

UNITED STATES DEPARTMENT OF THE INTERIOR

BUREAU OF LAND MANAGEMENT  
Office of Fire and Aviation  
3833 South Development Avenue  
Boise, Idaho 83705-5354

April 2, 1999

In Reply Refer To:  
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Director's Office Instruction Memorandum No. 99-003  
Expires: 09/30/2000

To: All OF&A Employees  
From: Director, Office of Fire and Aviation  
Subject: Office of Fire and Aviation Policy on Harassment

It is the policy of the Office of Fire and Aviation to prohibit all forms of sexual harassment, to maintain a work environment free of sexual harassment, and to ensure that such conduct by any employee will not be tolerated (Attachment 1). I am equally committed to a policy that ensures harassment based on race, color, national origin, sex, religion, disability, age, or sexual orientation will not be tolerated. I want to emphasize that our temporary and seasonal employees are included in this policy as well as permanent employees.

I also want to remind you that the workplace can be anywhere employees work—an office, the fireline, or a field site. Sometimes employees mistakenly think that because they are in a remote location or on an incident they can behave in a manner that would be unacceptable in any other work setting. You must correct this misconception wherever you find it. Additionally, it continues to be the responsibility of managers and supervisors to take immediate positive action when they receive a report of harassment or if they believe some behavior may be construed as harassment.

Harassment in any form is not acceptable and will not be tolerated. We must take every opportunity to reinforce the message that harassment could cost an individual their job, and they could be held personally liable for associated costs.

We ask for your personal commitment and support to convey the message that harassment in any form involving Bureau of Land Management personnel, including seasonal employees and emergency firefighters, will not be tolerated.

If you have questions concerning this policy, please contact Debie Chivers, EEO Manager, at 387-5454.

/s/Lester K. Rosenkrance