



Courier

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T R A I N I N G O P P O R T U N I T I E S



I have always viewed training as a vital management tool in maximizing employee development and organizational effectiveness. All of us perform our assigned tasks more efficiently when we know, understand, and utilize the most modern skills and techniques available to us provided those skills and techniques are employed with an enlightened and sensitive perspective for the changing needs of the society and the priorities of any current administration. Training plays a vital role in increasing our knowledge, developing our skills, and providing us with an enlightened view of our changing world. In times such as these, characterized by tight fiscal limitations, it is even more imperative that we put every effort possible into insuring the most effective use of every position available to us.

Soon after becoming Director, I shared my concern for training in a memorandum to all employees. I also appointed a special task force under the direction of the Deputy Director to conduct an in-depth review of our current training program and to make recommendations for

improvement. To further ensure the highest level of attention possible for our training and employee development effort, on March 10, 1981, I appointed a special Training Development Review Board (TDRB) chaired by the Deputy Director. The Board membership includes a regional director and a field superintendent along with members of the WASO Directorate.

This special issue of the COURIER announcing the FY82 Servicewide courses to all employees is a further effort to indicate my special concern for employee training in satisfying organizational needs and employee career development. I recommend that this issue be given serious consideration by every Service employee.

Russell E. Dickinson

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To all National Park Service employees:

The National Park Service encourages and assists employees in their self-improvement and provides formal training courses as well as other types of individual and group developmental experiences as a basic means of developing and maintaining a competent, efficient and motivated workforce to accomplish its programs and mission. Training and developmental experiences are planned and utilized to satisfy the job requirements and career needs of employees without discrimination because of race, religion, color, national origin, sex, age, or any other non-job performance related factors.

Identification of specific developmental needs for any individual employee for improved performance on the present job and/or for career development requires a continuous cooperative effort on the part of the employee and the employee's supervisor. While identification of the employee's developmental needs is an ongoing process occurring, in part, anytime there is a discussion between the employee and his/her supervisor relating to job expectation, performance and/or career enhancement, the most formal, and required, discussion is held as part of the annual performance appraisal. As a result of the review of performance expectations and current results, plans should be made to involve the employee in developmental

experiences which will foster improved on-the-job performance and career enhancement. These plans can include many types of developmental experiences including, but not limited to, formalized training courses. The process enjoys its greatest credibility and is most effective when there is documentation of the plan.

In FY82, Form 10-182b will be used to assist training staffs (regional and Servicewide) in determining training and developmental needs of Service employees. I encourage every employee to participate in the entire performance appraisal process so that the input provided for the FY83 training program will accurately reflect the training needs of the Service. The offerings described in this special issue of the Courier will be the primary courses/programs used for most Service employees when their plans call for formalized training to improve skills, knowledges, and abilities related to official duties.

For courses beginning October 1981 through March 1982, application forms should be sent to the appropriate regional, WASO, or Design and Service Center training officer. (A list of all training officers is located at the end of this booklet.) The due date for course applications is cited in the course announcement for each individual offering sent from the sponsoring training center. Your personnel or administrative specialist can supply you with the appropriate

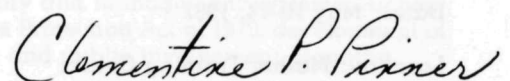
forms. Selections for **all courses** beginning after March will be done on a quarterly basis. Thus:

For courses beginning April 1 to June 30—applications are due by February 1;

For courses beginning July 1 to September 30—applications are due by May 1.

This "early selection" process enables the training centers to more fully tailor the course contents to the specific needs of the employees attending.

The Albright and Mather Training Centers are operated to develop and offer training experiences which are unique to the needs of National Park Service employees. These courses, and those of the Federal Law Enforcement Training Center and those sponsored by the WASO Division of Training, are, of course, not the only formal experiences available. Employees are encouraged to consult the catalogs of the U.S. Department of Agriculture Graduate School, Office of Personnel Management, and the Department of the Interior Skills Training Center, as well as those from local colleges/universities and a wide range of professional organizations and training vendors. Check with your training officer to procure copies of these catalogs.



Clementine P. Pinner
Chief Training Officer

ADMINISTRATION: LINE MANAGERS

Program Code: Title Code:
4802 ADMINIST LIN MGRS

This course is designed to provide park managers with the administrative knowledge necessary in park operations. Emphasis will be placed on the operation of an imprest fund, the processing of personnel actions, the maintenance of property and procurement records, the small purchase process, the initial detail for developing anticipated contracted services or products, park accounting operations, and fee collection and financial management. Some detail will be provided in office management and office systems.

Participants: Park or area managers. (40 hours)

Dates: July 12-16, 1982

Location: Mather Training Center

COST AND PRICE ANALYSIS

Program Code: Title Code:
4821 COST PRICE ANALYS

This course is required training for Level II and III contracting officers. The present basic principles of cost and price analysis include cost elements and profit fee determination differences between a cost analysis versus a price analysis.

Participants: Levels II and III contracting officers. (24 hours)

Dates: February 17-19, 1982

Location: Mather Training Center

PROPERTY MANAGEMENT (REAL AND PERSONAL)

Program Code: Title Code:
4719 PROP MGT REAL PER

This course is designed to address recognized problems in the National Park Service property management procedures. Significance of new requirements and implementation of new regulations will be covered in depth. The design of this training is directed to those individuals with key responsibility in the execution of property directives, maintenance of essential records, and duties directly concerned with disposal of property.

Participants: Property officers, field and regional. (40 hours)

Dates: May 10-14, 1982

Location: Mather Training Center

CONTRACT LAW ANALYSIS

Program Code: Title Code:
4718 CONTRA LAW ANALYS

This training is required for Level II and III contracting officers. The course will cover various aspects of contract law including GAO cases. It will also cover Department of Labor regulations, and protests/disputes procedures.

