



COURIER

The National Park Service Newsletter

Special Issue

Washington, D.C.

Fall 1986

We the People

of the United States, in order to form a more perfect Union, establish Justice, insure domestic Tranquility, provide for the common defence, promote the general Welfare, and secure the Blessings of Liberty to ourselves and our Posterity, do ordain and establish this Constitution for the United States of America.



Celebrating the Bicentennial of the United States Constitution

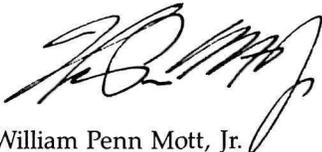
1787 ~ 1987

In 1987, the United States will celebrate the 200th anniversary of the Constitution. We need to take time and reflect on the meaning that the Constitution has for each of us and the central position it occupies in our history and lives. Our blessings of liberty are indeed great, and we must be ever mindful to appreciate the opportunities that they provide for us. The Constitution has provided many protections for Americans through the years and has provided many opportunities including education through the promotion of the general welfare of the public.

Education is a cornerstone of our society, and we cannot move forward without it. We must continually strive to improve ourselves and our knowledge, skills and abilities, so each of us can contribute to the increased effectiveness of the organization and to an enlarged sense of personal satisfaction and well being.

The National Park Service stresses the importance of employee growth not only for the positive effect it has on the organization but more importantly for the increased motivation and satisfaction such development can bring to the employee. I strongly support and encourage employee development programs that will result in your continued growth and in a renewed commitment to quality and excellence. In addition to the various Servicewide courses offered in FY87, there will be other opportunities provided for professional growth and advancement such as the management development training program, the skills development program for NPS architects, increased training for interpreters through the establishment of the core curriculum for interpretive training, maintenance management system training, the development of a core curriculum for concession related training as outlined in the recommendation of the Concessions Management Training Task Force and the establishment of the Horace Albright Development Fund which will make possible a sabbatical leave for employee development along with other opportunities for continued growth.

This special issue of the Courier announces the FY87 Servicewide employee development plan and course agenda as well as other developmental opportunities. It is a reflection of Servicewide employee development needs identified by employees, supervisors and managers both in the field and the Washington Office. This issue should be reviewed carefully by each Service employee, discussed with supervisors and used in creating your individual development plans.



William Penn Mott, Jr.
Director, National Park Service

To All National Park Service Employees:

The National Park Service's 12-Point Plan serves to reinforce the principles to which we are all dedicated. Employee growth and development are addressed by point nine in the 12-Point Plan. It states the following as its major objective: "implement a human resource development program that achieves the mission by providing employees with varied opportunities for fulfilling careers."

The National Park Service is committed to providing the highest quality developmental experiences through the Servicewide employee development program each year. This special issue of the COURIER provides detailed information on Servicewide employee development opportunities sponsored by the Service through the Division of Employee Development including the Mather, Albright and Federal Law Enforcement Training Centers, and in certain instances regionally sponsored employee development available Servicewide. These Servicewide courses are being offered in response to needs identified by the managers in NPS through their requests for specific developmental experiences and through employees' Individual Development Plans. These are not, however, the only employee development experiences available to NPS employees, so a portion of this issue is being utilized to provide you with information regarding the other experiences available. The center section is devoted exclusively to those other opportunities and to some general training information of importance to all employees.

This special issue then can be used as a resource document to aid you in planning for your continued growth and development. Since there are so many employee development opportunities available in addition to Servicewide opportunities, you need to study this document, talk to your supervisor, unit training coordinator, and/or training officer and make a personal commitment to develop and improve your skills through developmental activities.

I encourage you to take personal responsibility for your growth and development and urge you to meet with your supervisor and jointly review your developmental needs and utilize as many varying approaches to satisfying your needs as possible.

Finally, I would personally like to thank all the employees who contribute so much time, energy, and resources toward the Service's employee development efforts. Without your concern, creative ideas, and enthusiastic support at all levels, we would not be able to continue to provide quality growth and developmental experiences which benefit both the employee and the organization.



Reginald Hagood
Chief, Division of Employee Development



ADMINISTRATION: LINE MANAGERS

Program Code: 4802 Title Code: ADMINIST LIN MGRS

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

Participants: Park or area managers. (40 hours)

Class Size: 24

Number of Times Conducted: 1

Date: Date to be announced
Mather Training Center

NOTE: This course to be funded by benefiting account.

COMPETENCIES FOR ADMINISTRATIVE TECHNICIANS — INSTRUCTORS WORKSHOP

Program Code: 4110 Title Code: COMPT ADMIN TECHS

This workshop is designed to prepare participants to be utilized in regions and parks as a "skills team" for instructing other administrative technicians in the competencies they need for their jobs. During this workshop, a detailed curriculum will be developed for a 40-hour course; session objectives will be formulated; instructor lesson plans and course support materials will be produced; and fundamentals of effective classroom instruction topics will be covered. Participants in this workshop will be expected to coordinate and instruct at least one 40-hour course at the region or park level for each of the 2 years following this workshop.

Participants: Administrative employees at any level who are interested in and available to instruct others in the competencies needed for administrative technicians. (80 hours)

Class Size: 24

Number of Times Conducted: 1

Date/Location: January 26-February 6, 1987
Mather Training Center

ORIENTATION TO NPS OPERATIONS

Program Code: 8106 Title Code: ORIENT NPS OPERS

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

Participants: Any permanent employee with 3 years permanent status or less. Employees in the following regions should apply for the Mather Training Center course: National Capital, North Atlantic, Mid-Atlantic, Southeast, Midwest, Harpers Ferry Center and WASO. Employees in the following regions should apply for the Albright Training Center course: Alaska, Pacific Northwest, Rocky Mountain, Southwest, Western and Denver Service Center. (40 hours)

Class Size: 24

Number of Times Conducted: 3

Dates/Locations: October 6-10, 1986
Mather Training Center

November 16-20, 1987
Mather Training Center

November 30-December 4, 1987
Albright Training Center

PERSONAL COMPUTERS FOR MANAGERS

Program Code: 5108 Title Code: PER COMP FOR MGRS

This course is designed to increase the skills of park managers who need to use a computer in order to manage their park operations more effectively. Participants will not only become "computer literate" but will have hands-on experience with off-the-shelf software programs including spreadsheet, data base management, project management and word processing programs. The course will emphasize what the computer can do for the manager. The participant will not be an "expert" after the course in any one software program but will be comfortable with the computer and know what it can do back on the job.



Participants: Superintendents, assistant superintendents and managers with significant program responsibility. A personal computer should be available at the participant's park. (40 hours)

Class Size: 24

Number of Times Conducted: 1

Date/Location: July 20-24, 1987
Clemson, SC

NOTE: This course to be funded by benefiting account.

CONSESSIONS: EVALUATION AND PRICING

Program Code: 4818 Title Code: CONCES EVAL PRICG

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

Participants: Superintendents, concessions specialists, assistants, administrative officers, assistant superintendents and/or other employees with concessions responsibility. (40 hours)

Class Size: 20

Number of Times Conducted: 2

Dates/Location: October 27-31, 1986
Sequoia and Kings Canyon National Parks

September 14-18, 1987
Location to be announced

CONSESSIONS: PROGRAM MANAGEMENT

Program Code: 4900 Title Code: CONCESS PROG MGMT

This course is intended for NPS concessions specialists and collateral duty personnel with responsibility for formulation or overall administration of concession contracts and permits at any level of the organization. It will cover contract development, contract administration and the use of financial data. The course will deal at a sophisticated level with programs encountered by experienced practitioners. Applicants should have completed the course, "Concessions: Evaluation and Pricing," or the equivalent and have at least 1 year's experience in full-time concessions, including 6 months experience in contract administration. Employees whose responsibilities are limited to conducting the evaluation program and those who have completed the course, "Concessions: Administration for Line Managers," should not apply.

