

Work Environment Survey Action Plan Quarterly Report - FY19 Q4

Bureau/Office: Bureau of Indian Affairs & Bureau of Indian Education

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Quarter ending: 12/30/2019, FY20Q1

Data Entry Complete for Quarter? (Yes/No)

Yes

Type of Activity	Action Item	Deliverable(s)	Target	Status	Progress	Progress Notes	Evaluation of
Leadership Communications	Regular interaction with BIA/BIE leadership regarding regular status of implementation.	BIA Monthly leadership meetings with Regional Directors. BIE will use weekly leadership meetings.	6/14/2018	Complete	100%	Will remain on meeting agendas for foreseeable future.	
Employee Resources	Issue Charter for Ombudsman	Issuance of announcement memo & Charter for Ombudsman	6/21/2018	Complete	100%	BIE & BIA have brought on an Ombudsman, additionally all employees have been notified how to contact and make use of the Ombuds if necessary.	Issuance of memo & charter via email to all BIA/BIE employees.
Training	On-Boarding employees to receive a copy of anti-harassment policies & all current employees to take the anti harassment training.	Training of Anti Harrassment training	4/23/2018	Complete	100%	BIA & BIE are both currently at 99.5%.	Completion of anti harassment training by all employees.
Training	Generational Differences training	Online training offered to employees	8/1/2018	Complete		Two different options in DOI learn are available for employees to take.	Follow up surveys would be needed after courses are
Training	Civil Treatment for Managers training	Online training offered to employees	12/31/2018	Complete	100%	Course deliveries were provided to leaders within BIE/BIA respectively. 1 employe in BIA has been on extended leave due to medical & will complete upon return. 3 BIE employees were set to take class prior to furlough, they have rescheduled & will be taking it in early March.	Follow up surveys would be needed after courses are offered.
Training	Bystander Intervention/Intergenerational Training	Both Online & in person trainings are being explored as options for employees	9/30/2018	Complete		Midlevel leadership is being targeted for this training. Classes are in Albq & Denver, CO respectively.	Completion of course by Mid level management.
Training	Develop training plan	Leadership has been made aware of training options and to notify staff of Bystander intervention training (either online or in person) as both trainings for Generational Differences & Civil Treatment for Managers are offered.	8/1/2019	Complete		Leadership has been informed via bi monthly leadership calls that training is available.	

Leadership Communications	Leadership Message to Indian Affairs employees (EEO/Inclusive Workplace Policy Statement & Anti-Harassment & Workplace Conduct Policy)		1/16/2018	Complete	100%	Included in training module on DOI Learn	
Training	Anti Harrassment training	inperson training for BIE leadership	5/30/2019	Complete		In person training was provided to BIE Leadership by the Director of EEOC.	
Training	EEO training	In person training for EEO	5/30/2019	Complete		In person EEO training was provided to BIA Western Region's employees (Supervisors & Non Supervisors alike)	
Leadership Communications	Bureau leadership interaction	SES cadre of both BIE/BIA meet with the Workplace Culture Transformation Advisor to discuss possible activities within regions/divisions	8/20/19 & 9/23/19	Complete		The Workplace Culture Transformation Advisor met with both BIE & BIA SES Cadre's to discuss potential efforts/trainings for regions & divisions within each bureau.	
Leadership Communication/training	Bureau leadership interaction	SES cadre of BIA leadership will re read Personnel Bulletin 18-01, Prevention and Elimination of Harassing Conduct. This is to reiterate BIA's position.	1/17/2020	Complete		BIA leadership informed SES to read Personnel Bulletin 18-01 to reiterate BIA's position.	SES leadership will verify to BIA Leadership they have read Personnel Bulletin 18-01.
Leadership	Bureau leadership interaction	Establish the duties of a Training Director	2/15/2020	Complete		The Position of Training Director has been filled at the office of Human Capitol. This will provide employees at BIE/BIA a POC to develop and succeed in all training plans	
Leadership Communication/training	Bureau leadership interaction	Leadership will interact with employees taking the Bystander/Intergenerational training.	3/15/2020	Complete		leadership has interacted with employees while they take the bystander intergenerational training.	
Leadership	Set up brief BIE, BIA & ASIA leadership on efforts of Anti Harassment with The Workplace Culture Transformation Advisor	Set up and deliver briefing	3/10/2020	Complete		Leadership at BIE, BIA & ASIA have been briefed	