

**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:  
1400-752 (HR-220) P

July 20, 1998

EMS Transmission

Information Bulletin No. HR-98-094

To: All State and Center Directors  
Attn: Servicing Personnel Officers  
All Assistant Directors

From: Director, National Human Resources Management Center

Subject: Administrative Inquiry Course DD: 8/20/98

Glen Parsons and Jim Mendenhall of the Department of Agriculture will be conducting an Administrative Inquiry Course September 28-October 2, 1998, at the Holiday Inn in Lakewood, Colorado. The course will begin at 12:00 p.m. on Monday, September 28, and end at 2:00 p.m. October 2, 1998.

The course is designed for Employee Relations Specialists or anyone who is responsible or will be periodically assigned to conduct administrative inquiries. Course content includes the following: responsibilities of the investigator, obtaining and preserving documentary evidence, case planning, investigative notes, interviews, employees rights to representation, written statements, and report writing.

The course is limited to 30 employees. Please submit nominations via Groupwise to William Moody (HR 220) by close of business August 20, 1998. Rooms for 30 employees have been reserved at the Holiday Inn Lakewood. On August 21, 1998, employees will be notified by Groupwise of their acceptance into the course. At that time, they should call the Holiday Inn with their name and credit card number to reserve and confirm the reservation.

Questions regarding nominations should be directed to William Moody at (303)236-6699; questions with regard to course content, to Phyllis O'Neill at (303) 236-6505.

Signed  
Mark Whitesell  
Acting Director, NHRMC

Authenticated  
Cheryl Hodges  
EEO Assistant

Distribution  
RS-150A, BLM Library  
NI-101, Reading File  
HR-220  
HR-200