Participants: Concessions specialists and collateral duty concessions personnel. (40 hours)

Class Size: 20

Number of Times Conducted: 1

Date/Location: October 19-23, 1987
Location to be announced



CRITICAL ISSUES: WORKSHOP IN CURATORIAL MANAGEMENT

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

This year's workshop will cover the topic of "Archival and Photographic Collections Management." Recent changes in NPS curatorial policy will also be covered.

Participants: Park or regional employees responsible for museum collections or actively involved with archival and photographic collections. (40 hours)

Class Size: 24

Number of Times Conducted: 1

Date/Location: June 1-5, 1987
Mather Training Center



CULTURAL RESOURCE MANAGEMENT

Program Code: 1803 Title Code: CULT RESOURCES

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

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

Class Size: 24

Number of Times Conducted: 1

Date/Location: October 14-23, 1987
Mather Training Center

CURATORIAL METHODS

Program Code: 9929 Title Code: CURAT METHOD PS I

This course is designed to acquaint field personnel with the basic skills involved in park-level curatorial care of museum collections. These employees, along with those who have curatorial experience but who are new to NPS policy and procedures, will be better equipped to care for collections according to NPS policy and standards as a result of this course.

Participants: Permanent, full or part-time museum technicians, museum aids, curators, interpreters and resource management specialists (cultural and natural) and other park staff who have curatorial responsibilities but have not previously attended an NPS curatorial methods course. (80 hours)

Class Size: 24

Number of Times Conducted: 2

Dates/Location: December 1-12, 1986
Mather Training Center

November 30-December 11, 1987
Mather Training Center

FEDERAL ARCHEOLOGICAL PROGRAM MANAGEMENT

Program Code: 1837 Title Code: FED ARCH PRO MGMT

This course is designed to identify: (1) information on successful approaches to the collection of data concerning the archeological programs of Federal agencies at the national and regional levels and (2) common problems in the implementation of the national program to improve the coordination of the Federal program. Discussions will focus on the National Archeological Data Base (NADB), the preparation of the annual report to Congress, the Archeological Resources Preservation Act (ARPA) information clearinghouse activities, the public education/information clearinghouse activities, ARPA permitting oversight activities and the emergency discovery activities and clearinghouse.

The course will also cover the: (1) status of the NADB on a national and regional scale, the ultimate goal of the project, the problems it faces and how these problems will be overcome, (2) purpose, format and procedure for the preparation of the annual report to Congress, how its objective has expanded to improve the product and make it a truly Federal-wide report, (3) status, purposes, and plans for the archeological clearinghouses and (4) status and plans for ARPA activities.

Participants: Archeologists and program managers in Grades GS 9-14 who are involved in the coordination of the Federal Archeological Program. (40 hours)

Class Size: 20

Number of Times Conducted: 1

Date/Location: Date to be announced
Mather Training Center

NOTE: This course to be funded by benefiting account.



HISTORIC PROPERTY LEASING WORKSHOP

Program Code: 1823 Title Code: HIST PRO LEAS WKP

This workshop will emphasize the knowledge and skills essential in leasing NPS historic properties under Section III of the National Historic Preservation Act of 1966, as amended. It will bring together historic property leasing coordinators from the regional and Washington offices and superintendents and key staff in park units that have a potential for an active leasing program. The workshop will impart practical skills and knowledge to individuals responsible for initiating, coordinating, marketing, negotiating and managing historic property leases.

Participants: Regional historic property leasing coordinators, superintendents and key staff. (32 hours)

Class Size: 24

Number of Times Conducted: 1

Date/Location: Date and location to be announced

HISTORIC WEAPONS FIRING CERTIFICATION

Program Code: 9942 Title Code: HIST WEAPNS FIRNG

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

Participants: Permanent supervisory NPS employees who have primary responsibility for historic weapon firing programs in their parks and whose certification expires in FY 87. (80 hours)

Class Size: 24

Number of Times Conducted: 1

Date/Location: April 6-17, 1987
Mather Training Center

LIBRARY MANAGEMENT WORKSHOP

Program Code: 3701 Title Code: LIBRARY MGMT WKP

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

Participants: Park staff with responsibility for park libraries. (24 hours)

Class Size: 24

Number of Times Conducted: 1

Date/Location: May 5-7, 1987
Mather Training Center

MAINTENANCE: CULTURAL RESOURCES FOR MANAGERS

Program Code: 1807 Title Code: MAINT CUL RES MGR

This course emphasizes the preservation of cultural resources by maintenance managers. Information on planning, programming, reports, maintenance schedules, budgets and preservation techniques are covered through discussions and field exercises.

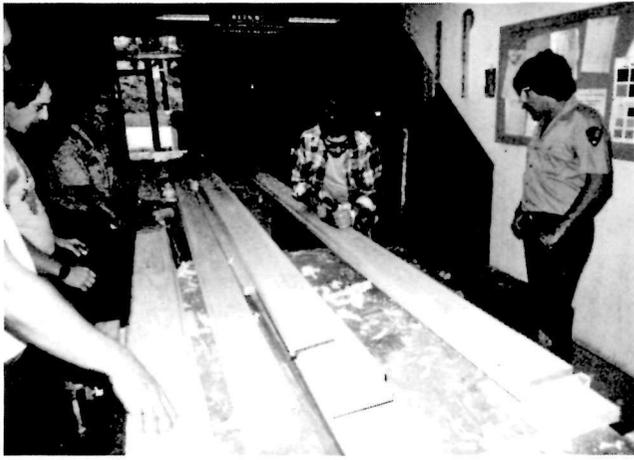
Participants: Facility managers and superintendents with cultural resource maintenance responsibility. (40 hours)

Class Size: 24

Number of Times Conducted: 2

Dates/Location: December 15-19, 1986
Mather Training Center

December 14-18, 1987
Mather Training Center



MAINTENANCE: HISTORIC STRUCTURES FOR TECHNICIANS

Program Code: 1806 Title Code: MAINT HIST TECH

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.

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

Class Size: 24

Number of Times Conducted: 1

Date/Location: October 26-30, 1987
Mather Training Center

MANAGEMENT AND PRESERVATION OF OUTDOOR SCULPTURE: STATUES, MONUMENTS, MEMORIALS AND PLAQUES

Program Code: 1833 Title Code: MAINT OUTDR SCULP

This course will provide state-of-the-art information on the maintenance of outdoor sculpture. The application of NPS policy and guidelines will be discussed, and demonstrations will be given on approved methods for removing graffiti and cleaning bronze. A selected, limited number of students will have an opportunity to participate in hands-on training that will consist of actual work on a piece of sculpture.



Participants: Park and regional maintenance managers and workers; and professional staff directly responsible for the maintenance of outdoor sculpture. (40 hours)

Class Size: 24

Number of Times Conducted: 1

Date/Location: June 22-26, 1987
Location to be announced

MICROCOMPUTERS FOR CULTURAL RESOURCE MANAGERS

Program Code: 5111 Title Code: MICRO CUL RES MGR

This course is designed to increase the skills of cultural resource managers who need to use a computer in order to manage cultural resources more effectively. Participants will not only become "computer literate" but will have hands-on experience with the NPS cultural resource data bases. The participant will not be an "expert" after completing this course but will be comfortable with the computer and know what it can do back on the job.

Participants: Park, regional and WASO cultural resource managers. Grades GS 11-14. (40 hours)

Class Size: 24

Number of Times Conducted: 1

Date/Location: December 1-5, 1986
Clemson, SC

NPS COMPUTER CATALOGING WORKSHOP

Program Code: 5112 Title Code: NPS COMPU CAT WK

This course will introduce the Automated National Catalog System (ANCS) using dBase III Plus that will be made available to the field in FY 87 to facilitate achievement of accountability for NPS museum property. Key regional, curatorial personnel will receive instruction in the use of microcomputers and the automated ANCS and upon completion of the course will be available in each region to provide on-site assistance to parks in implementing the new system.

