

**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:
1400-713 (HR-220) P

December 13, 2001

EMS TRANSMISSION 12/13/2001
Information Bulletin No. HR-2002-036

To: All BC, HR, NI, ST, WO Denver, and WO Field BIA Liaison Office Employees

From: Director, National Human Resource Management Center

Subject: Denver Federal Executive Board's (DFEB) Commemoration of Dr. Martin Luther King, Jr.'s Birthday

DD: 1/4/2002

All federal employees are invited to attend the Ninth Annual Diversity Training Program in commemoration of the birthday of Dr. Martin Luther King, Jr. This years theme is "A Nation of Millions . . . A Spirit of One!"

The program will be held on **Friday, January 11, 2002**, at the Adam's Mark Hotel, 1550 Court Place, downtown Denver, from 10 a.m. to 2 p.m. If you register by **Monday, December 31, 2001**, the early bird registration fee is **\$25.00**. For those who register between **January 1, 2002, and January 4, 2002**, the registration fee is **\$30.00**. No registrations will be accepted after **Friday, January 4, 2002**. The registration fee includes lunch and the training program. All registrations must include the attached registration form and check, or credit card information. (There is an additional \$3.00 processing fee for each credit card transaction.) Please make checks payable to "DFEB/MLK, Jr."

Your attendance at this event is encouraged; however, employees who plan to attend must obtain prior approval from their immediate supervisor for the time off to attend (considered time worked). Receipts for the registration fee will be available to participants on the day of the training, by request only. Employees can request reimbursement by submitting form SF-1164, Reimbursement of Expenditures, and attaching the receipt.

If you are interested in attending, please fill out the attached registration form and submit the registration form, your check, money order, or credit card information to Holly Boyd (HR-220). If paying by credit card, include the credit card information sheet, and submit it to Holly Boyd by the above dates. If you have any questions, please contact Teresa Milner, Training Officer, at (303) 236-3569, or Cheryl Hodges, at (303) 236-0697.

Signed
Linda D. Sedbrook
Director

Authenticated
Luron Porter
Staff Assistant

2 Attachments

- 1 – Registration Form (1 p)
- 2 – Credit Card Payment Information Sheet (1 p)

REGISTRATION FORM

A Nation of Millions . . . A Spirit of One!

Please make checks or money orders payable to "DFEB/MLK". Receipts will be available at the event.
There will be a \$25 charge for all checks returned due to insufficient funds.

Name(s): _____
(Multiple names may be typed on a separate sheet and attached)

Agency: _____

Address: _____

Phone (please include area code & extension) (_____) _____

Method of Payment: Cash Check Charge *(attach charge card information sheet)*

Do you require any special accommodation? Please explain: _____

(i.e., hearing interpreter, special diet, wheelchair accommodation, etc.)

DFEB Credit Card Payment Information Sheet

Please print or type

Event Information

Name of Event: 9th Annual DFEB Diversity Training Program Honoring MLK, Jr.

Date of Event: January 11, 2002

Attendees Name: _____

(For multiple attendees a separate sheet with a list of names may be attached.)

Agency Information

Agency Name: BLM

Agency Mailing Address: BLM, Denver Federal Center, Bldg. 50, P.O. Box 25047, Denver CO 80225-0047

Credit Card Information

Credit Card Number: _____

Expiration Date: _____ Type of Card: Visa Master Card

Cardholder's Name: _____

Cardholder's Phone: _____

Cardholder's Signature: _____

Charge Calculations

Cost of Event (per person): \$ _____

X Number of Attendees: _____

= Charge Subtotal: \$ _____

+ \$3 IMPAC Processing Fee: \$ 3.00

= Total IMPAC Card Authorized Charge: \$ _____