

**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**

July 20, 2001

In Reply Refer To:  
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**EMS TRANSMISSION 07/20/2001**

Information Bulletin No. HR-2001-090

To: All BC, HR, NI, and ST Directors, WO 330D and WO 570D Project  
Manager, WO 560D Telecom Manager, BIA Liason

From: Director, National Human Resources Management Center

Subject: Microtutor Training Needs **DD:08/15/01**

The National Human Resources Management Center is in the process of arranging for computer skills training classes beginning in October 2001. In order to schedule enough class spaces to meet your needs, we are asking that your managers and supervisors send, through your training coordinators, the names of employees who require beginning, intermediate, and advanced training in the following classes:

**MICROSOFT WORD, EXCEL, POWER POINT, FRONT PAGE 2000, ACCESS,  
PROJECT 98**

All names for each session are to be submitted to the appropriate Center Training Coordinator, using the attached registration forms by COB Tuesday, August 15, 2001. Training coordinators are as follows:

<b>ST - Rheda Dodd</b>	<b>303-236-6454</b>
<b>HR - Luron Porter</b>	<b>303-236-6503</b>
<b>BC - Melodie Lloyd</b>	<b>303-236-8857</b>
<b>NI - Emily Alvarado</b>	<b>303-236-1692</b>
<b>WO - Barb Guest</b>	<b>303-236-8915</b>
<b>WO - Janet Beavers</b>	<b>303-236-0227</b>

Microsoft WORD will replace Word Perfect as the Bureau software for word processing, although we do not know the exact dates of deployment. We are offering these classes to prepare for this transition.

To facilitate providing this office with the names of employees needing the training, enclosed are nomination sheets for the various courses.

If you have any questions, please contact Marilyn Ladd at 303-236-8267.

Signed by  
Laura Davis  
Director (Acting)

Authenticated by  
Luron Porter  
Secretary

1 Attachment  
1- Nomination Form (18 pp)

Distribution  
HR-220



































