

DOE/NNSA Overseas Presence Advisory Board's Overseas Corps Training Program Agreement

Purpose of Training Program under this Agreement

The Department of Energy provides workforce resources to support the Department's mission and strategic plan objectives and requirements in overseas assignments. The individuals and their families carrying out these assignments need to be prepared to work with other Federal agencies, such as the Departments of State (DOS) and Defense (DOD), and with representatives of foreign governments, non-profit organizations, and commercial enterprises. Prior to the beginning, and while carrying out, the assignment, appropriate training will help ensure the achievement of the Departmental mission objectives. The primary mission of the DOE Overseas Corps Training Program (DOCTP) is to provide operationally-ready, departmental-skilled personnel to support U.S. interests abroad in the advancement of energy, nuclear security, and scientific discovery and innovation, in order to meet the present and future needs of DOE and the nation. To accomplish this mission, we have developed training requirements, priorities and efficient solutions to achieve these requirements. Using a systems approach, the training will use a comprehensive process that identifies tasks performed on the job, instructs, and trains the individuals on those tasks most critical to successful job performance. Additionally, the conditions under which an individual operates, and the required performance standards, will be documented to ensure sustained success. The DOCTP goal is to accomplish DOE's mission and strategic plan objectives by:

- a. Providing personnel assigned overseas the necessary skills and abilities to effectively meet national security objectives implemented outside the U.S., including energy security, nuclear security, and scientific discovery and innovation.
- b. Ensuring assigned overseas personnel are knowledgeable, proficient, and departmental-skilled to represent DOE issues abroad at U.S. embassies, missions, and military commands, including international organizations concerning energy, nuclear materials/energy, nuclear nonproliferation, counterterrorism, and science and technology advancement.
- c. Identifying essential job tasks and the performance standards necessary to perform the job.

This training agreement provides detailed requirements to supplement DOE O 313.1, MANAGEMENT AND FUNDING OF THE DEPARTMENT'S OVERSEAS PRESENCE, dated 11-19-09, as authorized under DOE O TRAINING 360.1b. These requirements, established in the DOCTP, are intended to assist in improving the DOE Overseas Corps' workforce performance by supporting the highly trained, professional cadre in furthering DOE strategic interests abroad.

Applicability

This program agreement applies to all DOE elements except the Federal Energy Regulatory Commission as an independent commission, to include DoD personnel detailed to DOE. No DOE training funds will be used to pay for a DOD detailee training, except where participation is specifically related to DOE mission requirements or on a no-material-cost basis.

Intergovernmental Personnel Act (IPA) assignees, students hired under the Student Career Experience Program, civilian employees of other Federal agencies on detail to DOE, and other persons assigned to DOE, will have training approved consistent with this program and with the terms of their assignments.

The Administrator of the National Nuclear Security Administration (NNSA) will ensure that NNSA employees and the Heads of Departmental Elements meet their respective responsibilities under this program.

Implementation Plan

A detailed implementation plan is included in Attachment A. Additional sources of information and reference documents are provided in Appendix B and C.

Contact

Questions concerning this program should be addressed to the Office of International Operations at 202-586-9868.

Approval

Jonathan Elkind, Chairman, Overseas Presence Advisory Board

Appendix A - Implementation Plan for DOE Overseas Corps Training Program

1. **Completion of Individual Development Plan.** Individual Development Plan will be developed for each selected DOE attache' or liaison. The Office of International Operations will ensure each assignee has an approved Individual Development Plan prior to the beginning of the assignment.

2. **Advanced Approval of Training Funds.** Training funds shall be obligated in advance of the initiation of the assignment and made available to the Office of International Operations as required.

3. **Issuance of Purchase Cards to Disburse Funds.** The Office of International Operations may issue Departmental purchase cards to permit disbursement of funds for approved and authorized training, including advanced payment as required.

4. **DOE OVERSEAS CORPS TRAINING PROGRAM COMPONENTS.** The DOCTP consists of basic certification training (core and elective courses or the equivalent) that will certify all newly joined and experienced personnel for overseas assignments as part of the DOE Overseas Corps. It also provides sustainment, specialty training, and mandatory/statutory training.

- a. **Basic Certification Training.** Basic Certification Training (or the equivalent courses) is approximately 2 weeks in length (dependent on location assignment) and provides the requisite training for all newly joined DOE personnel. Additionally, elective courses are outlined that are mission dependent based on location of assignment, task assignment, and/or job performance expectations. Each newly joined DOE personnel's skill set will be assessed to identify gaps between current skills and those required to operate in a selected embassy or other overseas location, by analyzing these needs at the onset and then choosing the appropriate type of training. The newly joined DOE personnel will be trained to the standards of required performance to ensure success.
- b. **Sustainment training.**
 - (1) Sustainment training is designed to maintain individual proficiency. The ultimate goal of sustainment training is to advance one's basic skills, but it is also to enhance one's abilities across the spectrum of mission requirements inherent to overseas duty and DOE's needs. Examples of sustainment training are DOE regional energy seminars, Washington Energy Seminar (co-sponsored by DOE and DOS Federal Service Institute course (PE228), political-military affairs courses, and political-economic seminars, etc.
 - (2) Sustainment training may also be considered refresher training when it is utilized to keep personnel current of the latest developments in their areas of responsibility. Elective training should be considered refresher training if it has not already been accomplished.

- (3) Additionally, mentorship is a critical sub-task of sustainment training. Experienced senior personnel guide and assist junior/new personnel in their duties to facilitate their success by steering them in the right direction using the benefit of the senior's background and experience. As such, each newly joined DOE personnel will be assigned a mentor. Current and previous DOE overseas office directors, COCOM energy advisors, program offices and/or other designated leaders may be assigned as the corporate adviser/counselor.

- c. Specialty training. Specialty training is tailored to the needs of the individual. It may be focused on the location of the DOE personnel or specific job requirements. Examples of this training include energy subject matter expertise training, e.g., oil and petroleum, nuclear energy, electrical power, renewable energy, energy market dynamics, energy trading, oil refinery operations, strategic planning and performance measurements, leadership development training, etc.

- d. Mandatory/Statutory training. DOE and U.S. Government (EEO, Ethics, Prevention of Sexual Harassment, Cyber Security, etc.) are annual training requirements for all U.S. government personnel. Every effort will be made to utilize DOE's automated online learning center (OLC) to complete these mandatory training sessions. If feasible, all assignees will complete annual mandatory training requirements prior to the start of the assignment. The assigned training official may provide alternate delivery mechanisms or waivers for annual mandatory training when circumstances require.

5. RESPONSIBILITIES.

- a. Overseas Presence Management Council (OPMC).
 - (1) Determines DOE-wide policies governing the Department's overseas presence and the Overseas Corps Training Program.
 - (2) Reviews resource decisions associated with the Department's Overseas Presence.

- b. Overseas Presence Advisory Board (OPAB).
 - (1) Manages and executes the DOCTP, via International Operations (NA-20.1).
 - (2) Provides oversight on both management and operational issues concerning the Department's Overseas Presence.

- c. Heads of Departmental Elements.

- (1) Support employees willing to serve in overseas assignments to the maximum extent possible.
- (2) Ensure employees approved for overseas assignments are available for the DOCTP.
- (3) Develop and provide common formal orientation training as part of the DOCTP.
- (4) Become voluntary parties to this agreement through assignment of individuals to an overseas position.

d. Office of Human Capital Management.

- (1) Provides advice on human capital issues involving training and deployments.
- (2) Develops a designation code for all DOE Overseas Corps personnel that enable the tracking, certification, and location of all previous and current personnel.
- (3) Reviews all Memoranda of Agreement (MOAs) and Memoranda of Understanding (MOUs) required for new and extant training.

e. Office of International Operations.

- (1) Develops and disseminates DOE policies and responsibilities for the DOE Overseas Corps, with input from and in coordination with the OPAB.
- (2) Serves as the executive agent for the DOCTP.
- (3) Provides a Training Official to all assignees.

Appendix B - Training Programs and Sources

1. DOE OVERSEAS CORPS TRAINING PROGRAM COMPONENTS. The DOCTP consists of basic certification training (core and elective courses or other course equivalents) that will certify all newly joined, and experienced personnel for overseas assignments as part of the DOE Overseas Corps. It also provides sustainment, specialty training, and mandatory/statutory training requirements.

- a. Basic Certification Training. Basic Certification Training is approximately 2 weeks in length and provides the requisite training for all newly joined DOE personnel. Additionally, elective courses outlined are mission dependent based on location of assignment, task assignment, and/or job performance expectations. Each newly joined DOE personnel's skill set will be assessed to identify gaps between current skills and those required to operate in a selected embassy/location, by analyzing these needs at the onset and then choosing the appropriate type of training. The newly joined DOE personnel will be trained to the standards of required performance to ensure success.

The following table lists basic certification training required for all newly assigned personnel to the DOE Overseas Corps.

Course #	Course Description	Length	Location	Costs (FY11)
OT1	Orientation Training	5 days	Wash DC	\$0
PT530	Emergency Medical Training	1 day	FSI	\$630
*OT610	Foreign Affairs Counter Threat (FACT) Course	8 days	FSI	\$TBD
**PN113	Introduction to Working in an Embassy	On-line (10 hours)	FSI server	\$75
**RS-401	Introduction to Department of State Agency Culture	On-line	DOS website	\$0
**MQ911	Serving Abroad for Families and Employees (SAFE) also known as Security Overseas Seminar	On-line (30 days)	DEA server	\$100
JKO	Intro to COCOM DOD 101	On-line		

* Assignment to this course is dependent on embassy and location.