Participants: Regional curators, curators and other employees responsible for the cataloging of museum collections. (32 hours)

Class Size: 24

Number of Times Conducted: 1

Date/Location: March 10-13, 1987
Clemson, SC

PARK NATIVE AMERICAN ETHNOGRAPHIC CONCERNS

Program Code: 1832 Title Code: NATIVE ETHNO CONC

New Native American Relationships Policies, new NPS-28 ethnographic program guidelines and a new ethnographic resource basic inventory necessitate training for cultural and natural resource specialists and other park staff who interact with or manage resources and programs affecting Native Americans. This on-site training will help park staff develop ethnographic resource inventory programs appropriate to park conditions and associated Native Americans, review and draft needed revisions in existing documents and prepare relevant 10-238's.

Participants: All park natural and cultural resource staff and interpreters and law enforcement rangers whose assigned duties involve interactions with Native Americans or with resources associated with them. (40 hours)

Class Size: 6-12

Number of Times Conducted: 3-4

Dates/Location: Dates to be announced
Location will be on-site in selected parks



POLICIES AND ISSUES IN PRESERVATION OF CULTURAL LANDSCAPES

Program Code: 1834 Title Code: PRES CULT LANDSCA

This course will address current management concerns for the preservation of cultural landscapes, both historic and the vernacular (rural historic districts), with particular consideration of the biotic elements of these landscapes. Current NPS policy and guidelines, new work in landscape ecology and recent vegetative management plans will be studied as a background for field exercises.

Participants: Resource managers and professionals concerned with planning and managing cultural landscapes in regional offices, field areas and the Denver Service Center; and cultural resource managers, resource professionals and specialists and park planners. (40 hours)

Class Size: 24

Number of Times Conducted: 1

Date/Location: April 6-10, 1987
Mather Training Center

NOTE: This course to be funded by benefiting account.



SERVICEWIDE WORKSHOP FOR HISTORIANS

Program Code: 1824 Title Code: SERV WKP HISTORNS

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

Participants: Park and regional historians. (40 hours)

Class Size: 24

Number of Times Conducted: 1

Date/Location: April 27-May 1, 1987
Location to be announced

WORKSHOP IN HISTORIC STRUCTURES: MAINTENANCE MANAGEMENT

Program Code: 7242 Title Code: WKSHOP HIST STRUC

This course will introduce historical architects, architectural conservators and preservation specialists from the parks, regional offices and the Denver Service Center to the Service's new maintenance management system and relate how Historic Structure Preservation Guides (HSPG) will be integrated into this system. Basic skills in maintenance systems, identified as needed by the Skills Development Plan for Historical Architects, will be developed.

Participants: Historical architects (Grade Series 0808), architectural conservators (Grade Series 1001) and preservation specialists (Grade Series 1010) involved with the maintenance of park historic and prehistoric structures. (40 hours)

Class Size: 24

Number of Times Conducted: 1

Date/Location: Date and location to be announced

CRITICAL NATURAL RESOURCE ISSUES—INTERPRETATION WORKSHOP

Program Code: 9955 Title Code: INTERP WK NAT RES

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

Participants: Supervisory park interpreters and other employees responsible for interpretive program management at the park level who are in natural areas or who deal with critical natural resource issues. Grades GS 5-13. (32 hours)

Class Size: 20

Number of Times Conducted: 1

Date/Location: May 12-15, 1987
Mather Training Center

NOTE: This course to be funded by benefiting account.

HISTORICAL RESEARCH CORRESPONDENCE COURSE

Program Code: 1835 Title Code: HIST RES CORR CRS

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

The course is presented in eleven lessons, each requiring readings, research and a written assignment. Each course participant will be assigned an NPS proctor who will evaluate each assignment, guide the participant through the eleven lessons and certify the participant’s completion of the course.

Employees who would like to take this course for academic credit may arrange individually with a college or university of their choice to sign up for independent study credits. This course was developed to correspond to a level of 3 semester hours of graduate-level credit. The WASO Division of Employee Development will support the cost of academic credit for successful completion of this course up to a cost of \$350.

Participants: Interpreters or other employees actively or soon-to-be involved in historical research.

Class Size: 24

Number of Times Conducted: 2

Dates/Location: November 1986-May 1987

May 1987-November 1987

This course will be administered by Mather Training Center in association with the assigned NPS proctor. All course work will be completed at the participant’s duty station.

INTERPRETATION FOR MANAGERS

Program Code: 9951 Title Code: INTERP FOR MGRS

Park managers and senior program managers must have an understanding of the current Service policies, philosophy, role and responsibilities of the interpretive function in order to maximize the benefits of the activity. This course is designed to help managers gain this understanding as it relates to using interpretation as an integrated part of the overall park management program. The use of interpretation relative to visitor safety, natural resource management, law enforcement, park maintenance and development of public support for park policies and programs will be highlighted. The roles of cooperating associations, concessioners, private sector individuals and organizations and the use of fee interpretation to expand NPS services to park visitors will be explored.

Participants: Superintendents, park managers and line managers responsible for overall management of the interpretive function in their park. (40 hours)

Class Size: 24

Number of Times Conducted: 1

Date/Location: February 23-27, 1987
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 marketing their parks and the system dealing with resource management problems, safety and protection of resources and 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 Service-wide goals and objectives will be emphasized. Participants should anticipate a course assignment. This course meets the 40-hour management level training recommendation in the suggested minimum core training for interpreters.

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

Class Size: 24

Number of Times Conducted: 2

Dates/Location: November 3-7, 1986
Mather Training Center

November 2-6, 1987
Mather Training Center

INTERPRETING THE HISTORICAL SCENE CORRESPONDENCE COURSE

Program Code: 1836 Title Code: INTE HIST COR CRS

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

The course is presented in eleven lessons, each requiring readings, research and a written assignment. Each course participant will be assigned an NPS proctor who will evaluate each assignment, guide the participant through the eleven lessons and certify the participant's completion of the course.

Employees who would like to take this course for academic credit may arrange individually with a college or university of their choice to sign up for independent study credit. This course was developed to correspond to a level of 3 semester hours of graduate-level credit. The WASO Division of Employee Development will support the cost of academic credit for successful completion of this course up to a cost of \$350.

Participants: Interpreters or other employees actively involved in historical interpretation.

Class Size: 24

Number of Times Conducted: 2

Dates/Location: November 1986-May 1987

May 1987-November 1987

This course will be administered by Mather Training Center in association with the assigned NPS proctor. All course work will be completed at the participant's duty station.



INTERPRETIVE OPERATIONS FOR FIRST-LINE SUPERVISORS

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

This course promotes a practical approach to interpretive operations for first-line supervisors by identifying the overall picture of interpretive operations and analyzing the various parts of those operations. Participants learn to train front-line interpreters in a variety of techniques, apply the "nuts and bolts" of interpretive activities, 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 his/her park for employees of the park and/or neighboring areas. Supervisory skills in interpretive operations will be emphasized throughout the course. Certification of 40 hours of supervisory training is obtained through this course. This course meets 80 of the 120 hours of training recommended for the journeyman level in the suggested minimum core training for interpreters. Participants should anticipate several pre-course assignments.

