

Section II:

Other Fish and Wildlife Service Training

- 112 Law Enforcement*
- 116 CDSO Training
and Environmental
Facility Compliance*
- 117 Safety Training*
- 122 Federal Assistance Training*
- 124 Fire Training*

Other Fish and Wildlife Service Training

Courses listed in this section are sponsored by other divisions of the U.S. Fish and Wildlife Service. All tuition and room-and-board charges are the responsibility of the student. Please call the course contact listed in the course description for additional information.

Advanced Law Enforcement Courses for Refuge Officers (FLETC)

Advanced law enforcement courses are available on a limited basis from the Federal Law Enforcement Training Center. Prospective students should contact their regional refuge law enforcement coordinators for more information.

Who should attend: Refuge officers with basic and ROBs training.

Available advanced courses can be obtained from the regional refuge LE coordinator in the spring of each year.

Objectives: Information describing the specific objectives for each course can be obtained by contacting the Branch of Training and Inspection at the number below.

Availability: Annually

Contact: Refuge Law Enforcement
FLETC National Wildlife
Refuge System

Phone: 912/267 2370

Fax: 912/267 2925

Covert Wildlife Investigation Program

This program is designed to train wildlife law enforcement officers in the purpose and objectives of undercover operations and to acquaint them with different covert operation types. Instructors and students exchange information about their own experiences, thereby improving techniques, proposing alternative actions, and identifying solutions to problems. Participants receive instruction on equipment, as well as on legal issues that surface throughout undercover work. The training incorporates lectures, role-playing, and directed discussions.

Tuition: \$650.00. (Checks are made payable to the Federal Law Enforcement Training Center.) There will be no other charges for training; however, participants are responsible for their travel, lodging, and meal costs for the 2-week period.

Who should attend: Enrollment is limited to conservation officers from state, tribal, and foreign wildlife law enforcement agencies, and other Federal agencies.

Length: 10 days/80 hours

Date and location: TBA. FLETC, Glynco, GA

Objectives: Name important considerations in the establishment of undercover identities;

Identify the numerous areas in which preparation is necessary before undercover operations can safely begin;

Identify and use specialized equipment necessary to conduct undercover investigations; and

Execute methods and understand effects of terminating undercover operations.

Availability: Annually

Contact: Branch of Training and
Inspection

Phone: 912/267 2370

Fax: 912/267 2925

In-Service Training for Wildlife Inspectors

This annual in-service training program allows wildlife inspectors to maintain and improve their law enforcement techniques and skills. The course reviews national and international law enforcement activities, policies, significant legal issues, and officer safety techniques.

Who should attend: All wildlife inspectors attend the annual in-service training program.

Length: 3 days/24 hours

Date and location: TBA. The program is generally held at the National Conservation Training Center.

Objectives: Identify new international law enforcement problems and trends in illegal importation of wildlife parts and products;

Understand current/pertinent legal issues regarding inspection of fish and wildlife;

Identify changes in laws and regulations governing importation and exportation of fish and wildlife; and

Evaluate officer safety techniques.

Availability: Annually

Contact: Branch of Training and
Inspection

Phone: 912/267 2370

Fax: 912/267 2925

Law Enforcement for Managers Course

The Division of Law Enforcement and the Division of Refuges offer this overview of FWS law enforcement to management-level personnel. The course is for managers who have either budgetary or supervisory responsibilities over law enforcement officers or activities. The course is designed to introduce supervisors to the unique liabilities, stresses, and responsibilities associated with law enforcement. The participants are introduced to issues of enforcement authority, jurisdiction, preventive law enforcement, Federal court procedures, and FWS policies and manuals.

Who should attend: Deputy assistant directors, Washington Office managers, deputy regional directors, associate managers for wildlife, and other regional field supervisors.

Length: 3.5 days/28 hours

Date and location: TBA. The course is held annually, usually in conjunction with other Service law enforcement training.

Objectives: Discuss preventive law enforcement;

Identify civil/criminal liabilities;

Describe FWS enforcement authority and jurisdiction;

Identify laws enforced by FWS LE personnel; and

Understand DM 446 LE requirements.

Availability: Annually

Contact: Branch of Training and Inspection

Phone: 912/267 2370

Fax: 912/267 2925

Special Agent Basic School (SABS)

The Special Agent Basic School (SABS) covers the treaties, statutes, regulations, policies, and procedures administered by the Division of Law Enforcement. Special agents attend four wildlife identification sessions during the program (waterfowl, eagle, raptor, and endangered species). The school incorporates wildlife law enforcement operations, techniques, safety, practical exercises, and professional skills. The agent's progress is evaluated through practical and written exams.

Who should attend: Enrollment is reserved for newly appointed special agents with the Division of Law Enforcement.

Length: 10 weeks/400 hours

Date and location: Dates will be announced for the SABS program, conducted at the Federal Law Enforcement Training Center (FLETC) at Glynco, GA. The course is held immediately following the officer's successful completion of the 9-week Criminal Investigator Program, administered by FLETC.

Objectives: Identify statutes, treaties, and regulations administered by the FWS;

Identify general characteristics of species studied;

State the culpability standards, penalty provisions, and enforcement authority of FWS special agents;

Name the general amendments and prohibited activities enumerated by statutes enforced by the FWS; and

Discuss the prohibitions, enforcement provisions, policies, and procedures promulgated pursuant to each act enforced by special agents.

Availability: As needed

Contact: Branch of Training and Inspection

Phone: 912/267 2370

Fax: 912/267 2925

Special Agent Covert Wildlife Investigation Program

The program is designed to train FWS officers in the purposes and objectives of covert operations and to acquaint them with various types of covert operations. Instruction on FWS undercover policies, including the utilization of special funds, incorporates lectures, computerized accounting procedures, role-playing, and directed discussion. FWS officers also receive practical training in the use of technical equipment pertaining to covert operations and detailed instruction concerning legal issues that arise during undercover operations.

Who should attend: Enrollment is limited to FWS special agents.

