

**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-230)P

November 19, 1999

EMS TRANSMISSION

Information Bulletin No. HR-2000-022

To: All BC, HR, NI, RS, NPIT, and WO Field BIA Liaison Office Employees

From: Director, National Human Resources Management Center

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

DD: 01/05/2000

All federal employees are invited to attend the Eighth Annual Diversity Training Program in commemoration of Dr. Martin Luther King, Jr.'s Birthday. This year's theme is "Together We Can Meet the Challenges and Implications of Diversity in the 21st Century."

Date: **Tuesday, January 11, 2000**

Place: Adams Mark Hotel
1550 Court Place
Denver, CO

Time: 7:00 to 11:30 a.m.

Your attendance at this event is encouraged. However, employees who plan to attend must obtain supervisory approval. Employees can request reimbursement for the registration fee by attaching the registration receipt to the "Claim for Reimbursement for Expenditures on Official Business" form SF-1164. Receipts will be available to participants, who request one, on the day of the training. Employees will not be reimbursed for attending the breakfast only

Deadline for Early Bird Registration: **Friday, December 31, 1999**

Registration for Early Bird Registration: \$20.00

Registration Fee from January 1 to 5, 2000: \$25.00

No registrations will be accepted after January 5, 2000

All reservations must include the attached registration form and a check or money order, payable to "DFEB/MLK, Jr." The registration fee includes breakfast and the training program. There

will be a \$20.00 charge for all checks returned due to insufficient funds. All registration forms must be received by **January 5, 2000**. This year there will be "open seating," seating is available on a first-come, first-serve basis, there will be no reserved tables.

The hotel is wheelchair accessible. Interpreter services will be available upon request. If you require special accommodations, please remember to indicate the type of accommodation needed on your registration form.

If you would like to attend, please fill out the attached registration form and submit it to **Irene Wise, FNS, USDA, Denver Field Office, 1244 Speer Boulevard, #903, Denver, CO 80204**, by no later than **January 5, 2000**. If you have any questions, please contact Teresa Milner, EEO Specialist, at (303) 236-0697.

Signed
Linda D. Sedbrook
Director

Authenticated
Darlene Robitaille
Secretary

1 Attachment
1 – Registration Form (1 p)

Distribution
WO-710, LS, Room 302
RS-150, BLM Library
NI-100, Reading File
HR-230
HR-200

8th Annual Diversity Training Program

in commemoration of the birthday of Dr. Martin Luther King, Jr.

**“Together We Can Meet the Challenges and
Implications of Diversity in the 21st Century”**

January 11, 2000

7:00 – 11:30 a.m.

Adams Mark Hotel

1550 Court Place, Downtown Denver

Early Bird Registration Fee: \$20.00

Deadline for Early Bird Registration: Friday, December 31, 1999

Registration Fee from January 1 to January 5, 2000: \$25.00

NO REGISTRATIONS WILL BE ACCEPTED AFTER JANUARY 5, 2000

Mail complete registration form and fee to:

Irene Wise
FNS, USDA, Denver Field Office
1244 Speer Blvd., #903
Denver, CO 80204

We will accept checks or money orders ONLY made payable to “DFEB/MLK”

There will be a \$20.00 charge for all checks returned due to insufficient funds.

Name _____

Agency/Office _____

Phone (please include area code and extension, if applicable) (____) _____

Do you require special accommodation? (i.e. hearing interpreter, special diet, etc.) **Please explain:** _____