

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

July 7, 1999

EMS TRANSMISSION

Information Bulletin No. HR-99-107

To: All AD-s, SD-s, and Center Directors
WO BIA Field Liaison Officer

From: Director, National Human Resources Management Center

Subject: Space Requests for the FY 2000 OPM Management Development
Centers (MDC) Program

DD: 8/13/99

The Office of Personnel Management has announced its FY 2000 schedule of Management Development Center (MDC) courses. Attached is the catalog AFY 2000 Program Guide for the Management Development Centers and Federal Executive Institute@ (which includes the FY 2000 schedule), and a BLM MDC Space Request Form-FY 2000.

These courses are for managers at or above the GS-13 level of responsibility and are designed to provide them with intensive policy and management skills and knowledge.

Please review the seminar descriptions and schedule in the enclosed Program Guide. Using the attached form, please submit nominations for MDC courses to the National Human Resources Management Center, HR-220, by COB Friday, August 13, 1999. Nominations must be received by this date so that we can receive first priority for enrollment and substantial tuition discounts. To facilitate making your nominations, please be advised of the following:

Once the spaces are requested and allocated, the BLM will be charged for all spaces whether they are used or not. Therefore, we are requesting that alternates be named for all courses in the event that the selected employee cannot attend the training. Please insure that each alternate meets all of the prerequisites described for the course for which he/she is nominated. If he/she does not, OPM requires a written justification. (Please attach a justification signed by the nominating official for anyone nominated who does not meet the prerequisites).

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This office will consolidate the nominations and submit them to OPM. After OPM has accepted BLM nominees, each state will be notified and requested to submit a Request, Authorization, Agreement, and Certification of Training@ (SF-182) for each approved student.

The Management Development Centers have established a web-site with a complete schedule and description of their classes. It is available at <http://www.opm.gov/mdc>.

For questions regarding the Management Development Center Programs, please contact Jane Haddock, Employee Relations Specialist, at (303) 236-6701.

Signed
Linda D. Sedbrook
Director

Authenticated
Darlene Robitaille
Secretary

2 Attachments (Sent under separate cover)
1 - Seminar of the Management Development Center
Brochure (including schedule) (56 pp)
2 - BLM MDC Space Request Form, FY 2000 (2 pp)

Distribution

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

BLM MDC SPACE REQUEST FORM - FY 2000

We agree to purchase and fill one space at the following OPM Management Development Center:

FIRST CHOICE:

Title of Seminar:

Date of Seminar:

Location (city) of Seminar:

SECOND CHOICE:

Title of Seminar:

Date of Seminar:

Location (city) of Seminar:

NOMINEE:

Name:

SSN:

Position Title:

Grade (be sure to check eligibility requirements):

Mailing Address:

Telephone Number (including area code):

Gender (needed to facilitate housing arrangements):

ALTERNATE:

Name:

SSN:

Position Title:

Grade (be sure to check eligibility requirements):

Mailing Address:

Telephone Number (including area code):

Gender:

The nominee has agreed to attend the above session. The nominee understands that all requests are subject to date and location changes by the Office of Personnel Management.

Approved by:

(State/Center Director, AD, or his/her designee)

Title:

Date:

This form should be routed to Jane Haddock, National Human Resources Management Center, HR-220, by COB Friday, August 13, 1999.