** Assignment to an Embassy

(1) Basic Certification Training Course Descriptions

Orientation Training

Course Code: OT1

Explanation of benefits and allowance applicable to DOE employees under DOS standardized regulations; an overview of the DOE Handbook on Overseas Assignments, performance management processes related to overseas assignments, length of tour assignments, information security awareness, and follow-up assignment and career path discussions. Additional briefings will be held with each program office and staff/support offices, to include, but not limited to: National Nuclear Security Administration, Office of Civilian Radioactive Waste Management, Office of Electricity Delivery and Energy Reliability, Office of Energy Efficiency & Renewable Energy, Office of Environmental Management, Office of Fossil Energy, Office of Nuclear Energy, Office of Science, Office of Intelligence and Counterintelligence, and Office of Policy and International Affairs. These briefings and discussions will enable the new DOE personnel to understand each program offices responsibilities and areas of interests, as well as, define the program offices' needs and requirements for each DOE personnel posted overseas.

Audience: All DOE personnel prior to their overseas assignment. Foreign Service Officers en-route to their first political or economic assignments abroad are welcomed to attend.

Schedule: Five days

Minimum/Maximum: 10/50

Tuition: \$0

Emergency Medical Training

Course Code: PT530

This course will provide instruction in emergency medical care.

Note: This is a practical, hands-on course. Please dress in loose, comfortable clothing.

Audience: Newly hired, entry-level Foreign Service personnel.

Prerequisite: None.

Schedule: One-day; 9:00 a.m. to 4:00 p.m.

<u>Dates:</u>	FY11		
<u>Begin</u>	<u>End</u>	<u>Length</u>	<u>Section</u>
10/06/10	10/06/10	1 day	0001
10/06/10	10/06/10	1 day	0002
10/20/10	10/20/10	1 day	0003
10/20/10	10/20/10	1 day	0004
11/03/10	11/03/10	1 day	0005
11/03/10	11/03/10	1 day	0006
11/17/10	11/17/10	1 day	0007
11/17/10	11/17/10	1 day	0008
12/01/10	12/01/10	1 day	0009

12/01/10	12/01/10	1 day	0010
12/15/10	12/15/10	1 day	0011
12/15/10	12/15/10	1 day	0012
12/22/10	12/22/10	1 day	0013
12/22/10	12/22/10	1 day	0014
01/05/11	01/05/11	1 day	0015
01/05/11	01/05/11	1 day	0016
01/26/11	01/26/11	1 day	0017
01/26/11	01/26/11	1 day	0018
02/02/11	02/02/11	1 day	0019
02/02/11	02/02/11	1 day	0020
02/09/11	02/09/11	1 day	0021
02/09/11	02/09/11	1 day	0022
03/02/11	03/02/11	1 day	0023
03/02/11	03/02/11	1 day	0024
03/09/11	03/09/11	1 day	0025
03/09/11	03/09/11	1 day	0026
03/23/11	03/23/11	1 day	0027
03/23/11	03/23/11	1 day	0028
04/06/11	04/06/11	1 day	0029
04/06/11	04/06/11	1 day	0030
04/20/11	04/20/11	1 day	0031
04/20/11	04/20/11	1 day	0032
05/04/11	05/04/11	1 day	0033
05/04/11	05/04/11	1 day	0034
05/18/11	05/18/11	1 day	0035
05/18/11	05/18/11	1 day	0036
06/08/11	06/08/11	1 day	0037
06/08/11	06/08/11	1 day	0038
06/22/11	06/22/11	1 day	0039
06/22/11	06/22/11	1 day	0040
06/29/11	06/29/11	1 day	0041
06/29/11	06/29/11	1 day	0042
07/13/11	07/13/11	1 day	0043
07/13/11	07/13/11	1 day	0044
07/20/11	07/20/11	1 day	0045
07/20/11	07/20/11	1 day	0046
07/27/11	07/27/11	1 day	0047
07/27/11	07/27/11	1 day	0048
08/10/11	08/10/11	1 day	0049
08/10/11	08/10/11	1 day	0050
08/17/11	08/17/11	1 day	0051
08/17/11	08/17/11	1 day	0052
08/24/11	08/24/11	1 day	0053
08/24/11	08/24/11	1 day	0054
08/31/11	08/31/11	1 day	0055
08/31/11	08/31/11	1 day	0056
09/14/11	09/14/11	1 day	0057

09/14/11	09/14/11	1 day	0058
09/21/11	09/21/11	1 day	0059
09/21/11	09/21/11	1 day	0060

Minimum/Maximum: 10/25

Tuition: \$630

***Foreign Affairs Counter Threat (FACT) Course**

Course Code: OT610

The Foreign Affairs Counter Threat Course (FACT) is split into two sections. The first two and one half days of training is conducted at the Diplomatic Security Training Center located at 2216 Gallows Road, Dunn Loring, VA, and the second two and one half days of training is conducted at Summit Point, West Virginia. This requires a two night stay in Winchester, VA, at a specified hotel with transportation provided to and from the training site daily. The FACT course provides participants with the knowledge and skills to better prepare them for living and working in critical and high threat environments overseas. Specifically, participants are familiarized with the practical skills necessary to recognize, avoid, and respond to potential terrorist threat situations. Participants will demonstrate the practical application of techniques taught in the course and will learn how to: conduct surveillance detection; provide emergency medical care; demonstrate improvised explosive device (IED) awareness; participate in firearms familiarization; and perform defensive/counterterrorist driving.

Audience: Newly hired, DOE attaché personnel assigned to Iraq, Afghanistan, Pakistan, Sudan, Yemen and to all personnel and their eligible family members in Mexico (currently Tijuana, Nogales, Ciudad Juarez, Nuevo Laredo, Matamoros, and Monterrey) and other designated high threat environments.

Prerequisite: None.

Schedule: Eight-Days

Tuition: TBD

Introduction to Working in an Embassy

Course Code: PN113 (Online)

This course will introduce employees of U.S. government agencies and their eligible family members to the structure and function of U.S. embassies and consulates overseas. It is designed to assist them in working successfully in a diplomatic environment. Course segments are designed to make participants more productive and effective members of the embassy team by helping them to prepare for their first overseas assignments.

Course Objectives:

- Identify the work of an embassy or consulate
- Explain the role of the Ambassador
- Define protocol and representation
- Highlight cross-cultural issues
- Review administrative support responsibilities

- Explain the importance of working with Foreign Service Nationals
- Provide an overview of Crisis Management
- Define ICASS

Audience: U.S. government employees and their eligible family members who are on a first time overseas assignment.

Schedule: Students have 90 days to complete this ten-hour on-line course.

Online Access: FSI Learn Center logons are e-mailed on the next calendar day, at 7:30 p.m., Washington, D.C. time, after the request is processed.

Tuition: \$75

Introduction to Department of State Agency Culture

Course Code: RS-401 (Online)

The purpose of this course is to educate and inform individuals in the Department of Defense (DOD) and other US Government Agencies on the fundamental workings of the Department of State (DOS) and how it operates within the interagency process. The student will become familiar with the history, organization, functions, and roles and responsibilities of DOS. At the conclusion of the course, the student will understand how the DOS is set up and how it compares to DOD and other agencies in the US Government as well as how it functions within both the interagency process and with DOD.

Audience: U.S. government employees

Schedule: On-line

Online Access: <http://www.state.gov/courses/rs401/>

Tuition: \$0

Serving Abroad for Families and Employees (SAFE) (also known as Security Overseas Seminar)

Course Code: MQ911 (Online)

The Department of Energy and the U.S. Drug Enforcement Administration (DEA) have completed a Memorandum of Agreement, whereby DEA will provide on-line overseas security training to DOE employees and contractors including National Nuclear Security Administration (NNSA). This on-line course will allow employees to complete the necessary training in a more timely fashion, as well as eliminate the travel costs associated with attending the course at the U.S. Department of State's Foreign Service Institute (DOS-FSI).

Serving Abroad for Families and Employees (S.A.F.E.) Training is required for any person traveling on behalf of the United States Government for more than 30 days.

Until now, S.A.F.E. consisted of a two-day onsite course at FSI in Arlington, VA. Now, the requirement can be satisfied online. All employees and family members need to know how to

adapt to a dangerous world. This course brings together security experts to give guidance on personal preparations.

Course Objectives:

- Identify safety and security issues facing employees and family members overseas
- Identify safety and security contingency planning activities
- Learn ways to appropriately utilize safety and security personnel and other resources

Audience: Mandatory for any person traveling on behalf of the United States Government for more than 30 days; highly recommended for spouses. These are adult sessions not designed for children.

Schedule: Students have 30 days to complete this on-line course.

Online Access: Once the request has been received, the employee will be e-mailed directly with a website address, log in, and password. The employee has 30 days to complete the training. If the training is not successfully completed, the password will expire. Passwords will not be regenerated. A new training request will be required, thus training should not be requested unless the proper amount of time can be allocated to successfully completing the training.

Tuition: \$100

- b. Introductory Elective Training. The following table provides elective training that is mission dependent based on the location of the assignment, task assignment, and job performance expectations.

