

TEMPLATE

Office of Surface Mining Reclamation and Enforcement E.O. 13988 Implementation – Phase 1 Agency Action Review Worksheet

Executive Order 13988– Preventing and Combating Discrimination on the Basis of Gender Identity or Sexual Orientation (E.O. 13988) requires agencies to review its orders, regulations, guidance documents, policies, programs, and other agency actions (together, “agency actions”) to ensure that they are consistent with the policy of equal treatment under the law, regardless of gender identity or sexual orientation. This document provides guidance for reviewing agency actions as part of Phase 1 of the Department of the Interior’s E.O. 13988 Implementation Plan.

Phase 1 focuses on the following agency actions:

- Statutory and regulatory actions taken pursuant to Title VII of the Civil Rights Act of 1964 (Title VII actions)
- Policies relevant to Title VII actions
- Additional agency actions related to:
 - Protected groups
 - Equal Employment Opportunity (EEO) Complaint Process
 - Facilities and signage
 - Training resources
 - Updated definitions and terminology

For each agency action (including orders, regulations, guidance documents, policies, programs, etc.) being reviewed, the agency should complete this worksheet.

I. AGENCY ACTION

- a. Identify the agency action you are assessing. (1-2 sentences)

OSMRE’s Prevention and Elimination of Workplace Harassment Policy Statement dated May 23, 2018; located on the OEO J: Drive under EEO Office> Policy Statements – signed by Glenda H. Owens, Deputy Director.

OSMRE’s Equal Employment Policy Statement dated April 23, 2020, located on the OEO J: Drive under EEO Office> Policy Statements – signed by Lanny Erdos, Acting Director

- b. Identify the original purpose, goal or expected results of this agency action. (1-2 sentences)

The OSMRE EEO policy statement details the EEO process and prohibited actions that are deemed discriminatory and/or unlawful. The policy outlines the steps any person should take if an individual feels they have been subjected to discrimination. The policy serves to promote a

TEMPLATE

workplace free of harassment; that each policy statement outlines procedural guidance to report harassment; to ensure the appropriate officials are notified to act promptly and to address harassment at the earliest stage possible.

II. STAFF AND STAKEHOLDERS

a. Staff: Who are the staff involved in day-to-day implementation of this action?

EEO Director, EEO Program Managers, EEO Complaints Specialist and EEO Counselors, and the Office of Human Resources (OHR)

b. Stakeholders: Who are the people served by this action?

Current DOI employees, former employees, applicants for employment, contractors, volunteers, and interns

c. Leadership: Who is in a position to do or decide something about this action?

OSMRE's Deputy Director, EEO Director and OHR, ODICR's Director and Chief Diversity Officer, Deputy Director and Chief Diversity Officer, and the Division's Director for Adjudication, Compliance and Equity (ACE).

d. Others: Who else has an interest in this action?

Any office that refers individuals to enter into the EEO Complaint Process, such as the Office of the Inspector General, Office of Human Capital and Servicing HR Offices, Office of the Solicitor, Employee Labor Law Unit, Office of Collaborative Action and Dispute Resolution and Ombudsman.

III. EQUITY EVALUATION

These questions are intended to guide your thinking about how the agency action may affect people differently based on their gender identity or sexual orientation, and what steps may be necessary to ensure they promote equality and equity on that basis. Answer all applicable questions. If a question is not applicable to the action in question, briefly explain why.

General

a. How might this action affect LGBTQIA+ (lesbian, gay, bisexual, transgender, queer, questioning, intersex, asexual, agender, ally, pansexual, gender-fluid) persons differently from other persons?

All employees are entitled to an environment that adheres to the laws sanctioned by Title VII and other applicable statutes. A more concerted effort must be made to inform our workforce on LGBTQIA+ inclusion (i.e., training, updating OSMRE/OEO's website, and posting information in community area.)

b. How might this action be less accessible to LGBTQIA+ persons?

This action might be less accessible to LGBTQIA+ persons if the bureau and/or OHR have not clearly defined for the workforce the steps needed to process complaints according to PB 18-01 and EEO. Guidance should be available and accessible to all employees, particularly the agency's internet and intranet. LGBTQIA+ persons who may have a disability may be affected if policy statements are not 508 compliant, whether posted online and/or on a display board.

TEMPLATE

- c. Were people with diverse gender identities or sexual orientations involved in the development of this action? How? No. Currently, OSMRE does not collect or capture this demographic information.
- d. Does the language of this action, and any associated forms or documentation, recognize the full range of gender identity and sexual orientation? For example, does it include female (she/her), male (he/him) or gender-neutral (they/them) pronouns to refer to persons? Do definitions and terminology recognize the full range of gender and sexual expression?
No. OSMRE conducted a limited assessment of the bureau's handbooks, documents and forms and concluded procedural guidance referred to the term 'employee' versus gender.

Implementation

- e. Are people involved in this action required to present identification? If so, can they easily present identification that matches their gender identity or expression?
No.
- f. What facilities or facility-related policies are involved in the implementation of this action? How do they accommodate people of all gender identities?
None.
- g. Are there training or educational resources specific to this action? Do they address protections against discrimination based on sex, gender, or sexual orientation?
Yes, the NO FEAR Act training that is mandatory for all DOI employees. This training addresses protections against discrimination based on sex, gender, gender identity or sexual orientation.

Data

- h. Are data currently collected related to the sex, gender, gender identity, and sexual orientation of people who implement or participate in this action?
No. At this time, OSMRE does not collect and/or capture this demographic information; however, information is obtained by an EEO counselor when someone files an informal complaint.
- i. Can data sex and gender be analyzed in ways that address their intersection with other indicators, such as race, ethnicity, age, and socioeconomic status?
No.
- j. Are there any indicators currently in use to determine the action's accessibility or participation by LGBTQIA+ people?
No.

Improvements

- k. What internal organizations might be able to help improve inclusion and access for LGBTQIA+ persons for this action? How?

TEMPLATE

The Office for Equal Opportunity and the Office of Human Resources through collaborative efforts may consider how to strategically capture this information during the onboarding process.

- I. What additional resources are needed to address inequities in the policy or program? How would they help? Perhaps, an assessment to determine if additional resources (including staffing, funding, training and development, and educational materials) might be needed to improve access for LGBTQIA+ persons and all other underrepresented groups.

Incorporate explicit language in the bureau's EEO policy statement that discrimination of any kind, specifically targeted towards LGBTQIA+ community members will not be tolerated. Also, highlight or refer individuals to the two venues to file a complaint using PB 18-01 and/or the EEO Complaints Process.

A comprehensive LGBTQIA+ training session for employees which would include a discussion of the acronym and definitions as recently expanded by the EEOC.

Review existing policies to ensure language is more inclusive of the acronym and definitions.

IV. ACTIONS AND STRATEGIES TO COMPLY WITH E.O. 13988

In the table below, describe any inconsistencies with the policy in Section 1 of E.O. 13988 that you have identified using the evaluation above, and identify actions that will be taken to address them. If you need additional space, you may attach additional pages.

Description of inconsistency with equity/inclusion policy	What actions can be taken to address the inconsistency?	By Whom?	By When?	How will you know the inconsistency has been addressed or eliminated?
Further defining LGBTQIA+ as has now been established by EEOC.	Incorporate LGBTQIA+ training in FY2022 EEO training plan to inform and increase awareness of the LGBTQIA+ community in the workforce.	OSMRE-OEO Outside Vendor	Sep. 30, 2022	Inconsistencies can be measured through use of surveys, i.e., the FEVS; feedback from surveys upon completion of training sessions; and conversations during training sessions. Increased training that focuses on respect and embracing differences in the workplace.
Lack of training dealing with how to work with others, interact and/or respect each other's differences in the workplace.	Require managers, supervisors, and employees to attend Civil Treatment course.	OSMRE-OEO	Sep. 30, 2022	Inconsistencies can be measured through use of surveys, i.e., the FEVS; feedback from surveys upon completion of training sessions; and conversations during training sessions. Increased training that focuses on respect and embracing differences in the workplace.

TEMPLATE

Lack of proper building signage in Regional and Field Offices.	Work with OSMRE's Office of Administration to conduct a review in Regional and Field offices regarding current signage for restrooms and determine if there is a need to change or improve facility signage for persons who might identify as LGBTQIA+.	OSMRE- OA	Sep. 30, 2022	Establish a timeline for reviews to be conducted, review results and determine if signage needs to be changed or updated.
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V. ACTIONS TAKEN TO COMPLY WITH E.O. 13988

Describe any actions taken to comply with the policy in Section 1 of E.O. 13988 that you have identified using the evaluation above. If you need additional space, you may attach additional pages.

- Reviewed internal policy statements pursuant to Title VII of the Civil Rights Act of 1964 to ensure all employees are aware of their rights and responsibilities as pertains to sexual orientation and gender identity.
- Ensured proper dissemination of policy statements to OSMRE workforce and posting these statements on the OSMRE internet, intranet and Sharepoint site.
- Briefed leadership to establish posture and inform managers and supervisors on the roles and responsibilities of SEPMs. Provide info/updates during regular Executive Council (EC) meeting regarding recent changes, definitions, and acronyms.
- In the process of assessing opportunities to relaunch the Civil Treatment training for all managers, supervisors, and employees.

RE: 1. Action Review Checklist- Phase 3_07-21-2022 (1) (002)

Houston-Isaac, Ashley L <ahouston-isaac@osmre.gov>

Thu 1/5/2023 5:17 PM

To: Ridgeway, Karen C. <kridgeway@osmre.gov>; Warner, Larisha Y <lwarner@osmre.gov>

YAY !!! Happy New Year.

From: Ridgeway, Karen C. <kridgeway@osmre.gov>

Sent: Tuesday, January 3, 2023 7:51 AM

To: Houston-Isaac, Ashley L <ahouston-isaac@osmre.gov>; Warner, Larisha Y <lwarner@osmre.gov>

Subject: Re: 1. Action Review Checklist- Phase 3_07-21-2022 (1) (002)

GM Ashley & Happy New Year!

Thank you for completing the attached Agency Action Review Checklist by the prescribed date. I will upload this document into the EO 13988 Sharepoint file for OSMRE. I did make a few editions by completing the answers for Question 1 - a, b & c.

I will let you know if there are any concerns from the working group and if there might be other areas of reviews for your area under Phase 4. We are making progress. OEO also has a directive that is in need of changes. I've submitted it to Sean.

Again, thanks.

Karen

From: Houston-Isaac, Ashley L <ahouston-isaac@osmre.gov>

Sent: Wednesday, December 28, 2022 10:32 AM

To: Ridgeway, Karen C. <kridgeway@osmre.gov>

Cc: Williams, David <dwilliams@osmre.gov>

Subject: 1. Action Review Checklist- Phase 3_07-21-2022 (1) (002)

Please see attached.

E.O. 13988 Implementation – Phase 4

Third-Level Review Worksheet

Items Inconsistent with E.O. 13988

Executive Order 13988– Preventing and Combating Discrimination on the Basis of Gender Identity or Sexual Orientation (E.O. 13988) requires agencies to review its orders, regulations, guidance documents, policies, programs, and other agency actions (together, “agency actions”) to ensure that they are consistent with the policy of equal treatment under the law, regardless of gender identity or sexual orientation. This document provides guidance for reviewing agency actions as part of Phase 4 of the Department of the Interior’s E.O. 13988 Implementation Plan.

Phase 4 focuses on the following agency actions:

- Memoranda
- *Additional agency actions related to:*
 - Internal (intranet) web pages, including content, graphics and links
 - External (public) web pages, including content, graphics and links

For each agency action (including orders, regulations, guidance documents, policies, programs, etc.) being reviewed, the agency should complete a copy of this worksheet. You may review multiple actions together on a single worksheet if those actions are related to each other.

BACKGROUND

- a. Identify the agency action or actions you are assessing. Name the specific documents and use citations where available. (1-2 sentences)

This is a Level 3 Review worksheet that consolidates EO 13988 inconsistencies in OSMRE Internet and Intranet web pages that were identified in Level 1 Reviews and adjudicated in Level 2 Reviews. Web pages that were reviewed as consistent in Level 1 reviews and confirmed as consistent in Level 2 reviews are not addressed in this Level 3 Review worksheet. Please see accompanying spreadsheet, EO 13988 Overview, for complete synopsis of all reviewed items.

- b. Which agency is responsible for this action? (If more than one, name the lead agency)

The Office of Surface Mining Reclamation and Enforcement, Department of the Interior.

- c. Which office or program responsible for this action? (If more than one, name the lead office)

The Office of Communications, OSMRE.

- d. Who is directly affected by this action? **All of the below are affected by this action.**

☐ Public ☐ DOI Employees ☐ Contractors ☐ Interns ☐ Volunteers ☐ Other (State and Tribal partners)

EQUITY EVALUATION

These questions are intended to guide your thinking about how the agency action may affect people differently based on their gender identity or sexual orientation, and what steps may be necessary to ensure they promote equality and equity on that basis.

Refer to Section IV for disposition of identified inconsistencies. The item numbers correspond to the detailed worksheet that was completed in Level 1 Review for each item and adjudicated in Level 2 Review for each item.

Basics

- a. Does this item/web page make any direct references to sex, gender, or sexual orientation? ☐Yes ☐No
- b. Does this item/web page set different requirements or expectations based on sex or gender? ☐Yes ☐No
- c. Does the language of this item/ web page use gendered pronouns?
(For example, does it refer to “he/she” instead of “they” or “persons”?) ☐Yes ☐No

Assumptions and Expectations

Does the item/web page assume, either explicitly or implicitly:

- d. that marriage or intimate relationships are between people of opposite genders? ☐Yes ☐No
- e. that a person’s gender is always obvious from their appearance, voice or presentation? ☐Yes ☐No
- f. that a person’s gender is always either male or female? ☐Yes ☐No
- g. that a person’s gender identity remains the same over their entire life? ☐Yes ☐No

Respect and Dignity

- h. Does the item/ web page treat LGBTQIA+ identities as negative, disordered, unhealthy or immoral? ☐Yes ☐No
- i. Does the item/ web page use inappropriate, negative or outdated language to describe LGBTQIA+ people? ☐Yes ☐No

Implementation

- j. Are people involved in this action required to present identification? ☐Yes ☐No
- k. Does this action/web page involve gendered facilities, such as restrooms, changing rooms, locker rooms, or housing? ☐Yes ☐No
- l. Are there training or educational resources specific to this item? ☐Yes ☐No
- m. If there are training/educational resources, do they make direct references to sex, gender, or sexual orientation? ☐Yes ☐No ☐NA

Data

- n. Are data currently collected on the sex, gender, gender identity, or sexual orientation of people involved in in this item/web page? ☐Yes ☐No

- o. Are there any indicators currently in use to determine the action/web page's accessibility or participation by LGBTQIA+ people?

☐ Yes ☐ No

Discussion and Analysis

- p. For any items above where you checked "Yes," please explain. *(If there were none, skip this.)*

Refer to Section IV for disposition of identified inconsistencies. The item numbers correspond to the detailed worksheet that was completed in Level 1 Review for each item and adjudicated in Level 2 Review for each item.

- q. For any issues you described in the previous item, how might they affect LGBTQIA+ people differently than other people, or otherwise be inconsistent with the policy in Section 1 of EO 13988? *(If you left the previous item blank, skip this.)*

Refer to Section IV for disposition of identified inconsistencies. The item numbers correspond to the detailed worksheet that was completed in Level 1 Review for each item and adjudicated in Level 2 Review for each item.

ACTIONS AND STRATEGIES TO COMPLY WITH E.O. 13988

In the table below, describe any inconsistencies with the policy in Section 1 of E.O. 13988 that you have identified using the evaluation above, and describe the actions that will be taken to address them. If you need additional space, you may attach additional pages.

Refer to Section IV for Level 3 Review disposition of identified inconsistencies. The item numbers correspond to the detailed worksheet that was completed in Level 1 Review for each item and adjudicated in Level 2 Review for each item.

Description of inconsistency with equity/inclusion policy	What actions can be taken to address the inconsistency?	By Whom?	By When?	How will you know the inconsistency has been addressed or eliminated?

ACTIONS TAKEN TO COMPLY WITH E.O. 13988

Item 4. <http://www1.osmre.net/resources/awards.shtm>. Uses “he” and “she” in coverage of previous award recipients. Third Level Review: Pronoun use is appropriate per individuals’ signature blocks. **Recommended Action: None. No changes required; pronoun use is appropriate in this context.**

Item 6. <http://www1.osmre.net/resources/cares.shtm>. Uses “him” and “her” under Reporting Harassment /Supervisor/Manager section **Recommended Action and Assigned Entity: Office of Communications replaces pronouns with “their” and “them” ... Office of Communications.**

Item 9. <http://www1.osmre.net/resources/directives.shtm>. Many of the various directives that are linked on this website use he/she or him/her pronouns. **Recommended Action and Assigned Entity: In accordance with OSMRE Directive OPM-1, the Office of Administration (Directives Coordinator) will coordinate and work with AD/RD/SOH to revise--and the Director’s Office to issue--directives that were identified during Phase 4, E.O. 13988 implementation, as containing non-inclusive gender language. See Item 95 for a list of applicable directives.**

Item 11. <http://www1.osmre.net/about/employeeNews.shtm>. Within the feature stories, subjects are referred to by using he/she pronouns. **Recommended Action: None. No changes required; pronoun use is appropriate.**

Item 12. <http://www1.osmre.net/about/employeeNews.shtm>. Uses “his or her” pronouns under Telework and Employee Separation Process sections. **Recommended Action and Assigned Entity: Office of Communications replaces “his and her” with “their.”**

Item 14. <http://www1.osmre.net/resources/financialManagement.shtm>. Gendered pronouns are used in the FY 2023 Activity Based Cost Management (ABC/M) Dictionary. **Recommended Action and Assigned Entity: OPAB updates the dictionary with gender inclusive language.**

Item 23. <http://www1.osmre.net/resources.shtm>. The OSMRE Correspondence Desk Preparation Manual uses he/she pronouns. The Guidance on Briefing Materials for the Secretary refers to the Secretary as she. **Recommended Action and Assigned Entity: Office of the Director updates the manual and guidance for gender inclusive language.**

Item 60. <https://www.osmre.gov/programs/national-mine-map-repository>. Under the “mine map services provided” section, the term “man-ways” is referenced. Under the section “state of the art equipment,” the page references different scanners which have been given human-like names such as “Mr. Roboto” or “Lucille.” There are several links to external webpages, as well as the NMMR database. There is also a video at the bottom of the page which uses gender pronouns when referring to real people. **Recommended Action and Assigned Entity: “Manways” is a recognized technical term for mapping mines and appears in the Webster-Merriam Dictionary. Recommend National Mine Map Repository exploring a neutral synonymous name, and determine if appropriate to retain technical correctness. No changes recommended regarding the assignment of human names to inanimate objects.**

Item 61. <https://www.osmre.gov/sites/default/files/pdfs/NTTTcharter-2003.pdf>. Under the “National Team” subheading, the charter document is linked. The charter document, under section 5 “team member responsibilities,” uses the language “his/her” instead of “their.” The rest of the document uses gender neutral language. **Recommended Action and Assigned Entity: The National Technology Transfer Team updates the linked document with gender-neutral terms.**

Item 77. <https://www.osmre.gov/resources/annual-reports>. 2004 annual report refers to “his or her” on page 24 and 74. 2001 annual report refers to diversity hiring, including the hiring of a woman, on page 49. Page 14 and 17 refer to “man hours.” 2007-2008 annual report refers to “he or she” on page 8. Several annual reports use gender pronouns when referring to a specific person. **Recommended Action and Assigned Entity: None. Historical/archived documents.**

Item 79. <https://www.osmre.gov/programs/regulating-active-coal-mines/blaster-certification>. OSMRE Form 74 refers to “his/her” on the first page (item 15). No issue with the picture of the man. **Recommended Action and Assigned Entity: PSD (Blaster lead) changes Form 74 to reflect neutral gender language.**

Item 82. <https://www.osmre.gov/resources/coalex-reports>. Pronoun use in historical documents are inconsistent with EO 13988. **Recommended Action and Assigned Entity: None. Historical/archived documents.**

Item 86. <https://www.osmre.gov/resources/glossary>. Under the section “permit area,” the language “his or her” is used. Pronoun use inconsistent with EO 13988. **Recommended Action and Assigned Entity: Office of Communications replaces “his or her” with gender inclusive language.**

Item 94. <https://www.osmre.gov/about/deputy-director>. The pronoun usage (she) is used on the official biography of Deputy Director Owens. **Recommended Action and Assigned Entity: None. Personal pronoun use in official biography is appropriate.**

Item 95. <https://www.osmre.gov/laws-and-regulations/directives>. The following transmittal-numbered directives contain “he/she” terminology: 959, 960, 404, 315, 962, 881, 325, 966, 982, 979, 997, 995, 793, 888, 894, 622, 972, 889, 796, 576, 600, 599, 308, 601. **Recommended Action and Assigned Entity: In accordance with OSMRE Directive OPM-1, the Office of Administration (Directives Coordinator) will coordinate and work with AD/RD/SOH to revise--and the Director’s Office to issue--directives that were identified during Phase 4, E.O. 13988 implementation, as containing non-inclusive gender language.**

Item 164. [Blaster Training | Office of Surface Mining Reclamation and Enforcement \(osmre.gov\)](#). IC 8925 Blast Procedure: The term “he or she” is used throughout the document, specifically on pages 8, 16, 36, 65, 77, 91, 98, 104, 105. OSM Blasting Guidance Document dated 1/28/1987: The term “man-made” dwelling is used on page 10, use of term “himself” on page 19, “his/him” on page 112, “he/him” on page 118, “him” on page 122. **Recommended Action and Assigned Entity: None. Historical/archived documents.**

TEMPLATE
E.O. 13988 Implementation – Phase 2
Agency Action Review Worksheet

Executive Order 13988– Preventing and Combating Discrimination on the Basis of Gender Identity or Sexual Orientation (E.O. 13988) requires agencies to review its orders, regulations, guidance documents, policies, programs, and other agency actions (together, “agency actions”) to ensure that they are consistent with the policy of equal treatment under the law, regardless of gender identity or sexual orientation. This document provides guidance for reviewing agency actions as part of Phase 2 of the Department of the Interior’s E.O. 13988 Implementation Plan.

Phase 2 focuses on the following agency actions:

- Directives related to Title VII of the Civil Rights Act of 1964
- *Additional agency actions related to:*
 - Employee Benefits
 - Information Collection
 - Medical Evaluations
 - Procurement Procedures

For each agency action (including orders, regulations, guidance documents, policies, programs, etc.) being reviewed, the agency should complete a copy of this worksheet. You may review multiple actions together on a single worksheet if those actions are related to each other.

I. BACKGROUND

- a. Identify the agency action or actions you are assessing. Name the specific documents and use citations where available. (1-2 sentences)
This review included OSMRE Directives:
 - ADS-2, *Safety and Occupational Health Program*;
 - ADS-14, *Aircraft Safety*; and
 - ADS-16, *Uniform Standards and Allowances*
- b. Which agency is responsible for this action? (If more than one, name the lead agency)
Office of Surface Mining Reclamation and Enforcement (OSMRE)
- c. Which office or program responsible for this action? (If more than one, name the lead office)
OSMRE Office of Administration (OA)
- d. Who is directly affected by this action? (check all that apply. If “other”, briefly explain.)
☐ Public ☒ DOI Employees ☒ Contractors ☒ Interns ☐ Volunteers ☐ Other

TEMPLATE

II. EQUITY EVALUATION

These questions are intended to guide your thinking about how the agency action may affect people differently based on their gender identity or sexual orientation, and what steps may be necessary to ensure they promote equality and equity on that basis.

Basics

- a. Does this action make any direct references to sex, gender, or sexual orientation? ☐ Yes ☒ No
- b. Does this action set different requirements or expectations based on sex or gender? ☐ Yes ☒ No
- c. Does the language of this action use gendered pronouns? (*For example, does it refer to "he/she" instead of "they" or "persons"?*) ☒ Yes ☐ No

Assumptions and Expectations

Does the action assume, either explicitly or implicitly:

- d. that marriage or intimate relationships are between people of opposite genders? ☐ Yes ☒ No
- e. that a person's gender is always obvious from their appearance, voice or presentation? ☐ Yes ☒ No
- f. that a person's gender is always either male or female? ☐ Yes ☒ No
- g. that a person's gender identity remains the same over their entire life? ☐ Yes ☒ No

Respect and Dignity

- h. Does the action treat LGBTQIA+ identities as negative, disordered, unhealthy or immoral? ☐ Yes ☒ No
- i. Does the action use inappropriate, negative or outdated language to describe LGBTQIA+ people? ☐ Yes ☒ No

Implementation

- j. Are people involved in this action required to present identification? ☐ Yes ☒ No
- k. Does this policy involve gendered facilities, such as restrooms, changing rooms, locker rooms, or housing? ☐ Yes ☒ No
- l. Are there training or educational resources specific to this action? ☐ Yes ☒ No
- m. If there are training/educational resources, do they make direct references to sex, gender, or sexual orientation? ☐ Yes ☒ No ☐ NA

Data

- n. Are data currently collected on the sex, gender, gender identity, or sexual orientation of people involved in in this action? ☐ Yes ☒ No
- o. Are there any indicators currently in use to determine the action's accessibility or participation by LGBTQIA+ people? ☐ Yes ☒ No

TEMPLATE

Discussion and Analysis

- p. For any items above where you checked “Yes,” please explain. *(If there were none, skip this.)*
Use of “his/her” in ADS-2 (pp. 2, 4, 5, 7, and 13) and ADS-16 (pg. 10).
- q. For any issues you described in the previous item, how might they affect LGBTQIA+ people differently than other people, or otherwise be inconsistent with the policy in Section 1 of EO 13988? *(If you left the previous item blank, skip this.)*
“His/her” is inconsistent with the policy established in Section 1 of EO 13988.

III. ACTIONS AND STRATEGIES TO COMPLY WITH E.O. 13988

In the table below, describe any inconsistencies with the policy in Section 1 of E.O. 13988 that you have identified using the evaluation above, and describe the actions that will be taken to address them. If you need additional space, you may attach additional pages.

Description of inconsistency with equity/inclusion policy	What actions can be taken to address the inconsistency?	By Whom?	By When?	How will you know the inconsistency has been addressed or eliminated?
Use of “his/her”	Modify the directive language to replace with “employee” or other suitable non-gendered language.	Office of Administration	9/30/2022	Validating that current content is removed and/or replaced on OSMRE’s Directives web page.

IV. ACTIONS TAKEN TO COMPLY WITH E.O. 13988

You may leave this section blank during your initial review. As you complete the actions you identified, come back and describe below what you have done. If you need additional space, you may attach additional pages.

Re: Departmental Data Call - EO 13988

Ridgeway, Karen C. <kridgeway@osmre.gov>

Wed 4/14/2021 11:54 AM

To: Strate, Sean W <sstrate@osmre.gov>

Cc: Telepo, Jeffrey W <jtelepo@osmre.gov>; Thompson, Georgene <gthompson@osmre.gov>; Williams, Lauren <lwilliams@osmre.gov>; Scanlon, Patricia E <pscanlon@osmre.gov>

Hi Sean,

Thanks for your responses and reminder regarding both offices. I will contact you if additional information is needed.

Karen

From: Strate, Sean W <sstrate@osmre.gov>

Sent: Wednesday, April 14, 2021 11:49 AM

To: Ridgeway, Karen C. <kridgeway@osmre.gov>

Cc: Telepo, Jeffrey W <jtelepo@osmre.gov>; Thompson, Georgene <gthompson@osmre.gov>; Williams, Lauren <lwilliams@osmre.gov>; Scanlon, Patricia E <pscanlon@osmre.gov>

Subject: Re: Departmental Data Call - EO 13988

Hi Karen,

Last month, the Office of Administration and the Office of HR each became Staff Offices and are no longer part of F&A.

