

**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**

July 30, 2001

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

EMS TRANSMISSION 07/30/2001
Information Bulletin No. HR-2001-092

To: All AD's, SD's, and Center Directors
BIA Field Liaison Officer

From: Director, National Human Resources Management Center

Subject: Space Requests for the FY 2002 OPM Management Development
Centers Programs **DD:8/29/01**

The Office of Personnel Management (OPM) has announced its FY 2002 schedule of Management Development Center (MDC) courses. OPM is providing the catalog "Great Leaders For Great Government, Management Development Centers Catalog of Courses and Seminars", which includes the FY 2002 schedule.

The MDC courses are for managers and executives at or above the GS-13 level of responsibility and are designed to provide them with intensive policy and management skills and knowledge.

Please review the seminar descriptions and schedule when the catalog is received. Using the form that will accompany the catalog, please submit nominations for these courses to the National Human Resources Management Center, HR-220, by COB Wednesday, August 29, 2001. Nominations must be received by this date so that we can receive first priority for enrollment and substantial tuition discounts. Course allocations are first come, first served. To facilitate making your nominations, please be advised of the following:

Once the spaces are requested and allocated, the BLM will be charged for all spaces whether they are used or not. OPM has advised us that they will be adhering to their discount and cancellation policies for the FY 2002 courses and seminars. Cancellations, substitutions and transfers to alternative dates may be made until four weeks prior to the start of each seminar. Therefore, we are requesting that alternates be named for all courses in the event that the selected employee cannot attend the training. Please ensure that each alternate meets all of the prerequisites described for the course for which he or she is nominated. If he or she does not, OPM requires a written justification. (Please attach a justification signed by the nominating official for anyone nominated who does not meet the prerequisites). Also, please provide alternate dates as we cannot guarantee that the first choice date will be available.

This office will consolidate the nominations and submit them to OPM. After OPM has accepted BLM nominees, each state will be notified and requested to submit a "Request, Authorization, Agreement, and Certification of Training" (SF-182) for each approved student.

MDC has established a web-site with a complete schedule and description of their classes. It is available at <http://www.leadership.opm.gov>.

For questions regarding the MDC programs, please contact Marilyn Ladd, Personnel Assistant, at (303) 236-8267.

Signed by:
Linda D. Sedbrook
Director

Authenticated by:
Luron Porter
Secretary

2 Attachments (sent under separate cover)

- 1- Great Leaders For Great Government (including schedule) (80 pp)
- 2- BLM MDC Space Request Form, FY 2002 (3pp)