

## Special Interest Articles by:

- Diversity and Program Compliance Division.
- Public Civil Rights Division.
- Complaints and Compliance Division.
- Policy.

## Individual Highlights:

- 90 Day Details 2
- Jack Andre retires 2
- Diversity Seminar 3
- 2010 Standards 4
- Dr. Seuss B-Day 6
- Spotlight 7
- Director's Corner 7
- Bureau News 8

### Director, Sharon D. Eller

Administrative Assistant-Tina L. Medlin 202- 208-5693 (Main Number)  
Federal Relay Service 1-800-877-8339 then dial (202) 208-5693

## SharePoint peaks interest in EEO Community

The SharePoint 2007 or 2010 websites are the talk of most departments in the Office of the Secretary and the EEO Community. What is SharePoint? It is a robust and innovative software product developed by Microsoft to be a platform for folks to collaborate on information at a specific place. According to experts, it also is a sharing of documents while having employees communicate more efficiently and effectively by the available collaboration tools. Office

of Civil Rights Information Specialist Leanne Kowalski said the benefits are that SharePoint sites provide you with the ability to facilitate a meeting and organize a team's content and ideas. "A SharePoint website helps businesses optimize which is multi-fold". She said it starts with comprehensive content management and enterprise search, accelerating shared business processes, and will enable easier information sharing Department wide and across Bureaus.

SharePoint instructor Bill Vencil from SusQtech.com a company that provides SharePoint training said, "The great thing about SharePoint is that it does not store its information on a file system, in other words, it stores everything in a database. This keeps large groups of information intact. For example, if you lose a document, there is a way to recovering that document. However, on a net work share, you would not be able to find that information." (Continued on page 3)

## Several 90 day Detail employees give assistance to OCR

Katrina Reyes, EEO Specialist from the National Park Service (NPS), who has been with the Federal government for 15 years, was the first detailed employee to give assistance to the Office of Civil Rights (OCR) in 2011. Currently, she is helping with the MD-715 data tables under the guidance of Ophelia Anderson, Division Chief for Diversity & Program Compliance. Katrina says she is also studying and taking courses to be a mediator/counselor. The MD-715 Report has to be

turned into the Equal Employment Opportunity Commission (EEOC), which looks at the total workforce including distribution by race/ethnicity, sex, and people with disabilities. Katrina's skill set involves analyzing data on promotions and separations. "I see how it is broken down by minorities in the work place, and identifying job related barriers," she said. Katrina also says she has to evaluate the Bureaus best practices and

accomplishments. "We ask them and ourselves, what can the Department of the Interior do better?" A 90 day Detail is a temporary assignment of an employee from the employee's regular position, without a formal transfer or change in employment or pay status. A detail may be made within the Department, to or from other Federal agencies, state and local governments, international organizations, institutions of higher learning etc. (Continued on page 2)

(OHR) Barbara Evans and (NPS) Katrina Reyes are DOI employees who have given much assistance to OCR



## Several 90 day Detail employees give assistance to OCR

(Continued from page 1)

At the end of the 90 day Detail, the employee resumes the duties of the position of record, although a reassignment or other action can occur at this time. Barbara Evans, on a 90 day Detail from the Office of Human Resource (HR), says her government background extends over 27 years with NPS, OSM, OS and formerly MMS. She is the HR Office of the Secretary

(OS) Data Steward for DOI Learn. "My responsibilities entail creating classes in DOI Learn, monitoring customer support and running support such as the HR Web Master," said Barbara. Since February 22, 2011, She has also given assistance to Ophelia Anderson's Diversity & Program Compliance Division within OCR working on implementing eVersity, an enterprise level web-based application from

MicroPact Engineering, Inc., and contractors selected by NBC that will provide the Department of the Interior (DOI) with all of the analysis, tracking, management, reporting, and document generation capabilities required by Federal agencies in developing and managing EEO Information. On a personal note, Barbara has a son whose a fifth grade teacher and a daughter who is a senior biology student.

