

National Park Service



Training and Development Servicewide Events Catalog

October 2001 through September 2002



visit our website@<http://www.nps.gov/training>

May 31, 2001



Dear NPS Colleague,

I am extremely pleased to send you this personal copy of the *National Park Service Training & Development Servicewide Events Catalog for Fiscal Year 2002*. For the second year in a row, the planned curriculum for the entire Servicewide Training & Development Program is outlined here six months before it actually begins. Your supervisor and you should use this document to help plan your individual development program during performance reviews.

As some of you know, Midwest Regional Director Bill Schenk and I co-chair a *Workforce Challenge* taskforce to prepare a plan that will recruit, retain, and support a diverse and high-quality workforce dedicated to the Service mission and core values. We fully hope the new political leadership that will oversee the NPS will embrace the tenets of the plan endorsed by former Director Stanton. The recommendations of the draft challenge represent a direction all of us must move towards if we are to remain a vital organization in the 21st Century. It is also exciting that the National Park System Advisory Board, as part of its examination of the future of the National Park Service, is devoting considerable attention to the issues surrounding our workforce.

Just before completing his appointment in January, Director Stanton reflected upon the *Workforce Challenge* as follows:

"We must recognize that the National Park Service's workforce is a resource as important as the natural and cultural ones that it protects.... I see a National Park Service where every employee, irrespective of occupational category, organization, or geographic location, will have the opportunity to develop to his/her fullest potential and where his/her contributions to the mission of the National Park Service are recognized and valued."

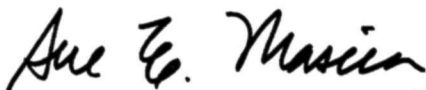
As Associate Director for Administration, I take the charge for "creating opportunities for employees to reach their fullest potential" very seriously. One of my essential responsibilities for accomplishing this is through the Servicewide Training & Development Program. I am firmly committed to providing professional growth and continuous learning for all NPS employees through a comprehensive, mission-focused, and competency-based training and development program.

Two areas in which I have taken a personal interest and role are NPS Core Values and Fundamentals. One of my easiest decisions was to commit to launching a new program for all employees, one that fulfills the promise of the old beloved Introduction to NPS Operations program, but which meets the realities of today.

The first task towards achieving this was to agree upon and articulate what our organizational core values are. The NPS Training & Development Community held workshops across the System to formulate our NPS Core Values. Only by doing this could we be assured that the draft Universal Competencies Core Curriculum, on which the training is based, was on target.

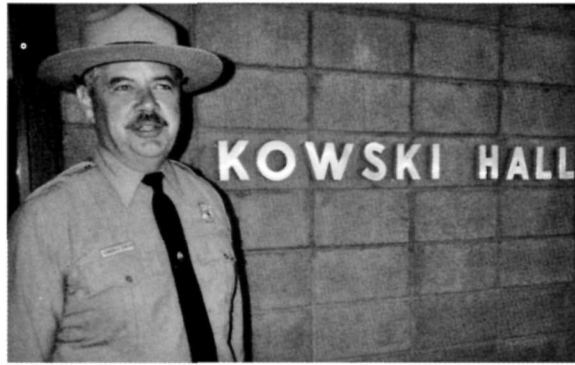
I am happy to report that this new program—NPS Fundamentals—is up and running. Based on the NPS Core Values defined during the workshops—SHARED STEWARDSHIP, EXCELLENCE, INTEGRITY, TRADITION, RESPECT—we have conducted two prototype classes and plan to be at full throttle in FY 2002. This means that 700 or so new Service employees will participate each year in a five-step NPS Fundamentals Program during their first two years of employment. This includes two weeks at Albright Training Center during the first year; a follow-up week at Mather Training Center in the second year; and distance learning experiences throughout. This program also addresses current employees, 450 of whom are already enrolled in the web-based training modules.

I can think of no better way to fulfill former Director Stanton's call for "creating opportunities for employees to reach their fullest potential" than through the NPS Fundamentals Program. It will set the groundwork for employees to build their personal growth and development through all the pathways contained in this catalog. Enjoy the challenge of making these programs work for you at whatever stage of your career you find yourself.



Sue Masica
Associate Director, Administration

May 31, 2001



Dear Friend,

The Servicewide Training & Development Program just completed a banner year in the delivery of its programs to National Park Service employees. Sixty percent of the Service's permanent workforce participated in more than 500 NPS programs in Fiscal Year 2000. Pardon me if I brag a little more, but over the last four years, the Servicewide Training & Development Program conducted more than 1,700 training events attended by more than 40,000 NPS employees. This is quite an accomplishment—not by the training program per se, but by you, the participants and your supportive supervisors.

We are in the middle of another productive year of training and development, and it is time to consider next year's programs. Contained in this catalog is a menu of training opportunities for Fiscal Year 2002. All of the NPS Career Fields are represented here. Special programs like Intake Trainee, Midlevel Intake, and Fundamentals are described. Descriptions of the Servicewide training centers and our partner resource centers are highlighted. Other features of interest to you and your career can be found throughout.

Please review this catalog from your personal perspective and use it to guide your supervisor and yourself through your individual development planning. Visit The Learning Place Website frequently throughout the year to view training announcements and updates of the programs outlined here. And look for a supplement to this catalog to be mailed in the fall with revisions and additions.

I am especially pleased to list last year's "Crystal Owl Awards Honor Roll." The Crystal Owl Awards for Training & Development Excellence recognizes outstanding contributions to the Servicewide programs. I am extremely grateful to the seven individuals and three teams who received this recognition last year. Without the involvement across the System of employees like these, we could not maintain our program in terms of quality or quantity. Thanks to these recognized individuals and the dozens of others they represent.

In the most recent trends report from the American Society for Training & Development (The 2000 ASTD Trends Report: Staying Ahead of the Winds of Change, Van Buren & Woodwell, December 2000), the authors conclude that:

"...success in today's economy depends more than anything else on knowledge and learning—an organization's intellectual capital."

A training and development program is only as successful as the people who participate. Large numbers are only small measures of success, but they indicate a trend—a successful training program must offer relevant, timely, affordable opportunities that help employees do their jobs better to meet organizational needs and prepare them for the next steps in their careers.

Your response to what our Servicewide programs have offered has been overwhelmingly supportive and I thank you sincerely. I pledge my support and energy to expanding the program to meet the ever-changing needs of the National Park Service and your career development and to enhance our organization's "intellectual capital"—that would be you—through the NPS Training & Development Program.

A handwritten signature in cursive script that reads "Edward D. Carlin".

Edward D. Carlin
Leader, Servicewide Training & Development Program

May 31, 2001



Dear NPS Employee,

I hope you will be pleased to find a Louise du Pont Crowninshield Award certificate with this copy of the *National Park Service Training & Development Servicewide Events Catalog for Fiscal Year 2002*. The National Trust for Historic Preservation presented this prestigious award to **all** the employees of the National Park Service, an unprecedented honor. Former Director Stanton accepted the Crowninshield Award on your behalf at a ceremony in Los Angeles last November.

The award is the highest honor given by the National Trust for Historic Preservation and recognizes superlative lifetime achievement in the field of historic preservation. It is named for Louise Evalina du Pont Crowninshield (1877-1958) whose experience in preservation began when she undertook restoration of the du Pont family home in 1924. In May of 1950, she became a board member of the new National Trust that was chartered by Congress the previous year. A special committee of the National Trust's Board of Trustees established the annual award in her honor in 1960.

This year's Crowninshield Award recognizes the lifetime achievement of contributions by the Service's entire workforce. It acknowledges that each Service employee fosters the ethic of good stewardship within our park system and advances the cause of Historic Preservation in countless ways through outreach efforts.

I requested that this certificate be included in this catalog because I know that it is sent to all employees and helps in planning your career training and development. Part of the mission of the Servicewide Training and Development Program is to show that its programs make a difference in the performance of employees. Receiving this honor indicates that our workforce is indeed well trained and is focused on the mission of resources stewardship.

On behalf of the entire National Leadership Council, I congratulate every one of you for this honor and hope that by sharing this certificate with all, you can celebrate the great mission and accomplishments of our agency. And, by all means place your name on the certificate for proper recognition and display—you deserve it!

A handwritten signature in dark ink, reading "Kate Stevenson". The signature is fluid and cursive, with the first name "Kate" written in a larger, more prominent script than the last name "Stevenson".

Kate Stevenson
Associate Director, Cultural Resources Stewardship and Partnerships

The Crystal Owl Awards for Training & Development Excellence recognized outstanding contributions to the National Park Service Training & Development Program in FY 2000.

Seven individuals received the Crystal Owl Award in FY 2000. Each made a long-term contribution that made a positive impact in the training and development of employees across the National Park Service or completed a key project that clearly impacted the training and development of Service employees in a major, positive manner.

Three teams of employees received the Crystal Owl Team Award in FY 2000. Each team completed and implemented a key project that clearly impacted the training and development of National Park Service employees in a major, positive manner. Each member of the team made a significant contribution.

A premium crystal blank from the Fenton Glass Company in Williamstown, West Virginia, depicting the individual owl or team of owls was presented to each person. Owls were chosen to symbolize these awards due to their association with wisdom.

A Crystal Owl Awards Honor Roll is maintained on the National Park Service Learning Place Website. Information about the nomination process is also posted there. The Servicewide Training & Development Community is truly grateful to the individuals and teams for the work they performed to receive these awards. The Crystal Owl Awards Honor Roll for FY 2000 follows.



Midwest Regional Director, William Schenk presents Florence Six, Midwest Training Officer, with Crystal Owl Award.

CRYSTAL OWL AWARDS HONOR ROLL-FY 2000

DATE	RECIPIENT	AWARD TYPE	LOCATION
Oct. 1999	JAN GAUTHIER	Individual	Stephen T. Mather Training Center
<p>"Jan Gauthier's efforts in Administrative training have been exceptional over the last few years. She is dedicated to seeing the Administrative folks receive the best in training and completes any tasks or challenges with grace and perseverance. She has taken a Pacific West course, 'Introduction to Park Program Management,' and turned it into one of the most successful Servicewide courses available. The Mentoring Program she has re-developed has also been very successful. Jan sets a perfect example of the best in the NPS. She takes the 'bull-by-the-horns' no matter what the task and gets it done. Her attitude and smile show she is always willing to help and get the job done."</p>			
Oct. 1999	DENIS P. GALVIN	Individual	Deputy Director, National Park Service
<p>"Denis Galvin has been instrumental in the establishment and subsequent guidance for the Servicewide Intake Trainee Program. Starting in 1990, Mr. Galvin formed a task group and provided it leadership in formulating the original plans for the program. The Intake Program has adjusted its focus under Mr. Galvin's guidance and now has more than doubled its capacity since its inception in 1991 to meet current Servicewide workforce requirements. The lasting value of the Intake Program is demonstrated by its graduates. Half of all National Park Service areas will have Intake graduates by 2002. The Intake Program is transforming the workforce of the NPS and Mr. Galvin has been the key individual to ensure this occurs."</p>			
Oct 1999	CONNIE DWORAK	Team	Alaska Regional Office
	DEBRA IMHOFF	Team	Midwest Regional Office
	NORA LEHMER	Team	Midwest Regional Office
	VINNY MULLALLY	Team	Accounting Operations Center
	JOANN UNRUH	Team	Capitol Reef National Park

"I would like to nominate these individuals for a Crystal Owl Team Award for their significant contributions to the development and implementation of the first Internet-based training for Administration. This team, in partnership with the School of Continuing Studies and the Eppley Institute for Parks and Public Lands, Indiana University, embarked on a project to develop financial management training for the National Park Service. The decision was made to develop a nine-module training event using a Technology Enhanced Learning (TEL) environment to deliver the training. In December 1998, the training event, 'Fundamentals of Financial Management,' was released for use Servicewide. This team's knowledge, dedication, and patience in staying with this project to completion has resulted in a superb new training event for the employees of the NPS."



NATIONAL TRUST
for HISTORIC PRESERVATION™

THE NATIONAL TRUST *for* HISTORIC PRESERVATION

PRESENTS

THE LOUISE DU PONT CROWNINSHIELD AWARD
TO

OF THE NATIONAL PARK SERVICE

In recognition of its 84 years of service as the nation's federal source of guidance on the preservation of historic buildings, archeological sites, landscapes and tribal communities while being entrusted with the stewardship of America's most precious natural and cultural treasures for the enjoyment, education and inspiration of all.

PRESENTED AT THE NATIONAL PRESERVATION CONFERENCE 2000

Los Angeles, California

November 2, 2000



DATE	RECIPIENT	AWARD TYPE	LOCATION
Feb. 2000	FLORENCE SIX	Individual	Midwest Regional Office
<p>"Ms. Six served as the Training Officer for the Midwest Region from 1976 through 1988 and for the three years prior was the training officer for the Denver Service Center. During that time she arranged, coordinated, and conducted innumerable training sessions. Ms. Six's dedication to the training and development of the Service's most valuable resource, its people, has had, and will continue to have, significant and major impacts on the Service. She developed a reputation as one of the best regional (if not overall) training officer in the National Park Service and the Midwest Region's Training Office was the exemplar for the Service."</p>			
Feb, 2000	DAVID B. DAHLEN	Individual	Stephen T. Mather Training Center
<p>"Dave Dahlen's work the last five years with the Interpretive Professional Development Program has made a historical impact on both the professional development of interpreters as well as on the profession itself. Dave is an exemplary instructor, coordinator, and facilitator. He developed a grassroots coalition of more than 300 individuals to create, pilot, revise, and evaluate components of a competency-based professional development program. Dave has planned and facilitated dozens of workshops and pilot courses. The result is a program that is growing exponentially. His work today with the Interpretive Professional Development Program has changed the profession permanently and his efforts will be felt for decades to come."</p>			
Feb. 2000	LUCIA BRAGAN	Individual	Training & Development Program-WASO
<p>"Lucia Bragan is nominated for an individual Crystal Owl Award based upon her continual support and contributions to the training mission of the National Park Service and particularly for her support of the Historic Preservation Training Center (HPTC). For the past eight years, Lucia has made significant contributions as an instructor, mentor, and facilitator for a variety of training activities conducted by the HPTC. She has been one of the core instructors at the Preservation and Skills Training (PAST) Training. Lucia's extraordinary ability to listen to others, experience and wisdom in organization development, and her nurturing spirit have provided the foundation of learning that has benefited hundreds of NPS employees."</p>			
June 2000	ROBERT G. STANTON	Individual	Director, National Park Service
<p>"Director Stanton's term as Director of the National Park Service is leaving a lasting mark on career training for all National Park Service employees. He consistently supports and leads his peers in the implementation of the Service's 10-year plan entitled 'Employee Training & Development Strategy' (1995). His unwavering support has helped create a network of career field training managers across the Service who represent the interests of all employees in the various career fields. His interest in equipping park managers with modern ways to think...and challenge to build a workforce that reflects our nation's heritage and diversity, inspires and drives the Training & Development Program of the National Park Service. His ultimate legacy will reside in the employees of the 21st Century."</p>			
July 2000	CHRIS PERRY	Team	Stephen T. Mather Training Center
	MARY ARTHURS	Team	Washington Office, National Park Service
<p>"The management of the Intake Trainee Program by Chris Perry and Mary Arthurs has not only benefited the Intake Trainees themselves, but benefits the Servicewide Training & Development Program at large. The Intake Trainee Program has provided the National Park Service with more than 100 employees trained in career competencies. As a team, Mr. Perry and Ms. Arthurs developed a curriculum and provided guidance. The team now oversees the training plan, coordination, and hiring of a new Intake class every year. They have implemented and continue to manage a program that impacts the training and development of National Park Service employees in a positive way." (Submitted by the Graduates of the 1998 Servicewide Intake Trainee Program)</p>			
Aug. 2000	JAMES AKERSON	Team	Shenandoah National Park
	GARY A. BREMEN	Team	Biscayne National Park
	LAURA TURNIPSEED BURKE	Team	Jean Lafitte NHP & Preserve
	MIKE CAPPS	Team	Lincoln Boyhood National Memorial
	BRIAN CARLSTROM	Team	Intermountain Support Office
	TOM CASEY	Team	Minute Man National Historical Park
	DENISE F. COBB	Team	Lake Mead National Recreation Area
	MELINDA DeCESAR	Team	Redwood National & State Parks
	THOMAS J. FERRANTI	Team	Alaska Region
	WILLIAM FINK	Team	Midwest Regional Office
	JENNIFER FLYNN	Team	Grand Canyon National Park
	AMY GLOWACKI	Team	Lowell National Historical Park
	CLIFF GOINS	Team	Indiana Dunes National Lakeshore
	THERESA GRIGGS	Team	Golden Gate National Recreation Area
	REBECCA HARRIETT	Team	Booker T. Washington National Monument

DATE	RECIPIENT	AWARD TYPE	LOCATION
Aug. 2000	LAURIE HEUPEL	Team	Lewis & Clark National Historic Trail
(Continued)	MIKE JOHNSON	Team	Fredericksburg & Spotsylvania NMP
	BETTY LIEURANCE	Team	Mesa Verde National Park
	ALISA LYNCH	Team	Mount Rainier National Park
	JONIMAE MAKUAKANE-JARRELL	Team	Hawaii Volcanoes National Park
	STEVE MAKUAKANE-JARRELL	Team	Kaloko-Honokohau National Historical Park
	SCOT McELVEEN	Team	John Day Fossil Beds National Monument
	KARLA NORRIS	Team	Lake Mead National Recreation Area
	MARCIA SCHRAMM	Team	Mojave National Preserve
	CHARLES SCHULTHEIS	Team	Yosemite National Park
	TESS SHATZER	Team	Lowell National Historical Park
	RICK SMITH	Team	Lowell National Historical Park
	ERIN SUTTER	Team	St. Croix National Scenic Riverway
	KEVIN TURNER	Team	Golden Gate National Recreation Area
	DIANNE WHITE	Team	Carlsbad Caverns National Park
	HEATHER WHITMAN	Team	Yosemite National Park

"I nominate the 'Compass II' Coordinators. The coordinators have consistently exceeded the parameters of their original two-year commitment...their work and their words have impacted a wide network of NPS employees. During the three years of the program's existence, the coordinator team has instructed 980 NPS employees in 47 courses Servicewide. As a result of this work, NPS participants will attend a training experience, which in content and visual impact will leave no doubt of the value the agency places on them as individual employees. The results of this achievement will become increasingly apparent as the course participants progress in their careers."

Sept. 2000	ROBERT L. ARNBERGER	Individual	Grand Canyon National Park
------------	---------------------	------------	----------------------------

"Throughout his entire career, Mr. Arnberger has demonstrated consistent support for training and employee development. Grand Canyon National Park provides an unrivaled resource base for learning. Mr. Arnberger, in his support of learning, willingly promoted the use of the park for learning and further supported using park employees as instructors and facilitators for many courses at Albright Training Center. His presence on many different occasions at the training center provided unique opportunities for students to become better acquainted with and understand the roles and functions of a park manager."

TECHNOLOGY ADVANCED LEARNING



Great strides in implementing the Technology Enhanced Learning Program (TEL) are occurring this Fiscal Year. By July, close to seventy sites will be installed, reaching about 50% of our employees. Training in Supervision, Management & Leadership and Universal Competencies is delivered on a regular basis with new courses being developed continually.

This distance learning equipment package allows learning to take place at or near an employee's work site. Parks interested in installing their own TEL Station should contact Jim Boyd at jim_boyd@nps.gov or call 520-638-7984.

Learning events currently being delivered:

- PERFORMANCE MANAGEMENT
- RESOLVING PERFORMING ISSUES
- SYSTEM FOR CONDUCT AND PROGRESSIVE DISCIPLINE
- INTRODUCTION TO PERFORMANCE AND CONDUCT-
- COMMUNICATION
- WHAT MATTERS MOST
- RECREATION AND PRESERVATION PROGRAMS
- RETIREMENT PLANNING
- CAREER PLANNING

SUPERINTENDENT'S CORNER

TABLE OF CONTENTS

Superintendent's Corner	10-11
Administration & Office Management Support	12-16
Cultural Resources Stewardship . .	16-17
Fire & Aviation Management	18
Historic Preservation Skills & Crafts.	18-20
Information Management.	20
Intake Trainee Program	21-24
Interpretation, Education & Cooperating Associations	24-26
Law Enforcement & Resource Protection	26-31
Maintenance.	31-33
Natural Resources Stewardship . .	34-35
Organizational Development	35
Planning, Design & Construction . .	36-37
Recreation & Conservation Programs	38-40
Risk Management (Occupational Safety & Health)	41
Specialty Fields	41-42
Supervision, Management & Leadership	43-44
Universal Competencies.	45-50
Visitor Use Management.	51-52
Points of Contact	52-54
Training & Development Community Picture	55

TRAINING CENTERS



Horace M. Albright Training Center
Edward D. Carlin, Superintendent
P.O. Box 477
Grand Canyon, AZ 86023
Phone: (520) 638-7989
Fax: (520) 638-2953
<http://www.nps.gov/training/albctr.htm>

Located on the South Rim of the Grand Canyon, the Albright Training Center provides resources, context, and stimulus for personal and professional growth in support of the National Park Service mission.

Employees in all career fields are provided instruction to meet the challenges of a changing world with a renewed sense of purpose while remaining grounded in the traditions of the National Park Service. Four Career Fields are managed from Albright and include: Natural Resources Stewardship, Maintenance, Universal Competencies, and Supervision, Management and Leadership. The Servicewide Technology Enhanced Learning Program is also managed from Albright.

During Fiscal Year 2000, nearly 2,000 NPS employees (more than 16% of the total number of employees trained) received training/instruction at Albright. In addition, staff from Albright worked with representatives from the nations of Georgia, Japan, China, and South Africa to develop training and/or provided assistance related to national park/preserve issues.

A training experience at Albright inspires individuals to seek challenges and make positive contributions while reinforcing a desire for lifelong learning. Each class provides a tremendous wealth of servicewide experience and leadership. A case in point was the New Superintendents' Course presented in February 2000 where all the Regional Directors served on a resource panel.

The Albright Training Center team collaboratively sustains a vibrant and productive learning environment.



Capital Training Center
Sam Fontaine, Superintendent
1849 C Street, NW, Room 7512
Washington, DC 20240
Phone: (202) 501-8904
Fax: (202) 501-8902
<http://www.nps.gov/training/capctr.htm>

The Capital Training Center is currently located in the 7500 Corridor of the Main Interior Building at 1849 "C" Street N.W., Washington, D.C. The Training Manager positions that are in the Capital Training Center are Planning, Design, and Construction; Recreation and Conservation Program; Information Management; Specialty Field; and Organizational Development. There are two Training Officers in the Center. One serves the Washington Offices and one serves the National Capital Region.

The coordination of NPS Servicewide developmental programs with the Department of the Interior and the USDA's Graduate School are managed at this center. These programs consist of the Albright-Wirth Grant Program Team; Team Leadership Program; Executive Potential Program; Executive Leadership for Middle Level Employees; New Leader Program; and the Aspiring Leader Program.

Through the efforts of our staff, the Capital Training Center was able to provide learning opportunities for several thousand employees through conventional and alternative delivery methods.