Course #	Course Description	Length	Location	Costs (FY10)
PG137	Coal and Power	5 days	FSI	\$865
Western Area Power Admin EPTC	Overview of Electric Power Systems	3 days	Golden, CO	\$1450
Western Area Power Admin EPTC	Fundamentals of Power Systems Operations	4 days	Golden, CO	\$1950
PE127	Petroleum & Gas Industry	5 days	FSI	\$865
PETEX, Univ. of TX	Petroleum Fundamentals	4.5 days	Houston, TX	\$2050
TBD (No dates currently scheduled)	Understanding Today's Global LNG Business	2 days	Philadelphia, PA	\$990
FPR102710 (TX); FPR062310 (NY)	Fundamentals of Petroleum Refining a Non-Technical Introduction	2 days	Houston, TX; New York, NY	\$1530

TBD	Foreign Language Training	17 weeks	Washington Language Institute	\$TBD
L_200	Familiarization and Short-Term Language Studies Course Code	7-8 weeks	FSI	\$1070/wk
PE125	Commercial Tradecraft	5 days	FSI	\$865
PP203	Arms Control and Nonproliferation	5 days	FSI	\$1020
PP222	Combating WMD Terrorism	2 days	FSI	TBD
	Weapons Qualification Training Defensive Handgun	3 days	Crucible, Inc. Fredericksburg, VA	\$1100
	Tactical Carbine	3 days		\$1100
	Tactical Handgun & Assault Rifle	5 days		\$2000
	Vehicle Defense	1 day	Crucible, Inc.	\$1800
	Intermediate Vehicle Defense	2 days	Crucible, Inc.	\$2200
	High Risk Environment First Aid	3 days	Crucible, Inc.	\$1500
	Evasive Driving Course	2 days	BSR, Inc.	\$1195
TBD	U.S. Department of Energy Strategic Debriefing Course	3 weeks	DOE	\$0
PP212	Intel & Foreign Policy	3 days	FSI	\$610
PP501	International Negotiations: Art and Skill	5 days	FSI	\$1020
NNS	Nuclear Nonproliferation Seminar	3 days	Wash DC	\$0
PE228	Wash Energy Seminar	2 days	FSI	\$520
PA245	ICASS Executive Seminar	1 day	FSI	\$160
AR2XX	Intensive Regional	2 wks	FSI	\$1300

	Area Studies			
PG140	Political/Economics Tradecraft	3 wks	FSI	\$2,6000
JIMPC	Joint Interagency Multinational Planner's Course	5 days	JFSC	TBD
PD-573	Introduction to Interagency Reconstruction and Stabilization Operations	On-line (5-hours)	S/CRS and FSI	\$75
RS-500	S/CRS: Foundations of Interagency Reconstruction and Stabilization Operations	2 wks	S/CRS and FSI	Funded by S/CRS
N/A	S/CRS : Whole-of-Government Planning for Reconstruction and Stabilization: Level One	3 wks	NDU	Funded by S/CRS
TBD	COCOM 101 - Specific to relevant Geographic Combatant Command	TBD	TBD	TBD
J3OP-US272	Intro to Department of Defense	On-line	Joint Knowledge Online	\$0
OPM	Executive Communication Skills: Leading The Process of Change	1 wk	FEI, Charlottesville, Va	\$4575
OPM	Coaching and Mentoring for Excellence	1 wk	WDMC/Alexandria, Va	\$3750
OPM	Developing High-Performing Teams	1 wk	WDMC	\$3900
OPM	Team Building and Team Leadership	1 wk	WDMC	\$3500
OPM	Science,	2 wks	EMDC/WDMC	\$5035

	Technology, and Public Policy			
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(2) Basic/Introductory Certification Elective Training Course Descriptions

Coal and Power

Course Code: PE137

Offered in cooperation with the U.S. Department of Energy and the Economic Bureau's Office of International Energy Policy, this course is held at DOE's National Energy Technology Laboratory in Pittsburgh, Pennsylvania. The course introduces rapidly emerging technologies in the coal and power generation sectors and discusses how these technologies are increasing efficiency, reducing emissions and driving down costs. Participants analyze the structure of the industry and worldwide power market regulatory reform. Officers become better prepared to represent a wide range of USG commercial, economic, and environmental issues.

Course Objectives:

- Gain working knowledge of technological and industry developments in the U.S. Coal and Power industry
- Gain understanding of market/regulatory structures in the power generating sectors of developing and developed countries
- Gain working knowledge of emerging technologies aimed at achieving cleaner, more efficient power generation, and their applicability in foreign markets

Audience: This is a nomination course. A call for online nominations will be sent out in January 2010. Foreign Service, Civil Service, and Foreign Service Nationals assigned to positions with substantial responsibility for coal and power sector issues in Washington D.C. or at posts with the potential for a considerable U.S. industry presence.

Prerequisite: None.

Schedule: One-day in Washington D.C. metro area; four days offsite in Pittsburgh, Pennsylvania; 9:00 a.m. to 5:00 p.m.

<u>Dates:</u>	FY11		
<u>Begin</u>	<u>End</u>	<u>Length</u>	<u>Section</u>
07/18/11	07/22/11	5 days	0001

Minimum/Maximum: 10/20

Tuition: \$865

Overview of Electric Power Systems

Course Code: Electric Power Training Center (EPTC)

Offered by DOE's Western Area Power Administration, this course presents an overview of electrical power, how the system operates and covers the mystery of electricity (amps, volts, watts, etc.), sources of power generation, power system components, interconnected system operation and control, and issues facing the electrical industry from the industry's perspective.

Course Objectives:

- Provide a basic understanding of electricity and how the nation-wide electrical power system works
- Understand the implications of having an inter-connected nation-wide system
- Incorporate demonstrations of key concepts in the EPTC Miniature Power System

Audience: Anyone needing a high level overview of how electric power is generated, transmitted and distributed on a nation-wide basis.

Prerequisite: None.

Schedule: Three days in Golden, Colorado, 8:00 am to 4:30 pm

<u>Dates:</u>	FY09	
<u>Begin</u>	<u>End</u>	<u>Length</u>
06/08/10	06/10/10	3 days
10/05/10	10/07/10	3 days

Minimum/Maximum: N/A

Tuition: \$1450

Fundamentals of Power Systems Operations

Course Code: Electric Power Training Center (EPTC)

Offered by DOE's Western Area Power Administration, this course is the perfect follow-up to the above Overview of Electric Power Systems course. The course covers electrical equipment (generators, transformers, circuit breakers, transmission lines, etc.), protective relays, interconnected system operations, switching, generators, and grounding. The course also includes touring secure facilities within the Federal Government as related to the security and control of the national electrical power grid.

Course Objectives:

- Provide a thorough understanding of electrical power generation and transmission
- Learn the implications and choices involved in the operation of an inter-connected power system
- Hands-on experience in system operations and dispatching, and utilizing the EPTC's Miniature Power System

Audience: Anyone directly involved with the design, operation or administration of an electric power system, including power marketing and contracting.

Prerequisite: Overview of Electric Power Systems

Schedule: Four days in Golden, Colorado, 12:30 pm to 11:30 am

<u>Dates:</u>	FY10	
<u>Begin</u>	<u>End</u>	<u>Length</u>
06/14/10	06/18/10	4 days
07/26/10	07/30/10	4 days
08/23/10	08/27/10	4 days

Minimum/Maximum: N/A

Tuition: \$1950

Petroleum and Gas Industry

Course Code: PE127

Offered in cooperation with the Petroleum Equipment Suppliers' Association, the U.S. Department of Energy, and the Economic Bureau's Office of International Energy Policy, this course presents an overview of the energy industry from the industry's perspective. It is designed to increase energy-reporting officers' knowledge of the petroleum and gas industry and international issues of concern to U.S. industry executives.

Course Objectives:

- Gain understanding of basic principles of oil geology, exploration, transportation and commercialization
- Working knowledge of U.S. industry and U.S. based multinationals' activities and operations
- Gain understanding of challenges U.S. firms face from offshore operations and overseas investments
- Working knowledge of international oil and petroleum markets and economics

Audience: This is a nomination course. Foreign Service officers assigned to energy policy positions with substantial responsibility for oil and gas issues in Washington D.C. or at posts with the potential for a considerable U.S. industry presence. Open to participants from other agencies.

Prerequisite: None.

Schedule: One-week offsite in Houston, Texas. 9:00 a.m. to 5:00 p.m.

<u>Dates:</u>	FY11		
<u>Begin</u>	<u>End</u>	<u>Length</u>	<u>Section</u>
07/25/11	07/29/11	5 days	0001

Minimum/Maximum: 10/25

Tuition: \$865

Petroleum Fundamentals

Course Code: University of Texas (PETEX)

The course will provide a comprehensive understanding of the petroleum industry. The course covers petroleum industry terminology, equipment usage, and operating procedures from upstream to downstream, and includes a field trip. Participants receive handouts and the following PETEX books; *A Dictionary for the Oil and Gas Industry* (included are the addresses and phone numbers of industry associations and government agencies that have an impact on the industry, a list of common abbreviations, SI units, and a table of metric equivalents), and *Fundamentals of Petroleum* (illustrated, clearly written Manual for the oil and gas industry that comprehensively covers the basics of, and the latest developments, in the petroleum industry).

Course Objectives:

- Petroleum geology and exploration
- Aspects of leasing
- Drilling operations
- Well control
- Production
- Transport of petroleum—offshore and onshore
- Refining and processing
- Macro-economic outlook for the upstream oil and gas business

Audience: Professionals who need a comprehensive understanding and fundamental overview of the petroleum industry.

Prerequisites: None

Schedule: 4.5 days, Houston, and Odessa Texas

<u>Dates:</u>	FY10	
<u>Begin</u>	<u>End</u>	<u>Length</u>
03/08/10	03/12/10	4.5
04/12/10	04/16/10	4.5
06/14/10	06/18/10	4.5
11/8/10	11/12/10	4.5
FY11		
03/07/11	03/11/11	4.5
04/11/11	04/15/11	4.5
05/23/11	05/27/11	4.5
11/07/11	11/11/11	4.5

Minimum/Maximum: N/A

Tuition: \$2050

Understanding Today's Global LNG Business

Course Code: TBD

The course is designed for those with limited knowledge of the liquid natural gas (LNG) industry. Details include the increasingly important role of LNG in the natural gas marketplace, the LNG supply chain, issues with regulation, safety and security, the dynamics of the global LNG marketplace, the financials that make LNG viable, and a look at the future of the industry.

Course Objectives:

This course will provide the student with a solid understanding of the dynamics of the LNG marketplace and how LNG will impact the broader North American gas market. After attending this course, you will understand the ins and outs of:

- The impacts of LNG on North American gas markets
- The physical supply chain for LNG
- Environmental issues
- Safety and security issues
- Market participants in the delivery chain
- How business transactions are performed
- The economics of LNG supply
- The steps involved in developing an LNG project
- Global LNG market dynamics
- The future of LNG

Audience: North American natural gas industry professionals who need to understand the role of LNG in gas markets, gas or electric industry employees whose companies are now (or may become) involved in LNG. Individuals providing services or sales to companies involved in LNG, regulatory or governmental employees and industry professionals who need an understanding of LNG to understand future gas markets better.