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

Class Size: 24

Number of Times Conducted: 2

Dates/Location: October 20-31, 1986
Mather Training Center

March 16-27, 1987
Mather Training Center

INTERPRETIVE PLANNING

Program Code: 9918 Title Code: INTERPRET PLANNIN

This course will introduce interpretive planning to interpretive personnel who are actively involved (or will be involved in the next 2 years) in interpretive projects with Harpers Ferry Center. The course will focus on the content and purpose of the different plans affecting interpretation (General Management Plans, Developmental Concept Plans, Interpretive Prospectuses and Statements for Interpretation). The strengths, weaknesses and uses of different media and the efficient use of Harpers Ferry Center and regional resources in tying concepts to reality will receive emphasis.

Participants: Chiefs of interpretation or other interpretive employees actively engaged in an interpretive project with Harpers Ferry Center (HFC) or anticipating an HFC project before FY89. (64 hours)

Class Size: 24

Number of Times Conducted: 1

Date/Location: September 15-22, 1987
Mather Training Center

INTERPRETIVE SKILLS I (Personal Services Interpretation)

Program Code: 9948 Title Code: INTERP SKILLS I

This course is designed to increase the skill of field interpreters in their personal communication and interaction with park visitors. The course concentrates on the skills necessary to prepare, present and evaluate effective interpretation; the role of interpretation in the overall mission and operation of NPS; and the basic operation and maintenance of NPS audiovisual equipment.

Although this course will be taught by a regional skills team in each region, it remains a Servicewide training course sponsored by the Mather Training Center. This course meets 80 hours of the recommended minimum core training program for interpreters and should be completed before taking Interpretive Skills II.

Participants: Permanent interpreters at apprentice level Grades GS 4-7 during the first 3 years of employment; all permanent interpreters having no formal training in interpretive skills beyond seasonal training or "Ranger Skills" as long as a backlog exists; and other personnel needing interpretive skills. (80 hours)

Class Size: 20

Number of Times Conducted: To be announced

Date/Location: Date and location to be announced by specific region

INTERPRETIVE SKILLS II (Non-Personal Services Interpretation)

Program Code: 9949 Title Code: INTERP SKILLS II

This course is designed to increase the skill of field interpreters in non-personal interpretation and job-related communication. The course concentrates on a variety of interpretive skills including interpretive writing, exhibit preparation, publication preparation, audiovisual application and media relations; it also addresses interpretation as part of park management, advancement of park goals and objectives and the application of effective skills in one-to-one communication.

Although this course will be taught by a regional skills team in each region, it remains a Servicewide training course sponsored by the Mather Training Center. This course meets 80 hours of the recommended minimum core training program for interpreters.

Participants: Permanent interpreters at apprentice level Grades GS 4-7 during the first 3 years of employment who have taken "Interpretive Skills I" or its equivalent (recommended); permanent interpreters who have had no formal training in interpretive skills beyond "Interpretive Skills I", seasonal training or "Ranger Skills" as long as backlog exists; and other employees needing interpretive skills training. (80 hours)

Class Size: 20

Number of Times Conducted: To be announced

Date/Location: Date and location to be announced by specific region

INTERPRETIVE SKILLS III

(Methods and Techniques)

Program Code: 9950 Title Code: INTERP SKILLS III

This course prepares interpreters in a wide variety of special methods and techniques available to interpreters to encourage them to put interpretive creativity and a "sense of wonder" in their programs. The course explores living history, cultural demonstrations, costumed interpretation, recreational skills demonstrations, creative and performing arts, environmental education, special events and the art of interpretation.

Although this course will be taught by a regional skills team in each region, it remains a Servicewide training course sponsored by the Mather Training Center. This course meets 80 hours of the recommended minimum core training program for interpreters.

Participants: Permanent interpreters in Grades GS 5-9 who have had no formal training in interpretive skills beyond seasonal training or "Ranger Skills" or "Interpretive Skills I" and "II"; and other employees needing interpretive skills training. (80 hours)

Class Size: 20

Number of Times Conducted: To be announced

Date/Location: Date and location to be announced by specific region



INTERPRETIVE SKILLS IV (Writing/Site Bulletin Workshop)

Program Code: 9954 Title Code: INTERP SKILLS IV

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

Participants: Park interpreters in Grades GS 5-9 and other employees with the responsibility for producing site bulletins, park brochures, interpretive labels, trail booklets, press releases or park newspapers in their parks. (80 hours)

Class Size: 20

Number of Times Conducted: 1

Date/Location: January 12-23, 1987
Mather Training Center

ARCHEOLOGICAL RESOURCES PROTECTION

Program Code: 3141 Title Code: ARCHEO RES PROTEC

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

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

Class Size: 24 (16 NPS positions in FY 87)

Number of Times Conducted: To be announced

Date/Location: Date and location to be announced by NPS agency representative, Federal Law Enforcement Training Center, Glynco, GA



BASIC LAW ENFORCEMENT FOR LAND MANAGEMENT AGENCIES

Program Code: 3134 Title Code: BASIC LE LAND MGT

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

Participants: Permanent park rangers not presently commissioned, with law enforcement as a critical element of their performance standards. (352 hours)

Class Size: 24 (125 NPS positions in FY 87)

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 INSTRUCTOR

Program Code: 3608 Title Code: DRIVER INSTRUCTOR

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

Participants: Fully commissioned park rangers. (80 hours)

Class Size: 24 (8 NPS positions in FY 87)

Number of Times Conducted: To be announced

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

FIREARMS INSTRUCTOR

Program Code: 3607 Title Code: FIREARMS INSTRUC

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

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

Class Size: 24 (8 NPS positions in FY 87)

Number of Times Conducted: To be announced

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



LAND MANAGEMENT INVESTIGATOR TRAINING

Program Code: 3149 Title Code: LA MGT INVES TRNG

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

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

Class Size: 24 (12 NPS positions in FY 87)

Number of Times Conducted: 1

Date/Location: January 6-March 11, 1987
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: 1

Date/Location: Date to be announced
Federal Law Enforcement Training Center, Glynco, GA

MARINE LAW ENFORCEMENT

Program Code: 3145 Title Code: MARINE LAW ENFOR

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

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

Class Size: 16 (8 NPS positions in FY 87)

Number of Times Conducted: To be announced

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

NATIONAL WILDFIRE INVESTIGATION

Program Code: 3142 Title Code: NAT WILDFIR INVES

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. (80 hours)

Class Size: 24 (12 NPS positions in FY 87)

Number of Times Conducted: To be announced

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

MAINTENANCE MANAGEMENT SYSTEM TRAINING

Program Code: 7244 Title Code: MAIN MGT SYS TRNG

Maintenance Management System Training will be conducted at the following three levels during FY87:

1. *Service-wide Maintenance Management System Training.* This course will train the participants in maintenance management concepts, general computer software features, overall operational techniques and oversight and coordination tasks. Techniques for developing involvement and enhancing acceptance will be highlighted. Upon completion of this course, participants will be able to assist park areas with implementation, provide consultation to park areas and be able to review the results of maintenance management implementation. Participants will be nominated by regional directors and selected based on their responsibilities from region-wide maintenance management implementation. Dates and locations to be announced.

