



Office of the Inspector General Training And Development Sources

1992 Supplement

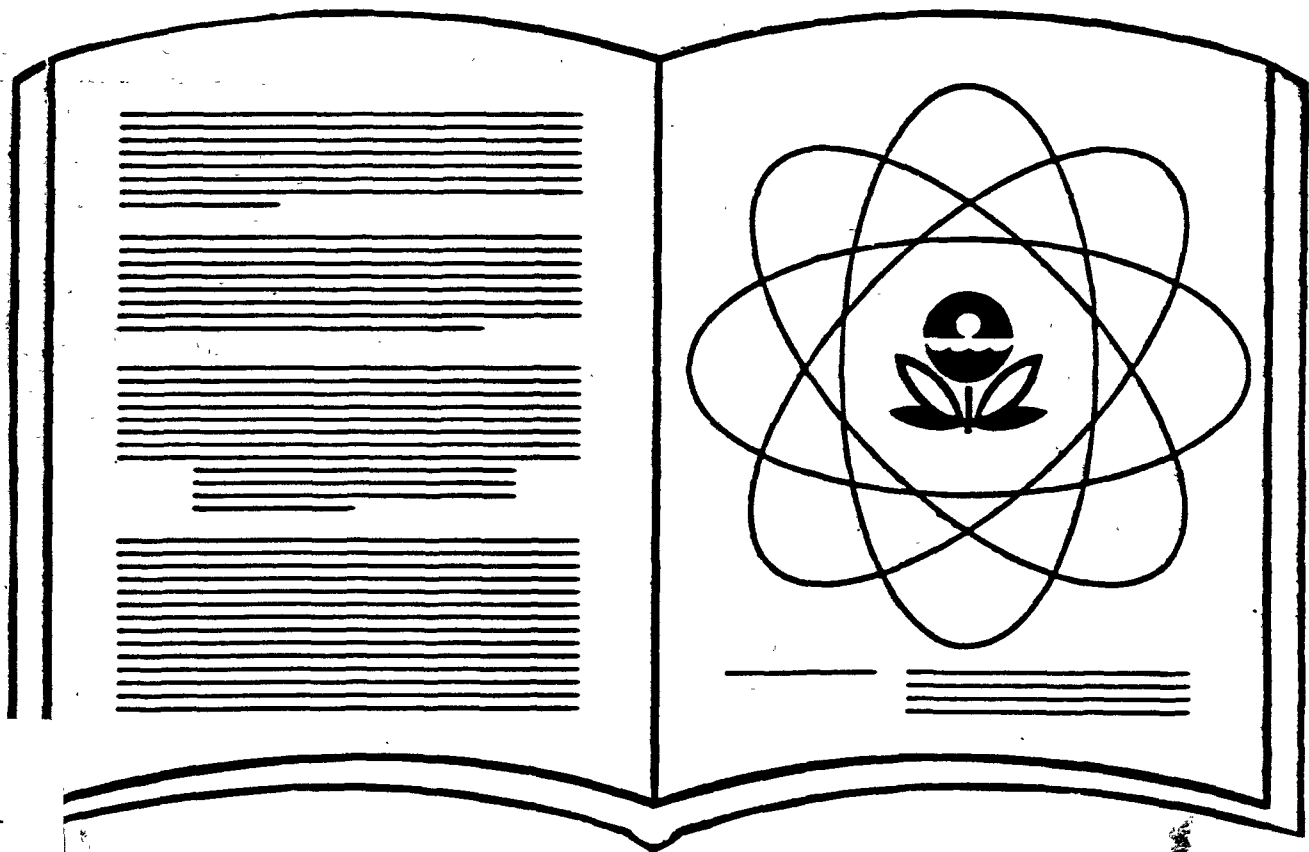


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INTRODUCTION

This catalog has been prepared to aid OIG managers and supervisors in selecting training courses for their staff members. It includes a separate page providing details on each course in the OIG training profile. Also included are the OIG training profiles by classification series, grade, and requirement code. OIG now hires people in the 347 series, EPA Evaluator, which corresponds closely to the 343 series, Management Analyst. Therefore, any course applicable to the 343 series, may also apply to 347s.

The information in the catalog is self-explanatory except for "RQMT code" and "need code." The RQMT code is a unique code assigned to each course in the data base. The codes begin with A (audit), C (clerical), COMM (communication), I (investigative), M (management), MC (microcomputer), and CF (contracts and finance) to identify the general classifications of courses. The need code is M (mandatory), R (recommended), and O (optional). Employees should take all courses identified as mandatory for their series and grade unless they have already acquired the skills and knowledge through some other means. Supervisors should decide if employees will attend recommended or optional courses based on the specific needs of their office and the individual.

Appendixes to this catalog will be revised and reissued annually to provide current information on course offerings, schedules and changes in the OIG training profile. Your suggestions for changes in the OIG training profile and the catalog should be submitted through your AIG to the AIGM.

Questions concerning specific courses in the catalog should be directed to Mary R. Knight, OIG Employee Development Specialist, on FTS 260-2187.

INDEX OF TRAINING VENDORS

<u>Training Vendor</u>	<u>Abbreviation</u>
Office of Personnel Management	OPM
Government Audit Training Institute	GATI
United States Graduate School Department of Agriculture	USDA
Environment Protection Agency Office of Inspector General	EPAOIG
Environment Protection Agency Institute	EPAINST
Institute of Internal Auditors	IIA
National Association of Certified Fraud Examiners	NACFE
Federal Law Enforcement Training Center	FLETC
Department of the Army	DOA
National Training Laboratories Institute	NTL
Brookings Institution	BRKINS
Washington Information Center	WIC
Organizational Dynamics Inc.	ODI

ADDRESS OF OIG TRAINING VENDORS

<p>Association of Federal Investigators (AFI) 1612 K Street, N.W., Suite 202 Washington, Dc 20006 (202) 466-7288</p>	<p>Central Executive Seminar Center 301 Broadway Avenue Oak Ridge, TN 37830-9989</p>
<p>Department of the Army Contact: Mary Knight for Addresses FTS 260-4912</p>	<p>Chicago Regional Training Center U.S. Office of Personnel Mgmt. John C. Klucynski Federal Bldg. 230 S. Dearborn St., 30th Floor Chicago, IL 60604 FTS 353-2919 or (312) 353-2919</p>
<p>Federal Executive Institute/OPM 1301 Emmet Street Charlottesville, VA 22101 FTS 8-940-6200 or (804) 980-6200</p>	

Federal Law Enforcement Training Ctr
Planning and Allocation Staff
Building 94
Glynco, GA 31524
FTS 230-2421 or (912) 267-2421

NIL Institute
12404 North Pitt Street, Suite 100
Alexandria, VA 22209

USDA Graduate School
Government Auditor Training Inst. (GATT)
Room 138
600 Maryland Avenue, S.W.
Washington, DC 20024-2520
(202) 382-8620

U.S. Office of Personnel Management
Central Registrar - OWIDS
P.O. Box 7230
Washington, D.C.
(202) 475-6678

Atlanta Regional Training Center
U.S. Office of Personnel Mgmt.
Richard B. Russell Federal Bldg.
75 Spring Street, S.W.
Atlanta, GA 30303-3019
FTS 8-841-3488 or (404) 331-3488

Headquarters EPA Institute
401 M Street, S.W.
Washington, D.C.
(202) 260-6678

National Assoc. of Certified Fraud
Examiners
716 West Avenue
Austin, Texas 78701
(512) 478-9297 or 1 (800) 245-3321

The Brookings Institution
Massachusetts Avenue, NW
Washington D.C. 20036-2188
(202) 797-6284

Dallas Regional Training Center
U.S. Office of Personnel Mgmt.
1100 Commerce Street
Dallas, TX 75242
FTS 729-8245 or (214) 767-8245

Western Executive Seminar Center
1405 Curtis Street
Denver, CO 80202
FTS 8-564-6181 or (303) 844-6181

Philadelphia Reg. Training Ctr.
U.S. Office of Personnel Mgmt.
Wm. J. Green, Jr. Federal Bldg.
600 Arch Street, Room 3406
Philadelphia, PA 19106-1596
FTS 8-597-2527 or (215) 597-2527

Eastern Executive Seminar Center
U.S. Merchant Marine Academy
Kings Point, NY 11024-6299
FTS 8-663-8811 or (516) 773-5800

San Francisco Reg. Training Ctr.
U.S. Office of Personnel Mgmt.
120 Howard Street, 2nd Floor
San Francisco, CA 94105
FTS 8-484-7280 or (415) 744-7280

The Inst. of Internal Auditors
249 Maitland Avenue
Altamonte Springs, FL 32701-4201
(407) 830-7600

GW-Government Contractors Program
2100 Pennsylvania Avenue, N.W.
Suite 250
Washington, DC 20037-3202

John E. Reid & Associates, Inc. 1775
250 South Wacker Drive, Suite 1100
Chicago, Illinois 60606
(312) 876-1600
1(800) 255-5747 Toll Free

CPA Preparation

Becker CPA Review Course locations and points of contact:

San Francisco
Beth Holabird (415) 227-0239

Charleston
Elizabeth Erb (304) 988-3665

Atlanta
Gladyean Huff (404) 938-5189

Cleveland
Patricia J. Monczewski (216) 696-0969

Austin
Dolores Rumpf (512) 835-5165

Columbus
June Gibbs (614) 497-8075

Boston
Paula Kelley (617) 320-8144

Cincinnati
Susan Burns (513) 871-7138

Buffalo
Gail Okon (716) 681-7323

Dallas
Jimmie Tallon (817) 589-0024

Charlotte
Susan Hobbs (704) 542-8341

Denver
Evelyn Wentworth (303) 762-9164

Kansas City
Joyce Noble (913) 381-5942

Norfolk
Mary Ann Nelson (804) 481-1337

Philadelphia
Gail Cotton (215) 322-5870

San Diego
Linda Gifford (619) 679-7298

Sacramento
Mary Larsen (916) 985-0880

Washington, DC
Susan Eby (703) 352-2530

Chicago
263-4942

Addresses for other CPA Vendors:

DePaul University
Downtown/Loop Campus
Jackson and Wabash Ave.
Chicago, IL
(312) 362-8000

Gross-Monette-Lambers
CPA Review Course
3031 Antler Drive
Doylestown, PA 18901
(215) 732-1525

Northern Illinois University
DeKalb, IL

Corviser Duffy
CPA Review Course
Suite 250 - 1415 Fannin
Houston TX 77002-3926
1-800-274-3926

Lambers CPA Review
National Headquarters
809 Turnpike Street
North Andover, MA 01845
1-800-345-4564

The CPA School of Washington
3408 Wisconsin Ave. NW
Washington, DC 20016
1-800-262-9272

Totaltape Publishing Company
Totaltape Plaza
9417 Princess Palm Ave.
Tampa, FL 33631-3028
1-800-874-7877

Address of CIA vendor:

Government Audit Training Institute
600 Maryland Ave., S.W., Room 135
Washington, DC 20024-2520
Tracey Stokes (202) 382-8617

Training Registration

To register for a training course, complete a 10-part Standard Form 182, "Request, Authorization, Agreement, and Certification of Training." Send the completed form, including copies 1 through 10, through supervisory channels. During fiscal 1992, your training form (SF-182) will be processed in your local regional office. You will be advised when the change occurs.

Specific instructions for preparing the request can be found on the back of the form itself. All SF-182s must be completed correctly and submitted to OM at least 30 days prior to the training to ensure prompt registration and payment. Training requests received in OM less than 20 days prior to the requested training will be returned unless accompanied by AIG request for expedited processing. However, even with an AIG request, we can not guarantee the processing of a training request received less than 20 days prior to the training. If you have any questions, please contact Mary Knight, OIG Employee Development Specialist, on 260-2187. Ms. Knight will be available to assist you with any training needs.

CONTINUING EDUCATION REQUIREMENTS FOR AUDITORS

by

The Comptroller General of the United States

1988 Revision: Government Auditing Standards

The Comptroller General has issued revised Government auditing standards requiring individuals responsible for planning, directing, conducting substantial portions of the field work, or reporting on government audits to complete at least 80 hours of continuing education. At least 24 hours of this training should be directly related to the government environment and to government auditing. At least 20 hours should be completed in any one year of the 2-year period. These requirements became effective January 1, 1989.

The continuing education and training may include:

- o Audit methodology;
- o Accounting;
- o Assessment of internal controls;
- o Principles of management and supervision;
- o Financial management;
- o Statistical sampling;
- o Evaluation design; and
- o Data analysis.

It may also include subjects related to the auditor's field of work, such as:

- o Public administration;
- o Public policy and structure;
- o Industrial engineering;
- o Economics;
- o Social sciences; and
- o Computer science.

Continuing education hours may also be obtained by:

- o Publishing or presenting research;
- o Developing educational or course material; and
- o Teaching courses or seminars.

INVESTIGATOR TRAINING REQUIREMENTS

All criminal investigators must attend and satisfactorily complete the requirements for graduation of the basic Criminal Investigator Training Program (CITP), and the follow-up Inspector General Basic Training Program (IGBTP), at the Federal Law Enforcement Center, Glynco, Georgia. The Office of Inspector General may institute termination or other adverse action procedures against anyone who fails to successfully complete the course.

Individuals selected for criminal investigator positions with the OIG must sign a training policy statement before investigation is initiated and they are given an official offer of employment by the personnel office. Selecting officials will ask the criminal investigator applicants to complete a training policy statement at the time of the interview and will submit the signed training policy statement for the person selected along with the selection.

Decisions to reschedule criminal investigators who failed any portion of the mandatory training will be made on a case-by-case basis.

EPA Management Development Program

The EPA Management Development Program is a professional development program which provides the opportunity for individuals to attain the full range of managerial competencies. Participation in the program is open to all GS, GM and SES first-line supervisors and mid-level managers in EPA/OIG. An integral part of this program is an annual requirement for 40 hours of developmental activities (not necessarily training) for each manager and supervisor.

A key feature of the program is the introduction of Individual Development Plans (IDP's) beginning this year, to be completed as part of the fiscal 1992 mid-year performance review.

To systematically assist our new EPA leaders, the Executive Resources and Special Programs Division sponsored and monitored the revision of four Management Development Transition courses:

- Executive Forum on Environmental Leadership for new SES's,
- Keys to Managerial Excellence for new managers,
- Framework for Supervision for new supervisors, and
- Understanding Supervision for those Considering Supervision.

