



United States Department of the Interior

BUREAU OF LAND MANAGEMENT

Wyoming State Office

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IN REPLY REFER TO:

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August 4, 2010

EMS Transmission: August 5, 2010
Instruction Memorandum No. WY-2010-043
Expires: 9/30/2011

To: Wyoming Management Team (WMT)
From: Associate State Director
Subject: National Training Center (NTC) Training Events

Program Area: Training

Purpose: The purpose of this Instruction Memorandum (IM) is to institutionalize a process for coordinating all training requests for NTC training events through one point-of-contact.

Policy/Action:

The following process will be followed for requesting training opportunities offered by the NTC.

1. The IM from NTC comes into WY910 and is logged into Controlled Correspondence. The lead is assigned to WY950, Human Resources (HR).
2. The Wyoming Training Specialist (WY953) sends a request to the District Managers (DMs) and Deputy State Directors (DSDs) for nominations from each District and Division.
3. DMs and DSDs will be responsible for prioritizing their nominations from their respective areas and forwarding nominations to the HR Training Specialist by the assigned internal due date.
4. The HR Training Specialist will prepare a final list of nominations with priority ranking noted to the Associate State Director (ASD) who will be responsible for making the final determination of attendees for the specified training event. The ASD will meet with the DMs and DSDs to finalize the nominations for training opportunities.
5. The final list will be sent to NTC by Memorandum or Email signed by the State Director (SD).

6. A copy of the final list sent to the NTC will be sent to HR Training Specialist for record retention and to all DMs and DSDs.

Timeframe: This IM is effective immediately.

Budget Impact: This IM will result in a positive budget impact by ensuring all training and travel related costs are managed in a fiscally responsible and coordinated fashion.

Background: In the past, training opportunities offered by the NTC have been coordinated by first line managers, State program leads, and/or the Human Resources Office. To ensure that all employees are offered the same opportunity to request and attend training events, a consistent process for employees to request training and for management to fairly select attendees is required. This policy will ensure that the BLM Wyoming is not late in responding to the NTC calls for training nominations and that all employees are fairly considered for BLM sponsored training.

Manual/Handbook Sections Affected: N/A

Coordination: This IM was coordinated with the Wyoming Management Team.

Contact: Susan Rocha, Wyoming Training Coordinator, at 307-775-6161 or Randy Warren, Human Resources Officer, at 307-775-6037.

Signed by:
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