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ABSTRACT

Planned to provide management and training officials throughout the Federal Government with up-to-date information on agency operated training centers, this directory gives, for each center, the purpose, programs or courses offered, eligibility for attendance, and sources for further information. Ten regional centers of the Civil Service Commission are listed. Then follow: nine centers under the Department of Agriculture; one under the Civil Service Commission; six under the Department of Commerce; and others under Department of Defense; the District of Columbia; Health, Education and Welfare; Interior; Justice; Panama Canal Company; Post Office; Railroad Retirement Board; Small Business Administration; State; Transportation; and the Treasury--87 in all. There is an index of location by state and a subject index. (PT)

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE  
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AGENCY TRAINING CENTERS FOR FEDERAL EMPLOYEES

ED0 41246

# Agency Training Centers For Federal Employees

JUNE 1970

U.S. CIVIL SERVICE COMMISSION  
BUREAU OF TRAINING

AC008382

EDO 41246

AGENCY TRAINING CENTERS  
FOR FEDERAL EMPLOYEES

REVISED EDITION, JUNE 1970

UNITED STATES CIVIL SERVICE COMMISSION  
BUREAU OF TRAINING  
TRAINING INFORMATION AND RESOURCES DIVISION

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## INTRODUCTION

Agency Training Centers for Federal Employees is published to provide management and training officials throughout the Federal Government with up-to-date information on agency operated training centers. It also provides information on the number and variety of programs offered at these centers and on the general characteristics of these valuable resources for the training of Federal civilian employees.

This directory is also intended to encourage closer cooperation between State or local governmental units and nearby Federal agencies with whom they share common training needs.

For the purposes of this directory, agency training centers are defined as having:

- \* A separate entity or identifiable organization,
- \* A specific budget allotment or fund control,
- \* A curriculum or series of courses offered on a continuing basis,
- \* A specific manpower ceiling or staff complement.

Among the reasons Federal agencies establish and operate their own training centers are the following:

- (1) provide Federal employees with agency-oriented training programs on a continuing basis,
- (2) provide necessary training for occupations unique to the Federal service,
- (3) supplement training provided through other resources of the agency or through interagency or non-Government facilities,
- (4) achieve economies by using agency equipment, facilities and staff, and by reducing tuition and travel costs and time away from the job.
- (5) assist other agencies in meeting training needs by providing programs primarily for other agency personnel.

The use of this directory as a resource document meets part of the requirements of the Government Employees Training Act to search Government sources of training prior to using non-Government training resources. The other resource documents available for review for this purpose are the Interagency Training Programs Bulletins and Interagency Training Programs Calendars. If one of the courses offered by an agency center appears to meet another agency's need, a contact should be made to determine the specific nature and availability of the training. When appropriate, agencies should make every effort to share their training resources.

Agencies which do not have sufficient resources or trainees to justify establishing a center of their own, but believe that a center would be of value to them in meeting organizational needs, should explore the possibility of combining their resources with those of other agencies in order to establish jointly-operated training centers which would fulfill their similar training requirements.

Information and advice on establishing agency training centers may be obtained from Training Information and Resources Division, Bureau of Training, at the Civil Service Commission, 1900 E Street, NW., Washington, D. C. 20415. (202-632-5660) Assistance in setting up training centers is also given by Directors of Civil Service Commission Regional Training Centers listed on page

**REGIONAL TRAINING CENTERS  
U.S. CIVIL SERVICE COMMISSION**

**CSC Regions**

**States Served**

Regional Training Center  
Atlanta Region  
U.S. Civil Service Commission  
Merchandise Mart  
240 Peachtree Street, NW.  
Atlanta, Georgia 30303

Georgia, Alabama, Florida  
Tennessee, Mississippi,  
North, and South Carolina

Regional Training Center  
Boston Region  
U.S. Civil Service Commission  
Post Office & Courthouse Bldg.  
Boston, Massachusetts 02109

Massachusetts, Maine, Vermont,  
New Hampshire, Connecticut,  
Rhode Island

Regional Training Center  
Chicago Region  
U.S. Civil Service Commission  
Maine Post Office Building  
433 West Van Buren Street  
Chicago, Illinois 60607

Illinois, Ohio, Indiana,  
Kentucky, Michigan,  
Wisconsin

Regional Training Center  
Dallas Region  
U.S. Civil Service Commission  
1114 Commerce Street  
Dallas, Texas 75202

Texas, Oklahoma, Arkansas  
Louisiana

Regional Training Center  
Denver Region  
U.S. Civil Service Commission  
Building 20  
Denver Federal Center  
Denver, Colorado 80225

Colorado, Utah, Wyoming,  
Arizona, New Mexico

Regional Training Center  
New York Region  
U.S. Civil Service Commission  
Federal Building 26  
Federal Plaza  
New York, New York 10007

New York, New Jersey, and  
Puerto Rico and the Virgin  
Islands

CSC Region

Regional Training Center  
Philadelphia Region  
U.S. Civil Service Commission  
Customhouse  
Second and Chestnut Streets  
Philadelphia, Pennsylvania 19106

Regional Training Center  
Seattle Region  
U.S. Civil Service Commission  
3004 Federal Office Building  
Seattle, Washington 98104

Regional Training Center  
San Francisco Region  
U.S. Civil Service Commission  
Federal Bldg. - Box 36010  
450 Golden Gate Avenue  
San Francisco, California 94102

Regional Training Center  
St. Louis Region  
U.S. Civil Service Commission  
1256 Federal Building  
1520 Market Street  
St. Louis, Missouri 63103

States Served

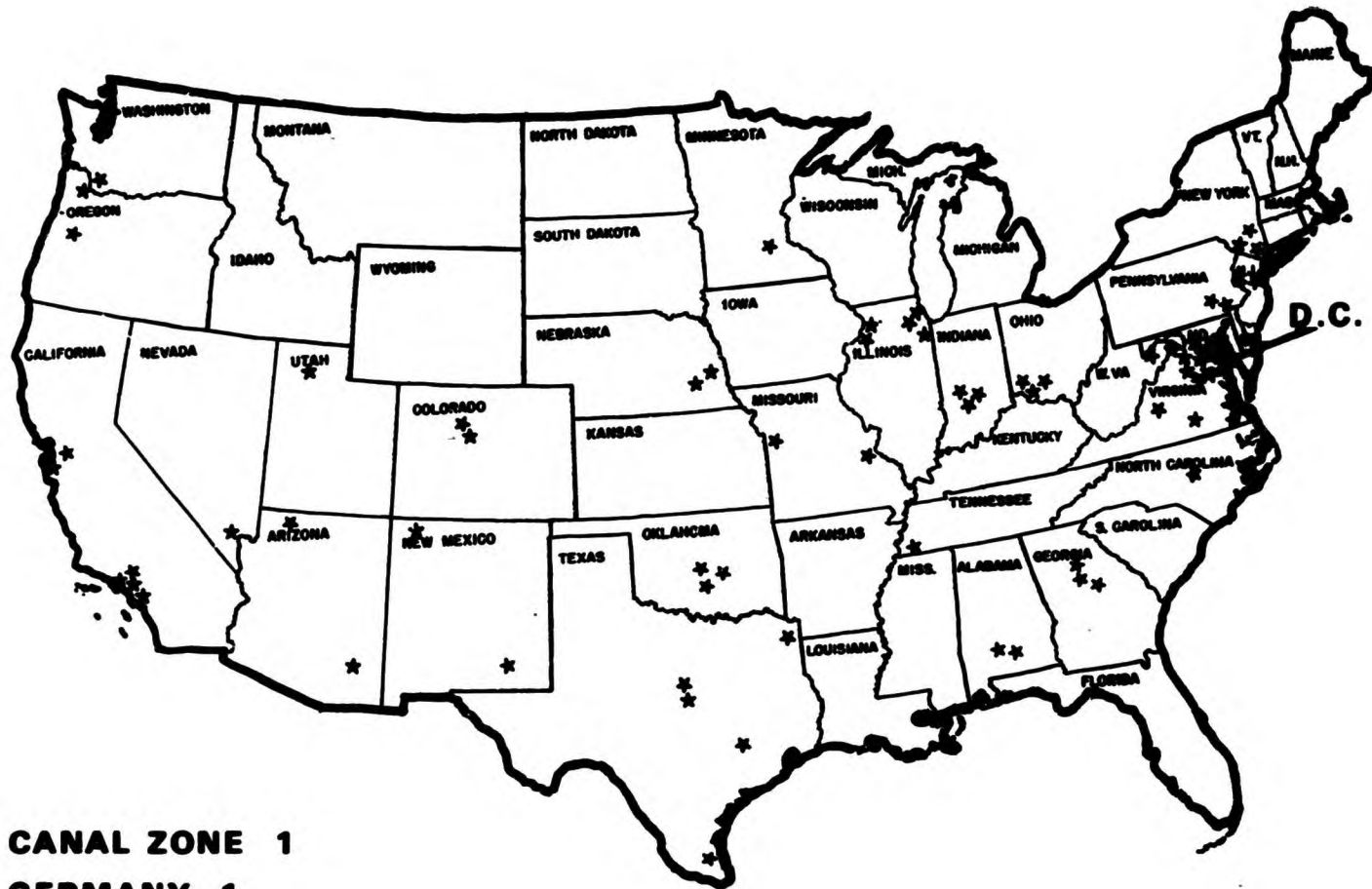
Pennsylvania, Maryland and  
Virginia (except D.C.  
metropolitan area),  
Delaware, and West Virginia

Washington, Montana, Idaho  
Oregon, Alaska

California, Nevada, Hawaii

Missouri, Kansas, Iowa,  
North and South Dakota  
Minnesota, Nebraska

**FIGURE 1**  
**LOCATION OF AGENCY TRAINING CENTERS**



**CANAL ZONE 1**  
**GERMANY 1**  
**VIETNAM 1**

GEOGRAPHIC DISTRIBUTION OF AGENCY TRAINING CENTERS

<u>Location</u>	<u>Number of Centers</u>
Washington, D.C.	17
Maryland	6
Virginia	10
Georgia	3
Illinois	5
Oklahoma	3
California	6
Ohio	3
North Carolina	1
New Jersey	2
Alabama	2
Arizona	2
Texas	5
Utah	1
Tennessee	1
New York	4
Massachusetts	1
Nevada	1
Nebraska	2
New Mexico	2
Indiana	3
Oregon	2
West Virginia	1
Colorado	2
Missouri	2
Pennsylvania	2
Minnesota	1
Canal Zone	1
Vietnam	1
Germany	1
<hr/>	
TOTAL	93



Department of Agriculture

Consumer and Marketing Service

CONSUMER AND MARKETING SERVICE TRAINING CENTER

Washington, D.C.

Purpose: To provide secretarial and clerical personnel with the knowledge and skill necessary to efficiently and effectively carry out their duties.

Programs or Courses Offered:

Arithmetic  
Correspondence Procedures  
English Grammar  
Office Telephone  
Shorthand Speed Building  
Spelling  
Vocabulary Improvement

Who May Attend: Employees are considered on the basis of need for training and suitability of the training to meet the need. Other Federal personnel will be considered on the basis of need for training availability of space.

For Further Information Contact:

Chief, Employee Development Branch  
Personnel Division  
Consumer and Marketing Service  
U.S. Department of Agriculture  
Washington, D.C. 20250

Phone: Area Code 202, 388-6953

Department of Agriculture

Consumer and Marketing Service

CONSUMER PROTECTION PROGRAM TRAINING CENTERS

Fort Worth, Los Angeles, Omaha, St. Paul and Gainesville, Georgia

Purpose: To provide meat and slaughter inspectors with the knowledge and skill necessary for them to efficiently and effectively carry out various levels of responsibility. These centers augment on-the-job training.

Programs or Courses Offered:

Four to twelve week programs in processing and slaughter are offered at all locations except Gainesville, where Cross-training in Poultry Inspection Procedures is given.

Who May Attend: Federal, State, local and foreign national personnel may be admitted to these centers upon request. Requests will be considered on the basis of the need for training, the suitability of the training to fit the need, and the availability of training space.

General Information: The centers provide training for employees of other agencies and non-Federal employees. Trainees are housed in commercial facilities at or near the training centers.

For Further Information Contact:

Chief, Employee Development Branch  
Personnel Division  
Consumer and Marketing Service  
U.S. Department of Agriculture  
Washington, D.C. 20250

Phone: Area Code 202, 388-6953

Department of Agriculture

Forest Service

CONTINENTAL DIVIDE TRAINING CENTER

Continental Divide, New Mexico

Purpose: To provide for the fulfillment of the training needs of Region 3 and its employees.

Programs or Courses Offered:

Resident Courses

Administrative Management	Leadership Through Communications
Advanced Management	Managerial Grid Seminar
Basic Supervision	Materials Testing and Concrete Design
Blaster's Qualifying Training	Personnel Management
Communication for Managers	Photo Interpretation
Engineering Photogrammetry	Practical Indoctrination
Engineering Technical Orientation	Professional Indoctrination
Executive Reading	Project Engineering
Fire Behavior	Radiological Defense Officer
Fire Prevention	Rest Rotation Grazing Workshop
Geodesy	Road Design
Instructor Training	Timber Management Workshop
Land Line Location	Watershed Staffmen's Conference
Large Fire Organization and Management	Wildlife Staffmen's Conference
Law Enforcement and Trespass	

Correspondence Courses

Directives User Course	Plant Identification
Improving Your Written Communications	Range Ecology

Who May Attend: There are no specific admission requirements but some courses require previous training.