AUDIT

FOR ADDITIONAL INFORMATION, PLEASE CHECK YOUR FISCAL 1991 COURSE CATALOG.

COURSE NO	TITLE	VENDOR	HOURS CPE	COST
A-01	Introduction to Government Auditing	GATI	66	\$775 *695

SCHEDULE:

By contract only

COURSE NO	TITLE	VENDOR	HOURS CPE	COST
A-02	Introduction to Performance Auditing	GATI	16	\$265 *239

SCHEDULE:

March 5-6, 1992 Washington, DC	June 22-23, 1992 Washington, DC
April 27-28, 1992 Norfolk, VA	July 20-21, 1992 San Diego, CA
May 11-12, 1992 St. Petersburg, VA	September 10-11, 1992 Washington, DC

* Discount price applies when GATI receives Training Authorization (SF-182) 30 days before the course starts.

FOR ADDITIONAL INFORMATION, PLEASE CHECK YOUR FISCAL 1991 COURSE CATALOG.

COURSE NO	TITLE	VENDOR	HOURS CPE	COST
A-05	Single Audit for Non-Profit Entities	GATI	16	\$265 *239

SCHEDULE:

March 16-17, 1992 Austin, TX August 11-12, 1992 Providence, RI
May 12-13, 1992 San Francisco, CA

* Discount price applies when GATI receives training authorization (SF-182) 30 days before the course starts.

COURSE NO	TITLE	VENDOR	HOURS CPE	COST
A-07	Flowcharting for Auditors	GATI	16	\$265 *239

SCHEDULE:

April 13-14, 1992 San Diego, CA August 13-September 1, 1992 Atlanta, GA
May 27-28, 1992 Washington, DC

* Discount price applies when GATI receives training authorization (SF-182) 30 days before the course starts.

FOR ADDITIONAL INFORMATION, PLEASE CHECK YOUR FISCAL 1991 COURSE CATALOG.

COURSE NO	TITLE	VENDOR	HOURS CPE	COST
A-11	Performance Auditing -A Comprehensive Case Study	GATI	24	\$315 *284

SCHEDULE:

March 18-20, 1992 Trenton, NJ	June 29-July 1, 1992 Austin, TX
April 14-16, 1992 Chicago, IL	August 19-21, 1992 Washington, DC
May 13-15, 1992 Washington, DC	September 23-25, 1992 St. Petersburg, FL

*Discount price applies when GATI receives Training Authorization (SF-182) 30 days before the course starts.

COURSE NO	TITLE	VENDOR	HOURS CPE	COST
A-12	Detecting and Preventing Fraud in EPA Programs and Contracts	EPA/OIG	16	N/A

SCHEDULE:

Contact OIG training coordinator.

FOR ADDITIONAL INFORMATION, PLEASE CHECK YOUR FISCAL 1991 COURSE CATALOG.

COURSE NO	TITLE	VENDOR	HOURS CPE	COST
A-13	Compliance Auditing and Questioned Cost	GATI	16	\$265 *239

SCHEDULE:

February 20-21, 1992 Atlanta, GA	May 14-15, 1992 San Francisco, CA
March 3-4, 1992 Washington, DC	July 16-17, 1992 Washington, DC

* Discount price applies when GATI receives Training Authorization (SF-182) 30 days before the course starts.

COURSE NO	TITLE	VENDOR	HOURS CPE	COST
A-15	Practical Statistical Sampling for Auditors (Basic Course)	GATI	40	\$425 *328

SCHEDULE:

February 3-7, 1992 Seattle, WA	June 22-26, 1992 Jacksonville, FL
March 23-27, 1992 Washington, DC	August 24-28, 1992 Washington, DC
May 11-15, 1992 Washington, DC	September 21-25, 1992 San Diego, CA

* Discount price applies when GATI receives Training Authorization (SF-182) 30 days before the course starts.

FOR ADDITIONAL INFORMATION, PLEASE CHECK YOUR FISCAL 1991 COURSE CATALOG.

COURSE NO	TITLE	VENDOR	HOURS CPE	COST
A-16	Developing and Presenting Audit Findings	GATI	16	\$265 *239

SCHEDULE:

February 12-13, 1992 Washington, DC	June 15-16, 1992 New York, NY
April 21-22, 1992 Jacksonville, FL	August 12-13, 1992 Washington, DC
May 13-14, 1992 Washington, DC	September 14-15, 1992 Dallas, TX

* Discount price applies when GATI receives Training Authorization (SF-182) 30 days before the course starts.

COURSE NO	TITLE	VENDOR	HOURS CPE	COST
A-17	Preparation of Audit Working Papers	GATI	16	\$265 *239

SCHEDULE:

April 23-24, 1992 Jacksonville, FL	August 10-11, 1992 Washington, DC
May 11-12, 1992 Washington, DC	September 16-17, 1992 Dallas, TX

* Discount price applies when GATI receives training authorization (SF-182) 30 days before the course starts.

FOR ADDITIONAL INFORMATION, PLEASE CHECK YOUR FISCAL 1991 COURSE CATALOG.

COURSE NO	TITLE	VENDOR	HOURS CPE	COST
A-22	Uniform Administrative Requirements for Federal A-102 and A-110)	GATTI Assistance (OMB Circular	16	\$265 *239

SCHEDULE:

March 4-5, 1992 Chicago, IL	July 22-23, 1992 Washington, DC
April 23-24, 1992 Washington, DC	Sept. 16-17, 1992 Atlanta, GA
May 28-29, 1992 Seattle, WA	

* Discount price applies when GATTI receives Training Authorization (SF-182) 30 days before the course starts.

COURSE NO	TITLE	VENDOR	HOURS CPE	COST
A-24	Evaluating and Reporting on Management Control Systems	GATTI	16	\$265 *239

SCHEDULE:

February 24-25, 1992 San Diego, CA	June 15-26, 1992 Seattle, WA
March 23-24, 1992 Washington, DC	July 7-8, 1992 New York, NY
April 6-7, 1992 New York, NY	July 27-28, 1992 Norfolk, VA
April 27-28, 1992 Atlanta, GA	August 4-5, 1992 Washington, DC
May 4-5, 1992 Trenton, NJ	September 14-15, 1992
May 19-20, 1992 Austin, Tx	Jacksonville, FL
June 1-2, 1992 Washington, DC	September 21-22, 1992
	Washington, DC

* Discount price applies then GATTI receives Training Authorization (SF-182) 30 days before the course starts.

FOR ADDITIONAL INFORMATION, PLEASE CHECK YOUR FISCAL 1991 COURSE CATALOG.

COURSE NO	TITLE	VENDOR	HOURS CPE	COST
A-25	Statistical Techniques for Economy and Efficiency Auditing	GATTI	32	\$370 *333

SCHEDULE:

June 1-4, 1992 Washington, DC

* Discount price applies when GATTI receives Training Authorization (SF-182) 30 days before the training course starts.

COURSE NO	TITLE	VENDOR	HOURS CPE	COST
A-26	Single Audit for State and Local Governments	GATTI	16	\$265 *239

SCHEDULE:

June 1-2, 1992 Washington, DC

* Discount price applies when GATTI receives Training Authorization (SF-182) 30 days before the course starts.

FOR ADDITIONAL INFORMATION, PLEASE CHECK YOUR FISCAL 1991 COURSE CATALOG.

COURSE NO	TITLE	VENDOR	HOURS	CPE	COST
A-27	Internal Audit Survey Process	EPA/OIG	8		N/A

SCHEDULE:

Contact OIG Training Coordinator.

COURSE NO	TITLE	VENDOR	HOURS	CPE	COST
A-32	Performance Auditing: MIS Systems Development Process	GATTI	24		\$315 *284

SCHEDULE:

May 6-8, 1992 Washington, DC September 2-4, 1992 Washington, DC

COURSE NO	TITLE	VENDOR	HOURS	CPE	COST
A-34	Seminar for Audit Officials and Managers	GATTI	24		N/A

SCHEDULE:

By contract only.

FOR ADDITIONAL INFORMATION, PLEASE CHECK YOUR FISCAL 1991 COURSE CATALOG.

COURSE NO	TITLE	VENDOR	HOURS CPE	COST
A-39	Formulating Audit Objectives	GATI	16	\$265 *239

SCHEDULE:

February 3-4, 1992 Washington, DC	June 1-2, 1992 Chicago, IL
April 13-14, 1992 Dallas, TX	July 13-14, 1992 Seattle, WA
May 4-5, 1992 Washington, DC	September 2-3, 1992 Washington, DC

* Discount price applies when GATI receives Training Authorization (SF-182) 30 days before the course starts.

COURSE NO	TITLE	VENDOR	HOURS CPE	COST
A-40	Audit Report Review Clinic	GATI	16	\$265 *239

SCHEDULE:

February 5-6, 1992 Washington, DC	July 23-24, 1992 San Francisco, CA
March 19-20, 1992 Atlanta, GA	August 21-September 1, 1992
June 11-12, 1992 Washington, DC	Washington, DC

* Discount price applies when GATI receives Training Authorization (SF-182) 30 days before the course starts.

FOR ADDITIONAL INFORMATION, PLEASE CHECK YOUR FISCAL 1991 COURSE CATALOG.

COURSE NO	TITLE	VENDOR	HOURS CPE	COST
A-44	Effective Auditing of Construction Activity	IIA	18	\$595 * \$645 ~

SCHEDULE:

February 24-26, 1992 Dallas, Tx	April 27-29, 1992 Vancouver, WA
April 6-8, 1992 New York, NY	June 8-10, 1992 Boston, MA

* IIA Members
~ Nonmembers

COURSE NO	TITLE	VENDOR	HOURS CPE	COST
A-45	Advanced Construction Costs Control and Audit Concepts	IIA	18	\$595 * \$645 ~

SCHEDULE:

February 10-12, 1992 San Diego, CA	May 4-6, 1992 Washington, DC
March 9-11, 1992 Orlando, FL	

* IIA Members
~ Nonmembers

FOR ADDITIONAL INFORMATION, PLEASE CHECK YOUR FISCAL 1991 COURSE CATALOG.

COURSE NO	TITLE	VENDOR	HOURS	CPE	COST
A-46	Auditing State Revolving Funds	EPA/OIG	16		N/A

SCHEDULE;

To be scheduled as needed.

FOR ADDITIONAL INFORMATION, PLEASE CHECK YOUR FISCAL 1991 COURSE CATALOG.

COURSE NO: A-47 (New Course)

TITLE: Assessment Internal Controls-Performance Audit

VENDOR: Government Audit Training Institute (GATI)

VENDOR CATALOG NO: TAUDT 727

HOURS CPE: 16 (2-day course)

DESCRIPTION:

This course covers Governmental Auditing Standards that relate to performance auditing and encompasses general, field work and reporting standards.

OBJECTIVE:

Upon completion of this course the participants be able to:

- identify essential professional requirements for performance audits;
and
- evaluate adherence to Government Auditing Standards and identify
substandard audits.

COST: \$265/239 (discount)

APPLICABILITY:

<u>SERIES</u>	<u>GRADE</u>	<u>NEED</u>
511	5	O
	7	R
	9	M
	11	M

SCHEDULE:

February 20-21, 1992 Chicago, IL	July 1-2, 1992 Washington, DC
March 11-12, 1992 Washington, DC	August 13, 14, 1992 Jacksonville,
April 29-30, 1992 Seattle, WA	September 30-October 1, 1992 Washington, DC

* Discount price applies when GATI receives Training Authorization (SF-182) 30 days before the course starts.

COURSE NO: A-48 (New Course)

TITLE: Skills for New Auditors in Charge

VENDOR: IIA

VENDOR CATALOG NO: N/A

HOURS CPE: 32 (4 1/2-day course)

DESCRIPTION:

This course is tailored for Auditors-in-Charge to meet the needs of recently promoted auditors assuming the role of lead auditors. Participants should be experienced in the basic concepts of internal control evaluation.

OBJECTIVE:

Upon completion of this course, participants should be able to:

- management skills such as planning, coordinating controlling, and communicating;
- plan and implement audit techniques;
- report audit concern; and
- evaluate controls.

COST: \$895 IIA Members
\$945 Nonmembers

APPLICABILITY:

<u>SERIES</u>	<u>GRADE</u>	<u>NEED</u>
511	11	O
	12	R
	13	M

SCHEDULE:

March 9-13, 1992 Orlando, FL	Apr. 27-May 1, 1992 Vancouver, WA
April 6-10, 1992, New York, NY	May 4-8, 1992 Washington, DC
	June 8-12, 1992 Boston, MA

COURSE NO: A-49 (New Course)

TITLE: Operational Auditing in the 90's

VENDOR: IIA

VENDOR CATALOG NO: N/A

HOURS CPE: 32 (4 1/2-day course)

DESCRIPTION:

This course is designed to meet the needs of auditors entering an operational environment or individuals responsible for operating controls within their department.

OBJECTIVES:

Upon completion of this course, individuals will be able to:

- analyze operational difficulties;
- identify source problems; and
- measure and evaluate cost/benefits of operational change.

COST: \$895 IIA Members
\$945 Nonmembers

APPLICABILITY:

<u>SERIES</u>	<u>GRADE</u>	<u>NEED</u>
511/343	11	R
	12	R

SCHEDULE:

February 10-14, 1992 San Diego, CA
February 24-28, 1992 Dallas, TX
March 9-13, 1992 Orlando, FL
March 23-27, 1992 Atlanta, GA

April 6-10, 1992 New York, NY
May 4-8, 1992 Washington, DC
May 18, 1992 Orlando, FL
June 8-12, 1992 Boston, MA

COURSE NO: A-50 (New Course)

TITLE: Fraud-Applied Concepts for Auditors

VENDOR: IIA

VENDOR CATALOG NO: N/A

HOURS CPE: 18 (2 1/2-day course)

DESCRIPTION:

This course is designed to present techniques for bringing fraud to the surface, preparing for court, reporting to law enforcement agencies, bonding companies, and management.

OBJECTIVES:

Upon completion of this course, the participant will be able to:

- create an environment hostile to fraud;
- develop investigative resources;
- deal with suspected wrong doings by executives; and
- increase effectiveness in fraud discovery.