NPS/Federal Law Enforcement
Training Center
Paul Henry, Superintendent
Bldg, 64, Room 213
Glynco, GA 31524
Phone: (912) 267-2795
Fax: (912) 267-3188
<http://www.treas.gov/fletc/index.htm>

The Federal Law Enforcement Training Center (FLETC) trains the new recruits and seasoned veterans of more than 70 Federal Law Enforcement Agencies. These participating agencies working with the professional trainers and support staff of the U.S. Department of the Treasury compose—in the largest sense—the center. Its courses and facilities are also open to state and local Law Enforcement Agencies. The Center teaches the full range of Law Enforcement skills, from taking fingerprints to tracking financial transactions, from riding patrol to protecting VIPs, from searching a crime scene to securing a building, from basic to advanced skills. Both by intent and in effect, FLETC is the National University of Law Enforcement.

The NPS/LETC FLETC has been involved with numerous projects and initiatives this past year. The International Association of Chiefs of Police (IACP) Report on Policing the National Parks 21st Century Requirements and Women in Law Enforcement were both supported by FLETC. The Integrated Basic Training Program and the Field Training and Evaluation Program are both high profile initiatives that are currently being developed.



Historic Preservation Training Center
Tom McGrath, Superintendent
4801 A Urbana Pike
Frederick, MD 21704
Phone: (301) 663-8206
Fax: (301) 663-8032
<http://www.nps.gov/training/histpres.htm>

The Historic Preservation Training Center (HPTC) is dedicated to the preservation and maintenance of historic structures of the National Park Service and its partners by demonstrating outstanding leadership in preservation trade skill development and education. The HPTC, formerly known to most NPS employees as the Williamsport Preservation Training Center, was established in 1977. The HPTC joined the NPS Training and Development community in 1995 and relocated to Frederick, Maryland. That same year the HPTC also developed a certification process for participants in NPS training programs. In 1999 the HPTC and the Olmsted Center for Landscape Preservation joined in a long-term partnership effort to develop and increase training opportunities for Preservation Gardeners.

The Headquarters for the HPTC is located at the historic Gambrill House within Monocacy National Battlefield. The HPTC Shop Training facility is nearby in a historic cannery building in downtown Frederick, Maryland. Information about the Center's preservation services, training classes, the Preservation And Skill Training (PAST) program, and the three year Exhibit Specialist training program can be found at the HPTC Website: www.nps.gov/training/HPTC/HPTC.html. HPTC training events are often developed as preservation projects present training opportunities for building skill and trade competencies. On these projects HPTC offers a structured Preservation Work Assignment (PWA) program for park employees to enhance trade knowledge and skill. Throughout the year the Center develops one- and two-day technical training workshops that are offered on a tuition basis to partner and NPS maintenance employees. Some of these events may not be listed in this Catalog. Contact the NPS Training Manager for Historic Skills and Crafts, Dorothy Printup, at 301- 663-8206, ext. 101 for the latest HPTC training information.



Stephen T. Mather Training Center
Michael D. Watson, Superintendent
P.O. Box 77
Harpers Ferry, WV 25425
Phone: (304) 535-6215
Fax: (304) 535-6408
<http://www.nps.gov/training/STMA.htm>

The National Park Service established Stephen T. Mather Training Center in 1964 as its eastern cornerstone facility for the training and development of Service employees. The Mather Training Center is located within the boundaries of Harpers Ferry National Historical Park in West Virginia. It occupies the historic campus and structures on Camp Hill that once housed Storer College, one of America's first sites where African-American students pursued their education (1867-1955).

Mather Training Center manages the NPS Career Field Training Curricula for Administration & Office Management Support; Cultural Resources Stewardship; Interpretation, Education, & Cooperating Associations; and Visitor Use Management. The Center coordinates two special programs—the Servicewide Intake Trainee Program and the National Park Service/Fish & Wildlife Service National Conservation Training Center Partnership.

NPS employees come to Harpers Ferry to improve their skills in dealing with park resources, visitors, employees, and programs. They participate in their park and office settings through Servicewide training programs using Mather's computer-based programs and training teams. They measure their progress in competency achievement through Mather's peer review programs. In Fiscal Year 2000, Mather Training Center coordinated 144 Servicewide Training & Development events, serving nearly 3,700 Service employees.

The tradition of personal growth and development that began a century and a half ago at Storer College continues to flourish on Camp Hill today at the Stephen T. Mather Training Center.

ADMINISTRATION AND OFFICE MANAGEMENT SUPPORT

EVENT TITLE: Administrative
Competencies Fund

TARGET AUDIENCE: GS-1 through GS-7
Administrative and Office Management
Support personnel

DATE: October 1, 2001 to September 1, 2002

LOCATION: Participant's worksite

EVENT DESCRIPTION: Cost-share grants
available to individuals and groups to fund
primarily technology-enhanced learning
events obtained through the internet or
correspondence courses, local college or
university courses, details, and satellite or
video training. Entry and developmental
level competencies defined in employee's
IDP. Preference given to requests that do
not include travel and per diem.

CORE COMPETENCIES:

Budget/Fiscal/Finance, Human
Resources/EO, Acquisition Management,
Property/Space/Quarters/Fleet
Management, Information Management,
Office Management, Support Services,
Administrative Support

FUNDING: Servicewide Training and
Development Funds

EVENT COORDINATOR: Jan Gauthier,
Training Manager, Administration and
Office Management Support, Stephen T.
Mather Training Center, 304-535-6402

EVENT TITLE: Introduction to Park
Program Management

TARGET AUDIENCE: Managers and first-
line supervisors with budget and program-
ming responsibilities in all disciplines.

DATE: Scheduled by Lead Instructor in
each region

LOCATION: TBD—Park, regional office, or
training center

EVENT DESCRIPTION: Inter-disciplinary
course providing an introduction to esti-
mating workloads and prioritizing work;
developing estimates and justifications; the
budget process and funding sources;
understanding financial reports; project
evaluation and completion reports.
Preference given to new first-line supervisors
and managers with limited programming
and budget management training

CORE COMPETENCIES: Financial
Management; Budget Formulation and
Execution; Project/Program Management

FUNDING: Tuition, benefiting account for
participant's travel and per diem.

EVENT COORDINATOR: Janet Kackstetter,
Servicewide Lead Instructor, Lake
Roosevelt NRA, 509-633-9441

EVENT TITLE: Human Resource
Management for Specialists

TARGET AUDIENCE: Human Resource
Specialists (Personnel Officer, Personnel
Management Specialist, Position
Classification Specialist, Employee
Relations Specialist, or Staffing Specialist)

DATE: February 2002

LOCATION: TBD

EVENT DESCRIPTION: This event defines
the principles and concepts in position
management and will help to determine
trends and patterns. Develop position man-
agement and staffing plans to meet pro-
gram and mission requirements. Includes
how to integrate equal opportunity and
diversity outreach efforts into recruitment
and retention programs, and analyze work-
force data to identify diversity strengths
and weaknesses.

CORE COMPETENCIES: Human
Resources/EO

FUNDING: Servicewide Career Field
Account, benefiting account for participant's
travel and per diem

EVENT COORDINATOR: Jan Gauthier,
Training Manager, Administration and
Office Management Support, Stephen T.
Mather Training Center, 304-535-6402



EVENT TITLE: Fundamental Principles of Administration

TARGET AUDIENCE: GS-5/6/7

Administrative Clerks/Technicians or personnel in other divisions at the same grade level performing three or more administrative functions

DATE: November 2001 and May 2002

LOCATION: Minneapolis, Minnesota and Harpers Ferry, West Virginia

EVENT DESCRIPTION: Completion of Compass I prerequisite to selection for this course. Designed for Administrative Clerk/Technician within first two years in that position. Course focuses on entry and developmental competencies in all functional areas of administration. Taught by Servicewide Fundamentals Instructor Team.

CORE COMPETENCIES: Budget/Finance, Human Resources/EO, Acquisition Management, Property/Quarters, Information Management, Administrative Support

FUNDING: Servicewide Career Field Account and tuition

EVENT COORDINATOR: Jan Gauthier, Training Manager, Administration and Office Management Support, Stephen T. Mather Training Center, 304-535-6402

EVENT TITLE: Administration for First-Line Supervisors

TARGET AUDIENCE: First-line supervisors from all disciplines responsible for day-to-day supervision of employees and management of administrative functions

DATE: February 2002

LOCATION: TBD

EVENT DESCRIPTION: Content includes: appropriations law and general accounting principles, merit principles and prohibited personnel practices, classification and position management, conduct and performance issues, staffing, diversity, pay administration, politics of budgeting and allocation methods, financial planning, acquisition procedures, property management, OWCP and an ethics roundtable.

CORE COMPETENCIES: Ethics, Budget/Fiscal/Finance, Human Resources/EO, Acquisition Management, Property

FUNDING: Tuition; benefiting account for participant's travel and per diem

EVENT COORDINATOR: Jan Gauthier, Training Manager, Administration and Office Management Support, Stephen T. Mather Training Center, 304-535-6402

EVENT TITLE: Fixed Assets Subsystem

TARGET AUDIENCE: Individuals with responsibility for input and update of the Fixed Assets Subsystem; regional, AOC, and WASO property officers

DATE: TBD

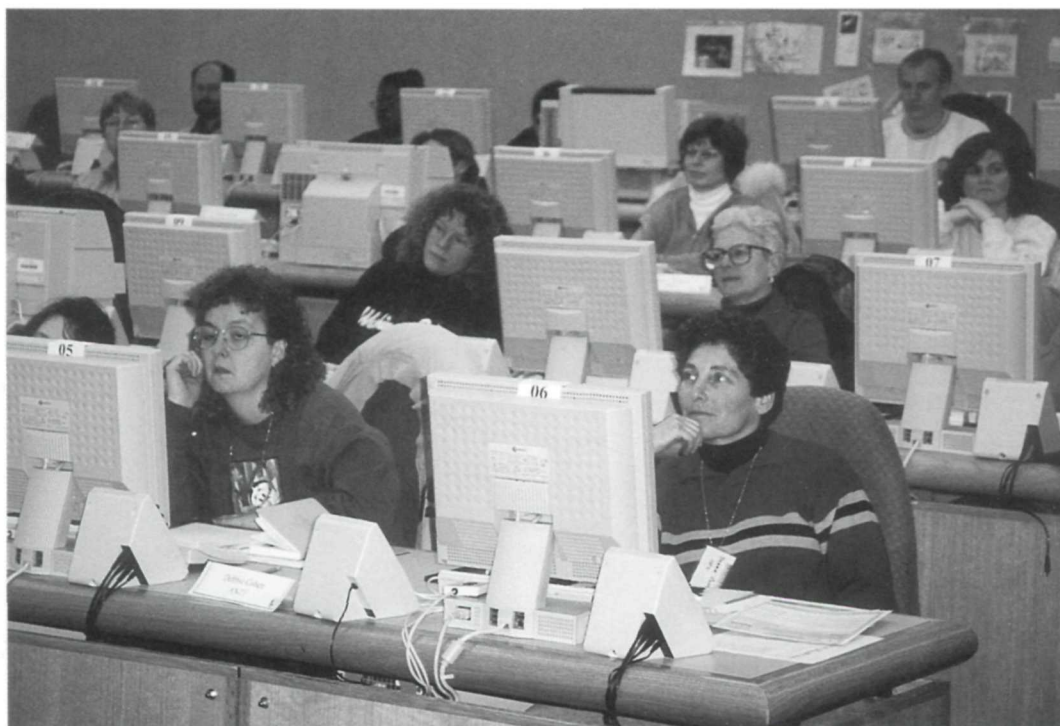
LOCATION: U. S. Fish and Wildlife Service, National Conservation Training Center, Shepherdstown, West Virginia

EVENT DESCRIPTION: In response to implementation of the new property management system, Fixed Assets, in 1998, this training provides an opportunity to give hands-on computer training using the program. It is targeted for those persons who are either new to their position or have been assigned responsibility for managing this program.

CORE COMPETENCIES: Property Management

FUNDING: Servicewide Career Field Account

EVENT COORDINATOR: Jan Gauthier, Training Manager, Administration and Office Management Support, Stephen T. Mather Training Center, 304-535-6402



All training nomination forms must be submitted through your Regional Employee Development Office.

Priorities must be indicated if a park unit submits more than one nomination.

Participant selection will be made by the Training Manager or Course Coordinator, as applicable.

Course Coordinators will notify participants of their selection status.

For more details on training announcements, refer to the Learning Place Bulletin Board on cc:Mail and the Learning Place Website at <http://www.nps.gov/training>

For additional information about core competencies, please refer to the NPS Career Planning and Tracking Kit or contact the assigned Career Field Training Manager.

**ADMINISTRATION AND OFFICE
MANAGEMENT SUPPORT** *(continued)*

EVENT TITLE: Fundamentals of Financial Management

TARGET AUDIENCE: GS-4 through GS-9 administrative, accounting, budget, and financial management personnel

DATE: Ongoing

LOCATION: Participant's worksite

EVENT DESCRIPTION: Computer-based training of nine modules: budget, accounts payable and receivables, cash management, travel, payroll, AFS11/CCR, FFS, year-end closing, and miscellaneous reports

CORE COMPETENCIES: Budget and Financial Management

FUNDING: \$100 tuition

EVENT COORDINATOR: Jan Gauthier, Training Manager, Administration and Office Management Support, Stephen T. Mather Training Center, 304-535-6402

EVENT TITLE: SmartPay Credit Card Program

TARGET AUDIENCE: All employees requiring a SmartPay MasterCard for the purchase business or travel business line, a newly designated park or office A/OPC, Fleet Managers.

DATE: Ongoing

LOCATION: Participant's worksite

EVENT DESCRIPTION: Computer-based mandatory training as outlined in the National Park Service Policy for use of the SmartPay credit card. Five modules include Introduction and General Information; Travel Business Line; Purchase Business line; A/OPC; and the Fleet program. Testing out of module assessments required prior to authorization and processing of applicant's credit card application.

CORE COMPETENCIES: Financial Management, Acquisition Management, Travel

FUNDING: Servicewide Training and Development Funds

EVENT COORDINATOR: Jan Gauthier, Training Manager, Administration and Office Management Support, Stephen T. Mather Training Center, 304-535-6402

EVENT TITLE: Budget Process for NPS Managers

TARGET AUDIENCE: Park superintendents and division chiefs with budget responsibility for parkwide programs; major program fund managers at the region, center, or WASO levels

DATE: June 2002

LOCATION: TBD

EVENT DESCRIPTION: Deals with the managerial, rather than technical aspects of the NPS budget process. Intended for major program fund managers, not budget practitioners formulating and executing budgets. Central topics are politics, policy, and history of the Federal budget process; effects of budget decisions and actions on park management; and Congressional influence on the NPS budget.

CORE COMPETENCIES: Budget

FUNDING: Servicewide Training and Development Funds; Benefiting Account for Participant's Travel and Per Diem

EVENT COORDINATOR: Jan Gauthier, Training Manager, Administration and Office Management Support, Stephen T. Mather Training Center, 304-535-6402



EVENT TITLE: Personal Property Disposal Warrant

TARGET AUDIENCE: Contracting Officers, Purchasing Agents, Property Management Officers, and others responsible for disposal of government personal property

DATE: Ongoing

LOCATION: Participant's worksite

EVENT DESCRIPTION: Computer-based training to meet the requirements of Director's Order-44 Property Management Guidelines for disposal of personal property by a warranted disposal officer. Consists of: Personal Property Sales; Disposal by Negotiation/Disposal Contract Law; and Personal Property Utilization and Disposal.

CORE COMPETENCIES: Property Management

FUNDING: Servicewide Training and Development Funds

EVENT COORDINATOR: Jan Gauthier, Training Manager, Administration and Office Management Support, Stephen T. Mather Training Center, 304-535-6402

All training nomination forms must be submitted through your Regional Employee Development Office.

Priorities must be indicated if a park unit submits more than one nomination.

Participant selection will be made by the Training Manager or Course Coordinator, as applicable.

Course Coordinators will notify participants of their selection status.

For more details on training announcements, refer to the Learning Place Bulletin Board on cc:Mail and the Learning Place Website at <http://www.nps.gov/training>

For additional information about core competencies, please refer to the NPS Career Planning and Tracking Kit or contact the assigned Career Field Training Manager.

EVENT TITLE: Contracting Officer's Representative (COR) Training—8-Hour Refresher and 24-Hour Basic Course

TARGET AUDIENCE: Individuals who will be assigned COR duties in all career fields

DATE: TBD—Eight sessions

LOCATION: TBD

EVENT DESCRIPTION: This three-day course will fulfill the requirements for those needing to take the eight-hour refresher course and for all newly designated CORs that are mandated to complete the 24-hour course. The first day will serve as an eight-hour refresher course for participants needing to maintain the COR certification. A refresher course must be completed every three years from the date of the last certification. This course will inform participants of current policies associated with contracting and contract administration. In addition, the session will focus on new contracting methods, identify areas in need of improvement, provide a review of ethics/EO issues and offer opportunities for questions and answers.

For the newly designated CORs, this three-day course will be mandatory. It will inform participants of current policies associated with contractor selection and aspects of A/E and contract administration from the perspective of the COR. While the training covers COR issues government-wide, it is tailored to NPS contracting and contract administration. In addition, the session will focus on new contracting methods, estimating and negotiation techniques, identifying areas in need of improvement, providing a review of ethics/EO issues and offering opportunities for questions and answers. The course satisfies the OMB and DOI requirements to establish a COR certification program with at least 24 hours of initial training.

CORE COMPETENCIES: Contracting, Estimating, Negotiating, Project Management, Problem Solving

FUNDING: Tuition approximately \$250; benefiting account for each participant's travel and per diem

EVENT COORDINATORS: Jan Gauthier, Training Manager, Administration & Office Management Support, Stephen T. Mather Training Center, 304-535-6402, and Dennis Nagao, Training Manager, Planning, Design & Construction, Denver Service Center, 303-987-6655

EVENT TITLE: Administrative Finance System, Version 3 (AFS 3) Instructor Workshop

TARGET AUDIENCE: Individuals who will be responsible for providing AFS 3 training within each of their regions

DATE: November 2001

LOCATION: TBD

EVENT DESCRIPTION: This instructor workshop will train a group of instructors to deliver AFS 3 training within their respective regions. Hands-on computer-based training of the web-based AFS 3 to include an overview of changes to the AFSII application and an overview of AFS 3 security. The course content includes getting started with AFS 3 by setting up user preferences and migrating AFSII budget plans to AFS 3; conducting financial tracking using account, labor detail, and document-based queries and reports; and using the commitment control register; creating and maintaining a master budget plan and "what if" scenarios; performing budget plan administrative duties such as archiving/retrieving, copying to new fiscal year, and merging "what if" plans to master plans; and linking programmed and expended dollars to GPRA goals. This workshop will also contain one day of "Effective Presentation Skills" training.

CORE COMPETENCIES: Budget and Finance

FUNDING: Servicewide Training and Development Funds

EVENT COORDINATOR: Jan Gauthier, Training Manager, Administration and Office Management Support, Stephen T. Mather Training Center, 304-535-6402

ADMINISTRATION AND OFFICE MANAGEMENT SUPPORT *(continued)*

EVENT TITLE: Administrative Finance System, Version 3 (AFS 3)

TARGET AUDIENCE: Individuals who are responsible for inputting data into and maintaining records in AFS 3

DATE: TBD—Scheduled by Lead instructors in each of the regions

LOCATION: TBD

EVENT DESCRIPTION: Hands-on computer-based training of the web-based AFS 3 to include an overview of changes to the AFSII application and an overview of AFS 3 security. The course content includes getting started with AFS 3 by setting up user preferences and migrating AFSII budget plans to AFS 3; conducting financial tracking using account, labor detail, and document based queries and reports; and using the commitment control register; creating and maintaining a master budget plan and "what if" scenarios; performing budget plan administrative duties such as archiving/retrieving, copying to new fiscal year, and merging "what if" plans to master plans; and linking programmed and expended dollars to GPRA goals.

CORE COMPETENCIES: Budget and Finance

FUNDING: Tuition; Benefiting Account for participant's travel and per diem

EVENT COORDINATOR: Jan Gauthier, Training Manager, Administration and Office Management Support, Stephen T. Mather Training Center, 304-535-6402

All training nomination forms must be submitted through your Regional Employee Development Office.

Priorities must be indicated if a park unit submits more than one nomination.

Participant selection will be made by the Training Manager or Course Coordinator, as applicable.

Course Coordinators will notify participants of their selection status.

For more details on training announcements, refer to the Learning Place Bulletin Board on cc:Mail and the Learning Place Website at <http://www.nps.gov/training>

For additional information about core competencies, please refer to the NPS Career Planning and Tracking Kit or contact the assigned Career Field Training Manager.

CULTURAL RESOURCES STEWARDSHIP

EVENT TITLE: Introduction to the National Historic Preservation Act

TARGET AUDIENCE: Designated Park Section 106 Coordinators, Park Chiefs of Resource Management, Facility Managers/Chiefs of Maintenance, Cultural Resources Program Managers, Integrated Resources Program Managers, and other NPS staff who have responsibilities in overseeing, advising on/or carrying out park Section 106 processes

DATE: (3 Offerings): Fall 2001
Spring 2002
Winter 2002

LOCATION: Stephen T. Mather Training Center, Harpers Ferry, West Virginia, Locations TBD for Midwest Region and Southeast Region

EVENT DESCRIPTION: This three-day introductory (basic) course provides introductory training on compliance with Section 106 of the National Historic Preservation Act of 1966, as amended. The training focuses on the basic requirements of Section 106 and Section 110, and how they serve to protect historic properties; on how Section 106 is implemented in parks under 36 CFR Part 800 regulations issued by the Advisory Council on Historic Preservation, and the current nationwide programmatic agreement specific to the National Park Service; and on how to coordinate Section 106 review with park planning processes and operations.

CORE COMPETENCIES: Entry and Developmental Performance Levels: Preservation Law, Philosophy, and Practice; Preservation, Treatment, and Maintenance; and Program and Project Management

FUNDING: Servicewide T&D funding supports course costs; benefiting account pays participant's travel and per diem

EVENT COORDINATOR: Tony Knapp, Training Manager, Cultural Resources Stewardship, Stephen T. Mather Training Center, 304-535-6178



EVENT TITLE: Cultural Resources Protection and Fire Management Planning

TARGET AUDIENCE: Park cultural and natural resources management staff and fire management officers; other park staff with wildfire management responsibilities; and State Historic Preservation Officers and State Tribal Historic Preservation Officers and staffs with responsibility for case review of park fire activity undertakings

DATE: January 21–25, 2002

LOCATION: Western Archeological and Conservation Center, Tucson, Arizona

EVENT DESCRIPTION: This four-day interdisciplinary training course stresses evaluating fire effects on cultural resources and the cooperative rewriting of fire management plans. The course provides knowledge and skills on program development with National Environmental Protection Act (NEPA) and National Historic Preservation Act (NHPA) compliance achieved; cooperative implementation of joint actions in wildfire emergencies and in NPS fire management decisions; protection of known/suspected cultural resources before fire events; the effects of wildfire management, hazard fuel reduction projects, and fire research methods upon cultural resources; achieving fire program goals with minimal impact; and developing teams of local staff members for mutual assistance and support in emergencies.