Prerequisites: None

Schedule: No Dates Currently Scheduled

Dates: FY10

Minimum/Maximum:

Tuition: \$

Fundamentals of Petroleum Refining - a Non-Technical Introduction

Course Code: FPR1016 (Houston, TX); FPR1211 (New York, NY)

The course is designed to introduce non-technical oil industry members to the field of petroleum refining. Learn how a refinery works and how refinery operations affect global oil and product prices.

Course Objectives:

This course will provide the student with a solid understanding of the dynamics of petroleum refining, to include:

- Fundamentals of crude oil
- Petroleum chemistry made easy
- The three stages of refining
- Atmospheric and vacuum distillation
- Cracking processes; Catalytic cracking/Thermal cracking
- Coking, Hydrocracking

Course Objectives: (continued)

- Catalytic reforming
- Gas plants
- Isomerization, Alkylation
- Hydrotreating
- Blending for finished products
- Gasolines, Distillates, Residuals
- Refinery economics terms

Audience: Anyone who needs to understand how this cornerstone of the petroleum industry works. New members of the industry will be given a great introduction to the industry. Marketing personnel will grasp the intricacies of how the products they market come to exist. Those from the service side of the industry (brokerage, software, consulting) will get a first-hand view of the most fundamental aspect of the oil industry.

Pre-classroom study: As part of a blended learning package, this workshop has a specific web-based course, which is recommended as pre-classroom study. Upon registering for the workshop delegates will receive details of how to access the web-based course. Access to the web-based course is included in the price of the classroom course. To optimize your classroom experience, it is recommended you take the appropriate online study as close to the classroom date as possible. The recommended pre-classroom study for this workshop is PrincetonLive.com's Petroleum Refining Made Easy.

Schedule: Two days, In New York, and two days in Houston TX
<http://secure.oxi.net/oxfordprinceton/portfolioaction.asp?code=%23FPR2310>

<u>Dates:</u>	FY10	
<u>Begin</u>	<u>End</u>	<u>Length</u>
06/23/10	06/24/10	2 (NY)
10/27/10	10/28/10	2 (TX)

Tuition: \$1530

Washington Language Institute

Course Code: TBD

A fast paced, immersion language course designed for beginners with a training opportunity of approximately four months, 17 weeks. Training is full-time and intensive.

Course Objectives:

- Express needs and obtain services
- Get information and deal with emergencies
- Cope with native speakers
- Engage in everyday social conversation
- Use the telephone

Audience: Employees of U.S. government agencies of all ranks involved in the conduct of foreign affairs with a job, career or mission related need for training who are assigned by their agencies for short-term language studies in preparation for an overseas assignment. Spouses/dependents may attend if space is available.

Schedule: Courses are of 17 weeks in duration. Training is full-time, generally between the hours of 7:30 a.m. and 6:00 p.m., Monday through Friday.

Tuition: \$TBD (per student for an individual enrollment)

Familiarization and Short-Term Language (FAST) Studies

Course Code: L 200

FAST courses are designed for beginners with a training opportunity of two months or less. As such, *FAST* courses are appropriate for Executive Branch employees of all ranks and assignments, as well as for family members. Training is full-time and intensive. Lessons are derived from situations likely to be encountered overseas in a particular locale. *FAST* training is preparation for getting things done despite linguistic disadvantages, by making use of essential language and cultural knowledge.

Course Objectives:

- Express needs and obtain services
- Get information and deal with emergencies
- Cope with native speakers
- Engage in everyday social conversation
- Use the telephone

Audience: Employees of U.S. government agencies of all ranks involved in the conduct of foreign affairs with a job, career or mission related need for training who are assigned by their agencies for short-term language studies in preparation for an overseas assignment. This course is for beginners or near beginners only. Accompanying eligible family members 18 years or older may be admitted on a space available basis.

Exam

Requirement: Because *FAST* courses are very brief, the aim is situational readiness, rather than an S/R rating, end-of-training proficiency tests are voluntary.

Schedule: Courses are seven or eight-week duration. They begin on the start dates shown in the schedule. Training is full-time, generally between the hours of 7:30 a.m. and 6:00 p.m., Monday through Friday.

Tuition: \$1,070 (Per student-week for an individual enrollment. Multiple enrollments, two or more students from the same agency enrolled on the same date in the same language at the same level, are charged at a reduced rate of \$690 per student, per week. The multiple enrollment rates remains in effect as long as two or more students are registered from the same agency for the same language at the same level. If for any reason the student registration is reduced to one student, the individual enrollment rate will go into effect. Cost of the voluntary proficiency test is not included in the tuition rate)

1. French, Portuguese and Spanish FAST

<u>Dates:</u>	FY11		
<u>Begin</u>	<u>End</u>	<u>Length</u>	<u>Section</u>
11/01/10	12/17/10	7 weeks	0001
01/03/11	02/25/11	8 weeks	0002
02/22/11	04/15/11	8 weeks	0003
04/18/11	06/10/11	8 weeks	0004
07/05/11	08/26/11	8 weeks	0005
09/06/11	10/28/11	8 weeks	0006
FY12			
10/31/11	12/16/11	7 weeks	0001
01/03/12	02/24/12	8 weeks	0002
02/27/12	04/20/12	8 weeks	0003
04/23/12	06/15/12	8 weeks	0004
07/02/12	08/24/12	8 weeks	0005
09/04/12	10/26/12	8 weeks	0006

Classes are not held on federal holidays

2. Russian and German FAST

<u>Dates:</u>	FY11		
<u>Begin</u>	<u>End</u>	<u>Length</u>	<u>Section</u>
11/01/10	12/17/10	7 weeks	0001
02/22/11	04/15/11	8 weeks	0002
07/11/11	08/26/11	7 weeks	0003
09/06/11	10/28/11	8 weeks	0004
FY12			
10/31/11	12/16/11	7 weeks	0001
02/27/12	04/20/12	8 weeks	0002
07/16/12	08/31/12	7 weeks	0003

09/04/12 10/26/12 8 weeks 0004
Classes are not held on federal holidays

3. All Other Languages FAST

<u>Dates:</u>		FY11	
<u>Begin</u>	<u>End</u>	<u>Length</u>	<u>Section</u>
02/22/11	04/15/11	8 weeks	0001
07/11/11	08/26/11	7 weeks	0002
09/06/11	10/28/11	8 weeks	0003
<u>Dates:</u>		FY12	
02/27/12	04/20/12	8 weeks	0001
07/16/12	08/31/12	7 weeks	0002
09/04/12	10/26/12	8 weeks	0003

Classes are not held on federal holidays

Commercial Tradecraft

Course Code: PE125

This course prepares Foreign Service Officers to be responsive and effective in providing assistance to U.S. businesses seeking advice, information and support in the pursuit of trade and investment opportunities abroad. Through discussions and case studies led by successful private-sector exporters and experienced USG commercial diplomacy specialists, participants learn how to set up and manage effective trade promotion programs and assist U.S. firms in seeking market access, developing markets, and participating in major projects. Instructors place special emphasis on the challenges and opportunities at embassies and consulates where there is no Department of Commerce presence.

Course Objectives:

- Gain working knowledge of U.S. Commerce Department's structured programs for assisting U.S. businesses overseas
- Strong grasp of U.S. laws governing corrupt business practices overseas
- Gain solid awareness of guidelines for commercial advocacy
- Identify USG agencies involved in supporting U.S. businesses overseas and their respective roles

Audience: Economic officers, political officers, principal officers at small consulates and for others assigned to positions that include responsibilities for assisting U.S. businesses.

Prerequisite: Usually taken in conjunction with *PG140 Political/Economic Tradecraft*

Schedule: Five days; 9:00 a.m. to 4:30 p.m.

<u>Dates:</u>		FY11	
<u>Begin</u>	<u>End</u>	<u>Length</u>	<u>Section</u>
02/28/11	03/04/11	5 days	0001
06/20/11	06/24/11	5 days	0002

07/25/11 07/29/11 5 days 0003

Minimum/Maximum: 10/25

Tuition: \$865

Arms Control and Nonproliferation

Course Code: PP203

Sessions on contemporary arms control, nonproliferation and verification issues provide an authoritative, condensed and practical overview of this dynamic policy area. The workshop discusses current negotiations on these topics and pressing regional threats. Presentations by experts, in and outside the government review recent developments and link them to historical approaches to national security policies.

Course Objectives:

- How arms control and nonproliferation fit into current national security policy
- Contemporary implementation and verification issues
- Emerging policy priorities
- NGO perspectives
- Major multilateral arms control and nonproliferation fora and issues
- Current weapons of mass destruction threats

Audience: U.S. government employees at the FS-04-01/GS-09-15 level or higher or military equivalent.

Clearance: SECRET. Clearance must be indicated on training form.

Schedule: Five days; 9:00 a.m. to 4:15 p.m.

<u>Dates:</u>	FY11		
<u>Begin</u>	<u>End</u>	<u>Length</u>	<u>Section</u>
02/14/11	02/18/11	5 days	0001

Minimum/Maximum: 15/30

Tuition: \$1020

Combating Weapons of Mass Destruction Terrorism (WMD)

Course Code: PP222

This course will provide both Department of State foreign and civil service and interagency personnel with a strong base of knowledge in U.S. strategy, initiatives, and programs designed to combat the nexus of terrorism and weapons of mass destruction. Recent national strategies in this area (e.g., National Strategy to Combat Weapons of Mass Destruction, National Strategy to Combat Terrorism, and Biodefense for the 21st Century) and policy initiatives, such as the Global Initiative to Combat Nuclear Terrorism will be emphasized. The importance of interagency (IA) cooperation and coordination will also be highlighted, and senior representatives from other departments will be invited to lead individual sessions to provide a better understanding of their combating WMD terrorism-related programs and initiatives.