COST: \$595 IIA Members
\$645 Nonmembers

APPLICABILITY:

<u>SERIES</u>	<u>GRADE</u>	<u>NEED</u>
511/343	11	R
	12	R
	13	R

SCHEDULE:

March 9-11, 1992 Orlando, FL

June 8-10, 1992 Boston, MA

COURSE NO: A-56 (New Course)

TITLE: Fraud and Governmental Audit Standards

VENDOR: National Association of Certified Fraud Examiners (NACFE)

VENDOR CATALOG NO: N/A

HOURS CPE: 24 (3-day course)

DESCRIPTION:

This intensive three-day course provides specific, practical information - illustrated with numerous case examples - regarding what the Government Auditing Standards on fraud and illegal acts means, and how you can comply with them when conducting financial and performance audits.

OBJECTIVES:

Upon completion of this course the participant will be able to:

- identify types and characteristics of potential fraud in government audits,
- recognize indicators of fraud,
- design steps to provide reasonable assurance of detecting fraud; and
- detail audit steps and procedures to prove and quantify fraud.

COST: \$595 CFE Members
\$695 Non-CFE Members

APPLICABILITY:

<u>SERIES</u>	<u>GRADE</u>	<u>NEED</u>
511/343	11	R
	12	R
	13	R

SCHEDULE:

To be announced.

COURSE NO: A-57 (New Course)

TITLE: Audit Information Systems

VENDOR: IIA

VENDOR CATALOG NO: N/A

HOURS CPE: 32 (4 1/2-day course)

DESCRIPTION:

This course is tailored to EDP auditors with up to one year's experience in basic EDP audit skills and experience conducting applications system reviews.

OBJECTIVES:

Upon completion of this course, the participant will be able to:

- understand data security and program change management;
- explore system development life cycle concepts; and
- understand network security and administration.

COST: \$895 IIA Members
\$945 Nonmembers

APPLICABILITY:

<u>SERIES</u>	<u>GRADE</u>	<u>NEED</u>
511/343	11	0
	12	0
	13	0

SCHEDULE:

February 10-14, 1992 San Diego, CA
March 23-27, 1992 Atlanta, GA
April 6-10, 1992 New York, NY

April 27-May 1, 1992 Vancouver
May 18-22, 1992 Orlando, FL

COURSE NO: A-58 (New Course)

TITLE: Audit Team Building Through Effective Supervision

VENDOR: IIA

VENDOR CATALOG NO: N/A

HOURS CPE: 32 (4 1/2-day course)

DESCRIPTION:

This course is tailored to meet the needs of audit supervisors, newly appointed managers, and others with supervisory responsibilities. It is also an excellent refresher for experienced supervisors who want to reinforce their proven management skills.

OBJECTIVES:

Upon completion of this course, the participant will have working knowledge of:

- role definition;
- situational leadership;
- an eight-step decision making process; and
- human relations concepts and techniques.

COST: \$895 IIA Members
\$945 Nonmembers

APPLICABILITY:

<u>SERIES</u>	<u>GRADE</u>	<u>NEED</u>
511/343	12	O
	13	R
	14	M

SCHEDULE:

February 24-28, 1992 Dallas, TX
March 23-27, 1992 Atlanta, GA
April 27-May 1, 1992 Vancouver

May 4-8, 1992 Washington, DC
June 8-12, 1992 Boston, MA

COURSE NO: A-60 (New Course)

TITLE: Coaching and Marketing for Audit Management

VENDOR: IIA

VENDOR CATALOG NO: N/A

HOURS CPE: 18 (2 1/2-day course)

DESCRIPTION:

This course is designed for audit managers and directors with supervisory responsibilities who are interested in tackling communication challenges head-on.

OBJECTIVES:

Upon completion of this course, the participant will be able to:

- establish specific expectations for communications performance;
- improve coaching skills through formal and informal techniques; and
- coach others on the basics, such as listening, asking questions, and offering feedback.

COST: \$595 IIA Members
\$645 Nonmembers

APPLICABILITY:

<u>SERIES</u>	<u>GRADE</u>	<u>NEED</u>
511/343	13	0
	14	0

SCHEDULE:

February 10-12, 1992 San Diego, CA	May 4-6, 1992 Washington, DC
March 9-11, 1992 Orlando, FL	June 8-10, 1992 Boston, MA
March 23-25, 1992 Atlanta, GA	

COURSE NO: A-61 (New Course)

TITLE: Negotiation Skills for Auditors

VENDOR: IIA

VENDOR CATALOG NO: N/A

HOURS CPE: 18 (2 1/2 day-course)

DESCRIPTION:

This course is designed for attendees to be involved in group discussions and role plays dealing with typical audit negotiation scenarios. Role plays will involve videotaping and review of all attendees, offering participants new perspectives on negotiating abilities and new skills application in an nonhostile environment.

OBJECTIVES:

Upon completion of this course, the participant will be able to:

- better understand the importance and the role of negotiation as a means of gaining auditee acceptance and implementation of audit recommendations;
- use negotiation skills to effectively handle and prevent potential auditee disputes and resistance; and
- demonstrate various negotiating styles with different auditee groups.

COST: \$595 IIA Members
\$645 Nonmembers

APPLICABILITY:

<u>SERIES</u>	<u>GRADE</u>	<u>NEED</u>
511	13	O
	14	R

SCHEDULE:

February 10-12, 1992 San Diego, Ca	May 4-6, 1992 Washington, DC
March 23-25, 1992 Atlanta, GA	May 18-20, 1992 Orlando, FL
April 6-8, 1992 New York, NY	June 8-10, 1992 Boston, MA

COURSE NO: A-62 (New Course)

TITLE: Auditing for Fraud

VENDOR: NACFE

VENDOR CATALOG NO: N/A

HOURS CPE: 20 (2 1/2 day course)

DESCRIPTION:

This course presents a "how-to" approach for detecting internal fraud through the use of sophisticated auditing techniques. The curriculum covers fraud auditing methodology, including vertical, horizontal, and net worth analyses. Also covered are common schemes involving the following accounting cycles: sales and collection; acquisition and payment; payroll and personnel; inventory and warehousing; capital acquisition and repayment; and frauds involving cash.

OBJECTIVES:

Upon completion of this course the student will be able to:

- detect common internal fraud schemes;
- develop pro-active fraud auditing approaches; and
- identify fraud control weaknesses within accounting cycles.

COST: \$550 Members
\$650 Non-members

APPLICABILITY:

<u>SERIES</u>	<u>GRADE</u>	<u>NEED</u>
511	11	R
	12	R
	13	R

SCHEDULE:

February 19-21, 1992 Washington, DC	May 6-8, 1992 Denver, CO
April 8-10, 1992 Chicago, IL	July 29-31, 1992 Raleigh, NC
April 13-15, 1992 Toronto, Ontario,	October 7-9, 1992 San Francisco, CA

COURSE NO: A-65 (New Course)

TITLE: Effective Audit-Client Relationships

VENDOR: GATI

VENDOR CATALOG NO: TAUdT 808 (formerly Behavioral Aspects of Government)

HOURS CPE: 16 (2-day course)

DESCRIPTION:

The course contains the basics of communication methods that are intended to make the audit work more productive for both auditor and auditee. The course includes a discussion of the following areas:

- o the importance of interpersonal relations
- o listening and communicating

OBJECTIVES:

Upon completion of this course, participants will be able to:

- list positive elements of behavior which will encourage the development of a participative audit environment; and
- describe common causes of conflict in audit situations and identify ways to avoid or resolve them.

COST: \$265/235 *(discount)

APPLICABILITY:

<u>SERIES</u>	<u>GRADE</u>	<u>NEED</u>
511/343	7	M
	9	M
	11	M
	12	M
	13	O

SCHEDULE:

April 23-24, 1992 Washington, DC
July 8-9, 1992 Atlanta, GA

August 20-21, 1992 Washington, DC

*Discount price applies when GATI receives Training Authorization (SF-182) 30 days before the course starts.

CLERICAL/SUPPORT STAFF DEVELOPMENT

FOR ADDITIONAL INFORMATION, PLEASE CHECK YOUR FISCAL 1991 COURSE CATALOG.

COURSE NO	TITLE	VENDOR	HOURS	COST
C-01	Better Office Skills and Service	OPM	32	\$385

SCHEDULE:

February 3-5, 1992	July 13-15, 1992
March 16-18, 1992	August 3-5, 1992
May 18-20, 1992	November 2-4, 1992

All of the above courses will be held in Washington, DC.

COURSE NO	TITLE	VENDOR	HOURS	COST
C-03	Letterwriting for Secretaries	OPM	24	\$385

SCHEDULE:

March 16-18, 1992	September 9-11, 1992
May 4-6, 1992	November 2-4, 1992
July 20-22, 1992	

All of the above courses will be held in Washington, DC.

COURSE NO	TITLE	VENDOR	HOURS	COST
C-06	Secretarial Office Procedures	OPM	32	\$385

SCHEDULE:

April 13-15, 1992	October 19-21, 1992
June 22-24, 1992	December 14-16, 1992
August 17-19, 1992	

All of the above courses will be held in Washington, DC.

FOR ADDITIONAL INFORMATION, PLEASE CHECK YOUR FISCAL 1991 COURSE CATALOG.

COURSE NO	TITLE	VENDOR	HOURS	COST
C-09	Stress Management for Support Staff	OPM	24	\$385

SCHEDULE:

February 18-20, 1992	September 21-23, 1992
April 20-22, 1992	December 2-4, 1992
July 27-29, 1992	

All of the above courses will be held in Washington, DC.

COURSE NO	TITLE	VENDOR	HOURS	COST
C-10	Telephone Techniques The Communication Connection	OPM	8	\$170

SCHEDULE:

February 7, 1992	August 21, 1992
April 17, 1992	October 23, 1992
June 19, 1992	

All of the above courses will be held in Washington, DC.

This course is also available through Headquarters Institute — Regions 1, 2, 3, 5, 6, 10, Cincinnati, and RTP.

COURSE NO	TITLE	VENDOR	HOURS	COST
C-11	Timekeeping: Record- Keeping and Procedures	EPA Inst.	8	N/A

SCHEDULE:

Course to be announced.

This course is also available through Headquarters Institute — Regions 1, 2, 3, 5, 6, 10, Cincinnati, and RTP.

FOR ADDITIONAL INFORMATION, PLEASE CHECK YOUR FISCAL 1991 COURSE CATALOG.

COURSE NO	TITLE	VENDOR	HOURS	COST
C-12	Time Management for Support Staff Personnel	OPM	16	\$290

SCHEDULE:

February 14, 21, 1992	July 7, 14, 1992
May 4, 11, 1992	October 19, 26, 1992

The above course will be held in Washington, DC.

COURSE NO	TITLE	VENDOR	HOURS	COST
C-13	Introduction to Word Processing (Wordperfect)	USDA	24	\$325

SCHEDULE:

The above course will be held in Washington, DC.
This course is also available through the WIC in Headquarters.

COURSE NO	TITLE	VENDOR	HOURS	COST
C-14	Survival Skills for Secretaries	EPA Inst.	32	N/A

SCHEDULE:

To be announced.

COURSE NO	TITLE	VENDOR	HOURS	COST
C-18	Essentials of English	OPM	40	\$450

SCHEDULE:

February 3-14, 1992*	August 17-28, 1992*
March 9-20, 1992~	September 14-25, 1992*
May 4-15, 1992*	October 19-30, 1992*
June 8-19, 1992*	December 7-18, 1992 *
July 13-24, 1992~	

All of the above classes will be held in Washington, DC.
These classes are half-day classes, which is scheduled on Tuesday and Thursday.

* Morning Classes

~ Afternoon Classes

FOR ADDITIONAL INFORMATION, PLEASE CHECK YOUR FISCAL 1991 COURSE CATALOG.

COURSE NO	TITLE	VENDOR	HOURS	COST
C-19	Editing for Secretaries and Administrative Assistants	USDA	24	\$350 *315

SCHEDULE:

This workshop meets Tuesday and Thursday from 9 a.m. to noon on:

March 31-April 23, 1992	August 4-27, 1992
June 2-25, 1992	September 29-October 22, 1992

* Group rate: (three or more participants from the same office attending the same course).

All of the above courses will be held in Washington, DC.

COURSE NO	TITLE	VENDOR	HOURS	COST
C-20	Proofreading	OPM	15	\$285

SCHEDULE:

This class meets Monday, Wednesday, and Friday:

February 10-14, 1992	April 13-17, 1992
March 16-20, 1992	May 11-15, 1992

All of the above courses will be held in Washington, DC.

COURSE NO	TITLE	VENDOR	HOURS	COST
C-21	How to Work With People	USDA	18	\$315 *285

SCHEDULE:

This class meets from 9 a.m. to 4 p.m. on:

March 16, 18, and 20, 1992	August 31, and September 2, 4, 1992
June 15, 17, and 19, 1992	

* Group rate: (three or more participants from the same office attending the same course).

All the above courses will be held in Washington, DC.

FOR ADDITIONAL INFORMATION, PLEASE CHECK YOUR FISCAL 1991 COURSE CATALOG.

COURSE NO	TITLE	VENDOR	HOURS	COST
C-22	Listening Skills Workshop	USDA	8	N/A

SCHEDULE:

By contract only

COURSE NO	TITLE	VENDOR	HOURS	COST
C-23	Speaking with Confidence	USDA	18	\$315

SCHEDULE:

This workshop meets Tuesday and Thursday from 9 a.m. to noon on:

March 10-26, 1992 September 15-October 1, 1992
 July 7-23, 1992

All of the above classes will be held in Washington, DC.

FOR ADDITIONAL INFORMATION, PLEASE CHECK YOUR FISCAL 1991 COURSE CATALOG.

COURSE NO: C-25 (New Course)

TITLE: Project Management for Secretaries

VENDOR: OPM

VENDOR CATALOG NO: 25AX

HOURS: 24 (3-day workshop)

DESCRIPTION:

This intensive learn-by-doing workshop is designed to acquaint you with the basics of project management.

OBJECTIVES:

Upon completion of this course the participant will learn:

- basic project management concepts, terminology, tools, techniques, procedures, and formats; and
- documenting systems, including fact-finding and interviewing techniques.

COST: \$385

APPLICABILITY:

<u>SERIES</u>	<u>GRADE</u>	<u>NEED</u>
318	6	0
	7	0
	8	0
	9	0
	10	0

SCHEDULE:

March 4-6, 1992	October 5-7, 1992
May 18-20, 1992	November 30 - December 2, 1992
August 24-26, 1992	

All of the above courses will be held in Washington, DC.