Item #5 (facility policies) - OSMRE's nationwide office space is maintained via individual Occupancy Agreements (OA) between OSMRE and the General Services Administration (GSA). The only exception is OSMRE's presence in the Main Interior Building (MIB), which is maintained via a formal agreement between OSMRE and DOI. As such, OSMRE status as a tenant in its nationwide offices means that the Bureau does not establish facility policy. Instead, we adhere to facility policies established by GSA and DOI relative to employee access aligning with their stated gender identity.

Item #9 (uniform and dress code) is really two separate areas:

- Uniform Policy: A review of OSMRE's Uniform Standards and Allowances policy is included on the attached spreadsheet. There are no inconsistencies with EO 13988.

- Dress Code: As you indicated, this is appropriate for HR to address.

Please let me know if you have any questions or need additional information.

Thanks,
Sean

v/r,
Sean W. Strate
Chief, Office of Administration
U.S. Department of the Interior
Office of Surface Mining (OSM)
Desk: (202) 208-2575
Mobile: (202) 590-0500

COVID-19 Information and Resources:

[DOI COVID-19 Information Portal](#)

[OSM COVID-19 Information Portal](#)

Check out OSMRE's entire library of SOPs
available [HERE](#) when connected to the DOI network.

From: Ridgeway, Karen C. <kridgeway@osmre.gov>
Sent: Wednesday, April 14, 2021 10:48 AM
To: Telepo, Jeffrey W <jtelepo@osmre.gov>; Scanlon, Patricia E <pscanlon@osmre.gov>; Strate, Sean W <sstrate@osmre.gov>; Norman, Yolande J <ynorman@osmre.gov>; Lamb, Michael J <mlamb@osmre.gov>; Thompson, Georgene <gthompson@osmre.gov>
Cc: Rogers, Alexie L <arogers@osmre.gov>; Rice, Nicholas S <nrice@osmre.gov>
Subject: Departmental Data Call - EO 13988

GM Everyone,

Sending on behalf of Alexie Rogers - OEO Director.

The OEO has been tasked with a short-fuse data call by the Department that require bureau responses to multiple questions regarding implementation of Executive Order (EO) 13988 - Preventing and Combating Discrimination on the Basis of Gender Identity or Sexual Orientation, issued on January 20, 2021, and as it relates to Title VII and other laws that prohibit discrimination on the basis of gender identity or sexual orientation.

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1. Have you reviewed your workplace policies and procedures to ensure there are no unnecessary or additional requirements that has the potential to adversely impact LGBTQ+

employees and create barriers to equity? e.g. Transgender and other gender non-conforming employee policies and procedures, etc. **(OEO)**

2. Are HR policies, personnel bulletins, vacancy announcements, and issuances written so that they are gender neutral and/or nonbinary? **(HR)**

3. Have you reviewed your travel policies and procedures to ensure they do not include definitions around families or couples or unnecessary or additional requirements or restrictions that have the potential to adversely impact LGBTQ+ employees and create barriers to equity? **(DFM - Travel)**

4. Have you assessed your onboarding and security clearance policies and procedures to determine whether there is potential adverse impact to LGBTQ+ employees? **(HR)**

5. Do your facility policies (including, but not limited to restrooms, locker rooms, health units), support and enforce the ability for an employee to access the facility that aligns with their stated gender identity? **(F&A-Admin.)**

6. Does your training or other education and awareness tools and resources reflect that discrimination against LGBTQ+ employees is a violation of Title VII or any other statute or regulation that prohibits sex discrimination? **(OEO)**

7. Do any of the programs or policies that you administer, or any *grant programs*, have barriers or unnecessary requirements that would impede the LGBTQ+ population from full participation or full benefits of the program or impact employees disparately? **(PSD/Grants)**

8. Have you reviewed your procurement processes to ensure there are no unnecessary or additional requirements for LGBTQ+ owned business/firms or create barriers to equity? Are there processes or policies you would recommend to encourage consideration of LGBTQ+ owned businesses/firms? **(F&A - Acquisition.)**

9. Have you reviewed your uniform or dress code policies to ensure there are no unnecessary or additional requirements that have the potential to adversely impact LGBTQ+ employees and create barriers to equity? **(HR)**

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Finally, if a policy, regulation and/or action is identified and found to be discriminatory or having an adverse impact on any person(s) because of their Sex (gender and/or sexual orientation; but also any other protected category), it should be identified along with the recommended course of action that will serve to correct and eradicate the discriminatory practice.

Bureaus must conduct reviews of their regulations, policies, practices, and actions and submit a response by Friday, April 16th; however, **the OEO is requesting your response by COB Thurs., April 15th.**

If you have questions, feel free to contact me via Teams or email.

Thanks in advance for your assistance in this matter.

V/R,
Karen

Karen C. Ridgeway
Public Civil Rights Program Manager
DOI-OSMRE, Office for Equal Opportunity
1849 C Street, NW Mail Stop 4543
Washington, DC 20240
Tele: (202) 208-2759 Fax: (202) 219-3109
Federal Relay Service (800) 877-8339 (TTY)

Fw: Departmental Data Call - EO 13988

Rogers, Alexie L <arogers@osmre.gov>

Thu 4/15/2021 9:38 AM

To: Ridgeway, Karen C. <krigeway@osmre.gov>

Cc: Oliver, Kimiko M <kimiko_oliver@ios.doi.gov>

Good Morning Karen,

Thanks for all that you're doing to communicate with the various SMEs regarding the policy reviews. I believe that we're on the right track with our approach and based on the information we've gathered. When you get a moment, please contact Kim Oliver at the Department. Kim is the Diversity and Inclusion Strategist for ODICR and she's leading this particular effort and she would be more than happy to chat with you about this.

Thanks again,
Alexie

Mr. Alexie L. Rogers
Director of Civil Rights and Equal Employment Opportunity
U.S. Department of the Interior, Office of Surface Mining
Reclamation and Enforcement (OSMRE)
Office for Equal Opportunity
Office: (202) 208-2993

From: Ridgeway, Karen C. <krigeway@osmre.gov>

Sent: Thursday, April 15, 2021 8:33 AM

To: Rogers, Alexie L <arogers@osmre.gov>

Subject: Fw: Departmental Data Call - EO 13988

FYI.

From: Thompson, Georgene <gthompson@osmre.gov>

Sent: Wednesday, April 14, 2021 4:35 PM

To: Ridgeway, Karen C. <krigeway@osmre.gov>

Cc: Williams, Lauren <lwilliams@osmre.gov>; Lamb, Michael J <mlamb@osmre.gov>; Scanlon, Patricia E <pscanlon@osmre.gov>

Subject: RE: Departmental Data Call - EO 13988

Hi Karen,

Here is the response to question 8 -F&A Acquisition.

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all guidance as published by the DOI and ultimately the GSA's Federal Acquisition Regulations (FAR) maintained by those agencies. There is nothing specific to OSMRE.

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Let us know if you need anything else for this data call.

Thank you,
Georgene

From: Ridgeway, Karen C. <kridgeway@osmre.gov>
Sent: Wednesday, April 14, 2021 10:06 AM
To: Scanlon, Patricia E <pscanlon@osmre.gov>
Cc: Williams, Lauren <lwilliams@osmre.gov>; Thompson, Georgene <gthompson@osmre.gov>
Subject: Re: Departmental Data Call - EO 13988

Hi Trish,

Thanks for responding and will forward your feedback as stated.

I will contact you for additional information if needed.

Karen

From: Scanlon, Patricia E <pscanlon@osmre.gov>
Sent: Wednesday, April 14, 2021 12:01 PM
To: Ridgeway, Karen C. <kridgeway@osmre.gov>
Cc: Williams, Lauren <lwilliams@osmre.gov>; Thompson, Georgene <gthompson@osmre.gov>
Subject: RE: Departmental Data Call - EO 13988

Hi Karen , OSMRE does not have bureau specific travel policy; we follow DOI and GSA (Federal Travel Regulation) policies established & maintained by those agencies.

Let me know if you have any questions. Georgene is working with Mike Lamb on the Acquisitions question.

Thanks,
Trish

Trish Scanlon
Acting Chief, Division of Financial Management
Office of Surface Mining Reclamation and Enforcement
Office: (303) 236-2914
Cell: (303) 519-9043
pscanlon@osmre.gov

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Sent: Wednesday, April 14, 2021 8:49 AM
To: Telepo, Jeffrey W <jtelepo@osmre.gov>; Scanlon, Patricia E <pscanlon@osmre.gov>; Strate, Sean W <sstrate@osmre.gov>; Norman, Yolande J <ynorman@osmre.gov>; Lamb, Michael J <mlamb@osmre.gov>; Thompson, Georgene <gthompson@osmre.gov>
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V/R,
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Karen C. Ridgeway
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Washington, DC 20240
Tele: (202) 208-2759 Fax: (202) 219-3109
Federal Relay Service (800) 877-8339 (TTY)

RE: Departmental Data Call - EO 13988

Scanlon, Patricia E <pscanlon@osmre.gov>

Wed 4/14/2021 12:01 PM

To: Ridgeway, Karen C. <kridgeway@osmre.gov>

Cc: Williams, Lauren <lwilliams@osmre.gov>; Thompson, Georgene <gthompson@osmre.gov>

Hi Karen , OSMRE does not have bureau specific travel policy; we follow DOI and GSA (Federal Travel Regulation) policies established & maintained by those agencies.

Let me know if you have any questions. Georgene is working with Mike Lamb on the Acquisitions question.

Thanks,
Trish

Trish Scanlon
Acting Chief, Division of Financial Management
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Office: (303) 236-2914
Cell: (303) 519-9043
pscanlon@osmre.gov

From: Ridgeway, Karen C. <kridgeway@osmre.gov>

Sent: Wednesday, April 14, 2021 8:49 AM

To: Telepo, Jeffrey W <jtelepo@osmre.gov>; Scanlon, Patricia E <pscanlon@osmre.gov>; Strate, Sean W <sstrate@osmre.gov>; Norman, Yolande J <ynorman@osmre.gov>; Lamb, Michael J <mlamb@osmre.gov>; Thompson, Georgene <gthompson@osmre.gov>

Cc: Rogers, Alexie L <arogers@osmre.gov>; Rice, Nicholas S <nrice@osmre.gov>

Subject: Departmental Data Call - EO 13988

Importance: High

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Tele: (202) 208-2759 Fax: (202) 219-3109
Federal Relay Service (800) 877-8339 (TTY)

RE: Departmental Data Call - EO 13988

Thompson, Georgene <gthompson@osmre.gov>

Wed 4/14/2021 4:35 PM

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Cc: Williams, Lauren <lwilliams@osmre.gov>; Lamb, Michael J <mlamb@osmre.gov>; Scanlon, Patricia E <pscanlon@osmre.gov>

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Fw: Departmental Data Call - EO 13988

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Wed 4/14/2021 12:29 PM

To:Owens, Glenda H <gowens@osmre.gov>

Cc:Rogers, Alexie L <arogers@osmre.gov>

 4 attachments (640 KB)

EO 13988 Preventing and Combating Discrimination... (1.20.21).pdf; DOI EO 13988 Implementation Plan (4.9.21) (6).pdf; DOI- EO 13988 Agency Inventory Chart Instructions (6).docx; DOI- EO 13988 Agency Action Chart (7).xlsx;

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Washington, DC 20240

Tele: (202) 208-2759 Fax: (202) 219-3109

Federal Relay Service (800) 877-8339 (TTY)

RE: Departmental Data Call - EO 13988

Houston-Isaac, Ashley L <ahouston-isaac@osmre.gov>

Thu 4/15/2021 10:56 AM

To: Ridgeway, Karen C. <kridgeway@osmre.gov>

Hello Karen –

Please see the below response to questions 2&4 in reference to the data call as it relates to EO 13988. Let me know if I need to add anything.

2. OSMREs HR policies, personnel bulletins, vacancy announcements, and issuances written has been reviewed and it has been determined that the following are in compliance to EO 13988 as they do not reflect verbiage that is discriminatory.

4. OSMREs security process is completed and processed by Bureau of Safety and Environment Enforcement (BSEE).

From: Ridgeway, Karen C. <kridgeway@osmre.gov>

Sent: Wednesday, April 14, 2021 10:48 AM

To: Telepo, Jeffrey W <jtelepo@osmre.gov>; Scanlon, Patricia E <pscanlon@osmre.gov>; Strate, Sean W <sstrate@osmre.gov>; Norman, Yolande J <ynorman@osmre.gov>; Lamb, Michael J <mlamb@osmre.gov>; Thompson, Georgene <gthompson@osmre.gov>

Cc: Rogers, Alexie L <arogers@osmre.gov>; Rice, Nicholas S <nrice@osmre.gov>

Subject: Departmental Data Call - EO 13988

GM Everyone,

Sending on behalf of Alexie Rogers - OEO Director.

The OEO has been tasked with a short-fuse data call by the Department that require bureau responses to multiple questions regarding implementation of Executive Order (EO) 13988 - Preventing and Combating Discrimination on the Basis of Gender Identity or Sexual Orientation, issued on January 20, 2021, and as it relates to Title VII and other laws that prohibit discrimination on the basis of gender identity or sexual orientation.

Based on the questions posed by this request, your office/division has been identified to respond or provide feedback in relation to compliance with Section 1 of EO 13988. Please respond to the questions identified that pertain to your particular area/activity of responsibility. Questions are listed below; however, they are also detailed in the attachment - DOI EO 13988 Implementation Plan. Section II - Overview of Agency Requirements (a) (b) & (c) describes the requirements.

1. Have you reviewed your workplace policies and procedures to ensure there are no unnecessary or additional requirements that has the potential to adversely impact LGBTQ+

employees and create barriers to equity? e.g. Transgender and other gender non-conforming employee policies and procedures, etc. **(OEO)**

2. Are HR policies, personnel bulletins, vacancy announcements, and issuances written so that they are gender neutral and/or nonbinary? **(HR)**

3. Have you reviewed your travel policies and procedures to ensure they do not include definitions around families or couples or unnecessary or additional requirements or restrictions that have the potential to adversely impact LGBTQ+ employees and create barriers to equity? **(DFM - Travel)**

4. Have you assessed your onboarding and security clearance policies and procedures to determine whether there is potential adverse impact to LGBTQ+ employees? **(HR)**

5. Do your facility policies (including, but not limited to restrooms, locker rooms, health units), support and enforce the ability for an employee to access the facility that aligns with their stated gender identity? **(F&A-Admin.)**

6. Does your training or other education and awareness tools and resources reflect that discrimination against LGBTQ+ employees is a violation of Title VII or any other statute or regulation that prohibits sex discrimination? **(OEO)**

7. Do any of the programs or policies that you administer, or any *grant programs*, have barriers or unnecessary requirements that would impede the LGBTQ+ population from full participation or full benefits of the program or impact employees disparately? **(PSD/Grants)**

8. Have you reviewed your procurement processes to ensure there are no unnecessary or additional requirements for LGBTQ+ owned business/firms or create barriers to equity? Are there processes or policies you would recommend to encourage consideration of LGBTQ+ owned businesses/firms? **(F&A - Acquisition.)**

9. Have you reviewed your uniform or dress code policies to ensure there are no unnecessary or additional requirements that have the potential to adversely impact LGBTQ+ employees and create barriers to equity? **(HR)**

Please utilize the attached Excel Spreadsheet for entries relative to your area. The DOI 13988 Agency Action Instruction Sheet provides detailed instructions to assist you in developing an "Agency Actions Inventory" as required by Section 2 of EO 13988 and/or administered by the agency under Title VII or any other statute or regulation that prohibits sex discrimination, including any that relate to the agency's own compliance with such statutes.

Finally, if a policy, regulation and/or action is identified and found to be discriminatory or having an adverse impact on any person(s) because of their Sex (gender and/or sexual orientation; but also any other protected category), it should be identified along with the recommended course of action that will serve to correct and eradicate the discriminatory practice.

Bureaus must conduct reviews of their regulations, policies, practices, and actions and submit a response by Friday, April 16th; however, **the OEO is requesting your response by COB Thurs., April 15th.**

If you have questions, feel free to contact me via Teams or email.

Thanks in advance for your assistance in this matter.

V/R,
Karen

Karen C. Ridgeway
Public Civil Rights Program Manager
DOI-OSMRE, Office for Equal Opportunity
1849 C Street, NW Mail Stop 4543
Washington, DC 20240
Tele: (202) 208-2759 Fax: (202) 219-3109
Federal Relay Service (800) 877-8339 (TTY)

Re: Departmental Data Call - EO 13988

Rogers, Alexie L <arogers@osmre.gov>

Thu 4/15/2021 12:42 PM

To: Rideout, Sterling J <srideout@osmre.gov>

Cc: Norman, Yolande J <ynorman@osmre.gov>; Ridgeway, Karen C. <kridgeway@osmre.gov>

Excellent.....many thanks Sterling.

Mr. Alexie L. Rogers

Director of Civil Rights and Equal Employment Opportunity

U.S. Department of the Interior, Office of Surface Mining

Reclamation and Enforcement (OSMRE)

Office for Equal Opportunity

Office: (202) 208-2993

From: Rideout, Sterling J <srideout@osmre.gov>

Sent: Thursday, April 15, 2021 12:27 PM

To: Rogers, Alexie L <arogers@osmre.gov>; Ridgeway, Karen C. <kridgeway@osmre.gov>

Cc: Norman, Yolande J <ynorman@osmre.gov>

Subject: Re: Departmental Data Call - EO 13988

Hi Karen,

We have reviewed our grants policy and there are consistent with the EO 13988 and we have no policies that would impeded individuals on Gender Identity or Sexual Orientation.

Sterling Rideout

Assistant Director - Program Support Directorate

U.S. Department of Interior

Office of Surface Mining Reclamation and Enforcement (OSMRE)

1849 C Street, N.W.

Washington D.C. 20240

Telephone: (202) 208-2665

Cell Phone: (202) 439-3793

Fax: (202) 219-0253

From: Rogers, Alexie L <arogers@osmre.gov>

Sent: Thursday, April 15, 2021 12:20 PM

To: Ridgeway, Karen C. <kridgeway@osmre.gov>

Cc: Norman, Yolande J <ynorman@osmre.gov>; Rideout, Sterling J <srideout@osmre.gov>

Subject: Fw: Departmental Data Call - EO 13988

Hello Karen.....thanks for the update. I believe Sterling may have been on a call with Larisha at the time. Yolande might be on leave so please follow up given the importance and short-fused suspense assigned to this task.

Thanks,
Alexie

Mr. Alexie L. Rogers
Director of Civil Rights and Equal Employment Opportunity
U.S. Department of the Interior, Office of Surface Mining
Reclamation and Enforcement (OSMRE)
Office for Equal Opportunity
Office: (202) 208-2993

From: Ridgeway, Karen C. <kridgeway@osmre.gov>
Sent: Wednesday, April 14, 2021 10:48 AM
To: Telepo, Jeffrey W <jtelepo@osmre.gov>; Scanlon, Patricia E <pscanlon@osmre.gov>; Strate, Sean W <sstrate@osmre.gov>; Norman, Yolande J <ynorman@osmre.gov>; Lamb, Michael J <mlamb@osmre.gov>; Thompson, Georgene <gthompson@osmre.gov>
Cc: Rogers, Alexie L <arogers@osmre.gov>; Rice, Nicholas S <nrice@osmre.gov>
Subject: Departmental Data Call - EO 13988

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If you have questions, feel free to contact me via Teams or email.

Thanks in advance for your assistance in this matter.

V/R,
Karen

Karen C. Ridgeway
Public Civil Rights Program Manager


*DOI-OSMRE, Office for Equal Opportunity
1849 C Street, NW Mail Stop 4543
Washington, DC 20240
Tele: (202) 208-2759 Fax: (202) 219-3109
Federal Relay Service (800) 877-8339 (TTY)*

Re: Departmental Data Call - EO 13988

Ridgeway, Karen C. <kridgeway@osmre.gov>

Wed 4/14/2021 3:33 PM

To: Rogers, Alexie L <arogers@osmre.gov>

 1 attachments (50 KB)

OSMRE DOI- EO 13988 Agency Action Chart I (7).xlsx;

Hi Alexie,

FYI. Here's what I've filled in so far in the spreadsheet as far as entries. If there are other EOs, policies, regulations that are needed let me know. I will await responses from the other offices.

Karen

From: Ridgeway, Karen C. <kridgeway@osmre.gov>

Sent: Wednesday, April 14, 2021 2:56 PM

To: Rogers, Alexie L <arogers@osmre.gov>

Subject: Fw: Departmental Data Call - EO 13988

FYI.

From: Scanlon, Patricia E <pscanlon@osmre.gov>

Sent: Wednesday, April 14, 2021 12:01 PM

To: Ridgeway, Karen C. <kridgeway@osmre.gov>

Cc: Williams, Lauren <lwilliams@osmre.gov>; Thompson, Georgene <gthompson@osmre.gov>

Subject: RE: Departmental Data Call - EO 13988

Hi Karen , OSMRE does not have bureau specific travel policy; we follow DOI and GSA (Federal Travel Regulation) policies established & maintained by those agencies.

Let me know if you have any questions. Georgene is working with Mike Lamb on the Acquisitions question.

Thanks,
Trish

Trish Scanlon
Acting Chief, Division of Financial Management
Office of Surface Mining Reclamation and Enforcement
Office: (303) 236-2914
Cell: (303) 519-9043
pscanlon@osmre.gov

From: Ridgeway, Karen C. <kridgeway@osmre.gov>
Sent: Wednesday, April 14, 2021 8:49 AM
To: Telepo, Jeffrey W <jtelepo@osmre.gov>; Scanlon, Patricia E <pscanlon@osmre.gov>; Strate, Sean W <sstrate@osmre.gov>; Norman, Yolande J <ynorman@osmre.gov>; Lamb, Michael J <mlamb@osmre.gov>; Thompson, Georgene <gthompson@osmre.gov>
Cc: Rogers, Alexie L <arogers@osmre.gov>; Rice, Nicholas S <nrice@osmre.gov>
Subject: Departmental Data Call - EO 13988
Importance: High

GM Everyone,

Sending on behalf of Alexie Rogers - OEO Director.

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Finally, if a policy, regulation and/or action is identified and found to be discriminatory or having an adverse impact on any person(s) because of their Sex (gender and/or sexual orientation; but also any other protected category), it should be identified along with the recommended course of action that will serve to correct and eradicate the discriminatory practice.

Bureaus must conduct reviews of their regulations, policies, practices, and actions and submit a response by Friday, April 16th; however, **the OEO is requesting your response by COB Thurs., April 15th.**

If you have questions, feel free to contact me via Teams or email.

Thanks in advance for your assistance in this matter.

V/R,
Karen

Karen C. Ridgeway
Public Civil Rights Program Manager
DOI-OSMRE, Office for Equal Opportunity
1849 C Street, NW Mail Stop 4543
Washington, DC 20240
Tele: (202) 208-2759 Fax: (202) 219-3109
Federal Relay Service (800) 877-8339 (TTY)



United States Department of the Interior

OFFICE OF SURFACE MINING RECLAMATION AND ENFORCEMENT Washington, D.C. 20240



Date: December 6, 2022

Subject: CHANGE NOTICE

Directive: EEO-1, 972, EEO-1-1

Title: EEO Complaints Settlements Authority

Approval: Glenda H. Owens Title: Deputy Director Signature: _____

Transmittal Number:

1. Purpose

The purpose of a Change Notice is to document: (1) minor changes (typographical errors, word placement, etc.) to an existing directive or appendix.

2. Summary of Changes

The Department has sought to move forward with implementing the President's Executive Order (EO) 13988 – Preventing and Combating Discrimination on the Basis of Gender Identity or Sexual Orientation, issued on January 20, 2021. Current Directives issued by the Department and all Bureaus and Offices that do not explicitly state that sex as a protected status includes gender identity and sexual orientation will be reviewed, revised, and re-issued, as necessary to comply with the EO and the law. The Office for Equal Opportunity conducted a review of Directive 972, Subject Code: EEO-1, Subject: EEO Complaints Settlement Authority and did note gendered language in a footnote on page 2, which states, "The Department's Director of Civil Rights signature acknowledges that *he/she* has reviewed the settlement agreement." In accordance with EO 13988, the revised version should state, "The Department's Director of Civil Rights signature acknowledges that *they have* reviewed the settlement agreement."

3. Effect on Other Documents

None..

4. Effective Date

Upon Signature.

5. Distribution

By electronic format. All OSM directives are publicly available at <http://www.osmre.gov/lrg/directives.shtm>."

6. Contact

OSMRE, Office for Equal Opportunity

Re: EEO-1 Directive Change Notice

Strate, Sean W <sstrate@osmre.gov>

Fri 12/2/2022 9:10 AM

To: Ridgeway, Karen C. <kridgeway@osmre.gov>

Cc: Rogers, Alexie L <arogers@osmre.gov>; Warner, Larisha Y <lwarner@osmre.gov>

Thanks Karen. I'll take a look at this today. All Directives products (including Change Notices) require review by the EC. I will coordinate that review and I don't anticipate any comments from the EC on this one.

I will let you know if there is anything else needed from OEO.

Thanks,
Sean

v/r,

Sean W. Strate

Chief, Office of Administration

U.S. Department of the Interior

Office of Surface Mining Reclamation
and Enforcement (OSMRE)

Desk: (202) 208-2575

Mobile: (202) 590-0500

COVID-19 Information and Resources:

[DOI COVID-19 Information Portal](#)

[OSMRE COVID-19 Information Portal](#)

Check out OSMRE's entire library of SOPs
available [HERE](#) when connected to the DOI network.

From: Ridgeway, Karen C. <kridgeway@osmre.gov>

Sent: Friday, December 2, 2022 8:30 AM

To: Strate, Sean W <sstrate@osmre.gov>

Cc: Rogers, Alexie L <arogers@osmre.gov>; Warner, Larisha Y <lwarner@osmre.gov>

Subject: EEO-1 Directive Change Notice

GM Sean,

I am submitting the attached Directive Change Notice for EEO-1/Transmittal No. 972 based on a footnote on page 2 of the document that includes gendered language 'he/she'. As you are aware, the Department has implemented actions based on EO 13988 to review all directives, manuals, and policies, etc. to ensure gender neutral language.

I have completed the Change Notice as instructed and attached a copy of the Directive. Please let me know if there are additional measures needed. I could not find a copy of the original final document prior to signature.

Thanks in advance,

Karen

Karen C. Ridgeway

Public Civil Rights Program Manager

DOI-OSMRE, Office for Equal Opportunity

1849 C Street, NW Mail Stop 4543

Washington, DC 20240

Tele: (202) 208-2759 Fax: (202) 219-3109

If you are deaf, hard of hearing, or have a speech disability, please dial 7-1-1 to access telecommunications relay service (in the USA).

Office of Surface Mining Reclamation & Enforcement
Executive Order 13988
Implementation Plan Status Update
March 17, 2023

The Office of Surface Mining Reclamation & Enforcement's (OSMRE) – Office for Equal Opportunity (OEO) remains committed to implementing Executive Order (EO) 13988 – Preventing and Combating Discrimination on the Basis of Gender Identity or Sexual Orientation, as directed by DOI's Implementation Plan. In accordance with EO 13988, the OSMRE initiated actions to conduct reviews of its orders, regulations, guidance documents, policies, program, and other agency actions to ensure they are consistent with the policy of equal treatment under the law, regardless of gender identity or sexual orientation.

