FILE FOLDER

DESCRIPTION ON TAB:

FY 87 Training

☒ **Outside/inside of actual folder did not contain hand written information**

☐ **Outside/inside of actual folder did contain hand written information**
***Scanned as next image**

Confidential Records Management, Inc.
New Bern, NC
1-888-622-4425
9/08

Proposed 87 Eng

Lynn Phillips	O	Perfecting Secretarial Writing Craft	WI	1,000
Jim Fitch	HS	Basic Roofing Technology	FL	1,309
Dale Weaver	HS	General Construction Cost Estimating	CA	1,608
Karen Foskey	S	AC Design-Piping Systems	WI	1,300
Keith Werner	HS	Air Conditioning-Piping Systems	WI	1,300
Tommy Hankins	HS	Advance Energy Auditing	VA	1,100
T. C. Weissenberger	S	Techniques for Integrating CAD	WI	1,300
Larry Stallings	O	Air Conditioning Design	WI	1,300
Larry Stallings		Construction Estimating	WI	1,000
Larry Stallings		Creativity in Design	WI	1,300
Larry Stallings		Renovation of Buildings	WI	1,000
Larry Stallings		Single Ply & Built-up Roofing System	WI	1,000
Jim Gavin	HS	NFPA Life Safety Code	MD or SC	900
Fred Estes	HS	Air Installation Compatible Use Zones	HS	600
Fred Estes	HS	Environmental Protection	HS	600
Fred Estes	HS	Real Estate Seminar	HS	400
Larry Brant	HS	Environmental Protection	HS	600
Larry Brant	HS	Real Estate Seminar	HS	400
(Phantom Planner)		Facilities Planning		600
(Phantom Planner)		Facilities Planning		600
(Phantom Planner)		Economic Analysis		600
(Phantom Planner)		Economic Analysis		600
John Jordan	O	Design Contract Mgmt	VA	450
Mary Thompson	O	Tecnhical Writing I	VA	450
John Starcala		Training AS/CPO	CL	0
Brynn Ashton	HS	Concrete Technology	MISS	1,000
Carl Baker	O	Design Contract Mgmt	VA	450
Andrew Young	O	National Electrical Code	NC	600
(Phantom Elec Eng)		National Electrical Code	NC	600
(Phantom Elec Eng)		Coordination	TX	1,400
(Phantom Elec Eng)		Microcomputer	SC	700
~~Sue Jarman~~	~~O~~	~~Rest and Relaxation~~	~~HAWAII~~	~~3,000~~

Mark -

FY86 & FY85 attached -

Those prioritized as "3" - we have not been submitting. Usually - they have been funding ~~abt~~ about $5,600 worth. Sometimes, we get extra energy money + we resubmit some courses at that time.

GOOD LUCK! SUE

Program 87 Jan

Lynn Phillips	O	Reading Technical Writing Cert	WI	1,000
Jim Pilon	HS	Basic Roofing Technology	PI	[illegible]
Dale Weaver	HS	General Construction Cost Estimating	CA	1,000
Karen Oakey	HS	Basic Design-Piping Systems	WI	1,300
Keith Werner	HS	Air Conditioning-Piping Systems	WI	1,300
Tommy Hamlins	HS	Advance Energy Auditing	VA	1,000
T. [illegible] Hassenpeger	S	Techniques for Integrating CAD	W	1,300
Larry Stallings	O	Air Conditioning Design	WI	1,000
Larry Stallings		Construction Estimating	WI	1,000
Larry Stallings		Creativity in Design	WI	1,300
Larry Stallings		Renovation of Buildings	WI	1,000
Larry Stallings		Simple Ply & Built-up Roofing System	WI	1,000
Jim Corlin	HS	NFPA Life Safety Code	MD	30
Fred Eades	HS	Air Insulation Compatible Use Zones	HS	500
Fred Eades	HS	Environmental Protection	HS	500
Fred Eat[illegible]	HS	Real Estate Seminar	HS	100
Larry Brant	HS	Environmental Protection	HS	100
Larry Brant	O	Real Estate Seminar	HS	100
(Phantom Planner)		Facilities Planning		500
(Phantom Planner)		Facilities Planning		500
(Phantom Planner)		Economic Analysis		500
(Phantom Planner)		Economic Analysis		500
John Jorlin	O	Design Concepts Mgmt	VA	450
Mary Thompson	O	Technical Writing I	VA	450
John Sparks		Training A&/&P	CO	0
Bryan Ashton	HS	Concrete Technology	MISS	1,000
Carl Baker	O	Design [illegible] Systems	VA	450
Andrew Young	O	National Electrical Code	NC	500
(Phantom Red Bug)		National Electrical Code	NC	500
(Phantom Blue Bug)		Coordination	TX	1,100
(Phantom Blue Bug)		Microcomputers	S	[illegible]
Jerry Brown	O	Hass and Airgas [illegible]	[illegible]	2,000

Proposed 87 Eng

Lynn Phillips	O	Perfecting Secretarial Writing Craft	WI	1,000
Jim Fitch	HS	Basic Roofing Technology	FL	1,309
Dale Weaver	HS	General Construction Cost Estimating	CA	1,608
Karen Foskey	S	AC Design-Piping Systems	WI	1,300
Keith Werner	HS	Air Conditioning-Piping Systems	WI	1,300
Tommy Hankins	HS	Advance Energy Auditing	VA	1,100
T. C. Weissenberger	S	Techniques for Integrating CAD	WI	1,300
Larry Stallings	O	Air Conditioning Design	WI	1,300
Larry Stallings		Construction Estimating	WI	1,000
Larry Stallings		Creativity in Design	WI	1,300
Larry Stallings		Renovation of Buildings	WI	1,000
Larry Stallings		Single Ply & Built-up Roofing System	WI	1,000
Jim Gavin	HS	NFPA Life Safety Code	MD or SC	900
Fred Estes	HS	Air Installation Compatible Use Zones	HS	600
Fred Estes	HS	Environmental Protection	HS	600
Fred Estes	HS	Real Estate Seminar	HS	400
Larry Brant	HS	Environmental Protection	HS	600
Larry Brant	HS	Real Estate Seminar	HS	400
(Phantom Planner)		Facilities Planning		600
(Phantom Planner)		Facilities Planning		600
(Phantom Planner)		Economic Analysis		600
(Phantom Planner)		Economic Analysis		600
John Jordan	O	Design Contract Mgmt	VA	450
Mary Thompson	O	Tecnhical Writing I	VA	450
John Starcala		Training AS/CPO	CL	0
Brynn Ashton	HS	Concrete Technology	MISS	1,000
Carl Baker	O	Design Contract Mgmt	VA	450
Andrew Young	O	National Electrical Code	NC	600
(Phantom Elec Eng)		National Electrical Code	NC	600
(Phantom Elec Eng)		Coordination	TX	1,400
(Phantom Elec Eng)		Microcomputer	SC	700
~~Sue Jarman~~	~~O~~	~~Rest and Relaxation~~	~~HAWAII~~	~~3,000~~

Program 87 Menu

FY86 (10 Oct 85 - 30 Sep 86)

ASHTON, Brynn T. 1 November 1985	TAD	"One-day seminar presented by the U.S. Corps of Engineers on "Design of Construction of Rolled Concrete pavements...Norfolk, VA	$157.20
PHILLIPS, Mary Lynn 6-7 Nov 85	TAD	2 days at LANTDIV to become familiar with more advanced glossary functions to better utilize the NAVFAC GUIDE SPECS and learn more about editing techniques	161.36
ESTES, Fred	TRNG	(MAIN money) To attend Special Projects Seminar, Jacksonville, FL...14-15 Nov 85	550.00
BRANT, Larry	TRNG	(MAIN money) To attend Special Projects Seminar, Jacksonville, FL....14-15 Nov 85	550.00
BAKER, Carl	TRNG	- "Military Traffic Operations & Analysis Techniques" Evanston, ILL 3-7 Feb 86	1136.50
ESTES, Fred W.	TRNG	- Economic Analysis Course, Leesburg, VA 24-28Mar Facilities Planner - Leesburg, VA 17-21Mar	will not be going
BRANT, Larry	TRNG	- Air Installations Compatible Use Zones Seminar East Coast...5-6Mar 86 Florida	
PHILLIPS, Lynn	TRNG	- Specifications & Construction Contracts 10-12 Mar 86....Boston, Mass	
FITCH, Jim	TRNG	- Facilities Support Contracting, Leesburg, VA 24-28 Mar 86	will not be going
ASHTON, Brynn	TRNG	WI	

Phillips - Not Port. to D.C.

50.00a day

Not allowed by P.C.

FY 85 TRAINING

NAME	TYPE	COURSE	DATES	LOCATION	PWD TRNG MONIES	ENERGY MONIES	HDQTRS MONIES	OTHER	TDY
PHILLIPS	TRNG	WANG "Glossary"	14-15Oct84	Raleigh, NC	$ 245.00				
PHILLIPS	TDY	LANTDIV	9Jan85	Norfolk, VA					$ 154.00
FITCH	ENERGY MONIES	Energy Monitoring Systms	11-15Mar85	Madison, WI		$1,300.00			
FITCH	TRNG	Design Contract Mgmt	15-16Apr85	Norfolk, VA	350.00				
FITCH	TDY	LANTDIV	14-15Apr	Norfolk, VA					$ 160.00
WERNER	TRNG	Pump & Valve Selection	19-24Feb85	Madison, WI	$1,365.00				
WERNER	TRNG	Boiler Plant Design	28-30Jan85	Madison, WI	$1,190.00				
WERNER	ENERGY MONIES	Air Cond. Design	22-26Jul85	Madison, WI		$1,740.00			
WERNER	TRNG	Prep for EIT	Course	Camp Lejeune, NC	$ 120.00				
HANKINS	ENERGY MONIES	Fundamentals of Energy Auditing	25-28Mar85	Madison, WI		$1,330.00			
HANKINS	ADD'L TRNG	Leaking Underground Stg Tanks	16-20Sep85	Madison, WI	$ 935.00				
MURRELL	HDQTRS TRNG	Air Conditioning Design	15-19Apr85	Madison, WI			$1,720.50		
MURRELL	ENERGY MONIES	Design & Application	10-12Jun85	Skokie, ILL		$ 665.00			
MURRELL	TRNG	Prep for EIT	Group	Camp Lejeune, NC	$ 120.00				
YOUNG	TRNG	Advanced Coordination	15-19Oct84	Dallas, TX	$1,651.00				
YOUNG	ENERGY MONIES	Electronic Energy Conservation Class	25Feb85	Raleigh, NC		225.00			
BAKER	ENVIRONMENTAL	Low-Cost Shore Protection	26-27Mar85	Madison, WI				$ 900.00 (Environmnt)	
ASHTON	TRNG	Prep for EIT	Group	Camp Lejeune, NC	$ 120.00				
BRANT	TRNG	Economic Analysis	13-17May85	Port Hueneme, CA	$ 970.00				
BRANT	TRNG	Shore Fac Planning	16-20Sep85						
BRANT	TDY	Value Eng Conference	22May85	LANTDIV	$1,100.0				$ 117.00
JONES	TDY	Value Eng Conference	22May85	LANTDIV					$ 37.50
ESTES	TDY	Fac Conference	9-14Jun85	Arlington, VA					467.60
				TOTAL	$8,166.00	$5,260.00	$1,720.50	$ 900.00	$ 936.10

TOTAL $16,982.60

Professional Development Programs in
Working Drawing Production and CAD Management

1 TECHNIQUES FOR INTEGRATING CAD AND SYSTEMS DRAFTING TO IMPROVE WORKING DRAWING PRODUCTION

A short course designed to explore the procedures, techniques and benefits of utilizing existing manual drafting systems with automation. Applications will demonstrate successful implementation of the best procedures for improving production at all stages of development. Sessions will explore:

- Advanced Systems—Manual Drafting—Overlay, Composite and Photographic
- Optimizing use of CAD and Systems Drafting
- Cost Effective Production Techniques
- Overlay Systems Coordinated with CAD and Microcomputers
- Detail Banking Systems for Storage and Retrieval of Construction Information
- Coordinating and Integrating Production Systems for Architectural and Engineering Applications
- Quality Control of Working Drawing Production Systems
- Production Equipment and Materials Selection

APRIL 7–11, 1986—Madison, Wisconsin

2 EFFECTIVE MANAGEMENT OF CAD SYSTEMS AND PRODUCTION

A workshop structured for "present" and "future" CAD managers to study:

- Effective Management Programs
- System Production Requirements
- Budgets, Profitability and Accountability
- Staff Needs and Organization
- Scheduling, Monitoring and Coordinating the Production Process
- Selection and Application of Software
- Planning the Work Environment
- Networking Systems for Successful Production

AUGUST 18–22, 1986-Purgatory/Durango, Colorado

Department of Engineering Professional Development

The College of Engineering
University of Wisconsin–Madison

1 TECHNIQUES FOR INTEGRATING CAD AND
APRIL 7–11, 1986—MADISON, WISCONSIN

PURPOSE

New graphic communication techniques are rapidly improving the efficiency of working drawing production. For many firms, the direct benefits are shown in time and cost savings. Some techniques and systems are providing as high as **80 percent time savings** when compared to conventional production methods. Innovation in the production of working drawings is greatly reducing the burden of drafting while allowing the design profession more time for critical design activities.

A closer look at the emerging techniques provides levels of justification for most professionals to begin incorporating time saving systems. Many production personnel have selected appropriate innovations and maximized their benefits through systematic integration into the production department. Both small and large organizations are experiencing new opportunities to make improved design communication a marketable activity of the design profession. The change to new systems is allowing aggressive organizations fulfill greater time constraints presently being dictated by today's clients.

To advance in-house production programs requires planning, cooperation and dediction toward researching new methods and systems. The trial and error approach has brought about many of the techniques presently in use by many firms across our nation. Commitment to professional development has provided firms with additional opportunities to exchange and evaluate new techniques. This workshop is designed to study the "total systems approach" to working drawing production and provide participants with a hands-on opportunity to experience the use of innovative techniques. Through the continuing education workshop, firms can expect to:

1. **Reduce failures in implementing innovative techniques;**
2. **Determine which methods are most appropriate for different types of projects;**
3. **Save time and money in streamlining production of working drawings.**

OBJECTIVES

- **To demonstrate how new techniques can be integrated into the production department.**
- **To identify steps for linking and networking new production systems.**
- **To integrate overlay system effectiveness with computer-aided production.**
- **To explore new techniques for storing and retrieving valuable construction information.**
- **To improve time and cost savings in working drawing production.**

WORKSHOP MANUAL

- A production manual, course notes, selected reference materials and working drawings for an actual construction project will be provided.

PARTICIPANTS

This program is designed for architects, civil and mechanical, engineers, landscape architects, interior designers, project managers, job captains, educators, drafting personnel, reprographic specialists and others responsible for innovating new techniques in Working Drawing Production. Participants are encouraged to bring production problems that may be applicable to CAD and systems production techniques. These drawings will be analyzed as part of the preparation process for utilizing the "total systems approach" to production.

PRESENTATION FORMAT

- Equipment will be used in actual production setting.
- A special project will be used to demonstrate the "total systems approach" to production from schematics to design development to working drawings.
- Common production problems will be analyzed to demonstrate successful solutions.
- A combination of lectures and workshops will be used to communicate production techniques.

DISPLAYS AND DEMONSTRATIONS

- Drawings, details and production information will be displayed throughout the program.
- A computer workstation will be used to demonstrate CAD integration with systems drafting.
- Demonstrations comparing cost effective activities for overlay, photographic and computer-aided production will be conducted.

INSTRUCTORS

PAT BRUMFIELD, President, Lellyett & Rogers
Nation's largest producer of offset multi-color architectural/engineering construction documents; Experience in developing linkage between CAD and Systems Drafting. Nashville, Tennessee.

RONALD G. HOLDAWAY, P.E., Director of Automated Systems, Smith Seckman Reid, Inc., Consulting Engineers, Chief Mechanical Engineer with experience in management of the overall production of mechanical, electrical and plumbing drawings using a combination of systems drafting, CAD and traditional methods. Nashville, Tennessee.

MICHAEL C. LENGYEL, Director of Project Management, Parkin Architects; Former Project Manager, Cannell and Chaffin Commercial Interiors; Instructor for Santa Monica City College on Advanced Systems Drafting and Computer-Aided Production; Former Systems Drafting Consultant for Ford Graphics; Earlier experience as Director of Advanced Design and Production Techniques, Ronald T. Aday, Inc., Architects, Pasadena, California; Los Angeles, California.

ED POWERS, Associate and Director of Quality Assurance, Gresham, Smith & Partners, Architects-Planners-Engineers; Author of Systems Drafting Manual for Reprographic Firms, Systems Drafting Manual for Architectural Engineering Firms and UNIGRAFS—A Systems Drafting Production Manual, 1981; 18 years experience in developing five levels of systems production in working drawings; Nashville, Tennessee.

PROGRAM DIRECTOR AND INSTRUCTOR

PHILIP M. BENNETT, Architect; Program Director, Department of Engineering Professional Development, University of Wisconsin–Madison, Madison, Wisconsin.

PROGRAM 1

MONDAY, APRIL 7, 1986

A.M.

8:00 Registration
The Wisconsin Center
702 Langdon Street
Madison, Wisconsin

8:30 Welcome and Introduction
Philip M. Bennett
Program Director

8:45 What is a Systems Approach to Working Drawing Production?
- Why have Advanced Drafting Techniques?
  - ► Understanding the terminology
  - ► A Systematic Approach to Design and Contract Documents
  - ► Enhanced Quality Control with Systems Drafting
  - ► The Most Common Errors in Implementing Systems
  - ► Extended Client Services
  - ► How Contractors, Vendors, and Suppliers can Utilize Overlay Drafting Techniques
  - ► Management's Responsibility
    - Determining Goals
    - Management Planning and Action
    - Evaluating the Usefulness of a New Production System
  - ► Restructuring the Office Organization for Systems
    - Production Committee
    - Production Coordinator
    - The Graphic Assistant
    - The Technical Work Center
    - Reprographic Firm
  - ► Components of Systems Drafting
    - Overlay Drafting
    - Composite Drafting
    - Applique Drafting
    - Photodrafting
    - Lettering and Notation Systems
    - Computer Drafting
    - Reference Detail Drafting
  - ► Introducing Systems Drafting to the Consultant
    - Educating the Staff
    - Quality Control of Drafting
    - Preplanning of the Projects

  - ► Support Components of Systems
    - Staff Handbook
    - Drafting Manual
    - Code and Zoning Search
    - Project Organization
    - Quality Control Program

10:15 Coffee and Conversation

10:45 Developing Advanced Production Systems
- Applying Systems Drafting for Producing Working Drawings
  - ► Reviewing Present Production Methods
  - ► Investigating New Materials, Tools, and Techniques
  - ► A new Priority—Quality and Accuracy in Working Drawings
    - Simplifying Working Drawings to Reduce Repetition, Overdrawing, Cost, etc.
- Techniques Which Comprise Systems Drafting
  - ► Overlay Drafting
    - Materials and Methods for Overlay Drafting
    - The Overlay Organizational Plan
    - Indexing System
    - Applying the Overlay Organizational Plan
  - ► Registration System
  - ► Cut and Paste Drafting
  - ► Photodrafting
  - ► Keynoting
  - ► Final Printing of Construction Documents
    - Diazo versus Multi-Color Printing
    - Half-Size Diazo Printing
    - A New Marketing Tool

12:00 LUNCH

P.M.

1:00 Workshop Exploring the Use of Overlay Drafting
- A Systematic Approach to Overlay Drafting
  - Develop a System of Base Sheets and Overlays
  - Never Draw Information More Than Once
  - Registry Systems
  - Composites for In-House Use
  - Advantages
  - Examples of Intermediate Materials
  - Examples of Final Product
    - Offset in Color
    - Ozalid in Black and White
  - Cost of Implementing The System
- Organization and Numbering for Overlay Drafting
  - ► Divisional Format
    - Section Breakdown
    - Sheet Numbering
    - Project Organization for Overlay Drafting

2:50 Refreshments

3:10 **Workshop Session Continued**

5:00 **Social Hour**

6:00 **Adjourn**

TUESDAY, APRIL 8, 1986

A.M.

8:30 **From Overlay to CAD—Techniques for Integrating Overlay and Photodrafting with CAD**

- Overview of Present Applications for Manual Overlay and Photographic Techniques with CAD
  - ► Set up for Overlay
  - ► Screening Techniques
- Drawing Production Methods—Manual/CAD
  - ► Photographic
  - ► Non-Photographic
  - ► Photo Plotting and Other Photographic Techniques
- Preparation for CAD
  - ► Tools and Procedures
  - ► Changes Required
- Project Management Procedures
  - ► Sequence of Decisions
    - In-House
    - Client
- With the Advent of Computer Should a Firm Consider Using Overlay and Photographic Techniques?
  - ► A Natural Stepping Stone
  - ► Cost Effective Applications
- Comparison of Effectiveness in Relationship to Computer-Aided Techniques
  - ► Where is Overlay System Effectiveness Equivalent to Computer-Aided Drafting?
  - ► Labor, Time and Cost Comparison of Manual and Automated Techniques
- How Can Overlay Drafting be Combined with Computer-Aided Production?
  - ► Why Combine Techniques?
  - ► What Applications are Cost Effective?
- Current Applications of Computer-Aided Drafting
  - ► Types of Projects
  - ► Equipment Utilization
- Design Potential with CAD Systems
  - ► Design Development
  - ► Programming and Schematics
  - ► Space Planning and Management
  - ► Drawing Production
  - ► Sales and Interactive Graphics
- Financial Impacts
  - ► Equipment Costs
  - ► Training Costs
  - ► Environmental Costs
- Productivity Measurement Techniques Examples and Case Studies

10:00 **Coffee and Conversation**

10:30 **From Overlay to CAD—Session Continued**

12:00 **LUNCH**

P.M.

1:00 **Standardizing a Systematic Approach to Working Drawing and Detail Development**

- Steps and Procedures Leading to a Standardization Program
  - ► Office Organization
  - ► Development and Use of Overlay and Registration Drafting
  - ► Photodrafting
  - ► Scissors Drafting
  - ► Keynoting
  - ► Drafting Manuals
  - ► Quality Control Standards
- What is a Standardization Program?
- Why Standardize?
  - ► Increase Profits
  - ► Allows More Time for Design Phase
  - ► Prepares Firm for Computer Aided Drafting
  - ► Provides a Reference File for Inexperienced Employees
  - ► Helps Prevent Negative Feedback
  - ► Reduces Legal Problems
- What Should be Standardized?
  - ► General Details
  - ► Wall Section Components
  - ► Floor Plan Components
  - ► Notations, Legends and Symbols

2:40 **Refreshments**

3:00 **Lecture and Workshop on Standardizing and Systematizing Working Drawing Production**

- The Standardization Program
  - ► Methods for Development of Standards
  - ► Numbering Systems
  - ► File and Retrieval Systems
  - ► Applying the Standards
- How a Firm can Achieve Standardization
  - ► Establishing Priorities
  - ► Task Force
  - ► Production Coordinator
  - ► Technical Resource Center

5:00 **Adjourn**

WEDNESDAY, APRIL 9, 1986

A.M.

8:30 **Photographic Techniques Used in Production Systems**

- ► Photo Reproduction
- ► Why Have In-House Photo Reproduction?

GENERAL INFORMATION

A Certificate of Participation is presented to each registrant. PROCEEDINGS ARE NOT PUBLISHED.

ENROLLMENT: Advance registration required. Enrollment will be limited. Be sure you have a confirmed enrollment by mail or phone. **FEE covers cost of instruction, handout materials, noon lunches, one evening dinner and break refreshments.** Lodging and other meals NOT included.

VETERANS: You may be eligible for fee reimbursement through an educational grant from the Department of Veteran Affairs. Check with your state regulations on educational assistance and with your County Veterans Service Office of the county in which you reside for further information. Contact your local county Veterans Service Office before you complete the course.

REFUND: Your fee will be refunded if program is cancelled. If YOU cancel, you must notify us before program start date to receive refund.

MADISON, WISCONSIN PROGRAM, APRIL 7–11, 1986

LOCATION: Program held in the Wisconsin Center—northeast corner of campus at Langdon and Lake Streets.

LODGING: A block of rooms have been reserved at the Wisconsin Center Guest House at 610 Langdon Street, Madison Wisconsin, 53706, or telephone (608) 256-2621. The Guest House features hotel-type service, private bathrooms, color TV, pool and sauna, and parking upon request. Low daily rates are $15.50 per person for a double room and $27.00 for a single room (limited supply). Breakfast is served daily and can be arranged for upon arrival. Information on various hotels and motor hotels in the area and maps with campus details will also be sent to registrants.

PARKING: Extremely limited. Campus posted AREA restricted for permit holders. Some permits (nominal daily fee) may be available. Metered public parking in Lake Street Ramp and Helen White Hall (street level opposite Wisconsin Union). Registrants will receive information.