General Information: Agency personnel, interagency employees, and non-Federal personnel are trained at this Center. Housing facilities are provided. Courses vary in length from two days to five weeks.

For Further Information Contact:

Mr. Dan L. Childress, Employee Development Officer  
U.S. Department of Agriculture  
517 Gold Avenue, NW.  
Albuquerque, New Mexico 87101

Phone: Area Code 505, 843-2411

Department of Agriculture

Soil Conservation Service

NORTHEAST TRAINING CENTER  
Upper Darby, Pennsylvania

MIDWEST TRAINING CENTER  
Lincoln, Nebraska

SOUTH TRAINING CENTER  
Fort Worth, Texas

WESTERN TRAINING CENTER  
Portland, Oregon

Purpose: Soil Conservation Service training centers provide facilities, staff assistance and leadership for conducting group training, home study correspondence courses or other types of formalized training and help the states as needed in the development of programs and plans to meet their training needs and in evaluating training provided.

Programs or Courses Offered:

Resident Courses

Basic Soil Mechanics  
Conservation of Soil, Water  
and Plant Resources  
Construction Inspection  
Contract Administration  
Drainage  
Engineering  
Engineering Surveying  
Erosion Control Practices  
Hydraulics

Irrigation  
Management of a Work Unit  
Management Training Conference  
Sedimentation for Geologists  
Small Structure Planning  
Soil and Water Conservation  
Soil Correlation  
Soil Survey Report Writing  
Training Methods

Correspondence Courses

Basic Lettering  
Engineering Problems  
Exponents and Their Applica-  
tion to Engineering  
Hydraulics  
Logarithms and their Use  
Precision and Efficiency in Arithmetic

Principles of Management  
Some Basic Principles of  
Algebra  
The Engineering Approach  
The Slide Rule  
Trigonometry

Who May Attend: Prerequisites for admission vary, depending on individual course requirements.

General Information: Professional employees from field offices serve as part-time instructors and supplement the ten full-time faculty members. Housing arrangements are made with local hotels and motels at special rates.

For Further Information Contact:

Chief, Employee Development and Safety Branch  
South Agriculture Building, Room 6214  
Fourteenth Street and Independence Avenue, S.W.  
Washington, D.C. 20250

Phone: Area Code 202, 388-4907

Department of Agriculture  
Agricultural Research Service

PLANT QUARANTINE DIVISION TRAINING CENTER  
New York, New York

Purpose: The Center plans and directs the conduct of a Division-wide training and development program to provide a general career plan for all professional employees; provides evaluations and feasibility data on out-service training recommendations; provides training in applicable scientific disciplines and management responsibilities and activities.

Programs or Courses Offered:

Resident Courses

Accelerated Inspection Systems	Managerial Grid Seminars
Administrative Assistant Trainee Course	Plant Quarantine Entomology
Basic Training for Plant Quarantine Inspectors	Plant Quarantine Nematology
Defensive Driving Course	Plant Quarantine Pathology
Interagency Clearance of Yachts and Private Aircraft	Plant Quarantine and Plant Protection
	PQ Procedures for ANH Inspectors
	Preclearance of Viet Nam Cargo
	Supervisory Training Program

Who May Attend: Professional employees holding a college degree in one of the biological sciences.

General Information: The Center provides training for employees of other agencies and non-Federal personnel. The Center aids trainees in obtaining accommodations.

For Further Information Contact:

Mr. J.S. Frey, Assistant to the Director for Management  
U. S. Department of Agriculture, Agriculture Research  
Service, Plant Quarantine Division  
Federal Center Building  
Hyattsville, Maryland 20782

Phone: Area Code 202, 388-8428



Department of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE TRAINING CENTER  
Front Royal, Virginia

Purpose: The Center's objective is to provide programs designed to meet United States Department of Agriculture needs with minimum cost to its participating agencies.

Programs or Courses Offered:

**Seminars in Executive Development**

Historical Development of American Politics  
Labor's Role in a Democratic Society  
Literature's Role in the Search for an American Identity  
Our System of Politics and Law  
U. S. Foreign Policy in the Changed World

**Seminars in Middle Management**

Change by Design  
Communications in Management  
Human Elements in Managing  
Motivation Through Leadership  
Philosophy of General Management  
Politics and Management  
Process of Management  
Supervisory Problems and Achievements  
The Manager's Role in Automatic Data Processing

**Kepner-Tregoe Problem Solving and Decision Making**

Who May Attend: Employees of agencies of the United States Department of Agriculture who have supervisory responsibilities, recognized competence and potential; and whose service in the Department can be expected to continue for a reasonable period of time.

General Information: The number of trainees per agency is limited to promote a well-balanced program of interagency participation. On-location housing is available.

For Further Information Contact:

Dr. E. R. Draheim, Chief, Employee Development  
Safety and Welfare Division  
Office of Personnel, Room 341-W, Admin. Building  
U.S. Department of Agriculture  
Fourteenth Street and Independence Avenue, S.W.  
Washington, D.C. 20250

Phone: Area Code 202, 388-6977



Atomic Energy Commission

ARGONNE CENTER FOR EDUCATIONAL AFFAIRS

Argonne, Illinois

Purpose: To provide a high degree of assurance of detecting and deterring possible diversion of nuclear material from peaceful to unauthorized uses. The objective of the courses is to train inspectors for the AEC, private industry, and safeguards organizations.

Programs or Courses Offered:

Fundamentals of Nuclear Materials Control  
Introduction to Nuclear Technology  
Measurements in Nuclear Materials Safeguards  
Workshop in Safeguards

Who May Attend: Programs are designed for employees of the Atomic Energy Commission, employees of other Federal agencies, and employees of firms in the nuclear industry who pursue work involving nuclear materials.

General Information: Participants are housed at the Lodging Facility at Argonne National Laboratory and may eat at the Argonne cafeterias.

For Further Information Contact:

Dr. Manual A. Kanter  
Safeguards Training Program  
Argonne Center for Educational Affairs  
Argonne, Illinois 60439

Phone: Area Code 312, 739-2211

Civil Service Commission

FEDERAL EXECUTIVE INSTITUTE  
Charlottesville, Virginia

Purpose: The program is designed to help meet education and training needs of upper echelon Federal civil service employees. The broad educational goals set for the Institute are:

- To heighten career executive responsiveness to national needs and goals.
- To increase career executive appreciation of the totality of the governmental system.
- To improve career executive knowledge of managerial processes.

Programs or Courses Offered:

Five eight-week residential programs in executive education are offered during each academic year. In addition, special seminars are often presented between the regularly scheduled programs.

Who May Attend: The "Residential Program in Executive Education" is for employees in grades GS-16 and above.

General Information: The enrollment in each eight-week session is limited to sixty people. This is a complete live-in facility with room and board included for all participants.

For Further Information Contact:

Director  
Federal Executive Institute  
Route 29 North  
Charlottesville, Virginia 22903

Phone: Area Code 703, 296-1295

Civil Service Commission

REGIONAL TRAINING CENTERS

Atlanta, Boston, Chicago, Dallas,  
Denver, New York, Philadelphia,  
St. Louis, San Francisco, Seattle

Purpose: To provide training to meet agency needs throughout the United States.

Programs or Courses Offered:

All regional centers offer courses in personnel management, general management, and communications and office skills. In addition, ADP training is available for interregional coverage in San Francisco, Chicago, New York and Dallas; financial management and PPB training is available in San Francisco, St. Louis, Atlanta, and Philadelphia. Courses at these centers include a core curriculum similar to that offered by the Bureau of Training in Washington, D. C.

Who May Attend: Participants are selected by their agencies based upon criteria established for each course and available in the Interagency Training Programs Bulletin published by each Civil Service Commission region.

For Further Information Contact:

Contact Regional Training Centers for information on specific courses. See list on pages 3 and 4.

Civil Service Commission

Bureau of Training

ADP MANAGEMENT TRAINING CENTER

Washington, D. C.

Purpose: The ADP Management Training Center was established to fulfill the training requirements assigned to the Civil Service Commission by Circular A-71 from the Executive Office of the President, Bureau of the Budget, dated March 6, 1965. Under this authority the Center conducts the necessary training for executives and other key personnel to achieve a greater effectiveness in ADP management.

Programs or Courses Offered:

ADP User Education

ADP Orientation

ADP Orientation for Management Interns

Management Introduction to ADP

Executive Seminar in ADP

Executive Workshop in ADP Programming

Executive Workshop in ADP Systems Analysis

ADP Systems Analysis Seminar

Seminar on ADP in Personnel Management

Seminar on ADP in Financial Management

Seminar on ADP in Technical Information Systems

Seminar on ADP and the Law

Seminar on ADP in Supply Management

Seminar on ADP and Medicine

Seminar in ADP for Employee Development Specialists

Seminar on Scientific and Technical Applications of ADP

Workshop in Indexing and Abstracting for ADP Information Systems

Computer Specialist Training

Systems Analysis for Computer Programmers

Systems Workshop for Computer Specialists

Field Work Program in ADP Systems Analysis

Workshop in ADP Systems Analysis Techniques

Seminar in ADP Management and Administration

Seminar in Computer System Evaluation and Selection

Seminar in Advanced Computer Systems Technology

Decision Logic Table Workshop

Introductory Conversational Computing

Fundamentals of ADP for Computer Specialist Trainees

Civil Service Commission - continued

**ADP Auditor Training**

**Principles and Practices of Auditing in the ADP Systems Environment**

**Who May Attend:** Specific eligibility requirements are established for each course. In general they consist of basic skills, knowledges, experience and Center course progressions coupled with GS grade and job responsibility prerequisites.

**General Information:** The ADP Management Training Center currently concentrates on relatively short-term programs from two to twenty days in length. A wide variety of instructional methods are utilized to achieve training objectives. Workshops, lectures, panel discussions, group discussions, question-and-answer sessions, abstract preparation with student presentations, tours, practical exercises, and selected readings are used as appropriate. In many programs participants receive "hands-on" computer or remote terminal experience.

**For Further Information Contact:**

**Director  
The ADP Management Training Center  
Bureau of Training  
U.S. Civil Service Commission  
1900 E Street, NW.  
Washington, D.C. 20415**

**Phone: Area Code 202, 632-5650**

Civil Service Commission

Bureau of Training

COMMUNICATIONS AND OFFICE SKILLS TRAINING CENTER

Washington, D. C.

Purpose: To help meet the need for communications and secretarial-clerical training in the Federal Government.

Programs Offered:

Better Office Skills and Service  
Effective Briefing Techniques  
Effective Letterwriting for Management  
Operation Update  
Report Writing Workshop  
Secretarial Techniques  
Technical Writing Workshop  
Shorthand Excellence  
Workshop in Effective English  
Writing Effective Letters  
Writing Regulations and Procedures for Public Understanding

Who May Attend: Federal, State and local Government employees who meet the admission criteria for each specific course.

General Information: The cost for each trainee in every course is shared by the participating agencies. Last year approximately 2,400 employees were trained by the Communications and Office Skills Training Center.

For Further Information Contact:

Director  
Communications and Office Skills Training Center  
U. S. Civil Service Commission, Room 7H29  
1900 E Street, N. W.  
Washington, D. C. 20415

Phone: Area code 202-632-5611



Civil Service Commission

Bureau of Training

EXECUTIVE SEMINAR CENTER

Kings Point, New York; Berkeley, California

Purpose: To provide a series of seminars designed to broaden the conceptual understanding and to enhance the administrative abilities of mid-level executives from all departments and agencies.

Programs or Courses Offered

Administration of Public Policy  
Effects of Technological Development  
Environment of Federal Operations  
Federal Program Management  
Intergovernmental Programs and Problems  
International Affairs and Federal Operations  
Management of America's Resources  
Management of Organizations  
Social Programs and Economic Opportunities  
The National Economy and the Federal Executive

Who May Attend: The Executive Seminar Centers are meant for mid-level executives with recognized potential performing at levels of difficulty normally found at grades GS-14 and 15 or their equivalent.

General Information: The Executive Seminar Centers are live-in facilities, providing room and board for all participants.

For Further Information Contact:

Director  
Executive Seminar Center  
C/O U. S. Merchant Marine Academy  
Kings Point, Long Island, New York 11024

Phone: Area Code 516-487-4500

Director  
Executive Seminar Center  
Room 301, Campus Bancroft Bldg.  
Berkeley, California 94704

Phone: Area Code 415-841-5121

Civil Service Commission

Bureau of Training

GENERAL MANAGEMENT TRAINING CENTER

Washington, D. C.