CORE COMPETENCIES: Entry and Developmental Performance Levels: Professional Discipline, Preservation Law, Philosophy, and Practice; Preservation, Treatment, and Maintenance, Program and Project Management, and Writing and Communications

FUNDING: Servicewide T&D Funds supports course costs; benefiting account pays participants' travel and per diem (Note: Pacific West Region FIREPRO Funds provides funding to defray participants' travel costs)

EVENT COORDINATOR: Tony Knapp, Training Manager, Cultural Resources Stewardship, Stephen T. Mather Training Center, 304-535-6178

EVENT TITLE: Preserving the Cultural Landscapes of Seaport Communities

TARGET AUDIENCE: NPS and non-NPS Historians, Ethnographers, Historical Landscape Architects, Interpreters, Community and Interpretive Planners, Cultural and Natural Resource Specialists

DATE: September 2002

LOCATION: Coastal Massachusetts (specific site TBD)

EVENT DESCRIPTION: This will be the second part of a three-year workshop series begun in Nantucket in FY99. The first year focused on the identification and inventory of cultural landscapes in coastal communities. This training event will focus on the analysis and significance of cultural landscapes in seaport communities. This workshop will focus on coastal New England efforts to revitalize historic seafaring communities through development programs and heritage tourism; identification and protection of significant cultural resources that are an integral part of a community's sense of place; examination of the significance of landscape features and associated cultural groups and practices; and providing a working knowledge of the methodologies of cultural landscape preservation.

CORE COMPETENCIES: Entry and Developmental Performance Levels: Professional Discipline, Preservation, Law, Philosophy, and Practices, Research and Inventory, Preservation, Treatment, and Maintenance, and Writing and Communications

FUNDING: Servicewide T&D funding and non-NPS participant tuition support workshop costs; benefiting account pays participants' travel and per diem.

EVENT COORDINATOR: Tony Knapp, Training Manager, Cultural Resources Stewardship, Stephen T. Mather Training Center, 304-535-6178

EVENT TITLE: Introduction to Automated National Catalog System Plus (ANCS+)

TARGET AUDIENCE: Curators, Museum Specialists, Museum Technicians, Archives Specialists, Archives Technicians, Archivists, Contract Catalogers, and park staff who have museum responsibilities as a collateral duty

LOCATION: TBD

DATE: TBD

EVENT DESCRIPTION: This three-day, hands-on course provides participants with a basic knowledge of and skills in using ANCS+. It prepares the participant to accession and catalog cultural resources and natural history records into ANCS+, to create supplemental records in ANCS+, to create quick reports and access and use the NPS forms and reports in ANCS+, to create records in the associated modules in ANCS+, to use ANCS+ to complete the Collections Management Report, Automated Inventory Program, and Automated Checklist Program, to use ANCS+ to search collection data to understand the interrelationship between archives and the collection management program, and to use ANCS+ to produce GPRA-related reports.

CORE COMPETENCIES: Entry and Developmental Performance Levels: Professional Discipline, and Research and Inventory—Documentation

FUNDING: Benefiting account pays participants' travel and per diem

EVENT COORDINATOR: Tony Knapp, Training Manager, Cultural Resources Stewardship, Stephen T. Mather Training Center, 304-535-6178

EVENT TITLE: Critical Issues in History Education

TARGET AUDIENCE: Historians, Interpreters', Education Specialists, Park Planners, and Exhibit Designers, and Program Managers in parks and support offices who are responsible for historical research and/or historical interpretation/education programs in parks

DATE: Summer 2002

LOCATION: TBD

EVENT DESCRIPTION: This two and a half-day seminar provides an interdisciplinary overview of scholarship and historiography (historical methods, literature, and points of scholarly debate) related to a specific historical topic/theme of current concern to a significant number of parks, and illuminates ways to use the best of current historical scholarship within NPS park interpretive and education programs. Participants will discuss and share information about issues in the public presentation and interpretation of the seminar topic. The seminar focuses on the implications of "new" fields of historical scholarship for research and interpretation, including the intersections of "traditional" political and military history with social, cultural, and economic history; the interpretation of sites in broad contexts, using the NPS thematic framework and the "compelling stories" concept; and issues of commemoration and historical memory at National Park Service sites.

CORE COMPETENCIES: Entry, Developmental, and Full Performance Levels: Professional Discipline, Research and Inventory, Writing and Communication

FUNDING: NPS History and Education Program funding supports some of the seminar costs; benefiting account pays participants' travel and per diem

EVENT COORDINATOR: Tony Knapp, Training Manager, Cultural Resources Stewardship, Stephen T. Mather Training Center, 304-535-6178



FIRE AND AVIATION MANAGEMENT

For a complete listing of all Fire & Aviation Management events, please refer to the NPS FIRENET Website at www.fire.nps.gov. There you will find training schedules and information for Wild Fire, Structure Fire and Aviation. You may also contact Merrie Johnson, Training Manager, at 208-387-5224.

HISTORIC PRESERVATION SKILLS AND CRAFTS

EVENT TITLE: Preservation and Skills Training (PAST) Program

TARGET AUDIENCE: Maintenance employees, WG-3-7

DATE: November 2001

LOCATION: Historic Preservation Training Center, Frederick, Maryland and park units

EVENT DESCRIPTION: During this two-year program participants receive basic instruction in carpentry, masonry, and/or painting and will develop preservation skills in one trade to the apprentice or intermediate level. Group training sessions will be held out of the park at approximately six-month intervals. During the remaining months, a mentor will work in the trainee's park to provide hands on instruction on repairing and maintaining park historic structures. Participants complete a total of 640 hours of training during the two-year period.

CORE COMPETENCIES: Preservation Skills, Preservation Philosophy, Safety, and Trade Skills

FUNDING: Servicewide T&D funds for course costs; benefiting account for participant's travel and per diem

EVENT COORDINATOR: Dorothy Printup, Training Manager, Historic Preservation Skills and Crafts, Historic Preservation Training Center, 301-663-8206, ext.101

EVENT TITLE: Striking a Balance: Preserving the Interface Between Historic Buildings and Landscapes

TARGET AUDIENCE: Historical maintenance persons, preservation gardeners, carpenters, painters, maintenance workers, masons, tractor operators, horticulturists, ground workers

DATE: Spring 2002

LOCATION: Yosemite National Park, California

EVENT DESCRIPTION: This workshop will focus on integrated approaches to preservation maintenance and construction projects to ensure that both historic buildings and cultural landscape features are properly considered and protected. The workshop will emphasize a multi-disciplinary approach to problem solving so that site managers and maintenance staff develop additional knowledge about the property-wide considerations of a maintenance or construction project. The workshop will emphasize preservation issues that are common to many historic properties, including, maintenance practices that affect multiple resources, site protection, and construction mitigation, preserving both structures and adjacent vegetation, and managing water and drainage.

CORE COMPETENCIES: Knowledge of Discipline, Preservation Law, Philosophy, and Practice, Preservation Skills, Trade Skills, Risk Management, and Project Management

FUNDING: Servicewide T&D funds for course costs; benefiting account for participant's travel and per diem

EVENT COORDINATOR: Dorothy Printup, Training Manager, Historic Preservation Skills and Crafts, Historic Preservation Training Center, 301-663-8206, ext.101



All training nomination forms must be submitted through your Regional Employee Development Office.

Priorities must be indicated if a park unit submits more than one nomination.

Participant selection will be made by the Training Manager or Course Coordinator; as applicable.

Course Coordinators will notify participants of their selection status.

For more details on training announcements, refer to the Learning Place Bulletin Board on cc:Mail and the Learning Place Website at <http://www.nps.gov/training>

For additional information about core competencies, please refer to the NPS Career Planning and Tracking Kit or contact the assigned Career Field Training Manager.

EVENT TITLE: Protecting and Maintaining Urban Historic Landscapes

TARGET AUDIENCE: Maintenance workers, masons, trail crews, road crews, grounds worker, etc., historical landscape architects, preservation horticulturists, and landscape preservation specialists

DATE: Spring 2002

LOCATION: Golden Gate National Recreation Area, San Francisco, California

EVENT DESCRIPTION: This workshop will identify challenges like choosing the right plant for the right place; alleviating/preventing soil compaction; managing the urban forest; reducing storm water runoff; and developing and implementing efficient and proper horticultural maintenance techniques. Management/maintenance techniques presented will instruct participants how to minimize threats to the resource while still maintaining the historic character of the place. An integrated approach to preservation maintenance, repair, and new construction projects will be presented, stressing appropriate protection for the historic resource.

CORE COMPETENCIES: Knowledge of Discipline, Preservation Law, Philosophy and Practice, Preservation Skills, Trade Skills, and Project Management

FUNDING: Servicewide T&D funds for course costs; benefiting account for participant's travel and per diem

EVENT COORDINATOR: Dorothy Printup, Training Manager, Historic Preservation Skills and Crafts, Historic Preservation Training Center, 301-663-8206, ext.101

EVENT TITLE: Preservation Worker Safety Issues

TARGET AUDIENCE: Maintenance employees, all grades

DATE: Spring 2002

LOCATION: Historic Preservation Training Center, Frederick, Maryland

EVENT DESCRIPTION: This course introduces participants to safety hazards they would be exposed to while working on historic structures. Participants will also learn how to prevent on-the-job injury and illness. Topics to be covered include: hazard awareness, fall protection, rigging/shoring, scaffolding, use of fire extinguishers, lead paint awareness, and confined spaces.

CORE COMPETENCIES: Safety and Workplace Hazards

FUNDING: Tuition is \$350 to cover course costs; benefiting account for participant's travel and per diem

EVENT COORDINATOR: Dorothy Printup, Training Manager, Historic Preservation Skills and Crafts, Historic Preservation Training Center, 301-663-8206, ext.101

EVENT TITLE: Preservation Woodcrafting (two-to-four courses)

TARGET AUDIENCE: Carpenters, Woodcrafters, and Exhibits Specialists who want to increase their trade skills

DATE: Summer and Fall 2002

LOCATION: Historic Preservation Training Center Shop, Frederick, Maryland

EVENT DESCRIPTION: During this workshop, participants will have the opportunity to learn how to use modern woodworking machinery and hand tools safely and proficiently, to read historic tool marks and to describe the sequence in which activities occurred to create wood elements, and to create and use historic woodworking tools such as smooth planes, match planes, bead planes, spokeshaves, etc.

CORE COMPETENCIES: Preservation Skills, Trade Skills, and Shop Safety

FUNDING: Tuition is \$800 to cover course costs; benefiting account for participant's travel and per diem

EVENT COORDINATOR: Dorothy Printup, Training Manager, Historic Preservation Skills and Crafts, Historic Preservation Training Center, 301-663-8206, ext.101



HISTORIC PRESERVATION SKILLS AND CRAFTS *(continued)*

EVENT TITLE: Introduction to Historic Preservation

TARGET AUDIENCE: Maintenance employees at all grade levels, Exhibits Specialists, Preservation Specialists, Facility Managers, and all supervisors at the entry level

DATE: Fall 2002

LOCATION: Historic Preservation Training Center, Frederick, Maryland

EVENT DESCRIPTION: This training course provides an introduction to the NPS cultural resource management guidelines and policies and to the day-to-day tasks of historic building maintenance. Topics include: history of the preservation movement, National Historic Preservation Act of 1966, application of the Secretary of the Interior's Standards for the Treatment of Historic Properties, reading a building, determining architectural styles, and identifying character-defining elements.

CORE COMPETENCIES: Preservation Laws, Philosophy, and Practices

FUNDING: Tuition is \$400 to cover course costs; benefiting account for participant's travel and per diem.

EVENT COORDINATOR: Dorothy Printup, Training Manager, Historic Preservation Skills and Crafts, Historic Preservation Training Center, 301-663-8206 ext.101

All training nomination forms must be submitted through your Regional Employee Development Office.

Priorities must be indicated if a park unit submits more than one nomination.

Participant selection will be made by the Training Manager or Course Coordinator, as applicable.

Course Coordinators will notify participants of their selection status.

For more details on training announcements, refer to the Learning Place Bulletin Board on cc:Mail and the Learning Place Website at <http://www.nps.gov/training>

For additional information about core competencies, please refer to the NPS Career Planning and Tracking Kit or contact the assigned Career Field Training Manager.

EVENT TITLE: Preservation Work Assignment Program

TARGET AUDIENCE: Maintenance employees, all grade levels

DATE: Ongoing

LOCATION: Historic Preservation Training Center, Frederick, Maryland and project sites

EVENT DESCRIPTION: The purpose of this program is to allow the maintenance employee to develop new skills and abilities in order to become a more versatile preservation worker. Working on historic preservation projects throughout the National Park System, participants will acquire basic skills and abilities in the use of tools and trade skills during closely supervised on-the-job project assignments. Participants will be assigned to projects based on their developmental goals.

CORE COMPETENCIES: Preservation Skills, Trade Skills, and Safety

FUNDING: Benefiting account for participant's travel and per diem

EVENT COORDINATOR: Dorothy Printup, Training Manager, Historic Preservation Skills and Crafts, Historic Preservation Training Center, 301-663-8206, ext.101



INFORMATION MANAGEMENT

Contact Training Manager Will Brimberry at 202-565-1028 for additional information.

Computer-Based Training

The National Park Service (NPS) offers computer-based training (CBT), an "any-time, anywhere" distance learning approach to employee development and education. CBT delivery takes advantage of internet technology. NETg, the CBT provider selected by the NPS, is the largest computer-based training vendor in the market.

As part of the license, an employee can take advantage of any one NETg course offering or all 550 training course titles. The category of subjects includes Information Technology (IT), Desktop Computing, Process Management, Project Management, and Business and Personal Skills. As an example, the Desktop Computer offerings include courses like the Microsoft Office 97 products (MS Word, PowerPoint, Excel, and MS Access), other word processing, spreadsheets, and graphic software. In addition to the technical courses, there are business writing & communication courses, negotiation training, leadership, meeting presentation, EEO, team building, and much more. As the NPS moves to Lotus Notes, training will be available through this computer-based training program. NETg's web site offers an up-to-date listing and descriptions of all available courses (<http://www.wbtrain.com>). Many of the courses offer GED and college accreditation.

How To Apply For A CBT License

These computer-based training licenses are distributed through the Regional Employee Development Officers (EDO). NPS employees will download the training modules to their personal computer. For an employee to access the CBT server, they must have an account ID and password. User support is provided by 800 telephone and e-mail services. If you have questions regarding NPS computer-based training, contact your EDO, Career Field Training Manager, or NPS Training Center.

INTAKE TRAINEE PROGRAM

EVENT TITLE: NPS Fundamentals II for New Employees: Why We're Here

TARGET AUDIENCE: Intake Trainees, Class 2003

DATES: October 29–November 9, 2001

LOCATION: Grand Canyon, Arizona

EVENT DESCRIPTION: This two-week residential experience instills a personal connection between the employee and the NPS Mission. Modules address resource stewardship, interpersonal communication skills, fundamental values, personal responsibility and leadership, and NPS operations. Pre-requisites—Fundamentals I: History and Mission; Local Orientation; A Virtual Tour of Government; NPS Recreation and Preservation Programs (web-based training).

CORE COMPETENCIES: Mission Comprehension, Resource Stewardship, NPS Operations, Fundamental Values, Communication Skills, Problem-Solving Skills

FUNDING: Intake Trainee Program

EVENT COORDINATOR: Cindy Nielsen, Site Coordinator, Horace M. Albright Training Center, 520-638-7980

EVENT TITLE: Communication Skills Workshop

TARGET AUDIENCE: Intake Trainees, Class 2003

DATE: February 2002 (specific dates TBD)

LOCATION: TBD

EVENT DESCRIPTION: Intakes participate in an intensive speaking and writing enhancement workshop with both pre- and post-training assessments. Participants also learn unique personal skills necessary in the new "information age."

CORE COMPETENCIES: Communications

FUNDING: Intake Trainee Program

EVENT COORDINATOR: Mary Bonacorda, Intake Employee Development Specialist, Stephen T. Mather Training Center, 304-535-6216

EVENT TITLE: Technology Seminar

TARGET AUDIENCE: Intake Trainees, Class 2003

DATE: Spring 2002 (specific dates TBD)

LOCATION: Shepherdstown, West Virginia

EVENT DESCRIPTION: Examines use and applications of computer technology both within and outside the agency. Comprehensive review of NPS hardware, software, and telecommunication standards and capabilities will be discussed and demonstrated.

CORE COMPETENCIES: Agency Orientation, NPS Operations Communication Skills, Problem-Solving Skills

FUNDING: Intake Trainee Program

EVENT COORDINATOR: Mary Bonacorda, Intake Employee Development Specialist, Stephen T. Mather Training Center, 304-535-6216



Servicewide Intake Trainees Graduation Class of 2000

INTAKE TRAINEE PROGRAM

(continued)

EVENT TITLE: Government Operations Institute

TARGET AUDIENCE: Intake Trainees, Class 2003

DATES: Spring 2002 (specific dates TBD)

LOCATION: Washington, D.C.

EVENT DESCRIPTION: Participants gain a greater appreciation and understanding of the American political system, the role of the NPS in this system, and the responsibility of each employee in the agency's governmental context.

CORE COMPETENCIES: Mission Comprehension, Agency Orientation, Fundamental Values, NPS Operations, Communication Skills

FUNDING: Intake Trainee Program

EVENT COORDINATOR: Mary Bonacorda, Intake Employee Development Specialist, Stephen T. Mather Training Center, 304-535-6216

EVENT TITLE: Orientation to the Intake Trainee Program

TARGET AUDIENCE: Intake Trainees and Supervisors, Class 2004

DATE: August 2002 (specific dates TBD)

LOCATION: Stephen T. Mather Training Center, Harpers Ferry, West Virginia

EVENT DESCRIPTION: Program expectations, initiation of an Individual Development Plan, and establishment of performance standards are the focus of the event.

CORE COMPETENCIES: Individual Development and Planning, Fundamental Values, NPS Operations, Communication Skills

FUNDING: Intake Trainee Program

EVENT COORDINATOR: Mary Bonacorda, Intake Employee Development Specialist, Stephen T. Mather Training Center, 304-535-6216

EVENT TITLE: The New Leader

TARGET AUDIENCE: Intake Trainees, Class 2004

DATES: August 2002 (specific dates TBD)

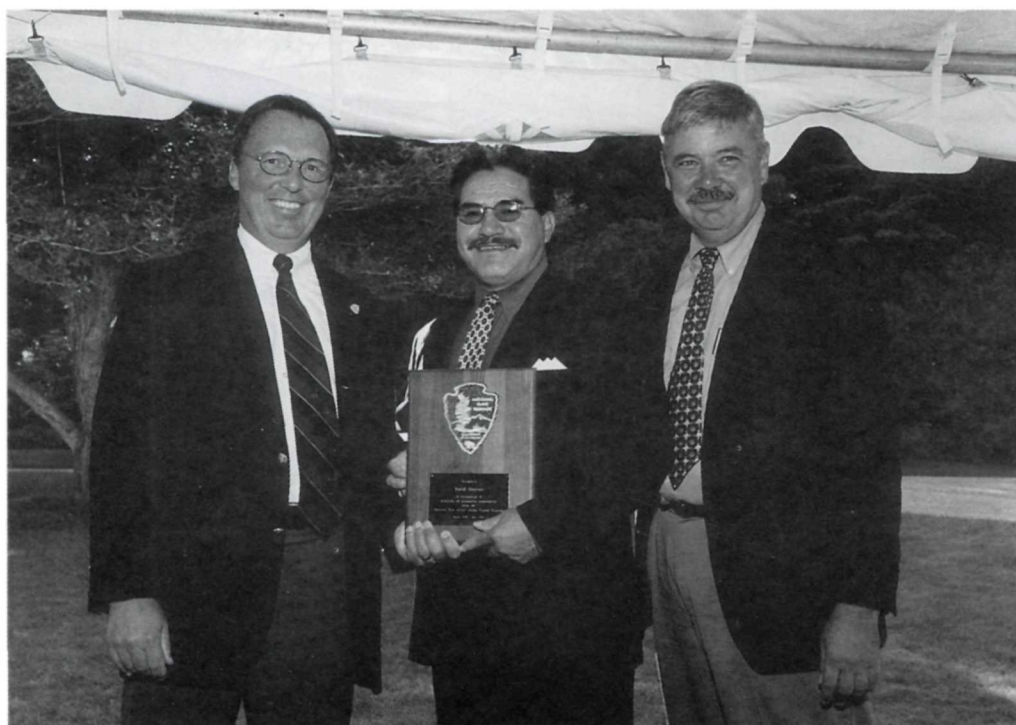
LOCATION: Stephen T. Mather Training Center, Harpers Ferry, West Virginia

EVENT DESCRIPTION: Interactive event which explores ways to increase personal accountability, identifying values and linking them to goals and objectives, developing effective customer relations, improving communication skills, and establishing teambuilding processes.

CORE COMPETENCIES: Fundamental Values, Communication Skills, Problem-Solving Skills

FUNDING: Intake Trainee Program

EVENT COORDINATOR: Mary Bonacorda, Intake Employee Development Specialist, Stephen T. Mather Training Center, 304-535-6216



David Quirino, 2000 Intake Graduate, received graduation plaque from John Reynolds, Regional Director, Pacific West Region and Edward Carlin, Leader, Servicewide Training & Development Program

EVENT TITLE: Technology Enhanced Learning Incentive Fund

TARGET AUDIENCE: Intake Trainees, Class 2003 & 2004

DATE: Duration of Intake Program

LOCATION: Distance Learning Technology, various sites

EVENT DESCRIPTION: This incentive fund is available to Intake Trainees to facilitate use of various distance learning technologies in order to meet identified essential competencies. Learning strategies may include satellite, CD-ROM, Internet, or other delivery systems. Specific guidance in applying for the fund is provided to all Intake Trainees and their supervisors at the Orientation to the Intake Program event.

CORE COMPETENCIES: Potentially all Universal and Career Field Competencies

FUNDING: Intake Trainee Program

EVENT COORDINATOR: Chris Perry, Training Manager, Intake Trainee Program, Stephen T. Mather Training Center, 304-535-6215

EVENT TITLE: Career Field Base Fund

TARGET AUDIENCE: Intake Trainees, Class 2003 & 2004

DATE: Duration of Intake Program

LOCATION: Dependent on most cost-effective location

EVENT DESCRIPTION: Each Intake Trainee is provided a base and supplemental funding authorization in support of career-field training. Allocations are determined through the development of an Individual Development Plan. Competency assessments are used whenever possible and training methods are determined using the most cost-effective strategy.

CORE COMPETENCIES: Each trainee's assigned career field

FUNDING: Intake Trainee Program

EVENT COORDINATOR: Chris Perry, Training Manager, Intake Trainee Program, Stephen T. Mather Training Center, 304-535-6215

EVENT TITLE: Intake Special Applications Fund

TARGET AUDIENCE: Intake Trainees, Intake Class 2003 & 2004

DATE: Duration of Intake Program

LOCATION: Dependent on most cost-effective location

EVENT DESCRIPTION: Intake trainees may apply to the Special Application Fund for needs in support of approved Task Team or Final Project assignments. Requests that leverage benefits to the host site or a Servicewide application receive first consideration.

CORE COMPETENCIES: Varies

FUNDING: Intake Trainee Program

EVENT COORDINATOR: Chris Perry, Training Manager, Intake Trainee Program, Stephen T. Mather Training Center, 304-535-6215



All training nomination forms must be submitted through your Regional Employee Development Office.

Priorities must be indicated if a park unit submits more than one nomination.

Participant selection will be made by the Training Manager or Course Coordinator, as applicable.

Course Coordinators will notify participants of their selection status.

