



# Courier

The National Park Service Newsletter

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



Training is an important management tool in fostering employee development and organizational effectiveness. All of us perform our assigned tasks more efficiently when we know, understand, and utilize the most modern skills and techniques available. We need to assure that skills and techniques are employed with an enlightened and sensitive perspective for the changing needs of the society and the priorities of our national leaders. Training plays a vital role in increasing knowledge, developing skills, and providing us with an enlightened view of a changing world. In our situation today, it is imperative that we ensure the most effective use of every employee.

This special issue of the COURIER announces the FY 83 Service-wide courses to all employees. It is a reflection of Servicewide training needs and the annual training plan developed by employees, supervisors, and managers both in the field and the Washington office. I recommend that this issue be given serious consideration by every Service employee.



*Russell E. Dickenson*



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To all National Park Service employees:

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

Identification of specific developmental needs for any individual employee for improved performance on the present job and/or for career development requires a continuous cooperative effort on the part of the employee and the employee's supervisor. While identification of the employee's developmental needs is an ongoing process occurring, in part, anytime there is a discussion between the employee and his/her supervisor relating to job expectation, performance and/or career enhancement, the most formal, and required, discussion is held as part of the annual performance appraisal. As a result of the review of performance expectations and current results, plans should be made to involve the employee in developmental experiences that will foster improved on-the-job performance and career enhancement. These plans can include many types of developmental experiences including, but not limited to, formalized training courses. The process enjoys its greatest credibility and is most effective when there is documentation of the plan.

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

For courses beginning October 1982 through March 1983, application forms should be sent to the appropriate regional, WASO, Design Center or Service Center training officer. (A list of all training officers is given at the end of this booklet.) The due date for course applications is cited in the course announcement for each

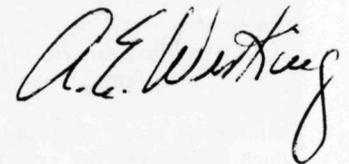
individual offering sent from the sponsoring training center. Your personnel or administrative specialist can supply you with the appropriate forms. (Please note that the forms used in applying for the law enforcement courses are different from the forms used for the other courses.) Selections for **all courses** beginning after March will be made on a quarterly basis. Thus:

For courses beginning April 1 to June 30, 1983—applications are due by February 1;

For courses beginning July 1 to September 30, 1983—applications are due by May 1.

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

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



Albert E. Werking  
Acting Chief Training Officer

## CONTRACT ADMINISTRATION FOR TECHNICAL PERSONNEL

Program Code: 4721 Title Code: CONTR AD TECH PER

This course is designed to provide adequate information for the preparation, procurement and administration of negotiated research and development contracts for scientific and technical personnel assigned as contracting officer's authorized representatives (COARs).

Participants: Scientific and technical personnel assigned as contracting officer's authorized representative. (40 hours)

Class Size: 24

Number of Times Conducted: 1

Dates/Location: September 19-23, 1983  
Mather Training Center

## ADVANCED PROPERTY MANAGEMENT

Program Code: 4722 Title Code: ADV PROPERTY MGMT

Based on the GAO Audit and the recent IG Survey of NPS, a need for training all accountable property officers in the NPS has been identified. This course will cover Advanced Property Management techniques and will introduce and implement new systems to correct problems.

Participants: Accountable NPS property officers. (40 hours)

Class Size: 24

Number of Times Conducted: 1

Dates/Location: July 11-15, 1983  
Mather Training Center

## MANAGEMENT IMPLEMENTATION A-76

Program Code: 4723 Title Code: MGT IMPLMNT A-76

This offering, originally designated as a course, has been redesigned to serve as a workshop for a cadre of regional employees who will return to their Regions to conduct the **A-76 Management Implementation** course at the regional level. The workshop will be used to review a prepackaged training set of subject content and presentation materials which the trainees are expected to deliver to others back in their regions. (Regions will be required to commit themselves to a course offering as a condition for the selection of their nominee(s)). More than procedures and practices for the A-76 process per se, the package concerns itself with management planning which must be accomplished prior to the start of the A-76 process.

Participants: To Be Announced. (24 hours)

Class Size: 24

Number of Times Conducted: 1

Dates/Location: January 25-27, 1983  
Mather Training Center

## CONCESSIONS ADMINISTRATION FOR LINE MANAGERS

Program Code: 4823 Title Code: CONCE ADM LI MGRS

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

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

Class Size: 20

Number of Times Conducted: 1

Dates/Location: March 7-11, 1983  
Albright Training Center

## CONCESSIONS EVALUATION AND PRICING

Program Code: 4818 Title Code: CONCES, EVAL, PRICG

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

Participants: Those charged with the responsibility of completing park concession evaluation procedures. (40 hours)

Class Size: 20

Number of Times Conducted: 1

Dates/Location: March 21-25, 1983  
Lake Mead National Recreation Area  
Application procedures will be announced by the Division of Concessions Management.

