



United States
Department of
Agriculture



Animal and Plant
Health Inspection
Service



FY 2008 TRAINING CATALOG

OFFERED BY THE:

- ❖ **Professional Development Staff (PDS)**
- ❖ **Centers for Epidemiology and Animal Health (CEAH)**
- ❖ **National Veterinary Services Laboratories (NVSL)**
- ❖ **Training and Development Branch (TDB)**

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United States
Department of
Agriculture

Animal and Plant
Health Inspection
Service

Veterinary
Services

Professional
Development
Staff

TRAINING COURSES

PROVIDED BY THE

**PROFESSIONAL
DEVELOPMENT
STAFF**

FISCAL YEAR 2008

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NOMINATION/APPLICATION PROCEDURES

(PROCEDURES PERTAIN TO ONLY THOSE COURSES THAT REQUIRE NOMINATIONS. CHECK COURSE DESCRIPTION TO DETERMINE ELIGIBILITY.)

PLEASE NOTE: In FY2008, PDS will phase-in the use of AgLearn for course nominations. Please read the instructions below carefully to identify which procedure you need to use.

If you are an employee of NAHPP or the EASTERN REGION:

- You will use AgLearn for your course nominations for all instructor-led PDS courses in FY2008. The following are instructions for registering through AgLearn.***

1. Log-in to AgLearn at www.aglearn.usda.gov.
2. Click on Catalog. The page that appears is the Browse Subject page of the Catalog.
3. You will find your course in one of the Subject Areas listed in the left hand column. The course will be listed in the right hand column. In the box containing the course description, you will see a button that reads "Register." Click on this button.
4. You will be taken to a screen that tells you this course requires approval. Click on "Yes" to proceed.
5. The next page you are taken to is your Registration Page. In the table, two levels of approvers are listed. Level 1 is your Supervisor, and Level 2 is your Training Coordinator. If you click on "Show All," the name of your Supervisor and Training Coordinator should appear. If the Supervisor does not appear, you have not successfully listed your supervisor in your Profile, and will need to update your Profile. There is a tutorial on how to do this if you click on the "Help" link in the upper right hand of the screen.
6. Once you have made certain both your Supervisor and Training Coordinator have been selected, please click on "Confirm." The approval process will begin automatically. You will be taken to a summary of your registration. ***Please note, the status of your registration will say "Pending." This means that you are not in the class until you have been approved by both levels of approvers.***
7. You will receive an email from AgLearn alerting you that you have submitted your registration for approval. At the same time, your supervisor will receive an email alerting him or her to your request for registration, and instructing him or her to log-in to AgLearn to review and approve your request.
8. When your supervisor approves your registration, you will receive an email alerting you that your request has moved up to the Training Coordinator. The Training Coordinator will then receive an email from AgLearn similar to the one your supervisor received.
9. When the Training Coordinator approves your request, you and your supervisor will be notified by AgLearn that you are registered for the course. The Professional Development Staff course facilitator will also be notified that you have registered.

Special Note:

If you have not received an email, from AgLearn, in a timely manner alerting you that your supervisor has approved your training, you must personally follow up on your request with your supervisor. AgLearn will not remind him or her again.

If you are an employee of the ODA, MSS, NCAHEM, CVB, NVSL, FADDL, CEAH or the Western Region:

- You will use the email procedure described below* for all instructor-led PDS courses starting between October 1, 2007 and March 31, 2008.
- *You will then use AgLearn for your course nominations for all instructor-led PDS courses starting after March 31, 2008. For course nominations through AgLearn, please use the instructions listed above for the Eastern Region and NAHPP.*

* Nominations will be accepted by email. Please provide the following information as your nomination request:

- Name (include Dr., Mr., Mrs., Ms.)
- Affiliation
- Business mailing address
- Phone number
- Fax number
- Email address
- Supervisor name

Each APHIS field nominee must submit the above information through the Area Office to the Regional Training Coordinator by email. All other employees must route their nominations through their Regional Training Coordinator by email. **Please copy (CC) your supervisor in the email. By doing this, your Regional Training Coordinator will know you have supervisor approval to attend the course.** First priority is given to those individual(s) who are in absolute need of the training. More than one person may be placed in priority one status. The Regional Training Coordinators are:

Heather Bredeson – CEAH

Heather.M.Bredeson@aphis.usda.gov

(970) 494-7272

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(301) 734-3593

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(515) 663-7300

Richard Snyder – Western Region

Richard.W.Snyder@aphis.usda.gov

(970) 494-7382

The Professional Development Staff cannot accept nominations directly unless they come through your Regional Training Coordinator. If you have not nominated a participant, or have vacant position(s) that will be filled, and want to reserve a space in the course, you may indicate “to be determined,” or, “TBD” in the email to your Training Coordinator. Director approval is required for the named nominations, as well as a commitment to fill or cancel reserved spaces.

All training-related correspondence (select, non-select, cancellation, etc.) will be sent directly to the participants by email with copies to the VSMT, Training Coordinators, and supervisors. Hard copies will no longer be issued. Requests for exceptions may be made to the VS Training Coordinators.

Questions regarding nomination procedures may be directed to Alan Huddleston at Alan.R.Huddleston@aphis.usda.gov or Leon White at Leon.White@aphis.usda.gov.

Our mailing address and phone number are as follows:

USDA, APHIS, VS, PDS
4700 River Road, Unit 27
Riverdale, MD 20737
(301) 734-5750

COURSE DESCRIPTION

Each course description gives the course title, dates, purpose, and in some cases, objectives, eligibility, location, and contact person.

The course dates do not include travel dates. Travel dates are normally the day before the start of the course and the afternoon and evening of, or the day after, the end of the course.

CANCELLATION AND SUBSTITUTION POLICY

Based on each particular course, it is important that PDS be notified as soon as possible in the case of a substitution and/or withdrawal of a course participant(s). We will accept substitutions and cancellations up to 1 week before the start of the course. Any changes in the status of nominees or course logistics will be communicated immediately through the Training Coordinators.

Effective October 1, 2007, USDA employees must use the online Standard Form (SF)-182 provided through AgLearn for all external training requests and approvals.

What does this mean for me as an employee requesting training?

If you have ever completed an SF-182 paper form, the online process is very similar. Before you begin, however, you should make sure you've identified your supervisor in AgLearn. Login to AgLearn, and under the Personal Menu, click Profile. Verify that your supervisor's name is listed in the Supervisor field. If your supervisor is not listed, or if you need to change the name of your supervisor, click Select and follow the instructions to search for and select a new supervisor.

Online training is available for you to learn how to complete and submit an SF-182 through AgLearn. Click the link at the end of this section to access the online course. This online course will take only a few minutes of your time and will save you much time and effort when you're ready to submit a training request.

Once you've submitted your request, it moves through the approval process to a final approval. A few days after you've attended your requested training, you'll receive an email reminding you to return to AgLearn and verify that the training actually happened. Again, we've provided some online help to guide you through this process. Click the link at the end of this section to access a short online course about verifying the training event.

Once you've verified that you attended the event, your supervisor will also receive an email reminder to verify the training event. Once your supervisor verifies the training event, the training will be recorded in your learning history.

How to Complete and Submit an SF-182 through AgLearn:

[<https://aglearn.usda.gov/scorm-content/2006USDASF182_V2/standalone_release/02_cvertex02_l01/s01_menu.htm#>](https://aglearn.usda.gov/scorm-content/2006USDASF182_V2/standalone_release/02_cvertex02_l01/s01_menu.htm#)

Verifying the Training Event:

[<https://aglearn.usda.gov/scorm-content/2006USDASF182_V2/standalone_release/04_cvertex02_l03/frameset.htm>](https://aglearn.usda.gov/scorm-content/2006USDASF182_V2/standalone_release/04_cvertex02_l03/frameset.htm)

What does this mean for me as a supervisor?

The most important thing for you to do as a supervisor is to first make sure you are identified in AgLearn as a supervisor. Log-in to AgLearn and click the My Employees menu. All of your subordinates should be listed. If you do not see all of your subordinates, contact those individuals who do not appear and ask them to select you as their supervisor in AgLearn (directions for the user appear in the paragraphs above). If you do not see a My Employees menu no one has selected you as their supervisor. Contact at least one subordinate and ask them to select you as their supervisor. When you log-in to AgLearn, the My Employees menu should now appear.

Once a user submits an online form through AgLearn, you will receive an email notification of the submission. An online course is available for you to learn how to approve an SF-182 request through AgLearn. Click the link at the end of this section to access the course. The course will take just a few minutes to complete.

Once users have completed their requested training, they will need to verify that the training event actually occurred. Once they've submitted their verification, you will receive an email reminder to approve or deny the verification. Once you verify that the user completed the requested training, the course will move to the user's learning history. Click the link below to access a short online course about verifying the training event.

The SF-182 Approval Process and Supervisor Responsibilities:

https://aglearn.usda.gov/scorm-content/2006USDASF182_V2/standalone_release/03_cvertex02_102/frameset.htm

Verifying the Training Event:

https://aglearn.usda.gov/scorm-content/2006USDASF182_V2/standalone_release/04_cvertex02_103/frameset.htm

What does this mean for me as an approver?

If you have been designated as a training approver above the supervisor level, it is important that your name be recorded in AgLearn so that the approval process can proceed automatically from supervisor to any additional approvers. Your AgLearn agency coordinator can confirm that your name has been recorded. Procedures for approving training are identical to those for a supervisor. (See training links above).

Why is this change necessary?

Submitting training requests electronically should speed up the approval process significantly, especially in areas where employees and approvers are in different locations. The approval process will be easy to track, with automatic reminders generated by email and within AgLearn to ensure approvals are acted upon in a timely fashion. The electronic SF-182 function will allow agencies to have comprehensive training cost data aggregated at the organization or agency level, possibly for the first time. In the past, with no central source to collect and store this information, it has been very difficult for USDA to determine expenditures on a small or large scale.

The collection of data in this fashion will also enable USDA to comply with OPM regulations regarding the submission of transaction level training data. AgLearn's transmittal of this training data is the primary vehicle by which OPM tracks Agency training data for its Enterprise Human Resources Integration (EHRI) initiative. This initiative combines personnel data with training cost data in reporting to the Office of Management and Budget (OMB) to meet data requests from Congress.

What are the benefits to my agency?

As OPM and the EHRI initiative broaden reporting requirements, your agency and USDA will have a key advantage provided by this electronic collection of data. Most AgLearn administrators have already coordinated the October 1 transition with the AgLearn project team. However, if you have any doubts or concerns as to your agency's preparedness, please contact your agency's AgLearn coordinator. While the steps to implement the online form are relatively simple, they will require coordination between your agency and the AgLearn team. A list of AgLearn lead administrators is available at <http://www.aglearn.usda.gov/contactus.htm>

<http://www.aglearn.usda.gov/contactus.htm>.

Although there are many benefits to be gained from using the electronic SF-182, it is a different process for employees, supervisors and approvers to use. Agencies with represented employees must assess the significance of this change on conditions of employment for those employees in order to determine whether union notification is required. If so, collective bargaining obligations must be met before it can be mandated for represented employees.

Several USDA agencies have already implemented the electronic process and are pleased with the new data collection capabilities. We hope this communication as well as the additional training resources identified will help you to quickly and easily incorporate this new form into your work schedule. If you have any questions about the new procedures, please contact your agency AgLearn administrator.



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United States
Department of
Agriculture

VETERINARY SERVICES MEMORANDUM NO. 548.4

Animal and
Plant Health
Inspection
Service

SUBJECT: Veterinary Services' (VS) Distance Learning (DL) Policy

Veterinary
Services

TO: VS Management Team (VSMT)
Directors, VS

Washington, DC
20250

I. PURPOSE

Implementing the President's Management Agenda is a U.S. Department of Agriculture (USDA), Animal and Plant Health Inspection Service (APHIS), mission priority. The President's Management Agenda includes expansion of electronic Government (eGovernment) to simplify and unify government-wide operations, including education. To support the Presidential eGovernment initiative for "etraining," VS is establishing a policy, through this memorandum, to endorse the application and use of various DL technologies for continuing education purposes. This policy includes maximizing the use of the Agriculture Learning (AgLearn) Service for administering and taking online courses. AgLearn is USDA's Department-wide system for managing training records and training activity, including online courses.

This memorandum provides a standard set of guidelines for VS' DL policy. These guidelines will ensure that VS' position on DL is consistent with both APHIS' and VS' missions, which recognize that continual learning and balancing professional, personal, and community responsibilities are critical to success.

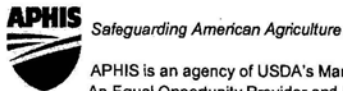
II. GENERAL

VS employees should be given adequate or appropriate opportunities to participate in continuing education programs, as well as to complete legislatively mandated courses, such as the USDA-sponsored Incident Command System 100 and 200 online courses. Through DL, VS employees can view and participate in lectures and online courses from various remote locations specifically set up to accommodate them (e.g., satellite seminars or videoconferences broadcast in training rooms or conference rooms). Accommodations can also be made on an individual basis (e.g., using work or personal computers to view CD-ROMs or net conferences).

III. GUIDELINES

A. Definitions

1. Distance Learning



APHIS is an agency of USDA's Marketing and Regulatory Programs
An Equal Opportunity Provider and Employer

Federal Relay Service
(Voice/TTY/ASCII/Spanish)
1-800-877-8339

DL allows VS employees to engage in learning opportunities from remote, non-central locations, such as their work site, thereby reducing or eliminating employee travel and time away from work, home, and family. DL includes correspondence courses, courses delivered by CD-ROM, and courses that are technology-dependent (e.g., Internet, intranet, audio- or video-conferencing, and web-based [online] courses). For the purposes of this policy, DL refers exclusively to distance learning events that are applicable and relevant to an employee's job function or career development path and that are consistent with VS' mission.

2. Mandatory Training

For the purposes of this Memorandum, mandatory training refers to learning events that employees are required to complete in compliance with USDA or APHIS policy or other legally enforceable requirement.

Mandatory training falls into two broad categories: non-technical or technical. Non-technical training is typically general in nature and not job specific. Examples of non-technical training include: civil rights training (a USDA policy); supervisory training (an Office of Personnel Management policy); and ethics training (a Federal policy). Technical training typically relates to specific employee job knowledge and/or skills. Examples of technical training include: Basic Epidemiology Training (a VS National Animal Health Policy and Programs requirement); and Export Certification Training (a VS National Center for Import and Export (NCIE) requirement).

B. Eligibility Requirements

All VS employees, full and part time, are eligible to participate in DL events commensurate with their job function, certification requirements, legislative mandates, and learning contracts or equivalent. Accordingly, they should be provided reasonable opportunity to engage in DL events on the job, to the extent that participation in such events is practical, feasible, and consistent with mission priorities. When possible, employee participation in DL events should be permitted during regular work hours, particularly if the DL event is: (1) mandated by legislation through USDA, APHIS, or VS; (2) required to fulfill job qualification requirements (e.g., certification or re-certification of particular skills); and/or (3) authorized by the employee's supervisor.

IV. RESPONSIBILITIES AND AUTHORITIES

VS managers and supervisors should ensure fair and equitable enforcement of VS DL policy.

A. VSMT

The VSMT establishes and enforces VS policy regarding the application and use of DL.

B. Supervisors

VS supervisors should provide their employees with reasonable access to DL education opportunities that support VS' mission to safeguard animal health and promote continuing education. In addition, supervisors should ensure that employees complete mandatory training as required. As previously noted, mandatory training can be non-technical or technical. As a general rule, non-technical training (e.g., civil rights training; supervisory training; ethics training) requires about 1-2 hours on average to complete. Due the nature of technical training, estimated time allowances vary widely, ranging from a few hours to 40 hours or more. As an example, the Basic Epidemiology Training Course requires at least 40 hours to complete, whereas the NCIE Export Certification courses require 6-10 hours to complete. For this reason, supervisors should pay close attention to the estimated time durations that are usually provided with training announcements.

Supervisors should be flexible when determining whether employees should be allowed to participate in DL events during regular work hours. In instances where the DL event is mandated by VS or higher authority, employees should be allowed to participate, with due compensation for the time spent in training in accordance with APHIS guidelines, as applicable.

C. Employees

VS employees are encouraged to seek opportunities for continuing their education through reasonable and achievable means and to notify their supervisor when such opportunities arise. With respect to DL, employees may be required to provide periodic reports of progress, as well as documentation certifying successful completion. In all cases, employees are expected to put forth their best effort to derive the maximum benefit from their DL experiences.

D. Information Technology Support (ITS) Services

Various ITS resources are available to provide technical support to VS employees in the application and use of computer-based, telecommunications, and other DL delivery technologies. Among these resources are the VS ITS group, which operates under the VS Chief Information Officer. VS employees should contact their local VS ITS customer service representative, when necessary, for support in such areas as IT security, user account and access control (e.g., eAuthentication), equipment troubleshooting, etc. Additional ITS resources are available, including the AgLearn online help desk, the APHIS

Technical Assistance Center, and telecommunications host organizations (e.g., net conferencing support).

E. Professional Development Staff (PDS)

PDS provides training and system administration support to VS employees engaging in DL events, including training taken on AgLearn. As part of its mission, PDS also establishes, promotes, and implements DL events in accordance with VS policy and other legislative mandates.

V. RELATED DL WEBSITES

The following websites provide additional information on the requirements, application, and use of DL within VS:

- A. AgLearn Learning Management System: <http://www.aglearn.usda.gov/>.
- B. APHIS Mandatory Non-Technical Training: Go to http://www.aphis.usda.gov/mrpbs/non_technical_training.html and click on the Mandatory Non-Technical Training for APHIS Employees link.
- C. VS Training: <http://www.aphis.usda.gov/vs/training/>.

VI. POLICY DEVIATIONS AND EXCEPTIONS














The intent of this policy is to encourage and support the application and use of DL as a viable means of facilitating continuing education efforts of VS employees. It is important to recognize, however, that deviations and exceptions to this policy will be necessary from time to time for various reasons, including mission priority, schedule conflicts, staff shortages, equipment difficulties, and access issues. Any employee who is interested in DL but cannot participate for any reason should notify his/her supervisor. If possible, supervisors are encouraged in such instances to employ alternative methods for achieving VS' mission and commitment to continuing education. Supervisors should also notify VS PDS, who will raise these issues with the VSMT for resolution. In general, inquiries, suggestions, or concerns regarding VS DL policy or the application and use of DL in general or in specific instances should be directed to VS PDS.










John R. Clifford
Deputy Administrator
Veterinary Services

Veterinary Services Careers Program (VSCP)

Location Veterinary Services Careers Program (VSCP) training provides in-depth orientation and training opportunities to enable new VS employees to smoothly transition to the Federal service and have productive careers in APHIS. The training program consists of a combination of instructor-led courses and distance learning courses, participants have two years to complete the curriculum requirements. Instructor-led courses are held at various sites throughout the United States. Distance learning courses are self-paced instruction units that are available on the USDA's web-based AgLearn Learning Management System (<http://www.aglearn.usda.gov/>) or, if necessary, on CD-ROM and/or DVD.