For more details on training announcements, refer to the Learning Place Bulletin Board on cc:Mail and the Learning Place Website at <http://www.nps.gov/training>

For additional information about core competencies, please refer to the NPS Career Planning and Tracking Kit or contact the assigned Career Field Training Manager.

INTAKE TRAINEE PROGRAM

(continued)

EVENT TITLE: Intake Supervisor Fund

TARGET AUDIENCE: Supervisors of Intake Trainees, Class 2003 & 2004

DATE: Duration of Intake Program

LOCATION: Dependent on most cost-effective location

EVENT DESCRIPTION: Intake supervisors are provided a stipend for developmental opportunities in support of their leadership development. This fund may also be used to assist supervisors in developing their competencies in the same career field as the Intake they supervise.

CORE COMPETENCIES: Supervision, Management & Leadership, Various Career Fields

FUNDING: Intake Trainee Program

EVENT COORDINATOR: Chris Perry, Training Manager, Intake Trainee Program, Stephen T. Mather Training Center, 304-535-6215

INTERPRETATION, EDUCATION, AND COOPERATING ASSOCIATIONS

EVENT TITLE: Essential Competencies in Interpretation

TARGET AUDIENCE: Field Park Rangers, Partner Employees, others doing interpretive, education, and informational work in NPS sites

DATE: Ongoing throughout fiscal year

LOCATION: TBD by regions and instructor teams based on needs

EVENT DESCRIPTION: Informal Visitor Contacts, Interpretive Talks, Illustrated Programs, Conducted Activities, Interpretive Writing, Curriculum-Based Programs, Interpretive Planning, Interpretive Media Development, Interpretive Training and Coaching, and Research and Resource Liaison

CORE COMPETENCIES: Entry Level, Developmental Level, Full Performance Level Competencies

FUNDING: Benefiting account

EVENT COORDINATOR: TBD on regional or local level

EVENT TITLE: Applied Principles of Interpretation for Supervisors (title subject to change)

TARGET AUDIENCE: Front-line Interpretive Supervisors, Park Partners who supervise interpretation in NPS areas.

DATE: Ongoing throughout fiscal year

LOCATION: TBD by regions and instructor teams based on needs

EVENT DESCRIPTION: Elements of effective interpretation; how these elements affect interpretation's contribution to the NPS Mission, and how they are related to individual professional development of front-line staff.

CORE COMPETENCIES: Effective Interpretation, Coaching, Staff Development

FUNDING: Benefiting account

EVENT COORDINATOR: TBD on regional or local level.

All training nomination forms must be submitted through your Regional Employee Development Office.

Priorities must be indicated if a park unit submits more than one nomination.

Participant selection will be made by the Training Manager or Course Coordinator, as applicable.

Course Coordinators will notify participants of their selection status.

For more details on training announcements, refer to the Learning Place Bulletin Board on cc:Mail and the Learning Place Website at <http://www.nps.gov/training>

For additional information about core competencies, please refer to the NPS Career Planning and Tracking Kit or contact the assigned Career Field Training Manager.



EVENT TITLE: Curriculum
Coordinator/Certifier Workshop

TARGET AUDIENCE: Field professional interpreters who will be required to demonstrate competency at a national standard after completing the workshop. Professionals from other organizations who have a demonstrated intent to emulate or assist this professional development program.

DATE: January 28–February 8, 2002

LOCATION: Stephen T. Mather Training Center, Harpers Ferry, West Virginia

EVENT DESCRIPTION: This workshop will enhance each participant's understanding of the standards and effective elements of interpretation as defined in the Interpretive Development Program; time will be devoted to the certification process, including recognizing critical elements of effective interpretation; articulating verbally and in writing those elements, and practicing reviews of a series of typical field products to assure consistency in application of the standards. A practicum will be required to demonstrate certification standards before becoming a certifier in this program.

CORE COMPETENCIES: Elements of Effective Interpretation, Personal Writing and Speaking Skills

FUNDING: Servicewide account

EVENT COORDINATOR: Dave Dahlen, Training Manager, Interpretation, Education & Cooperating Associations, Stephen T. Mather Training Center, 304-535-6215

EVENT TITLE: Interpretation Leadership Seminar

TARGET AUDIENCE: Chiefs of Interpretation; Chief Rangers responsible for interpretation; Managers of Partner Organizations responsible for interpretive services in NPS and partner sites

DATE: Spring or Summer 2002

LOCATION: Stephen T. Mather Training Center, Harpers Ferry, West Virginia

EVENT DESCRIPTION: Seminar approach will address sensitive issues, multiple perspectives, professional development opportunities for staff, interpretive leadership, effective elements of interpretation, and meeting the NPS Mission through interpretation.

CORE COMPETENCIES: Technical Elements of Interpretive Leadership, Effective Elements of Interpretation, Multiple Perspectives

FUNDING: TBD

EVENT COORDINATOR: Corky Mayo, Chief, Interpretation WASO, 202-565-1050

EVENT TITLE: Developing and Implementing Comprehensive Interpretive Plans (CIP)

TARGET AUDIENCE: Field Interpretive Managers and Supervisors; Field Interpreters with responsibility to develop and implement CIPs at their sites.

DATE: Summer 2002

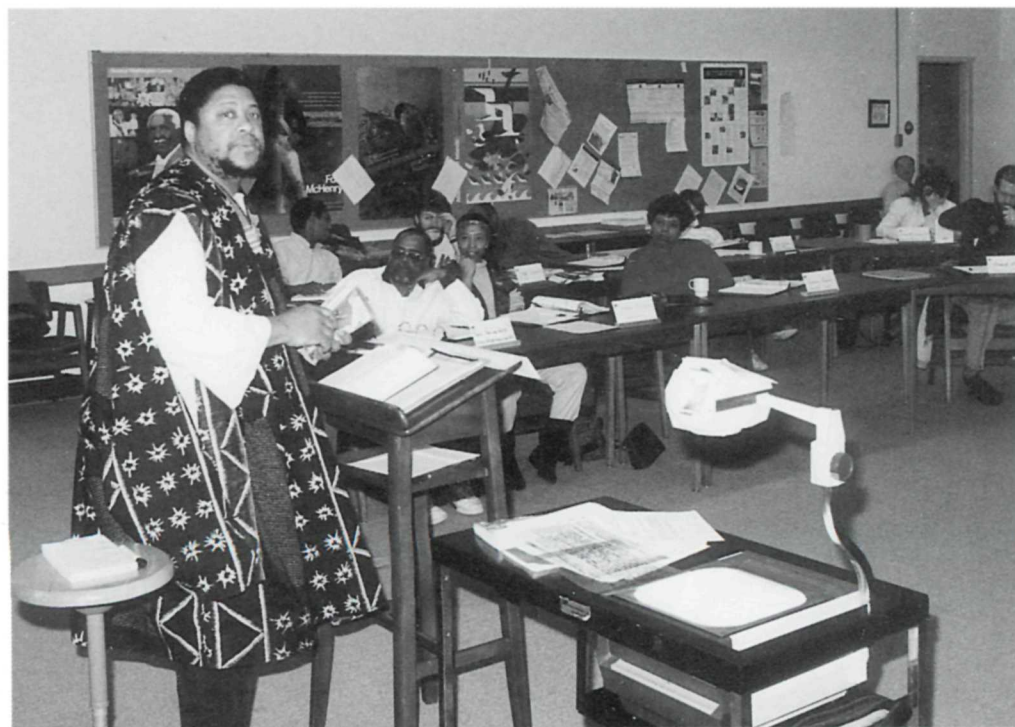
LOCATION: Stephen T. Mather Training Center, Harpers Ferry, West Virginia

EVENT DESCRIPTION: Workshop will introduce the three components of CIPs and provide participants with practical, hands-on activities and presentations to enable them to select the best method and strategy to develop and implement their own plans. Experts in the planning process, interpretation, funding sources, and other specialists will present sessions.

CORE COMPETENCIES: Interpretive Planning, Media Development, Facilitating Plan Development

FUNDING: Benefiting account

EVENT COORDINATOR: TBD



INTERPRETATION, EDUCATION, AND COOPERATING ASSOCIATIONS *(cont.)*

EVENT TITLE: Operating NPS Cooperating Associations (title subject to change)

TARGET AUDIENCE: NPS and Cooperating Association Managers responsible for developing common goals and vision for the partnership between organizations.

DATE: Summer 2002

LOCATION: TBD

EVENT DESCRIPTION: This course will address policies, guidelines, best practices, and other topics essential to successful partnerships between NPS and associations.

CORE COMPETENCIES: Implementing Policies, Partnerships, Setting Common Goals and Vision, Organizational Communications

FUNDING: Benefiting account

EVENT COORDINATOR: TBD

LAW ENFORCEMENT AND RESOURCE PROTECTION

EVENT TITLE: National Park Service Ranger Law Enforcement Training Program

TARGET AUDIENCE: Mandatory for NPS Rangers (025) to be certified as a permanent, Type I, commissioned Law Enforcement Officer.

DATE: TBD

LOCATION: Federal Law Enforcement Training Center, Glynco, Georgia

EVENT DESCRIPTION: This intensive basic law enforcement training has been especially developed for the NPS and is designed to meet the legislated mandatory basic training requirement of Park Rangers in order to begin operating at the developmental and then progress to the journeyman level. This program also integrates an orientation/introduction to the NPS, which provides a grounding in NPS mission, history, tradition, vision, and the role that law enforcement plays in meeting its goals.

CORE COMPETENCIES: Mission and Resources, Laws and Regulations, Law Enforcement Skills, Jurisdiction and Authority

FUNDING: Central Training & Development Funds

EVENT COORDINATOR: Tom Cherry, Training Manager, Law Enforcement and Resource Protection, Federal Law Enforcement Training Center, 912-267-2246

EVENT TITLE: Law Enforcement for Managers

TARGET AUDIENCE: Superintendents and Regional Managers

DATE: TBD

LOCATION: Federal Law Enforcement Training Center, Glynco, Georgia

EVENT DESCRIPTION: This program is intended to familiarize field and regional managers, who have the responsibility for law enforcement operations in their area, with Federal law including environmental, natural and cultural resource protection, as well as authority and jurisdiction. In addition, participants will be provided with current information on law enforcement training civil liability and DOI and NPS policies and procedures.

This course is designated as a Special Initiative Training Program determined by the Director and Associate Director for Operations & Education.

CORE COMPETENCIES: Crime Vulnerability, Planning for Law Enforcement Events, Law Enforcement Role and Function, Potential Liabilities

FUNDING: Central Training & Development Funds

EVENT COORDINATOR: Tom Cherry, Training Manager, Law Enforcement and Resource Protection, Federal Law Enforcement Training Center, 912-267-2246



EVENT TITLE: Criminal Investigators Conference

TARGET AUDIENCE: Criminal Investigators, Special Agents, and LE Specialists

DATE: TBD

LOCATION: Federal Law Enforcement Training Center, Glynco, Georgia

EVENT DESCRIPTION: This program is an in-depth study of enforcement concepts and techniques. The curriculum is frequently revised to stay abreast of the changing needs of the NPS. Participants are provided the specific information and skills training necessary to equip them for actual job performance in law enforcement and investigation.

CORE COMPETENCIES: Advanced Investigative Techniques, Electronic Device Utilization, Computer Usage, External and Internal Regulations

FUNDING: Central Training & Development Funds

EVENT COORDINATOR: Tom Cherry, Training Manager, Law Enforcement and Resource Protection, Federal Law Enforcement Training Center, 912-267-2246

EVENT TITLE: Basic Criminal Investigator Training

TARGET AUDIENCE: Type I Rangers designated to be 1811 Criminal Investigators or L.E. Specialists

DATE: TBD

LOCATION: Federal Law Enforcement Training Center, Glynco, Georgia

EVENT DESCRIPTION: This program is an in-depth study of law enforcement concepts and techniques. Participants are provided the specific information and skills training necessary to equip them for actual job performance in law enforcement and investigations.

This course is mandatory for any NPS employee designated as 1811 Criminal Investigators.

CORE COMPETENCIES: Interviewing, Case Work, Federal Laws, Security

FUNDING: Federal Law Enforcement Training Center, Glynco, Georgia

EVENT COORDINATOR: Tom Cherry, Training Manager, Law Enforcement and Resource Protection, Federal Law Enforcement Training Center, 912-267-2246

EVENT TITLE: Special Operations Training

TARGET AUDIENCE: Type I Rangers to be assigned to Special Events Teams and those assigned high drug-trafficking areas

DATE: TBD

LOCATION: Organ Pipe Cactus National Monument, Ajo, Arizona

EVENT DESCRIPTION: This program is designed for personnel who are directly involved in special law enforcement operations in NPS areas. It is intended for those actually performing special enforcement field duties such as: counter-narcotics, anti-poaching operations concerning wildlife and native plants, as well as investigating ARPA/PALEO resource violations.

This course is mandatory for any NPS Ranger to be assigned to Special Events Teams.

CORE COMPETENCIES: Survival, Surveillance, Counter Measures, Weaponry

FUNDING: Central Training & Development Funds

EVENT COORDINATOR: Tom Cherry, Training Manager, Law Enforcement and Resource Protection, Federal Law Enforcement Training Center, 912-267-2246



All training nomination forms must be submitted through your Regional Employee Development Office.

Priorities must be indicated if a park unit submits more than one nomination.

Participant selection will be made by the Training Manager or Course Coordinator, as applicable.

Course Coordinators will notify participants of their selection status.

For more details on training announcements, refer to the Learning Place Bulletin Board on cc:Mail and the Learning Place Website at <http://www.nps.gov/training>

For additional information about core competencies, please refer to the NPS Career Planning and Tracking Kit or contact the assigned Career Field Training Manager.

**LAW ENFORCEMENT AND
RESOURCE PROTECTION** *(continued)*

EVENT TITLE: Defensive Tactics Instructor Training

TARGET AUDIENCE: Type I Rangers assigned to instruct defensive tactics

DATE: TBD

LOCATION: Federal Law Enforcement Training Center, Glynco, Georgia

EVENT DESCRIPTION: This is an advanced program in which students are trained in the methodology of psychomotor skills development, defensive tactics, impact weapons, OC spray, and arrest techniques at the instructor level. The following areas are covered: Use of Force Model, Classroom Management, Warm-up and Flexibility Exercises, Injury Prevention Management, Legal Ramifications and Implications, Establishing and Maintaining Agency Specific Non-Lethal Training, Establishing an Evaluation Process.

CORE COMPETENCIES: Basic Instructor Techniques, Classroom Management, Liability Issues, Use-of-Force Model

FUNDING: Central Training & Development Funds

EVENT COORDINATOR: Tom Cherry, Training Manager, Law Enforcement and Resource Protection, Federal Law Enforcement Training Center, 912-267-2246

EVENT TITLE: Firearms Instructor

TARGET AUDIENCE: Type I Rangers designated as a Firearms Instructor

DATE: TBD

LOCATION: Federal Law Enforcement Training Center, Glynco, Georgia

EVENT DESCRIPTION: This program provides a specific curriculum of training that addresses the needs and requirements of INSTRUCTORS who will serve as the point of authority in the safe conduct of the agency's firearms training and qualification programs.

CORE COMPETENCIES: Weapon Nomenclature, Range Management, Instructional Techniques, Shooting Skills

FUNDING: Central Training & Development Funds

EVENT COORDINATOR: Tom Cherry, Training Manager, Law Enforcement and Resource Protection, Federal Law Enforcement Training Center, 912-267-2246

EVENT TITLE: Physical Fitness Coordinator Training Program

TARGET AUDIENCE: Type I Rangers that want to be certified as a Physical Fitness Coordinator

DATE: TBD

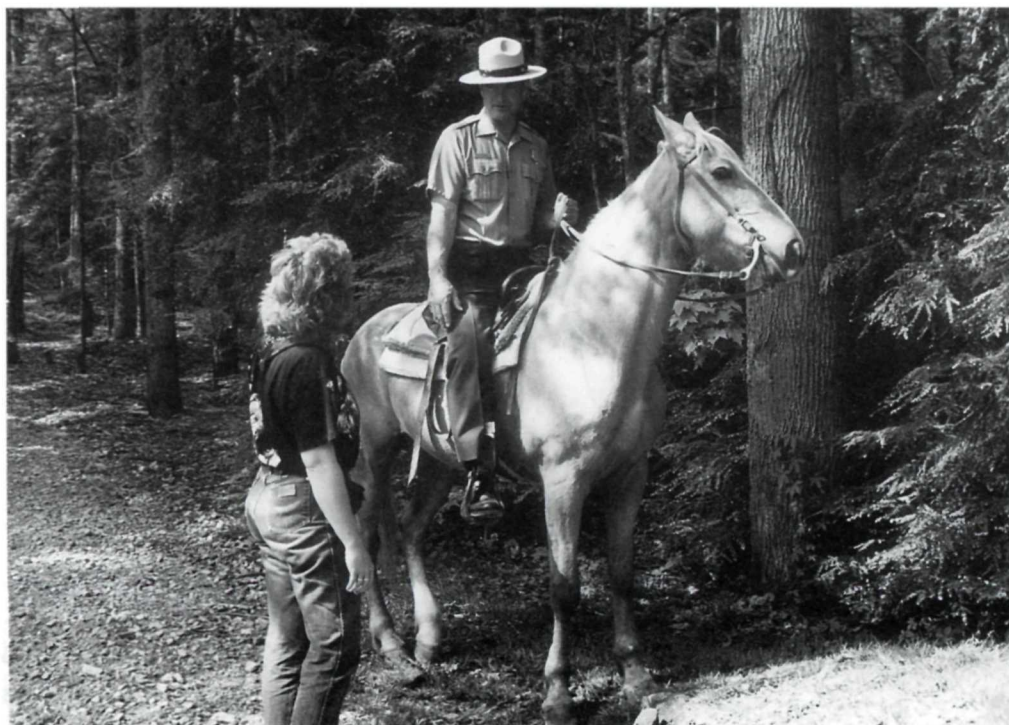
LOCATION: Federal Law Enforcement Training Center, Glynco, Georgia

EVENT DESCRIPTION: This program is designed to present the participant with information in the area of health, physical fitness assessment and conditioning, program management, basic anatomy and physiology, exercise leadership, and injury prevention.

CORE COMPETENCIES: Physiological Dynamics, Instructor Techniques, Conditioning and Testing Equipment, Injury Prevention

FUNDING: Central Training & Development Funds

EVENT COORDINATOR: Tom Cherry, Training Manager, Law Enforcement and Resource Protection, Federal Law Enforcement Training Center, 912-267-2246



EVENT TITLE: Archeological Resource Protection Training Program**TARGET AUDIENCE:** Archeologist and Permanent Type I Rangers**DATE:** TBD (6) courses per year**LOCATIONS:** Various, TBD**EVENT DESCRIPTION:** This program identifies the need for the team concept for archeological resource crime scene investigation. Subjects covered include collecting and trafficking networks, archeological crime scene investigation, site analysis, prevention, case studies, and field practical exercises are covered in the program.**CORE COMPETENCIES:** Investigative Techniques, Federal Law, State Law, Basic Archeology**FUNDING:** Central Training & Development Funds**EVENT COORDINATOR:** Tom Cherry, Training Manager, Law Enforcement and Resource Protection, Federal Law Enforcement Training Center, 912-267-2246**EVENT TITLE:** Firearms Instructor Refresher Training Program**TARGET AUDIENCE:** Currently Certified Firearms Instructor**DATE:** TBD**LOCATION:** Federal Law Enforcement Training Center, Glynco, Georgia**EVENT DESCRIPTION:** This program updates active firearms' instructors with current methodologies, policies, and procedures. The program is designed to introduce and discuss contemporary firearms trends, tactics, and techniques. The students are required to develop a dynamic course of fire, demonstrate instructor skills, and successfully complete all course objectives through hands-on participation.**CORE COMPETENCIES:** Advanced Course Development, Dynamic Instructional Methods, Safe Practical Exercise Design, Use-of-Force Continuum**FUNDING:** Central Training & Development Funds**EVENT COORDINATOR:** Tom Cherry, Training Manager, Law Enforcement and Resource Protection, Federal Law Enforcement Training Center, 912-267-2246**EVENT TITLE:** Advanced Physical Security Training Program**TARGET AUDIENCE:** Type I Rangers**DATE:** TBD**LOCATION:** Federal Law Enforcement Training Center, Glynco, Georgia**EVENT DESCRIPTION:** This program is designed to provide an in-depth knowledge of physical security systems and procedures. Subjects included are: Vulnerability, Prevention Theory, Application and Protection.**CORE COMPETENCIES:** Security, Monitoring, Planning, Assessment**FUNDING:** Central Training & Development Funds**EVENT COORDINATOR:** Tom Cherry, Training Manager, Law Enforcement and Resource Protection, Federal Law Enforcement Training Center, 912-267-2246

All training nomination forms must be submitted through your Regional Employee Development Office.

Priorities must be indicated if a park unit submits more than one nomination.

Participant selection will be made by the Training Manager or Course Coordinator, as applicable.

Course Coordinators will notify participants of their selection status.

For more details on training announcements, refer to the Learning Place Bulletin Board on cc:Mail and the Learning Place Website at <http://www.nps.gov/training>

For additional information about core competencies, please refer to the NPS Career Planning and Tracking Kit or contact the assigned Career Field Training Manager.

LAW ENFORCEMENT AND RESOURCE PROTECTION *(continued)*

EVENT TITLE: Criminal Investigations in an Automated Environment

TARGET AUDIENCE: Type I Rangers and 1811 Investigators

DATE: TBD

LOCATION: Federal Law Enforcement Training Center, Glynco, Georgia

EVENT DESCRIPTION: Intensive training introduces participants to the principles and techniques governing the acquisition of computer data files during the course of an investigation, and the subsequent search and seizure of computer-related equipment and its analysis. Students are also exposed to legal issues and investigative techniques in requesting computer files with emphasis directly relating toward all computer equipment.

CORE COMPETENCIES: Advanced Computer Usage, Investigative Techniques: Data Retrieval, Laws and Regulations, Partnerships with other Agencies

FUNDING: Central Training & Development Funds

EVENT COORDINATOR: Tom Cherry, Training Manager, Law Enforcement and Resource Protection, Federal Law Enforcement Training Center, 912-267-2246

EVENT TITLE: Driver Instructor Training Program

TARGET AUDIENCE: Type I Rangers

DATE: TBD

LOCATION: Federal Law Enforcement Training Center, Glynco, Georgia

EVENT DESCRIPTION: Designed to train instructors in all phases of law enforcement driver training subject matter emphasis on principles and techniques employed in driver response, skid control, nonemergency driving, and vehicle dynamics. The proper development and presentation of driver training curriculum is emphasized.

CORE COMPETENCIES: Instructional Techniques, Safety Concerns, Vehicle Dynamics, Course Development

FUNDING: Central Training & Development Funds

EVENT COORDINATOR: Tom Cherry, Training Manager, Law Enforcement and Resource Protection, Federal Law Enforcement Training Center, 912-267-2246

EVENT TITLE: Environmental Crimes Investigations

TARGET AUDIENCE: Type I Rangers and Criminal Investigators

DATE: TBD

LOCATION: Federal Law Enforcement Training Center, Glynco, Georgia

EVENT DESCRIPTION: The training course implements several objectives of the "Vail Agenda" addressing resources stewardship and partnerships. This course will provide skills in the application of key environmental laws and their enforcement to criminal situations. Environmental crimes cover the full range of illegal discharges, dumping, and emission of pollutants. Types of threats encountered by parks are: mining operations, dumping of tires and batteries, illegal taking of migratory birds resulting from cyanide poisoning, improper disposal of hazardous and other solid waste, ocean dumping of garbage and medical waste, and emission of air pollutants which exceed permit limitations.

