

BOEM and BSEE

Employee Resources for Workplace Issues

Each and every employee deserves and is responsible for a supportive, safe, and inclusive working environment. Any employee can approach their first or second line supervisor when there is an issue. If approaching a supervisor or second line manager about a workplace issue is not feasible or effective, or you wish the issue to remain confidential, there are other options. Below are some other resources available to employees for assistance, counseling, or reporting. If you are confused about which office might be best to provide you assistance, the Ombuds is a good place to start.

— Confidential Resources —

— Disclosure Voluntary —

— Disclosure Required —

BOEM/BSEE Ombuds
**Collaborative Alternative
Dispute Resolution (CADR)**

The Ombuds is a confidential, independent, impartial, and informal resource to explore resolution of problems affecting the workforce. CADR uses informal methods such as mediation and facilitated dialogue to assist in resolving disputes instead of formal processes. The DOI CADR program called “CORE PLUS” provides these services.

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**Employee
Assistance Program
(EAP)**

The Employee Assistance Program is available 24 hours a day to all BOEM and BSEE employees. It provides confidential counseling and support on mental health, financial, professional and personal management assistance and many other services.

This service is strictly confidential.

ESP̃R
1-866-951-8021
espyr.com

**BSEE
Equal Employment
Opportunity
Division (EEO)**

The EEO Office can help when you feel you are being discriminated against based on race, color, religion, sex, national origin, age, physical or mental disability, genetics and/or sexual orientation.

- Confidentiality can only be maintained in the informal process
- EEO offers informal counseling and processes formal complaints
- EEO complaints must be filed within 45 days of the incident

Rhonda Owens
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**Human Resources/
Employee Relations**

The BSEE Employee Relations can receive complaints of harassment, sexual or otherwise. Policies are in place to respond promptly to reports of harassment and to protect reporting parties from reprisal or retaliation.

DOI policy requires Bureau management to address complaints made to HR/Employee Relations and confidentiality is not assured.

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**Supervisors/
BOEM/BSEE
Management**

Harassment, sexual or otherwise, is not tolerated in BOEM or BSEE and you can make complaints to your supervisor or any BOEM or BSEE management official.

DOI policy requires Bureau management to address complaints made to supervisors, and therefore, confidentiality is not assured.