PURGATORY/DURANGO, COLORADO PROGRAM—AUGUST 18–22, 1986

LOCATION: Program will be held in the Village Center at Purgatory Village. Durango is a quaint historic town born during the Rocky Mountain mining days of the late 1800's. Less than 25 miles north of Durango is the Purgatory Ski Resort community which is set in the beautiful San Juan mountains marked by jagged and picturesque peaks. Many family recreation activities are close at hand. Hiking, sightseeing, fishing, river rafting, jeep tours, and Purgatory's Alpine Slide and swimming are exciting activities you will want to experience. One can also visit the ancient Indian Cliff Dwelling at Mesa Verde National Park or ride the famous Narrow Gauge Railroad which runs from Durango to the picturesque mining town of Silverton. Check with Purgatory Guest Services for special family packages (303) 247-9001.

LODGING: A block of single, double and special condominiums have been reserved at the Purgatory Village Center Condominiums. Conference rates have been established at $50.00 for a single (kingbed, 1–2 people), $60.00 for a Studio Condo (1–4 people), $75.00 for a double (one bedroom, 1–4 people), and $95.00 for a Condo (2 bedrooms, fireplace and balcony, 1–6 people). Special six-night package: Stay six nights and get sixth night free. Other types of accommodations are available upon request. For reservations call (303) 247-9000 Ext. 177 or write Purgatory Property Management, P.O. Box 666, Durango, Colorado 81302. Identify the "CAD Management Conference" when making reservations. **Make reservations early to ensure the place of your selection.**

TRANSPORTATION: Air transportation: Durango's La Plata County Airport is served by 3 airlines: Aspen Airways, (800) 525-0256; Trans-Colorado Airlines-in-state (800) 332-4907 and out of state (800) 525-1455; and American West Airlines, (800) 247-5692. Check for United/Aspen Airways package. **Ground transportation:** Bus transportation is available to Purgatory Ski Resort. Call Durango Lift, (303) 259-5438 or write Purgatory Guest Services, for information and special arrangements. **Please advise transportation service of your arrival time. Car Rental:** Car rentals can also be made through Purgatory Guest Services Reservations, (303) 247-9000.

1 TECHNIQUES FOR I WORKING DRAWIN APRIL 7–11, 1986–

- ► Development Cost Factors
- ► Advantages and Disadvantages
- ► Design and Marketing Techniques
- ► Enlargement and Reduction of Production Elements
- ► Storage of Documents
- ► Restoration of Documents
- ► Use of Video Tapes

Workshop Exploring the Use of Photographic Techniques

- Photographic Techniques—35 MM Camera as a Drafting Tool
  - ► When to Draw and When to Photograph
  - ► Use of Photographs on Drawing
  - ► Paste-up Drafting
    - Press-on Materials
    - Transparent Stick-Ons
    - Opaque
    - Methods of Lettering

10:30 Coffee and Conversation

11:00 Document Printing and Equipment Requirements for Effective Production Systems

- The Vacuum Frame and Diazo Copier as Production Equipment
  - ► Why have In-House Production?
  - ► In-House Reproduction as a Revenue Source
  - ► Advantages and Disadvantages of Vacuum Frame
  - ► Overlay and Composite Drafting with the Vacuum Frame and Office Copier
  - ► Selecting Reproducible Material
  - ► The Print Room Manager
- In-House Printing and Ancillary Equipment
- Reproduction of Drawings for Bidding Purposes
  - ► Color Offset versus Diazo Printing
  - ► Laser Plotting of Offset Printed Drawings
  - ► Establishing a Production and Print Budget
    - Checking of Working Drawings
  - ► Discussion

12:00 LUNCH

P.M.

1:00 How to Set Up a Microcomputer CAD & Project Management System

- Microcomputers, What Are They, What Can They Do?
  - ► Low Cost Computer and Word Processing Capabilities
  - ► What This Means to the Process of Design and to You and Your Staff
  - ► Computer Applications For the Design Firm

NTEGRATING CAD AND SYSTEMS DRAFTING T
PRODUCTION
MADISON, WISCONSIN

- An Example of a Microcomputer Set Up and Operation
  - ► The Micro Components "on board" Memory, the Floppy Disk Storage System, Loading and Saving Information.
  - ► Analyzing Your Microcomputer Needs
  - ► Assets and Liabilities in Working with Microcomputers
  - ► How to Get Started Within Hours
- Research and Selection of Your Microcomputer and Software
  - ► Evaluating Your Software Need, CAD and Job Cost Accounting
  - ► Analyzing the Computer Hardware
  - ► Establishing the Budget for Your Microsystem
  - ► Creating a "Request for Proposal"
  - ► Selection, Negotiating Cost and the Maintenance Agreement
- Planning the Design Firm for Microcad Operations
  - ► The CAD Workstation
  - ► Selection and Staff Training
  - ► Interaction With Project Management
- Special Considerations, Communications, Fixtures and Equipment
  - ► Creating the Right Attitude Toward the Computer
  - ► Installing the Microcad and Job Cost Accounting System

2:50 **Refreshments**

3:10 **Working with CAD and Microcomputer Systems —Session Continued**

4:30 **Adjourn**

5:15 **Dinner**
The Wisconsin Center

6:30 **Hands-on Evening Workshop Covering Organizational and Production Techniques**

9:00 **Adjourn**

THURSDAY, APRIL 10, 1986

A.M.

8:30 **Production of Engineering Drawings—CAD and Systems Drafting**

- Production Effectiveness
  - ► What Type Projects Give High Production Ratios?
  - ► What Type Projects Give Low Production Ratios?

  - ► What Type Drawings Give High Production Ratios?
  - ► What Type Drawings Give Low Production Ratios?
- Production of Electrical Drawings
  - ► Lighting Layouts
  - ► Power Layouts
  - ► Specialty System Layouts
  - ► Riser and One Line Drawings
  - ► Large Scale Drawings
  - ► Schedules
  - ► Details
- Production of Mechanical Drawings
  - ► Ductwork
  - ► Piping
  - ► Control Diagrams
  - ► Large Scale Drawings
  - ► Schedules
  - ► Details
- Production of Plumbing Drawings
  - ► Piping
  - ► Riser Diagrams
  - ► Fire Protection
  - ► Large Scale Drawings
  - ► Schedules
  - ► Details
- Examples and Applications

10:00 **Coffee and Conversation**

10:30 **Production of Engineering Drawings—CAD and Systems Draftings—Session Continued**

12:00 **Lunch**

P.M.

1:00 **Developing a System to Maximize Integrated Production Techniques—The Project Management Process**

- Why Project Management, Job Cost Accounting and Systems Drafting Come Before "CAD"
  - ► Microcomputers and the Project Manager
  - ► Development of Project Budgets, and Schedules
  - ► Development of Contract Document Organization Plan
  - ► Structuring a Project Management Schedule
  - ► Monitoring the Project Cost
  - ► Project Profitability, Accountability and Legal Considerations
- Using a Microcomputer in the Project Production Process
  - ► Intergrading Overlay, Photodrafting with CAD
  - ► Programming and Schematic Design

IMPROVE

- ► Design Development
- ► Schedules
- ► Keynotes for Drawing
- ► Outline and Finished Specifications
- ► Production of Engineering Drawings
- ► Scan/Digitized Inputting of Drawings and Details
- ► Quality Control of Contract Documents
- ► System Networking and Expansion
- System Managing and Staff Development
  - ► The Tasks of a CAD Manager
  - ► Effective Management Techniques
  - ► Staff Requirements
  - ► Developing Training Manuals
  - ► Creating Standards and a Data Base
  - ► System Maintenance
  - ► Measuring Your System's Profitability

3:00 Refreshments

3:20 Reducing Liability Insurance Through a Systems Approach

- Business Procedures
  - ► The Design Professional as a Businessman
  - ► The Project Cost
  - ► The Firm's Capabilities
- Technical Procedures
  - ► The Importance of Having a Quality Assurance Program
  - ► Back to School
  - ► Untried, Untested and Undesirable
  - ► Drawing Symbol List, Legends and Notes
  - ► Specifications
  - ► Drawing Omissions
  - ► Bid Period
  - ► Shop Drawing Review
  - ► Project Follow-up
- Intercommunications
  - ► Contracts
  - ► Scope of Services
  - ► Contract Pitfalls
  - ► Estimating
  - ► Recruiting Practices
  - ► Motivating Your Personnel
  - ► Employee Performance Evaluations
  - ► Eliminating the Fire Drill Approach

5:00 Adjourn

FRIDAY, APRIL 11, 1986

A.M.

8:30 Developing a Comprehensive Data Base

- Types of Information

- ► Details
- ► Schedules
- ► Design Data
- ► Specifications
- ► Checklists
- ► Cost Information
- ► Quantities
- Accessing Valuable Production Information
- Setting Standards for Working Drawing Production
- Successful Software Programs
- Effective Production Techniques
- Examples and Case Studies

Document Storage and Retrieval

- Changes to Drawings
- Record Drawings
- Storage Systems
  - ► Microfilming
  - ► Filing
  - ► Costs

10:00 Coffee and Conversation

10:30 Quality Control of Design Development, Working Drawings and Specifications

- Quality Control Director
- Establishing a Production Budget and Schedule
- Preplanning of Construction Document Production
- Project Coordination Meetings
- Document Phase Reviews
  - ► Schematic
  - ► Design Development
  - ► Working Drawing
- Final Checking Process
  - ► Establishing Procedures

12:00 LUNCH

P.M.

1:00 Production Aids Which Assist in Maintaining Quality Control and Equipment Selection to Improve Performance

- Project Management Manual
- Drafting Manual
- Standard Details
- Master Specifications
- Technical Resource Center
- Educating Staff
- Selecting Equipment to Improve Efficiency
- Future Directions

3:30 Adjourn

Mail to: Architectural Programs
THE WISCONSIN CENTER
702 Langdon Street
Madison, WI 53706

WORKING DRAWING PRODUCTION AND CAD MANAGEMENT PROGRAMS

Name _____

Title / Position _____

Company _____

Address _____

City and State _____ Zip _____

Office Telephone Number _____

Social Security Number* _____

"Not mandatory—used only to ensure identification, accessibility and accuracy of your education "record."

1. ☐ **Techniques for Integrating CAD and Systems Drafting to Improve Working Drawing Production**
   April 7–11, 1986 (5.0 CEU) Program No. 6045 _____
   Fee: $545.00

2. ☐ **Effective Management of CAD Systems and Production**
   August 18–22, 1986 (5.0 CEU) Program No. 6046 _____
   Fee: $595.00

Register for any combination of programs you desire to attend. Please enclose enrollment fee. Make checks payable to University of Wisconsin–Extension.

This information is collected to enhance the programming efforts of University of Wisconsin–Madison and is voluntary.

Sex: Female _____ Male _____

Birthday: Month _____ Day _____ Year _____

Heritage: _____ American Indian _____ Asian _____ Black
_____ Hispanic _____ White or Other

Occupational Area:

100 Professional, technical and managerial occupations

700 Other occupations _____

Philip M. Bennett, Program Director
Department of Engineering Professional Development
University of Wisconsin–Madison
432 North Lake Street
Madison, Wisconsin 53706

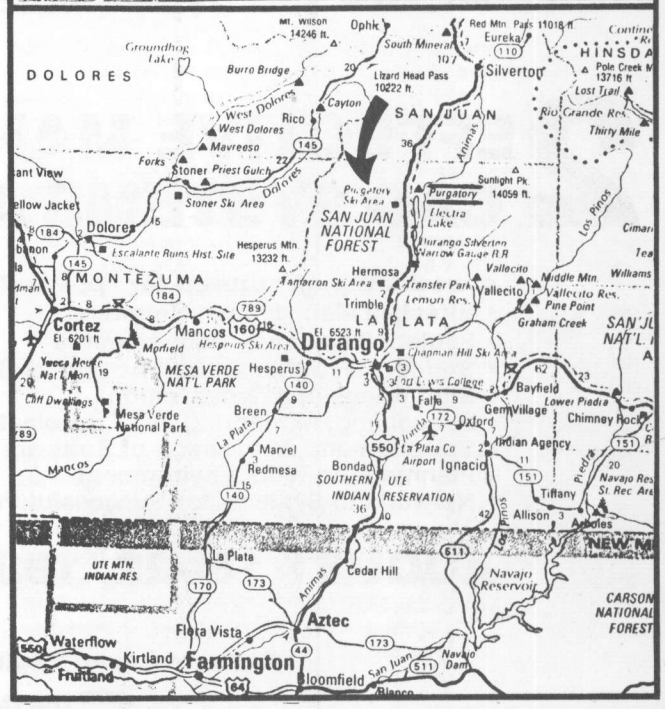
Telephone: (608) 262-1299 for program enrollment.
(608) 263-4705 for program information.

University of Wisconsin-Extension provides equal opportunity in programming and employment.

This program meets criteria for the nationally accepted *Continuing Education Unit*. It carries the indicated CEU value for each participant completing it successfully and it is applicable for credit toward the University of Wisconsin *Professional Development Degree* in Engineering. Ask for degree details and qualifications.

2 EFFECTIVE MANA
AUGUST 18–22,

PURGATORY/DURANGO, COLORADO



GEMENT OF CAD SYSTEMS AND PRODUCTION
986—PURGATORY/DURANGO, COLORADO

PURPOSE

A new role in the workplace is quickly emerging with the development of computer technology. As more and more organizations bring on computer systems, the need for organization and control is growing. For many firms, the computer has helped speed up and increase their workflow and as a result created a need for the **"system manager."** This new responsibility is growing rapidly as more organizations move to automation.

Most individuals accepting the challenge of this new role are learning the **"management system"** through an experiential process. Since little is written on this new field, it is difficult for the newcomer to gain needed training except through hands-on experience. This method can be both costly and time consuming and leaves many decisions to chance. Our new workshop has been developed for the **"present"** and **"future"** CAD manager to increase the knowledge base necessary for effective decision making and creative management.

OBJECTIVES

- **Provide the Opportunity to Explore Workable Management Techniques.**
- **Learn From the Experiences of Other Managers.**
- **Develop Guidelines and Procedures for Creative Problem Solving.**
- **Exchange Ideas and Information Generated in the Computer Field.**
- **Explore New Concepts in Managing Technology Changes and Human Performance.**

INSTRUCTORS

JONATHAN HOGAN, President, Jonathan Hogan & Associates Specializing in CAD Consulting to the Construction Industry; Former General Manager, UDC International; In charge of a 50-person office utilizing multivendor computer systems to serve the construction industry, exploration, utilities and municipal governments; Founder of two university computer departments; Former faculty member at the University of Houston; Specialized experience in computer installation, maintenance, scheduling, security and system operation; Member of the Houston Chapter AIA Computer Subcommittee; San Diego, California.

DAVID A. JORDANI, AIA, President, David A. Jordani & Associates, Consulting Services in management and selection of computer systems; Former manager, Interactive Graphics Systems, Ellerbe Associates, Inc., Architects–Engineers; A registered architect with several years of professional experience in the application of computer technology to the design profession; 5 years of manager experience for large A/E firm with responsibility for planning, direction and implementation of computer-aided design; Consultant in selection, management and implementation of CADD systems; Author and lecturer on computer applications in architecture and engineering; Chairman of AIA's Committee on Computers in Architecture; Trustee for APEC; Former faculty member with Department of Architecture, University of Illinois; Member of IGES/AEC subcommittee on data exchange; Minneapolis, Minnesota.

PROGRAM DIRECTOR AND MODERATOR

PHILIP M. BENNETT, Architect; Program Director, Department of Engineering Professional Development, University of Wisconsin–Madison, Madison, Wisconsin.

PRESENTATION FORMAT

- A Combination of Lectures, Workshops, and Group Discussion Sessions Will be Used to Communicate Effective Management Techniques.
- Common Management Problems Will be Analyzed to Demonstrate Successful Solutions.
- Software Applications Will be Identified and Explored for Participant Use.

PROGRAM 2

MONDAY, AUGUST 18, 1986

A.M.

8:00 **Registration**
Purgatory Day Lodge at the Purgatory Village Center Condominiums

8:30 **Welcome and Introduction**
Philip M. Bennett
Program Director

8:45 **Session 1—Developing a Management Plan**
- Developing an Overall Corporate Philosophy and Direction Regarding Automation
  - ► Corporate Commitment
- Structuring the Management Plan Suitable for Production Requirements
  - ► Organizational Needs
    - Production Systems in Use
    - Size and Type of Organization
    - Service/Project Types
    - Goals and Future Growth Projections
- Workload and Workflow Requirements
  - ► Organization of CAD Group Within Firm
  - ► Workflow Patterns
  - ► Client Demands
  - ► Scheduling Production
- Characteristics of Different Production Disciplines
  - ► Architectural
  - ► Engineering
  - ► Interior Design
  - ► Space Management
  - ► Office Automation
  - ► Others

10:00 **Coffee and Conversation**

10:30 **Session 1—Developing a Management Plan—** Session Continued

12:30 Lunch

P.M.

1:30 Session 2—Project Planning, Selection and Management

- Project Production Criteria
- Analysis of Project Production Requirements
- Selecting and Ranking Projects for CAD production
  - ► Critical Factors
- Developing a Project Document Mockup
- Scheduling Elements of the Project for Appropriate Production Methods
- Structuring a Project Management Schedule
- Monitoring Project Development Process

3:00 Refreshments

3:20 Session 2—Project Planning, Selection and Management—Session continued

5:00 Social Hour

6:00 Adjourn

TUESDAY, AUGUST 19, 1986

A.M.

8:30 Session 3—System Management Requirements and Resources

- Understanding the Inherent Characteristics of Each CAD System
  - ► Production Capabilities
  - ► Operational Requirements
  - ► System Limitations
- Maximizing System Use
  - ► Understanding its Functions
  - ► Taking Advantage of System
  - ► Selecting Appropriate Production Areas for Each System
  - ► Designing Production Program Based on System's Qualities
- Measuring System Performance

10:15 Coffee and Conversation

10:45 Session 4—Standards and Application Development

- Developing Procedures and Methods of Production
- Selecting and Developing Standards
  - ► Symbols
  - ► Details
  - ► Layers
  - ► Schedules
  - ► Pen Weights
  - ► Notation
  - ► File Names
- Establishing Application Techniques and Models
  - ► Implementation Procedures
  - ► Time-Saving Techniques
  - ► Short-cuts

- Developing Office Procedures and Applications Manual
- Creating Special Symbol Libraries
  - ► Architecture
  - ► Engineering
  - ► Interior Design
  - ► Space Management
  - ► Construction
- Flexibility in Application of Standards

12:30 Lunch

P.M.

1:30 Session 5—System Maintenance, Security and Performance

- Hardware Maintenance
  - ► Preventive Maintenance
  - ► Malfunctions
- Software Maintenance
  - ► System Upgrades
  - ► Isolating Problems
- Documenting Problems
- Maintenance Contract
  - ► Reporting Procedures and Responses
- Dealing with Down Time and Maintenance
  - ► Structuring Alternative Production Systems
  - ► Scheduling Maintenance Activities
- Vendor Maintenance Versus 3rd Party Maintenance
- External and Internal Security Measures
  - ► Security Versus Isolation
  - ► Back-up Systems that Work—Frequency
  - ► Disaster Protection
  - ► On-Site Versus Off-Site Protection
- Tuning Parameters and Requirements
  - ► System Generation
  - ► User Configuration

3:10 Refreshments

3:30 Session 6—Budgets, Profitability, Accountability and Legal Considerations

- Structuring Production Budgets
  - ► Equipment
  - ► Staff
- Charging for Services
  - ► Billing
  - ► In-House Service
- Contractual Relationships
  - ► Fixed Fee
  - ► Multiple of Labor
- Profitability in Application of CAD
  - ► Areas of Cost Benefits
  - ► Labor and Cost Savings
- Cost Analysis Based on System Utilization
  - ► Evaluation of System Operation
  - ► Cost Effective Activities
  - ► Problem Areas

OVER

DIRECT BROCHURE TO PRODUCTION PERSONNEL and CAD MANAGERS

University of
Wisconsin–Madison
Department of Engineering
Professional Development
432 North Lake Street
Madison, Wisconsin 53706

1 TECHNIQUES FOR INTEGRATING CAD AND SYSTEMS DRAFTING TO IMPROVE WORKING DRAWING PRODUCTION
APRIL 7–11, 1986
MADISON, WISCONSIN

2 EFFECTIVE MANAGEMENT OF CAD SYSTEMS AND PRODUCTION
AUGUST 18–22, 1986
PURGATORY/DURANGO, COLORADO

EFFECTIVE MANA
AUGUST 18–22, 1

- What are the Real Benefits
- Legal Implications
  - ► Consultant Relationships
  - ► Insurance Requirements

5:00 Adjourn

WEDNESDAY, AUGUST 20, 1986

8:30 Session 6—Budgets, Profitability, Accountability and Legal Considerations—Session Continued

10:00 Coffee and Conversation

10:30 Session 7—System Networking and Expansion
- Networking Systems
  - ► Effective Linkages
- Exchanging Graphics Data Bases
  - ► Drawings
  - ► Product Data
  - ► Archival Data
  - ► Non-Graphic Linked Data Bases
- File Formats for Communication
- System Expansion Potential
- Planning for Growth
  - ► Acquisition Schedule
- Reasons for Expansion
  - ► Success
  - ► Client Driven
- Expansion Options

12:00 Lunch

P.M.

1:00 Session 7—System Networking and Expansion —Session Continued

2:30 Refreshments

2:50 Session 8—Software Development Exchange Workshop
- Software Availability and Use
- Exchange of Effective Software Applications
- Software Development—In-House Versus 3rd Party
- Advantages and Disadvantages of Writing Your Own Software
- Legal Implications of Marketing Your Own Software
- Software Contracts
- What is the Future of CAD Programs
- Special Interest Groups
- User Group Discussions

5:00 Adjourn

THURSDAY, AUGUST 21, 1986

A.M.

8:30 Session 9—Managing and Training Production Personnel

- Where Should the Production Take Place?
  - ► Centralized Versus Distributed
  - ► Interdepartmental Communications
- Internal Staff Organization
  - ► Job Descriptions ► Staff Selection
  - ► Career Ladder
- Staff Requirements for Production
  - ► Number of Stations
  - ► Production Demands
  - ► Turn Around Time
- Determining Production Hours
  - ► Scheduling Work Shifts
  - ► Manager Coordination
  - ► Establishing Production/Relaxation Periods
- Managing Personnel for Support of System
  - ► Programmers
  - ► Hours, Responsibilities, Education, Experiences and Salaries
- Dealing With Physiological and Psychological Factors
  - ► Fatigue ► Stress
  - ► Boredom ► Shift Work and Fast Production
- Developing Work Incentives Program
  - ► Benefits
  - ► Work Patterns
  - ► Teamwork
  - ► Tracking and Performance Measurement
  - ► Compensation
  - ► Bonuses
- Training for Effective Operation of System
  - ► Staff Requirements
  - ► Training Needs
  - ► Advancement
- Developing a Training Plan
  - ► Scheduling Staff
  - ► In-House Versus Vendor Training
- Project Team Training
  - ► Techniques
  - ► Benefits
- *Developing Training Manuals*
- *Dealing with Personnel Problems*
  - ► Methods
  - ► Examples
  - ► CAD-Related Issues

10:00 Coffee and Conversation

10:30 Session 9—Managing and Training Production Personnel—*Session Continued*

12:00 Lunch

P.M.

1:00 Session 9—Managing and Training Production Personnel—Session Continued

3:00 Refreshments

3:20 Developing an Effective Management Plan for Your Organization

- A Special Workshop to Structure a Management Program for Specific Organizational Needs
  - ► Exploring the Key Issues
- Developing Critical Steps to the Management Program
- Evaluating Your Management Plan
- Individual and Team Interaction Sessions

4:30 Adjourn

FRIDAY, AUGUST 22, 1986

A.M.

8:30 Developing an Effective Management Plan for Your Organization—Workshop Session Continued

9:45 Coffee and Conversation

10:15 Session 10—Creating the Proper Work Environment

- Planning the Physical Environment
  - ► Critical Issues
  - ► Problem Areas
- Workstation Design
  - ► Equipment Relationships
  - ► Screening and Isolation Requirements
  - ► Task Analysis and Physiological Requirements
  - ► Space Requirements
- *Location of Equipment for Most Effective Production*
  - ► *In Drafting and Production Area*
  - ► *Separated from Related Activity Areas*
  - ► *Linked to Other Systems*
- Developing the Proper Physical Environment
  - ► Lighting— Glare, Reflections
  - ► Acoustics
  - ► Air Conditioning
  - ► Static Conditions
- Electrical Requirements
  - ► *Back-Up Systems*
  - ► *Voltage Controls*
  - ► Load Balancing
- Effect of Computer Workstation Relationships on the Management Plan
  - ► Visual Control
  - ► Personnel Interaction
  - ► Security Considerations
- Who Should Have Access to System Services?
  - ► *Criteria for Use*

12:00 Lunch

P.M.