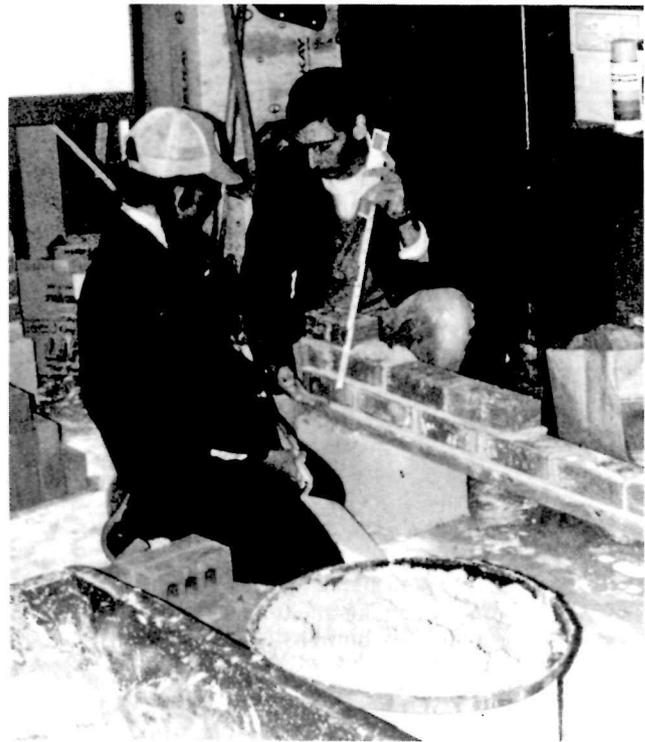
2. *Regional Maintenance Management System Training.* This course will train the participants in maintenance management concepts, specific computer software features, specific operational techniques and oversight and coordination tasks. Techniques for developing worker involvement and enhancing acceptance will be highlighted. Participants will work directly with the maintenance management contractor, DeLeuw, Cather and Company, to specifically develop park implementation schedules through their respective regions. Participants will be nominated by regional directors and selected based on their assigned responsibilities for park maintenance management implementation. Dates and locations to be announced.
3. *Park Maintenance Management Implementation.* Beginning in February and March of 1987, the contractor's implementation teams will visit each park area and conduct maintenance management orientation sessions and provide a number of training sessions involving many park staff members. Sessions will range from orientation for park management and their key staffs to foreman and worker training in the operational details of maintenance management. Basic computer software training will be included as appropriate.

MAINTENANCE SKILLS TRAINING FUND

Program Code: 7247 Title Code: MAIN SKI TRG FUND

Servicewide training funds have been placed in a special account earmarked for providing basic skills training to maintenance employees in the Service. Under this plan, maintenance employees will be able to make application to the fund requesting grants to pay tuition and other fees for participation (at the local level) in basic maintenance skills training. This training will be provided through a variety of sources and techniques including packaged training (e.g., slide-tape programs and video tapes), in-park seminars led by craftsmen from the parks or private sector, correspondence courses, community colleges and adult education, and/or local vocational schools. The procedures to be followed and the application forms and criteria to be used in evaluating the applications will be developed as a cooperative effort of the Division of Employee Development and a team of field maintenance foremen participating in the "Maintenance Worker's Skills Workshop." This program will be announced by Albright Training Center during the first quarter of FY87.

Participants: Maintenance employees with skills training needs.



MAINTENANCE WORKER'S SKILLS WORKSHOP

Program Code: 7246 Title Code: MAIN WK SKL WKSHP

This workshop has been designed by a team of field maintenance foremen to respond to the request by field employees for training to meet the needs of non-supervisory maintenance employees. The subject matter to be covered deals with both maintenance technical skills as well as the information needed by today's maintenance employees looking for a more satisfying, enjoyable and productive Service career. While the broad categories of subjects to be covered are those universal to all Service maintenance employees, the exact subject matter to be covered in those categories is to be chosen by the individual employees selected to attend the workshop and their immediate supervisors/managers.

Participants: Employees in Grades WG 4-10. In addition, WL/WS employees who have been in their present position less than 1 year. (80 hours)

Class Size: 24

Number of Times Conducted: 1

Date/Location: October 26-November 6, 1987
Albright Training Center

This special issue of the NPS Courier sets forth the schedule of developmental experiences offered at the Albright and Mather Training Centers and at the Federal Law Enforcement Training Center. This is not the only employee development available to the employees of the National Park Service.

Set forth on these two pages are suggestions for employees to consider in developing their knowledge, skills and abilities outside of the Servicewide course offerings.

OTHER EMPLOYEE DEVELOPMENT:

CAREER COUNSELING ASSISTANCE

In order to obtain assistance/guidance in selecting developmental experiences and to obtain information on employee development regulations and requirements, the employee should contact his/her training officer or, in the larger parks, the park training coordinator or appropriate person in the Personnel Office.

"OWL" ANNOUNCEMENTS

The official source for both Servicewide courses and those courses sponsored by the regions is the "Owl" announcement. Watch for the owl emblem for detailed employee development information throughout the year.

EMPLOYEE DEVELOPMENT IS PERFORMANCE BASED

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

REGIONAL DEVELOPMENTAL OPPORTUNITIES

The regions and the Denver and Harpers Ferry Centers are provided support funds from the central training budget to conduct those developmental experiences which are designed to treat needs unique to each region. Additionally, regions also allocate specific resources for employee development at the region and park level.

BENEFITING ACCOUNT

When the developmental experience desired is so employee/program specific that it is not being offered on a Servicewide or regional basis, benefiting account funds can be utilized.

COLLEGES/UNIVERSITIES

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

ALTERNATIVE DELIVERY

The Service is experimenting with many different methods to expand developmental opportunities for all employees. Many delivery techniques are being used to provide developmental opportunities through the most cost-effective means available.

Correspondence Courses	Programmed Instruction
Video Tapes	Computer Based Instruction
Workshops	Classroom Instruction
Seminars	Self-Paced Packages
Audio-Tapes	On-The-Job Training
Teleconferencing	Slide-Tape Programs
	Learning Resource Center Programs

INDIVIDUAL DEVELOPMENT PLAN (IDP)

The IDP is not a Training Nomination Form. Many employees mistakenly believe that when they have completed their IDP, they have applied for training. Be certain, however, to complete an IDP (Form 10-182b) as part of the performance appraisal process so that your needs are considered in developing the overall plan/program.

DEPARTMENTAL EMPLOYEE DEVELOPMENT AND DEVELOPMENTAL OPPORTUNITIES OFFERED BY OTHER FEDERAL AGENCIES

Employees are encouraged to consult the catalogs of other Federal agencies, the Department of the Interior Learning Centers and other Department of the Interior Bureau-sponsored employee development.

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

BASIC SUPERVISION/BASIC MANAGEMENT INSTRUCTOR AND CURRICULUM DEVELOPMENT WORKSHOP

Program Code: 3617 Title Code: SUPV INSTRUCT WKP

The Division of Employee Development is developing two courses to help satisfy the mandated supervisory training requirements for NPS employees. The initial course will be entitled, "Basic Supervision," and will satisfy the first 40-hour supervisory requirement. "Basic Management" which will be the second 40-hour supervisory requirement will be a logical progression from the material in the "Basic Supervision" course and will provide more detail for some topics and introduce other new topics. "Situational Leadership" will form a core component of both courses. These courses will be designed with the intent of being presented at the regional and unit levels.

The purpose of this workshop is to (1) qualify and certify a cadre of NPS individuals who will be able to instruct the "Basic Supervision," "Basic Management" and "Situational Leadership" courses to other employees at the regional or unit level and (2) develop the curriculum, instructor outlines and course support materials for the "Basic Supervision" and "Basic Management" courses.

Participants: Employees from all disciplines in Grades GS 9-13 or equivalent who have had at least 3 years of supervisory experience and who have had experience in classroom instruction. Participants must have supervisory permission to present at least two courses per year for the next 2 years upon request by the region or other NPS units. (72 hours)

Class Size: 24

Number of Times Conducted: 1

Date/Location: November 13-25, 1986
Mather Training Center

MANAGER'S INSTITUTE ON PUBLIC POLICY

Program Code: 1137 Title Code: MGRS INS PUB PLCY

This course is designed to give participants a better understanding of the Executive Branch of the Federal Government. Participants will gain a broader knowledge of the ways in which the Legislative and Judicial Branches operate as well as the ways in which they impact the Executive agencies.