To date the OEO has completed Phases 1, 2 and 3 of the requested Agency Action Review Worksheets and uploaded these sheets into the designated shared folder. The following bullets summarizes OSMRE's progress and successes thus far:

Phase 1 – Review of Title VII Statutory and Regulatory Actions relevant to Policies and Additional Actions related to: Protected Groups, EEO Complaints Process, Facilities and Signage, Training Resources and Updated Definitions and Terminology:

- A review of OSMRE's Equal Employment Policy Statement and Prevention of Workplace Harassment Policy Statement was conducted, as well as a limited assessment of the Bureau's handbooks, documents, and forms. OEO determined procedural guidance referred to the term "employee" versus gender.
- The OSMRE and DOI's ODICR celebrated LGBTQIA+ Pride Month 2022 by co-sponsoring a webinar event titled "Respectful Interactions, Inclusive Language in the Workplace," that featured Rashawn Hawkins, Deputy Director for the Workplace Equality Program at the Human Rights Campaign Foundation on June 9, 2022.
- OSMRE's OEO Director has established a Civility and Culture Team consisting of Executive Council members who meet regularly to plan a reintroduction and relaunching of the Civil Treatment Training to be implemented OSMRE-wide. This initiative will serve as one of OSMRE's strategic actions to promote interaction and/or respecting each other's differences in the workplace.
- The OEO is collaborating with OSMRE's Office of Administration to conduct a review of signage for restrooms in Regional and Field offices to determine whether change or updates are required to accommodate persons who might identify as LGBTQIA+.

Phase 2 – Review Directives and Additional Regulatory Actions related to: Employee Benefits, Information Collection, Medical Evaluation and Procurement Procedures:

- During Phase 2, OSMRE offices maintaining Directives pertaining to the aforementioned

categories were tasked with reviewing policy guidance documents to ensure consistency with the policy of equal treatment under the law. Responsible OSMRE offices consisted of; the Office for Equal Opportunity (OEO), Office of Administration (OA), Finance and Administration (F&A), and the Office of Human Resources (OHR). Each office found documents that included the use of 'his/her' language. Offices are currently working to modify the language to replace this phrase with "employee" or other suitable non-gendered language.

- The OA has determined it will conduct ongoing reviews of OSMRE's Directive Policy to bolster existing gender neutrality guidance to align with requirements more closely set forth in EO 13988.

Phase 3 – Review of Departmental Manuals and Additional actions related to: Physical Fitness and Training Standards, Merit Promotions, Parental Leave Programs, Uniform Dress Code and Grooming:

- Several OSMRE staff participated in the planning and implementation of Ally Week 2022 during August 1-5, 2022, ensuring the workforce received access to 10 training sessions. As a result, 87 employees and supervisors attended training sessions offered throughout the week.
- On September 28, 2022, the OHR and OEO sponsored a DEIA course titled, Setting the Bar Advancing Diversity, Equity, Inclusion and Accessibility, for 26 managers and supervisors. The course was offered again on November 30, 2022, to managers, supervisors and EEO staff.
- OSMRE OHR staff members conducted inventories of Bureau Manuals and Additional Actions related to: Physical Fitness, Training Standards, Merit Promotions, Parental Leave Programs and Uniform Dress Code and Grooming. The results indicated there were two directives containing language inconsistent with the equity/inclusion policy. The language has been removed and revised. OSMRE's OHR is currently awaiting changes to be implemented/approved by the Executive Council. Actions were documented in OSMRE's Phase 3 Agency Action Review Worksheet submission on December 31, 2022.
- OSMRE approved the hiring of an additional FTE for a Diversity & Inclusion Strategist. This individual will serve as a change agent for the Bureau's workplace culture from a DEIA perspective by identifying aspects of culture that require change, developing sound approaches and opportunities for modifications, and articulating the need for change and the progress of change to the organization clearly and persuasively. OSMRE's OHR is in the process of announcing this vacancy.

Phase 4 - Memoranda and Additional Actions Related to: Internal and External Webpages:

- The OSMRE's Office of Communication (OC) staff members are to conduct Phase 4 inventories of OSMRE's Internal and External Webpages. OC staff members have been contacted and provided instructions for completing the Agency Action Review Worksheet needed for submission. The inventory and worksheets are to be completed NLT June 15, 2023.
- OSMRE's workforce has been invited to participate in a virtual webinar on OSMRE Workplace Safety scheduled for April 6, 2023, from 11 am – 12 noon EDT

Office of Surface Mining Reclamation & Enforcement
Executive Order 13988
Implementation Plan Status Update

The Office of Surface Mining Reclamation & Enforcement's (OSMRE) – Office for Equal Opportunity (OEO) remains committed to implementing Executive Order (EO) 13988 – Preventing and Combating Discrimination on the Basis of Gender Identity or Sexual Orientation, as directed by DOI's Implementation Plan. In accordance with EO 13988, the OSMRE initiated actions to conduct reviews of its orders, regulations, guidance documents, policies, program, and other agency actions to ensure they are consistent with the policy of equal treatment under the law, regardless of gender identity or sexual orientation.

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Phase 3 – Review of Departmental Manuals and Additional actions related to: Physical Fitness and Training Standards, Merit Promotions, Parental Leave Programs, Uniform Dress Code and Grooming:

- OSMRE OHR staff members who are to conduct these inventories have been contacted and provided the required Agency Action Review Worksheets needed to document review results. The inventory and worksheets are to be completed NLT November 30, 2022.

Re: EO 13988 & 13985

Rogers, Alexie L <arogers@osmre.gov>

Fri 6/11/2021 10:00 AM

To: Ridgeway, Karen C. <kridgeway@osmre.gov>

Hello Karen....this is perfect. I certainly do appreciate the great assist you provided. Many thanks.

Alexie

Mr. Alexie L. Rogers
Director of Civil Rights and Equal Employment Opportunity
U.S. Department of the Interior, Office of Surface Mining
Reclamation and Enforcement (OSMRE)
Office for Equal Opportunity
Office: (202) 208-2993

From: Ridgeway, Karen C. <kridgeway@osmre.gov>

Sent: Friday, June 11, 2021 9:38 AM

To: Rogers, Alexie L <arogers@osmre.gov>

Subject: Re: EO 13988 & 13985

Hi Alexie,

Attached are the added slides to EO 13985.

K

From: Ridgeway, Karen C. <kridgeway@osmre.gov>

Sent: Friday, June 11, 2021 8:07 AM

To: Rogers, Alexie L <arogers@osmre.gov>

Subject: Re: EO 13988 & 13985

GM Alexie,

Based on the information Kim sent there is a committee formed and working on implementation EO 13985. How we've not been informed of all that info, I don't understand. I did a quick scan of all the documents and thought if you wish to delve a little further in your presentation to the EC on what the Dept. is doing in working on the EO, you could do a very scaled down version using the attached slides I have prepared as a continuation..

We can discuss.

K

From: Ridgeway, Karen C. <kridgeway@osmre.gov>
Sent: Thursday, June 10, 2021 3:44 PM
To: Rogers, Alexie L <arogers@osmre.gov>
Subject: Re: EO 13988 & 13985

Hi Alexie,

Please see attached. Let me know if you have any changes.

Karen

From: Rogers, Alexie L <arogers@osmre.gov>
Sent: Thursday, June 10, 2021 3:00 PM
To: Ridgeway, Karen C. <kridgeway@osmre.gov>
Subject: Re: EO 13988 & 13985

Thanks Karen.....Let's plan to discuss this.

Mr. Alexie L. Rogers
Director of Civil Rights and Equal Employment Opportunity
U.S. Department of the Interior, Office of Surface Mining
Reclamation and Enforcement (OSMRE)
Office for Equal Opportunity
Office: (202) 208-2993

From: Ridgeway, Karen C. <kridgeway@osmre.gov>
Sent: Thursday, June 10, 2021 1:45 PM
To: Rogers, Alexie L <arogers@osmre.gov>
Subject: EO 13988 & 13985

Hi Alexie,

I have prepared a continuation slide for 13988 that details the phased approach and offices impacted. (See attached).

I am still trying to touch basis with Kim. She has been on a call most of the day based on Teams and it looks like others in her office may be on the same call. I will send her an email regarding the questions posed.

Based on what I've researched, I have not found a structured plan for implementation of EO 13985. I continue to look.

K

Karen C. Ridgeway

Public Civil Rights Program Manager

DOI-OSMRE, Office for Equal Opportunity

1849 C Street, NW Mail Stop 4543

Washington, DC 20240

Tele: (202) 208-2759 Fax: (202) 219-3109

Federal Relay Service (800) 877-8339 (TTY)

RE: EO 13988

Piccoli, Francis P <fpiccoli@osmre.gov>

Wed 6/28/2023 8:04 AM

To: Ntumngia, Rose S <rntumngia@osmre.gov>

Cc: Ramirez, Diego A <dramirez@osmre.gov>; Ridgeway, Karen C. <kridgeway@osmre.gov>

Thank you, Rose. I copied Karen for her situational awareness. Best regards, Francis

From: Ntumngia, Rose S <rntumngia@osmre.gov>

Sent: Tuesday, June 27, 2023 4:25 PM

To: Piccoli, Francis P <fpiccoli@osmre.gov>

Cc: Ramirez, Diego A <dramirez@osmre.gov>

Subject: RE: EO 13988

Hi Francis,

There will be a data call in July for people to make all the necessary changes to the ABC dictionary including WBS codes. Hopefully it does not take that long.

Thank you very much.

From: Piccoli, Francis P <fpiccoli@osmre.gov>

Sent: Tuesday, June 27, 2023 3:59 PM

To: Ntumngia, Rose S <rntumngia@osmre.gov>

Cc: Ramirez, Diego A <dramirez@osmre.gov>

Subject: EO 13988

Hello Rose, per the subject meeting that Diego attended, I pulled the below comments from the 1st-level reviewers worksheet re: the ABC Dictionary. Our goal is to have this corrected in accordance with EO 13988 by Sept. 30, 2023. Please advise if the deadline is good or a date in which it should be extended. Best regards, Francis

“Uses he and she in FY 2023 Activity Based Cost Management (ABC/M) Dictionary. Gendered pronouns are inconsistent with EO 13988. Dictionary is not produced by OC. Update page when responsible office provides an updated dictionary.”



Francis Piccoli

Chief, Office of Communications
Office of Surface Mining Reclamation and
Enforcement, Department of the Interior
1849 C Street NW
Washington, D.C. 20240
O: 202.208.2566 C: 202.961.0263



Meeting Agenda
Executive Order 13988 – Phase II Implementation
June 8, 2022
2:00 pm EDT

Purpose of Meeting: Discuss results of review of Directives within each office's scope of responsibility and additional requirements needed prior to OSMRE's response to the DEIA Team.

Discussion Topics:

- I. Review requirements set forth by DOI to implement EO 13988
- II. Status updates of reviews
- III. Discuss Agency Action Worksheet Requirements
- IV. Discuss Corrective Actions Needed for Directives referencing 'he/she'
- V. Review timelines for Submissions
- VI. Questions/Comments

Re: EO 13988 Check-in with OSMRE

Ridgeway, Karen C. <kridgeway@osmre.gov>

Tue 6/7/2022 8:11 AM

To: Oliver, Kim M <kim_oliver@ios.doi.gov>

GM Kim,

Thank you so much for responding. I will convey this to our team for this particular phase. All worksheets once prepared will be dropped in OSMRE's Phase II worksheet files.

Again thanks and have a great day!

Karen

From: Oliver, Kim M <kim_oliver@ios.doi.gov>

Sent: Friday, June 3, 2022 3:10 PM

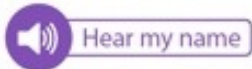
To: Ridgeway, Karen C. <kridgeway@osmre.gov>

Subject: RE: EO 13988 Check-in with OSMRE

Hi Karen! That is correct, a worksheet is required for all agency actions that are reviewed, and those agency actions that are similar can be lumped together. And yes, a correction would likely need to be made for the directive that references "he/she" because that is not inclusive of all genders.

Kindly,

Kim Oliver



Principal DEIA Strategist

Office of Diversity, Inclusion and Civil Rights | ODICR

Office of the Secretary | U.S. Department of the Interior

Personal pronouns: she/her/hers

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202-208-7301 Office

kim_oliver@ios.doi.gov

www.doi.gov/pmb/eeo/about-office-civil-rights

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From: Ridgeway, Karen C. <kridgeway@osmre.gov>

Sent: Friday, June 3, 2022 12:55 PM

To: Oliver, Kim M <kim_oliver@ios.doi.gov>

Subject: Re: EO 13988 Check-in with OSMRE

Hi Kim,

Unfortunately, this is the time I will be meeting with all persons responsible for reviewing the directives and get status updates on where they are with their reviews. My question is I've had two offices complete their reviews, along with my having reviewed EEO's and found there was a directive that stated in one instance 'he/she'. In this case, are we required to request revisions be done or updated? and are agency action worksheets required from all offices that conducted the reviews?

I just wanted some direction on what to share when we meet on Wednesday, as their deadline for submission to me is NLT June 15th, then I will compile/respond to your office.

If you can respond via email; then no meeting is necessary 😊

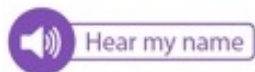
Thanks so much.

Karen

From: Oliver, Kim M <kim_oliver@ios.doi.gov>
Sent: Friday, June 3, 2022 12:34 PM
To: Ridgeway, Karen C. <kridgeway@osmre.gov>
Subject: RE: EO 13988 Check-in with OSMRE

Thank you Karen. I am booked during those times. Does Wed at 10am work okay for you?

Kim Oliver



Principal DEIA Strategist
Office of Diversity, Inclusion and Civil Rights | ODICR
Office of the Secretary | U.S. Department of the Interior
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202-208-7301 Office

kim_oliver@ios.doi.gov
www.doi.gov/pmb/eeo/about-office-civil-rights
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From: Ridgeway, Karen C. <kridgeway@osmre.gov>
Sent: Friday, June 3, 2022 12:32 PM
To: Oliver, Kim M <kim_oliver@ios.doi.gov>
Subject: Re: EO 13988 Check-in with OSMRE

Hi Kim,

I am on leave Monday; however, I am available on Tuesday at 10:00 and 1:00.

Karen

From: Oliver, Kim M <kim_oliver@ios.doi.gov>
Sent: Friday, June 3, 2022 12:28 PM
To: Ridgeway, Karen C. <kridgeway@osmre.gov>
Subject: EO 13988 Check-in with OSMRE
When: Monday, June 6, 2022 1:00 PM-1:30 PM.
Where: Microsoft Teams Meeting

Hi Karen. My apologies. I am slammed today, period. I hope this time can work for you. 😊

Microsoft Teams meeting

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[+1 202-640-1187,,291404496#](#) United States, Washington DC

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Fw: Executive Order 13988 Follow-Up Request - Please provide by October 14

Ridgeway, Karen C. <kridgeway@osmre.gov>

Thu 10/13/2022 6:44 AM

To:Guberman, Mark S <mark.guberman@bsee.gov>

Cc:Rogers, Alexie L <arogers@osmre.gov>;Warner, Larisha Y <lwarner@osmre.gov>

 1 attachments (16 KB)

EO 13988 Follow-up Response 10.12.22.docx;

GM Mark,

I am providing OSMRE's response to your inquiry on behalf of Alexie L. Rogers, Director of Civil Rights and Equal Employment Opportunity.

Feel free to contact me for further questions.

Regards,

Karen

From: Rogers, Alexie L <arogers@osmre.gov>

Sent: Friday, October 7, 2022 2:06 PM

To: Ridgeway, Karen C. <kridgeway@osmre.gov>

Cc: Warner, Larisha Y <lwarner@osmre.gov>

Subject: Fw: Executive Order 13988 Follow-Up Request - Please provide by October 14

Hello Karen....Let's plan to prepare and submit our response to this task....thanks and let's plan to briefly discuss on Tuesday. Much appreciated and enjoy your weekend.

Mr. Alexie L. Rogers
Director of Civil Rights and Equal Employment Opportunity
U.S. Department of the Interior, Office of Surface Mining
Reclamation and Enforcement (OSMRE)
Office for Equal Opportunity
Office: (202) 208-2993

From: Guberman, Mark S <mark.guberman@bsee.gov>

Sent: Friday, October 7, 2022 10:56 AM

To: Giles, Steven <Steven.Giles@bia.gov>; Cole, La Shon D <lcole@blm.gov>; Shimkus, Jonathan T <jshimkus@blm.gov>; Nygren, Andrea <Andrea.Nygren@boem.gov>; Callis, Patricia <Patricia.Callis@bsee.gov>; Gonzales-Evans, Anita <Anita_Gonzales-Evans@btfa.gov>; Allen, Kary <kary_allen@fws.gov>; Hintz, Kimberly <kimberly_hintz@fws.gov>; Chari, Sangita <Sangita_Chari@nps.gov>; Blankenship, Rose M <Rose_Blankenship@nps.gov>; Moss, Rita J

<rita_moss@nps.gov>; Rogers, Alexie L <arogers@osmre.gov>; Rogers, Alexie L <arogers@osmre.gov>; Grillos, Lara G <lgrillos@usbr.gov>; Neal-Mujahid, Regina M <rneal-mujahid@usgs.gov>; Mosley, James L <jmosley@usgs.gov>; Wade, Justin L <JUSTIN_L_WADE@IBC.DOI.GOV>; Bliss, Ellen S <ELLEN_S_BLISS@IBC.DOI.GOV>; Adkins, Byron M <byron_adkins@ibc.doi.gov>; Rusten, Michael W <michael_rusten@ios.doi.gov>; Simmons, Shayla F <shayla_simmons@oha.doi.gov>; Hansen, Timothy J <Timothy_Hansen@ios.doi.gov>; Hall, William E <william_e_hall@ios.doi.gov>; Whitehead, Cara <cara_whitehead@ios.doi.gov>; Vansickle, Christopher P <christopher_vansickle@ios.doi.gov>; Finnegan, Colleen R <colleen_finnegan@ios.doi.gov>; Flanagan, Denise A <Denise_Flanagan@ios.doi.gov>; Olsen, Megan C <megan_olsen@ios.doi.gov>; Johnson, Tonya R <tonya_johnson@ios.doi.gov>; Bloodsworth, Brian Z <brian_bloodsworth@ios.doi.gov>; Spadafore, Martha D <martha_spadafore@ios.doi.gov>; Deschler, Dava K <dava_deschler@ios.doi.gov>; Schuller, David R <David_Schuller@ios.doi.gov>; Rees, Robyn K <robyn_rees@ios.doi.gov>; Rees, Robyn K <robyn_rees@ios.doi.gov>; Werner, Jennifer L <jennifer_werner@ios.doi.gov>; Duggan, Lisa A <LISA_DUGGAN@IOS.DOI.GOV>; Farrell, Sloan W <Sloan_Farrell@ios.doi.gov>; Ward, Tyvonnia N <tyvonnia_ward@ios.doi.gov>; Murphy, Heidi A <Heidi.Murphy@onrr.gov>; Lloyd, Deborah J <Deborah.Lloyd@onrr.gov>; Foster, Samantha L <Samantha_foster@ios.doi.gov>; Velasco, Anthony L <anthony_velasco@ios.doi.gov>; Kaloi, Kaiini J <Kaiini_Kaloi@ios.doi.gov>; Brantley, Kelsey A <Kelsey_Brantley@ios.doi.gov>; Blanchard, Mary Josie <MaryJosie_Blanchard@ios.doi.gov>; Currier, Patricia A <patricia_currier@ios.doi.gov>; Vaughan, Erika D <erika_vaughan@ios.doi.gov>; Tryon, Steve G <stephen_tryon@ios.doi.gov>; Duchesne, Tammy A <tammy_duchesne@ios.doi.gov>; Shelton, Gregory P <gregory_shelton@ios.doi.gov>; Cunningham, Janay M <janay_cunningham@ios.doi.gov>; Mathers, Christina <Christina.Mathers@onrr.gov>; Watkins, Martha <martha_watkins@ios.doi.gov>; Wheeler, Tamika S <tamika_wheeler@ios.doi.gov>; Rees, Robyn K <robyn_rees@ios.doi.gov>; Van Gilder, Noah J <noah_vangilder@ios.doi.gov>

Subject: Executive Order 13988 Follow-Up Request - Please provide by October 14

Hello and thank you for your warm welcome to this team and for the responses you previously provided on your bureau/office's progress on implementing the requirements of Executive Order 13988. For anyone who may have missed our last meeting, I am serving as the project manager for the co-Executive Champions for this Executive Order: BSEE Director Kevin Sligh and BOEM Director Amanda Lefton.

As I mentioned at the September 29th meeting, I have an additional and (hopefully) simple ask of you all. This information is sought by our Executive Champions to help them best understand where the Department stands on implementation of the Executive Order, implementation pain points, needed resources and areas where their influence can be of most assistance.

Can you please provide me the following information by Friday, October 14, 2022:

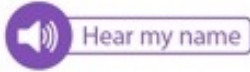
1. Whether or not your bureau/office is strictly adhering to the 4-phased approach, the **percent-to-completion of your bureau/office's implementation efforts**. 100% completion here is defined as all policies reviewed and recommendations incorporated into policy/procedure as applicable.
2. What resource scarcities (whether personnel, money or other) or other hurdles have you encountered, or anticipate, in achieving 100% completion by June 2023?
3. Are there any discrete policy or other matters that would benefit from an enterprise-wide approach or additional subject matter expertise?

4. Any best practices or lessons learned that would be of benefit to the wider working group?

Thank you for providing this additional information which will assist the Executive Champions in leading our efforts.

Mark Guberman
Chief, Employee and Labor Relations Branch
Bureau of Safety and Environmental Enforcement
Department of the Interior
(202) 208-1894 W
(571) 217-4059 C

 [Chat with me on Teams](#)



Executive Order 13988 Follow-up Request: Suspense: Oct. 14, 2022

1. Whether or not your bureau/office is strictly adhering to the 4-phased approach, the **percent-to-completion of your bureau/office's implementation efforts**. 100% completion here is defined as all policies reviewed and recommendations incorporated into policy/procedure as applicable.

OSMRE is adhering to the 4-phased approach for implementation of this EO. OSMRE's OEO and other identified offices have reviewed all policies based on the prescribed categories recommended in each phase and incorporated the requirements of EO 13988 in our internal policy statements (i.e. FY2022 EEO Policy Statement). Currently, our OHR is reviewing documents related to Phase III of the implementation efforts; therefore, we are at or nearing 75% of completion.

2. What resource scarcities (whether personnel, money or other) or other hurdles have you encountered, or anticipate, in achieving 100% completion by June 2023?

While conducting this review process, considerable time has been invested by OEO team members and other office personnel. Completion of one of the strategies listed under Phase 1 – Agency Action Worksheet – IV. Actions and Strategies to Comply with EO 13988 (to review signage in Regional and Field Offices to change or improve facility signage for persons who might identify as LGBTQIA+) will require additional personnel and resources, as well as collaborations with other OSMRE administrative office (OA) personnel.

3. Are there any discrete policy or other matters that would benefit from an enterprise-wide approach or additional subject matter expertise?

There are no discrete policies maintained by OSMRE. All OSMRE directives, policies and procedures are posted on the intranet for internal viewing; however, OEO would consider information on best practices derived from an enterprise-wide approach or subject matter expertise. Additional procedures are posted on the website for external viewing as applicable.

4. Any best practices or lessons learned that would be of benefit to the wider working group?

Communicating the “ask” for assistance from managers and supervisors for each implementation phase is very important. Requesting the assistance from other staff office counterparts must be clear and concise. Conveying the purpose of these reviews and stressing the importance of their participation is significant to overall implementation.

RE: EO 13988 Implementation Discussion

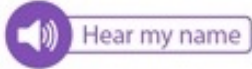
Oliver, Kim M <kim_oliver@ios.doi.gov>

Tue 7/27/2021 6:55 AM

To: Ridgeway, Karen C. <kridgeway@osmre.gov>

Hi Karen. I am happy to assist. 👍

Kim Oliver



D&I Strategist

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kim_oliver@ios.doi.gov

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From: Ridgeway, Karen C. <kridgeway@osmre.gov>

Sent: Tuesday, July 27, 2021 6:53 AM

To: Oliver, Kim M <kim_oliver@ios.doi.gov>

Subject: Re: EO 13988 Implementation Discussion

Hi Kim,

Thanks so much for agreeing to meet with us. We just have a few questions to ensure we're on the same page.

Karen

From: Oliver, Kim M <kim_oliver@ios.doi.gov>

Sent: Monday, July 26, 2021 5:57 PM

To: Ridgeway, Karen C. <kridgeway@osmre.gov>

Subject: New Time Proposed: EO 13988 Implementation Discussion

When: Wednesday, July 28, 2021 11:00 AM-11:30 AM.

Where:

Hi Karen!

I would be happy to chat with you and answer any questions you have. I am in training during the time you proposed, but I am available at 9:30am on Wed July 28th. Please let me know if this new proposed time works for you.

Kindly,
Kim

OFFICE OF SURFACE MINING RECLAMATION AND ENFORCEMENT OFFICE FOR EQUAL OPPORTUNITY EXECUTIVE ORDER (EO) 13988 IMPLEMENTATION PLAN OVERVIEW					
<u>PHASE</u>	<u>IDENTIFIED OFFICES - POCS</u>	<u>DEPARTMENTAL MANUALS (DM)</u>	<u>SERIES</u>	<u>PART(S)</u>	<u>ACTION</u>
Phase 1 July 1 - Dec. 31, 2021	OEO – David Williams OEO – Larisha Warner OEO – Karen Ridgeway OA – Tabitha Ferrall	373 DM 15 205 DM 17 485 DM 27	Personnel Management General Delegations Safety Management	373 -Equal Opportunity – Ch. 5, 7 & 8 205 - General Delegations - Equal Opportunity Programs 485 – Safety & Occupational Health Program	Pursuant to Title VII; conduct inventory/review of all documents, relevant policies, procedural guidelines related to; Protected Groups, EEO Complaints Process, Facilities and Signage, Training Resources and Updated Definitions and Terminology.
Phase 2 Jan 1 - June 30, 2022	OHR – Ashley Houston-Isaac ADFA - Mike Lamb OA – James Banks	370 DM 15 401, 402 & 404 DM 18 485 DM 27	Personnel Management Personal Property & Services Safety Management	370 - Department Personnel Program 401, 402 & 404 DM 18 – Personal Property & Services 485 – Safety & Occupational Health Program	Pursuant to Title VII; Review all documents, relevant policies, procedural guidelines related to Employee Benefits, Information Collection, Medical Evaluations and Procurement Procedures.
Phase 3 July 1 - Dec. 31, 2022	OHR – Ashley Houston-Isaac OA – James Banks	370 DM 15 485 DM 27	Personnel Management Safety Management	370 - Department Personnel Program 485 – Safety & Occupational Health Program	Pursuant to Title VII: Review all documents, relevant policies, procedural guidelines related to; Physical Fitness and Training Standards, Merit Promotions, Parental Leave Programs, Uniform Dress Code and Grooming.
Phase 4 Jan 1 - June 30< 2023	OC - Simone Walter	470, 471 & 476 DM 25	Information	470, 471 & 476 DM 25 - Information	Pursuant to Title VII: Review all memoranda and additional actions related to Internal and External Webpages.

Re: EO 13988 Implementation Status for OSMRE

Ridgeway, Karen C. <kridgeway@osmre.gov>

Thu 4/21/2022 10:14 AM

To: Oliver, Kim M <kim_oliver@ios.doi.gov>

Hi Kim,

Thanks for responding. How wonderful to spend time with your mother and father. Definitely, visit as much as you can. You will have wonderful memories to think on often. I miss my parents so. But, it's not a day that goes by that I don't think of them or there's something reminds me of them.

I appreciate your always availing your time and expertise.

Have a great day!

Karen

From: Oliver, Kim M <kim_oliver@ios.doi.gov>

Sent: Thursday, April 21, 2022 9:56 AM

To: Ridgeway, Karen C. <kridgeway@osmre.gov>

Subject: RE: EO 13988 Implementation Status for OSMRE

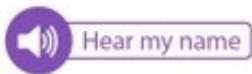
Good morning Karen and thank you so much for this update!

I am so glad you and your family enjoyed the Easter weekend together because family means *everything*. 🤗 I just returned from visiting my mother in Nevada for two weeks. It was time well spent and enjoyed. I know she won't be with me forever, so I am doing my best to cherish every moment spent with her and my Dad. 🙏❤️

If you need anything please don't hesitate to reach out.