1:00 Session 10—Creating the Proper Work Environment—Session Continued

3:00 Adjournment

OPNAV 5216/144A (Rev. 8-81)
S/N 0107-LF-052-2320

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DEPARTMENT OF THE NAVY

Memorandum

DATE: 25 Aug 86

Janet - pls. handle.

FROM: Civilian Personnel Officer, Marine Corps Base, Camp Lejeune

TO: Distribution List

SUBJ: FY87 CIVILIAN TRAINING

Ref: (a) CG MCB CLNC ltr 12410 CPD 10 Dec 85

Encl: (1) Subject listing
(2) Civilian Employee Training Request Form

1. Enclosure (1) identifies funded training for FY87 as approved by the Commanding General.

2. The Civilian Training Office will implement funded training for the individuals named on the Civilian Employee Training Request forms submitted during the Civilian Training Requirements Survey announced by the reference. It is realized that changes in personnel and/or courses may be required due to nonavailability of quotas, changes in personnel assignments, and other changes in priorities. Substitutions will be considered. A new Civilian Training Request Form, provided as enclosure (2), must be submitted for any substitutions.

3. Please forward to the Civilian Personnel Division (Training Branch) any individual course brochures, announcements and/or company application forms when received.

Hosea Horne

HOSEA HORNE, JR.

Distribution:
AC/S, COMP
AC/S, MANP
AC/S, LOG
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SSVCS

☆U.S. GOVERNMENT PRINTING OFFICE: 1985 — 505-012/18049

FY 1987 CIVILIAN TRAINING
Public Works

COURSE TITLE AND LOCATION	INDIRECT COST	DIRECT COST	TOTAL
Funded			
Techniques for Integrating CAD and Systems Drafting to Improve Working Drawing Prod. Madison, WI TC	$ 870.00	$ 545.00	$ 1415.00
A/C Design - Piping Systems Karen Madison, WI	870.00	790.00	1660.00
Environmental Protection Larry B Fred E CECOS East	388.00	-	388.00
A/C Design Larry Stallings Madison, WI	720.00	790.00	1510.00
NFCTC Design Contract Management LANTNAVFACENGCOM John Jordan	380.00	-	380.00
Total	$ 3228.00	$ 2125.00	$ 5363.00
Unfunded			
National Electrical Code Raleigh, NC Tony Sholar	$ 346.00	$ 420.00	$ 766.00
Microcomputer Tony Sholar Clemson, S.C.	530.00	450.00	980.00
Coordination Tony Sholar Dallas, TX	795.00	900.00	1695.00
Environmental Protection CECOS East	400.00	-	400.00
How to Interpret and Apply the 1986 Life Safety Code Charleston, S.C. Jim Gavin	501.00	495.00	996.00
Total	$ 2572.00	$ 2265.00	$ 4837.00

ENCLOSURE (1)

CIVILIAN EMPLOYEE TRAINING REQUEST

Employee Name _____ Grade _____ Organization _____

Course Title _____

Length of Course _____ Location _____

Employees Last Official Performance Rating _____

COST: Registration $ _____ **Per Diem $** _____ Travel $ _____ Total $ _____

1. **Priority assigned to the training requirement.**

/____/ PRIORITY ONE - ESSENTIAL: Training required during FY 1985 that is considered essential to mission accomplishment for one or more of the following reasons:

/____/ Training Needed to ensure attainment of performance objectives

/____/ Training needed to correct serious performance deficiencies

/____/ Training required by law, regulation, or higher authority

/____/ Training required for operation/maintenance of new equipment

/____/ Training required for employees enrolled in a recognized formal training program

/____/ PRIORITY TWO - NEEDED: Training which if not funded may impact adversely on complete and qualitative mission accomplishment during the next two to three fiscal years. Example: Training to provide for the systematic replacement of skilled employees.

/____/ PRIORITY THREE - USEFUL: Training of a broadening nature that might be helpful in enhancing the overall performance levels of employees already considered to be competent.

2. Provide more specifically why this training is being requested.

3. How many of your employees have already received this or similar training? _____

4. What will be the impact on the organization or employee if this training is not received?

5. **Certification of training requirement:**

I certify that I have reviewed the training requested for this employee. It is my opinion that the training is necessary to support the mission of the organization and the command; and that the priority assigned meets the criteria established.

_____ **Immediate Supervisor**

_____ **2d Level Supervisor**

_____ **Department Head**

ENCLOSURE (2)

CIVILIAN EMPLOYEE TRAINING REQUEST

Employee Name William Matthew Woodward **Grade** GS-5 **Organization** Public Works

Course Title National Electrical Code DATES OF COURSE: Mar 2-4, 1987

Length of Course 3 days **Location** Raleigh, North Carolina

Employees Last Official Performance Rating _____

COST: Registration $ 420 **Per Diem $** 296 **Travel $** 50.02 **Total $** 766.02

1. Priority assigned to the training requirement.

/ X / **PRIORITY ONE - ESSENTIAL: Training required during FY 1985 that is considered essential to mission accomplishment for one or more of the following reasons:**

/ / **Training Needed to ensure attainment of performance objectives**

/ / **Training needed to correct serious performance deficiencies**

/ / **Training required by law, regulation, or higher authority**

/ / **Training required for operation/maintenance of new equipment**

/ X / **Training required for employees enrolled in a recognized formal training program**

/ / **PRIORITY TWO - NEEDED: Training which if not funded may impact adversely on complete and qualitative mission accomplishment during the next two to three fiscal years. Example: Training to provide for the systematic replacement of skilled employees.**

/ / **PRIORITY THREE - USEFUL: Training of a broadening nature that might be helpful in enhancing the overall performance levels of employees already considered to be competent.**

2. Provide more specifically why this training is being requested.

The course teaches the application of National Electrical Code for engineering designs.

3. How many of your employees have already received this or similar training? one

4. What will be the impact on the organization or employee if this training is not received?

Engineering designs may be in non-compliance with the National Electrical Code.

5. Certification of training requirement:

I certify that I have reviewed the training requested for this employee. It is my opinion that the training is necessary to support the mission of the organization and the command; and that the priority assigned meets the criteria established.

A. E. YOUNG
Immediate Supervisor

F. E. CONE, DESIGN DIRECTOR
2d Level Supervisor

T. L. HUGUELET, PWO
Department Head

ENCLOSURE (2)

CIVILIAN EMPLOYEE TRAINING REQUEST

Employee Name William Matthew Woodward **Grade** GS-5 **Organization** Public Works

Course Title MicroComputer DATES OF COURSE: Aug 3-5, 1987

Length of Course 3 days **Location** Clemson, South Carolina

Employees Last Official Performance Rating

COST: Registration $ 450.00 **Per Diem $** 272 **Travel $** 258 **Total $** 980.00

1. **Priority assigned to the training requirement.**

/ X / **PRIORITY ONE - ESSENTIAL: Training required during FY 1985 that is considered essential to mission accomplishment for one or more of the following reasons:**

/ / **Training Needed to ensure attainment of performance objectives**

/ / **Training needed to correct serious performance deficiencies**

/ / **Training required by law, regulation, or higher authority**

/ X / **Training required for operation/maintenance of new equipment**

/ / **Training required for employees enrolled in a recognized formal training program** Training available at Camp Lejeune is directed toward clerical use of microcomputers. Training requested is directed at the uses of the micro-computer in the Engineering field.

/ / **PRIORITY TWO - NEEDED: Training which if not funded may impact adversely on complete and qualitative mission accomplishment during the next two to three fiscal years. Example: Training to provide for the systematic replacement of skilled employees.**

/ / **PRIORITY THREE - USEFUL: Training of a broadening nature that might be helpful in enhancing the overall performance levels of employees already considered to be competent.**

2. **Provide more specifically why this training is being requested.**

To develop working knowledge of microcomputers and interfacing of peripherals.

3. **How many of your employees have already received this or similar training?** 1

4. What will be the impact on the organization or employee if this training is not received?

Engineering Designs may be inadequate and costly.

5. **Certification of training requirement:**

I certify that I have reviewed the training requested for this employee. It is my opinion that the training is necessary to support the mission of the organization and the command; and that the priority assigned meets the criteria established.

A. E. YOUNG
Immediate Supervisor

F. E. CONE, Design Director
2d Level Supervisor

T. L. HUGUELET, PWO
Department Head

ENCLOSURE (2)

CIVILIAN EMPLOYEE TRAINING REQUEST

Employee Name William Matthew Woodward Grade GS-5 Organization Public Works

Course Title Coordination DATES OF COURSE: Jan 5-9, 1987

Length of Course 5 days Location Dallas, Texas

Employees Last Official Performance Rating

COST: Registration $ 900 Per Diem $ 450 Travel $ 344 Total $ 1,694

1. Priority assigned to the training requirement.

/ X / PRIORITY ONE - ESSENTIAL: Training required during FY 1985 that is considered essential to mission accomplishment for one or more of the following reasons:

/ / Training Needed to ensure attainment of performance objectives

/ / Training needed to correct serious performance deficiencies

/ / Training required by law, regulation, or higher authority

/ / Training required for operation/maintenance of new equipment

/ X / Training required for employees enrolled in a recognized formal training program

/ / PRIORITY TWO - NEEDED: Training which if not funded may impact adversely on complete and qualitative mission accomplishment during the next two to three fiscal years. Example: Training to provide for the systematic replacement of skilled employees.

/ / PRIORITY THREE - USEFUL: Training of a broadening nature that might be helpful in enhancing the overall performance levels of employees already considered to be competent.

2. Provide more specifically why this training is being requested.

The course provides insight into short-circuit analysis and the application of protective devices in electrical circuits.

3. How many of your employees have already received this or similar training? 1

4. What will be the impact on the organization or employee if this training is not received?

Inefficient and costly engineering designs may result.

5. Certification of training requirement:

I certify that I have reviewed the training requested for this employee. It is my opinion that the training is necessary to support the mission of the organization and the command; and that the priority assigned meets the criteria established.

A. E. YOUNG
Immediate Supervisor

F. E. CONE, Design Director
2d Level Supervisor

T. L. HUGUELET, PWO
Department Head

ENCLOSURE (2)

CIVILIAN EMPLOYEE TRAINING REQUEST

Employee Name _____ Grade _____ Organization _____

Course Title _____

Length of Course _____ Location _____

Employees Last Official Performance Rating _____

COST: Registration $_____ Per Diem $_____ Travel $_____ Total $_____

1. Priority assigned to the training requirement.

/____/ PRIORITY ONE - ESSENTIAL: Training required during FY 1985 that is considered essential to mission accomplishment for one or more of the following reasons:

/____/ Training Needed to ensure attainment of performance objectives

/____/ Training needed to correct serious performance deficiencies

/____/ Training required by law, regulation, or higher authority

/____/ Training required for operation/maintenance of new equipment

/____/ Training required for employees enrolled in a recognized formal training program

/____/ PRIORITY TWO - NEEDED: Training which if not funded may impact adversely on complete and qualitative mission accomplishment during the next two to three fiscal years. Example: Training to provide for the systematic replacement of skilled employees.

/____/ PRIORITY THREE - USEFUL: Training of a broadening nature that might be helpful in enhancing the overall performance levels of employees already considered to be competent.

2. Provide more specifically why this training is being requested.

3. How many of your employees have already received this or similar training? _____

4. What will be the impact on the organization or employee if this training is not received?

5. Certification of training requirement:

I certify that I have reviewed the training requested for this employee. It is my opinion that the training is necessary to support the mission of the organization and the command; and that the priority assigned meets the criteria established.

_____ Immediate Supervisor

_____ 2d Level Supervisor

_____ Department Head

ENCLOSURE (2)

14 April 1986

Public Works Officer, Marine Corps Base, Camp Lejeune

Civilian Personnel Division (Attn: Training Branch)
Via: Assistant Chief of Staff, Facilities

CIVILIAN TRAINING REQUIREMENTS, FY 1987

Ref: (a) CG MCB CLNC memo of 12 Mar 1986 w/Fac memo 12410 FAC of 14 Mar 1986

Encl: (1) Civilian Employees' Training Request Forms

1. The enclosure has been reviewed as requested by the reference and is resubmitted.

M. I. KIMBALL

OPNAV 5216/144A (Rev. 8-81)
S/N 0107-LF-052-2320

DEPARTMENT OF THE NAVY

Memorandum

DATE: 26 Feb 1986

FROM: Public Works Officer, Marine Corps Base, Camp Lejeune

TO: Civilian Personnel Division (Attn: Training Branch)
Via: Assistant Chief of Staff, Facilities: B Welston 3/3/86

SUBJ: CIVILIAN TRAINING REQUIREMENTS, FY 1987

Ref: (a) CG MCB CLNC ltr of 10 Dec 1985

Encl: (1) Civilian Employees' Training Request Forms

1. In response to the reference, the enclosure is forwarded.

M I Kimball
M. I. KIMBALL
By direction

OPNAV 5216/144A (Rev. 8-81)
S/N 0107-LF-052-2320

DEPARTMENT OF THE NAVY

Memorandum

10 V

04

12410
FAC

DATE: MAR 14 1986

FROM: Assistant Chief of Staff, Facilities, Marine Corps Base, Camp Lejeune

TO: DISTRIBUTION

Action

SUBJ: CIVILIAN TRAINING REQUIREMENTS, FY-1987

Encl: (1) CG MCB memo dtd 12 Mar 86

1. The enclosure is forwarded for compliance as requested. Provide response via this office.

B W Elston
B. W. ELSTON
By direction

DISTRIBUTION:
PWO
DBH
DFH

☆U.S. GOVERNMENT PRINTING OFFICE: 1982-505-106:8483

OPNAV 5216/144A (Rev. 8-81)
S/N 0107-LF-052-2320

DEPARTMENT OF THE NAVY

Memorandum

DATE: 12 MAR 1986

FROM: Commanding General, Marine Corps Base, Camp Lejeune

TO: Distribution List

SUBJ: CIVILIAN TRAINING REQUIREMENTS, FY 1987

Ref: (a) Enclosure 2, BO 12410.3H

Encl: (1) FY87 Civilian Training Requirements
(2) Training Priorities and Resources

1. We are returning your submission of FY87 Civilian Training Requirements as enclosure (1) and requesting that a closer review be made. It is very important that priorities be properly assigned each training request. Priorities should be assigned using the Navy's criteria as defined in the reference. These definitions are forwarded as enclosure (2) for easy access.

2. Additionally, written justifications should support the assigned priorities. When Priority I's are assigned, a strong justification is needed.

3. When training is required by law, regulation or higher authority, cite the regulation requiring it. Please note that the training itself must be required, not the performance of the duties for which trained.

4. Training required for operation/maintenance of new equipment is Priority I only when, without the training, the equipment cannot be used at all or to a very limited extent.

5. The only recognized formal training programs are those for which there is an entry grade level and a higher target grade level. Training requirements for these trainees are submitted by the Civilian Training Office.

6. When appropriate, reassign the priorities on your requirements and return them to the Civilian Personnel Division, Training Branch by 15 April 1986. If you have additional questions please call Mrs. Linda Passingham, extension 1539.

J. [illegible]IROLA
By direction

Distribution:
AC/S, FAC
AC/S, MANP
AC/S, MWR
Dir, RASC
CO, MCSSS

TRAINING PRIORITIES AND RESOURCES

1. Priorities. The following priorities will be observed in identifying training needs and in preparing Annual Training Plans in accordance with DOD Instruction 1430.5:

a. Priority I - Training which must be accomplished in the ensuing annual training cycle to avert a direct adverse effect on mission accomplishment. Also, training which is required by law or regulation. Examples of Priority I type training are:

(1) Training in the operation and/or maintenance of new equipment, without which the equipment could not be placed in service and a critical function could not be performed.

(2) Upward mobility training as required by law.

(3) Training for new first-level supervisors as required by the Office of Personnel Management and Department of the Navy regulations.

(4) Training of employees in formal career management programs and formal trade-craft training programs as a prerequisite to their advancement under career promotion regulations.

(5) Training required to comply with a negotiated labor management agreement.

(6) Training for new Equal Employment Opportunity counselors as required by Department of the Navy regulations.

b. Priority II - Training which is required to provide for systematic replacement of skilled employees through development programs and if deferred beyond the ensuing training cycle would have an adverse effect on mission accomplishment in the period following. Examples of Priority II Type training are:

(1) Skills update training.

(2) Management and supervisory development training.

c. Priority III - Training which is required for an employee who is performing at an adequate level of competence, but will increase individual efficiency and productivity and may be accomplished after Priority I and Priority II needs have been met. No examples of training which meet this Priority need be described. However, the delivery of Priority III training need not be delayed until after all other training has been completed; rather, resources must be allocated in the order of training priorities.

2. Sources of Training. Generally, in identifying sources for obtaining training, the order of consideration will be: local, agency, intra-agency (DOD), interagency and nongovernment. Capability of sources to provide training needed and overall costs will obviously influence final selections.

a. Training and Development through Correspondence Study. The military departments offer a wide variety of courses through their correspondence course centers. Some formal school courses are also available through correspondence study. There is no cost for correspondence courses except those offered by the Office of Personnel Management. Course catalogs are maintained by and are available at the Civilian Personnel Division, Training Branch.

b. Civilian Personnel Division. The Civilian Personnel Division routinely provides or sponsors training in civilian personnel administration. This includes new employee orientation, training for new first-line supervisors, preretirement planning training, and personnel management for supervisors covering such topics as discipline, leave, labor-relations, classification, and performance ratings. Based upon annual training needs surveys the Civilian Personnel Division also hosts other training through agency, interagency or nongovernment resources when it is more economical to conduct the training locally.

OPNAV 5216/144A (Rev. 8-81)
S/N 0107-LF-052-2320

DEPARTMENT OF THE NAVY

Memorandum

DATE: 14 April 1986

FROM: Public Works Officer, Marine Corps Base, Camp Lejeune

TO: Civilian Personnel Division (Attn: Training Branch)

Via: Assistant Chief of Staff, Facilities

SUBJ: CIVILIAN TRAINING REQUIREMENTS, FY 1987

Ref: (a) CG MCB CLNC memo of 12 Mar 1986 w/Fac memo 12410 FAC of 14 Mar 1986

Encl: (1) Civilian Employees' Training Request Forms

1. The enclosure has been reviewed as requested by the reference and is resubmitted.

M. I. KIMBALL

Civilian Employee Training Request

①

Employee Name WEISSENBERGER, Thomas Grade GS-4 Organization Public Works

Course Title Techniques for Integrating CAD & Systems Drafting to improve Working Drawing Prod. DATES OF COURSE: [illegible]

Length of Course 5 Days Location The College of Engineering University of Wisconsin, Madison, Wisconsin

Employees Last Official Performance Rating Satisfactory

COST: Registration $ 545.00 Per Diem $ 487.50 Travel $ 382.00 Total $ 1,414.50

1. Priority assigned to the training requirement.

/X/ PRIORITY ONE - ESSENTIAL: Training required during FY 1987 that is considered essential to mission accomplishment for one or more of the following reasons:

/ / Training needed to correct serious performance deficiencies

/ / Training required by law, regulation, or higher authority

/X/ Training required for operation/maintenance of new equipment

/ / Training required for employees enrolled in a recognized formal training program

/ / PRIORITY TWO - NEEDED: Training which if not funded may impact adversely on complete and qualitative mission accomplishment during the next two to three fiscal years. Example: Training to provide for the systematic replacement of skilled employees.

/ / PRIORITY THREE - USEFUL: Training of a broadening nature that might be helpful in enhancing the overall performance levels of employees already considered to be competent.

2. Provide more specifically why this training is being requested.
To advance in-house programs utilizing the CAD Systems approach to production of working drawing.

3. How many of your employees have already received this or similar training? 0

4. What will be the impact on the organization or employee if this training is not received?
Inability to utilize CAD Systems approach to in-house production of working drawings necessary for increased levels of contract completions.

5. Certification of training requirement:

I certify that I have reviewed the training requested for this employee. It is my opinion that the training is necessary to support the mission of the organization and the command; and that the priority assigned meets the criteria established.

Immediate Supervisor James F. Gavin

2d Level Supervisor M. I. Kimball

Department Head

ENCLOSURE (1)

Civilian Employee Training Request

(2)

Employee Name John J. Jordan Grade GS-9 Organization Public Works

Course Title NFCTC Design Contract Management DATES OF COURSE:

Length of Course 3 Days Location LANTNAVFACENGCOM

Employees Last Official Performance Rating Outstanding

COST: Registration $ 0 Per Diem $ 300.00 Travel $ 79.54 Total $ 379.54

1. Priority assigned to the training requirement.

[X] PRIORITY ONE - ESSENTIAL: Training required during FY 1987 that is considered essential to mission accomplishment for one or more of the following reasons:

[ ] Training needed to correct serious performance deficiencies

[X] Training required by law, regulation, or higher authority

[ ] Training required for operation/maintenance of new equipment

[ ] Training required for employees enrolled in a recognized formal training program

[ ] PRIORITY TWO - NEEDED: Training which if not funded may impact adversely on complete and qualitative mission accomplishment during the next two to three fiscal years. Example: Training to provide for the systematic replacement of skilled employees.

[X] PRIORITY THREE - USEFUL: Training of a broadening nature that right be helpful in enhancing the overall performance levels of employees already considered to be competent. This employee is responsible for administering A/E Slate, Selection, and Negotiation Boards. Training is essential to ensure command remains in compliance with all applicable laws and regulations pertaining to this function.

2. Provide more specifically why this training is being requested.
New duties assigned. Position Description being revised.

3. How many of your employees have already received this or similar training? None

4. What will be the impact on the organization or employee if this training is not received?
Proper contractural procedures for Architectural & Engineering Firm selection and awardment may not be adhered to, making audit requirements difficult or embarrassing.

5. Certification of training requirement:

I certify that I have reviewed the training requested for this employee. It is my opinion that the training is necessary to support the mission of the organization and the command; and that the priority assigned meets the criteria established.

Immediate Supervisor Eugene G. Jones, Jr. 2d Level Supervisor M.I.Kimball

Department Head

ENCLOSURE (1)

Civilian Employee Training Request

(3)

Employee Name KAREN M. FOSKEY Grade GS-7 Organization Public Works

Course Title A/C Design - Piping Systems DATES OF COURSE: Feb. 9-13, 1987

Length of Course 5 days Location University of Wisconsin, Madison, WI

Employees Last Official Performance Rating Satisfactory

COST: Registration $790.00 Per Diem $ 487.50 Travel $ 382.00 Total $ 1,659.50

1. Priority assigned to the training requirement.

/ X / PRIORITY ONE - ESSENTIAL: Training required during FY 1987 that is considered essential to mission accomplishment for one or more of the following reasons:

/ X / Training needed to correct serious performance deficiencies

/ / Training required by law, regulation, or higher authority

/ / Training required for operation/maintenance of new equipment

/ / Training required for employees enrolled in a recognized formal training program

/ / PRIORITY TWO - NEEDED: Training which if not funded may impact adversely on complete and qualitative mission accomplishment during the next two to three fiscal years. Example: Training to provide for the systematic replacement of skilled employees.

/ / PRIORITY THREE - USEFUL: Training of a broadening nature that might be helpful in enhancing the overall performance levels of employees already considered to be competent.

2. Provide more specifically why this training is being requested.
Most design performed at CLNC by this employee involves piping. The course will give her the up-to-date methods of designing piping and knowledge to accomplish her mission here at CLNC.

3. How many of your employees have already received this or similar training? None.

4. What will be the impact on the organization or employee if this training is not received?
The lack of this knowledge will slow down her designs and cause her to rely on the knowledge of others.

5. Certification of training requirement:

I certify that I have reviewed the training requested for this employee. It is my opinion that the training is necessary to support the mission of the organization and the command; and that the priority assigned meets the criteria established.

Immediate Supervisor T. H. Hankins, Jr. 2d Level Supervisor M. I. Kimball

Department Head

ENCLOSURE (1)

Civilian Employee Training Request

(4)

Employee Name JAMES F. GAVIN Grade GS-12 Organization Public Works

Course Title How to Interpret and Apply the 1985 Life Safety Code DATES OF COURSE: Dec. 8-11, 1986

Length of Course 4 Days Location Charleston, South Carolina

Employees Last Official Performance Rating Highly Satisfactory

COST: Registration $ 495.00 Per Diem $ 408.00 Travel $ 93.48 Total $ 996.48

1. Priority assigned to the training requirement.

[X] PRIORITY ONE - ESSENTIAL: Training required during FY 1987 that is considered essential to mission accomplishment for one or more of the following reasons:

[ ] Training needed to correct serious performance deficiencies

[X] Training required by law, regulation, or higher authority

[ ] Training required for operation/maintenance of new equipment

[ ] Training required for employees enrolled in a recognized formal training program

[ ] PRIORITY TWO - NEEDED: Training which if not funded may impact adversely on complete and qualitative mission accomplishment during the next two to three fiscal years. Example: Training to provide for the systematic replacement of skilled employees.