Length: 10 days/80 hours

Date and location: Dates will be announced; the program will be conducted at the Federal Law Enforcement Training Center (FLETC) located at Glynco, GA.

Objectives: Name important considerations in the establishment of undercover identities;

Identify the numerous areas in which preparation is necessary before undercover operations can safely begin;

Identify/utilize specialized equipment designed for undercover operations;

Describe the specialized accounting procedures used in documenting undercover operations; and

Discuss FWS policy pertaining to undercover operations and identify methods and effects of terminating undercover operations.

Availability: As needed

Contact: Branch of Training and Inspection

Phone: 912/267 2370

Fax: 912/267 2925

Supervisory Law Enforcement Training: Division of Law Enforcement

This course is specifically for supervisory special agents in the Division of Law Enforcement. The program includes sessions on supervision of employees and control of investigative activities; management considerations in selecting investigative techniques; time and case management; proper submission and documentation of proposals for covert investigations; special funds policy documentation and accountability; supervision and maintenance of covert books and records; media and public relations; update on controlled substances identification; drug enforcement initiatives on FWS lands; and other issues affecting law enforcement supervisors.

Who should attend: Enrollment is limited to Division of Law Enforcement supervisory special agents, i.e., senior resident agents, senior desk officers—Washington office/law enforcement and deputy assistant regional directors for law enforcement.

Length: 3 days/24 hours

Date and location: The program will be conducted at the Federal Law Enforcement Training Center located at Glynco, GA or at the National Conservation Training Center, as announced.

Objectives: Identify various styles of supervision;

Provide guidance and direction to subordinate agents during the conduct of investigations;

Identify considerations for selecting an investigative technique; and

Effectively deal with the media regarding law enforcement activities.

Availability: As needed
Contact: Branch of Training and Inspection
Phone: 912/267 2370
Fax: 912/267 2925

Wildlife Inspector Basic Training Program (WIBTP)

The Wildlife Inspector Basic Training Program covers the treaties, statutes, regulations, policies, and procedures administered by the FWS. Wildlife inspectors are exposed to mammal, reptile, and amphibian identification courses. They are also trained in techniques for handling inspections of fish and wildlife, including parts and manufactured wildlife products. Inspectors receive training in the enforcement of import/export provisions implemented by the FWS, as well as cooperative enforcement activities administered by U.S. Customs, U.S. Department of Agriculture, FWS Office of Management Authority, and the Canadian Wildlife Service.

Who should attend: Enrollment is reserved for newly appointed wildlife inspectors with the Division of Law Enforcement.

Length: 4 weeks/160 hours

Date and location: The Wildlife Inspector Basic Training Program is conducted at the Federal Law Enforcement Training Center located at Glynco, GA. The program is held annually in January.

Objectives: Identify statutes, treaties, and regulations administered by the FWS;

Identify general characteristics of species studied;

Execute the current wildlife inspection techniques utilized by the FWS;

Describe the current operational policies and port procedures; and

Identify the import/export enforcement techniques currently utilized by the FWS.

Availability: As needed
Contact: Branch of Training and Inspection
Phone: 912/267 2370
Fax: 912/267 2925

WLD4102

Sig Sauer Armorer School

This course is designed as both a required refresher course and a course for new armorers of Sig Sauer pistols carried by Fish and Wildlife Service special agents and refuge officers. It provides armorer certification by the company so that these officers can inspect and repair the Sig Sauer models covered in the course.

Who should attend: Fish and Wildlife special agents and refuge officers nominated by their regions to be armorers. Open to other agencies on a space-available basis.

Length: 2 days

Date and location: Held every 3 years, as required for certification. Held at NCTC, Shepherdstown, WV.

Objectives: Learn the workings and possible problems with weapons carried by U.S. Fish and Wildlife Service law enforcement officers. Be able to take apart, examine, and repair these weapons.

Availability: Triennially
Contact: Steve Wunderley
Branch: Conservation Land Management
Phone: 304/876 7435

WLD4103

Remington Shotgun Armorer School

This course is designed as both a required refresher course and a course for new armorers of Remington 870 shotguns carried by Fish and Wildlife Service special agents and refuge officers. It provides armorer certification by the company so that these officers can inspect and repair the Remington models covered in the course.

Who should attend: Fish and Wildlife special agents and refuge officers nominated by their regions to be armorers. Open to other agencies on a space-available basis.

Length: 2 days

Date and location: Held every 3 years, as required for certification. Held at NCTC, Shepherdstown, WV.

Objectives: Learn the workings and possible problems with weapons carried by U.S. Fish and Wildlife Service law enforcement officers. Be able to take apart, examine, and repair these weapons.

Availability: Triennially
Contact: Steve Wunderley
Branch: Conservation Land Management
Phone: 304/876 7435

WLD4104

Colt AR-15 Armorer School

This course is designed as both a required refresher course and a course for new armorers of Colt AR-15 rifles carried by U.S. Fish and Wildlife Service law enforcement officers. It provides armorer certification by the company so that officers can inspect and repair the Colt AR-15 rifle.

Who should attend: Fish and Wildlife Service law enforcement officers nominated by their regions to be armorers. Open to other agencies on a space-available basis.

Length: 3 days

Date and location: Held every three years, as required for certification. Held at NCTC, Shepherdstown, WV.

Objectives: Learn the workings and possible problems with weapons carried by FWS law enforcement officers. Be able to take apart, examine, and repair these weapons.

Availability: Triennially
Contact: Steve Wunderley
Branch: Conservation Land Management
Phone: 304/876 7435

WLD4105

Glock Armorer School

This course is designed as both a required refresher course and a course for new armorers of Glock pistols carried by U.S. Fish and Wildlife Service law enforcement officers. It provides armorer certification by the company so that officers can inspect and repair the Glock models that are carried.

Who should attend: Fish and Wildlife Service law enforcement officers nominated by their regions to be armorers. Open to other agencies on a space-available basis.

Length: 3 days

Date and location: Held every three years, as required for certification. Held at NCTC, Shepherdstown, WV.