<u>Course Title</u>	<u>Delivery Method</u>	<u>Training Site</u>	<u>Training Dates*</u>	<u>Learning Track</u>
1. VSCP: Orientation, Part A		N/A	Must be completed prior to attending Orientation, Part B	I & II
2. VSCP: Orientation, Part B		Riverdale, MD	Oct. 16-18, 2007	I & II
3. VSCP: Animal Health 101		San Juan, Puerto Rico	January 16-17, 2008	I only
4. VSCP: Communication & Managing Up		Raleigh, NC	Feb. 20-22, 2008	I (open to all VSCP participants)
5. VSCP: Basic Epidemiology for AHTs	 + 	Ft. Collins, CO	March 4-7, 2008	II
6. VSCP: Emerging Issues in Agriculture		Raleigh, NC	May 13-15, 2008	I & II
7. VSCP: Basic Epidemiology for VMOs	 + 	Ft. Collins, CO	June 16-20, 2008 Pre-course prep materials assigned.	II
8. Program Diseases		N/A	N/A	I & II
9. Foreign Animal Disease (FAD) Awareness		N/A	N/A	I & II
10. Introduction to Biosecurity		N/A	N/A	I & II
11. Cleaning and Disinfection Guideline		N/A	N/A	I & II

12. Disposal Guideline		N/A	N/A	I & II
13. Personal Protective Equipment		N/A	N/A	I & II
14. Export Certification of Animal Products I		N/A	N/A	I & II
Legend				
Distance Learning Course (AgLearn and CD-ROM or DVD)   Instructor-led Course  				
* Training Dates	All training dates listed are actual course dates, and do not include travel days.			
Purpose	The Veterinary Services Careers Program (VSCP) is designed to meet the need for highly skilled, forward-looking, well-trained veterinarians, and animal health personnel, as well as professional, administrative, and support staff who are ready to meet the challenges of promoting the health and welfare of America's animals. See Course Descriptions for detailed course information.			
Target Audience	<ul style="list-style-type: none"> • VMOs and AHTs hired through the VSCP National Recruitment Program (referred to as VSCP Recruits). • VS employees with no more than 2 years experience with VS and who meet nomination requirements. (See Nominations below) (referred to as VSCP Equivalents) <p>For information on the VSCP National Recruitment Program, go to http://www.aphis.usda.gov/lpa/pubs/pub_vscareers.html or contact Ms. Eileen Cramer at (301) 734-3826.</p>			
Cost	VSCP Recruits: Travel and miscellaneous expenses for all VSCP courses, as well as additional approved training/development activities, are covered by the Professional Development Staff (PDS). VSCP Equivalents: Travel expenses for all VSCP courses only are covered by PDS.			
Contact	Ms. Amy Kokesh, VS/PDS, (919) 855-7174, email: amy.c.kokesh@aphis.usda.gov			
Nominations	<p>To be accepted into VSCP training, standard nomination/application procedures apply. Please note that “accepted” in this case means that applicants are:</p> <ol style="list-style-type: none"> 1) assigned a learning track (Track I or II), based on employment status and job function; 2) provided professional counseling services for career development (e.g., learning contract); 3) given priority for attendance at instructor-led courses. <p>Participants accepted for VSCP training must complete all training courses, as assigned, to receive full credit for completing VSCP training. Please note that formal nomination is not required to take distance learning courses on AgLearn. However, you must have a USDA eAuthentication account to access AgLearn.</p> <p>For additional information relating to VSCP courses, please go to: http://www.aphis.usda.gov/animal_health/prof_development/vscp.shtml</p>			

Veterinary Services Careers Program (VSCP)

Curriculum & Course Descriptions

1. **Learning Tracks**

With respect to the VSCP, Tracks I and II refer to the two paths of learning, or tracks, that nominees are assigned under VSCP. The learning tracks define the specific courses one must complete to receive full credit for completing VSCP, and are based on job functions within VS.

Track I - employees in administrative and support positions.

Track II - VMOs, AHTs and all other technical/scientific positions.

2. **Instructor-led Courses**

The following classroom-based courses are part of the VSCP core curriculum and are mandatory for a participant to receive full credit for completing the VSCP.

a. ***Orientation, Part B*** **Riverdale, MD** **October 16-18, 2007**
(Tracks I & II)

In this course participants apply the knowledge they gained through the Orientation, Part A, in a series of interactive activities surrounding the VS strategic goals. The course is designed to provide an overview of APHIS, VS through an introduction of the organizational structure of the USDA, APHIS & VS. Presentations and discussions include, but are not limited to, the mission and strategic goals of APHIS, VS, the roles of field and headquarters personnel, employee benefits, and resources available to maximize the participants' developmental opportunities. Participants also have the opportunity to meet and engage in discussions with various members of APHIS and VS management, and thereby gain further insight into the inner-workings of VS and its affiliated units.

b. ***Animal Health 101*** **San Juan, PR** **January 16-17, 2008**
(Track I only)

This course is designed to familiarize administrative and support staff with the fundamental concepts of animal classification, animal husbandry, disease agents and transmission, program and foreign animal diseases, and how these concepts affect economic health and public health.

c. ***Communication & Managing Up*** **Raleigh, NC** **February 20-22, 2008**
(Track I)

This course is designed to enhance interpersonal communication skills; provide critical elements needed to foster teamwork; examine conflict management styles to turn difficult situations into win-win experiences; enable participants to support APHIS leadership and advance their own careers through sound decisions leading to positive results. Although this course is required for all persons assigned to Track I, **it is open to all interested VSCP participants and highly recommended.**

d. ***Basic Epidemiology for AHTs*** **Ft. Collins, CO** **March 4-7, 2008**
(Track II)

This course is specifically designed for AHTs and uses a problem-based approach to teach the fundamentals of epidemiology. By the conclusion of the course, AHTs have a basic understanding of the principles of epidemiology and the means by which to apply said principles in the execution of their professional roles and responsibilities. During this period, participants are also introduced to the Centers for Epidemiology and Animal Health (CEAH).

- e. ***Emerging Issues*** **Raleigh, NC** **May 13-15, 2008**
(Tracks I & II)

This course addresses new or emerging diseases; defines current activities, responsibilities, and the changing roles of VS in responding to emerging issues; wildlife disease transmission; APHIS services to new animal industries, such as aquaculture, farmed elk, or bison; dealing with the threat of deliberate disease introduction; and, future trends.

- f. ***Basic Epidemiology for VMOs*** **Ft. Collins, CO** **June 16-20, 2008**
(Track II)

This course is specifically designed for VMOs and uses a problem-based approach to introduce and reinforce the fundamentals of veterinary epidemiology relevant to their professional roles and responsibilities. During this period, participants are also introduced to the Centers for Epidemiology and Animal Health (CEAH). All participants **must** complete preparatory material, available as either a CD or through AgLearn, **prior** to attending the course.

3. Distance Learning Courses

Distance learning (DL) allows VS employees to engage in learning opportunities from remote locations, such as taking online courses on the USDA's Learning Management System, AgLearn (<http://www.aglearn.usda.gov/>). The following online courses are part of the VSCP core curriculum and are mandatory for a participant to receive full credit for completing the VSCP.

- a. ***Orientation, Part A (Tracks I & II)*** – This DVD-based course provides basic information about the U.S. Department of Agriculture (USDA), the Animal and Plant Health Inspection Service (APHIS) and its organizational units and programs, including Veterinary Services (VS). **All** VSCP participants **must** complete this course before attending Orientation, Part B, which is classroom-based.
- b. ***Program Diseases (Tracks I & II)*** – This online course provides an overview of the major animal disease eradication and control programs, such as tuberculosis, brucellosis, pseudorabies, scrapie, and Johne's. Equine and poultry disease initiatives are also addressed. Discussions about the various regulated industries, including their roles and perspectives, are included.
- c. ***Foreign Animal Disease Awareness (Tracks I & II)*** – This online course addresses major foreign animal disease threats to the U.S., including their history and etiology; effects on animal and human health; economical and political influences and impact; current status; preventive programs; and the critical role of APHIS, the States, Industry, and Public Health Officials.
- d. ***Introduction to Biosecurity (Tracks I & II)*** – This online course provides an introduction to biosecurity measures for various situations, including those to be followed when responding to a suspected animal health emergency. The course also reviews the responsibilities of biosecurity team personnel, biosecurity risks, and biosecurity planning.
- e. ***Cleaning and Disinfection Guideline (Tracks I & II)*** – This online course introduces the process of cleaning and disinfection, types of disinfectant agents, the roles & functions of members of a Cleaning & Disinfectant Unit in the Incident Command System, and includes the *Cleaning & Disinfectant Operational Guidelines*, a component of USDA/APHIS' National Animal Health Emergency Management System (NAHEMS). NAHEMS Guidelines, reference materials for VS personnel, are also introduced through this course.

- f. ***Disposal Guideline (Tracks I & II)*** – This online course provides an overview of procedures for disposing of contaminated animal carcasses and by products, as well as safety issues; *Disposal Operational Guidelines* published by USDA/APHIS that outline varying roles to be played on a Disposal Unit in an Incident Command System; to assist federal, state and local agencies in responding to disease outbreaks and animal emergencies; and, serves as a point of reference, a practical field resource, and not statutory requirements as part of the National Animal Health Emergency Management System (NAHEMS).
- g. ***Personal Protective Equipment (Track I & II)*** – This online course is an overview of personal protective equipment (PPE) serving to provide a basic understanding of what PPE is available; when PPE is necessary; what type is necessary; how it is to be worn; what its limitations are, as well as its proper care, maintenance, useful life and disposal.
- h. ***Export Certification of Animal Products I (Tracks I & II)*** – This online course introduces APHIS-VS policies and procedures regarding the certification of animal products for export.

<i>Animal Health 101</i>		<i>Multiple Sites/Dates</i>	
Location	Raleigh, NC	December 4-5, 2007	
	Riverdale, MD	March 18-19, 2008	
	Ames, IA	May 20-21, 2008	
	Ft. Collins, CO	June 211 - 12, 2008	
Course Purpose	<p>Upon completion of this course, students will be able to:</p> <ul style="list-style-type: none"> • Understand how our domestic food animals fit into the scheme of animal classification. • Understand the basic components of animal husbandry. • List the multiple disease agents, such as prions, viruses, and bacteria that cause disease in organisms. • Appreciate how disease is transmitted between animals and from animals to people. • Define a VS Program Disease, and understand the following about each of the Program Diseases <ul style="list-style-type: none"> ○ Causative Agent ○ Transmission ○ Clinical Signs ○ Treatment and/or Prevention ○ The VS Plan for Control or Eradication of the disease. • Define a Foreign Animal Disease, and understand the basic concepts outlined above for select FADs. • Appreciate the economic impact animal disease can have on the United States. • Understand the potential human health risks associated with select Program and Foreign Animal Diseases. 		
Target Audience	<p>This course has been developed for administrative staff in Veterinary Services. The training will be held at Headquarters in Riverdale, each Regional Office and the NCAH campus in Ames, IA. We are providing this training in multiple sites to avoid travel for employees in Headquarters, the Regional Offices or the NCAH campus. Administrative employees in the Area Offices can attend the session at their Regional Office, and travel expenses will be the responsibility of the Area Office.</p>		
Cost	<p>No tuition fee. Travel and associated costs with travel for Area Offices that send employees to the training in Raleigh and Ft. Collins.</p>		
Contact	<p>Dr. Alan Huddleston, VS/PDS, (301) 734-0675</p>		
Nominations	<p>This course requires approval for registration. Please review the PDS FY2008 Training Catalog, PAGE 1 for nomination instructions using AgLearn.</p>		

Nomination Deadline	<p>To the Training Coordinator:</p> <table border="0"> <tr> <td>Raleigh, NC</td> <td>November 12, 2007</td> </tr> <tr> <td>Riverdale, MD</td> <td>March 3, 2008</td> </tr> <tr> <td>Ames, IA</td> <td>April 28, 2008</td> </tr> <tr> <td>Ft. Collins, CO</td> <td>June 2, 2008</td> </tr> </table> <p>To VS/PDS:</p> <table border="0"> <tr> <td>Raleigh, NC</td> <td>November 27, 2007</td> </tr> <tr> <td>Riverdale, MD</td> <td>March 10, 2008</td> </tr> <tr> <td>Ames, IA</td> <td>May 5, 2008</td> </tr> <tr> <td>Ft. Collins, CO</td> <td>June 9, 2008</td> </tr> </table>	Raleigh, NC	November 12, 2007	Riverdale, MD	March 3, 2008	Ames, IA	April 28, 2008	Ft. Collins, CO	June 2, 2008	Raleigh, NC	November 27, 2007	Riverdale, MD	March 10, 2008	Ames, IA	May 5, 2008	Ft. Collins, CO	June 9, 2008
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Riverdale, MD	March 10, 2008																
Ames, IA	May 5, 2008																
Ft. Collins, CO	June 9, 2008																
Selection	30 seats are available for each session. If more than 30 nominations are forwarded, the seats will be filled based on the date the nomination was received.																
Letters	Participant invite letters will be sent to attendees two weeks prior to course date.																
Regional Offices	Forward the letters to AVICs and AOs/ASAs.																

Introduction to Epidemiologic Simulation Modeling*January 14-18, 2008**August 4-8, 2008*

Location	Fort Collins, CO	
Course Purpose	Simulation Modeling is an increasingly well established and essential tool for many epidemiologic investigations, including studies of population disease dynamics and evaluation of mechanisms of disease control. This course will address the principles of epidemiologic modeling, beginning with simple Reed-Frost-based models. Additional levels of complexity will be incorporated as stochasticity and concepts of spatial and temporal aspects of disease spread are introduced. The course will culminate in the use of, and development of, parameters for a detailed stochastic, temporal, spatial simulation model of contagious disease, the North American Animal Disease Spread Model (NAADSM). Participants will also be introduced to economic and mathematical models, as well as basic principles for modeling vector-borne, parasitic, and sexually transmitted diseases.	
Target Audience	This course is intended for epidemiologists, veterinarians, graduate students, and other workers in the fields of animal health and preparedness planning. Previous experience with modeling is not required.	
Cost	Travel Costs only. These costs must be paid by your area office (Federal Employees) or the State Veterinarian's Office (State employees).	
Contact	Mr. Richard Waite, VS/PDS, (970) 494-7176	
Nominations	This course requires approval for registration. Please review the PDS FY2008 Training Catalog PAGE 1 for nomination instructions using AgLearn. Nominations are to be sent to the Regional Director's Office. The Regional Office will forward the nominations to PDS.	
Deadline	To the Regional Office	October 19, 2007 {January course} May 9, 2008 {August course}
	To PDS	October 26, 2007 {January course} May 16, 2008 {August course}
Letters	Approximately 5 to 6 weeks before class begins, letters are sent to the participants and speakers, Regional Training Coordinators, and Regional Directors.	

Foreign Animal Disease Diagnostician Course (FADD)

*January 28-February 8, 2008
March 31 – April 11, 2008
June 2-13, 2008*

Location	Foreign Animal Disease Diagnostic Laboratory (FADDL) Plum Island, NY	
Course Purpose	The FADD training course is a two week classroom and laboratory course, with instructor-led lectures, facilitated discussions, clinical rounds in the animal wing, necropsies, and a simulated Foreign Animal Disease (FAD) Investigation. This course provides foreign animal disease training for state, federal and military veterinarians in the field identification and diagnosis of disease in poultry and livestock not found in the United States.	
Target Audience	APHIS Field VMOs, state and military veterinarians	
Cost	Travel Costs only	
Contact	Ms. Elizabeth Clark, VS/PDS, (631) 323-3188	
Nominations	This course requires approval for registration. Please review the PDS FY2008 Training Catalog PAGE 1 for nomination instructions using AgLearn.	
Selection	All nominations must be sent from the Area Offices to the Regional Offices. The Regional Office will fax or email the approved prioritized nominations to VS/PDS, at (301) 734-4964. State Veterinary nominees should be submitted to the Regional Offices by the AVIC, as well.	
Nomination Deadline	To the Regional Office:	November 5, 2007 {January course} January 7, 2008 {March course} March 10, 2008 {June course}
	To VS/PDS:	November 12, 2007 {January course} January 14, 2008 {March course} March 17, 2008 {June course}

<i>Designated Transmissible Spongiform Encephalopathy (TSE)</i>		<i>March 3 – 7, 2008</i>
Location	National Veterinary Services Laboratories (NVSL), Ames, IA	
Course Purpose	<p>Participation in this conference on an every other year basis is <u>required</u> for you to maintain your status as a designated scrapie and/or CWD epidemiologist (DSE or DCE). Participants at this year’s course may also include persons being considered to function as a designated epidemiologist in their State, and others actively involved with the scrapie and/or CWD eradication programs. The seminar will cover established procedures for the scrapie and CWD programs, changes and emerging issues in the scrapie and CWD eradication programs, and the latest research that may aid in eradication. Many of the lectures and small group exercises of this conference are interactive and aimed at involving the participant in the decision-making process revolving around current eradication activities. At the end of the seminar, the participant should have a working knowledge of the science of scrapie and CWD as well as the current diagnostics, epidemiology, herd certification requirements, appraisal and indemnity procedures, depopulation and disposal processes, and the interstate movement restrictions for each disease as detailed in rules, memos and uniform methods and rules guidance (UM&Rs) published or issued by Veterinary Services. Laboratory exercises afford the participant the opportunity to further develop necropsy and live animal sample collection skills.</p>	
DSE	<p>A Designated Scrapie Epidemiologist (DSE) is a State or Federal veterinarian designated by APHIS and the State to make decisions about the use and interpretation of diagnostic tests and field investigation data and the management of scrapie-affected flocks. DSEs have met the requirements outlined in VS Memorandum 557.3 and have been approved by the State animal health, the VS area veterinarian-in-charge, the VS regional epidemiologist and the VS national scrapie staff.</p>	
DCE	<p>A Designated CWD Epidemiologist (DCE) is a State or Federal epidemiologist who has demonstrated the knowledge and ability to perform the functions required to make decisions regarding the use and interpretation of diagnostic tests and field investigation data and the management of CWD-affected herds. DCEs have met the requirements outlined in VS Memorandum 574.1 and have been approved by the State animal health or wildlife agency official, the VS area veterinarian-in-charge, the VS regional epidemiologist and the VS national CWD staff.</p>	
Target Audience	<p>This course has been developed and scheduled primarily to provide the training required for Designated Scrapie Epidemiologists (DSEs) and for Designated CWD Epidemiologists (DCEs) to maintain their approved status.</p>	