COURSE NO: C-27 (New Course)

TITLE: Office Management

VENDOR: OPM

VENDOR CATALOG NO: 25AD

HOURS: 40 (5-day course)

DESCRIPTION:

Through case studies, projects, practical experience, and lectures you will become familiar with the skills needed for effective office management.

OBJECTIVE:

Upon completion of this course the participant will learn:

- the role of today's office manager;
- delegating and managing time; and
- office design and technology.

COST: \$545

APPLICABILITY:

<u>SERIES</u>	<u>GRADE</u>	<u>NEED</u>
322	3/4	R
	5/6	R
	7/8	O
	9	O
	10	O

SCHEDULE:

March 9-13, 1992	October 5-9, 1992
April 6-10, 1992	December 7-11, 1992
August 10-14, 1992	

All of the above courses will be held in Washington, DC.

COURSE NO: C-29 (New Course)

TITLE: Problem Solving

VENDOR: OPM

VENDOR CATALOG NO: 25AT

HOURS: 16

DESCRIPTION:

This course is designed to help you develop a skill that is essential, by examining the elements, techniques, and strategies that lead to effective problem solving.

OBJECTIVE:

Upon completion of this course, you will be able to:

- apply a systematic approach to defining and solving problems; and
- recognize that people problems and technical problems may require different problem-solving approaches.

APPLICABILITY:

<u>SERIES</u>	<u>GRADE</u>	<u>NEED</u>
322	3	R
	4	R
318	5	M
	6	M
	7	M

SCHEDULE:

February 10-11, 1992

June 15-16, 1992

April 13-14, 1992

October 19-20, 1992

All of the above courses will be held in Washington, DC.

COURSE NO: C-33 (New Course)

TITLE: Seminar for Executive Secretaries

VENDOR: Office of Personnel Management

VENDOR CATALOG NO: 25AC

HOURS: 40 (5-day course)

DESCRIPTION:

This is a Continuing Education activity that features notable guest lectures who will share their expertise on current issues for the senior-level secretary.

OBJECTIVE:

This seminar may cover such topics as:

- managerial skills for secretaries;
- rules and regulations that are "hot;"
- new office technology; and
- professional growth and development.

APPLICABILITY:

<u>SERIES</u>	<u>GRADE</u>	<u>NEED</u>
318	5	0
	6	0
	7	0
	8	0
	9	0
	10	0

SCHEDULE:

Seminar held during Professional Secretaries Week,

April 20-24, 1992.

COURSE NO: C-35 (New Course)

TITLE: Planning for Career Advancement

VENDOR: OPM

VENDOR CATALOG NO: 25AZ

HOURS: 16 (2-day workshop)

DESCRIPTION:

This course will help you assume responsibility for your development.

OBJECTIVE:

Upon completion of this course the participant will be able to:

- identify skill strengths and weaknesses and assess your qualifications for advancement; and
- define developmental objectives and performance goals.

COST: \$290

APPLICABILITY:

<u>SERIES</u>	<u>GRADE</u>	<u>NEED</u>
322	2/3	R
	4	R
318	5/6	O
	7/8	O

SCHEDULE:

April 23-24, 1992 September 24-25, 1992

All of the above courses will be held in Washington, DC.

COURSE NO: C-37

TITLE: The Professional Secretary

VENDOR: EPA Institute

VENDOR CATALOG NO: N/A

HOURS CPE: 24 (3-day course)

DESCRIPTION:

The Professional Secretary course is a workshop program which emphasizes the ever-growing requirements for success in an administrative support role. Technology, public relations, office diplomacy, professional image, and communication skills are topics which are discussed.

OBJECTIVES:

Upon completion of this course the participant will be able to:

- discuss the effects of technological and social change on administrative support personnel, and identify behaviors that are productive in adjusting to those changes; and
- establish a professional standard of performance and the skills necessary to meet that standard.

COST: \$250

APPLICABILITY:

<u>SERIES</u>	<u>GRADE</u>	<u>NEED</u>
322	2	R
	3	R
	4	R
318	5	R
	6	R

SCHEDULE:

February 11-13, 1992

All of the above courses will be held in Washington, DC.

INVESTIGATIVE

FOR ADDITIONAL INFORMATION, PLEASE CHECK YOUR FISCAL 1991 COURSE CATALOG.

COURSE NO	TITLE	VENDOR	HOURS	COST
I-01	Criminal Investigator (Basic)	FLETC	320	\$1,134

SCHEDULE:

February 6-April 3, 1992	CI-211	June 18-August 14, 1992	CI-224
February 13-April 10, 1992	CI-212	June 29-August 25, 1992	CI-225
February 25-April 21, 1992	CI-213	July 9-September 3, 1992	CI-226
March 4-April 29, 1992	CI-214	July 21-Sept. 16, 1992	CI-227
March 17-May 12, 1992	CI-215	July 30-Sept. 25, 1992	CI-228
March 26-May 21, 1992	CI-216	August 10-Sept. 6, 1992	CI-229
April 6-June 6, 1992	CI-217	August 17-Sept. 14, 1992	CI-230
April 15-June 11, 1992	CI-218	August 25-Sept. 22, 1992	CI-231
April 27-June 23, 1992	CI-219	September 1-Oct. 29, 1992	CI-232
May 6-July 2, 1992	CI-220	September 10-Nov. 6, 1992	CI-233
May 18-July 15, 1992	CI-221	Sept. 17-Nov. 16, 1992	CI-234
May 28-July 24, 1992	CI-222		
June 8-August 4, 1992	CI-223		

COURSE NO	TITLE	VENDOR	HOURS	COST
I-02	White Collar Crime Training Program	FLETC	80	\$66

SCHEDULE:

March 2-13, 1992	WOCTP-202	June 1-12, 1992	WOCTP-204
April 27-May 8, 1992	WOCTP-203	August 10-21, 1992	WOCTP-205

COURSE NO	TITLE	VENDOR	HOURS	COST
I-03	Physical Fitness Coordinator Training Program	FLETC	64	\$233

SCHEDULE:

April 13-24, 1992	PFCTP-203	July 13-24, 1992	PFCTP-204
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FOR ADDITIONAL INFORMATION, PLEASE CHECK YOUR FISCAL 1991 COURSE CATALOG.

COURSE NO	TITLE	VENDOR	HOURS	COST
I-04	CI Automated Environment Training Program	FLETC	80	\$318
SCHEDULE:				
March 2-13, 1992	CIAETP-203	July 20-31, 1992	CIAETP-207	
April 13-24, 1992	CIAETP-205	August 24-Sept. 4, 1992	CIAETP-208	
May 11-22, 1992	CIAETP-206			

COURSE NO	TITLE	VENDOR	HOURS	COST
I-05	Technical Investigative Equipment Training Program	FLETC	80	\$870
SCHEDULE:				
February 3-14, 1992	TIETP-202	April 13-24, 1992	TIETP-204	
March 9-20, 1992	TIETP-203	June 15-26, 1992	TIETP-205	
		September 14-25, 1992	TIETP-206	

COURSE NO	TITLE	VENDOR	HOURS	COST
I-07 (estimate)	IG Basic Training Program	FLETC	120	\$72
SCHEDULE:				
March 16-April 3, 1992	IGBTP-203	August 17-Sept. 4, 1992	IGBTP-205	
June 8-26, 1992	IGBTP-204			

FOR ADDITIONAL INFORMATION, PLEASE CHECK YOUR FISCAL 1991 COURSE CATALOG.

COURSE NO	TITLE	VENDOR	HOURS	COST
I-10	Firearms Instructor Training Program	FLETC	80	\$454

SCHEDULE:

February 3-14, 1992	FTTP-204	July 17-24, 1992	FTTP-209
March 9-20, 1992	FTTP-205	August 10-21, 1992	FTTP-210
April 6-17, 1992	FTTP-206	September 14-25, 1992	FTTP-211
May 4-15, 1992	FTTP-207		
June 8-19, 1992	FTTP-208		

COURSE NO	TITLE	VENDOR	HOURS	COST
I-11	Continuing Legal Education Training Program	FLETC	32	\$20

SCHEDULE

March 16-20, 1992	CLETP-203	May 11-15, 1992	CLETP-204
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FOR ADDITIONAL INFORMATION, PLEASE CHECK YOUR FISCAL 1991 COURSE CATALOG.

COMMUNICATION

FOR ADDITIONAL INFORMATION, PLEASE CHECK YOUR FISCAL 1991 COURSE CATALOG.

COURSE NO	TITLE	VENDOR	HOURS CPE	COST
A-03	Successful Audit Report Writing	GATI	24	\$315 *284

SCHEDULE:

February 18-20, 1992 Washington, DC	June 8-10, 1992 Washington, DC
March 16-18, 1992 Atlanta, GA	July 20-22, 1992 San Francisco, CA
April 22-24, 1992 Washington, DC	August 17-19, 1992 Washington, DC
May 6-8, 1992 Jacksonville, FL	
June 3-5, 1992 Chicago, IL	

* Discount price applies when GATI receives Training Authorization (SF-182) 30 days before the course starts.

COURSE NO	TITLE	VENDOR	HOURS CPE	COST
A-04	Interviewing Techniques for Auditors	GATI	24	\$315 *284

SCHEDULE:

February 4-5, 1992 Aslant, GA	June 8-10, 1992 Austin, TX
March 9-11, 1992 Washington, DC	July 13-15, 1992 Washington, DC
April 6-8, 1992 Chicago, IL	August 17-19, 1992 Seattle, WA
May 18-20, 1992 Washington, DC	Sept. 30-Oct. 2, 1992 Washington, DC

* Discount price applies when GATI receives Training Authorization (SF-182) 30 days before the course starts.

COURSE NO	TITLE	VENDOR	HOUR CPE	COST
A-18	Written Communications for Auditors	GATI	27	\$450 *375

SCHEDULE:

March 10-13, 1992 Kansas City, MO	July 21-24, 1992 Chicago, IL
March 31-April 3, 1992 Washington, DC	July 28-31, 1992 Washington, DC
May 26-29, 1992 Atlanta, GA	Sept. 8-11, 1992 Washington, DC

* Discount price applies when GATI receives Training Authorization (SF-182) 30 days before the course starts.

FOR ADDITIONAL INFORMATION, PLEASE CHECK YOUR FISCAL 1991 COURSE CATALOG.

COURSE NO: A-55

TITLE: Interview Skills for Auditors

VENDOR: Certified Fraud Examiners (CFE)

VENDOR CATALOG NO: N/A

HOURS CPE: 16 (2-day course)

DESCRIPTION:

This two-day course provides basic-level training designed to enhance interviewing skills related to fraud examination. All aspects of information gathering and the interview situation are covered in detail. Students will be introduced to the psychology of information gathering as well as how to conduct routine interviews, interviews concerning documents, and volatile interviews. Special emphasis will be placed on evaluating verbal and nonverbal indicators of deception, structuring fraud assessment questioning, and obtaining confessions.

OBJECTIVES:

Upon completion of this course, the participant will be able to:

- conduct more effective routine violative interviews;
- recognize indicators of deception;
- formulate questions that get results; and
- resolve allegations of fraud.

COST: \$650 Non-CPEs Member
550 CPEs Member

APPLICABILITY:

<u>SERIES</u>	<u>GRADE</u>	<u>NEED</u>
511	11	R
	12	R
	13	R

SCHEDULE:

March 31-April 1, 1992 Dallas, TX
July 7-8, 1992 Aslant, GA

October 27-28, 1992 Phoenix, AZ

COURSE NO	TITLE	VENDOR	HOURS CPE	COST
G-08	Briefing Techniques	EPA OIG	16	N/A

SCHEDULE:

Scheduled by Headquarters OIG.

COURSE NO	TITLE	VENDOR	HOURS CPE	COST
G-13	Effective Writing	EPA Institute	16	\$275 (estimate)

SCHEDULE:

To be announced.

COURSE NO	TITLE	VENDOR	HOURS CPE	COST
G-15	Managing Other People's Writing	USDA	15	\$315 *285

SCHEDULE:

This workshop meets from 9 a.m. to 4 p.m. on:

March 10, 11, and 13, 1992	July 13, 15, and 17, 1992
May 28, June 2 and 4, 1992	September 15, 17, and 22, 1992

All of the above classes will be held in Washington, DC.

* Group rate

COURSE NO	TITLE	VENDOR	HOURS	COST
G-16	Making Meetings Work	OPM	24	\$365

SCHEDULE:

February 25-27, 1992	August 31-September 2, 1992
May 27-29, 1992	November 2-4, 1992

All of the above classes will be held in Washington, DC.

FOR ADDITIONAL INFORMATION, PLEASE CHECK YOUR FISCAL 1991 COURSE CATALOG.

COURSE NO	TITLE	VENDOR	HOURS	COST
G-17	Negotiation Skills	EPA Institute	16	N/A

SCHEDULE:

To Be Announced

SPONSOR/LOCATION: HQ Institute; Regions 5, 6, 7, 9, 10.

COURSE NO	TITLE	VENDOR	HOURS	COST
G-18	Effective Listening and Memory Development	OPM	16	\$265

SCHEDULE:

February 26-27, 1992	July 30-31, 1992	November 5-6, 1992
March 26-27, 1992	August 27-28, 1992	December 21-22, 1992
April 23-24, 1992	May 21-22, 1992	
June 22-23, 1992	September 21-22, 1992	

All of the above classes will be held in Washington, DC.

COURSE NO	TITLE	VENDOR	HOURS CPE	COST
G-23	Instructor Training	EPA INSTITUTE	24	N/A

SCHEDULE:

To be announced.

This course is presented for EPA employees who are instructors and/or potential instructors for institute courses.

COURSE NO	TITLE	VENDOR	HOURS CPE	COST
I-08	Advanced Interviewing Training Program	FLETC	40	\$295 (estimate)

SCHEDULE:

March 9-13, 1992	AINTP 204	July 20-24, 1992	AINTP 208
April 27-May 1, 1992	AINTP 205	August 3-7, 1992	AINTP 209
May 18-22, 1992	AINTP 206	August 24-28, 1992	AINTP 210
June 15-19, 1992	AINTP 207		

FOR ADDITIONAL INFORMATION, PLEASE CHECK YOUR FISCAL 1991 COURSE CATALOG.

COURSE NO: I-13 (NEW COURSE)

TITLE: The Reid Technique of Interviewing and Interrogation

VENDOR: John E. Reid & Associates, Inc.