Purpose: The General Management Training Center conducts training in the Washington, D. C., area for career managers and staff specialists. Courses are given for each level--first line supervisors, middle managers, and executive personnel. In addition to meeting more generalized training needs, the Center offers courses which explore selected fields such as legislative operations and intergovernmental relations. Certain specialized courses are provided for scientists, engineers, and attorneys emphasizing subject areas not adequately satisfied through other sources of training.

Programs or Courses Offered:

**Executives, Managers and Supervisors -**

1. A series of six related courses starting with an introductory course for new supervisors and progressing to an advanced seminar for senior career executives. In addition to conducting these courses on an interagency basis, the Center trains agency instructors who conduct these courses for their own agencies.
2. A variety of training to keep executives and managers abreast of new developments and to provide them with knowledge in specialized substantive areas of responsibility such as management of America's water resources, Metropolitan problems and management of "grants" programs.

**Scientists and Engineers -**

Courses in science policy, management of science and engineering organizations, and in specialized areas such as contracting and information resources.

**Attorneys and Hearing Examiners -**

Courses to help orient those new to Government, keep others abreast of significant new developments, and provide those in management positions an opportunity to learn effective methods for meeting their responsibilities.

Civil Service Commission - continued

Who May Attend: All employees of Federal executive departments and agencies, independent regulatory agencies, the General Accounting Office, the Government Printing Office and the Library of Congress; employees of State and local governments; and Foreign Nationals sponsored by appropriate Federal agencies. To attend these courses, an employee must be nominated by his agency.

General Information: A brochure briefly describing the General Management Training Center and the 51 courses offered by it is available upon request. Likewise, announcements with more specific information on individual courses are available.

For Further Information Contact:

Director  
General Management Training Center  
Bureau of Training  
U.S. Civil Service Commission  
1900 E Street, NW.  
Washington, D.C. 20415

Phone: Area Code 202, 632-4472

Civil Service Commission

Bureau of Training

MANAGEMENT SCIENCES TRAINING CENTER

Washington, D. C.

**Purpose:** To provide interagency and intergovernmental training and development programs in the specialized disciplines and technical elements applied in the management of public programs and to focus on the development of critical communication links between the manager and the information-producing specialist. Under this concept training efforts are concentrated in these areas:

- **Financial Management** courses provide basic and follow-up training in budgeting, accounting, and auditing, with particular emphasis on management's use of information generated by these specialized disciplines and procedures.
- **Management Systems** Training programs offer core conceptual skills training in math, statistics and economics, decision-making, information systems and methods of analysis.
- **Program Analysis** Training is oriented to the needs of the producer of analysis. Courses range from training in basic and broadly used techniques to specific applications.

**Programs or Courses Offered:**

**Financial Management**

Accrual Accounting Workshop  
Economic Investment Analysis  
Management Use of Financial Information  
Statistical Sampling for Financial Managers  
The Federal Budget Process  
Finance in Agency Management  
Governmental Bookkeeping and Accounting

**Management Systems**

Executive Orientation in PPB  
General Orientation in PPB  
Systems Analysis for Government Operations  
Models for Management Decisions  
Economics for Public Managers  
Executive Seminar in Decision Making Techniques  
Executive Seminar in Statistical Science for Management  
Mathematics for Managers

Civil Service Commission - continued

Mathematics for Middle Managers  
Statistical Science for Analysis  
Executive Seminar in Management Information Theory  
Executive Seminar in Management Reporting Systems  
Executive Workshop in the Design of a Management  
Information System

Program Analysis

Basic Data Analysis  
Correlation and Regression Analysis  
Discount Rates and Procedures  
Linear Programming  
Techniques and Methods of Operations Research Workshop  
Cost Benefit Workshop  
Determining Program Costs  
Workforce Estimating  
Executive Workshop in Operations Research Techniques  
PPB Seminar

Who May Attend: Courses are open to Federal, State, and local government employees who meet the admission criteria for each specific course. Members of foreign governments may arrange for attendance through the U. S. State Department.

General Information: The tuition for each course represents the actual costs of instruction and materials, plus an equitable prorata of the costs of course development and administration of the Center. Per diem and transportation costs are not included and must be borne by the sponsoring activity.

For Further Information Contact:

Director  
Management Sciences Training Center  
Bureau of Training, Room 7H39  
U. S. Civil Service Commission  
1900 E Street, N. W.  
Washington, D. C. 20415

Phone: Area code 202 - 632-5600



Civil Service Commission

Bureau of Training

PERSONNEL MANAGEMENT TRAINING CENTER

Washington, D. C.

Purpose: To conduct interagency training in personnel management subjects, and to assist other training activities on personnel management training methods and content.

Programs or Courses Offered:

Advanced Employee Development	Manager's Role in Performance
Advanced Employee-Management	Evaluation
Relations	Manpower Planning and Requirements
Advanced Position Classification	Negotiating and Implementing
Advanced Staffing and Placement	Agreements
Adverse Actions	Organization Theory
Basic Employee Development	Personnel Assessment and Selection
Basic Employee-Management	Personnel Interviewing and
Relation	Counseling
Basic Labor-Management	Personnel Management for Managers
Relations	Personnel Management for Personnel
Basic Staffing and Placement	Assistants
Equal Employment Opportunity	Personnel Management for Personnel
Counseling	Specialists
Ideas and Authors: Personnel	Personnel Staffing Assistant
Management	Function
Industrial Relations Seminar for	Position Classification and the
Executives	Management Process
Instructional Methods Workshop	Position Management
Instructor Training	Programmed Instruction: Applications
Introduction to Personnel	for Government Training
Management	Pre-retirement Planning Institute
Investigation of Complaints	for Agency Advisors
of Discrimination	Psychology and the Management of
Management Development:	Human Resources
Principles & Methods	Role of the Federal Manager in EEO
Management and the Negotiated	Role of the Manager in Staffing
Agreement	Supervision and the Negotiated
Manager's Role in Occupational	Agreement
Mental Health	Training Institute for Recruiters
Manager's Role in Employee	Workshop for Programmers
Development	

Additional courses are offered as public policy programs or agency needs require.



Civil Service Commission - continued

Who May Attend: Federal employees nominated by their employing agencies, and other public employees similarly nominated. Many of the Center's courses are designed for entry, middle, or upper level personnel specialists; others for managers and supervisors; and still others for any employee whose duties require knowledge of the subject-matter of the particular course. Each individual course announcement specifies the levels and kinds of employees for whom the course is primarily intended.

General Information: The Center trains several thousand people each fiscal year.

For Further Information Contact:

Director  
Personnel Management Training Center  
Bureau of Training  
U. S. Civil Service Commission  
1900 E Street, N. W.  
Washington, D. C. 20415

Phone: Area code 202 - 632-5636

Department of Commerce

Environmental Science Services Administration

OFFICER TRAINING SECTION

Norfolk, Virginia

Purpose: To train newly commissioned officers in shipboard procedures and duties; to give young officers basic knowledge necessary for transition from a civilian to a military-type occupation; to facilitate overall understanding of the Environmental Science Services Administration, its organization, its mission, and its programs.

Programs or Courses Offered:

Commissioned Officer's School

Who May Attend: Enrollment is limited to personnel who qualify for a commission and who have a degree in engineering or science.

General Information: The student must acquire his own accommodations.

For Further Information Contact:

CDR George M. Poor  
Atlantic Marine Center  
Coast and Geodetic Survey  
439 West York Street  
Norfolk, Virginia 23510

Phone: Area Code 703, 627-7471 ext. 7382

Department of Commerce

Environmental Science Services Administration

WEATHER BUREAU TECHNICAL TRAINING CENTER  
Kansas City, Missouri

**Purpose:** To provide the ESSA-Weather Bureau field engineering staff with the knowledge and skills required to install, activate, commission, and maintain meteorological and hydrological equipment and facilities at established standards of accuracy, reliability, and safety.

**Programs or Courses Offered:**

**Engineering:**

Electronics Technician Training  
Electronic Supervisor Training  
Facilities Technician Training

**Meteorology:**

Weather Service Operations Course

**Who May Attend:** Participants must have a basic knowledge of, and three years experience in, electronics.

**General Information:** Student rates are available at motels, hotels, apartment hotels, and private homes on bus routes and near the training center.

**For Further Information Contact:**

Mr. Herbert W. Rahmlow  
Technical Training Coordinator (for Engineering Courses)  
Engineering Division, Weather Bureau  
Environmental Science Services Administration  
Silver Spring, Maryland 20910

Phone: Area Code 301, 495-2454

Mr. Philip A. Calabrese, Meteorological Training  
Coordinator (for Weather Service Operations Course)  
Weather Analysis & Prediction Division, Weather Bureau  
Environmental Science Services Administration  
Silver Spring, Maryland 20910

Phone: Area Code 301, 495-2454

Department of Commerce

Environmental Science Services Administration  
and  
National Bureau of Standards

ERL/NBS BOULDER LABORATORIES EDUCATIONAL CENTER

Boulder, Colorado

Purpose: To provide every opportunity, consistent with the best interest of the Government, for employees to improve their knowledge, skills, and efficiency and to prepare systematically for increased responsibility.

Programs or Courses Offered:

NBS-BL/ERL Career Technician Program  
Shop Technician Program  
Electronic Technician Program  
Analysis Technician Program

Chemistry Courses  
Computer Sciences Courses  
Electronics Courses  
First Aid (Standard, Advanced)  
Mathematics Courses  
Mathematics for Secretaries and Administrative Assistants  
Mechanical Engineering Courses  
Physics Courses  
Project Management  
Secretarial-Clerical Training

Who May Attend: Employees assigned to a non-professional area covered by the Career Technician Program may apply the work toward the certificate. Employees may enroll in courses without pursuing any certificate program if course eligibility requirements are met. Other courses are open to all ESSA and NBS employees and others who obtain special permission to attend.

General Information: These in-house courses are offered in cooperation with the University of Colorado primarily to meet agency training needs. Dormitory housing, as well as hotel and motel facilities, is available.

For Further Information Contact:

Mr. Jack L. Wiley  
Employee Development Officer  
ERL/NBS-BL Education and Training Office  
Environmental Science Services Administration  
Research Laboratories  
Boulder, Colorado 80302

Phone: Area Code 303, 447-6372

Department of Commerce

National Bureau of Standards

NATIONAL BUREAU OF STANDARDS GRADUATE SCHOOL

Gaithersburg, Maryland

Purpose: The educational and training programs at the National Bureau of Standards are designed to improve the knowledge, skills, and efficiency of the agency's staff and to prepare them systematically for increased responsibilities.

Programs or Courses Offered:

Course offerings are explained in detail in the Announcement of Courses published for each academic year.

Who May Attend: The criteria for admission to all classes are based on the benefits that will accrue to the Bureau. These courses are normally restricted to members of the Bureau but permission for attendance may be obtained.

General Information: Certificates may be earned in the Technicians' Programs. Housing facilities are not provided.

For Further Information Contact:

Mrs. Ann B. Bartlett  
Assistant Registrar  
National Bureau of Standards Graduate School  
Washington, D.C. 20234

Phone: Area Code 301, 921-3497

Department of Commerce

Patent Office

PATENT OFFICE ACADEMY  
Arlington, Virginia

Purpose: The purpose of this center is to provide relatively new Patent Examiners with in-depth training in the basic and more advanced techniques and practices of patent examinations.

Programs or Courses Offered:

Basic and Advanced Patent Examiners Training Program

Who May Attend: All participants must have a degree in science or engineering, and be involved in patent examination or prosecution.

General Information: Lecture, classroom discussion, and case studies are used. This training program does not provide for living arrangements.

For Further Information Contact:

Chairman, Curriculum Committee  
Patent Office Academy  
Patent Office  
Washington, D.C. 20231

Phone: Area Code 703, 557-3425



Department of Defense

Air Force

AIR FORCE PERSONNEL DEVELOPMENT CENTER  
Gunter Air Force Base, Alabama

Purpose: To increase the technical competence of civilian personnel office specialists, to expand the managerial and staff skills of supervisory and executive members of the personnel vocation, and to support special courses, seminars and conferences concerning matters of timely importance in civilian personnel management.

Programs or Courses Offered:

Civilian Personnel Officer  
Classification and Wage Administration, Basic and  
Advanced Course  
Employee Career Development, Advance Course  
Placement and Employee-Management Relations, Basic  
and Advance Course  
Program Management  
Union-Management Relations

Who May Attend: Participants must have capacity for development and desire for professional advancement and must be assigned to duties relating to the subject of the particular course.

General Information: Government housing is available to civilians upon request.

For Further Information Contact:

Dr. Henry J. Duel  
Personnel Research Branch  
Fields Programs Division AFPCP-MA  
Hq. USAF  
Forrestal Building  
Washington, D.C. 20330

Phone: Area Code 202, 693-5313

Department of Defense

**Air Force**

EDUCATION AND TRAINING DIVISION

St. Louis, Missouri

Purpose: To plan, prepare, and conduct formal technical training courses in cartographic and photogrammetric science, aeronautical information, management, and communication as required.

Programs or Courses Offered:

**Professional Cartographer Course**

Cartographic Sciences - e.g., Referencing Systems, Geodetic Evaluation, Compilation Techniques and Cartometric Compilation, Photogrammetric Compilation.

