

COURIER

NEWSMAGAZINE OF THE NATIONAL PARK SERVICE



Special Employee Development Issue for Calendar Year 1989



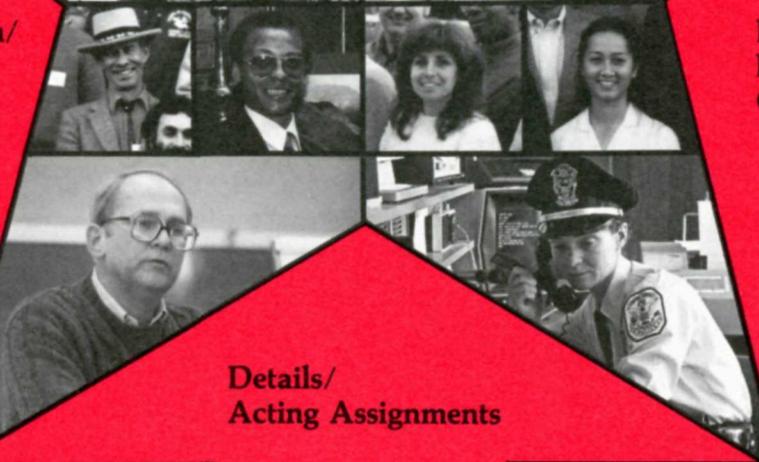
Computer Based
Instruction

On-the-Job
Training



Classroom Instruction/
Workshops/Seminars

Employee
Development
Centers



Details/
Acting Assignments



Horace M. Albright, who dedicated much of his life to the preservation and protection of this nation's cultural and natural heritage, will always be remembered as a paragon of commitment, creativity and professionalism. In this spirit, this Special Employee Development Issue of the Courier is dedicated.

Horace Albright became the first National Park Service Superintendent of Yellowstone National Park and under his guidance and leadership it became a model for parks throughout the world. During his tenure as Park Service Director he convinced President Franklin D. Roosevelt to direct the transfer of 48 military and historic sites and natural areas from the Army and Forest Service to the National Park Service. This action established the foundation for today's truly national system of parks—a system that includes areas of historical as well as scenic and scientific importance. This system that has continued to expand dramatically since Albright's day is now emulated by more than 100 nations around the world.

His interest in and dedication to conservation activities remained enthusiastic and vigorous throughout his life. For his efforts, he was awarded many prestigious honors including the 1980 Medal of Freedom presented by then-President Jimmy Carter. Albright died in 1987 at the age of 97, but he will always be remembered as a man of great depth and vision.



William Penn Mott Jr.
Director

As employees of the National Park Service, each of us is fortunate to have the opportunity to honor America's natural and cultural heritage everyday in our work. One important aspect of honoring this heritage is preparing for what lies ahead, to include thoughtful planning for our own personal growth so that we may continually learn new things and test new ideas. We can not be complacent while the increasing pressures of society encroach upon our treasured properties. We must properly use our country's great technology to protect irreplaceable resources, rather than allowing technology to threaten them.

America has experienced an explosion of technological information over the last decade. We must do more than accept that this explosion is continuing. We must evaluate, select, and apply the appropriate information to make us evermore effective in our jobs. Employee development can facilitate this process. It is instrumental in providing the tools which allows us to participate in our changing world. It also facilitates creativity and renewed interest in achieving our mission and goals.

I strongly urge each of you to establish an Employee Development Plan. This new instrument is one part of a larger program we are implementing this year called the Servicewide Needs Assessment Process. This program can help us move rapidly forward to improve our knowledges, skills and abilities.

Lead your career as you do your parks and offices. Establish realistic, personal developmental goals and discuss with your supervisor what is needed to begin or continue with your plan for the future. Not only do we owe ourselves the chance to approach the years to come with a creative, energetic perspective, we also have a responsibility to the public to prepare ourselves to make wiser decisions.

William Penn Mott, Jr.



Reginald Hagood
Chief, Employee Development Division

We are the future for the National Park Service. Use the Employee Development Plan to create a roadmap to this future. In this way we can best honor the American heritage that we are charged to protect.

Each employee plays a major role in the National Park Service's operation. You recognize this and so do I. The care of our visitors and of our treasured lands is in our hands. We therefore must be committed to employee development as a continuous process for professional development in order to meet this stewardship responsibility.

To prepare for the Service's future, and prior to identification of your development goals, it is essential to determine what specific skills and competencies you need. This objective is achieved through a new computerized program we are instituting in 1989 called the Servicewide Needs Assessment Process (SNAP). This program replaces the former Individual Development Plan (IDP) with a new form called the Employee Development Plan (EDP). The EDP, when used in consort with the performance appraisal process, incorporates a systematic way to assess individual, Regional and Servicewide employee development needs. This information will assist park management in determining the employee development program for the following year. It will also assist the employee development community in course curriculum design and participant selection. Your input therefore ensures that your voice is heard and that you receive the maximum opportunity to participate in employee development programs. A corollary to SNAP is another new system called Training Accomplished (TRAC). This program computerizes data for training courses employees have successfully completed. Please read the center section of this Courier for more information on SNAP/TRAC.

This special edition of the Courier can guide you toward meeting your developmental objectives as identified on the EDP form. This edition provides detailed information on Servicewide employee development opportunities offered by the Employee Development Division, Mather and Albright Employee Development Centers and the Federal Law Enforcement Training Center. These are not, however, the only development experiences available to NPS employees. Alternative employee development approaches are discussed at the beginning of this Courier. Consider these and other innovative ways to meet your development goals.

The future of the National Park Service depends on all of us. Professional growth and development will provide us the knowledges and skills necessary to address many of our country's imperative challenges to protect our American heritage.

Reginald Hagood

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This special issue of the NPS Courier sets forth the schedule of developmental experiences offered at the Albright and Mather Employee Development Centers, Federal Law Enforcement Training Center and by the Employee Development Division for calendar year 1989. These are not, however, the only employee development opportunities available to employees of the National Park Service.

On the next three pages are suggestions for employees to consider in developing their knowledge, skills and abilities outside of Servicewide course offerings. Listed below are items to be considered when you plan your career development.

■ "OWL" ANNOUNCEMENTS

The official source for both Servicewide courses and those courses sponsored by Regions is the "OWL" announcement. Watch for the owl emblem for detailed development information throughout the year. Follow the instructions on the announcement carefully to ensure you receive proper consideration for training.

■ CAREER COUNSELING ASSISTANCE

To obtain assistance and guidance in selecting developmental experiences and/or to obtain information on employee development regulations and requirements; you should contact your Regional Employee Development Officer or your local Employee Development Coordinator.

■ EMPLOYEE DEVELOPMENT IS PERFORMANCE BASED

When properly planned, employee development is a response to a need identified during the employee appraisal process (the employee and supervisor compare the performance realized to the expectations set forth in the employee's performance standards).

■ EMPLOYEE DEVELOPMENT PLAN (EDP)

Complete an EDP (10-224) as part of the performance appraisal process so that your needs are considered in developing the overall training plan. See the center section of this Courier for specific information on this new program.

■ BENEFITTING ACCOUNT

When the desired developmental experience is so specifically employee or program related that it is not being offered on a Servicewide or Regional basis, benefitting account funds can be utilized.

■ COLLEGES/UNIVERSITIES

Local colleges, universities and trade schools should not be overlooked by employees seeking employee development opportunities.

■ EMPLOYEE DEVELOPMENT OPPORTUNITIES OFFERED BY OTHER FEDERAL AGENCIES

Employees are encouraged to consult the catalogs of other Department of the Interior Bureaus, the Departmental Learning Centers or other Federal agencies.

■ HORACE M. ALBRIGHT EMPLOYEE DEVELOPMENT FUND

As a lasting tribute to one of the Service's most influential directors, Horace M. Albright, the National Park Service, through the National Park Foundation, has established an endowment fund in his name. Sabbatical grants provided from the Albright Fund enable employees to renew their personal commitment, gain new insights, and learn new skills for the enhancement of their careers. Its goal is to provide qualified employees from throughout the organization the opportunity to enhance their personal growth and their contributions to the National Park Service.

■ NATIONAL AUDIOVISUAL CENTER

The National AudioVisual Center is the central information and distribution source for more than 8,000 films, video programs, filmstrips, audio/slide sets, and other media produced by or for the United States Government. Subject concentrations within the collection are varied and accessible at a reasonable price.

■ NATIONAL EMERGENCY TRAINING CENTER (NETC)

The NETC encompasses the Emergency Management Institute, the National Fire Academy and the United States Fire Administration. The Emergency Management Institute provides training in the areas of national security, technological and natural hazards, and emergency processes. The National Fire Academy offers training in fire incident management, fire prevention and loss control, and fire service technology. The United States Fire Administration establishes mechanisms to ensure joint action by the public, Government, and fire service to reduce the Nation's fire losses. The NETC offers training programs at its Emmitsburg, Maryland campus and will provide on-site training courses for requesting agencies.

■ NATIONAL INDEPENDENT STUDY CENTER (NISC)

NISC is an Office of Personnel Management organization which provides training by independent study to employees at all levels of Government. All NISC courses are designed to be studied independently and completed by correspondence. Courses consist of sequential units of instruction, each of which can normally be completed within 1 or 2 hours, but which can be adapted to a participant's individual study pace. Most courses contain practical exercises to reinforce learning. All courses include one or more examinations to measure the participant's understanding of the course material. Employees who are self-motivated and have a need for the information in a course make ideal candidates for independent study. NISC offers 27 different types of relevant courses including proofreading, programmed punctuation, dealing with the public, and more.

■ NATIONAL PARK FOUNDATION

In cooperation with the National Park Service, the National Park Foundation is distributing copies of National Park Service Technical Training Videotapes (VHS only). Topics include natural resources management, concessions, special programs and populations, etc.

■ NATIONAL PRESERVATION INSTITUTE

A 1989 series of short courses on historic buildings and districts, cultural landscapes, archaeology, and the history and practice of preservation will be offered by the National Preservation Institute in cooperation with the National Building Museum. Lectures and seminars will also be organized in 1989 by the Institute on subjects directly related to the exhibition program of the National Building Museum.

The Institute is a non-profit organization with offices at the National Building Museum in Washington, D.C. It was formed in 1980 primarily to provide educational opportunities to complement higher education programs in historic preservation and to meet the needs of other professions for information on preservation of historic resources.

■ REGIONAL DEVELOPMENT OPPORTUNITIES

The Regions and the Denver and Harpers Ferry Centers are provided support funds from the central training budget to conduct developmental experiences designed to address needs unique to each Region. Additionally, Regional Offices may allocate specific resources for employee development at the Regional and park level.

■ SEASONAL LAW ENFORCEMENT TRAINING PROGRAM

The Seasonal Law Enforcement Training Program was developed in 1979 to prepare the seasonal ranger to perform law enforcement in areas administered by the National Park Service. A successful graduate becomes eligible to receive a Seasonal Law Enforcement Commission. This commission enables the bearer to carry firearms, make arrests, investigate violations of the Code of Federal Regulations and assist in the execution of warrants. It does not authorize the seasonal ranger to investigate felonious crime. Listed below is a listing of certified participating colleges which offer the Seasonal Law Enforcement program.