Pre-requisite	<ul style="list-style-type: none"> • Each participant must be a designated or provisional designated epidemiologist for scrapie and/or CWD, or actively involved in scrapie and/or CWD activities in their state. • Each participant must have successfully completed the Specimen, Packaging and Shipping Course, available in AgLearn.
Cost	<p>No tuition fee (direct costs).</p> <p><u>For federal employees:</u> Travel costs are covered by the employee's unit.</p> <p><u>For State employees:</u> Travel costs are covered by federal-state cooperative agreements. State employees in states without federal-state cooperative agreements may contact PDS.</p>
Contact	<p>Dr. Jason Baldwin, VS/PDS, (970) 494-7225 Nancy Platter, VS/PDS, (515) 663-7501</p>
Nominations	<p>DSEs and DCEs are required to attend this conference every other year to maintain their approved status. The regional epidemiologists will provide a list of those required to attend and any others recommended for attendance to the AVICs.</p> <p>AVICs may nominate additional Federal or State participants by contacting the Regional Scrapie or CWD Epidemiologist. This may include an individual to be named later when a DSE/DCE position is in the process of being filled.</p> <p>Participants in this course are pre-selected. This course is not available for open enrollment. Please contact your Training Coordinator if you would like further information.</p>
Selection	<p>Final selection is based on information provided to the national scrapie and CWD program staff from the Regional Scrapie and CWD Epidemiologists.</p>
Deadline	<p>December 3, 2007: Regional Epidemiologists will inform AVICS of DSEs and DCEs who require training that year.</p> <p>December 17, 2007: AVICs will confirm DSEs and DCEs from their state, nominate additional nominations, and send both to regional epidemiologists. Regional Epidemiologists will send regional list to national program staff.</p> <p>January 4, 2008: National Scrapie and CWD program staff will provide PDS with list participants.</p>
Letters	<p>Four weeks before class begins letters are sent to the Participants and Speakers, Regional Training Coordinators, and Regional Epidemiologists. Regional Epidemiologists will forward letter to AVICs.</p>

Location	New Orleans, Louisiana	
Course Purpose	The training provides Designated Johne's Disease Coordinator's (DJCs) with a deep understanding of current issues regarding Johne's disease and the USDA's Johne's Disease program. Emphasis is placed on discussion based learning techniques. Topics of discussion include the economic impact of Johne's Disease, Herd Testing Strategies, Risk Communication.	
DJC	A State or Federal veterinarian designated by the state veterinarian and the AVIC to coordinate a state's Johne's Disease Program.	
Target Audience	DJCs who have previously attended the Basic Johne's Disease Training and are due for refresher training.	
Time Requirements	<ul style="list-style-type: none"> ◆ 2 hours of online pre-course, self-paced study ◆ 2 days of onsite training 	
Cost	Travel costs only	
Contact	Dr. Robert Dickens, VS/PDS, (919) 855-7171	
Nominations	<p>All nominations must be sent from the Area Offices to the Regional Offices. The Regional Office will fax the approved prioritized nominations to VS/PDS, at (301) 734-4964. Selections will be made by VS/NAHPP.</p> <p>This course requires approval for registration. Please review the PDS FY2008 Training Catalog PAGE 1 for nomination instructions using AgLearn.</p>	
Selection	Selections will be made by VS/NAHPP	
Deadline	To the Regional Office:	December 3, 2007
	To VS/PDS:	December 10, 2007

Basic Brucellosis Epidemiology (BBE)		March 11 – 13, 2008
Location	Jefferson City, MO	
Course Purpose	The purpose of this course is to train state or federal regulatory veterinarians in the principles of the brucellosis eradication program, including the organism, the disease, the epidemiology, the vaccines, etc.	
Target Audience	Federal and State VMOs who are, or will be, actively involved in the Bovine Brucellosis Eradication Program.	
Prerequisite	<ul style="list-style-type: none"> • Must be a veterinarian. • Must be designated by the AVIC's office as a prospective inspector. 	
Cost	No tuition fee. Travel expenses only.	
Contact	Nancy Platter, VS/PDS, (515) 663-7501	
Nominations	<p>All nominations must be sent from the Area Offices to the Regional Offices. The Regional Office will fax the approved prioritized nominations to VS/PDS, at (301) 734-4964. Selections will be made by VS/NCIE.</p> <p>This course requires approval for registration. Please review the PDS FY2008 Training Catalog PAGE 1 for nomination instructions using AgLearn.</p>	
Selection	Selection is based on information provided to the National Lab Bio Safety Manager in Riverdale, MD from the Regional Offices.	
Deadline	To the Regional Office:	December 10, 2007
	To VS/PDS:	December 17, 2007
Letters	Six weeks before class begins, letters are sent to the participants and speakers, Regional Training Coordinators, and Regional Directors.	
Regional Offices	Forward the letters to AVICs and AOs/ASAs.	

Basic Tuberculosis (TB) Epidemiology*April 28 – May 1, 2008*

Location	National Veterinary Services Laboratories (NVSL), Ames, IA
Course Purpose	Upon course completion, participants will fulfill the requirements and responsibilities for the Federal-State Bovine Tuberculosis (TB) Eradication Program and the TB Eradication Program in Cervidae. The course provides information on TB pathology, immunology, testing, epidemiology, and surveillance. Current Program status and strategic goals, as well as issues such as TB in wildlife will also be addressed. The participant will gain skills in TB testing (comparative cervical tuberculin), interpretation of herd testing results, epidemiological investigations, and slaughter surveillance.
Target Audience	Federal and State VMOs who are, or will be, actively involved in the Bovine TB Eradication Program.
Time Requirements	4 days
Cost	Travel costs and Per Diem
Contact	Dr. Robert Dickens, VS/PDS, (919) 855-7171 Ms. Nancy Platter, VS/NVSL-PDS, (515) 663-7501
Nominations	All nominations must be sent from the Area Offices to the Regional Offices. The Regional Office will fax the approved prioritized nominations to VS/PDS, at (301) 734-4964. Selections will be made by VS/NAHPP. This course requires approval for registration. Please review the PDS FY2008 Training Catalog PAGE 1 for nomination instructions using AgLearn.
Nomination Deadline	To the Regional Office: February 18, 2008 To VS/PDS: February 25, 2008

Location	Austin, TX
Course Purpose	To provide the additional DBE Refresher training required for DBEs to be re-approved and maintain their DBE status: All DBEs are approved for a two-year period only. To be re-approved, all DBEs must receive additional training every two years in brucellosis epidemiology to maintain their expertise. This DBE Refresher training course is developed and scheduled to meet this requirement.
DBE	A current approved DBE is an individual who has completed the training requirements detailed in VS Memorandum 551.10 and submitted the form which verifies and approves this required training. In addition, in order to maintain current approved DBE status, those individuals functioning as DBEs in each state must attend Designated Brucellosis Epidemiologist refresher training every 2 years. Only those individuals meeting these requirements are to be functioning as current approved DBEs.
Target Audience	This course has been developed and scheduled to provide the training required for approved Designated Brucellosis Epidemiologists (DBEs) to maintain their approval.
Pre-requisite	You must be a current officially-approved DBE and have worked as a DBE during the previous 2 years.
Cost	No tuition fee (direct costs). Travel, per diem, etc. (indirect costs) are covered by the Professional Development Staff. An accounting code will be provided upon receipt of the participant and speaker letters.
Contact	Ms. Nancy Platter, VS/NVSL-PDS, (515) 663-7501
Nominations	There are NO nominations for this course.
Selection	Selection is based on information provided to the National Designated Brucellosis Epidemiologist from the Regional Brucellosis Epidemiologists. List of DBEs is provided twice a year to the National staff from the Regional staff (October 15 th and May 15 th).
Deadline	Six weeks before class begins. Regional offices will inform National staff of any additional participants.
Letters	Four weeks before class begins letters are sent to the Participants and Speakers, Regional Training Coordinators, and Regional Directors.
Regional Offices	Forward the letters to AVICs and AOs/ASAs.

Foreign Animal Diseases (FAD) in Wildlife**May 13– 15 2008**

Location	Athens, GA
Course Purpose	To familiarize participants with foreign and emerging animal diseases in wildlife and their implications.
Target Audience	Foreign Animal Disease Diagnosticians (FADDs), Wildlife Biologists, state and Federal Veterinarians
Time Requirements	3 Days
Cost	Travel Costs only.
Contact	VS/PDS, (301) 734-5750
Nominations	<p>All nominations must be sent from the Area Offices to the Regional Offices. The Regional Office will fax the approved prioritized nominations to VS/PDS, at (919) 855-7166. Selections will be made by VS/Emergency Programs Staff and the Emergency Leadership Team. State Veterinary nominees should be submitted to the Regional Offices by the AVIC, as well.</p> <p>This course requires approval for registration. Please review the PDS FY2008 Training Catalog PAGE 1 for nomination instructions using AgLearn.</p>
Deadline	<p>To the Regional Office: February 25, 2008</p> <p>To VS/PDS: March 3, 2008</p>
Letters	Approximately 5 to 6 weeks before class begins, letters are sent to the participants and speakers, Regional Training Coordinators, and Regional Directors.

Smith-Kilborne**May 27-June 3, 2008**

Location	Cornell University, Ithaca, NY, and the Plum Island animal Disease Center, Plum Island, NY
Course Purpose	The Smith-Kilborne Program is designed to acquaint veterinary students with various foreign animal diseases which potentially threaten our domestic animal population. The program includes classroom presentations on diseases and their implications, combined with laboratory experiences
Target Audience	Second-year veterinary students
Cost	No cost to participants. PDS pays for student travel expenses.
Contact	Dr. Jason Baldwin, VS/PDS, (970) 494-7225
Nominations	The Dean's office of each school announces its own application procedures and determines the selection criteria.
Selection	Each school selects one student and forwards the name to PDS.
Deadline	January 2008
Letters	March 2008

Location	Ames, IA
Course Purpose	<p>Upon completion of this course, students will be able to:</p> <ul style="list-style-type: none"> • Understand regulatory programs such as swine brucellosis, PRV, CSF, trichinellosis, Swine Health Protection Act, and miscellaneous swine diseases. • Understand recent changes and program updates including changes to swine brucellosis, pseudorabies, and classical swine fever programs. • Understand the epidemiology of swine brucellosis, PRV, CSF and trichinellosis. • Recognize swine compartments (commercial, transitional, feral). • Accurately and thoroughly complete indemnity requests. • Understand surveillance programs pertaining Swine Diseases and their necessity: <ul style="list-style-type: none"> ○ CSF surveillance principles ○ Changes proposed in PRV and swine brucellosis surveillance ○ Sow-boar and market swine surveillance programs ○ Database changes coming with new surveillance programs • Train others on trichinellosis and the trichinae herd certification program.
Target Audience	This course has been developed and scheduled to familiarize VMOs and AHTs with regulatory programs within swine health and the associated diseases.
Cost	No tuition fee. Travel and associated costs with travel.
Contact	Dr. Alan Huddleston, VS/PDS, (301) 734-0675 Dr. Troy Bigelow, VS, (515) 284-4121 (Subject Matter Expert)
Nominations	<p>All nominations must be sent from the Area Offices to the Regional Offices. The Regional Office will fax the approved prioritized nominations to VS/PDS, at (301) 734-4964.</p> <p>This course requires approval for registration. Please review the PDS FY2008 Training Catalog PAGE 1 for nomination instructions using AgLearn.</p>
Nomination Deadline	<p>To the Regional Office: March 25, 2008</p> <p>To VS/PDS: April 8, 2008</p>
Selection	VS Regional Office
Letters	Participant invite letters will be sent to attendees no later than four weeks prior to course date.
Regional Offices	Forward the letters to AVICs and AOs/ASAs

Animal Identification Coordinator Workshop**June 10 - 12, 2008**

Location	New Orleans, LA
Course Purpose	This workshop introduces new animal identification concepts and provides current information resources relevant to animal identification initiatives. The training addresses significant new issues, trends, and developments affecting VS programs and the implementation strategies designed to achieve program goals. The training serves as an open forum in which Animal Identification Coordinators can network to share successes and challenges.
Target Audience	Animal Identification Coordinators (AICs).
Time Requirements	3 days
Cost	Travel costs and Per Diem
Contact	Dr. Robert Dickens, VS/PDS, (919) 855-7171
Nominations	All nominations must be sent from the Area Offices to the Regional Offices. The Regional Office will fax the approved prioritized nominations to VS/PDS, at (301) 734-4964. Selections will be made by VS/NAHPP. This course requires approval for registration. Please review the PDS FY2008 Training Catalog PAGE 1 for nomination instructions using AgLearn.
Nomination Deadline	To the Regional Office: March 6, 2008 To VS/PDS: March 13, 2008

Location	San Antonio, Texas
Course Purpose	DTEs are <u>required</u> to take this course every second year to maintain status as a DTE. The seminar will cover new and emerging trends in the bovine tuberculosis eradication program and discuss the latest research that may aid in eradication. Also, in the past 12-18 months extensive revisions and updating of the TB program administrative infrastructure have been carried out and are ongoing; during this session the major changes and updates in the UM&R, VS Memo's, and CFR, will be covered. This is an interactive presentation aimed at involving the participant in the decision making process revolving around current eradication activities.
DTE	A State or Federal epidemiologist designated in each state, by APHIS, to make decisions concerning the use and interpretation of diagnostic tests for tuberculosis and to manage the TB program. The DTE is selected jointly by the cooperating State animal health official, the Area Veterinarian-in-Charge, and the Regional Tuberculosis Epidemiologist. The DTE has the responsibility to determine the scope of epidemiologic investigations, determine the status of herds, assist in development of individual herd plans, and coordinate disease surveillance and eradication programs within his or her geographic area of responsibility.
Target Audience	This course has been developed and scheduled to provide the training required for approved Designated Tuberculosis Epidemiologists (DTEs) to maintain their approval.
Prerequisite	Must be a DTE or a DTE "in-training" (If you are not sure if you are a DTE or a DTE in-training, please contact the Tuberculosis Epidemiologist in your Region.)
Cost	Travel Costs only. These costs must be paid by your area office (Federal Employees) or the State Veterinarian's Office (State employees).
Contact	Dr. Robert Dickens, VS/PDS, (919) 855-7171
Nominations	There are NO nominations for this course. AVICs will contact the Regional Tuberculosis Epidemiologist if they want to add any additional employees (Federal or State) to this class that may not be DTEs.
Selection	Selection is based on information provided to the National Designated Tuberculosis Epidemiologist from the Regional TB Epidemiologists. List of DTEs is provided twice a year to the National staff from the Regional staff (October 15th and May 15th).
Deadline	Eight weeks before class begins. (Regional offices will inform National staff of any additional participants.)
Letters	Approximately 5 to 6 weeks before class begins, letters are sent to the participants and speakers, Regional Training Coordinators, and Regional Directors.
Regional Offices	Forward the letters to AVICs and AOs/ASAs.

<i>Select Agent Inspectors Training</i>		<i>August 12 – 14, 2008</i>	
Location	Ames, IA		
Course Purpose	This training will provide information on proper facility security procedures		
Lab Biosafety Inspector	A Federal VMO or Microbiologist, designated by APHIS, to make laboratory inspections for adherence to security standards.		
Target Audience	VMOs, Microbiologists and others who are, or will be, performing these inspections.		
Pre-requisite	<ul style="list-style-type: none"> ▪ Must be a veterinarian or Microbiologist ▪ Must have successfully completed the 3- Part Laboratory Security Inspector training ▪ Must be designated by the AVIC's office or Center for Veterinary Biologics as a prospective select agent program inspector 		
Cost	No tuition fee. Any travel and associated costs with travel.		
Contact	Ms. Nancy Platter, VS/NVSL-PDS, (515) 663-7501		
Nominations	<p>All nominations must be entered into AgLearn. The Regional Office will make the approved prioritized nominations. Selections will be made by VS/NCIE.</p> <p>Participants in this course are pre-selected. This course is not available for open enrollment. Please contact your Training Coordinator if you would like further information.</p>		
Selection	Selection is based on information provided to the National Lab Bio Safety Manager in Riverdale, MD from the Regional Offices.		
Nomination Deadline	To the Regional Office:	June 2008	
	To VS/PDS:	June 2008	
Letters	Participant letters for the course will be sent to attendees by June 30, 2008.		
Regional Offices	Forward the letters to AVICs and AOs/ASAs.		

Location	Storrs, Connecticut
Course Purpose	<ol style="list-style-type: none"> 1. Understand how to properly evaluate and define LBMS stakeholder activity and compliance with applicable state law, program standards, and licensing requirements through consistent audit and evaluation of paper records from the LBMS. 2. Be able to identify and evaluate biosecurity and disease risks in the auction and flea market segments of the LBMS and subsequently provide education and outreach information on appropriate mitigation techniques e.g., cleaning, disinfection, best practices in biosecurity and transport to retail. 3. Demonstrate the ability to communicate knowledge of biosecurity issues and best practices to various stakeholder groups via a pre-prepared presentation. 4. Understand proper bird restraint, swabbing, and euthanasia techniques and be able to practice them.
Target Audience	Federal and State VMOs and AHT's who are, or will be, actively involved in the Live Bird Marketing System.
Cost	Travel and per diem only.
Contact	Dr. Jason Baldwin, VS/ PDS, (970) 494-7225
Nominations	All nominations must be sent from the Area Offices to the Regional Offices. The Regional Office will fax the approved prioritized nominations to VS/PDS, at (919) 855-7185. State Veterinary nominees should be submitted to the Regional Offices by the AVIC, as well.
Selection	Selections will be made by VS/NAHPP.
Deadline	<p>To the Regional Office: June 2, 2008</p> <p>To VS/PDS: June 16, 2008</p>
Letters	Approximately 5 to 6 weeks before class begins, letters are sent to the participants and speakers, Regional Training Coordinators, and Regional Directors.