## CONCESSIONS MANAGEMENT TRAINING AT CULINARY INSTITUTE OF AMERICA

Program Code: 4899 Title Code: CULI INST OF AMER

This course provides professional insight into the past, present, and future trends of the industry and how these ideas affect NPS concession operations. The course is designed to acquaint field personnel with the various facets of the food service industry, such as controlling food and labor cost, and managing and evaluating food service facilities. Participants actually work in a kitchen with a master chef, in which all aspects of cooking, cooking temperature, preparation, serv-

ing, etc. are demonstrated. This hands-on training experience provides a better understanding of how a kitchen functions and will aid NPS employees in evaluating concession food service operations.

Participants: Any full-time NPS employee with a responsibility for conducting food service inspections at concession facilities and who has had no previous training or experience in food operations. Grades GS 7-12. (24 hours)

Class Size: 12

Number of Times Conducted: 1

Dates/Location: April 25-29, 1983  
Culinary Institute of America  
Hyde Park, New York  
Application procedures will be announced by the Division of Concessions Management.

### CURATORIAL METHODS I

Program Code: 9929 Title Code: CURAT METHOD PS I

This course is designed to acquaint field personnel with the basic skills involved in curatorial care of museum collections in parks. Many individuals assigned responsibility for collections care have never had curatorial training. Those with curatorial experience, but new to NPS policy and procedures, will be

better equipped to care for collections in accordance with NPS policy and standards.

Participants: Museum technicians, museum aids, park technicians, curators, interpreters, Grades GS 4-11. (80 hours)

Class Size: 24

Number of Times Conducted: 1

Dates/Location: June 6-17, 1983  
Mather Training Center

### CULTURAL RESOURCES MANAGEMENT

Program Code: 1803 Title Code: CULTURAL RESOURCES

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

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

Class Size: 24

Number of Times Conducted: 1

Dates/Location: May 3-12, 1983  
Mather Training Center

### Cultural Resources Management



## WORKSHOP IN HISTORIC STRUCTURES: ISSUES AND POLICIES

Program Code: 7242 Title Code: WKSHOP HIST STRUC

This course will emphasize cultural resources management law, Service policy guidelines, and standards of treatment of historic and prehistoric structures utilizing the expertise of participants and other specialists in historical architecture from regional offices and parks. Sessions on programming and preservation techniques will be emphasized through class discussion and field exercises. Participants will be given a course assignment.

Participants: Historical architects, regional historical architects, and park historical architects involved with the preservation of park cultural resources. Grade Series GS-808. (40 hours)

Class Size: 24

Number of Times Conducted: 1

Dates/Location: May 16-20, 1983  
Mather Training Center

## RESEARCH SEMINAR IN ARCHAEOLOGY

Program Code: 1929 Title Code: RESEARCH SEM ARCH

Upon completion of this course, the successful participant will 1) be able to describe and evaluate the application of new methods of conducting archaeological surveys; 2) be able to select and use those techniques applicable to the survey problems faced in his/her work; 3) understand applications of computer programs to the storage, retrieval, analysis and mapping of archaeological data; 4) be able to evaluate the professional adequacy, validity and cost effectiveness of alternative archaeological survey techniques; 5) be able to select the appropriate data base management system for the problem encountered; and 6) be able to translate technical archaeological resources inventory data into cultural resources management plans useful to management.

Participants: Archaeologists who are research qualified. Note: The subject matter is highly technical. The criteria for selection will be based upon academic qualification, published research, job related responsibilities, current research responsibilities, ability to prepare a professional seminar paper and experiential expertise in such areas as predictive modelling, sample survey design and execution, remote sensing, archaeological data bases, and archaeological field surveying. Grades GS 11-14. (24 hours)

Class Size: 15

Number of Times Conducted: 1

Dates/Location: March 15, 16, and 17, 1983  
To Be Announced

## EEO POLICIES AND PRACTICES

Program Code: 4310 Title Code: EEO POLI AND PRAC

This offering, originally designated as a course, has been redesigned to serve as a workshop for a cadre of regional employees who will return to their Regions to conduct the EEO Policies and Practices course at the regional level. The workshop will be used to review a prepackaged training set of subject content and presentation materials which the trainees are expected to deliver to others back in their regions. (Regions will be required to commit themselves to a course offering as a condition for the selection of their nominee(s). Course materials are designed to reflect policy and procedure changes over the past 3 years.

