



United States Department of the Interior



BUREAU OF LAND MANAGEMENT

California State Office
2800 Cottage Way, Suite W1834
Sacramento, CA 95825
www.ca.blm.gov

September 26, 2006

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EMS TRANSMISSION: 9/26/06
Instruction Memorandum No. **CA-2006-036**
Expires: 9/30/07

To: Field Office Managers, Volunteer Coordinators and PAOs

From: State Director

Subject: Basic Volunteer Administrative Training

I am pleased to announce the availability of a one and one-half day training course to benefit our outstanding volunteer program here in California. The Basic Volunteer Administration Course is being offered this year in two locations in California: the California Desert District Office in Moreno Valley, October 17 & 18; and the California State Office in Sacramento on October 19 & 20. The course will run from 8:00 a.m. to 4:00 p.m. on the first day and from 8:00 to 11:30 a.m. on the second day. Attendees are to plan on being there both days.

Registration for the course is on DOI-Learn, <https://doilearn.doi.gov>. Attendees should register as soon as possible, as space is limited, but not later than October 10, 2006. Please remember that supervisors will need to approve request through DOI-Learn. Noel Stephens (951-697-5261) is the site coordinator for Southern California. John Dearing (916-978-4622) is site coordinator for Northern CA.

The course is offered at no cost to participants, but all travel costs must be covered by field offices.

This course provides the basic knowledge, skills and tools needed to administer a successful volunteer program at the state and field office levels. Two trainers from the National Training Center (NTC) conduct the training and deal with a wide range of issues, including recruiting, project starters, and friends' groups.

Partners and friends' groups can attend, but NTC requires at least 12 BLM employees to hold the session. Volunteer coordinators, managers, resource specialists, and anyone else who might work with volunteers are encouraged to attend.

Signed by:
James Wesley Abbott
Associate State Director

Authenticated by:
Richard A. Erickson
Records Management