Cuyahoga Community College
Parma, Ohio

Everett Community College
Everett, Washington

Hocking Technical College
Nelsonville, Ohio

Islands Community College
Sitka, Alaska

Memphis State University
Memphis, Tennessee

Santa Rosa Junior College
Santa Rosa, California

Slippery Rock University
Slippery Rock, Pennsylvania

Southeastern Community College
Whiteville, North Carolina

Southwestern Technical College
Sylva, North Carolina

Three Rivers Community College
Poplar Bluff, Missouri

Vermillion Community College
Ely, Minnesota

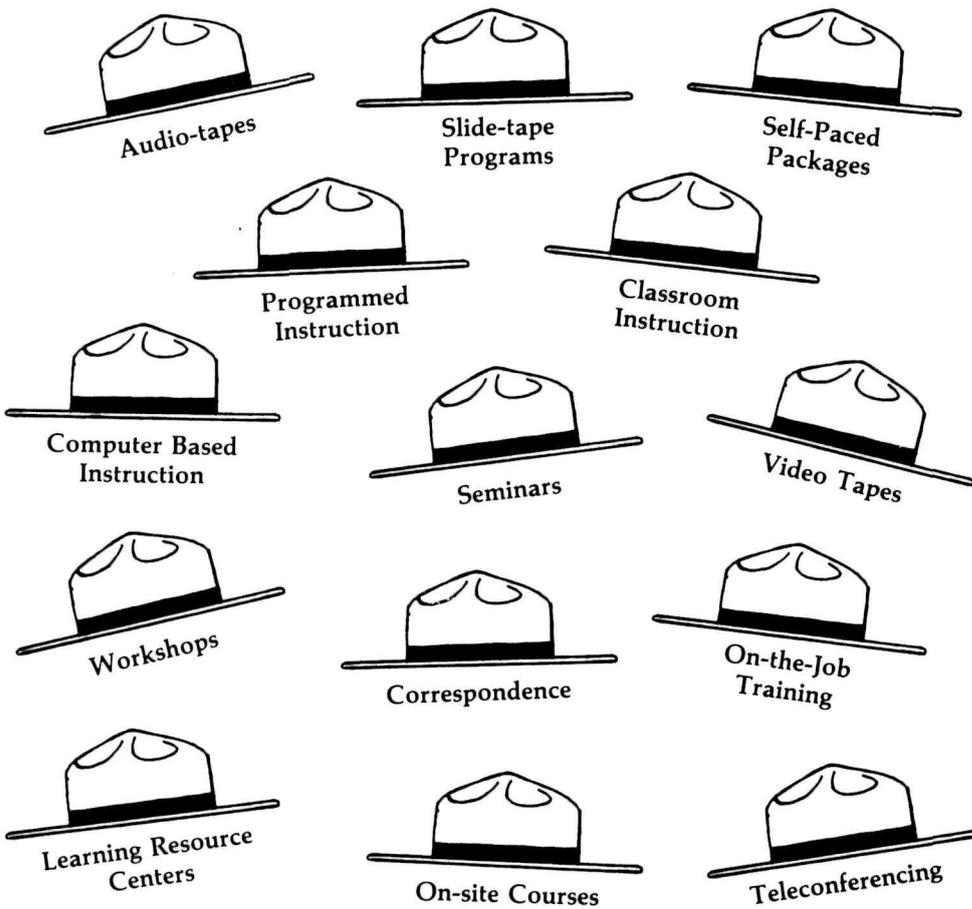
* University of Arkansas—Pine Bluff
Pine Bluff, Arkansas

* Winston-Salem State University
Winston-Salem, North Carolina

* Provisional approval

Alternative Delivery

The Service is utilizing many different methods to expand developmental opportunities for all employees. A variety of techniques are being used to deliver these opportunities through the most cost-effective means available, including:



Contact your Regional Employee Development Officer (a listing appears on the back cover of this issue) for help in identifying these and other developmental opportunities to fulfill your needs.

Administration

ADMINISTRATION FOR LINE MANAGERS

Program Code: 4802 Title Code: ADMINIST LIN MGRS

This course is designed to provide park managers with the administrative knowledge necessary to direct day-to-day park operations. Emphasis will be placed on the (1) operation of an imprest fund, (2) processing of personnel actions, (3) maintenance of property and procurement records, (4) small purchase process, (5) initial detail for developing anticipated contracted services or products, (6) park accounting operations and (7) fee and donation collection and financial management. An overview will be provided in office management and office systems.

PARTICIPANTS: Superintendents, assistant superintendents, and division chiefs. GS 11-13. (40 hours)

CLASS SIZE: 24

NUMBER OF TIMES CONDUCTED: 1

DATES/LOCATION: July 10-14, 1989
Mather Employee Development Center

CIVIL RIGHTS COMPLIANCE

Program Code: 2207 Title Code: CIV RIGHT COMP

Civil Rights compliance is a critical aspect of the Recreation Grants Program. This course will allow participants to gain an in-depth knowledge of Federal civil rights compliance requirements relating to NPS Federally assisted programs. Implementation of the NPS enforcement program will also be addressed.

PARTICIPANTS: Regional and WASO Recreation Grants & Equal Opportunity staff. (32 Hours)

CLASS SIZE: 40

NUMBER OF TIMES CONDUCTED: 1

DATES/LOCATION: March 6-9, 1989
Washington, D.C.

NOTE: This course is to be funded by benefitting account.

COOPERATING ASSOCIATION MANAGEMENT FOR NATIONAL PARK SERVICE COORDINATORS

Program Code: 5319 Title Code: COOP ASSOC MGMT

This course is designed to introduce new NPS coordinators to all aspects of Cooperating Association management including NPS policy, how to deal with a board of directors, fiscal management, tax laws, merchandising, park/association relationships, and park/trade publications programs. By the end of the course, participants will be able to interpret NPS policy and guidelines, describe the functions and limitations of Boards of Directors; discuss the relationship between the park and associations; identify appropriate and inappropriate sales items; discuss association/concessioner relationships, describe the park publication program; and understand basic trade publishing practices.

PARTICIPANTS: NPS employees who have recently assumed the role of Park Cooperating Association Coordinator. (40 hours)

CLASS SIZE: 30

NUMBER OF TIMES CONDUCTED: 1

DATES/LOCATION: July 31-August 4, 1989
Mather Employee Development Center

NOTE: This course is to be funded by benefitting account.

CONCESSIONS EVALUATION AND PRICING

Program Code: 4818 Title Code: CONCES EVAL PRICG

This course will enable participants to complete the most frequently required portion of the concessions management process in accordance with policy and current administrative procedures. The changes in both the Rate Approval and Concessioner Review Programs will be covered in sufficient depth to enable participants to complete both rate studies and evaluation reports. Actual on-site inspections will be conducted under supervision and critiqued to ensure uniformity of response.

PARTICIPANTS: Superintendents, Concession Specialists, Concession Assistants, Administrative Officers, Assistant Superintendents and/or other employees with concessions responsibility. (40 hours)

CLASS SIZE: 20

NUMBER OF TIMES CONDUCTED: 1

DATES/LOCATION: April 3-7, 1989
Mammoth Cave National Park



LIBRARY MANAGEMENT (EAST)

Program Code: 3701 Title Code: LIBRARY MGMT WKP

This workshop will provide trainees with operational guidelines in setting up new libraries and increasing the usefulness of existing libraries. Library automation, increased accountability, sources of assistance and free, inexpensive reference materials will also be addressed.

PARTICIPANTS: Park staff with responsibility for park libraries. (24 Hours)

CLASS SIZE: 24

NUMBER OF TIMES CONDUCTED: 1

DATES/LOCATION: May 23-25, 1989
Mather Employee Development Center

NOTE: Those in Mid-Atlantic, Midwest, NCR, North Atlantic, Southeast, WASO and HFC should apply. This is a benefitting account course. It will be open on a tuition basis to non-NPS participants.

MANAGEMENT AND OPERATIONS FOR COOPERATING ASSOCIATIONS

Program Code: 9959 Title Code: MAN OP COOP ASSOC

This course examines effective management of associations, history of associations; relationship with NPS, concessioners, and private sector; financial and personnel management; marketing and merchandising; introduction to publication management; and NPS guidelines and policies.

PARTICIPANTS: Park Cooperating Association Coordinators, park managers, association managers and board members. NPS employees who have successfully completed "Cooperating Association Management for Park Coordinators" should not apply. (40 hours)

CLASS SIZE: 24

NUMBER OF TIMES CONDUCTED: 1

DATES/LOCATION: March 6-10, 1989
Albright Employee Development Center

ARCHEOLOGICAL SITE CONSERVATION

Program Code: 1848 Title Code: ARCHE SITE CONSER

This workshop combines a series of lectures with site visits to provide participants with information necessary to adequately stabilize and protect archeological sites. Appropriate stabilization techniques will be discussed as well as sources of technical assistance for solutions to specific problems. Multidisciplinary cooperation will be emphasized as a mechanism for arriving at the best solutions to particular management problems. The development of stabilization plans by participant teams for specific resources will be central to the problem-solving orientation of the workshop. This is a field oriented course; rugged and primitive conditions may be encountered during field exercises.

PARTICIPANTS: Archeologists GS 9-14, Park Rangers (Resource Management), Historic Preservationists. (40 hours)

CLASS SIZE: 24

NUMBER OF TIMES CONDUCTED: 1

DATES/LOCATION: April 10-14, 1989
Chattanooga, TN

NOTE: This course is to be funded by benefitting account.



Cultural Resources

ARCHEOLOGY FOR MANAGERS

Program Code: 1849 Title Code: ARCHEO FOR MANGRS

Land managers and program managers whose job functions involve impacts to archeological resources seldom have the background or training to evaluate alternatives. This training will familiarize them with archeology and archeological resources so they can identify problems early and choose effectively among alternatives for solutions. The legal requirements, policies, guidelines, and regulations concerning archeological preservation will be covered. Appropriate management approaches for resource management, development, and operations will be considered.

PARTICIPANTS: Federal, State, and Local program managers who do not have any background in archeology, but must deal with archeological resources as part of their job. (40 hours)

CLASS SIZE: 24

NUMBER OF TIMES CONDUCTED: 1

DATES/LOCATION: June 26-30, 1989
Mather Employee Development Center

NOTE: This course is to be funded by benefitting account. It will be open on a tuition basis to non-NPS participants.

CULTURAL RESOURCES MANAGEMENT

Program Code: 1803 Title Code: CULT RESOURCES

This is a core course for all NPS personnel involved in cultural resources management. It will familiarize park managers with important cultural resource issues and will cover the basic principles, regulations, laws and policies concerning Cultural Resources Management. A course assignment and a field trip can be anticipated.

PARTICIPANTS: Superintendents and area managers involved in day-to-day cultural resources management. (64 hours)

CLASS SIZE: 24

NUMBER OF TIMES CONDUCTED: 1

DATES/LOCATION: 1st quarter FY90
Dates and location to be announced



CURATORIAL METHODS

Program Code: 9929 Title Code: CURAT METHODS PS I

This course is designed to provide field personnel with the basic knowledges and skills essential to field-level curatorial care of museum collections. Course topics include NPS Museum Collections Management, Scope of Collections, Museum Records, Museum Collections Environment, Preventive Conservation, Storage, Security, Emergency Planning, and Use of Museum Objects. Emphasis will be on practical exercises and the development of a working knowledge of basic references such as the *NPS Museum Handbook*.

Prior to receiving certification for this course, each participant is required to complete a post-course assignment that involves establishing an ongoing program for monitoring the environment of park collections in storage and exhibit areas. Participants must, therefore, have advance commitments from their supervisors allowing up to 40 hours of work time over the three months following the course in which to complete the assignment.

PARTICIPANTS: Permanent, full or part-time museum technicians, museum aids, park technicians, curators, interpreters and resource management specialists (cultural and natural), and other park staff who have curatorial responsibilities, but have not previously attended an NPS Curatorial Methods course. Prior attendance at a cataloging or other curatorial workshop will not reduce an applicant's eligibility for this course. To be considered for this course, participants must have the commitment of their supervisor to spend up to 40 hours of work time over the three months following the course to complete the post-course assignment. (80 hours)

CLASS SIZE: 24

NUMBER OF TIMES CONDUCTED: 2

DATES/LOCATION: February 27-March 10, 1989
 Mather Employee Development Center
 1st Quarter FY90
 Dates and Location to be announced

NOTE: This course is to be funded by benefitting account. This course will be on a tuition basis to non-NPS participants.

HISTORIC MINING WORKSHOP

Program Code: 1842
Title Code: HISTOR MIN WKSHOP

This workshop will address the identification, evaluation, documentation and management strategies for protecting extant, historic, hard-rock mining resources in the West. Topics will include: types of abandoned mines in the western US; National Register nomination and Advisory Council compliance; interpretation and site management; mitigating adverse effects of mine reclamations and the Abandoned Mines Lands Act on NR eligible properties; and strategies to minimize impacts on adjacent natural resources. The workshop will include tours of Death Valley mining sites. Participants should be prepared to give brief (10-minute), illustrated case studies and works-in-progress reports on historic mining sites they have been involved with.

