



United States Department of the Interior
BUREAU OF LAND MANAGEMENT



National Training Center
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Phoenix, Arizona 85051-2517
<http://www.blm.gov/ntc/>

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September 1, 2015

EMS TRANSMISSION 09/02/2015
TC Information Bulletin No. 2015-04

To: All Field Officials
From: Division Chief, National Training Center
Subject: Beginning Lands & Realty Course,
2000-09 – February 2016 Offering

DD: 09/30/2015
(Registration)

Program Area: Lands and Realty

Purpose: To provide information pertaining to the Beginning Lands and Realty - January 2016 recruitment effort and nomination process.

Policy/Action: The next offering of the Beginning Lands and Realty course is **February 1 thru March 29, 2016**. Successful completion of this course is contingent upon the participant's attendance for the **entire** session **and** a passing grade of 80 percent on **all** exams, exercises and pre-work. All pre-work assignments must be completed prior to the assigned due date or the student will be dropped.

Who May Apply:

Prior to the beginning of the course, a candidate must be:

1. An entry level GS 5-11 Realty Specialist (1170 series) with at least six months lands experience with the Bureau and have not previously attended this training or the Lands Academy; or
2. Selected for an Upward Mobility position into the lands and realty field; or
3. A qualified OPM Pathways (formerly SCEP) student in a Realty Specialist position; or
4. In the 0965 Land Law Examiner series; or
5. A Project Manager identified by WO 350 or WO 301.

Each State Office lands program lead will identify and prioritize their top potential candidates who meet criteria 1-5 listed above **by September 30, 2015**. Please see course description in DOI Learn and note the physical requirements of the course.

The nominations must be submitted in priority order to Kathy Ollom, Lands and Realty Training Coordinator (kollom@blm.gov) by September 30, 2015 for consideration. In addition to the name, grade, title, and permanent duty station of the nominee, the supervisor's name, title, and contact information must also be included. A brief description of why this person should attend is also recommended. Each supervisor must ensure that their employee will be provided a minimum of 80 hours to complete the pre-work requirements for this course.

Timeframe: This IB is effective upon receipt. Action must be completed by **September 30, 2015**.

Budget Impact: None except for staff time. Travel and per diem will be paid by the NTC.

Background: The Beginning Lands and Realty course is an entry level course. The curriculum taught is not available through university courses and requires a significant commitment of time and resources from the participant, the office, and the agency. This professional, mission critical, training program is designed to meet the current and future workforce needs by providing entry-level Realty Specialists with the basic skills needed to function effectively and efficiently. The program continues to be critical to the agency's needs due to the increased volume of expected retirements in the lands and realty program.

We are committed to meeting and maintaining the Bureau's training needs for quality Realty Specialists. Attendance and participation in Beginning Lands and Realty is a long-term commitment and investment for the agency as well as the employee. We appreciate your continued support and assistance.

Manual/Handbook Sections Affected: None.

Coordination: This Information Bulletin was developed jointly by the NTC and WO-350.

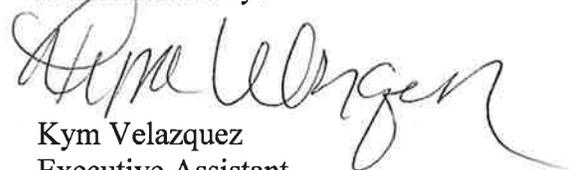
Contact: Any training related questions regarding the information in this IB should be directed to Kathy Ollom, Lands and Realty Training Coordinator, NTC, at (602) 906-5590. Specific Washington Office lands policy related questions regarding this IB should be directed to and Don Buhler, Cadastral Survey and Lands Branch Chief at (202) 912-7353 for general questions and Steve Fusilier, ROW Branch Chief at (202) 912-7148 for ROW questions.

Signed by:



Julie Decker, (Acting) Division Chief
Division of Training and Employee
Development

Authenticated by:



Kym Velazquez
Executive Assistant