VENDOR CATALOG NO: N/A

HOURS CPE: 24 (3-day seminar)

DESCRIPTION:

The program teaches nine-step approach to a successful interrogation that was developed through extensive research and practical experience over a period of forty years. Because of the subject's importance, approximately half the classroom time in the seminar is devoted to the interrogation process and detailed examination of each of the nine steps:

- The Positive Confrontation
- Theme Development
- Handling Denials
- Overcoming Objections
- Procuring and Retaining the Suspect's Attention
- Handling the Suspect's Passive Mood
- Presenting and Alternative Question
- Detailing the Offense
- Elements of Oral and Written Statements

COST: \$495/*Chicago, New York & International course fee-\$550

APPLICABILITY:

<u>SERIES</u>	<u>GRADE</u>	<u>NEED</u>
511/343	09	O
	11	O
	12	O
	13	O
1811	07	R
	09	R
	11	R
	12	R
	13	O

SCHEDULE:

February 5-7, 1992 Kansas City, MO
February 11-13, 1992 Baltimore, MD
February 19-21, 1992 Cincinnati, OH
March 12-14, 1992 Atlanta City, NJ
April 15-17, 1992 Washington, DC

April 29-May 1, 1992 Raleigh, NC
June 3-5, 1992 Philadelphia, PA
August 12-14, 1992 Washington, DC
August 19-21, 1992 Norfolk, VA
September 9-11, 1992 Boston, MA

COURSE NO: I-14 (NEW COURSE)

TITLE: The Advanced Reid Seminar on Interviewing and Interrogation

VENDOR: John E. Reid & Associates, Inc.

VENDOR CATALOG NO: N/A

HOURS CPE: 16 (2-day seminar)

DESCRIPTION:

In this program you will receive the most sophisticated and updated material on interrogation offered anywhere. You will determine what needs were satisfied based upon the case facts, evidence and results of the interview—types of needs that will be thoroughly discussed:

- Real Need Crimes
- Lifestyles Crimes
- Esteem Crimes

COST: \$345

APPLICABILITY:

<u>SERIES</u>	<u>GRADE</u>	<u>NEED</u>
511/343	09	O
	11	O
	12	O
	13	O
1811	07	R
	09	R
	11	R
	12	R
	13	O

SCHEDULE:

This course meets from 9 a.m. to 4 p.m.

February 25-26, 1992 Atlanta, GA
March 14-15, 1992 Los Angeles, CA
April 18-19, 1992 Washington, DC
May 9-10, 1992 Chicago, IL
June 6-7, 1992 Philadelphia, PA
July 17-18, 1992 Chicago, IL

September 23-24, 1992 Chicago, IL
September 26-27, 1992 New York, NY
Nov. 14-15, 1992 San Francisco, CA
Nov. 18-19, 1992 Norfolk, VA
Nov. 25-26, 1992 Boston, MA
December 2-3, 1992 Chicago, IL

CONTRACTS AND FINANCE

FOR ADDITIONAL INFORMATION, PLEASE CHECK YOUR FISCAL 1991 COURSE CATALOG.

COURSE NO	TITLE	VENDOR	HOURS CPE	COST
A-09	Contract Auditing	GATI	40	\$420 *378

SCHEDULE:

February 10-14, 1992 Washington, DC	July 20-24, 1992 Washington, DC
March 2-6, 1992 Atlanta, GA	Sept. 14-18, 1992 Washington, DC
April 6-10, 1992 Washington, DC	Sept. 28-Oct. 2, 1992 Chicago, IL
May 18-22, 1992 Kansas City, KS	

* Discount price applies when GATI receives Training Authorization (SF-182) 30 days before the course starts.

COURSE NO	TITLE	VENDOR	HOURS CPE	COST
A-14	Cost Principles Applicable to Grants and Contracts with State and Local Governments (OMB Circular A-87)	GATI	16	\$265 *239

SCHEDULE:

March 2-3, 1992 Chicago, IL	July 20-21, 1992 Washington, DC
April 21-22, 1992 Washington, DC	September 14-15, 1992 Atlanta, GA
May 26-27, 1992 Seattle, WA	

* Discount price applies when GATI receives Training Authorization (SF-182) 30 days before the course starts.

FOR ADDITIONAL INFORMATION, PLEASE CHECK YOUR FISCAL 1991 COURSE CATALOG.

COURSE NO	TITLE	VENDOR	HOURS CPE	COST
A-38	Standards for Financial Audits	GATI	16	\$265 *235

SCHEDULE:

This course meets from 8:30 a.m. to 4:30 p.m. including a 45 minute lunch break.

February 18-19, 1992 Chicago, IL
March 9-10, 1992 Washington, DC
April 27-28, 1992 Settle, WA

June 29-30, 1992 Washington, DC
September 28-29, 1992 Washington, DC

*Discount price applies when GATI receives training authorization (SF-182) 30 days before the course starts.

COURSE NO	TITLE	VENDOR	HOURS CPE	COST
G-25	Contract Administration Training for Project Officers	EPA Inst	24	N/A

SCHEDULE:

To be announced.

SPONSOR/LOCATION: EPA Institute: HQ and all locations.

FOR ADDITIONAL INFORMATION, PLEASE CHECK YOUR FISCAL 1991 COURSE CATALOG.

COURSE NO: G-26 (New Course)

TITLE: Assessing Financial Related Activities

VENDOR: GATI

VENDOR CATALOG NO: TAU DT 700

HOURS CPE: 32 (4-day course)

DESCRIPTION:

To course provides a hands-on approach to evaluate governmental budgeting, purchasing, assets management, etc., with emphasis on administrative and accounting controls.

OBJECTIVES:

Upon completion of this course, participants should be able to:

- understand governmental requirements for control of financial activities; and
- plan a review of financial activities, including the compliance testing of administrative and accounting controls.

COST: \$350/325 (discount)

APPLICABILITY:

<u>SERIES</u>	<u>GRADE</u>	<u>NEED</u>
511/343	7	0
All as appropriate	9	0
	11	0
	12	0
	13	0
	14	0
1811	7	0
	9	0
	11	0
	12	0

SCHEDULE:

This course meets from 8:30 a.m. to 4:30 p.m. including a 45 minute lunch break.

May 5-8, 1992 Washington, DC

August 11-14, 1992 Washington, DC

*Discount price applies when GATI receives Training Authorization (SF-182) 30 days before the course starts.

COURSE NO	TITLE	VENDOR	HOURS CPE	COST
G-31	Superfund and the Role of the OIG	EPA/OIG	24	N/A

SCHEDULE:

To be announced.

COURSE NO	TITLE	VENDOR	HOURS CPE	COST
G-35	Project Officer Training for Grants and Cooperative Agreements	EPA Inst	16	N/A

SCHEDULE

To be announced.

SPONSOR/LOCATION: HQ Institute, Cincinnati.

FOR ADDITIONAL INFORMATION, PLEASE CHECK YOUR FISCAL 1991 COURSE CATALOG.

COURSE NO: G-51 (NEW COURSE)

TITLE: Contract and Procurement Fraud

VENDOR: NACFE

VENDOR CATALOG NO: N/A

HOURS CPE: 16 (2-day course)

DESCRIPTION:

This two-day course provides basic-level training on all aspects of contract and procurement fraud. Legal elements, pre-execution activities, contract solicitation and bidding, and contract execution are covered in detail.

COST: \$450 NACFE Member
\$550 Non-NACFE Member

APPLICABILITY:

<u>SERIES</u>	<u>GRADE</u>	<u>NEED</u>
511/343	11	R
	12	R
	13	R
1181	11	R
	12	R
	13	R

SCHEDULE:

March 19-20, 1992 Washington, DC

November 19-20, 1992 Los Angeles, CA

COURSE NO: I-12 (NEW COURSE)

TITLE: Advanced Financial Fraud Training Program (AFFTP)

VENDOR: FLETC

VENDOR CATALOG NO: AFFTP

HOURS: 80 (2-week course)

DESCRIPTION:

This course is designed to provide journeymen level Criminal Investigators with up-to-date investigative for the detection of financial fraud. Emphasis is placed on the application of money laundering statutes (18 USC 1956/57) for non-drug related crimes and on tracking and seizing assets gained through a specified unlawful activity. Two full days of the program are decimated to prosecutive issues and alternatives which include defense tactics and investigative strategies. A 17-hour practical exercise, split up into 2-4 hour blocks over the 10-day program, simulates an actual financial fraud investigation and allows for the reinforcement of course objectives.

OBJECTIVES:

The students will develop and sharpen their investigative techniques for the detection of financial fraud.

COST: \$303

APPLICABILITY:

<u>SERIES</u>	<u>GRADE</u>	<u>NEED</u>
1811	12	0
	13	0

SCHEDULE:

February 3-14, 1992	AFFTP-202	June 15-26, 1992	AFFTP-205
March 23-April 3, 1992	AFFTP-203	August 24-September 4, 1992	AFFTP-206
April 27-May 8, 1992	AFFTP-204		

MANAGEMENT

FOR ADDITIONAL INFORMATION, PLEASE CHECK YOUR FISCAL 1991 COURSE CATALOG.

COURSE NO	TITLE	VENDOR	HOURS CPE	COST
A-28	Management Principle and Performance Auditing	GATI	16	\$265 *239

SCHEDULE:

This course meets from 8:30 a.m. to 4:30 p.m including a 45 minute lunch break.

April 21-22, 1992 Washington, DC

July 28-29, 1992 Washington, DC

*Discount price applies when GATI receives Training Authorization (SF-182) 30 days before the course starts.

COURSE NO	TITLE	VENDOR	HOURS CPE	COST
M-01	Personnel Management for Executives (PME) Program	Department of the Army	64	\$1025

SCHEDULE:

The Army must receive applications six weeks prior to class date. See appendix 2.

COURSE NO	TITLE	VENDOR	HOURS CPE	COST
M-02	Personnel Management for Executives (PME II)	Department of the Army	64	\$350

SCHEDULE:

The Army must receive applications six weeks prior to class date. See appendix 2.

COURSE NO	TITLE	VENDOR	HOURS CPE	COST
M-03	Contract Administration Training for Supervisors and Managers	EPA Institute	8	N/A

SCHEDULE:

To be announced.

SPONSOR/LOCATION: EPA/Institute; HQ, Regions 2, 3, 5, and 9; Cincinnati.

FOR ADDITIONAL INFORMATION, PLEASE CHECK YOUR FISCAL 1991 COURSE CATALOG.

COURSE NO	TITLE	VENDER	HOURS CPE	COST
M-05	Role of Supervisors and Managers in EEO	OPM	16	\$335

SCHEDULE:

April 2-3, 1992 September 28-29, 1992

All of the above courses will be held in Washington, DC.

COURSE NO	TITLE	VENDOR	HOURS CPE	COST
M-06	Executive Excellence Program	FEI/OPM	160	\$6200 (estimate)

SCHEDULE:

To be announced.

Nominations should be submitted through the management chain in time to be considered by the Inspector General in August of each year.

COURSE NO	TITLE	VENDOR	HOURS CPE	COST
M-07	Framework for Supervision	EPA Institute	24	\$150

SCHEDULE:

February 4-6, 1992 Philadelphia, PA	July 7-9, 1992 Atlanta, GA
*February 11-13, 1992 Crystal Station	July 14-16, 1992 Crystal Station
February 18-20, 1992 Dallas, TX	July 21-23, 1992 RTP Laboratories
*March 3-5, 1992 Crystal Station	September 1-3, 1992 Crystal Station
April 7-9, 1992 Cincinnati, OH	October 6-8, 1992 Philadelphia, PA
*April 14-16, 1992 Crystal Station	November 3-5, 1992 San Francisco, CA
April 21-23, 1992 Chicago, IL	December 1-3, 1992 Crystal Station
*May 12-14, 1992 Crystal Station	December 8-10, 1992 Crystal Station
June 2-4 1992 Philadelphia, PA	
July 7-9, 1992 Philadelphia, PA	

* COURSE FILLED

FOR ADDITIONAL INFORMATION, PLEASE CHECK YOUR FISCAL 1991 COURSE CATALOG.

COURSE NO	TITLE	VENDOR	HOURS CPE	COST
M-08	Personnel Management for Supervisors and Managers	OPM	24	\$450

SCHEDULE:

March 4-6, 1992 August 5-7, 1992

All of the above courses will be held in Washington, DC.

COURSE NO	TITLE	VENDOR	HOURS CPE	COST
M-09	Understanding Supervision	EPA Inst.	24	\$50

SCHEDULE:

June 23-24, 1992 September 15-16, 1992 August 11-12, 1992
October 13-14, 1992

All of the courses will be held in Crystal Station.

COURSE NO	TITLE	VENDOR	HOURS CPE	COST
M-10	Supervision and Group Performance	OPM	40	\$495

SCHEDULE:

February 10-14, 1992 July 20-24, 1992
March 16-20, 1992 August 17-21, 1992
May 18-22, 1992 September 14-18, 1992
November 3-4, 1992

All of the above courses will be held in Washington, DC.

COURSE NO	TITLE	VENDOR	HOURS CPE	COST
M-11	Management Functions and Techniques	OPM	40	\$495

SCHEDULE:

March 9-13, 1992 August 10-14, 1992
May 11-15, 1992 September 21-25, 1992

All of the above courses will be held in Washington, DC.

FOR ADDITIONAL INFORMATION, PLEASE CHECK YOUR FISCAL 1991 COURSE CATALOG.

COURSE NO	TITLE	VENDOR	HOURS CPE	COST
M-13	Human Interaction Laboratory	NTL	55	\$1145

SCHEDULE:

February 1-7, 1992 So. California	May 2-8, 1992 Safety Harbor, FL
February 8-14, 1992 Safety Harbor, FL	May 16-22, 1992 Washington, DC
February 22-28, 1992 Safety Harbor, FL	May 30-June 5, 1992 San Francisco
March 14-20, 1992 San Diego, CA	June 13-19, 1992 Atlanta, GA
March 28-April 3, 1992 San Francisco, Ca	June 22-28, 1992 Bethel, ME
April 4-10, 1992 Safety Harbor, FL	July 6-12, 1992 Bethel, ME
April 25-May 1, 1992 Atlanta, GA	August 8-14, 1992 San Francisco, CA
	September 19-25, 1992 Washington, DC

COURSE NO	TITLE	VENDOR	HOURS	COST
M-14	Supervising Employee Performance Conduct and Leave	OPM	24	\$415

SCHEDULE:

April 13-15, 1992 November 16-18, 1992
August 12-14, 1992

All of the above courses will be held in Washington, DC.