## Jack Andre's Legacy of Accessibility Remembered

---

*PCR Division Chief  
Jack Andre anticipates his retirement June 2011*

The development of Public Civil Rights areas when it comes to equal opportunity and accessibility for visitors, especially people with disabilities will always be remembered as part of Carroll J. Andre's legacy nicknamed "Jack". For over 30 years, Jack has dedicated himself to managing 504/ADA accessibility programs, provided training and technical assistance, developed related policies

and procedures, and coordinated the complaint process with Bureaus. He has also investigated complaints, recommended final National Park Service (NPS) decisions and other civil rights compliance activities related to the Land & Water Conservation Fund, and provided Alternative Dispute Resolution (ADR). Previous to his Federal service, Jack spent nine years as a supervisor with the Montgomery County,

Maryland, Recreation Department and six years as a Program Director with the YMCA of Metropolitan Washington. Finally, Jack is calling it quits after a illustrious career and has decided to retire this Summer. When asked what he is most looking forward to Jack said, "Sleeping late in the mornings and playing golf". Jack is talking about leaving the Office of Civil Rights, (Continued on page 4)

## OCR participates in National Groundhog Job Shadow Day Program



On February 15, 2011, the Office of Civil Rights (OCR) & DOI welcomed 11<sup>th</sup> grader Keyana White, and her fellow students from the SEED Public Charter School. Keyana visited the Public Civil Rights Division, part of the 2011 National Groundhog Job Shadow Day Program. The purpose is

to introduce SEED students to the work and environment by providing them with on the job experiences, at the same time, showing the students how the skills learned in the classroom can be used in the workplace. Keyana, who wants to become a psychologist, was chaperoned by school

counselor Goldin Harrison who toured the entire OCR department was in amazement. Keyana said. "I never knew much about accessibility for people with disabilities until I came here." Program Manager Brenda Woods said the benefits included a possible career interest, learned skills needed for certain jobs, and developing the skill of communication.

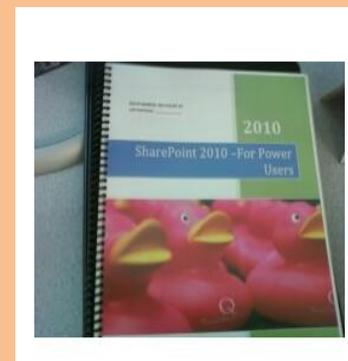
## SharePoint peaks interest in EEO Community

*(Continued from page 1)*

Within OS, these files are living off a hard drive or the share drive. Kowalski says the SharePoint web site creates the base structure for everything you do with Windows SharePoint Services. Another feature is that you can connect the site at home i.e. via 1) Intranet which is inside an organizations network catering to its specific needs and services or 2) Extranet, which is a website that is accessible on the internet allowing the same functionality as an intranet such as online banking. Another example would be equivalent to or a credit card company

exposing their external processes. 3) Lastly, a person could benefit from the SharePoint website as an internet site such as cnn.com or google.com. Vencil said, "SharePoint is flexible in all these ways, the more you use it, the better off you will be to use it to your advantage." He says SharePoint installation is on a desktop where it can run on one or many servers. A person can run SharePoint locally on ones laptop, he added. It contains web applications; a user/server application allowing you to create a user profile within SharePoint, and a Metadata application. This is information about

information. For example, if you have a word document, the actual information in that document could have properties or data such as, who the author is and document name and title. In addition to the main sites, SharePoint has a personal site for its users where one could store documents or pictures that you can control. In the SharePoint world, everything has lists e.g. task, calendars', and libraries. "Sometimes, sharing and distributing data throughout an enterprise could be a daunting task, but now that we have SharePoint available to us, the sky is the limit," said Kowalski.



SharePoint 2010

Leanne Kowalski during SharePoint training



## OCR staffers attend Best Practice Diversity Recruitment Seminar

Several OCR staffers attended the "Best Practice Diversity Recruitment, and Retention Strategies" seminar geared from Presidential Executive Order (EO)13548 at the Department of Health and Human Services (HHS) in Southwest Washington on February 9, 2011. Speaker and activist , CEO and Founder Edward J. Crenshaw of DESTIN Enterprises, LLC., whose diversity training emphasized creating opportunities for employers for transitioning veterans and people with disabilities, said Federal agencies and the EEO

community have to create a conducive work environment and retention initiatives for these qualified candidates. "There are 54 million individuals or 70 percent of this population who are under-employed or either unemployed in these categories," said Crenshaw. He told the audience that best practices will enhance disability awareness, while providing a competitive edge needed to secure quality talent. Crenshaw mentioned that this will help reduce stigma, eliminate barriers, create inclusive workplace

environments, and transform many agencies to a best place to work organization. "We have to understand where people are a good fit," he said. The current EO 13548 requires Federal agencies to serve as model employers and increase Federal employment of individuals with disabilities including veterans with disabilities. Moreover, it stipulates that agencies must improve their efforts to employ workers with disabilities through increased recruitment, hiring, and retention with their goals (Continued on page 5)