PARTICIPANTS: NPS permanent employees at the park or regional level with historic mining resources or responsibilities (architects, engineers, historians, archeologists, interpreters, curators, resource management specialists and maintenance). People from other Federal agencies, State Historic Preservation Offices, State parks, academia, private consultants, and the mining industry itself will also participate. (40 hours)

CLASS SIZE: 100 (40-50 NPS, 40-50 Open registration)

NUMBER OF TIMES CONDUCTED: 1

DATES/LOCATION: January 23-27, 1989
 Death Valley National Monument

INSTRUCTOR'S WORKSHOP: ORIENTATION TO NPS RESOURCES MANAGEMENT

Program Code: 3616
Title Code: INST WK FU RE MGT

It is imperative that all members of the park management team be knowledgeable in resource management planning, research, and techniques that have been developed throughout the National Park System. This information also needs to be shared with the public to help visitors and interested individuals and organizations develop an understanding and appreciation of park resources as well as support for preserving them.

In 1987, 10 Regional Teams (Team Resources) were formed to conduct Orientation to NPS Resources Management courses throughout the Service. This workshop will train additional team members and will consolidate and expand the existing program. Participants should anticipate intensive practice and critique sessions.

In addition, at least one veteran trainee (from the 1988 workshop) from each Regional Team Resource will be selected to participate in this workshop. The group of veterans will be asked to modify, create and expand curriculum materials based on their experiences and to coach new Regional team members.

PARTICIPANTS: Field, regional or center personnel in all grades and series who have potential as trainers are eligible. Participants need not have the job title of "Resource Management Specialist" but must have commitment from the superintendent and regional office that they will be allowed the time from their jobs necessary to conduct at least 40-hours of training during the year. (80 hours)

CLASS SIZE: 30

NUMBER OF TIMES CONDUCTED: 1

DATES/LOCATION: January 23-February 3, 1989
 Mather Employee Development Center

ORIENTATION TO THE MANAGEMENT OF NPS RESOURCES (CULTURAL AND NATURAL)

Program Code: 8108
Title Code: OR TO NPS RES MGT

It is important that **ALL** members of **ALL** divisions have a basic knowledge and understanding of their role in the protection and management of park resources, both cultural and natural. With this knowledge, an employee's ability to actively contribute to resource protection will be enhanced. Topics covered in the course include:

1. History, philosophy and legal framework for managing park resources;
2. Cultural and ecological principles;
3. Processes of protecting resources;
4. Employee involvement in managing resources.

Participants will gain a renewed awareness of the mission of the National Park Service and recognize that a team approach is required of all employees to carry out this mission.

PARTICIPANTS: All employees of all divisions, including VIP's, concessionaires, cooperating associations, etc. (16 hours)

CLASS SIZE: To be announced by Regions

NUMBER OF TIMES CONDUCTED: To be announced by Regions

DATES/LOCATION: To be announced by Regions

NOTE: This course is to be funded by Regional or benefitting accounts.



SECTION 106 COMPLIANCE WORKSHOP

Program Code: 4315 Title Code: SEC 106 COMP WKSP

This workshop will provide opportunities to review specific compliance issues involving areas where greater consistency in application of existing guidelines and procedures is needed. It will deal with new regulations on compliance and new guidance documents developed by the Advisory Council on Historic Preservation. Also included will be discussion of potential problem areas and approaches to them that meet legal and policy requirements. Those areas include: incorporating appropriate levels of detail about identification and treatment of cultural resources in planning documents; methodologies for filling gaps in our information about such resources; methods of determining treatment priorities; and public participation in the compliance process, including consultation with local governments and Native American groups.

PARTICIPANTS: Regional compliance coordinators, (regional historians, regional archeologists, and Regional chiefs of resources management); planners with compliance responsibilities. (24 hours)

CLASS SIZE: 25

NUMBER OF TIMES CONDUCTED: 1

DATES/LOCATION: June 13-15, 1989
Washington, D.C.

NOTE: This course is to be funded by benefitting account.

SEMINAR IN CURRENT ARCHEOLOGY METHODS AND THEORY

Program Code: 1826 Title Code: ARCH THEO METH WK

The 1980 amendments for the National Historic Preservation Act of 1966 require that Federal Agencies conduct comprehensive archeological inventories of public lands. New methods, such as sampling surveys, predictive modelling, remote sensing analysis, and computer databases have been developing at a rapid pace during recent years.

This seminar will allow participants to (1) describe and evaluate the application of advanced methods of conducting archeological surveys; (2) select and use those techniques applicable to the survey problems faced in his/her work; (3) understand the applications of computer programs to the storage, retrieval, analyses and mapping of archeological data; (4) evaluate the professional adequacy, validity and cost effectiveness of alternative archeological survey techniques; (5) select the appropriate database management system for the problems encountered; and (6) translate technical archeological resources inventory data into cultural resources management plans useful to management.

PARTICIPANTS: Archeologists (Grades GS/GM 11-14) from Federal Agencies and with equivalent rank and functions in State Agencies. (40 hours)

CLASS SIZE: 24

NUMBER OF TIMES CONDUCTED: 1

DATES/LOCATION: Dates to be announced
Mather Employee Development Center

NOTE: This course is to be funded by benefitting account. It will be open on a tuition basis to non-NPS participants.

SERVICEWIDE WORKSHOP FOR HISTORIANS

Program Code: 1824 Title Code: SERV WKP HISTORNS

This course will (1) provide information on Servicewide policies relating to the research, writing and interpretation of history, program management and professional issues and (2) provide key historian field staff with authoritative knowledge and understanding of Service cultural resource management policies, standards and guidelines. Separate, concurrent sessions for regional and park historians will be devoted to National Register documentation standards and procedures.

PARTICIPANTS: Park and regional historians. (40 hours)

CLASS SIZE: 24

NUMBER OF TIMES CONDUCTED: 1

DATES/LOCATION: April 10-14, 1989
St. Louis, MO

NOTE: This course is to be funded by benefitting account.

TAX ACT CERTIFICATION

Program Code: 4113 Title Code: TAX ACT CERTIFIC

Section 48 of the Internal Revenue Code of 1986 requires certification by the National Park Service for taxpayers to obtain federal tax benefits. This course is designed to provide guidance on problems and policy issues associated with the review and certification of these tax act applications. Participants will be able to inspect commercial rehabilitation projects by the end of this course.

PARTICIPANTS: Historians, GS 7-12, Architectural Historians, GS 7-12, Architects, GS 9-12 and other staff directly involved with the tax incentives program.

CLASS SIZE: 30

NUMBER OF TIMES CONDUCTED: 1

DATES/LOCATION: September, 1989 (specific dates to be announced later).
Location to be announced.

NOTE: Course paid by benefitting account.

CRITICAL NATURAL RESOURCE ISSUES—INTERPRETATION

Program Code: 9955 Title Code: INTERP WK NAT RES

The purpose of this workshop is to address a Servicewide need to increase the awareness of critical natural resource issues among interpreters and to focus more interpretive programs on these issues. The workshop will provide instruction to interpreters in the development of interpretive materials that effectively convey the nature and importance of critical natural resource management issues to the public. Upon completion of the workshop, participants will be able to: (1) identify critical resource issues in their ecosystems, (2) develop interpretive programs that focus on critical resource issues and (3) identify sources of information on critical resource issues.

PARTICIPANTS: Supervisory park interpreters and other employees responsible for interpretive program management and for those at the park level who are in natural areas or who deal with critical natural resource issues. Grade GS 5-13. (40 hours)

CLASS SIZE: 24

NUMBER OF TIMES CONDUCTED: 1

DATES/LOCATION: January 9-13, 1989
Mather Employee Development Center

NOTE: This course will be open on a tuition basis to non-NPS participants.

HISTORIC WEAPONS FIRING CERTIFICATION

Program Code: 9942 Title Code: HIST WEAPNS FIRNG

Individuals successfully completing this course will be certified to assume primary and direct responsibility for the interpretive demonstrations and other activities involving the handling and storage of black powder and the firing of historic weapons in their respective parks. They will be qualified to supervise the handling and storage of black powder, train both employees and volunteers in the safe handling and use of historic weapons, ensure visitor and employee safety during historic weapon firing activities in the park and maintain all weapons relating to these activities in a completely safe condition. They will also be qualified to inspect and supervise outside groups that come into the park to participate in historic weapon firing activities to ensure that all safety regulations and practices are being strictly followed. The certification they receive upon completion of this course is valid for 4 years.

PARTICIPANTS: Permanent supervisory NPS employees who have primary responsibility for historic weapons firing programs in their parks and for those whose certification expires in FY89. (80 Hours)

CLASS SIZE: 24

NUMBER OF TIMES CONDUCTED: 1

DATES/LOCATION: April 3-14, 1989
Mather Employee Development Center

NOTE: This course is to be funded by benefitting account.

HISTORICAL RESEARCH CORRESPONDENCE COURSE

Program Code: 1835 Title Code: HIST RES CORR CRS

Historical Research is a graduate-level correspondence course developed by the American Association of State and Local History for the National Park Service. This course deals with ways to find historical evidence, to analyze it properly, and to use it at a historic site.

The course is presented in ten lessons, each requiring readings, research, and a written assignment. Each trainee will be assigned an NPS proctor who will evaluate each assignment and guide the trainee through the ten lessons. The NPS proctor will pass or fail assigned trainees.

This course was developed to correspond to 3 semester hours of graduate-level credit. The WASO Employee Development Division will support the cost of academic credit for successful completion of this course up to \$350.

Interpretation

PARTICIPANTS: Any interpreter or other employee actively or soon-to-be involved in historical research.

CLASS SIZE: 24

NUMBER OF TIMES CONDUCTED: 1

DATES/LOCATION: Dates to be announced

Location is trainee's duty station in association with Mather Employee Development Center and assigned NPS proctor.

NOTE: This course requires a great deal of time and effort to successfully complete. Participants should expect to spend a minimum of *16 hours per lesson*, and in some instances, more. It is reasonable to assume that a combination of government and personal time will have to be utilized to complete this course.

INTERPRETATION PROGRAM MANAGEMENT

Program Code: 9927
Title Code: INTERP MANAGEMENT

Interpretation Program Management is primarily designed for new park Chiefs of Interpretation with little or no formal interpretive training beyond the first-line supervision level. The course emphasizes the development, operation, and evaluation of a balanced, integrated program designed to meet the current needs of park areas and Servicewide goals and objectives.

Topics will include: implementing the interpretive aspects of the NPS 12-Point Plan; marketing interpretation and parks; private sector involvement; interpretive administration; NPS initiatives and interpretation's role. Participants will be prepared to manage interpretive programs which integrate resource management activities, research findings, social trends, and sound interpretive techniques. Participants should anticipate a course assignment. (This course meets 40-hours of recommended minimum core competency training for interpretive managers).

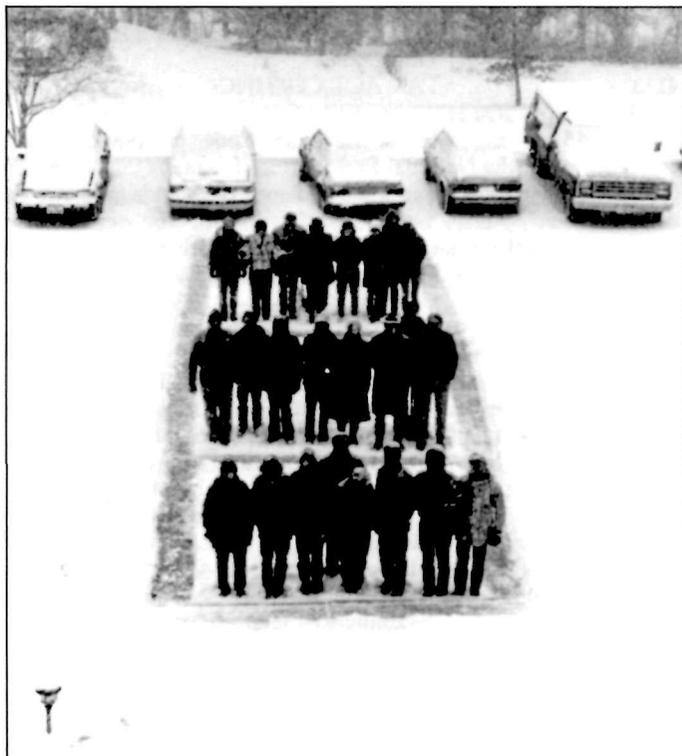
PARTICIPANTS: Interpretive program managers, chiefs and assistant chiefs of interpretation or interpretation and resource management, area managers, superintendents and other managers responsible for interpretation in their park areas, with particular preference given to those in new interpretive positions. Grades 9-13. (40 Hours)

CLASS SIZE: 24

NUMBER OF TIMES CONDUCTED: 1

DATES/LOCATION: 1st Quarter FY 90
Dates and location to be announced

NOTE: This course will be open on a tuition basis to non-NPS participants.