Participants: Levels II and III contracting officers. (40 hours)

Dates: June 21-25, 1982

Location: Mather Training Center

FUNDAMENTALS OF TRAINING

Program Code: Title Code:
3601 FUNDAMENT OF TRNG

This course will improve training techniques and instruct in support techniques, i.e., objective writing, furniture arrangements, notification methods, workbook preparation, and other elements of the total training event. It is proposed that the NPS Training Methods Manual be the standard text for this course, as it provides professional training philosophy and techniques suitable for all types of Service training.

Participants: Individuals charged with either coordination and/or instruction of training events. (40 hours)

Dates: February 1-5, 1982

Location: Mather Training Center

CONCESSIONS ADMINISTRATION FOR LINE MANAGERS

Program Code: Title Code:
4823 CONCE ADM LI MGRS

Park managers must have an understanding of the broad-based philosophies and processes, and the rationale to support such, in managing the contracting function and the day-to-day administration of concessions. This course is designed to help managers gain this understanding as it relates to contracting and financial management. Line managers, after completion of the course, will be able to develop fact sheets and/or prospectuses for concession authorities. They will also be able to read, understand and address problems concerning financial statements, and be equipped to deal with the expertise of the concessioners' staff.

Participants: Park managers; superintendents; line managers. (40 hours)

Dates: January 18-22, 1982

Location: Mather Training Center

CONCESSIONS EVALUATION AND PRICING

Program Code: Title Code:
4818 CONCES EVAL PRICG

In response to the GAO's report on NPS concessions management, this Servicewide training program will be repeated. Both the Concession Evaluation Program and the Rate Approval Program require that NPS employees receive training in the use and administration of these programs before they are permitted to perform the processes. This course will give participants the capability to do their job in the area of rate approval and evaluations. In the past fiscal year, incomplete or incorrect evaluation reports were received. Additionally, the rate approval program has been drastically changed. The training at a concession facility allows students to receive firsthand on-site experience in accomplishing the processes. Students will leave with basic knowledge of concessions, and also be able to produce evaluation reports and rate studies.

Participants: Superintendents and park rangers; administrative officers, administrative assistants, assistant superintendents at small parks; technicians, concession assistants, specialists, and any NPS employee with concession responsibility. Grades GS 7-12. (40 hours)

Dates: March 22-26, 1982

Location: Blue Ridge Parkway

CURATORIAL METHODS I

Program Code: Title Code:
9929 CURAT METHOD PS I

This course is designed to acquaint field personnel with the basic skills involved in park-level curatorial care of museum collections. Many individuals assigned responsibility for collections care have never had curatorial training. Those with curatorial experience, but new to NPS policy and procedures will be better equipped to care for collections according to NPS policy and standards as a result of this course. Executive Order 11593 and Historic Preservation Act Amendments of 1980 require inventory and adequate curatorial care of collections.

Participants: Museum technicians, museum aids, park technicians, curators, interpreters. Grades GS 4-11. (40 hours)

Dates: January 11-15, 1982

Location: Mather Training Center

CRITICAL ISSUES: WORKSHOP IN CURATORIAL MANAGEMENT

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

The purpose of this course is to establish on an annual basis, training that would respond to critical curatorial issues, programs, and new procedures/technologies. Emphasis of subject matter would vary from year to

year. The Servicewide program would be offered to regional curators and other key curators who would have the capability of organizing a similar course on a regional basis. This annual process would offer an opportunity to disperse critical information Servicewide in a cost-effective manner. Critical issues that might be addressed are: accountability (some courses given FY 1981); preparation for an audit of collections; introduction to video disc technology to the National Catalog; and upgrading of security. Executive Order 11593 and Historic Preservation Act Amendments of 1980 require inventory and adequate curatorial care of collections.

Participants: Regional curators; curators. Grades GS 7-14. (24 hours)

Dates: February 9-11, 1982

Location: Mather Training Center

CULTURAL RESOURCES MANAGEMENT

Program Code: Title Code:
1803 CULTURAL RESOURCES

This course will familiarize superintendents and supervisors of historic parks containing important cultural resources with detailed knowledge of the basic principles, regulations, laws, and policies concerning cultural resources management. This course is designed as a core course for all NPS personnel involved in cultural resources management.

Participants: Superintendents and supervisors of historical parks, and other parks with important cultural resources. (40 hours)

Dates: June 7-11, 1982

Location: Mather Training Center

WORKSHOP IN ANTHROPOLOGY: ISSUES AND POLICIES

Program Code: Title Code:
1814 WKP ANTHRO ISU PO

Due to the diversity of the nine regions, coordination and administration of standards in anthropological concerns has been difficult and tenuous. This course will bring together professionals from each region to discuss and develop future plans of coordination in the field of Service policy in cultural resources decision-making; NPS-28 Guideline; exchange of professional views/solutions to key Servicewide issues; curatorial, history and historic architectural programs; computerized cultural site inventory and management systems; Archeological Resources Protection Act of 1979; development of research design; and public involvement planning.

Participants: Regional archeologists/anthropologists and archeological center chiefs GS-13 and above; park research or staff anthropologists/archeologists GS-12 and below who are involved in park archeological programs. (Not appropriate for employees involved in external archeological programs.) (40 hours)

Dates: May 17-21, 1982

Location: Santa Fe, New Mexico



Cultural Resources Management

PROGRAM ADMINISTRATION OBJECTIVES FOR EEO PERSONNEL

Program Code: 4309 Title Code: PRO AD OBJ EO PER

The purpose of this training is to improve the present skills of individuals involved with the National Park Service EO program. The objectives of this course are to: (1) acquaint participants with the legal basis for the Special Emphasis Program; (2) learn how to evaluate the effectiveness of their programs; (3) address problem identification and resolution; (4) acquaint participants with the management process as appropriate to their EEO responsibilities; and (5) provide management theories and how to apply them to everyday work situations. These objectives are especially appropriate to individuals in the professions specified. Because all of the park FWPMs and HEPMs are collateral duty, they would need training on how to manage their programs with time limitations.

