

IMPLEMENTATION PLAN  
 Memorandum of Understanding  
 between  
 The BLM and the National Hispanic Coalition

Task	Completion Date	Responsible Official
<b>General Purpose:</b>		
1. Provide technical assistance and direction to field offices on the elements of the MOU provisions and any other agreements focused on enhancing diversity	Ongoing	DSD, Support Services, WY MOU Coordinator
2. Develop a supplement to the BLM Manual emphasizing cultural diversity in all opportunities such as contracting and procurement.	06/30/98	EEO Manager, DSD Support Services WY MOU Coordinator
3. Schedule periodic meetings with the National Hispanic Coalition, the Hispanic MOU Project Manager and key members of the Wyoming BLM organization to review the status of MOU implementation.	Ongoing	WY MOU Coordinator, State Director
4. Provide periodic status reports to the State Director and the Hispanic MOU Project Manager.	Ongoing	WY MOU Coordinator
<b>Recruitment and Advancement:</b>		
5. Attend career days and conduct workshops at local high schools and colleges to highlight career opportunities with the BLM.	Ongoing	State Recruiter, EEO Specialist, Field Managers
6. Prepare grant proposals for hiring students under the Resource Apprenticeship Program for Students. If grants are awarded, solicit interest in employment from local high schools.	April of each year	State Recruiter
7. When offices have specific hiring opportunities such as Student Temporary Employment Program (STEP), Student Career Employment Program (SCEP), temporary seasonal, or Resource Apprenticeship Program for Students, they will contact and work with local high schools, colleges, university and student organizations to explain the recruitment process and to refer Hispanic and other minority students to the appropriate employment office.	Ongoing	State Recruiter, EEO Specialist, Field Managers
8. Conduct periodic workshops on recruitment and hiring procedures emphasizing hiring of minorities for BLM representatives.	Ongoing	Personnel Officer, EEO Manager

9. Identify and use developmental assignments for outstanding Hispanic or other minority employees including details, temporary promotions, job shadowing, merit promotion panels, formal training and taskforce assignments.	Ongoing	All Managers and Supervisors
10. When offices have hiring opportunities for the Welfare to Work program. they will solicit interest among eligible Hispanic and other minority candidates	Ongoing	All Managers and Supervisors
11. Use the National Diversity Intern Program to recruit Hispanic and other minority students for field office positions which would be supported through the DOI, HINU, NAFEO, HACUs and SCA.	Ongoing	All Managers and Supervisors
Personnel Practices:		
12. Ensure that the Affirmative Employment Plan reflects planned hiring goals of Hispanic and other minority employees which includes using alternative hiring methods such as reassignments upward mobility and creative job enhancement.	Ongoing	State Director
13. Review the feasibility of reviving the internal mentoring and career counseling program for all employees including high potential Hispanic and other minority employees.	09/30/97	WY MOU Coordinator
14. Prepare and update the state Affirmative Employment Plan to reflect the elements of the MOU and the human resources management initiatives for future career enhancement and planning.	Ongoing	EEO Manager
15. Ensure compliance with national directives regarding implementation of affirmative employment plans and using appropriate Civilian Labor Workforce information.	Ongoing	EEO Manager
Diversity and Accountability:		
16. Conduct periodic workshops on personnel procedures for employees including recruitment, hiring, merit promotion, performance evaluation and employee recognition to raise employee awareness of the process and their rights.	Ongoing	Personnel Officer
17. Encourage employees to attend and participate in local workshops and seminars highlighting cultural diversity sponsored by other BLM offices and organizations.	Ongoing	All Managers and Supervisors
18. Use existing incentive awards system to recognize outstanding performance in achieving affirmative employment and diversity goals.	Ongoing	All Managers and Supervisors

19. Ensure compliance with 29 CFR Part 1614.102 (a) (5)\* and the President's National Performance Review recommendation HRM-9. 09/30/97 State Director

Purchasing and Procurement:

20. BLM procurement representatives will participate in the annual Small Business Opportunity Conference held at different locations around the state and sponsored by agencies such as BLM, Small Business Administration, US Air Force and the State of Wyoming. As planned DSD, Support Services, District Purchasing Agents

21. BLM procurement representatives will attend small business workshops and trade fairs presented by local organizations such as community colleges economic development groups and chambers of commerce. Ongoing DSD, Support Services, District Purchasing Agents

22. Continue regular updates on bidder lists to include potential Hispanic and other minority contractors. Distribute bidder lists to Districts upon request. Offices will use the updated lists to increase opportunities for minority contracting. Ongoing DSD, Support Services

23. Develop a contracting brochure "Contracting with the BLM in Wyoming" to include construction and service contracts and a simple guide to getting on bidder lists for distribution to potential Hispanic or other minority contractors. 06/30/98 DSD, Support Services

24. Meet on a periodic basis with the Hispanic Chambers of Commerce in surrounding business centers including Salt Lake City, UT, Fort Collins and Denver, CO to develop a network with potential Hispanic and other minority contractors. Ongoing DSD, Support Services, District Purchasing Agents

25. Provide procurement information to the American GI Forum, National Latin American Federation, Latin American Club of Cheyenne and National Image explaining contracting and procurement opportunities within Wyoming. Ongoing DSD, Support Services

26. Use Plan House services for distributing information and updates of procurement and contracting activities. Ongoing DSD, Support Services

\* CFR 1614.102 (a) (5): Review, evaluate and control managerial and supervisory performance in such a manner as to insure a continuing affirmative application and vigorous enforcement of the policy of equal opportunity. and provide orientation, training and advice to managers and supervisors to assure their understanding and implementation of the equal employment opportunity policy and program.