The first part of the course will be coordinated by the Government Executive Institute of the Office of Personnel Management. Much of the program will be conducted on Capitol Hill and will include presentations by members of Congress, congressional staff, agency officials, administration spokespersons and scholars.

The second portion of the program will emphasize NPS-specific topics including NPS and Departmental policies regarding channels of communications on legislative matters, interaction of park managers and legislators and their staffs, park managers and constituency groups and NPS managers and the media.

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

Class Size: 24

Number of Times Conducted: 1

Date/Location: February 2-13, 1987
Washington, D.C.

THE SUPERINTENDENCY

Program Code: 1123 Title Code: THE SUPERINTENDEN

This course is designed for newly assigned superintendents and will address elements of their positions and the decision-making and problem-solving processes in their day-to-day operations. Included will be sessions dealing with the competencies essential to their successful performance, including authorities, responsibilities, current issues and challenges to the NPS, budget and program formulation, community relations and the NPS organization. This course is planned to include several senior, "seasoned" superintendents and managers to take advantage of informal learning and sharing of experiences. In addition, the course will be conducted in the "outdoor classroom" of an NPS area that will allow opportunities for learning while maintaining a close relationship with the resource.

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

Class Size: 24

Number of Times Conducted: 1

Date/Location: May 18-22, 1987
Location to be announced

NOTE: This course to be funded by benefiting account.

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 at the Grade GS/GM 15 level and above are eligible. These programs are announced in July of each year. Funding is from benefiting account.

DEPARTMENTAL MANAGER DEVELOPMENT PROGRAM (DMDP)

The DMDP provides individualized training and developmental experiences aimed at preparing participants for managerial positions in upper levels of the Service and/or Department. Employees in Grades GS 12-GS/GM 14 are eligible. This program is announced in September 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 special 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, inter-governmental relations and other vital areas. Employees in Grades GS/GM 14 and 15 are eligible; however, carefully selected managers at the GS/GM 13 level will also be considered. These seminars are announced in September of each year.

FEDERAL EXECUTIVE INSTITUTE (FEI)

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

INTERNATIONAL SEMINAR ON NATIONAL PARKS AND OTHER PROTECTED AREAS

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 Employee Development in February of each year.

SES CANDIDATE DEVELOPMENT PROGRAM

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

AMBIENT AIR QUALITY MONITORING

Program Code: Title Code:
1961 AMBI AIR QUAL MON

This course is designed to introduce NPS personnel to the concepts of monitoring both gaseous and particulate matter pollutants. These concepts include a selection of sampling sites, sampling methods, calibration techniques, quality assurance, documentation and preventive maintenance.

Participants: Resource management specialists who are assigned to areas where the NPS has developed an ambient air quality monitoring program and who are responsible for data collection, quality assurance, documentation and maintenance of monitoring equipment. (40 hours)

Class Size: 20

Number of Times Conducted: 1

Date/Location: December 14-18, 1987
Location to be announced

BASIC FISHERIES AND AQUATIC HABITAT MANAGEMENT

Program Code: Title Code:
1955 BAS FISH AQTC MGT

This course is designed to provide detailed, state-of-the-art information and techniques for resolving specific problems such as recreational and commercial fishing, exotic species, endangered species, wetland and floodplain habitat alteration, alteration of native fish gene pools and the stocking of lakes naturally barren of fish. The course will cover: (1) ecological processes that regulate aquatic habitats and influence distribution and abundance of aquatic animal populations including fish, (2) animal population dynamics in relation to environmental factors and Service policy, (3) the diversity of tools and techniques that are available for managing fish populations, inventorying aquatic resources, monitoring the health of those resources and conducting research on wetlands, floodplains, rivers, lakes and streams and (4) how to use and interpret the results of several widely accepted field techniques for managing aquatic animal populations, especially fish.

Participants: Resource management specialists who have responsibilities for management of fisheries and aquatic habitats. (80 hours)

Class Size: 24

Number of Times Conducted: 1

Date/Location: August 17-28, 1987
Location to be announced



BASIC VEGETATION MANAGEMENT

Program Code: 1950 Title Code: BASIC VEGET MGMT

This course is designed to provide information on: (1) ecological processes that influence vegetation development and structure, (2) plant growth processes and environmental factors that influence those processes, (3) the interaction of plants and animals, (4) tools and techniques that are available for managing vegetation, inventorying plant resources, monitoring the health of those resources and conducting research on those resources and (5) field management, monitoring and research techniques.

Participants: Resource management specialists who have responsibilities for vegetation management. (120 hours)

Class Size: 24

Number of Times Conducted: 2

Dates/Location: December 1-19, 1986
Location to be announced

October 5-23, 1987
Location to be announced

BASIC WILDLIFE MANAGEMENT

Program Code: 1951 Title Code: BASIC WILDLIFE MGT

This course is designed to provide participants with information on: (1) ecological processes that influence distribution of animal populations, (2) animal population dynamics in relation to environmental factors and animal behavior, (3) the diversity of tools and techniques that are available for managing animal populations, inventorying animal resources, monitoring the health of those resources and conducting research on those resources and (4) how to use and interpret the results of several widely accepted field techniques for managing animal populations.

Participants: Resource management specialists who have responsibilities for wildlife management. (120 hours)

Class Size: 24

Number of Times Conducted: 2

Dates/Location: January 5-23, 1987
Location to be announced

October 26-November 13, 1987
Location to be announced

CRITICAL NATURAL RESOURCE ISSUES FOR SUPERINTENDENTS

Program Code: 1962 Title Code: CRIT ISSUES SUPTS

This course is designed to increase the awareness of superintendents in the area of critical natural resource issues and increase their skills in managing these issues. The course will focus on natural resource law and air quality and water rights issues and will cover: (1) basic NPS mandates, (2) what activities within and outside park boundaries affect park resources and how and (3) what opportunities Federal, state and local laws offer park managers for protecting park resources from these impacts and how park managers can take advantage of these opportunities. The course will provide participants with knowledge regarding (1) procedures for quantifying and assessing surface water and groundwater rights, (2) history of Federal reserved water rights, (3) pending water rights adjudications affecting the Service, (4) sources of assistance on air quality and water rights issues, (5) air quality legislation and regulatory processes, (6) basic principles of the origin, transformation and transport of air pollutants, (7) the impact of air pollution on park natural resources and (8) their responsibilities for coordinating with state and local officials on matters affecting air quality in the parks and their other air quality management responsibilities.

Participants: Superintendents, assistant superintendents and appropriate regional and WASO managers. (40 hours)

Class Size: 24

Number of Times Conducted: 2

Dates/Location: December 8-12, 1986
Albright Training Center

December 7-11, 1987
Albright Training Center



INTEGRATED PEST MANAGEMENT

Program Code: 1938 Title Code: INTEGRA PEST MGMT

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

Participants: Employees directly responsible for pest management activities in their parks. Grades GS 7-12. Employees in the following regions should apply for the Albright Training Center course: Alaska, Pacific Northwest, Rocky Mountain, Southwest, Western and Denver Service Center. Employees in the following regions should apply for the Mather Training Center course: Mid-Atlantic, Midwest, National Capital, North Atlantic, Southeast, Harpers Ferry Center and the Washington Office. (40 hours)

Class Size: 24

Number of Times Conducted: 2

Dates/Location: January 12-16, 1987
Albright Training Center

February 9-13, 1987
Mather Training Center

INTERMEDIATE COMPUTER APPLICATIONS FOR NATURAL RESOURCE MANAGEMENT

Program Code: 5115 Title Code: INT COMPU NAT RES

This course is designed to provide participants with knowledge in the following areas: (1) use and operation of the NPS COMMON data base system, including "hands-on" experience and discussion of potential future applications of COMMON, (2) use and operation of the NPS bulletin board and electronic mailbox systems to support a Service-wide natural resource information exchange and communications network, (3) use and application of geographic information systems and techniques to support park natural resource management and research and (4) presentation and "hand-on" operation of examples of specific natural resource applications of commercial microcomputer software that have been developed by NPS personnel. General discussions will include overall considerations regarding Service policy, standards and design and development and use of "user groups" to exchange, distribute and test new NPS-developed natural resource software applications.