Participants: Regional and park equal opportunity officials; regional and park FWPMs/HEPMs. (40 hours)

Dates: May 17-22, 1982

Location: Mather Training Center

INTERPRETATION PROGRAM MANAGEMENT

Program Code: 9927 Title Code: INTERP MANAGEMENT

Changes in visitation and use of national park areas, reduced budgets and staff size, and the increasingly complex nature of the problems facing park management require a broadened outlook and attitudinal change on the part of interpretive program managers.

Participants in this course develop improved abilities to deal with resource management problems, safety and protection of resources, public involvement, and services to special and international visitors.

Participants: Interpretive program managers, chiefs and assistant chiefs of Interpretation and I&RM, area managers, superintendents responsible for interpretation, with particular emphasis on those in new interpretive positions. Grades GS 9-13. (40 hours)

Dates: January 25-29, 1982

Location: Mather Training Center

INTERPRETIVE OPERATIONS FOR FIRST-LINE SUPERVISORS

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

First-line supervisors (GS 5-9 technicians and rangers) are faced with a myriad of responsibilities to assure a successful interpretive program. Skills and knowledge necessary for success are often obtained piecemeal or not at all. The success of a park's interpretive program depends largely upon the abilities of the interpretive first-line supervisors and their staffs. 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 that operation. Participants learn to train front-line interpreters in a variety of techniques; to apply the "nuts and bolts" of interpretive activities and determine their appropriateness in the parks; and to 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



Interpretation

certification for this course, each participant is required to conduct one training course at their park for employees of their park and of neighboring areas.

Participants: Field interpreters in a first-line supervisory or "lead" position, generally park technicians and park rangers. Grades GS-5 through 9. (80 hours)

Dates: February 22-March 5, 1982

Location: Mather Training Center

INTERPRETATION FOR SPECIAL POPULATIONS

Program Code: 9921 Title Code: INTER SPECIAL GRP

This course provides front-line interpreters, supervisors and interpretive planners with knowledge, skills, and information to expand interpretive opportunities for disabled populations. Primary emphasis is placed on programs and services for the visually, hearing, mobility and mentally impaired. A secondary focus is how to apply this information to specific challenges and issues facing the Service and how to develop alternative solutions.

Participants: Field and regional interpreters who are responsible for developing and implementing interpretive programs that are more accessible to disabled populations. (40 hours)

Dates: March 22-26, 1982

Location: Mather Training Center

CROSS-CULTURAL INTERPRETATION

Program Code: 9946 Title Code: CROS CULT INTERP

Rapidly increasing foreign visitation mandates a need for intelligent service to foreign visitors. Our response is often shallow, with translation and a few "facts" out of context. This course is designed to provide trainees with the ability to identify unintended negative cultural implications, biases of basic content, pitfalls of mere translation, and heightened sensitivity to cross-cultural problems. Recording of reports and presentations may result in a printed proceedings for extended training.

Participants: Regional chiefs of Interpretation, chiefs of Interpretation at cross-cultural type parks and at areas with heavy foreign visitation; DSC and HFC interpretive planners, superintendents. Grades GS 9-14. (40 hours)

Dates: April 19-23, 1982

Location: Mather Training Center

SPANISH CULTURE INTERPRETATION

Program Code: 9944 Title Code: SPANSH CULTR INTE

The seminar provides the participants with an objective understanding of Spanish cultural influences in the United States. This is important to the effective interpretation of a large number of national parks. The course includes an analysis of the Spanish Mission period, cultural stress in hispanic America, international power struggles and nationalistic attitudes. The result should be a balanced and up-to-date view of the Spanish presence not commonly available without lengthy research.

Participants: Chiefs of Interpretation, park historians, rangers or park archeologists who present interpretive programs or supervise interpreters involved in Spanish cultural influences. Southwestern, Western and South-eastern Regions. (32 hours)

Dates: January 26-28, 1982

Location: To be announced

RANGER SKILLS

Program Code: 3140 Title Code: RANGER SKILLS

This course is designed to provide new rangers/technicians (025-026) with basic skills and concepts in the fields of interpretation, protection, resource management, communication, supervision and administration as they relate to recurring job responsibilities. Through study in these fields, a foundation of understanding of overall NPS operations will be formed.

Participants: Rangers/technicians (025-026) with less than 5 years experience who have not attended an

"Introduction to National Park Service Operations" course. As this is a skills course, individuals with substantial experience in the majority of the above fields should not apply. (200 hours)

Dates: October 15–November 19, 1981*; February 25–March 31, 1982; April 14–May 18, 1982.

Location: Albright Training Center

* Only this session will be provided with interpreters for those with hearing handicaps.