CORE COMPETENCIES: Developing Partnerships, Federal and State Laws, Safety, Investigative Techniques

FUNDING: Central Training & Development Funds

EVENT COORDINATOR: Tom Cherry, Training Manager, Law Enforcement and Resource Protection, Federal Law Enforcement Training Center, 912-267-2246

All training nomination forms must be submitted through your Regional Employee Development Office.

Priorities must be indicated if a park unit submits more than one nomination.

Participant selection will be made by the Training Manager or Course Coordinator, as applicable.

Course Coordinators will notify participants of their selection status.

For more details on training announcements, refer to the Learning Place Bulletin Board on cc:Mail and the Learning Place Website at <http://www.nps.gov/training>

For additional information about core competencies, please refer to the NPS Career Planning and Tracking Kit or contact the assigned Career Field Training Manager.



MAINTENANCE

EVENT TITLE: Advanced Interviewing Training Program

TARGET AUDIENCE: Type I Rangers and 1811 Criminal Investigators

DATES: TBD

LOCATION: Federal Law Enforcement Training Center, Glynco, Georgia

EVENT DESCRIPTION: This program will teach the participants how to obtain information effectively through a multidisciplinary approach that combines linguistics, psychology, criminology, and sociology with the principles of influence, negotiation, and bargaining.

CORE COMPETENCIES: Behavioral Recognition, Cognitive, Legal Considerations, Persuasion

FUNDING: Central Training & Development Funds

EVENT COORDINATOR: Tom Cherry, Training Manager, Law Enforcement and Resource Protection, Federal Law Enforcement Training Center, 912-267-2246

EVENT TITLE: BASIC PEER SUPPORT (Critical Incident Stress Management)

TARGET AUDIENCE: NPS Employees from all disciplines

DATE: TBD

LOCATION: Various Locations

EVENT DESCRIPTION: This program is designed to develop peer counseling techniques for employees to serve in their parks and local area on critical incident management teams and within employee assistance programs.

CORE COMPETENCIES: Listening Skills, Stress Indicators, People Skills, Diffusion Techniques

FUNDING: Central Training & Development Funds

EVENT COORDINATOR: Tom Cherry, Training Manager, Law Enforcement and Resource Protection, Federal Law Enforcement Training Center, 912-267-2246

EVENT TITLE: Maintenance Worker Skills Funds

TARGET AUDIENCE: Non-supervisory maintenance employees

DATE: From date of award through September 30, 2002

LOCATION: Local

EVENT DESCRIPTION: This offering consists of two scholarship Programs: 1) for front line employees in the maintenance ranks and 2) for groups of maintenance employees to initiate cluster-based training. Grants may be used for correspondence courses, for per diem and travel to work with other facilities where new skills or technologies are in use, for training opportunities in the private sector, local Vocational/Technical School, etc. The group fund facilitates motor-skills development through project work with students from cluster parks under the guidance of a senior craftsperson. The group fund historically has enabled clusters to import training to a central location instead of funding employee travel to the training site.

CORE COMPETENCIES: Any and all can be addressed.

FUNDING: Both scholarship funds require a match of dollars or in-kind services

EVENT COORDINATOR: Steve Hastings, Training Manager, Maintenance, Horace M. Albright Training Center, 520-638-7986



MAINTENANCE (continued)

EVENT TITLE: Department of the Interior Safety of Dams

TARGET AUDIENCE: Any employee with responsibility for managing dams and other water impoundments

DATE: Spring, 2002

LOCATION: TBD

EVENT DESCRIPTION: This annual gathering will provide Maintenance workers, resource management specialists, engineers, and supervisors with updates on changes in the dam safety programs of the Federal Government.

CORE COMPETENCIES: Risk Management

FUNDING: Benefiting Account

EVENT COORDINATOR: BOR Dam Safety Office, contact 303-445-2765 for current information and registration materials.

EVENT TITLE: Seminar on the Safety Examination of Existing Dams (SEED)

TARGET AUDIENCE: Regional, Support Office, and Park Facility Managers; Maintenance Workers; Resource Specialists; Rangers; and Emergency Operations and Dams Program Coordinators who are responsible for managing NPS dams or monitoring non-NPS dams

DATE: Spring 2002

LOCATION: TBD

EVENT DESCRIPTION: This four-to-five day seminar is designed and given by the U.S. Bureau of Reclamation to provide NPS personnel with the basic knowledge needed to examine dams and appurtenances for defects in accordance with Departmental Manual Part 753, "Dam Safety Program" and NPS Special Directive 87-4. Training is required every two years for this program. Emphasis is given on small embankment dams. One day is spent at a nearby small embankment dam, performing an examination.

CORE COMPETENCIES: Risk Management, Maintenance Program Management, Inventory & Condition Assessment

FUNDING: Benefiting Account

EVENT COORDINATOR: Mr. Bill Bouley, 303-445-2740, Bureau of Reclamation; or WASO Dams Program Officer, Charles Karpowicz, 202-565-1249

Internet sites:

FOR SEMINAR:
http://www.usbr.gov/dsis/trn_domestic.html

FOR TRAINING:
<http://www.usbr.gov/dsis/training.html>

EVENT TITLE: On-site Training at Park in Conjunction with Formal Examinations by Bureau of Reclamation Examiner

TARGET AUDIENCE: Regional, Support Office, and Park Facility Managers; Maintenance Workers; Resource Specialists; Rangers; and Emergency Operations and Dam Safety Program Coordinators who are responsible for managing NPS dams or monitoring non-NPS dams

DATE: Scheduled concurrently, with periodic formal examinations

LOCATION: On Site

EVENT DESCRIPTION: This two- to three-hour session is provided by the Bureau of Reclamation examiner at the park to give NPS personnel basic knowledge of what critical features and operations to observe at dams. Emphasis is given on small embankment dams and specific issues affecting the park.

CORE COMPETENCIES: Risk Management, Maintenance Program Management, Inventory & Condition Assessment

FUNDING: Free service during scheduled inspection

EVENT COORDINATOR: WASO Dam Safety Program Officer, Charles Karpowicz, 202-565-1249

REFERENCE: <http://www.nps.gov/training/mnt.htm>

All training nomination forms must be submitted through your Regional Employee Development Office.

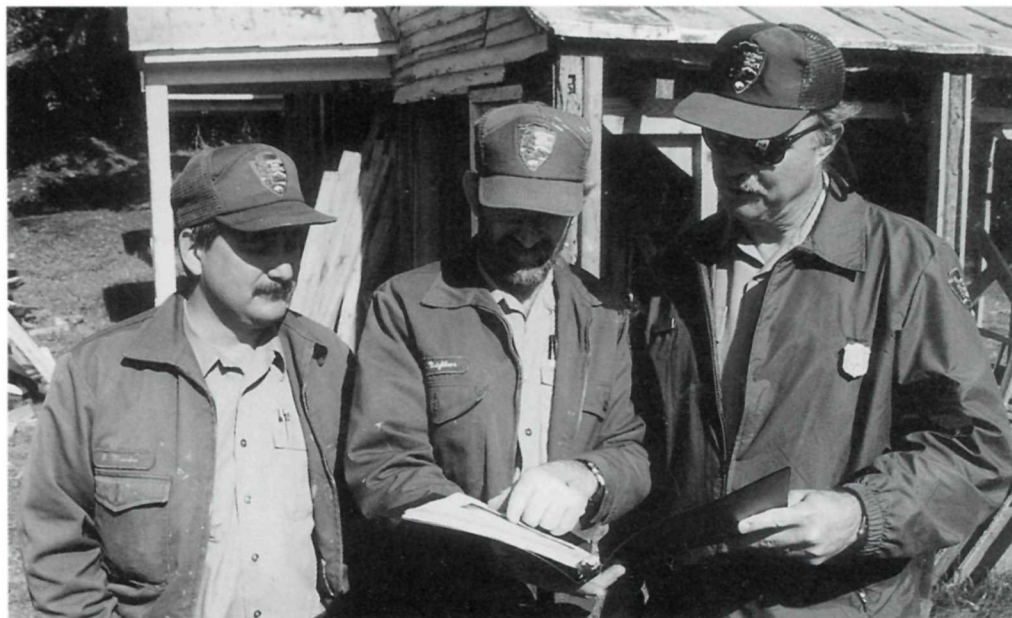
Priorities must be indicated if a park unit submits more than one nomination.

Participant selection will be made by the Training Manager or Course Coordinator, as applicable.

Course Coordinators will notify participants of their selection status.

For more details on training announcements, refer to the Learning Place Bulletin Board on cc:Mail and the Learning Place Website at <http://www.nps.gov/training>

For additional information about core competencies, please refer to the NPS Career Planning and Tracking Kit or contact the assigned Career Field Training Manager.



EVENT TITLE: Training Aids for Dam Safety (TADS)

TARGET AUDIENCE: Regional, Support Office, and Park Facility Managers; Maintenance Workers; Resource Specialists; Rangers; and Emergency Operations and Dam Safety Program Coordinators who are responsible for managing NPS dams or monitoring non-NPS dams.

DATE: Any time

LOCATION: On Site

EVENT DESCRIPTION: TADS are self-paced training modules with workbooks and video tapes (standard VHS format) about the management of dams and can be used at any location. Currently 23 modules have been distributed and multiple sets are available at each Regional and Support Office (two sets with Employee Development Officer and one set with Dams Program Coordinator). They are available on a loan basis. The following TADS Modules are available:

Interim Learner's Guide
Preparation for an Inspection
Documenting Inspection Findings
Embankment Dams (video tape)
Concrete and Masonry Dams (video tape)
Foundations, Abutments, and Reservoir Rims, Spillways and Outlet Works (video tape)
Gates, Valves, and Other Mechanical Systems (video tape)
Identification of Material Deficiencies (video tape)
Instrumentation (video tape)
Facility Emergency Preparedness
How to Organize an Operations and Maintenance Program
Identification of Visual Deficiencies (video tape)
How to Develop and Implement an Emergency Action Plan (video tape)
How to Organize a Dam Safety Program
Evaluation of Hydrologic Adequacy
Evaluation of Seepage Conditions
Evaluation of Concrete Dam Stability
Evaluation of Earth Embankment
Dam Stability and Deformation
Evaluation of Hydraulic Adequacy
Dam Safety Awareness (video tape)
Dam Safety Process
Facilitator's Guide for Group Training

CORE COMPETENCIES: Risk Management, Maintenance Program Management, Inventory & Condition Assessment

FUNDING: Free

EVENT COORDINATOR: Regional Dam Safety Program Coordinator, Regional Employee Development Officer, or WASO Dam Safety Program Officer, Charles Karpowicz, 202-565-1249. If sets of these modules no longer exist in the Regional or Support offices, additional copies can be procured by calling Betty Nagel at 303-445-2740

EVENT TITLE: Emergency Management Orientation Seminar

TARGET AUDIENCE: Regional, Support Office, and Park Facility Managers; Maintenance Workers; Resource Specialists; Rangers; Emergency Operations Coordinators and Dam Safety Program Coordinators who are responsible for managing NPS dams or monitoring non-NPS dams.

DATE: Established by park at convenient time

LOCATION: On Site

EVENT DESCRIPTION: Seminar is general in its approach to emergency management. It is primarily intended to provide very basic emergency management and Early Warning System concepts and philosophies upon which the individual can build future educational and actual experiences

CORE COMPETENCIES: Risk Management, Maintenance Program Management, Inventory & Condition Assessment

FUNDING: Free

EVENT COORDINATOR: Betty Nagel, 303-445-2740, Charlie Swanson, 303-445-2757, Bureau of Reclamation, or WASO Dam Safety Officer, Charles Karpowicz, 202-565-1249

Internet sites:

EMERGENCY ORIENTATION TRAINING:
http://www.usbr.gov/dsis/em_orien.html

EMERGENCY PROGRAM ASSISTANCE:
http://www.usbr.gov/dsis/em_prgm_asst.html



NATURAL RESOURCES STEWARDSHIP

EVENT TITLE: Environmental Planning—Integrating NEPA

TARGET AUDIENCE: Environmental Specialists, Program Managers, Planners, Grants Administrators, Concession Managers, and Maintenance/Facility Managers

DATE: TBD

LOCATION: TBD

EVENT DESCRIPTION: The course provides skills, knowledge, and related experiences in environmental planning process, analyses, and the legal processes. Topics include CEQ regulations, NPS responsibilities, impacts, public involvement, documentation of a NEPA decision, and legal issues and the integration with other laws, policies, and orders. Director's Order No. 12 will be emphasized.

CORE COMPETENCIES: Planning and Compliance, Project and Program Management, Resource Stewardship

FUNDING: Servicewide T&D Account for course costs; benefiting account for participant travel/per diem

EVENT COORDINATOR: Bob Karotko, Training Manager, Natural Resources Stewardship, Horace M. Albright Training Center, 520-638-7988

EVENT TITLE: Integrated Pest Management

TARGET AUDIENCE: Regional, SO, Cluster, and Park IPM Coordinators; Maintenance Chiefs; Cultural Resource Program Managers; Concession Program Managers, and employees seeking certification or re-certification

DATE: TBD

LOCATION: Horace M. Albright Training Center, Grand Canyon, Arizona

EVENT DESCRIPTION: This highly informative 36-hour course addresses the principles and techniques of IPM. Using the 9-step IPM process, students will learn through a combination of lectures, demonstrations, hands-on exercises, and labs. Participants will be able to determine the best management strategies for immediate and long-term pest management and will be able to prepare an IPM Plan.

CORE COMPETENCIES: Scientific Knowledge, Scientific Methods Project and Program Management, Resource Stewardship

FUNDING: Servicewide T&D Account for course costs; benefiting account for participant travel/per diem.

EVENT COORDINATOR: Bob Karotko, Training Manager, Natural Resources Stewardship, Horace M. Albright Training Center, 520-638-7988

EVENT TITLE: Fundamentals for Natural Resources Management

TARGET AUDIENCE: Natural Resource Management/Technical Specialists with a Masters Degree and less than five years of NPS work experience in a natural resource program.

DATE: Spring 2002

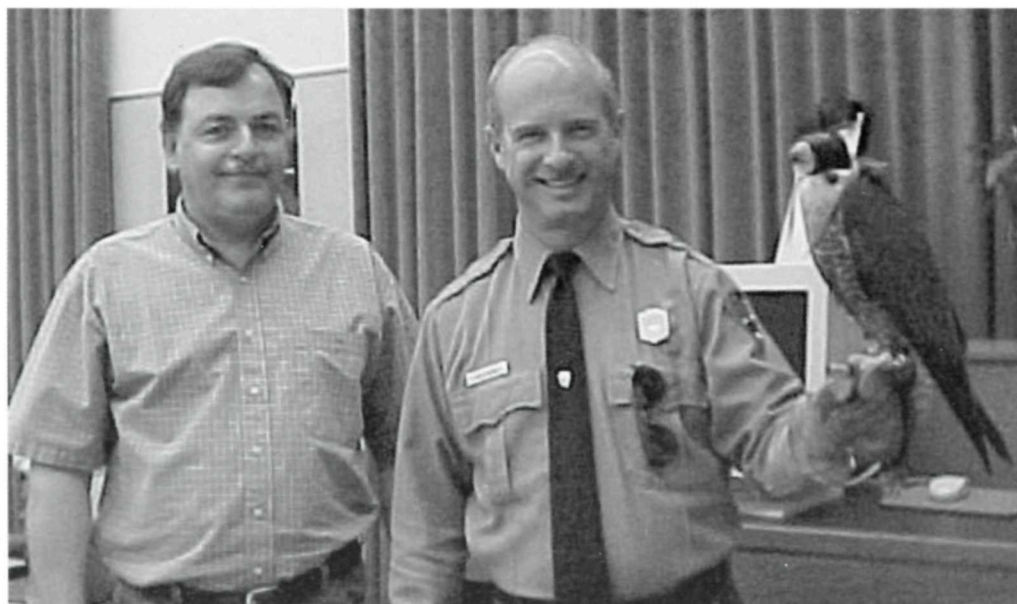
LOCATION: Horace M. Albright Training Center, Grand Canyon, Arizona

EVENT DESCRIPTION: An intensive five-week course to enhance the academic training of new employees in their professional natural resource positions. The course addresses the entry-level natural resource competencies and provides knowledge specific to the implementation of natural and cultural resource programs. It further introduces new employees to NEPA, law, policy, research, recreation resources protection, and operations. Participants are also introduced to identifying Vital Signs of the Ecosystem, writing grant proposals, and an understanding of the budget and the planning processes.

CORE COMPETENCIES: Resource Stewardship, Planning and Compliance Professional Credibility, Communication

FUNDING: Servicewide T&D Account for course costs; benefiting account for participant travel/per diem.

EVENT COORDINATOR: Bob Karotko, Training Manager, Natural Resources Stewardship, Horace M. Albright Training Center, 520-638-7988



ORGANIZATIONAL DEVELOPMENT

EVENT TITLE: Scholarship Fund for Technical Natural Resource Training

TARGET AUDIENCE: Natural Resource Management/Technical Specialists

DATE: Awarded throughout FY 2002

LOCATION: Various Locations

EVENT DESCRIPTION: This scholarship fund is used to provide additional training in specific natural resource management topics offered by other federal/state agencies, by colleges and universities, or the private sector. Each scholarship awarded is to cover tuition. Each award is indispensable in promoting interagency training opportunities and encouraging natural resource employees to seek advance training outside of the NPS.

CORE COMPETENCIES: Resources Stewardship, Planning and Compliance, Professional Credibility, Communication

FUNDING: Servicewide T&D Account for tuition; benefiting account for participant travel/per diem

EVENT COORDINATOR: Bob Karotko, Training Manager, Natural Resources Stewardship, Horace M. Albright Training Center, 520-638-7988

EVENT TITLE: Managing a Diverse Workforce

TARGET AUDIENCE: Managers and Supervisors

DATE: Spring 2002

LOCATION: TBD

EVENT DESCRIPTION: A workshop that helps the manager and supervisor identify ways and means to recruit and retain a diverse workforce. It will help the manager/supervisor to understand why a diverse workforce is important to our mission.

CORE COMPETENCIES: Recruitment Techniques; Knowledge of Special Hiring Authorities; How to Recognize Individual, Group, and Organizational Barriers; Valuing of Differences

FUNDING: Servicewide Career Field Account

EVENT COORDINATOR: Samuel Fontaine, Training Manager, Organizational Development, Capital Training Center, 202-501-8904

EVENT TITLE: Fundamentals of Training

TARGET AUDIENCE: New Training Managers, New Employee Development Officers, Park and Site Training Coordinators

DATE: Spring 2002

LOCATION: Stephen T. Mather Training Center, Harpers Ferry, West Virginia

EVENT DESCRIPTION: This workshop focuses on teaching the new trainer how to develop lesson plans, determine appropriate delivery methods, how to plan and coordinate the event at a particular site, and how to make presentations using appropriate training aides and technology assistance.

CORE COMPETENCIES: Adult Learning Principles, Instructional Methods and Techniques, Lesson Plan Design, Methods of Delivery

FUNDING: Servicewide Career Field Account

EVENT COORDINATOR: Samuel Fontaine, Training Manager, Organizational Development, Capital Training Center, 202-501-8904



All training nomination forms must be submitted through your Regional Employee Development Office.

Priorities must be indicated if a park unit submits more than one nomination.

Participant selection will be made by the Training Manager or Course Coordinator, as applicable.

Course Coordinators will notify participants of their selection status.

For more details on training announcements, refer to the Learning Place Bulletin Board on cc:Mail and the Learning Place Website at <http://www.nps.gov/training>

For additional information about core competencies, please refer to the NPS Career Planning and Tracking Kit or contact the assigned Career Field Training Manager.

PLANNING, DESIGN AND CONSTRUCTION

EVENT TITLE: Capital Improvement Design and Construction

TARGET AUDIENCE: Superintendents, facility managers, project managers, designers with current or upcoming design and constructions projects

DATE: TBD

LOCATION: TBD, two courses, one East Coast and one West Coast

EVENT DESCRIPTION: The four-day seminar will enhance the knowledge and capabilities of superintendents, facility managers, project managers, and designers in managing a broad range of capital improvement projects. It will further emphasize the various phases of a project and the superintendent's role and responsibilities during each of these phases. Included will be a general overview of: NPS line item construction program, budgeting relating to design and construction, collaborative design approaches, charrette processes, formulation and scope of work, project agreements, contract management, capital asset plans, value analysis, design/construction process, construction management and supervision and asset management

CORE COMPETENCIES: Project Management, Decision-making, Risk Management, Influencing, Negotiating, Decisiveness, Communication Skills, Problem Solving, Financial Management, Management Controls and Acquisitions

FUNDING: Servicewide Funds for course costs; benefiting account for each participant's travel and per diem

EVENT COORDINATOR: Dennis Nagao, Training Manager, Planning, Design & Construction, Denver Service Center, 303-987-6655

EVENT TITLE: Choosing by Advantages (CBA)—Introduction

TARGET AUDIENCE: All decision-makers, including park management & staff, facility managers, program & project managers; maintenance staff; administrative personnel; planning, design & construction professionals or anyone else required to make sound, defensible decisions

DATE: TBD

LOCATION: TBD; one 24-hour course

EVENT DESCRIPTION: Choosing by Advantages in an effective decision-making system, often referred to as "structured common sense." The CBA process focuses on the relative importance of advantages among alternatives. CBA is used in many ways in NPS, e.g., in prioritizing the line item construction program, FLHP program, and in general management planning. It is also an evaluation method for quantifying benefit in the legally mandated value analysis program. Used in various park and regional decision-making scenarios, it is rapidly spreading into many other areas within NPS. CBA responds to National Academy of Public Administration (NAPA) and Congressional concerns that cost-benefit decision-making should be employed to ensure value in NPS construction programs. CBA is an invaluable tool for making sound, work-related decisions.