**"Preparing Employers to Reintegrate Combat Exposed Veterans with Disabilities. Document." (PERCEVD)**



## Jack Andre's Legacy of Accessibility Remembered



*"I plan to go to Disney and take a trip to Aruba this year".*

*-Jack Andre*

(Continued from page 2)

Public Civil Rights Division in June 2011. He plans to spend quality time with his family including wife Jo Ann, a Montgomery County Police Crossing Guard for 36 years, his son Kevin, daughter Kelli, granddaughter 11-year-old Kailyn, and his two grandsons Brady age 8 and five-year-old Jack,

who will keep grandpa Jack busy throughout the year. Moreover, the Public Civil Rights Division Chief will also spend his retirement enjoying his special hobbies which are attending the Maryland Terrapins Women's and Washington Mystics basketball games and relaxing in his hot tub. "I plan to go to Disney and

take a trip to Aruba this year," said Jack, with a huge smile on his face. Many employees at the Department of Interior, who have already heard about Jack's upcoming departure from the agency will be sad to see him go. Equal Opportunity Specialist David Quirino said, "We are going to lose a good man who is very knowledgeable."



Scooter equipment for mobility issues

## ATC's Scooter loan Program satisfies a need

The Office of Civil Rights Accessible Technology Center (ATC) Scooter loan program provides assistance to DOI employees who have temporary mobility issues. OCR Disability Resource Analyst Jennifer Meltz says employees can borrow an ATC scooter for

a limited amount of time. Some of the mobility issues associated with individuals include, but are not limited to, minor surgical procedures, illnesses that restrict their mobility to move, accidents, or injuries. Employees who wish to participate in ATC's policy regarding scooter loans

must advise their supervisor of the need for a scooter, submit an email to Jennifer stating why the scooter is needed and the approximate time frame they anticipate. According to ATC's scooter policy, DOI employees who borrow the scooter must return (Continue on page 6)

## 2010 Standards for Accessible Design and Programmatic changes to Title II & III a top priority

*"The new 2010 ADA Standards were harmonized with the international building code." –Jim Bostrom*

In Sept, 2010, new guidance came out for the first time in 20 years on two new Americans with Disabilities Act (ADA) regulations which went into effect March 15, 2011, six months from which they were published with the compliance date set for March 15, 2012, on new construction and alterations meaning program access and barrier removal, exactly 18 months from the publication date of the federal Register. On March 10, 2011, Deputy Chief Jim Bostrom, Disability Rights

Section, Civil Rights Division, Department of Justice (DOJ) explained in a Title II & Title III revised regulations training the note worthy changes from 1991 to 2010. For example, new technical specifications for elements used by children and historic facilities which are now integrated through these standards. "The new 2010 ADA Standards were harmonized with the international building code," said Bostrom. He said previously, entities used the Title II regulations from 1991

or the Uniformed Federal Accessibility Standards (UFAS) but now the two choices will go away. He mentioned that for the most part, the requirements in the 2010 ADA standards are much the same, but everything is in one book, he added. Bostrom said chapter one delves into the application and administration which gives you the interpretation of provisions, Chapter two Scoping, while chapters three through 10 focuses on certain technical requirements (Continue on page 5)

## 2010 Standards for Accessible Design and Programmatic changes to Title II & III a top priority

(Continued from page 4)

That afternoon, Sally Conway, Deputy Chief, ADA Technical Assistance, Disability Rights Section, also from DOJ discussed programmatic changes to Title II and Title III of the ADA. Topics addressed included Service Animals, Effective Communication, Other Power-Driven Mobility Devices, and Safe Harbor. She also gave an overview of the new regulations and how one would use them. Sally said, "It all started in 2004 when the United States Access Board created their guidelines, which went through extensive public comments." She

said since the regulations and standards were published in 1991, times have changed such as smart and video phones, etc., Along with the ADA environment and three million people with disabilities in post graduate school, DOJ had to reflect on those changes. "We realized we needed to revise, and clarify and reflect changes on the new devices now," said Sally. Moreover, the Title II & Title III regulations in the beginning sections give you an analysis explaining how to abide by the law, she added. The Deputy Chief explained how the guidance will explain each

issue in the regulations and the rationale of DOJ's thinking based on the vast comments and concerns. "These regulations provide additional information on what I have to do and when for example, Safe Harbor which says you don't have to do anything which means you're sheltered." She explained to the group that if one complied with the 1991 ADA Standards, then an individual does not have to do a thing. "When viewed in its entirety to program access, Title II (State or local government entities) has to ensure that the entire program, activities, and services have to be accessible."