DIVEMASTER SCUBA CERTIFICATION

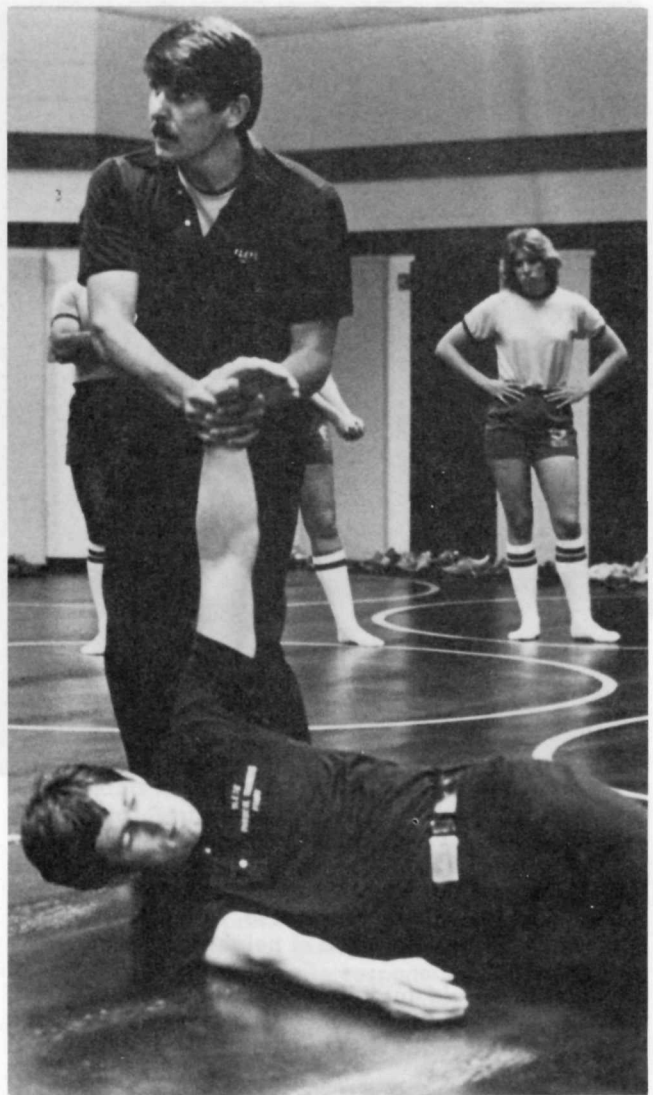
Program Code: 5312 Title Code: DIVMAS SCUBA CERT

This course is designed to provide employees who supervise NPS diving operations with the technical skills and decision-making capability necessary to manage an NPS unit or area diving program. Also emphasis will be placed on administrative skills dealing with such programs. Participants will gain knowledge of NPS dive policy, procedures for conforming to NPS and OSHA safety regulations, SCUBA accident prevention and management, dive site analysis and dive planning, diver and dive team evaluations, and area dive team record keeping and equipment purchasing procedures.

Participants: Employees who have completed NPS diving certification (or will have completed certification prior to the course) and who are or will be responsible for and/or are actively supervising a park or unit's diving operation will be eligible. (104 hours)

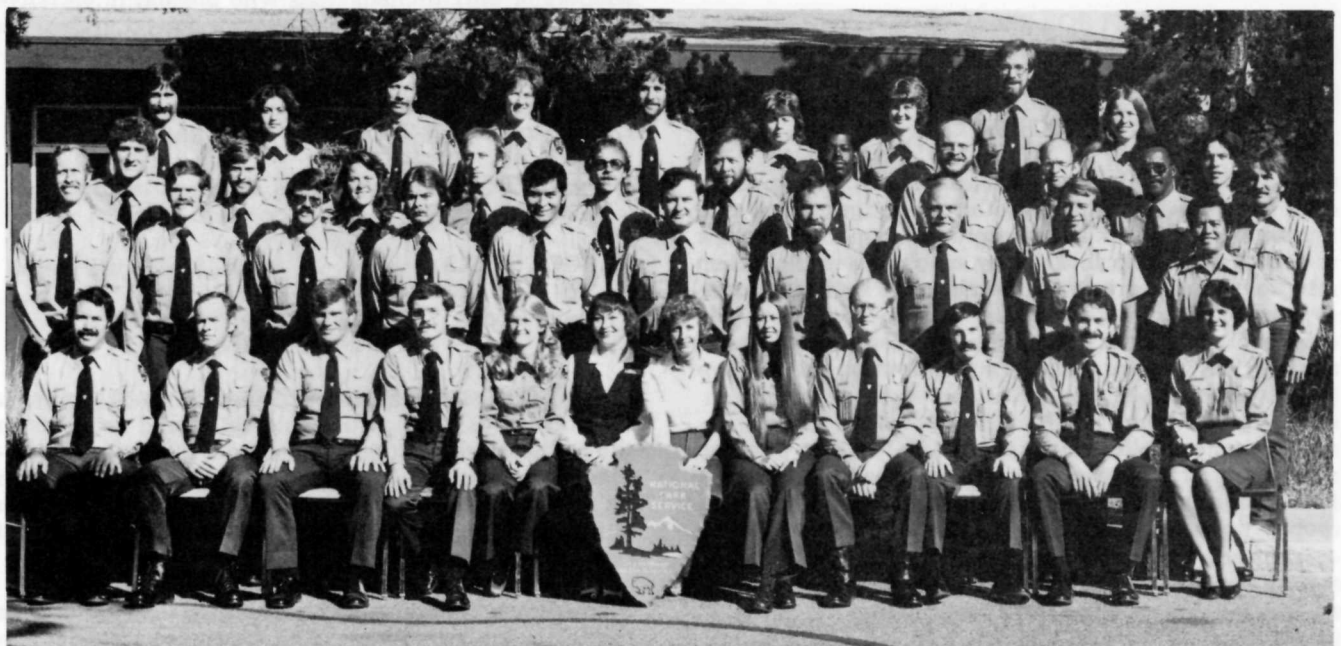
Dates: September 9–24, 1982

Location: Lake Mead National Recreation Area & Scripps Institute of Oceanography (La Jolla, CA).