Applied Sciences - e.g., Cartographic Mathematics, Surveying, Geodesy, Cartographic Astronomy, Optics and Photometrics.

Instrumentation and Techniques - e.g., Photographic Rectification and Mosaics, Computer Concepts, Photogrammetric Instrumentation, Analytical Photogrammetry, Radial Triangulation.

**Other Courses**

Advanced Management

Analogue Instrumentation

Computer Concepts

Densitometric/Sensitometric Training

Editorial Skills

EDP Language

Effective Speaking

Effective Writing

Executive Seminar

FFS Course for Cartographers

FFS Course for Senior Area Specialist

Human Relations

Management for Air Force Supervisors

Matrix Algebra

Photo Interpretation

Rapid Reading

Terrain Embossing

UNIVAC 1050-II Supply System

Who May Attend: Employees in the Professional Cartographer Course must qualify as GS-1370-5 Cartographers. Employees in the Management for Air Force Supervisors Course must be first or second level supervisors. Entrance into all other programs depends upon identified needs of present or future job requirements.

General Information: Government housing is not available.

For Further Information Contact:

Chief, Employee and Career Development Branch  
Hq. Aeronautical Chart and Information Center  
Second and Arsenal Street  
St. Louis, Missouri 63118

Phone: Area Code 314, 268-8307

Department of Defense

Army

AMC AMMUNITION SCHOOL  
Savanna, Illinois

Purpose: To provide administration and executive training to Army employees in order that they might qualify for journeyman supervisory positions in the operational aspects of ammunition.

Programs or Courses Offered:

Twenty-six courses dealing with ammunition, transportation, guided missiles, and chemical-biological munitions.

Who May Attend: Military and civilian personnel.

General Information: Qualified applicants may send for a complete brochure.

For Further Information Contact:

Mr. Robert Shore  
Savanna Army Depot  
Savanna, Illinois 61074

Phone: Area Code 815, 273-2211 ext. 2130

Department of Defense

Army

ARMY MANAGEMENT ENGINEERING TRAINING AGENCY  
Rock Island, Illinois

Purpose: To develop and impart a comprehensive body of knowledge of scientific management techniques and practices. The courses are principle, concept and/or technique oriented, with every effort being made to demonstrate best management practices in order to assist the enrollee in applying knowledge gained upon his return to his installation.

Programs or Courses Offered:

Detailed description listing of courses is contained in AMETA catalog.

Who May Attend: Appreciation Courses - managerial personnel in (GS-9/11 and above)

Basic Technique Courses - personnel in training as specialists in particular scientific management techniques

Executive Workshops - top management executives (GS-14 and above)

Intern Programs - carefully selected employees who will be future staff specialists and managers in their occupational field

Seminars - managerial personnel (GS-9 and above)

General Information: AMETA students are furnished quarters through contracts with local hotels. Cafeteria and library facilities are available on post.

For Further Information Contact:

Dr. James O. Jensen  
Associate Director, U.S. Army Management  
Engineering Training Agency  
Rock Island Arsenal  
Rock Island, Illinois 61202

Phone: Area Code 309, 794-6043

Department of Defense

Army

CENTRAL TRAINING INSTITUTE (CTI)  
Saigon, Long Binh, and Can Tho, Republic of Vietnam

Purpose: To provide industrial skills, language, clerical, and management training for employees and managers assigned to Army organizations in the Republic of Vietnam.

Programs or Courses Offered:

Auto Mechanic	Material Handling Equipment
Basic Supervisory Development	Operator (Fork-lift)
Card Punch Operator	Middle Manager Workshop
Carpenter	Military Correspondence
Clerk Typist, Basic & Advanced	Personnel Management for
Conversational English Night	Executives Conference
Courses I, II, III	Power Plant Operator
Electrician	Radio Repair
Instructor Training Workshop	Refrigeration Equipment Repair
Light Vehicle Operator	Welding

Who May Attend: All USARV and serviced organizations within the Republic of Vietnam may nominate their employees to attend CTI courses. Personnel from other US government agencies may be nominated on a space available basis. Requests from other agencies will be forwarded to the Commanding General United States Army Vietnam, ATTN: AVHCP, APO 96375

General Information: The CTI has trained an average of 5,000 employees each year since 1966 for serviced organizations. A new trades school with live-in facilities is under construction at Long Binh and is expected to be in operation by May 1970.

CTI course objectives, length, and criteria for attendance are listed in USARV Pamphlet 690-1, CTI Course Catalog. The catalog also describes how CTI spaces or instructor cadres are obtained.

CTI instructors will be sent TDY to outlying-area to conduct on-site courses if training needs support requests.

For Further Information Contact:

Director, Central Training Institute  
Office of the Civilian Personnel Director  
United States Army, Vietnam  
APO 96375

Department of Defense

Army

LOGISTICS MANAGEMENT CENTER  
Fort Lee, Virginia

Purpose: To provide resident and non-resident instruction in wholesale logistics management; to conduct research; to formulate logistics doctrine; to maintain and disseminate bibliographic data on logistics studies on a Defense-wide basis; to assist selected foreign countries under the Military Assistance Program and other assistance programs; to develop courses in logistics for establishment in those countries; to assist Department of Defense logistics operating agencies in the installation of logistics management techniques.

Programs or Courses Offered:

The program consists of resident and non-resident instruction in wholesale logistics management and includes 14 courses and seminars in Army logistics management and 11 courses in Defense logistics management.

Who May Attend: Prerequisites for civilian nominees are based on grade and work assignment, and depend on the level of the course offered. All nominees must have a high school education and sufficient experience in logistics to comprehend the terminology and techniques employed in the course.

General Information: The Center faculty is supplemented by staff from other Defense agencies. Participants are required to occupy Government quarters while attending resident courses.

For Further Information Contact:

Mr. Joseph J. Lamantia  
Chief, Registrar Office  
U. S. Army Logistics Management Center  
Fort Lee, Virginia 23801

Phone: Area Code 703-734-6303



Department of Defense

Army

LOGISTICS INTERN TRAINING CENTER  
Texarkana, Texas

Purpose: To identify, develop, maintain, and replenish civilian career talent for managerial positions in depot operations, maintenance management, and maintainability engineering throughout the Department of the Army; to provide centralized training for Army Material Command personnel in depot maintenance field level work ordering and reporting procedures.

Programs or Courses Offered:

Depot Operations Intern Training Program  
Maintainability Engineering Intern Training Program  
Maintainability Work Ordering and Reporting Procedures  
Maintenance Management Intern Training Program  
Production Design Engineering Intern Training Program  
Safety Engineering Intern Training Program

Who May Attend:

- a) Maintenance Management and Depot Operations Intern Training Programs - Must meet FSEE eligibility for either GS-5 or GS-7 Supply Management Assistant or Equipment Specialist, and pass personal interview.
- b) Maintainability, Safety, and Production Design, Engineering Intern Training Program - Must be graduate engineer and pass personal interview.
- c) Maintenance Work Ordering and Reporting Procedures Course - Trainees must be closely associated with the preparation of the Depot Master Plan, Program Status Report, or processing of work authorizations involved in scheduling and mark-ups.

General Information: The center utilizes lecturers from other Federal agencies. The Maintainability Engineering Intern Program is conducted under contract with Texas A & M University. Because the courses are one to two years in duration, participants obtain their own housing, which is amply available within commuting distance of the Depot.

For Further Information Contact:

Mr. Elby W. McMichael  
Director, Intern Training Center  
Red River Army Depot  
Attention: AMXRR-I  
Texarkana, Texas 75501

Phone: Area Code 214, 838-2168

Department of Defense

Army

QUALITY ASSURANCE INDUSTRIAL TRAINING, U.S. ARMY MATERIAL COMMAND  
Frankford Arsenal, Philadelphia, Pennsylvania

Purpose: Technical development is a process of continued growth through well selected works and practical experience, which serves to increase competence in specialized fields and to provide breadth and variety in background. The Centralized Training Program offers unequalled opportunities for such growth through a series of planned technical courses both in the electronic fields as well as in the field of mechanical and optical to meet the constantly changing technology.

Programs or Courses Offered:

Thirty-six courses are offered in the electronics and electro-mechanical optical fields.

Who May Attend: Attendance is primarily for AMC personnel but on a space available basis for Army, Navy, Air Force, and Contractor Personnel.

General Information: Government quarters are not available. Reservations will be made on request.

For Further Information Contact:

Mr. J. H. Zeigler, Chief  
Training Division  
U. S. Army, Frankford Arsenal  
ATTN: SMUFA-Q7000, Bldg. 42-2  
Bridge & Tacony Streets  
Philadelphia, Pennsylvania 19137

Phone: Area Code 215, JE-5-2900 ext. 4202

Department of Defense

Army

TOPOGRAPHIC COMMAND TRAINING CENTER  
Bethesda, Maryland

Purpose: To train and develop employees in the various skills, abilities and knowledges needed in the production and management of the Geodetic and Cartographic mission of the Army Map Service.

Programs or Courses Offered:

Technical Development

Aerial Photo Interpretation  
Applied Photogrammetry  
Geodesy and Cartography for  
Research Personnel  
Military Correspondence  
Professional Cartography  
and Geodesy for Engineers  
and Scientists  
Plain Letters  
Reading Improvement  
Survey and Mapping  
Orientation  
Technical Cartography

Middle Manager Development

Conference Leadership  
Personnel Management  
Effective Speaking

Supervisory Training

Supervisor Development  
Role of the Supervisor  
Work Simplification  
Value Simplification

Familiarization Training

First Aid

Pre-Retirement

Who May Attend: The admission requirements vary from course to course.

General Information: Participation by other agencies is encouraged. Housing is not provided.

For Further Information Contact:

Mr. J. E. McClain  
Chief, Training and Development Division  
Army Topographic Command  
6500 Brooks Lane  
Bethesda, Maryland 20315

Phone: Area Code 301, 936-2384

Department of Defense

Army

U.S. ARMY SCHOOL, EUROPE  
Oberammergau, Germany

Purpose: To function as the Army Regional Training Center for Europe in conducting Personnel Management for Executives Conferences and other Department of the Army Management Courses for the European Region; to provide technical, professional, administrative and management training as necessary.

Programs or Courses Offered:

Advanced Position and Pay Management  
Advanced Training and Development Seminar  
Conference Leadership Institute  
Grievance Examiner  
Labor Relations  
Organization Planning  
Personnel Management for Executives  
Position and Pay Management  
Recruitment and Placement  
Regulatory Base of Personnel Management  
Seminar for Chiefs of Management Offices  
Standard Time Data  
Systems and Procedures Analysis  
Work Methods and Standards  
Work Methods and Standards Appreciation  
Work Planning and Control  
Work Planning and Control Appreciation

Who May Attend: Personnel who have actual or anticipated assignments requiring the training and who meet the prerequisites of individual courses may participate.

General Information: On-site housing is provided.

For Further Information Contact:

Mr. Kenneth H. Dobelbower, Director  
Executive and Career Development Department  
U.S. Army School, Europe APO 09172

Department of Defense

Army

U. S. ARMY MANAGEMENT SCHOOL  
Fort Belvoir, Virginia

Purpose: To offer short resident courses in management to uniformed members and civilian employees of the Armed Forces.

Programs or Courses Offered:

Army Installation Management  
Defense Family Housing Management  
Operations Research/Systems Analysis

Who May Attend: Employees of the Department of Defense and the Federal Government with related positions and the following minimum grades:

Army Installation Management - GS-11  
Defense Family Housing Management - GS-7  
Operations Research/Systems Analysis - GS-13

General Information: Army Installation Management and Defense Family Housing Management are "live-in" courses; the Operations Research course is a "drive-in course."

For Further Information Contact:

The Registrar  
U. S. Army Management School  
Fort Belvoir, Virginia 22060

Phone: Area Code 705, 644-1337

Department of Defense

Navy

CAPITAL AREA PERSONNEL SERVICES OFFICE, NAVY EMPLOYEE TRAINING CENTER  
Arlington, Virginia

Purpose: To conduct and/or coordinate common-needed training programs for headquarters offices, bureaus, systems commands, and nearby field activities. The Center works with the offices, bureaus, and systems commands and nearby field activities to determine training needs and to formulate programs which will satisfy these needs.

Programs or Courses Offered:

After-Hours Programs  
Clerical  
Communications  
General Management  
Management Skills  
Orientation  
Personnel Management  
Supervisory Development

Who May Attend: Navy employees and other Federal employees on a space available basis.

General Information: No living accommodations are provided, but motels and hotels are available in the area.

For Further Information Contact:

Mr. Tom Gill  
Head, Employee Development Division  
CAPSO-N Department of the Navy  
801 North Randolph Street  
Arlington, Virginia 22203

Phone: Area Code 202, 696-3906



Department of Defense

Navy

CCPO TRAINING CENTER, WASHINGTON NAVY YARD  
Washington, D.C.

Purpose: To improve employees performance by providing training and educational opportunities.