[X] PRIORITY THREE - USEFUL: Training of a broadening nature that might be helpful in enhancing the overall performance levels of employees already considered to be competent.

2. Provide more specifically why this training is being requested.
The Architectural Branch is responsible for input of fire and life safety elements into the Specifications and Plans. This course required in order to remain current on new safety regulations.

3. How many of your employees have already received this or similar training? None.

4. What will be the impact on the organization or employee if this training is not received?
The input of these regulations into contract plans is essential to the safety of the personnel of Camp Lejeune.

5. Certification of training requirement:

I certify that I have reviewed the training requested for this employee. It is my opinion that the training is necessary to support the mission of the organization and the command; and that the priority assigned meets the criteria established.

Immediate Supervisor M. I. Kimball

2d Level Supervisor T. L. Huguelet

Department Head

ENCLOSURE (1)

Civilian Employee Training Request

(5)

Employee Name Anthony ~~Shoulder~~ Shokar 404 Developmental Trainee Grade GS-5 Organization Public Works

Course Title National Electrical Code DATES OF COURSE: Mar. 2-4, 1987

Length of Course 3 Days Location Raleigh, North Carolina

Employees Last Official Performance Rating

COST: Registration $420.00 Per Diem $296.00 Travel $50.02 Total $766.02

1. Priority assigned to the training requirement.

/ X / PRIORITY ONE - ESSENTIAL: Training required during FY 1987 that is considered essential to mission accomplishment for one or more of the following reasons:

/ / Training needed to correct serious performance deficiencies

/ / Training required by law, regulation, or higher authority

/ / Training required for operation/maintenance of new equipment

/ X / Training required for employees enrolled in a recognized formal training program

/ / PRIORITY TWO - NEEDED: Training which if not funded may impact adversely on complete and qualitative mission accomplishment during the next two to three fiscal years. Example: Training to provide for the systematic replacement of skilled employees.

/ / PRIORITY THREE - USEFUL: Training of a broadening nature that might be helpful in enhancing the overall performance levels of employees already considered to be competent.

2. Provide more specifically why this training is being requested.
The Course teaches the application of National Electrical Code for engineering designs.

3. How many of your employees have already received this or similar training? One

4. What will be the impact on the organization or employee if this training is not received?
Engineering designs may be in non-compliance with the National Electrical Code.

5. Certification of training requirement:

I certify that I have reviewed the training requested for this employee. It is my opinion that the training is necessary to support the mission of the organization and the command; and that the priority assigned meets the criteria established.

Immediate Supervisor A. E. Young

2d Level Supervisor M. I. Kimball

Department Head

ENCLOSURE (1)

Civilian Employee Training Request

(6)

Employee Name Anthony ~~Shoulder~~ Sholar 404-Developmental Trainee Grade GS-5 Organization Public Works

Course Title MicroComputer DATES OF COURSE: Aug. 3-5, 1987

Length of Course 3 Days Location Clemson, South Carolina

Employees Last Official Performance Rating

COST: Registration $ 450.00 Per Diem $ 272.00 Travel $ 258.00 Total $ 980.00

1. Priority assigned to the training requirement.

/ X / PRIORITY ONE - ESSENTIAL: Training required during FY 1987 that is considered essential to mission accomplishment for one or more of the following reasons:

/ / Training needed to correct serious perfor We had similar

/ / Training required by law, regulation, or I course on-site annually or can

/ / Training required for operation/maintenan at a coastal Carolina NCF engineers

/ X / Training required for employees enrolled training program Training available at Camp Lejeune is directed toward clerical use of microcomputers. Training requested is directed at the uses of the microcomputer in the Engineering Field.

/ / PRIORITY TWO - NEEDED: Training which if not funded may impact adversely on complete and qualitative mission accomplishment during the next two to three fiscal years. Example: Training to provide for the systematic replacement of skilled employees.

/ / PRIORITY THREE - USEFUL: Training of a broadening nature that might be helpful in enhancing the overall performance levels of employees already considered to be competent.

2. Provide more specifically why this training is being requested.
To develop working knowledge of microcomputers and interfacing of peripherals.

3. How many of your employees have already received this or similar training? One

4. What will be the impact on the organization or employee if this training is not received?
Engineering Designs May Be Inadequate and Costly.

5. Certification of training requirement:

I certify that I have reviewed the training requested for this employee. It is my opinion that the training is necessary to support the mission of the organization and the command; and that the priority assigned meets the criteria established.

Immediate Supervisor A. E. Young

2d Level Supervisor M. I. Kimball

Department Head

ENCLOSURE (1)

Civilian Employee Training Request

(7)

Employee Name Anthony ~~Shoulder~~ Sholar 404-Developmental Trainee Grade GS-5 Organization Public Works

Course Title Coordination DATES OF COURSE: Jan. 5-9, 1987

Length of Course 5 Days Location Dallas, Texas

Employees Last Official Performance Rating

COST: Registration $ 900.00 Per Diem $ 450.00 Travel $ 344.00 Total $ 1,694.00

1. Priority assigned to the training requirement.

/ X / PRIORITY ONE - ESSENTIAL: Training required during FY 1987 that is considered essential to mission accomplishment for one or more of the following reasons:

/ / Training needed to correct serious performance deficiencies

/ / Training required by law, regulation, or higher authority

/ / Training required for operation/maintenance of new equipment

/ X / Training required for employees enrolled in a recognized formal training program

/ / PRIORITY TWO - NEEDED: Training which if not funded may impact adversely on complete and qualitative mission accomplishment during the next two to three fiscal years. Example: Training to provide for the systematic replacement of skilled employees.

/ / PRIORITY THREE - USEFUL: Training of a broadening nature that might be helpful in enhancing the overall performance levels of employees already considered to be competent.

2. Provide more specifically why this training is being requested.
The course provides insight into short-circuit analysis and the application of protective devices in electrical circuits.

3. How many of your employees have already received this or similar training? One

4. What will be the impact on the organization or employee if this training is not received?
Inefficient and Costly Engineering Designs May Result.

5. Certification of training requirement:

I certify that I have reviewed the training requested for this employee. It is my opinion that the training is necessary to support the mission of the organization and the command; and that the priority assigned meets the criteria established.

Immediate Supervisor A. E. Young

2d Level Supervisor M. I. Kimball

Department Head

ENCLOSURE 171

Civilian Employee Training Request

(8)

Employee Name Larry L. Brant Grade GS-11 Organization Public Works

Course Title Environmental Protection (A-4A-0036) DATES OF COURSE:

Length of Course 3 DAYS Location CECOS (EAST)

Employees Last Official Performance Rating Highly Satisfactory

COST: Registration $ 0 Per Diem $ 300.00 Travel $ 100.00 Total $ 400.00

1. Priority assigned to the training requirement.

[X] PRIORITY ONE - ESSENTIAL: Training required during FY 1987 that is considered essential to mission accomplishment for one or more of the following reasons:

- [X] Training needed to ensure attainment of performance objectives.
- [ ] Training needed to correct serious performance deficiencies
- [ ] Training required by law, regulation, or higher authority
- [ ] Training required for operation/maintenance of new equipment
- [ ] Training required for employees enrolled in a recognized formal training program

[ ] PRIORITY TWO - NEEDED: Training which if not funded may impact adversely on complete and qualitative mission accomplishment during the next two to three fiscal years. Example: Training to provide for the systematic replacement of skilled employees.

[X] PRIORITY THREE - USEFUL: Training of a broadening nature that might be helpful in enhancing the overall performance levels of employees already considered to be competent.

2. Provide more specifically why this training is being requested.

New Employee

3. How many of your employees have already received this or similar training? None

4. What will be the impact on the organization or employee if this training is not received?

At present, the Planning Branch Manager is the only one in the Branch with any formal training in this field. Planning Branch Manager position is anticipated to be vacant January 1987.

5. Certification of training requirement:

I certify that I have reviewed the training requested for this employee. It is my opinion that the training is necessary to support the mission of the organization and the command; and that the priority assigned meets the criteria established.

Immediate Supervisor EUGENE G. JONES, JR. 2d Level Supervisor M. I. KIMBALL

Department Head

ENCLOSURE (1)

Civilian Employee Training Request

(9)

Employee Name FRED W. ESTES Grade GS-11 Organization Public Works

Course Title Environmental Protection (A-4A-0036) DATES OF COURSE:

Length of Course 3 DAYS Location CECOS (EAST)

Employees Last Official Performance Rating Highly Satisfactory

COST: Registration $ 0 Per Diem $ 300.00 Travel $ 100.00 Total $ 400.00

1. Priority assigned to the training requirement.

[X] PRIORITY ONE - ESSENTIAL: Training required during FY 1987 that is considered essential to mission accomplishment for one or more of the following reasons:

[X] Training needed to ensure attainment of performance objectives.

[ ] Training needed to correct serious performance deficiencies

[ ] Training required by law, regulation, or higher authority

[ ] Training required for operation/maintenance of new equipment

[ ] Training required for employees enrolled in a recognized formal training program

[X] PRIORITY TWO - NEEDED: Training which if not funded may impact adversely on complete and qualitative mission accomplishment during the next two to three fiscal years. Example: Training to provide for the systematic replacement of skilled employees. Planning Section Head to retire December 1986.

[ ] PRIORITY THREE - USEFUL: Training of a broadening nature that might be helpful in enhancing the overall performance levels of employees already considered to be competent.

2. Provide more specifically why this training is being requested.
New Employee

3. How many of your employees have already received this or similar training? None

4. What will be the impact on the organization or employee if this training is not received?
At present, the Planning Branch Manager is the only one in the Planning Branch with any formal training in this field. Planning Branch Manager position is anticipated to be vacant January 1987.

5. Certification of training requirement:

I certify that I have reviewed the training requested for this employee. It is my opinion that the training is necessary to support the mission of the organization and the command; and that the priority assigned meets the criteria established.

Immediate Supervisor EUGENE G. JONES, JR. 2d Level Supervisor M. I. KIMBALL

Department Head

ENCLOSURE (1)

Civilian Employee Training Request

(10)

Employee Name LARRY STALLINGS Grade GS-11 Organization Public Works

Course Title Air Conditioning Design DATES OF COURSE: Mar. 10, 1987

Length of Course 3 DAYS Location University of Wisconsin, Madison, WI

Employees Last Official Performance Rating

COST: Registration $ 790.00 Per Diem $ 337.50 Travel $ 382.00 Total $ 1,509.50

1. Priority assigned to the training requirement.

[ ] PRIORITY ONE - ESSENTIAL: Training required during FY 1987 that is considered essential to mission accomplishment for one or more of the following reasons:

[ ] Training needed to correct serious performance deficiencies

[ ] Training required by law, regulation, or higher authority

[ ] Training required for operation/maintenance of new equipment

[ ] Training required for employees enrolled in a recognized formal training program

[X] PRIORITY TWO - NEEDED: Training which if not funded may impact adversely on complete and qualitative mission accomplishment during the next two to three fiscal years. Example: Training to provide for the systematic replacement of skilled employees.

[ ] PRIORITY THREE - USEFUL: Training of a broadening nature that might be helpful in enhancing the overall performance levels of employees already considered to be competent.

2. Provide more specifically why this training is being requested.
Enable employee to better evaluate and design air conditioning systems

3. How many of your employees have already received this or similar training? None

4. What will be the impact on the organization or employee if this training is not received?
Employee will lack knowledge to effectively and efficiently perform design duties.

5. Certification of training requirement:

I certify that I have reviewed the training requested for this employee. It is my opinion that the training is necessary to support the mission of the organization and the command; and that the priority assigned meets the criteria established.

Immediate Supervisor JAMES F. GAVIN 2d Level Supervisor M. I. KIMBALL

Department Head

ENCLOSURE 171

26 Feb 1986

Public Works Officer, Marine Corps Base, Camp Lejeune

Civilian Personnel Division (Attn: Training Branch)
Via: Assistant Chief of Staff, Facilities

CIVILIAN TRAINING REQUIREMENTS, FY 1987

Ref: (a) CG MCB CLNC ltr of 10 Dec 1985

Encl: (1) Civilian Employees' Training Request Forms

1. In response to the reference, the enclosure is forwarded.

M. I. KIMBALL
By direction

20 Dec 1985

04

Branch Managers

Subj: CIVILIAN TRAINING FOR FY 1987

Encl: (1) Civilian Employee Training Request Form

1. Request you submit your civilian training requirements for Fiscal Year 1987 using the enclosure. All forms must be completed in draft form and returned to 04S NLT Friday, 31 January 1986. Under the cost column, fill in "Registration $_____" and we will complete the total cost.

2. CPD submitted the following guidance:

a. Performance of employees should be considered in determining training requirements. Generally, a training need exists when there is a discrepancy between the actual level of performance and the desired level of employee performance.

b. Do not include requests for conferences. Conferences and meetings are to be funded with Temporary Additional Duty (TAD) funds.

c. Do include all workshops and seminars as they are defined as training.

M. I. KIMBALL

OPNAV 5216/144A (Rev. 8-81)
S/N 0107-LF-052-2320

DEPARTMENT OF THE NAVY

Memorandum

DATE: 10 DEC 1985

FROM: Commanding General, Marine Corps Base, Camp Lejeune

TO: Distribution List

1		10
2	MJR	04
3		
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5		
		04/5

SUBJ: CIVILIAN TRAINING REQUIREMENTS, FY 1987; SURVEY OF

Ref: (a) BO 12410.3H
(b) CG MCB CLNC ltr CPD 12410 11 Feb 85

Encl: (1) Civilian Employee Training Request Form
(2) TAD Cost Estimating Guide
(3) Civilian DMET Training Requirements FY 1987

1. In accordance with reference (a), please survey and compile your civilian training requirements for Fiscal Year 1987. Submit them to the Civilian Personnel Division (Attn: Training Branch) by 28 February 1986. The following guidance is provided for your assistance:

a. A Civilian Employee Training Request Form, enclosure (1), must be completed for each training requirement, be it local or nonlocal. Briefly describe the type of training needed, or if particular courses are known identify by title and source. The name and grade of the employee to receive training is required for reporting purposes; however, approved training will not necessarily be restricted to the individual indicated. Enclosure (2) is provided for use in determining travel and per diem costs. Incomplete forms will be returned.

b. The performance of employees should be considered in determining training requirements. Generally, a training need exists when there is a discrepancy between the actual level of performance and the desired level of employee performance.

c. All mandatory training requirements (i.e. pest control certification, handling and certifying hazardous materials for air shipment, etc.) should be included in this survey. Do not include training courses for personnel serving under formalized training plans as those courses will be automatically included.

d. Any Defense Management, Education and Training (DMET) quotas requested in response to the DMET Survey for Fiscal Year 1987, announced by reference (b), should also be included in this survey if:

(1) the quota request was intended for a civilian and

(2) the request is expected to remain a training requirement for Fiscal Year 1987. Enclosure (3) identifies Fiscal Year 1987 DMET quota requests by Department.

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e. Do not include requests for conferences. Conferences and meetings are to be funded with Temporary Additional Duty (TAD) funds. (Please note, however, that approved DD Forms 1556 are still required for conference registrants prior to TAD.)

f. Do include all workshops and seminars as they are defined as training.

g. Additional training requirements, beyond that which is required by reference (a), in supervisory/managerial tasks and functions should be identified through the performance appraisal process and requested through this survey.

2. You are reminded that by reference (a) the Civilian Personnel Officer is responsible for budgeting for civilian training. Also, all civilian training must be approved by the Commanding General and incorporated into the Annual Activity Training Plan before it can be accomplished. Training requirements which surface after the Activity Training Plan is formulated are considered for approval on a case by case basis. Without special approval from the Assistant Chief of Staff, Comptroller, Departments may not fund for civilian training out of their own monies. It is therefore essential that thoughtful planning be put into the completion of this survey.

3. Additional copies of enclosure (1) may be produced locally as needed.

J. B. AIROLA
By direction

Distribution:
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AC/S, FAC
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Civilian Employee Training Request

(1)

Employee Name WEISSENBERGER, Thomas Grade GS-4 Organization Public Works

Course Title Techniques for Integrating CAD & Systems Drafting to improve Working Drawing Prod. DATES OF COURSE: [illegible]

Length of Course 5 Days Location The College of Engineering University of Wisconsin, Madison, Wisconsin

Employees Last Official Performance Rating Satisfactory

COST: Registration $ 545.00 Per Diem $ 487.50 Travel $ 382.00 Total $ 1,414.50

1. Priority assigned to the training requirement.

/X/ PRIORITY ONE - ESSENTIAL: Training required during FY 1987 that is considered essential to mission accomplishment for one or more of the following reasons:

/ / Training needed to correct serious performance deficiencies

/ / Training required by law, regulation, or higher authority

/X/ Training required for operation/maintenance of new equipment

/ / Training required for employees enrolled in a recognized formal training program

/ / PRIORITY TWO - NEEDED: Training which if not funded may impact adversely on complete and qualitative mission accomplishment during the next two to three fiscal years. Example: Training to provide for the systematic replacement of skilled employees.

/ / PRIORITY THREE - USEFUL: Training of a broadening nature that might be helpful in enhancing the overall performance levels of employees already considered to be competent.

2. Provide more specifically why this training is being requested.
To advance in-house programs utilizing the CAD Systems approach to production of working drawing.

3. How many of your employees have already received this or similar training? 0

4. What will be the impact on the organization or employee if this training is not received?
Inability to utilize CAD Systems approach to in-house production of working drawings necessary for increased levels of contract completions.

5. Certification of training requirement:

I certify that I have reviewed the training requested for this employee. It is my opinion that the training is necessary to support the mission of the organization and the command; and that the priority assigned meets the criteria established.

Immediate Supervisor James F. Gavin

2d Level Supervisor M. I. Kimball

Department Head

ENCLOSURE (1)

Civilian Employee Training Request

(2)

Employee Name John J. Jordan Grade GS-9 Organization Public Works

Course Title NFCTC Design Contract Management DATES OF COURSE:

Length of Course 3 Days Location LANTNAVFACENGCOM

Employees Last Official Performance Rating Outstanding

COST: Registration $ 0 Per Diem $ 300.00 Travel $ 79.54 Total $ 379.54

1. Priority assigned to the training requirement.

/ X / PRIORITY ONE - ESSENTIAL: Training required during FY 1987 that is considered essential to mission accomplishment for one or more of the following reasons:

/ / Training needed to correct serious performance deficiencies

/ X / Training required by law, regulation, or higher authority

/ / Training required for operation/maintenance of new equipment

/ / Training required for employees enrolled in a recognized formal training program

/ / PRIORITY TWO - NEEDED: Training which if not funded may impact adversely on complete and qualitative mission accomplishment during the next two to three fiscal years. Example: Training to provide for the systematic replacement of skilled employees.

/ / PRIORITY THREE - USEFUL: Training of a broadening nature that might be helpful in enhancing the overall performance levels of employees already considered to be competent.

2. Provide more specifically why this training is being requested.
New duties assigned. Position Description being revised.

3. How many of your employees have already received this or similar training? None

4. What will be the impact on the organization or employee if this training is not received?
Proper contractural procedures for Architectural & Engineering Firm selection and awardment may not be adhered to, making audit requirements difficult or embarrassing.

5. Certification of training requirement:

I certify that I have reviewed the training requested for this employee. It is my opinion that the training is necessary to support the mission of the organization and the command; and that the priority assigned meets the criteria established.

Immediate Supervisor Eugene G. Jones, Jr. 2d Level Supervisor M.I.Kimball

Department Head

ENCLOSURE (1)

04 ~~NC~~
408 ~~SA~~

DEPARTMENT OF THE NAVY
ATLANTIC DIVISION
NAVAL FACILITIES ENGINEERING COMMAND
NORFOLK, VIRGINIA 23511-6287

TELEPHONE NO.
(804) 444-9944 408.1
Auto 564-9944
IN REPLY REFER TO:

12410
04A:WHC:jf
20 Dec 85

FTS-954

Gene

Mr. J. C. Jordan
Public Works Division
Building 1005
Marine Corps Base
Camp Lejeune, NC 28542

Dear Mr. Jordan:

We regret that your request to attend the NFCTC Design Contract Management Course of 5-7 February 1986, cannot be accepted. Demand for this offering made it impossible to accept all applications. Our next LANTNAVFACENGCOM course is tenatively scheduled for the late fall of 1986, so please look for a course announcement in the summer.

Thank you for your interest in the Design Contract Management Course.

Sincerely,

Bill Crone

WILLIAM H. CRONE, P.E.
Coordinator, Design Contract
Management Course

Sue;
1/14/86
Telecon btwn W.H. CRONE & G. JONES agreed when resubmitting request for NFCTC Design Contract Management Course in fall of 86, with a letter of justification showing why this is needed (for LS-9) and this will give him a chance to bring incumbent into class. In previous class, 97 applied and the cutoff was around 50.

Gene

Civilian Employee Training Request

(3)

Employee Name KAREN M. FOSKEY Grade GS-7 Organization Public Works

Course Title A/C Design - Piping Systems DATES OF COURSE: Feb. 9-13, 1987

Length of Course 5 days Location University of Wisconsin, Madison, WI

Employees Last Official Performance Rating Satisfactory

COST: Registration $790.00 Per Diem $ 487.50 Travel $ 382.00 Total $ 1,659.50

1. Priority assigned to the training requirement.

/ X / PRIORITY ONE - ESSENTIAL: Training required during FY 1987 that is considered essential to mission accomplishment for one or more of the following reasons:

/ X / Training needed to correct serious performance deficiencies

/ / Training required by law, regulation, or higher authority

/ / Training required for operation/maintenance of new equipment

/ / Training required for employees enrolled in a recognized formal training program

/ / PRIORITY TWO - NEEDED: Training which if not funded may impact adversely on complete and qualitative mission accomplishment during the next two to three fiscal years. Example: Training to provide for the systematic replacement of skilled employees.

/ / PRIORITY THREE - USEFUL: Training of a broadening nature that might be helpful in enhancing the overall performance levels of employees already considered to be competent.

2. Provide more specifically why this training is being requested.
Most design performed at CLNC by this employee involves piping. The course will give her the up-to-date methods of designing piping and knowledge to accomplish her mission here at CLNC.

3. How many of your employees have already received this or similar training? None.

4. What will be the impact on the organization or employee if this training is not received?
The lack of this knowledge will slow down her designs and cause her to rely on the knowledge of others.

5. Certification of training requirement:

I certify that I have reviewed the training requested for this employee. It is my opinion that the training is necessary to support the mission of the organization and the command; and that the priority assigned meets the criteria established.

Immediate Supervisor T. H. Hankins, Jr. 2d Level Supervisor M. I. Kimball

Department Head

ENCLOSURE (1)

(3)

Civilian Employee Training Request

(4)

Employee Name JAMES F. GAVIN Grade GS-12 Organization Public Works

Course Title How to Interpret and Apply the 1985 Life Safety Code DATES OF COURSE: Dec. 8-11, 1986

Length of Course 4 Days Location Charleston, South Carolina

Employees Last Official Performance Rating Highly Satisfactory

COST: Registration $ 495.00 Per Diem $ 408.00 Travel $ 93.48 Total $ 996.48

1. Priority assigned to the training requirement.

/ X / PRIORITY ONE - ESSENTIAL: Training required during FY 1987 that is considered essential to mission accomplishment for one or more of the following reasons:

/ / Training needed to correct serious performance deficiencies

/ X / Training required by law, regulation, or higher authority

/ / Training required for operation/maintenance of new equipment

/ / Training required for employees enrolled in a recognized formal training program

/ / PRIORITY TWO - NEEDED: Training which if not funded may impact adversely on complete and qualitative mission accomplishment during the next two to three fiscal years. Example: Training to provide for the systematic replacement of skilled employees.

/ / PRIORITY THREE - USEFUL: Training of a broadening nature that might be helpful in enhancing the overall performance levels of employees already considered to be competent.

2. Provide more specifically why this training is being requested.
The Architectural Branch is responsible for input of fire and life safety elements into the Specifications and Plans. This course required in order to remain current on new safety regulations.

3. How many of your employees have already received this or similar training? None.

4. What will be the impact on the organization or employee if this training is not received?
The input of these regulations into contract plans is essential to the safety of the personnel of Camp Lejeune.

5. Certification of training requirement:

I certify that I have reviewed the training requested for this employee. It is my opinion that the training is necessary to support the mission of the organization and the command; and that the priority assigned meets the criteria established.