Law Enforcement

Ranger Skills Class



ADVANCED OPERATIONAL SCUBA DIVING

Program Code: Title Code:
5313 ADV OPR SCUBA DIV

This course is designed to provide **basic**, certified NPS SCUBA divers the opportunity to validate and reinforce basic diving skills and develop the **advanced** diving skills necessary for a wide variety of NPS underwater operations.

Participants: Employees who have completed NPS diving certification (or will have completed certification prior to the course) and who are, or will be actively involved in NPS underwater activities and operations. (80 hours)

Dates: September 13-24, 1982

Location: Lake Mead National Recreation Area & Scripps Institute of Oceanography (La Jolla, CA).

MANAGING EMERGENCY OPERATIONS

Program Code: Title Code:
5314 MNG EMERGCY OPERA

This course is designed to assist participants in the planning and actual management of emergency operations to minimize the effects of disasters such as avalanches, floods, bus wrecks, structural fires, etc., to establish responsibility for managing emergency operations in NPS areas; and to familiarize participants with the basic concepts of pre-planning, developing emergency preparedness plans, and training personnel.

Participants: Employees with responsibilities for accomplishing duties in the field of emergency operations such as chief rangers, district rangers, sub-district rangers. (40 hours)

Dates: March 29-April 2, 1982

Location: Albright Training Center

BASIC LAW ENFORCEMENT FOR LAND MANAGEMENT AGENCIES

Program Code: Title Code:
3134 BASIC LE LAND MGT

This is intensive basic-training covering 364 hours. The curriculum has been especially developed for land management agencies and is designed to meet the basic training required of park rangers and technicians in order to qualify for law enforcement commissions.

Participants: Park rangers and technicians not presently commissioned. (364 hours)

Class Size: 24 (Includes all Land Management Agency students)

Class Offerings: 10

Dates/Location: Dates to be announced by NPS agency representative, Federal Law Enforcement Training Center, Glynco, Ga.

LAW ENFORCEMENT FOR MANAGERS

Program Code: Title Code:
3125 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, managing patrol and investigative functions, 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

Class Offerings: 2

Dates/Location: Dates to be announced by NPS agency representative, Federal Law Enforcement Training Center, Glynco, Ga.

CRIMINAL INVESTIGATOR TRAINING

Program Code: Title Code:
3129 CRIMINAL INVESTIG

This program emphasizes the knowledge and skills essential to the investigation of violations of federal criminal law. The curriculum stresses the legal elements of federal law enforcement. Other elements of the program include Federal course procedures, interviewing and surveillance.

Participants: Park rangers and technicians with a law enforcement commission and a demonstrated interest and ability in criminal investigation. (280 hours)

Class Size: 24 (Includes all Federal law enforcement agencies)

Class Offerings: 20

Dates/Location: Dates to be announced by NPS agency representative, Federal Law Enforcement Training Center, Glynco, Ga.

ADVANCED LAW ENFORCEMENT PHOTOGRAPHY

Program Code: Title Code:
3133 ADV LAW ENF PHOTO

This Advanced Law Enforcement Photography course provides a compact study in basic investigative photography techniques and equipment. It also provides for the demonstration by the student of specific knowledge and skills necessary for successful performance in the field.

Participants: Criminal investigators with a basic knowledge of photography equivalent to the proficiency level

attained in the basic photography course in the Criminal Investigator Training. (40 hours)

Class Size: 12 (Includes all Federal law enforcement agencies)

Class Offerings: 12

Dates/Location: Dates to be announced by NPS agency representative, Federal Law Enforcement Training Center, Glynco, Ga.

FIREARMS INSTRUCTOR TRAINING COURSE

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. He will attend effective instructional presentations taught by the Center's educational specialists.

Each participant will benefit from lectures, demonstrations, and active participation in FLETC firearms courses. He 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:*

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.
4. In good physical condition, since participant will perform in stress courses of fire. (80 hours)

Class Size: 24 (Includes all Federal law enforcement agencies)

Class Offerings: 12

Dates/Location: Dates to be announced by NPS agency representative, Federal Law Enforcement Training Center, Glynco, Ga.

DRIVER TRAINING INSTRUCTOR COURSE

Program Code: 3608 Title Code: DRIVER TRNG INSTR

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 benefit from lectures, demonstrations, active participation, and will gain experience through practical application.

Participants: Park rangers and technicians with law enforcement commissions. (80 hours)

Class Size: 24 (Includes all Federal law enforcement agencies)