Programs or Courses Offered:

Basic and Pre-Supervisory Development  
Basic Military Service Record and Navy Correspondence  
Basic Office Skills Training  
Defense Procurement Course  
Effective Management Leadership  
Effective Writing  
English Usage  
IBM Typewriter Workshop  
Instructional Methods  
Orientation for New Employees  
Orientation on Security  
Per Diem, Travel, and Transportation Seminar  
Personnel and Industrial Psychology  
Personnel Management Institute  
Phase Two Supervisory Development  
Pre-Retirement Planning Seminar  
Reading Improvement  
Remedial Typing  
Report Writing  
Secretarial Development  
Seminar for Summer Aids Supervisors  
Shorthand Refresher  
Supervisor Training on Human Relations  
Supervisory Training (Continuing Phases)  
Typewriting Refresher

Who May Attend: Each program has its own admission requirements which are listed in the CCPO Training Catalogue.

General Information: No government living quarters are available.

For Further Information Contact:

Mr. Louis A. Vagnoni  
Chief, Employee Development Division, Code 123  
Consolidated Civilian Personnel Office  
Washington Navy Yard  
Washington, D.C. 20390

Phone: Area Code 202, 693-3160

Department of Defense

Navy

METROLOGY ENGINEERING CENTER

Pomona, California

Purpose: The Metrology Engineering Center serves as the primary technical authority for the Naval Calibration Program in support of calibration of all test and measuring equipment used throughout the Navy.

Programs or Courses Offered:

Dimensional Measurements and Optical Tooling  
Vibration, Shock, and Sound Measurements

Who May Attend: Special pre-entrance examinations have been designed for each of the courses offered. Applicants must pass the applicable examination for entry into the courses.

General Information: Participants must obtain their own housing.

For Further Information Contact:

Mr. S. Evendorff - Supervisory General Engineer  
Head, Laboratory Support Division, Metrology  
Engineering Center  
Naval Plant Representative, Mail Zone 1-13  
1675 West Mission Boulevard  
Pomona, California 91766

Phone: Area Code 714, 629-5111

Department of Defense

Navy

MSTSLANT FIREFIGHTING AND DAMAGE CONTROL SCHOOL  
Bayonne, New Jersey

Purpose: To train MSTS marine personnel and marine employees of the shipping industry who are sponsored by the U.S. Maritime Administration.

Programs or Courses Offered:

Classroom instruction in firefighting and damage control, and practical firefighting on firefield.

Who May Attend: Marine personnel sponsored by MSTS or Maritime Administration.

General Information: The school has no live-in arrangements. The school was scheduled for relocation to Caven Point, New Jersey.

For Further Information Contact:

Mr. Philip Brunell  
Training Director  
Military Sea Transportation Service, Atlantic  
58th Street and First Avenue  
Brooklyn, New York 11250

Phone: Area Code 212, 439-5400  
ext. 5124

Department of Defense

Navy

NATIONAL NAVAL MEDICAL CENTER

Bethesda, Maryland

Purpose: To assist management and supervisory personnel in providing training needed to maintain a well trained work force and to aid in advanced planning and budgeting for training.

Programs or Courses Offered:

These relatively short-term programs are presented during the months of September through May. Courses include:

Basic Math and English  
Effective Listening and Advanced Effective Listening  
Home Study Supervisory Course  
Navy Correspondence Procedures  
Reading Improvement  
Refresher Typing  
Supervisory Development

Who May Attend: Attendance limited to Medical Center Personnel, military and civilian.

For Further Information Contact:

Mr. Nicholas J. Szabados  
Head, Training and Educational Services Branch  
Building 7, Room 32  
National Naval Medical Center  
Bethesda, Maryland 20014

Phone: Area Code 301, 295-0574

Department of Defense

Navy

NAVFAC TECHNICAL TRAINING CENTER

Norfolk, Virginia

Purpose: To provide career planning for wage board occupations in public works centers and departments in Navy field activities; to provide correspondence courses for public works occupations; to arrange for necessary technical courses through contracts for training in non-Government facilities.

Programs or Courses Offered:

Classroom Training

Air Conditioning and Refrigeration	High and Low Voltage Coordination
Air Operated Controllers	Instruction Alarm Systems
Boiler Inspection	Instrumentation and Measurements
Corrected Flow Measurements	Pneumatic Controls
Diesel Fuel Injection	Protective Electrical Devices
Diesel Power Generator	Solar Gas Turbine
Electric Controls	Telemetry Service
Heating Plant Operations	Transmission Fundamentals

Correspondence Courses

Basic Arithmetic	Basic Drafting
Basic Control Theory and Circuit Control	Basic Principles of Electricity
Basic Draft Tools	Water and Sewage

Who May Attend: Admission requirements vary with the occupational and career needs of the employees concerned.

General Information: Living facilities are not provided.

For Further Information Contact:

Mr. Warren L. Frink, Director  
Naval Facilities Technical Training Center  
Navy Public Works Center  
Norfolk, Virginia 23511

Phone: Area Code 703, 444-2586

Department of Defense

Navy

NAVORDSYSCOM ENVIRONMENTAL HEALTH CENTER

Crane, Indiana

**Purpose:** The courses are designed to orient Navy personnel involved in the maintenance of health and safety with the principles of occupational health and the procedures used to recognize, evaluate, and control occupational health hazards.

**Programs or Courses Offered:**

Industrial Environmental Health Workshop

**Who May Attend:** Physicians, nurses, and paramedical personnel may attend.

**General Information:** Lecturers include scientific personnel from Federal agencies and professors from universities. Workshops are held in San Francisco and New York. Government housing is not provided.

**For Further Information Contact:**

Mr. John Buttz  
Employee Development Specialist  
NAVORDSYSCOM Environmental Health Center  
U. S. Naval Ammunition Depot  
Crane, Indiana 47522

Phone: Area Code 812, 854-1607 or 854-1614



Department of Defense

Navy

NAVORDSYSCOM FIELD SAFETY SCHOOL  
Crane, Indiana

Purpose: To develop the knowledge and experience necessary for Naval Ammunitions personnel and others to carry out its functions under the safest conditions.

Programs or Courses Offered:

Explosives Safety  
Fire Protection  
Health and Hygiene

Industrial Safety  
Motor Vehicle Safety  
Safety Management

Who May Attend: Military and civilian personnel from Government activities and from private industry with Government contracts, who are fully capable of absorbing and applying the instructions they receive, are eligible.

General Information: Quarters for enrollees are available at a local hotel.

For Further Information Contact:

Mr. John Buttz  
Employee Development Specialist  
NAVORDSYSCOM Field Safety School  
U.S. Naval Ammunition Depot  
Crane, Indiana 47522

Phone: Area Code 812, 854-1607 or 854-1614

Department of Defense

Navy

NAVY LOGISTIC MANAGEMENT SCHOOL  
Washington, D.C.

Purpose: To develop formal logistic support, programming and budget training courses; to provide a complete and comprehensive training program in logistics.

Programs or Courses Offered:

Integrated Logistic Support Concepts Course  
Integrated Logistic Support Managers Course  
Navy Department Planning and Management Systems Course  
Navy Department Systems Analysis Course

Who May Attend: Rank of Lieutenant Commander or a grade level of GS-12 or above is required for participation in addition to secret clearance.

General Information: Government housing is not provided.

For Further Information Contact:

Mr. Harold Pelton  
OIC/Director, Navy Logistic Management School  
Naval Air Facility  
Andrews Air Force Base  
Washington, D.C. 20390

Phone: Area Code 301, 981-6113

Department of Defense

Navy

PROCUREMENT TRAINING AND DEVELOPMENT BRANCH  
Arlington, Virginia

Purpose: To improve proficiency of procurement personnel.

Programs or Courses Offered:

Advanced Procurement Planning Seminar  
Art and Technique of Negotiation Contract Modifications  
Cost and Price Analysis and Negotiation Technique  
Defense Advance Incentive Contracting Workshop  
Defense Multi-Year Procurement and Two-Step Formal  
Advertising Seminar  
Defense Procurement Executive Refresher Course  
Defense Small Purchase Course  
Principles and Applications of Value Engineering  
Procurement Management for Technical Personnel  
Termination Settlement and Negotiations

Who May Attend: Personnel from other agencies are eligible to attend. Admission requirements vary per course.

General Information: Housing facilities are not provided.

For Further Information Contact:

Miss Grace Steckel  
Procurement Analyst  
Naval Materiel Command  
801 North Randolph Street  
Arlington, Virginia 22203

Phone: Area Code 202, OX 6-2304

Department of Defense

Navy

WEAPONS PRODUCTION ENGINEERING CENTER  
Crane, Indiana

Purpose: To provide the enrollee with the working knowledge necessary to perform the duties of a technician in a sound work measurement program and to relate this effort to the overall management process.

Programs or Courses Offered:

Department of Defense Work Methods and Standards Course  
Methods Time Measurement (Updating)  
Standard Operations Procedures - Safety Relationships  
Work Methods Standards Orientation

Who May Attend: The course is designed for persons presently engaged in (or soon to be assigned to) methods study and work measurement activities. The attendee must be adept in applying basic arithmetic and simple algebraic techniques.

General Information: Quarters for enrollees are available at a local hotel.

For Further Information Contact:

Mr. P. N. Dantonio, WEIM  
U. S. Naval Ammunition Depot  
Crane, Indiana 47522

Phone: Area Code 812, 854-1607 or 854-1614

Department of Defense

Defense Contract Audit Agency

DEFENSE CONTRACT AUDIT INSTITUTE

Memphis, Tennessee

Purpose: The objective of the Institute is to provide professional audit training to Defense Contract Audit Agency personnel. The agency's mission requires that its audit workforce be knowledgeable in subjects that are not taught at either other Federal or non-Government training facilities. The Institute was established in order to fill this void and provide instruction in basic and advanced contract audit techniques.

Programs or Courses Offered:

Auditing in an ADP Environment  
Auditor Intern  
Graphic and Computational Analysis Techniques  
Improvement Curve Analysis Techniques  
Intermediate Auditor - Methods and Techniques  
Intermediate Auditor - Technical Indoctrination  
Statistical Sampling Seminar  
Supervision and Technical Management of Audits

Who May Attend: The DCAA Master Training and Development Plan, developed in Fiscal Year 1967, is an integral element of the DCAA Auditor Career Management Program. Courses in the plan will provide professional, technical, and managerial training commensurate with the auditor's grade level and/or career level. This plan provides the careerist the opportunity to acquire the training at the appropriate stage of his career development.

General Information: Students are provided living accommodations in commercially operated hotels/motels in Memphis.

For Further Information Contact:

Chief, Professional Development Division  
Deputy for Review and Evaluation  
Headquarters, Defense Contract Audit Agency  
Cameron Station  
Alexandria, Virginia 22314

Phone: Area Code 202-694-7341

Department of Defense

National Security Agency

NATIONAL CRYPTOLOGIC SCHOOL  
Fort Meade, Maryland

Purpose: To provide cryptologic training for NSA personnel.

Programs or Courses Offered:

The National Cryptologic School Catalog, which identifies courses offered, will be made available on a need-to-know basis to personnel holding SECRET clearances.

Who May Attend: Personnel possessing appropriate security clearances and having a valid need-to-know are admitted to National Cryptologic courses on a quota basis.

General Information: Both agency and interagency employees are trained. No housing facilities are provided, but motel facilities are located nearby.

For Further Information Contact:

Commandant  
National Cryptologic School  
National Security Agency  
Fort George Meade, Maryland 20755



District of Columbia Government

DISTRICT OF COLUMBIA FIRE DEPARTMENT TRAINING CENTER  
Washington, D. C.

Purpose: To train members of the Department in order to attain the utmost in fire fighting effectiveness and efficiency.

Programs or Courses Offered:

Basic Firefighting  
Civil Defense  
Emergency Ambulance Service Course  
First Aid Instructor Course  
Foam and Dry Chemical Truck Technician's Course  
MB-5 Aircraft Fire Fighting  
Officers Training Course  
Pump Course  
Vehicle - Training for Drivers and Turret Operators  
Water Supply

Who May Attend: Trainees must have duties related to fire fighting.

General Information: Housing facilities are not available.

For Further Information Contact:

Mr. R. F. Henry, Deputy Fire Chief  
D. C. Fire Department  
300 McMillan Drive, N. W.  
Washington, D. C. 20001

Phone: Area Code 202-462-1762

District of Columbia Government

METROPOLITAN POLICE DEPARTMENT TRAINING DIVISION  
Washington, D.C.

Purpose: To develop training programs and curriculum and to provide training to police officers, to recommend and arrange training in institutes of higher learning.

Programs or Courses Offered:

Advanced Collection and Preservation of Physical Evidence  
Advance Investigative Techniques  
Canine Corps Training  
Civil Disturbance Unit Training  
Crime Scene Search  
Emerging Roll of the Professional Police Officer in the  
Urban Community  
Police Instructor Training  
Police Press Relations  
Police Recruit School  
Police Supervisory Command School

Who May Attend: Participants must be Police Officers of the Metropolitan Police Department, Washington, D.C. or an invited member of another law enforcement agency. A high school diploma or a certificate of equivalency is required.

General Information: Due to limited facilities and personnel, this center is unable to offer the use of its facilities to other agencies. However whenever possible, every effort is made to cooperate with Federal agencies by supplying printed materials and speakers when requested.

