

From: LAN\_TEAM@ios.doi.gov[SMTP:LAN\_TEAM@IOS.DOI.GOV]

Sent: Thursday, May 15, 2008 9:37:03 AM

To: undisclosed-recipients

Subject: **ALL EMPLOYEE MESSAGE Nationwide - Society of American Indian Government Employees National Training Conference and the DOI Pre-Conference Training Forum**

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(Note to supervisors: Please ensure that employees without access to e-mail receive a paper copy of this message.)

May 9, 2008

MEMORANDUM

To: All DOI Employees

From: Paul Hoffman (Signed)  
Deputy Assistant Secretary - Human Capital, Performance, and Partnerships

Subject: Society of American Indian Government Employees  
National Training Conference and the Department of the Interior's  
Pre-Conference Training Forum

Reply Due: May 23, 2008

The Society of American Indian Government Employees (SAIGE) will hold its Fifth Annual National Training Program (NTP) and Conference on June 2 - 6, 2008, at the Grand Traverse Resort in Traverse City, Michigan. The theme for this year's NTP is "Blessed by Tradition: Honoring Our Ancestors Through Government Service." Further information about the SAIGE Conference is available at <http://www.saige.org> <<http://www.saige.org>> .

During the SAIGE Conference, the Department of the Interior (DOI), Office of Civil Rights, will sponsor a Pre-Conference Training Forum on June 2, 2008, from 1:00 p.m. to 4:00 p.m. The DOI Forum is being hosted by the Bureau of Indian Affairs. The theme is "Educate, Access, Opportunity."

All DOI employees who register to attend the SAIGE Conference are expected to attend the DOI Forum. DOI employees located near the conference site are encouraged to attend the Forum even if they are unable attend the conference. Attendance at the Forum will be counted toward meeting the annual requirement of EEO and diversity training for managers and supervisors.

To ensure that appropriate facilities and training materials are available, we are requesting attendees, who have internet access, to register on-line through DOI Learn no later than, Friday, May 23, 2008.

Register within the DOI Learning Management Portal at <https://doilearn.doi.gov> <<https://doilearn.doi.gov>> .

In DOI Learn, go to the Course Catalog tab and enter Society of American Indian Government Employees Agency Forum in the search engine to find the DOI SAIGE Agency Forum course entry. Choose and register for the free course from the DOI Learn catalog.

Attendees who cannot register on-line should complete the attached registration form and return it by May 23, 2008 to Fredericka Joseph,  
Bureau of Indian Affairs, via fax at (703) 390-6406 or to Sylvia Jones,  
Office of Civil Rights, via fax at (202) 208-6112 or via e-mail to [sylvia\\_jones@ios.doi.gov](mailto:sylvia_jones@ios.doi.gov).

Attachment

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Department of the Interior  
SAIGE National Training Program  
Pre-conference Training

June 2, 2008  
Grand Traverse Resort  
Traverse City, Michigan

PRE-CONFERENCE REGISTRATION FORM

Send completed forms to:

Fredericka J. Joseph  
Bureau of Indian Affairs  
2051 Mercator Drive  
Reston, VA 20191  
Telephone: (703) 390-6324  
Fax: (703) 390-6406

Name:  
Title:  
Bureau/Organization  
Phone Number:  
Fax Number:  
E-mail:

Please be advised that this form is only required for employees attending the DOI Pre-Conference Session. If you are also attending the SAIGE National Training Program/Conference, you must register directly with SAIGE. Your registration will not be forwarded by the DOI planning committee.

For reasonable accommodations, please contact Fredericka Joseph at (703)390-6324 or Sylvia Jones at (202) 208-3254.