Objectives: Learn the workings and possible problems with weapons carried by FWS law enforcement officers. Be able to take apart, examine, and repair these weapons.

Availability: Triennially
Contact: Steve Wunderley
Branch: Conservation Land Management
Phone: 304/876 7435

Bushmaster Armorer School

This course is designed as both a required refresher course and a course for new armorers of Bushmaster rifles carried by U.S. Fish and Wildlife Service law enforcement officers. It provides armorer certification by the company so that officers can inspect and repair the Bushmaster rifle.

Who should attend: Fish and Wildlife Service law enforcement officers nominated by their regions to be armorers. Open to other agencies on a space-available basis.

Length: 3 days

Date and location: Held every three years, as required for certification. Held at NCTC, Shepherdstown, WV.

Objectives: Learn the workings and possible problems with weapons carried by FWS law enforcement officers. Be able to take apart, examine, and repair these weapons.

Availability: Triennially

Contact: Steve Wunderley

Branch: Conservation Land Management

Phone: 304/876 7435

RCRA Waste Management Regulations Course

This introductory course provides a brief overview of hazardous materials and the Hazard Communications Program. Participants explore the Emergency Response pocket guidebook and the Hazardous Materials Compliance pocket book. Students learn to identify hazardous wastes according to the Resource Conservation and Recovery Act, examine how an environmental assessment is accomplished, and learn to recognize recycling opportunities. Videos and slides supplement standard classroom instruction and discussions.

Who should attend: Project leaders/managers, their assistants, maintenance personnel, environmental compliance personnel, and personnel involved in hazardous materials/hazardous waste management on a day-to-day basis.

Length: 2 days/16 hours

Objectives: Describe a hazard communications program;

Read and use material safety data sheets;

Use Emergency Response guidebook and Hazardous Materials Compliance pocket book;

Identify hazardous wastes and understand generator status; and

Understand facility environmental assessment methods.

Availability: By request

Contact: V. A. Sridhar
Environmental Facility Compliance (EFC)

P.O. Box 25287

Denver, Colorado 80225-0287

Phone: 303/984 6871

Collateral Duty Safety Officer (CDSO) Training

Appointment and training of a collateral duty safety officer (CDSO) is a U.S. Fish and Wildlife Service requirement. Training should be completed within 6 months of being appointed to the position. CDSO training is offered at the annual Departmental Safety and Health Conference. The Occupational Safety and Health Administration (OSHA) provides training throughout the country. Personnel who would like a catalog of training opportunities should call the OSHA Training Institute in Des Plaines, Illinois (847/297 4810). Information on local CDSO training opportunities is also available from the following regional safety managers:

R1 Safety Manager: Gary Wilson
Phone: 503/231 2330

R2 Safety Manager: Vic Segura
Phone: 505/248 6841

R3 Safety Manager: Pat McDermott
Phone: 612/713 5235

R4 Safety Manager: Brian Hardison
Phone: 404/679 4185

R5 Safety Manager: John Gill
Phone: 413/253 8311

R6 Safety Manager: Shirlee Terada
Phone: 303/236 8116 ext. 253

R7 Safety Manager: Dick Stiefken
Phone: 907/786 3551

Please ensure that efforts are made to obtain this mandated CDSO training.

SAF4000

**Construction Safety Training Course — Web-Based**

This U.S. Fish and Wildlife Service correspondence course meets the training requirements of 360 FW 4, Construction Management. The course has been prepared for employees such as construction inspectors and contract officer representatives whose duties require visits to construction projects to determine a contractor's compliance with construction specifications and the safety requirements of the contract. It is designed to familiarize Service personnel with the Occupational Safety and Health Administration's (OSHA) construction safety standards through use of the Construction Industry Digest, publication number OSHA 2202. You should note that the digest does not contain all OSHA construction industry safety and health standards. The digest contains the requirements most frequently overlooked by employers as well as the requirements covering particularly hazardous situations. The information is abbreviated and summarized and is not to be considered a substitute for OSHA's Construction Safety standards found in 29 CFR 1926.

There is an open-book examination. A grade of 80 or above must be obtained before an employee is eligible to perform construction inspections. The employee's field station manager or immediate supervisor is responsible for verifying the course passing grade prior to assigning construction inspection duties to the employee.

Who should participate: Construction inspectors and contract officer representatives whose duties require visits to construction projects to determine a contractor's compliance with construction specifications and the safety requirements of the contract.

Length: Self-paced

Availability: Self-study Web-based
Contact: Chris Horsch
Branch: Conservation Science and Policy Training
Phone: 304/876 7445

SAF4102

Motorboat Operator Certification Course (MOCC)

This course gives participants the training required to permit operation of Service-owned watercraft. It reviews minimum requirements for safe operation of motorboats and includes a review of legal requirements, preparations, navigation, operations, emergency procedures, rescue, self-rescue, trailering, fire suppression, and basic seamanship. The course includes both classroom and on-the-water instruction. There is an on-the-water practical exam, during which the student must demonstrate certain skills to pass, as well as a written exam with a passing grade of 70 required.

Who should attend: Anyone who needs to operate a motorboat to perform daily work.

Length: 3 days/24 hours (1 day classroom; 2 days on-water)

Objectives: Provide attendees with specific skills and knowledge that will allow them to make informed decisions about their own safety, the safety of any crew member, and the safety of the vessel;

Familiarize attendees with state-of-the-art watercraft safety equipment and other gear through demonstration and actual use; and

Allow attendees to show, through written examination and physical demonstration, that they have adequate grasp of motorboat handling techniques and knowledge to safely operate a motorboat in a normal work environment.

