



United States Department of the Interior
BUREAU OF LAND MANAGEMENT
Oregon State Office
P.O. Box 2965
Portland, Oregon 97208



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Information Bulletin No. OR-2007-114

To: All Oregon/Washington Employees

From: Associate State Director

Subject: Annual Education Awards Program

DD: 09/28/2007

Oregon/Washington (OR/WA) Human Resource Development Committee (HRDC) is now accepting applications for the annual education awards program. This program will again provide an opportunity for eligible Bureau employees to compete for government paid training for career development. This training can include, but is not limited to, university and college courses; internet, computer, telecommunication or correspondence courses; and agency or contracted workshops, trainings, on-site or extension classes including high school General Equivalency Diploma. There will be seven education awards: four at \$500.00 and three at \$800.00.

The recipient must register for the course(s) by the end of Fiscal Year 2008, otherwise an alternate will be given the award (refer to Attachment 1). The amount of each award will cover the cost of selected employees' approved courses, books, and supplies (excluding student activity fees). The employee does not receive cash. The Bureau is billed directly by the education or training institution. In no case will any one award exceed either \$500.00 or \$800.00 depending upon the award amount.

Employees must meet all of the following conditions to be eligible to apply for the awards:

- a. Be currently employed by the Bureau of Land Management (BLM) in Oregon or Washington.
- b. Be serving under a career, career conditional, unlimited accepted (e.g., SCEP, STEP, Federal Career Intern), or term appointment.
- c. Have performance appraisal that is fully successful or above.
- d. Be currently employed in a position at or below the GS-11 grade.

Employees interested in being considered for an education award should complete and return the attached application form (Attachment 2) to their OR/WA HRDC representative. For details on the selection process, please refer to Attachment 1.

For counseling and assistance in completing the form, you may contact your supervisor, administrative officer, or personnel assistant. They can help you determine how your personal goals may relate to skill and knowledge needs in the BLM. One of the factors upon which your application will be rated is how your proposed training relates to these needs.

Applications must be submitted to the respective district or State Office HRDC representative by close of business September 28, 2007. **No extensions will be granted.**

Participation in this program does not preclude a District Manager, Deputy State Director and Branch Chief from continuing to approve additional training for employees on a case-by-case basis for career development using colleges and universities in accordance with an approved Individual Development Plan and OR/WA policy.

Districts with Unions are reminded to notify their unions of this Information Bulletin 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
Michael S. Mottice
Acting, Associate State Director

Authenticated by
Paj Shua Cha
Records Section

1 Attachment

- 1 - [OR/WA Education Award Program](#) (3pp)
- 2 - [Education Award Application](#) (3pp)

Distribution

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