Kindly,

Kim Oliver



Principal DEIA Strategist

Office of Diversity, Inclusion and Civil Rights | ODICR

Office of the Secretary | U.S. Department of the Interior

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From: Ridgeway, Karen C. <kridgeway@osmre.gov>

Sent: Monday, April 18, 2022 8:11 AM

To: Oliver, Kim M <kim_oliver@ios.doi.gov>

Subject: EO 13988 Implementation Status for OSMRE

GM Kim,

Hope all is well and you had a wonderful Easter weekend. I really did - all my adult children and grandchildren were in.

I just wanted to report on the status of review of directives for Phase II for OSMRE. I have met with OSMRE's Chief, Office of Administration and discussed our approach for reviewing the Directives relative to the categories for Phase II as it relates to Title VII. He provided me a list of the respective offices in which the active directives fall under (EEO, Admin and OHR). I have forwarded instructions and the worksheet to the individuals or points of contact regarding their respective areas. I have issued a timeline for completion by June 15th; however, if your timeline is different, let me know. I will then compile all worksheet responses for submission by June 30th.

Please advise if we are on track.

Regards,

Karen

Karen C. Ridgeway

Public Civil Rights Program Manager

DOI-OSMRE, Office for Equal Opportunity

1849 C Street, NW Mail Stop 4543

Washington, DC 20240

Tele: (202) 208-2759 Fax: (202) 219-3109

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RE: EO 13988 Implementation Status Update

Callis, Patricia <Patricia.Callis@bsee.gov>

Tue 8/30/2022 5:07 PM

To: Ridgeway, Karen C. <kridgeway@osmre.gov>

Cc: Rogers, Alexie L <arogers@osmre.gov>; Warner, Larisha Y <lwarner@osmre.gov>

Thank you very much Karen. I miss our little chats,

Patricia W Callis, Chief

Equal Employment Opportunity Division

MOBILE: 571-265-3792

Main Interior Building – 202-208-3560

Sterling, VA – 703-787-1310

Email: Patricia.Callis@bsee.gov



Communication- Collaboration - Cooperation

**We strive for wholeness,
committed to inclusiveness,
never divisiveness**

From: Ridgeway, Karen C. <kridgeway@osmre.gov>

Sent: Tuesday, August 30, 2022 11:15 AM

To: Callis, Patricia <Patricia.Callis@bsee.gov>

Cc: Rogers, Alexie L <arogers@osmre.gov>; Warner, Larisha Y <lwarner@osmre.gov>

Subject: EO 13988 Implementation Status Update

GM Pat,

Hope you and yours are well. I am sending this response on Alexie's behalf. Please see OSMRE's attached status updates for EO 13988.

Regards,

Karen

Karen C. Ridgeway

Public Civil Rights Program Manager

DOI-OSMRE, Office for Equal Opportunity

1849 C Street, NW Mail Stop 4543

Washington, DC 20240

Tele: (202) 208-2759 Fax: (202) 219-3109

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Re: EO 13988 - Meeting Agenda

Ridgeway, Karen C. <kridgeway@osmre.gov>

Mon 8/29/2022 2:48 PM

To: Strate, Sean W <sstrate@osmre.gov>

Thanks. I will keep you posted.

K

From: Strate, Sean W <sstrate@osmre.gov>

Sent: Monday, August 29, 2022 2:48 PM

To: Ridgeway, Karen C. <kridgeway@osmre.gov>

Subject: Re: EO 13988 - Meeting Agenda

Hi Karen,

I have not heard anything from DOI on this, but it would make sense if they centralized it at OFAS (Office of Facilities and Administrative Services).

Will let you know if we hear anything.

Thanks,
Sean

v/r,

Sean W. Strate
Chief, Office of Administration
U.S. Department of the Interior
Office of Surface Mining Reclamation
and Enforcement (OSMRE)

Desk: (202) 208-2575

Mobile: (202) 590-0500

COVID-19 Information and Resources:

[DOI COVID-19 Information Portal](#)

[OSMRE COVID-19 Information Portal](#)

Check out OSMRE's entire library of SOPs
available [HERE](#) when connected to the DOI network.

From: Ridgeway, Karen C. <kridgeway@osmre.gov>

Sent: Monday, August 29, 2022 2:44 PM

To: Strate, Sean W <sstrate@osmre.gov>

Subject: Re: EO 13988 - Meeting Agenda

Hi Sean,

I know it's been a minute; however, has the Department reached out to you or offices regarding signage and inclusiveness (LGBTQIA+). It is one of the action items I submitted on my worksheet; however, a couple of the meetings I attended they had someone from DOI's (OFAS?) office discuss signage. It sounded as if, this might become a Departmental initiative for all offices and workspaces.

Just curious.

Thanks,

Karen

From: Strate, Sean W <sstrate@osmre.gov>
Sent: Wednesday, June 8, 2022 2:48 PM
To: Ridgeway, Karen C. <kridgeway@osmre.gov>
Subject: Re: EO 13988 - Meeting Agenda

Karen,

Looks like we were a little further along in our review than I realized. Please see attached.

Thanks for putting today's meeting together...it was very helpful!

Sean

v/r,

Sean W. Strate
Chief, Office of Administration
U.S. Department of the Interior
Office of Surface Mining Reclamation
and Enforcement (OSMRE)
Desk: (202) 208-2575
Mobile: (202) 590-0500

COVID-19 Information and Resources:

[DOI COVID-19 Information Portal](#)

[OSMRE COVID-19 Information Portal](#)

Check out OSMRE's entire library of SOPs
available [HERE](#) when connected to the DOI network.

From: Ridgeway, Karen C. <kridgeway@osmre.gov>
Sent: Wednesday, June 8, 2022 1:51 PM

To: Rogers, Alexie L <arogers@osmre.gov>; Thompson, Georgene <gthompson@osmre.gov>; Telepo, Jeffrey W <jtelepo@osmre.gov>; Warner, Larisha Y <lwarner@osmre.gov>; Strate, Sean W <sstrate@osmre.gov>; Houston-Isaac, Ashley L <ahouston-isaac@osmre.gov>
Subject: EO 13988 - Meeting Agenda

Hi Everyone,

Please see the attached agenda for today's meeting.

Karen

Karen C. Ridgeway

Public Civil Rights Program Manager

DOI-OSMRE, Office for Equal Opportunity

1849 C Street, NW Mail Stop 4543

Washington, DC 20240

Tele: (202) 208-2759 Fax: (202) 219-3109

If you are deaf, hard of hearing, or have a speech disability, please dial 7-1-1 to access telecommunications relay service (in the USA).

**OFFICE OF SURFACE MINING RECLAMATION AND ENFORCEMENT
OFFICE FOR EQUAL OPPORTUNITY
PHASE 1 - PROCEDURES FOR CONDUCTING REVIEW OF BUREAU MAINTAINED DOCUMENTS
FOR
EXECUTIVE ORDER (EO) 13988**

STEP 1	Determine Bureau Office and POCs to assist with identifying DM Chapters that are to be reviewed.
STEP 2	Email review request to Bureau Office/POC identified based on subject-matter pursuant to Title VII. Establish response timeline.
STEP 3	Research OSMRE generated documents and relevant policies, procedural guidelines related to the specified areas:
STEP 4	Prepare a listing of items to be inventoried/reviewed to ensure the policy, documents and procedural guidelines are consistent with the policy of equal treatment under the law, regardless of gender identity or sexual orientation.
STEP 5	Complete the prescribed worksheet for each agency action (Including orders, regulations, guidance documents, policies, and procedures, etc.) being reviewed.
STEP 6	Conduct a review of all inventory items and establish timeline for response.
STEP 7	Prepare a summary report and/or a transmittal memorandum for review/signature for OEO Director and OSMRE Director signifying Phase – of the EO Implementation Plan is complete.
STEP 8	Establish method on how records will be maintained.

Re: EO 13988 OSMRE Agency Action Review Worksheet (2)

Warner, Larisha Y <lwarner@osmre.gov>

Fri 8/27/2021 2:45 PM

To: Ridgeway, Karen C. <kridgeway@osmre.gov>

Hi Karen,

I just have reviewed the worksheets. You have everything covered there.

I am going over these new versions of EEO Policy Statement and Workforce Resurvey Memo for this fiscal year issuance to make sure it's in accordance with the EO prior to Glenda's signature.

--

Regards,

Larisha Y. Warner
Affirmative Employment Program Manager
Office for Equal Opportunity
Phone: (202) 208-2748
Fax: (202) 219-3109
Email: lwarner@osmre.gov

Office of Surface Mining Reclamation and Enforcement (OSMRE)
U.S. Department of Interior
1849 C Street N.W., Washington, DC 20240

From: Ridgeway, Karen C. <kridgeway@osmre.gov>
Sent: Friday, August 27, 2021 11:10 AM
To: Warner, Larisha Y <lwarner@osmre.gov>
Subject: EO 13988 OSMRE Agency Action Review Worksheet (2)

Hi Larisha,

I am forwarding the subject worksheet(s) for your review and feedback. There were only two OSMRE policy statements reviewed as all others were generated by the Department. I did conduct a review of the PCR SOP and found there were 'he/she' phrases in portions of it. I edited such phrases to be more gender neutral. I am really considering not forwarding the PCR worksheet because the instructions specifically state Title VII; therefore, don't spend unnecessary time on it.

Feel free to make any edits or updates. Once you return to me, I will forward to Alexie for review.

Thanks,
K

Karen C. Ridgeway

*Public Civil Rights Program Manager
DOI-OSMRE, Office for Equal Opportunity
1849 C Street, NW Mail Stop 4543
Washington, DC 20240
Tele: (202) 208-2759 Fax: (202) 219-3109*

Item #	URL	Consistent	Reconciled? Or by?	Level 1 Reviewer	Level 2 Reviewer	Level 3 Reviewer
1	http://www1.osmre.net/resources/508.shtm	Yes		Wayne Campbell	Tristan Weis	Francis P
2	http://www1.osmre.net/about.shtm	Yes		Wayne Campbell	Tristan Weis	Francis P
3	http://www1.osmre.net/buySupply/acquisition.shtm	Yes		Wayne Campbell	Tristan Weis	Francis P
4	http://www1.osmre.net/resources/awards.shtm	No	Not Required	Wayne Campbell	Tristan Weis	Francis P
5	http://www1.osmre.net/about/calendar.shtm	Yes		Wayne Campbell	Tristan Weis	Francis P
6	http://www1.osmre.net/resources/cares.shtm	No	OC 6/27/2023	Wayne Campbell	Tristan Weis	Francis P
7	http://www1.osmre.net/buySupply/chargeCard.shtm	Yes		Wayne Campbell	Tristan Weis	Francis P
8	http://www1.osmre.net/buySupply/acquisition/contracting.shtm	Yes		Wayne Campbell	Tristan Weis	Francis P
9	http://www1.osmre.net/resources/directives.shtm	No	OA coordinates TBD	Wayne Campbell	Tristan Weis	Francis P
10	http://www1.osmre.net/resources/drupal.shtm	Yes		Wayne Campbell	Tristan Weis	Francis P
11	http://www1.osmre.net/about/employeeNews.shtm	No	Not Required	Wayne Campbell	Tristan Weis	Francis P
12	http://www1.osmre.net/resources/employees.shtm	No	OC 6/27/2023	Wayne Campbell	Tristan Weis	Francis P
13	http://www1.osmre.net/resources/ethics.shtm	Yes		Wayne Campbell	Tristan Weis	Francis P
14	http://www1.osmre.net/resources/financialManagement.shtm	No	OPAB 9/30/2023	Wayne Campbell	Tristan Weis	Francis P
15	http://www1.osmre.net/resources/forms.shtm	Yes		Wayne Campbell	Tristan Weis	Francis P
16	http://www1.osmre.net/	Yes		Wayne Campbell	Tristan Weis	Francis P
17	http://www1.osmre.net/about/offices.shtm	Yes		Wayne Campbell	Tristan Weis	Francis P
18	http://www1.osmre.net/old/ourBureau/orgChart.shtm	Yes		Wayne Campbell	Tristan Weis	Francis P
19	http://www1.osmre.net/resources/performance.shtm	Yes		Wayne Campbell	Tristan Weis	Francis P
20	http://www1.osmre.net/buySupply/acquisition/procurement.shtm	Yes		Wayne Campbell	Tristan Weis	Francis P
21	http://www1.osmre.net/resources/property.shtm	Yes		Wayne Campbell	Tristan Weis	Francis P
22	http://www1.osmre.net/buySupply/acquisition/purchasing.shtm	Yes		Wayne Campbell	Tristan Weis	Francis P
23	http://www1.osmre.net/resources.shtm	No	Office of the Director TBD	Wayne Campbell	Tristan Weis	Francis P
24	http://www1.osmre.net/resources/siteDetails.shtm	Yes		Wayne Campbell	Tristan Weis	Francis P
25	http://www1.osmre.net/resources/webReview.shtm	Yes		Wayne Campbell	Tristan Weis	Francis P
26	http://www1.osmre.net/resources/sop.shtm	Yes		Wayne Campbell	Tristan Weis	Francis P
27	http://www1.osmre.net/about/employeeNews/stories.shtm	Yes		Wayne Campbell	Tristan Weis	Francis P
28	http://www1.osmre.net/resources/tls.shtm	Yes		Wayne Campbell	Tristan Weis	Francis P
29	http://www1.osmre.net/travel.shtm	Yes		Wayne Campbell	Tristan Weis	Francis P
30	Intentionally Left Blank					
31	http://www1.osmre.net/search.shtm	Yes		Raphael Evans	Tristan Weis	Francis P
32	https://www.osmre.gov/	Yes		Raphael Evans	Tristan Weis	Francis P
33	https://www.osmre.gov/programs	Yes		Raphael Evans	Tristan Weis	Francis P
34	https://www.osmre.gov/programs/reclaiming-abandoned-mine-lands	Yes		Raphael Evans	Tristan Weis	Francis P
35	https://www.osmre.gov/programs/abandoned-mine-land-awards-program	Yes		Raphael Evans	Tristan Weis	Francis P
36	Excellence in Surface Coal Mining Reclamation Awards Office of Surface Mining Reclamation and Enforcement (osmre.gov)	Yes		Raphael Evans	Tristan Weis	Francis P
37	https://www.osmre.gov/programs/excellence-in-surface-coal-mining-reclamation-winners	Yes		Raphael Evans	Tristan Weis	Francis P
38	https://www.osmre.gov/programs/e-amlis	Yes		Raphael Evans	Tristan Weis	Francis P
39	https://www.osmre.gov/programs/e-amlis-data-dictionary	Yes		Raphael Evans	Tristan Weis	Francis P
40	https://www.osmre.gov/programs/e-amlis-priority-1-and-2-problem-types	Yes		Raphael Evans	Tristan Weis	Francis P
41	https://www.osmre.gov/programs/e-amlis-priority-3-problem-type	Yes		Raphael Evans	Tristan Weis	Francis P
42	https://www.osmre.gov/programs/e-amlis-priority-4-and-5-problem-types	Yes		Raphael Evans	Tristan Weis	Francis P
43	https://www.osmre.gov/programs/regulating-active-coal-mines	Yes		Raphael Evans	Tristan Weis	Francis P
44	https://www.osmre.gov/programs/regulating-active-coal-mines/oversight	Yes		Raphael Evans	Tristan Weis	Francis P
45	https://www.osmre.gov/regulating-coal-mines/oversight/western/san-juan-mine	Yes		Raphael Evans	Tristan Weis	Francis P
46	https://www.osmre.gov/avs	Yes		Raphael Evans	Tristan Weis	Francis P
47	https://www.osmre.gov/programs/technology-and-transfer-program	Yes		Raphael Evans	Tristan Weis	Francis P
48	https://www.osmre.gov/programs/applied-science	Yes		Raphael Evans	Tristan Weis	Francis P
49	https://www.osmre.gov/programs/applied-science/projects	Yes		Raphael Evans	Tristan Weis	Francis P
50	https://www.osmre.gov/programs/bat-conservation-and-mining	Yes		Raphael Evans	Tristan Weis	Francis P
51	https://www.osmre.gov/programs/coal-combustion-residues	Yes		Raphael Evans	Tristan Weis	Francis P
52	https://www.osmre.gov/programs/dam-safety	Yes		Raphael Evans	Tristan Weis	Francis P
53	https://www.osmre.gov/programs/geographic-reclamation	Yes		Raphael Evans	Tristan Weis	Francis P
54	https://www.osmre.gov/programs/impoundments	Yes		Raphael Evans	Tristan Weis	Francis P
55	https://www.osmre.gov/programs/mine-fires	Yes		Raphael Evans	Tristan Weis	Francis P
56	https://www.osmre.gov/programs/mine-fires https://www.osmre.gov/programs/mine-pools	Yes		Raphael Evans	Tristan Weis	Francis P
57	https://www.osmre.gov/programs/mine-fires https://www.osmre.gov/programs/watersheds	Yes		Raphael Evans	Tristan Weis	Francis P
58	https://www.osmre.gov/programs/mine-fires https://www.osmre.gov/programs/mine-drainage-technology-initiative	Yes		Raphael Evans	Tristan Weis	Francis P
59	i. https://www.osmre.gov/programs/prime-farmland	Yes		Emily Isaac	Judith LaVoie	Francis P
60	https://www.osmre.gov/programs/national-mine-map-repository	No	NMMR: 9/30/2023	Emily Isaac	Tristan Weis	Francis P
61	https://www.osmre.gov/sites/default/files/pdfs/NTTTcharter-2003.pdf	No	NTTP: 9/30/2023	Emily Isaac	Judith LaVoie	Francis P
62	https://www.osmre.gov/programs/national-technical-training-program	Yes		Emily Isaac	Judith LaVoie	Francis P
63	https://www.osmre.gov/programs/national-technical-training-program/faqs	Yes		Emily Isaac	Judith LaVoie	Francis P
64	https://www.osmre.gov/programs/technical-innovation-and-professional-services	Yes		Emily Isaac	Judith LaVoie	Francis P
65	https://www.osmre.gov/programs/technical-innovation-and-professional-services/training	Yes		Emily Isaac	Judith LaVoie	Francis P
66	https://www.osmre.gov/programs/technical-innovation-and-professional-services/geospatial	Yes		Emily Isaac	Judith LaVoie	Francis P
67	https://www.osmre.gov/programs/technical-innovation-and-professional-services/geospatial/geospatial-committee	Yes		Emily Isaac	Judith LaVoie	Francis P
68	https://www.osmre.gov/programs/technical-innovation-and-professional-services/services	Yes		Emily Isaac	Judith LaVoie	Francis P
69	https://www.osmre.gov/programs/technical-innovation-and-professional-services/software/cad	Yes		Emily Isaac	Judith LaVoie	Francis P
70	https://www.osmre.gov/programs/technical-innovation-and-professional-services/software/gism	Yes		Emily Isaac	Judith LaVoie	Francis P
71	https://www.osmre.gov/programs/technical-innovation-and-professional-services/software/remote-sensing	Yes		Emily Isaac	Judith LaVoie	Francis P
72	https://www.osmre.gov/programs/technical-innovation-and-professional-services/software/mobile-computing	Yes		Emily Isaac	Judith LaVoie	Francis P
73	https://www.osmre.gov/programs/hydrology	Yes		Emily Isaac	Judith LaVoie	Francis P
74	https://www.osmre.gov/programs/technical-innovation-and-professional-services/hardware	Yes		Emily Isaac	Judith LaVoie	Francis P
75	https://www.osmre.gov/resources	Yes		Emily Isaac	Judith LaVoie	Francis P
76	https://www.osmre.gov/resources/a-z-index	Yes		Emily Isaac	Judith LaVoie	Francis P
77	https://www.osmre.gov/resources/annual-reports	No	Not Required	Emily Isaac	Judith LaVoie	Francis P
78	https://www.osmre.gov/programs/regulating-active-coal-mines/blasting	Yes		Emily Isaac	Judith LaVoie	Francis P
79	https://www.osmre.gov/programs/regulating-active-coal-mines/blaster-certification	No	PSD (Blast Lead): 9/30/2023	Emily Isaac	Judith LaVoie	Francis P
80	https://www.osmre.gov/resources/reclamation-bonds	Yes		Emily Isaac	Judith LaVoie	Francis P
81	https://www.osmre.gov/resources/budget-and-planning	Yes		Emily Isaac	Judith LaVoie	Francis P
82	https://www.osmre.gov/resources/coalex-reports	No	Not Required	Emily Isaac	Judith LaVoie	Francis P
83	https://www.osmre.gov/resources/congress	Yes		Emily Isaac	Judith LaVoie	Francis P
84	i. https://www.osmre.gov/resources/faqs	Yes		Emily Isaac	Judith LaVoie	Francis P
85	https://www.osmre.gov/resources/forms	Yes		Emily Isaac	Judith LaVoie	Francis P
86	https://www.osmre.gov/resources/glossary	No	OC 6/23/2023	Emily Isaac	Judith LaVoie	Francis P
87	https://www.osmre.gov/about	Yes		John Pak/Wayne Campbell	Tristan Weis	Francis P
88	https://www.osmre.gov/laws-and-regulations/accessibility	Yes		John Pak/Wayne Campbell	Tristan Weis	Francis P
89	https://www.osmre.gov/programs/reclaiming-abandoned-mine-lands/amdtreat/download	Yes		John Pak/Wayne Campbell	Tristan Weis	Francis P
90	https://www.osmre.gov/programs/reclaiming-abandoned-mine-lands/amdtreat/faqs	Yes		John Pak/Wayne Campbell	Tristan Weis	Francis P
91	https://www.osmre.gov/programs/reclaiming-abandoned-mine-lands/amdtreat	Yes		John Pak/Wayne Campbell	Tristan Weis	Francis P
92	https://www.osmre.gov/resources/careers	Yes		John Pak/Wayne Campbell	Tristan Weis	Francis P
93	https://www.osmre.gov/laws-and-regulations/chronology-of-major-smrca-related-events	Yes		John Pak/Wayne Campbell	Tristan Weis	Francis P
94	https://www.osmre.gov/about/deputy-director	No	Not Required	John Pak/Wayne Campbell	Tristan Weis	Francis P
95	https://www.osmre.gov/laws-and-regulations/directives	No	OA coordinates TBD	John Pak/Wayne Campbell	Tristan Weis	Francis P
96	https://www.osmre.gov/laws-and-regulations/environmental-justice	Yes		John Pak/Wayne Campbell	Tristan Weis	Francis P
97	https://www.osmre.gov/about/ethics	Yes		John Pak/Wayne Campbell	Tristan Weis	Francis P
98	https://www.osmre.gov/resources/federal-assistance-manual	Yes		John Pak/Wayne Campbell	Tristan Weis	Francis P
99	https://www.osmre.gov/laws-and-regulations/federal-register-notice	Yes		John Pak/Wayne Campbell	Tristan Weis	Francis P
100	https://www.osmre.gov/about/general-information	Yes		John Pak/Wayne Campbell	Tristan Weis	Francis P
101	https://www.osmre.gov/resources/grants-resources	Yes		John Pak/Wayne Campbell	Tristan Weis	Francis P
102	https://www.osmre.gov/about/history	Yes		John Pak/Wayne Campbell	Tristan Weis	Francis P
103	https://www.osmre.gov/laws-and-regulations/information-quality	Yes		John Pak/Wayne Campbell	Tristan Weis	Francis P
104	https://www.osmre.gov/laws-and-regulations	Yes		John Pak/Wayne Campbell	Tristan Weis	Francis P
105	https://www.osmre.gov/contact-us/map	Yes		John Pak/Wayne Campbell	Tristan Weis	Francis P
106	https://www.osmre.gov/about/mission-and-vision	Yes		John Pak/Wayne Campbell	Tristan Weis	Francis P
107	https://www.osmre.gov/laws-and-regulations/nepa	Yes		John Pak/Wayne Campbell	Tristan Weis	Francis P
108	https://www.osmre.gov/news/last-five-years	Yes		John Pak/Wayne Campbell	Tristan Weis	Francis P

