

**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 80225-0045**

June 20, 2001

In Reply Refer To:  
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EMS TRANSMISSION 6/20-01  
Information Bulletin No. HR-2001-083

To: All BC, HR, NI, and ST Director, WO 330D and WO 570D Project Manager,  
WO 560D Telecom Manager, BIA Liaison Officer

From: Director, National Human Resources Management Center

Subject: Executive Forum Nominations **DD: 07/10/01**

The Executive Forum has announced the 15<sup>th</sup> Annual Executive Forum Training Series for 2001-2002. These six, three and a half hour presentations are designed to keep managers, supervisors, and leaders abreast of the latest development in management issues. In addition to the six courses, the Executive Forum announced a Leadership Renewal Day program scheduled for January 10, 2002.

Attached is a copy of the Executive Forum Series enrollment form for your employees to use in indicating the sessions they would like to attend. The brochure which provides course descriptions, dates, and times of each session has been provided to each of the training coordinators for your review. All sessions will be held at the Inverness Hotel and Conference Center, in the Denver Technical Center, located at 200 Inverness Drive West, Englewood, Colorado.

The Executive Forum is offering a discount on all registrations received by July 15, 2001. Half-day program tickets will be approximately \$245 each and Leadership Renewal Day tickets will be approximately \$385 each. Specific tuition costs are approximate, depending on the number of employees participating.

Nominations for the various training opportunities should be based upon the nominee's availability, training needs, and the likelihood that their attendance would improve and/or enhance job performance.

**Please ensure that all all nominations for each session are submitted to the appropriate Center Training Coordinator, using the attached registration form by COB Tuesday, July 10, 2001.** Training coordinators are as follows:

ST - Rheda Dodd	303-236-6454
HR - Luron Porter	303-236-6503
BC - Melodie Lloyd	303-236-8857
NI - Emily Alvarado	303-236-1692
WO-Barb Guest	303-236-8915
WO-Janet Beavers	303-236-0227

Training coordinators should then send all nominations for their Center to the National Human Resources Management Center (NHRMC), HR-220, by July 10, 2001. NHRMC will make reservations and notify the appropriate training coordinator of the employees who have been confirmed for the sessions from their Center. In the event that the number of nominees is greater than the spaces available, training coordinators should keep a list of the names of employees to use as an Alternate List in the event the designated employee is unable to attend. This list is very important because once the reservations are made, the BLM will incur the course costs whether a participant attends or not.

Please direct all questions concerning nomination procedures to NHRMC, Marilyn Ladd at (303) 236-8267.

Signed by:  
Phyllis O'Neill  
(Acting) Director

Authenticated by:  
Luron Porter  
Secretary

1 Attachment  
1-Executive Forum Series Nomination Form (1p)

Distribution  
ST-150A, BLM Library