Participants: Superintendents (24 hours)

Class Size: 24

Number of Times Conducted: 1

Dates/Location: January 18-20, 1983  
Mather Training Center

## INTERPRETATION PROGRAM MANAGEMENT

Program Code: 9927 Title Code: INTERP MANAGEMENT

Changes in visitation and use of units of the National Park System, reduced budgets and staffing, and the increasingly complex nature of problems facing park managers require a broadened outlook and attitudinal change on the part of interpretive program managers. Participants should be prepared to develop and manage programs designed as a tool for dealing with resources management problems, safety and protection of resources, public involvement, and service to special publics and international visitors. The development, operation and evaluation of a balanced, integrated program designed to meet the current needs of park areas and of Service-wide goals and objectives will be emphasized. Participants should anticipate a course assignment.

Participants: Interpretive program managers, chiefs and assistant chiefs of Interpretation or I&RM; area managers, superintendents, and other managers responsible for interpretation in their park areas, with particular preference given to those in new interpretive positions. Grades GS 9-13. (40 hours)

Class Size: 24

Number of Times Conducted: 1

Dates/Location: February 28-March 4, 1983  
Mather Training Center

## INTERPRETIVE OPERATIONS FOR FIRST-LINE SUPERVISORS

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

This course promotes a practical approach to interpretive operations for first-line supervisors by identifying the overall picture of interpretive operations and analyzing the various parts of that operation. Participants learn to train front-line in-



Interpretation

interpreters in a variety of techniques, apply the "nuts and bolts" of interpretive activities and determine their appropriateness in the parks, and analyze the park's interpretive documents and demonstrate their applicability and importance to interpretive operations. Participants will develop basic skills as instructors in interpretive operations. Prior to receiving certification for this course, each participant is required to conduct one training course at their park for employees of their park and/or neighboring areas. Supervisory skills in interpretive operations will be emphasized throughout the course: Certification of 40 hours of supervisory training is obtained through this course. Participants should anticipate several pre-course assignments.

Participants: First-line supervisors (park rangers and technicians). Grades GS 5-9. (80 hours)

Class Size: 30

Number of Times Conducted: 2

Dates/Location: December 6-17, 1982 and March 14-25, 1983  
Mather Training Center

#### HISTORIC WEAPONS FIRING CERTIFICATION COURSE

Program Code: 9942 Title Code: HIST WEAPNS FIRNG

Individuals successfully completing this course will be certified to assume primary and direct responsibility for the interpretive

demonstrations and other activities involving the handling and storage of black powder and the firing of historic weapons in their respective parks. They will be qualified to supervise the handling and storage of black powder, train both employees and volunteers in the safe handling and use of historic weapons, ensure visitor and employee safety during historic weapons firing activities in the park, and maintain all weapons relating to these activities in a completely safe condition. They will also be qualified to inspect and supervise outside groups that come into the park to participate in historic weapons firing activities to ensure that all safety regulations and practices are being rigidly adhered to. **The certification they receive at this course is valid for 4 years.**

Participants: Permanent supervisory NPS employees who have primary responsibilities for historic weapon firing programs in their parks and whose certification expires in FY 83. (80 hours)

Class Size: 32

Number of Times Conducted: 1

Dates/Location: April 11-22, 1983  
Mather Training Center

**NOTE: This course to be funded by benefiting park accounts, not by the Mather Training Center.**



Interpretive Operations for First Line Supervisors

### INSTRUCTOR'S WORKSHOP IN ADVANCED INTERPRETIVE SKILLS AND REGIONAL WORKSHOPS IN INTERPRETIVE SKILLS

Program Code: 9948 Title Code: INST/REG INTE SKI

The **Instructor's Workshop in Advanced Interpretive Skills** will develop ten regional training teams who will leave the course with two 40-hour units (beginning and advanced) training programs in interpretive skills that will be repeated in their respective regions. Mather Interpretive specialists will help coordinate field programs and will help present them as needed and as funds permit. To be considered for the course, participants must receive a commitment from their regional office and parks to conduct each training program at least once in FY 83. Participants should anticipate intense sessions of practice in interpretive skills and several pre-course and post-course assignments. These skills will include talks, walks, tour guiding, information and orientation delivery, and proper application and utilization of media and special techniques.

