

UNITED STATES DEPARTMENT OF THE INTERIOR  
BUREAU OF LAND MANAGEMENT

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To: DMs, DSDs, Branch and Staff Chiefs

From: Chief, Branch of Human Resources

Subject: Sponsor Program

Employee Orientation is one of the components of the Leadership Excellence Program (LEP) Policy, TC-2002-04 dated January 23, 2002 as transmitted via IM-OR-2002-040 dated February 12, 2002. (<http://web.or.blm.gov/records/im/2002/IM-OR-2002-040.htm>)

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](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](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](mailto:christina_e_king@tc.blm.gov) or [gregory\\_scott@tc.blm.gov](mailto: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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