

**United States Department of the Interior  
BUREAU OF LAND MANAGEMENT  
National Human Resources Management Center  
Denver Federal Center, Building 50  
P.O. Box 25047  
Denver, Colorado 80225-0047**

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July 19, 1999

EMS Transmission

Information Bulletin HR-99-113

To: All BC, HR, NI, and RS, NPIT Employees, and WO Field BIA Liaison Officer  
From: Director, National Human Resources Management Center  
Subject: Ethics Training

Arthur Bennett from the Department's Ethics Office will be conducting an ethics training on August 3, 1999. Mr. Bennett will focus on post employment, outside employment, fund raising, and limited personal use of government equipment resources (e.g., computers, fax machines, copiers) on official time. There is no cost for this training and all employees are encouraged to attend.

The training will be conducted in the Rio Grande Room in Building 67. Three one hour sessions have been scheduled from 8:00 to 9:00 a.m., 10:00 to 11:00 a.m., and 1:00 to 2:00 p.m.

If you are a confidential financial disclosure report filer, you are required to receive one-hour of annual ethics training each year and are encouraged to attend this training to fulfil your requirement. There will be a BLM sign-in sheet available for your use to serve as documentation that you have met your annual requirement.

If you are not able to attend the August 3 training, there will also be a satellite broadcast training on September 30, 1999, from 12:00 to 1:30 p.m., in the East/Center/West Conference Rooms of Building 50. This training will also be available to all employees and will meet your annual ethics training requirement if you are designated as a confidential financial disclosure report filer.

If you have any questions regarding either of these training sessions, please contact

Jane Haddock, HR-220, at (303) 236-6701.

Signed by:  
Linda Sedbrook

Authenticated by:  
Darlene Robitaille

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