**Participants:** Field or regional interpreters recognized as skilled in interpretation techniques and having potential as trainers and regional training officers; must have commitment of park and regional office to conduct at least two 40-hour skills sessions in FY 83. Grade Series GS-025/026. (80 hours)

Class Size: 30

Number of Times Conducted: 1

Dates/Location: January 31-February 11, 1983  
Mather Training Center

**NOTE:** **Regional Workshops in Interpretive Skills** will be coordinated by the Mather Training Center, the regional interpreter, the regional training officer, and regional interpretive skills team. The Mather Training Center and each region will co-fund and offer a 40-hour beginning and a 40-hour advanced interpretive skills course in FY 83 to be located in a region. Mather Training Center personnel will be available to assist the teams and the regional interpreter as time and funds permit. The goal of this program is to train 60 interpreters in each region in beginning or advanced interpretive skills by the end of FY 83. Dates and locations for these courses will be announced by regional training officers.

### RANGER SKILLS (3 Courses)

Program Code: 3140 Title Code: RANGER SKILLS

This course is designed to provide new rangers and technicians with a perspective of ranger skills and concepts in the fields of interpretation, protection, resources management, communications, supervision and administration. Through study in these fields, a foundation for understanding NPS operations in these disciplines will be formed. Material will be presented through lectures, group discussions and practical exercises, including a field study project. The course will cover such topics as: resources management, supervision, civil liability, oral presentation, interpretative management, budget, law enforcement operations, personnel procedures, orientation to search/rescue, and many others.

**Participants:** Rangers and technicians with less than 5 years experience. As this is a skills course, individuals with considerable permanent or seasonal experience in the above fields should not apply. Grade Series 025/026. (216 hours)

Class Size: 30

Number of Times Conducted: 3

Dates/Location: October 4-November 9, 1982  
January 18-February 24, 1983  
April 12-May 18, 1983  
Albright Training Center

### DIVEMASTER SCUBA CERTIFICATION

Program Code: 5312 Title Code: DIVMAS SCUBA CERT

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

**Participants:** Employees who have completed NPS diving certification (or will have completed certification prior to the course) and who are or will be responsible for and/or are actively supervising a park or unit's diving operation will be eligible. (96 hours)

Class Size: 5

Number of Times Conducted: 1

Dates/Location: September 8-23, 1983  
Lake Mead National Recreation Area and  
Scripps Institution of Oceanography at  
LaJolla, Calif.

## ADVANCED OPERATIONAL SCUBA DIVING

Program Code: 5311 Title Code: ADVANCED SCUBA

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

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

Class Size: 12

Number of Times Conducted: 1

Dates/Location: September 12-23, 1983  
Lake Mead National Recreation Area and Scripps Institution of Oceanography at LaJolla, Calif.

## INSTRUCTOR WORKSHOP (MANAGING EMERGENCY OPERATIONS/MANAGING THE SEARCH FUNCTION)

Program Code: 3611 Title Code: MNG SEAR FUNC INS

This workshop is designed for individuals who will be instructing in the parks in "Managing the Search Function" and a variety of aspects of "Managing Emergency Operations." They will use the learned data to teach employees and to develop park disaster plans. Participants will learn the most recent developments. Also, they will learn a variety of effective teaching techniques such as the use of case studies. Primary focus will be on managing the search function under a wide range of circumstances and managing major incidences such as plane crashes, floods, bus wrecks, and other major emergen-

cies. Up-to-date course materials and ample opportunity to explore by means of varied personal experience will be included.

Participants: Instructors who have been trained to present the "Managing the Search Function" course. (40 hours)

Class Size: 25

Number of Times Conducted: 1

Dates/Location: December 13-17, 1982  
Albright Training Center

## BASIC LAW ENFORCEMENT FOR LAND MANAGEMENT AGENCIES

Program Code: 3134 Title Code: BASIC LE LAND MGT

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

Participants: **Permanent** park rangers and technicians, not presently commissioned, with law enforcement as a critical element of his/her performance standards. (352 hours)

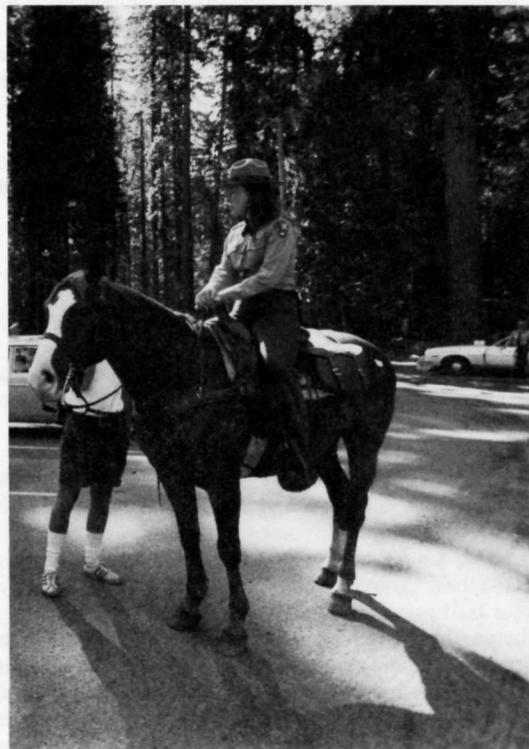
Class Size: 24 (124 NPS positions in FY 83)

Number of Times Conducted: 10

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

## Ranger Skills

Ranger Skills Field Exercise in Sedona, Arizona.