Immediate Supervisor M. I. Kimball

2d Level Supervisor T. L. Huguelet

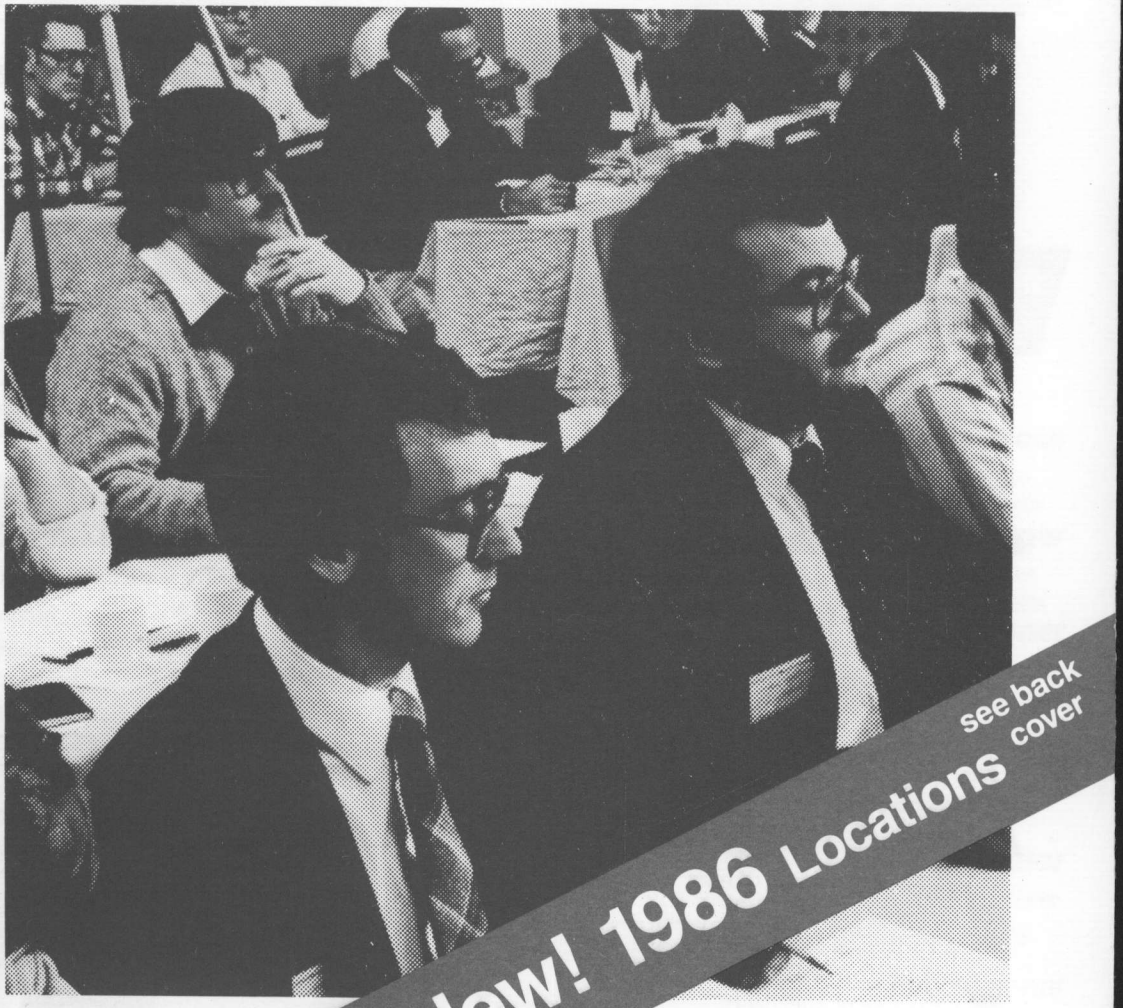
Department Head

ENCLOSURE (1)

NFPA®

How to Interpret and Apply the 1985 Life Safety Code®

A comprehensive seminar for everyone who needs a time-saving update on the 1985 edition of the Life Safety Code.®



New! 1986 Locations see back cover

How to Interpret and Apply the 1985 Life Safety Code

Whether you use the Life Safety Code every day . . . or only once a year, this comprehensive seminar will provide you with the guidelines you need to work with the new 1985 Code.

Here's What You'll Learn:

- What significant changes and revisions are in the 1985 Code.
- How to calculate occupant load and exit capacity.
- Which other NFPA codes and standards pertain to the requirements of the Life Safety Code.
- How to locate the Code references that apply during inspections — and how to interpret them correctly.
- What further points help to clarify the "equivalency" concept.
- How to analyze and evaluate the compliance of any given facility with respect to these important areas: means of egress, construction, compartmentation, detection, alarm, and communication systems.

Investigate the 1985 Life Safety Code From Cover to Cover . . . Including Important Changes

REORGANIZED: Means of Egress (Chapter 5)
REVISED: Places of Assembly and Educational Occupancies (Chapters 8–11)
ADDED: Board & Care Facilities
NEW: High-rise Sprinkler Requirements for Health Care Facilities
NEW: Provisions for revolving doors and smokeproof enclosures
RESTRUCTURED: Detection, communication, and alarm systems
NEW: Requirements for stairwell floor re-entry
REVISED: Increased requirements for smoke detectors in hotels
— and many more significant new provisions!

Who Should Attend?

Architects and Engineers:
Make sure that you plan your building designs and renovations to Code specifications, so you can meet and pass fire and life safety inspections — the first time!

Building and Fire Officials:
Get ready for architectural plan reviews, know the classification of occupancies and occupant load, learn to pinpoint areas of specific concern during your inspections and to recognize hazardous violations.

Health Care Safety Personnel:
Find out about the new and revised regulations on exits, passageways, and occupancy levels — including the chapter on ambulatory care facilities. And, learn about fire and life safety systems for nursing homes, ambulatory care, outpatient clinics, and other health care facilities.

Others whose responsibilities include fire and life safety:
PLUS . . . Insurance Risk Managers, Fire Protection Consultants, Detention & Correction Supervisors, Board & Care Managers: This course is vital for you if your responsibilities include fire and life safety!

Working Sessions

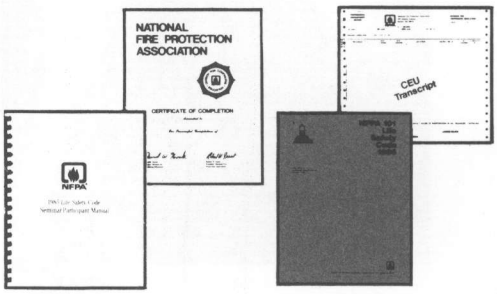
In the classroom, you'll learn directly from experienced instructors and code experts — each is a nationally-recognized code professional who works with the Code and Code-Making Committees.

In addition to standard course instruction, this course includes valuable audiovisual materials, class discussions, individual and group problem-solving exercises. Plus, there's plenty of time for questions and answers.

Comprehensive Materials – Yours FREE!

As a participant you will receive:

- Complete Copy of the 1985 Life Safety Code
- A Participant Manual with diagrams, exercises, and ample space for notes
- Certificate of Attendance
- Continuing Education Units



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Days 1, 2, 3, & 4: $495	(Members — $445)	in the seminar fee.

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Confirmation Upon receipt of your registration form, an admission card will be sent to you. A hotel reservation form will be included; each hotel will hold discounted rooms up to two weeks before the seminar.

Cancellation Policy You will receive a full refund if NFPA receives your cancellation notice postmarked at least five days prior to the seminar. Your reservation is transferrable to another person, or to a future seminar.

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You'll receive: End of Day 2 = 1.4 CEU's End of Day 3 = 2.1 CEU's End of day 4 = 2.8 CEU's

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Nashville, TN• March 17–20	Sitka, AK • June 9–12	Baltimore, MD • Sept. 29–Oct. 2	Charleston, SC • Dec. 8–11
Lincoln, NE • April 7–10	Boise, ID • Aug. 25–28		

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- Building Service (Chapter 7)
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Day Three
- Places of Assembly (Chapters 8 & 9)
- Educational (Chapters 10 & 11)
- Business (Chapters 26 & 27)
- Mercantile (Chapters 24 & 25)

Day Four
- 1- and 2-Family Dwellings (Chapter 22)
- Lodging & Rooming Houses (Chapter 20)
- Hotels (Chapters 16 & 17)
- Apartments (Chapters 18 & 19)
- Board & Care Homes (Chapter 21)
- Industrial (Chapter 28)
- Storage (Chapter 29)
- Unusual Structures (Chapter 30)
- Detention & Correctional Facilities (Chapters 14 & 15)
- Post-Test & Wrap-Up

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Founded in 1896, the National Fire Protection Association (NFPA) is a nonprofit organization whose proceeds continue its mission to provide corporations, government agencies, and the general public with an understanding of fire and life safety.

NFPA has been sponsoring the Life Safety Code since its inception in 1916. It's prepared by the NFPA Committee on Safety to Life, one of the more than 175 technical committees operating within the framework of NFPA standards-making activities.

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David W. Novak

Dave Novak, Division Director
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John L. Bryan, Ph.D. — Professor and Chairman of Fire Protection Engineering, University of Maryland, College Park, MD; Member: NFPA Safety to Life Committee, NFPA Subcommittee on Means of Egress; SFPE; Chairman, NFPA Standards Council; Past Chairman, NFPA Board of Directors.

Wayne (Chip) G. Carson, P.E. — President, Carson Associates, Inc., Fire Protection Engineering Consultant, Warrenton, VA; Member: NFPA Subcommittee on Detention and Correctional Occupancies, SFPE, BOCA, ICBO, SBCCI.

Ron Coté — NFPA Life Safety Specialist, Field Services Division, Quincy, MA; Member: SFPE.

Glenn A. Erickson, P.E. — Former Supervisor of Code Enforcement, St. Paul, MN; Vice-Chairman, NFPA Subcommittee on Means of Egress; Member: NFPA Standards Council, ICBO, Past President BOCA.

James K. Lathrop — Editor of the 1985 Life Safety Code Handbook; NFPA Chief Life Safety Specialist, Field Services Division, Quincy, MA; Secretary, NFPA Safety to Life Committee; Member: SFPE, BOCA, ICBO, SBCCI.

John Sharry — Fire Chief, Lawrence Livermore National Laboratories, Livermore, CA; Chairman, NFPA Subcommittee on Assembly and Educational Occupancies; Member: NFPA Safety to Life Committee, NFPA Subcommittee on Means of Egress; Former NFPA Staff Life Safety Specialist.

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— Plant Manager

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— Instructor/Designer

"Excellent. The seminar defines the code provisions, before one has to enforce them."
— Chief Inspector

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— Engineer

"Well organized and referenced. Very knowledgeable instructors. Informative and well structured."
— Plan Reviewer/Fire Inspector

"Fine job, instructors worked well together. Time was taken to answer any questions asked. Both instructors kept a good pace, providing questions which made the material interesting.
— Fire Marshal

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1985 Life Safety Code Seminar 1986 Schedule

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April 7–10, 1986	Lincoln, NE	Cornhusker
April 14–17, 1986	Albany, NY	Hilton
May 12–15, 1986	Providence, RI	Marriott
June 9–12, 1986	Sitka, AK	Sheffield
August 25–28, 1986	Boise, ID	Idaho State Fire Training
Sept. 8–11, 1986	San Francisco, CA	Presidio
Sept. 22–25, 1986	Chicago, IL	Marriott O'Hare Chicago
Sept. 29–Oct. 2, 1986	Baltimore, MD	Marriott (Baltimore Plaza)
Oct. 20–23, 1986	Denver, CO	Clarion Airport
Nov. 10–13, 1986	Dallas, TX	Hyatt Regency
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Attention Mailroom: Please reroute if undeliverable to addressee.
This important dated announcement should go to your organization's Life Safety Code Specialist.

Civilian Employee Training Request

(3)

Employee Name 404 Developmental Trainee Grade GS-5 Organization Public Works

Course Title National Electrical Code DATES OF COURSE: Mar. 2-4, 1987

Length of Course 3 Days Location Raleigh, North Carolina

Employees Last Official Performance Rating

COST: Registration $420.00 Per Diem $ 296.00 Travel $ 50.02 Total $ 766.02

1. Priority assigned to the training requirement.

/ X / PRIORITY ONE - ESSENTIAL: Training required during FY 1987 that is considered essential to mission accomplishment for one or more of the following reasons:

/ / Training needed to correct serious performance deficiencies

/ / Training required by law, regulation, or higher authority

/ / Training required for operation/maintenance of new equipment

/ X / Training required for employees enrolled in a recognized formal training program

/ / PRIORITY TWO - NEEDED: Training which if not funded may impact adversely on complete and qualitative mission accomplishment during the next two to three fiscal years. Example: Training to provide for the systematic replacement of skilled employees.

/ / PRIORITY THREE - USEFUL: Training of a broadening nature that might be helpful in enhancing the overall performance levels of employees already considered to be commetent.

2. Provide more specifically why this training is being requested.
The Course teaches the application of National Electrical Code for engineering designs.

3. How many of your employees have already received this or similar training? One

4. What will be the impact on the organization or employee if this training is not received?
Engineering designs may be in non-compliance with the National Electrical Code.

5. Certification of training requirement:

I certify that I have reviewed the training requested for this employee. It is my opinion that the training is necessary to support the mission of the organization and the command; and that the priority assigned meets the criteria established.

Immediate Supervisor A. E. Young 2d Level Supervisor M. I. Kimball

Department Head

ENCLOSURE (1)

Civilian Employee Training Request

(6)

Employee Name 404-Developmental Trainee Grade GS-5 Organization Public Works

Course Title MicroComputer DATES OF COURSE: Aug. 3-5, 1987

Length of Course 3 Days Location Clemson, South Carolina

Employees Last Official Performance Rating

COST: Registration $ 450.00 Per Diem $ 272.00 Travel $ 258.00 Total $ 980.00

1. Priority assigned to the training requirement.

/ X / PRIORITY ONE - ESSENTIAL: Training required during FY 1987 that is considered essential to mission accomplishment for one or more of the following reasons:

/ / Training needed to correct serious performance deficiencies

/ / Training required by law, regulation, or higher authority

/ / Training required for operation/maintenance of new equipment

/ X / Training required for employees enrolled in a recognized formal training program

/ / PRIORITY TWO - NEEDED: Training which if not funded may impact adversely on complete and qualitative mission accomplishment during the next two to three fiscal years. Example: Training to provide for the systematic replacement of skilled employees.

/ / PRIORITY THREE - USEFUL: Training of a broadening nature that might be helpful in enhancing the overall performance levels of employees already considered to be competent.

2. Provide more specifically why this training is being requested.
To develop working knowledge of microcomputers and interfacing of peripherals.

3. How many of your employees have already received this or similar training? One

4. What will be the impact on the organization or employee if this training is not received?
Engineering Designs May Be Inadequate and Costly.

5. Certification of training requirement:

I certify that I have reviewed the training requested for this employee. It is my opinion that the training is necessary to support the mission of the organization and the command; and that the priority assigned meets the criteria established.

Immediate Supervisor A. E. Young 2d Level Supervisor M. I. Kimball

Department Head

ENCLOSURE (1)

Civilian Employee Training Request

(7)

Employee Name 404-Developmental Trainee Grade GS-5 Organization Public Works

Course Title Coordination DATES OF COURSE: Jan. 5-9, 1987

Length of Course 5 Days Location Dallas, Texas

Employees Last Official Performance Rating

COST: Registration $ 900.00 Per Diem $ 450.00 Travel $ 344.00 Total $ 1,694.00

1. Priority assigned to the training requirement.

/ X / PRIORITY ONE - ESSENTIAL: Training required during FY 1987 that is considered essential to mission accomplishment for one or more of the following reasons:

/ / Training needed to correct serious performance deficiencies

/ / Training required by law, regulation, or higher authority

/ / Training required for operation/maintenance of new equipment

/ X / Training required for employees enrolled in a recognized formal training program

/ / PRIORITY TWO - NEEDED: Training which if not funded may impact adversely on complete and qualitative mission accomplishment during the next two to three fiscal years. Example: Training to provide for the systematic replacement of skilled employees.

/ / PRIORITY THREE - USEFUL: Training of a broadening nature that might be helpful in enhancing the overall performance levels of employees already considered to be competent.

2. Provide more specifically why this training is being requested.
The course provides insight into short-circuit analysis and the application of protective devices in electrical circuits.

3. How many of your employees have already received this or similar training? One

4. What will be the impact on the organization or employee if this training is not received?
Inefficient and Costly Engineering Designs May Result.

5. Certification of training requirement:

I certify that I have reviewed the training requested for this employee. It is my opinion that the training is necessary to support the mission of the organization and the command; and that the priority assigned meets the criteria established.

Immediate Supervisor A. E. Young

2d Level Supervisor M. I. Kimball

Department Head

ENCLOSURE 1/1

Civilian Employee Training Request

(8)

Employee Name Larry L. Brant Grade GS-11 Organization Public Works

Course Title Environmental Protection (A-4A-0036) DATES OF COURSE:

Length of Course 3 DAYS Location CECOS (EAST)

Employees Last Official Performance Rating Highly Satisfactory

COST: Registration $ 0 Per Diem $ 300.00 Travel $ 100.00 Total $ 400.00

1. Priority assigned to the training requirement.

/ X / PRIORITY ONE - ESSENTIAL: Training required during FY 1987 that is considered essential to mission accomplishment for one or more of the following reasons:

X Training needed to ensure attainment of performance objectives.

/ / Training needed to correct serious performance deficiencies

/ / Training required by law, regulation, or higher authority

/ / Training required for operation/maintenance of new equipment

/ / Training required for employees enrolled in a recognized formal training program

/ / PRIORITY TWO - NEEDED: Training which if not funded may impact adversely on complete and qualitative mission accomplishment during the next two to three fiscal years. Example: Training to provide for the systematic replacement of skilled employees.

/ / PRIORITY THREE - USEFUL: Training of a broadening nature that might be helpful in enhancing the overall performance levels of employees already considered to be competent.

2. Provide more specifically why this training is being requested.

New Employee

3. How many of your employees have already received this or similar training? None

4. What will be the impact on the organization or employee if this training is not received?

At present, the Planning Branch Manager is the only one in the Branch with any formal training in this field. Planning Branch Manager position is anticipated to be vacant January 1987.

5. Certification of training requirement:

I certify that I have reviewed the training requested for this employee. It is my opinion that the training is necessary to support the mission of the organization and the command; and that the priority assigned meets the criteria established.

Immediate Supervisor EUGENE G. JONES, JR. 2d Level Supervisor M. I. KIMBALL

Department Head

ENCLOSURE 1/1

8

Civilian Employee Training Request

(9)

Employee Name FRED W. ESTES Grade GS-11 Organization Public Works

Course Title Environmental Protection (A-4A-0036) DATES OF COURSE:

Length of Course 3 DAYS Location CECOS (EAST)

Employees Last Official Performance Rating Highly Satisfactory

COST: Registration $ 0 Per Diem $ 300.00 Travel $ 100.00 Total $ 400.00

1. Priority assigned to the training requirement.

/ X / PRIORITY ONE - ESSENTIAL: Training required during FY 1987 that is considered essential to mission accomplishment for one or more of the following reasons:

X Training needed to ensure attainment of performance objectives.

/ / Training needed to correct serious performance deficiencies

/ / Training required by law, regulation, or higher authority

/ / Training required for operation/maintenance of new equipment

/ / Training required for employees enrolled in a recognized formal training program

/ / PRIORITY TWO - NEEDED: Training which if not funded may impact adversely on complete and qualitative mission accomplishment during the next two to three fiscal years. Example: Training to provide for the systematic replacement of skilled employees.

/ / PRIORITY THREE - USEFUL: Training of a broadening nature that might be helpful in enhancing the overall performance levels of employees already considered to be competent.

2. Provide more specifically why this training is being requested.
New Employee

3. How many of your employees have already received this or similar training? None

4. What will be the impact on the organization or employee if this training is not received?
At present, the Planning Branch Manager is the only one in the Planning Branch with any formal training in this field. Planning Branch Manager position is anticipated to be vacant January 1987.

5. Certification of training requirement:

I certify that I have reviewed the training requested for this employee. It is my opinion that the training is necessary to support the mission of the organization and the command; and that the priority assigned meets the criteria established.

Immediate Supervisor EUGENE G. JONES, JR. 2d Level Supervisor M. I. KIMBALL

Department Head

ENCLOSURE (1)

(9)

Civilian Employee Training Request

(10)

Employee Name LARRY STALLINGS Grade GS-11 Organization Public Works

Course Title Air Conditioning Design DATES OF COURSE: Mar. 10, 1987

Length of Course 3 DAYS Location University of Wisconsin, Madison, WI

Employees Last Official Performance Rating

COST: Registration $ 790.00 Per Diem $ 337.50 Travel $ 382.00 Total $ 1,509.50

1. Priority assigned to the training requirement.

[ ] PRIORITY ONE - ESSENTIAL: Training required during FY 1987 that is considered essential to mission accomplishment for one or more of the following reasons:

[ ] Training needed to correct serious performance deficiencies

[ ] Training required by law, regulation, or higher authority

[ ] Training required for operation/maintenance of new equipment

[ ] Training required for employees enrolled in a recognized formal training program

[X] PRIORITY TWO - NEEDED: Training which if not funded may impact adversely on complete and qualitative mission accomplishment during the next two to three fiscal years. Example: Training to provide for the systematic replacement of skilled employees.

[ ] PRIORITY THREE - USEFUL: Training of a broadening nature that might be helpful in enhancing the overall performance levels of employees already considered to be competent.

2. Provide more specifically why this training is being requested.
Enable employee to better evaluate and design air conditioning systems

3. How many of your employees have already received this or similar training? None

4. What will be the impact on the organization or employee if this training is not received?
Employee will lack knowledge to effectively and efficiently perform design duties.

5. Certification of training requirement:

I certify that I have reviewed the training requested for this employee. It is my opinion that the training is necessary to support the mission of the organization and the command; and that the priority assigned meets the criteria established.

Immediate Supervisor JAMES F. GAVIN 2d Level Supervisor M. I. KIMBALL

Department Head

ENCLOSURE (1)

CECOS FY-86 COURSE OFFERINGS

NAME	COURSE TITLE	DATES	
✓ PLANNING	AIR INSTALLATION Compatible USE ZONES SEMINAR	#39 26-27 Feb 1986	East Coast
1 person ✓ TWO PEOPLE	DESIGN CONTRACT MANAGEMENT	#21 03-05 Dec 1985 5-7 Feb 86	Charleston or Norfolk
✓ GENE JONES	FACILITIES PLANNER	#73 18-22 Nov 1985	East Coast
JIM FITCH	FACILITIES SUPPORT CONTRACTING	#58 24-28 Mar 1986	Leesburg
JOHN JORDAN	REAL ESTATE SEMINAR	#18 27-28 Mar 1986	Leesburg
FRED ESTES	SPECIAL PROJECT SEMINAR	#28 14-15 Nov 1985 25-26 Mar 1986	East Coast Leesburg

Civilian Employee Training Request

Employee Name _____ Grade _____ Organization _____

Course Title _____ DATES OF COURSE: _____

Length of Course _____ Location _____

Employees Last Official Performance Rating _____

COST: Registration $_____ Per Diem $_____ Travel $_____ Total $_____

1. Priority assigned to the training requirement.

/____/ PRIORITY ONE - ESSENTIAL: Training required during FY 1987 that is considered essential to mission accomplishment for one or more of the following reasons:

/____/ Training needed to correct serious performance deficiencies

/____/ Training required by law, regulation, or higher authority

/____/ Training required for operation/maintenance of new equipment

/____/ Training required for employees enrolled in a recognized formal training program

/____/ PRIORITY TWO - NEEDED: Training which if not funded may impact adversely on complete and qualitative mission accomplishment during the next two to three fiscal years. Example: Training to provide for the systematic replacement of skilled employees.

/____/ PRIORITY THREE - USEFUL: Training of a broadening nature that might be helpful in enhancing the overall performance levels of employees already considered to be competent.

2. Provide more specifically why this training is being requested.

3. How many of your employees have already received this or similar training? _____

4. What will be the impact on the organization or employee if this training is not received?

5. Certification of training requirement:

I certify that I have reviewed the training requested for this employee. It is my opinion that the training is necessary to support the mission of the organization and the command; and that the priority assigned meets the criteria established.

_____ Immediate Supervisor

_____ 2d Level Supervisor

_____ Department Head

ENCLOSURE (1)

Civilian Employee Training Request

Employee Name _____ Grade _____ Organization _____

Course Title _____ DATES OF COURSE: _____

Length of Course _____ Location _____

Employees Last Official Performance Rating _____

COST: Registration $_____ Per Diem $_____ Travel $_____ Total $_____

1. Priority assigned to the training requirement.

/____/ PRIORITY ONE - ESSENTIAL: Training required during FY 1987 that is considered essential to mission accomplishment for one or more of the following reasons:

/____/ Training needed to correct serious performance deficiencies

/____/ Training required by law, regulation, or higher authority

/____/ Training required for operation/maintenance of new equipment

/____/ Training required for employees enrolled in a recognized formal training program

/____/ PRIORITY TWO - NEEDED: Training which if not funded may impact adversely on complete and qualitative mission accomplishment during the next two to three fiscal years. Example: Training to provide for the systematic replacement of skilled employees.