INTERPRETING THE HISTORICAL SCENE CORRESPONDENCE COURSE

Program Code: 1836
Title Code: INTE HIST COR CRS

Interpreting the Historical Scene is a graduate-level correspondence course developed by the American Association of State and Local History for the National Park Service. This course deals "not so much with methods of interpretation as with interpretation's substance—with the ideas that seem best suited to presenting historic sites in the United States."

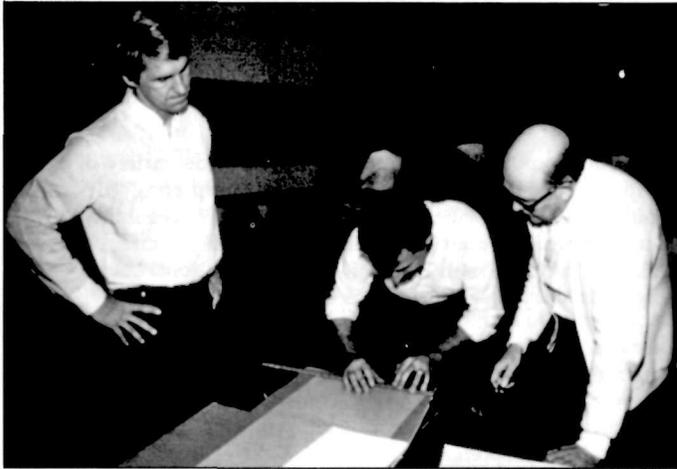
The course is presented in eleven lessons, each requiring readings, research, and a written assignment. Each trainee will be assigned an NPS proctor who will evaluate each assignment and guide the trainee through the eleven lessons. The NPS proctor will pass or fail assigned trainees.

This course was developed to correspond to 3 semester hours of graduate-level credit. The WASO Employee Development Division will support the cost of academic credit for successful completion of this course up to \$350.

PARTICIPANTS: Any interpreter or other employee actively involved in historical interpretation.

CLASS SIZE: 24

NUMBER OF TIMES CONDUCTED: 1



DATES/LOCATION: Dates to be announced.

Location is trainee's duty station in association with Mather Employee Development Center and assigned NPS proctor.

NOTE: This course requires a great deal of time and effort to successfully complete. Participants should expect to spend a minimum of *16 hours per lesson*, and in some instances, more. It is reasonable to assume that a combination of government and personal time will have to be utilized to complete this course.

INTERPRETING NATIVE AMERICAN CULTURES

Program Code: 9960 Title Code: INTERP NAT AM CULT

This course focuses on policies, programs and issues in the management, interpretation and curation of Native American cultural and natural resources. It will serve to raise awareness, inform park staff of new policy and program directives and discuss issues in the implementation of new approaches. This course is co-sponsored by the Divisions of Curatorial Services, Anthropology and Interpretation.

PARTICIPANTS: Park managers, curators, and interpretive managers and specialists, GS 7-13.

CLASS SIZE: 24

NUMBER OF TIMES CONDUCTED: 1

DATES/LOCATION: May 8-12, 1989
Location to be determined

INTERPRETIVE OPERATIONS FOR FIRST-LINE SUPERVISORS

Program Code: 9947 Title Code: INT OP FIR LI SUP

This course promotes a practical approach to interpretive operations for first-line supervisors by identifying the overall picture of interpretive operations and analyzing the various parts of those operations. Participants learn to train front-line interpreters in a variety of techniques, determine appropriate interpretive activities, analyze the park's interpretive documents and demonstrate their applicability and importance to interpretive operations. Participants will develop basic skills as instructors in interpretive operations. Prior to receiving certification for this course, participants are required to conduct a training course at their park for employees of the park and/or neighboring areas. Supervisory skills in interpretive operations will be emphasized throughout the course. Certification of 40 hours of supervisory training is obtained through this course. (This course meets 80 of the 120 hours of training recommended for the journeyman level in the recommended minimum core training for interpreters.) Participants should anticipate several pre-course assignments.

PARTICIPANTS: First-line supervisors. Grades GS 5-9. (80 hours)

CLASS SIZE: 30

NUMBER OF TIMES CONDUCTED: 1

DATES/LOCATION: March 13-24, 1989
Mather Employee Development Center

NOTE: This course will be open on a tuition basis to non-NPS participants.

INTERPRETIVE PLANNING

Program Code: 9918 Title Code: INTERPRET PLANNIN

This course will introduce interpretive planning for interpretive personnel who are actively involved (or will be involved within the next two years) in interpretive projects with Harpers Ferry Center. It will focus on the content and purpose of the different plans affecting interpretation (GMP's, DCP's, IP's, and SFI's). The strengths, weaknesses and uses of different media and the efficient use of Harpers Ferry Center and Regional resources in tying concepts to reality will be examined.

PARTICIPANTS: Chiefs of interpretation or other interpretive employees actively engaged in an interpretive project with Harpers Ferry Center or anticipating an HFC project before FY90. (64 Hours)

CLASS SIZE: 24

NUMBER OF TIMES CONDUCTED: 1

DATES/LOCATION: 1st Quarter FY90
Dates and location to be announced

NOTE: This course is to be funded by *benefiting account*. It will be open on a tuition basis to non-NPS participants.

Interpretation

INTERPRETIVE SKILLS I (PERSONAL SERVICES INTERPRETATION)

Program Code: 9948 Title Code: INTERP SKILLS I

This course develops participant skills necessary to prepare, present, and evaluate interpretive talks, walks, and illustrated programs; serve the public at the visitor center desk; and make spontaneous public contacts in the park setting. A pre-course assignment may be a part of this course.

This is a Servicewide training course sponsored by the Mather Employee Development Center and taught by the Regional Interpretive Skills Team. (This course meets 80 hours of the recommended minimum core competencies for the training program for interpreters.)

PARTICIPANTS: Interpreters and others who present interpretive talks, walks, or illustrated programs and others who have public contact or who may be called upon from time to time to present interpretive talks. (80 hours)

CLASS SIZE: 20

NUMBER OF TIMES CONDUCTED: To be announced

DATES/LOCATION: Dates and locations to be announced by specific region.

INTERPRETIVE SKILLS II (NON-PERSONAL SERVICES INTERPRETATION)

Program Code: 9949 Title Code: INTERP SKILLS II

This course increases the skills of field interpreters in nonpersonal interpretation. The course concentrates on interpretive writing, exhibit preparation, publications preparation, audiovisual applications, and media relations. A pre-course assignment may be a part of this course.

This is a Servicewide training course sponsored by the Mather Employee Development Center and taught by the Regional Interpretive Skills Team. (This course meets 40 hours of the recommended minimum core competencies for the training program for interpreters.)

PARTICIPANTS: Interpreters and other involved in interpretive writing, exhibit preparation, publications preparation, audiovisual applications, and media relations. (40 hours)

CLASS SIZE: 20

NUMBER OF TIMES CONDUCTED: To be announced

DATES/LOCATION: Dates and locations to be announced by specific region

INTERPRETIVE SKILLS IIIA (SPECIAL POPULATIONS AND AUDIENCES)

Program Code: 9950 Title Code: INTERP SKILLS III

This course prepares interpreters to serve a wide variety of visitor groups. Subjects covered will include interpreting for special populations, senior citizens, general program accessibility, cross-cultural considerations (including international and American cultures), special events, and off-site presentations. A pre-course assignment may be a part of this course.

This is a Servicewide training course sponsored by the Mather Employee Development Center and taught by the Regional Interpretive Skills Team. (This course meets 40 hours of the recommended minimum core competencies for the training program for interpreters.)

PARTICIPANTS: Interpreters and others involved with visitor services who need to increase their interpretive skills to service the full spectrum of visitors to our parks. (40 hours)

CLASS SIZE: 20

NUMBER OF TIMES CONDUCTED: To be announced

DATES/LOCATION: Dates and locations to be announced by specific region

INTERPRETIVE SKILLS III-B (SPECIAL INTERPRETIVE METHODS AND TECHNIQUES)

Program Code: 9956 Title Code: INTE SKILLS III B

This course prepares intermediate level interpreters to cover a wide variety of interpretive situations requiring specialized techniques. The course explores interpreting controversial issues, extending the park's influence, living history demonstrations, children's interpretation, environmental education techniques, and storytelling. A pre-course assignment may be a part of this course.

This is a Servicewide training course sponsored by the Mather Employee Development Center and taught by the Regional Interpretive Skills Team. (This course meets 40 hours of the recommended minimum core competencies for the training program for interpreters.)

PARTICIPANTS: Interpreters and others involved with visitor services who need to increase their interpretive skills to handle many of the specialized programs currently being used in the NPS today. (40 hours)

CLASS SIZE: 20

NUMBER OF TIMES CONDUCTED: To be announced

DATES/LOCATION: Dates and locations to be announced by specific region

**INTERPRETIVE SKILLS IV
(WRITING/SITE BULLETIN WORKSHOP)**

Program Code: 9954 Title Code: INTERP SKILLS IV

Interpretive Skills IV will help insure both quality and cost effectiveness in the production of locally-produced information materials. Upon completion of the course, participants will be able to write, edit, design, and produce such publications as site bulletins, press releases, trail booklets, park newspapers or park brochures. Basic writing/production skills, as well as computer-aided publishing techniques will be emphasized. (This course meets 80 hours of the recommended minimum core training program for interpreters).

PARTICIPANTS: Target group is park interpreters at grades GS-5 through GS-9 and other employees with the responsibility for producing site bulletins, park brochures, interpretive labels, trail booklets, press releases, or park newspapers in their parks. (80 hours)

CLASS SIZE: 20

NUMBER OF TIMES CONDUCTED: 1

DATES/LOCATION: April 17-28, 1989
Mather Employee Development Center

**PERSONAL TRAINING PROGRAM FOR
INTERPRETERS: SELF-STUDY PROGRAM**

Program Code: 9917 Title Code: INTERP TRNG PACKG

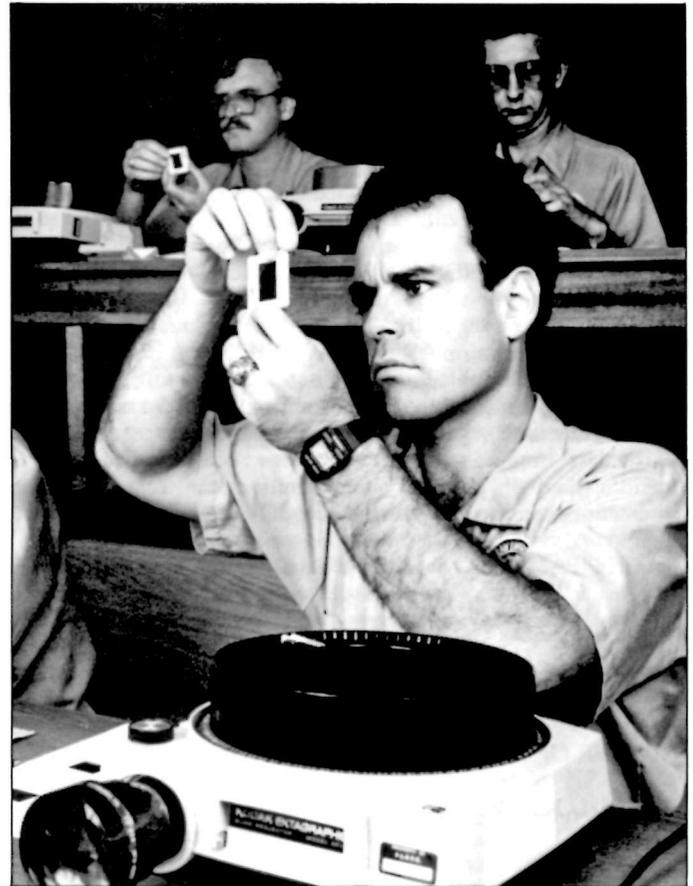
This is a reissuance of the 1976 training package designed for use by any employee in the National Park Service. It is designed as a self-study program using a 1/2" VHS tape and workbook. The program is designed to improve interpretive skills in questioning, structuring, and responding strategies with park visitors.