2010 revised ADA regulations effective March 15, 2011

## OCR staffers attend Best Practice Diversity Recruitment Seminar

(Continued from page 3)

reporting to the Office of Personnel Management (OPM) by March 8, 2011. Crenshaw also told attendees that they have to develop relations so people can feel connected. Julia Bumbaca, U.S. Fish and Wildlife Service Program Manager, Diversity & Veterans Employment, from the Office of Diversity and Inclusive Workforce Management who also attended said their Bureau has several no cost recruitment sources which

provide them with the option to bring people on board for 90 day internships. The seminar offered measureable and intelligent solutions that can easily be integrated into an agency's strategy report to OPM, by the required March 8, 2011 deadline. In the question and answer segment portion of the seminar, attendees mentioned some of the challenges they have dealt within their organizations such as, education of managers, training, and recruitment. Crenshaw told them that one of the solutions must be to evolve as an agency.

"Everyone has to be on board. This is part of our social structure," he said. The activist also reiterated that Federal agencies and organizations must have a succession plan, leadership development and support along with incentives and rewards. Other solutions suggested were diversity retreats, workshops, and books associated in the industry.

He concluded by telling the attendees that they must understand the needs of veterans and people with disabilities while understanding their virtues.



*-We have to evolve as an agency and everyone has to be on board. This is part of our social structure.*  
—Edward J. Crenshaw

**Birthday's for Jan, Feb, and March.**

**January**

David Quirino  
Jan. 13

Carolyn Cunningham  
Jan. 31

**February**

Joyce Corley  
Feb. 18

**March**

Acquanetta Newson  
Mar. 8

Lola Hatcher-Capers  
Mar. 29

**We're on the Web!**

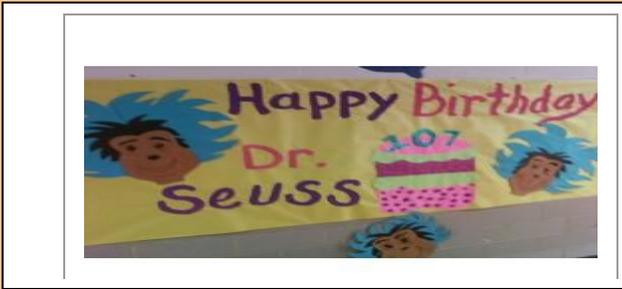
See us at:  
[www.doi.gov/diversity](http://www.doi.gov/diversity)

**Equal Opportunity Specialist participates in the Read Across America Program**

On March 2, 2011, OCR Equal Opportunity Specialist Michael Zimmerman, Public Civil Rights Division volunteered for the National "Read Across America" activity at John W. Ross Elementary School located in Northwest Washington. The event, which featured a 30 minute reading session, was in honor of

what would have been the 107<sup>th</sup> birthday of Dr. Seuss. Michael, who wore a great big red and white top hat, read Daisy-Head Maisy, a vintage Seuss book narrated by the Cat in the Hat to a group of second grade students. Teacher Ms. Peters said the experience was wonderful. "The book selection was great and the kids were really

engaged." She said the student activity of cutting out 'Please don't disturb I'm busy reading with the Cat in the Hat' was good also. Michael, Senior Advisor Robert Stanton, various DOI staffers, and Ward 5 DC Councilmember Harry Thomas Jr., read the book 'The Wild Things Are, to the disabled students at Sharpe Health School. Afterwards, the kids were treated to cookies and cupcakes.



**ATC's Scooter loan Program satisfies a need**

(Continued from page 4) the scooter no later than eight weeks from the date it was received. According to ATC scooter policy, due to a limited inventory, scooters cannot be loaned to any one individual indefinitely. However, if there is no waiting list, the

employee may continue to use the scooter but must be prepared to relinquish it if a new request is received by ATC. Scooter keys and battery charges are the sole responsibility of the DOI employee's office that borrowed the scooter. The loan program policy and guidelines

stipulates that lost or stolen keys or battery chargers must be replaced and will be billed to that employee's office along with a notification by email or memorandum submitted to their supervisor.

**SAVE THE DATE**

\*Remember to observe Easter Sunday on April 24, 2011.

\*The Public Civil Rights Forum will be held May 3-4, 2011, at the U.S. Fish and Wildlife Service.

\*During May 3-5, 2011, the EEOC Executive Leadership Conference will be held in Cambridge, Maryland at the Hyatt Regency Chesapeake Bay.