Aquaculture		<i>September 9 – 11, 2008</i>
Location	Seattle, WA	
Course Purpose	The purpose of the Aquaculture conference is to give participants exposure to physical, biological and epizootiological concepts of aquaculture.	
Target Audience	Federal Aquaculture Liaisons	
Pre-requisite	You must be a veterinarian.	
Cost	Travel and per diem only.	
Contact	Dr. Robert Dickens, VS/ PDS, (919) 855-7171	
Nominations	By invitation only.	
Deadline	Approximately 8 weeks before the class begins you will be contacted by the National Aquaculture Coordinator	

<i>Agriculture Emergency Response Training (AgERT)</i>	
Location	<p>The Agriculture Emergency Response Training (AgERT) course is currently conducted at two sites. The first part of the training is conducted at FEMA's Center for Domestic Preparedness (CDP), Anniston, AL. The second part is conducted at Auburn University, College of Veterinary Medicine, Auburn, AL</p> <p>CDP is operated by the Department of Homeland Security's, Federal Emergency Management Agency. For training schedule information, please go to: https://cdp.dhs.gov/training_calendar/programs/i.html</p>
Course Purpose	<p>AgERT is a 4-day all-hazards, agriculture-oriented emergency response course. Sponsored by the USDA Animal and Plant Health Inspection Services (APHIS), the course is conducted at CDP in Anniston, AL, a unit of the U.S. Department of Homeland Security. The AgERT course focuses on teaching emergency responders how to effectively respond to a WMD CBRNE incident or agriculture disease outbreak. AgERT provides APHIS employees the opportunity to learn how to recognize, react, and recover from a WMD or agricultural disease event and to practice agriculture protection skills with emergency responders from Federal, military, state, local, or tribal groups, including veterinary practitioners and traditional emergency responders (fire fighters, law enforcement, emergency medical personnel, etc.).</p>
Target Audience	<p>The AgERT course is intended for agricultural responders (veterinary, veterinary technicians, epidemiologists, animal care and USDA animal health technicians) affiliated either directly or indirectly with the USDA/APHIS community and traditional responders (police, fire, and emergency medical services) from Federal, State, local, or tribal entities.</p>
Cost	<p>No tuition fee. Travel and living are funded by the employees' respective unit office.</p>
Contact	<p>Mr. Gordon Harman, APHIS Liaison to CDP, (256) 847-2350, Robert.G.Harman@aphis.usda.gov</p>
Nominations	<p>For nomination instructions and other pre-course requirements and recommendations, please contact Gordon Harman or go to: http://www.aphis.usda.gov/animal_health/prof_development/wmd_basic.shtml</p>

Location	VS Eastern Region Office, Raleigh, NC
Course Purpose	<p>By the end of this course, participants will be able to:</p> <ul style="list-style-type: none">• Define the critical elements of an animal appraisal.• Demonstrate the ability to review and describe the appraisal process to state personnel and producers, including a realistic timeframe for completion of the process.• Demonstrate the ability to assemble the appropriate documentation and data necessary for a valid appraisal.• Determine the validity and value of an appraisal conducted for VS by private appraisers.• Input appropriate data into appraisal/indemnity calculators to determine estimated/projected values for budgetary purposes while final values are being determined.• Serve as the local VS representative to assist in resolving discrepancies between initial appraisal and producer values through the compilation and verification of appropriate documentation and information.• Demonstrate a basic appraisal skill set specifically related to the poultry industry:<ul style="list-style-type: none">○ Commercial operation – inventory of operation utilizing appropriate bird classes, indemnity calculator, and determination of estimated values for comparison to producer value.○ Live bird markets – knowledge of appropriate documentation to review and evaluate in the determination of values and the validity of counter proposals.○ Backyard flocks – knowledge of process and resources necessary to evaluate backyard flocks, including cost comparisons, for determination of value.• Describe the basic appraisal paperwork and flow of information from field to payment of producer.• Recognize and comprehend the role of an appraisal group during an animal health incident involving poultry, as well as the expectations of Animal Health Technicians (AHTs) as lead appraisers during such an event.

Target Audience	This is a pilot offering of the course, and is thereby limited to AHTs within the Eastern Region. Animal Health Technicians with an interest in building a basic appraisal skill set, and specifically a skill set related to the poultry industry, should apply.
Cost	No tuition fee. Travel and associated costs are to be borne by the participants' office.
Contact	Amy Kokesh , VS/PDS, 919-855-7174
Nominations	All nominations must be entered through AgLearn.
Selection	Selections will be made by ER AVICs. One AHT from each Area Office will be selected to attend.
Nomination Deadline	March 3, 2008

United States
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Agriculture

Animal and Plant
Health Inspection
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Veterinary
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TRAINING COURSES

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ANIMAL HEALTH**

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NOMINATION/APPLICATION PROCEDURES

Each field nominee must submit the enclosed nomination request through the Area Office to the Regional Office. Each headquarters nominee must submit the enclosed nomination request through the Associate Deputy Administrator's Office, National Animal Health Policy Programs (NAHPP). The Regional Office and/or the NAHPP, Associate Deputy Administrator's Office will then submit the prioritized nominations to the nomination address listed in the course description. First priority is given to those individual(s) who are in absolute need of the training. More than one person may be placed in priority one status.

The Centers for Epidemiology and Animal Health (CEAH) cannot accept nominations directly unless they come through the Regional Office or the NAHPP, Associate Deputy Administrator's Office. If you have not nominated a participant, or have vacant positions that are to be filled, and want to reserve a space in the course, you may write "to be determined," or, "TBD" on the nomination form. Director approval is required for the named nominations, as well as a commitment to fill or cancel reserved spaces.

All training-related correspondence (select, non-select, cancellation, etc.) will be sent directly to the participants by email with copies to the VSMT, Training Coordinators, and supervisors. Hard copies will no longer be issued. Requests for exceptions may be made to the CEAH Training Coordinator.

COURSE DESCRIPTION

Each course description gives the course title, dates, purpose, and in some cases, objectives, eligibility, location, source person, and nomination contact person.

The course dates do not include travel dates. Travel dates are normally the day before the start of the course and the afternoon and evening of, or the day after, the end of the course.

CANCELLATION AND SUBSTITUTION POLICY

Based on each particular course, it is important that CEAH be notified as soon as possible in the case of a substitution and/or withdrawal of a course participant(s). We will accept substitutions and cancellations up to 1 week before the start of the course. Any changes in the status of nominees or course logistics will be communicated immediately through the Training Coordinators.

Disease Simulation Modeling with the North American Animal Disease Spread Model	
Dates	January 14 – 18, 2008 August 4 – 8, 2008 **This is a five day course**
Location	Ft. Collins, CO
Course Purpose	See Course description in AgLearn
Target Audience	Epidemiologists, emergency coordinators, decision makers with an interest in knowing more about the model
Cost	Travel costs only
Contact	Kim Forde-Folle at kim.n.forde-folle@aphis.usda.gov
Nominations DEADLINES:	Nominations are to be sent to the Regional Director's Office. The Regional Office will forward the nominations to CEAH. January 14 – 18, 2008 - To Region: November 12, 2008 To CEAH: November 26, 2008 August 4 – 8, 2008 - To Region: June 2, 2008 To CEAH: June 16, 2008 *** Please honor the nomination deadlines. Thank you. ***

Workshop on the Fundamentals of Risk Analysis for Decision Makers and Technical Risk Analysts	
Dates	March 4 – 6, 2008
Location	Ft. Collins, CO
Course Purpose	<p>The primary focus of this 3-day workshop is to introduce the fundamentals of risk analysis from the perspectives of both decision makers and technical risk analysts. Participants will discuss the fundamentals of risk analysis, how it is conducted and how it can be used effectively in evaluating trade-related animal health risks and making regulatory decisions. The workshop will consist of two parts: (1) a non-technical but extensive overview of the risk analysis process and (2) an in-depth technical discussion of quantitative risk analysis, probability and probability distributions.</p> <p>The non-technical part will be given on the first day of the course and should take up to 5 hours followed by a 2 hour informal discussion. Decision makers and those who are interested in how to use risk analysis results to make more informed decisions will benefit the most from this part of the course and may continue to attend the technical part of the course only if they wish to do so.</p> <p>The technical part of the workshop will take 2 days and is independent of the non-technical part of the first day so that participants may chose to attend either parts or both parts of the course. The technical part covers (1) how to conduct a quantitative risk analysis and evaluate it critically, (2) the fundamental laws of probability on which risk analysis is based, and (3) probability mass and probability distribution functions and how they are used to model data and expert opinions in a risk analysis model. Real life examples will be presented and discussed throughout the course from, formulating the problem to running the model using @Risk software and to interpreting results.</p>
Target Audience	Decision makers and intermediate to technical risk analysts'
Cost	Travel only
Contact	Ziad Malaeb, Ph.D. (A.B.D)VS/CEAH, (970) 494-7288
Nominations	Nominations are to be sent to the Regional Director's Office. The Regional Office will forward the nominations to CEAH.
Nomination Deadline	To Region: January 7, 2008 To CEAH : January 21, 2008 ** Please honor the nomination deadlines. Thank you. ***

Spatial Epidemiology Methods and Applications – * **CANCELLED** *

Date(s) of the Course:	April 8 – 9, 2008 ** This is a two day course **
Location:	Fort Collins, CO
Course Purpose:	Participants will learn how Veterinary Services processes spatial data and applies spatial statistics and modeling approaches to better understand the ecology, distribution, and determinants of disease in space and time. The course will cover; 1) data acquisition, processing, and visualization, 2) pattern analysis and quantifying spatial structure, and 3) modeling approaches in disease systems. Analytical topics to be covered include; visualization of data and exploratory data analysis (EDA) techniques, identification of general disease patterns using spatial statistics, cluster detection and identification, and model based approaches to spatial prediction, parameter estimation, and disease mapping of epidemiological data. The class will use a combination of geographic information systems (GIS) and more specialized statistical software to provide participants with hands-on experience in the areas of geospatial processing of data prior to analysis and the application of spatial statistical analysis and modeling in an epidemiological context.
Target Audience:	This course is intended for disease program managers, analytical epidemiologists, area epidemiologists, surveillance specialists, program analysts, GIS specialists, incident managers, and others who would like to learn how to apply spatial statistics and modeling approaches to address questions regarding the distribution and determinants of disease spread.
Prerequisites:	Background knowledge regarding methods used to process spatial information, ARCGIS 9.x experience, and previous statistical coursework/training is required.
Cost	Participants pay travel and hotel.
Contact:	Heather Bredeson, heather.m.bredeson@aphis.usda.gov or 970-494-7272
Nomination Deadlines	Nominations are to be sent to the Regional Director's Office. The Regional Office will forward the nominations to CEAH. April 8 – 9, 2008 – Region: February 11, CEAH: February 25, 2008 **Please honor the nomination deadlines. Thank you.

Geospatial Methods in Epidemiology and Incident Management	
Dates	May 6 – 8, 2008 September 23 – 25, 2008
Location	Ft. Collins, CO
Course Purpose	Participants will learn how Veterinary Service's geospatial applications are used in surveillance, epidemiological analysis, and planning disease management strategies during an incident response. Participants will learn how to collect and validate spatial data from field locations using global position system (GPS) methods, address geocoding techniques, and GPS-embedded digital photography. In addition, participants will learn how to conduct epidemiological analyses using the EMRS Mapping Module. The application of spatial models in epidemiological assessments will be studied through use of VS' Farm Location and Animal Population Simulator. Participants will learn how to access and use spatial data in the VS Atlas Spatial Data Library of Animal Health Information for analysis and incident planning.
Target Audience	This course is intended for disease program managers, analytical epidemiologists, area epidemiologists, surveillance specialists, program analysts, GIS specialists, incident managers, and others who would like to learn how to use the geospatial tools developed by Veterinary Services.
Cost	Travel costs only
Contact	Heather Bredeson, heather.m.bredeson@aphis.usda.gov or (970) 494-7272
Nominations	Nominations are to be sent to the Regional Director's Office. The Regional Office will forward the nominations to CEAH.
Nomination Deadline	<p>May 6 – 8, 2008 To Region: March 3, 2008 To CEAH: March 17, 2008</p> <p>September 23 – 25, 2008 To Region: July 28, 2008 To CEAH: August 11, 2008</p> <p>**Please honor the nomination deadlines. Thank you.**</p>

NOMINATION REQUEST

PLEASE PRINT CLEARLY

COURSE TITLE: _____

DATE OF THE COURSE: _____

1. Participant's name, social security number, mailing address, phone and fax number, and e-mail address:

(Dr. Mr. or Ms.) Name Social Security Number

Mailing address (street, city, state, and zip code)

Phone number Fax number E-mail address

2. Job Title: _____

3. Participants Official Duty Station: _____

4. Estimated costs (This information is needed for the preparation for the Quarterly Travel Plan):

No. of days for per diem _____

POV (need # of miles round trip): _____

Miscellaneous expenses (round trip estimates): _____
{shuttle, parking, taxi, etc.}

Common carrier fare: _____

Method of purchase for common carrier (GTR, GVTS, CC, etc.): _____

GOV (Check if this mode of transportation will be used): _____

Car Rental: _____

5. Method of Transportation: _____

6. Supervisor's signature for approval: _____

7. Region's approval: _____

PLEASE FAX TO THE REGIONAL OFFICE. THE REGIONAL OFFICE WILL FAX TO THE NOMINATIONS CONTACT PERSON NOTED AT THE END OF EACH COURSE DESCRIPTION.

United States
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TRAINING COURSES

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NOMINATION/APPLICATION PROCEDURES

Each field nominee must submit the enclosed nomination request through the Area Office to the Regional Office. Each headquarters nominee must submit the enclosed nomination request through the Associate Deputy Administrator's Office, National Animal Health Policy Programs (NAHPP). The Regional Office and/or the NAHPP, Associate Deputy Administrator's Office will then submit the prioritized nominations to the nomination address listed in the course description. First priority is given to those individual(s) who are in absolute need of the training. More than one person may be placed in priority one status.

The Office of the Chief Information Officer (OCIO) cannot accept nominations directly unless they come through the Regional Office or the NAHPP, Associate Deputy Administrator's Office. If you have not nominated a participant, or have vacant positions that are to be filled, and want to reserve a space in the course, you may write "to be determined," or, "TBD" on the nomination form. Director approval is required for the named nominations, as well as a commitment to fill or cancel reserved spaces.

All training-related correspondence (select, non-select, cancellation, etc.) will be sent directly to the participants by email with copies to the VSMT, Training Coordinators, and supervisors. Hard copies will no longer be issued. Requests for exceptions may be made to the OCIO Training Coordinator.

COURSE DESCRIPTION

Each course description gives the course title, dates, purpose, and in some cases, objectives, eligibility, location, source person, and nomination contact person.

The course dates do not include travel dates. Travel dates are normally the day before the start of the course and the afternoon and evening of, or the day after, the end of the course.

CANCELLATION AND SUBSTITUTION POLICY

Based on each particular course, it is important that the OCIO be notified as soon as possible in the case of a substitution and/or withdrawal of a course participant(s). We will accept substitutions and cancellations up to 1 week before the start of the course. Any changes in the status of nominees or course logistics will be communicated immediately through the Training Coordinators.

Generic Data Base - Data Entry Procedures	
Dates and Location	December 11 – 13, 2007 – Fort Collins, CO April 8 – 10, 2008 – Fort Collins, CO April 21 – 24, 2008 – Raleigh, NC
Course Purpose	Participants will learn about the Generic Data Base, its structure, and how to use the APHIS Menu System to enter program disease data into the GDB. The primary focus of this course will be how to enter premises records, brucellosis vaccination records, brucellosis and tuberculosis herd test records, brucellosis and pseudorabies market/slaughter test records, status records, tracebacks, and brucellosis ring test records.
Target Audience	This course is recommended primarily for data entry clerks, but also for epidemiologists, program records supervisors, AVICs, and any other data users. This class is highly recommended, but not required, as a preparation for those interested in the Basic Discoverer Queries for Data Retrieval class.
Cost	Travel costs only
Contact	Michael Durham, mike.durham@aphis.usda.gov or (970) 494-7295
Nominations	Nominations are to be sent to the Regional Director's Office. The Regional Office will forward the nominations to CEAH.
Nomination Deadline	December 11 – 13, 2007 – Region: October 15, CEAH: October 29, 2007 April 8 – 10, 2008 – Region: February 11, CEAH: February 25, 2008 April 21 – 24, 2008 – Region: February 25, CEAH: March 17, 2008 *** Please honor the nomination deadlines. Thank you. ***

Generic Data Base – Basic Discoverer Queries for Data Retrieval	
Dates and Location	<p>January 8 – 9, 2008 – Fort Collins, CO May 13 – 14, 2008 – Raleigh, NC June 17 – 18, 2008 – Fort Collins, CO</p> <p>**This is a two day course**</p>
Course Purpose	Participants will learn basic data retrieval techniques using Discoverer over the Internet to create and execute reports in the Generic Data Base. Topics to be covered include GDB table structure, Discoverer forms usage, basics of logical operators, and standard data retrieval techniques.
Target Audience	Federal and State Personnel who use, analyze, or report on GDB data
Prerequisites:	Understands the Generic Data Base's structure (either by performing GDB data-entry work regularly as part of your job or by having attended the CEAH "GDB Data-Entry" workshop). This course is required for those interested in taking the Advanced Discoverer Queries for Data Retrieval course.
Cost	Participants pay travel and hotel.
Contact:	Michael Durham, mike.durham@aphis.usda.gov or (970) 494-7295
Nomination Deadlines	<p>Nominations are to be sent to the Regional Director's Office. The Regional Office will forward the nominations to CEAH.</p> <p>January 8 – 9, 2008 - Region: November 19, CEAH: December 3, 2007</p> <p>May 13 – 14, 2008 - Region: March 17, CEAH: April 14, 2008</p> <p>June 17 – 18, 2008 - Region: April 21, CEAH: May 5, 2008</p> <p>*** Please honor the nomination deadlines. Thank you. ***</p>

Understanding GDB Reports	
Dates and Locations	February 5 – 7, 2008 – Fort Collins, CO June 10 – 12, 2008 – Raleigh, NC July 15 – 17, 2008 – Fort Collins, CO
Course Purpose	<p>This course primarily teaches how program disease reports are derived using the theoretical and functional organization of the data in the GDB, with emphasis on specific disease programs and their management with the GDB.</p> <p>Participants will learn about the APHIS physical network (hardware and software), and how it uses regional, state, and local servers to provide database capabilities to each state in the U.S. They will also learn the terminology and basic concepts of the relational database model, and how the GDB implements this model.</p> <p>Participants will become familiar with the different Veterinary Services animal disease programs and how these programs utilize the GDB as a data repository, as well as the minimal data requirements for disease program reports routinely submitted to the National Animal Health Programs Staff (i.e. monthly reports for Brucellosis, TB, Pseudorabies, etc.).</p> <p>Throughout this course the participants will learn the capabilities of the GDB to provide data for program management and reporting, and the data resources required in order for the GDB to fulfill those capabilities.</p>
Target Audience	<p>This course is recommended for individuals responsible for utilizing the GDB in managing disease control and eradication programs. Intended audience includes AVICs, Area and Regional Epidemiologists, program records supervisors, data management specialists, and all others who make decisions regarding the need for and management of data.</p>
Prerequisites	<p>It is highly recommended that participants be familiar with the GDB data entry system, either by completing the Generic Data Base – Data Entry Procedures course, or through routine use of the GDB. This course is required for those interested in the advanced data retrieval course.</p>
Cost	Travel costs only
Contact	Michael Durham, mike.durham@aphis.usda.gov or (970) 494-7295
Nominations	Nominations are to be sent to the Regional Director's Office. The Regional Office will forward the nominations to CEAH.
Nomination Deadline	<p>February 5 – 7, 2008 – Region: December 7, CEAH: December 21, 2007</p> <p>June 10 – 12, 2008 – Region: April 18, CEAH: May 12, 2008</p> <p>July 15 – 17, 2008 – Region: May 12, CEAH: May 26, 2008</p> <p style="text-align: center;">*** Please honor the nomination deadlines. Thank you. ***</p>

