

# HR Newsletter



December 2005  
Volume 2, Issue 12

## *Human Resources New Website*

We have a new and improved website and want to share the good news with our employees. The following information can be found on our website:

- Upcoming Events & Training
- HR Contacts
- Benefit Information
- Employee Relations Information
- Current & Past HR Newsletters
- Employee Assistance Program Info
- Forms
- Pay Tables and Pay Calendars
- Standard FF PD's
- Current & Past PMC notes
- OWCP information

To view our website visit:

<http://web.blm.gov/internal/fire/index.htm>

## *FSA/FEHB Open Season*

The Federal Employees Health Benefit and Flexible Spending Account open season is open from **Nov 14 – Dec 12, 2005**.

Elections for FEHB may be completed by submitting a SF-2809 form to HR or thru employee express.

Elections for FSA must be completed on the FSA website (this must be done annually).

[www.employeeexpress.gov](http://www.employeeexpress.gov)  
[www.fsafeds.gov](http://www.fsafeds.gov)

## *DOI Learn*

DOI Learn is here!

### Human Resources Staff

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The National Training Center has begun the distribution of DOI Learn to all employees. This system will be used to track and manage training for all DOI employees.

Employees will now use DOI Learn to register for courses, including NTC courses, DOI University courses, as well as courses offered by other DOI agencies including training offered here at BLM/NIFC

Employees will also be able to print their transcript from DOI Learn.

Employees are encouraged to view the tutorials available at the following website prior to logging on to DOI Learn:

<http://www.ntc.blm.gov/DOILearn/DOILearnMain.htm>

- The first tutorial shows you what you must do when logging on to DOI Learn for the first time.
- The second tutorial shows you how to edit your user profile, such as adding in your office address, phone, email address and supervisor.
- The third tutorial is for Supervisors. All Supervisors are encouraged to view this as it shows supervisors how to tie their employees to their profile and how to approve training.

**NOTE: Supervisors, if you do not create a profile and your employees log into the DOI Learn and register for a class, their request will not be approved until you create your profile and tie your employees to you and approve the training.**

Employees and Supervisors are STRONGLY encouraged to log on and create their profile. Upcoming mandatory training, such as IT Security training, will require employees to sign up thru DOI Learn prior to taking the courses. If you have problems logging on, contact the help desk at (602) 906-5507.

<https://doilearn.doi.gov/>

## *Use or Lose Reminder*

A reminder to employees that the leave year ends January 7, 2006. 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.

Employees should refer to their leave and earnings statements or their timekeeper for leave balances.

For more information, please refer to: Information Bulletin FA IB-2006-006

The author of this newsletter would like to wish herself a Happy Birthday!



## Upcoming Events

### Best Western Vista Inn

Pre-Retirement Seminar 04/3-4/06

### Location to be determined

40 hour Supervisory Training (first time supervisors) 03/13-18/06

### Upcoming Federal Holidays

December 26<sup>th</sup> 2005  
January 2<sup>nd</sup> 2006



## 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?

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](http://www.guidanceresources.com)

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



### New Hires

Lydia Mawson  
Sandra Nelson  
Kris King  
Stefanie Kreger

### Departures

Barb Sivey  
Bill Laspina  
Tonya Montesano

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BLM/BIA NIFC