109	https://www.osmre.gov/about/offices	Yes	John Pak/Wayne Campbell	Tristan Weis	Francis F
110	https://www.osmre.gov/programs/science	Yes	John Pak/Wayne Campbell	Tristan Weis	Francis F
111	https://www.osmre.gov/laws-and-regulations/scientific-integrity	Yes	John Pak/Wayne Campbell	Tristan Weis	Francis F
112	https://www.osmre.gov/laws-and-regulations/significant-guidance	Yes	John Pak/Wayne Campbell	Tristan Weis	Francis F
113	https://www.osmre.gov/programs/technology	Yes	John Pak/Wayne Campbell	Tristan Weis	Francis F
114	https://www.osmre.gov/programs/training	Yes	John Pak/Wayne Campbell	Tristan Weis	Francis F
115	https://www.osmre.gov/about/youth-volunteers	Yes	John Pak/Wayne Campbell	Tristan Weis	Francis F
116	NTTP Training Schedule Office of Surface Mining Reclamation and Enforcement (osmre.gov)	Yes	Linda Sanders-Newton	Judith LaVoie	Francis F
117	https://www.osmre.gov/programs/national-technical-training-program/continuing-education	Yes	Linda Sanders-Newton	Judith LaVoie	Francis F
118	Basic Inspection Workbook Office of Surface Mining Reclamation and Enforcement (osmre.gov)	Yes	Linda Sanders-Newton	Judith LaVoie	Francis F
119	Instructor Training Course Office of Surface Mining Reclamation and Enforcement (osmre.gov)	Yes	Linda Sanders-Newton	Judith LaVoie	Francis F
120	State & Tribal Contacts Office of Surface Mining Reclamation and Enforcement (osmre.gov)	Yes	Linda Sanders-Newton	Judith LaVoie	Francis F
121	Reclamation in Action Office of Surface Mining Reclamation and Enforcement (osmre.gov)	Yes	Linda Sanders-Newton	Judith LaVoie	Francis F
122	Abandoned Mine Land Economic Revitalization (AMLER) Program Office of Surface Mining Reclamation and Enforcement (osmre.gov)	Yes	Linda Sanders-Newton	Judith LaVoie	Francis F
123	Federal Lands Program Office of Surface Mining Reclamation and Enforcement (osmre.gov)	Yes	Linda Sanders-Newton	Judith LaVoie	Francis F
124	Indian Lands Program Office of Surface Mining Reclamation and Enforcement (osmre.gov)	Yes	Linda Sanders-Newton	Judith LaVoie	Francis F
125	Media Contacts Office of Surface Mining Reclamation and Enforcement (osmre.gov)	Yes	Linda Sanders-Newton	Judith LaVoie	Francis F
126	Flight 93 National Memorial Office of Surface Mining Reclamation and Enforcement (osmre.gov)	Yes	Linda Sanders-Newton	Judith LaVoie	Francis F
127	Cumulative Hydrologic Impact Assessment Office of Surface Mining Reclamation and Enforcement (osmre.gov)	Yes	Linda Sanders-Newton	Judith LaVoie	Francis F
128	Tribal Consultation Office of Surface Mining Reclamation and Enforcement (osmre.gov)	Yes	Linda Sanders-Newton	Judith LaVoie	Francis F
129	NEPA Projects and Documentation Office of Surface Mining Reclamation and Enforcement (osmre.gov)	Yes	Linda Sanders-Newton	Judith LaVoie	Francis F
130	Underground Mine Map (UGMM) Initiative Office of Surface Mining Reclamation and Enforcement (osmre.gov)	Yes	Linda Sanders-Newton	Judith LaVoie	Francis F
131	What does the Infrastructure Investment and Jobs Act mean for OSMRE's AML Program? Office of Surface Mining Reclamation and Enforcement	Yes	Linda Sanders-Newton	Judith LaVoie	Francis F
132	Appalachian Regional Reforestation Initiative Office of Surface Mining Reclamation and Enforcement (osmre.gov)	Yes	Linda Sanders-Newton	Judith LaVoie	Francis F
133	Abandoned Mine Land Reclamation Award Winners Office of Surface Mining Reclamation and Enforcement (osmre.gov)	Yes	Linda Sanders-Newton	Judith LaVoie	Francis F
134	5 Things You Didn't Know About Bats Office of Surface Mining Reclamation and Enforcement (osmre.gov)	Yes	Linda Sanders-Newton	Judith LaVoie	Francis F
135	2021: A Year in Review Office of Surface Mining Reclamation and Enforcement (osmre.gov)	Yes	Linda Sanders-Newton	Judith LaVoie	Francis F
136	ARRI Publications Office of Surface Mining Reclamation and Enforcement (osmre.gov)	Yes	Linda Sanders-Newton	Judith LaVoie	Francis F
137	CAD Software Support Team Office of Surface Mining Reclamation and Enforcement (osmre.gov)	Yes	Linda Sanders-Newton	Judith LaVoie	Francis F
138	GIS Software Support Team Office of Surface Mining Reclamation and Enforcement (osmre.gov)	Yes	Linda Sanders-Newton	Judith LaVoie	Francis F
139	Hydrology Software Support Team Office of Surface Mining Reclamation and Enforcement (osmre.gov)	Yes	Linda Sanders-Newton	Judith LaVoie	Francis F
140	Mobile Computing Software Support Team Office of Surface Mining Reclamation and Enforcement (osmre.gov)	Yes	Linda Sanders-Newton	Judith LaVoie	Francis F
141	Remote Sensing Software Support Team Office of Surface Mining Reclamation and Enforcement (osmre.gov)	Yes	Linda Sanders-Newton	Judith LaVoie	Francis F
142	AqQA Software Office of Surface Mining Reclamation and Enforcement (osmre.gov)	Yes	Linda Sanders-Newton	Judith LaVoie	Francis F
143	AQTESOLV Software Office of Surface Mining Reclamation and Enforcement (osmre.gov)	Yes	Linda Sanders-Newton	Judith LaVoie	Francis F
144	https://www.osmre.gov/programs/technical-innovation-and-professional-services/services/arcpad	Yes	Ross Whitley	Tristan Weis	Francis F
145	https://www.osmre.gov/programs/technical-innovation-and-professional-services/services/autocad	Yes	Ross Whitley	Tristan Weis	Francis F
146	AutoCAD Raster Design Software Office of Surface Mining Reclamation and Enforcement (osmre.gov)	Yes	Ross Whitley	Tristan Weis	Francis F
147	Carlson Mining Software Office of Surface Mining Reclamation and Enforcement (osmre.gov)	Yes	Ross Whitley	Tristan Weis	Francis F
148	https://www.osmre.gov/programs/technical-innovation-and-professional-services/services/earthvision	Yes	Ross Whitley	Tristan Weis	Francis F
149	https://www.osmre.gov/programs/technical-innovation-and-professional-services/services/erdas	Yes	Ross Whitley	Tristan Weis	Francis F
150	https://www.osmre.gov/programs/technical-innovation-and-professional-services/services/esri	Yes	Ross Whitley	Tristan Weis	Francis F
151	https://www.osmre.gov/programs/technical-innovation-and-professional-services/services/galena	Yes	Ross Whitley	Tristan Weis	Francis F
152	https://www.osmre.gov/programs/technical-innovation-and-professional-services/services/geochemist-workbench	Yes	Ross Whitley	Tristan Weis	Francis F
153	https://www.osmre.gov/programs/technical-innovation-and-professional-services/services/global-mapper	Yes	Ross Whitley	Tristan Weis	Francis F
154	https://www.osmre.gov/programs/technical-innovation-and-professional-services/services/gms-groundwater	Yes	Ross Whitley	Tristan Weis	Francis F
155	https://www.osmre.gov/programs/technical-innovation-and-professional-services/services/groundwater-vistas	Yes	Ross Whitley	Tristan Weis	Francis F
156	https://www.osmre.gov/programs/technical-innovation-and-professional-services/services/hec-ras	Yes	Ross Whitley	Tristan Weis	Francis F
157	https://www.osmre.gov/programs/technical-innovation-and-professional-services/services/pathfinder	Yes	Ross Whitley	Tristan Weis	Francis F
158	https://www.osmre.gov/programs/technical-innovation-and-professional-services/services/rusle	Yes	Ross Whitley	Tristan Weis	Francis F
159	https://www.osmre.gov/programs/technical-innovation-and-professional-services/services/sdps	Yes	Ross Whitley	Tristan Weis	Francis F
160	https://www.osmre.gov/programs/technical-innovation-and-professional-services/services/sedcad	Yes	Ross Whitley	Tristan Weis	Francis F
161	https://www.osmre.gov/news/archive/ConstructedWetlands	Yes	Ross Whitley	Tristan Weis	Francis F
162	https://www.osmre.gov/news/Spring-Creek-EIS	Yes	Ross Whitley	Tristan Weis	Francis F
163	https://www.osmre.gov/news/AML-Awards-News-Release-2022	Yes	Ross Whitley	Tristan Weis	Francis F
164	https://www.osmre.gov/programs/regulating-active-coal-mines/blaster-training	No	Ross Whitley	Tristan Weis	Francis F
165	https://www.osmre.gov/programs/regulating-active-coal-mines/compliance-management	Yes	Ross Whitley	Tristan Weis	Francis F
166	https://www.osmre.gov/vulnerability-disclosure-policy	Yes	Ross Whitley	Tristan Weis	Francis F
167	https://www.osmre.gov/news/PA-receives-2022-national-AML-reclamation-award	Yes	Ross Whitley	Tristan Weis	Francis F
168	https://www.osmre.gov/news/IN-receives-2022-Interior-States-AML-reclamation-award	Yes	Ross Whitley	Tristan Weis	Francis F
169	https://www.osmre.gov/news/KY-awarded-2022-Appalachian-states-AML-award	Yes	Ross Whitley	Tristan Weis	Francis F
170	https://www.osmre.gov/news/TX-awarded-2022-small-project-AML-award	Yes	Ross Whitley	Tristan Weis	Francis F
171	https://www.osmre.gov/news/WY-awarded-2022-Western-State-Tribes-AML-award	Yes	Ross Whitley	Tristan Weis	Francis F
172	https://www.osmre.gov/sitemap.xml	Yes	Ross Whitley	Tristan Weis	Francis F

Re: E.O. 13988 Phase 4 Review

Rogers, Alexie L <arogers@osmre.gov>

Wed 6/21/2023 11:49 AM

To: Piccoli, Francis P <fpiccoli@osmre.gov>; Ridgeway, Karen C. <kridgeway@osmre.gov>

Cc: Warner, Larisha Y <lwarner@osmre.gov>; Weis, Tristan L <tweis@osmre.gov>; Lavoie, Judith M <jlavoie@osmre.gov>; Sutt, Jessica M <jsutt@osmre.gov>; Pak, John S <jpak@osmre.gov>; Campbell, Wayne <wcampbell@osmre.gov>; Winters, Bill R. <bwinters@osmre.gov>

Great....thanks Francis. Very much appreciated.

Alexie

Mr. Alexie L. Rogers

Director of Civil Rights and Equal Employment Opportunity

U.S. Department of the Interior, Office of Surface Mining

Reclamation and Enforcement (OSMRE)

Office for Equal Opportunity

Office: (202) 208-2993

From: Piccoli, Francis P <fpiccoli@osmre.gov>

Sent: Wednesday, June 21, 2023 11:47 AM

To: Rogers, Alexie L <arogers@osmre.gov>; Ridgeway, Karen C. <kridgeway@osmre.gov>

Cc: Warner, Larisha Y <lwarner@osmre.gov>; Weis, Tristan L <tweis@osmre.gov>; Lavoie, Judith M <jlavoie@osmre.gov>; Sutt, Jessica M <jsutt@osmre.gov>; Pak, John S <jpak@osmre.gov>; Campbell, Wayne <wcampbell@osmre.gov>; Winters, Bill R. <bwinters@osmre.gov>

Subject: RE: E.O. 13988 Phase 4 Review

Hello Alexie and Karen, here is the updated spreadsheet. The previous spreadsheet omitted 2nd and 3rd reviewer names for one first-level reviewer. Best regards, Francis

From: Piccoli, Francis P

Sent: Wednesday, June 21, 2023 8:28 AM

To: Rogers, Alexie L <arogers@osmre.gov>

Cc: Ridgeway, Karen C. <kridgeway@osmre.gov>; Warner, Larisha Y <lwarner@osmre.gov>; Weis, Tristan L <tweis@osmre.gov>; Lavoie, Judith M <jlavoie@osmre.gov>; Sutt, Jessica M <jsutt@osmre.gov>; Pak, John S <jpak@osmre.gov>; Campbell, Wayne <wcampbell@osmre.gov>; Winters, Bill R. <bwinters@osmre.gov>

Subject: E.O. 13988 Phase 4 Review

Hello Alexie, in advance of this morning's 11 a.m. ET meeting, please find the memo and affiliated attachments. Also included in this email is the quad slide for the meeting. Best regards, Francis



Francis Piccoli

Chief, Office of Communications
Office of Surface Mining Reclamation and
Enforcement, Department of the Interior
1849 C Street NW
Washington, D.C. 20240
O: 202.208.2566 C: 202.961.0263



Re: EO 13988 - Phase II Implementation Worksheets

Ridgeway, Karen C. <kridgeway@osmre.gov>

Thu 6/23/2022 11:46 AM

To: Houston-Isaac, Ashley L <ahouston-isaac@osmre.gov>

Hi Ashley,

Thank you. I will be dropping all action plans in OSMRE's Teams file. We should be good to go. I will send reminders between now and Sept. 30th to make sure revisions have been made.

Have a great day!

Karen

From: Houston-Isaac, Ashley L <ahouston-isaac@osmre.gov>

Sent: Thursday, June 23, 2022 11:41 AM

To: Ridgeway, Karen C. <kridgeway@osmre.gov>

Subject: RE: EO 13988 - Phase II Implementation Worksheets

Hello Karen-

Please see attached.

From: Ridgeway, Karen C. <kridgeway@osmre.gov>

Sent: Thursday, June 23, 2022 7:54 AM

To: Houston-Isaac, Ashley L <ahouston-isaac@osmre.gov>

Subject: Fw: EO 13988 - Phase II Implementation Worksheets

GM Ashley,

Hope all is well. I am following up on last week's message regarding the Agency Action Worksheet submittals that were due on June 15th. Please let me know if you have questions or if additional time is needed.

Thanks,
Karen

From: Ridgeway, Karen C.

Sent: Thursday, June 16, 2022 9:12 AM

To: Thompson, Georgene <gthompson@osmre.gov>; Houston-Isaac, Ashley L <ahouston-isaac@osmre.gov>

Subject: EO 13988 - Phase II Implementation Worksheets

GM Georgene/Ashley,

I am just checking in to see how you are coming along with your Agency Action Worksheets that were to be submitted yesterday. Let me know if you need more time. I have attached a copy of the one I completed to perhaps assist you with completing yours.

Feel free to give me a call if needed.

Thanks,

Karen

Karen C. Ridgeway

Public Civil Rights Program Manager

DOI-OSMRE, Office for Equal Opportunity

1849 C Street, NW Mail Stop 4543

Washington, DC 20240

Tele: (202) 208-2759 Fax: (202) 219-3109

If you are deaf, hard of hearing, or have a speech disability, please dial 7-1-1 to access telecommunications relay service (in the USA).

Re: EO 13988 Phase IV Agency Action Worksheet

Ridgeway, Karen C. <kridgeway@osmre.gov>

Thu 6/29/2023 2:53 PM

To: Piccoli, Francis P <fpiccoli@osmre.gov>

Cc: Rogers, Alexie L <arogers@osmre.gov>; Sutt, Jessica M <jsutt@osmre.gov>

Hi Francis,

A huge thanks to you and your staff for completing Phase IV's initial tasker of EO 13988. Your extensive review will enable all offices to review those directives in need of changes according to EO 13988 and updates in general.

I will keep you posted on any new developments by the Workgroup.

Regards,

Karen

From: Piccoli, Francis P <fpiccoli@osmre.gov>

Sent: Thursday, June 29, 2023 2:34 PM

To: Ridgeway, Karen C. <kridgeway@osmre.gov>

Cc: Rogers, Alexie L <arogers@osmre.gov>; Sutt, Jessica M <jsutt@osmre.gov>

Subject: RE: EO 13988 Phase IV Agency Action Worksheet

(+) Jessica

Hello Karen, please find attached the updated itemized spreadsheet and the updated level 3 review worksheet based on yesterday's meeting. The level 3 review worksheet addresses the 16 items determined to contain inconsistent gender inclusion language during the levels 1 and 2 reviews. Best regards, Francis

From: Ridgeway, Karen C. <kridgeway@osmre.gov>

Sent: Thursday, June 29, 2023 2:08 PM

To: Piccoli, Francis P <fpiccoli@osmre.gov>

Cc: Rogers, Alexie L <arogers@osmre.gov>

Subject: EO 13988 Phase IV Agency Action Worksheet

Hi Francis,

I am following up regarding the completion of the Agency Action Worksheet for Phase IV of the EO 13988 Implementation Plan. I will be on leave tomorrow; however, if you could send it to me by COB today, I will drop it in the file.

Thanks,

Karen

Karen C. Ridgeway

Public Civil Rights Program Manager

DOI-OSMRE, Office for Equal Opportunity

1849 C Street, NW Mail Stop 4543

Washington, DC 20240

Tele: (202) 208-2759 Fax: (202) 219-3109

If you are deaf, hard of hearing, or have a speech disability, please dial 7-1-1 to access telecommunications relay service (in the USA).

Re: EO 13988 - Request for Extension

Jones, Patricia D <Patricia.Jones@bsee.gov>

Wed 6/28/2023 8:25 AM

To: Ridgeway, Karen C. <kridgeway@osmre.gov>

Cc: Rogers, Alexie L <arogers@osmre.gov>; Warner, Larisha Y <lwerner@osmre.gov>; Piccoli, Francis P <fpiccoli@osmre.gov>

Hello Karen,

Thank you for reaching out. The extension request has been received and will be shared with the EO Champions. I will follow up if there is anything else needed. Have a great day!

Patricia Jones (Coach) (DCA) (Master Game Changer) (ONE-DOI Facilitator)

she/her/hers

Senior Advisor for DEIA (Internal)

Coaching Hours: Wednesdays starting at 3:00 pm CDT & Thursdays

before 9:30 am CDT - To view my Coaching Profile, visit [Patricia D. Jones \(sharepoint.com\)](#).

To get more information about DOI Coaches or to request a FREE coach visit [Interior Coaching Program \(ICP\) - Home \(sharepoint.com\)](#).

8th AEEW 2023 REGISTRATION OPEN: [Ally Engagement and Enrichment Week - Home \(sharepoint.com\)](#)

RDO: 1st Friday & 2nd Monday of each pay period

**Note: in an effort to manage my time and commitments efficiently, I'm requesting 50-minute meetings whenever possible to allow time for smoother transitions and bio-breaks between meetings. Thank you!*

"Do something TODAY that will make better tomorrows for others" - Patricia D. Jones

Have you [taken the DOI Annual Equity, Diversity and Inclusion Pledge](#)? **I DID!**

For more information about DCA efforts visit [Inclusion Café - Home \(sharepoint.com\)](#).

Did you notice my font is large? This is done for accessibility purposes. 14pt font size with Arial or Verdana (sans serif) fonts are the most legible.

From: Ridgeway, Karen C. <kridgeway@osmre.gov>

Sent: Wednesday, June 28, 2023 7:17 AM

To: Jones, Patricia D <Patricia.Jones@bsee.gov>

Cc: Rogers, Alexie L <arogers@osmre.gov>; Warner, Larisha Y <lwarner@osmre.gov>; Piccoli, Francis P <fpiccoli@osmre.gov>

Subject: EO 13988 - Request for Extension

GM Patricia,

On behalf of Alexie L. Rogers, OSMRE's Director for Civil Rights and Equal Employment Opportunity, I am submitting a request for an extension to complete Phase IV Implementation of EO 13988. Phase IV requires a review of Internal/External Agency webpages to ensure content, graphics and links are gender-neutral and are consistent with equity and inclusion as it relates to EO 13988 and gender identity or sexual orientation.

OSMRE's Office of Communication (OC) has completed an extensive review of our internal/external webpages and determined a number of documents/directives must be updated to reflect EO 13988 standards. Although, we will submit the completed Agency Action Worksheet by June 30, updating internal directives/documents will require additional coordination, time and manpower. Therefore, **OSMRE is requesting an extension for completion by September 30, 2024.** Many of our offices have already begun reviewing documents and submitting change request for Admin. approval. An extension would allow the flexibility to complete this tasker along with other mission priorities.

Your consideration is greatly appreciated.

V/R,

Karen

Karen C. Ridgeway

Public Civil Rights Program Manager

DOI-OSMRE, Office for Equal Opportunity

1849 C Street, NW Mail Stop 4543

Washington, DC 20240

Tele: (202) 208-2759 Fax: (202) 219-3109

If you are deaf, hard of hearing, or have a speech disability, please dial 7-1-1 to access telecommunications relay service (in the USA).

RE: EO 13988 Resource Assessment - Due: June 15, 2023

Piccoli, Francis P <fpiccoli@osmre.gov>

Fri 1/27/2023 8:36 AM

To: Ridgeway, Karen C. <kridgeway@osmre.gov>

Cc: Rogers, Alexie L <arogers@osmre.gov>; Warner, Larisha Y <lwarner@osmre.gov>

Hello Karen, we'll have the intranet and internet reviews conducted in a timely manner to meet the deadline. Best regards, Francis

From: Ridgeway, Karen C. <kridgeway@osmre.gov>

Sent: Friday, January 27, 2023 8:23 AM

To: Piccoli, Francis P <fpiccoli@osmre.gov>

Cc: Rogers, Alexie L <arogers@osmre.gov>; Warner, Larisha Y <lwarner@osmre.gov>

Subject: EO 13988 Resource Assessment - Due: June 15, 2023

GM Francis,

I am sending this message on behalf of Alexie Rogers, OEO Director.

During FY2021, the OEO was tasked by the Office of Diversity, Inclusion and Civil Rights (ODICR) to gradually implement EO 13988 - Preventing and Combatting Discrimination on the Basis of Gender Identity or Sexual Orientation. Bureaus are to review workplace policies and procedures to ensure language contained is 'gender neutral' and to ensure these policies do not adversely impact LGBTQIA+ employees by creating barriers to equity in employment.

As referenced in the email below, we are now in Phase 4 (January 1, 2023 through June 30, 2023) of the review. Phase 4 involves conducting an inventory of Memoranda and Additional Actions Related to: Internal and External Webpages. The requested actions closely align with those functions of OC; therefore, your office is asked to conduct a review of OSMRE's internal and external webpages to ensure websites contain 'gender neutral' language and to also determine whether content may adversely possibly impact persons within the LGBTQIA+ community.

A copy of the Implementation Plan is attached and the Agency Action Review Worksheet to be completed. Please complete the Worksheet and return to me **NLT June 15, 2023**.

If you have questions, feel free to contact me.

Regards,

Karen

From: Ridgeway, Karen C.

Sent: Thursday, June 17, 2021 10:38 AM

To: Telepo, Jeffrey W <jtelepo@osmre.gov>; Strate, Sean W <sstrate@osmre.gov>; Piccoli, Francis P <fpiccoli@osmre.gov>; Thompson, Georgene <gthompson@osmre.gov>; Lamb, Michael J <mlamb@osmre.gov>

Cc: Rogers, Alexie L <arogers@osmre.gov>; Warner, Larisha Y <lwarner@osmre.gov>; Owens, Glenda H

<gowens@osmre.gov>

Subject: EO 13988 Resource Assessment - Due 6/23/21

Goodmorning Everyone,

I am sending this message on behalf of Alexie Rogers, OEO Director.

The Office for Equal Opportunity (OEO) has been tasked by the Office of Diversity, Inclusion and Civil Rights (ODICR) to continue gradual implementation of Executive Order (EO) 13988, issued on January 20, 2021. Bureaus are to; (1) conduct an inventory of agency actions related to targeted topics creating a comprehensive list of agency actions that require further review and updates; (2) consult with internal and external stakeholders on how best to update those agency actions identified; and (3) implement the agreed upon recommendations. This implementation process will occur in a phased approach.

You are receiving this message because your office/division has been identified to participate in the EO 13988 implementation process by identifying a staff member(s) from your office/division who will be conducting the inventories of agency actions (reviews) described in the EO 13988 Implementation Plan. (See attached) Topical focus areas, phases and responsible offices are listed below:

- **Phase 1 (July 1, 2021 – December 31, 2021):** Title VII Statutory and Regulatory Actions, relevant policies, and Additional Actions Related to: Protected Groups, EEO Complaint Process (**OEO**), Facilities and Signage (**OA**), Training Resources, Updated Definitions and Terminology (**OEO**)
- **Phase 2 (January 1, 2022 – June 30, 2022):** Directives and Additional Actions Related to: Employee Benefits, Information Collection, Medical Evaluations (**OHR**), Procurement Procedures (**ADFA - Acquisition**)
- **Phase 3 (July 1, 2022 – December 31, 2022):** Department Manual and Additional Actions Related to: Physical Fitness and Training Standards, Merit Promotions, Parental Leave Programs, Uniform Dress Code and Grooming (**OHR**)
- **Phase 4 (January 1, 2023- June 30, 2023):** Memoranda and Additional Actions Related to: Internal and External Webpages (**OC**)

You may designate a staff member(s) to participate in different phases based on subject-matter expertise. Please provide OEO with your designee as pertains to your respective area(s) of responsibility by **COB, Wednesday, June 23, 2021**. Individuals will be asked to maintain a log of time expended conducting inventories.

Additional guidance will be provided after the next Departmental meeting on Thursday, June 24, 2021.

If you have questions, feel free to contact Karen Ridgeway or Larisha Warner via TEAMS or email.

Your cooperation is greatly appreciated.

V/R,
Karen

Karen C. Ridgeway
Public Civil Rights Program Manager
DOI-OSMRE, Office for Equal Opportunity
1849 C Street, NW Mail Stop 4543
Washington, DC 20240
Tele: (202) 208-2759 Fax: (202) 219-3109
Federal Relay Service (800) 877-8339 (TTY)

Re: EO 13988 Resource Assessment - Due 6/23/21

Rogers, Alexie L <arogers@osmre.gov>

Thu 6/17/2021 1:00 PM

To: Strate, Sean W <sstrate@osmre.gov>

Cc: Banks, James M <jbanks@osmre.gov>; Ferrall, Tabitha <tferrall@osmre.gov>; Ridgeway, Karen C. <kridgeway@osmre.gov>

Excellent Sean.....many thanks.

Alexie

Mr. Alexie L. Rogers
Director of Civil Rights and Equal Employment Opportunity
U.S. Department of the Interior, Office of Surface Mining
Reclamation and Enforcement (OSMRE)
Office for Equal Opportunity
Office: (202) 208-2993

From: Ridgeway, Karen C. <kridgeway@osmre.gov>

Sent: Thursday, June 17, 2021 11:57 AM

To: Strate, Sean W <sstrate@osmre.gov>

Cc: Banks, James M <jbanks@osmre.gov>; Ferrall, Tabitha <tferrall@osmre.gov>; Rogers, Alexie L <arogers@osmre.gov>

Subject: Re: EO 13988 Resource Assessment - Due 6/23/21

Hi Sean,

Thanks for your prompt response.

Karen

From: Strate, Sean W <sstrate@osmre.gov>

Sent: Thursday, June 17, 2021 11:50 AM

To: Ridgeway, Karen C. <kridgeway@osmre.gov>

Cc: Banks, James M <jbanks@osmre.gov>; Ferrall, Tabitha <tferrall@osmre.gov>

Subject: Re: EO 13988 Resource Assessment - Due 6/23/21

Hi Karen,

Office of Administration (OA) POCs will be:

- Phase 1: Tabitha Ferrall
- Phase 2 (adding OA here for medical evaluations): James Banks

- Phase 3: James Banks

Thanks,
Sean

v/r,
Sean W. Strate
Chief, Office of Administration
U.S. Department of the Interior
Office of Surface Mining (OSM)
Desk: (202) 208-2575
Mobile: (202) 590-0500

COVID-19 Information and Resources:

[DOI COVID-19 Information Portal](#)

[OSM COVID-19 Information Portal](#)

Check out OSMRE's entire library of SOPs
available [HERE](#) when connected to the DOI network.

From: Ridgeway, Karen C. <kridgeway@osmre.gov>

Sent: Thursday, June 17, 2021 10:38 AM

To: Telepo, Jeffrey W <jtelepo@osmre.gov>; Strate, Sean W <sstrate@osmre.gov>; Piccoli, Francis P <fpiccoli@osmre.gov>; Thompson, Georgene <gthompson@osmre.gov>; Lamb, Michael J <mlamb@osmre.gov>

Cc: Rogers, Alexie L <arogers@osmre.gov>; Warner, Larisha Y <lwarnar@osmre.gov>; Owens, Glenda H <gowens@osmre.gov>

Subject: EO 13988 Resource Assessment - Due 6/23/21

Goodmorning Everyone,

I am sending this message on behalf of Alexie Rogers, OEO Director.

The Office for Equal Opportunity (OEO) has been tasked by the Office of Diversity, Inclusion and Civil Rights (ODICR) to continue gradual implementation of Executive Order (EO) 13988, issued on January 20, 2021. Bureaus are to; (1) conduct an inventory of agency actions related to targeted topics creating a comprehensive list of agency actions that require further review and updates; (2) consult with internal and external stakeholders on how best to update those agency actions identified; and (3) implement the agreed upon recommendations. This implementation process will occur in a phased approach.

You are receiving this message because your office/division has been identified to participate in the EO 13988 implementation process by identifying a staff member(s) from your office/division who will be conducting the inventories of agency actions (reviews) described in the [EO 13988 Implementation Plan](#). (See attached) Topical focus areas, phases and responsible offices are listed below:

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- **Phase 2 (January 1, 2022 – June 30, 2022):** Directives and Additional Actions Related to: Employee Benefits, Information Collection, Medical Evaluations (OHR), Procurement Procedures (ADFA - Acquisition)
- **Phase 3 (July 1, 2022 – December 31, 2022):** Department Manual and Additional Actions Related to: Physical Fitness and Training Standards, Merit Promotions, Parental Leave Programs, Uniform Dress Code and Grooming (OHR)
- **Phase 4 (January 1, 2023- June 30, 2023):** Memoranda and Additional Actions Related to: Internal and External Webpages (OC)

You may designate a staff member(s) to participate in different phases based on subject-matter expertise. Please provide OEO with your designee as pertains to your respective area(s) of responsibility by **COB, Wednesday, June 23, 2021**. Individuals will be asked to maintain a log of time expended conducting inventories.

Additional guidance will be provided after the next Departmental meeting on Thursday, June 24, 2021.

If you have questions, feel free to contact Karen Ridgeway or Larisha Warner via TEAMS or email.

Your cooperation is greatly appreciated.

V/R,
Karen

Karen C. Ridgeway
Public Civil Rights Program Manager
DOI-OSMRE, Office for Equal Opportunity
1849 C Street, NW Mail Stop 4543
Washington, DC 20240
Tele: (202) 208-2759 Fax: (202) 219-3109
Federal Relay Service (800) 877-8339 (TTY)

RE: EO 13988 Resource Assessment - Due COB June 21st

Oliver, Kimiko M <kimiko_oliver@ios.doi.gov>

Thu 6/17/2021 2:12 PM

To: Ridgeway, Karen C. <kridgeway@osmre.gov>

Cc: Rogers, Alexie L <arogers@osmre.gov>; Warner, Larisha Y <lwarner@osmre.gov>

Thank you Karen! I appreciate you.

Have a happy and beautiful Juneteenth holiday 😊

Kim Oliver

D&I Strategist

Office of Diversity, Inclusion and Civil Rights | ODICR

Office of the Secretary | U.S. Department of the Interior

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From: Ridgeway, Karen C. <kridgeway@osmre.gov>

Sent: Thursday, June 17, 2021 1:35 PM

To: Oliver, Kimiko M <kimiko_oliver@ios.doi.gov>

Cc: Rogers, Alexie L <arogers@osmre.gov>; Warner, Larisha Y <lwarner@osmre.gov>

Subject: Re: EO 13988 Resource Assessment - Due COB June 21st

Goodafternoon Kim,

OSMRE's OEO submits the attached completed EO 13988 Resource Assessment tool for further processing and implementation.

