

**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

November 20, 2001

EMS TRANSMISSION 11/20/2001
Instruction Memorandum No. HR-2002-004

To: HR, BC, NI and ST Directors
WO330D, WO570D and WO560D Project Managers
Training Coordinators

From: Director, National Human Resources Management Center

Subject: DOI University/Denver Learning Center On-Line Training Registration

Purpose: This Instruction Memorandum is to advise all Directors, Project Managers, and Training Coordinators, that DOI University/Denver Learning Center has a new on-line training registration process for all DOI offices to use when registering for classes. Classes offered through DOI University/Denver Learning Center are no longer offered only to the local bureaus, but are now offered Bureauwide. In addition, the Denver National Centers will no longer be allocated a number of reserved spaces in DOI University Classes, but must now compete for class spaces along with the rest of the Bureau of Land Management. Therefore, to ensure that your employees obtain a space in classes they desire to take, the earlier they are registered, the better.

Policy/Action: In order to facilitate the Denver National Centers in registering employees for classes as quickly as possible, the National Human Resource Management Center has changed its procedures with regard to DOI University classes. Attached is a description of those procedures, along with instructions on how to access the on-line training registration process. In addition, the Employee Relations/Labor Relations and Employee Development Group, HR-220, will provide a brief demonstration of this automated registration system to the Training Coordinators on **Wednesday, November 21, 2001** at 10:00 a.m., in the HR-220 area.

Timeframe: Effective Tuesday, November 13, 2001.

Budget Impact: Minimal.

Background: All training registration for DOI University courses has gone to an automated, on-line registration system. DOI University classes will now be open for Bureauwide registration through this automated system. This system will allow employees to register themselves for DOI University classes. This memorandum is to set policy for all Denver National Center Employees as to their use of this automated system.

Manual/Handbook Sections Affected: N/A

Coordination: ER/LR, Employee Development Group, Center Directors, Project Managers, and Training Coordinators.

Contact: If you have questions, please contact Teresa Milner at (303) 236-3569 or Marilyn Ladd at (303) 236-8267.

Signed
Bruce Prater
Acting Director, NHRMC

Authenticated
Luron Porter
Staff Assistant

Attachment

1 - Instructions for Registering Employees in DOI University Training Courses

Distribution

ST-150, BLM Library
HR-220, File
d:HRIM2002-004.wpd