Availability:

Region 1: Aaron Garcia 208/476 7242

Region 2: Tighe Teets
409/267 3337

Region 3: Dave Wedan 608/783 8435
Anne Sittauer 763/389 3323 x11

Region 4: Richard Blackburn
239/395 0880

Region 5: Bob Garabedian 518/431 4341

Region 6: John Miesnen 785/539 3474 x103

Region 7: Bill Schaff 907/524 3251

Region 9: Mary Parkinson 703/358 2255

NCTC: Chris Horsch 304/876 7445

SAF4R02

**Motorboat Operator Refresher Course — Web-Based**

This course gives participants the classroom-equivalent training required to permit continued operation of Service-owned watercraft. It reviews minimum requirements for safe operation of motorboats and includes a review of legal requirements, preparations, navigation, operations, emergency procedures, rescue, self-rescue, trailering, fire suppression, and basic seamanship. The participant must still take on-the-water instruction. Contact your regional watercraft safety coordinator for details.

Who should participate: Any watercraft operator approaching 5 years since taking "MOCC" (SAF4102).

Length: Self-paced

Availability: Web-based
Contact: Chris Horsch
Branch: Conservation Science and Policy Training
Phone: 304/876 7445

Heavy Equipment Safety Training Courses

The following Heavy Equipment Safety Training Courses are offered for anyone who operates U.S. Fish and Wildlife Service (USFWS) owned, -leased, or -rented equipment. These courses are required by USFWS Policy 321 FW 1.17. Read specific course descriptions for details.

SAF2000, Agricultural Tractor Safety Training Course

SAF2001, Four-Wheel Drive Loader Safety Training Course

SAF2002, Crawler Dozer Safety Training Course

SAF2003, Crawler Loader Safety Training Course

SAF2004, Skid Steer Safety Training Course

SAF2005, Backhoe/Loader Safety Training Course

SAF2006, Hydraulic Excavator Safety Training Course

SAF2007, Motor Grader Safety Training Course

SAF2008, Scraper Pan Safety Training Course

SAF2009, Powered Industrial Trucks (PITs) Safety Training Course

SAF2010, Specialty Tracked Equipment Safety Training Course

NOTE: If you are interested in these Heavy Equipment Safety Training courses, you must contact your Regional heavy equipment coordinator:

Region 1: Pat Hickey 503/231 2075
Region 2: Ed Bass 505/248 6607
Region 3: Dale Pittman 309/535 2290
Region 4: Stan Zazado 404/679 7159
Region 5: Charles Glock 973/702 7266
Region 6: Wade Briggs 605/256 2974
Region 7: Tom Siekaniec 907/532 2445

National heavy equipment coordinator, NWRs Headquarters: Steve Flanders 703/358 2159

NCTC Contact: Liz Fritsch 304/876 7438

SAF2000

Agricultural Tractor Safety Training Course

This course provides the training required in FWS Policy, 321 FW 1, to authorize operation of Service-owned, -operated, -rented, or -leased agricultural tractors with applicable attachments (20 HP and over, tracked or wheeled). The course is designed to familiarize employees, volunteers, and partner operators with the safe operation and preventive maintenance of agricultural tractors and attachments. The course includes classroom and field operation instruction.

Prerequisite: You are required to complete a Web-based Agricultural Tractor Pre-Class Study (SAF2W00) prior to attending this course. Contact your Regional heavy equipment coordinator for details.

Who should attend: Anyone who operates Service-owned, -leased, or -rented agricultural tractors.

Length: 1 day/8 hours (3 hours pre-class study, 4 hours classroom, 1 hour of field operation)

Objectives: Provide operators with the skills and knowledge necessary that will allow them to make informed decisions about their own safety, the safety of all around them, and the safety of the agricultural tractor.

Allow attendees to demonstrate, through written examinations and actual demonstration, the skills and knowledge necessary to safely operate an agricultural tractor with attachments in accordance with Service policy, manufacturer specifications, and industry standards.

NOTE: An agricultural tractor refresher course is required 3 years after completion of this course in order to maintain authorization to operate. Refer to SAF2R00, Agricultural Tractor Refresher Course for details.

Availability: By request. Contact your appropriate Regional heavy equipment coordinator to register for the course.

SAF2001

Four-Wheel-Drive Loader Safety Training Course

This course provides the training required in FWS Policy, 321 FW 1, to authorize operation of Service-owned, -operated, -rented, or -leased four-wheel-drive loaders. The course is designed to familiarize employees, volunteers, and partner operators with the safe operation and preventive maintenance of four-wheel-drive loaders and attachments. The course includes classroom and field operation instruction.

Prerequisite: You are required to complete a Web-based Four-Wheel-Drive Loader Pre-Class Study (SAF2W01) prior to attending this course. Contact your Regional heavy equipment coordinator for details.

Who should attend: Anyone who operates Service-owned, -leased, or -rented four-wheel-drive loaders.

Length: 1 day/8 hours (3 hours pre-class study, 4 hours classroom, 1 hour of field operation)

Objectives: Provide operators with the skills and knowledge necessary that will allow them to make informed decisions about their own safety, the safety of all around them, and the safety of the four-wheel-drive loader.

Allow attendees to demonstrate, through written examinations and actual demonstration, the skills and knowledge necessary to safely operate a four-wheel-drive loader with attachments in accordance with Service policy, manufacturer specifications, and industry standards.

NOTE: A four-wheeled loader refresher course is required 3 years after completion of this course in order to maintain authorization to operate. Refer to SAF2R01, Four-Wheel Drive Loader Refresher Course for details.

Availability: By request. Contact your appropriate Regional heavy equipment coordinator to register for the course.

SAF2002

Crawler Dozer Safety Training Course

This course provides the training required in FWS Policy, 321 FW 1, to authorize operation of Service-owned, -operated, -rented, or -leased crawler dozers with attachments. The course is designed to familiarize employees, volunteers, and partner operators with the safe operation and preventive maintenance of crawler dozers and attachments. The course includes classroom and field operation instruction.

Prerequisite: You are required to complete a Web-based Crawler Dozer Pre-Class Study (SAF2W02) prior to attending this course. Contact your Regional Heavy Equipment Coordinator for details.

Who should attend: Anyone who operates Service-owned, -leased, or -rented crawler dozers.

