

UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT
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To: All Employees

From: State Director

Subject: Freedom of Information Act (FOIA) for Field Coordinators Training

The purpose of this Information Bulletin (IB) is to announce that the National Training Center (NTC) course *FOIA for Field Coordinators* will be offered in each District to Idaho BLM employees. Gloria Van Noy (Idaho State FOIA/Privacy Act Coordinator) is the national instructor for this course and will travel to various locations to teach it.

There is no tuition charge to BLM employees for this course; however, any travel and per diem costs incurred will need to be paid by the participant's office. The training will be limited to 25 students per class and will last two full days. The target audience is both new and experienced Field FOIA Coordinators, interested subject matter experts, Administrative Officers, and managers.

Idaho has an immediate need for FOIA training, as we have a number of new Field FOIA Coordinators who have not taken this Department-approved FOIA course. Because of the increasing number of complex FOIA requests we receive, President Obama's recent Executive Order regarding the FOIA, and new clarification concerning the *OPEN Government Act of 2007*, I feel our organization will greatly benefit from updated FOIA training this year.

I expect that District and Field Managers will fully support this effort and encourage members of their staff to attend.

If you are interested in taking this FOIA training, please obtain supervisory approval and register through [DOI Learn](#). Go to the Course Catalog and click on **Catalog**. Type *FOIA for Field Coordinators* as the key words and then click on **Search**. Scroll down to see the course description. Click on the name of the course and you will then see the various listings by date and location of the Idaho courses (as described in the table below). You will receive credit for this course only if you properly register. Final logistics will be sent to registered attendees the week prior to their scheduled training.

The scheduled dates and locations are as follows:

Date	Location	Comments
April 6 – 7, 2009	Salmon Field Office	Challis/Salmon Employees
April 21 - 22, 2009	Twin Falls District Office	Twin Falls/Burley/Shoshone Employees
May 5 – 6, 2009	Idaho Falls District Office	Idaho Falls/Pocatello Employees
May 19 – 20, 2009	NIFC Training Building	State Office/Owyhee /Boise District Employees
September 1-2, 2009	Coeur d’Alene District Office	Coeur d’Alene/Cottonwood Employees

If you have any questions about the course, please contact Gloria Van Noy at (208) 373-3947 or by e-mail at Gloria_VanNoy@blm.gov.

Signed
Thomas H. Dyer

Authenticated
Shellie Hartsock
Records Management Specialist