COURSE NO	TITLE	VENDOR	HOURS	COST
M-15	Management Work Conference in Interpersonal Competence	NTL	55	\$1295

SCHEDULE:

February 22-26, 1992 San Diego, CA	August 15-21, 1992 San Francisco, CA
March 21-27, 1992 Safety Harbor, FL	Sept. 19-25, 1992 Safety Harbor, FL
April 24-May 1, 1992 No. Virginia	Oct. 10-16, 1992 Safety Harbor, FL
May 16-22, 1992 Safety Harbor, FL	November 14-20, 1992 San Diego, CA
June 6-12, 1992 Atlanta, GA	Dec. 5-11, 1992 Safety Harbor, FL
July 18-24, 1992 Colorado	

FOR ADDITIONAL INFORMATION, PLEASE CHECK YOUR FISCAL 1991 COURSE CATALOG.

COURSE NO	TITLE	VENDOR	HOURS CPE	COST
M-17	Advanced Management Seminar	OPM	40	\$725

SCHEDULE:

March 23-27, 1992 July 27-31, 1992

The seminar is now conducted in Washington, DC, as a non-residential course.

COURSE NO	TITLE	VENDOR	HOURS	COST
M-18	Keys to Managerial Excellence	EPA Institute	24	\$300

SCHEDULE:

March 3-5, 1992 Cincinnati Laboratories	August 4-6, 1992 Crystal Station
March 10-12, 1992 Crystal Station	August 18-20, 1992 Chicago
May 5-7, 1992 Philadelphia, PA	September 8-10, 1992 Crystal Station
May 19-21, 1992 Dallas, TX	October 20-22, 1992 Crystal Station
June 9-11, 1992 Crystal Station	November 17-19, 1992 Atlanta, GA

COURSE NO	TITLE	VENDOR	HOURS CPE	COST
M-24	Constructive Conflict Resolution	OPM	24	\$365

SCHEDULE:

February 19-21, 1992	June 24-26, 1992
April 20-22, 1992	November 23-25, 1992
May 29-31, 1992	

All of the above course will be held in Washington, DC.

FOR ADDITIONAL INFORMATION, PLEASE CHECK YOUR FISCAL 1991 COURSE CATALOG.

COURSE NO: M-30 (New Course)

TITLE: Time Management

VENDOR: EPA Institute

VENDOR CATALOG NO: N/A

HOURS: 8 (1-day course)

DESCRIPTION:

This course is offered to people that feels the need to be more "in control" of his or her time. This seminar includes a total approach to controlling the various pressures that compete for our time.

OBJECTIVES:

Upon completion of this course, on will learn:

- why "time management" really has little to do with the clock - the secret is controlling events, not hours;
- the relationship of event control to self-esteem and productivity;
- how to set goals that make sense for you and how to break them into logical segments and intermediate steps; and
- and ways of creating a more productive work space.

COST: \$200

APPLICABILITY:

<u>SERIES</u>	<u>GRADE</u>	<u>NEED</u>
318	5	R
	6	R
	7	R
	8	R
	9	R
511	7	R
	9	R
	11	R
	12	R
	13	R
1811	14	O
	7	R
	9	R
	11	R
	12	R
	13	R
	14	O

SCHEDULE:

To be scheduled.

COURSE NO: M-31 (New Course)

TITLE: Management Skills Development I: An Individual Approach Management

VENDOR: USDA Graduate School

VENDOR CATALOG NO: SSADM 789M

HOURS CPE: 40 (5-day course)

DESCRIPTION:

The purpose of the course is to enhance the competency of managers, and to heighten their awareness of human and technological resource utilization. It also focuses on skills improvement in the areas of communication, problem-solving, decision-making and planning. This course is designed for those persons in newly acquired management positions and for those interested in management careers.

OBJECTIVES:

The course provides the opportunity to:

- analyze the manager's roles, responsibilities and relationships;
- practice communication skills, giving and receiving feedback; and
- develop strategies for motivating employees.

COST: \$545

APPLICABILITY:

<u>SERIES</u>	<u>GRADE</u>	<u>NEED</u>
511/343	13	0
	14	0
1811	13	0
	14	0

SCHEDULE:

This course meets from 9 a.m. to 4 p.m.

March 16-20, 1992	July 20-24, 1992
May 18-22, 1992	September 21-25, 1992

All of the above courses will be held in Washington DC.

COURSE NO: M-32 (New Course)

TITLE: Management Skills Development: Part II An Organizational Approach

VENDOR: USDA Graduate School

VENDOR CATALOG NO: SSADM 790M

HOURS CPE: 40 (5-day course)

DESCRIPTION:

Management Skills Development: II is a one week course which provides a more intensive examination of management and supervisory skills. Building on the overview of theories and concepts in Part I, this course provides participants with scientific feedback regarding their own behaviors and tendencies in supervisory and management situations. Participants' behaviors are then compared with proven management models.

OBJECTIVE:

After completing this course, participants will be able to:

- better identify their own and other management styles and leadership impact;
- apply the steps and processes necessary to accomplish organizational expectations; and
- be aware of personal effectiveness in a variety of management areas.

COST: \$545

APPLICABILITY:

<u>SERIES</u>	<u>GRADE</u>	<u>NEED</u>
511/343	13	0
	14	0
	15	0
1181	13	0
	14	0
	15	0

SCHEDULE:

This course meets from 9 a.m to 4 p.m.

February 10-14, 1992

June 15-19, 1992

April 13-17, 1992

August 17-21, 1992

All of the above courses will be held in Washington, DC.

COURSE: M-33 (New Course)

TITLE: Executive Leadership Seminars on Critical Public Policy Issues

VENDOR: The Brookings Institution

VENDOR CATALOG NO: N/A

HOURS CPE: 24 (3-day seminars)

DESCRIPTION:

This seminar is divided into four series:

- Science, Quality, and Industrial Competitiveness: Challenges in achieving productivity: environmental quality, education, and labor-management relations.

SCHEDULE: November 10-12, 1992

- The Federal Budget: Budget deficit in an era of divided government.

SCHEDULE: February 18-20, 1992

- National Energy Policy for the 1990: Development of alternative energy sources.

SCHEDULE: April 28-30, 1992

- The Changing Defense Industry: Excess capacity, defense conversion, and economic restructuring.

SCHEDULE: JUNE 23-25, 1992

OBJECTIVE:

The objective of this series of programs is to discuss and develop new perspectives on a broad policy issue of concern to business and government.

COST: \$990

APPLICABILITY:

<u>SERIES</u>	<u>GRADE</u>	<u>NEED</u>
511/343	13	0
	14	0
	15	0
1811	13	0
	14	0
	15	0

Seminars are held at the Brookings Institution in Washington, DC. and are scheduled from Tuesday dinner through Thursday luncheon.

COURSE NO: M-34 (New Course)

TITLE: Problem Solving and Decision Making

VENDOR: EPA Institute

VENDOR CATALOG NO: N/A

HOURS CPE: 8 (1-day course)

DESCRIPTION:

This course will focus on a systematic approach to analyzing problems and making decisions, including evaluating the effectiveness of decisions.

OBJECTIVES:

Upon completion of the courses, participants will be able to:

- identify the necessary steps to isolate the right problems; and
- identify the steps to yield the highest probability of successful decisions.

COST: \$100

APPLICABILITY:

<u>SERIES</u>	<u>GRADE</u>	<u>NEED</u>
511/343	13	R
	14	R
	15	O
1811	13	R
	14	R
	15	O

SCHEDULE:

To be announced.

COURSE NO: M-35 (New Course)

TITLE: Introduction to Supervision

VENDOR: OPM

VENDOR CATALOG NO: 36 JD

HOURS CPE: 40 (5-day course)

DESCRIPTION:

This course is designed to help you understand your role as a new supervisor through lectures, films, group discussions, case studies, and role playing.

OBJECTIVE:

This course will cover the following area:

- communication: writing, speaking, and listening;
- delegation: getting the work done through others;
- motivation: why people work, and building good morale; and
- conflict management: dealing with problem.

COST: \$495

APPLICABILITY:

<u>SERIES</u>	<u>GRADE</u>	<u>NEED</u>
511/343	13	R
	14	R
1811	13	R
	14	R

SCHEDULE:

February 3-7, 1992	August 3-7, 1992
March 2-6, 1992	September 31-October 2, 1992
April 6-10, 1992	October 19-23, 1992
May 4-8, 1992	October 28-November 2, 1992
June 1-5, 1992	November 2-6, 1992
July 6-10, 1992	December 7-11, 1992

All of the above courses will be held in Washington, DC.

COURSE NO: M-36 (New Course)

TITLE: Managing Your Management Career

VENDOR: OFM

VENDOR CATALOG NO: 36 JS

HOURS CPE: 24 (3-day course)

DESCRIPTION:

This course assists you in:

- identifying and clarifying your organizations's values and culture;
- developing a plan to achieve your organization's goals;
- charting your own career development; and
- integrating and implementing organization and career goals.

COST: \$500

APPLICABILITY:

<u>SERIES</u>	<u>GRADE</u>	<u>NEED</u>
511/343	14	R
	15	O
1811	14	R
	15	O

SCHEDULE:

February 19-21, 1992

April 29-May 1, 1992

August 26-28, 1992

November 30-December 2, 1992

All of the above courses will be held in washington, DC.

COURSE NO: M-37 (New Course)

TITLE: Executive Forum on Environmental Leadership

VENDOR: EPA Institute

VENDOR CATALOG NO: N/A

HOURS CPE: 40 (5-day course)

DESCRIPTION:

The Executive Forum on Environmental Leadership is an annual forth-hour residential seminar designed for recently-appointed members of the EPA Senior Executive Service. The forum provides knowledge and skills in the MEF management functions and traits that EAA expects of this top-level managers. These include:

- external awareness,
- interpretation,
- representation,
- broad perspective,
- strategic view, and
- organizational sensitivity.

COST: N/A

SCHEDULE:

March 16-20, 1992 Old Colony Inn, Alexandria, VA

COURSE NO: M-39

TITLE: The EPA Basic Course on Quality

VENDOR: ODI

VENDOR CATALOG NO: N/A

HOURS CPE: 24 (may be offered in segments)

DESCRIPTION:

TQM is not meant to be a process or end in itself. It is meant to be a way of life, a journey in which all employees actively participate in decision making in order to achieve the goals of EPA, increase job satisfaction, and provide results that will maximize environmental health. It frames a context within which people can use a common language to design work processes based on the requirements of both internal and external customers. We need to assess whether each activity we as individuals engage in as adding value to accomplishing our mission. Doing so will help to ensure that the right things are being done in the right ways the first time.

OBJECTIVES:

Upon completion of this course, the participant should acquire:

- an understanding of the meaning of models or blueprints for implementing TQM;
- experience in applying several models or blueprints for implementing TQM;
- practical experience in applying a core set of problem-solving tools required for successful implementation of TQM; and
- An understanding of the evolutionary phases of quality improvements as well as the interdependent strategies necessary for planning comprehensive TQM implementation.

APPLICABILITY:

Priority is given to employees who are members of Quality Action Teams.

SCHEDULE:

Given on request. Supervisors should contact the Quality Coordinator, Tom Maloney on 260-2234, to schedule the training.

MICROCOMPUTER

FOR ADDITIONAL INFORMATION, PLEASE CHECK YOUR FISCAL 1991 COURSE CATALOG.

COURSE NO	TITLE	VENDOR	HOURS CPE	COST
A-06	Introduction to EDP Auditing	GATI	32	\$315 *284

SCHEDULE:

This course meets from 8:30 a.m. to 4:30 p.m. including a 45 minute lunch break.

March 9-12, 1992	June 15-18, 1992 Atlanta, GA
April 27-20, 1992	August 3-6, 1992 Washington, DC
May 18-21, 1992	September 14-17, 1992 San Francisco, CA

*Discount price applies when GATI receives Training Authorization (SF-182) 30 days before the course starts.

COURSE NO	TITLE	VENDOR	HOURS CPE	COST
A-20	Auditing EDP Systems	GATI	24	\$315 *284

SCHEDULE:

February 3-5, 1992 Washington, DC	July 13-15, 1992 Washington, DC
May 4-6, 1992 San Diego, CA	September 14-16, 1992 Washington, DC
June 22-24, 1992 New York, NY	September 28-30, 1992, Atlanta, GA

*Discount price applies when GATI receives Training Authorization (SF-182) 30 days before the course starts.

FOR ADDITIONAL INFORMATION, PLEASE CHECK YOUR FISCAL 1991 COURSE CATALOG.

COURSE NO	TITLE	VENDOR	HOURS CPE	COST
A-21	Security and Control in Automated Systems- Audit Issues	GATI	24	\$315 *284

SCHEDULE:

This course meets from 8:30 a.m. to 4:30 p.m. including a 45 minute lunch break.

March 16-18, 1992 Washington, DC

July 6-8, 1992 Washington, DC

*Discount price applies when GATI receives Training Authorization (SF-182) 30 days before the course starts.

COURSE NO	TITLE	VENDOR	HOURS CPE	COST
G-02	Basic Microcomputer Skills for Auditors	GATI	40	\$420 *375

SCHEDULE:

April 6-10, 1992

July 27-31, 1992

May 18-22, 1992

September 28-October 2, 1992

*Discount price applies when GATI receives Training Authorization (SF-182) 30 days before the course starts.

All of the above course will be held in Washington, DC.

COURSE NO	TITLE	VENDOR	HOURS CPE	COST
G-03	Applying Microcomputer Skills for Auditors	GATI	24	\$315 *284

SCHEDULE:

This course meets from 8:30 a.m. to 4:30 p.m. including a 45 minute lunch break.

March 2-4, 1992

June 24-26, 1992

*Discount price applies when GATI receives training authorization (SF-182) 30 days before the course starts.

FOR ADDITIONAL INFORMATION, PLEASE CHECK YOUR FISCAL 1991 COURSE CATALOG.

COURSE NO	TITLE	VENDOR	HOURS CPE	COST
I-09	Advanced Microcomputer Training Program	FLETC	36	\$218 (estimate)

SCHEDULE:

March 16-20, 1992	AMCTP-202	September 14-18, 1992	AMCTP-204
June 8-12, 1992	AMCTP-203		

COURSE NO	TITLE	VENDOR	HOURS CPE	COST
G-12	Teleprocessing and Data Communications	USDA	24	\$400

SCHEDULE:

April 7-10, 1992
August 4-7, 1992

All of the above courses will be held in Washington, DC.