Class Offerings: To be announced

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

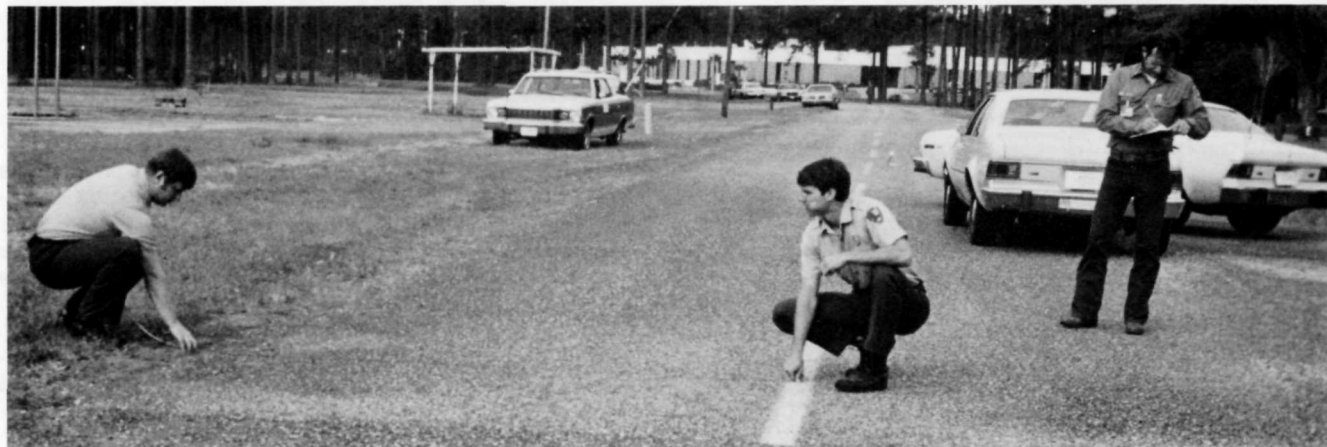
VEHICLE ACCIDENT INVESTIGATION

Program Code: 3119 Title Code: ACCIDENT INVESTIG

This course is intended to provide the commissioned law enforcement officer with tools and techniques essential to the investigation of motor vehicle accidents. It promotes skills in the accurate measurement, recording, and drawing of accident scene diagrams. Describes proper methods for photographing accident scenes and identifies proper procedures to be utilized in managing an accident scene to protect visitors, property, and evidence.

Participants: NPS personnel who possess law enforcement commissions and who require state-of-the-art training in motor vehicle accident investigation procedures and techniques. This course can serve as a

Law Enforcement



remedial training experience for personnel needing to improve skills deficiencies in motor vehicle accident investigation. (32 hours)

Class Size: 24

Class Offerings: To be announced

Dates/Location: Dates to be announced by NPS agency representative, Federal Law Enforcement Training Center, Glynco, Ga.

INSTRUCTOR TRAINING COURSE

Program Code: 3606 Title Code: LAW ENFOR INSTRU

This program is dedicated to developing instructional techniques and classroom proficiency. It is intended for those qualified law enforcement officers who will be involved with presenting refresher and specialized training. Course content will be devoted to instructional techniques, course design, and classroom skills.

Participants: Park rangers and technicians with law enforcement commissions. (80 hours)

Class Size: 24 (Includes all Federal law enforcement agencies)

Class Offerings: To be announced

Dates/Location: Dates to be announced by NPS agency representative, Federal Law Enforcement Training Center, Glynco, Ga.

WILDFIRE INVESTIGATION

Program Code: 3142 Title Code: WILDFIRE INVEST

This is a specialized course designed for those who have been previously trained in investigation, and will bring their set of "transferable skills" to fire investigation, involving origin-cause determination, liability, and subsequent case preparation for prosecution as it relates to fire investigation involving structure, vehicle and timber, underbrush or grass.

Participants: Park rangers and technicians with law enforcement commissions. (80 hours)

Class Size: 24 (includes all Federal law enforcement agencies)

Class Offerings: To be announced

Dates/Location: Dates to be announced by NPS agency representative, Federal Law Enforcement Training Center, Glynco, Ga.

ANTIQUITIES THEFT INVESTIGATION

Program Code: 3141 Title Code: ANTIQ THFT INVEST

This is a specialized course designed for those employees who have previous training and experience in criminal investigation. The course will center on those elements of the Archeological Resources Protection Act pertinent to the cooperating agencies. Emphasis will be placed on the techniques and procedures to utilize in the identification, apprehension and prosecution of violators of the Archeological Resources Protection Act.

Participants: Park rangers and technicians with law enforcement commissions. (80 hours)

Class Size: 24 (includes all Federal law enforcement agencies)

Class Offerings: To be announced

Dates/Location: Dates to be announced by NPS agency representative, Federal Law Enforcement Training Center, Glynco, Ga.

FBI NATIONAL ACADEMY

Program Code: 3113 Title Code: FBI NATIO ACADEMY

The primary purpose of the National Academy is to train outstanding NPS personnel who have supervisory or managerial responsibility for law enforcement and protection activities in the requisite skills needed to serve as administrators and instructors in the criminal justice field. This developmental experience aids the Service in maintaining professional law enforcement program managers at the field and regional level. In addition, this program serves as an excellent training experience for future park ranger instructors for assignments at FLETC and for NPS in-service and seasonal training.

Participants: Park rangers (480 hours)

Class Size: 40* (Includes law enforcement personnel from Federal, State, and local agencies)

Class Offerings: 2

Dates/Location: Dates to be announced by the Division of Training.

*NPS positions: Two per year.

BASIC MAINTENANCE SKILLS

This program consists of a variety of courses identified at the regional or park levels to address the basic training needs of field maintenance personnel. In-service refresher, cross-cultural training, vocational training, advanced training, and skills deficiency remediation are the developmental areas that will be addressed. This program is designed for maintenance employees below the line supervisory level. This program will be directed by the Division of Training through the Mather Training Center with the assistance of the regional training officers and the Division of Maintenance, and will be implemented in the Fall of 1981.

MAINTENANCE: PARK MANAGEMENT WORKSHOP-WEST

Program Code: 7239 Title Code: PARK MGMT WORKSH

Designed for superintendents and their chiefs of Maintenance, this workshop aims to enhance skills and problem-solving techniques which relate to park facility preservation and management. It explores the interrelationships of the responsibilities of the superintendents and their chiefs of Maintenance. It is increasingly important that the Service maximize the use of limited funds and staff to provide effective management, maintenance and repair of facilities. Critical elements to the success of such efforts are acquiring and properly using inventories, inspections and codes so that visitor and employee safety is assured, and maximum economy is achieved in facility management decisions. Increased code and regulatory requirements have expanded the knowledge and awareness required of park managers. This workshop addresses in some depth the various aspects and impacts of these changes, and identifies tools to deal with them. Workshop participants assist in the development of Servicewide direction relating to facility management.