For Further Information Contact:

Captain Thomas R. Estes  
Acting Director, Training Division  
Metropolitan Police Department  
300 Indiana Avenue, NW.  
Washington, D.C. 20001

Phone: Area Code 202-626-2000

Department of Health, Education, and Welfare

Public Health Service

DESERT WILLOW TRAINING CENTER

Tucson, Arizona

Purpose: To foster the development of knowledge, skills, and concepts which can be applied to accelerate better health for more Indian and Alaska Native people.

Programs or Courses Offered:

Indian Community Health Representative Program  
Health Program Management for Indian Leaders  
Health Program Management for Indian Health Service Staff  
Professional Forums  
Epidemiology  
Dental Officer Training in Epidemiology

Who May Attend: The first two programs listed above are open only to American Indians and Alaska Natives. The 3rd program is for IHS Staff while the Forums are given for advisory groups and other professionals. The epidemiology courses are limited to supervisory personnel of GS-7 and above.

General Information: The training center was formerly a dude ranch and has complete lodging, dining and recreational facilities.

For Further Information Contact:

Mr. John W. Wydro  
Assistant Chief, Training Branch  
Indian Health Service  
5600 Fishers Lane  
Rockville, Maryland 20852

Phone: Area Code 301-433-1190

Office of the Director  
IHS Desert Willow Training Center  
P.O. Box 17510  
10755 Tanque Verde Road  
Tucson, Arizona 87510

Phone: Area Code 602-792-6451

Department of Health, Education, and Welfare

Public Health Service

ENVIRONMENTAL CONTROL TRAINING INSTITUTES

Rockville, Maryland; Cincinnati, Ohio; Las Vegas, Nevada;  
Winchester, Massachusetts; Montgomery, Alabama

Purpose: To give health personnel an appreciation and awareness of the effects of environmental health hazards on the individual and the general population, and to provide effective means of consideration and appraisal of opportunity for practice in the application of the latest techniques.

Programs or Courses Offered:

Automatic Data Processing  
Computational Analysis  
Environmental Sanitation  
Injury Control  
Occupational Health  
Radiological Health  
Solid Waste  
Water Supply and Sea Resources

Who May Attend: Courses are designed primarily for professional personnel who are involved in environmental health programs. Trainees should have at least a baccalaureate degree in a science or equivalent preparation.

General Information: During fiscal year 1968, the National Center for Urban and Industrial Health and the National Center for Radiological Health were merged into one institute. Trainees make their own living arrangements at motels or hotels.

For Further Information Contact:

Director, Training Institute  
Office of Training and Manpower Development  
Environmental Control Administration  
12720 Twinbrook Parkway  
Rockville, Maryland 20852

Phone: Area Code 301-443-1786

Department of Health, Education, and Welfare

Public Health Service

INSTITUTE FOR AIR POLLUTION TRAINING  
Research Triangle Park, North Carolina

Purpose: To design, develop and implement curriculum and learning sessions for the development and improvement of State, regional, and local government air pollution control personnel, and others with similar responsibilities; to participate in similar activities conducted by universities, public agencies, etc.; and to provide consultation and assistance in the development and conduct of training activities conducted by State and local agencies.

Programs or Courses Offered:

Courses in:

Air Quality Management  
Atmosphere Sampling and Analysis  
Community Environmental Management  
Field Studies  
Occupational Safety and Health  
Process Evaluation and Control  
Radiological Health  
Solid Waste Management  
Special Training  
Water Hygiene

Who May Attend: Scientists, engineers and other professional people in the field of air pollution control and related activities.

General Information: Hotels and motels in the area provide housing.

For Further Information Contact:

Mr. Harry P. Kramer, Sc.D.  
Director, Office of Manpower Development  
P. O. Box 12055  
Research Triangle Park, North Carolina 27709

Phone: Area Code 919-549-8221 ext. 565

Department of Health, Education, and Welfare

National Air Pollution Control Administration

NATIONAL AIR POLLUTION CONTROL ADMINISTRATION TRAINING CENTERS

Los Angeles, California; Chicago, Illinois; Houston, Texas

Purpose: To provide a variety of training courses necessary to create competent air pollution control specialists. Participation in such courses helps those already in practice to keep up to date. The Center also provides assistance in establishing or improving training activities conducted by other government agencies, educational institutions, and industrial organizations.

Courses or Programs Offered

A nucleus of training courses most appropriate for the area serviced.

Who May Attend: These courses are designed primarily for State, local and regional air pollution control personnel as well as National Air Pollution Control Administration personnel. However, applicants from other agencies will be accepted on a space-available basis.

General Information: No tuition or registration fee is charged. Trainees are expected to provide for their own housing and transportation while attending courses. To provide training service to a maximum number of organizations, the number of applicants from a single agency for any one course may be limited.

For Further Information Contact:

Registrar  
Institute for Air Pollution Training  
Office of Manpower Development  
National Air Pollution Control Administration  
Post Office Box 12055  
Research Triangle Park, North Carolina 27709

Phone: Area Code 919-549-8221 ext. 531



Department of Health, Education, and Welfare

Public Health Service

NATIONAL COMMUNICABLE DISEASE CENTER

Atlanta, Georgia

Purpose: To assist the States in developing and improving their own training programs in the area of communicable disease control; to provide training and various other services which are not available to the States through their own resources; to provide training assistance and services to other organizational units of the Public Health Service and to other Federal agencies that are engaged in activities related to public health; and to develop and produce training aids and to stimulate use of these aids in public health training activities.

Programs or Courses Offered:

Courses in the following areas:

Communicable Disease Control  
Epidemiology  
Infections Control in Hospitals  
and Institutions  
Personal and Organizational  
Skills

Training Aids  
Training Methods  
Tuberculosis  
Vectorborne Disease Control  
Venereal Disease

Home Study Courses

Basic Mathematics for the  
Sanitarian  
Communicable Disease Control  
for the Sanitarian  
Community Hygiene

Foodborne Disease Control  
Vectorborne Disease Control  
Waterborne Disease Control

Who May Attend: All courses are open to Federal employees provided that needs of State or local health organizations are satisfied.

General Information: Students use commercial facilities for housing, food, etc.

For Further Information Contact:

Mr. Sid Berry  
Training Officer  
National Communicable Disease Center  
1600 Clifton Road, N. E.  
Atlanta, Georgia 30323

Phone: Area Code 404-633-3457

Department of the Interior

National Park Service

ALBRIGHT TRAINING CENTER

Grand Canyon, Arizona

Purpose: To Promote the orderly orientation, indoctrination, and career development of new uniformed employees who aspire to managerial roles in the National Park Service.

Programs or Courses Offered:

Administration for Line Managers  
Administration of National Parks and Equivalent Reserves  
Administrative Workshop  
Concessions Management Seminar  
Environmental Management Seminar  
Executives' Environmental Seminar  
Goal Setting Workshop  
Introduction to Park Operations  
Law Enforcement Workshop  
Leadership Laboratory (T-Group)  
Maintenance Management Workshop  
Orientation for Professional and Administrative Personnel  
Orientation to Park Planning  
Orientation to Service Operations  
Safety Management and Supervision

Who May Attend: Participation is offered to National Park Service employees in their first 2 years of employment.

For Further Information Contact:

Chief, Branch of Training  
National Park Service  
801 19th Street, N. W.  
Washington, D. C. 20240

Phone: Area Code 202-343-8823

Department of the Interior

Bureau of Indian Affairs

INDIAN POLICE ACADEMY

Roswell, New Mexico

Purpose: To provide a standard Indian Police Training Program to assure more effective service to Indians and their property.

Programs or Courses Offered:

Basic Education Training  
Government and Administration  
Laws, Courts and Judicial  
Procedures  
Physical Activities

Police Science and Investigation  
Records and Report Writing  
Social Relations  
Traffic Functions

Who May Attend: Presently employed Bureau and Tribal Personnel or individuals qualified for an appointment as a Bureau or Tribal Police officer who meet the requirements of the Bureau's Employment Assistance Program.

General Information: Participants are housed in a dormitory and meals are provided.

For Further Information Contact:

Mr. D. W. Daughetee  
Employee Development Officer  
Department of the Interior  
1951 Constitution Avenue, N. W.  
Washington, D. C. 20240

Phone: Area Code 202-343-2972

Department of the Interior

Bureau of Indian Affairs

INSTRUCTIONAL SERVICE CENTER

Brigham City, Utah

Purpose: To fulfill a threefold objective: (1) production of in-service training material; (2) orientation of professional staffs; and (3) workshops to meet collective professional needs of staff.

Programs or Courses Offered:

Administrator's Workshop  
Leadership Training for Bureau School Administrators

Who May Attend: Division of Education professionals, and the paraprofessional and administrative staff may attend.

General Information: One thousand participants can be accommodated on the campus of Intermountain School. On-campus housing is supplemented by local motels.

For Further Information Contact:

Mr. D. W. Daughhete  
Employee Development Officer  
Department of the Interior  
1951 Constitution Avenue, N. W.  
Washington, D. C. 20240

Phone: Area Code 202-343-2972

Department of the Interior

National Park Service

MATHER TRAINING CENTER

Harpers Ferry, West Virginia

Purpose: This center conducts an in-service training program designed to promote the efficiency of the agency through the orderly career development of employees.

Programs or Courses Offered:

Administration for Line Managers  
Administrative Workshop  
Communications for Park Technicians  
Communications: Speaking  
Communications: Visual Aids  
Communications: Writing  
Curatorial Methods  
Environmental Management Seminar  
Executives' Environmental Seminar  
Interpretive Demonstrations  
Interpretive Operations  
Law Enforcement Workshop  
Leadership Laboratory (T-Group)  
Maintenance Management Workshop  
Orientation to Service Operations  
Park Management  
Safety Management and Supervision

Who May Attend: There are no specific admission requirements.

General Information: A 35-unit dormitory is available for single housing only. Married couples must use local or commercial housing.

For Further Information Contact:

Branch of Training  
National Park Service  
801 19th Street, N. W.  
Washington, D. C. 20242

Phone: Area Code 202-343-8823

Department of the Interior

National Park Service

OFFICE OF THE NATIONAL CAPITAL PARKS TRAINING CENTER  
Washington, D. C.

Purpose: To provide employees with training in the necessary skills for the job in which they are operating; to provide retraining to enable employees to maintain top efficiency in their jobs; and to provide for, and give the employee additional skills leading to advancement; to provide law enforcement training for Ranger and U. S. Park Police personnel; to provide employees with specialized skills in driver training, first aid, accident reporting, supervisory and management training, gardener training, and other areas of general and specific training needs.

Programs or Courses Offered:

Accident Control Through Supervision  
Accident Reporting  
American Red Cross Standard First Aid  
Defensive Driving Course  
Gardener Training  
Introduction to Supervision  
Regional Concessions Seminar  
Supervision and Group Performance  
U. S. Park Police Inservice Training Course  
U. S. Park Police Recruit School

Who May Attend: Any employee who meets the course selection requirements and has submitted the required training request forms. Members of the U. S. Park Police, Rangers, and members of the Armed Force Military Police may attend U. S. Park Police Training Courses.

General Information: Motel and hotel accommodations are available in the vicinity.

For Further Information Contact:

Mr. Edward Jylkka  
Chief, Branch of Training and Employee Development  
Office of the National Capital Parks  
National Park Service  
1100 Ohio Drive, S. W.  
Washington, D.C. 20242

Phone: Area Code 202, 381-7237



Department of the Interior

National Park Service

U. S. PARK POLICE TRAINING CENTER  
Jones Point, Alexandria, Virginia

Purpose: To provide members with training in the necessary skills for the job in which they are operating; to provide training to enable employees to maintain top efficiency in their jobs; and to provide training for, and to give employees additional skills leading to advancement; to provide law enforcement personnel with specialized training in areas of fingerprinting, crime photography, sex crimes, and collection and preservation of evidence and to avail a facility in which college courses can be conducted.

Programs or Courses Offered:

Continuous programs are given throughout the year except for holiday weeks. Courses include:

College Courses for Law Enforcement  
Inservice for Police Nonsupervisors  
Inservice for Police Supervisors  
Seminars for Police Supervisors  
Specialized for Law Enforcement Personnel

Who May Attend: Any authorized law enforcement personnel may attend specialized and college courses. Other courses are limited to U. S. Park Police and Ranger Personnel.

General Information: No housing accommodations are available in the facility. However, hotel and motel accommodations are available in the vicinity.

For Further Information Contact:

Lt. Edward H. Henley  
Training Officer  
U. S. Park Police  
1100 Ohio Drive, S. W.  
Washington, D. C. 20242

Phone: Area Code 202, 381-7338

Department of the Interior

Federal Water Pollution Control Administration

WATER POLLUTION CONTROL TECHNICAL TRAINING CENTERS

Purpose: To provide technical training relating to the causes, prevention, and control of water pollution to personnel of public agencies and others with suitable qualifications.

Who May Attend: Admission to courses is by application on forms provided by the Federal Water Pollution Control Administration. Acceptance is governed by priority of application.