CORE COMPETENCIES: Decision-making, Risk Management, Cost-Benefit Analysis

FUNDING: Servicewide T&D Funds for course costs; benefiting account for each participant's travel and per diem

EVENT COORDINATOR: Dennis Nagao, Training Manager, Planning, Design & Construction, Denver Service Center, 303-987-6655

EVENT TITLE: Contracting Officer's Representative (COR) Training—8-Hour Refresher and 24-Hour Basic Course

TARGET AUDIENCE: Individuals who will be assigned COR duties in all career fields

DATE: TBD—Eight sessions

LOCATION: TBD

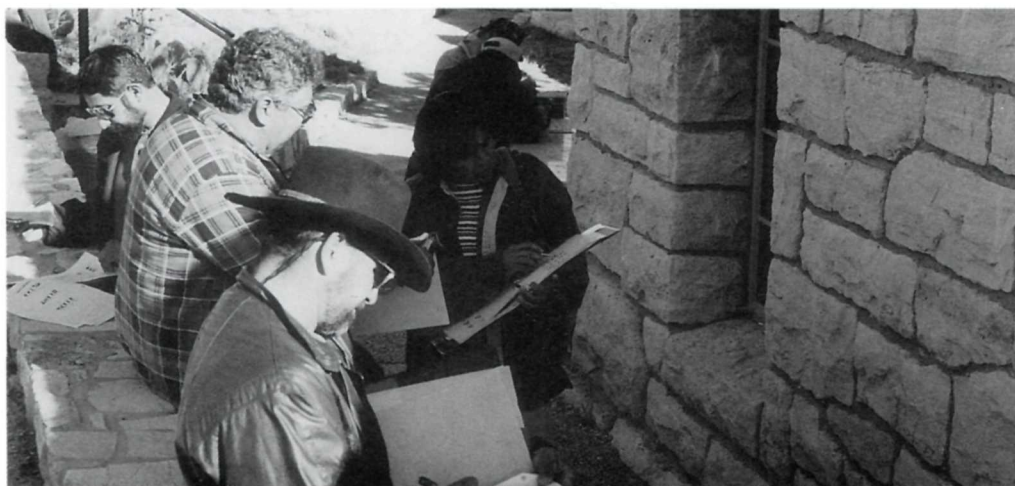
EVENT DESCRIPTION: This three-day course will fulfill the requirements for those needing to take the eight-hour refresher course and for all newly designated CORs that are mandated to complete the 24-hour course. The first day will serve as an eight-hour refresher course for participants needing to maintain the COR certification. A refresher course must be completed every three years from the date of the last certification. This course will inform participants of current policies associated with contracting and contract administration. In addition, the session will focus on new contracting methods, identify areas in need of improvement, provide a review of ethics/EO issues and offer opportunities for questions and answers.

For the newly designated CORs, this three-day course will be mandatory. It will inform participants of current policies associated with contractor selection and aspects of A/E and contract administration from the perspective of the COR. While the training covers COR issues government-wide, it is tailored to NPS contracting and contract administration. In addition, the session will focus on new contracting methods, estimating and negotiation techniques, identifying areas in need of improvement, providing a review of ethics/EO issues and offering opportunities for questions and answers. The course satisfies the OMB and DOI requirements to establish a COR certification program with at least 24 hours of initial training.

CORE COMPETENCIES: Contracting, Estimating, Negotiating, Project Management, Problem Solving

FUNDING: Tuition approximately \$250; benefiting account for each participant's travel and per diem

EVENT COORDINATORS: Jan Gauthier, Training Manager, Administration & Office Management Support, Stephen T. Mather Training Center, 304-535-6402, and Dennis Nagao, Training Manager, Planning, Design & Construction, Denver Service Center, 303-987-6655.



EVENT TITLE: Cost Estimating for Construction Projects**TARGET AUDIENCE:** Park management, facility managers, maintenance staff, planning, design, and construction professionals**DATE:** TBD**LOCATION:** Total of three 24-hour courses; one in Denver, one on each coast**EVENT DESCRIPTION:** Current estimating techniques lack uniformity and frequently produce inaccurate results. Considering the importance of estimating in current project review cycle, this three-day course will focus on methodologies and tools that can help simplify the process and provide a variety of hands-on scoping and estimating opportunities. It will aid the participants in grasping the big picture, conceptualizing construction projects and their various components, and producing accurate trackable estimates.**CORE COMPETENCIES:** Data Gathering/Analysis, Estimating, Materials & Methods, Problem-Solving**FUNDING:** Benefiting account for each participant's travel per diem and course tuition**EVENT COORDINATOR:** Dennis Nagao, Training Manager, Planning, Design & Construction, Denver Service Center, 303-987-6655*All training nomination forms must be submitted through your Regional Employee Development Office.**Priorities must be indicated if a park unit submits more than one nomination.**Participant selection will be made by the Training Manager or Course Coordinator, as applicable.**Course Coordinators will notify participants of their selection status.**For more details on training announcements, refer to the Learning Place Bulletin Board on e-Mail and the Learning Place Website at <http://www.nps.gov/training>**For additional information about core competencies, please refer to the NPS Career Planning and Tracking Kit or contact the assigned Career Field Training Manager.***EVENT TITLE:** Director's Order No. 2 and General Management Plans**TARGET AUDIENCE:** Planning and design professionals, park managers, program managers, cultural and natural resource specialists, and others who are involved in developing, reviewing, or contributing to general management plans**DATE:** TBD, 1 course**LOCATION:** TBD, 1 course**EVENT DESCRIPTION:** Director's Order No. 2, approved in 1998, is the NPS guideline for conducting planning for units of the National Park System. This three-day course provides a brief overview of the NPS framework for interrelating general management plans (GMP), strategic plans, implementation plans, and annual performance plans. The majority of the course focuses on a practical, 11-step process for developing a GMP, including methods for determining park mission, decision points, management prescriptions, management zones, alternative concepts, and environmental consequences. It also addresses a way to analyze and incorporate public comments. The course closely follows the Planners Sourcebook, the reference manual for DO-2 that participants will receive.**CORE COMPETENCIES:** Knowledge of Planning Discipline, Resource Stewardship, Knowledge of NPS Operations, Problem-Solving Skills**FUNDING:** Servicewide Funds for course costs; benefiting account for each participant's travel and per diem**EVENT COORDINATOR:** Dennis Nagao, Training Manager, Planning, Design & Construction, Denver Service Center, 303-987-6655**EVENT TITLE:** Sustainable Applications: Planning, Design and Construction**TARGET AUDIENCE:** Superintendents, facility managers, planners, landscape architects, architects, engineers and other design professional at regions and parks**DATE:** TBD**LOCATION:** TBD, four courses, two days in length**EVENT DESCRIPTION:** Sustainable practice is the philosophy that human development and activity should exemplify the principles of conservation and encourage the appreciation of those principles in daily life. This two-day course will explore, enhance the knowledge and capabilities, and provide practical understanding for superintendents, regional design and planning staff and facility managers to apply sustainable practices to capital improvement projects. It will further emphasize the direct tie between life cycle long term maintenance and operational costs to initial application of sustainable practices and products. After completion of the training participants will be able to: apply U.S. Building Council "LEED" Green Building Rating System to applicable projects, apply sustainable principles to a broad range of facility improvements, better utilize operational funds to achieve reductions in life cycle cost of facilities, identify available resources and products to support sustainable practices, and explain what sustainability is and why it is one of the Guiding Principles for NPS.**CORE COMPETENCIES:** Project Management, Decision-making, Risk Management, Sustainability, Ecosystems Management, Financial Management, and Problem Solving**FUNDING:** Benefiting account for each participant's travel per diem and course tuition**EVENT COORDINATOR:** Dennis Nagao, Training Manager, Planning, Design & Construction, Denver Service Center, 303-987-6655

RECREATION AND CONSERVATION PROGRAMS

EVENT TITLE: Basic Grants Workshop

TARGET AUDIENCE: Recreation and Conservation

DATE: TBD

LOCATION: TBD

EVENT DESCRIPTION: A basic overview for NPS staff (and State counterparts by benefiting account) of the legal and programmatic aspects of effective administration of grants to states pursuant to the Land and Water Conservation Fund (L&WCF) and the Urban Parks and Recreation Recovery Act (UPARR).

CORE COMPETENCIES: All competencies for "Recreation and Conservation Planner—Grants"

FUNDING: Servicewide T&D funds for course costs; benefiting account for each participant's travel and per diem

EVENT COORDINATOR: Marilyn Gillen, Co-Training Manager, Recreation and Conservation Programs, Midwest Region, 402-221-3292

EVENT TITLE: The Artful Facilitator

TARGET AUDIENCE: Recreation and Conservation staff whose frequent and/or high-stakes public meeting facilitation or public involvement designs are job traits

DATE: TBD

LOCATION: TBD

EVENT DESCRIPTION: The training will provide individuals at the developmental level with intermediate to advanced skills in facilitation strategies, techniques, knowledge, mindset, and temperament to enable participants to gain confidence in facilitation. The training will begin with an assessment of the group's level of expertise and fill any gaps to create a common toolkit of facilitation techniques. Participants will then be exposed to increasingly challenging facilitation situations.

CORE COMPETENCIES: Public Involvement and Facilitation, Communication Skills, Problem-solving Skills, and Public Speaking

FUNDING: Tuition will be paid by the Servicewide Career Field Account; benefiting accounts to pay for travel and per diem expenses.

EVENT COORDINATOR: Cyndi Szymanski, Co-Training Manager, Recreation and Conservation Programs, Washington Office, 202-565-1194

EVENT TITLE: Rivers and Trails Conservation Assistance (RTCA) New Staff Orientation

TARGET AUDIENCE: Rivers and Trails Conservation Assistance new employees

DATE: TBD

LOCATION: TBD

EVENT DESCRIPTION: This course provides new program staff essential grounding in the philosophical basis of the RTCA program, an overview of its legislative authorities, and practical assistance within its procedural requirements. A great deal of the time is devoted to learning from colleagues about the wide range of conservation and recreation strategies that can be undertaken and to participants sharing their experiences with their projects to date so as to benefit from feedback and questions by more experienced staff.

CORE COMPETENCIES: All competencies for "Recreation and Conservation Planner—Technical Assistance"

FUNDING: Servicewide Career Field Account and Benefiting Account to pay for travel and per diem expenses

EVENT COORDINATOR: Cyndi Szymanski, Co-Training Manager, Recreation and Conservation Programs, Washington Office, 202-565-1194



EVENT TITLE: Individual Employee Development Funding

TARGET AUDIENCE: All employees within the Recreation and Conservation Programs

DATE: Application deadline March 15, 2002, events must occur within FY 2002.

LOCATION: Varies for each grantee

EVENT DESCRIPTION: This program will consist of mini-grants for innovative, self-identified employee development opportunities. This approach has proven highly valued by staff for allowing them to pursue venues that might not have otherwise been funded but have proven useful for staff learning and renewal. Small group/team proposals are highly encouraged.

CORE COMPETENCIES: All competencies within the Recreation and Conservation Programs Career Field

FUNDING: Servicewide T&D Account; Cost sharing from benefiting account is encouraged

EVENT COORDINATOR: Marilyn Gillen, Co-Training Manager, Recreation and Conservation Programs, Midwest Region, 402-221-3292

EVENT TITLE: Hydro Program New Staff Orientation

TARGET AUDIENCE: Recreation and Conservation/Hydro Program staff

DATE: TBD

LOCATION: TBD

EVENT DESCRIPTION: This course provides new Hydro Program staff essential grounding in the program including an overview of legislative authorities, updates on administrative and legislative reforms, and practical assistance with its procedural requirements. A great deal of the time is devoted to learning from colleagues about the wide range of conservation and recreation strategies that can be undertaken and to participants sharing their experiences with their projects to date so as to benefit from feedback and questions by more experienced staff and national cooperators.

CORE COMPETENCIES: Recreation and Conservation Planner—Technical Assistance Career Field: Public Involvement and Facilitation, River Corridor Conservation, Regulation & Compliance, Integration of Conservation & Recreation, Organizational Mission, Managing Technical Assistance, Application of Laws and Regulations

FUNDING: Servicewide T&D Account and Benefiting Account

EVENT COORDINATOR: Cyndi Szymanski, Co-Training Manager, Recreation and Conservation Programs, Washington Office, 202-565-1194

EVENT TITLE: Fundamentals of Grantsmanship for Partnership Projects

TARGET AUDIENCE: Recreation and Conservation

DATE: TBD

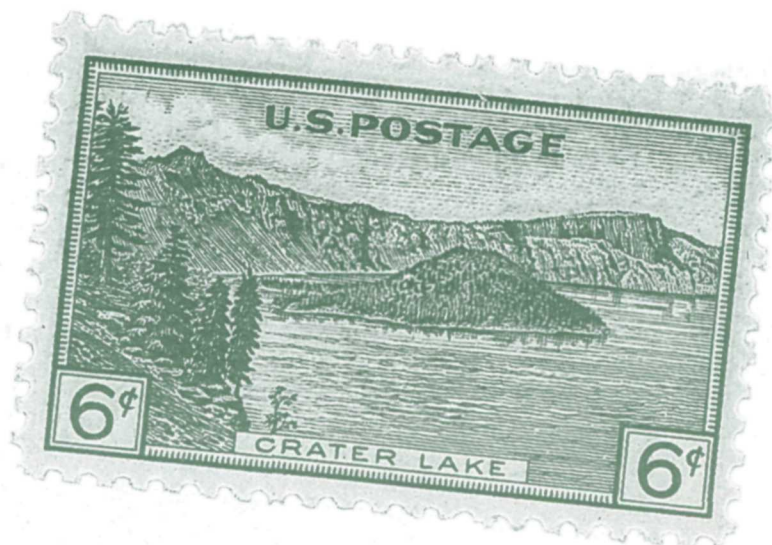
LOCATION: TBD

EVENT DESCRIPTION: A basic course on the principle sources of implementation funding for NPS-assisted partnership projects and winning techniques for helping partners to secure these funds. The course will include information about the most significant Federal grant sources, state pass-through funds, and most promising nationwide foundation and private sector grant sources. Hands-on work to improve grant writing skills will be emphasized.

CORE COMPETENCIES: Writing and Editing, Representing the Service, Team and Partnership Building, Cultural Resource Conservation

FUNDING: Servicewide T&D Account and Benefiting Account

EVENT COORDINATOR: Cyndi Szymanski, Co-Training Manager, Recreation and Conservation Programs, Washington Office, 202-565-1194



All training nomination forms must be submitted through your Regional Employee Development Office.

Priorities must be indicated if a park unit submits more than one nomination.

Participant selection will be made by the Training Manager or Course Coordinator, as applicable.

Course Coordinators will notify participants of their selection status.

For more details on training announcements, refer to the Learning Place Bulletin Board on cc:Mail and the Learning Place Website at <http://www.nps.gov/training>

For additional information about core competencies, please refer to the NPS Career Planning and Tracking Kit or contact the assigned Career Field Training Manager.

RECREATION AND CONSERVATION PROGRAMS *(continued)*

EVENT TITLE: Advanced Fundraising

TARGET AUDIENCE: Recreation and Conservation

DATE: TBD

LOCATION: TBD

EVENT DESCRIPTION: An advanced workshop on the skills needed for successful fundraising from the private sector. This training will be targeted for staff who have already achieved some level of success in pitching opportunities for project support to the private sector, particularly in situations where established grant-making programs are not in place and creative approaches are needed to gain the attention of potential donors.

CORE COMPETENCIES: Writing and Editing, Representing the Service, Team and Partnership Building, Public Involvement & Facilitation

FUNDING: Servicewide T&D Account and Benefiting Account

EVENT COORDINATOR: Cyndi Szymanski, Co-Training Manager, Recreation and Conservation Programs, Washington Office, 202-565-1194

EVENT TITLE: Advanced Negotiation

TARGET AUDIENCE: Recreation and Conservation

DATE: TBD

LOCATION: TBD

EVENT DESCRIPTION: Staff often find themselves in difficult situations that require careful negotiation between various partners. This training will provide the necessary skill set for arriving at a successful negotiation. In addition to formal instruction, case studies and insights will be garnered from those staff with experience in facilitation.

CORE COMPETENCIES: Public Speaking, Representing the Service, Organizational Development, Team and Partnership Building, Public Involvement & Facilitation

FUNDING: Servicewide T&D Account and Benefiting Account

EVENT COORDINATOR: Cyndi Szymanski, Co-Training Manager, Recreation and Conservation Programs, Washington Office, 202-565-1194

EVENT TITLE: Friendraising the NPS Way

TARGET AUDIENCE: Recreation and Conservation

DATE: TBD

LOCATION: TBD

EVENT DESCRIPTION: This training is designed to provide skills to individuals working with volunteers and friends groups, knowledge of how to start and manage friends groups, an understanding of the Director's Order No. 21 on Fundraising, and managing fundraising activities for parks, as well as programs. This program will be designed and produced in conjunction with the BLM Partnership Series, tailored to meet NPS needs. The diverse subject matter will be based upon two new publications that will be released in the spring of 2001: The new guideline/handbook on fundraising that supplements Director's Order No. 21 and the new publication (yet to be named) on how to start friends groups.

CORE COMPETENCIES: Partnering with Cooperating Associations, Team Building, Partnership Development and Management, Effective Facilitation, Customer Service, Goal Setting, Public Involvement, Multi-Discipline Teams, Communications, Program Planning, and Organizational Development

FUNDING: Servicewide T&D Account and Benefiting Account

EVENT COORDINATOR: Marilyn Gillen, Co-Training Manager, Recreation and Conservation Programs, Midwest Region, 402-221-3292

All training nomination forms must be submitted through your Regional Employee Development Office.

Priorities must be indicated if a park unit submits more than one nomination.

Participant selection will be made by the Training Manager or Course Coordinator, as applicable.

Course Coordinators will notify participants of their selection status.

For more details on training announcements, refer to the Learning Place Bulletin Board on cc:Mail and the Learning Place Website at <http://www.nps.gov/training>

For additional information about core competencies, please refer to the NPS Career Planning and Tracking Kit or contact the assigned Career Field Training Manager.



RISK MANAGEMENT (OCCUPATIONAL SAFETY AND HEALTH)

EVENT TITLE: OSHA 600, Occupational Safety and Health for NPS Supervisors

TARGET AUDIENCE: Risk Management Managers, Safety/Occupational Health Officers, Unit Managers, Supervisors and Collateral Duty Park Safety Officers

DATE: TBD

LOCATION: TBD

EVENT DESCRIPTION: The Risk Management Program recognizes the focus on the Supervisor as the on-site person responsible for occupational safety and health issues in their workplace, and the need for training. This course is designed to train supervisors to recognize hazardous conditions and unsafe behaviors.

CORE COMPETENCIES: Problem Recognition, Responsibility, Legal Requirements, Prevention Measures

FUNDING: Central Training & Development Funds

EVENT COORDINATOR: Tom Cherry, Training Manager, Law Enforcement and Resource Protection, Federal Law Enforcement Training Center, 912-267-2246

EVENT TITLE: OSHA 510, Basic Course in Construction Safety

TARGET AUDIENCE: Supervisors, safety officers, and other employees who are directly involved with construction, alteration, and/or repair requiring knowledge of basic OSHA Construction Standards.

DATE: TBD

LOCATION: TBD

EVENT DESCRIPTION: This course will introduce participants to OSHA policies, procedures, and standards in construction safety and health. The OSHA Construction Standard-29 CFR, Part 1926, applies to the work of construction, alteration, and/or repair, including painting and decorating. Topics will include: Confined Spaces, Welding, Tools, Fall Protection, Ladders, Scaffolding, Electrical, Health Hazards, Cranes and Rigging, and Fire Protection.

CORE COMPETENCIES: Safety Concerns, OSHA Standards, Responsibility, Recognizing Hazards

FUNDING: Central Training & Development Funds

EVENT COORDINATOR: Shirley Rowley, Co-Training Manager, Risk Management, Lakewood, CO, 303-969-2197

SPECIALTY FIELDS

EVENT TITLE: Concessions Law and Regulation

TARGET AUDIENCE: Park Managers, Superintendents, and Assistant Superintendents

DATE: Fall 2002

LOCATION: TBD

EVENT DESCRIPTION: This mandatory 24-hour program will address Title IV of Public Law 105-391 (Concessions Management) and Concession Regulations. This program is required for those Superintendents that have not attended prior programs and have been assigned to a park with concession operations. This is a full developmental level program geared for Park Managers with Concession contracting responsibilities. Participants will be able to interpret and implement the new regulations and policies pertaining to concession contracting and gain knowledge of concession terminology such as Prospectus, Public Notices, Preferential Right, Leasehold Surrender Interest, Franchise Fee Exemptions, and will learn how and when to utilize them. Participants will also learn what role the NPS Concessions Advisory Board has in the day to day management of park concession programs.

CORE COMPETENCIES: Legal Framework, Concessions Program Management

FUNDING: Benefiting Account

EVENT COORDINATOR: Dee Highnote, Training Manager, Specialty Fields, Washington Office/Capital Training Center, 202-565-1217



SPECIALTY FIELDS *(continued)*

EVENT TITLE: Concessions Environmental Management Program (CEMP) & Audit Training

TARGET AUDIENCE: Concession Assistants, Concession Specialists, and Collateral Duty Personnel such as Park Rangers, Administrative Officers, Maintenance personnel, Superintendents and/or Assistant Superintendents

DATES: TBD

LOCATION: TBD

EVENT DESCRIPTION: Program will provide participants on the goals, criteria, and processes of the Concessions Environmental Management Program (CEMP). This is a mandatory developmental level program for NPS Concession Specialists (both park and region). The primary purpose of the training is to provide an overview and understanding of the CEMP. The class will address procedures for monitoring and evaluating concessioner environmental programs. Participants will become familiar with the concession contract requirements relating to environmental compliance, the new Environmental Operating Plan, and Environmental Operational Standards.

Upon completion, participants will also be familiar with the processes, techniques and criteria of a NPS environmental audit and have the necessary skills.

CORE COMPETENCIES: Concession Program Management, Legal Framework (as it relates to environmental management), and Hospitality

FUNDING: Servicewide T&D funds for course costs and Benefiting Account for participant's travel and per diem

EVENT COORDINATOR: Dee Highnote, Training Manager, Specialty Fields, Washington Office/Capital Training Center, 202-565-1217, and Wendy Berhman, Environmental Specialist, 303-987-6900

EVENT TITLE: Concessions Authorization Development

TARGET AUDIENCE: Full-time Concession Specialists, Concession Analysts, and Concession Circuit Riders responsible for developing and managing concession contracts

DATE: TBD

LOCATION: TBD

EVENT DESCRIPTION: This is a developmental level program mandatory for NPS Concession Specialists, Concession Analysts, and Concession Circuit Riders who are responsible for developing and managing Level III concession contracts. Participants must attend this program prior to conducting concession contracting. Upon completion, participants will be provided with the knowledge and skills to complete concession contract planning and development process through the actual development and process of a concession contract.

CORE COMPETENCIES: Concession Program Management, Legal Framework, Accounting

FUNDING: Benefiting Account

EVENT COORDINATOR: Dee Highnote, Training Manager, Specialty Fields, Washington Office/Capital Training Center, 202-565-1217

EVENT TITLE: Concession Evaluation and Pricing

TARGET AUDIENCE: Concession Assistants, Concession Specialists, and Collateral Duty Personnel such as Park Rangers, Administrative Officers, as well as Superintendents and/or Assistant Superintendents.

DATE: TBD

LOCATION: TBD

EVENT DESCRIPTION: This 40-hour program serves as an entry level course for Concession Specialists; Concession Analysts; Concession Circuit Riders; Park Managers; and program leaders. It will also serve as a developmental course for Concession Assistants and those with concession as a collateral duty. Participants will be provided with the knowledge and skills to complete the most frequently required portion of the concession management process in accordance with policy and current administrative procedures. Participants will complete rate studies, conduct actual on-site inspections of concession services, as well as gain knowledge of the current U.S. Public Health Food Code. Upon completion of this mandatory training participants will be authorized to assign concessioner's contractual/operational performance ratings.

CORE COMPETENCIES: Hospitality Knowledge

FUNDING: Benefiting Account

EVENT COORDINATOR: Dee Highnote, Training Manager, Specialty Fields, Washington Office/Capital Training Center, 202-565-1217



SUPERVISION, MANAGEMENT & LEADERSHIP

EVENT TITLE: Supervision: Fundamentals

TARGET AUDIENCE: New First Line-Supervisors

DATE: Various (Can be offered at units with a larger number of supervisors)

LOCATION: Various

EVENT DESCRIPTION: The Supervision: Fundamentals course is a combination of the essential elements of effective supervision and a "how to" on performance and conduct issues. It is offered for NPS supervisors who have been supervising without formal training and for those who need to refresh their supervisory skills. This course introduces effective supervisory techniques and skills to help the participants perform more effectively in the role of supervisor. Topics include: overview of the NPS employee relations handbook; identifying and using learning styles; perceptions at work; developing critical results; dealing with leave; disciplinary action guide; recruitment, and managing a diverse workforce.