Scrapie Data Entry and Management	
Dates	February 26 – 28, 2008 – Fort Collins, CO September 8 – 12, 2008 – Raleigh, NC
Location	Ft. Collins, CO and Raleigh, NC
Course Purpose	<p>This course focuses on use of the Scrapie national generic database (SNGD-GDB). Emphasis will be on data entry and data management for the Scrapie flock certification and regulatory programs.</p> <p>Participants will learn about the APHIS physical network (hardware and software), and how the Animal Health and Surveillance Management (AHSM) web-based database interface and network provide security data held in a national repository. They will also learn the terminology and basic concepts of the relational database model, and how the GDB implements this model.</p> <p>Participants will become familiar with navigation and data entry for both the Scrapie database as well as the system for submitting laboratory submission forms electronically.</p> <p>Throughout this course the participants will also learn how to access data stored in the database, use worksheets to manage program tasks, and generate reports.</p>
Target Audience	This course is recommended for individuals involved in entering and managing data used to manage the national Scrapie certification and regulatory programs (Scrapie data entry clerks, Epidemiologists, program managers.).
Cost	Travel costs only
Contact	Michael Durham VS/CEAH (970) 494-7295 Dr. Rory Meyer VS/CEAH (970) 494-7157
Nominations	Nominations are to be sent to the Regional Director's Office. The Regional Office will forward the nominations to CEAH.
Nomination Deadline	<p>February 26 – 28, 2008 – Region: December 21, CEAH January 7, 2008</p> <p>September 8 – 12, 2008 – Region: August 25</p> <p>** Please honor the nomination deadlines. Thank you.</p>

Emergency Management Response System – Basic Training for Responses to Animal Health Emergencies	
**This class will be available as an on-line/CD tutorial March 1, 2008*	
Location	On-line/CD Tutorial
Course Purpose	<p>The EMRS is a web-based task management system designed to automate many of the tasks associated with animal disease outbreaks and emergencies. It is used for routine reporting of foreign animal disease/emerging disease incident (FAD/EDI) investigations, state-specific disease outbreaks and control programs, classic national Animal Health Emergency responses, and natural disasters involving animals.</p> <p>Only authorized personnel in a specific state or with a definite “need-to-know” are given either “input/edit” or “read-only” access to a specific EMRS database. These personnel can be USDA, APHIS, VS employees, state animal health officials, or temporary hires. Information is managed in the EMRS using views for the field investigator, area office, region, laboratory, emergency management in Riverdale and, for the Incident Command System management personnel, during an emergency response. The data entered into EMRS can be exported for use with other applications, reporting, and data analysis.</p> <p>The purpose of this on-line/CD tutorial is to train personnel how to use EMRS, including how to log into the system, input data, and how to get information out of EMRS to accomplish their specific responsibilities. The tutorial includes the Investigation, Administrative, and Tasking modules of the EMRS.</p>
Target Audience	<p>The tutorial is designed to provide basic training for VMO’s and other field emergency response personnel responsible for reporting routine FAD/EDI investigations, personnel assigned to animal disease outbreaks and emergencies, and administrative personnel.</p> <p>This class is required as preparation for all other EMRS courses.</p>
Cost	None.
Contact	Fred Bourgeois, CEAH, 318-288-4083 Kris Keller, CEAH, 970-494-7338
Nominations	N/A
Nomination Deadline	N/A

Generic Data Base – Advanced Discoverer Queries for Data Retrieval	
Dates and Locations	<p>March 18 – 19, 2008 – Fort Collins, CO July 29 – 30, 2008 – Raleigh, NC August 5 – 6, 2008 – Fort Collins, CO</p> <p>** This is a two day course **</p>
Course Purpose	<p>Participants will learn advanced query design and data retrieval techniques using Oracle Discoverer. Topics to be covered include using nested logical operators, planning data retrieval, and using Discoverer as a troubleshooting tool. The troubleshooting portion of the class will make use of students' knowledge of the GDB Headquarters Reports.</p>
Target Audience	<p>Federal and State personnel who are already trained in both basic Discoverer data retrieval techniques and Understanding GDB Reports.</p>
Prerequisites	<p>Basic Discoverer Queries for Data Retrieval and Understanding GDB Reports. This advanced course on Oracle Discoverer requires basic knowledge of how to create and modify queries using Oracle Discoverer. It also requires that participants be familiar with the standard GDB Headquarters Reports which are discussed in detail in the Understanding GDB Reports training.</p>
Cost	<p>Participants pay travel and hotel.</p>
Contact	<p>Michael Durham, mike.durham@aphis.usda.gov or (970) 494-7295</p>
Nomination Deadline	<p>March 18 – 19, 2008 – Region: January 21, CEAH: February 4, 2008</p> <p>July 29 – 30, 2008 – Region: June 2, CEAH: June 23, 2008</p> <p>August 5 – 6, 2008 – Region: June 9, CEAH: July 7, 2008</p> <p>**Please honor the nomination deadlines. Thank you.</p>

Emergency Management Response System – Training for Incident Management Teams

*** Training will be available for two IMTs during FY08 ***

*** Tentative schedule is for one Spring 2008 and one Fall 2008 class; specific dates will be scheduled based on selected IMT's needs and availability ***

Location	TBD (Training location will be determined based on selected IMT needs)
Course Purpose	<p>The EMRS is a web-based task management system designed to automate many of the tasks associated with animal disease outbreaks and emergencies. It is used for routine reporting of foreign animal disease/emerging disease incident (FAD/EDI) investigations, state-specific disease outbreaks and control programs, classic national Animal Health Emergency responses, and natural disasters involving animals.</p> <p>Only authorized personnel in a specific state or with a definite “need-to-know” are given either “input/edit” or “read-only” access to a specific EMRS database. These personnel can be USDA, APHIS, VS employees, state animal health officials, or temporary hires. Information is managed in the EMRS using views for the field investigator, area office, region, laboratory, emergency management in Riverdale and, for the Incident Command System management personnel, during an emergency response. The data entered into EMRS can be exported for use with other applications, reporting, and data analysis.</p> <p>The purpose of this class is to train full Incident Management Teams to use EMRS during animal disease outbreaks and emergencies. The class includes a one-day refresher in the use of the EMRS and a two-day scenario-based training designed to use advanced data management, data extraction and manipulation, forecasting, report generation, and mapping.</p> <p>Candidates should be prepared for interactive training, to provide input in areas where they have extensive Taskforce experience, and to be able to continue learning advanced techniques to be prepared to serve as Situation Unit Leaders, Disease Reporting Officers, or Epidemiology Lead, fully using EMRS to manage the emergency response.</p>
Target Audience	This EMRS class is designed for Incident Management Teams to participate as a team. The training will be scheduled and located based on the needs of the selected Incident Management Team(s).
Prerequisites	Membership on a selected Incident Management Team and completion of the EMRS – Basic Training for Responses to Animal Health Emergencies – on-line/CD Tutorial
Cost	Teams seeking training should contact the appropriate Associate Regional Director for Emergency Management for availability of funds.
Contact	For more information on the course, interested IMT's should contact Fred Bourgeois, CEAH, 318-288-4083.

Nominations	Nominations are to be sent to the Regional Director's Office. The Regional Office will forward the nominations to CEAH.
Nomination Deadline	To Region: TBD To CEAH: TBD *** Please honor the nomination deadlines. Thank you. ***

Emergency Management Response System – Training for Area Coordinators	
Dates	TBD
Location	TBD
Course Purpose	<p>The EMRS is a web-based task management system designed to automate many of the tasks associated with animal disease outbreaks and emergencies. It is used for routine reporting of foreign animal disease/emerging disease incident (FAD/EDI) investigations, state-specific disease outbreaks and control programs, classic national Animal Health Emergency responses, and natural disasters involving animals.</p> <p>Only authorized personnel in a specific state or with a definite “need-to-know” are given either “input/edit” or “read-only” access to a specific EMRS database. These personnel can be USDA, APHIS, VS employees, state animal health officials, or temporary hires. Information is managed in the EMRS using views for the field investigator, area office, region, laboratory, emergency management in Riverdale and, for the Incident Command System management personnel, during an emergency response. The data entered into EMRS can be exported for use with other applications, reporting, and data analysis.</p> <p>The purpose of this class is to train Area Coordinators in the basic workflow and advantages of using EMRS to manage animal disease incidents. The use of the APHIS Emergency Qualifications System EQS and the interaction between these systems and the Forest Service ROSS System will be explained. The purpose of the course will be to raise AEC awareness of the capabilities of EMRS, how APHIS uses EQS and ROSS, and to explore methods for including EMRS in the planning at the State level for FAD incursions to assure a coordinated response.</p>
Target Audience	This EMRS class is designed for Areas Coordinators only.
Prerequisites	You must be an Area Coordinator and complete the EMRS – Basic Training for Responses to Animal Health Emergencies – on-line/CD Tutorial in order to attend this class.
Cost	Participants pay travel and hotel.
Contact	Fred Bourgeois, CEAH, 318-288-4083
Nominations	Nominations are to be sent to the Regional Director’s Office. The Regional Office will forward the nominations to CEAH.
Nomination Deadline	To Region: To CEAH:

NOMINATION REQUEST

PLEASE PRINT CLEARLY

COURSE TITLE: _____

DATE OF THE COURSE: _____

1. Participant's name, social security number, mailing address, phone and fax number, and e-mail address:

(Dr. Mr. or Ms.) Name Social Security Number

Mailing address (street, city, state, and zip code)

Phone number Fax number E-mail address

2. Job Title: _____

3. Participants Official Duty Station: _____

4. Estimated costs (This information is needed for the preparation for the Quarterly Travel Plan):

No. of days for per diem _____

POV (need # of miles round trip): _____

Miscellaneous expenses (round trip estimates): _____
{shuttle, parking, taxi, etc.}

Common carrier fare: _____

Method of purchase for common carrier (GTR, GVTS, CC, etc.): _____

GOV (Check if this mode of transportation will be used): _____

Car Rental: _____

5. Method of Transportation: _____

6. Supervisor's signature for approval: _____

7. Region's approval: _____

PLEASE FAX TO THE REGIONAL OFFICE. THE REGIONAL OFFICE WILL FAX TO THE NOMINATIONS CONTACT PERSON NOTED AT THE END OF EACH COURSE DESCRIPTION.

United States
Department of
Agriculture

Animal and Plant
Health Inspection
Service

Veterinary
Services

National
Veterinary
Services
Laboratories

TRAINING COURSES

PROVIDED BY THE

**NATIONAL
VETERINARY
SERVICES
LABORATORIES**

FISCAL YEAR 2008

TRAINING COURSES AT THE NATIONAL VETERINARY SERVICES LABORATORIES

(For FISCAL YEAR 2008 – October 1, 2007 – September 30, 2008)

(For courses offered more than once, all dates are listed)

Some courses may require additional fees for special supplies and equipment. *Fees are subject to change.

COURSE TITLE	LENGTH	DATES	COST – FY 2007 Prices	PAGE NO.
Anaplasmosis Complement-Fixation Test	4 ½ days	January 7-11, 2008	\$1,494	8
<i>Brucella abortus</i> Complement-Fixation Test	4 ½ days	January 7-11, 2008	\$1,494	8
Avian Influenza (AI) Virus Isolation, Subtyping, and Agar Gel Immunodiffusion	5 days	April 7-11, 2008	\$1,660	16
Bluetongue (BT) and Epizootic Hemorrhagic Disease (EHD) Virus Isolation	5 days	January 28 –February 1, 2008 Or As Scheduled	\$1,660	18
Bovine/Porcine Virus Isolation Techniques	2 days or 5 days	February 14-15, 2008 September 8-12, 2008	\$664 or \$1,660	19
<i>Brucella</i> Isolation and Identification	5 days	January 21-25 2008	\$1,660	5
<i>Brucella</i> Reagent Production	5 days	January 28 - February 1, 2008	\$1,660	7
Complement-Fixation Test	4 ½ days	January 7-11, 2008	\$1,494	8
Equine Infectious Anemia (EIA) Agar Gel Immunodiffusion (AGID) and Enzyme-Linked Immunosorbent Assay (ELISA) Laboratory Methods	1 ½ days	As Scheduled	\$498	20
Equine Viral Arteritis (EVA) Virus Neutralization (VN)	2 days 2 days	April 17 & 20 2008 Or As Scheduled	\$664 \$664	21
Fluorescent Antibody (FA) Conjugate Production	5 days	March 31-April 4, 2008	\$1,660	22
Foreign Animal Diseases	Varies	As scheduled	\$450/day*	35
Hemagglutinating Encephalomyelitis Hemagglutination-Inhibition (HI) Test	1 day	April 2, 2008	\$332	23
Johne's Complement-Fixation Test	4 ½ days	January 7-11, 2008	\$1,494	8
Johne's Isolation and Identification	4 days	April 7-10, 2008	\$1,328	9
<i>Leptospira</i> Microscopic Agglutination	2 days	As scheduled	\$664	11
<i>Mycobacteria</i> Isolation and Identification	10 days	March 24 - April 4, 2008	\$3,320	12
Newcastle Disease (ND) Virus Isolation and Serology	5 days	October 15-19, 2007	\$1660	24
Paratuberculosis (Johne's) Complement-Fixation Test	4 ½ days	January 7-11, 2008	\$1494	8
Porcine Parvovirus (PPV) Hemagglutination-Inhibition (HI) Test	2 days	May 1-2, 2008	\$664	26
Porcine Reproductive and Respiratory Syndrome (PRRS) Indirect Fluorescent Antibody (IFA) Test	2 day	April 17-18, 2008	\$664	27

COURSE TITLE	LENGTH	DATES	COST – FY 2007 Prices	PAGE NO.
Pseudorabies (PR) Virus Neutralization Test	3 days	On Request	Non-Billable	28
Pseudorabies (PR) Virus Enzyme-Linked Immunosorbent Assay (ELISA) and Latex Agglutination Test	2 days	On Request	Non-Billable	29
Swine Influenza (SI) Hemagglutination-Inhibition (HI) Test	2 days	March 6-7, 2008	\$664	30
Vesicular Stomatitis (VS) Virus (New Jersey and Indiana Serotypes) Complement-Fixation Test	2 days	April 14-15, 2008	\$664	31
Vesicular Stomatitis (VS) Virus (New Jersey and Indiana Serotypes) Virus Neutralization Test	3 days	April 16-18, 2008	\$996	32

- An application for training should be submitted as soon as possible, but no later than 2 months before the course.
- For specialized training or training not listed, contact the Training Office

Email: Daniel.J.Grause@aphis.usda.gov

Phone: (515) 663-7300/7475 FAX: (515) 663-7332

In response to requests from our customers for more specific information on diagnostic training to protect the health of animals, the National Veterinary Services Laboratories (NVSL) is pleased to provide you with this catalog which outlines some of the training courses provided by the NVSL. We hope this catalog will be helpful to you in identifying your training needs and in determining how the NVSL can assist you in meeting those needs.

While a number of courses are listed, this catalog is not all inclusive as we do provide training in other diseases. Feel free to contact us regarding your training requirements, and the NVSL will be glad to customize training to meet your specific needs. For information on the daily rate for training in Ames, Iowa and Greenport, New York, contact the NVSL training office below.

Requests for training or for more information on training should be sent to:

TRAINING OFFICE
NATIONAL VETERINARY SERVICES LABORATORIES
P.O. BOX 844
AMES, IA 50010

The NVSL Training Office can be reached by e-mail at NVSL_Training@aphis.usda.gov, by phone at (515) 663-7300/7475, or by fax at (515) 663-7332.

Information can also be accessed through the Internet at www.aphis.usda.gov/vs/nvsl/.

Let us know how we can meet your training needs.

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◆ Equine Viral Arteritis (EVA) Virus Neutralization (VN)	21
◆ Florescent Antibody (FA) Conjugate Production	22
◆ Hemagglutinating Encephalomyelitis Hemagglutination-Inhibition (HI) Test	23
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Mission and History of the National Veterinary Services Laboratories

MISSION: TO PROTECT THE HEALTH OF ANIMALS AND CONTRIBUTE TO PUBLIC HEALTH BY PROVIDING TIMELY, ACCURATE, AND RELIABLE LABORATORY SUPPORT TO OUR CUSTOMERS.

The National Veterinary Services Laboratories (NVSL) performs animal disease testing for Veterinary Services (VS) and is the only laboratory system in the Animal and Plant Health Inspection Service (APHIS) dedicated to the testing of diagnostic specimens for diagnosis of domestic and foreign animal diseases. The NVSL provides analytical services, disseminates scientific information, conducts developmental activities, and provides training for APHIS programs. It also works closely with APHIS' International Services to provide consultation, reagents, and training for foreign governments. Laboratory support services are provided for many APHIS programs. [Specific responsibilities of the individual laboratories are listed on pages 11, 25, 55, and 57.] The NVSL works closely with VS specialists in program development and program monitoring, and personnel are active on many animal health organization committees. NVSL clients and stakeholders include private, state, Federal, university and various diagnostic laboratories, and other groups, both domestic and international.

HISTORY: The origin of the NVSL can be traced to the Bureau of Animal Industry (BAI). Some of the significant events include:

1961 – Opening of the National Animal Disease Laboratory (NADL) at Ames, Iowa. The original organizational structure provided for a Director and Assistant Director for Research and an Assistant Director for Regulatory Laboratories. The Regulatory Laboratories were assigned 20 percent of the space and were to provide diagnostic services for the Animal Disease Eradication Division. Within a few years, reorganization resulted in three independent units for research, biologics, and diagnostics.

1971 – The Animal Health Division laboratory facilities in Beltsville, Maryland, were assigned to the Diagnostic Services group.

1972 – The Animal and Plant Health Inspection Service (APHIS) was formed as an Agency of the USDA. Diagnostic Services was a part of this Agency.

1973 – The Diagnostic Services Laboratory and the Biologics Laboratory were combined into one and named the Veterinary Services Laboratories.

1977 – The name of the laboratory was changed to NVSL. Growth and planning for construction of a new facility continued.

1978 – Phase I of the NVSL central facility was completed. The biologics laboratory personnel along with administrative services and support personnel moved into the new facility. Personnel from Beltsville along with their testing responsibilities moved to Ames.

1984 – Diagnostic activities at the Plum Island Animal Disease Center, Plum Island, New York, were transferred to APHIS and made a part of the NVSL. The diagnostic laboratory was named Foreign Animal Disease Diagnostic Laboratory (FADDL).