WMD-terrorism related detection, interdiction, emergency response, consequence management, or attribution exercises will be incorporated into the instruction to provide participants with an understanding of the kinds of responsibilities that USG personnel – both abroad and in Washington – could be called on to accomplish.

Course Objectives:

- Provide an overview of the nature of the threat of terrorism involving chemical, biological, radiological and nuclear weapons
- Explain U.S. policies and priorities in addressing the issue
- Demonstrate the IA coordination process to combat WMD terrorism

Audience: Department of State employees who address international and regional security, counterterrorism, and combating weapons of mass destruction (counter proliferation, nonproliferation, or consequence management). The course will be open to interagency participants addressing the same issue area.

Clearance: SECRET. Clearance must be indicated on training form.

Schedule: TBD

<u>Dates:</u>	FY11		
<u>Begin</u>	<u>End</u>	<u>Length</u>	<u>Section</u>
TBD			

Minimum/Maximum: TBD

Tuition: TBD

Weapons Qualification Training

Defensive Handgun - (3 days)

This course is designed to develop the skills necessary to carry and effectively employ a concealed handgun in a hostile operational environment. It covers the full training spectrum from basic marksmanship and weapons manipulation through advanced shooting skills including barricade shooting, low-light shooting and weak-hand shooting and manipulation. Information is included on the physiological and psychological effects of startle, fear and imminent danger, equipment considerations, 'profiling', application of the force continuum, and addresses what

ramifications the loss of jurisdiction, authority, and control has on the shooter's decision-making process.

Tuition: \$1100.00

Tactical Carbine - (3 days)

This course is designed to develop fundamental marksmanship skills as well as tactical skills. The course covers the spectrum from basic marksmanship and weapons manipulation through advanced shooting to include barricade and vehicle shooting. Information is included on the physiological and psychological effects of startle, fear, and imminent danger.

Tuition: \$1100.00

Tactical Handgun & Assault Rifle Course - (5 days)

This course is designed to develop the skills necessary to carry and effectively employ a handgun & assault rifle in a hostile operational environment. It covers the full training spectrum from weapons “zero”, basic marksmanship and weapons manipulation through advanced shooting skills including barricade shooting, low-light shooting and weak-hand shooting. We include information on the physiological and psychological effects of startle, fear and imminent danger. Will also cover application of the force continuum, and address what ramifications the loss of jurisdiction, authority, and control has on the shooter’s decision-making process. At the conclusion of the course the students can be taken through the client’s qualification course of fire or The Crucible’s.

Tuition: \$2000.00

Vehicle Defense - (1 day)

This course incorporates multi-media lectures, practical exercises and realistic attack scenarios that focus on vehicle dynamics, individual vehicle safety and control in a hostile contact situation, and attack recognition and alertness to one's environment. Students will learn to identify 'pre-incident indicators' that may signal an attack and immediate action techniques to break contact. Training is conducted in Sport Utility Vehicles in order to replicate the real world vehicle types and dynamics common to high risk environments.

Tuition: \$1800.00

Intermediate Vehicle Defense - (2 day)

Designed as a course for those looking for a deeper skill set than the Vehicle Defense course offers, or as a follow on course for those students who have attended our Vehicle Defense course. Our Intermediate Vehicle Defense covers a wide range of techniques for the High Risk Environment driver, covers those skills taught in the Vehicle Defense course, and goes further by incorporating high performance driving, street line driving, precision interdiction, barricade breaching techniques and curb crossing techniques. Training is conducted in Sport Utility Vehicles in order to replicate the real world vehicle types and dynamics common to high risk environments.

Tuition: \$2200.00

Anti-Terrorist Driver Training - (2 day)

The two-day Evasive Driving Course focuses strictly on the skills necessary to evade a terrorist or criminal attack while operating an automobile. Ideal for security professionals who already have surveillance detection training or individuals who want to protect themselves from random criminal attacks (carjackings). Vehicle: Sedan.

Tuition: \$1195.00

Department of Energy Strategic Debriefing Course

Course Code: TBD

This course will provide instruction on the intelligence community: collection, writing contact reports, elicitation training, collection management, overt and clandestine reporting, writing intelligence reports, source validation, working with foreign officials, writing a CI report, introduction to foreign counterintelligence, denial and deception training, introduction to targeting and principles and methods of targeting, information security and awareness (computers/cell phones/home phones/work phones/etc.), and human resource acquisition.

Course Objectives:

- How information is collected, analyzed and processed
- Outline foreign counterintelligence activities
- Intelligence reporting processes and writing reports
- Collection management requirements

Audience: DOE attaché personnel assigned to embassy positions.

Dates: FY10/FY11

TBD

Length: Three weeks

Minimum/Maximum: TBD

Tuition: TBD

High Risk Environment First Aid

Course Code: Crucible, Inc.

High threat and overseas locations require an approach to medical and trauma patients that varies from traditional treatment modalities. Throughout the three-day course instructors provide current knowledge in a high-risk trauma care situation based on real experience. Instructors present a broad range of medical emergencies with theater specific information provided. Students will explore the foundational aspects of first aid and CPR through scenario based practical application, increasing knowledge and skill retention. Scenarios provide the student with the opportunity to relate current threat information to the application of first aid in high threat and overseas environments. The use of Simulation and role play with Moulage will provide real patient experience. At the completion of this course students will be nationally certified in CPR, AED and First Aid.

Audience: Newly hired, DOE attaché personnel assigned to high threat environment.

Prerequisite: None.

Schedule: Three Days

Tuition: \$1500.00

Intelligence and Foreign Policy

Course Code: PP212

This course explores the role of the intelligence process in the formulation of U.S. foreign policy by examining the collection and analysis of information, the use of intelligence by policymakers and the oversight of intelligence activities by Congress. The primary focus is on how the Department of State, including overseas posts, uses such intelligence, and includes the role of the Office of the Director of National Intelligence, Central Intelligence Agency, Defense Intelligence Agency, National Security Agency, the Bureau of Intelligence and Research and other intelligence organizations in the process.

Course Objectives:

- The differing interagency perspectives of the intelligence community institutions
- How information is collected, analyzed and processed for policy makers
- Congressional oversight of intelligence activities
- The relationship between intelligence and the policy process at senior levels
- Current issues concerning evolution of the intelligence process

Audience: U.S. government employees at the FS-04-01/GS-09-15 level or higher or military equivalent.

Clearance: SECRET. Clearance must be indicated on training form.

Schedule: Three days; 9:00 a.m. to 4:00 p.m.

<u>Dates:</u>	FY11		
<u>Begin</u>	<u>End</u>	<u>Length</u>	<u>Section</u>
12/08/10	12/10/10	3 days	0001
04/13/11	04/15/11	3 days	0002

Minimum/Maximum: 15/30

Tuition: \$610

International Negotiation: Art and Skills

Course Code: PP501

The course focus is international negotiations. Students are provided an in-depth opportunity to increase their proficiency in negotiations at the interagency and international levels. An “interest-based” and “cross cultural” approach for understanding the dynamics of the negotiation process is stressed. Through simulation exercises, students practice foreign policy related negotiating skills required in interagency and international settings.

Course Objectives:

- Work with a core model of negotiation
- Appreciate the dynamics of the relationships between and within delegations and between delegations and those that sent them to the negotiating table
- Communicate more effectively across cultures, with different “thinking styles” and with team members
- Persuade and practice active listening
- Systematically prepare for a negotiation and recognize the critical phases of the process
- Practice skills in a variety of role-play and interactive exercises

Audience: U.S. government employees at the FS-04-01/GS-09-15 level or, or military equivalent. Senior officials are also welcome.

Schedule: Five days; 9:00 a.m. to 4:15 p.m.

<u>Dates:</u>	FY11		
<u>Begin</u>	<u>End</u>	<u>Length</u>	<u>Section</u>
12/06/10	12/10/10	5 days	0001
03/07/11	03/11/11	5 days	0002
05/16/11	05/20/11	5 days	0003
06/13/11	06/17/11	5 days	0004
09/19/11	09/23/11	5 days	0005

Minimum/Maximum: 16/24

Tuition: \$1020

Washington Energy Seminar

Course Code: PE228

The Washington Energy Seminar covers the fundamentals of energy, fuels and energy markets, as well as energy policy challenges and an overview of U.S. international energy policy. The course is split into several modules, each covering a discreet aspect of energy or energy policy.

Course Objectives

- Understand the fundamental operational aspects of energy production and distribution
- Grasp the relative policy, economic and cost tradeoffs between various fuels, including fossil fuels and renewable energy
- Understand major American energy companies, where they principally operate internationally; what their primary challenges are, and why they look to the Department of State
- Discuss how energy is priced in the markets and the forces behind the currently high energy prices
- Explain the long-term trends in energy production and usage and the policy challenges inherent in these trends
- Understand what energy security means and how it is achieved
- Articulate the principle components of U.S. international energy policy, both globally and regionally
- Understand the principle initiatives the U.S. is using to implement that policy, as well as the principle challenges to implementation
- Understand the connection between energy policy and climate change

Audience: Foreign Service Officers, Civil Service, Department of Energy and other USG employees who have primary or secondary responsibility for reporting or engaging with foreign governments on international energy issues.

Prerequisite: None.

Schedule: Three days; 9:00 a.m. to 4:00 p.m.

<u>Dates:</u>	FY11		
<u>Begin</u>	<u>End</u>	<u>Length</u>	<u>Section</u>
03/07/11	03/09/11	3 days	0001
07/06/10	07/08/10	3 days	0002

Minimum/Maximum: 10/25

Tuition: \$520

ICASS Executive Seminar

Course Code: PA245

During this overview, through lectures and group discussions, participants learn about International Cooperative Administrative Support Services (ICASS). ICASS is a cost distribution system embassies use to manage and charge for administrative support services shared among U.S. government agencies at Foreign Service posts abroad.