Length: 1 day/8 hours (3 hours pre-class study, 4 hours classroom, 1 hour of field operation)

Objectives: Provide operators with the skills and knowledge necessary that will allow them to make informed decisions about their own safety, the safety of all around them, and the safety of the crawler dozer.

Allow attendees to demonstrate, through written examinations and actual demonstration, the skills and knowledge necessary to safely operate a crawler dozer with attachments in accordance with Service policy, manufacturer specifications, and industry standards.

NOTE: A crawler dozer refresher course is required 3 years after completion of this course in order to maintain authorization to operate. Refer to SAF 2R02, Crawler Dozer Refresher Course for details.

Availability: By request. Contact your appropriate Regional heavy equipment coordinator to register for the course:

SAF2003

Crawler Loader Safety Training Course

This course provides the training required in FWS Policy, 321 FW 1, to authorize operation of Service-owned, -operated, -rented, or -leased crawler loaders with attachments. The course is designed to familiarize employees, volunteers, and partner operators with the safe operation and preventive maintenance of crawler loaders and attachments. The course includes classroom and field operation instruction.

Prerequisite: You are required to complete a Web-based Crawler Loader Pre-Class Study (SAF2W03) prior to attending this course. Contact your Regional heavy equipment coordinator for details.

Who should attend: Anyone who operates Service-owned, -leased, or -rented crawler loaders.

Length: 1 day/8 hours (3 hours pre-class study, 4 hours classroom, 1 hour of field operation)

Objectives: Provide operators with the skills and knowledge necessary that will allow them to make informed decisions about their own safety, the safety of all around them, and the safety of the crawler loader.

Allow attendees to demonstrate, through written examinations and actual demonstration, the skills and knowledge necessary to safely operate a crawler loader with attachments in accordance with Service policy, manufacturer specifications, and industry standards.

NOTE: A Crawler Loader refresher course is required 3 years after completion of this course in order to maintain authorization to operate. Refer to SAF2R03, Crawler Loader Refresher Course for details.

Availability: By request. Contact your appropriate Regional heavy equipment coordinator to register for the course.

SAF2004

Skid Steer Safety Training Course

This course provides the training required in FWS Policy, 321 FW 1, to authorize operation of Service-owned, -operated, -rented, or -leased skid steers with attachments (tracked or wheeled). The course is designed to familiarize employees, volunteers, and partner operators with the safe operation and preventive maintenance of skid steers and attachments. The course includes classroom and field operation instruction.

Prerequisite: You are required to complete a Web-based Skid Steer Pre-Class Study (SAF2W04) prior to attending this course. Contact your Regional heavy equipment coordinator for details.

Who should attend: Anyone who operates Service-owned, -leased, or -rented skid steers.

Length: 1 day/8 hours (3 hours pre-class study, 4 hours classroom, 1 hour of field operation)

Objectives: Provide operators with the skills and knowledge necessary that will allow them to make informed decisions about their own safety, the safety of all around them, and the safety of the skid steer.

Allow attendees to demonstrate, through written examinations and actual demonstration, the skills and knowledge necessary to safely operate a skid steer with attachments in accordance with Service policy, manufacturer specifications, and industry standards.

NOTE: A skid steer refresher course is required 3 years after completion of this course in order to maintain authorization to operate. Refer to SAF 2R04, Skid Steer Refresher Course for details.

Availability: By request. Contact your appropriate Regional heavy equipment coordinator to register for the course:

Backhoe/Loader Safety Training Course

This course provides the training required in FWS Policy, 321 FW 1, to authorize operation of Service-owned, -operated, -rented, or -leased wheeled backhoe/loaders with attachments. The course is designed to familiarize employees, volunteers, and partner operators with the safe operation and preventive maintenance of backhoe/loaders and attachments. The course includes classroom and field operation instruction.

Prerequisite: You are required to complete a Web-based Backhoe/Loader Pre-Class Study (SAF2W05) prior to attending this course. Contact your Regional heavy equipment coordinator for details.

Who should attend: Anyone who operates Service-owned, -leased, or -rented backhoes/loaders.

Length: 1 day/8 hours (3 hours pre-class study, 4 hours classroom, 1 hour of field operation)

Objectives: Provide operators with the skills and knowledge necessary that will allow them to make informed decisions about their own safety, the safety of all around them, and the safety of the backhoe/loader.

Allow attendees to demonstrate, through written examinations and actual demonstration, the skills and knowledge necessary to safely operate a backhoe/loader with attachments in accordance with Service policy, manufacturer specifications, and industry standards.

NOTE: A backhoe/loader refresher course is required 3 years after completion of this course in order to maintain authorization to operate. Refer to SAF 2R05, Backhoe/Loader Refresher Course for details.

Availability: By request. Contact your appropriate Regional heavy equipment coordinator to register for the course:

Hydraulic Excavator Safety Training Course

This course provides the training required in FWS Policy, 321 FW 1, to authorize operation of Service-owned, -operated, -rented, or -leased hydraulic excavators with attachments. The course is designed to familiarize employees, volunteers, and partner operators with the safe operation and preventive maintenance of hydraulic excavators and attachments. The course includes classroom and field operation instruction.

Prerequisite: You are required to complete a Web-based Hydraulic Excavator Pre-Class Study (SAF2W06) prior to attending this course. Contact your Regional heavy equipment coordinator for details.

Who should attend: Anyone who operates Service-owned, -leased, or -rented hydraulic excavators.

Length: 1 day/8 hours (3 hours pre-class study, 4 hours classroom, 1 hour of field operation)

Objectives: Provide operators with the skills and knowledge necessary that will allow them to make informed decisions about their own safety, the safety of all around them, and the safety of the hydraulic excavator.

Allow attendees to demonstrate, through written examinations and actual demonstration, the skills and knowledge necessary to safely operate hydraulic excavators with attachments in accordance with Service policy, manufacturer specifications, and industry standards.

NOTE: A hydraulic excavator refresher course is required 3 years after completion of this course in order to maintain authorization to operate. Refer to SAF2R06, Hydraulic Excavator Refresher Course for details.