Feel free to contact either Larisha Warner or me for questions.

V/R,

Karen

From: Oliver, Kimiko M <kimiko_oliver@ios.doi.gov>

Sent: Tuesday, June 15, 2021 11:38 AM

To: Adkins, Byron M <byron_adkins@ibc.doi.gov>; Allen, Kary <kary_allen@fws.gov>; Alonso, Shantha R <shantha_alonso@ios.doi.gov>; Ashton, Gera A <gashton@blm.gov>; Barkin, Pamela <Pamela_Barkin@ios.doi.gov>; Benedetti, Deanna <Deanna.Benedetti@boem.gov>; Blanchard, Mary

Josie <MaryJosie_Blanchard@ios.doi.gov>; Bland, Shakiyya W <shakiyya_bland@ios.doi.gov>; Blankenship, Rose M <Rose_Blankenship@nps.gov>; Bliss, Ellen S <ELLEN_S_BLISS@IBC.DOI.GOV>; Boone, Whitney J <whitney_boone@ios.doi.gov>; Brantley, Kelsey A <Kelsey_Brantley@ios.doi.gov>; Buckner, Shawn M <shawn_buckner@ios.doi.gov>; Butler, Vanessa G <vanessa_butler@ios.doi.gov>; Callis, Patricia <Patricia.Callis@bsee.gov>; Cardinale, Richard <Richard_Cardinale@ios.doi.gov>; Cole, La Shon D <lcoble@blm.gov>; Currier, Patricia A <patricia_currier@ios.doi.gov>; Deschler, Dava K <dava_deschler@ios.doi.gov>; Edmonds, Tanisha M <tanisha_edmonds@ios.doi.gov>; Enomoto, Stanton K <stanton_enomoto@ios.doi.gov>; Farrell, Sloan W <Sloan_Farrell@ios.doi.gov>; Finnegan, Colleen R. <Colleen.Finnegan@boem.gov>; Gibson, Jedidiah A <jedidiah_gibson@ios.doi.gov>; Giles, Steven <Steven.Giles@bia.gov>; Gonzales-Evans, Anita <Anita_Gonzales-Evans@btfa.gov>; Gosar, Mili N <mili_gosar@ios.doi.gov>; Grillos, Lara G <lgrillos@usbr.gov>; Guberman, Mark S <mark.guberman@bsee.gov>; Hall, William E <william_e_hall@ios.doi.gov>; Hansen, Timothy J <Timothy_Hansen@ios.doi.gov>; Hargrave, Steve T <Steve_T_Hargrave@ios.doi.gov>; Hernandez, Patrice L <Patrice_Hernandez@ios.doi.gov>; Hintz, Kimberly <kimberly_hintz@fws.gov>; Horsburgh, Erin L <erin_horsburgh@ios.doi.gov>; Hudson, Caitlin F <caitlin_hudson@ios.doi.gov>; Johnson, Tonya R <tonya_johnson@ios.doi.gov>; Joseph, Emily A <Emily_Joseph@ios.doi.gov>; Kaloi, Kaiini J <Kaiini_Kaloi@ios.doi.gov>; Kinsinger, Anne E <akinsinger@usgs.gov>; Levin, Rachel F <rachel_levin@ios.doi.gov>; Lloyd, Deborah J <Deborah.Lloyd@onrr.gov>; Ly, Kimberly P <kimberly_ly@ios.doi.gov>; Mcsheffrey, Kathleen C <kathleen_mcsheffrey@ios.doi.gov>; Medina-Barnes, Anakarym <Anakarym_Medina-Barnes@ios.doi.gov>; Mosley, James L <jmosley@usgs.gov>; Moss, Rita J <rita_moss@nps.gov>; Murphy, Heidi A <Heidi.Murphy@onrr.gov>; Neal-Mujahid, Regina M <rneal-mujahid@usgs.gov>; Nguyen, davie_nguyen@ios.doi.gov T <davie_nguyen@ios.doi.gov>; Oliver, Kimiko M <kimiko_oliver@ios.doi.gov>; Oliver, Mark H <Mark_Oliver@ios.doi.gov>; Olsen, Megan C <megan_olsen@ios.doi.gov>; Owens, Rhonda N <Rhonda.Owens@bsee.gov>; Patnaik, Bivan R <bivan_patnaik@ios.doi.gov>; Quinlan, Martin J <Martin_Quinlan@ios.doi.gov>; Rae, Kerry L <Kerry_Rae@ios.doi.gov>; Richardson, Tamara M <Tamara.Richardson@boem.gov>; Ridgeway, Karen C. <kridgeway@osmre.gov>; Roberson, Bernice G <Bernice_Roberson@ios.doi.gov>; Rodriguez, Monica A <marodriguez@usbr.gov>; Rogers, Alexie L <arogers@osmre.gov>; Rose, Kimberly K <krose@usbr.gov>; Rusten, Michael W <michael_rusten@ios.doi.gov>; Schuller, David R <David_Schuller@ios.doi.gov>; Shelton, Gregory P <gregory_shelton@ios.doi.gov>; Simmons, Shayla F <shayla_simmons@oha.doi.gov>; Steele, Jonathan <Jonathan_Steele@ios.doi.gov>; Tomsan, Tommy <Tommy.Tomsan@sol.doi.gov>; Tryon, Stephen G <stephen_tryon@ios.doi.gov>; Van Gilder, Noah J <noah_vangilder@ios.doi.gov>; Vansickle, Christopher P <christopher_vansickle@ios.doi.gov>; Vaughan, Erika D <erika_vaughan@ios.doi.gov>; Vaughn, Melba D <Melba_Vaughn@ios.doi.gov>; Walker, Linda F <linda.walker@bia.gov>; Ward, Tyvonnia N <tyvonnia_ward@ios.doi.gov>; Watkins, Martha <martha_watkins@ios.doi.gov>; Werner, Jennifer L <jennifer_werner@ios.doi.gov>; Wheeler, Tamika S <tamika_wheeler@ios.doi.gov>; White-Dunston, Erica D <erica_white-dunston@ios.doi.gov>; Whitehead, Cara <cara_whitehead@ios.doi.gov>; Ziehnert, Thomas P <thomas_p_ziehnert@ios.doi.gov>; Ziehnert, Thomas P <thomas_p_ziehnert@ios.doi.gov>; Brantley, Kelsey A <Kelsey_Brantley@ios.doi.gov>; Rogers, Alexie L <arogers@osmre.gov>; Finnegan, Colleen R. <Colleen.Finnegan@boem.gov>; Blankenship, Rose M <Rose_Blankenship@nps.gov>; Hintz, Kimberly <kimberly_hintz@fws.gov>; Joseph, Emily A <Emily_Joseph@ios.doi.gov>; Bliss, Ellen S <ELLEN_S_BLISS@IBC.DOI.GOV>; Hansen, Timothy J <Timothy_Hansen@ios.doi.gov>; Hargrave, Steve T <Steve_T_Hargrave@ios.doi.gov>; Mcsheffrey, Kathleen C <kathleen_mcsheffrey@ios.doi.gov>; Wilson, Jacqueline H <jacqueline_wilson@ios.doi.gov>; Rose, Kimberly K <krose@usbr.gov>; Rodriguez, Monica A <marodriguez@usbr.gov>; Cole, La Shon D <lcoble@blm.gov>; Vaughan, Erika D <erika_vaughan@ios.doi.gov>; Giles, Steven <Steven.Giles@bia.gov>; Ashton, Gera A <gashton@blm.gov>; Medina-Barnes, Anakarym <Anakarym_Medina-Barnes@ios.doi.gov>; Richardson, Tamara M <Tamara.Richardson@boem.gov>; White-Dunston, Erica D <erica_white-dunston@ios.doi.gov>; Simmons, Shayla F <shayla_simmons@oha.doi.gov>; Ridgeway, Karen C.

<kridgeway@osmre.gov>; Benedetti, Deanna <Deanna.Benedetti@boem.gov>; Gonzales-Evans, Anita <Anita_Gonzales-Evans@btfa.gov>; Van Gilder, Noah J <noah_vangilder@ios.doi.gov>; Schuller, David R <David_Schuller@ios.doi.gov>

Subject: FW: EO 13988 Resource Assessment - Due COB June 21st

Good morning EO 13988 Working Group:

This is a gentle reminder for those who have not already done so, to please submit your completed resource assessment using the attached tool by COB, next Monday, June 21, 2021. It should be emailed directly to me.

I look forward to our next Working Group meeting scheduled on next Thursday, June 24th at 2pm EDT.

Thank you kindly,

Kim Oliver

D&I Strategist

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Office of the Secretary | U.S. Department of the Interior

Personal pronouns: she/her/hers

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kimiko_oliver@ios.doi.gov

www.doi.gov/pmb/eeo/about-office-civil-rights

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From: Oliver, Kimiko M

Sent: Wednesday, May 26, 2021 12:15 PM

To: Adkins, Byron M <byron_adkins@ibc.doi.gov>; Allen, Kary <Kary_Allen@fws.gov>; Alonso, Shantha R <shantha_alonso@ios.doi.gov>; Ashton, Gera A <gashton@blm.gov>; Barkin, Pamela <Pamela_Barkin@ios.doi.gov>; Benedetti, Deanna <deanna.benedetti@boem.gov>; Blanchard, Mary Josie <MaryJosie_Blanchard@ios.doi.gov>; Bland, Shakiyya W <shakiyya_bland@ios.doi.gov>; Blankenship, Rose M <Rose_Blankenship@nps.gov>; Bliss, Ellen S <ELLEN_S_BLISS@IBC.DOI.GOV>; Boone, Whitney J <whitney_boone@ios.doi.gov>; Brantley, Kelsey A <Kelsey_Brantley@ios.doi.gov>; Buckner, Shawn M <shawn_buckner@ios.doi.gov>; Butler, Vanessa G <vanessa_butler@ios.doi.gov>; Callis, Patricia <patricia.callis@bsee.gov>; Cardinale, Richard <Richard_Cardinale@ios.doi.gov>; Cole, La Shon D <lcoble@blm.gov>; Currier, Patricia A <patricia_currier@ios.doi.gov>; Deschler, Dava K <dava_deschler@ios.doi.gov>; Edmonds, Tanisha M <tanisha_edmonds@ios.doi.gov>; Enomoto, Stanton K <stanton_enomoto@ios.doi.gov>; Farrell, Sloan W <Sloan_Farrell@ios.doi.gov>; Finnegan, Colleen R. <colleen.finnegan@boem.gov>; Gibson, Jedidiah A <jedidiah_gibson@ios.doi.gov>; Giles, Steven <Steven.Giles@bia.gov>; Gonzales-Evans, Anita <Anita_Gonzales-Evans@btfa.gov>; Gosar, Mili N <mili_gosar@ios.doi.gov>; Grillos, Lara G <lgrillos@usbr.gov>; Guberman, Mark S <mark.guberman@bsee.gov>; Hall, William E <william_e_hall@ios.doi.gov>; Hansen, Timothy J <Timothy_Hansen@ios.doi.gov>; Hargrave, Steve T <Steve_T_Hargrave@ios.doi.gov>; Hernandez, Patrice L <Patrice_Hernandez@ios.doi.gov>; Hintz, Kimberly <kimberly_hintz@fws.gov>; Horsburgh,

Erin L <erin_horsburgh@ios.doi.gov>; Hudson, Caitlin F <caitlin_hudson@ios.doi.gov>; Johnson, Tonya R <tonya_johnson@ios.doi.gov>; Joseph, Emily A <Emily_Joseph@ios.doi.gov>; Kaloi, Kaiini J <Kaiini_Kaloi@ios.doi.gov>; Kinsinger, Anne E <akinsinger@usgs.gov>; Levin, Rachel F <rachel_levin@ios.doi.gov>; Lloyd, Deborah J <deborah.lloyd@onrr.gov>; Ly, Kimberly P <kimberly_ly@ios.doi.gov>; Mcsheffrey, Kathleen C <kathleen_mcsheffrey@ios.doi.gov>; Medina-Barnes, Anakarym <Anakarym_Medina-Barnes@ios.doi.gov>; Mosley, James L <jmosley@usgs.gov>; Moss, Rita J <rita_moss@nps.gov>; Murphy, Heidi A <Heidi.Murphy@onrr.gov>; Neal-Mujahid, Regina M <rneal-mujahid@usgs.gov>; Nguyen, Davie T <davie_nguyen@ios.doi.gov>; Oliver, Kimiko M <kimiko_oliver@ios.doi.gov>; Oliver, Mark H <Mark_Oliver@ios.doi.gov>; Olsen, Megan C <megan_olsen@ios.doi.gov>; Owens, Rhonda N <rhonda.owens@bsee.gov>; Patnaik, Bivan R <bivan_patnaik@ios.doi.gov>; Quinlan, Martin J <Martin_Quinlan@ios.doi.gov>; Rae, Kerry L <Kerry_Rae@ios.doi.gov>; Richardson, Tamara M <tamara.richardson@boem.gov>; Ridgeway, Karen C. <kridgeway@osmre.gov>; Roberson, Bernice G <Bernice_Roberson@ios.doi.gov>; Rodriguez, Monica A <marodriguez@usbr.gov>; Rogers, Alexie L <arogers@osmre.gov>; Rose, Kimberly K <krose@usbr.gov>; Rusten, Michael W <michael_rusten@ios.doi.gov>; Schuller, David R <David_Schuller@ios.doi.gov>; Shelton, Gregory P <gregory_shelton@ios.doi.gov>; Simmons, Shayla F <shayla_simmons@oha.doi.gov>; Steele, Jonathan <Jonathan_Steele@ios.doi.gov>; Tomsan, Tommy <Tommy.Tomsan@sol.doi.gov>; Tryon, Stephen G <stephen_tryon@ios.doi.gov>; Van Gilder, Noah J <noah_vangilder@ios.doi.gov>; Vansickle, Christopher P <christopher_vansickle@ios.doi.gov>; Vaughan, Erika D <erika_vaughan@ios.doi.gov>; Vaughn, Melba D <Melba_Vaughn@ios.doi.gov>; Walker, Linda F <linda.walker@bia.gov>; Ward, Tyvonnia N <tyvonnia_ward@ios.doi.gov>; Watkins, Martha <martha_watkins@ios.doi.gov>; Werner, Jennifer L <jennifer_werner@ios.doi.gov>; Wheeler, Tamika S <tamika_wheeler@ios.doi.gov>; White-Dunston, Erica D <erica_white-dunston@ios.doi.gov>; Whitehead, Cara <cara_whitehead@ios.doi.gov>; Ziehnert, Thomas P <thomas_p_ziehnert@ios.doi.gov>; Ziehnert, Thomas P <thomas_p_ziehnert@ios.doi.gov>; Brantley, Kelsey A <Kelsey_Brantley@ios.doi.gov>; Rogers, Alexie L <arogers@osmre.gov>; Finnegan, Colleen R. <colleen.finnegan@boem.gov>; Blankenship, Rose M <Rose_Blankenship@nps.gov>; Hintz, Kimberly <kimberly_hintz@fws.gov>; Joseph, Emily A <Emily_Joseph@ios.doi.gov>; Bliss, Ellen S <ELLEN_S_BLISS@IBC.DOI.GOV>; Hansen, Timothy J <Timothy_Hansen@ios.doi.gov>; Hargrave, Steve T <Steve_T_Hargrave@ios.doi.gov>; Mcsheffrey, Kathleen C <kathleen_mcsheffrey@ios.doi.gov>; Wilson, Jacqueline H <jacqueline_wilson@ios.doi.gov>; Rose, Kimberly K <krose@usbr.gov>; Rodriguez, Monica A <marodriguez@usbr.gov>; Cole, La Shon D <lcoble@blm.gov>; Vaughan, Erika D <erika_vaughan@ios.doi.gov>; Giles, Steven <Steven.Giles@bia.gov>; Ashton, Gera A <gashton@blm.gov>; Medina-Barnes, Anakarym <Anakarym_Medina-Barnes@ios.doi.gov>; Richardson, Tamara M <tamara.richardson@boem.gov>; White-Dunston, Erica D <erica_white-dunston@ios.doi.gov>; Simmons, Shayla F <shayla_simmons@oha.doi.gov>; Ridgeway, Karen C. <kridgeway@osmre.gov>; Benedetti, Deanna <deanna.benedetti@boem.gov>; Gonzales-Evans, Anita <Anita_Gonzales-Evans@btfa.gov>; Van Gilder, Noah J <noah_vangilder@ios.doi.gov>; Schuller, David R <David_Schuller@ios.doi.gov>

Subject: EO 13988 Resource Assessment - Due COB June 21st

Thanks to all who attended last week's EO 13988 Working Group meeting. For those who were unable to attend, a [recording is available on the EO 13988 Working Group Teams Site](#).

We recognize that there was a lot of information shared on the various priorities and initiatives going on within the Department, and wanted to provide some key information regarding next steps for EO 13988 below:

Implementation of EO 13988 Phases

The [EO 13988 Implementation Plan](#) (April 29, 2021) commits bureaus and offices to taking a phased approach to: 1) conduct an inventory of agency actions related to targeted topics and creating a

comprehensive list of agency actions that require further review and updates, 2) consult with internal and external stakeholders on how best to update those agency actions identified, and 3) implement the agreed upon recommendations. The phased approach is broken down as follows:

- **Phase 1 (July 1, 2021 – December 31, 2021):** Title VII Statutory and Regulatory Actions, relevant policies, and Additional Actions Related to: Protected Groups, EEO Complaint Process, Facilities and Signage, Training Resources, Updated Definitions and Terminology
- **Phase 2 (January 1, 2022 – June 30, 2022):** Directives and Additional Actions Related to: Employee Benefits, Information Collection, Medical Evaluations, Procurement Procedures
- **Phase 3 (July 1, 2022 – December 31, 2022):** Department Manual and Additional Actions Related to: Physical Fitness and Training Standards, Merit Promotions, Parental Leave Programs, Uniform Dress Code and Grooming
- **Phase 4 (January 1, 2023- June 30, 2023):** Memoranda and Additional Actions Related to: Internal and External Webpages

It is our intention to formally kick off this process during our June 24, 2021 call, during which ODCIR will provide additional guidance describing the next steps.

EO 13988 Resource Assessment

In preparation for implementation, please identify the staff members from your bureau/office who will be conducting the inventories of agency actions (reviews) described in the EO 13988 Implementation Plan. Please consider the topical focus areas (protected groups, EEO complaints, facilities and signage, training resources, communications, benefits, information collection, medical, procurement, physical fitness and training standards, merit promotions, parental leave, uniforms, external information, websites, etc.) when selecting staff members to conduct reviews; knowledge of the subject matter may facilitate a quicker review. You may select different staff to participate in different phases of implementation based on subject matter expertise. In addition to identification of staff members who will participate in this process, please provide an estimate of the staff time required for each phase of the review. We understand the scale of these reviews is not fully understood at this point, so ask only for a rough estimate.

We also ask that you include an alternate staff resource estimate, which is based on an “*ideal situation if additional funding support were available.*”

Please use the attached spreadsheet to prepare your EO 13988 Resource Estimate, and email this information to yours truly, Kim Oliver (kimiko_oliver@ios.doi.gov) by COB on June 21.

Thank you for your continued work on this important priority!

Kim Oliver

D&I Strategist

Office of Diversity, Inclusion and Civil Rights | ODICR

Office of the Secretary | U.S. Department of the Interior

Personal pronouns: she/her/hers

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kimiko_oliver@ios.doi.gov

www.doi.gov/pmb/eeo/about-office-civil-rights

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Re: EO 13988 Status Update

Jones, Patricia D <Patricia.Jones@bsee.gov>

Tue 5/23/2023 7:00 AM

To:Ridgeway, Karen C. <kridgeway@osmre.gov>

Hello Karen,

Thank you so much for attending the May monthly meeting and your willingness to accomplish the tasks at hand. As a reminder from our May Meeting, please be sure to **LEVERAGE EO 13988 EFFORTS TO UPDATE POLICIES, PROCEDURES, AND TRAINING FOR ALIGNMENT WITH DEIA PRINCIPLES, TO INCLUDE ANTI-HARASSMENT TRAINING, SOGI POLICY, AND SOGI DATA PLANS** for a Safe Workplace at DOI. Thank you!

Patricia Jones (Coach) (DCA) (Master Game Changer) (ONE-DOI Facilitator)

she/her/hers

Senior Advisor for DEIA (Internal)

Coaching Hours: Wednesdays starting at 3:00 pm CDT & Thursdays before 9:30 am CDT - To view my Coaching Profile, visit [Patricia D. Jones \(sharepoint.com\)](#).

To get more information about DOI Coaches or to request a FREE coach visit [Interior Coaching Program \(ICP\) - Home \(sharepoint.com\)](#).

8th AEEW 2023 REGISTRATION OPEN: [Ally Engagement and Enrichment Week - Home \(sharepoint.com\)](#)

RDO: 1st Friday & 2nd Monday of each pay period

**Note: in an effort to manage my time and commitments efficiently, I'm requesting 50-minute meetings whenever possible to allow time for smoother transitions and bio-breaks between meetings. Thank you!*

"Do something TODAY that will make better tomorrows for others" - Patricia D. Jones

Have you [taken the DOI Annual Equity, Diversity and Inclusion Pledge](#)? **I DID!**

For more information about DCA efforts visit [Inclusion Café - Home \(sharepoint.com\)](#).

Did you notice my font is large? This is done for accessibility purposes. 14pt font size with Arial or Verdana (sans serif) fonts

are the most legible.

From: Ridgeway, Karen C. <kridgeway@osmre.gov>

Sent: Monday, May 22, 2023 10:20 AM

To: Jones, Patricia D <Patricia.Jones@bsee.gov>

Subject: EO 13988 Status Update

GM Patricia,

I am Karen Ridgeway, OSMRE's point of contact for implementation of EO 13988. OSMRE status:

- OSMRE has **completed** all actions required for Phase II, and III implementation. All Agency Action Review Worksheets for Phases I, II, and III were completed by those offices responsible for review actions.
- OSMRE has **one remaining action** due in order to complete Phase I – Review Department Manuals and Title VII Statutory/Regulatory Actions. A review of current signage for restrooms in Regional and Field Offices must be conducted to determine if there is a need to change or improve facility signage for persons who might identify as LGBTQIA+. This is a Department-led initiative where bureaus are awaiting policy guidance from the DOI Office of Facilities (OFAS). OFAS plans to reach out to Bureau facility contacts regarding the new signage policy.
- OEO is currently working with the Office of Communications (OC) to complete **Phase IV – Review of Memoranda and Additional Agency Actions related to: Internal (intranet) Web pages and External (public) Web pages**. Finalized worksheets are due to the Department by June 30, 2023.

Regards,

Karen

Karen C. Ridgeway

Public Civil Rights Program Manager

DOI-OSMRE, Office for Equal Opportunity

1849 C Street, NW Mail Stop 4543

Washington, DC 20240

Tele: (202) 208-2759 Fax: (202) 219-3109

If you are deaf, hard of hearing, or have a speech disability, please dial 7-1-1 to access telecommunications relay service (in the USA).

Re: EO 13988 Status Updates

Rogers, Alexie L <arogers@osmre.gov>

Fri 3/17/2023 12:37 PM

To:Ridgeway, Karen C. <kridgeway@osmre.gov>

Hello Karen.....Excellent. Please feel free to submit. Many thanks.

Mr. Alexie L. Rogers
Director of Civil Rights and Equal Employment Opportunity
U.S. Department of the Interior, Office of Surface Mining
Reclamation and Enforcement (OSMRE)
Office for Equal Opportunity
Office: (202) 208-2993

From: Ridgeway, Karen C. <kridgeway@osmre.gov>

Sent: Friday, March 17, 2023 10:22 AM

To: Rogers, Alexie L <arogers@osmre.gov>

Subject: EO 13988 Status Updates

GM Alexie,

I have completed a draft copy of the updates requested by Mark Guberman of BSEE and a member of the DEIA Council. A copy is attached for your review prior to submission.

Thanks,

Karen

Karen C. Ridgeway

Public Civil Rights Program Manager

DOI-OSMRE, Office for Equal Opportunity

1849 C Street, NW Mail Stop 4543

Washington, DC 20240

Tele: (202) 208-2759 Fax: (202) 219-3109

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RE: E.O. 13988 Working Group Meeting Summary

Oliver, Kim M <kim_oliver@ios.doi.gov>

Thu 9/16/2021 9:00 AM

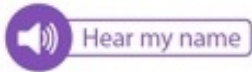
To: Ridgeway, Karen C. <kridgeway@osmre.gov>

Cc: Rogers, Alexie L <arogers@osmre.gov>; Warner, Larisha Y <lwarner@osmre.gov>; Edmonds, Tanisha M <tanisha_edmonds@ios.doi.gov>

Confirming that you did it correctly. 👍

I appreciate you Karen!

Kim Oliver



D&I Strategist

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Office of the Secretary | U.S. Department of the Interior

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kim_oliver@ios.doi.gov

www.doi.gov/pmb/eeo/about-office-civil-rights

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From: Ridgeway, Karen C. <kridgeway@osmre.gov>

Sent: Thursday, September 16, 2021 8:26 AM

To: Oliver, Kim M <kim_oliver@ios.doi.gov>

Cc: Rogers, Alexie L <arogers@osmre.gov>; Warner, Larisha Y <lwarner@osmre.gov>; Edmonds, Tanisha M <tanisha_edmonds@ios.doi.gov>

Subject: Re: E.O. 13988 Working Group Meeting Summary

Hi Kim,

It has; however, I'd like to ensure I did it correctly - if you can confirm 😊

Thanks,

Karen

From: Oliver, Kim M <kim_oliver@ios.doi.gov>

Sent: Thursday, September 16, 2021 8:19 AM

To: Ridgeway, Karen C. <kridgeway@osmre.gov>

Cc: Rogers, Alexie L <arogers@osmre.gov>; Warner, Larisha Y <lwarner@osmre.gov>; Edmonds, Tanisha

M <tanisha_edmonds@ios.doi.gov>

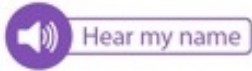
Subject: RE: E.O. 13988 Working Group Meeting Summary

Thank you Karen! Has the worksheet been uploaded to the 13988 Teams site?

If not, I can take care of that for you.

Kindly,

Kim Oliver



D&I Strategist

Office of Diversity, Inclusion and Civil Rights | ODICR

Office of the Secretary | U.S. Department of the Interior

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From: Ridgeway, Karen C. <kridgeway@osmre.gov>

Sent: Tuesday, September 14, 2021 2:03 PM

To: Oliver, Kim M <kim_oliver@ios.doi.gov>

Cc: Rogers, Alexie L <arogers@osmre.gov>; Warner, Larisha Y <lwagner@osmre.gov>; Edmonds, Tanisha M <tanisha_edmonds@ios.doi.gov>

Subject: Fw: E.O. 13988 Working Group Meeting Summary

Hi Kim,

I am submitting OSMRE's OEO completed Agency Action Review Worksheet for the review conducted on policies, procedural guidelines issued by our bureau pursuant to Title VII. A copy has also been uploaded in the Teams folder under our bureau file. I've also identified, reviewed, and annotated the DM chapters relevant to our bureau. I believe this completes the actions required for Phase 1 implementation of EO 13988.