1996 – The NVSL's focus is exclusively on diagnostic activities due to the transfer of biologics testing responsibility to the Center for Veterinary Biologics. The eventual goal is to house all diagnostic personnel at the NVSL Central.

GENERAL INFORMATION

Nomination Procedure

Refer to the course outlines as some training requires the approval of the Federal and/or State Veterinarian in your state. All requests for training should be sent to:

Director's Office
USDA, APHIS, VS
National Veterinary Services
Laboratories (NVSL)
P.O. Box 844
Ames, IA 50010

Register Early

Mail or fax your registration early but no later than 2 months prior to the course to assure availability.

Telephone Registration

Registration will not be accepted by telephone; however, registrations sent by fax to (515) 663-7332 will be accepted if authorizing signature is included.

Confirmation Notification by the NVSL

A letter confirming receipt of the nomination will be sent to the individual submitting the request. Approximately 1 month before the course, an informational packet containing specific materials on the course will be sent directly to the trainee. The packet will contain an agenda, specifics on the course, an invoice, logistical details on motels and transportation to Ames, etc., a form to be returned to the NVSL to confirm attendance, and any other appropriate information.

Confirmation and Payment by the Trainee

The informational packet will contain a confirmation form that should be returned by the trainee as soon as possible but no later than the date indicated on the form. The full tuition payment is due at this time. Payment can be made by VISA, MasterCard, check, or money order (U.S. dollars payable to the USDA, APHIS). Instructions for paying the tuition will be included in the informational packet.

Substitutions

We encourage substitutions if you cannot attend a course. Employers may substitute another participant until the beginning of the course.

Withdrawals

You may withdraw from the class up to 2 weeks before the course begins with a full refund of tuition. After that date, refunds will be reduced by 1 day's tuition. Substitutions will be accepted up until the beginning of the course with no change to the tuition.

Accessibility

Participants needing special arrangements due to visual, hearing, or mobility impairment should contact the NVSL Training Office at least 4 weeks before the course to discuss specific needs and accommodations.

Interpreters

All courses are taught in English. The trainee must provide his/her own interpreter if one is needed.

Transportation/Housing

Participants are responsible for making their own travel arrangements and paying for their own costs for transportation, housing and food. The NVSL will provide appropriate information on motels and transportation along with the course information prior to the course. Assistance will also be provided in making motel reservations.

Purchasing Reagents

Unless otherwise indicated by the course outline, reagents for use during the course will be provided. If you want to purchase any reagents to take with you after the course, **arrangements must be made prior to the course.** Costs for reagents going to foreign countries must be prepaid. A Department of Commerce license may be required for reagents leaving the country. In addition, either a permit for importation into the receiving country or a letter from the foreign Ministry of Agriculture stating that a permit is not necessary is also required. For information on purchasing reagents, call (515) 663-7571, or fax (515) 663-7402.

Equal Opportunity

Training will be provided without discrimination for any nonmerit reason such as race, color, religion, sex, national origin, age, marital status, physical or mental handicap, or membership or nonmembership in an employee organization.

To contact the NVSL Training office

by email: [NVSL Training@aphis.usda.gov](mailto:NVSLTraining@aphis.usda.gov)
by phone: (515) 663-7300/7475
by fax: (515) 663-7332

NVSL APPLICATION FOR LABORATORY TRAINING

1. Name and Address of Applicant (Please type or print)			
(Dr., Mr., Mrs., Ms.)	(Last)	(First)	(M.I.)
Office Address			
City			Country
State	Zip Code		
Telephone: Office: ()	FAX: ()		
E-Mail Address:			
2. Training Desired			
Course Name	Date (if known)	Cost	
3. Employer			
Organization			
Division/Unit			
Local Address			
		City	State
			Zip Code
4. Professional Status			
Occupation	Position Title		Specialty
Brief description of your previous experience or training in conducting the requested test(s)			
5. Signatures			
Applicant's Signature			Date
Authorizing Official's Signature			Date
Name/Title of Authorizing Official (Print or Type)			Phone Number

OVERVIEW OF THE DIAGNOSTIC BACTERIOLOGY LABORATORY (DBL)

The DBL provides assistance to state, Federal, university, and foreign laboratories through the isolation and identification of pathogenic bacteria from animal tissues and fluids and through serologic examination for evidence of exposure to diseases caused by bacteria, fungi, and protozoa. Laboratory support is provided for brucellosis, tuberculosis, *Salmonella enteritidis*, horse importation, and other programs such as the National Animal Health Monitoring System and the National Poultry Improvement Plan by the following sections:

Bacterial Identification Section

- Zoonotic Agent Isolation and Identification
- *Salmonella spp.* Isolation and Serotyping
- *Leptospira* and Poultry *Mycoplasma* Reagents
- *Salmonella* and *Tylorella* Reference Laboratories
- *Pasturella Multocida* Typing and Reagents

Brucella & Mycobacterium Reagents Team

- *Brucella* & *Mycobacterium* Reagent Production
- *B. abortus* Strain 19 World Health Organization Reference (Seed)
- Proficiency Testing Reagents and Panels

Mycobacteria and Brucella Section

- *Brucella* and *Mycobacteria* Isolation & Identification
- Proficiency Testing of State Laboratories for Johnes Disease and Brucellosis
- Johnes's Disease Isolation and Identification

Serology Section

- Brucellosis Program Testing
- Import/Export Program Testing
- Proficiency Test of State Laboratories
- Tuberculosis and *Brucella spp.* Serum Banks

Technical Support Section

- Prepares/sterilizes all bacterial, viral, and other media, buffers, and solutions
- Maintains 900 computerized formulations for media and solutions
- Cleans and provides special treatment to glassware and other laboratory instruments

COURSES OFFERED

◆ Anaplasmosis Complement-Fixation Test.....	8
◆ <i>Brucella abortus</i> Complement-Fixation Test.....	8
◆ <i>Brucella</i> Isolation and Identification.....	5
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◆ Complement-Fixation Test.....	8
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◆ <i>Leptospira</i> Microscopic Agglutination Test.....	11
◆ <i>Mycobacteria</i> Isolation and Identification.....	12
◆ Paratuberculosis (Johnes's) Complement-Fixation Test.....	8

Demonstrations and tours (optional):

- NVSL/DBL – Media preparation laboratory
- NVSL/PL – Pathobiology Laboratory
- NADC – Brucellosis Laboratory
- ISU – Pathology and Microbiology

- ◆ Target Audience
Technicians, technologists, microbiologists, laboratory supervisors, laboratory trainers other scientists who desire current knowledge of the brucellosis diagnostic procedures. Class is limited to 2 trainees.
- ◆ Time Requirements
5 days
- ◆ Restrictions
The training is conducted in a Biosafety Level III laboratory that requires a brucellosis blood test before admittance. Laboratory clothing will be provided for use during this course. Persons who are immunocompromised or immunosuppressed may be at risk of acquiring infections.
- ◆ Contact Person
For technical information: Head, Mycobacteria and Brucella Section
Diagnostic Bacteriology Laboratory
(515) 663-7676

For logistical information: NVSL Training Office (515) 663-7300/7475

**COMPLEMENT-FIXATION TEST [ANAPLASMOSIS, BRUCELLA ABORTUS,
AND/OR PARATUBERCULOSIS (JOHNE'S)]**

January 7-11, 2008

- ◆ **Description** This is a hands-on training course that provides the opportunity for participants to learn the complement-fixation technique for the detection of antibodies against anaplasmosis, brucellosis, and/or paratuberculosis (Johne's).
- ◆ **Objective** Participants will review and update their knowledge of the complement-fixation test by observing and practicing specific techniques for the detection of antibodies against anaplasmosis, brucellosis, and/or paratuberculosis (Johne's)
- ◆ **Topics to be Covered** Testing procedures including:
 - Complement-fixation principles
 - Hemolysin titrations
 - Complement titrations
 - Complement-fixation tests for anaplasmosis, brucellosis, and/or paratuberculosis (Johne's)
- ◆ **Target Audience** Diagnostic laboratory technicians, supervisors, and epidemiologists. Class size is limited to 6.
- ◆ **Time Requirements** 4½ days
- ◆ **Contact Person** For technical information: Head, Serology Section
Diagnostic Bacteriology Laboratory
(515) 663-7565
For logistical information: Training Office (515) 663-7300/7475

Demonstration and tours (optional)

- NVSL-DBL media laboratory
- NADC paratuberculosis laboratory and library
- NVSL-DBL serology laboratory
- ISU paratuberculosis laboratory and library

◆ Target Audience

Technicians, technologists, microbiologists, laboratory supervisors, laboratory trainers and/or other scientists who desire current knowledge of the Johne's diagnostic procedures. Class is limited to 4 trainees.

◆ Time Requirements

4 days

◆ Contact Person

For technical information: Head, Mycobacteria and Brucella Section
Diagnostic Bacteriology Laboratory
(515) 663-7676

For logistical information: Training Office (515) 663-7300/7475

Lectures/Discussions include:

- Clinical and epidemiological aspects of bovine tuberculosis
- Test interpretations
- Laboratory safety
- Quality assurance
- Trouble shooting
- Emerging technologies
- Guinea pig inoculation

Demonstrations and tours (optional)

- NVSL-DBL media laboratory
- NADC tuberculosis laboratory and library
- NVSL-PL laboratory

- ◆ Target Audience
Technicians, technologists, microbiologists, laboratory supervisors, laboratory trainers or other scientists who desire current knowledge of the bovine tuberculosis diagnostic procedures. Class is limited to 4 trainees.
- ◆ Time Requirements
10 days: 5 days – Processing Portion
 5 days – Identification Portion
- ◆ Restrictions
A tuberculin skin test will be administered to trainees on the first day of the class unless they have previously been vaccinated for tuberculosis with BCG vaccine. Trainees will be provided with laboratory clothing which will be worn during the training.
- ◆ Contact Person
For technical information: Head, Mycobacteria & Brucella Section
 Diagnostic Bacteriology Laboratory
 (515) 663-7676
For logistical information: Training Office (515) 663-7300/7475

OVERVIEW OF THE DIAGNOSTIC VIROLOGY LABORATORY (DVL)

The DVL provides diagnostic support for APHIS programs and foreign animal diseases (FAD) as well as diagnosis of domestic diseases by virus isolation and identification, serologic tests, and electron microscopy. The DVL conducts surveillance, import/export testing, and reference and reagent production. They provide diagnostic assistance in domestic diseases for private, state, Federal, and university laboratories, and train scientists from national and international laboratories.

The DVL is a national reference laboratory for bluetongue (BT), equine infectious anemia (EIA), highly pathogenic avian influenza (HPAI), Newcastle disease (ND), pseudorabies (PR), and vesicular stomatitis (VS) viruses. The DVL is also an Office International des Epizooties reference laboratory for BT, EIA, HPAI, exotic ND, PR, Venezuelan equine encephalomyelitis and VS viruses.

Avian Viruses Section

- Isolation and Identification of Avian Virus Pathogens
- Reference Laboratory for Highly Pathogenic Avian Influenza and Exotic Newcastle Disease

Bovine and Porcine Viruses Section

- Isolation and Identification of Bovine and Porcine Viruses, and viruses from aquatic organisms such as fish and shrimp
- Reference Laboratory for Pseudorabies Virus and Vesicular Stomatitis Virus.

Equine and Ovine Viruses Section

- Isolation of Equine and Small Ruminant Viruses, Equine Encephalomyelitis, and West Nile Virus
- Reference Laboratory for Equine Infectious Anemia, Bluetongue, and Epizootic Hemorrhagic Diseases Viruses

COURSES OFFERED

◆ Avian Influenza (AI) Virus Isolation, Subtyping, and Agar Gel Immunodiffusion.....	16
◆ Bluetongue (BT) and Epizootic Hemorrhagic Disease (EHD) Virus Isolation.....	18
◆ Bovine/Porcine Virus Isolation Techniques.....	19
◆ Equine Infectious Anemia (EIA) Agar Gel Immunodiffusion (AGID) and Enzyme-Linked Immunosorbent Assay (ELISA), Laboratory Methods.....	20
◆ Equine Viral Arteritis (EVA) Virus Neutralization (VN).....	21
◆ Fluorescent Antibody (FA) Conjugate Production	22
◆ Hemmagglutinating Encephalomyelitis Hemagglutination-Inhibition (HI) Test	23
◆ Newcastle Disease (ND) Virus Isolation and Serology	24
◆ Porcine Parvovirus (PPV) Hemagglutination-Inhibition (HI) Test	26
◆ Porcine Reproductive and Respiratory Syndrome (PRRS) Indirect Fluorescent Antibody (IFA) Test.....	27

(continued on next page)

- ◆ Pseudorabies (PR) Virus Neutralization Test 28
- ◆ Pseudorabies (PR) Virus Enzyme-Linked Immunosorbent Assay (ELISA) and
Latex Agglutination (LA) Test 29
- ◆ Swine Influenza (SI) Hemagglutination-Inhibition (HI) Test..... 30
- ◆ Vesicular Stomatitis (VS) Virus (New Jersey and Indiana Serotypes)
Complement-Fixation Test..... 31
- ◆ Vesicular Stomatitis (VS) Virus (New Jersey and Indiana Serotypes)
Virus Neutralization Test..... 32

Discussions will include:

- Epidemiology of avian influenza
- Good laboratory practices
- Techniques to prevent laboratory contamination
- Quality assurance
- Trouble shooting
- Test interpretations
- Pathogenicity tests and interpretations
- Reagent preparation
- Subtyping procedure

- ◆ Target Audience
Technicians, microbiologists, and veterinarians who wish to improve current laboratory skills or who will actually perform the test in the laboratory. Class size is limited to 2.
- ◆ Time Requirements
Training will be provided Monday through Friday. Trainee should be prepared to be in the laboratory for 5 full days.
- ◆ Restrictions
The training will be conducted in a high security laboratory. Trainees will be required to change clothing to enter and shower to leave. Participants must sign an agreement not to go near or handle livestock or poultry during the training and for 5 days after completion of the training.
- ◆ Contact Person
For technical information: Head, Avian Viruses Section
 Diagnostic Virology Laboratory
 (515) 663-7551
For logistical information: Training Office (515) 663-730/7475

FLOURESCENT ANTIBODY (FA) CONJUGATE PRODUCTION

March 31- April 4, 2008

- ◆ Description Hands-on training to prepare an FA conjugate using flourescein isothiocyanate (FITC) dye. Serum antibody used in this course was produced against a viral agent, but the FA-labeling technique can also be applied to antiserum produced against other agents.
- ◆ Objective To enable participants to conjugate and evaluate FITC-labeled antibody.
- ◆ Topics to be Covered The production and evaluation of conjugate including:
 - Discussion of antiserum production
 - Preparation of reagents used in procedure
 - SAS fraction of serum
 - Dialysis
 - Protein determination
 - Gel filtration with Sephadex
 - Evaluation of FA conjugates
- ◆ Target Audience Technicians, microbiologists, and/or veterinarians who want training in FA conjugate production. Restricted to 2 trainees.
- ◆ Time Requirements 5 days
- ◆ Restrictions The training will be conducted in a high-security laboratory. Trainees will be required to change clothing to enter and shower to leave. Participants must sign an agreement not to go near or handle livestock or poultry during the training and for 5 days after completion of the training.
- ◆ Contact Person For technical information: Reagent Production Unit
Diagnostic Virology Laboratory
(515) 663-7551
For logistical information: Training Office (515) 663-7300/7475

OVERVIEW OF THE PATHOLOGY LABORATORY (PL)

The PL provides differential diagnostic studies of Foreign Animal Disease (FAD) and domestic animal diseases. The laboratory's clients and stakeholders include several Federal programs, various diagnostic laboratories, and other groups, both domestic and international.

This laboratory is the national reference center for confirmation and/or diagnosis of various VS program diseases (e.g., transmissible spongiform encephalopathies, bovine tuberculosis, screwworm myiasis, and cattle fever ticks). It is an international center for analytical services and provides pathology, clinical pathology, parasitology, entomology, and chemistry services.

General Pathology and Pathology Investigations Section

- Histopathology Support for the Bovine Tuberculosis Eradication/Control Program
- Gross Pathology/Histopathology Support for Diagnosis of Foreign Animal Diseases and Enzootic Diseases
- Histopathology/Immunohistochemistry for Scrapie and Chronic Wasting Disease Diagnosis
- Surveillance Histopathology IHC for Bovine Spongiform Encephalopathy
- Gross Pathology/Histopathology Reference Support for State Diagnostic Laboratories
- Histological and Immunohistochemical Preparations

Chemistry and Analytical Services (CAS) Section

- Chemical Identification and Quantitation of Program-related Agents
- Analysis of Pesticide Concentrations for APHIS Programs
- Chemical Analysis of Veterinary Biologics Products
- Standardization of Analytical Methodologies
- Coordination of Veterinary Services Disinfectant Issues
- Coordination of Comprehensive Diagnostic Cases

Parasitology and Clinical Pathology Team

- Exotic and Domestic Parasite Identification (e.g., Ticks, Myiasis Flies, Mites, Hemoparasites)
- Center for National Tick Surveillance Program
- Hematology and Clinical Chemistry
- Fraudulent Blood Screening

Animal Resources Section

- Animal Care, Handling, and Management
- Staff Members Have American Association for Laboratory Animal Science Certification
- Operation of Biosafety Level II and III Animal Housing Facilities
- Accredited by the American Association for Assessment and Accreditation of Laboratory Animal Care since 1994

COURSES OFFERED

- ◆ Specialized training available upon request. Contact the Training Office, telephone (515) 663-7300/7475 or email: NVSL Training@aphis.usda.gov

OVERVIEW OF THE FOREIGN ANIMAL DISEASE DIAGNOSTIC LABORATORY (FADDL)

The FADDL is responsible for the diagnosis of animal diseases foreign to the United States by testing samples submitted from within and outside the United States. Tests are also conducted on imported animals and animal products for the presence of exotic animal disease agents.

Diagnostic Services Section

- Diagnosis of Foreign Animal Diseases (FAD)
- Testing of Imported Animals for FAD
- Safety Testing of Imported Biological Materials
- Gamma Irradiation Sterilization of Biomaterials
- Histologic Studies on Diagnostic Cases
- Electron Microscopic Examination of Pathogen

Reagents and Vaccine Services Section

- New Methods Evaluation and Implementation
- Production, Maintenance, and Distribution of Diagnostic Reagents
- Maintenance of North American Foot-and-Mouth (FMD) Vaccine Bank

TRAINING OFFERED

Foreign Animal Diseases.....35

Training in the diagnosis and recognition of diseases not present in the United States is offered at the Foreign Animal Disease Diagnostic Laboratory (FADDL) on a request basis. The primary areas of interest in the past have included:

1. Vesicular Disease Diagnosis
Detection of antibodies to foot-and-mouth disease virus (FMDV), vesicular stomatitis virus (VSV), vesicular exanthema of swine (VES), and swine vesicular disease virus (SVDV) by agarose gel immunodiffusion, virus neutralization, and/or ELISA.

