

HR Newsletter

September 2005
Volume 2 Issue 9



Emergency Notification Card

Emergency Notification cards are used when there is an emergency and a family member needs to be contacted. All employees should have completed a form and sent it to Human Resources.

Please make sure to submit a new form if any information has changed since you last completed this form.

To request a form to complete, contact Kelly Jardine in HR via email or at X5523.

Annual Leave Use or Lose

It is not too early to start thinking about whether or not you have any annual leave you need to use **before** the end of the leave year, which ends January 7, 2006.

Remember, employees can only carry 240 hours into the next year.

IF you do not use your additional leave before the end of the leave year, you may lose it.

So take some time off and relax!

Your Financial Future

OPM has developed a retirement financial literacy and education strategy for Federal employees. The plan is designed to educate Federal employees on the need for retirement savings and investment, provide information on how to plan for retirement and how to calculate the retirement investment needed to meet their retirement goals.

The Financial Literacy and Education Commission is dedicated to helping Federal Employees understand more about their money—how to save it, invest it, and manage it to meet your personal goals. Visit the website for more information.

www.mymoney.gov

Newsletter Highlights:

| | |
|--------------------|--------|
| Emergency Card | Page 1 |
| Annual Leave | Page 1 |
| Guidance Resources | Page 2 |
| Upcoming Events | Page 2 |





New Hires

David Burley FA107
Tonya Montesano FA107

Departures

Michael Tupper
Jon Curd

Retirement

James E Taylor



Up Coming Events

Multi Purpose Room:

Ethics Broadcast 9-29-05 11 a.m. to 1 p.m.
Benefits Fair 11-8-05 10 a.m. to 2 p.m.
Supervisory Training 11-15-05 All Day
Supervisory Training 11-16-05 All Day

Auditorium:

Ethics Broadcast 10-18-05 **

time to be determined

*and coming soon.....
New Employee Orientation!*

Jobs on the Web!

Visit:

<https://jobs1.quickhire.com/scripts/blm.exe>

<http://www.usajobs.opm.gov/>

<http://www.firejobs.doi.gov/>



Guidance Resources On-Line

Interested in articles that help you with time management? Looking for ways to become a better listener? Interested in finding a Financial Planner, Daycare or Assisted Living? How about ways to prevent identity theft and credit card theft? Or watch a video that will help you cut your food budget by 50%-80%?

How about just to chat with someone about a problem you are having (either professionally or personally)?

All these things are available on the Guidance Resources website. This website is a FREE benefit to all employees.

To check out the articles and news on the Guidance Resources website, log on to:

www.guidanceresources.com

Click on "First Time User" and create your userid and password.
(Company/Organization ID is: FEDSOURCE)

BLM/BIA HR
3833 S Development Ave
FA-202
Boise, ID 83705



BLM/BIA NIFC