



IN REPLY REFER TO  
Human Resources Office

## United States Department of the Interior

BUREAU OF INDIAN AFFAIRS  
Human Resources Office – BIE  
1011 Indian School Road, Suite 150  
Albuquerque, New Mexico 87104

JUN 11 2009

Memorandum

To: Bureau of Indian Education Associate Deputy Directors  
From: Human Resources Officer – BIE *Kay Hays*  
Subject: Announcing 2009 Human Resources Training

This year, we are presenting 3 sessions of HR Training, targeted to specific audiences:

**July 14 – 15, 2009** in Rapid City SD, for the Cheyenne River, Pine Ridge, Turtle Mountain and MT/ID/WY Schools and Education Line Offices; including Blackfeet Dormitory and Flandreau Indian School

**July 21 – 22, 2009** in Albuquerque NM, for the New Mexico South, New Mexico North, New Mexico Navajo South, New Mexico Navajo North, New Mexico Navajo Central, OK/KS, WA/OR, CA/NV Schools and Education Line Offices; including Chemawa Indian School, Riverside Indian School and Sherman Indian High School

**August 11 – 12, 2009** in Albuquerque NM, for Arizona Navajo North, Arizona Navajo Central, Arizona South and Arizona North Schools and Education Line Offices

Topics covered during training will include Staffing/Recruitment, Pay Setting, RIFs and the Contract Renewal Process, as well as Employee and Labor Relations, including Performance Management.

This training is targeted to Education Line Officers, Principals, Business Managers and Business Technicians who perform Human Resources duties and other Managers or Supervisors as recommended by Principals or Education Line Officers. It will be of particular use to newly-appointed staff who have not previously attended this training.

Registration forms for each session are available on the Human Resources Website: [www.oiephr.bia.edu](http://www.oiephr.bia.edu) Please download and complete the appropriate registration form (it's fillable!) and fax it to the BIE Human Resources Office, Attn: Edie Benson, fax (505) 563-6306 by July 1, 2009 so we can ensure adequate training materials for all participants.

Questions regarding the training content or applicability to your situation may be directed to either Vivian Pacheco at (505) 563-5313 or Nada Warnack, at (505) 563-5325. Questions regarding registration may be directed to Edie Benson at (505) 563-5302, or by email to [ebenson@bia.edu](mailto:ebenson@bia.edu).