



**DEPARTMENT OF VETERANS AFFAIRS**  
**ASSISTANT SECRETARY FOR HUMAN RESOURCES AND ADMINISTRATION**  
**WASHINGTON DC 20420**

**JUL 15 2013**

**MEMORANDUM FOR UNDER SECRETARIES, ASSISTANT SECRETARIES,  
AND OTHER KEY OFFICIALS**

**SUBJECT: Mandatory Online Equal Employment Opportunity, Diversity and  
Conflict Management Training for SES/Title 38 Equivalent, Managers and  
Supervisors**

The training due date for completion of the biennial mandatory online Equal Employment Opportunity (EEO), Diversity and Conflict Management training module for supervisors and managers is September 30, 2013, for the current biennial-training cycle as required by Secretary Shinseki's EEO, Diversity, and No FEAR Policy Statement issued May 31, 2013. Completing the VA Talent Management System (TMS) Item Number 1328672 online course "EEO, Diversity, and Conflict Management Training for Managers and Supervisors" is the only method to fulfill this mandatory requirement. If this course does not already appear as a recurring training event in TMS on the individual supervisor's or manager's learning plan, please involve your respective TMS administrators to ensure they make this assignment.

This course provides the knowledge necessary to not only meet legal obligations and supervisory responsibilities in the areas of EEO and reasonable accommodation, but also assists in recognizing the business case for diversity and inclusion, and use of conflict management and alternative dispute resolution to help alleviate workplace conflict. Therefore, I am requesting that managers and supervisors who have not yet completed this training to do so by September 30, 2013.

In order for all VA employees to be empowered to provide outstanding public service to our Veterans, leaders must be equipped with the knowledge and tools to create, manage, and maintain a diverse and inclusive work environment.

For immediate assistance, please contact Carolyn R. Williams in the Office of Diversity and Inclusion at (202) 461-4012 or by e-mail at [Carolyn.williams12@va.gov](mailto:Carolyn.williams12@va.gov). Thank you for your continuing commitment to this important endeavor.

A handwritten signature in black ink that reads "Rafael Torres".

Rafael A. Torres  
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