Course Objectives:

- Understand the basic principles and goals of ICASS
- Learn the roles and responsibilities of the ICASS participants domestically and at posts abroad
- Understand how an ICASS invoice is developed
- Learn how to read and analyze agency invoices and ICASS financial reports

Audience: U.S. government personnel assigned to management positions that require a general understanding of ICASS goals and objectives.

Prerequisite: English at the 4/4 level.

Schedule: One-day; 9:00 a.m. to 4:00 p.m.

<u>Dates:</u>	FY11		
<u>Begin</u>	<u>End</u>	<u>Length</u>	<u>Section</u>
12/09/10	12/09/10	1 day	0001
04/11/11	04/11/11	1 day	0002
07/11/11	07/11/11	1 day	0003

Minimum/Maximum: 6/24

Tuition: \$160

Intensive Regional Area Studies

Course Code: AR2XX, AR1XX

These seminars are organized and led by FSI area specialists, who also bring in expert lecturers from universities, government, and private organizations. The courses combine lectures, discussions, gaming and other participatory activities, field trips and written and audio-visual materials in order to highlight the key historical, political, economic and socio-cultural themes of each region. American policy interests, such as economic competitiveness, security issues, democratization, environmental concerns, and other major initiatives, are analyzed within each regional context. In addition, the courses are responsive to the individual and pragmatic needs of persons departing directly for overseas posts. Some of these courses also include modules that are shorter in duration and focus on a specific country or sub regional issues. These modules are, in general, one-or-two-days that are set aside to address a specific region or organization. Participants may register for the module portion only. Please see schedule for more information.

Audience: U.S. government employees. Accompanying eligible family members who are 18 years or older are admitted on a space available basis.

Schedule: The Intensive Regional Area Studies Seminars may meet between the hours of 8:30 a.m. and 4:30 p.m., Monday through Friday. The exact hours of individual courses vary. On the first day of class, additional time is required for students to process through security. Students are requested to arrive at FSI by 8:00 a.m. to ensure they will arrive at class on time.

Dates: The dates for the Intensive Regional Area Studies seminars are listed under each course.

Minimum/Maximum: 10/35

Note: Some courses are offered only on an “as needed” basis so applicants should call the Area Studies Division at 703-302-6859, to confirm their enrollment. In some cases, if enrollment minimums are not met, tutorials may be offered.

Tuition:

One-day module: \$130

Two-day module: \$260

Three-day seminar: \$390

Five-day seminar: \$650

Ten-day seminar: \$1,300

Note: Persons registered for the five and ten-day seminars will not be charged extra for the Modules.

Asia

China

Course Code: AR250

Scope: China, People’s Republic of, and Taiwan.

Dates: FY11

<u>Begin</u>	<u>End</u>	<u>Length</u>	<u>Section</u>
10/18/10	10/29/10	2 weeks	0001
05/02/11	05/13/11	2 weeks	0002

East Asia

Course Code: AR220

Scope: China, People’s Republic of; Japan; Korea; Mongolia and Taiwan.

Dates: FY11

<u>Begin</u>	<u>End</u>	<u>Length</u>	<u>Section</u>
02/07/11	02/18/11	2 weeks	0001
06/13/11	06/24/11	2 weeks	0002
09/06/11	09/16/11	9 days*	0003

**Classes are not held on federal holidays.*

South Asia

Course Code: AR260

Scope: Afghanistan; Bangladesh; India; Nepal; Pakistan and Sri Lanka.

<u>Dates:</u>	FY11		
<u>Begin</u>	<u>End</u>	<u>Length</u>	<u>Section</u>
10/18/10	10/29/10	2 weeks	0001
02/07/11	02/18/11	2 weeks	0002
05/02/11	05/13/11	2 weeks	0003
06/13/11	06/24/11	2 weeks	0004
09/06/11	09/16/11	9 days*	0005

**Classes are not held on federal holidays.*

Southeast Asia

Course Code: AR270

Scope: Australia; Burma (Myanmar); Cambodia (Kampuchea); Fiji; Indonesia; Laos; Malaysia; New Zealand; Papua New Guinea; Philippines; Singapore; Thailand and Vietnam.

<u>Dates:</u>	FY11		
<u>Begin</u>	<u>End</u>	<u>Length</u>	<u>Section</u>
10/18/10	10/29/10	2 weeks	0001
02/07/11	02/18/11	2 weeks	0002
05/02/11	05/13/11	2 weeks	0003
06/13/11	06/24/11	2 weeks	0004
09/06/11	09/16/11	9 days*	0005

**Classes are not held on federal holidays.*

EUROPE

Balkans

Course Code: AR293

Scope: Balkans history; Ottoman legacies; dissolution of Yugoslavia, current situation and policy options; Albania and the ethnic Albanians in the region and public opinion polling in the region. (This course is a module in the two-week *AR291 Europe Intensive Regional Area Studies* course, page 55.)

<u>Dates:</u>	FY11		
<u>Begin</u>	<u>End</u>	<u>Length</u>	<u>Section</u>
10/21/10	10/22/10	2 days	0001
02/10/11	02/11/11	2 days	0002
05/05/11	05/06/11	2 days	0003
06/16/11	06/17/11	2 days	0004
09/08/11	09/09/11	2 days	0005

Schedule of Courses

55 Area Studies/*Intensive Regional Area Studies*

Europe

Course Code: AR291

Course modules include:

AR292 European Union Module, 2 days

AR293 Balkans Module, 2 days

<u>Dates:</u>		FY11	
<u>Begin</u>	<u>End</u>	<u>Length</u>	<u>Section</u>
10/18/10	10/29/10	2 weeks	0001
02/07/11	02/18/11	2 weeks	0002
05/02/11	05/13/11	2 weeks	0003
06/13/11	06/24/11	2 weeks	0004
09/06/11	09/16/11	9 days*	0005

*Classes are not held on federal holidays.

Scope: Albania; Austria; Belgium; Bosnia/Herzegovina; Bulgaria; Croatia; Cyprus; Czech Republic; Denmark; Estonia; Finland; France; Germany; Greece; Hungary; Iceland; Ireland; Italy; Kosovo; Latvia; Lithuania; Luxembourg; Macedonia; Malta; Moldova; Montenegro; Netherlands; Norway; Poland; Portugal; Romania; Serbia-Montenegro; Slovakia; Slovenia; Spain; Sweden; Switzerland; United Kingdom; and The Vatican.

European Union

Course Code: AR192

Scope: This one-week course examines EU history, institutions, policies, and U.S.-EU relations. Member-States: Austria; Belgium; Cyprus; Czech Republic; Denmark; Estonia; Finland; France; Germany; Greece; Hungary; Ireland; Italy; Latvia; Lithuania; Luxembourg; Malta; Netherlands; Poland; Portugal; Slovakia; Slovenia; Spain; Sweden and the United Kingdom. Aspirants: Albania; Bosnia-Herzegovina; Bulgaria; Croatia; Macedonia; Romania; Serbia and Montenegro; and Turkey.

<u>Dates:</u>		FY11	
<u>Begin</u>	<u>End</u>	<u>Length</u>	<u>Section</u>
05/23/11	05/27/11	5 days	0001
07/25/11	07/29/11	5 days	0002

European Union Module

Course Code: AR292

Scope: History of European integration; EU institutions and policy process; EU policies—economic, justice and home affairs, foreign and security policy; enlargement and U.S.-EU relations. (This course is a module in the two-week *AR291 Europe Intensive Regional Area Studies* course)

<u>Dates:</u>		FY11	
<u>Begin</u>	<u>End</u>	<u>Length</u>	<u>Section</u>
10/25/10	10/26/10	2 days	0001
02/14/11	02/15/11	2 days	0002

05/09/11	05/10/11	2 days	0003
06/20/11	06/21/11	2 days	0004
09/12/11	09/13/11	2 days	0005

France

Course Code: AR150

Scope: This course aims at preparing FSO's and other U.S. government personnel with postings to France with essential orientation to the history, culture, society, governing institutions, European connections, and international outlook of the French.

<u>Dates:</u>	FY11		
<u>Begin</u>	<u>End</u>	<u>Length</u>	<u>Section</u>
07/11/11	07/13/11	3 days	0001

Political/Economic Tradecraft

Course Code: PG140

Designed to prepare officers for their first assignment to a political or economic section, this course emphasizes development of core skills, basic knowledge (especially economics), and professional attitude. Course coordinators utilize a combination of lectures, individual assignments, interactive exercises, case studies, and discussions.

Course Objectives:

- Advocating and advancing U.S. policy goals as part of the strategic planning process and regular outreach activities
- Understanding and applying concepts of Transformational Diplomacy
- Working effectively across USG entities and the U.S. Embassy country team
- Reporting an analysis of political, economic and commercial trends
- Integrating economic and political issues
- Briefing senior officials, public speaking, note taking, contact work and delivering demarches
- Drafting cables and preparing mandatory political/economic reports
- Understanding and analyzing data and its relevance to economic and political events
- Understanding the current context of global issues such as terrorism, human rights, U.S. foreign assistance, climate change, democratization, Governance, U.S. military culture, pro-poor economic growth, economic competitiveness, and transnational trafficking.

Audience: Foreign Service officers en route to their first political or economic assignments abroad.

Schedule: Three weeks; 9:00 a.m. to 4:00 p.m.