Participants: Park superintendents and their chiefs of Maintenance attending as teams. Priority will be given to teams from areas which exhibit significant maintenance needs and problems, and which can expect to contribute to Servicewide improvement efforts. (72 hours)

Dates: December 7-12, 1981

Location: Albright Training Center

MAINTENANCE: PARK MANAGEMENT WORKSHOP-EAST

Program Code: 7239 Title Code: PARK MGMT WORKSH

This workshop will emphasize professional park management skills in facilities management which includes responsibilities and procedures related to functional inventories, routine inspections, and code compliance. NPS strategy and procedures for dealing with modern codes and other requirements imposed on park facilities

will be reviewed. Alternative methods to consider in solving complex problems will be explored. Procedures for solving through the budgetary process will be identified. A Service plan to facilitate the availability of technical and professional assistance as for major maintenance, rehabilitation, and repair programs that fall within the scope of Denver Service Center responsibility will be developed. Major agenda items include roads, bridges, buildings, dams, quarters management, vehicles, water, wastewater, solid and hazardous wastes, concession-owned and NPS-owned facilities, and historic buildings.

Participants: Superintendents, chiefs of Maintenance; and facility managers. (72 hours)

Dates: March 29-April 3, 1982

Location: Mather Training Center

MAINTENANCE: HISTORIC STRUCTURES FOR TECHNICIANS

Program Code: 1806 Title Code: MAINT HIST PRESER

This course will increase the awareness of and the sensitivity for historic fabric and expand the skills of those technicians at the journeyman craft level who are involved with routine and cyclic preservation maintenance work. It is aimed at the technician level.

Participants: WG technicians. (80 hours)

Dates: March 29-April 2, 1982

Location: Mather Training Center

MAINTENANCE: HISTORIC PRESERVATION FOR MANAGERS

Program Code: 1807 Title Code: MAIN HIS PRE MGRS

This course is designed for maintenance managers responsible for the preservation of historic and prehistoric structures. Through discussions and field exercises, information on planning, programming, reports, maintenance schedules, budgets and preservation techniques is examined. The historic preservation maintenance cycle for repair and replacement of structural fabric, treatment of deteriorating materials, inspection, project planning, scheduling, implementation, and documentation from the core content of the course.

Participants: Chiefs of Maintenance, maintenance managers, supervisors and others responsible for historic and prehistoric preservation. (40 hours)

Dates: September 20-24, 1982

Location: Mather Training Center



Maintenance

PROBLEM ANALYSIS AND DECISION-MAKING

Program Code: 1126 Title Code: PROB ANAL AND DEC MAK

Teaches the Kepner-Tregoe process for determining the causes of problems, analyzing their severity, and developing alternatives for their solution. Explores methods for elimination of potential problems.

Participants: For individuals from all fields in Grades GS 9-15 who have significant program and planning responsibilities. (40 hours)

Dates: January 11-15, 1982

Location: Albright Training Center

DEPARTMENTAL MANAGER DEVELOPMENT PROGRAM (DMDP)

Formerly known as the Executive and Manager Development Program, the DMDP provides individualized training and developmental experiences over a 10-month period aimed at preparing participants for managerial positions in upper levels of the Service and/or Department. Employees in grades GS 12-14 are eligible. This program is announced in October of each year.

EXECUTIVE SEMINAR CENTER PROGRAMS

The Executive Seminar Center Programs consist 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 Government manager's role in public policy and programs with special emphasis on administrative challenges, program operation, national economy, environment and natural resources, energy opportunities, science and technology, domestic issues, intergovernmental relations and other vital areas. Employees in grades GS-14 and 15 are eligible; however, carefully selected managers at the GS-13 level will also be considered. These seminars are announced in July of each year.

FEDERAL EXECUTIVE INSTITUTE (FEI)

The Institute's 3-week program entitled "The Executive Leadership and Management 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 in grades GS-15 and above are eligible. This program is announced in July of each year.

MID-LEVEL MANAGER DEVELOPMENT PROGRAM

This NPS program is designed to identify, develop, and educate potential managers and provide training and developmental experiences over an 18-month period. The participant remains in his or her position but receives the training identified in his or her Individual Development Plan. Employees in grades GS 9-12 or WG equivalent are eligible. The date for this program will be announced by the Division of Training.

INTERNATIONAL SEMINAR ON NATIONAL PARKS AND EQUIVALENT RESERVES

This 4-week seminar examines policies, administration, planning, and other aspects of national parks and equivalent reserves. It is designed for senior administrators, professional personnel, and conservation leaders responsible for the establishment and development of park and wildlife conservation systems and associated tourist programs. Primary emphasis is on natural areas, with secondary emphasis on cultural resources. This seminar is sponsored by NPS, University of Michigan, and the Canadian Department of the Environment and is announced by the Division of Training in April of each year.

BROOKINGS INSTITUTION PROGRAMS

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

MANAGEMENT OF NATURAL RESOURCES – SUPERINTENDENTS

Program Code: 1917 Title Code: MNGT NATUR RESOUR

This course provides a perspective of ecological concepts and philosophy, a working knowledge of the policy, environmental law, planning responsibilities and techniques necessary to assess internal/external threats to parks and meet mandated obligations for natural resource management; and presents ideas and options that will strengthen park natural resource management programs.

Today with increased use, new approaches, public concern for environmental issues, external threats to parks, and media interest, the manager is becoming more involved with resource **management** programs and must be conversant in such areas. Nothing is more frustrating from the resource management specialist or the scientist than to try to "sell" sound programs to the uninformed manager.