Participants: Park and regional office natural resource specialists, park and regional office natural resource scientists, environmental protection specialists, park rangers and other park staff who will apply computer technology to natural resource duties. (40 hours)

Class Size: 24

Number of Times Conducted: 2

Dates/Location: July 13-17, 1987
Location to be announced

November 30-December 4, 1987
Location to be announced



INTERMEDIATE VEGETATION MANAGEMENT

Program Code: Title Code:
1959 INTERM VEGET MGMT

This course is designed to provide detailed, state-of-the-art information and techniques for resolving specific vegetation management problems, such as endangered species, exotic species, rights-of-way, altered drainage patterns, mining restoration and stabilization of historic scenes. It will provide trainees with: (1) an inventory of specific causes of impact to vegetation and the types of impact produced, (2) what specific ecological principles are important in each type of impact and how those principles can be used to guide mitigation plans and (3) practical field experience in implementing mitigation techniques and monitoring the results of these techniques.

Participants: Resource management specialists who have already attained a basic level of experience and academic instruction in the subject. Completion of the "Basic Vegetation Management" course, graduate degree or comparable background satisfies this requirement. (120 hours)

Class Size: 24

Number of Times Conducted: 1

Date/Location: April 6-24, 1987
Location to be announced

INTERMEDIATE WILDLIFE MANAGEMENT

Program Code: Title Code:
1960 INTERM WLDF MGMT

This course is designed to provide detailed, state-of-the-art information and techniques for resolving specific wildlife management problems, such as endangered/threatened species, exotic species, hazardous species, disease-carrying species or species with incomplete habitats. It will provide trainees with: (1) an inventory of the types and causes of specific wildlife management problems the Service faces today, (2) an understanding of what ecological principles can be used to guide problem resolution and (3) practical field experience with methods used to mitigate problems and techniques used to monitor the results of problem mitigation efforts.

Participants: Resource management specialists who have already attained a basic level of experience and academic instruction in the subject. Completion of the "Basic Wildlife Management" course, graduate degree, or comparable background would satisfy this requirement. (120 hours)

Class Size: 24

Number of Times Conducted: 1

Date/Location: June 1-19, 1987
Location to be announced

INTRODUCTION TO NATURAL RESOURCE MANAGEMENT

(A Training Opportunity For Presentation In The Parks)

Program Code: Title Code:
1934 INTRO NAT RES MGT

Field personnel in all disciplines have duties that impact natural resources. Through orientation to such topics as ecological principles, laws and policy, research and monitoring and communications, employees will become more alert to their park's resource management concerns and objectives. The program is designed for presentation in the park and will be a combination of film, video and workbook exercises.

Participants: All permanent and seasonal employees who have not received formal National Park Service training in natural resource management. (8 hours)

Class Size: To be announced

Number of Times Conducted: To be announced

Dates/Location: Dates and locations to be announced

NATURAL RESOURCE MANAGEMENT PROTECTION AND LAW

Program Code: Title Code:
1958 NAT RES PROT LAW

This course will increase the knowledge and skills of participants in the following areas: (1) the basic NPS mandates, (2) general ecological concepts governing NPS natural resource management, (3) the NPS approach to air, water, vegetation, wildlife and pest management, (4) ways in which to focus a resource management program on critical resource management needs, (5) the relationship between research and natural resource management and the benefits of a close working relationship between researchers and natural resource managers, (6) the relationship of planning, environmental compliance and public involvement to natural resource decision-making, (7) the NPS natural resource budget process and the role of the park natural resource staff in the budget process, (8) contracting and procurement policies and procedures for natural resources, (9) what activities within and outside park boundaries affect park resources and how and (10) what opportunities Federal, state and local laws offer natural resource managers for protecting park resources.

Participants: Resource management specialists and other park staff who have responsibilities for natural resource management. (72 hours)



Class Size: 24

Number of Times Conducted: 3

Dates/Location: December 8-18, 1986
Albright Training Center

May 18-29, 1987
Albright Training Center

December 7-17, 1987
Albright Training Center

NATURAL RESOURCE SPECIALIST TRAINEE PROGRAM

The Natural Resource Specialist Trainee Program is designed to increase the number of professional, full-time natural resource management specialists in the National Park Service and to provide them with the skills to carry out natural resource management activities in a variety of parks and environments. Trainees selected for this program will undergo 12-15 months of rigorous training. During the training period, trainees will attend a series of courses offered at a number of universities and other training sites located throughout the country. In addition, the trainees will undertake projects and specific assignments in their parks or regions that complement the academic portion of the program. Upon completion of the training, trainees will be prepared to perform as fully qualified natural resource management specialists.

This program is administered by the Division of Employee Development, in consultation with the Associate Director, Natural Resources, WASO. The next trainee program will begin in the Fall 1987.

RESOURCES THREAT WORKSHOP

Program Code: 1957 Title Code: RES THREAT WKSHP

This workshop will improve the skills and knowledge of regional environmental coordinators, regional natural resource management staff and park officials in the required application of the National Environmental Policy Act, the Council of Environmental Quality regulations, Departmental Guidelines, NPS policies and procedures and other mandates affecting coastal zone management, endangered species, transportation, floodplain management and wetland protection. The field laboratory for the course will be Big Cypress National Preserve in Florida.

Participants will become skilled in how to anticipate, avoid and resolve conflicts threatening park resources. There will be sessions with planners and resource management specialists on statutory mandates, resource management philosophies and enforcement. Other subjects will involve recreation and cultural resource concerns, noise and water pollution and joint efforts between compliance, resource management and planning personnel. The resolution of field level conflicts between NPS and the general public, other agencies and conservation organizations will be included.

Participants: Regional environmental coordinators, regional and WASO natural resource management coordinators, park superintendents and other park staff responsible for natural resource management programs. (32 hours)

Class Size: 24

Number of Times Conducted: 1

Date/Location: March 24-27, 1987
Big Cypress National Preserve

WATER RESOURCES SURVEY

Program Code: 1937 Title Code: WATER RES SURVEY

This course will focus on water quality and water resource management. It will cover such topics as the principles of hydrology, water quality planning, water rights and the development of water resource management plans. Discussion will include review of pertinent laws, regulations and NPS policies. Participants will become familiar with a variety of field and laboratory monitoring techniques.

Participants: Resource management specialists, managers of water resources in parks without full-time specialist positions and central office resource management specialists with major responsibilities in the coordination of water resource management. (40 hours)

Class Size: 26

Number of Times Conducted: 1

Date/Location: October 6-10, 1986
Fort Collins, CO



WILDERNESS PHILOSOPHY AND MANAGEMENT GOALS

Program Code: 1956 Title Code: WILD PHIL MGT GOL

This course will provide a detailed examination of existing wilderness management philosophy, law and policy which is designed to result in a consistent interpretation of the various factors that guide management of wilderness. This course will cover: (1) the wilderness philosophy of other land management agencies and relate this philosophy to NPS law, (2) how the philosophy and law are interpreted in Service policy and (3) what resource and recreation management activities are appropriate for wilderness areas and why.

Participants: Superintendents, chief rangers, regional wilderness coordinators and other employees in positions in which they make or influence decisions regarding management of wilderness. (40 hours)

Class Size: 24

Number of Times Conducted: 1

Date/Location: Date and location to be announced

EMERGENCY MEDICAL SERVICES WORKSHOP

Program Code: 5315 Title Code: EMERG MED SVS SEM

This workshop will cover: (1) the EMS certification process, (2) administrative requirements of NPS-51, (3) criteria for selecting levels of EMS, (4) legal requirements of the program, (5) working relationships with the local private medical sector and (6) Servicewide medical standing orders.