Materials for the training package may be obtained through the Regional Training Offices. Employee supervisors will verify the completion of the program to the Regional Employee Development Officer and Regional Chief Interpreter. These individuals will then verify the satisfactory completion of the program to the Mather Employee Development Center, which will certify the individual for the course.

Those satisfactorily completing the course will receive 24 hours of credit. At the discretion of the Region, an assigned followup activity utilizing the principles of the training package will be offered. Those satisfactorily completing the follow-up activity will receive an additional 16 hours of credit, for a total of 40 hours. (This training counts as part of the Recommended Minimum Core Competency Training Program for Interpreters).

PARTICIPANTS: All NPS personnel wishing to improve their communicative skills with the public. (Seasonal employees permitted)

CLASS SIZE: Correspondence Course



NUMBER OF TIMES CONDUCTED: As course materials are available

DATES/LOCATION: Dates to be announced
At trainee's duty station

ARCHEOLOGICAL RESOURCES PROTECTION

Program Code: 3141 Title Code: ARCHEO RES PROTEC

This course is designed to provide a 1-week comprehensive program of study in investigative techniques for law enforcement officers and archeologists. Through a series of classroom lectures, discussion and practical exercises, the student will achieve a level of proficiency sufficient to successfully complete most archeological resource theft investigations. The program has been designed to meet the unique needs of the archeological and law enforcement officer. Specific courses will be presented to each group as well as combined classes.

PARTICIPANTS: Fully commissioned law enforcement officers or archeologists with responsibilities for the protection of archeological resources. (40 hours)

CLASS SIZE: 24

Law Enforcement/Visitor Protection

NUMBER OF TIMES CONDUCTED: To be announced

DATES/LOCATION: Dates and location to be announced by NPS agency representative, Federal Law Enforcement Training Center, Glynco, GA

NOTE: This course is to be funded by benefitting account.

ARCHEOLOGY AND LAW ENFORCEMENT

Program Code: 1844 Title Code: ARCH LAW ENFOR

This course is designed to present information about archeological crime, laws, and regulations; to discuss enforcement issues with particular emphasis on presentations of successful efforts, identification of program opportunities, the role of agency interactions, and to describe the objective of nationwide efforts.

PARTICIPANTS: Federal officials with law enforcement responsibilities; federal cultural resources managers and others responsible for protection of archeological sites. (12 hours)

CLASS SIZE: Variable

NUMBER OF TIMES CONDUCTED: To be announced

DATES/LOCATION: Dates to be announced
Locations in parks and specific sites to be announced

NOTE: This course is to be funded by benefitting account.

BASIC LAW ENFORCEMENT FOR LAND MANAGEMENT AGENCIES

Program Code: 3134 Title Code: BASIC LE LAND MGT

This intensive basic training has been especially developed for land management agencies and is designed to meet the basic training required of park rangers in order to qualify for a law enforcement commission.

PARTICIPANTS: Permanent park rangers not presently commissioned, with law enforcement as a critical element of their performance standards. 150 NPS positions in FY89. (352 hours)

CLASS SIZE: 24

NUMBER OF TIMES CONDUCTED: To be announced

DATES/LOCATION: Dates to be announced.
Federal Law Enforcement Training Center, Glynco, GA



DRIVER INSTRUCTOR

Program Code: 3608 Title Code: DRIVER INSTRUCTOR

The participating instructor/trainee, upon completion of this course, will be able to develop and present a viable, effective driver training program and instruct both in the classroom and on the driving range. Each participant will gain experience through practical application.

PARTICIPANTS: Fully commissioned park rangers. (80 hours)

CLASS SIZE: To be announced

NUMBER OF TIMES CONDUCTED: To be announced

DATES/LOCATION: Dates to be announced.
Federal Law Enforcement Training Center, Glynco, GA

NOTE: This course is to be funded by benefitting account.



EMS COORDINATORS WORKSHOP

Program Code: 5315 Title Code: EMERG MED SVS SEM

This workshop will introduce: (1) the EMS certification process, (2) administrative requirements of NPS-51, (3) criteria for selecting levels of EMS, (4) legal requirements of the program, (5) working relationships with the local private medical sector, (6) Servicewide medical standing orders, (7) funding EMS programs, (8) transportations, (9) EMS communications and other topics.

PARTICIPANTS: Park Rangers who are responsible for coordinating the EMS program in their parks and implementing NPS-51. Regional Coordinators with active EMS field programs. (24 hours)

CLASS SIZE: 25

NUMBER OF TIMES CONDUCTED: 1

DATES/LOCATION: September 12-14, 1989
Albright Employee Development Center

NOTE: This course is to be funded by benefitting account.

FIREARMS/IMMOBILIZATION CERTIFICATION TRAINING FOR ANIMAL MANAGEMENT

Program Code: 1964 Title Code: FI/IM CERT ANI

Many parks have specific needs to capture, release, or kill animals as part of management, monitoring, or research programs. The Service has adopted standards for certification of natural resource management specialists in the use of firearms/immobilization equipment. This course will provide an understanding of, practical experience with, and certification in the use of standard and specialized firearms and their appropriate uses in natural resource management; the use of specialized restricted use drugs for capturing, immobilizing and tranquilizing animals; capturing, handling and releasing live free roaming animals; and legal and safety requirements for firearms and drug use both with respect to humans and with respect to animals.

PARTICIPANTS: Park personnel who use firearms/immobilization equipment in carrying out natural resource management responsibilities. (64 hours)

CLASS SIZE: 25

NUMBER OF TIMES CONDUCTED: 1

DATES/LOCATION: April 24-May 3, 1989
Great Smoky Mountains NP

FIREARMS INSTRUCTOR

Program Code: 3607 Title Code: FIREARMS INSTRUC

The participating instructor/trainee will be expected to develop lesson plans and courses relevant to the participant's organization. Each participant will benefit from lectures, demonstrations and active participation in FLETC firearms courses. He/she will also gain experience through "on-line" instruction. The instructor/trainee will be taught the proper methods of range management, which will include range officer duties and responsibilities.

PARTICIPANTS: For acceptance into this program, the instructor/trainee must be fully commissioned and: (1) experienced in or possess potential for presenting instructional material to law enforcement personnel, (2) qualified in the parent organization's course of fire, (3) actively engaged in or expected to be detailed as a firearms instructor for the parent organization and (4) in good physical condition, because participant will perform in stress courses of fire. (80 hours)

CLASS SIZE: To be announced

NUMBER OF TIMES CONDUCTED: To be announced

DATES/LOCATION: Dates to be announced.
Federal Law Enforcement Training Center, Glynco, GA

NOTE: This course to be funded by benefitting account.



ANNOUNCING SNAP TRAC



The National Park Service is implementing a new automated process to administer two parts of the employee development function. These two components are called SNAP and TRAC. SNAP is the acronym for the Servicewide Needs Assessment Process. It identifies development *needs* throughout the Service and does this by replacing the old Individual Development Plan (IDP) with a new Employee Development Plan (EDP). TRAC stands for Training Accomplished and provides for *tracking* all documentation for completed training.

SNAP/TRAC represents a state-of-the-art automation improvement for the National Park Service which is already receiving recognition from other federal agencies. It also addresses a key part of Director Mott's 12-Point Plan. Now we need you to make it work.

How am I involved?

SNAP requires that you complete an Employee Development Plan (EDP). Like the old IDP, the EDP is normally completed at the time of your performance appraisal. TRAC does not require you to do anything. Your Data Processing Manager will take care of everything for you from the data you are currently entering onto your training application forms (SF-182).

How does SNAP/TRAC work?

Data from your completed EDP is keypunched into a local microcomputer by an administrative employee. The data is then transferred to your Regional/Center Employee Development Officer. A copy of your computerized data is given to you for your information. All of the Region/Center data is then consolidated and forwarded to the Washington Office. WASO generates reports for use by the Service. TRAC works in a similar way except the data is gathered in Denver as a part of the PAY/PERS personnel/payroll database.



What is in it for me?

You make your voice heard in terms of the kind of employee development opportunities the National Park Service should offer. The EDP also assists you in improving your performance and therefore your performance rating!

Finally, completing an EDP can help you when you apply for training courses, detail assignments, etc.



What is in it for my park or office?

Your park or office will be better able to meet your training needs in a cost effective manner. TRAC will help your administrative staff in dealing with the mounds of paperwork sometimes associated with your training!

How do I get more information?

Talk to your supervisor, local Employee Development Coordinator or Regional or Center Employee Development Officer. Forms and instructions are available from these individuals.

Law Enforcement/Visitor Protection

LAND MANAGEMENT INVESTIGATOR TRAINING

Program Code: 3149 Title Code: LA MGT INVES TRNG

This course is designed as an "advanced" program in the latest techniques in criminal investigation as applied to the land management environment. The curriculum stresses Federal law, interviewing, surveillance and special areas of resource investigation including wildlife law enforcement, wildlife cause investigation and implementation of the Archeological Resources Protection Act. A full law enforcement commission and a full field background are prerequisites for attending this program.

PARTICIPANTS: "Fully commissioned" park rangers with *no less than 3 years* law enforcement experience who are graduates of the Federal Law Enforcement Training Center's Basic Police Program since September 1975. Nominees must have permanent status and a demonstrated ability in law enforcement. (360 hours)

CLASS SIZE: To be announced

NUMBER OF TIMES CONDUCTED: To be announced

DATES/LOCATION: January 5-March 3, 1989
Federal Law Enforcement Training Center, Glynco, GA

LAW ENFORCEMENT FOR MANAGERS

Program Code: 3125 Title Code: LAW ENFO FOR MGRS

This course is targeted at the management level. It is intended to familiarize participants with recent changes in Federal law including NPS authority and jurisdiction. In addition, participants will be provided with current information on law enforcement training, civil liability, NPS guidelines and USDI policies.

PARTICIPANTS: Field and regional managers with the total responsibility for law enforcement operations in their area who have little formal training in law enforcement. (40 hours)

CLASS SIZE: 24

NUMBER OF TIMES CONDUCTED: To be announced

DATES/LOCATION: Dates to be announced
Federal Law Enforcement Training Center, Glynco, GA

LOSS CONTROL SEMINAR FOR SUPERINTENDENTS

Program Code: 4414 Title Code: MGT ROL LOSS CONT

This course will enable managers to develop and implement programs that preserve the resources, protect visitors and employees and mitigate future safety related incidents from recurring. This course will be centered around the state-of-the-art techniques of leadership and how they are applied to the field of loss control. Topics that will be covered include the legal aspects of safety management, general principles of loss control management and the manager's responsibility and accountability. Overview of subjects such as NPS Hazardous Materials and NPS Safety and Occupational Health Programs will also be presented. This course meets the minimum requirements of 29 CFR 1960 and 485 DM.

PARTICIPANTS: Superintendents, Assistant Superintendents, and Site Managers responsible for managing a loss control program. (40 hours)

CLASS SIZE: 25

NUMBER OF TIMES CONDUCTED: 1

DATES/LOCATION: May 22-26, 1989
Albright Employee Development Center



MARINE LAW ENFORCEMENT

Program Code: 3145 Title Code: MARINE LAW ENFOR

This program is designed to develop the basic skills essential to a water-oriented law enforcement program. The curriculum emphasizes navigation, boat operations, boarding and searching procedures, safety and maintenance.

PARTICIPANTS: Fully commissioned park rangers assigned to an area with significant marine law enforcement responsibilities. (144 hours)

CLASS SIZE: To be announced

NUMBER OF TIMES CONDUCTED: To be announced

DATES/LOCATION: Dates to be announced.
Federal Law Enforcement Training
Center, Glynco, GA

NOTE: This course is to be funded by benefitting account.

NATIONAL WILDFIRE INVESTIGATION

Program Code: 3142 Title Code: NAT WILDFIRE INVES

This is a specialized course designed for those who have been previously trained in investigation and will bring their associated list of "transferable skills" to fire investigation. Course involves original cause determination, liability and subsequent case preparation for prosecution as it relates to fire investigation for structures, vehicles, timber, underbrush or grass.

PARTICIPANTS: Fully commissioned park rangers. (80 hours)

CLASS SIZE: To be announced.

