

**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**

In Reply Refer To:  
1400-410 (HR-220)P

October 20, 1999

EMS TRANSMISSION

Information Bulletin No. HR-2000-007

To: All ADs, SDs, and Center Directors  
WO BIA Field Liaison Officer

From: Acting Director, National Human Resources Management Center

Subject: Office of Personnel Management Diversity Seminar

The Office of Personnel Management is offering a seminar entitled, "Diversity - A Business Necessity for the Millennium." This seminar is for individuals at the GS-13 through GS-15 or equivalent who have responsibility for supervising or managing a work force and who want a better understanding of how to build and manage a diverse work force. For a detailed description of the seminar and the dates it will be offered, refer to the OPM web-site at [www.opm.gov/leader/mdcp/bnm.htm](http://www.opm.gov/leader/mdcp/bnm.htm).

The cost for the seminar is \$2,000 per attendee. (You will receive a \$100 discount if funding is committed by December 31, 1999.) If you are interested in attending, submit a 10-part SF-182 to the National Human Resources Management Center (NHRMC, HR-220) at this time. In turn, NHRMC will submit vendor copies to OPM and the Finance copy to the National Business Center. Specific instructions for preparing the MDC SF-182 is attached. This year, states will be able to pay for MDC courses using a government SmartPay MasterCard or your own personal credit card. Simply complete the credit card information sheet and attach it to the completed SF-182 form.

If you have any questions, please contact Jane Haddock at (303) 236-6701.

Signed  
Laura J. Davis  
Acting Director

Authenticated  
Darlene Robitaille  
Secretary

2 Attachments

- 1 - SF-182 Instructions (1 pp)
- 2 - Credit Card Information Sheet (1 pp)

Distribution

RS-150A, BLM Library  
NI-101, Reading File  
HR-220  
HR-200

**DIVERSITY: A BUSINESS NECESSITY FOR THE MILLENNIUM  
SF-182 INSTRUCTIONS**

**To be officially enrolled in a Management Development Program course, a 10-part SF-182 (Request, Authorization Agreement and Certification of Training) for each nominee must be completed. Instructions for completion are as follows:**

**Blocks 1 – 14: Self explanatory**

**Block 15a: Name and mailing address of vendor:**

**OPM, Eastern Management Development Center  
101 Lowe Drive  
Shepherdstown, WV 25443-9601**

**Block 15b: Location of training site:**

**Western Management Development Center  
3151 S. Vaughn Way, Suite 300  
Aurora, CO 80014-3513**

**or**

**Eastern Management Development Center  
101 Lowe Drive  
Shepherdstown, WV 25443-9601**

**Block 16: Diversity: A Business Necessity for the Millennium**

**Blocks 18a – 20d: Self explanatory**

**Block 21: The tuition for this seminar is \$2,000, which includes room and board. (Note: If funding is committed by December 31, 1999, you will receive a \$100 discount.) A charge code must be listed if a credit card was not used. If you have paid by credit card, please indicate this in Block 21 and attach the credit card information sheet to the SF-182.**

**Block 23: Your Administration Office will complete this session.**

**Block 24: 14-11-0008**

**Block 25: Bureau of Land Management  
Denver Federal Center, Bldg. 50, BC-620  
Denver, Colorado 80225-0047**

**Block 26a – 29a: Approvals must be present**

**CREDIT CARD INFORMATION SHEET**

**Name of Participant** \_\_\_\_\_

**Session Title** \_\_\_\_\_

**Tuition Amount** \_\_\_\_\_

**Discounted Cost** \_\_\_\_\_

**Card Type (SmartPay  
MasterCard)** \_\_\_\_\_

**Name of Cardholder** \_\_\_\_\_

**Card Number** \_\_\_\_\_

**Expiration Date** \_\_\_\_\_

**Name of Person who  
Completed this Form** \_\_\_\_\_

**Phone Number** \_\_\_\_\_