/____/ PRIORITY THREE - USEFUL: Training of a broadening nature that might be helpful in enhancing the overall performance levels of employees already considered to be competent.

2. Provide more specifically why this training is being requested.

3. How many of your employees have already received this or similar training? _____

4. What will be the impact on the organization or employee if this training is not received?

5. Certification of training requirement:

I certify that I have reviewed the training requested for this employee. It is my opinion that the training is necessary to support the mission of the organization and the command; and that the priority assigned meets the criteria established.

_____ Immediate Supervisor

_____ 2d Level Supervisor

_____ Department Head

ENCLOSURE (1)

Civilian Employee Training Request

Training

Employee Name _____ Grade _____ Organization Public Works

Course Title _____ DATES OF COURSE: _____

Length of Course _____ Location _____

Employees Last Official Performance Rating _____

COST: Registration $_____ Per diem $_____ Travel $_____ Total $_____

1. Priority assigned to the training requirement.

/____/ PRIORITY ONE - ESSENTIAL: Training required during FY 1987 that is considered essential to mission accomplishment for one or more of the following reasons:

/____/ Training needed to correct serious performance deficiencies

/____/ Training required by law, regulation, or higher authority

/____/ Training required for operation/maintenance of new equipment

/____/ Training required for employees enrolled in a recognized formal training program

/____/ PRIORITY TWO - NEEDED: Training which if not funded may impact adversely on complete and qualitative mission accomplishment during the next two to three fiscal years. Example: Training to provide for the systematic replacement of skilled employees.

/____/ PRIORITY THREE - USEFUL: Training of a broadening nature that might be helpful in enhancing the overall performance levels of employees already considered to be competent.

2. Provide more specifically why this training is being requested.

3. How many of your employees have already received this or similar training? _____

4. What will be the impact on the organization or employee if this training is not received?

5. Certification of training requirement:

I certify that I have reviewed the training requested for this employee. It is my opinion that the training is necessary to support the mission of the organization and the command; and that the priority assigned meets the criteria established.

_____ Immediate Supervisor

_____ 2d Level Supervisor

_____ Department Head

ENCLOSURE (1)

Civilian Employee Training Request

Employee Name _____ Grade _____ Organization Public Works

Course Title _____ DATES OF COURSE: _____

Length of Course _____ Location _____

Employees Last Official Performance Rating _____

COST: Registration $_____ Per Diem $_____ Travel $_____ Total $_____

1. Priority assigned to the training requirement.

/____/ PRIORITY ONE - ESSENTIAL: Training required during FY 1987 that is considered essential to mission accomplishment for one or more of the following reasons:

/____/ Training needed to correct serious performance deficiencies

/____/ Training required by law, regulation, or higher authority

/____/ Training required for operation/maintenance of new equipment

/____/ Training required for employees enrolled in a recognized formal training program

/____/ PRIORITY TWO - NEEDED: Training which if not funded may impact adversely on complete and qualitative mission accomplishment during the next two to three fiscal years. Example: Training to provide for the systematic replacement of skilled employees.

/____/ PRIORITY THREE - USEFUL: Training of a broadening nature that might be helpful in enhancing the overall performance levels of employees already considered to be competent.

2. Provide more specifically why this training is being requested.

3. How many of your employees have already received this or similar training? _____

4. What will be the impact on the organization or employee if this training is not received?

5. Certification of training requirement:

I certify that I have reviewed the training requested for this employee. It is my opinion that the training is necessary to support the mission of the organization and the command; and that the priority assigned meets the criteria established.

_____ Immediate Supervisor

_____ 2d Level Supervisor

_____ Department Head

ENCLOSURE (1)

Civilian Employee Training Request

Employee Name _____ Grade _____ Organization Public Works

Course Title _____ DATES OF COURSE: _____

Length of Course _____ Location _____

Employees Last Official Performance Rating _____

COST: Registration $_____ Per Diem $_____ Travel $_____ Total $_____

1. Priority assigned to the training requirement.

/____/ PRIORITY ONE - ESSENTIAL: Training required during FY 1987 that is considered essential to mission accomplishment for one or more of the following reasons:

/____/ Training needed to correct serious performance deficiencies

/____/ Training required by law, regulation, or higher authority

/____/ Training required for operation/maintenance of new equipment

/____/ Training required for employees enrolled in a recognized formal training program

/____/ PRIORITY TWO - NEEDED: Training which if not funded may impact adversely on complete and qualitative mission accomplishment during the next two to three fiscal years. Example: Training to provide for the systematic replacement of skilled employees.

/____/ PRIORITY THREE - USEFUL: Training of a broadening nature that might be helpful in enhancing the overall performance levels of employees already considered to be competent.

2. Provide more specifically why this training is being requested.

3. How many of your employees have already received this or similar training? _____

4. What will be the impact on the organization or employee if this training is not received?

5. Certification of training requirement:

I certify that I have reviewed the training requested for this employee. It is my opinion that the training is necessary to support the mission of the organization and the command; and that the priority assigned meets the criteria established.

_____ Immediate Supervisor

_____ 2d Level Supervisor

_____ Department Head

ENCLOSURE (1)

Civilian Employee Training Request.

Employee Name _____ Grade _____ Organization Public Works

Course Title _____ DATES OF COURSE: _____

Length of Course _____ Location _____ NC

Employees Last Official Performance Rating _____

COST: Registration $_____ er Diem $_____ Travel $_____ Total $_____

1. Priority assigned to the training requirement.

[ ] PRIORITY ONE - ESSENTIAL: Training required during FY 1987 that is considered essential to mission accomplishment for one or more of the following reasons:

[ ] Training needed to correct serious performance deficiencies

[ ] Training required by law, regulation, or higher authority

[ ] Training required for operation/maintenance of new equipment

[ ] Training required for employees enrolled in a recognized formal training program

[ ] RIORITY TWO - NEEDED: Training which if not funded may impact adversely on complete and qualitative mission accomplishment during the next two to three fiscal years. Example: Training to provide for the systematic replacement of skilled employees.

[ ] PRIORITY THREE - USEFUL: Training of a broadening nature that might be helpful in enhancing the overall performance levels of employees already considered to be competent.

2. Provide more specifically why this training is being requested.

3. How many of your employees have already received this or similar training? _____

4. What will be the impact on the organization or employee if this training is not received?

5. Certification of training requirement:

I certify that I have reviewed the training requested for this employee. It is my opinion that the training is necessary to support the mission of the organization and the command; and that the priority assigned meets the criteria established.

_____ Immediate Supervisor

_____ 2d Level Supervisor

_____ Department Head

ENCLOSURE (1)

Civilian Employee Training Request

Employee Name _____ Grade 11 Organization Public Works

Course Title _____ DATES OF COURSE: _____

Length of Course _____ Location _____ NC

Employees Last Official Performance Rating _____

COST: Registration $_____ er Diem $_____ Travel $_____ Total $_____

1. Priority assigned to the training requirement.

[ ] PRIORITY ONE - ESSENTIAL: Training required during FY 1987 that is considered essential to mission accomplishment for one or more of the following reasons:

[ ] Training needed to correct serious performance deficiencies

[ ] Training required by law, regulation, or higher authority

[ ] Training required for operation/maintenance of new equipment

[ ] Training required for employees enrolled in a recognized formal training program

[ ] RIORITY TWO - NEEDED: Training which if not funded may impact adversely on complete and qualitative mission accomplishment during the next two to three fiscal years. Example: Training to provide for the systematic replacement of skilled employees.

[ ] PRIORITY THREE - USEFUL: Training of a broadening nature that might be helpful in enhancing the overall performance levels of employees already considered to be competent.

2. Provide more specifically why this training is being requested.

3. How many of your employees have already received this or similar training? _____

4. What will be the impact on the organization or employee if this training is not received?

5. Certification of training requirement:

I certify that I have reviewed the training requested for this employee. It is my opinion that the training is necessary to support the mission of the organization and the command; and that the priority assigned meets the criteria established.

_____ Immediate Supervisor

_____ 2d Level Supervisor

_____ Department Head

ENCLOSURE 1

Civilian Employee Training Request.

Employee Name _____ Grade 11 Organization Public Works

Course Title _____ DATES OF COURSE: _____

Length of Course _____ Location _____ NC

Employees Last Official Performance Rating _____

COST: Registration $_____ er Diem $_____ Travel $_____ Total $_____

1. Priority assigned to the training requirement.

[ ] PRIORITY ONE - ESSENTIAL: Training required during FY 1987 that is considered essential to mission accomplishment for one or more of the following reasons:

[ ] Training needed to correct serious performance deficiencies

[ ] Training required by law, regulation, or higher authority

[ ] Training required for operation/maintenance of new equipment

[ ] Training required for employees enrolled in a recognized formal training program

[ ] RIORITY TWO - NEEDED: Training which if not funded may impact adversely on complete and qualitative mission accomplishment during the next two to three fiscal years. Example: Training to provide for the systematic replacement of skilled employees.

[ ] PRIORITY THREE - USEFUL: Training of a broadening nature that might be helpful in enhancing the overall performance levels of employees already considered to be competent.

2. Provide more specifically why this training is being requested.

3. How many of your employees have already received this or similar training? _____

4. What will be the impact on the organization or employee if this training is not received?

5. Certification of training requirement:

I certify that I have reviewed the training requested for this employee. It is my opinion that the training is necessary to support the mission of the organization and the command; and that the priority assigned meets the criteria established.

_____ Immediate Supervisor

_____ 2d Level Supervisor

_____ Department Head

ENCLOSURE (1)

Training Courses
Submitted that didn't
make it for '87.
Sue

(5)

Civilian Employee Training Request

Employee Name JOHN E. STARCALA Grade GS-4 Organization Public Works

~~Course Title~~ VRA EMPLOYEE DATES OF COURSE: _____

Length of Course _____ Location TRAINING AS/CPO CLNC

Employees Last Official Performance Rating _____

COST: Registration $_____ Per Diem $_____ Travel $_____ Total $_____

1. Priority assigned to the training requirement.

☐ PRIORITY ONE - ESSENTIAL: Training required during FY 1987 that is considered essential to mission accomplishment for one or more of the following reasons:

- ☐ Training needed to correct serious performance deficiencies
- ☐ Training required by law, regulation, or higher authority
- ☐ Training required for operation/maintenance of new equipment
- ☐ Training required for employees enrolled in a recognized formal training program

☐ PRIORITY TWO - NEEDED: Training which if not funded may impact adversely on complete and qualitative mission accomplishment during the next two to three fiscal years. Example: Training to provide for the systematic replacement of skilled employees.

☐ PRIORITY THREE - USEFUL: Training of a broadening nature that might be helpful in enhancing the overall performance levels of employees already considered to be competent.

2. Provide more specifically why this training is being requested.

3. How many of your employees have already received this or similar training? _____

4. What will be the impact on the organization or employee if this training is not received?

5. Certification of training requirement:

I certify that I have reviewed the training requested for this employee. It is my opinion that the training is necessary to support the mission of the organization and the command; and that the priority assigned meets the criteria established.

Eugene Jones Jr. 1/14/86
Immediate Supervisor

2d Level Supervisor

Department Head

ENCLOSURE (1)

Civilian Employee Training Request

(2)

Employee Name RICHARD KEITH WERNER Grade GS-11 Organization Public Works

Course Title AIR CONDITIONINING SYSTEMS PIPING DATES OF COURSE: 2-9-87 TO 2-13-87

Length of Course 5 DAYS Location UNIVERSITY OF WISCONSIN, MADISON, WISCONSIN

Employees Last Official Performance Rating HS JUNE 1985

COST: Registration $ 790 Per Diem $ _____ Travel $ _____ Total $ _____

1. Priority assigned to the training requirement.

[ ] PRIORITY ONE - ESSENTIAL: Training required during FY 1987 that is considered essential to mission accomplishment for one or more of the following reasons:

[ ] Training needed to correct serious performance deficiencies

[ ] Training required by law, regulation, or higher authority

[ ] Training required for operation/maintenance of new equipment

[ ] Training required for employees enrolled in a recognized formal training program

[X] PRIORITY TWO - NEEDED: Training which if not funded may impact adversely on complete and qualitative mission accomplishment during the next two to three fiscal years. Example: Training to provide for the systematic replacement of skilled employees.

[ ] PRIORITY THREE - USEFUL: Training of a broadening nature that might be helpful in enhancing the overall performance levels of employees already considered to be competent.

2. Provide more specifically why this training is being requested.
TO DESIGN BEST POSSIBLE COST EFFECTIVE AND ENERGY EFFICIENT HEATING & AIR CONDITIONING SYSTEMS

3. How many of your employees have already received this or similar training? 0

4. What will be the impact on the organization or employee if this training is not received? LACK OF MOST UP-TO-DATE STATE OF THE ART METHODS IN HVAC DESIGN

5. Certification of training requirement:

I certify that I have reviewed the training requested for this employee. It is my opinion that the training is necessary to support the mission of the organization and the command; and that the priority assigned meets the criteria established.

Thomas H. Hankins

Immediate Supervisor

2d Level Supervisor

Department Head

ENCLOSURE (1)

Civilian Employee Training Request

(3)

Employee Name MARY K. THOMPSON Grade GS-5 Organization Public Works

Course Title TECHNICAL WRITING I DATES OF COURSE:

Length of Course 3 DA Location NORFOLK, VA

Employees Last Official Performance Rating OUTSTANDING

COST: Registration $____ Per Diem $____ Travel $____ Total $____

1. Priority assigned to the training requirement.

☐ PRIORITY ONE - ESSENTIAL: Training required during FY 1987 that is considered essential to mission accomplishment for one or more of the following reasons:

☐ Training needed to correct serious performance deficiencies

☐ Training required by law, regulation, or higher authority

☐ Training required for operation/maintenance of new equipment

☐ Training required for employees enrolled in a recognized formal training program

☐ PRIORITY TWO - NEEDED: Training which if not funded may impact adversely on complete and qualitative mission accomplishment during the next two to three fiscal years. Example: Training to provide for the systematic replacement of skilled employees.

☒ PRIORITY THREE - USEFUL: Training of a broadening nature that might be helpful in enhancing the overall performance levels of employees already considered to be competent.

2. Provide more specifically why this training is being requested.
TO IMPROVE THE ABILITY OF EMPLOYEE TO PROOF READ AND MAKE SIMPLE CORRECTIONS TO TECHNICAL WRITTEN DOCUMENTS AND SUPPORTING DATA.

3. How many of your employees have already received this or similar training? NONE

4. What will be the impact on the organization or employee if this training is not received?
QUALITY OF FINALIZED DOCUMENTATION SUBMITTED TO HIGHER AUTHORITY MAY SUFFER.

5. Certification of training requirement:

I certify that I have reviewed the training requested for this employee. It is my opinion that the training is necessary to support the mission of the organization and the command; and that the priority assigned meets the criteria established.

Eugene Moore 1/14/86
Immediate Supervisor

2d Level Supervisor

Department Head

ENCLOSURE (1)

(4)
PWD
Code 406

CIVILIAN EMPLOYEE TRAINING REQUEST

Employee Name JAMES H. FITCH Grade GS- 12 Organization

Course Title Basic Roofing Technology (a Roofing Industry Educational Institute Course)

Length of Course 4 days Location Orlando, Florida

Employees Last Official Performance Rating Highly Satisfactory

COST: Registration $ 695.00 Per Diem $ 412.00 Travel $ 302.00 Total $ 1309.00

1. Priority assigned to the training requirement.

/ / PRIORITY ONE - ESSENTIAL: Training required during FY 1985 that is considered essential to mission accomplishment for one or more of the following reasons:

/ / Training Needed to ensure attainment of performance objectives

/ / Training needed to correct serious performance deficiencies

/ / Training required by law, regulation or higher authority

/ / Training required for operation/maintenance of new equipment

/ / Training required for employees enrolled in a recognized formal training program

/X/ PRIORITY TWO - NEEDED: Training which if not funded may impact adversely on complete and qualitative mission accomplishment during the next two to three fiscal years. Example: Training to provide for the systematic replacement of skilled employees.

/ / PRIORITY THREE - USEFUL: Training of a broadening nature that might be helpful in enhancing the overall performance levels of employees already considered to be competent.

2. Provide more specifically why this training is being requested. To enable a Specifier to learn more about roofing technology as this knowledge is increasingly important to the life and integrity of the roofing system and the structure which the roof protects. Camp Lejeune's new roofs are not lasting as long or as well as the average roof.

3. How many of your employees have already received this or similar training? 0

4. What will be the impact on the organization or employee if this training is not received? A chance to learn how to specify roofing to achieve superior roof life and performance will be missed.

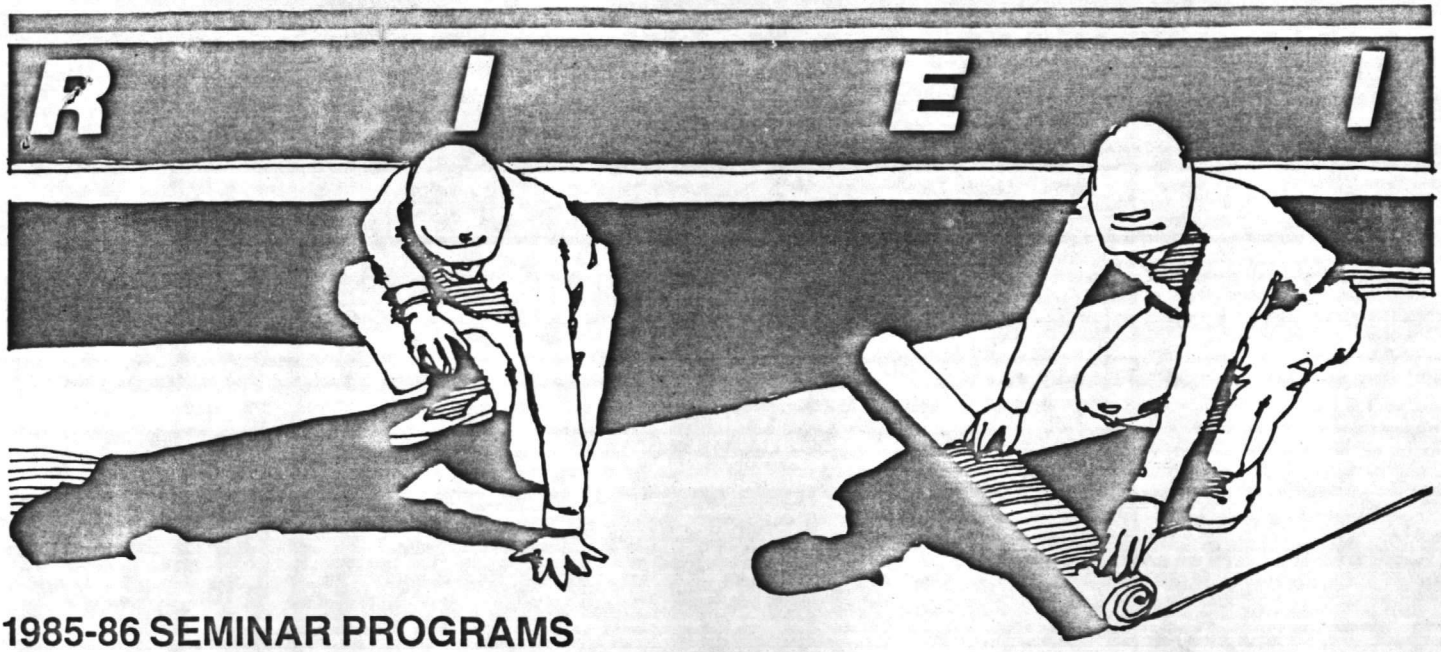
5. Certification of training requirement:

I certify that I have reviewed the training requested for this employee. It is my opinion that the training is necessary to support the mission of the organization and the command; and that the priority assigned meets the criteria established.

Immediate Supervisor M. I. Kimball
Acting Director

2d Level Supervisor T. L. Huguelet
PWO

Department Head



1985-86 SEMINAR PROGRAMS

Introduction

As today's roofing systems evolve, the need for up-to-date knowledge of roofing technology has grown proportionately. Specifiers, installers, owners, and officials need to know more about membrane roofing today because there is more to know, and this knowledge is increasingly important to the life and integrity of the roofing system and the structure which it protects.

It is in order to satisfy the need for this in-depth knowledge that The Roofing Industry Educational Institute conducts the seminars described below.

These professional-level seminars are composed of lectures supported by slide presentations, films, and other audio-visual materials. Group discussions and question-and-answer periods promote valuable interchange between the attendees. A comprehensive manual of course materials, as well as synopses of the lectures, is furnished to each attendee for permanent reference.

Seminar No.	Title	No. of Days	CEU Credits
101	Basic Roofing Technology	4	3.0
102	Roof Inspection, Diagnosis & Repair	1½	1.4
103	Single Ply Roofing Systems	2	1.6
104	Design & Specification of Roofing Systems	1	0.8
105	Standing Seam Metal Roofing Systems	2	1.6
106	Roofing Update	1	0.8

A complete listing of where these courses will be offered is shown on the back page.

Basic Roofing Technology

3 CEU Credits • Seminar No. 101

Seminar Objective

The RIEI 4-day Basic Roofing Technology course is an intensive course designed to expand one's knowledge of roofing systems.

The curriculum covers both the theoretical and practical aspects of membrane roofing system design, construction, and use. It presupposes a working knowledge of roofing practice and some technical background. Course material includes four broad categories: materials; design and specification; construction and application; use, maintenance, and reroofing. Following is a typical course curriculum.

Curriculum

Roof Decks
- Terminology and structural aspects
- Design considerations
- Types of decks and requirements for roofing
- Insulating fills
- Fastener systems

Thermal Insulation
- Basics of heat transfer
- Thermal calculations
- Types of material
- Effects of moisture

Vapor Control
- Moisture properties
- Psychrometrics and dew point calculations
- Practical vapor retarders
- Roof venting

Bitumens
- Asphalt and coal tar pitch
- EVT and guidelines for handling

Felts & Non-wovens
- Types and manufacture
- Properties

Surfacings
- Aggregates and coatings

Flashings
- Proper design
- NRCA details
- Uses of metals and elastomers

Single Ply Materials
- Modified Bitumens
- Elastomers
- Polymers

Specifying
- Guidelines for good specs

Pre-Job Conferences
- Key points to communicate

Inspection Criteria
- What to look for
- Use of roof cuts

Application & Workmanship
- Site set-up
- Step by step details
- Film on system installation

Fire Criteria
- UL, FM and other fire standards

Wind Effects
- Wind theory and test methods
- Film on wind uplift

Steep Roofing
- Principles compared to membrane roofing

Roofing Surveys
- Visual inspection
- Use of NDE methods

Maintenance & Common Problems
- Review problems and repair methods

Reroofing
- Special problems of existing structures

Non-Conventional Roofing Systems
- Cold process bituminous
- Sprayed in place foam
- Liquid applied
- Protected membranes

General Information

Two Fast Ways To Register

1. Call the RIEI Office at 303 770-0613 and register, using your MasterCard or VISA.
2. Fill out the form below and mail, with your check or MasterCard or VISA number to:

   RIEI, Suite 100
   6851 South Holly Circle
   Englewood, CO 80112

Early registration is recommended.

Confirmation of registration will follow. If not received within two weeks, please contact the RIEI Office. The confirmation will reserve your seat at the seminar.

The social security number requested on the registration form is used only to ensure identification of your permanent enrollment record.

Hotel Reservations are the responsibility of each attendee. A block of rooms is held for each seminar. Please contact the hotel directly.

Fee includes the cost of all work books, printed materials, coffee breaks, and lunches.

Refunds will be made of the registration fee, or it will be transferred to another seminar, if written request is received not less than ten days prior to the seminar. Personnel substitutions may be made at any time.

Tax Deduction of Expenses: An income tax deduction may be allowed for educational expenses undertaken to maintain or improve professional skills. This includes registration, travel, meals, lodging...(see Treas. Reg. 1.162-5. Coughin vs. Commissioner 203 Fed. 307).

Registration Form

The Roofing Industry Educational Institute
6851 South Holly Circle, Suite 100
Englewood, CO 80112
Phone 303 770-0613

(Please print or type)

Please register me in the following RIEI seminar(s) for the 1985-1986 season. (Fee must accompany registration).