**Spotlight**



Leanne Kowalski is an Information Technology (IT) Specialist, Office of Civil Rights, under the direction of Alvin Dillings, Senior Policy Advisor. As an IT Specialist, Leanne manages an automated enterprise wide complaints tracking system that tracks EEO complaints across the entire department.

**Q. What is your background?**

“I started out with a Defense Logistics Agency as a temporary employee then saw an opening for an intern IT Specialist with the Inspector General’s (IG) office at Interior.” This began my 22 year career in the Federal government. After that, I was offered a job in the Office of Civil Rights, as an IT Specialist.

**Q. What are you responsible for?**

“Ensuring OCR meets DOI and governmental IT security specifications and controls, and prepares annual budgeting funding request for icomplaints.”

**Q. What do you like to do for extracurricular activities?**

“I love attending various cultural events in the Washington DC area for example Francophonie Day.”

**Q. Do you have any particular hobbies?** Shopping, reading, walking, and volunteering on various projects outside the office.

**The Directors Corner**

**From the Director:**

As a concept, diversity and social responsibility is considered to be inclusive of everyone here in the Office of Civil Rights and the EEO community. It is about learning and growing from others who are not the same. It is about dignity and respect for all, and about creating workplace environments and practices. Our collaborative and productive diverse environment requires effective training while encouraging learning from others. This in turn, will capture the advantage of our diverse perspectives. As someone committed to diversity and inclusion,

building and sustaining this inclusive environment is critical to building employee engagement here at Interior by creating meaningful and purposeful ideas. With these first three months of 2011 under our belts, we have engaged in compliance, diversity, and civil treatment training that taught managers, supervisors, and employees how to improve workplace civility. Moreover, it has given us productivity while preventing harassment and discrimination. I believe that these successful long term diversity efforts will help continue to build meaningful relationships, but keeping the EEO community’s core values of leadership, integrity, teamwork, and respect in check. -SHARON D. ELLER

**Director’s Office contacts:**

Lola Hatcher-Capers  
Deputy Director

Alvin Dillings  
Senior Policy Advisor

Melba Vaughn  
Office of the Secretary  
Complaints Manager

Janeen Birckhead  
Accountability & Compliance Manager

Joyce Corley  
EEO Counselor

**DIVISION CHIEF’S**

Ophelia Anderson  
Diversity & Program Compliance

Jack Andre  
Public Civil Rights

Vanessa Green  
Acting Accountability & Compliance Manager for BIA

**Administrative Staff**

Felicia Baker  
Administrative Officer

Tina Medlin  
Administrative Assistant



**News from the Bureaus:**

Each newsletter will highlight a report of events or information considered as a subject of choice from two bureaus. The featured Bureaus for this quarter's newsletter are Office of Surface Mining and the Bureau of Reclamation.



THE BUREAU'S QUARTER



**BIA: Greetings from Afghanistan.**

Lt. Colonel Janeen Birckhead sends greetings from Afghanistan, as well as her appreciation and thanks for the cards and care packages received from her DOI family (or, "from the Office of Civil Rights and Bureau of Indian Affairs colleagues and staff). When Lt. Col Birckhead is not on active duty, she is the Oversight, Accountability and Compliance Manager for BIA's Office of Equal Opportunity Programs. She has been deployed since October 2010, and anticipates returning to the DOI at the end of the year.

She has seen up close the snow capped mountains in Afghanistan, as well as the clear blue skies, but warns that despite the pretty pictures, the air quality is not as pristine as the pictures suggest. Janeen also indicated that the care packages that OCR and BIA sent to her have been treasured, as their food choices are very limited, as well as access to other creature comforts.

The Office of Civil Rights and the BIA's Office of Equal Opportunity Programs certainly appreciate the sacrifice that Janeen is making to serve our country, as well as the commendable work she performed for the Department of the Interior prior to her deployment.

**NPS: What happened with Park Service this past quarter?**

DAILY NEWS



**EXTRA!  
EXTRA!**

**DIANNE RETIRED!!!!**

\*Office of Equal Opportunity Program Manager, Chief, Dianne Spriggs, retired after 36 years of service on February 3, 2011.

Dianne began working with NPS in 1974, progressing through her career to become the NPS EEO Program Manager in 1996. Dianne managed the development of policies and operations to ensure EEO including affirmative action for employees and job applicants. She also managed the complaints programs including those that are federally conducted and ones that receive federal financial assistance. At different points in her career, she was Acting Assistant Director, Human Capital, and Acting Human Resource Officer.