NUMBER OF TIMES CONDUCTED: To be announced

DATES/LOCATION: Dates to be announced
Federal Law Enforcement Training
Center, Glynco, GA

NOTE: This course is to be funded by benefitting account.

WILDLIFE LAW ENFORCEMENT

Program Code: 3147 Title Code: WILDLIFE LAW ENFO

This course is intended to provide current knowledge and skills in the area of wildlife law enforcement. It is targeted at those "fully commissioned" employees assigned to areas where protection of wildlife is a primary concern. The course will include both legal and forensic subjects applicable to the enforcement of laws and regulations concerned with wildlife protection.

PARTICIPANTS: Fully commissioned rangers assigned to an area with wildlife law enforcement programs. (40 hours)

CLASS SIZE: 24

NUMBER OF TIMES CONDUCTED: To be announced

DATES/LOCATION: Dates and Location to be announced by
NPS agency representative, Federal
Law Enforcement Training Center,
Glynco, GA

NOTE: This course is to be funded by benefitting account.

Maintenance

FACILITY MANAGERS DEVELOPMENT PROGRAM

Program Code: 7248 Title Code: FAC MANG DEV PRO

This developmental opportunity is designed to prepare the participant for maintenance supervisory and management positions and to provide the skills and knowledge for advancement toward full level Facility Manager responsibilities. Two hundred eighty hours will be devoted to classroom exploration of Maintenance Management Systems application, data systems, concessioner agreements, budgets, contracting, housing management, special programs administration, cultural and natural resource programs, interpretation and safety responsibilities, environmental compliance, team building, decision making, problem solving, communications, archeological compliance and sensitivity, Equal Opportunity, and personnel procedures. For four weeks, individuals will be detailed to parks with advanced and effective maintenance programs for on-site hands-on experience. Completion of this program does not guarantee placement in a maintenance or supervisory position, but is intended to prepare the employee for competitive consideration when a vacancy occurs. **Participants in the program are expected to be mobile and to apply for future promotions or reassignments to maintenance supervisory and management positions Servicewide.**

PARTICIPANTS: New Facility Managers, all foremen and others with potential to become Facility Managers. Applications will also be accepted from other employees interested in Facility Manager positions. (280 hours plus four weeks on a park detail)

CLASS SIZE: 22

NUMBER OF TIMES CONDUCTED: 1

DATES/LOCATION: January 9-February 24, 1989
Albright Employee Development Center



MAINTENANCE: THE FIRST LINE MANAGER

Program Code: 7256 Title Code: MAIN FIRST LN MGR

This developmental opportunity is designed to provide the participant with skills and knowledges needed for first line maintenance supervisory and management positions. One hundred twenty hours will be devoted to classroom exploration of the duties and responsibilities of the first line maintenance foreman, including management of maintenance crews and projects, Maintenance Management Systems applications, communication skills, team building, decision making and problem solving, administrative techniques, contracting officer's technical representative duties, procurement and property control, budgeting and program management, interdivisional concerns involving interpretation, visitor protection, cultural and natural resources, career counseling, interactions with public utilities, working with state and local agencies, and stress management. **Participants in this program are expected to be mobile and to apply for future promotion or reassignment to maintenance supervisory positions Servicewide.**

PARTICIPANTS: Wage grade employees WG-07 and above, all WL employees, and new WS employees having less than one year of supervisory and management experience. (120 hours)

CLASS SIZE: 25

NUMBER OF TIMES CONDUCTED: 1

DATES/LOCATION: March 28-April 14, 1989
Albright Employee Development Center

MAINTENANCE: HISTORIC STRUCTURES FOR TECHNICIANS (EAST)

Program Code: 1806 Title Code: MAINT HIST TECH

This course will increase the awareness of, and the sensitivity for, historic fabric and expands the skills of *technicians* at the journeyman craft level who are involved in routine and cyclic preservation maintenance work.

PARTICIPANTS: WG technicians involved in historic structure preservation in the following regions: North Atlantic, Mid-Atlantic, Midwest, NCR, Southeast and WASO. (40 hours)

CLASS SIZE: 24

NUMBER OF TIMES CONDUCTED: 1

DATES/LOCATION: April 3-7, 1989
Mather Employee Development Center

NOTE: This course is to be funded by benefitting account. This course will be open on a tuition basis to non-NPS participants.

MAINTENANCE SKILLS WORKERS FUND

Program Code: Title Code:
7247 MAIN SKI TRG FUND

This fund is available to provide local opportunities for training in all the maintenance worker skills fields. It is designed for individuals with current, on-the-job deficiencies or needs that relate to updating current skills, branching out into new skills areas required by the job, or learning how to work with new materials, techniques, environments, or regulations. It is not to be used to satisfy supervision, administration, or management responsibilities. The training is to be accomplished through VOTEC instruction, correspondence courses, "apprentice" details to nearby parks or commercial establishments, or purchase and study of manuals, package training (slide-tape programs and video tapes), etc. Failure to satisfactorily complete a funded training opportunity (unless major uncontrolled circumstances occur) will result in payment for the course by the individual concerned. This program is not to be used to satisfy *mandatory* training needs.

PARTICIPANTS: Permanent and 180-day or more temporary employees currently doing hands-on park maintenance work.

MAINTENANCE TRAINING FOR INTERPRETATIVE MEDIA

Program Code: Title Code:
7255 MAIN TRG INTE MED

This course will provide maintenance training for park staff to become familiar with all aspects of maintenance for interpretive media including audio-visuals, exhibits and exhibitry, and historic furnishings.

PARTICIPANTS: NPS employees with major responsibilities for the maintenance of Interpretive Media in parks (AV, exhibits, historic furnishings)—maintenance and interpretive personnel, others. (40 hours)

CLASS SIZE: 24

NUMBER OF TIMES CONDUCTED: 1

DATES/LOCATION: 1st Quarter FY90
Mather Employee Development Center

BROOKINGS INSTITUTION PROGRAMS

The Brookings Institution, Washington, D.C., offers several 1-week conferences designed to increase the Government executives' awareness of the national and international environment in which public policy issues are defined and resolved; to broaden their knowledge of domestic and international policy issues; and to contribute to problem solving in the public policy area. Employees at the GS/GM-15 level and above are eligible. These programs are announced in July of each year. Funding is from benefitting account.

DEPARTMENTAL MANAGER DEVELOPMENT PROGRAM (DMDP)

The DMDP provides individualized training and developmental experiences aimed at preparing participants for managerial positions in upper levels of the Service and/or Department. Employees in Grades GS-12 to GS/GM 14 are eligible. This program is announced in October of each year.

EXECUTIVE/MANAGEMENT TRAINING AT UNIVERSITIES

The National Park Service will sponsor developmental opportunities at selected universities for 4-6 managers GS-12 to GS/GM-15 and above. Programs will vary in length as well as content. These programs are announced in the Spring.

EXECUTIVE SEMINAR CENTER PROGRAMS

The Executive Seminar Center Programs consists of ten different 2-week residential seminars designed to meet varied training needs of Government managers. Some seminars are designed to impart skills and knowledge to help the effectiveness of newly selected and incumbent managers. Other seminars oriented toward specific public issues broaden the knowledge and perception of the manager's role in public policy, emphasizing administrative challenges, program operation, environment and natural resources, inter-governmental relations and other vital areas. Employees in Grades GS/GM 14 and 15 are eligible; however, carefully selected managers at the GS/GM 13 level will also be considered. These seminars are announced in the fall of each year.

FEDERAL EXECUTIVE INSTITUTE (FEI)

The Institute's 4-week Executive Excellence Program is concerned primarily with executive roles and individual executive competencies. It is designed to serve the developmental needs of executives at the time of transition into the executive ranks. Employees at the Grade GS/GM 15 level and above are eligible. This program is announced in the Fall of each year.

HARVARD UNIVERSITY'S SENIOR EXECUTIVE FELLOWS PROGRAM

The Senior Executive Fellows Program (SEF) is a 9-week developmental experience for GS/GM-14's and 15's and SES members. Its purpose is to provide Federal managers with the information and skills needed to manage in an era of change. The curriculum focuses on four broad areas: Strategy; Marshalling Resources and Support; Organizing for Effective Performance; Leading and Managing. Participants may also take elective courses offered through the various schools at Harvard University. The SEF Program is announced in the Spring.

Natural Resources

MANAGER'S INSTITUTE ON PUBLIC POLICY

Program Code: 1137 Title Code: MGRS INS PUB PLCY

This course is designed to give the participants a better understanding of the Legislative Branch of the Federal Government and how it impacts on the Executive agencies. Some of the topics that will be covered are: The Constitutional Basis of Congressional Authority; Leadership and the Organization of the 101st Congress; The Roll of Personal Staff; and the Congressional Budget and Appropriations Processes.

Portions of the course will be coordinated by the Government Affairs Institute of the Office of Personnel Management and will be conducted on Capitol Hill. Presentations by members of Congress, congressional staff, agency officials, administration spokespersons and scholars will be an integral part of the course.

NPS-specific topics will include NPS and Departmental policies regarding channels of communications on legislative matters; interactions of park managers and legislators, and their staffs; park managers and constituency groups and NPS managers and the media.

PARTICIPANTS: Managers in Grades GS/GM 12-14 (80 hours)

CLASS SIZE: 24

NUMBER OF TIMES CONDUCTED: 1

DATES/LOCATION: February 6-17, 1989
Washington, D.C.

SES CANDIDATE DEVELOPMENT PROGRAM

The Senior Executive Service Candidate Development Program (SESCDP) provides developmental experiences over a 15-month period for GS/GM 15 employees who are competitively selected as future candidates for SES positions. The purpose of the program is to develop the knowledge, skills and abilities of candidates necessary for performance in SES positions. All qualified individuals from within the Service, other Federal agencies and outside the Federal Government may apply. This program is announced every 2 years in November.



CRITICAL ISSUES: WORKSHOP IN CURATORIAL MANAGEMENT (NATURAL HISTORY COLLECTIONS)

Program Code: 9945 Title Code: CRI ISU WK CUR MG

NPS natural history collections are increasing in size and scope as a result of 36 CFR 2.5g (revised 1984), as a part of the NPS program for natural science research and the Man and Biosphere Program. Most NPS curators have not been trained in natural history collections management and preservation. The purpose of the training is to acquaint staff with current collecting and preservation issues associated with the management of natural history collections.

Participants will develop skills to assist in applying laws and regulations to the collection of specimens, in developing collection strategies, in knowing field collection procedures for the different types of specimens, in practicing appropriate handling and preservation techniques with specimens (e.g., herbarium, insects, wet specimens, soil samples), in managing associated field records, in displaying natural history specimens, and in recognizing and observing health and safety considerations.

PARTICIPANTS: Curators and Regional Curators (1015), Museum Technicians and Specialists (1016), and others directly responsible for management of natural history collections. Permanent employees only. (48 hours)

CLASS SIZE: 24

NUMBER OF TIMES CONDUCTED: 1

DATES/LOCATION: May 1-6, 1989
Everglades NP

NOTE: This course is to be funded by benefitting account.

DOD PESTICIDE APPLICATOR CERTIFICATION

Program Code: 1920 Title Code: DOD PEST APP CERT

This course is designed to provide pesticide applicators with the necessary training to prevent pesticide misuses and misapplication. Indiscriminate use of pesticides can affect applicators, park visitors, the environment and non-target populations of animals and plants. The Federal Insecticide, Fungicide and Rodenticide Act requires that restricted-use pesticides be applied by, or under the direct supervision of competent, certified applicators. NPS applicators must attend a mandatory training program. This course is presented by the Department of Defense and is recognized by the majority of States and other agencies as the most comprehensive in the United States. Integrated Pest Management (Program Code 1938) is a prerequisite for this course.

PARTICIPANTS: Individuals who are directly responsible for the application of pesticides and those who supervise pesticide applicators. (80 hours)

CLASS SIZE: 20

NUMBER OF TIMES CONDUCTED: 1

DATES/LOCATION: August 9-22, 1989
Fort Sam Houston, Texas

First Quarter, FY 1990
Location to be announced

INTEGRATED PEST MANAGEMENT

Program Code: 1938 Title Code: INTEGRA PEST MGMT

Integrated Pest Management (IPM) will emphasize the principles and techniques involved in this activity. Considerable attention will be given to Executive Orders, Departmental Directives and Service policies in terms of problem identification, monitoring, treatment and evaluation strategies. Upon completion of this course, participants will be able to develop an Action Plan for IPM for their respective parks. This course will partially fulfill requirements for the NPS Certified Pest Applicator Program.