V/R,
Karen

From: Oliver, Kim M <kim_oliver@ios.doi.gov>


Sent: Friday, August 27, 2021 8:04 AM


To: Adkins, Byron M <byron_adkins@ibc.doi.gov>; Allen, Kary <kary_allen@fws.gov>; Alonso, Shantha R <shantha_alonso@ios.doi.gov>; Ashton, Gera A <gashton@blm.gov>; Barkin, Pamela


<Pamela_Barkin@ios.doi.gov>; Benedetti, Deanna <Deanna.Benedetti@boem.gov>; Blanchard, Mary Josie <MaryJosie_Blanchard@ios.doi.gov>; Bland, Shakiyya W <shakiyya_bland@ios.doi.gov>; Blankenship, Rose M <Rose_Blankenship@nps.gov>; Bliss, Ellen S <ELLEN_S_BLISS@IBC.DOI.GOV>; Boone, Whitney J <whitney_boone@ios.doi.gov>; Brantley, Kelsey A <Kelsey_Brantley@ios.doi.gov>; Burke, Kevin R <kevin_burke@ios.doi.gov>; Butler, Vanessa G <vanessa_butler@ios.doi.gov>; Callis, Patricia <Patricia.Callis@bsee.gov>; Cardinale, Richard <Richard_Cardinale@ios.doi.gov>; Carter, Mia S <mscarter@usgs.gov>; Cole, La Shon D <lcoble@blm.gov>; Currier, Patricia A <patricia_currier@ios.doi.gov>; Deschler, Dava K <dava_deschler@ios.doi.gov>; Duchesne, Tammy A <tammy_duchesne@ios.doi.gov>; Duggan, Lisa A <LISA_DUGGAN@IOS.DOI.GOV>; Edmonds, Tanisha M <tanisha_edmonds@ios.doi.gov>; Ellington, Sheryl L <Sheryl_Ellington@nps.gov>; Enomoto, Stanton K <stanton_enomoto@ios.doi.gov>; Farrell, Sloan W <Sloan_Farrell@ios.doi.gov>; Finnegan, Colleen R <colleen_finnegan@ios.doi.gov>; Gibson, Jedidiah A <jedidiah_gibson@ios.doi.gov>; Giles, Steven <Steven.Giles@bia.gov>; Gonzales-Evans, Anita <Anita_Gonzales-Evans@btfa.gov>; Gosar, Mili N <mili_gosar@ios.doi.gov>; Grillos, Lara G <lgrillos@usbr.gov>; Guberman, Mark S <mark.guberman@bsee.gov>; Hall, William E <william_e_hall@ios.doi.gov>; Hansen, Timothy J <Timothy_Hansen@ios.doi.gov>; Hargrave, Steve T <Steve_T_Hargrave@ios.doi.gov>; Hernandez, Patrice L <Patrice_Hernandez@ios.doi.gov>; Hintz, Kimberly <kimberly_hintz@fws.gov>; Hodnett, Monica D <mhodnett@usgs.gov>; Horsburgh, Erin L <erin_horsburgh@ios.doi.gov>; Hudson, Caitlin F <caitlin_hudson@ios.doi.gov>; Johnson, Tonya R <tonya_johnson@ios.doi.gov>; Joseph, Emily A <Emily_Joseph@ios.doi.gov>; Kaloi, Kaiini J <Kaiini_Kaloi@ios.doi.gov>; Kinsinger, Anne E <akinsinger@usgs.gov>; Laboy, Andrea D <andrea.laboy@bia.gov>; Levin, Rachel F <rachel_levin@ios.doi.gov>; Lipcaman, Suzanne B <suzanne_lipcaman@ios.doi.gov>; Lloyd, Deborah J <Deborah.Lloyd@onrr.gov>; Ly, Kimberly P <kimberly_ly@ios.doi.gov>; Mcsheffrey, Kathleen C <kathleen_mcsheffrey@ios.doi.gov>; Medina-Barnes, Anakarym <Anakarym_Medina-Barnes@ios.doi.gov>; Mosley, James L <jmosley@usgs.gov>; Moss, Rita J <rita_moss@nps.gov>; Murphy, Heidi A <Heidi.Murphy@onrr.gov>; Neal-Mujahid, Regina M <rneal-mujahid@usgs.gov>; Nguyen, Davie T <davie_nguyen@ios.doi.gov>; Oliver, Mark H <Mark_Oliver@ios.doi.gov>; Olsen, Megan C <megan_olsen@ios.doi.gov>; Owens, Rhonda N <Rhonda.Owens@bsee.gov>; Patnaik, Bivan R <bivan_patnaik@ios.doi.gov>; Quinlan, Martin J <Martin_Quinlan@ios.doi.gov>; Rae, Kerry L <Kerry_Rae@ios.doi.gov>; Rees, Robyn K <robyn_rees@ios.doi.gov>; Richardson, Roberta D <Roberta_Richardson@ios.doi.gov>; Richardson, Tamara M <Tamara.Richardson@boem.gov>; Ridgeway, Karen C. <kridgeway@osmre.gov>; Roberson, Bernice G <Bernice_Roberson@ios.doi.gov>; Rodriguez, Monica A <marodriguez@usbr.gov>; Rogers, Alexie L <arogers@osmre.gov>; Rose, Kimberly K <krose@usbr.gov>; Rusten, Michael W <michael_rusten@ios.doi.gov>; Salazar, Felicia A <felicia_salazar@ios.doi.gov>; Schuller, David R <David_Schuller@ios.doi.gov>; Shelton, Gregory P <gregory_shelton@ios.doi.gov>; Shimkus, Jonathan T <jshimkus@blm.gov>; Siggall, Rickey L <rickey_siggall@fws.gov>; Simmons, Shayla F <shayla_simmons@oha.doi.gov>; Sims, Melissa <Melissa_Sims@nps.gov>; Smale, Georgeann <Georgeann.Smale@boem.gov>; Steele, Jonathan <Jonathan_Steele@ios.doi.gov>; Tomsan, Tommy <Tommy.Tomsan@sol.doi.gov>; Tryon, Steve G <stephen_tryon@ios.doi.gov>; Uhl, Inez <inez_uhl@fws.gov>; Van Gilder, Noah J <noah_vangilder@ios.doi.gov>; Vansickle, Christopher P <christopher_vansickle@ios.doi.gov>; Vaughan, Erika D <erika_vaughan@ios.doi.gov>; Vaughn, Melba D <Melba_Vaughn@ios.doi.gov>; Walker, Linda F <linda.walker@bia.gov>; Ward, Tyvonnia N <tyvonnia_ward@ios.doi.gov>; Warner, Larisha Y <lwarnar@osmre.gov>; Watkins, Martha <martha_watkins@ios.doi.gov>; Weir, Linda A <lweir@usgs.gov>; Werner, Jennifer L <jennifer_werner@ios.doi.gov>; Wheeler, Tamika S <tamika_wheeler@ios.doi.gov>; White-Dunston, Erica D <erica_white-dunston@ios.doi.gov>; Whitehead, Cara <cara_whitehead@ios.doi.gov>; Wilson, Jacqueline H <jacqueline_wilson@ios.doi.gov>; Wilson, Roosevelt T <Roosevelt_Wilson@nps.gov>; Ziehnert, Thomas P <thomas_p_ziehnert@ios.doi.gov>


Subject: E.O. 13988 Working Group Meeting Summary

Happy Friday E.O. 13988 Working Group! 😊

Thank you for another productive working group meeting yesterday. As follow-up, those who were unable to attend the meeting can view the recording here:  [E.O. 13988 WORKING GROUP MEETING-20210826_140137-Meeting Recording.mp4](#)

REMINDER! If you have not already done so, please upload your completed review worksheets to the Teams folder here:  [AGENCY ACTIONS - REVIEW WORKSHEETS](#) – Due August 25th (submit ASAP)

REMINDER! If you have not already done so, please identify which DM Chapters your Bureau/Office will be responsible for reviewing here:  [Department Manual Chapter Log.xlsx](#) – Due September 3rd

Lastly, we have transitioned from *reviewing* the agency actions identified in Phase 1 of the  [Implementation Plan](#). During the next 4 months, everyone should be executing the recommendations that were identified in the reviews conducted over the past two months. – Due January 19th

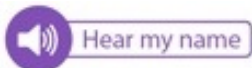
Equity Office Hours will be held every three weeks beginning September 16th at 2pm ET, and all are invited to join (this is optional). This is an open forum for Q&A with members of the Department's DEIA Team and an opportunity for everyone to share challenges and best practices for the development and implementation of equity initiatives.

[Click here to join the meeting](#)

Our next full working group meeting is January 20th at 2pm ET.

Have a wonderful weekend!

Kim Oliver



D&I Strategist

Office of Diversity, Inclusion and Civil Rights | ODICR

Office of the Secretary | U.S. Department of the Interior

Personal pronouns: she/her/hers

100% Committed, 100% of the Time

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202-208-7301 Office

kim_oliver@ios.doi.gov

www.doi.gov/pmb/eeo/about-office-civil-rights

1849 C St NW, WDC 20240

Stay up to date with the latest ODICR News: [ODICR SharePoint](#)

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OSMRE Finance and Acquisition
E.O. 13988 Implementation – Phase 2
Agency Action Review Worksheet

Executive Order 13988– Preventing and Combating Discrimination on the Basis of Gender Identity or Sexual Orientation (E.O. 13988) requires agencies to review its orders, regulations, guidance documents, policies, programs, and other agency actions (together, “agency actions”) to ensure that they are consistent with the policy of equal treatment under the law, regardless of gender identity or sexual orientation. This document provides guidance for reviewing agency actions as part of Phase 2 of the Department of the Interior’s E.O. 13988 Implementation Plan.

Phase 2 focuses on the following agency actions:

- Directives related to Title VII of the Civil Rights Act of 1964
- *Additional agency actions related to:*
 - Employee Benefits
 - Information Collection
 - Medical Evaluations
 - Procurement Procedures

For each agency action (including orders, regulations, guidance documents, policies, programs, etc.) being reviewed, the agency should complete a copy of this worksheet. You may review multiple actions together on a single worksheet if those actions are related to each other.

I. BACKGROUND

- a. Identify the agency action or actions you are assessing. Name the specific documents and use citations where available. (1-2 sentences)

FIN-1, Conference Officer Operations Manual

FIN-1-1 Change Notice Civil Penalty Conference Officers Manual

FIN-7 Non- Federal Reimbursement to Employees

FIN-7-1 Change Notice Revisions
- b. Which agency is responsible for this action? (If more than one, name the lead agency)
Office of Surface Mining Reclamation & Enforcement (OSMRE)
- c. Which office or program responsible for this action? (If more than one, name the lead office)
OSMRE – Finance And Acquisition
- d. Who is directly affected by this action? (check all that apply. If “other”, briefly explain.)

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☐ Public ☒ DOI Employees ☒ Contractors ☒ Interns ☐ Volunteers ☐ Other

II. EQUITY EVALUATION

These questions are intended to guide your thinking about how the agency action may affect people differently based on their gender identity or sexual orientation, and what steps may be necessary to ensure they promote equality and equity on that basis.

Basics

- a. Does this action make any direct references to sex, gender, or sexual orientation? ☐ Yes ☒ No
- b. Does this action set different requirements or expectations based on sex or gender? ☐ Yes ☒ No
- c. Does the language of this action use gendered pronouns? (*For example, does it refer to "he/she" instead of "they" or "persons"?*)
☒ Yes ☐ No

Assumptions and Expectations

Does the action assume, either explicitly or implicitly:

- d. that marriage or intimate relationships are between people of opposite genders? ☐ Yes ☒ No
- e. that a person's gender is always obvious from their appearance, voice or presentation? ☐ Yes ☒ No
- f. that a person's gender is always either male or female? ☐ Yes ☒ No
- g. that a person's gender identity remains the same over their entire life? ☐ Yes ☒ No

Respect and Dignity

- h. Does the action treat LGBTQIA+ identities as negative, disordered, unhealthy or immoral? ☐ Yes ☒ No
- i. Does the action use inappropriate, negative or outdated language to describe LGBTQIA+ people?
☐ Yes ☒ No

Implementation

- j. Are people involved in this action required to present identification? ☐ Yes ☒ No
- k. Does this policy involve gendered facilities, such as restrooms, changing rooms, locker rooms, or housing? ☐ Yes ☒ No
- l. Are there training or educational resources specific to this action? ☐ Yes ☒ No
- m. If there are training/educational resources, do they make direct references to sex, gender, or sexual orientation? ☐ Yes ☐ No ☐ NA

Data

- n. Are data currently collected on the sex, gender, gender identity, or sexual orientation of people involved in in this action?
☐ Yes ☒ No
- o. Are there any indicators currently in use to determine the action's accessibility or participation by LGBTQIA+ people?

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☐Yes ☒No

Discussion and Analysis

- p. For any items above where you checked “Yes,” please explain. *(If there were none, skip this.)*

Use of “his/her” in FIN1-1, in Chapter 1 on page A-4

- q. For any issues you described in the previous item, how might they affect LGBTQIA+ people differently than other people, or otherwise be inconsistent with the policy in Section 1 of EO 13988? *(If you left the previous item blank, skip this.)*

“His/her” is inconsistent with the policy established in Section 1 of EO 13988

III. ACTIONS AND STRATEGIES TO COMPLY WITH E.O. 13988

In the table below, describe any inconsistencies with the policy in Section 1 of E.O. 13988 that you have identified using the evaluation above, and describe the actions that will be taken to address them. If you need additional space, you may attach additional pages.

Description of inconsistency with equity/inclusion policy	What actions can be taken to address the inconsistency?	By Whom?	By When?	How will you know the inconsistency has been addressed or eliminated?
Use of “his/her”	Modify the directive language to replace with “employee” or other suitable non-gendered language.	Finance and Acquisition	9/30/2022	Validating that current content is removed and/or replaced on OSMRE’s Directives webpage.

OSMRE Finance and Acquisition

IV. ACTIONS TAKEN TO COMPLY WITH E.O. 13988

You may leave this section blank during your initial review. As you complete the actions you identified, come back and describe below what you have done. If you need additional space, you may attach additional pages.

Re: Joint Message from E.O. 13988 Executive Co-Champions

Rogers, Alexie L <arogers@osmre.gov>

Tue 8/30/2022 11:00 AM

To: Ridgeway, Karen C. <kridgeway@osmre.gov>

Good Morning Karen....I have reviewed the response and it's excellent. Please feel free to forward this response accordingly. Thank you for leading this initiative and capturing our actions to date in support of E.O. 13988....duly noted and very much appreciated.

Alexie

Mr. Alexie L. Rogers
Director of Civil Rights and Equal Employment Opportunity
U.S. Department of the Interior, Office of Surface Mining
Reclamation and Enforcement (OSMRE)
Office for Equal Opportunity
Office: (202) 208-2993

From: Ridgeway, Karen C. <kridgeway@osmre.gov>
Sent: Tuesday, August 30, 2022 10:43 AM
To: Rogers, Alexie L <arogers@osmre.gov>
Subject: Re: Joint Message from E.O. 13988 Executive Co-Champions

GM Alexie,

I have prepared a response to the request below for your review, comments and/or approval. Please see attached.

Karen

From: Rogers, Alexie L <arogers@osmre.gov>
Sent: Monday, August 22, 2022 2:15 PM
To: Ridgeway, Karen C. <kridgeway@osmre.gov>; Williams, David <dwilliams@osmre.gov>; Warner, Larisha Y <lwarnar@osmre.gov>; Johnson, Aleta G <ajohnson@osmre.gov>
Subject: Fw: Joint Message from E.O. 13988 Executive Co-Champions

FYI.

Mr. Alexie L. Rogers
Director of Civil Rights and Equal Employment Opportunity
U.S. Department of the Interior, Office of Surface Mining
Reclamation and Enforcement (OSMRE)
Office for Equal Opportunity
Office: (202) 208-2993

From: Sligh, Kevin M <Kevin.M.Sligh@bsee.gov>

Sent: Monday, August 22, 2022 12:42 PM

To: Giles, Steven <Steven.Giles@bia.gov>; Cole, La Shon D <lcole@blm.gov>; Shimkus, Jonathan T <jshimkus@blm.gov>; Nygren, Andrea <Andrea.Nygren@boem.gov>; Callis, Patricia <Patricia.Callis@bsee.gov>; Gonzales-Evans, Anita <Anita_Gonzales-Evans@btfa.gov>; Allen, Kary <kary_allen@fws.gov>; Hintz, Kimberly <kimberly_hintz@fws.gov>; Chari, Sangita <Sangita_Chari@nps.gov>; Blankenship, Rose M <Rose_Blankenship@nps.gov>; Moss, Rita J <rita_moss@nps.gov>; Rogers, Alexie L <arogers@osmre.gov>; Rogers, Alexie L <arogers@osmre.gov>; Grillos, Lara G <lgrillos@usbr.gov>; Neal-Mujahid, Regina M <rneal-mujahid@usgs.gov>; Mosley, James L <jmosley@usgs.gov>; Wade, Justin L <JUSTIN_L_WADE@IBC.DOI.GOV>; Bliss, Ellen S <ELLEN_S_BLISS@IBC.DOI.GOV>; Adkins, Byron M <byron_adkins@ibc.doi.gov>; Rusten, Michael W <michael_rusten@ios.doi.gov>; Simmons, Shayla F <shayla_simmons@oha.doi.gov>; Hansen, Timothy J <Timothy_Hansen@ios.doi.gov>; Hall, William E <william_e_hall@ios.doi.gov>; Whitehead, Cara <cara_whitehead@ios.doi.gov>; Vansickle, Christopher P <christopher_vansickle@ios.doi.gov>; Finnegan, Colleen R <colleen_finnegan@ios.doi.gov>; Flanagan, Denise A <Denise_Flanagan@ios.doi.gov>; Olsen, Megan C <megan_olsen@ios.doi.gov>; Johnson, Tonya R <tonya_johnson@ios.doi.gov>; Bloodsworth, Brian Z <brian_bloodsworth@ios.doi.gov>; Spadafore, Martha D <martha_spadafore@ios.doi.gov>; Deschler, Dava K <dava_deschler@ios.doi.gov>; Schuller, David R <David_Schuller@ios.doi.gov>; Rees, Robyn K <robyn_rees@ios.doi.gov>; Rees, Robyn K <robyn_rees@ios.doi.gov>; Werner, Jennifer L <jennifer_werner@ios.doi.gov>; Duggan, Lisa A <LISA_DUGGAN@IOS.DOI.GOV>; Farrell, Sloan W <Sloan_Farrell@ios.doi.gov>; Ward, Tyvonnia N <tyvonnia_ward@ios.doi.gov>; Murphy, Heidi A <Heidi.Murphy@onrr.gov>; Lloyd, Deborah J <Deborah.Lloyd@onrr.gov>; Foster, Samantha L <Samantha_foster@ios.doi.gov>; Velasco, Anthony L <anthony_velasco@ios.doi.gov>; Kaloi, Kaiini J <Kaiini_Kaloi@ios.doi.gov>; Brantley, Kelsey A <Kelsey_Brantley@ios.doi.gov>; Blanchard, Mary Josie <MaryJosie_Blanchard@ios.doi.gov>; Currier, Patricia A <patricia_currier@ios.doi.gov>; Vaughan, Erika D <erika_vaughan@ios.doi.gov>; Tryon, Steve G <stephen_tryon@ios.doi.gov>; Duchesne, Tammy A <tammy_duchesne@ios.doi.gov>; Shelton, Gregory P <gregory_shelton@ios.doi.gov>; Cunningham, Janay M <janay_cunningham@ios.doi.gov>; Mathers, Christina <Christina.Mathers@onrr.gov>; Watkins, Martha <martha_watkins@ios.doi.gov>; Wheeler, Tamika S <tamika_wheeler@ios.doi.gov>

Cc: Daniel-Davis, Laura E <laura_daniel-davis@ios.doi.gov>; Lefton, Amanda B <Amanda.Lefton@boem.gov>; Mabry, Scott <Scott.Mabry@bsee.gov>; Piper, Cynthia A. <Cynthia.Piper@bsee.gov>; Mahmood, MaDiha A <MaDiha.Mahmood@bsee.gov>; Scibelli, Thomas R <thomas_scibelli@ios.doi.gov>; Callis, Patricia <Patricia.Callis@bsee.gov>; Guberman, Mark S <mark.guberman@bsee.gov>; Day, Sandy E <sandy.day@bsee.gov>

Subject: Joint Message from E.O. 13988 Executive Co-Champions

Good afternoon –

If you were able to attend the most recent Executive Order No. 13988 Working Group meeting, you may recall our introduction as the Executive Co-Champions for the Department's implementation of this Order. Now, we want to personally introduce ourselves to you, convey our excitement at being part of this important endeavor, and how our role will support your efforts.

As the Executive Co-Champions for E.O. 13988, we already have begun promoting your efforts with other Departmental leaders and championing the importance of your work. An important aspect of our role is attending the regularly scheduled DEIA Council meetings where Departmental leaders and Executive Champions discuss DEIA initiatives, provide and obtain support for implementation efforts, and promote the work and progress being done by the various Executive Order working groups.

You and your team may be strictly following the four-phased approach advocated by the DEIA Support Team or you may be charting a different path towards implementation of the Executive Order's priorities. In either case, we want to highlight your progress to date at the next DEIA Council meeting in September 2022 and in future requests, we will ask for your plan of completion, including target dates.

Please, **no later than September 13**, supply Patricia Callis (Patricia.Callis@bsee.gov) with a few bullet points of your office or bureau's progress and successes to date in implementing E.O. 13988. We look forward to working with you on this transformative initiative.

A little bit about the Co-Champions:

Kevin Sligh: As the Director of the Bureau of Safety and Environmental Enforcement (BSEE), I am privileged to lead a diverse team of over 800 individuals working throughout the United States. Prior to joining BSEE, I served in several career SES roles with the Federal Emergency Management Agency. I also proudly served for more than 24 years with the U.S. Navy and Coast Guard in active duty and as a reservist. My experiences ingrained in me a deep appreciation for public service and that valuing, promoting, and insisting on diversity and inclusion in the workplace and in service to our communities is essential to our success.

Amanda Lefton: I proudly serve as the Director of the Bureau of Ocean Energy Management (BOEM), a small but mighty bureau that works tirelessly to advance our mission to manage the energy and mineral resources of the outer continental shelf in an economically and environmentally responsible way. Diversity, equity, inclusion, and accessibility are critical to our success to build and sustain our excellent team, engage with the communities in which we serve and to deliver on behalf of the American public. I have seen firsthand the importance of creating an inclusive culture where diversity can thrive and advancing this work is a personal priority of mine. Prior to joining the Interior, I led the energy and environment portfolio on behalf of the New York State Governor, worked in the labor and conservation movements, and served in various roles in the NY State legislature.

We do not need to tell you the importance of ensuring that our actions, decisions, and language must promote equality among people of all genders and sexual orientations. More so, our actions, words, and decisions can help break down barriers, invite inclusivity and demonstrate the Department's commitment to fairly advancing the interests of all its stakeholders regardless of gender, sexual orientation, and all other protected classifications.

I have attached E.O. 13988 Implementation Plan in case you Thank you and we are looking forward to working with each of you on E.O. 13988.

Best regards,

Kevin M. Sligh Sr., MBA, CEM
Director, BSEE
(571) 536-8058





EO 13988 Working Group

Rogers, Alexie L <arogers@osmre.gov>

Wed 4/14/2021 8:30 AM

To: Van Gilder, Noah J <noah_vangilder@ios.doi.gov>

Cc: Ridgeway, Karen C. <kridgeway@osmre.gov>

Good Morning Noah,

I hope all is well and thanks for the information you provided on the TEAMS call last Friday. I'm leading the effort in OSMRE to support the task related to E.O. 13988. I would ask for your assistance in granting Karen Ridgeway access to the shared folder you established for the Working Group. Karen is the OSMRE Public Civil Rights Program Manager and she is assisting me with gathering information, working with others to conduct the reviews and she'll ultimately upload our Bureau's response. It would be great if you can add her name so that she can join me on the next upcoming TEAMS call for the Working Group.

Your assistance with this matter is greatly appreciated and please let me know if you have any questions or require any additional information.

Thanks,
Alexie

Mr. Alexie L. Rogers
Director of Civil Rights and Equal Employment Opportunity
U.S. Department of the Interior, Office of Surface Mining
Reclamation and Enforcement (OSMRE)
Office for Equal Opportunity
Office: (202) 208-2993

From: Owens, Glenda H <gowens@osmre.gov>
Sent: Monday, April 5, 2021 2:03 PM
To: Edmonds, Tanisha M <tanisha_edmonds@ios.doi.gov>
Cc: Rogers, Alexie L <arogers@osmre.gov>
Subject: Fw: EO 13988 Designation

Hello Tanisha,

In response to the request for bureaus identify representatives to work with ODICR in a working group to effectively implement EO 13988, OSMRE's representative will be Alexie Rogers, head of our OEO.

Thanks,
Glenda

Glenda H. Owens
Deputy Director
U.S. Department of the Interior

Office of Surface Mining Reclamation and Enforcement

(O) 202-208-2755

(C) 202-316-2899

gowens@osmre.gov

From: Myers, Casey A <casey_myers@ios.doi.gov>

Sent: Friday, April 2, 2021 4:41 PM

To: Triebsch, George F <george_triebsch@ios.doi.gov>; Daniel-Davis, Laura E <laura_daniel-davis@ios.doi.gov>; Trujillo, Tanya M <tanya_trujillo@ios.doi.gov>; LaCounte, Darryl <Darryl.LaCounte@bia.gov>; Estenoz, Shannon A <shannon_estenoz@ios.doi.gov>; Pula, Nikolao I <Nikolao_Pula@ios.doi.gov>; Macdonald, Cara Lee <cara_macdonald@ios.doi.gov>; Rae, Kerry L <Kerry_Rae@ios.doi.gov>; Myers, Richard G <RichardG.Myers@bia.gov>; Foster, Maureen D <maureen_foster@ios.doi.gov>; Dearman, Tony L <Tony.Dearman@bie.edu>; Nedd, Michael D <mnedd@blm.gov>; Lefton, Amanda B <Amanda.Lefton@boem.gov>; Lefton@boem.gov <Lefton@boem.gov>; Cruickshank, Walter <Walter.Cruickshank@boem.gov>; Touton, Camille Calimlim <mtouton@usbr.gov>; Mabry, Scott <Scott.Mabry@bsee.gov>; Gidner, Jerold L <jerold_gidner@btfa.gov>; Benge, Shawn T <Shawn_Benge@nps.gov>; Owens, Glenda H <gowens@osmre.gov>; Williams, Martha M <martha_williams@fws.gov>; Applegate, David <applegate@usgs.gov>; Bowers, Clint J <clint.bowers@BIE.EDU>; Hess, James R <James_Hess@nps.gov>; Farinelli, Susan <Susan_Farinelli@nps.gov>; Senhadji, Karen M <Karen_Senhadji@ios.doi.gov>; Anderson, Robert T <Robert.Anderson@sol.doi.gov>; Greenblatt, Mark L <mark_greenblatt@doioig.gov>; Vajda, William E <william_vajda@ios.doi.gov>; Cardinale, Richard <Richard_Cardinale@ios.doi.gov>; Schwartz, Melissa A <melissa_schwartz@ios.doi.gov>; Wallace, Andrew G <andrew_wallace@ios.doi.gov>; Alonso, Shantha R <shantha_alonso@ios.doi.gov>; Abimbola, Oluwarotimi M <oluwarotimi_abimbola@ios.doi.gov>; Martinez-Niles, Raquel <raquel_martinez-niles@ios.doi.gov>; Howarth, Robert G <Robert_G_Howarth@ios.doi.gov>; White-Dunston, Erica D <erica_white-dunston@ios.doi.gov>; Glomb, Steve J <Steve_Glomb@ios.doi.gov>; Brandon, Andrea L <andrea_brandon@ios.doi.gov>; Jones, Jacqueline M <jacqueline_jones@ios.doi.gov>; Branum, Lisa A <Lisa_A_Branum@ios.doi.gov>; Limon, Raymond A <raymond_limon@ios.doi.gov>; Davis, Kimbra <Kimbra.Davis@onrr.gov>; Taylor, Rachael S <rachael_taylor@ios.doi.gov>

Cc: Myers, Casey A <casey_myers@ios.doi.gov>; White, Katherine M <katherine_white@ios.doi.gov>; Edmonds, Tanisha M <tanisha_edmonds@ios.doi.gov>; Oliver, Kimiko M <kimiko_oliver@ios.doi.gov>

Subject: EO 13988 Designation

All,

All,

Please see the attached memo sent on behalf of the Office of the Assistant Secretary – Policy, Management and Budget, signed by Rachael S. Taylor. This memo is from the AS/PMB and lays out the plan for the Departmental Implementation of Executive Order 13988.

