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To:       DMs, DSDs, Branch and Staff Chiefs
From:     Chief, Branch of Human Resources

Subject:  Sponsor Program


Orientation consists of four parts: Employee Handbook, Supervisor Handbook, Local Perspective and Sponsor Guide. In this Information Bulletin (IB), we want to bring to your attention the Sponsor Program. The purpose of this program is to welcome new employees into the organization and help them make a smooth transition into the community, the Bureau of Land Management, and their new position. If this program is not yet implemented in your office, we encourage you to do so.

The Sponsor Guide is in Appendix A of the Orientation: Supervisor Handbook or it can be downloaded from the National Training Center’s (NTC) website: http://www.ntc.blm.gov/leadership/employee_sponsor.html

Information about the Leadership Excellence Program can be found at this website: http://www.ntc.blm.gov/leadership/main_menu.html. Hardcopies of these handbooks (Supervisor and Employee) can be requested from NTC via email to christina_e_king@tc.blm.gov or gregory_scott@tc.blm.gov. Questions may be directed to Edna Mo, Branch of Human Resources, 503-808-6538.

**Districts with Unions** are reminded to notify their unions of this IB and satisfy any bargaining obligations before implementation. Your servicing Human Resources office or Labor Relations Specialist can provide you assistance in this matter.

Signed by
Gayle L. Donahue
Acting Chief, Branch of Human Resources

Authenticated by
Cindy Fredrickson

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