Participants: Managers, GS-11 and above, from areas with significant natural resource management problems. This course is **not** designed for resource management staff specialists. (40 hours)

Dates: February 8–12, 1982

Location: Albright Training Center

MANAGEMENT OF NATURAL RESOURCES—MID-LEVEL

Program Code: 1918 Title Code: MGT NAT RES MIDLV

This course examines the numerous activities involved with a systematic approach to resource management. Also, it examines the interrelationships between park resources managers, park and contract scientists, and interpreters as they relate to management, monitoring and research. The important interactions between the field, regions, and the Washington office which facilitate effective resource management are discussed.

History of resource management, National Park Service resource management policies, threats to the parks, and the Resources Management Plan are covered. Special attention will be given to the role, development, content and value of resource management planning.

Participants: Mid-level managers whose programs impact national resources use and preservation; new resource management specialists (no more than 5 years of experience); chiefs of Maintenance, Visitor Protection, or Interpretation; district or sub-district rangers from large parks; management biologists. Grades GS 9–12. Employees in the following regions should apply for the Mather Training Center Course: National Capital, North Atlantic, Mid-Atlantic, Southeast, Midwest. Employees in the following regions should apply for the Albright Training Center Course: Rocky Mountain, Southwest, Western, Pacific Northwest, Alaska. (64 hours)

Dates/Location: December 1–10, 1981 at Mather Training Center; September 14–23, 1982 at Albright Training Center.

NATURAL SYSTEMS WORKSHOP

Program Code: 1927 Title Code: NATUR SYS WKSHP

The abundance of threats to natural values that were documented in the State of the Parks Report provided strong evidence of the escalating deterioration of the Servicewide resources. This whole question requires immediate attention if the deterioration process is to be reversed. The course will examine the range of potential threats and point out the principle methods of impact identification and mitigation. It will include a systematic approach to natural resource management that deals with impact reduction and prevention and the various monitoring programs required to establish necessary early warning systems in natural ecosystems. It will deal with a wide range of backcountry issues such as aquatic, fisheries, wildlife, and vegetation management.

Participants: Natural resources specialists and mid-level personnel directly responsible for natural resource management programs. Grades GS 7–12. (40 hours)

Dates: June 21–25, 1982

Location: Albright Training Center

COASTAL ZONE MANAGEMENT

Program Code: 1928 Title Code: COASTAL ZONE MGMT

Park managers are faced with multiple problems inherent in their responsibility for management of a limited resource, often encountering conflicting demands from several constituencies. Among these are: measuring and maintaining inventories of size, composition, structure and health of seashore resources; dealing with conflicts among various local, State and Federal agencies; understanding the legal implications of coastal zone management; and developing available management options.

This seminar explores the establishment of baseline resource management data, maintenance of resource inventory, availability of assistance from other agencies, interagency relations and techniques, legal implications of water and coastal resource management, and various management options that are available.

Participants: Natural resources specialists from coastal parks responsible for actual management programs. Grades GS 7–12. (40 hours)

Dates: August 9–13, 1982

Location: University of West Florida, Pensacola, Florida

ORIENTATION TO NPS OPERATIONS

This 1-week orientation course is designed to familiarize and acquaint new employees with the overall mission and operation of the Service. Employees will be oriented to the entire spectrum of responsibilities, duties, and tasks that make up the organization internally and that impact it externally. NPS employees with less than 3 years permanent status are eligible. The dates for these courses will be announced by the Division of Training.

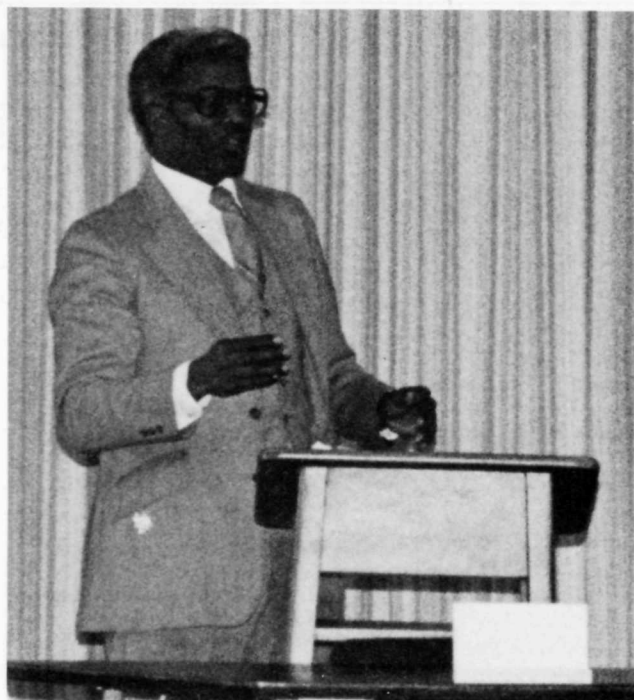
COLLATERAL DUTY SAFETY TRAINING

Program Code: 4406 Title Code: COLLA DUTY SAFETY

This course is designed to train park collateral duty safety officers in basic safety and industrial hygiene subjects that will enhance their abilities to meet the requirements of 29 CFR Part 1960, Department of the Interior Manual 485, and the National Park Service's Safety and Occupational Health Management Policy.

Participants: Currently assigned collateral duty safety officers at the park level. Employees in the following regions should apply for the Mather Training Center Course: National Capital, North Atlantic, Mid-Atlantic, Southeast, Midwest. Employees in the following regions should apply for the Albright Training Center Course: Rocky Mountain, Southwest, Western, Pacific Northwest, Alaska. (40 hours)

Dates: February 1-5, 1982 at Albright Training Center; March 8-12, 1982 at Mather Training Center.



The Deputy Director discusses NPS today and tomorrow at orientation.

Natural Resources—firefighting



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