

**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 80255-0047**

May 28, 1998

In Reply Refer To:
1400-451 (HR-220) P

EMS TRANSMISSION
Information Bulletin No. HR-98-076

Memorandum

To: All Managers and Supervisors, BC, HR, NI, RS

From: Director, National Human Resources Management Center

Subject: EEO Course for Supervisors and Manager, June 30,1998 DD:6/19/98

Jeffrey Goodfriend, a former administrative law judge, will teach a day-long course for Denver Centers' managers and supervisors on Tuesday, June 30, 1998. The course covers EEO subjects such as: harassment issues, understanding the supervisor's role in the EEO counseling process, and Federal adverse actions for conduct and performance based actions. Participants will receive a comprehensive manual for future reference.

The course will be held from 8 a.m. to 4 p.m. in Building 53 at the Denver Learning Center in the Mountain View Room (Room F 2050). Because of security restrictions students should bring their government identification and enter door W1 (on the Northwest portion of the building by the EPA).

All managers and supervisors from the Denver Centers are required to attend this training. If you are unable to attend, please notify your supervisor and HR-220. To confirm your attendance or notify us that you are unable to attend, please Groupwise HRTrain (or simply reply to this message). Please send your response by COB June 19, 1998.

If you have any questions regarding this training please call William Moody, Employee Development Specialist, at 236-6699.

Signed
Linda D. Sedbrook
Director, NHRMC

Authenticated
Nancy Samano
Personnel Assistant

Distribution
RS-150A, BLM Library
NI-101, Reading File
HR-250, Records