Law Enforcement

### CRIMINAL INVESTIGATOR TRAINING

Program Code: 3129 Title Code: CRIMINAL INVESTIG

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

Participants: **Fully commissioned** park rangers and technicians with a demonstrated interest and ability in criminal investigation. (304 hours)

Class Size: 24 (24 NPS positions in FY 83)

Number of Times Conducted: 8

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

### FIREARMS INSTRUCTOR TRAINING COURSE

Program Code: 3607 Title Code: FIREARMS INSTRUC

The participating instructor/trainee will be expected to develop lesson plans and courses relevant to the participant's organization. Each participant will benefit from lectures, demonstrations and active participation in FLETC firearms courses. He/she will also gain experience through "on line" instruction.

The instructor/trainee will be taught the proper methods of range management, which will include range officer duties and responsibilities.

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

Class Size: 24 (16 NPS positions in FY 83)

Number of Times Conducted: 6

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

### LAW ENFORCEMENT FOR MANAGERS

Program Code: 3125 Title Code: LAW ENFO FOR MGRS

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

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

Class Size: 24

Number of Times Conducted: 2

Dates/Location: March 14-18, 1983  
September 26-30, 1983  
Federal Law Enforcement Training Center, Glynco, Ga.

### NATIONAL WILDFIRE INVESTIGATION PROGRAM

Program Code: 3142 Title Code: WILDFIRE INVEST

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

Participants: **Fully commissioned** park rangers and technicians (80 hours)

Class Size: 24 (16 NPS positions in FY 83)

Number of Times Conducted: To be announced

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

## VEHICLE ACCIDENT INVESTIGATION

Program Code: 3119 Title Code: ACCIDENT INVESTIG

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

Participants: **Commissioned** NPS personnel who require state-of-the-art training in motor vehicle accident investigation procedures and techniques. This course can serve as a remedial training experience for personnel needing to improve skills deficiencies in motor vehicle accident investigation. (32 hours)

Class Size: 24 (4 NPS positions in FY 83)

Number of Times Conducted: To be announced

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

## BASIC INSTRUCTOR TRAINING COURSE

Program Code: 3606 Title Code: LAW ENFOR INSTRUC

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

Participants: **Fully commissioned** park rangers and technicians (80 hours)

Class Size: 24 (8 NPS positions in FY 83)

Number of Times Conducted: To be announced

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

## DRIVER TRAINING INSTRUCTOR COURSE

Program Code: 3608 Title Code: DRIVER TRNG INSTR

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

Participants: **Fully commissioned** park rangers and technicians (80 hours)

Class Size: 24 (8 NPS positions in FY 83)

Number of Times Conducted: To be announced

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

## ANTIQUITIES THEFT INVESTIGATION

Program Code: 3141 Title Code: ANTIQ THFT INVEST

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

Participants: **Fully commissioned** park rangers and technicians. (80 hours)

Class Size: 24 (16 NPS positions in FY 83)

Number of Times Conducted: To be announced

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

## FBI NATIONAL ACADEMY

Program Code: 3113 Title Code: FBI NATIO ACADEMY

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

Participants: Park rangers (480 hours)

Class Size: 40 (Includes law enforcement personnel from Federal, State, and local agencies) (2 NPS positions in FY 83)

Number of Times Conducted: 2

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

## BASIC MAINTENANCE SKILLS

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



Maintenance: Historic Preservation for Managers

### MAINTENANCE: HISTORIC STRUCTURES FOR TECHNICIANS

Program Code: 1806 Title Code: MAINT HIST PRESER

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

Participants: WG technicians involved in historic preservation of structures. (40 hours)

Class Size: 24

Number of Times Conducted: 1

Dates/Location: September 26-30, 1983  
Mather Training Center

### MAINTENANCE: HISTORIC PRESERVATION FOR MANAGERS

Program Code: 1807 Title Code: MAIN HIS PRE MGRS

This course emphasizes the preservation of cultural resources by Maintenance managers. Through discussions and field exercises, information on planning, programming, report maintenance schedules, budgets and preservation techniques is covered. The historic preservation maintenance cycle for repair and replacement of structural fabric, treatment of deteriorating materials, inspection, project planning, scheduling, implementation, and documentation form the core content of the course. Participants should anticipate a course assignment.