PARTICIPANTS: Employees directly responsible for pest management activities in their parks. GS 7-12 or wage grade equivalent. (40 hours)

CLASS SIZE: 30

NUMBER OF TIMES CONDUCTED: 1

DATES/LOCATION: March 13-17, 1989
Albright Employee Development Center

MINERALS COORDINATORS WORKSHOP

Program Code: 1975 Title Code: MINE COORD WKSHOP

This workshop is designed for the Mineral Coordinators from each Regional Office and the management of the Mining and Minerals Branch, WASO Land Resources Division. The workshop will review significant Servicewide mineral issues during Fiscal Year 1989, and set goals for Fiscal Year 1990. The workshop will be a forum for discussing mineral regulations and policies, program goals, planning mineral acquisition, and environmental compliance.

PARTICIPANTS: Regional Lands and Minerals Coordinators, WASO Land Resource and Mining and Minerals Branch personnel and personnel from representative mineral parks. (16 hours)

CLASS SIZE: 20

NUMBER OF TIMES CONDUCTED: 1

DATES/LOCATION: September, 1989
Dates and Location to be announced.

MONITORING BIOLOGICAL EFFECTS OF AIR POLLUTANTS

Program Code: 1976 Title Code: MON BI EF AIR POL

Under the Clean Air Act and the Organic Act, the NPS has responsibility for the protection and enhancement of air quality and air quality related values in national parks, national wilderness areas, national monuments, national seashores, and other areas with national significance. This course is designed to help NPS personnel determine the factors affecting vegetative injury; recognize air pollution injury in the field; develop skills to design projects and undertake certain biological effects projects, such as establishing and monitoring NPS milkweed plots and pine plots using Air Quality Division standardized methods; identify purposes and advantages of biomonitoring and surveying the essential elements of plant materials; and understand the techniques of data analysis and reporting of biological effects.

PARTICIPANTS: Resource Management Specialists, Environmental Specialists, or other personnel who have responsibility for air resource management activities whose park resources are currently affected or threatened by air pollution. (24 hours)

CLASS SIZE: 25

NUMBER OF TIMES CONDUCTED: 1

DATES/LOCATION: September 19-21, 1989
Sequoia National Park

Natural Resources

NATURAL RESOURCES MANAGEMENT TRAINEE PROGRAM

The goal of the Natural Resources Management Trainee Program is to increase the number of professional natural resource managers in the National Park Service and to equip them with the knowledge and skills essential to the effective management of diverse park resources and environments. Trainees selected for this rigorous program participate in required training activities spread over an 18 month period. Included are a core series of approximately 25 weeks of formal courses in natural resources law and policy, wildlife and vegetation management, air and water quality, mining and minerals issues, fire management, geographic information systems, cultural resource management, the use of microcomputers and statistics, and a number of other topics such as various aspects of planning and administration. Courses are taught at selected universities and Service locations. In addition, each trainee is encouraged to design an individualized program to include experiences such as projects, on-the-job assignments, visits to other parks to participate in field exercises, or short details to appropriate Service offices to both complement the academic portion of the training and also reflect personal interests or urgent needs in his or her present job. Upon successful completion of the program, trainees will be prepared to function as fully qualified natural resource managers.

This program is administered by the WASO Division of Employee Development in consultation with the Associate Director, Natural Resources. Each new class is announced Servicewide but applications are screened and participants selected by each Region, the Denver Service Center, and WASO to fill training positions allocated to each of those offices. The next class of the Natural Resources Management Trainee Program is scheduled to begin in the Spring of 1990.



RESOURCE THREATS WORKSHOP

Program Code: 1957 Title Code: RES THREAT WKSHP

This workshop will improve the ability of regional environmental coordinators, regional natural resources management staff, and park superintendents in utilizing a variety of environmental laws and regulations in protecting National Park resources from external threats and impacts. The workshop will focus on the National Environmental Policy Act, but will include other legislation that can be used to influence federal, federally licensed, or private undertakings that potentially impact NPS resources. The field laboratory for the course will be Rocky Mountain National Park. Participants will learn skills in defining impacts and threats, expressing the character of the potential resource loss; resolving related conflicts that arise from differences in mandates and goals among agencies; and resolving field level conflicts between NPS, the public and other interests.

PARTICIPANTS: Regional Environmental Coordinators, Park Superintendents, Regional and WASO Natural Resource Management coordinators, and other Park/Region/WASO staff responsible for natural resource management programs. (40 hours)

CLASS SIZE: 30

NUMBER OF TIMES CONDUCTED: 1

DATES/LOCATION: May 8-12, 1989
Rocky Mountain National Park

WATER RIGHTS WORKSHOP

Program Code: 1944 Title Code: WATER RIGHTS WKP

This workshop will deal with NPS water rights issues for field managers and central office personnel who are engaged in water rights filings and adjudications. It will present perspective needs of the U.S. Justice Department and the Solicitor's Office with respect to water rights. The course will be held in Fort Collins, Colorado, where participants can become familiar with the NPS Water Resource Division. This workshop will allow management personnel to anticipate water rights issues and to properly respond to the various entities involved.

PARTICIPANTS: Superintendents, Managers and Central Office staff engaged in water rights issues. (24 hours)

CLASS SIZE: 30

NUMBER OF TIMES CONDUCTED: 1

DATES/LOCATION: March 21-23, 1989
Fort Collins, Colorado

AVIATION MANAGEMENT

Program Code: Title Code:
5326 AVIATION MANAGEMNT

In FY 87, the NPS utilized 18,000 hours of flying time, the third largest user within the DOI. This course, a first for the NPS, is designed for park and regional aviation coordinators who have large and/or complicated flying work loads. The Aviation Management Guidelines (NPS-60), the identification of local aviation concerns, and the refinement of area aviation management plans will be some of the primary concerns of this course. The successful implementation of NPS-60 demands standardization and communication between all NPS areas having aviation requirements. Other subjects to be discussed will be NPS-OAS relations, safety, fire aviation, procurement and contracting, etc.

PARTICIPANTS: Park and Regional Aviation Coordinators with responsibility for implementing NPS-60 who have larger and/or more complicated flying work loads. (40 hours)

CLASS SIZE: 30

NUMBER OF TIMES CONDUCTED: 1

DATES/LOCATION: June 12-16, 1989
Boise Interagency Fire Center (Idaho)

NOTE: This course to be funded by FIRE-PRO funds.

FIRE TRAINING

Chapter 12 of NPS-18 of the Fire Management Guidelines describes fire management training courses available for Service employees. Service sponsored courses will be announced by Employee Development Officers. Most fire training is open to all agencies and published in regional and national fire training schedules that are available from Regional Fire Coordinators. FIREPRO parks have been authorized training funds. Non-FIREPRO area training needs are funded by the regional FIREPRO funds. You may contact your Regional Fire Coordinator or Regional Employee Development Officer for further information.

HORACE M. ALBRIGHT EMPLOYEE DEVELOPMENT FUND

The Horace M. Albright Employee Development Fund is an endowment fund honoring former Director Horace M. Albright. The Horace Albright Fund's primary purpose is to provide NPS employees with sabbatical grants that will enable them to participate in developmental activities directed toward enhancing personal growth and organizational achievement. Sabbaticals are defined as any opportunity to develop additional NPS park-related occupational knowledges, skills, or competencies. The Fund provides developmental opportunities beyond the reach of appropriated NPS funding; it does not replace employee development programs authorized through regular Congressional appropriations.

These endowment funds are managed by the National Park Foundation and are derived primarily from interest earned on the investment of monies privately contributed to the Horace Albright Fund. Horace Albright Fund monies derived from the contribution of the Wallace Funds of The Reader's Digest are limited to developmental experiences in historic preservation/conservation and management.

Each year the Horace Albright Fund provides sabbatical grants to permanent qualifying employees at all organization and grade levels, in any job series, and from any National Park Service unit or office. Employees receiving Horace Albright Fund grants are selected by a National Park Service Committee. Full or part-time NPS employees on a permanent appointment with five or more years of NPS experience (including seasonal appointments) who received at least a satisfactory rating on their most recent performance appraisal are eligible to apply for grants. This program is announced to eligible employees annually.

Operations

HOUSING UNIT DESIGN ASSISTANCE TEAM (HUDAT)

Program Code: 5325 Title Code: HUDAT

During the past year, the Employee Development Division worked in a cooperative effort with the Service's Housing Oversight Committee to design and offer 40 hour training experiences for the members of the Regional technical HUDAT (Housing Unit Design Assistance Team) teams. The training concentrates its focus on those technical subjects with which the teams and their members need to be informed as they work with park and central office personnel in the Service's initiative to upgrade park employee housing. Included in the training is a reexamination of those communication and interpersonal skills so vital to success in any human interaction. The 1988 sessions were held in Rocky Mountain National Park and at Cape Hatteras National Seashore. Additional sessions are being planned for those park personnel who will be working most directly with the technical teams from the Regional offices.

PARTICIPANTS: New HUDAT team members and employees assigned to work cooperatively with the teams.

CLASS SIZE: To be announced

NUMBER OF TIMES CONDUCTED: To be announced

DATES/LOCATION: To be announced

ORIENTATION TO NPS OPERATIONS

Program Code: 8106 Title Code: ORIENT NPS OPERS

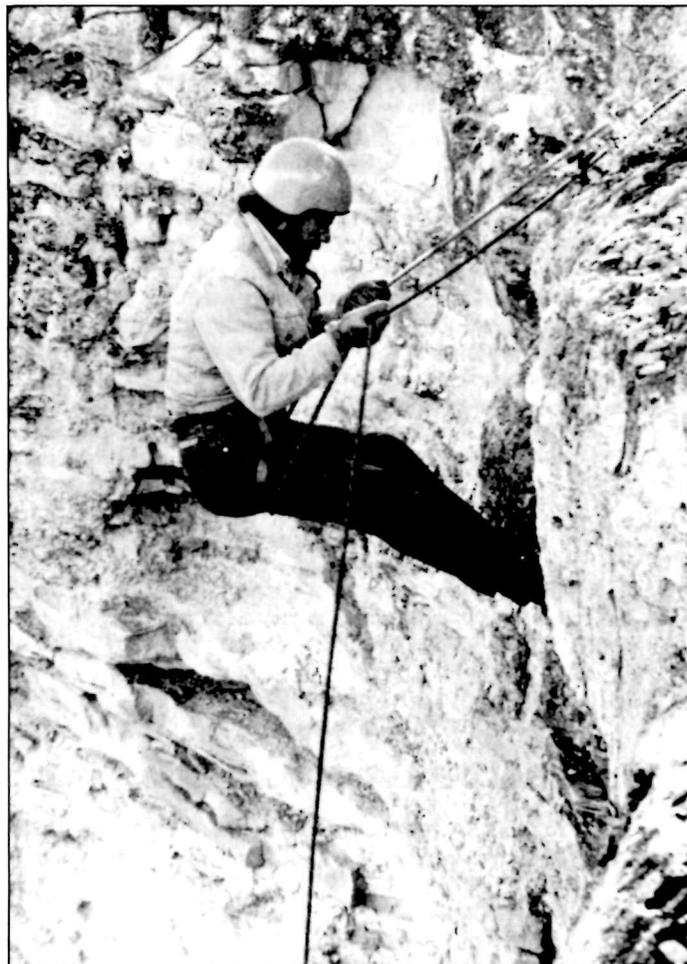
This course familiarizes and acquaints new employees with the overall mission and operation of the National Park Service. Employees will be oriented to the entire spectrum of responsibilities, duties and tasks that make up the organization internally and impact it externally.

PARTICIPANTS: Any employee with 3 years or less of permanent National Park Service employment. (40 hours)

CLASS SIZE: To be announced

NUMBER OF TIMES CONDUCTED: To be announced

DATES/LOCATION: To be announced by Regional and Center Employee Development Officers



RANGER SKILLS

Program Code: 3140 Title Code: RANGER SKILLS

This course is designed for new employees in 025 and other GS series which require the Class A uniform. These employees must be involved in preservation, protection, resource management, recreation or interpretation with public contact work on a continuing basis. This course will provide a perspective of ranger skills and concepts in the fields of interpretation, protection, resource management, communications, supervision and administration. As this is a skills course, individuals with substantial experience in the majority of these fields should not apply. Through study in these fields, a foundation of understanding of NPS operations in these disciplines will be formed. Material will be presented through lectures, group discussions and practical exercises, including a field study project.

