

United States
Department of
Agriculture

Animal and Plant
Health Inspection
Service

Veterinary
Services

Office of the
Chief
Information
Officer

TRAINING COURSES

PROVIDED BY THE

**OFFICE OF THE
CHIEF INFORMATION
OFFICER**

Table of Contents

Course titles are active links. Click on course name to navigate.

Training Course	Dates of Training	Page No.
Nomination/Application Procedures		1
Generic Data Base - Data Entry Procedures	November 18 – 20, 2008 February 10 – 12, 2009 May 5 – 7, 2009	2
Generic Data Base – Basic Discoverer Queries for Data Retrieval	December 9 – 10, 2008 March 24 – 25, 2009 June 2 – 3, 2009	3
Basic Mobile Information Management (MIM)	Dates Cancelled	4
Understanding GDB Reports	February 3 – 5, 2009 April 21 – 23, 2009 July 7 – 9, 2009	5
Scrapie Data Entry and Management	February 24 – 26, 2009 May 19 – 21, 2009 August 18 – 20, 2009	6
Generic Data Base – Advanced Discoverer Queries for Data Retrieval	March 10 – 11, 2009 June 16 – 17, 2009 August 5 – 6, 2008	7
Nomination Request Form		8

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.

[Back to Table of Contents](#)

Generic Data Base - Data Entry Procedures	
Location and Dates	Fort Collins, CO Raleigh, NC Ft. Collins, CO November 18-20, 2008 February 10-12, 2009 May 5-7, 2009
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, (970) 494-7295
Nomination Deadline	Nominations are to be processed through AgLearn November 18-20: Region – Oct. 3, OCIO – Oct. 17 February 10-12: Region – Dec. 26, OCIO – Jan. 9 May 5-7: Region – Mar. 20, OCIO – Apr. 3 **Please honor the nomination deadlines. Thank you.

[Back to Table of Contents](#)

Generic Data Base - Basic Discoverer Queries for Data Retrieval							
This is a two day course							
Location and Dates	<table style="width: 100%; border: none;"> <tr> <td style="width: 60%;">Fort Collins, CO</td> <td style="text-align: right;">December 9-10, 2008</td> </tr> <tr> <td>Raleigh, NC</td> <td style="text-align: right;">March 24-25, 2009</td> </tr> <tr> <td>Ft. Collins, CO</td> <td style="text-align: right;">June 2-3, 2009</td> </tr> </table>	Fort Collins, CO	December 9-10, 2008	Raleigh, NC	March 24-25, 2009	Ft. Collins, CO	June 2-3, 2009
Fort Collins, CO	December 9-10, 2008						
Raleigh, NC	March 24-25, 2009						
Ft. Collins, CO	June 2-3, 2009						
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 at (970) 494-7295						
Nomination Deadlines	<p>Nominations are to be processed through AgLearn</p> <p>December 9-10: Region – Oct. 24, OCIO – Nov. 7</p> <p>March 24-25: Region – Feb. 13, OCIO – Feb. 27</p> <p>June 2-3: Region – Apr. 17, OCIO – May 1</p> <p>**Please honor the nomination deadlines. Thank you.</p>						

[Back to Table of Contents](#)

Basic Mobile Information Management (MIM)	
Location and Dates	Dates Cancelled for FY 2009
Course Purpose	Participants will learn to use MIM applications to conduct field data collection activities. Topics to be covered include the field ID collection process, introduction to MIM, review of hardware, interface pairing for Bluetooth, using MIM Manager software, using MIM PDA software, and troubleshooting.
Target Audience	Federal and State Personnel who are responsible for field data collection, including Veterinarians, Animal Health Technicians, and others.
Prerequisites:	No prerequisites.
Cost	Participants pay travel and hotel.
Contact:	Michael Durham, michael.p.durham@aphis.usda.gov or (970) 494-7295 Dr. Randy Munger, randy.d.munger@aphis.usda.gov or (970) 494-7339
Nomination Deadlines	Not Applicable

Back to Table of Contents

Scrapie Data Entry and Management	
Location and Dates	<p>Fort Collins, CO Raleigh, NC Fort Collins, CO</p> <p>February 24-26, 2009 May 19-21, 2009 August 18-20, 2009</p>
Course Purpose	<p>This course focuses on use of the Scrapie national generic database (SNGD). 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.).
Prerequisites	None.
Cost	Travel costs only
Contact	Michael Durham, (970) 494-7295
Nomination Deadline	<p>Nominations are to be processed through AgLearn</p> <p>February 24-26: Region – Jan. 9, OCIO – Jan. 23 May 19-21: Region – Apr. 3, OCIO – Apr. 17 August 18-20: Region – July 2, OCIO – July 17</p> <p>** Please honor the nomination deadlines. Thank you.</p>

[Back to Table of Contents](#)