<u>Dates:</u>	FY11		
<u>Begin</u>	<u>End</u>	<u>Length</u>	<u>Section</u>
10/18/10	11/05/10	3 weeks	0001
12/06/10	12/17/10	2 weeks**	0002
02/07/11	02/25/11	3 weeks*	0003
03/21/11	04/08/11	3 weeks	0004

05/02/11	05/20/11	3 weeks	0005
06/13/11	07/01/11	3 weeks	0006
07/05/11	07/22/11	3 weeks*	0007
07/25/11	08/12/11	3 weeks	0008
08/15/11	09/02/11	3 weeks	0009
09/06/11	09/23/11	3 weeks*	0010

**Classes are not held on federal holidays.*

Minimum/Maximum: 15/30

Tuition: \$2,600

Joint Interagency Multinational Planner's Course

Course Code: JIMPC

A Joint Forces Staff College course, the Joint Interagency Multinational Planner's Course (JIMPC) is a specialized short course addressing the dynamic challenges confronting mid-grade civilian and military planner's who conduct interagency coordination for complex contingencies overseas. The five day long course educates officers in the transforming organizations and processes that are being developed to improve a whole-of-government comprehensive approach to solving complex contingencies. This course educates officers in the latest developments in interagency coordination and serves as a forum for an exchange of best practices.

Course Objectives:

- The course initially frames the strategic environment that faces this nation and our allies as we transform organizations and processes to more effectively answer the challenges of current defense planning scenarios. The seminar will examine the Ends, Ways and Means of present strategy by laying a basic understanding of national security policy and the family of national strategies, which frame our planning efforts. Next, the course focuses on the various players and their respective agencies in this complex environment followed by an examination of the various planning processes that are used to implement numerous elements of national power. The foregoing lays the foundation for participants to interact in a final planning simulation that will be reviewed by a senior mentor.
- JIMPC is conducted in a dynamic seminar environment, using informal lectures, guided discussions, guest presentations by subject matter experts as well as case studies to examine the adaptive planning processes as they pertain to Interagency issues and operations. This provides a common framework and a shared understanding on how best to implement the various instruments of power in answering strategic challenges. The capstone of the course is a computer-assisted exercise, COHERENT KLUGE that enables participants the opportunity to work within a model, which simulates a Joint Inter-Agency Coordination Group (JIACG) as it advises the unified commander.

Audience: The Joint, Interagency, and Multinational Planner's Course (JIMPC) is a five day, 34 hour, course for government personnel (military and civilian) along with international partners at the O4-O6 level (or civilian equivalent) to engage in a 30 person seminar to enhance planning skills necessary to be more fully enabled planners for a unified commander in answering the challenges of complex contingencies and effective campaign planning.

Schedule: Five days; 8:00 a.m. to 5:00 p.m.

Dates: FY10

<u>Begin</u>	<u>End</u>	<u>Length</u>	<u>Section</u>
06/21/10	06/25/10	5 days	10-2
09/13/10	09/17/10	5 days	10-3
12/06/10	12/10/10	5 days	10-4

Minimum/Maximum: 15/30

Tuition: \$TBD

S/CRS – Introduction to Interagency Reconstruction and Stabilization Operations

Course Code: PD-573

This online course, provided through S/CRS and FSI, is a pre-requisite for RS500 - Foundations of Interagency Reconstruction & Stabilization Operations. It provides an introduction to Reconstruction & Stabilization (R&S) operations by familiarizing participants with the mission of the State Department's Office of the Coordinator for Reconstruction & Stabilization, key terminology, R&S authorities and principles, the Interagency Management System, and tools and frameworks related to USG R&S operation implementation. Currently this course is offered only as a prerequisite for those registered for the RS500 classroom training (below). Check back soon for information on taking this course as a stand-alone.

Course Objectives:

This online course is designed to educate students on the history, rationale, and the overall mission and goals that support programs designed to improve U.S. government involvement in failing states. It will familiarize students with the directives authorizing and underlying whole-of-government efforts to stabilize and reconstruct those states. It will discuss the methods by which interagency partners will effect a Reconstruction and Stabilization deployment. It will also focus on personnel requirements as well as the tools and other tangible items needed to accomplish a successful mission.

Audience: Civilian Response Corps members, other civilian and military interagency members of the USG Reconstruction and Stabilization community, and allied partners.

Schedule: Online

Online Access: <http://www.crs.state.gov/index.cfm?fuseaction=public.display&shortcut=CDT8>

Minimum/Maximum: N/A

Tuition: \$75

S/CRS –Foundations of Interagency Reconstruction and Stabilization Operations

Course Code: RS-500

This two-week classroom-based course, provided through S/CRS and FSI, builds off the pre-requisite online course, [PD-573 Introduction to Interagency Reconstruction and Stabilization Operations](#), to further familiarize participants with R&S operations; including the different types of operating environments, people, and organizations that Corps members are likely to encounter in the field. Participants will expand their understanding of R&S tools, frameworks, and concepts through readings, discussion, simulations, and exercises.

Course Objectives:

- This is an introduction to the process of Reconstruction and Stabilization for the benefit of U. S. government civilian and military employees, as well as certain staff from key International partners.
- This course is directed primarily to the U.S. Government’s Civilian Response Corps, particularly its Active and Standby Components. Participants may also include other USG employees and some key staff from U.S. and International partner organizations who work in reconstruction and stabilization operations.
- This class is designed to equip students with basic knowledge and skills in order to better serve as members of the Civilian Response Corps. Students will gain knowledge of key institutions and frameworks, and learn techniques on how to build more effective partnerships among USG civilian departments and agencies, as well as with partners abroad. Students will also learn how to accomplish the Corps’ main goal, which is to support USG and International efforts aimed at assisting countries that are emerging from conflict and attempting to transition to a stable and self-sustaining existence. Course is combination of classroom and exercise/game element.

Audience: Civilian Response Corps members, other civilian and military interagency members of the USG Reconstruction and Stabilization community, and allied partners.

Schedule: Two weeks; 8:30 a.m. to 4:30 p.m.

Dates: FY11

<u>Begin</u>	<u>End</u>	<u>Length</u>	<u>Section</u>
10/18/10	10/29/10	2 weeks	0001
11/29/10	12/10/10	2 weeks	0002
01/03/11	01/14/11	2 weeks	0003
01/24/11	02/04/11	2 weeks	0004
02/07/11	02/18/11	2 weeks	0005
02/28/11	03/11/11	2 weeks	0006
03/28/11	04/08/11	2 weeks	0007
04/11/11	04/22/11	2 weeks	0008
05/02/11	05/13/11	2 weeks	0009
05/16/11	05/27/11	2 weeks	0010
06/06/11	06/17/11	2 weeks	0011

06/20/11	07/01/11	2 weeks	0012
07/11/11	7/22/11	2 weeks	0013
08/01/11	08/12/11	2 weeks	0014
08/22/11	09/02/11	2 weeks	0015

Minimum/Maximum: 40 MAX

Tuition: S/CRS will cover tuition costs for ALL non-State employees. USAID will cover tuition costs for its personnel. Travel costs will be paid for certain personnel on a case-by-case basis. If you fail to complete the course requirements, such as failing to adhere to the 100% attendance policy, your home department will be asked to reimburse S/CRS for the full cost of the two-week course, a total of \$1,925.

S/CRS –Whole-of-Government Planning for Reconstruction and Stabilization: Level One
Course Code: N/A

This three-week classroom-based course, provided through the National Defense University (NDU) with contributions from the United States Institute of Peace (USIP), builds off the pre-requisite online [Introduction to Interagency Reconstruction and Stabilization \(PD-573\)](#) course and the classroom-based [Foundations of Interagency Reconstruction and Stabilization Operations \(RS-500\)](#) course to further develop Whole-of-Government planners for R&S operations.

Course Objectives:

- Participants will gain theoretical and practical training and experience with a focus on the skills necessary to participate in and assist in the WoG plan-ning process, contribute specialized functional and technical information to a plan or operation, work effectively with other USG agencies in the planning process, work with other actors commonly present in the R&S environment (e.g. host nation, international partners, non-governmental partners), and be able to take conflict dynamics into consideration in planning and programming interventions.
- The course includes extensive classroom training followed by a robust simulation period offering students the opportunity to apply their skills in a reality-based scenario.

Audience: The Level I course is aimed at members of the Civilian Re-sponse Corps (CRC) and other USG employees, such as Provincial Reconstruc-tion Team (PRT) officers, who may be engaged in planning activities at all levels of U.S. government or with the military.

Dates: FY 2010

Start Date	End Date	Location	Application Deadline
January 19, 2010	February 5, 2010	National Defense University	January 4, 2010
March 8, 2010	March 26, 2010	National Defense University	February 8, 2010
April 5, 2010	April 23, 2010	National Defense University	March 22, 2010

May 10, 2010	May 28, 2010	National Defense University	April 19, 2010
June 14, 2010	July 2, 2010	National Defense University	May 24, 2010
August 23, 2010	September 10, 2010	National Defense University	August 2, 2010
September 27, 2010	October 15, 2010	National Defense University	August 30, 2010

Minimum/Maximum: 20 MAX

Tuition: Tuition will be covered by S/CRS.

COCOM 101–Specific to relevant Geographic Combatant Command

Course code: TBD

Course Objectives:

Audience:

Schedule:

Online Access: if required and how to access

http://www.jfsc.ndu.edu/schools_programs/electives/overview.asp

Dates:

<u>Begin</u>	<u>End</u>	<u>Length</u>	<u>Section</u>
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Minimum/Maximum:

Tuition:

Joint Knowledge Online (JKO): Intro to Department of Defense

Course code: J3OP-US272

Course Objectives:

- The purpose of this course is to educate and inform individuals in the Department of Defense (DoD) and other US Government Agencies on the fundamental workings of DoD as an entity within the US Government and how it operates within the interagency process.
- The students will become familiar with the key tasks and organizations within DoD and their interagency comparisons. At the conclusion of the course, the student will understand how DoD is organized, how it functions, and its support to the interagency process.
- This course is being offered in conjunction with the Department of State (DOS) and USAID Interagency 101.

Audience: All USG civilian and contract staff, Civilian Response Corps members, other civilian and military interagency members of the USG Reconstruction and Stabilization community, and allied partners.

Dates: Online, 1 hour

Online Access: <http://jko.cmil.org>

Tuition: None

Executive Communication Skills: Leading The Process of Change (OPM/FEI)

There's no question that effective communication with colleagues and team members is key to achieving results. This program combines practical knowledge of the key concepts of leadership with the interactive skills essential to superior communication.

