

United States Department of the Interior
BUREAU OF LAND MANAGEMENT
National Human Resources Management Center
Denver Federal Center, Building 50
Denver, Colorado 80225-0047
www.blm.gov/nhrmc

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April 21, 2000

EMS TRANSMISSION

Information Bulletin No. HR-2000-079, Change 1

To: All BC, HR, NI and RS Employees
NILS, LRIS Leads

From: Director, National Human Resources Management Center

Subject: Office Ergonomic Training

DD: 04/26/00

The change made to this IB is the class time. The class will now be held from 9:00 to 11:00 a.m. instead of the time previously announced. The class will be held in building 50 in the Center Conference room. There will be a maximum of 30 participants, so please send in nominations as soon as you receive supervisor approval.

The Colorado Physical Therapy Institute, P.C., is providing an office ergonomic training session for BLM employees on May 3, 2000. The instructor, Mr. Roger Rettig, was referred to our bureau by the U.S. Forest Service with high reviews.

Mr. Rettig will be able to provide information on injury prevention and material handling that is interactive, fun and informative. These programs provide practical examples and advice that employees can use immediately to reduce injuries at work and at home. Demonstrations are used to show the participants how easy it is to take self-responsibility for symptom management. He will review exercises that can be done at work and home.

There will be a cost of approximately \$300.00 for the course which will be divided between the four Centers. Please get supervisor approval and let the appropriate training coordinator know if you will be attending the office ergonomic training. Center training coordinators are as follows:

NARSC Rheda Dodd 236-6454
NBC Lynda Pierce 236-8857

NIRMC Linda Graham 236-6965

SF-182's will be prepared by this office.

If you have any questions, please contact Aleecia Leyba at (303) 236-8267 or Ricki Stephenson at (303) 236-6690.

Signed by
Lorenzo Cervantes
Acting Director

Authenticated by
Darlene Robitaille
Secretary

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