United States Department of the Interior

BUREAU OF LAND MANAGEMENT
Wyoming State Office
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IN REPLY REFER TO:
1400 (950)

July 22, 2014

EMS TRANSMISSION: 7/24/14
Information Bulletin No. WY-2014-015

To: All Supervisors

From: Associate State Director

Subject: 2014 New Employee Orientation (NEO)

Washington Office IM No. 2014-037 requires all BLM Offices to provide a formal and systematic orientation program for all new employees. The BLM Wyoming State Office (WSO) plans to conduct an in-person training as part of the NEO. That training will be held in conjunction with an Expanded Wyoming Leadership Team (EWLT) meeting, in Rock Springs, Wyoming. The EWLT will meet on September 15-16; the NEO will begin on Wednesday, September 17, ending Friday, September 19.

The target audience for this training consists of employees who have been with BLM Wyoming less than two years. Supervisors should nominate employees meeting this criteria by sending names of those employees to Lesly Smith, at lsmith@blm.gov, no later than COB August 1, 2014. Prior to sending names, supervisors should speak with eligible employees to be certain that they can attend.

The NEO will be held at the Broadway Theater, 615 Broadway, Rock Springs, Wyoming. A block of hotel rooms has been reserved for the week at the following two hotels:

Holiday Inn	Quality Inn
1675 Sunset Drive	1670 Sunset Drive
Rock Springs, Wyoming	Rock Springs, Wyoming
307-382-9200	307-382-9470
40 rooms @ $99.00/night	70 rooms @ $89.00/night

These blocks of rooms will be held until August 10. Please reference the block name "BLM" when making reservations. Home offices will be responsible for travel and per diem costs. If an employee is staying at a hotel that does not offer the Government per diem rate of $89.00/night it is important that the travel authorization clearly state actual expenses are authorized for lodging. If the authorization is not prepared correctly, a memo from the State Director will be required before the voucher can be approved.

Wednesday evening there will be a social gathering held at the Broadway Theater, beginning at 6 p.m., to give new employees and managers an opportunity to interact in a more relaxed environment. All managers attending the WLT are encouraged to stay Wednesday to attend the social and the classroom events held that day.

A field trip is planned for Thursday morning, so please plan and pack accordingly.

If you have any questions, please contact Nancy Beres, Acting Associate State Director, at 307-775-6001.

Signed by:	Authenticated by:
Nancy Beres	Sherry Dixon
Acting Associate State Director	Support Services Assistant

1 Attachment
1 – New Employee Orientation Schedule (2 pp)

Distribution

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