This fast-paced program at the Federal Executive Institute (FEI) moves between role-playing exercises that build your interpersonal communication skills and leadership sessions providing tools for overcoming barriers to change in your organization. Scenarios based on real-world experiences highlight key components of interpersonal communication, followed by feedback from colleagues and facilitators. You will also develop new leadership skills by focusing on your own work experiences and participating in a variety of large- and small-group activities. With one faculty member for every four or five executives, you are guaranteed the personal attention you need to bring your leadership skills to the next level.

Course Objectives:

- Learn the theory and application of effective leadership and communication skills
- Practice enhanced listening, inquiring and feedback skills
- Become better prepared to lead your colleagues in a changing world
- Conceptualize events in ways that encourage others to follow
- Devise new ways to communicate your vision more effectively

Audience: SES members, GS-15s, and their equivalents in state, local and international government

Dates:

Begins	Ends	Location
June 20, 2011	June 24, 2011	Federal Executive Institute, Charlottesville, VA

Tuition: \$4575

Coaching and Mentoring for Excellence (OPM/EDMC/WDMC)

Increasing demands on the Federal workforce are requiring organizations to work at higher levels of performance with fewer resources and staff. Developing employees through on-the-job coaching and/or mentoring can increase the organization's capability to succeed by helping employees to be more skilled in what they do and more effective in making choices on how to get the work done.

Combining classroom instruction, small-group interaction and practice sessions, and this course will teach you how to effectively develop others through coaching and mentoring approaches.

You will learn how to mentor employees when they are faced with choices regarding career or future development. You also will learn the coaching skills needed to help them master their current position.

Course Objectives:

- Explore coaching and mentoring as the core tools to help others develop leadership competencies
- Learn the key coaching and mentoring strategies to help an employee to reach the next level of performance and to make good choices on the future direction of their careers
- Learn how to conduct effective coaching or mentoring meeting sessions
- Get feedback on how your coaching skills appear to others
- Discover other people's learning styles so you can coach or mentor more effectively
- Build a plan for continuing your development as a coach or mentor

Audience: Anyone in a position to coach or mentor other employees, formally or informally. Managers or supervisors who may coach or mentor within their agency's succession plan, or who want to develop others on their staff.

Dates:

Begins	Ends	Location
October 18, 2010	October 22, 2010	WMDC, Aurora, CO
January 31, 2011	February 4, 2011	WMDC, Aurora, CO
May 16, 2011	May 20, 2011	TBD, Alexandria, Va
August 1, 2011	August 5, 2011	WMDC, Aurora, CO

Tuition: \$3750; Tuition includes food, lodging and course materials.

Developing High-Performing Teams (OPM/EDMC/WMDC)

This is an advanced seminar for experienced team leaders and team members interested in expanding their options and skills for developing powerful, high-performance teams within and among organizational units. With the practical tools this experiential seminar provides, you will explore how to raise the performance of established teams, help teams respond to change, launch new or merged teams, "jump start" short-term project teams, manage multiple alliances and lead collaborative efforts among organizational units or agencies.

You will learn strategies for optimizing organizational effort, tapping the synergy inherent in individual differences and creating teams that meet ever-increasing demands for excellence and innovation.

Course Objectives:

- Differentiate team function levels and identify key elements that characterize high-performance teams

- Apply techniques to assess your current team's effectiveness and requirements, as well as your own leadership qualities
- Use 'how-to' tools for team development
- Discern when teams are most appropriate
- Explore methods to create a positive team culture in which members are invested in one another's success
- Learn ways to help your team productively manage differing perspectives
- Strengthen your own leadership skills
- Understand how to work more effectively with underperforming or "problem" team members
- Take ideas from this course back home to develop current or future teams

Audience: Experienced team leaders and team members (participating in work unit or cross-functional teams) interested in strengthening teamwork

Dates:

Begins	Ends	Location
May 17, 2010	May 21, 2010	WMDC, Aurora, CO
August 23, 2010	August 27, 2010	WMDC, Aurora, CO

Tuition: \$3900; Tuition includes food, lodging and course materials

Team Building and Team Leadership (OPM/EDMC/WMDC)

Government reform efforts have downsized and flattened organizations to manage work in new ways. This has generated team-oriented workplaces, new perspectives on leadership and a move toward distributed leadership that empowers decision-making at all levels. This presents a number of new challenges, however. This seminar will help you develop fundamental skills for effective team participation and leadership. You will learn to apply basic tools for fostering commitment, trust, diversity and synergy among teams to accomplish key organizational goals. In particular, the techniques you will learn in this seminar are extremely useful for organizations using work-unit, inter-organizational or project teams.

Course Objectives:

- Discern when teams are most appropriate
- Explore how teams develop and what is needed to maximize their effectiveness
- Strengthen the interpersonal and managerial skills critical to productive teamwork
- Develop techniques to create a team identity, value diversity and encourage participation
- Refine key team leadership skills such as using influence without authority through a variety of team exercises
- Devise effective strategies to manage team conflict

Audience: Those who seek to improve their understanding of teamwork and their effectiveness working with teams

Dates:

Begins	Ends	Location
June 28, 2010	July 2, 2010	WMDC, Aurora, CO
September 20, 2010	September 24, 2010	WMDC, Aurora, CO

Tuition: \$3500; Tuition includes food, lodging and course materials

Science, Technology, and Public Policy (OPM/EDMC/WMDC)

This seminar will help you understand, anticipate and respond to current and future challenges in the development and implementation of science and technology policy. You will study selected issues of national and international importance, and review the institutions that influence science and technology policy in the Executive Branch, Congress, special interest groups and the press. This course examines policy for science (how we generate and implement Federal policy governing science) and science for policy (the role of scientific knowledge in public policy design and debate). Additional themes include resource allocation and priorities, technology transfer, differential time horizons for politics and science, increasing scientific complexity and the problem of public education, making policy under scientific uncertainties and the role of scientists as public servants.

Course Objectives:

- Understand administration initiatives and priorities in science and technology
- Explore the promises and challenges of new technologies to public policy in national security, genetic research, computer applications and space exploration and development
- Learn how economic, political and social trends affect the future of science and technology
- Learn about the development, funding and implementation of science and technology policy in Federal agencies

Audience: Managers and senior-level specialists whose programs or policies are related to science, engineering and/or technology

Dates:

Begins	Ends	Location
June 21, 2010	July 2, 2010	EMDC, Shepherdstown, WV
February 7, 2011	February 18, 2011	EMDC, Shepherdstown, WV
April 25, 2011	May 6, 2011	WMDC, Aurora, CO
August 29, 2011	September 9, 2011	EMDC, Shepherdstown, WV

Tuition: \$5035; Tuition includes food, lodging and course material

c. Training recommendations for designated positions:

(1) Executive Director, Office Director, Deputy Office Director

Recommended Courses:

PG140	-	Political/Economic Tradecraft
PP212	-	Intelligence and Foreign Policy
PP501	-	International Negotiation: Art and Skills
PA245	-	ICASS Executive Seminar
AR2XX	-	Intensive Regional Area Studies
PE125	-	Commercial Tradecraft
TBD	-	U.S. DOE Strategic Debriefing Course
OPM	-	Executive Communication Skills: Leading The Process of Change
OPM	-	Coaching and Mentoring for Excellence
OPM	-	Developing High-Performing Teams
OPM	-	Team Building and Team Leadership
OPM	-	Science, Technology, and Public Policy

Mission Dependent Courses:

NNS	-	Nuclear Nonproliferation Seminar
PG137	-	Coal & Power
PE127	-	Petroleum & Gas Industry
PP203	-	Arms Control & Nonproliferation
PP222	-	Combating Weapons of Mass Destruction Terrorism

(2) Program Officer/Coordinator/Analyst

Recommended Courses:

PG212	-	Intelligence and Foreign Policy
PP501	-	International Negotiation: Art and Skills
AR2XX	-	Intensive Regional Area Studies
TBD	-	U.S. DOE Strategic Debriefing Course
OPM	-	Team Building and Team Leadership
OPM	-	Science, Technology, and Public Policy

Mission Dependent Courses:

NNS	-	Nuclear Nonproliferation Seminar
PG137	-	Coal & Power
PE127	-	Petroleum & Gas Industry
PP203	-	Arms Control & Nonproliferation

PP222 - Combating Weapons of Mass Destruction Terrorism

(3) Combatant Commander Liaison

Recommended Courses

JIMPC - Joint Interagency Multinational
Planner's Course

PG137 - Coal & Power

PE127 - Petroleum & Gas Industry

AR2XX - Intensive Regional Area Studies

TBD - U.S. DOE Strategic Debriefing Course

S/CRS - Introduction to Interagency Reconstruction and Stabilization
Operations

S/CRS - Foundations of Interagency Reconstruction and Stabilization
Operations

S/CRS - Whole-of-Government Planning for Reconstruction and
Stabilization: Level One

COCOM 101 - Specific to relevant Geographic Combatant Command

JKO - Intro to Department of Defense

Appendix C References

- a. DOE M 552.1-1A dated 02/17/06, US. DEPARTMENT OF ENERGY TRAVEL MANUAL
- b. DOE O 552.1A dated 02/17/2006, DOE Travel Policy and Procedures
- c. DOE M 360.1B dated 10/11/2001, Federal Employee Training
- d. DOE M 360.1-1B dated 10/11/2001, Federal Employee Training Manual
- e. Foreign Service Institute, October 1, 2008 – September 30, 2010, Schedule of Courses.
- f. Foreign Service Institute Transition Center, at <http://www.state.gov/m/fsi/tc/>
- g. DOE Handbook on Overseas Assignments, dated May 2007, Office of Human Capital Management, at:
http://humancapital.doe.gov/pers/DOE_HANDBOOK_ON_OVERSEAS_ASSIGNMENTS.pdf
- h. DOE O 551.1, OFFICAL FOREIGN TRAVEL