Participants: Superintendents and facility managers with cultural resources management responsibility. (40 hours)

Class Size: 24

Number of Times Conducted: 1

Dates/Location: October 4-8, 1982  
Mather Training Center

### FIRE PREVENTION IN HISTORIC STRUCTURES

Program Code: 5455 Title Code: FIRE PRE HIST STR

This course is based on the critical need for prevention of fires in the precious historical structures of the National Park System. Because of the destructive fires over the past few years, the problem has become one of national concern. The course will address fire prevention, with specific emphasis on historic properties in the National Park System. It will include the challenges for maintaining historical authenticity, suitable notification-device problems found in aging structures, and will emphasize both prevention techniques and historical aspects of the properties. It will include audio-visuals and discussions of actual fires in NPS historic properties.

Participants: Managers and others directly involved with fire prevention and protection in historical units of the NPS. (40 hours)

Class Size: 24

Number of Times Conducted: 1

Dates/Location: September 12-16, 1983  
Mather Training Center

### THE NATIONAL PARK SERVICE—IN THE 80s AND BEYOND

Program Code: 1135 Title Code: NPS IN 80's BEYND

This course will feature speakers from the Department of the Interior, National Park Service, other related governmental agencies, and the private sector. The objective will be to discuss the role of the National Park Service now and in the future—both the care of resources and the park visitor. Former Directors and others will discuss changes; present administrators will describe present realities; and others will project ahead. This course will be one of the more complete analyses of the Park Service made in many years, and will provide possible new keys for positive and creative management.

Participants: Superintendents and park managers. Grades GS 12-15. (40 hours)

Class Size: 24

Number of Times Conducted: 1

Dates/Location: March 28-April 1, 1983  
Mather Training Center

### THE SUPERINTENDENCY

Program Code: 1123 Title Code: THE SUPERINTENDEN

This course is designed to train newly assigned superintendents in the critical elements of their positions and assist them in formulating ideas for decision-making and problem solving in

their day-to-day operations. Included will be explanations of authority and responsibilities; areas of current challenge in the NPS; budget and program formulation; community relations; and introductions to WASO, regional office, Harpers Ferry Center, and Harpers Ferry National Historical Park personnel and operations. Much of the instruction will be provided by Superintendents, regional and WASO personnel.

Participants: New superintendents in their first superintendency assignment. (40 hours)

Class Size: 24

Number of Times Conducted: 1

Dates/Location: July 25-29, 1983  
Mather Training Center

#### **PROBLEM ANALYSIS AND DECISION-MAKING (EAST)**

Program Code: Title Code:  
1126 PROB ANAL DEC MAK

This course teaches the Kepner-Tregoe process for determining the causes of problems and developing alternatives for their solution. It explores methods for elimination or reduction of severity of potential problems. Also, the course provides practical suggestions for making the best possible decisions when a variety of options is available.

Participants: Individuals from all disciplines who have significant program and planning responsibilities. Grades GS 9-15. (40 hours)

Class Size: 25

Number of Times Conducted: 1

Dates/Location: March 7-11, 1983  
Mather Training Center

#### **BASIC MANAGEMENT**

Program Code: Title Code:  
1124 BASIC MANAGEMENT

This is a basic management course for field employees who lack training in this vital area. It will include concepts tailored to meet NPS concerns in time management, handling stress, employee motivation, effecting change, problem solving, decision-making, group dynamics, team building, employee selection, and daily and long-term planning approaches. The course will be supplemented with information on current budget, personnel, and property management procedures. Optional sessions will be available for specific application of management concepts to maintenance, visitor protection, interpretation and resources management.

Participants: Field personnel from all divisions at the beginning level of management and/or supervision. Grades GS-7, 9, 11 and comparable WG grades. (40 hours)

Class Size: 40

Number of Times Conducted: 1

Dates/Location: June 13-17, 1983  
Albright Training Center

#### **MID-LEVEL MANAGER DEVELOPMENT PROGRAM)**

This NPS program is designed to identify, develop, and educate potential managers and provide training and developmental experiences over an 18-month period. The participant remains in his or her position and receives the training identified in his or her Individual Development Plan. Employees in grades GS 9-12 or WG equivalent are eligible. Number of participants is 10-12. The date for this program will be announced by the Division of Training.