Availability: By request. Contact your appropriate Regional heavy equipment coordinator to register for the course:

Motor Grader Safety Training Course

This course provides the training required in FWS Policy, 321 FW 1, to authorize operation of Service-owned, -operated, -rented, or -leased motor graders with attachments. The course is designed to familiarize employees, volunteers, and partner operators with the safe operation and preventive maintenance of motor graders and attachments. The course includes classroom and field operation instruction.

Prerequisite: You are required to complete a Web-based Motor Grader Pre-Class Study (SAF2W07) prior to attending this course. Contact your Regional heavy equipment coordinator for details.

Who should attend: Anyone who operates Service-owned, -leased, or -rented motor graders.

Length: 1 day/8 hours (3 hours pre-class study, 4 hours classroom, 1 hour of field operation)

Objectives: Provide operators with the skills and knowledge necessary that will allow them to make informed decisions about their own safety, the safety of all around them, and the safety of the motor grader.

Allow attendees to demonstrate, through written examinations and actual demonstration, the skills and knowledge necessary to safely operate a motor grader with attachments in accordance with Service policy, manufacturer specifications, and industry standards.

NOTE: A motor grader refresher course is required 3 years after completion of this course in order to maintain authorization to operate. Refer to SAF 2R07, Motor Grader Refresher Course for details.

Availability: By request. Contact your appropriate Regional heavy equipment coordinator to register for the course:

SAF2008

Scraper Pan Safety Training Course

This course provides the training required in FWS Policy, 321 FW 1, to authorize operation of Service-owned, -operated, -rented, or -leased scraper pans with attachments. The course is designed to familiarize employees, volunteers, and partner operators with the safe operation and preventive maintenance of scraper pans and attachments. The course includes classroom and field operation instruction.

Prerequisite: You are required to complete a Web-based Scraper Pan Pre-Class Study (SAF2W08) prior to attending this course. Contact your Regional heavy equipment coordinator for details.

Who should attend: Anyone who operates Service-owned, -leased, or -rented scraper pans.

Length: 1 day/8 hours (3 hours pre-class study, 4 hours classroom, 1 hour of field operation)

Objectives: Provide operators with the skills and knowledge necessary that will allow them to make informed decisions about their own safety, the safety of all around them, and the safety of the scraper pan.

Allow attendees to demonstrate, through written examinations and actual demonstration, the skills and knowledge necessary to safely operate a scraper pan with attachments in accordance with Service policy, manufacturer specifications, and industry standards.

NOTE: A scraper pan refresher course is required 3 years after completion of this course in order to maintain authorization to operate. Refer to SAF 2R08, Scraper Pan Refresher Course for details.

Availability: By request. Contact your appropriate Regional heavy equipment coordinator to register for the course:

SAF2009

Powered Industrial Trucks (PITs) Safety Training Course

This course provides the training required in FWS Policy, 321 FW 1, and OSHA, 29 CFR 1910.178, to authorize operation of Service-owned, -operated, -rented, or -leased powered industrial trucks (forklifts). The course is designed to familiarize employees, volunteers, and partner operators with the safe operation and preventive maintenance of PITs and attachments. The course includes classroom and field operation instruction.

Prerequisite: You are required to complete a Web-based Powered Industrial Trucks (PIT) Pre-Class Study (SAF2W09) prior to attending this course. Contact your Regional heavy equipment coordinator for details.

Who should attend: Anyone who operates Service-owned, -leased, or -rented powered industrial trucks.

Length: 1 day/8 hours (3 hours pre-class study, 4 hours classroom, 1 hour of field operation)

Objectives: Provide operators with the skills and knowledge necessary that will allow them to make informed decisions about their own safety, the safety of all around them, and the safety of the powered industrial truck.

Allow attendees to demonstrate, through written examinations and actual demonstration, the skills and knowledge necessary to safely operate a powered industrial truck with attachments in accordance with Service policy, manufacturer specifications, and industry standards.

NOTE: A PIT refresher course is required 3 years after completion of this course in order to maintain authorization to operate. Refer to SAF 2R09, Powered Industrial Trucks (PITs) Refresher Course for details.

Availability: By request. Contact your appropriate Regional heavy equipment coordinator to register for the course.

SAF2010

Specialty Tracked Equipment Safety Training Course

This course provides the training required in FWS Policy, 321 FW 1, to authorize operation of Service-owned, -operated, -rented, or -leased specialty tracked equipment with attachments (e.g., Gyro-Track, Marsh Master, Geo-Boy, etc.). The course is designed to familiarize employees, volunteers, and partner operators with the safe operation and preventive maintenance of specialty tracked equipment and attachments through classroom and field operation instruction.

Prerequisite: You are required to complete a Web-based Specialty Tracked Equipment Pre-Class Study (SAF2W10) prior to attending this course. Contact your Regional heavy equipment coordinator for details.

Who should attend: Anyone who operates Service-owned, -leased, or -rented specialty tracked equipment.

Length: 1 day/8 hours (3 hours pre-class study, 4 hours classroom, 1 hour of field operation)

Objectives: Provide operators with the skills and knowledge necessary that will allow them to make informed decisions about their own safety, the safety of all around them, and the safety of the equipment.

Allow attendees to demonstrate, through written examinations and actual demonstration, the skills and knowledge necessary to safely operate specialty tracked equipment with attachments in accordance with Service policy, manufacturer specifications, and industry standards.

NOTE: A specialty tracked equipment refresher course is required 3 years after completion of this course in order to maintain authorization to operate. Refer to SAF 2R10, Specialty Tracked Equipment Refresher Course for details.

Availability: By request. Contact your appropriate Regional heavy equipment coordinator to register for the course.

Basic Grants Management

This course provides a basic overview of the USFWS Federal Assistance grants management process. Emphasis is placed on knowledge and use of the Service manual and associated regulations, rules, and supplemental documents. Participants work individually and in small groups to develop and process a basic Federal Assistance grant package and evaluate a variety of grant types using case studies.