CORE COMPETENCIES: Human Resources Management

FUNDING: Servicewide Career Field Account (Travel and Per Diem—Benefiting Account)

EVENT COORDINATOR: Marta Cruz Kelly, Training Manager, Supervision, Management and Leadership, Horace M. Albright Training Center, 520-638-7982

EVENT TITLE: Supervision, Management and Leadership Fund

TARGET AUDIENCE: All Supervisors and Managers

DATE: Various

LOCATION: Various

EVENT DESCRIPTION: This matching grant fund is available for employees or field units that wish to develop specific SML competencies or to improve/expand their competencies in their current supervisory or managerial positions. A funding request can include attendance at a professional meeting, a college or university course on communications, business management, or human resource management, a detail working with another agency or private sector firm, or other similar programs leading to development of SML competencies. All request activities must be related to the NPS Leadership competencies.

CORE COMPETENCIES: All SML Competencies

FUNDING: Matching funds from Servicewide Career Field Account

EVENT COORDINATOR: Marta Cruz Kelly, Training Manager, Supervision, Management and Leadership, Horace M. Albright Training Center, 520-638-7982

EVENT TITLE: Supervision The Next Step: Performance and Conduct

TARGET AUDIENCE: First Line Supervisors

DATE: Various

LOCATION: Various

EVENT DESCRIPTION: Supervision the Next Step: Performance and Conduct is designed to cover the regulatory issues that are important to every supervisor and manager. The course is an in-depth review of personal policy and EEO. Formally called "Managing Performance and Conduct," this course is designed to cover the regulatory issues that are important to every supervisor and manager. These are the regulations that should be followed in order to do one's supervisory job properly as well as to avoid adverse actions and/or lawsuits from being successfully filed.

CORE COMPETENCIES: Human Resources Management

FUNDING: Servicewide Career Field Account, (Travel and Per Diem—Benefiting Account)

EVENT COORDINATOR: Marta Cruz Kelly, Training Manager, Supervision, Management and Leadership, Horace M. Albright Training Center, 520-638-7982



All training nomination forms must be submitted through your Regional Employee Development Office.

Priorities must be indicated if a park unit submits more than one nomination.

Participant selection will be made by the Training Manager or Course Coordinator, as applicable.

Course Coordinators will notify participants of their selection status.

For more details on training announcements, refer to the Learning Place Bulletin Board on cc:Mail and the Learning Place Website at <http://www.nps.gov/training>

For additional information about core competencies, please refer to the NPS Career Planning and Tracking Kit or contact the assigned Career Field Training Manager.

SUPERVISION, MANAGEMENT AND LEADERSHIP *(continued)***EVENT TITLE:** The New Superintendent**TARGET AUDIENCE:** All First Time Superintendents**DATE:** TBD**LOCATION:** TBD

EVENT DESCRIPTION: This eight-day course is designed for newly assigned superintendents. It will focus on NPS organizational values, philosophy, and concepts that are critical in the thought processes that a manager uses to make decisions. Participants will have many opportunities for informal discussions with experienced and senior managers who will act as resource persons throughout the course.

CORE COMPETENCIES: Service Motivation, Strategic Thinking, Problem Solving, Decisiveness, Accountability, Teambuilding, Political Savvy

FUNDING: Servicewide Career Field Account (Travel and Per Diem Benefiting Account)

EVENT COORDINATOR: Marta Cruz Kelly, Training Manager, Supervision, Management and Leadership, Horace M. Albright Training Center, 520-638-7982

EVENT TITLE: Manager's Policy Institute**TARGET AUDIENCE:** Experienced Superintendents and Program Managers**DATE:** February 25, 2002–March 8, 2002**LOCATION:** TBD

EVENT DESCRIPTION: This course is designed to give managers a better understanding of the Legislative Branch of the Federal Government, and the impact its actions have on the Executive agencies. The first week of the course will be conducted on Capitol Hill with presentations by Members of Congress, Congressional staff, agency officials, and university professors. There will be many opportunities to observe congressional committee activities as well as sessions of Congress. The second week will cover the critical issues confronting the National Park Service, Departmental and Service policies and inter-relationships, and media relations.

CORE COMPETENCIES: Service Motivation, Strategic Thinking, Vision, External Awareness

FUNDING: Servicewide Career Field Account (Travel and Per Diem Benefiting Account)

EVENT COORDINATOR: Marta Cruz Kelly, Training Manager, Supervision, Management and Leadership, Horace M. Albright Training Center, 520-638-7982

EVENT TITLE: The Division Chief**TARGET AUDIENCE:** Division Chiefs in various fields**DATE:** TBD**LOCATION:** TBD

EVENT DESCRIPTION: This eight-day course is designed to prepare division chiefs for park management positions. It is for division chiefs and program managers that want to develop a customer-driven service strategy that focuses on goals, measurement, two-way communication, empowerment, and rewards. The course will also address technical credibility and specialty in small groups working on developing strategies for organizational effectiveness. It will focus on NPS organizational values, philosophy, and concepts that are critical in the thought processes that a park manager uses to make decisions. The participants will receive in-depth information on all NPS functional areas such as budget, personnel policy, contracting, and concessions. Breakout sessions in functional groups will allow each participant to review their career fields' strategic priorities. Learning teams will allow for discussions with experienced superintendents and managers who will act as resource persons throughout the course.

CORE COMPETENCIES: Continual Learning, Cultural Awareness, Political Savvy, Customer Service, Team Building

FUNDING: Servicewide Career Field Account (Travel and Per Diem Benefiting Account)

EVENT COORDINATOR: Marta Cruz Kelly, Training Manager, Supervision, Management and Leadership, Horace M. Albright Training Center, 520-638-7982



UNIVERSAL COMPETENCIES

INTRODUCTION

All NPS employees may enroll in Universal Competencies Core Curriculum, which is called "NPS Fundamentals," and consists of five Courses of Study (NPS Fundamentals I-V). Some courses are targeted for new employees and are fully funded; others are targeted for experienced employees. Please read the descriptions carefully to ascertain the course most appropriate for your needs. Web-based modules may be taken in any order, by any employee, at no cost and at his/her convenience.

EVENT TITLE: "Compass I"

This course has been renamed: it is now called "NPS Fundamentals I: Who We Are" and is described below.

EVENT TITLE: "Compass II: Today's Leaders, Tomorrow's Legends"

This course has been renamed: it is now called "NPS Fundamentals II for Experienced Employees" and is described below.

EVENT TITLE: NPS Fundamentals I, Module I: History and Mission of the NPS

TARGET AUDIENCE: All employees working to attain Universal Competencies, including new employees

DATE: Ongoing

LOCATION: Universal Competencies Web Page; off of the Learning Place Web Page, <http://www.nps.gov/training/uc/home.htm>

EVENT DESCRIPTION: In this web-based training, employees will explore the NPS Mission and their role in achieving it as leaders in their organization. The module introduces the philosophy, history, and evolution of the national park idea, Service and System, and its place within the Department of the Interior. Employees will examine linkages between their personal values and those embodied in the Organic Act and the Mission Statement of the NPS.

CORE COMPETENCIES: Mission Comprehension, Agency Orientation, Individual Development and Planning

FUNDING: Servicewide Career Field Account

EVENT COORDINATOR: Maia Browning, Training Manager, Universal Competencies, Horace M. Albright Training Center, 520-638-7985

EVENT TITLE: NPS Fundamentals I, Module 2: Local Orientation

TARGET AUDIENCE: All employees working to attain Universal Competencies, including new employees

DATE: Ongoing

LOCATION: Universal Competencies Web Page; off of the Learning Place Web Page, <http://www.nps.gov/training/uc/home.htm>

EVENT DESCRIPTION: This web-based training prepares employees to function effectively within their unit (i.e., park or office) by learning the roles and responsibilities of park staff and how to assist their colleagues by understanding their own role relative to those of others. The purpose of their unit, and the organizational structure of the NPS are covered.

CORE COMPETENCIES: Mission Comprehension, Agency Orientation, NPS Operations

FUNDING: Servicewide Career Field Account

EVENT COORDINATOR: Maia Browning, Training Manager, Universal Competencies, Horace M. Albright Training Center, 520-638-7985

EVENT TITLE: NPS Fundamentals I, Module 3: A Virtual Tour of Government

TARGET AUDIENCE: All employees working to attain Universal Competencies, including new employees

DATE: Ongoing

LOCATION: Universal Competencies Web Page; off of the Learning Place Web Page, <http://www.nps.gov/training/uc/home.htm>

EVENT DESCRIPTION: This web-based training examines the nature of public service and how the Federal government works. Employees will be able to explain the influence of local, state and national politics on parks, and to avoid compromising situations related to these.

CORE COMPETENCIES: Mission Comprehension, Agency Orientation, NPS Operations, Fundamental Values (Ethics)

FUNDING: Servicewide Career Field Account

EVENT COORDINATOR: Maia Browning, Training Manager, Universal Competencies, Horace M. Albright Training Center, 520-638-7985



All training nomination forms must be submitted through your Regional Employee Development Office.

Priorities must be indicated if a park unit submits more than one nomination.

Participant selection will be made by the Training Manager or Course Coordinator, as applicable.

Course Coordinators will notify participants of their selection status.

For more details on training announcements, refer to the Learning Place Bulletin Board on cc:Mail and the Learning Place Website at <http://www.nps.gov/training>

For additional information about core competencies, please refer to the NPS Career Planning and Tracking Kit or contact the assigned Career Field Training Manager.

UNIVERSAL COMPETENCIES

(continued)

EVENT TITLE: NPS Fundamentals I, Module 4: Partnership Programs of the National Park Service

TARGET AUDIENCE: All employees working to attain Universal Competencies, including new employees

DATE: Ongoing

LOCATION: Universal Competencies Web Page; off of the Learning Place Web Page, <http://www.nps.gov/training/uc/home.htm>

EVENT DESCRIPTION: This training consists of two distance learning modules: a web-based module and an interactive television broadcast. The web-based training introduces recreation and preservation programs that are part of the NPS Mission but that primarily affect resources located outside the national parks. Topics include citizen involvement, healthy communities, open space, linking rural and urban areas, and the role of NPS staff in fostering collaborative efforts to save America's cultural and natural heritage. The interactive television broadcast builds on learning acquired from the web site by looking at a case study.

CORE COMPETENCIES: Mission Comprehension, NPS Operations

FUNDING: Servicewide Career Field Account

EVENT COORDINATOR: Maia Browning, Training Manager, Horace M. Albright Training Center, 520-638-7985

EVENT TITLE: "NPS Fundamentals II for New Employees: Why We're Here"

TARGET AUDIENCE: All new employees (less than one-year permanent employment in the National Park Service)

DATE: Course schedule is regularly updated at the Universal Competencies Home Page: <http://www.nps.gov/training/uc/home.htm>

LOCATION: Horace M. Albright Training Center, Grand Canyon, Arizona

EVENT DESCRIPTION: This two-week residential experience instills a personal connection between the employee and the NPS Mission. Modules address resource stewardship, interpersonal communication skills, fundamental values, personal responsibility and leadership, and NPS operations. Pre-requisites—Fundamentals I: History and Mission; Local Orientation; A Virtual Tour of Government; NPS Recreation and Preservation Programs (web-based training).

CORE COMPETENCIES: Mission Comprehension, Resource Stewardship, NPS Operations, Fundamental Values, Communications Skills, Problem-solving Skills

FUNDING: Central Training & Development Funds

EVENT COORDINATOR: Maia Browning, Training Manager, Horace M. Albright Training Center, 520-638-7985

EVENT TITLE: "NPS Fundamentals II for Experienced Employees: Why We're Here" (Formerly "Compass II: Today's Leaders, Tomorrow's Legends")

TARGET AUDIENCE: All employees who have more than one year's experience, and who are working to attain Universal Competencies.

DATE: Course schedule is regularly updated at the Universal Competencies Home Page: <http://www.nps.gov/training/uc/home.htm>

LOCATION: Training Centers and park units

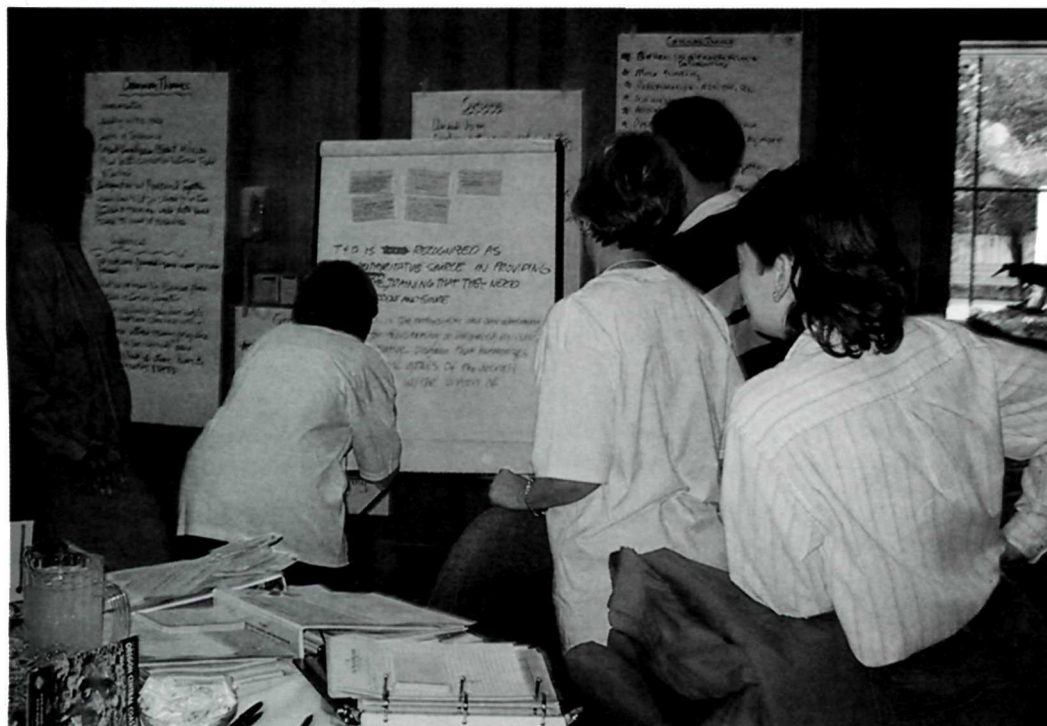
EVENT DESCRIPTION: This 40-hour classroom course instills a personal connection between the employee and the NPS Mission. Modules address resource stewardship, interpersonal communication skills, fundamental values, personal responsibility and leadership, and NPS operations. Pre-requisites—Universal Competencies web-based training: History and Mission; Local Orientation; A Virtual Tour of Government; NPS Recreation and Preservation Programs.

CORE COMPETENCIES: Mission Comprehension, Resource Stewardship, NPS Operations, Fundamental Values, Communications Skills, Problem-solving Skills

FUNDING: Benefiting Account. Tuition is \$300 per participant.

EVENT COORDINATOR: Maia Browning, Training Manager, Universal Competencies, Horace M. Albright Training Center, 520-638-7985



EVENT TITLE: NPS Fundamentals II,
Module 2: Peer Mentoring**TARGET AUDIENCE:** All employees working to attain Universal Competencies, including new employees**DATE:** TBD**LOCATION:** Universal Competencies Home Page; <http://www.nps.gov/training/uc/home.htm>**EVENT DESCRIPTION:** This module is part of the post-course assignment for "Fundamentals II" participants. Participants continue their examination of the NPS Mission, their contribution to achieving it, and their evolving connection to the Mission. Discussion in a virtual conference center begins from a set of standard questions and may be facilitated by an experienced NPS employee/mentor.**CORE COMPETENCIES:** Mission Comprehension**FUNDING:** Servicewide Career Field Account**EVENT COORDINATOR:** Maia Browning, Training Manager, Horace M. Albright Training Center, 520-638-7985**EVENT TITLE:** NPS Fundamentals III,
Module 1: Retirement Planning**TARGET AUDIENCE:** All employees working to attain Universal Competencies, including new employees**DATE:** Ongoing**LOCATION:** Universal Competencies Home Page; <http://www.nps.gov/training/uc/home.htm>**EVENT DESCRIPTION:** This training consists of two parts: a web-based training unit and an interactive television broadcast. The outcome of the training is to ensure that employees have the information and the motivation they need to begin planning for retirement from their first day on the job. It provides information that may help them achieve financial security by providing easy access to information on Federal life and health insurance programs and the Thrift Savings Plan.**CORE COMPETENCIES:** Individual Development and Planning**FUNDING:** Servicewide Career Field Account**EVENT COORDINATOR:** Maia Browning, Training Manager, Horace M. Albright Training Center, 520-638-7985**EVENT TITLE:** NPS Fundamentals III,
Module 2: Career Planning**TARGET AUDIENCE:** All employees working to attain Universal Competencies, including new employees**DATE:** Ongoing**LOCATION:** Universal Competencies Home Page; <http://www.nps.gov/training/uc/home.htm>**EVENT DESCRIPTION:** Using this web-based training, employees can chart their careers using the NPS Career Planning and Tracking Kit and the Individual Development Planning process. They will learn how to use performance appraisals, self-assessment instruments and other tools to build on their strengths and strengthen their weaknesses, with the ultimate goal of improving their job performance.**CORE COMPETENCIES:** Individual Development and Planning**FUNDING:** Servicewide Career Field Account**EVENT COORDINATOR:** Maia Browning, Training Manager, Horace M. Albright Training Center, 520-638-7985

All training nomination forms must be submitted through your Regional Employee Development Office.

Priorities must be indicated if a park unit submits more than one nomination.

Participant selection will be made by the Training Manager or Course Coordinator, as applicable.

Course Coordinators will notify participants of their selection status.

For more details on training announcements, refer to the Learning Place Bulletin Board on cc:Mail and the Learning Place Website at <http://www.nps.gov/training>

For additional information about core competencies, please refer to the NPS Career Planning and Tracking Kit or contact the assigned Career Field Training Manager.

UNIVERSAL COMPETENCIES

(continued)

EVENT TITLE: NPS Fundamentals IV, Module I: Ethics

TARGET AUDIENCE: All employees working to attain Universal Competencies, including new employees

DATE: TBD

LOCATION: Universal Competencies Home
Page: <http://www.nps.gov/training/uc/home.htm>

EVENT DESCRIPTION: In this web-based training, employees will learn the ethical standards required of Federal employees as defined by law, statute, and regulation. By examining the Code of Conduct, they will be able to meet high expectations of public service and avoid placing themselves and others in situations that might generate serious civil or criminal consequences. Recommended pre-requisite: "NPS Fundamentals: Why We're Here" classroom course.

CORE COMPETENCIES: Fundamental Values

FUNDING: Servicewide Career Field Account

EVENT COORDINATOR: Maia Browning, Training Manager, Horace M. Albright Training Center, 520-638-7985

EVENT TITLE: NPS Fundamentals IV, Module 2: Different Gifts: Diversity and Accessibility

TARGET AUDIENCE: All employees working to attain Universal Competencies, including new employees.

DATE: Scheduled to be released, late Spring 2002

LOCATION: Universal Competencies Home
Page: <http://www.nps.gov/training/uc/home.htm>

EVENT DESCRIPTION: This web-based training addresses the legal and regulatory requirements that underpin a fair and equitable workplace. Employees will study the purviews of Equal Opportunity and the Americans with Disabilities Act. An emphasis on legalities will be balanced by an examination of how positive and ethical behaviors contribute to the overall health of the organization, allowing every employee to contribute to achieving the NPS Mission. Recommended pre-requisite: "NPS Fundamentals II" classroom course.

CORE COMPETENCIES: Fundamental Values

FUNDING: Servicewide Career Field Account

EVENT COORDINATOR: Maia Browning, Training Manager, Horace M. Albright Training Center, 520-638-7985

EVENT TITLE: NPS Fundamentals IV, Module 3: Safety

TARGET AUDIENCE: All employees working to attain Universal Competencies, including new employees

DATE: Ongoing

LOCATION: Universal Competencies Home
Page: <http://www.nps.gov/training/uc/home.htm>

EVENT DESCRIPTION: This web-based training builds behavior-based safety practices. Employees will be able to contribute specific skills and safety-conscious attitudes to maintaining a safe workplace for themselves and their coworkers. Recommended pre-requisite: "NPS Fundamentals" classroom course.

CORE COMPETENCIES: Fundamental Values (Universal Competencies)

FUNDING: Servicewide Career Field Account

EVENT COORDINATOR: Maia Browning, Training Manager, Horace M. Albright Training Center, 520-638-7985

All training nomination forms must be submitted through your Regional Employee Development Office.

Priorities must be indicated if a park unit submits more than one nomination.

Participant selection will be made by the Training Manager or Course Coordinator, as applicable.

Course Coordinators will notify participants of their selection status.

For more details on training announcements, refer to the Learning Place Bulletin Board on cc:Mail and the Learning Place Website at <http://www.nps.gov/training>

For additional information about core competencies, please refer to the NPS Career Planning and Tracking Kit or contact the assigned Career Field Training Manager.



EVENT TITLE: NPS Fundamentals V: Working Together

TARGET AUDIENCE: All employees working to attain Universal Competencies, including new employees

DATE: Current schedule is posted on the Universal Competencies Home Page: <http://www.nps.gov/training/uc/home.htm>
NOTE: This course is being piloted in FY2001 and offerings may be limited in FY2002.

LOCATION: Stephen T. Mather Training Center, Harpers Ferry, WV

EVENT DESCRIPTION: This event adds new skills and insights, enhancing those already acquired in preceding "NPS Fundamentals" training. Employees will increase their ability to function well within a team setting, providing leadership and being a good follower as circumstances demand. They will use effective interpersonal and problem-solving skills to resolve difficult issues within their realm of influence. They will, in effect, embody the spirit of the National Park Service. Topics include: Team Effectiveness Model; Self-assessment Tool; Trusting Others; Through Conflict to Cooperation; Leadership; Team Roles; Living With Change; Creative Thinking and Problem Solving; Interpersonal Communication; Organizational Structure; Organizational Culture; Decision-making in Groups; Vision, Planning, and Goal Setting; Getting to Know GPRA; Organizational Goal Setting; and a concluding one-day Workshop.

CORE COMPETENCIES: All eight Universal Competencies

FUNDING: Servicewide Career Field Account for new employees; tuition based for employees with more than one year permanent status.

EVENT COORDINATOR: Maia Browning, Training Manager, Horace M. Albright Training Center, 520-638-7985

EVENT TITLE: FasTrac Computer-Based Training Courses

TARGET AUDIENCE: All employees

DATE: Personalized training available anywhere, any time.

LOCATION: Training can be taken at the employee's duty station, at home, or on the road. Access to the training can be located on the Universal Competencies Home Page at <http://www.nps.gov/training/uc/home.htm>

EVENT DESCRIPTION: FasTrac provides commercially available Computer-Based Training (CBT) for software and professional development skills. Hundreds of courses are available including official computer study guides (such as Microsoft and Netscape—including certification exams), as well as so-called "soft skills" (such as writing skills, leadership, customer service and conflict resolution). These are skills-based training courses that enhance the knowledge of the workforce.

