



External HR Website: <http://www.fire.blm.gov/hr/index.htm>

HR Welcomes Our New Employee

We would like to welcome our new HR Assistant, Angela Tallant. Angela comes to our office from the Forest Service and will service FA-300 and NPS employees.
Welcome Angela!



Awards

Supervisors and Managers are reminded of the following tips when completing awards for the end of the fiscal year.

- The net amount for On-the-Spot awards must be less than \$500 and the gross amount for STAR awards must be more than \$925.
- All non performance based awards that are to be budgeted for FY06 need to be received in Human Resources by COB Friday September 1, 2006. Awards received after September 1 will be processed for FY07.

For questions regarding this process, please contact Human Resources at (208) 387-5523. For question regarding awards, contact Sheri Kososik at (208) 387-5527.

EPAP Reminder

The end of the performance period is September 30, 2006. Employee Performance Appraisal Plans (EPAP) are due October 31, 2006. For questions regarding this process, contact Sheri Kososik at (208) 387-5527.

Emergency Notification Form Reminder

Emergency Notification forms are used when there is an emergency and a family member needs to be contacted. All employees should have this form on file. Please make sure you submit a new form if any information has changed since you last completed this form.

To obtain a copy of this form, visit our website at: <http://www.fire.blm.gov/hr/forms.htm>

Upcoming Training

FF/LEO Retirement Training
October 4, 2006
Location: Auditorium

Retirement Seminar
January 2007
Location: Oxford Suites

EEO Broadcast for Managers/Supervisor
September 21, 2007
Location: Auditorium
Register thru DOI Learn

1st 40 Intro to Supervision
March 12-16, 2007
Location: TBD
Register thru DOI Learn

EEO Broadcast for Managers/Supervisors
September 26, 2007
Location: Auditorium
Register thru DOI Learn



Human Resources Staff

**Jim Knox
HR Officer
X5514**

**Sheri Kososik
HR Specialist (ER)
X5527**

**Sandy Tripp
HR Specialist
X5627**

**Wendy Little
Supv HR Specialist
X5564**

**Karin Nichols
HR Specialist
X5320**

**Suzanne Rebish
HR Specialist
X5388**

**Vacant
HR Assistant (FA200, FA500
& WO)
X5518**

**Angela Tallant
HR Assistant (FA300 & NPS)
X5346**

**Pamela Burrows
HR Assistant (FA100, FA600
& BIA)
X5498**

**Kelly Jardine
X5523**

FF/LEO Retirement Training

The Firefighter/Law Enforcement Retirement Team will be here on October 4th, 2006 to conduct training for FERS employees who are covered under special retirement. The training will be held in the Auditorium in the Training Building and will start at 9:00 a.m. The training is expected to be an all day session. Please contact Suzanne at X5388 for questions.

Interviewing Candidates

As part of the selection process Selecting Officials are reminded that they **must** interview all candidates on the certificate from which they make a selection. All interview questions must be approved by HR prior to interviewing and documentation of each interview must be submitted to HR with the selection. This information is retained in the official case file. For questions regarding this process, please contact HR at X5523.

September 4th is a Federal Holiday.
Human Resources will be closed



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? 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)

New Hires
Angela Tallant (NPS)
Mark Cantrell (FA-332)
Guy Colwell (FA-263)
Scott Swendsen (FA-340)
Julie Whaley (FA-220)
Mikell Galloway (FA-600)
Doug Freeman (FA-263)

Departures
Royce Shearing
Betty Charlton
Lonnie Brown

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

