepted by the DCR Chief and the HR Officer.

December 2, 2003 – DCR staff member and another mediator developed the mediation evaluation form to be used by the IRN and submitted it for approval.

December 15, 2003 – DCR staff member interviewed with two NPS employees as a precursor to mediation.

December 15, 2003 – Two DCR staff members attended the DOI Diversity Coalition West meeting. BOR, NPS, BLM, MMS, Office of Surface Mines (OSM), National Business Center (NBC), staff members are involved in diversity/recruitment initiatives for their bureaus. Agenda items included a consolidated effort at the OPM, Job Fair; the guest speaker was a Rehabilitation Supervisor from the Colorado DVR.

December 18, 2003 - DCR Chief briefed the RD and DRD on the status of EEO complaints; Alternative Dispute Resolution; Affirmative Employment Programs for Minorities and Women and Persons with Disabilities; Student Educational Employment Programs, the Diversity Scorecard, and other relevant areas. A briefing booklet was prepared and discussed. This continues the practice of regularly scheduled briefings with RD and DRD that began in September 2002.

December 23, 2003 – DCR staff member met with a supervisor with the Colorado DVR to develop a panel of representatives of Federal agencies to promote and educate about disability hiring authorities available. Staff member will be a panel presenter at the January 2004 meeting.

October through December 2003 – DCR staff member met with six supervisors and two employees about the policy and provisions of providing reasonable accommodations.

On a weekly basis, the DCR office e-mails notification of Region 6 and 9 job openings to about 170 different advocacy organizations, colleges and universities, state employment offices, military organizations, and individuals. A summary of the job opening is provided with a link to the OPM web site. Also, provided is the Region 6 job line and a TTY number.

Part VI. Special Emphasis and Student Employment Program Managers and/or Coordinators

A. Special Emphasis Program (Federal Women's, Hispanic, and Disabled)

December 4, 2003 – The DCR Chief attend the annual holiday party for the Rocky Mountain Chapter Federally Employed Women. A brief summary of current FWS job openings were handed out to chapter members. The DCR Chief donated nonperishable food items; this was a

joint effort of the Rocky Mountain Chapter members for the Jeffco Action Center Food Bank 2003 Holiday Season food drive. The Jeffco Action Center provides emergency services such as: Food and Clothing Bank, Limited Financial Assistance, Medial, and Work Readiness Services, for Jefferson County low income residents.

December 13, 2003 - DCR staff member attended the Hispanic Employment Program (HEP) meeting. Diversity & Outreach initiatives were discussed as well as sharing of vacancies including SEEP information.

The DCR staff continues to attend meetings of the DFEB EEO Work Force Diversity Council Sub-Committees. During this quarter, meetings of the Hispanic Employment Program Council and the American Indian Program Council were attended and appropriate vacancy announcements were shared.

B. Student Educational Employment Program (SCEP and STEP)

November 30, 2003, Refuges reassigned a White female, PhD SCEP student, from Region 1 to Region 6, to the Alamosa NWR, as a Student Trainee (Wildlife), GS-499-07.

November 30, 2003, Fisheries placed an American Indian/Alaskan Native male, as a SCEP, to the Lander Fish and Wildlife Management Assistance Office (FWMAO), as a Student Trainee (Fish & Wildlife), GS-499-07.

December 22, 2003, Refuges, Division of Realty, placed a White female, as a STEP, Office Automation Clerk, GS-326-04.

December 14, 2003, Refuges converted a White female, from a1040 appointment to a STEP, at the Kansas Partners for Fish and Wildlife, as an Office Automation Clerk, GS-326-03.

C. Student Intern Program

Region 6 is working with the Environmental Careers Organization 2004 Conversation Career Diversity Internship Program. The Region plans to place an intern during the summer of FY04.