Who should attend: Anyone who deals with or is currently responsible for managing USFWS Federal Assistance grants, especially state wildlife agency Federal Assistance coordinators and USFWS Federal Assistance specialists. The course is designed for individuals with less than 1.5 years of experience with Federal Assistance grants.

Length: 4 days/32 hours

Objectives: Describe Federal Assistance grant programs and processes;

Describe the roles and responsibilities of Federal and state/grantee partners in managing Federal Assistance grants;

Process and manage a basic Federal Assistance grant;

Use the Service manual and other resources; and

Build a network of professional grant management contacts.

Availability: Annually

Contact: Federal Assistance Training Program

Phone: 304/876 7927

Apply on-line at: <http://training.fws.gov/fedaid/>

Federal Assistance Project Leaders

This course provides a basic overview of grant requirements and processes for USFWS Federal Assistance grant project leaders (state agency staff). Emphasis is placed on the knowledge and use of the Service manual, regulations, rules, and supplemental documents in writing grant proposals, grant agreements, and annual performance reports. This course also covers practical issues relating to budgeting, compliance issues, inventory control, outreach, and interaction with state and federal grant managers.

Location: This course is conducted at locations selected by the Federal Assistance regional office and the state agency requesting training. This course is conducted as a state-specific course for project leaders from an individual state.

Who should attend: Anyone responsible for planning, implementing, reporting, and/or overseeing agency projects/activities receiving USFWS Federal Assistance grant funding.

Length: 2.5 days/20 hours

Objectives: Understand and apply general and specific grant program-related guidance;

Describe the basic administrative and fiscal processes of Federal Assistance grants management;

Describe the roles and responsibilities of the Federal and state partners;

Identify state and Federal compliance issues related to Federal Assistance grants;

Write project statements, grant narratives, and reports; and

Use the Service manual, Federal Assistance Toolkit, FAIMS, and other resources.

Availability: By request

Contact: Federal Assistance Training Program

Phone: 304/876 7927

Apply on-line at: <http://training.fws.gov/fedaid/>

Federal Assistance Compliance Review

This course provides a basic overview of current and new compliance issues involved in approving USFWS Federal Assistance grants. The review includes material on the funding legislation, administrative requirements, and issues related to other Federal legislation. Emphasis is placed on compliance with:

NEPA (National Environmental Policy Act)

Section 7 of the Endangered Species Act

Section 106 of the National Historic Preservation Act

Civil Rights Legislation

Location: This course is designed to be offered at selected regional locations in conjunction with multi-state or regional meetings.

Who should attend: Anyone responsible for proposing, completing, or administering documentation for Federal Assistance grants.

Length: 2.5 days/20 hours

Objectives: Identify compliance issues related to USFWS Federal Assistance grants;

Describe the various types of grant activities and their associated compliance issues;

Use Federal Assistance Program guidance to understand and document compliance issues; and

Build a network of professional grant management contacts to assist in solving grant/compliance issues.

Availability: Pilot course pending

Contact: Federal Assistance Training Program

Phone: 304/876 7927

Federal Assistance Advanced Grants Management Course



This course provides a conceptual and working knowledge of advanced topics for effective administration of USFWS Federal Assistance grants. Emphasis is placed on fiscal, administrative, and internal control issues. Topics include fiscal management, license certification, compliance, and audit resolution.

Who should attend: State Federal Assistance coordinators and fiscal staff.

Length: 3 days/24 hours

Prerequisites: E-Learning: (1) Federal Assistance Toolkit – Introduction & Navigation (unless you have a working knowledge of the Federal Assistance Toolkit); (2) Introduction to the Division of Federal Assistance and Grant Programs/Processes Administered

Prerequisite courses may be accessed via Internet at <http://training.fws.gov/fedaid/ELearningCourses/ELearnhome.htm>

Objectives: Describe overview of basic grants management process and become familiar with the fiscal processes of grants management;

Describe the roles, responsibilities, communication, and coordination involved in managing Federal Assistance grants; and

Build a network of professional grant management contacts to assist in solving grant/fiscal issues.

Availability: Pilot course pending
Contact: Federal Assistance Training Program
Phone: 304/876 7927

Federal Assistance Grant Writing Workshop

This course provides an overview of the components necessary in a project statement/narrative for grant programs administered by Federal Assistance. The emphasis of the course is on writing a quality project statement/narrative, writing to the rules and guidelines of a specific grant program, meeting competitive and non-competitive program requirements, and addressing the measurement of objectives in performance reports. Participants will work individually and in small groups to write and evaluate a project statement/narrative. The course will include the use of the Service Manual, regulations, rules, and other guidance and Federal Assistance grant management resources.

Who should attend: Anyone responsible for planning, implementing, reporting, and/or overseeing Federal Assistance grants.

Length: 2 days/16 hours

Objectives: Identify and describe key information for managing grant programs, such as program purpose, eligibility, funding source and distribution, and project selection criteria;

Identify and explain the components of the project statement/narrative;

Determine if the project statement/narrative meets minimum requirements;

Determine if the proposal is substantial in character and design;

Identify the required elements of a performance report; and

Understand the submission requirements for performance reports.

Availability: On request
Contact: Federal Assistance Training Program
Phone: 304/876 7927

Federal Assistance Toolkit— Introduction & Navigation Pre-Course Study (E-Learning)



Completion of this on-line course is required prior to attending the Federal Assistance Basic Grants Management Course, the Fiscal Grants Management Course, and/or the Project Leaders' Course.

This on-line course provides an overview of the Federal Assistance Toolkit. The course focuses on Toolkit contents and organization and navigation using menus, buttons, and Adobe search. It also includes information on Toolkit installation and keeping the Toolkit updated.

This course is a prerequisite to many of the Federal Assistance instructor-led training courses.

Who should participate: Anyone who works with or needs information on grant regulations, rules, and program guidance for grants administered by Federal Assistance.

Length: 1 hour; self-study Web-based

Objectives: Describe Toolkit contents and how the Toolkit is organized;

Describe and use Toolkit navigation menus and buttons;

Describe Adobe search engine; and

Describe Toolkit installation and applying updates.