COURSE NO	TITLE	VENDOR	HOURS CPE	COST
G-24	Introduction to Personal Computers	WIC	8	N/A

SCHEDULE:

To be announced.

FOR ADDITIONAL INFORMATION, PLEASE CHECK YOUR FISCAL 1991 COURSE CATALOG.

COURSE NO: G-37 (NEW COURSE)

TITLE: Introduction to Harvard Business Graphics

VENDOR: USDA

VENDOR CATALOG NO: ACOMP 970

HOURS CPE: 16 (2-day course)

DESCRIPTION:

You will learn how to apply analytical and text charts to represent concepts and statistical data. The class will address the reasons for using charts and graphs, as well as which type of charts to use in specific situations.

OBJECTIVES:

By the end of the class you should be able to:

- explain the basic concepts of computer business graphics;
- explain the features of Harvard Graphics;
- use the on-line help feature in Harvard Graphics;
- create a desktop presentation by linking charts; and
- print charts using a variety of out devices.

COST: \$225

APPLICABILITY:

<u>SERIES</u>	<u>GRADE</u>	<u>NEED</u>
318/322	5	O
	6	O
	8	R
	9	R
	10	R
511/343	11	O
	12	O
	13	O
1811	11	O
	12	O
	13	O

SCHEDULE:

This workshop meets from 9 a.m. to 4 p.m.

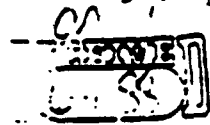
February 27-28, 1992

August 13-14, 1992

May 14-15, 1992

All of the above courses will be held in Washington, DC.

APPENDIXES

OFFICE OF
THE INSPECTOR GENERAL

MAY 27 1988

MEMORANDUM**SUBJECT:** Accelerated Promotion Program for GS-511-5 and
GS-511-7 Auditors**FROM:** Ernest E. Bradley III *Ernest Bradley III*
Assistant Inspector General for Audit**TO:** Divisional Inspectors General for Audit

The Accelerated Promotion Program has been approved and is now in effect. Attached is a training agreement for EPA OIG auditors GS-511-5 and GS-511-7 which provides for one accelerated promotion after 6 months in grade. Intense training, including on-the-job training, formal training, and other learning experiences closely supervised by senior auditors should provide the participant with the necessary knowledge, skills, and abilities for early promotion.

Should you have any questions, please contact Michael D. Simmons on 382-4106.

Attachment**cc:** Anna Hopkins Virbick
Anne E. Magor

Attachment

Environmental Protection Agency
Training Agreement for Auditors
GS-511-5 and GS-511-7

The undersigned concur in use of the attached Training Agreement for EPA OIG auditors, GS-511-5 and GS-511-7, providing for accelerated promotion after 6 months (26 weeks) in grade.

For Clarence Hardy
William M. Henderson
Director, Office of Human
Resources Management

5.26.88
Date

John C. Martin 5/2/88
John C. Martin
Inspector General
Date

Supplemental Courses Which Build Auditor's Skills
and
Can Be Used on a Time Available Basis
for
Professional Development

Supplemental courses which would provide training in the training objectives are listed below:

Supplemental Courses

- Introduction to Government Auditing
- Introduction to Performance Audits
- Internal Audit Survey Process
- Standards for Financial Audit
- Preparation of Audit Work Papers
- Single Audits of State and Local Government
- Detection and Prevention of Fraud in EPA
- Flow Charting for Auditors
- Evaluating and Reporting on Internal Control Systems
- Developing and Presenting Audit Finding
- Contract Auditing
- Basic Microcomputer Skills for Auditors
- Practical Statistical Sampling for Auditors (Basic Course)
- Interviewing Techniques for Auditors
- Successful Audit Report Writing
- Introduction to EDP Auditing
- Performance Auditing—A Comprehensive Case Study

Professional Development

Opportunities for enhancing professional skills may also be obtained through job-related training available through:

- OIG Staff Conferences and Divisional Staff Meetings
- Professional Societies such as Association of Government Accountants, Institute of Internal Auditors, and others
- Colleges and training/educational organizations (e.g., Office of Personnel Management) and
- Independent Research and Study

**PERSONNEL MANAGEMENT FOR EXECUTIVES (PME)
COURSE SCHEDULE -- FY 92**

REGION	CONFERENCE NUMBER	DATES
Midwest		2 - 12 March 1992
		8 - 19 June 1992
		14 - 24 September 1992
	PME II	20 - 24 July 1992
Northeast		
	6	
	7	16 - 26 June 1992
	8	15 - 25 September 1992
	PME II	20 - 24 April 1992
Southeast		
	93	3 - 13 March 1992
	94	16 - 26 June 1992
	95	15 - 25 September 1992
	PME II	13 - 17 July 1992
Southwest		
	97	March or April 1992 (Korea)
	98	9 - 19 June 1992 (Arizona or California)
	99	14 - 25 September 1992 (Corpus Christi, TX)
	PME II	22 - 24 October 1991 (San Antonio, TX)
USAREUR		
	91	21 April - 1 May 1992
	92	2 - 12 June 1992
	PME II	12 - 15 May 1992

PERSONNEL MANAGEMENT FOR EXECUTIVES (PME)

REGIONS AND TERRITORY COVERED

Northeast Region: Connecticut, Delaware, Maine, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, Vermont, Maryland & Virginia.

Southeast Region, Alabama, Florida, Georgia, Mississippi, N. Carolina, S. Carolina, Tennessee, Panama, Puerto Rico, & District of Columbia.

Midwest Region: Illinois, Indiana, Iowa, Kentucky, Michigan, Minnesota, Missouri, N. Dakota, Ohio, S. Dakota, W. Virginia, Wisconsin, Alaska, Idaho, Montana, Oregon, & Washington.

Southwest Region: Arkansas, Colorado, Kansas, Louisiana, Nebraska, New Mexico, Oklahoma, Texas, Arizona, California, Nevada, Utah, & Wyoming.

USAREUR Region: European, Mediterranean, and Middle East areas.

REGIONAL PME PROGRAM DIRECTORS

Ellen Capezzera, PME Program Director, Northeast Region
Army Center for Civilian Human Resource Management
P.O. Box 749
Lancaster, Pennsylvania, 17603
Commercial (717) 399-8070

William J. Werling, PME Program Director, Southeast Region, DA Regional Training Center, Office of Civilian Personnel Director, ATTN: FCJI-CP, Forces Command
Fort McPherson, GA 30330-6000
DSN: 367-6845
Commercial (404) 669-6845

Donna Layton, PME Program Director, Midwest Region
DA Regional Training Center
Civilian Personnel Office
Fort Leavenworth, KS 66027
DSN: 552-4449

Larry Geppert, PME Program Director, Southwest Region
DA Regional Training Center
Office of Civilian Personnel Director
ATTN: HSPE-C
U.S. Army Health Services Command
Fort Sam Houston, TX 78234-6000
DSN: 471-6854/6805
Commercial (512) 221-6854/6805

Barbara Jackson, PME Program Director, USAREUR
DA Regional Training Center
HQ USAREUR - CPD
ATTN: AEAGA-CA
APO New York 09403
ETS 370-8088/8436
Commercial 06 221 57 8088/8436

PERSONNEL MANAGEMENT FOR EXECUTIVES AND PME II

APPLICATION FORMAT

1. Dates of course.
2. Name of applicant.
3. Employing activity.
4. Office mailing address (street, city, state, zip code).
5. Title of present position.
6. Grade.
7. Time in supervisory position(s) (years--months):
 - a. Present position.
 - b. Previous supervisory position.
 - c. Civilian employees only: My position is classified in the GM category. _____Yes _____No
 - d. Civilian employees only: I have been selected to participate in a DA-wide competitive development group (e.g., LOGAMP), DoD Executive Leadership Program, or similar programs. _____Yes (Which? _____) _____No
8. Description of scope of current managerial responsibilities. In addition to the description, attach an organization chart of directory to reflect position location in employing activity.
9. List formal management education and training programs completed. (Show name of institution/school, month and year, and title of program.)
10. State individual learning objective.
11. Telephone number (AUTOVON, if any, and area code plus extension).
12. Signature of applicant and date.
13. Application approval: typed name, grade, title, telephone number, and signature of approving official.

U. S. ENVIRONMENTAL PROTECTION AGENCY
OFFICE OF INSPECTOR GENERAL
TRAINING PROFILE - SERIES AND GRADE SEQUENCE

COURSE TITLE	VENDOR	CATALOG NO	NEED	RQMT	CODE
** SERIES: 0318					
* GRADE: 02					
TELEPHONE TECHNIQUES	OPM	25BO	R		C10
HOW TO WORK WITH PEOPLE	USDA	ASECR 770	R		C21
* GRADE: 03					
TELEPHONE TECHNIQUES	OPM	25BO	R		C10
HOW TO WORK WITH PEOPLE	USDA	ASECR 770	R		C21
* GRADE: 04					
TIMEKEEPING	OPM	21QE	O		C11
HOW TO WORK WITH PEOPLE	USDA	ASECR 770	O		C21
EFFECTIVE LISTENING	USDA	ACOMM 706	R		C22
* GRADE: 05					
LETTERWRITING FOR SECRETARIES	OPM	25AM	M		C03
SECRETARIAL OFFICE PROCEDURES	OPM	25AB	R		C06
TIMEKEEPING	OPM	21QE	O		C11
TIME MANAGEMENT FOR SUP STAFF	OPM	25AW	M		C12
INTRO WORD PROCESSING	IATP	ASECR 850	R		C13
SURVIVAL SKILLS FOR SECRETARIE	EPAIN		M		C14
HOW TO WORK WITH PEOPLE	USDA	ASECR 770	O		C21
PROJECT MGT FOR SECRETARIES	OPM	25AX	R		C25
PROBLEM SOLVING	OPM	25AT	M		C29
SEM FOR EXECUTIVE SECRETARIES	OPM	25AC	R		C33
PLAN FOR CAREER ADVANCEMENT	OPM	25AZ	R		C35
THE PROFESSIONAL SECRETARY	EPAIN		R		C37
INTRO TO HARVARD BUS. GRAPHICS	USDA	ACOMP 970	R		G37
TIME MANAGEMENT	EPAIN		R		M30
* GRADE: 06					
LETTERWRITING FOR SECRETARIES	OPM	25AM	M		C03
SECRETARIAL OFFICE PROCEDURES	OPM	25AB	R		C06
TIME MANAGEMENT FOR SUP STAFF	OPM	25AW	M		C12
INTRO WORD PROCESSING	WIC		R		C13
SURVIVAL SKILLS FOR SECRETARIE	EPAIN		M		C14
OFFICE MANAGEMENT	OPM	25AD	R		C15
HOW TO WORK WITH PEOPLE	USDA	ASECR 770	O		C21
PROJECT MGT FOR SECRETARIES	OPM	25AX	R		C25
PROBLEM SOLVING	OPM	25AT	M		C29
SEM FOR EXECUTIVE SECRETARIES	OPM	25AC	R		C33
PLAN FOR CAREER ADVANCEMENT	OPM	25AZ	R		C35
THE PROFESSIONAL SECRETARY	EPAIN		R		C37
INTRO TO HARVARD BUS. GRAPHICS	USDA	ACOMP 970	R		G37
TIME MANAGEMENT	EPAIN		R		M30

U. S. ENVIRONMENTAL PROTECTION AGENCY
OFFICE OF INSPECTOR GENERAL
TRAINING PROFILE - SERIES AND GRADE SEQUENCE

COURSE TITLE	VENDOR	CATALOG NO	NEED	RQMT CODE
* GRADE: 07				
LETTERWRITING FOR SECRETARIES	OPM	25AM	M	C03
SECRETARIAL OFFICE PROCEDURES	OPM	25AB	O	C06
STRESS MGT FOR SUPPORT STAFF	OPM	25BB	R	C09
TIME MANAGEMENT FOR SUP STAFF	OPM	25AW	M	C12
INTRO WORD PROCESSING	WIC		O	C13
SURVIVAL SKILLS FOR SECRETARIE	EPAIN		M	C14
OFFICE MANAGEMENT	OPM	25AD	R	C15
EDITING FOR SEC & ADM ASSIS	USDA	AEDIT 711	R	C19
HOW TO WORK WITH PEOPLE	USDA	ASECR 770	O	C21
SPEAKING WITH CONFIDENCE	USDA	ACOMM 725	O	C23
PROJECT MGT FOR SECRETARIES	OPM	25AX	R	C25
PROBLEM SOLVING	OPM	25AT	M	C29
SEM FOR EXECUTIVE SECRETARIES	OPM	25AC	M	C33
PLANFOR CAREER ADVANCEMENT	OPM	25AZ	R	C35
THE PROFESSIONAL SECRETARY	EPAIN		O	C37
INTRO TO HARVARD BUS. GRAPHICS	USDA	TCOMP 970	R	G37
TIME MANAGEMENT	EPAIN		R	M30
* GRADE: 08				
LETTERWRITING FOR SECRETARIES	OPM	25AM	R	C03
STRESS MGT FOR SUPPORT STAFF	OPM	25BB	R	C09
TIME MANAGEMENT FOR SUP STAFF	OPM	25AW	R	C12
INTRO WORD PROCESSING	WIC		O	C13
OFFICE MANAGEMENT	OPM	25AD	M	C15
EDITING FOR SEC & ADM ASSIS	USDA	AEDIT 711	R	C19
SPEAKING WITH CONFIDENCE	USDA	ACOMM 725	O	C23
PROJECT MGT FOR SECRETARIES	OPM	25AX	R	C25
PROBLEM SOLVING	OPM	25AT	M	C29
SEM FOR EXECUTIVE SECRETARIES	OPM	25AC	M	C33
PLAN FOR CAREER ADVANCEMENT	OPM	25AZ	R	C35
TIME MANAGEMENT	EPAIN		R	M30
* GRADE: 09				
LETTERWRITING FOR SECRETARIES	OPM	25AM	R	C03
STRESS MGT FOR SUPPORT STAFF	OPM	25BB	R	C09
TIME MANAGEMENT FOR SUP STAFF	OPM	25AW	R	C12
INTRO WORD PROCESSING	WIC		O	C13
OFFICE MANAGEMENT	OPM	25AD	M	C15
EDITING FOR SEC & ADM ASSIS	USDA	AEDIT 711	R	C19
SPEAKING WITH CONFIDENCE	USDA	ACOMM 725	O	C23
PROJECT MGT FOR SECRETARIES	OPM	25AX	R	C25
PROBLEM SOLVING	OPM	25AT	M	C29
SEM FOR EXECUTIVE SECRETARIES	OPM	25AC	M	C33
TIME MANAGEMENT	EPAIN		R	M30
* GRADE: 10				
LETTERWRITING FOR SECRETARIES	OPM	25AM	R	C03