CORE COMPETENCIES: All eight Universal Competencies and competencies within the Information Management Career Field.

FUNDING: Servicewide Career Field Account

EVENT COORDINATOR: Maia Browning, Training Manager, Horace M. Albright Training Center, 520-638-7985

EVENT TITLE: NPS National Recreation and Preservation Programs (TELNPS)

TARGET AUDIENCE: All employees, especially those attaining the Universal Competencies including new employees.

DATE: Current schedule is updated regularly at the Universal Competencies Home Page, <http://www.nps.gov/training/uc/home.htm>

LOCATION: Any NPS unit with a TELStation

EVENT DESCRIPTION: This is the second part of the "NPS Fundamentals I, Module 4: NPS National Recreation and Preservation Programs." This interactive television course builds on information attained from the web-based unit on this topic, which is a pre-requisite. Participants interact with an instructor(s) versed in the range of these programs, which include the National Register, Rivers and Trails, and Federal Lands to Parks programs. The course emphasizes the NPS Core Value: Shared Stewardship, and discusses the impact of these programs that occur outside park boundaries, on park resources.

CORE COMPETENCIES: Mission Comprehension, NPS Operations

FUNDING: Servicewide Career Field Account

EVENT COORDINATOR: Maia Browning, Training Manager, Horace M. Albright Training Center, 520-638-7985



UNIVERSAL COMPETENCIES

(continued)

EVENT TITLE: Retirement Planning for New Employees (TELNPS)

TARGET AUDIENCE: Employees with less than five years permanent status.

DATE: Current schedule is updated regularly at the Universal Competencies Home Page, <http://www.nps.gov/training/uc/home.htm>

LOCATION: Any NPS unit with a TELStation

EVENT DESCRIPTION: This is the second part of the "NPS Fundamentals IV, Module 1: Retirement Planning" training. This interactive television course builds on information attained from the web-based unit on retirement planning, which is a pre-requisite. Participants interact with an instructor(s) versed in the Federal Employees Retirement System (FERS), the Thrift Savings Plan (TSP), and Federal benefits.

CORE COMPETENCIES: Individual Development and Planning

FUNDING: Servicewide Career Field Account

EVENT COORDINATOR: Maia Browning, Training Manager, Horace M. Albright Training Center, 520-638-7985

VISITOR USE MANAGEMENT

EVENT TITLE: CISM Basic Peer Support Training

TARGET AUDIENCE: All employees available to serve as peer counselors

DATE: TBD 2002

LOCATION: Tucson, Arizona

EVENT DESCRIPTION: The National Park Service has an active Critical Incident Stress Management (CISM) program available to all park employees. This course will allow employees to meet the basic standard for participation in the CISM program. Basic training is conducted concurrently with the Advanced CISM meeting, thus allowing an important opportunity for mentoring by those peers who have been active in CISM for several years

CORE COMPETENCIES: Emergency Medical Services, Peer Counseling, Incident Management

FUNDING: Servicewide T&D Funds

EVENT COORDINATOR: Pat Buccello, CISM Program Manager, WASO-RAD, 207-288-0431

EVENT TITLE: New Products and Devices to Improve Accessibility in the Park and Recreation Environment

TARGET AUDIENCE: Managers, Accessibility Coordinators, and other park employees responsible for planning for universal access for visitors to programs and facilities.

DATE: Spring or Fall of 2002

LOCATION: Selected sites around the country

EVENT DESCRIPTION: This project will provide a series of short Distance Education programs, identifying products, their advantages and disadvantages, their costs, and the vending sources for purchasing them. Products that would be covered would include, but not be limited to, accessible picnic tables, cooking grills, porta-toilets, portable ramps, chairlifts, trail surfacing materials, and all-terrain wheelchairs.

CORE COMPETENCIES: Laws, Rules, and Regulations Pertaining to Accessibility, Resources for Access

FUNDING: Servicewide T&D Funds

EVENT COORDINATOR: Gary Robb, Executive Director, National Center on Accessibility, Bloomington, IN, 812-856-4429

All training nomination forms must be submitted through your Regional Employee Development Office.

Priorities must be indicated if a park unit submits more than one nomination.

Participant selection will be made by the Training Manager or Course Coordinator, as applicable.

Course Coordinators will notify participants of their selection status.

For more details on training announcements, refer to the Learning Place Bulletin Board on cc:Mail and the Learning Place Website at <http://www.nps.gov/training>

For additional information about core competencies, please refer to the NPS Career Planning and Tracking Kit or contact the assigned Career Field Training Manager.



EVENT TITLE: Special Park Uses Annual Updates

TARGET AUDIENCE: Superintendents and Regional Special Park Uses Coordinators

DATE: TBD

LOCATION: TBD

EVENT DESCRIPTION: This is an eight-hour workshop for Superintendents and Regional Special Park Use Coordinators. It is designed to provide the participants with the skills they need when dealing with any emergent or highly political issue concerning Special Park Uses. The existing teams of SPU trainers will present one-day sessions in each region.

CORE COMPETENCIES: Basic Authorities and Procedures, Application of DO-53, Recreational Uses, Agricultural Use, Occupancy, Commercial Film Use, Special Events, NEPA Compliance

FUNDING: Servicewide T&D Funds for course costs; benefiting account for each participant's travel and per diem

EVENT COORDINATOR: Chuck Anibal, Training Manager, Visitor Use Management, Stephen T. Mather Training Center, 304-535-6401

EVENT TITLE: New Dimensions in Accessibility Training-Learning from your Desktop Computer via Video Streaming Technology

TARGET AUDIENCE: Managers, Accessibility Coordinators, and other park employees responsible for planning for universal access for visitors to programs and facilities

DATE: Late 2002

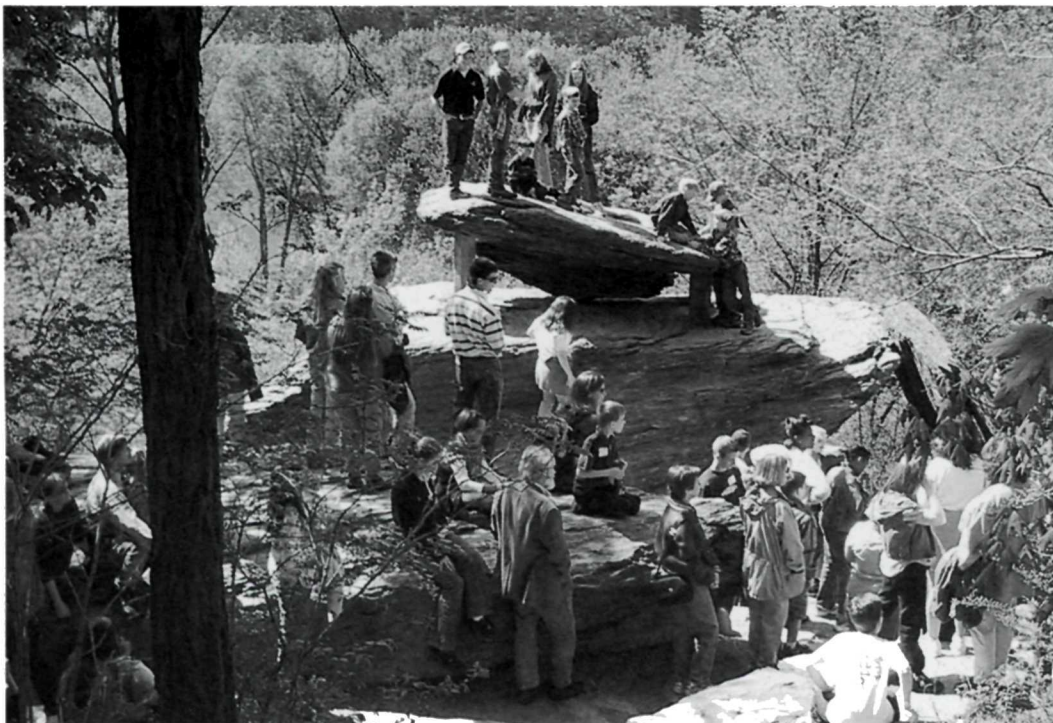
LOCATION: Selected sites around the country

EVENT DESCRIPTION: New outdoor recreation accessibility standards have recently been introduced and their complexity requires a solid understanding of both general accessibility standards and how they apply to outdoor environments. New streaming video technology will allow the NCA to expand on its current Internet-based training modules, bringing real-life video examples of how to make trails, campgrounds, picnic areas, and beaches accessible to people with disabilities.

CORE COMPETENCIES: Accessibility, Visitor Studies, Recreation Management, Campground Management, Program Management

FUNDING: Servicewide T&D Funds

EVENT COORDINATOR: Gary Robb, Executive Director, National Center on Accessibility, Bloomington, IN, 812-856-4429



**TRAINING & DEVELOPMENT
TRAINING MANAGERS****Chuck Anibal**

Visitor Use Management
Stephen T. Mather Training Center
P. O. Box 77
Harpers Ferry, WV 25425
Phone: (304) 535-6401
Fax: (304) 535-6182
Email: charles_anibal@nps.gov

Maia Browning

Universal Competencies
Horace M. Albright Training Center
P.O. Box 477
Grand Canyon, AZ 86023
Phone: (520) 638-7985
Fax: (520) 638-2953
Email: maia_browning@nps.gov

Tom Cherry

Law Enforcement and Resource Protection
and Risk Management
Federal Law Enforcement Training Center
Bldg. 64
Glynco, GA 31524
Phone: (912) 267-2795
Fax: (912) 267-3188
Email: tom_cherry@nps.gov

Dave Dahlen

Interpretation, Education, & Cooperating
Associations
Stephen T. Mather Training Center
P. O. Box 77
Harpers Ferry, WV 25425
Phone: (304) 535-6215
Fax: (304) 535-6408
Email: dave_dahlen@nps.gov

Jan Gauthier

Administration & Office Management Support
Stephen T. Mather Training Center
P. O. Box 77
Harpers Ferry, WV 25425
Phone: (304) 535-6402
Fax: (304) 535-6408
Email: jan_gauthier@nps.gov

Steve Hastings

Maintenance
Horace M. Albright Training Center
P.O. Box 477
Grand Canyon, AZ 86023
Phone: (520) 638-7986
Fax: (520) 638-2953
Email: steve_hastings@nps.gov

Bob Karotko

Natural Resources Stewardship
Horace M. Albright Training Center
P.O. Box 477
Grand Canyon, AZ 86023
Phone: (520) 638-7988
Fax: (520) 638-2953
Email: bob_karotko@nps.gov

Marta Cruz Kelly

Supervision, Management, and Leadership
Horace M. Albright Training Center
P.O. Box 477
Grand Canyon, AZ 86023
Phone: (520) 638-7983
Fax: (520) 638-2953
Email: marta_cruz_kelly@nps.gov

Tony Knapp

Cultural Resources Stewardship
Stephen T. Mather Training Center
P.O. Box 77
Harpers Ferry, WV 25425-0077
Phone: (304) 535-6178
Fax: (304) 535-6408
Email: tony_knapp@nps.gov

Dorothy Printup

Historic Preservation Skills & Crafts
Historic Preservation Training Center
4801A Urbana Pike
Frederick, MD 21704
Phone: (301) 663-8206 x101
Fax: (301) 663-8032
Email: dorothy_printup@nps.gov

Linda Wright

Organizational Development
Seattle Support Office
909 First Avenue
Seattle, WA 98104-1060
Phone: (206) 220-4640
Fax: (206) 220-4160
Email: linda_wright@nps.gov

**COLLATERAL DUTY
TRAINING MANAGERS****Will Brimberry**

Information Management
1849 C Street, NW, Room 2507
Washington, DC 20240
Phone: (202) 565-1028
Fax: (202) 565-1041
Email: will_brimberry@nps.gov

Marilyn K. Gillen

Recreation & Conservation Programs
Midwest Region
1709 Jackson Street
Omaha, NE 68102
Phone: (402) 221-3292
Fax: (402) 221-3372
Email: marilyn_gillen@nps.gov

Dee Highnote

Specialty Fields
1849 C Street, NW, Room 7319
Washington, DC 20240
Phone: (202) 565-1217
Fax: (202) 565-1224
Email: dee_highnote@nps.gov

Major Hugh Irwin

Law Enforcement
U.S. Park Police
1100 Ohio Drive, SW
Washington, DC 20242
Phone: (202) 690-5083
Fax: (202) 690-5229
Email: hugh_irwin@nps.gov

Merrie Johnson

Fire & Aviation Management
National Interagency Fire Center
3833 S. Development Avenue
Boise, ID 83705
Phone: (208) 387-5224
Fax: (208) 387-5250
Email: merrie_johnson@nps.gov

Dennis Nagao

Planning, Design, & Construction
P. O. Box 1088
12795 W. Alameda Parkway
Denver, CO 80225
Phone: (303) 987-6655
Fax: (303) 987-6658
Email: dennis_nagao@nps.gov

Shirley Rowley

Risk Management
Intermountain Region
Denver Support Center
Phone: (303) 969-2197
Fax: (303) 969-2536
Email: shirley_rowley@nps.gov

Cindy Szymanski

Recreation & Conservation Programs
1849 C Street, NW, Room 3606
Washington, DC 20240
Phone: (202) 565-1200
Fax: (202) 565-1204
Email: cynthia_szymanski@nps.gov

**SERVICEWIDE PROGRAM
COORDINATORS****Mary Arthurs**

Intake Training Program
Capital Training Center
1849 C Street, NW, Room 7516
Washington, DC 20240
Phone: (202) 501-8906
Fax: (202) 501-8902
Email: mary_arthurs@nps.gov

Jim Boyd

Distance Learning Coordinator
Horace M. Albright Training Center
P.O. Box 477
Grand Canyon, AZ 86023
Phone: (520) 638-7984
Fax: (520) 638-2953
Email: jim_boyd@nps.gov

Fran Gale

National Center for Preservation
Technology & Training
NCPTT NSU Box 5682
Natchitoches, LA 71497
Phone: (318) 357-6464
Fax: (318) 357-6421
Email: fran_gale@ncptt.nps.gov

Chris Perry

Intake Program
Stephen T. Mather Training Center
P.O. Box 77
Harpers Ferry, WV 25425
Phone: (304) 535-6215
Fax: (304) 535-6408
Email: chris_perry@nps.gov

Rick Potts

NPS/Wilderness Representative
Arthur Carhart National Wilderness
Training Center
32 Campus Drive
Missoula, MT 59812
Phone: (406) 243-4612
Fax: (406) 243-4717
Email: rpotts@fs.fed.us

Mary Robinson
 Servicewide Catalog Coordinator
 Stephen T. Mather Training Center
 P.O. Box 77
 Harpers Ferry, WV 25425
 Phone: (304) 535-6732
 Fax: (304) 535-6408
 Email: m_robinson@nps.gov

Peggy Sandretzky
 NPS/FWS Liaison
 National Conservation Training Center
 Route 1, Box 166
 Shepherd Grade Road
 Shepherdstown, WV 25443
 Phone: (304) 876-7467
 Fax: (304) 876-7751
 Email: peggy_sandretzky@nps.gov

TRAINING AND DEVELOPMENT PROGRAMS

Edward D. Carlin
 Leader, Training and Development Program
 Horace M. Albright Training Center
 P.O. Box 477
 Grand Canyon, AZ 86023
 Phone: (520) 638-7989
 Fax: (520) 638-2953
 Email: ed_carlin@nps.gov

John W. Tyler
 Deputy Leader, Training and Development Program
 1849 C Street, Room 7526
 Washington, DC 20240
 Phone: (202) 501-8916
 Fax: (202) 501-8920
 Email: john_tyler@nps.gov

Lucia Bragan
 Employee Development Specialist
 1849 C Street, N.W., Room 7526
 Washington, DC 20240
 Phone: (202) 501-8917
 Fax: (202) 501-8920
 Email: lucia_bragan@nps.gov

Albertha "Bert" Hudson
 Management Services Specialist
 Washington Office
 1849 C Street, NW, Room 7526
 Washington, DC 20240
 Phone: (202) 501-8918
 Fax: (202) 501-8920
 Email: bert_hudson@nps.gov

TRAINING AND DEVELOPMENT PERSONNEL

Gloria Baker
 Employee Development Assistant
 Human Resources Division
 Harpers Ferry Center
 P.O. Box 50
 Harpers Ferry, WV 25425
 Phone: (304) 535-6489
 Fax: (304) 535-6290
 Email: gloria_baker@nps.gov

Deborah Burnett
 Employee Development Officer
 Northeast Region
 NPS, U.S. Custom House
 200 Chestnut Street, 3rd Floor
 Philadelphia, PA 19106
 Phone: (215) 597-9153
 Fax: (215) 597-4791
 Email: deborah_burnett@nps.gov

Rosalind Calacal
 Employee Development Assistant
 Pacific Great Basin Support Office
 600 Harrison Street, Suite 600
 San Francisco, CA 94107-1372
 Phone: (415) 427-1343
 Fax: (415) 427-1486
 Email: rosaland_calacal@nps.gov

Dianne Cooper
 Regional Employee Development Manager
 Pacific West Region
 909 1st Avenue
 Seattle, WA 98104
 Phone: (206) 220-4080
 Fax: (206) 220-4160
 Email: dianne_cooper@nps.gov

Margie Fresquez
 Employee Development Officer
 Intermountain Support Office
 P. O. Box 728
 Santa Fe, NM 87504
 Phone: (505) 988-6070
 Fax: (505) 988-6099
 Email: margie_fresquez@nps.gov

Shema Gregory
 Employee Development Personnel
 Federal Law Enforcement Training Center
 Building 64
 Glynco, GA 31524
 Phone: (912) 267-2246
 Fax: (912) 267-3188
 Email: shema_gregory@nps.gov

Esther Hodges
 Employee Development Officer
 Capital Training Center
 1849 C Street, NW, Room 7515
 Washington, DC 20240
 Phone: (202) 501-8907
 Fax: (202) 501-8902
 Email: esther_hodges@nps.gov

Joyce Howe
 Office Automation Assistant
 Stephen T. Mather Training Center
 P. O. Box 77
 Harpers Ferry, WV 25425
 Phone: (304) 535-6217
 Fax: (304) 535-6408
 Email: joyce_howe@nps.gov

Ann Johnson
 Employee Development Specialist
 Horace M. Albright Training Center
 P.O. Box 477
 Grand Canyon, AZ 86023
 Phone: (520) 638-7929
 Fax: (520) 638-2953
 Email: anne_e_johnson@nps.gov

Quinton Lee
 Equal Opportunity and Employee Development
 Alaska Region
 2525 Cambell Street
 Anchorage, AK 99503
 Phone: (907) 257-2698
 Fax: (907) 257-2533
 Email: quinton_lee@nps.gov

Lea Scow
 Employee Development Officer
 Pacific West Region-Pacific Island Support Office
 300 Ala Moana Boulevard, Room 6305
 Box 50165
 Honolulu, HI 96850
 Phone: (808) 541-2693
 Fax: (808) 541-3696
 Email: lea_scow@nps.gov

Pat Smedley
 Employee Development Officer
 Intermountain Region
 12795 W. Alameda Parkway
 Lakewood, CO 80228
 Phone: (303) 969-2530
 Fax: (303) 969-2037
 Email: pat_smedley@nps.gov

Sandy Taylor
 Employee Development Officer
 Southeast Region
 100 Alabama Street, SW
 Atlanta, GA 30303
 Phone: (404) 562-3158
 Fax: (404) 562-3255
 Email: sandy_taylor@nps.gov

Floy Westermeier
 Employee Development Specialist
 Midwest Region
 1709 Jackson Street
 Omaha, NE 68102
 Phone: (402) 221-3385
 Fax: (402) 221-3430
 Email: floy_westermeier@nps.gov

Laura Woodson
 Employee Development Officer
 National Capitol Region
 1100 Ohio Drive, SW
 Washington, DC 20242
 Phone: (202) 619-7262
 Fax: (202) 205-3834
 Email: laura_woodson@nps.gov

RESOURCE CENTERS



Ray Bloomer, Director
National Center on Accessibility
Indiana University
2805 East 10th Street, Suite 190
Bloomington, IN 47408-698
(812) 856-4429
<http://www.ncaonline.org/>



Gary Drier, Program Analyst
Bureau of Land Management
7139 W. Rue de Lamour
Peoria, AZ 85381
(602) 615-0526
<http://www.blm.gov>



Merrie Johnson, Training Manager
National Interagency Fire Center
3833 S. Development Avenue
Boise, ID 83705
(208) 387-5224
<http://www.nifc.gov/NifcInfo.html>



Nora Mitchell, Director
Conservation Study Institute
Marsh-Billings-Rockefeller NHP
P. O. Box 178
54 Elm Street
Woodstock, VT 05091
(802) 457-3368 ext. 17
<http://www.nps.gov/mabi/>



Connie Myers, Director
Arthur H. Carhart National
Wilderness Training Center
32 Campus Drive
Missoula, MT 59812
(406) 243-4644
<http://www.wilderness.net/carhart>



Charles Pepper, Deputy Director
Olmsted Center for Landscape
Preservation
99 Warren Street
Brookline, MA 02445
(617) 566-1689
<http://www.nps.gov/frla/oclp.htm>



Robert Stearns, Director
National Center for Preservation
Technology and Training
NSU Box 5682
Natchitoches, LA 71497
(318) 357-6464
<http://gopher.ncptt.nps.gov/>



Peggy Sandretzky, NPS/FWS Liaison
U.S. Fish & Wildlife Service
National Conservation Training Center
Route 1, Box 166
Shepherd Grade Road
Shepherdstown, WV 25443
(304) 876-7751
<http://www.nctc.fws.gov/>

HISTORY OF STAMPS

United States Commemorative stamps of the Twentieth Century have included many depictions of the National Parks. Starting as early as 1925, Director Stephen T. Mather suggested the showing of the National Park scenes on stamps. In 1933, Floyd E. Merrill, Editor, Greeley (Colorado) Tribune Republican, and an enthusiastic stamp collector, advocated a National Park issue with these words: "While the seaboard flocks to Europe on vacations, Uncle Sam misses a great opportunity by not issuing series of pictorials on the National Parks. It would be Federal advertising paid for many times over by philatelists."

The first stamps to be devoted entirely to scenic views of the National Parks were issued in conjunction with the observance of "National Park Year" in 1934. Valued from 1 to 10 cents, each reproduced a particular scenic grandeur as now depicted in this publication of the Training and Development Servicewide Events Catalog.

NATIONAL PARK SERVICE TRAINING AND DEVELOPMENT MISSION

The NPS is committed to individual and organizational effectiveness
in order to accomplish its strategic goals.

Training and development is a catalyst for the NPS
to engage in continuous learning,
professional growth, and organizational effectiveness.

The professional Training and Development Community
focuses on working with agency leaders
to predict and develop strategies/approaches
that contribute to a workforce
capable of accomplishing NPS strategic goals.



Servicewide Training and Development Community, March 2001

Experience Your America

National Park Service
Training & Development Program
1849 C Street, N.W., Room 7512
Washington, DC 20240

FIRST CLASS MAIL
Postage and Fees Paid
U.S. Department of the Interior
G-83

OFFICIAL BUSINESS
PENALTY FOR PRIVATE USE \$300