#### **DEPARTMENTAL MANAGER DEVELOPMENT PROGRAM (DMDP)**

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

#### **EXECUTIVE SEMINAR CENTER PROGRAMS**

The Executive Seminar Center Programs consist of ten different 2-week residential seminars designed to meet varied training needs of Government managers. Some seminars are designed to impart skills and knowledge to help the effectiveness of newly selected and incumbent managers. Other seminars oriented toward specific public issues broaden the knowledge and perception of the manager's role in public policy and programs with special emphasis on administrative challenges, program operation, national economy, environment and natural resources, energy opportunities, science and technology, domestic issues, intergovernmental relations and other vital areas. Employees in grades GS-14 and 15 are eligible; however, carefully selected managers at the GS-13 level will also be considered. These seminars are announced in July of each year.

#### **FEDERAL EXECUTIVE INSTITUTE (FEI)**

The Institute's 3-week program entitled "The Executive Leadership and Management Program" is concerned primarily with executive roles and individual executive competencies. It is designed to serve the developmental needs of executives at the time of transition into the executive ranks. Employees in grades GS-15 and above are eligible. This program is announced in July of each year.

#### **INTERNATIONAL SEMINAR ON NATIONAL PARKS AND EQUIVALENT RESERVES**

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

#### **BROOKINGS INSTITUTION PROGRAMS**

The Brookings Institution, Washington, D.C., offers several different 1-week conferences designed to increase Government

executives' awareness of the national and international environment in which public policy issues are defined and resolved; broaden their knowledge of domestic and international policy issues; and contribute to problem solving in the public policy area. Employees in grades GS-15 and above are eligible. These programs are announced in July of each year.

#### MANAGEMENT OF NATURAL RESOURCES— MID-LEVEL

Program Code:      Title Code:  
1918                    MGT NAT RES MIDLV

This course is designed to provide mid-level managers with a perspective of ecological concepts and a working knowledge of policies, laws, planning responsibilities and actions necessary to meet obligations for natural resources protection and management. Emphasis will be given to preparation of resources management plans, and identifying strategies that will strengthen natural resources management programs. Today, with increased use, new technologies, public concern for environmental issues, and the wide variety of external threats to park resources, supervisors in all disciplines must be better informed about policies and legal tools and options. Additionally, basic information and understanding is essential for mid-level managers to work effectively with resources management specialists, research scientists, and to communicate appropriate information to staff.

Participants: Division chiefs for Protection, Interpretation, Maintenance and district supervisors in these disciplines in parks with significant resources management programs. This course is NOT designed for resources management specialists. Employees in the following regions should apply for the Mather Training Center Course: National Capital, North Atlantic, Mid-Atlantic, Southeast, Midwest. Employees in the following regions should apply for the Albright Training Center Course: Rocky Mountain, Southwest, Western, Pacific Northwest, Alaska. (40 hours)

Class Size: 35 at Mather Training Center and 30 at Albright Training Center

Number of Times Conducted: 2

Dates/Location: November 29-December 3, 1982 at Mather Training Center; March 21-25, 1983 at Albright Training Center

#### MANAGEMENT OF NATURAL RESOURCES— SUPERINTENDENTS

Program Code:      Title Code:  
1919                    MGT NAT RES SUPT

This course is designed to provide superintendents with a perspective of ecological concepts and a working knowledge of laws, policies, planning responsibilities and actions necessary to meet obligations for natural resources protection and management. Emphasis will be given to identifying strategies which will strengthen Natural Resources Management programs. Today, with increased use, new technologies, public concern for environmental issues, media exposure, and the wide variety of external threats to park resources, park managers must be more involved with resources management programs and must be knowledgeable about policies and legal tools and options. Additionally, basic information and

understanding is essential for managers to work effectively with resources management specialists and research scientists in the development of resources management programs.

Participants: Superintendents, assistant superintendents, operational chiefs, and appropriate regional and WASO staff involved with natural resources management. (40 hours)

Class Size: 30

Number of Times Conducted: 1

Dates/Location: March 21-25, 1983  
Albright Training Center

#### NATURAL SYSTEMS WORKSHOP

Program Code:      Title Code:  
1927                    NATUR SYS WKSHP

This course focuses primarily on identification, assessment, monitoring, prevention, and mitigation of threats to natural resources. Further, it will provide a review and update of laws, policies, planning requirements, information systems, and legal strategies applicable to natural resources management. It will include a systematic approach to natural resources management that deals with impact reduction and prevention and the various programs required to establish necessary early warning systems in parks. It will deal with a wide range of topics such as aquatic systems, fisheries, wildlife, air, water, and integrated pest management. The course is planned to facilitate information exchange and advanced learning for resources management specialists.