Availability: <http://training.fws.gov/fedaid/>

Contact: Federal Assistance Training Program

Phone: 304/876 7927



Federal Assistance Introduction to Federal Assistance Grant Programs & Processes Pre-Course Study (E-Learning)

Completion of this on-line course is required prior to attending the Federal Assistance Basic Grants Management Course, the Fiscal Grants Management Course, and/or the Project Leaders' Course.

This on-line course provides an overview of the organization and responsibilities of the Division of Federal Assistance. The emphasis of the course is to provide key information on each grant program administered by Federal Assistance as well as important historical and/or statistical information. It also includes a basic overview of the grant management process.

Who should participate: Anyone who works with or is responsible for managing grants administered by Federal Assistance.

Length: Self-study Web-based

Objectives: Describe the organization and responsibilities of the Division of Federal Assistance;

Describe the various grant programs administered by Federal Assistance;

Identify and describe the funding source, method in which funds are distributed, the Act, rules and regulations, and other key elements of each grant program administered by Federal Assistance;

Recognize the need to read, understand, and follow the rules and guidelines for Federal Assistance grant programs; and

Explain the basic grant management steps for Federal Assistance.

Availability: <http://training.fws.gov/fedaaid/>

Contact: Federal Assistance Training Program

Phone: 304/876 7927



Fire Management Mentoring Program

This orientation and training session is conducted by the Fire Management Branch in conjunction with the NCTC Branch of Leadership & Employee Development to identify people with a high desire to learn, understand, and develop necessary skills to work within the Service's fire management program. This goal will be accomplished through the development of a personal interactive partnership between a mentor and mentee that matches experience with the desire to learn new skills. A program steering committee matches partners. Attendance at the orientation and training session is required to be enrolled in the formal mentoring program. Due to the 2-year length of the program, this program is designed for full-time and part-time permanent employees.

Who should attend: All employees interested in a career in fire management or those not specifically in a fire management career, but who support the fire program through the use of prescribed fire or fire suppression. Applicants for the program are selected annually.

Length: 3 days/24 hours

Objectives: Explain the Service's Fire Management Mentoring Program;

Describe the roles, responsibilities, and characteristics of mentors and mentees;

Demonstrate and carry out effective communication skills within a mentoring relationship;

Understand and apply concepts of the Myers-Briggs Type Instrument;

Address and problem-solve challenges within the mentoring relationship;

Understand the importance of feedback and motivation on the job; and

Set career goals and complete an Individual Development Plan.

Availability: Annually
Contact: Joette Borzik
Phone: 304/876 7749
Fax: 304/876 7751

Incident Qualifications and Certification System (IQCS)

This course is conducted by the Fire Management Branch in cooperation with the U.S. Forest Service, Bureau of Land Management, National Park Service, and Bureau of Indian Affairs.

Who should attend: Individuals authorized by their supervisor and appropriate agency Fire Management Officer as needing access to the computer application IQCS. The level of access needed and permissions lists will need to be determined for each participant before the course.

Length: 3 days/24 hours

Objectives: Learn how to navigate through the different menus contained within IQCS;

Identify and use qualification documents;

Understand how IQCS manages the qualification criteria; and

Understand the IQCS operating environment.

Availability: As needed

Contact: Joette Borzik

Phone: 304/876 7749

Fax: 304/876 7751

Prescribed Fire Planning and Implementation (PFPI)

This course is conducted by the Fire Management Branch and hosted by Service regions. It is designed to train Service employees in critical aspects of planning prescribed fires, and to prepare employees for the Prescribed Fire Burn Boss Type 3 (RXB3) role on agency lands. Highlights include setting objectives, designing prescriptions to accomplish objectives, and monitoring results to ensure objectives are being met. Prescribed fire planning, budgeting, implementation, and smoke management topics are also covered. The course provides the tools to successfully perform burn boss activities at a Type 3 level. A final exercise requires participants to complete a prescribed fire plan using the Service plan format in the Service Fire Management Handbook. This course includes the same subject matter as the National Wildfire Coordinating Group RX-300, Prescribed Fire Burn Boss course, but with a specific focus on Service policy and procedures at the Type 3 level.

Who should attend: This is a required course for personnel who wish to become qualified as a Burn Boss Type 3 (RXB3) on Service lands.

Length: 4 days/32 hours

Prerequisites: Successful completion of S-390, Introduction to Wildland Fire Behavior Calculations course, and proficient use of the latest version of BEHAVE software. The participant must be qualified as a wildland firefighter (FFT2) or higher and have experience in the fuel model in which they will be working in order to become qualified. An RXB3 task book will be provided to participants at the course. Successful completion of the RXB3 task book and a fitness score of moderate are also qualification requirements.

Availability: Annually as a minimum

Contact: Joette Borzik

Phone: 304/876 7749

Fax: 304/876 7751

ECS3162

Wildland Fire Workshop for Consultation Biologists

Participants will receive an overview of fire-related policies that may affect Endangered Species Act (ESA) Section 7 consultations. Students will learn about wildland fire and fire management activities that action agencies typically submit for consultation, such as fuels treatment, fire suppression activities, and rehabilitation/restoration activities. The effects of these activities on the environment will also be explored, discussing how they may best influence those activities for the conservation of listed species and critical habitat. An introduction to fire behavior and fire regimes will be presented in addition to an overview of risk assessment strategies.

Who should attend: Consultation biologists working on fire projects (fuels reduction, emergency consultation on fire suppression, and rehab/restoration) with minimal knowledge of fire ecology, behavior, and fire effects. The participant should have a biology/ecology background and basic ESA Section 7 experience.

Prerequisites: Participants should possess the knowledge and skills gained through attendance of a basic ESA Section 7 training course, or similar knowledge gained through experience.

Length: 5 days/32 hours

Availability: By request

Branch: Conservation Science and Policy Training

Contact: Gary Schetrompf

Phone: 304/876 7255