Detection of viral antigens of FMDV, VSV, VES, and SVDV by ELISA, complement-fixation, polymerase chain reaction (PCR), virus isolation (using tissue culture and/or live animal systems), and electron microscopy (EM).
2. Swine Disease Diagnosis
Detection of classical swine fever (CSF) (hog cholera) and African swine fever (ASF) virus by indirect fluorescent antibody (IFA) staining of cut tissue sections and/or virus isolation in tissue culture or live animals.

Detection of CSF virus and ASF virus by avidin-biotin complex (ABC) staining and IFA staining of cut tissue sections and/or virus isolation in tissue culture or live animals.
3. African Horse Sickness
Detection of antibodies to African horse sickness (AHS) virus by ELISA, complement-fixation, virus neutralization, and IFA.
4. Rinderpest and Peste des Petits Ruminants (PPR)
Detection of antibodies to Rinderpest virus and PPR virus by virus neutralization and detection of virus by virus isolation in tissue culture.
5. Histopathology
Training in the recognition of important microscopic lesions present in tissues from animals infected with agents exotic to the United States.
6. Others
Training in the diagnosis of other foreign animal diseases can be arranged.

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TRAINING COURSES

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**APHIS Training and Development
Training Schedule
FY 08**

NOTE: Most courses listed within this Training and Development catalog will require registration through AgLearn. If an SF-182 is required, it should also be completed in AgLearn. Specific enrollment information will be included in all course announcements.

AgLearn Learning Management System	
Dates	On-going
AgLearn Access	Access to AgLearn is through the eAuthentication system. Employees must use their eAuthentication user ID and password to log-in to AgLearn.
Description	The AgLearn learning management system is a multi-faceted development tool available to all USDA employees. The user of AgLearn may create an Individual Development Plan, complete on-line courses, register for classroom courses, complete an SF-182 and submit it, get credit for classroom courses, run reports, and manage his/her development. Additionally, supervisors may assign courses, approve (or deny) SF-182s, approve (or deny) Individual Development Plans, manage staff development, and run reports on staff. Reference guides are located under the Help link once logged in to AgLearn. These provide step-by-step instructions for performing all of these activities.
Resources	<ul style="list-style-type: none"> • AgLearn Helpdesk (866) 633-9394 • eAuthentication Helpdesk (800) 457-3642 • APHIS Training & Development Helpline (301) 734-5984

APHIS Diversity Program

Program Description: Training and Development facilitates workshops and briefings, supports program diversity councils, and maintains a resource center of training videos, DVD's, activities, and books to support agency-wide diversity training initiatives and events.

Course Titles, Descriptions, Dates and Locations:

A) Generational Views on Professionalism: This full day course will provide participants with the understanding and tools necessary to effectively work in and manage a multi-age workforce. Participants will get new insights and strategies that will minimize generational conflict, promote respect and strengthen communication and collaboration to make any workplace more productive. This is a full day workshop.

Target Audience: All employees

Dates and Locations:

- November 26 – 30, 2007, San Juan, Puerto Rico (several classes offered)
- March 4-5, 2008, Miami, FL
- 2nd quarter (exact date TBD), Ft. Collins, CO (sponsored by MRPBS Civil Rights Committee)

B) Leading in a Mix of Generational Views and Values: APHIS management, for the first time, has to manage all four generations (Traditionalist, Baby Boomers, Generation X'er and Millennials in the workplace. This full day course provides team leaders, supervisors and managers with the understanding and tools necessary to effectively coach, manage and retain each generation in the workplace. This is a full day workshop.

Target Audience: Team Leaders, Supervisors, Managers

Dates and Locations:

- 2nd quarter (exact date TBD, Ft. Collins, CO (sponsored by MRPBS Civil Rights Committee)
- November 26 – 30, 2007, San Juan, Puerto Rico (several classes offered)
- March 4-5, 2008, Miami, FL

C) ProGroup Players' (Diversity Theater): This innovative diversity theater training forum brings on the job reality and teaches skills needed to improve respect and comfort in the workplace. Using live theater to stimulate learning, this group brings difficult situations to life, giving participants real ideas for addressing and solving ongoing workplace challenges. Each diversity theater training performance is interactive, led by a senior facilitator who elicits shared views and concerns through discussions after each scene. This is truly an unforgettable skill building experience for all employees.

Target Audience: See Below

Dates and Locations:

Course A: "Generational Views on Professionalism"

- Target Audience - All Employees
- November 26, 2007 San Juan Puerto Rico
- November 27, 2007 San Juan, Puerto Rico
- March 4, 2007 Miami, Florida

Course B: "Leading in a Mix of Generational Views and Values"

- Target Audience - Team Leaders, Supervisors, Managers
- November 28, 2007 San Juan, Puerto Rico
- November 29, 2007 San Juan, Puerto Rico
- March 5, 2008 Miami, Florida
- May 7, 2008, Riverdale, Maryland

Cost: Tuition funded by Training and Development Branch.

Point of Contact: For additional information, please contact Dale Short at (301) 734-5732.

Competencies Addressed: Leveraging Diversity, Conflict Management, Team Building, Oral Communication, Interpersonal Skills

Generational Differences in the Workplace - Leadership and Teamwork

Dates	<p>October 30, 2007 – Riverdale, MD Two workshops to be offered: 8:30-11:30 a.m. & 1-4 p.m.</p> <p>Video conference the afternoon session to Ft. Collins, CO; Ames, IA; Minneapolis, MN; and Raleigh, NC</p>
Description	<p>For the first time in history, four distinct generations are employed side by side in the workplace. With differing values and seemingly incompatible views on leadership, these generations have stirred up unprecedented conflict in the business world. Effective management of this generational divide is vital to APHIS' longevity and success. What are each generation's core values? What do they expect of their leaders and how do they define success? In this engaging program, Cam Martson answers these questions and much more. Audiences will learn how each generation developed its core values, how that manifests itself in the workplace today, and why they can all not only operate alongside each other but can do so with extraordinary success. This program provides the generational concrete examples and specific approaches to help frustrated managers build individual connections to boost employee performance and retention. Participants will walk away knowing the common generational characteristics of specific leadership needs of each generation. Trainer: Cam Martson, Martson Communications.</p>
Target Audience	Team Leaders, Supervisors, Managers, and Executives
Cost	Tuition will be paid for by the APHIS Training and Development Branch, ESD, MRPBS.
Contact	For more information, please contact Mary Ellen Keyes at (301) 734-6513.
Application Deadlines	Open enrollment September 19 – October 15, 2007.

Fundamentals of APHIS Human Resource Management (FAHRM) Blended Learning for Probationary and New Supervisors			
Dates	November 5 – 9, 2007 – Santa Barbara, CA February 4 – 8, 2008 – Savannah, GA June 2 – 6, 2008 – Detroit, MI August 11 – 15, 2008 – Denver, CO		
Description	FAHRM-Blended Learning complies with the APHIS Leadership Journey Competency Model. These FAHRM-Blended Learning courses include 40-hours of classroom instruction and approximately 20 hours of AgLearn, on-line courses for a total of approximately 60 hours of development.		
Competencies Addressed	Conflict Management, Human Resources Management, Interpersonal Skills, Leveraging Diversity, Service Motivation and Developing others.		
Target Audience	<p>First priority enrollment is for APHIS supervisors in a 12-month probationary period, also referred to as probationary supervisors, who are required to attend this course within 1 year of their appointment as a new supervisor. Second and third priority enrollments are available for others with human resource and personnel management responsibilities.</p> <p>Note: Given the variety of individual skill levels in these multiple competency areas, additional developmental needs may be identified and other learning activities required prior to certification of completion of agency required training for supervisors in a probationary period.</p>		
Application Procedure	<p>All application and registration procedures will be handled via Aglearn. For additional information on the application, enrollment or course administration please contact Kendra Young, FAHRM Program Assistant, at 301-734-3234 or Kendra.Young@aphis.usda.gov.</p> <p>Selections for this course are made based on priority criteria. Once approved through AgLearn, you will be enrolled and course specific information will be forwarded directly to you.</p>		
Cost	Tuition is funded by APHIS Training and Development. Travel and per diem is funded by your program.		
Contact	For information on FAHRM-Blended Learning course content or for assistance, please contact the FAHRM Program Manager at Betsy.M.Guardiola@aphis.usda.gov or by telephone at (301) 734-8554.		
Application Deadlines	<u>Date</u>	<u>Location</u>	<u>Application Deadline</u>
	February 4-8, 2008	Savannah, GA	December 10, 2007
	June 2-6, 2008	Detroit, MI	March 12, 2008
	August 11-15, 2008	Denver, CO	May 19, 2008
	November 3-7, 2008	Los Angeles, CA	August 25, 2008

Training and Presentation Workshop

Dates	<p> November 6 - 7, 2007 – Riverdale, MD June 11 – 12, 2008 – Minneapolis, MN August 5 – 6, 2008 – Ft. Collins, CO 2nd Quarter (exact date TBD) – Raleigh, NC 3rd Quarter (exact date TBD) – Ames, IA </p> <p>This training is also available upon request</p>
Description	<p>The purpose of this workshop is to develop employee confidence and skills when designing and presenting short, informational briefings, presentations, and training. By the end of this workshop, learners will be able to:</p> <ul style="list-style-type: none"> • Project competence and confidence as a speaker using effective delivery skills, • Manage fears of public speaking, • Analyze the audience to determine their needs and attitudes, • Apply good facilitation techniques to motivate the audience, • Demonstrate effective use of visual aids, • Describe how to handle difficult situations, and • Deliver a 5-10 minute presentation well, using the techniques learned in the workshop.
Competencies Addressed	<p>Conflict Management, Human Resources Management, Interpersonal Skills, Leveraging Diversity, Service Motivation and Developing others.</p>
Target Audience	<p>All APHIS Employees</p>
Cost	<p>Tuition is funded by APHIS Training and Development. Travel and per diem is funded by your program.</p>
Contact	<p>For more information, please contact Cindy Pericak, at (301) 734-4990.</p>
Application Deadlines	<p>Open Enrollment Dates</p> <p> November class – October 8 – 23, 2007 June class – May 5 – 28, 2008 August class – July 5 – 25, 2008 </p> <p>Check online catalog periodically for updates to 2nd and 3rd quarter classes</p>

Planning for Retirement	
Dates	November 13 – 14, 2007 – Riverdale, MD Mid April 2008 (exact date TBD) – Riverdale, MD Early November (exact date TBD) – Riverdale, MD
Description	The seminar is designed to provide participants with a detailed understanding of the benefits they are entitled to under the Civil Service Retirement System (CSRS), the Federal Employees Retirement System (FERS), the Social Security and Medicare programs, the Thrift savings plan, and Federal employee's health and life insurance programs. In addition, the seminar is designed to develop the planning skills and insights needed to insure a healthy, financially sound and rewarding retirement.
Competencies Addressed	Flexibility, Problem Solving, and Decisiveness.
Target Audience	The seminar focuses on employees who are within 5-10 years of retirement. However, all MRP employees and spouses are invited to attend, regardless of their length of service.
Cost	Generally \$100-200 per participant, paid for by the participant's program. Spouses can attend at no additional cost.
Contact	For more information on enrollment procedures call LaJuan Barnes, ESD, at 301-734-5817.
Application Deadlines	Open Enrollment Dates November class – October 1 – November 2, 2007 Check online catalog periodically for updates to April 2008 and November 2008 classes

So You Think You Want to Be a Supervisor

Dates	<p>December 4 – 5, 2007 – Riverdale, MD February 12 – 13, 2008 – Riverdale, MD March 18 – 19, 2008 – Raleigh, NC June 2 - 3, 2008 – Minneapolis, MN</p> <p>** Additional dates may be added based on demand **</p>
Description	<p>Becoming a supervisor is an important decision both for the individual and for the Animal and Plant Health Inspection Service of the United States Department of Agriculture (APHIS / USDA). This participative two-day class uses group discussion, case studies, individual and group exercises and role-plays to help potential supervisors gain a realistic view of the challenges of supervision.</p> <p>This course is not like most courses because its goal is not to build supervisory skills. Rather, it is designed to help participants become aware of the challenges and issues supervisors face, as well as, decide if becoming a supervisor is a career path they would like to pursue in the future. By the end of this class, participants will be able to:</p> <ul style="list-style-type: none"> • Describe the role of a supervisor in APHIS and how it differs from a non-supervisory position. • Demonstrate understanding of the key supervisory competencies of APHIS. • Demonstrate understanding of the larger challenges of supervision, such as gaining the respect of former peers; being responsible for others' work—especially at a distance; being challenged by employees; supporting upper management even when they might not personally agree with them and producing effective results with less time, resources and data than they might like. • Discuss why it's important to adapt how they communicate based on diverse personality styles, differing situations and varying purposes. • Explain the importance of integrity, honesty, ethical action and building trust as a supervisor. • Identify why they want to be a supervisor and if this position will provide the career satisfaction they seek.
Enrollment Procedures	<p>Specific enrollment dates will be given, with deadlines, approximately six weeks before each scheduled course. Each participant will need to complete two SF-182 training request forms (\$300 for the classroom training and \$100 for a battery of self-assessments).</p>
Target Audience	<p>All employees considering a move to a supervisory career tract will benefit from this training.</p>
Cost	<p>Tuition costs of \$400 per participant, as well as travel and per diem, are funded by participant's program.</p>
Contact	<p>For more information, contact Will Bostwick, ESD, at (301) 734-0867, or by email at william.s.bostwick@aphis.usda.gov.</p>

Application Deadlines	Open Enrollment Dates
	December class – October 23 – November 9, 2007 March class – February 2 – 29, 2008 June class – Minneapolis, MN – April 28 – May 23, 2008

Support Employees Learning Forum (SELF)	
Dates	January 15, 2008 – Riverdale, MD July (exact date TBD), 2008 – Riverdale, MD
Description	<p>SELF is a 6-month (3 days a month), that was developed specifically for employees in support positions. The program is based on the Level I Managing Self Core Competencies in the APHIS Leadership Journey Competency Model and includes a variety of blended learning opportunities including classroom and web-seminar. There is a graduation ceremony at the completion of this program.</p> <p>Participant Benefits: The program will provide the opportunity for participants to:</p> <ul style="list-style-type: none"> • Increase technical and personal skills and abilities in order to perform effectively; • Develop critical linkages with peers fostering communication, networking, and problem solving skills; and • Be more marketable through personal growth and development;
Competencies Addressed	Oral & Written Communication, Teamwork/Team Building, Problem Solving, Interpersonal Skills, Integrity/Honesty, Continual Learning, Customer Service, Flexibility, Resilience, and Technical Credibility.
Target Audience	Headquarters clerical and administrative support staff with up to 2 years in a position.
Cost	\$100 per participant
Contact	For more information, contact Tanya Briscoe, Program Manager at (301) 734-5551.
Application Deadlines	<p>Open Enrollment Dates</p> <p>January class – December 3 – 17, 2007</p> <p>Check online catalog periodically for updates to July 2008 class.</p>

Staff Officer Training (SOT)	
Dates	<p>January 28, 2008 – July 18, 2008</p> <p>The course is held once every two years, unless demands indicate more often. Participants must plan on being away from their jobs for approximately 200 hours of training over a 7 month period. All sessions will be held in Riverdale, MD, and the surrounding Washington, D.C. Metropolitan area.</p>
Description	<p>“SOT” is an orientation and skill building program for new staff officers. The program is designed to emphasize participant involvement and includes a variety of learning techniques. Specific objectives include:</p> <ul style="list-style-type: none"> • Facilitating the new staff officer’s transition from an operational or academic role into one requiring broader perspective and greater breadth of skills; • Providing knowledge or skills development in the areas critical to the effectiveness of the staff officer; • Developing and maintaining vital relationships within the staff officer community to support the agency’s mission and; • Providing opportunities to broaden the staff officer’s view of the agency and its work beyond their specific areas of technical expertise.
Competencies Addressed	Continual Learning, Service Motivation, Conflict Management, Customer Service, Human Resources Management, Interpersonal Skills, Oral Communication, and Written Communication.
Target Audience	Headquarters and field personnel who have been in a staff officer position for fewer than 3 years. (For this purpose, a staff officer is defined as one in a professional, 2-grade interval series, GS9- and above).
Cost	Cost will be based on the number of participants.
Contact	For more information on enrollment procedures, please contact Dale Short, Program Manager, at (301) 734-5732.
Application Deadlines	Open enrollment from November 1 – 16, 2007

Grammar and Usage Workshop

Dates	March 17, 2008, Riverdale, MD
Description	<p>For most people, this is a great refresher course. This course will cover what you need to know about grammar and sentence structure to communicate better. You learn proper usage of punctuation, abbreviations, quotations and capitalization and how to eliminate unnecessary words and phrases. Brush up on the rules of grammar and style and test yourself on the most frequent writing blunders. At the end of the course, participants should be able to:</p> <ul style="list-style-type: none">• Write balanced, logical sentences• Use government style for punctuation, capitalization and numbers• Recognize and correct common errors in grammar• Recognize current acceptable usage
Competencies Addressed	Written communication
Target Audience	All Employees
Cost	Tuition is funded by MRPBS
Contact	For more information, please contact Tanya Briscoe at (301) 734-5551.
Application Deadlines	Open enrollment from January 18 – February 11, 2008

Computer Courses for APHIS Support Employees

Dates	<p>MS Word, MS Excel, and MS PowerPoint each will be offered once in the spring and again in the fall in Riverdale, MD.</p> <p>Exact dates (TBD)</p>
Description	<p>Three basic computer courses will be offered:</p> <ol style="list-style-type: none"> 1. Microsoft Word Intermediate: Basic text editing; indenting paragraphs; using styles, numbers and bullets, headers and footers, section breaks, borders and shading, online help; inserting dates and symbols; working with tables; cutting/copying/pasting. 2. Microsoft PowerPoint: reviewing basic presentation skills' using outline tab and tables; working with multiple presentations an drawing objects; editing presentation masters; adding special effects; creating basic charts' setting up slide show; exporting outlines and slides/ 3. Microsoft Excel: Reviewing formulas; using automatic formatting, large worksheets, auto-filters, range names, html files, and other functions; working with multiple worksheets, and labels in formulas; managing worksheets, data, and files.
Competencies Addressed	Technical credibility
Target Audience	APHIS support employees (secretaries, clerks, office assistants, administrative assistants, etc.)
Cost	Cost will be determined based on the number of participants.
Contact	For more information, please contact Tanya Briscoe at (301) 734-5551.
Application Deadlines	<p>Open enrollment from January 18 – February 11, 2008</p> <p>Check online catalog periodically for updates and exact dates of classes</p>

