

**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

October 25, 1999

EMS TRANSMISSION  
Information Bulletin No. HR-2000-012

To: All ADs, SDs, and Center Directors  
WO BIA Field Liaison Officer

From: Director, National Human Resources Management Center

Subject: Managing Projects Well Seminar

The Office of Personnel Management, Western Management Development Center, is offering a new seminar entitled "Managing Projects Well". This seminar is for individuals at the GS-13 through GS-15.

The seminar is based on the book Managing Projects Well and will be taught by the author Stephen A. Bender. In the seminar, participants learn both technical and behavioral aspects of project management. Unlike other programs, heavy emphasis is directed to project team members as well as project managers. Extensive technical and behavioral exercises are included, making this a combined seminar/workshop format.

The seminar begins on Monday, November 8, 1999 at 8:30 a.m. and ends Friday, November 12, 1999 at 11:00 a.m. The seminar location is the Western Management Development Center, Denver, Colorado. Lodging will be at the Holiday Inn Denver SE, adjacent to the Center. Cost for the seminar is \$1900 per attendee which includes tuition, meals and lodging, or \$1500 for tuition and lunch only.

If you are interested in attending, submit a 10-part SF-182 to the National Human Resources Management Center (NHRMC, HR-220) at this time. In turn, NHRMC will submit vendor copies to OPM and the Finance copy to the National Business Center. Specific instructions for preparing the MDC SF-182 is attached. This year, states will be able to pay for MDC courses using a government SmartPay MasterCard or your own personal credit card. Simply complete the enclosed credit card information sheet and attach it to the completed SF-182 form.

If you have any questions or would like more detailed information concerning this course, please contact Jane Haddock at (303) 236-6701.

Signed by:  
Linda D. Sedbrook  
Director, National Human  
Resources Management Center

Authenticated by:  
Darlene Robitaille  
Staff Assistant

2 Attachments

- 1 - SF-182 Instructions (1p)
- 2 - Credit Card Information Sheet (1p)

Distribution

RS-150A, BLM Library  
NI-110, Reading File  
HR-220  
HR-200

## MANAGING PROJECTS WELL -- SF-182 INSTRUCTIONS

To be officially enrolled in a Management Development Program course, a 10-part SF-182 (Request, Authorization Agreement and Certification of Training) for each nominee must be completed. Instructions for completion are as follows:

Blocks 1-14: Self explanatory

Block 15a: Name and mailing address of vendor:

OPM, Eastern Management Development Center  
101 Lowe Drive  
Sherpherdstown, WV 25443-9601

Block 15b: Location of training site:

OPM, Western Management Development Center  
Cherry Creek Place  
3151 South Vaughn Way, Suite 300  
Aurora, CO 80114-3513

Block 16: Managing Projects Well

Blocks 18a - 20d: Self explanatory

Block 21: The tuition for this seminar is \$1900, which includes tuition, meals and lodging or \$1500 for tuition and lunch only. A charge code must be listed if a credit card was not used. If you have paid by credit card, please indicate this in Block 21 and attach the credit card information sheet to the SF-182.

Block 23: Your Administration Office will complete this session.

Block 24: 14-11-0008

Block 25: Bureau of Land Management  
Denver Federal Center, Bldg 50, BC-620  
Denver, CO 80225-0047

Block 26a - 29a: Approvals must be present.

Attachment 1

**CREDIT CARD INFORMATION SHEET**

Name of Participant \_\_\_\_\_

Session Title \_\_\_\_\_

Tuition Amount \_\_\_\_\_

Discounted Cost \_\_\_\_\_

Card Type (SmartPay  
MasterCard) \_\_\_\_\_

Name of Cardholder \_\_\_\_\_

Card Number \_\_\_\_\_

Expiration Date \_\_\_\_\_

Name of Person who  
Completed this Form \_\_\_\_\_

Phone Number \_\_\_\_\_