PARTICIPANTS: Uniformed employees in the following series with less than five (5) years permanent experience: GS-025, 170, 188, 193, 401, 404, 462, 1010, 1015, 1016, 1810, 1811. Those in series 170 through 1811 must be involved in preservation, protection, resource management, recreation or interpretation with public contact work on a continuing basis. (320 hours)

CLASS SIZE: 30

NUMBER OF TIMES CONDUCTED: 3

DATES/LOCATION: January 9-March 3, 1989
Albright Employee Development Center

March 28-May 18, 1989
Albright Employee Development Center

First Quarter, FY 1990
Albright Employee Development Center

DESIGN FOR PARKS (NATURAL AREAS)

Program Code: 5122 Title Code: DES PARKS NAT ARE

If properly used, park design can be a key component in a park's effort to protect resources and provide a quality visitor experience. Design considerations should be addressed in ongoing park management and maintenance activities as well as during the course of specific design and construction projects. To make better use of park design as a resource protection mechanism and to improve the visual quality of the parks a better understanding of design in parks is needed by park management and maintenance staff. This course will: (1) discuss specific ways that design can be used to manage the impacts of visitor use, (2) discuss the relationship between design, interpretation, and the visitor experience, (3) discuss the historical basis for design in parks, (4) discuss how design in parks is different from other design situations, (5) identify typical design problems that are being faced by park units, and (6) evaluate different approaches to resolving typical park design problems.

PARTICIPANTS: Superintendents, Assistant Superintendents, Chiefs of Maintenance, entry level design professionals (Architect, Landscape Architect, Engineer), Facility Managers and Maintenance Supervisors (40 hours)

CLASS SIZE: 25

NUMBER OF TIMES CONDUCTED: 1

DATES/LOCATION: August 7-11, 1989
Grand Canyon National Park

DESIGN FOR PARKS (URBAN AREAS)

Program Code: 5123 Title Code: DES PARKS URB ARE

If properly used, park design can be a key component in a park's effort to protect resources and provide a quality visitor experience. Design considerations should be addressed in ongoing park management and maintenance activities as well as during the course of specific design and construction projects. To make better use of park design as a resource protection mechanism and to improve the visual quality of the parks a better understanding of design in parks is needed by park management and maintenance staff. This course will: (1) discuss specific ways that design can be used to manage the impacts of visitor use, (2) discuss the relationship between design, interpretation, and the visitor experience, (3) discuss the historical basis for design in parks, (4) discuss how design in parks is different from other design situations, (5) identify typical design problems that are being faced by park units, and (6) evaluate different approaches to resolving typical park design problems.

PARTICIPANTS: Superintendents, Assistant Superintendents, Chiefs of Maintenance, entry level design professionals (Architect, Landscape Architect, Engineer), Facility Managers and Maintenance Supervisors (40 hours)

CLASS SIZE: 25

NUMBER OF TIMES CONDUCTED: 1

DATES/LOCATION: May 22-26, 1989
Golden Gate National Recreation Area

LEGAL AND POLICY ISSUES ON ACCESSIBILITY FOR DISABLED PERSONS: AN EXECUTIVE WORKSHOP

Program Code: 4316 Title Code: LEG POL IS AC DIS

This two-day executive workshop, which will be held in Washington, D.C., is designed to present the legal and policy foundations of the Architectural Barriers Act and Section 504 of the Rehabilitation Act of 1973. These laws require accessibility for disabled persons in all facilities, programs, and services. The focus will be on how these laws impact on the day-to-day operation of the National Park System. Discussion will be led by representatives from the Department of Justice, the Architectural and Transportation Barriers Compliance Board, the Department of the Interior, and National Park Service.

PARTICIPANTS: Regional and WASO management and other staff in managerial and policy making positions. (16 hours)

CLASS SIZE: 30

NUMBER OF TIMES CONDUCTED: 1

DATES/LOCATION: May 10-11, 1989
Washington, D.C.

NOTE: This course is to be funded by benefitting account.

Planning

PLANNING FOR ACCESSIBILITY COORDINATORS

Program Code: 5317 Title Code: PLAN ACCESS COORD

This course is designed to provide information, assistance, and guidance to collateral duty accessibility coordinators to meet the requirements of NPS Special Directive 83-3 (Accessibility for Disabled Visitors) and Section 504 of the Rehabilitation Act. Participants will be able to develop comprehensive action plans at the park level for disabled visitors; assess architectural and program barriers to full utilization of parks by disabled visitors and determine solutions to those barriers; identify sources of available technical assistance to parks; and determine methods and strategies of public involvement of disabled populations in park planning. Upon completion of this course, trainees will be appointed as the collateral duty accessibility coordinator for their NPS units. Prior to receiving course certification, participants will be required to submit a comprehensive action plan for accessibility in their areas. (Non-park staff will complete a comparable project suited to an operational area.)

PARTICIPANTS: Permanent employees for any park, regional, WASO or Service Center division either currently serving as an accessibility coordinator or those eligible to be appointed as coordinator upon return to their area. Consideration will also be given to individuals from operational divisions whose participation in this course would enhance their ability to integrate planning for disabled persons into ongoing programs, i.e., safety, interpretation, maintenance, concessions, etc. Participants must also be able to develop and complete a post-course assignment of writing a comprehensive action plan for their NPS unit (or other appropriately designed individual project.) Immediate supervisor must confirm that the employee will be able to assume the post-course assignment prior to sending employee to this training.

CLASS SIZE: 30 (15 NPS and 15 non-NPS)

NUMBER OF TIMES CONDUCTED: 1

DATES/LOCATION: February 27-March 3, 1989
San Francisco, CA

NOTE: This course is to be funded by benefitting account. It will be open on a tuition basis to non-NPS participants.

PLANNING BEYOND PARK BOUNDARIES

Program Code: 5124 Title Code: PLAN BEY PK BOUND

This course will provide park managers with an understanding of the land use planning/regulatory processes and decision-making mechanisms related to activities on adjacent lands that may adversely affect park resources and values and to help protect park resources and values by increasing the ability of managers to effectively participate in decisions related to such activities. The course will: (1) identify and discuss the major adjacent land issues being faced by units of the National Park System, (2) discuss the magnitude of the problem for the System, (3) identify specific legal authorities that can be used in addressing adjacent lands issues, (4) identify key points in land planning decisions when input from park managers is critical to park protection, (5) evaluate different methods of addressing external issues and discuss what approaches work in different situations, and (6) discuss short and long term strategies for dealing with external issues.

PARTICIPANTS: Superintendents or Assistant-Superintendents in parks identified as having significant external issues. Planning professionals working in or with parks identified as having significant external issues. (40 hours)

CLASS SIZE: 25

NUMBER OF TIMES CONDUCTED: 1

DATES/LOCATION: February 27-March 3, 1989
Everglades National Park



RESOURCE MANAGEMENT PLAN DEVELOPMENT

Program Code: Title Code:
1972 RESO MAN PLAN DEV

The Service has recently revised the Resource Management Plan Guidelines in response to recommendations from the GAO and Congress that park resource management plans do not provide adequate programming information. The revised RMP guidelines include some significant changes. Park and Regional staff developing RMP's will require training on how to interpret and use the new guidelines.

Participants will become skilled in interpreting and using the revised resource management plan guidelines to: (1) identify the major resource management objectives and issues in the park, (2) document the ongoing resource management program, (3) record accomplishments, and justify unfunded activities.

PARTICIPANTS: Natural and Cultural Resource Management Specialists, Regional Natural and Cultural Resource Specialists, Park Rangers—Resource Management. (16 hours)

CLASS SIZE: 30

NUMBER OF TIMES CONDUCTED: 1

DATES/LOCATION: March 29-30, 1989
Mather Employee Development Center

EXECUTIVE GRANTS WORKSHOP

Program Code: Title Code:
4728 EXECU GRANTS WKSP

In recent years the Land and Water Conservation Fund (L&WCF) and Urban Parks and Recreation Recovery (UPAAR) grant programs have undergone dramatic changes particularly in regards to lower funding levels and a greater number of conversions of assisted projects to uses other than the intended recreation use.

This workshop is focused on the major program issues affecting front line managers. These, in addition to greatly increased conversions, include fiscal controls, planning, civil rights compliance, State initiatives, and other legal and regulatory issues. Participants will also provide input for updating the L&WCP and UPARR manuals.

PARTICIPANTS: Recreation Grants Program Managers who are involved with the L&WCF and UPARR grant program.

CLASS SIZE: 30

NUMBER OF TIMES CONDUCTED: 1

DATES/LOCATION: To be announced
Location to be announced.

NOTE: This course is to be funded by benefitting account.

SEMINAR IN ADVANCED GRANTS ISSUES

Program Code: Title Code:
4828 ADV TECH GRANT WK

In recent years the L&WCF (Land and Water Conservation Fund) and UPARR (Urban Parks and Recreation Recovery) grant programs have undergone dramatic changes. This course is designed to update recreation grant specialists on changes that are taking place in the program.

The seminar will focus on existing regulations and laws impacting recreation grants administration, but in addition may cover such new areas as vulnerability control, advanced data base management, fiscal controls and financial recordkeeping, 504 compliance, minority business enterprise, audit requirements, and revised state planning requirements of the L&WCP and UPARR programs.

PARTICIPANTS: Outdoor Recreation Planners and Program Analysts, Grades GS 5-12; WASO and Regional Grants Supervisors, Grades GS 12-14; and state personnel dealing with NPS grant programs. (40 hours)

CLASS SIZE: 24

NUMBER OF TIMES CONDUCTED: 1

DATES/LOCATION: June 5-9, 1989.
Mather Employee Development Center

NOTE: This course is to be funded by benefitting account. It will be open on a tuition basis to non-NPS participants.

STATE AND LOCAL RIVERS AND TRAILS CONSERVATION ASSISTANCE

Program Code: Title Code:
1973 STA LOC RIV TRL

This workshop will provide guidance and skills to new Park Service staff in the philosophy and techniques of state and local river conservation assistance; to address program modification; and to define program issues.

PARTICIPANTS: Outdoor Recreation Planners, GS 7-12 (40 hours)

CLASS SIZE: 25

NUMBER OF TIMES CONDUCTED: 1

DATES/LOCATION: April, 1989, specific date to be announced.
San Francisco, CA

NOTE: This course is to be funded by benefitting account.

Recreation/Grants

STATEWIDE OUTDOOR RECREATION PLANNING WORKSHOP

Program Code: 4727 Title Code: SCORP IMPL WKSHP

This workshop will provide guidance on policy and procedures to all employees currently working on Statewide Comprehensive Outdoor Recreation Plans (SCORPs). In their roles as reviewers and coordinators they must assure continuity and consistency throughout the Service, address program modifications, and define program issues.

PARTICIPANTS: NPS Outdoor Recreation Planners (GS 9-12) and State Planners. (24 hours)

CLASS SIZE: 24

NUMBER OF TIMES CONDUCTED: 1

DATES/LOCATION: March 20-23, 1989
Charleston, South Carolina

NOTE: This course is to be funded by benefitting account. It will be open on a tuition basis to non-NPS participants.



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Legal and Policy Issues on Accessibility for Disabled Persons: an Executive Workshop	May 10-11	Washington, D.C.	29
Planning for Accessibility Coordinators	February 27-March 3	San Francisco, CA	30
Planning Beyond Park Boundaries	February 27-March 3	Everglades NP	30
Resource Management Plan Development	March 29-30	Mather	31
Recreation/Grants			
Executive Grants Workshop	TBA	TBA	31
Seminar in Advanced Grants Issues	June 5-9	Mather	31
State and Local Rivers and Trails Conservation Assistance	April (TBA)	San Francisco, CA	31
Statewide Outdoor Recreation Planning Workshop	March 20-23	Charleston, SC	32

* Albright = Albright Employee Development Center
 BIFC = Boise Interagency Fire Center
 FLETC = Federal Law Enforcement Training Center
 Mather = Mather Employee Development Center
 TBA = To be Announced
 WASO = Washington Office

PLANNING SHEET

This space may be used for your notes when planning your individual development with your supervisor)

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