Basic Roofing Technology:	$695.00	☑
Roof Inspection, Diagnosis, and Repair:	$325.00	☐
Single Ply Roofing Systems:	$325.00	☐
Design and Specification of Roofing Systems:	$175.00	☐
Standing Seam Metal Roofing Systems:	$395.00	☐
Roofing Update:	$175.00	☐

Seminar City _____ Seminar Date _____

Payment Method: ☐ Company Check ☐ Personal Check

☐ MasterCard/VISA No. _____ Exp. Date _____

☐ Other _____

Mr. ☐ Ms. ☐
Name _____ Nickname for Name Tag _____

Social Security Number _____ – _____ – _____

Position/Title _____

Company Name _____

Address _____

City _____ State _____ Zip _____

Company Phone Number ( ) _____

Company's interest in roofing is as:

- ☐ an Architectural Firm
- ☐ a Consulting Firm
- ☐ an Engineering Firm
- ☐ A Building Owner/User
- ☐ a Roofing Contractor
- ☐ a General Contractor
- ☑ a Federal Gov't Agency
- ☐ a State Gov't Agency
- ☐ a Roofing and Allied Industry Manufacturer
- ☐ a Distributor
- ☐ a Metal Building Manufacturer
- ☐ an Erector
- ☐ Other _____

FOR OFFICE USE ONLY

Check # _____, Confirmation Sent _____, Transfer To _____

_____, Refund _____, _____

(5)

CIVILIAN EMPLOYEE TRAINING REQUEST

PWD Code 406

Employee Name Delmar D. Weaver Grade GS-11 Organization

Course Title GENERAL CONSTRUCTION COST ESTIMATING

Length of Course 4 Days Location San Diego, California

Employees Last Official Performance Rating Highly Satisfactory

COST: Registration $ 745* Per Diem $ 487 Travel $ 376 Total $ 1608*

*Each enrollee receives the 3 volume set of Estimating Standards; procurement cost $295 ± so net registration is actually $445 ± as we purchase the standards every year.

1. Priority assigned to the training requirement.

/ / PRIORITY ONE - ESSENTIAL: Training required during FY 1985 that is considered essential to mission accomplishment for one or more of the following reasons:

/ / Training Needed to ensure attainment of performance objectives

/ / Training needed to correct serious performance deficiencies

/ / Training required by law, regulation or higher authority

Brochure Attached

/ / Training required for operation/maintenance of new equipment

/ / Training required for employees enrolled in a recognized formal training program

/X/ PRIORITY TWO - NEEDED: Training which if not funded may impact adversely on complete and qualitative mission accomplishment during the next two to three fiscal years. Example: Training to provide for the systematic replacement of skilled employees.

/ / PRIORITY THREE - USEFUL: Training of a broadening nature that might be helpful in enhancing the overall performance levels of employees already considered to be competent.

2. Provide more specifically why this training is being requested. To enhance the speed and accuracy with which our estimating is accomplished. To provide our staff with some of the shortcuts and special features of the Richardson Cost Estimating Standards books and how to maximize the use of this published data.

3. How many of your employees have already received this or similar training? 0

4. What will be the impact on the organization or employee if this training is not received? We will continue to buy Richardson Cost Estimating Standards without receiving their maximum benefit. They are very useful volumes, but they are complex - this course would help us to utilize this data which we have paid $295 ± a year to purchase in recent years.

5. Certification of training requirement:

I certify that I have reviewed the training requested for this employee. It is my opinion that the training is necessary to support the mission of the organization and the command; and that the priority assigned meets the criteria established.

James H. Fitch

Immediate Supervisor J. H. Fitch, P.E.

2d Level Supervisor M. I. Kimball Acting Director

Department Head

RICHARDSON ENGINEERING SERVICES, INC.

CELEBRATES ITS SILVER ANNIVERSARY YEAR WITH A SERIES OF EXPANDED GENERAL CONSTRUCTION COST ESTIMATING SEMINARS

A FOUR DAY INTENSIVE PROGRAM THAT ANSWERS THE WHAT, WHERE, WHEN, AND WHY OF CONSTRUCTION COST ESTIMATING WITH "HOW-TO" HANDS-ON PROBLEM SOLVING METHODS THAT YOU CAN PUT TO WORK ON YOUR CONSTRUCTION PROJECTS.

INTERNATIONAL SCHOOL OF CONSTRUCTION ESTIMATING
P.O. Box 1055, San Marcos, CA 92069-0360, (619) 489-5806

GENERAL CONSTRUCTION ESTIM

The **GENERAL CONSTRUCTION ESTIMATING SEMINAR** is ar
initial stages of quantity take off techniques through the final est
hands-on exercises in a classroom environment, topics such as l
cash flow analysis, trends, and bid strategies are discussed in d

DISCIPLINES COVERED

Actual "hands-on" problem solving is provided in the following areas:

Civil Work—Excavation, Backfill, Grading, Paving, Landscaping.

Concrete—Forming, Placing, Reinforcing, Finishing.

Masonry—Walls, Openings, Lintels, Architectural Treatment.

Metals—Structural Steel, Miscellaneous Iron, Handrails.

Carpentry—Rough and Finish work.

Moisture Protection—Dampproofing.

Doors & Windows—Store Fronts, Entry Doors, Operable Window Units.

Finishes—Walls, Floors, Ceilings.

Specialties—Elevators and Miscellaneous Accessories.

Mechanical—HVAC and Plumbing.

Electrical—Lighting, Outlets, etc.

Indirect Costs—Jobsite and Home Office Overhead, Supervision, Rental Equipment, Tools, etc.

Estimate Summary—Total Job Costs, Work Account Summaries.

Scheduling—Preparing Construction Schedules, Analyzing Crew Makeups, and Manpower Loading.

Cash Flow Analysis—Techniques for understanding Construction Cost Cash Flow are demonstrated.

Analyzing and Assigning "Risk" Factors—Understanding the basis for an estimate and how to deal with the variables.

1985 SCHEDULE OF CLASSES

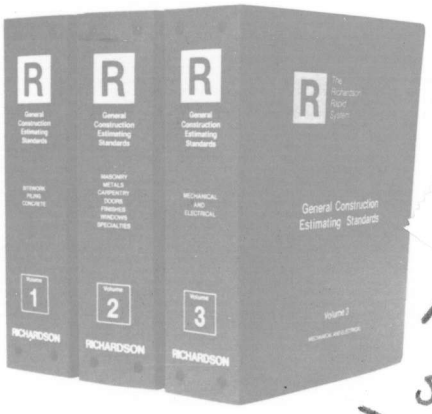
Las Vegas, Nevada . . . . . March 5–8
Atlanta, Georgia . . . . . June 25–28
Seattle, Washington . . . . . July 23–26
Disneyland, California . . . . . August 13–16
St. Louis, Missouri . . . . . September 10–13
San Diego, California . . . . . October 22–25

IMPORTANT NOTICE: A program especially tailored to your
Advantages to your company include
as well as minimizing time away fro
registrar or course director at (619) 4

TING SEMINAR

tensive four day program which takes the participants from the
te summary of a construction project. Utilizing visual aids and
or and material costs, geographic adjustments, scheduling and
il by knowledgeable professional instructors.

TEXT FOR INSTRUCTION
The text used is the *1985 Richardson General Construction Estimating Standards.* Each attendee will receive a complete three volume set of these Standards. Additionally, a workbook and supplemental data are also provided.



Cost $295± if purchased separately. Therefore Net Cost 445

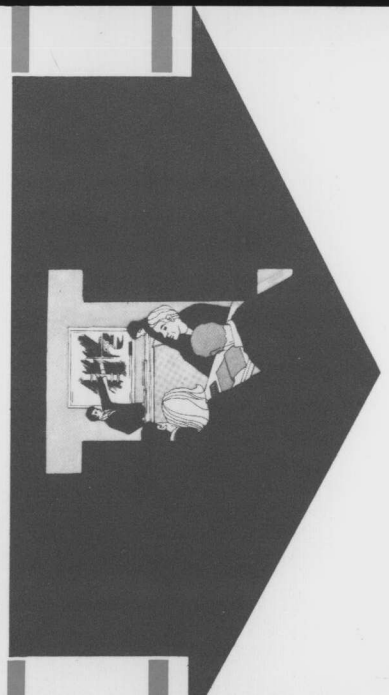
COURSE FEE—Includes all instructional materials:

General Construction Cost Estimating
4 Day Course . . . . . $745.00 Per Person
4 Day Course, two or more people attending same class . . . . . $695.00 Per Person

CANCELLATIONS—Registration may be transferred, subject to availability, without penalty up to 10 working days prior to seminar date. Cancellations made at least 30 days prior to seminar date—no charge; thereafter a $125.00 cancellation charge will apply.

HOTEL ACCOMMODATIONS—are not included in your registration fee. We have reserved a block of rooms at the hotels where the schools are conducted. Information on rates and hotel reservations will be sent to you with your confirmation of course registration.

cific requirements can be presented at your facility or a site of your choice.
nsiderable cost saving in travel and living expenses for your personnel
e work place. For further information and cost analysis, call our school
5806.



REGISTRATION

Date_____

Please register the people listed below for the General Plant Construction Cost Estimating Course indicated.

Our purchase order or check for Richardson's International School of Construction Estimating is enclosed.

Firm Name: _____
Address: _____
City, State, Zip: _____
Person to Contact: _____
Telephone: ( ) _____
Signature: _____

REGISTRANT(S) NAME*

SEMINAR LOCATION AND DATES

_____

_____

_____

Mail this form with your purchase order or check for fee to RICHARDSON ENGINEERING SERVICES, INC., P.O. Box 1055, San Marcos, California 92069.

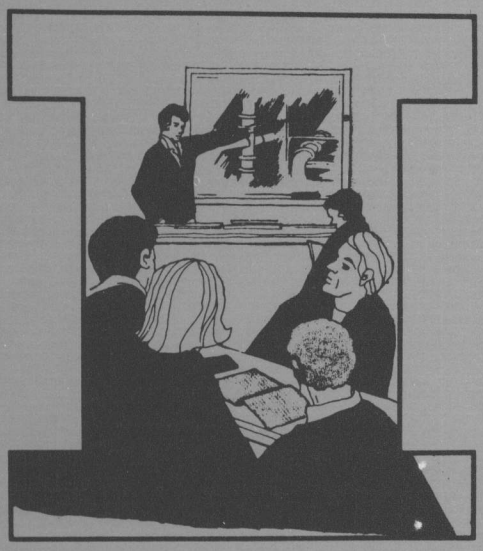
***PLEASE SHOW NAME AS YOU WANT IT TO APPEAR ON CERTIFICATE(S) OF COMPLETION.**

DETACH CARD AND MAIL
IN ENCLOSED ENVELOPE

COURSE DIRECTORS

WILLIAM S. JENSEN
is Director of Continuing Education and a senior editor of publications. His 37 years in the private business sector have included the manufacture and servicing of a broad range of products including material handling equipment, electric motors, steel structures, ASME pressure vessels and their related accessories. His experience includes engineering design, cost estimating, project and production planning, supervision of production and general management of both shop and field operations.

Mr. Jensen holds a Bachelors and Masters Degree in Industrial Engineering from the University of Southern California. He is a Registered Professional Engineer and an active member of the American Association of Cost Engineers.



GERALD H. ROSS
is Manager of Construction Accounts for Richardson Engineering Services, Inc. His background includes over 20 years of professional experience in all phases of engineering, design, construction and management. Mr. Ross has extensive experience in government and private sector construction contracting, both domestic and overseas, and has served as a principle member for US Navy negotiation teams engaged in achieving country to country agreements for major construction programs.

His construction background encompasses many varied assignments where he was responsible for on-site construction including project planning, design, directing the work force, estimating, scheduling, inspection, quality control and safety.

Mr. Ross holds a B.S. Degree in Mechanical Engineering from Bradley University and an M.S. in Civil Engineering and a Masters of Public Works Administration Degree from the University of Pittsburgh. He is a Registered Professional Engineer.

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POST OFFICE BOX 1055
SAN MARCOS, CALIFORNIA 92069

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POST OFFICE BOX 1055
SAN MARCOS, CALIFORNIA 92069

Attachment to:
Delmar D. Weaver's
Public Works

RICHARDSON ENGINEERING SERVICES, INC.

INTERNATIONAL SCHOOL OF CONSTRUCTION ESTIMATING

TELEPHONE (619) 489-5806

909 RANCHEROS DRIVE - P.O. BOX 1055 SAN MARCOS, CALIFORNIA 92069

1985 SCHEDULE OF CLASSES

GENERAL CONSTRUCTION COST ESTIMATING

LAS VEGAS, NV - March 5-8
ATLANTA, GA - June 25-28
SEATTLE, WA - July 23-26
DISNEYLAND, CA - August 13-16
ST. LOUIS, MO - September 10-13
SAN DIEGO, CA - October 22-25

The GENERAL CONSTRUCTION ESTIMATING SEMINAR is an intensive 4 day program which takes the participants from the initial stages of quantity take off techniques through the final estimate summary of a construction project. Utilizing visual aids and hands-on exercises in a classroom environment, topics such as labor and material costs, geographic adjustments, scheduling and cash flow anaylsis, trends, and bid strategies are discussed in detail by knowledgable professional instructors.

PROCESS PLANT CONSTRUCTION COST ESTIMATING

SAN DIEGO, CA - April 15-19
NEW ORLEANS, LA - May 6-10
DALLAS, TX - Sept. 30/Oct. 4

The PROCESS PLANT CONSTRUCTION ESTIMATING SEMINAR is a five day course that concentrates on construction techniques and costs encountered in estimating industrial construction programs. Conceptual as well as detailed estimating techniques are covered, with consideration given to domestic and world wide productivity indexes as they apply to programs ranging from small installations and modifications to large size projects. These subjects, as well as project management and contract administration, will be presented through an intensive schedule of lectures, exercises and mini-workshops giving the participants a better understanding of process plant construction estimating and related issues.

"In-house" presentations of either course may be more economical and time-saving for groups of approximately 15 or more. Such programs can be arranged and modified to meet your specific needs.

SEE REVERSE SIDE FOR COURSE DIRECTOR BIOGRAPHIES

COURSE DIRECTORS

William S. Jensen is Director of Continuing Education and a senior editor of publications. His 37 years in the private business sector have included the manufacture and servicing of a broad range of products including material handling equipment, electric motors, steel structures, ASME pressure vessels and their related accessories. His experience includes engineering design, cost estimating, project and production planning, supervision of production and general management of both shop and field operations.

Since joining RES in 1980 he has participated in the development and presentation of more than forty seminars relating to Process Plant Construction Cost Estimating. He holds a Bachelors and Masters degree in Industrial Engineering from the University of Southern California. He is a Registered Professional Engineer and an active member of the American Association of Cost Engineers.

Mr. Bent has been active in the process plant and petrochemical industries for more than 30 years. Starting in the design office in 1947, he then moved into project engineering in 1956, where he subsequently spent several years in each of the phases of production control, time evaluations, work study, research and development, procurement, subcontracting, construction, project services and project management. Throughout Mr. Bent's 20 years of project engineering experience, he has spent more than half of it in the field, with project assignments in Australia, USA, UK, Holland, Germany, Norway and Italy. Mr. Bent has been involved with the North Sea since 1974.

Apart from two years in the Royal Air Force, Mr. Bent's entire working career has been in the petrochemical and power industries. He has spent 15 years with English contractors, 5 years with M. W. Kellogg Company, and 12 years with the engineering department of Mobil Oil Corporation. During this period, Mr. Bent developed many of the scheduling, cost, construction and subcontract techniques which form part of the company standards of their present-day operations.

Mr. Bent has developed courses for project management, contract management, planning and scheduling, cost control, subcontract administration and computer project control. Many of these courses also reflect the unique conditions of the North Sea, Offshore industry. Since 1975, Mr. Bent has presented more than 70 seminars, ranging from 1 to 10 days, in the U.S.A./Europe/Sweden/Norway/Denmark and Venezuela and with a total attendance of 4,000.

Mr. Bent is the author of the book, "APPLIED COST AND SCHEDULE CONTROL" published in May, 1982.

Gerald H. Ross is Manager of Construction Accounts for Richardson Engineering Services, Inc. His background includes over 20 years of professional experience in all phases of engineering, design, construction and management. Mr. Ross has extensive experience in government and private sector construction contracting, both domestic and overseas, and has served as a principle member for US Navy negotiation teams engaged in achieving country to country agreements for major construction programs.

His construction background encompasses many varied assignments where he was responsible for the on-site construction, including project planning, design, directing the work force, estimating, scheduling, inspection, quality control and safety.

Prior to joining Richardson, Mr. Ross was Manager of Civil Engineering for General Dynamics Services Company. He holds a B.S. degree in Mechanical Engineering from Bradley University and an M.S. in Civil Engineering and a Masters of Public Works Administration degree from the University of Pittsburgh. He is a Registered Professional Engineer.

Civilian Employee Training Request

(6)

Employee Name Larry N. Stallings Grade GS-11 Organization Public Works

Course Title Single Ply & Built up Roofing System DATES OF COURSE: FEB 24-26, 1987

Length of Course 3 day Location Madison Wis. University of Wisconsin

Employees Last Official Performance Rating _____

COST: Registration $ 350.00 Per Diem $ _____ Travel $ _____ Total $ _____

1. Priority assigned to the training requirement.

[ ] PRIORITY ONE - ESSENTIAL: Training required during FY 1987 that is considered essential to mission accomplishment for one or more of the following reasons:

[ ] Training needed to correct serious performance deficiencies

[ ] Training required by law, regulation, or higher authority

[ ] Training required for operation/maintenance of new equipment

[ ] Training required for employees enrolled in a recognized formal training program

[X] PRIORITY TWO - NEEDED: Training which if not funded may impact adversely on complete and qualitative mission accomplishment during the next two to three fiscal years. Example: Training to provide for the systematic replacement of skilled employees.

[ ] PRIORITY THREE - USEFUL: Training of a broadening nature that might be helpful in enhancing the overall performance levels of employees already considered to be competent.

2. Provide more specifically why this training is being requested.

3. How many of your employees have already received this or similar training? _____

4. What will be the impact on the organization or employee if this training is not received?

5. Certification of training requirement:

I certify that I have reviewed the training requested for this employee. It is my opinion that the training is necessary to support the mission of the organization and the command; and that the priority assigned meets the criteria established.

_____ Immediate Supervisor

_____ 2d Level Supervisor

_____ Department Head

ENCLOSURE (1)

Civilian Employee Training Request.

(1)

Employee Name Larry Stallings #6497 Grade 11 Organization Public Works

Course Title Construction Estimating DATES OF COURSE: 2/5/87

Length of Course 3 Location University of Wisconsin, Madison, Wis

Employees Last Official Performance Rating

COST: Registration $ 395 Per Diem $ Travel $ Total $

1. Priority assigned to the training requirement.

[ ] PRIORITY ONE - ESSENTIAL: Training required during FY 1987 that is considered essential to mission accomplishment for one or more of the following reasons:

[ ] Training needed to correct serious performance deficiencies

[ ] Training required by law, regulation, or higher authority

[ ] Training required for operation/maintenance of new equipment

[ ] Training required for employees enrolled in a recognized formal training program

[✓] PRIORITY TWO - NEEDED: Training which if not funded may impact adversely on complete and qualitative mission accomplishment during the next two to three fiscal years. Example: Training to provide for the systematic replacement of skilled employees.

[ ] PRIORITY THREE - USEFUL: Training of a broadening nature that might be helpful in enhancing the overall performance levels of employees already considered to be competent.

2. Provide more specifically why this training is being requested.
Aid employee to more effectively evaluate and prepare cost estimates.

3. How many of your employees have already received this or similar training? NONE

4. What will be the impact on the organization or employee if this training is not received?
Part of employee's job relates to the cost evaluating and support employee gives. Lack of training will result in loss of effectiveness & expertise of employee.

5. Certification of training requirement:

I certify that I have reviewed the training requested for this employee. It is my opinion that the training is necessary to support the mission of the organization and the command; and that the priority assigned meets the criteria established.

Immediate Supervisor

2d Level Supervisor

Department Head

CIVILIAN EMPLOYEE TRAINING REQUEST

Employee Name FRED W. ESTES Grade GS-11 Organization PUBLIC WORKS

Course Title AIR INSTALLATION COMPATIBLE USE ZONES SEMINAR (A-4A-0035) DATES OF COURSE:

Length of Course 2 DA Location CECOS (EAST)

Employees Last Official Performance Rating HIGHLY SATISFACTORY

COST: Registration $____ Per Diem $____ Travel $____ Total $____

1. Priority assigned to the training requirement.

[X] PRIORITY ONE - ESSENTIAL: Training required during FY1987 that is considered essential to mission accomplishment for one or more of the following reasons:

[X] Training Needed to ensure attainment of performance objectives

[ ] Training needed to correct serious performance deficiencies

[ ] Training required by law, regulation or higher authority

[ ] Training required for operation/maintenance of new equipment

[ ] Training required for employees enrolled in a recognized formal training program

[ ] PRIORITY TWO - NEEDED: Training which if not funded may impact adversely on complete and qualitative mission accomplishment during the next two to three fiscal years. Example: Training to provide for the systematic replacement of skilled employees.

[ ] PRIORITY THREE - USEFUL: Training of a broadening nature that might be helpful in enhancing the overall performance levels of employees already considered to be competent.

2. Provide more specifically why this training is being requested.

NEW EMPLOYEE

3. How many of your employees have already received this or similar training? NONE

4. What will be the impact on the organization or employee if this training is not received? AT PRESENT, THE PLANNING BRANCH MANAGER IS THE ONLY ONE IN THE BRANCH WITH ANY FORMAL TRAINING IN THIS FIELD. PLANNING BRANCH MANAGER POSITION IS ANTICIPATED TO BE VACANT JANUARY 1987.

5. Certification of training requirement:

I certify that I have reviewed the training requested for this employee. It is my opinion that the training is necessary to support the mission of the organization and the command; and that the priority assigned meets the criteria established.

Eugene A. Jones Jr 1/14/86
Immediate Supervisor

2d Level Supervisor

Department Head

ENCLOSURE (1)

FRED W. ESTES 65-11 PUBLIC WORKS

AIR INSTALLATION COMPATIBLE
USE ZONES SWIMMING (A-44-0035) DATES OF COURSE:

5 DA CEOOS (EAST)

HIGHLY SATISFACTORY

X

X

NEW EMPLOYEE

NONE

AT PRESENT, THE PLANNING BRANCH MANAGER IS THE ONLY
ONE IN THE BRANCH WITH ANY FORMAL TRAINING IN THIS FIELD.
PLANNING BRANCH MANAGER POSITION IS ANTICIPATED TO BE VACANT
JANUARY 1987.

Civilian Employee Training Request. (8)

Employee Name Larry Stollings Grade GS-11 Organization Public Works

Course Title #6348 Creativity in Design DATES OF COURSE: 8/19/87

Length of Course 3 days Location University of Wisconsin, UC Madison, Wis

Employees Last Official Performance Rating

COST: Registration $695 Per Diem $ Travel $ Total $

1. Priority assigned to the training requirement.

[ ] PRIORITY ONE - ESSENTIAL: Training required during FY 1987 that is considered essential to mission accomplishment for one or more of the following reasons:

[ ] Training needed to correct serious performance deficiencies

[ ] Training required by law, regulation, or higher authority

[ ] Training required for operation/maintenance of new equipment

[ ] Training required for employees enrolled in a recognized formal training program

[✓] PRIORITY TWO - NEEDED: Training which if not funded may impact adversely on complete and qualitative mission accomplishment during the next two to three fiscal years. Example: Training to provide for the systematic replacement of skilled employees.

[ ] PRIORITY THREE - USEFUL: Training of a broadening nature that might be helpful in enhancing the overall performance levels of employees already considered to be competent.

2. Provide more specifically why this training is being requested.
Upgrade employee's knowledge of creative approaches to attacking design problems in facility engineering

3. How many of your employees have already received this or similar training? NONE

4. What will be the impact on the organization or employee if this training is not received?
Design standards and efficiency of operation will be negatively affected by lack of current knowledge

5. Certification of training requirement:

I certify that I have reviewed the training requested for this employee. It is my opinion that the training is necessary to support the mission of the organization and the command; and that the priority assigned meets the criteria established.

Immediate Supervisor 2d Level Supervisor

Department Head

Civilian Employee Training Request. (9)

Employee Name LARRY STALLINGS #6284 Grade GS-11 Organization Public Works

Course Title RENOVATION OF BUILDINGS DATES OF COURSE: 10/21/87

Length of Course 2 days Location University of Wisconsin, Madison, Wis.

Employees Last Official Performance Rating

COST: Registration $ 325 Per Diem $ Travel $ Total $

1. Priority assigned to the training requirement.

[ ] PRIORITY ONE - ESSENTIAL: Training required during FY 1987 that is considered essential to mission accomplishment for one or more of the following reasons:

[ ] Training needed to correct serious performance deficiencies

[ ] Training required by law, regulation, or higher authority

[ ] Training required for operation/maintenance of new equipment

[ ] Training required for employees enrolled in a recognized formal training program

[✓] PRIORITY TWO - NEEDED: Training which if not funded may impact adversely on complete and qualitative mission accomplishment during the next two to three fiscal years. Example: Training to provide for the systematic replacement of skilled employees.

[ ] PRIORITY THREE - USEFUL: Training of a broadening nature that might be helpful in enhancing the overall performance levels of employees already considered to be competent.