Participants: Park rangers who are responsible for coordinating the EMS programs in their parks and implementing NPS-51. Grades GS 7-12. (24 hours)

Class Size: 24

Number of Times Conducted: 1

Date/Location: May 19-21, 1987
Phoenix, AZ

NOTE: This course to be funded by benefiting account.

FIRE TRAINING

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





POST TRAUMATIC STRESS SYNDROME WORKSHOP

Program Code: 3503 Title Code: POST STRESS WKSHP

This 3-day workshop is designed to instruct participants in establishing programs to assist employees who work with disasters and other traumatic incidents in NPS areas. The workshop will cover: (1) mental health implications of disaster work, (2) sources of stress for workers and their potential effects, (3) prevention and treatment strategies and (4) suggestions for helping emergency workers in anticipating stress and learning how to obtain aid for themselves when stress-related problems are experienced. Upon completion of this workshop, participants will be able to establish and implement programs in their park areas, provide initial consultation with employees and provide assistance to other park and regional areas.

Participants: Chief rangers, search and rescue leaders, law enforcement officers and emergency medical services coordinators at all grades who may manage traumatic incidents in the course of their work. (40 hours)

Class Size: 24

Number of Times Conducted: 1

Date/Location: November 16-20, 1987
Albright Training Center

NOTE: This course to be funded by benefiting account.

RANGER SKILLS

Program Code: 3140 Title Code: RANGER SKILLS

This course is designed to provide new rangers with a perspective of ranger skills and concepts in the fields of interpretation, protection, resource 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 project. The course will cover such topics as resource management, supervision, budget, law enforcement operations, personnel procedures and orientation to search/rescue.

Participants: Rangers with less than 5 years experience. Individuals with considerable permanent or seasonal experience in the above fields should not apply. Grade Series GS 025. (280 hours)

Class Size: 33

Number of Times Conducted: 4

Dates/Location: October 7-November 21, 1986
Albright Training Center

January 27-March 12, 1987
Albright Training Center

March 31-May 14, 1987
Albright Training Center

October 6-November 19, 1987
Albright Training Center



ADVANCED TECHNICAL GRANTS WORKSHOP

Program Code: 4828 Title Code: ADV TECH GRANT WK

In recent years the L&WCF (Land and Water Conservation Fund) and UPARR (Urban Parks and Recreation Recovery) grant programs have undergone dramatic changes. This course is designed to update recreation grant specialists on changes that have taken place over the last 5 years.

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

Participants will gain a comprehensive understanding of such areas as the intergovernmental review procedure for grant proposals, 504 handicapped regulations, Attachment "P" audit requirements, Section 1010 and 6(f) conversion responsibilities, procedures for the transfer of Federal surplus property, process for determining indirect cost rates, letter of credit and advance payment process regulated by Treasury Circular 1075 and vulnerability analysis. Participants will also become familiar with updated policies in the L&WCF and UPARR manuals.

Participants: Outdoor recreation planners and program analysts, Grades GS 5-12; WASO and regional grant supervisors, Grades GS 12-14; and state personnel dealing with NPS grant programs. (40 hours)

Class Size: 24

Number of Times Conducted: 1

Date/Location: July 13-17, 1987
Mather Training Center

MANAGEMENT OF PARK DEVELOPMENT PROJECTS

Program Code: 1160 Title Code: MGMT PROJECT DEV

This course will cover the development of a project from the conceptual stage through the 10-238, programming and budgeting process. Emphasis will be placed on the manager's responsibilities during the planning, design, construction and close out of a project. Information will also be included on the impact of the Federal budget cycle on programming formulation and execution and major findings of Congressional investigations concerning planning, design and construction.

Participants: Superintendents, regional managers and regional personnel involved in project planning and construction. (16 hours)

Class Size: To be announced

Number of Times Conducted: By request from regions

Dates/Location: Dates to be arranged with host regions

NOTE: This course will be conducted in the regions. Travel and per diem are to be funded by benefiting account. Please contact your training officer or the Denver Service Center training office for more information.

PARK PLANNING FOR MANAGERS

Program Code: 1140 Title Code: PARK PLAN FOR MGRS

Planning as a problem-solving tool for internal and external park problems is particularly important to the Service because reduced financial resources require innovative and cost-effective solutions to park planning problems. This course is designed to provide managers with the background needed to guide planning activities and ensure that planning documents serve park management needs, are consistent with NPS and Administration policies and are in accordance with NPS planning procedures. The course will focus on methodologies for identifying the types of management problems that can be addressed by planning; identifying cost-effective, practical and creative solutions to planning problems; evaluating distinct management approaches for addressing planning issues; implementing public involvement strategies and considerations; and resolving park problems within the broader context of the surrounding region. The emphasis will be on management rather than development solutions. Planning case studies will be used, major planning issues being faced by the Service will be discussed and park problems will be considered within the broader context of surrounding regions.

Participants: Superintendents, assistant superintendents, management assistants and Denver Service Center and regional office managers involved with planning. (40 hours)

Class Size: 24

Number of Times Conducted: 1

Date/Location: November 30-December 4, 1987
Location to be announced

THE PRACTICE OF PARK PLANNING

Program Code: 1141 Title Code: PRACT PARK PLANG

Planning is an important problem-solving tool for both internal and external problems. This course is designed to provide the technical skills needed to produce a general management plan or development concept plan that serves park management needs, is consistent with NPS and Administration policies and is in accordance with NPS planning procedures. The course will focus on methodologies for identifying and analyzing planning issues; developing innovative, practical and cost-effective solutions to planning problems; formulating alternatives to evaluate distinct management approaches for addressing issues; examining the consequences of alternative actions through a procedurally correct environmental impact statement or environmental assessment; and implementing effective public involvement techniques. The emphasis will be on management rather than development solutions. Planning case studies, problem-solving techniques and field exercises will be used.

Participants: Employees from regional offices, Denver and Harpers Ferry Service Centers and parks or other offices who are design professionals, park planners, outdoor recreation planners, environmental specialists or technicians who work on planning projects. (40 hours)

Class Size: 24

Number of Times Conducted: 1

Date/Location: March 2-6, 1987
Location to be announced

SCORP IMPLEMENTATION WORKSHOP

Program Code: 4727 Title Code: SCORP IMPL WKSHP

This course is designed to provide guidance on policies and procedures to employees currently working on Statewide Comprehensive Outdoor Recreation Plans (SCORPs) whose roles as reviewers and coordinators must assure continuity and consistency throughout the Service. The course will also address program modifications and define program issues.

Upon completion of the workshop, participants will be able to interpret and implement the SCORP program using accepted and consistent guidelines, have a clear understanding as to the function of the SCORP and how it is used to determine funding priorities within the states and be able to provide technical assistance to the states. (24 hours)

Class Size: 24

Number of Times Conducted: 1

Date/Location: May 27-29, 1987
Scottsdale, AZ

NOTE: This course to be funded by benefiting account.

MANAGEMENT'S ROLE IN NPS LOSS CONTROL PROGRAM

Program Code: 4414 Title Code: MGT ROL LOSS CONT

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

Participants: Regional directors, associate directors, superintendents and assistant superintendents. (32 hours)

Class Size: 24

Number of Times Conducted: 1

Date/Location: March 16-19, 1987
Albright Training Center

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(For your convenience, some courses are listed under more than one category.)

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*Albright = Albright Training Center

Mather = Mather Training Center

FLETC = Federal Law Enforcement Training Center

NOTES

PLANNING SHEET

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

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