Participants: Resources management specialists and supervisors of natural resources management programs in parks without established specialist positions. (40 hours)

Class Size: 35

Number of Times Conducted: 1

Dates/Location: June 20-24, 1983  
Albright Training Center

#### AIR QUALITY MANAGEMENT FOR MANAGERS

Program Code:      Title Code:  
1930                    AIR QUAL MGT MGRS

This course is intended to enable NPS managers to effectively protect and enhance air quality and air quality related values in parklands by: 1) identifying the legislative, regulatory and technical tools available to managers (Superintendents) to enhance their capabilities for protecting park resources from air pollution damage; and 2) understanding the roles, responsibilities and resources of the National Park Service, Environmental Protection Agency, States, and industry in air quality resource management.

Participants: Park Managers. (40 hours)

Class Size: 25

Number of Times Conducted: 1

Dates/Location: February 28-March 4, 1983  
Albright Training Center

## LAND PROTECTION PLANNING

Program Code: Title Code:  
1933 LAND PROTEC PLANNG

This course is designed to provide guidelines and direction for those who are writing Land Protection Plans. It will cover identification, selection, and utilization of alternate means of land protection including zoning, easements, boundary changes, donations, land exchanges, cooperative agreements, and educational approaches. The recently completed eight unit case studies of the National Park System will be utilized as a portion of the learning materials.

Participants: Regional chiefs of planning and lands acquisition, superintendents, and senior park staff involved in writing Land Resources Protection Plans. (24 hours)

Class Size: 25

Number of Times Conducted: 1

Dates/Location: December 7-9, 1982  
Albright Training Center

## TAR SANDS, OIL AND GAS DEVELOPMENT WORKSHOP

Program Code: Title Code:  
1931 TAR OIL GAS DV WK

This course is designed to provide superintendents, resource managers and planners a basic knowledge of fossil fuel exploration and development techniques, policies, regulatory constraints, and legislation, as they pertain to in-park and external energy resources.

Participants: Superintendents and resource managers in parks directly affected by these concerns. Planners regularly assigned to studies or projects wherein fossil fuel development is a major focus. (40 hours)

Class Size: 25

Number of Times Conducted: 1

Dates/Location: September 12-16, 1983  
Albright Training Center

## ORIENTATION TO NPS OPERATIONS

This 1-week orientation course is designed to familiarize and acquaint new employees with the overall mission and operation of the Service. Employees will be oriented to the entire



Orientation to NPS Operations

spectrum of responsibilities, duties, and tasks that make up the organization internally and that impact it externally. NPS employees with less than 3 years permanent status are eligible. The dates for these courses will be announced by the Division of Training.

## COLLATERAL DUTY SAFETY TRAINING

Program Code: Title Code:  
4406 COLLA DUTY SAFETY

This course is designed to train park collateral duty safety officers in basic safety and industrial hygiene, meeting several Federal requirements.

Participants: Supervisory personnel, including currently assigned collateral duty safety officers in parks. Employees in the following regions should apply for the Mather Training Center course: National Capital, North Atlantic, Mid-Atlantic, Southeast, Mid-West. (40 hours)

Class Size: 24

Number of Times Conducted: 1

Dates/Location: November 15-19, 1982  
Mather Training Center

## PLANNING FOR SPECIAL POPULATIONS COORDINATORS

Program Code: Title Code:  
1816 PLAN SPC POP COOR

This full-spectrum course provides information, assistance, and guidance to collateral duty special populations coordinators in: developing comprehensive action plans at the park level for special populations; assessing architectural and program barriers to full utilization of parks by special populations; identifying sources of available assistance to parks; and determining methods and strategies of public involvement of disabled populations in park planning. In all areas, cost effective approaches will be emphasized. This will provide the collateral duty special populations coordinator with the tools available to assist all park divisions and park management in full implementation of barrier-free programs and facilities. Upon completion of this course, trainees will be appointed as the collateral duty special populations coordinator for their park. Prior to receiving course certification, participants will be required to submit a comprehensive action plan for accessibility in their park.

Participants: Permanent employees from any park division either presently serving as special populations coordinators or those eligible to be appointed as coordinator upon return to their park. Participants must also be able to develop and complete a post-course assignment of writing a comprehensive action plan for their park. Supervisors must confirm that the employee will be able to assume the post-course assignments prior to sending employees to this training. (40 hours)

Class Size: 24

Number of Times Conducted: 1

Dates/Location: May 23-27, 1983  
Mather Training Center

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REGIONAL TRAINING OFFICERS

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