

UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT
Office of Fire and Aviation
3833 S. Development Avenue
Boise, Idaho 83705-5354

August 14, 2003

In Reply Refer To:
1400-410 (FA-202) P

EMS Transmission 08/14/03
Director's Office Information Bulletin No. OF&A 2003-005

To: Group Managers, OF&A

From: Director, Office of Fire and Aviation

Subject: Request for Nominations for Administrative Officer's Training
Course (1500-50) DD:8/19/03

Recently, the National Training Center transmitted Information Bulletin TC-203-34 requesting nominations for the Administrative Officer's Training Course, 1500-50 (copy attached). The target group for this course is Support Services Managers, Business Managers, Assistant Field Office Managers for Administration/Business and Fire Business Managers.

Group Managers should submit any nominations to Kay Dawn Mar, Human Resources Specialist, FA-202, no later than August 19. Nominations will be consolidated and OF&A management will determine nominees based upon need and availability of funds.

Signed by:
Timothy M. Murphy
Acting Director
Office of Fire and Aviation

Authenticated by:
Pat Lewis
Supervisory Mgmt. Asst.
Office Services

1 Attachment
IB No. TC-2003-34

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**UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT
NATIONAL TRAINING CENTER**

**1400-410
1500 (P)
TC 100**

July 28, 2003

EMS TRANSMISSION DATE: 7/28/03
Information Bulletin No. TC 2003-34

To: **All BLM Offices**
**Attention: Administrative Officer's
Support Service Managers
Assistant Field Office Managers for Admin./Support Services
Fire Business Managers
Business Managers
Collocated USFS personnel in similar positions**

From: **Director, National Training Center**

Subject: **Request for Nominations for Administrative Officer's Training
Course 1500-50 DD: 8/25/03**

The National Training Center (NTC) is requesting nominations for Administrative Officer's Training, Course 1500-50, (includes Support Services Manager, Business Managers, Assistant F.O. Managers for Admin./Business, collocated Forest Service personnel in similar positions, and Fire Business Managers). You can find the course description in the NTC Course Catalog at: www.ntc.blm.gov under Training Central, NTC Course Schedule.

Reg. ID: 6942
Dates: November 3-7, 2003
Course No: 1500-50
Location: Peppermill in Reno, NV

Subjects that will be covered at the training:

- Human Resources	- Service First	- Space	- Engineering & Real
- Finance	- Safety	- Office of the Future	Property Operations
- Procurement	- Budget	- IT	
- Fire Operations	- Image	- Asset Management	

The goal of this course is to inform participants on how they can ensure their office will be successful in meeting the requirements of the annual financial audit or a program review.

After nominations are accepted, you will receive information on lodging and course times.

This course is taught by the Bureau subject matter experts who work in these fields. If you have any questions regarding this class, please call Kim Flanders, (602) 906-5628, Training Technician.

Registration will be on Monday, November 3rd, 7:00 a.m.- 8:00 a.m.

Signed by:

Authenticated by:

Shari Mauney
Director

Kim Flanders
Training Technician