Thanks very much,

Casey Myers

Executive Assistant
Department of the Interior

Office of the Secretary
Office of Policy, Management and Budget
202-579-0792 (Cell)
202-208-5404 (Desk)

OSMRE Office for Equal Opportunity
E.O. 13988 Implementation – Phase 2
Agency Action Review Worksheet

Executive Order 13988– Preventing and Combating Discrimination on the Basis of Gender Identity or Sexual Orientation (E.O. 13988) requires agencies to review its orders, regulations, guidance documents, policies, programs, and other agency actions (together, “agency actions”) to ensure that they are consistent with the policy of equal treatment under the law, regardless of gender identity or sexual orientation. This document provides guidance for reviewing agency actions as part of Phase 2 of the Department of the Interior’s E.O. 13988 Implementation Plan.

Phase 2 focuses on the following agency actions:

- Directives related to Title VII of the Civil Rights Act of 1964
- *Additional agency actions related to:*
 - Employee Benefits
 - Information Collection
 - Medical Evaluations
 - Procurement Procedures

For each agency action (including orders, regulations, guidance documents, policies, programs, etc.) being reviewed, the agency should complete a copy of this worksheet. You may review multiple actions together on a single worksheet if those actions are related to each other.

I. BACKGROUND

- a. Identify the agency action or actions you are assessing. Name the specific documents and use citations where available. (1-2 sentences)
EEO-1, EEO Complaints Settlements Authority
- b. Which agency is responsible for this action? (If more than one, name the lead agency)
Office of Surface Mining Reclamation & Enforcement (OSMRE)
- c. Which office or program responsible for this action? (If more than one, name the lead office)
OSMRE – Office for Equal Opportunity
- d. Who is directly affected by this action? (check all that apply. If “other”, briefly explain.)
☐ Public ☒ DOI Employees ☒ Contractors ☒ Interns ☐ Volunteers ☐ Other

II. EQUITY EVALUATION

These questions are intended to guide your thinking about how the agency action may affect people differently based on their gender identity or sexual orientation, and what steps may be necessary to ensure they promote equality and equity on that basis.

Basics

OSMRE Office for Equal Opportunity

- a. Does this action make any direct references to sex, gender, or sexual orientation? ☐Yes ☒No
- b. Does this action set different requirements or expectations based on sex or gender? ☐Yes ☒No
- c. Does the language of this action use gendered pronouns? *(For example, does it refer to "he/she" instead of "they" or "persons"?)* ☒Yes ☐No

Assumptions and Expectations

Does the action assume, either explicitly or implicitly:

- d. that marriage or intimate relationships are between people of opposite genders? ☐Yes ☒No
- e. that a person's gender is always obvious from their appearance, voice or presentation? ☐Yes ☒No
- f. that a person's gender is always either male or female? ☐Yes ☒No
- g. that a person's gender identity remains the same over their entire life? ☐Yes ☒No

Respect and Dignity

- h. Does the action treat LGBTQIA+ identities as negative, disordered, unhealthy or immoral? ☐Yes ☒No
- i. Does the action use inappropriate, negative or outdated language to describe LGBTQIA+ people? ☐Yes ☒No

Implementation

- j. Are people involved in this action required to present identification? ☐Yes ☒No
- k. Does this policy involve gendered facilities, such as restrooms, changing rooms, locker rooms, or housing? ☐Yes ☒No
- l. Are there training or educational resources specific to this action? ☐Yes ☒No
- m. If there are training/educational resources, do they make direct references to sex, gender, or sexual orientation? ☐Yes ☐No ☐NA

Data

- n. Are data currently collected on the sex, gender, gender identity, or sexual orientation of people involved in in this action? ☐Yes ☒No
- o. Are there any indicators currently in use to determine the action's accessibility or participation by LGBTQIA+ people? ☐Yes ☒No

Discussion and Analysis

- p. For any items above where you checked "Yes," please explain. *(If there were none, skip this.)*
Use of "he/she" in EEO-1 (pp. 2 – Footnote 1)

OSMRE Office for Equal Opportunity

- q. For any issues you described in the previous item, how might they affect LGBTQIA+ people differently than other people, or otherwise be inconsistent with the policy in Section 1 of EO 13988? *(If you left the previous item blank, skip this.)*
“He/she” is inconsistent with the policy established in Section 1 of EO 13988

III. ACTIONS AND STRATEGIES TO COMPLY WITH E.O. 13988

In the table below, describe any inconsistencies with the policy in Section 1 of E.O. 13988 that you have identified using the evaluation above, and describe the actions that will be taken to address them. If you need additional space, you may attach additional pages.

Description of inconsistency with equity/inclusion policy	What actions can be taken to address the inconsistency?	By Whom?	By When?	How will you know the inconsistency has been addressed or eliminated?
Use of “he/she”	Modify the directive language to replace with “employee” or other suitable non-gendered language.	Office for Equal Opportunity	9/30/2022	Validating that current content is removed and/or replaced on OSMRE’s Directives webpage.

IV. ACTIONS TAKEN TO COMPLY WITH E.O. 13988

You may leave this section blank during your initial review. As you complete the actions you identified, come back and describe below what you have done. If you need additional space, you may attach additional pages.

TEMPLATE

Office of Surface Mining Reclamation and Enforcement E.O. 13988 Implementation – Phase 1 Agency Action Review Worksheet

Executive Order 13988– Preventing and Combating Discrimination on the Basis of Gender Identity or Sexual Orientation (E.O. 13988) requires agencies to review its orders, regulations, guidance documents, policies, programs, and other agency actions (together, “agency actions”) to ensure that they are consistent with the policy of equal treatment under the law, regardless of gender identity or sexual orientation. This document provides guidance for reviewing agency actions as part of Phase 1 of the Department of the Interior’s E.O. 13988 Implementation Plan.

Phase 1 focuses on the following agency actions:

- Statutory and regulatory actions taken pursuant to Title VII of the Civil Rights Act of 1964 (Title VII actions)
- Policies relevant to Title VII actions
- Additional agency actions related to:
 - Protected groups
 - Equal Employment Opportunity (EEO) Complaint Process
 - Facilities and signage
 - Training resources
 - Updated definitions and terminology

For each agency action (including orders, regulations, guidance documents, policies, programs, etc.) being reviewed, the agency should complete this worksheet.

I. AGENCY ACTION

- a. Identify the agency action you are assessing. (1-2 sentences)

OSMRE Public Civil Rights (PCR) Standard Operating Procedures (SOP) maintained on the OEO J:Drive under the Public Civil Rights file>PCR SOP>
OSM P’CR SOP Rev. II 06.12.19

- b. Identify the original purpose, goal or expected results of this agency action. (1-2 sentences)

The purpose of the SOP is to provide guidance and direction, to ensure effectiveness, compliance and consistency in implementing federal public civil rights laws to enforce the prohibition of discrimination in programs, services, and activities receiving federal financial assistance and/or conducted on behalf of the Department and the OSMRE.

TEMPLATE

II. STAFF AND STAKEHOLDERS

a. Staff: Who are the staff involved in day-to-day implementation of this action?

EEO Director, PCR Program Manager, EEO Managers, Regional Directors, OSMRE Director & Deputy Director

b. Stakeholders: Who are the people served by this action?

Members of the public who participate in services, programs, and/or activities sponsored by recipients of federally conducted programs and federal financial assistance.

c. Leadership: Who is in a position to do or decide something about this action?

OSMRE's Deputy Director, EEO Director, ODICR's Director & Chief Diversity Officer and Chief of PCR.

d. Others: Who else has an interest in this action?

OSMRE Grant Recipients & Sub-recipients and DOJ Federal Civil Rights Division.

III. EQUITY EVALUATION

These questions are intended to guide your thinking about how the agency action may affect people differently based on their gender identity or sexual orientation, and what steps may be necessary to ensure they promote equality and equity on that basis. Answer all applicable questions. If a question is not applicable to the action in question, briefly explain why.

General

a. How might this action affect LGBTQIA+ (lesbian, gay, bisexual, transgender, queer, questioning, intersex, asexual, agender, ally, pansexual, gender-fluid) persons differently from other persons?

The Public Civil Rights program is pursuant to Title VI of the Civil Rights Act of 1964 and basically ensures, "No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance." However, Title IX of the Education Amendments Act of 1972, a supporting statute prohibits sex discrimination in education programs and activities that receive federal financial assistance. Therefore, OSMRE must ensure programs funded such as the Applied Science program, operate in a non-discriminatory manner, to provide students and employees with an environment safe from sexual harassment, including sexual violence.

b. How might this action be less accessible to LGBTQIA+ persons?

This action might be less accessible to LGBTQIA+ persons if they are not aware of their rights regarding discrimination in educational programs such as the Applied Science and WCAP programs that are funded by OSMRE in the form of grants. This action might be less accessible if the bureau and/or OEO have not clearly defined or provided training on Title VI and/or Title IX which prohibits sex discrimination in education programs and activities that receive federal financial assistance.

c. Were people with diverse gender identities or sexual orientations involved in the development of this action? How? No. Currently, OSMRE does not collect or capture this demographic information.

TEMPLATE

- d. Does the language of this action, and any associated forms or documentation, recognize the full range of gender identity and sexual orientation? For example, does it include female (she/her), male (he/him) or gender-neutral (they/them) pronouns to refer to persons? Do definitions and terminology recognize the full range of gender and sexual expression?
No. OSMRE may also have handbooks, forms and templates that are not gender inclusive and would need to undergo review to ensure compliance with EO 13988.

Implementation

- e. Are people involved in this action required to present identification? If so, can they easily present identification that matches their gender identity or expression?
No. This requirement is not detailed in the OSMRE PCR SOP
- f. What facilities or facility-related policies are involved in the implementation of this action? How do they accommodate people of all gender identities?
None.
- g. Are there training or educational resources specific to this action? Do they address protections against discrimination based on sex, gender, or sexual orientation?
Yes, the NO FEAR Act training that is mandatory for all DOI employees. This training addresses protections against discrimination based on sex, gender, gender identity or sexual orientation. OEO also conducts PCR training on Title VI and supporting statutes such as Title IX for internal and external stakeholders.

Data

- h. Are data currently collected related to the sex, gender, gender identity, and sexual orientation of people who implement or participate in this action?
No. At this time, OSMRE does not collect and/or capture this demographic information. OSMRE has not had any Title IX complaints to date.
- i. Can data on sex and gender be analyzed in ways that address their intersection with other indicators, such as race, ethnicity, age, and socioeconomic status?
No. OSMRE does not collect aggregate data on sex and gender under its PCR program
- j. Are there any indicators currently in use to determine the action's accessibility or participation by LGBTQIA+ people?
No.

Improvements

- k. What internal organizations might be able to help improve inclusion and access for LGBTQIA+ persons for this action? How?
The Office for Equal Opportunity through collaborative efforts with the ODICR's PCR Division may consider how to strategically capture this information during the onboarding process.

TEMPLATE

- I. What additional resources are needed to address inequities in the policy or program? How would they help?

Perhaps, an assessment of programs in which OSMRE funds or has funded such as the Applied Science and WCAP program might be needed to improve access for LGBTQIA+ persons and all other underrepresented groups.

Incorporate explicit language in the bureau's SOP that discrimination of any kind, specifically targeted towards LGBTQIA community members will not be tolerated.

Incorporate LGBTQIA+ training session for internal/external stakeholders which would include a discussion of the acronym and definitions as recently expanded by the EEOC.

Review existing policies to ensure language is more inclusive of the acronym and definitions.

IV. ACTIONS AND STRATEGIES TO COMPLY WITH E.O. 13988

In the table below, describe any inconsistencies with the policy in Section 1 of E.O. 13988 that you have identified using the evaluation above, and identify actions that will be taken to address them. If you need additional space, you may attach additional pages.

Description of inconsistency with equity/inclusion policy	What actions can be taken to address the inconsistency?	By Whom?	By When?	How will you know the inconsistency has been addressed or eliminated?
Further defining LGBTQIA+ as has now been established by EEOC.	Incorporate LGBTQIA+ subject matter in Title VI training in FY2022 as it relates to Title IX and impacts to programs OSMRE funds.	OSMRE-OEO	Sep. 30, 2022	Can measure based on attendee sign-ins during training sessions and if individuals who participate in the Applied Science and WCAP programs now choose to self-identify themselves as members of the LGBTQIA+ community.
Further defining LGBTQIA+ and the its relevance to Title VI/Title IX.	Conduct Title VI training for internal and external stakeholders.	OSMRE-OEO	Sep. 30, 2022	Can measure based on attendee sign-ins during training sessions and if individuals who participate in the Applied Science and WCAP programs now choose to self-identify themselves as members of the LGBTQIA+ community.

V. ACTIONS TAKEN TO COMPLY WITH E.O. 13988

TEMPLATE

Describe any actions taken to comply with the policy in Section 1 of E.O. 13988 that you have identified using the evaluation above. If you need additional space, you may attach additional pages.

- Reviewed Title VI of the Civil Rights Act of 1964 and supporting statutes to determine if additional subject matter regarding LGBTQIA+ should be added when reviewing Title IX and its impact to OSMRE and grants.
- Reviewed and updated the OSMRE PCR SOP to ensure gender inclusive language

	Title	Citation	Date	Additional Actions the Agency May Consider
Example	Executive Order 13160 Guidance Document: Ensuring Equal Opportunity in Federally Conducted Education and Training Programs	66 Fed. Reg. 5398	1/18/2001	Consider outreach to agencies that provide significant federally conducted education and training, like DODEA and BIE, to discuss application of the EO.
	1 OSMRE EEO Policy Statement	Memorandum & 29 CFR 1614	4/23/2020	Consider placing policy statement on One OSMRE for employee viewing.
	2 OSMRE Anti-Harassment Conduct in the Workplace Policy	Memorandum	5/10/2017	Update policy for dissemination throughout the workforce. Provide Anti-Harassment training bureau-wide.
	3 OSMRE Policy Directive ADS-16, Uniform Standards & Allowances	OSMRE Policy Directive ADS-16	8/3/1992	None relative to EO 13988
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OSMRE NEWS: Transgender & gender nonconforming workers: know your rights

Sanders-Newton, Linda <lsanders@osmre.gov>

on behalf of

Announcements, OSM <announcements@osmre.gov>

Fri 9/15/2023 2:00 PM

To:Announcements, OSM <announcements@osmre.gov>

September 15, 2023



Transgender & gender nonconforming workers: know your rights



On Sept. 28, the U.S. Equal Employment Opportunity Commission and the California Civil Rights Department will offer a virtual panel and listening session to address transgender and gender nonconforming work rights and employers responsibilities. Participants will be invited to share experiences and questions.

Date: Sept. 28

Time: 12-1:30 p.m. PDT / 3-4:30 p.m. EDT

Where: [Click here for Zoom Webinar Registration](#)

For questions related to E.O. 13988, contact Equal Employment Specialist Karen Ridgeway at kridgeway@osmre.gov.

For questions related to the LGBTQ Special Emphasis Program, contact Julie Moore at jmoore@osmre.gov.



Welcome New Staff

If you are a new employee we want to get to know you! Please complete the [New Employee Questionnaire](#).



Retiring or Leaving?

It's always sad to see an employee leave OSMRE. Please [email](#) us so we can let the Bureau know your last week and what you plan to get up to!



Submit Your Announcement

Do you have information to share with the Bureau? Please complete our [announcement email submission form](#) to submit content for an upcoming OSMRE News Email. Make sure you have supervisor approval prior to submitting.



Office of Surface Mining Reclamation and Enforcement | 1849 C. St, NW, Washington, DC
20240

Sent by announcements@osmre.gov

Re: Slide for the EC, if you'd like to brief EO 13988 Phase 4

Rogers, Alexie L <arogers@osmre.gov>

Tue 6/27/2023 10:10 AM

To: Piccoli, Francis P <fpiccoli@osmre.gov>

Cc: Ridgeway, Karen C. <krigeway@osmre.gov>

Hello Francis.....Excellent. Very much appreciated.

Mr. Alexie L. Rogers

Director of Civil Rights and Equal Employment Opportunity

U.S. Department of the Interior, Office of Surface Mining

Reclamation and Enforcement (OSMRE)

Office for Equal Opportunity

Office: (202) 208-2993

From: Piccoli, Francis P <fpiccoli@osmre.gov>

Sent: Tuesday, June 27, 2023 10:07 AM

To: Rogers, Alexie L <arogers@osmre.gov>

Cc: Ridgeway, Karen C. <krigeway@osmre.gov>

Subject: Slide for the EC, if you'd like to brief EO 13988 Phase 4

Hello Alexie, the attached slide is provided for your consideration. Best regards, Francis



Francis Piccoli

Chief, Office of Communications

Office of Surface Mining Reclamation and

Enforcement, Department of the Interior

1849 C Street NW

Washington, D.C. 20240

O: 202.208.2566 C: 202.961.0263



Executive Order 13988 Summary

E.O. 13988

- Preventing and Combatting Discrimination on the Basis of Gender Identity or Sexual Orientation
- Phase 4 involves conducting an inventory of memoranda and additional actions related to internal and external web pages.
- The Office of Communications completed the review of content and linked documents on 171 internal and external web pages on June 20, 2023.

Methodology

- OC conducted three-levels of reviews
 - 1st-level review by OC personnel of 171 web pages.
 - 2nd-level review of senior OC staff to recommend disposition of Level 1-determined inconsistencies.
 - 3rd-level review by OC chief adjudicated 2nd-level reviews and recommended action by entity.

Results

- Of the 171 web pages that were reviewed, 16 were identified to include non-gender inclusive content.
- Of the 16 web pages with non-gender inclusive content, the 3rd-level review recommended no action on five of the pages.
- Of the five web pages where no action is recommended, two of the pages include historical/archived documents.
- Many directives were identified as inconsistent with E.O. 13988.

Next Steps

- OEO meeting on June 27 with appropriate entities to fix existing inconsistencies.
- OEO to convey when inconsistencies.
 - Directives may require a waiver.
- Office of Communications has enduring task of ensuring appropriate gender inclusive language on internal and external website.



Executive Order 13988 Summary

Spreadsheet Screen Grab

	B	C	D	E	F	G
	URL	Consistent	Reconcile by	Level 1 Reviewer	Level 2 Reviewer	Level 3 Reviewer
1						
2	http://www1.osmre.net/resources/508.shtm	Yes		Wayne Campbell	Tristan Weis	Francis Piccoli
3	http://www1.osmre.net/about.shtm	Yes		Wayne Campbell	Tristan Weis	Francis Piccoli
4	http://www1.osmre.net/buySupply/acquisition.shtm	Yes		Wayne Campbell	Tristan Weis	Francis Piccoli
5	http://www1.osmre.net/resources/awards.shtm	No	Not Required	Wayne Campbell	Tristan Weis	Francis Piccoli
6	http://www1.osmre.net/about/calendar.shtm	Yes		Wayne Campbell	Tristan Weis	Francis Piccoli
7	http://www1.osmre.net/resources/cares.shtm	No	OC: 9/30/2023	Wayne Campbell	Tristan Weis	Francis Piccoli
8	http://www1.osmre.net/buySupply/chargeCard.shtm	Yes		Wayne Campbell	Tristan Weis	Francis Piccoli
9	http://www1.osmre.net/buySupply/acquisition/contracting.shtm	Yes		Wayne Campbell	Tristan Weis	Francis Piccoli
10	http://www1.osmre.net/resources/directives.shtm	No	OA: TBD	Wayne Campbell	Tristan Weis	Francis Piccoli
11	http://www1.osmre.net/resources/drupal.shtm	Yes		Wayne Campbell	Tristan Weis	Francis Piccoli
12	http://www1.osmre.net/about/employeeNews.shtm	No	Not Required	Wayne Campbell	Tristan Weis	Francis Piccoli
13	http://www1.osmre.net/resources/employees.shtm	No	OC: 9/30/2023	Wayne Campbell	Tristan Weis	Francis Piccoli
14	http://www1.osmre.net/resources/ethics.shtm	Yes		Wayne Campbell	Tristan Weis	Francis Piccoli
15	http://www1.osmre.net/resources/financialManagement.shtm	No	DFM: TBD	Wayne Campbell	Tristan Weis	Francis Piccoli
16	http://www1.osmre.net/resources/forms.shtm	Yes		Wayne Campbell	Tristan Weis	Francis Piccoli
17	http://www1.osmre.net/	Yes		Wayne Campbell	Tristan Weis	Francis Piccoli
18	http://www1.osmre.net/about/offices.shtm	Yes		Wayne Campbell	Tristan Weis	Francis Piccoli
19	http://www1.osmre.net/old/ourBureau/orgChart.shtm	Yes		Wayne Campbell	Tristan Weis	Francis Piccoli
20	http://www1.osmre.net/resources/performance.shtm	Yes		Wayne Campbell	Tristan Weis	Francis Piccoli
21	http://www1.osmre.net/buySupply/acquisition/procurement.shtm	Yes		Wayne Campbell	Tristan Weis	Francis Piccoli
22	http://www1.osmre.net/resources/property.shtm	Yes		Wayne Campbell	Tristan Weis	Francis Piccoli
23	http://www1.osmre.net/buySupply/acquisition/purchasing.shtm	Yes		Wayne Campbell	Tristan Weis	Francis Piccoli



Executive Order 13988 Summary

Level 3 Worksheet Screen Grab

ACTIONS TAKEN TO COMPLY WITH E.O. 13988

Item 4. <http://www1.osmre.net/resources/awards.shtm>. Uses “he” and “she” in coverage of previous award recipients. Third Level Review: Pronoun use is appropriate per individuals’ signature blocks. **Recommended Action: None. No changes required; pronoun use is appropriate in this context.**

Item 6. <http://www1.osmre.net/resources/cares.shtm>. Uses “him” and “her” under Reporting Harassment /Supervisor/Manager section
Recommended Action and Assigned Entity: Office of Communications replaces pronouns with “their” and “them” ... Office of Communications.

Item 9. <http://www1.osmre.net/resources/directives.shtm>. Many of the various directives that are linked on this website use he/she or him/her pronouns. **Recommended Action and Assigned Entity: Office of Administration updates directives for gender inclusive language.**

Item 11. <http://www1.osmre.net/about/employeeNews.shtm>. Within the feature stories, subjects are referred to by using he/she pronouns.
Recommended Action: None. No changes required; pronoun use is appropriate.

Item 12. <http://www1.osmre.net/about/employeeNews.shtm>. Uses “his or her” pronouns under Telework and Employee Separation Process sections. **Recommended Action and Assigned Entity: Office of Communications replaces “his and her” with “their.”**

Item 14. <http://www1.osmre.net/resources/financialManagement.shtm>. Gendered pronouns are used in the FY 2023 Activity Based Cost Management (ABC/M) Dictionary. **Recommended Action and Assigned Entity: Division of Financial Management updates the dictionary with gender inclusive language.**

Item 23. <http://www1.osmre.net/resources.shtm>. The OSMRE Correspondence Desk Preparation Manual uses he/she pronouns. The Guidance on Briefing Materials for the Secretary refers to the Secretary as she. **Recommended Action and Assigned Entity: Office of Administration updates the manual and guidance for gender inclusive language.**



Re: Update Meeting on EO 13988

Rogers, Alexie L <arogers@osmre.gov>

Wed 5/26/2021 8:07 AM

To: Ridgeway, Karen C. <kridgeway@osmre.gov>

Good Morning Karen,

Thanks for attending the EO 13988 Implementation meeting last week and for sharing the briefing slides. I'll plan to use some of this information as I begin to prepare for my presentation to the EC. I'll look forward to hearing more about the Bureaus' need to allocate resources to support the requirements and deliverables.

Enjoy your day,
Alexie

Mr. Alexie L. Rogers
Director of Civil Rights and Equal Employment Opportunity
U.S. Department of the Interior, Office of Surface Mining
Reclamation and Enforcement (OSMRE)
Office for Equal Opportunity
Office: (202) 208-2993

From: Ridgeway, Karen C. <kridgeway@osmre.gov>

Sent: Tuesday, May 25, 2021 10:05 AM

To: Rogers, Alexie L <arogers@osmre.gov>

Subject: Update Meeting on EO 13988

Hi Alexie,

I attended last week's follow-up meeting regarding DOI's implementation of EO 13988. Kim outlined the next steps moving forward by providing a briefing on the EO and other Orders that are to be implemented. I have attached a copy of the slides for your use because some of the info may help with your presentation to the EC and there will be another data call by ODICR requesting bureaus identify, and allocate financial, program and/or staffing resources to participate in activities required to comply with the EO. We've not received the request yet; however, it will be due to Kim by COB June 20, 2021.

We can discuss whenever you have a minute.

K

Karen C. Ridgeway
Public Civil Rights Program Manager
DOI-OSMRE, Office for Equal Opportunity
1849 C Street, NW Mail Stop 4543

Washington, DC 20240

Tele: (202) 208-2759 Fax: (202) 219-3109

Federal Relay Service (800) 877-8339 (TTY)

Automatic reply: EO 13988 Draft Memo and Guidance

Jones, Patricia D <Patricia.Jones@bsee.gov>

Mon 10/2/2023 1:51 PM

To:Ridgeway, Karen C. <kridgeway@osmre.gov>

Hello All,

I am offline/unavailable September 28, 2023 and will NOT be checking my emails during this time.

Below is some helpful information regarding efforts that I lead.

Please be sure to take time for your own personal mental, emotional, and physical wellness. ***WE WANT & NEED YOU AT YOUR BEST and that's simply not possible if you don't take care of yourself.***

Returning to regular work September 29, 2023. **If you were not one of the 3,000+ registered participants for our 8th AEEW, you're in luck... we were able to record 9 of the 10 amazing sessions and will be sharing the link(s) to the recording via email to all who registered and on our Inclusion Cafe SharePoint site in the coming weeks after edits and captions have been completed.**

We are currently recruiting volunteers (open to any federal employee) for our 9th AEEW Planning Team, chat monitors, Tech Team, etc. simply complete the Volunteer form using the link below.

9th AEEW Volunteer Form hyperlink: [Microsoft Forms \(office.com\)](#)

We have selected 2 AMAZING AEEW Coordinators (Project Managers) through the DOI Career Connect (DCC) Open Opportunities platform (DOI personnel ONLY) for our **9th AEEW 2024 to be held August 5-9, 2024...** this opportunity is NOW

CLOSED. **SAVE THE DATE, AEEW 2024** (the first full week in August every year).

Opportunity title: Ally Week Coordinator

Introduction: This is a developmental opportunity not to exceed (NTE) 1-year with Bureau of Safety and Environmental Enforcement (BSEE) Office of Administration working with the Ally Engagement & Enrichment Week (AEEW) Advisor. We are looking for someone with strong project management skills, the ability to build and leverage relationships across the Department, and the desire to coordinate the 9th AEEW, a 5-day virtual Diversity Equity Inclusion and Accessibility (DEIA) learning experience related to advancing DEIA within and beyond DOI. The 9th AEEW is scheduled to be held August 5-9, 2024. The AEEW Planning Team activities support actions identified in both the DOI Equity Action Plan and the DOI DEIA Strategic Plan. This individual should be highly collaborative and willing to co-create live with AEEW Planning Team, under the direction and guidance of the AEEW Advisor. Supervisory approval is required. Supervisor support is needed to be fully successful. This is a non-reimbursable opportunity (assigned program office will pay employee).

Click on the link to find out more: <https://openopps.usajobs.gov/tasks/5960>

If you are reaching out regarding Mind Body Soul series, we did not host one this year. **WE are looking to partner across DOI for Jan-Dec 2024 sessions.** Please contact Roxanne Lamb or Patricia Jones to get connected. You can watch the recorded sessions by visiting Mind Body Soul 2021 & 2022 on Vimeo: <https://vimeo.com/user/14683672/folder/8516405>

Vimeo: <https://vimeo.com/user/14683672/folder/8516405>