General Information: Trainees provide their own housing and transportation while attending courses.

Centers, Programs Offered, and Contact for Further Information:

ROBERT S. KERR WATER RESEARCH CENTER

Ada, Oklahoma

Analytic Quality Control  
Bacterial Methods in Water Pollution Surveillance  
Basic Freshwater Biology  
Bioassay in Water Pollution and Control  
Data Evaluation and Analysis  
Freshwater Pollution Ecology  
Geohydrologic Relationships in Water Pollution  
Marine Pollution Ecology  
STORET  
Technical Seminar on Thermal Pollution  
Water Pollution Control in Federal Installations  
Water Quality Surveys - Field and Laboratory Procedures  
Water Quality Surveys - Planning and Administration  
Water Quality Surveys - Planning and Implementation

Chief, Technical Training  
Robert S. Kerr Water Research Center  
P. O. Box 1198  
Ada, Oklahoma 74820

Phone: Area Code 405, 332-8800

Department of the Interior - continued

NORTHEAST REGIONAL TRAINING CENTER

Edison, New Jersey

Basic Freshwater Biology  
Basic Water Quality Chemistry  
Chemical Analyses for Water Quality  
Current Practices in Water Microbiology  
Freshwater Pollution Ecology  
Laboratory Treatment Operators Course  
Marine Pollution Ecology  
Membrane Filter Workshop  
Physical-Chemical Treatment Technology  
Seminar on Advanced Water Pollution Control  
Thermal Pollution Seminar  
Water Quality Studies

Mr. Patrick Nixon, Director  
Northeast Regional Training Center  
Hudson-on-Delaware  
Edison, New Jersey 08817 Phone: Area Code 201-846-4615

PACIFIC NORTHWEST WATER LABORATORY

Corvallis, Oregon

Basic Freshwater Biology  
Basic Principles of Wastewater Treatment  
Chemical Analyses for Water Quality  
Current Practices in Water Microbiology  
Design and Management of Sewage Treatment  
and Disposal for Federal Installations  
Freshwater Pollution Ecology  
Heat Pollution Seminar  
Laboratory Analyses in Treatment Plant Operation  
Quantitative Evaluation of Biological Information  
Obtained in Coastal Waters  
Thermal Pollution Seminar  
Water Quality Studies

Mr. Lyman J. Nielson  
Chief, Technical Training  
200 South 35th Street  
Corvallis, Oregon 97330

Phone: Area Code 503, 752-4318

Department of the Interior - continued

SOUTHEAST WATER LABORATORY

Athens, Georgia

Advanced Waste Treatment Seminar  
Analysis of Pesticides in the Aquatic Environment  
Applied Biology Seminar  
Basic Freshwater Biology  
Basic Marine Biology  
Characterization and Treatment of Organic Industrial Wastes  
Data Analysis and Evaluation  
Estuary Studies  
Instructor Training for Puerto Rico  
Laboratory Analyses in Treatment Plant Operations  
Membrane Filter Methods in Treatment Plant Operations  
Operator Instructor Development  
Pesticide Ecology Seminar  
Pesticide Residue Analysis in Water  
Water Quality Studies

Mr. Robert Roth  
Chief, Technical Training  
Southeast Water Laboratory  
College Station Road  
Athens, Georgia 30601 Phone: Area Code 404, 546-3161

ROBERT A. TAFT SANITARY ENGINEERING CENTER

Cincinnati, Ohio

Advanced Treatment of Domestic Wastes  
Analysis of Pesticides in the Aquatic Environment  
Applied Biology Seminar  
Basic Freshwater Biology  
bioassay in Pollution Analysis and Control  
Biological Treatment of Wastewaters and Sludges  
Chemical Analysis for Water Quality  
Current Practices in Water Microbiology  
Freshwater Biology and Pollution Ecology  
Freshwater Pollution Ecology  
Instrumental Analysis of Chemical Pollutants in  
the Aquatic Environment  
Introductory Microscopic Analysis  
Laboratory Analyses in Treatment Plant Operations  
Membrane Filter Methods in Treatment Plant Operations  
Orientation to Automated Instrumentation in Surveillance  
Physical-Chemical Treatment Technology

Department of the Interior - continued

Physical-Chemical Treatment of Wastewaters and Sludges  
Plankton Analysis  
Planning Development of Wastewater Treatment Facilities  
STORET System  
Thermal Pollution Seminar  
Water Pollution Control for Federal Installations  
Water Quality Studies

Mrs. Beatrice York  
Administrative Assistant  
FWPCA National Training Center  
4676 Columbia Parkway  
Cincinnati, Ohio 48220

Phone: Area Code 513, 871-1820 ext. 248

Department of Justice

Bureau of Narcotics and Dangerous Drugs

BUREAU OF NARCOTICS AND DANGEROUS DRUGS NATIONAL TRAINING CENTER  
Washington, D. C.

Purpose: To train Special Agent personnel in job-related skills, elements of supervision, and to prepare them for overseas duty;

To increase the knowledge of the drug abuse problem and to aid college deans and security officials in the development and implementation of drug abuse control programs to meet the needs of the specific institution;

To develop expertise on the State and local level in the forensic analysis of narcotics and dangerous drugs;

To develop improved methods of reducing the diversion of narcotics and dangerous drugs from licit to illicit channels;

And to provide State and local law enforcement officers with information as to the scope and severity of the narcotic and dangerous drug problem and to provide them also with information as to the technical investigative techniques needed to perform drug investigations.

Programs or Courses Offered:

Basic Agent Training  
Pharmaceutical Industry Security Seminar  
State and Local Police Chemists' Course  
Training for State and Local Law Enforcement Officials  
Workshop for College Deans and Campus Security Officials

Who May Attend:

**Basic Training:** Requirements are the same as they are for recruitment as a BNDD Special Agent.

**Pharmaceutical Industry Security Seminar:** Must be employed by a pharmaceutical manufacturer, Wholesaler, or distributor in a security-related capacity.

**State and Local Police Chemists:** Must be employed as a Chemist by a Federal, State, or local enforcement or regulatory agency.



Department of Justice - continued

**Training for State and Local Law Enforcement Officials:**  
The sole requirement is that the applicant be a duly appointed officer of a State and local law enforcement agency.

**Workshop for College Deans and Campus Security Officials:**  
Must be employed in an administrative, regulatory, or security capacity by a recognized college or university.

General Information:

Cooperation and liaison with other Federal departments and agencies is continually maintained. Various agencies also provide expert instructors on pertinent subjects. Hotel and motel accommodations are available.

For Further Information Contact:

Mr. Ernest J. Marquardt, Chief  
Agent Training Division  
Bureau of Narcotics and Dangerous Drugs  
1405 Eye Street, N. W.  
Washington, D. C. 20537

Phone: Area Code 202, 382-4517

Department of Justice

Federal Bureau of Investigation

FEDERAL BUREAU OF INVESTIGATION ACADEMY

Quantico, Virginia

Purpose: The objectives of the Federal Bureau of Investigation Academy are twofold. It is this Bureau's basic objective to afford training to new Special Agents personnel to equip them with the fundamentals of the law enforcement profession. The other objective is to afford training to selected local, county, state and Federal law enforcement officers from all over the United States and some foreign nations.

Programs or Courses Offered:

In-Service Training - e.g., Investigative Techniques, Policy Matters, Court Decisions, Administrative Techniques and other material essential to functions of experienced Special Agents.

National Academy Training - e.g., Courses in criminal law and investigations, behavioral science, physical science, administration and management for personnel of local, county, state, and selected Federal law enforcement agencies.

New Agents Training - e.g., The Constitution, Federal Criminal Procedure, Investigative Techniques, Collection, Identification and Preservation of Physical Evidence, Firearms and Defensive Tactics.

Who May Attend: Personnel attending New Agent's Training and In-Service Training must meet requirements for Special Agent of the Federal Bureau of Investigation. Attendance at in-Service courses is restricted to Special Agents having at least 3 years field experience. To qualify for attendance at the National Academy, a nominee must be a full-time officer of a duly constituted law enforcement agency, and must meet rigid requirements as to physical condition, experience, education, and character.

General Information: Housing is provided.

For Further Information Contact:

Mr. Joseph J. Casper  
Assistant Director  
Training Division  
Federal Bureau of Investigation  
Washington, D. C. 20530

Phone: Area Code 202, 393-7100

Department of Justice

Immigration and Naturalization Service

OFFICER DEVELOPMENT CENTER

Los Fresnos, Texas

Purpose: The purpose of the Advanced Officer College and Border Patrol Academy is to conduct a series of progressive and efficient training programs to build and retain a force of skilled and efficient employees who will install and use the best modern practices and techniques in the conduct of the Service's business thereby increasing efficiency and economy and improving public service.

Programs or Courses Offered:

Executive Development Seminar  
Journeyman Immigrant Inspector Course  
Journeyman Investigator Course  
Naturalization Examiners Course  
Operational Conference for Supervisory Investigators  
Patrol Inspector Trainee Course

Who May Attend: Employees and others are enrolled in the center's courses upon the request of responsible officials who have identified need for such training.

General Information: This center cooperated with several other agencies in presenting courses and seminars similar to those listed above. On-site housing is provided.

For Further Information Contact:

Mr. Joe F. Staley  
District Director  
U. S. Immigration and Naturalization Service  
Rural Route 3 Box 340  
Los Fresnos, Texas 78566

Phone: Area Code 512, 233-5755  
ext. 50

Panama Canal Company

PANAMA CANAL COMPANY TRAINING CENTER

Ancon, Canal Zone

Purpose: To provide each employee with training for the jobs they perform; to provide retraining to enable employees to maintain top efficiency in their jobs; to give the employee additional skills leading to advancement. The Training Center includes an Apprentice School whose students graduate as journeymen in 31 crafts and trades.

Programs or Courses Offered

Throughout the calendar year the courses offered on the basis of need include:

Introduction to Supervision  
The Supervisor and Human Behavior  
Management and Organization  
Work Simplification  
Job Instructor Training  
Industrial Instruction Techniques  
Reading Efficiency  
Plain Letters Workshop  
Spoken Spanish  
Craft Learnership Project (does not confer journeymen status)  
Special Courses by Outside Experts

Who May Attend: Any employee of the Panama Canal Company/Canal Zone Government who is nominated by his supervisor.

General Information: Formalized training was begun at the Panama Canal about 1908 to provide machinists and carmen during the construction period. The total training program has gradually expanded to meet the needs of a complex organization. Hotel accommodations are available within the Canal Zone.

For Further Information Contact:

Dr. Daniel J. Paolucci  
Deputy Personnel Director (Staff)  
Panama Canal Company, Administration Building  
Balboa Heights, Canal Zone

Post Office Department

POSTAL SERVICE MANAGEMENT INSTITUTE

Washington, D. C.

Purpose: To provide in-service training for managers, supervisors, technicians, and professional personnel in the Postal Service including Postmasters.

Programs or Courses Offered:

Advance Traffic Management	Labor Relations Management
Communications	Maintenance Training (Norman, Okla.)
Compensation Management	Mechanization for Managers
Compensation Officers	Military Postal Operations
Customer Relations	Postal Inspection
Employment and Placement	Postal Operations Management
Engineering	Postal Operations Supervision
EEO Counselors	Postmasters Management
Financial Management	Real Estate Management
Hearing Officer Investigators	Regional and Local Training Officers
Industrial Relations Management	Safety Management
Inspection Management	Work Simplification
Intermediate Traffic Management	
(Other training at selected field installations.)	

Who May Attend: The Postal Service Management Institute is essentially an in-service training facility. Enrollment in Institute courses is on the basis of nominations from regional offices, post offices, and Headquarters offices of candidates meeting the criteria announced in specific course offerings.

General Information: The Postal Service Management Institute (previously called Postal Service Institute) expanded in January, 1969 to include responsibility for a planned National Technical Training Center in Norman, Oklahoma. This center will provide technical training services and professional and technical maintenance support to the Postal Service on a national scale. It replaces the 21 Maintenance Technical Training Centers across the nation reported in Fiscal Year 1968.

Housing is arranged in motels and leased apartments.

For Further Information Contact:

Mr. Gavin Lawson  
Special Assistant to Director  
Postal Service Management Institute  
7900 Wisconsin Avenue, N. W.  
Washington, D. C. 20014

Phone: Area Code 301, 656-3093



Railroad Retirement Board

EMPLOYEE DEVELOPMENT UNIT

Chicago, Illinois

Purpose: To provide for the recognition, utilization, and development of each employee's work potential; to train employees for future work assignments; to train and develop supervisors at all levels; to train and develop executives; to provide for the establishment of developmental guidance and counseling services; to increase the versatility of employees in work assignments; to provide employees with information about Board policies and programs in order to increase their appreciation of the Board's functions and their contributions, and to create an environment which will stimulate and encourage employee development, both through individual self-improvement and through Board-sponsored activities.