FOCUS: Achieving Your Highest Priorities

Dates	<p>April 1, 2008 – Savannah, GA May 12, 2008 – Minneapolis, MN</p> <p>This course is also available upon request.</p>
Description	<p>This seminar is considered by many to be the premier course of its kind, often referred to as “THE” Time Management Workshop for the business of living. Learn to balance the demands on your time while accomplishing the things you truly value. In this workshop the participants will not only learn to understand time management, but also how to recognize and express his/her most important goals and values and integrate them into his/her short and long term planning. Specifically, immediate results will occur in:</p> <ul style="list-style-type: none"> • Improving work performance and in one’s personal life becoming more effective; • Creating a more healthy balance between one’s personal and business life; • Identifying and accomplishing things according to value, not urgency; • Reducing stress and the feeling of “overload”; • Gaining more confidence in one’s ability to get things done; • Finding lower-term solutions rather than quick-fix remedies; and • Becoming more focused while minimizing distractions; <p>This training includes learning to use the world renowned time management tool, The Franklin Planner. Developing one’s ability to use the planner (or suitable alternative) to its full potential is an important part of this workshop.</p>
Competencies Addressed	<p>Vision, Creativity & Innovation, Strategic Thinking, Flexibility, Integrity/Honesty, Accountability, Problem Solving, Decisiveness, Customer Service, Partnering, and Interpersonal Skills.</p>
Target Audience	<p>All Employees</p>
Cost	<p>Tuition costs of \$150 per participant, as well as travel and per diem, are funded by the participant’s program. This tuition cost compares to a cost of \$300 should this course be taken from an outside source.</p>
Contact	<p>For more information, contact Nicole Jablonski, ESD, at (301) 734-4973 or David Foley, ESD, at (301) 734-6367.</p>
Application Deadlines	<p>Open enrollment dates:</p> <p>April course – February 4 – 29, 2008 May course – March 10 – 28, 2008</p>

7 Habits for Managers

Dates	April 2 – 3, 2008 – Savannah GA August 27 – 28, 2008 – Riverdale, MD
Description	<p>This 2-day workshop focuses exclusively on the management applications of The 7 Habits, giving managers the tools to take initiative, resolve conflicts, and unleash the talents and passions of their teams.</p> <p>Designed to help managers and supervisors perform their roles effectively, this workshop will help you apply principles from The 7 Habits of Highly Effective People to create balance in a healthy, cohesive work environment. Specific objectives include:</p> <ul style="list-style-type: none"> • How to resist overreacting to difficult situations • The importance of responsibility, accountability, and commitment • Skills for building real trust among coworkers • How to become a resourceful, effective manager who quickly accomplishes goals • How to manage yourself • How to lead others • How to unleash the potential of your team
Competencies Addressed	Team Building, Accountability, Influence and Negotiation, Conflict Management
Target Audience	Team leaders, supervisors, and managers.
Cost	\$320 – \$350. Exact cost will be given when course is announced.
Contact	For more information, contact Aline Assad, ESD, at (301) 734-4959 or Mary Ellen Keyes, ESD, at (301) 734-6513.
Application Deadlines	<p>Open enrollment dates:</p> <p>April course – February 5 – 19, 2008</p> <p>August course – June 2 – 13, 2008</p>

Polishing APHIS Team-leaders (PAT) Blended Learning	
Dates	April 7 – 11, 2008 – Raleigh, NC September 1 – 5, 2008 – Ft. Collins, CO
Description	<p>PAT-Blended Learning complies with the APHIS Leadership Journey Competency Model. The PAT-Blended Learning course is designed to significantly address APHIS Core Leadership Competencies for Managing Self as well as Team Leader and Project Manager competencies for Managing Projects.</p> <p>This program includes 40-hours of classroom instruction, and Aglearn on-line courses for: Problem Solving and Decision Making in Groups; Policies for Pay, Leave and Tours of Duty; Workplace Violence Prevention and Response; Ethics; and completion of APHIS-required Civil Rights modules from 2005 to present.</p>
Competencies Addressed	Integrity/Honesty, Interpersonal Skills, Continual Learning, Problem Solving, Team Building, Influencing and Negotiating, Leveraging Diversity, and Conflict Management.
Target Audience	First priority enrollment is for APHIS positional team leads and project managers with or without official authorities. Second priority enrollment is extended to leads of ad-hoc teams and groups.
Cost	Tuition is funded by APHIS Training and Development. Travel and per diem is funded by your program.
Contact	For information on PAT-Blended Learning course content or for assistance, please contact the course Program Manager at Betsy.M.Guardiola@aphis.usda.gov or by telephone at (301) 734-8554.
Application Deadlines	April course – February 24, 2008 September course – June 22, 2008

Crucial Conversations: Tools for Talking When Stakes Are High	
Dates	<p>April 22 – 23, 2008 – Western Region (location TBD) May 28 – 29, 2008 – Riverdale, MD September 3 – 4, 2008 – Eastern Region (location TBD)</p> <p>In total, the course is 2 days in length, however, it can be tailored to meet specific group's needs and broken up into individual modules of 2-3 hours each and given over a period of several weeks. The specific dates and locations depend on requests received, however, in addition to entertaining specific requests there will also be "open enrollment" offerings over the course of the year throughout the country.</p>
Enrollment Procedures	Specific enrollment dates will be given, with deadlines, approximately 2 months before each scheduled course.
Description	<p>When faced with a conversation characterized by opposing opinions, strong emotions, and high stakes, you'd think that most of us would deal with it right there and now and do it well...after all, the conversation is an important one! However, what really happens is that most of us step up to the challenge and fail (we typically do our worst), or we tend to avoid the necessary discussion altogether and just hope it will go away (which, of course it doesn't). In this 10 module seminar you will gain the necessary skills to transform crucial conversations from frightening events into interactions that yield success and results. Specifically, you will learn how to:</p> <ul style="list-style-type: none"> • Understand others, even when they blow up or clam up; • Make it safe to talk about almost anything; • Speak persuasively in difficult one-on-one situations, not abrasively, and; • Create and maintain healthy dialogue, particularly when you're angry, scared, or hurt.
Competencies Addressed	Creativity & Innovation, Continual Learning, Flexibility, Resilience, Conflict Management, Integrity/Honesty, Team Building, Customer Service, Decisiveness, Problem Solving, Influencing/Negotiating, Interpersonal Skills, Oral Communication
Target Audience	All employees, particularly intact work groups, and entire staffs.
Cost	Tuition costs of \$320 per participant, as well as individual travel and per diem, are funded by the participant's program. This tuition cost compares to a cost of approximately \$1,200 should this course be taken from an outside source.
Contact	For more information, contact Nicole Jablonski, ESD, at (301) 734-4973 or by e-mail at Nicole.C.Jablonski@aphis.usda.gov

Application Deadlines	Open enrollment dates: April course – February 1 – April 5, 2008 May course – March 1 – May 10, 2008 September course – June 15 – August 20, 2008 Check online catalog periodically for location updates.
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Administrative Processes	
Dates	May 5 – 7, 2008 – Riverdale, MD (Headquarter Employees only) Date TBD, Minneapolis, MN (Field Employees Only)
Description	The Annual Marketing and Regulatory Programs Business Services (MRPBS) Administrative Processes Training Conferences are held in Riverdale, Maryland and Minneapolis, Minnesota, annually. This conference is targeted for MRP employees who have administrative responsibilities in the areas of human resources, financial, procurement, property management, etc. The training conference format allows participants to "select" the various topics they need to attend, rather than sitting in one classroom all week. Presenters are the subject matter experts from the various MRPBS divisions. Class attendance is limited to individuals who have not attended this type of training within the past five (5) years.
Enrollment Procedures	Each MRP Agency and Program will be given a select number of "slots" to be filled at their discretion. Nominations will be submitted through Division/Regional Resource Management Staffs.
Competencies Addressed	Technical Credibility, Integrity/Honesty, Problem Solving, Accountability, Human Resource Management.
Contact	For more information, please contact Dale Short at (301) 734-5732 or Tanya Briscoe at (301) 734-5551.

7 Habits of Highly Effective People (SIGNATURE)

Dates	<p>May 12 – 15, 2008 – Minneapolis, MN</p> <p>This course is also available upon request</p>
Description	<p>This is the highly acclaimed, ever-popular training based on the book by Dr. Stephen R. Covey, by the same title, which teaches 7 common habits of people who are highly effective in both the personal and professional lives. This training provides an incremental, sequential, and integrated approach to developing personal and interpersonal effectiveness. This course is not a quick fix; rather it teaches a process, which if followed and practiced over a long period of time, will lead to tremendous results on and off the job. In some cases it will require life-changing steps to be taken and in others it will require only small improvements to be made, for significant gain. Specifically, the 7 Habits will:</p> <ul style="list-style-type: none"> • Foster courage to take risks and accept new challenges to achieve goals; • Bring projects to completion and unite teams, work groups, and organizations under a shared vision, mission, and purpose; • Promote getting the most important things done first; • Facilitate conflict resolution and help individuals to seek mutual benefits; • Promote improved communications, leading to more successful problem-solving; • Ensure greater “buy in” from group members and leverage the diversity of all people in order to increase levels of effectiveness; and • Promote continuous personal improvements
Competencies Addressed	<p>Vision, Resilience, Flexibility, Conflict Management, Team Building, Integrity/Honesty, Accountability, Customer Service, Influencing/Negotiating, Interpersonal Skills.</p>
Target Audience	<p>All employees will benefit from this training. It is most appropriate for supervisors, managers, and executive and for those working in groups, teams, and those needing to be more effective in their interpersonal interactions.</p>
Cost	<p>Tuition costs of \$350 per participant, as well as travel and per diem, are funded by participant’s program. This tuition cost compares to a cost of \$1,200 should this course be taken from a source other than APHIS.</p>
Contact	<p>For more information, contact Mary Ellen Keyes, ESD, at (301) 734-6513.</p>
Application Deadlines	<p>Open Enrollment March 10 – 28, 2008</p>

Advancing Leaders Program (TRACK 1)

Dates	<p>Early Summer 2008 (exact date TBD)</p> <p>This is a 12-month program. Specific session locations will be selected on the most cost effective basis considering the participants and other factors.</p>
Description	<p>This program is designed to identify high potential employees who show the desire and ability to move up into higher level leadership positions. The program will develop a cadre of employees at the GS-7 through GS-11 grade level or equivalent, requiring approximately 12 months to complete. The program components consist of:</p> <ul style="list-style-type: none"> • Participate in assessments; classroom and on-line; • Work with a personal coach; • Complete a 2-week developmental assignment; • Participate in a 1-week shadowing assignment; • Work closely with APHIS management on current agency issues
Enrollment Procedures	<p>Submit application package to: APHIS Leadership Development Program Manager, Unit 24, 4700 River Road, Riverdale, MD 20737.</p>
Competencies Addressed	<p>Continual Learning, Creativity/Innovation, External Awareness, Flexibility, Resilience, Conflict Management, Integrity/Honesty, Team Building, Accountability, Customer Service, Decisiveness, Problem Solving, Human Resources Management, Influencing/Negotiating, Interpersonal Skills, Oral Communication, Partnering, Written Communication</p>
Geographic Mobility	<p>Participants should consider the benefits that mobility can bring such as broader experience and increased advancement opportunities.</p>
Target Audience	<p>Permanent, full-time APHIS employees, GS-7 through GS-11, who have not already participated in a long-term leadership development program, within the past 5 years.</p>
Cost	<p>Related travel and per diem expenses will be paid by the participant's program areas.</p>
Contact	<p>For more information, contact David Foley at (301) 734-6367 or Nicole Jablonski at (301) 734-4973.</p>
Application Deadlines	<p>Open announcement for nominations February 15 – April 4, 2008</p> <p>Check online catalog periodically for exact dates to Summer class.</p>

APHIS Leadership Development Program (TRACK 2)

**** This is an 15-month program ****

Dates	<p>Attendance at all of the below workshops is required.</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">May 5 – 9, 2008 - Riverdale, MD</td> <td style="width: 50%;">January 12 – 16, 2009 - Riverdale</td> </tr> <tr> <td>July 21 – 25, 2008 - Ft. Collins, CO</td> <td>April 20 – 24, 2009 - Raleigh</td> </tr> <tr> <td>Sept. 15 – 19, 2008 - Riverdale, MD</td> <td>June 8 – 12, 2009 - Riverdale</td> </tr> </table>	May 5 – 9, 2008 - Riverdale, MD	January 12 – 16, 2009 - Riverdale	July 21 – 25, 2008 - Ft. Collins, CO	April 20 – 24, 2009 - Raleigh	Sept. 15 – 19, 2008 - Riverdale, MD	June 8 – 12, 2009 - Riverdale
May 5 – 9, 2008 - Riverdale, MD	January 12 – 16, 2009 - Riverdale						
July 21 – 25, 2008 - Ft. Collins, CO	April 20 – 24, 2009 - Raleigh						
Sept. 15 – 19, 2008 - Riverdale, MD	June 8 – 12, 2009 - Riverdale						
Description	<p>This program is a vital part of the strategic workforce planning goals of the agency. The primary purpose of the program is to provide the agency with a cadre of employees at the GS-12 through 13 grade level or equivalent, who have a solid training and development foundation in leadership and management competencies and who have an interest in pursuing future APHIS leadership positions. The program will take approximately 18 months to complete. The program components consist of:</p> <ul style="list-style-type: none"> • Participate in individual assessments; • Formal classroom training; • Work with a personal coach; • Work with a mentor; • Complete at least one Experimental Learning Project; • Work closely with APHIS management on current agency issues 						
Enrollment Procedures	<p>Submit application package to: APHIS Leadership Development Program Manager, Unit 24, 4700 River Road, Riverdale, MD 20737.</p>						
Competencies Addressed	<p>Continual Learning, Creativity/Innovation, External Awareness, Flexibility, Resilience, Conflict Management, Integrity/Honesty, Team Building, Accountability, Customer Service, Decisiveness, Problem Solving, Human Resources Management, Influencing/Negotiating, Interpersonal Skills, Oral Communication, Partnering, Written Communication.</p>						
Geographic Mobility	<p>Participants should consider the benefits that mobility can bring such as a broader experience and increased advancement opportunities.</p>						
Target Audience	<p>Permanent, full-time APHIS employees, GS-12 through 13, who have not already participated in a long-term leadership development program, within the past 5 years.</p>						
Cost	<p>Related travel and per diem expenses will be paid by the participant's program areas.</p>						
Contact	<p>For more information, contact David Foley at (301) 734-6367 or Nicole Jablonski at (301) 734-4973.</p>						
Application Deadlines	<p>Announcement for nomination dates:</p> <p>Opening date: January 7, 2007 Closing date: February 19, 2008</p>						

APHIS International Training Program

Dates	<p>September 2008 (exact date TBD)</p> <p>This is a 6 month program. Specific session locations will be selected on the most cost effective basis considering the participants and other factors.</p>
Description	<p>This blended learning program is designed to strengthen the capacity of APHIS employees to successfully carry out their international responsibilities and APHIS' unique international mission. The program will develop a cadre of employees at the GS-12 through GS-15 grade level, requiring approximately 6 months to complete. The program components consist of:</p> <ul style="list-style-type: none"> • Participate in assessment; classroom and on-line; • Work with a personal coach; • Complete a Team Learning Project
Competencies Addressed	<p>Intercultural Awareness, Influencing/Negotiating, Interpersonal Skills, External Awareness, Flexibility, Team Building, Creativity/Innovation, Integrity/Honesty, Diplomacy</p>
Target Audience	<p>Permanent, full time APHIS employees, GS-12 through GS-15 who currently has international responsibilities for APHIS.</p>
Cost	<p>Related travel and per diem expenses will be paid by the participant's program area.</p>
Contact	<p>For more information, contact Will Bostwick at (301) 734-0867 or Christopher Speight at (301) 734-5219.</p>
Application Deadlines	<p>Nominations for course enrollment will begin in July 2008.</p> <p>Check online catalog periodically for exact date updates.</p>

Operation Jumpstart II

Dates	<p>The Training and Development Branch will hold 3 classes a year with 8 Trainees in each class. Each class will be 12 weeks long, including 8 weeks of classroom training and a 30-day Temporary Detail Assignment. Classes will begin in Riverdale, Maryland:</p> <ul style="list-style-type: none"> • November 13, 2007 - Vacancy announcement posted September 17-21, 2008. • April 27, 2008 - Vacancy announcement posted February 18-22, 2008. • October 26, 2008 - Vacancy announcement posted August 4-8, 2008.
Description	<p>Operation Jumpstart II (OJ II) is a new and improved version of the highly successful Operation Jumpstart Program that ended several years ago. Like its predecessor, OJ II is a Headquarters based, 3-phase program including Recruitment, Training, and Placement, which meets the essential skill building needs of new clerical and administrative support employees as they come into the Agency and are assimilated into program vacancies. The program Trainees are hired as Temporary Employees, (not to exceed 1 year), and are then subsequently “placed” in offices throughout APHIS and GIPSA headquarters offices who request a trainee from the OJ II program.</p>
Requirements	<p>U.S. Citizenship, type 40 WPM with 3 or less errors, High School Graduate/GED, College Graduate or attendee.</p>
To Qualify for Grade Levels	<p>GS-3 Experience-six months of general experience Education- 1 year above high school Salary \$24,194. GS-4 Experience-one year of general experience Education- 2 years above high school Salary \$27,159. GS-5 Experience-1 year of specialized experience equivalent to GS-4 Education- 4 years above high school. Salary \$30,386.</p>
Target Audience	<p>Team Leaders, Supervisors, Managers, and Executives</p>
Cost	<p>Programs taking part in this initiative will fund the salary and any subsequent training of the OJ II Trainee placed in a vacancy after the initial 30-day assignment.</p>
Contact	<p>If further information is needed, please contact Wendy T. Johnston, Program Manager, on (301) 734-5317, or Dawna P. deFreitas Boney, Program Coordinator, on (301) 734-5747.</p>
Competencies Addressed	<p>Continual Learning, Resilience, Flexibility, Service Motivation, Accountability, Problem Solving, Decisiveness, Customer Service, Technical Credibility, Financial Management, Human Resources Management, Conflict Management, Team Building, Integrity/Honesty, Oral Communication, Written Communication, Influencing/Negotiating, Partnering, Interpersonal Skills</p>

Other Courses Planned

- *GS-14/15 Senior Management Development Program*—Currently in the design stages.

Training By Request Only:

- Behavioral Event Interview Facilitator Training
- Customer Service Training
- Individual Learning Contracts/Individual Development Plans (IDP's)

Other TDB Services:

- Employee Development Advice and Guidance
- Performance Consulting
- Training Policy
- Workforce and succession planning focused on skills building
- Individual Learning Contract
- Mentoring Program