2. Provide more specifically why this training is being requested.
To inform employee of current techniques of evaluating and approaching problems of building renovation

3. How many of your employees have already received this or similar training? NONE

4. What will be the impact on the organization or employee if this training is not received?
Employee will not be effectively informed on current techniques in building renovation

5. Certification of training requirement:

I certify that I have reviewed the training requested for this employee. It is my opinion that the training is necessary to support the mission of the organization and the command; and that the priority assigned meets the criteria established.

Immediate Supervisor

2d Level Supervisor

Department Head

ENCLOSURE

Civilian Employee Training Request. (10)

Employee Name Mary Lynn Phillips Grade GS-5 Organization Public Works

Course Title Perfecting Secretarial Writing Craft DATES OF COURSE: Winter/Spring 1987

Length of Course 2 days Location University of Wisconsin, Madison, Wisconsin

Employees Last Official Performance Rating Outstanding

COST: Registration $ 300.00 Per Diem $ 225.00 Travel $ 462.00 Total $ 987.00

1. Priority assigned to the training requirement.

[ ] PRIORITY ONE - ESSENTIAL: Training required during FY 1987 that is considered essential to mission accomplishment for one or more of the following reasons:

[ ] Training needed to correct serious performance deficiencies

[ ] Training required by law, regulation, or higher authority

[ ] Training required for operation/maintenance of new equipment

[ ] Training required for employees enrolled in a recognized formal training program

[X] PRIORITY TWO - NEEDED: Training which if not funded may impact adversely on complete and qualitative mission accomplishment during the next two to three fiscal years. Example: Training to provide for the systematic replacement of skilled employees.

[ ] PRIORITY THREE - USEFUL: Training of a broadening nature that might be helpful in enhancing the overall performance levels of employees already considered to be competent.

2. Provide more specifically why this training is being requested. This course offers much guided practice in writing, reviewing and editing which correlates well with the employee's job description and would enhance the employee's position performance. Improvement of the employee's performance will enchance the ability of Public Works Design to meet its ever increasing work load and to improve the final product - Specifications placed out for bids, as well as other written communications.

3. How many of your employees have already received this or similar training? None

4. What will be the impact on the organization or employee if this training is not received? The employee's overall efficiency will suffer, as well as production of professional contract specifications as this employee is the only Editorial Assistant and Specification typist.

5. Certification of training requirement:

I certify that I have reviewed the training requested for this employee. It is my opinion that the training is necessary to support the mission of the organization and the command; and that the priority assigned meets the criteria established.

James H. Fitch

Immediate Supervisor James H. Fitch P.E. 2d Level Supervisor M. I. Kimball, Acting Director

Department Head

ENCLOSURE

Special Growth Opportunities

Perfecting Secretarial Writing Craft

171 May 1-2, 1986
*171 Sept. 17-18, 1986**

As an executive secretary, you are your organization's V.I.P. of the written word. Your hand has the greatest shaping influence on the quality of the correspondence that leaves your office.

Topics include new formatting techniques; extensive evaluation of sample letters and memos; revising and editing for that perfect, professional look; creating a positive tone in correspondence; plus a painless review of grammar and punctuation.

Featuring much guided practice in writing, reviewing, and editing, this seminar also provides helpful feedback on your business writing.

To ensure that the program fulfills your specific needs, please submit two or three samples of your business writing when you enroll. Fee: $300

* *Fees for programs scheduled after June 30, 1986 are subject to change.*

Civilian Employee Training Request

Employee Name THOMAS H. HANKINS JR Grade GS-12 Organization Public Works

Course Title ADVANCE ENERGY AUDITING DATES OF COURSE: APRIL 27 THRU MAY 1

Length of Course 5 DAYS Location VPI&SU BLACKSBURG, VA.

Employees Last Official Performance Rating HS JUNE 1985

COST: Registration $ 750 Per Diem $ _____ Travel $ _____ Total $ _____

1. Priority assigned to the training requirement.

[ ] PRIORITY ONE - ESSENTIAL: Training required during FY 1987 that is considered essential to mission accomplishment for one or more of the following reasons:

[ ] Training needed to correct serious performance deficiencies

[ ] Training required by law, regulation, or higher authority

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[ ] PRIORITY TWO - NEEDED: Training which if not funded may impact adversely on complete and qualitative mission accomplishment during the next two to three fiscal years. Example: Training to provide for the systematic replacement of skilled employees.

[X] PRIORITY THREE - USEFUL: Training of a broadening nature that might be helpful in enhancing the overall performance levels of employees already considered to be competent.

2. Provide more specifically why this training is being requested. TEACHES PROCEDURES & CALCULATIONS TO ~~BUSE~~ BE USED IN ENERGY AUDITS, INSTRUMENTS & MEASUREMENTS, HOW TO EVALUATE ENERGY SAVINGS, METHODS TO CALCULATE ECONOMIC BENEFITS

3. How many of your employees have already received this or similar training? 0

4. What will be the impact on the organization or employee if this training is not received? ENERY SAVINGS THAT COULD BE LEARNED MAY BE LOST TO CLNC

5. Certification of training requirement:

I certify that I have reviewed the training requested for this employee. It is my opinion that the training is necessary to support the mission of the organization and the command; and that the priority assigned meets the criteria established.

_____ Immediate Supervisor

_____ 2d Level Supervisor

_____ Department Head

ENCLOSURE (1)

Civilian Employee Training Request

Employee Name FRED W. ESTES Grade GS-11 Organization Public Works

Course Title REAL ESTATE SEMINAR (A-4A-0040) DATES OF COURSE:

Length of Course 2 DA Location CECOS (EAST)

Employees Last Official Performance Rating HIGHLY SATISFACTORY

COST: Registration $____ Per Diem $____ Travel $____ Total $____

1. Priority assigned to the training requirement.

[ ] PRIORITY ONE - ESSENTIAL: Training required during FY 1987 that is considered essential to mission accomplishment for one or more of the following reasons:

[ ] Training needed to correct serious performance deficiencies

[ ] Training required by law, regulation, or higher authority

[ ] Training required for operation/maintenance of new equipment

[ ] Training required for employees enrolled in a recognized formal training program

[ ] PRIORITY TWO - NEEDED: Training which if not funded may impact adversely on complete and qualitative mission accomplishment during the next two to three fiscal years. Example: Training to provide for the systematic replacement of skilled employees.

[X] PRIORITY THREE - USEFUL: Training of a broadening nature that might be helpful in enhancing the overall performance levels of employees already considered to be competent.

2. Provide more specifically why this training is being requested.

REAL ESTATE MATTERS ARE PERTINENT PART OF THE PLANNING PROCESS FOR SHORE FACILITIES.

3. How many of your employees have already received this or similar training? 1

REAL ESTATE SPECIALIST WHO IS MANAGER OF TECHNICAL RECORDS SECTION.

4. What will be the impact on the organization or employee if this training is not received?

EMPLOYEE'S OVERALL EFFICIENCY WILL SUFFER.

5. Certification of training requirement:

I certify that I have reviewed the training requested for this employee. It is my opinion that the training is necessary to support the mission of the organization and the command; and that the priority assigned meets the criteria established.

Eugene Jones 1/14/86
Immediate Supervisor

2d Level Supervisor

Department Head

ENCLOSURE (1)

FILED W. ESTES 65-11

REAL ESTATE SEMINAR (4-44-004)

2 DA CECOS (EAST)

HIGHLY SATISFACTORY

X

REAL ESTATE ANALYSTS ARE REQUIRED PART OF THE PLANNING PROCESS FOR SHORE FACILITIES.

REAL ESTATE SPECIALIST WHO IS ASSIGNED AS TECHNICAL REPORTS SECTION.

EMPLOYEE'S OVERALL EFFICIENCY WILL SUFFER.

Sincerely yours,

Civilian Employee Training Request

Employee Name LARRY L. BRANT Grade GS-11 Organization Public Works

Course Title REAL ESTATE SEMINAR (A-4A-0040) DATES OF COURSE:

Length of Course 2DA Location CECOS (EAST)

Employees Last Official Performance Rating HIGHLY SATISFACTORY

COST: Registration $____ Per Diem $____ Travel $____ Total $____

1. Priority assigned to the training requirement.

[ ] PRIORITY ONE - ESSENTIAL: Training required during FY 1987 that is considered essential to mission accomplishment for one or more of the following reasons:

[ ] Training needed to correct serious performance deficiencies

[ ] Training required by law, regulation, or higher authority

[ ] Training required for operation/maintenance of new equipment

[ ] Training required for employees enrolled in a recognized formal training program

[ ] PRIORITY TWO - NEEDED: Training which if not funded may impact adversely on complete and qualitative mission accomplishment during the next two to three fiscal years. Example: Training to provide for the systematic replacement of skilled employees.

[X] PRIORITY THREE - USEFUL: Training of a broadening nature that might be helpful in enhancing the overall performance levels of employees already considered to be competent.

2. Provide more specifically why this training is being requested.
REAL ESTATE MATTERS ARE PERTINENT PART OF THE PLANNING PROCESS FOR SHORE FACILITIES.

3. How many of your employees have already received this or similar training? 1
REAL ESTATE SPECIALIST WHO IS MANAGER OF TECHNICAL RECORDS SECTION.

4. What will be the impact on the organization or employee if this training is not received?
EMPLOYEE'S OVERALL EFFICIENCY WILL SUFFER.

5. Certification of training requirement:

I certify that I have reviewed the training requested for this employee. It is my opinion that the training is necessary to support the mission of the organization and the command; and that the priority assigned meets the criteria established.

Eugene Moore 1/14/86
Immediate Supervisor

2d Level Supervisor

Department Head

ENCLOSURE (1)

LARRY L. BRANT GS-11

REAL ESTATE SEMINAR (A-44-0040)

LCM CECOS (EAST)

HIGHLY SATISFACTORY

X

REAL ESTATE MATTERS ARE PERTINENT PART OF THE PLANNING PROCESS FOR SHORE FACILITIES.

REAL ESTATE SPECIALIST WHO IS MANAGER OF TECHNICAL RESOURCES SECTION.

EMPLOYEES OBTAIN EFFICIENT WITH SUPERV.

Civilian Employee Training Request

Employee Name Brynn Ashton Grade GS-11 Organization Public Works

Course Title Concrete Technology DATES OF COURSE: 1/27/87-1/31/87

Length of Course 5 Days Location Vicksburg, Miss.

Employees Last Official Performance Rating HS

COST: Registration $ 445 Per Diem $ _____ Travel $ _____ Total $ _____

1. Priority assigned to the training requirement.

[ ] PRIORITY ONE - ESSENTIAL: Training required during FY 1987 that is considered essential to mission accomplishment for one or more of the following reasons:

[ ] Training needed to correct serious performance deficiencies

[ ] Training required by law, regulation, or higher authority

[ ] Training required for operation/maintenance of new equipment

[ ] Training required for employees enrolled in a recognized formal training program

[✓] PRIORITY TWO - NEEDED: Training which if not funded may impact adversely on complete and qualitative mission accomplishment during the next two to three fiscal years. Example: Training to provide for the systematic replacement of skilled employees.

[ ] PRIORITY THREE - USEFUL: Training of a broadening nature that might be helpful in enhancing the overall performance levels of employees already considered to be competent.

2. Provide more specifically why this training is being requested. Engineers must keep abreast of changing concrete technology for design purposes

3. How many of your employees have already received this or similar training? 0

4. What will be the impact on the organization or employee if this training is not received? Concrete Design could be more expensive and less efficient

5. Certification of training requirement:

I certify that I have reviewed the training requested for this employee. It is my opinion that the training is necessary to support the mission of the organization and the command; and that the priority assigned meets the criteria established.

Carl Baker
Immediate Supervisor

2d Level Supervisor

Department Head

ENCLOSURE (1)

Civilian Employee Training Request

Employee Name CARL BAKER Grade GS-12 Organization Public Works

Course Title ~~A-E Contracting~~ DESIGN CONTRACT MANAGEMENT DATES OF COURSE: ~~2/17/87 - 2/12/87~~

Length of Course ~~5 DAYS~~ 24 ~~32~~ HOURS Location ~~ATLANTA, GA.~~ NORFOLK, VA.

Employees Last Official Performance Rating 0

COST: Registration $ ~~360~~ Per Diem $_____ Travel $_____ Total $_____

1. Priority assigned to the training requirement.

[ ] PRIORITY ONE - ESSENTIAL: Training required during FY 1987 that is considered essential to mission accomplishment for one or more of the following reasons:

[ ] Training needed to correct serious performance deficiencies

[ ] Training required by law, regulation, or higher authority

[ ] Training required for operation/maintenance of new equipment

[ ] Training required for employees enrolled in a recognized formal training program

[✓] PRIORITY TWO - NEEDED: Training which if not funded may impact adversely on complete and qualitative mission accomplishment during the next two to three fiscal years. Example: Training to provide for the systematic replacement of skilled employees.

[ ] PRIORITY THREE - USEFUL: Training of a broadening nature that might be helpful in enhancing the overall performance levels of employees already considered to be competent.

2. Provide more specifically why this training is being requested. EMPLOYEE IS REQUIRED TO NEGOTIATE DESIGN CONTRACT FEES WITH CONSULTANTS AND HAS NOT RECEIVED ANY TRAINING OR GUIDANCE IN CORRECT & ECONOMICAL NEGOTIATIONS.

3. How many of your employees have already received this or similar training? NONE

4. What will be the impact on the organization or employee if this training is not received? DOD MAY CONTINUE TO INCORRECTLY CONTRACT A-E'S AND NOT NEGOTIATE MOST ECONOMICAL CONTRACTS.

5. Certification of training requirement:

I certify that I have reviewed the training requested for this employee. It is my opinion that the training is necessary to support the mission of the organization and the command; and that the priority assigned meets the criteria established.

_____ Immediate Supervisor

_____ 2d Level Supervisor

_____ Department Head

ENCLOSURE (1)

Civilian Employee Training Request

Employee Name ANDREW YOUNG Grade 11 Organization Public Works

Course Title NATIONAL ELECTRICAL CODE DATES OF COURSE: MARCH, 1987

Length of Course 3 DAYS Location NCSU, RALEIGH, NC

Employees Last Official Performance Rating _____

COST: Registration $ 420 Per Diem $ _____ Travel $ _____ Total $ _____

1. Priority assigned to the training requirement.

[ ] PRIORITY ONE - ESSENTIAL: Training required during FY 1987 that is considered essential to mission accomplishment for one or more of the following reasons:

[ ] Training needed to correct serious performance deficiencies

[ ] Training required by law, regulation, or higher authority

[ ] Training required for operation/maintenance of new equipment

[ ] Training required for employees enrolled in a recognized formal training program

[✓] PRIORITY TWO - NEEDED: Training which if not funded may impact adversely on complete and qualitative mission accomplishment during the next two to three fiscal years. Example: Training to provide for the systematic replacement of skilled employees.

[ ] PRIORITY THREE - USEFUL: Training of a broadening nature that might be helpful in enhancing the overall performance levels of employees already considered to be competent.

2. Provide more specifically why this training is being requested. TO UPGRADE DESIGN SKILLS IN APPLICATION OF NATIONAL ELECTRICAL CODE

3. How many of your employees have already received this or similar training? _____

4. What will be the impact on the organization or employee if this training is not received?

UNSAFE DESIGNS.

5. Certification of training requirement:

I certify that I have reviewed the training requested for this employee. It is my opinion that the training is necessary to support the mission of the organization and the command; and that the priority assigned meets the criteria established.

_____ Immediate Supervisor

_____ 2d Level Supervisor

_____ Department Head

ENCLOSURE (1)

Civilian Employee Training Request

Employee Name ANDREW YOUNG Grade GS-11 Organization Public Works

Course Title PRACTICAL APPLICATIONS OF HVAC CONTROL SYSTEMS DATES OF COURSE: APRIL 14-16 1987

Length of Course 3 DAYS Location CLEMSON UNIV., CLEMSON, SC

Employees Last Official Performance Rating _____

COST: Registration $ 495 Per Diem $ _____ Travel $ _____ Total $ _____

1. Priority assigned to the training requirement.

[ ] PRIORITY ONE - ESSENTIAL: Training required during FY 1987 that is considered essential to mission accomplishment for one or more of the following reasons:

[ ] Training needed to correct serious performance deficiencies

[ ] Training required by law, regulation, or higher authority

[ ] Training required for operation/maintenance of new equipment

[ ] Training required for employees enrolled in a recognized formal training program

[X] PRIORITY TWO - NEEDED: Training which if not funded may impact adversely on complete and qualitative mission accomplishment during the next two to three fiscal years. Example: Training to provide for the systematic replacement of skilled employees.

[ ] PRIORITY THREE - USEFUL: Training of a broadening nature that might be helpful in enhancing the overall performance levels of employees already considered to be competent.

2. Provide more specifically why this training is being requested. TO UPGRADE DESIGN SKILLS IN ENERGY-EFFICIENT CONTROLS FOR HVAC SYSTEMS

3. How many of your employees have already received this or similar training? _____

4. What will be the impact on the organization or employee if this training is not received? INEFFICIENT DESIGNS

5. Certification of training requirement:

I certify that I have reviewed the training requested for this employee. It is my opinion that the training is necessary to support the mission of the organization and the command; and that the priority assigned meets the criteria established.

_____ Immediate Supervisor

_____ 2d Level Supervisor

_____ Department Head

ENCLOSURE (1)

Civilian Employee Training Request

Employee Name (PHANTOM) PLANNER Grade GS-9 Organization Public Works

Course Title FACILITIES PLANNING (A-4A-0016)* DATES OF COURSE:

Length of Course 5 DA Location CECOS (EAST)

Employees Last Official Performance Rating

COST: Registration $ Per Diem $ Travel $ Total $

1. Priority assigned to the training requirement (ASSUME HQMC TRAINEE BILLET)

[X] PRIORITY ONE - ESSENTIAL: Training required during FY 1987 that is considered essential to mission accomplishment for one or more of the following reasons:

[X] Training needed to correct serious performance deficiencies

[ ] Training required by law, regulation, or higher authority

[ ] Training required for operation/maintenance of new equipment

[X] Training required for employees enrolled in a recognized formal training program

[ ] PRIORITY TWO - NEEDED: Training which if not funded may impact adversely on complete and qualitative mission accomplishment during the next two to three fiscal years. Example: Training to provide for the systematic replacement of skilled employees.

[ ] PRIORITY THREE - USEFUL: Training of a broadening nature that might be helpful in enhancing the overall performance levels of employees already considered to be competent.

2. Provide more specifically why this training is being requested.

ANTICIPATED NEW HIRE.

3. How many of your employees have already received this or similar training? _____

4. What will be the impact on the organization or employee if this training is not received?

INCUMBENT OF THIS POSITION WILL BE UNABLE TO ADEQUATE PERFORM THE DUTIES ASSIGNED.

5. Certification of training requirement:

I certify that I have reviewed the training requested for this employee. It is my opinion that the training is necessary to support the mission of the organization and the command; and that the priority assigned meets the criteria established.

Eugene H. Jones Jr. 1/14/86
Immediate Supervisor

2d Level Supervisor

Department Head

* RUNS CONCURRENT WITH COURSE "ECONOMIC ANALYSIS" (A-4A-0020)

ENCLOSURE (1)

Civilian Employee Training Request

Employee Name (PHANTOM) PLANNER Grade GS-9 Organization Public Works

Course Title ECONOMIC ANALYSIS (A-4A-0020) * DATES OF COURSE:

Length of Course 5 DA Location CECOS (EAST)

Employees Last Official Performance Rating

COST: Registration $ Per Diem $ Travel $ Total $

1. Priority assigned to the training requirement. (ASSUME HQNC TRAINEE BILLET)

[X] PRIORITY ONE - ESSENTIAL: Training required during FY 1987 that is considered essential to mission accomplishment for one or more of the following reasons:

[X] Training needed to correct serious performance deficiencies

[ ] Training required by law, regulation, or higher authority

[ ] Training required for operation/maintenance of new equipment

[X] Training required for employees enrolled in a recognized formal training program

[ ] PRIORITY TWO - NEEDED: Training which if not funded may impact adversely on complete and qualitative mission accomplishment during the next two to three fiscal years. Example: Training to provide for the systematic replacement of skilled employees.

[ ] PRIORITY THREE - USEFUL: Training of a broadening nature that might be helpful in enhancing the overall performance levels of employees already considered to be competent.

2. Provide more specifically why this training is being requested.

ANTICIPATED NEW HIRE.

3. How many of your employees have already received this or similar training? 1

4. What will be the impact on the organization or employee if this training is not received?

INCUMBENT OF THIS POSITION WILL BE UNABLE TO ADEQUATE PERFORM THE DUTIES ASSIGNED.

5. Certification of training requirement:

I certify that I have reviewed the training requested for this employee. It is my opinion that the training is necessary to support the mission of the organization and the command; and that the priority assigned meets the criteria established.

Eugene G Jones 1/14/86
Immediate Supervisor

2d Level Supervisor

* RUNS CONCURRENT WITH COURSE "FACILITIES PLANNER" (A-4A-0016)

Department Head

ENCLOSURE (1)

Civilian Employee Training Request

Employee Name (PHANTOM) PLANNER Grade GS-11 Organization Public Works

Course Title ECONOMIC ANALYSIS (A-4A-0020)* DATES OF COURSE:

Length of Course 5 DA Location CECOS (EAST)

Employees Last Official Performance Rating

COST: Registration $ Per Diem $ Travel $ Total $

1. Priority assigned to the training requirement (ASSUME HQMC TRAINEE BILLET)

[X] PRIORITY ONE - ESSENTIAL: Training required during FY 1987 that is considered essential to mission accomplishment for one or more of the following reasons:

[X] Training needed to correct serious performance deficiencies

[ ] Training required by law, regulation, or higher authority

[ ] Training required for operation/maintenance of new equipment

[X] Training required for employees enrolled in a recognized formal training program

[ ] PRIORITY TWO - NEEDED: Training which if not funded may impact adversely on complete and qualitative mission accomplishment during the next two to three fiscal years. Example: Training to provide for the systematic replacement of skilled employees.

[ ] PRIORITY THREE - USEFUL: Training of a broadening nature that might be helpful in enhancing the overall performance levels of employees already considered to be competent.

2. Provide more specifically why this training is being requested.

ANTICIPATED NEW HIRE.

3. How many of your employees have already received this or similar training? 1

4. What will be the impact on the organization or employee if this training is not received?

INCUMBENT OF THIS POSITION WILL BE UNABLE TO ADEQUATE PERFORM THE DUTIES ASSIGNED.

5. Certification of training requirement:

I certify that I have reviewed the training requested for this employee. It is my opinion that the training is necessary to support the mission of the organization and the command; and that the priority assigned meets the criteria established.

Eugene L. Jones Jr. 1/14/86
Immediate Supervisor

2d Level Supervisor

Department Head

* RUNS CONCURRENT WITH COURSE "FACILITIES PLANNER" (A-4A-0016)

ENCLOSURE (1)

(PHANTOM) PLANNER GS-11

ECONOMIC ANALYSIS (A-AA-0050)

5 DA CECOS (EAST)

ANTICIPATED NEW HIRE.

INCUMBENT OF THIS POSITION WILL BE UNABLE TO ADEQUATE PERFORM THE DUTIES ASSIGNED.

Civilian Employee Training Request

Employee Name (PHANTOM) PLANNER Grade GS-11 Organization Public Works

Course Title FACILITIES PLANNING (A-4A-0016) * DATES OF COURSE:

Length of Course 5 DA Location CECOS (EAST)

Employees Last Official Performance Rating

COST: Registration $ Per Diem $ Travel $ Total $

1. Priority assigned to the training requirement. (ASSUME HQMC TRAINEE BILLET)

[X] PRIORITY ONE - ESSENTIAL: Training required during FY 1987 that is considered essential to mission accomplishment for one or more of the following reasons:

[X] Training needed to correct serious performance deficiencies

[ ] Training required by law, regulation, or higher authority

[ ] Training required for operation/maintenance of new equipment

[X] Training required for employees enrolled in a recognized formal training program

[ ] PRIORITY TWO - NEEDED: Training which if not funded may impact adversely on complete and qualitative mission accomplishment during the next two to three fiscal years. Example: Training to provide for the systematic replacement of skilled employees.

[ ] PRIORITY THREE - USEFUL: Training of a broadening nature that might be helpful in enhancing the overall performance levels of employees already considered to be competent.

2. Provide more specifically why this training is being requested.

ANTICIPATED NEW HIRE.

3. How many of your employees have already received this or similar training? 1

4. What will be the impact on the organization or employee if this training is not received?

INCUMBENT OF THIS POSITION WILL BE UNABLE TO ADEQUATE PERFORM THE DUTIES ASSIGNED.

5. Certification of training requirement:

I certify that I have reviewed the training requested for this employee. It is my opinion that the training is necessary to support the mission of the organization and the command; and that the priority assigned meets the criteria established.

Eugene L Jones Jr 1/14/86
Immediate Supervisor

2d Level Supervisor

Department Head

* RUNS CONCURRENT WITH COURSE "ECONOMIC ANALYSIS" (A-4A-0020)

ENCLOSURE (1)