Programs or Courses Offered:

Basic Algebra	IBM 360 and 7070 Training
Basic Course for Supervisors	Informational Conference
Basic English	Training
Claims Examiner Training	Management Development Course
Effective Writing	Plain Letters
Fundamentals of Leadership	Programmed Instruction COBOL
General Mathematics	Public Speaking
	Typing Courses

Who May Attend: Employees are nominated by superiors for job-related training; self-development courses are offered after-hours for voluntary enrollment.

General Information: Employees brought in from outside the Chicago area are quartered in reasonably priced, suitable hotels close to Board Headquarters.

For Further Information Contact:

Mr. Kenneth C. Marz  
Employee Development Specialist  
U. S. Railroad Retirement Board  
844 Rush Street  
Chicago, Illinois 60611

Phone: Area Code 312, 944-5500 ext. 472



Small Business Administration

SMALL BUSINESS ADMINISTRATION WESTERN TRAINING CENTER  
Denver, Colorado

Purpose: To provide the Small Business Administration with a facility which is designed and equipped to the specifications of professional trainers and a setting in which instructors can achieve maximum effectiveness and participants can derive maximum benefit from the programs offered there.

Programs or Courses Offered:

Programs of various lengths are scheduled as needed throughout the year. The tentative schedule is as follows:

Name of Program

Community Development  
Effective Listening  
Instructor Training  
Interviewing and Counseling  
Management Development I  
Personnel Management  
Technical Utilization

These represent our standard recurring programs. Other programs related to the mission of SBA are developed and conducted as needed throughout the year.

Who May Attend: Employees of SBA who meet the admission criteria for each specific program. Employees of other Federal agencies who meet the criteria for Management Development and Instructor Training Programs may attend on a space available basis.

General Information: Out-of-town participants may secure hotel accommodations through the staff of the Center.

For Further Information Contact:

Director, Western Training Center  
Small Business Administration  
U.S. Courthouse, Room 5006  
1929 Stout Street  
Denver, Colorado 80202

Phone: Area Code 303, 297-4028

Small Business Administration

SMALL BUSINESS ADMINISTRATION EASTERN TRAINING CENTER

Silver Spring, Maryland

Purpose: To provide the Small Business Administration with a facility which is designed and equipped to the specifications of professional trainers and a setting in which instructors can achieve maximum effectiveness and participants can derive maximum benefit from the programs offered there.

Programs or Courses Offered:

Programs of various lengths are scheduled as needed throughout the year. The tentative schedule is as follows:

Name of Program

Community Development  
Effective Listening  
Instructor Training  
Interviewing & Counseling  
Management Development  
Personnel Management  
Technical Utilization

These represent our standard recurring programs. Other programs related to the mission of SBA are developed and conducted as needed throughout the year.

Who May Attend: Employees of SBA who meet the admission criteria for each specific program. Employees of other Federal agencies who meet the criteria for Management Development and Instructor Training Programs may attend on a space available basis.

General Information: Out-of-town participants may secure hotel accommodations through the staff of the Center.

For Further Information Contact:

Director, Eastern Training Center  
Small Business Administration  
8115 Fenton Street  
Silver Spring, Maryland 20910

Phone: Area Code 703, 557-5413

Department of State

FOREIGN SERVICE INSTITUTE (FSI)

Washington, D. C.

Purpose: To provide training and instruction to employees of the Department of State and other Government agencies in the field of Foreign Affairs; to provide appropriate orientation and language training to Government employees and members of their families in anticipation of their assignment abroad; to provide employees with training in job and/or career related skills.

Programs or Courses Offered:

Courses vary in duration from 1½ days to 44 weeks. Courses include:

Administrative Training  
Area Studies  
Clerical Training  
Consular Training  
Country Studies  
Economic and Commercial  
Training  
Executive Development  
Intensive Language Training  
Junior Officer Training  
Orientation  
Political Training  
Special Studies

Extension Studies (Outside  
of FSI)  
After Hours Study Courses  
Interagency Training  
Courses

Vietnam Training Center  
Basic Course  
District Operations Course  
Extended Operations and  
Language Course  
Province Senior Advisor  
Course  
Vietnamese Language

Who May Attend: Employees of the Department of State and selected employees of other Government agencies for whom training and instruction in the field of foreign affairs is necessary.

General Information: The Foreign Service Institute was established in March of 1947. Today the Institute accepts about 15,000 course enrollments annually -- about half in this country, the rest abroad -- in full-time, part-time, and extension programs. Department of State employees constitute about fifty percent of the enrollment in the Institute. The balance is made up of employees of some twenty-seven other departments and independent agencies -- principally the Agency for International Development, the U. S. Information Agency, and the Department of Defense.

For Further Information Contact:

Admissions Office  
Foreign Service Institute  
Department of State  
Washington, D. C. 20520

Phone: Area Code 703, 557-5413

Department of Transportation

Federal Aviation Administration

FEDERAL AVIATION ADMINISTRATION ACADEMY

Oklahoma City, Oklahoma

Purpose: The Federal Aviation Administration Academy serves as the agency's principal source of aviation technical knowledge and professional educational services. The objective of the center is to research, organize and administer training programs pertaining to all facets of aviation for agency employees, internationals, and the aviation community.

Programs or Courses Offered:

Resident Study

Air Navigation Facilities  
Training  
Air Traffic Training  
Airports Training Program

Flight Standards Training  
Logistics Management Training  
Training Development Courses

Correspondence Study

Air Traffic Training  
Electronics

Flight Standards Training  
Management

Who May Attend: Participants must meet requirements which vary from course to course. In general they consist of basic skills, knowledges, experience and agency course progression coupled with GS grade and title prerequisites.

General Information: There are no living arrangements established for resident training, but commercial facilities are available.

For Further Information Contact:

Dr. Dale Rea  
Superintendent, Federal Aviation Administration Academy  
Aeronautical Center  
P. O. Box 25082  
Oklahoma City, Oklahoma 73125

Phone: Area Code 405, 686-4318

Department of Transportation

Federal Aviation Administration  
National Transportation Safety Board

NATIONAL AIRCRAFT ACCIDENT INVESTIGATION SCHOOL  
Oklahoma City, Oklahoma

Purpose: To familiarize appropriate personnel with the duties and responsibilities of investigating aircraft accidents; to emphasize the integration of varied skills and personnel for effective functioning of investigation teams; to indoctrinate all investigatory personnel in the most up-to-date methodology of aircraft accident investigation.

Programs or Courses Offered:

Accident Investigation Management  
Advanced Investigation Technology  
Aerodynamics Aspect Analysis  
Aeromedical Factors Symposium  
Aircraft Accident Investigation Functions  
Aircraft Accident Investigation Methodology  
Aircraft Systems Analysis  
Basic Investigation Procedures  
Investigation Supervisors Seminar  
Navigation/Communications Systems Analysis Techniques  
Operations Analysis Techniques  
Powerplant Analysis Techniques  
Report Writing

Who May Attend: Participants must be recommended by a Federal agency or industry.

General Information: This school is sponsored by the Federal Aviation Administration and the Civil Aeronautics Board and used jointly by Federal Aviation Administration and National Transportation Safety Board. Students make their own living arrangements.

For Further Information Contact:

Mr. Leon G. Harbeson  
Personnel Officer  
National Transportation  
Safety Board  
Department of Transportation  
Washington, D. C. 20590  
  
Phone: Area Code 202, 382-2336

Mr. Rudolph A. Doering, Dean  
National Aircraft Accident  
Investigation School  
Federal Aviation Administration  
Aeronautical Center  
P.O. Box 25082  
6400 South MacArthur Boulevard  
Oklahoma City, Oklahoma 73125  
  
Phone: Area Code 405, 686-2152



Treasury Department

TREASURY LAW ENFORCEMENT SCHOOL  
Washington, D. C.

Purpose: The mission of the Treasury Law Enforcement School is to serve the Treasury enforcement community by providing basic and advanced training in the knowledge, skills, and attitudes required for efficient performance of the duties of Treasury enforcement officers, with emphasis on training needs common to all such officers.

Programs or Courses Offered:

General Courses - e.g., Ethics and Conduct for Investigators, Organized Crime, Public Relations

Law Courses - e.g., Civil Rights, Conduct and Testifying in Court, Conspiracy, Constitutional Rights, Evidence, Federal Court Procedures, Law of Arrest, Searches and Seizures, Apprehension and Handling of Prisoners

Investigative Techniques - e.g., Collection and Preservation of Evidence, Description and Identification, Fingerprints, Informants, Marksmanship, Photography, Questioned Documents, Raids, Self-Defense, Surveillance .

Who May Attend: Treasury personnel in the 1811 Series - Criminal Investigator who are nominated by their bureau. Eligibility of those from other sources (other Federal agencies, foreign, state or local governments) will be determined on a case basis. Attendance of non-Treasury personnel is on a space available basis.

General Information: As in the past, the school will accept candidates from outside of the Department. However, in view of the significant expansion of the Department's enforcement activities, it is anticipated that such participation will be severely limited during the current year. Housing is not provided and must be arranged by the trainee.

For Further Information Contact:

Director  
Law Enforcement Training School  
Treasury Department  
Washington, D. C. 20220

Phone: Area Code 202, 964-5833



Treasury Department

Bureau of Customs

BUREAU OF CUSTOMS NATIONAL TRAINING CENTER  
Hempstead, New York

Purpose: To provide for the presentation and administration of Bureau-wide training and development programs. The Center is designed to provide for both administrative and operational training related to all functions of the Bureau.

Programs or Courses Offered:

Advanced Agent Course  
Basic Inspectors Course  
General Administrative and Management Courses  
Import Specialists Course  
Systems Analysis

Who May Attend: Although the Center is designed to primarily meet the needs of the Bureau of Customs, qualified employees will be accepted from other organizations on a space available basis.

General Information: The National Training Center is located on the campus of Hofstra University and was established as a joint facility in cooperation with the Internal Revenue Service and the University. Housing is not provided; however, arrangements are usually handled by the Bureau's on-site representative.

For Further Information Contact:

Mr. Daniel J. Maillet, Director  
Bureau of Customs  
National Training Center  
Uniondale Avenue at Hempstead Turnpike  
Uniondale, New York 11553

Phone: Area Code 516, 483-9100

In Washington, D.C. contact:

Mr. James J. Doherty, Assistant Director  
Training and Career Development  
Bureau of Customs  
2100 K Street, NW.  
Washington, D.C. 20226

Phone: Area Code 202, 964-8000

Treasury Department

Internal Revenue Service

NATIONAL TRAINING CENTER

Arlington, Virginia

Purpose: This Center provides services to other Branches of the Training Division which develop and maintain all training courses; plan and conduct nationally centralized classes. The Center (1) develops training methods; (2) develops courses and conducts centralized training for Service instructors, and other training personnel (3) provides classroom space and services for classes conducted interregionally, and (4) coordinates production of training materials and equipment.

Programs or Courses Offered:

Training Systems Workshop  
Training Task Analysis Workshop  
Instructional Technology Workshop  
Basic Income Tax Law Course for Special Agents  
Special Agent Basic School  
Alcohol and Tobacco Tax Inspector Trainee Program  
Basic Alcohol, Tobacco and Firearms Investigator Course  
Basic Internal Auditor Course  
Middle Management and Executive Development Programs  
Pension Trusts  
Audit-Appellate Conferee Training  
Insurance Company Income Tax Law  
Excise Tax Law

Who May Attend: Selection for training classes is based on job assignment of employees.

General Information: Classroom space is available for use by other agencies on a "space available" basis. Housing facilities are not provided by the Center.

For Further Information Contact:

Mr. Earl Hertenstein  
National Training Center  
Crystal Plaza Building, Room 403  
2221 Jefferson Davis Highway  
Arlington, Virginia 22202

Phone: Area Code 703, 557-2414

**Treasury Department**  
**Internal Revenue Service**

**REGIONAL TRAINING CENTERS**

Hempstead, New York  
Cincinnati, Ohio  
San Francisco, California  
Van Nuys, California

**Purpose:** To conduct those Service-wide and locally developed programs which will develop new regional employees and will prepare employees selected for positions with progressively greater responsibilities so that regional staffing needs can be met.

**Programs or Courses Offered:**

Exempt Organization  
Field and Office Audit Group Supervisor  
Income Tax Law for Estate Tax Examiners  
Instructor Training  
Revenue Agent Training, Units I, II, & III  
Revenue Officer Training, Phase I & II  
Tax Assistor  
Tax Technician, Basic and Advanced

**Who May Attend:** Participants must be selected by their supervisors. State and local employees engaged in tax work may attend.

**General Information:** Classroom space may be scheduled by other agencies.

**For Further Information Contact:**

Mr. William Eth  
Uniondale Avenue at  
Hempstead Turnpike  
Uniondale, New York 11553

Phone: Area Code 212,  
264-7387

Mr. William R. Tracewell  
P. O. Box 2119  
Cincinnati, Ohio 45201

Phone: Area Code 513,  
684-3314

Mr. Richard S. Cheverette  
Room 501  
15301 Gault Avenue  
Van Nuys, California 91405

Phone: Area Code 213,  
787-0487

Mr. Richard Nesbit  
229 Haight Street  
San Francisco, California 94102

Phone: Area Code 415,  
556-3953

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**AUG 10 1970**

**ON Adult Education**