U. S. ENVIRONMENTAL PROTECTION AGENCY
OFFICE OF INSPECTOR GENERAL
TRAINING PROFILE - SERIES AND GRADE SEQUENCE

COURSE TITLE	VENDOR CATALOG NO NEED RQMT CODE			
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STRESS MGT FOR SUPPORT STAFF	OPM	25BB	R	C09
TIME MANAGEMENT FOR SUP STAFF	OPM	25AW	R	C12
INTRO WORD PROCESSING	WIC		O	C13
OFFICE MANAGEMENT	OPM	25AD	M	C15
EDITING FOR SEC & ADM ASSIS	USDA	AEDIT 711	R	C19
SPEAKING WITH CONFIDENCE	USDA	ACOMM 725	O	C23
PROJECT MGT FOR SECRETARIES	OPM	25AX	R	C25
PROBLEM SOLVING	OPM	25AT	R	C29
SEM FOR EXECUTIVE SECRETARIES	OPM	25AC	M	C33

U. S. ENVIRONMENTAL PROTECTION AGENCY
OFFICE OF INSPECTOR GENERAL
TRAINING PROFILE - SERIES AND GRADE SEQUENCE

COURSE TITLE	VENDOR	CATALOG NO	NEED	RQMT	CODE
** SERIES: 0322					
* GRADE: 02					
BETTER OFFICE SKILLS & SERVICE	OPM	25AA	M		C01
INTRO WORD PROCESSING	WIC		M		C13
SURVIVAL SKILLS FOR SECRETARIE	EPaint		M		C14
ESSENTIALS OF ENGLISH	OPM	25PH	M		C18
PROOFREADING	OPM	25AN	R		C20
THE PROFESSIONAL SECRETARY	EPaint		R		C37
* GRADE: 03					
BETTER OFFICE SKILLS & SERVICE	OPM	25AA	M		C01
INTRO WORD PROCESSING	WIC		M		C13
SURVIVAL SKILLS FOR SECRETARIE	EPaint		M		C14
ESSENTIALS OF ENGLISH	OPM	25PH	M		C18
PROOFREADING	OPM	25AN	R		C20
PLAN FOR CAREER ADVANCEMENT	OPM	25AZ	R		C35
THE PROFESSIONAL SECRETARY	EPaint		R		C37
* GRADE: 04					
BETTER OFFICE SKILLS & SERVICE	OPM	25AA	M		C01
TELEPHONE TECHNIQUES	OPM	25BO	M		C10
INTRO WORD PROCESSING	WIC		M		C13
SURVIVAL SKILLS FOR SECRETARIE	EPaint		M		C14
ESSENTIAL OF ENGLISH	OPM	25PH	M		C18
PROOFREADING	OPM	25AN	R		C20
PLAN FOR CAREER ADVANCEMENT	OPM	25AZ	R		C35
THE PROFESSIONAL SECRETARY	EPaint		R		C37
* GRADE: 05					
TELEPHONE TECHNIQUES	OPM	25BO	M		C10
EFFECTIVE LISTENING	USDA	ACOMM 706	R		C22
* GRADE: 06					
TELEPHONE TECHNIQUES	OPM	25BO	M		C10
TIMEKEEPING	OPM	21QE	O		C11
* GRADE: 08					
HOW TO WORK WITH PEOPLE	USDA	ASECR 770	M		C21
* GRADE: 09					
HOW TO WORK WITH PEOPLE	USDA	ASECR 770	M		C21
* GRADE: 10					
HOW TO WORK WITH PEOPLE	USDA	ASECR 770	M		C21

U. S. ENVIRONMENTAL PROTECTION AGENCY
OFFICE OF INSPECTOR GENERAL
TRAINING PROFILE - SERIES AND GRADE SEQUENCE

COURSE TITLE	VENDOR	CATALOG NO	NEED	RQMT	CODE
** SERIES: 0511, 343, 347					
* GRADE: 05					
INTRO TO GOVERNMENT AUDITING	GATI	TAUDT 701	M		A01
INTRO TO EDP AUDITING	GATI	TCOMP 859	O		A06
INTERNAL AUDIT SURVEY PROCESS	EPAOIG	INHOUSE	M		A27
STANDARDS FOR FINANCIAL AUDITS	GATI	TAUDT 836	M		A38
ASSES INT CONTROL-PERFOR AUDIT	GATI	TAUDT 727	O		A47
INTRO TO PERSONAL COMPUTERS	WIC		O		G24
* GRADE: 07					
INTRO TO GOVERNMENT AUDITING	GATI	TAUDT 701	M		A01
INTRODUCTION PERFORMANCE AUDIT	GATI	TAUDT 704	R		A02
INTRO TO EDP AUDITING	GATI	TCOMP 859	O		A06
FLOWCHARTING FOR AUDITORS	GATI	TAUDT 815	O		A07
CONTRACT AUDITING	GATI	TAUDT 864	O		A09
DETECT & PREV OF FRAUD IN EPA	EPAOIG		M		A12
COMPL AUDITING/QUESTIONED COST	GATI	TAUDT 819	R		A13
DEV & PRES OF AUDIT FINDINGS	GATI	TAUDT 715	R		A16
PREPARATION AUD WORKING PAPERS	GATI	TAUDT 801	O		A17
EVAL & RPTG ON MGT CONTROL SYS	GATI	TAUDT 779	R		A24
INTERNAL AUDIT SURVEY PROCESS	EPAOIG	INHOUSE	M		A27
EFF AUD-CLIENT RELATIONSHIPS	GATI	TAUDT 808	M		A33
STANDARDS FOR FINANCIAL AUDITS	GATI	TAUDT 836	M		A38
ASSES INT CONTROL-PERFOR AUDIT	GATI	TAUDT 727	R		A47
INSTUCTOR TRAINING	EPAIN		O		G23
INTRO TO PERSONAL COMPUTERS	WIC		O		G24
ASSESSING FIN RELATED ACTIVIT	GATI	TAUDT 700	O		G26
SUPERFUND & ROLE OF THE OIG	EPAOIG		O		G31
* GRADE: 09					
INTRO TO GOVERNMENT AUDITING	GATI	TAUDT 701	M		A01
INTRODUCTION PERFORMANCE AUDIT	GATI	TAUDT 704	M		A02
SUCCESSFUL AUDIT RPT WRITING	GATI	TWRIT 845	R		A03
INTERVIEWING TECH FOR AUDITORS	GATI	TAUDT 820	O		A04
INTRO TO EDP AUDITING	GATI	TCOMP 859	O		A06
FLOWCHARTING FOR AUDITORS	GATI	TAUDT 815	R		A07
CONTRACT AUDITING	GATI	TAUDT 864	R		A09
PERFORM AUDITING - CASE STUDY	GATI	TAUDT 830	R		A11
DETECT & PREV OF FRAUD IN EPA	EPAOIG		M		A12
COMPL AUDITING/QUESTIONED COST	GATI	TAUDT 819	M		A13
COST PRIN APPL STATE & LCL GOV	GATI	TAUDT 810	O		A14
DEV & PRES OF AUDIT FINDINGS	GATI	TAUDT 715	M		A16
PREPARATION AUD WORKING PAPERS	GATI	TAUDT 801	O		A17
UNIFORM ADM REQ A-102 & A-110	GATI	TAUDT 850	O		A22
EVAL & RPTG ON MGT CONTROL SYS	GATI	TAUDT 779	M		A24
INTERNAL AUDIT SURVEY PROCESS	EPAOIG	INHOUSE	M		A27
EFF AUD-CLIENT RELATIONSHIPS	GATI	TAUDT 808	M		A33

U. S. ENVIRONMENTAL PROTECTION AGENCY
OFFICE OF INSPECTOR GENERAL
TRAINING PROFILE - SERIES AND GRADE SEQUENCE

COURSE TITLE	VENDOR	CATALOG NO	NEED	RQMT	CODE
-----	-----	-----	-----	-----	-----
STANDARDS FOR FINANCIAL AUDITS	GATI	TAUDT 836	R		A38
AUDITING STATE REVOLVING FUNDS	EPAOIG		O		A46
ASSES INT CONTROL-PERFOR AUDIT	GATI	TAUDT 727	M		A47
EFFECT LISTENING & MEM DEVELOP	OPM	25DK	O		G18
INSTUCTOR TRAINING	EPAINT		O		G23
INTRO TO PERSONAL COMPUTERS	WIC		O		G24
ASSESSING FIN RELATED ACTIVIT	GATI	TAUDT 700	O		G26
SUPERFUND & ROLE OF THE OIG	EPAOIG		O		G31

* GRADE: 11

INTRODUCTION PERFORMANCE AUDIT	GATI	TAUDT 704	O		A02
SUCCESSFUL AUDIT RPT WRITING	GATI	TWRIT 845	M		A03
INTERVIEWING TECH FOR AUDITORS	GATI	TAUDT 820	O		A04
INTRO TO EDP AUDITING	GATI	TCOMP 859	O		A06
FLOWCHARTING FOR AUDITORS	GATI	TAUDT 815	R		A07
CONTRACT AUDITING	GATI	TAUDT 864	M		A09
PERFORM AUDITING - CASE STUDTY	GATI	TAUDT 830	M		A11
DETECT & PREV OF FRAUD IN EPA	EPAOIG		M		A12
COMPL AUDITING/QUESTIONED COST	GATI	TAUDT 819	M		A13
COST PRIN APPL STATE & LCL GOV	GATI	TAUDT 810	O		A14
PRACTICAL STAT SAMPL AUD BASIC	GATI	TSTAT 725	R		A15
DEV & PRES OF AUDIT FINDINGS	GATI	TAUDT 715	O		A16
PREPARATION AUD WORKING PAPERS	GATI	TAUDT 801	O		A17
WRITTEN COMMUNICATIONS FOR AUD	GATI	TWRIT 855	R		A18
AUDITING EDP SYSTEMS	GATI	TCOMP 858	O		A20
SEC & CONT AUDOMAT SY-AUD ISSU	GATI	TCOMP 867	O		A21
UNIFORM ADM REQ A-102 & A-110	GATI	TAUDT 850	O		A22
EVAL & RPTG ON MGT CONTROL SYS	GATI	TAUDT 779	O		A24
STAT TECH-ECON & EFF AUDITING	GATI	TSTAT 730	O		A25
INTERNAL AUDIT SURVEY PROCESS	EPAOIG	INHOUSE	O		A27
MGT PRINCIPLES & PREFOR AUDIT	GATI	TAUDT 885	O		A28
EFF AUD-CLIENT RELATIONSHIPS	GATI	TAUDT 808	M		A33
FORMULATING AUDIT OBJECTITES	GATI	TAUDT 871	O		A39
EFF AUD CONSTRUCTION ACTIVITY	IIA		O		A44
ADV CONST COST CONT&AUD CONCPT	IIA		O		A45
AUDITING STATE REVOLVING FUNDS	EPAOIG		O		A46
ASSES INT CONTROL-PERFOR AUDIT	GATI	TAUDT 727	M		A47
SKILLS FOR NEW AUDIT IN CHARGE	IIA		O		A48
OPERATIONAL AUDITING THE 90'S	IIA		R		A49
FRAUD-APPLIED CON FOR AUDITORS	IIA		R		A50
INTERVIEW SKILLS FOR AUDITORS	CFE		R		A55
FRAUD & GOV'T AUDIT STANDARDS	CFE		R		A56
AUDIT INFORMATION SYSTEM	IIA		O		A57
AUDITING FOR FRAUD	CFE		R		A62
EFFECTIVE WRITING	EPAINT		O		G13
NEGOTIATION SKILLS	EPAINT		O		G17
EFFECT LISTENING & MEM DEVELOP	OPM	25DK	O		G18
INSTUCTOR TRAINING	EPAINT		O		G23

U. S. ENVIRONMENTAL PROTECTION AGENCY
OFFICE OF INSPECTOR GENERAL
TRAINING PROFILE - SERIES AND GRADE SEQUENCE

COURSE TITLE	VENDOR	CATALOG NO	NEED	RQMT	CODE
INTRO TO PERSONAL COMPUTERS	WIC		O		G24
ASSESSING FIN RELATED ACTIVIT	GATI	TAUDT 700	O		G26
SUPERFUND & ROLE OF THE OIG	EPAOIG		O		G31
INTRO TO HARVARD BUS. GRAPHICS	USDA	ACOMP 970	R		G37
CONTRACT & PROCUREMENT FRAUD	CFE		R		G51
UNDERSTANDING SUPERVISION	EPAINT		O		M09
TIME MANAGEMENT	EPAINT		R		M30

* GRADE: 12

SUCCESSFUL AUDIT RPT WRITING	GATI	TWRIT 845	M		A03
CONTRACT AUDITING	GATI	TAUDT 864	M		A09
PERFORM AUDITING - CASE STUDY	GATI	TAUDT 830	M		A11
DETECT & PREV OF FRAUD IN EPA	EPAOIG		M		A12
COMPL AUDITING/QUESTIONED COST	GATI	TAUDT 819	O		A13
COST PRIN APPL STATE & LCL GOV	GATI	TAUDT 810	O		A14
PRACTICAL STAT SAMPL AUD BASIC	GATI	TSTAT 725	M		A15
WRITTEN COMMUNICATIONS FOR AUD	GATI	TWRIT 855	R		A18
AUDITING EDP SYSTEMS	GATI	TCOMP 858	O		A20
SEC & CONT AUTOMAT SY-AUD ISSU	GATI	TCOMP 867	O		A21
UNIFORM ADM REQ A-102 & A-110	GATI	TAUDT 850	O		A22
STAT TECH-ECON & EFF AUDITING	GATI	TSTAT 730	O		A25
SINGLE AUD STATE & LOCAL GOV'T	GATI	TAUDT 803	R		A26
INTERNAL AUDIT SURVEY PROCESS	EPAOIG	INHOUSE	O		A27
MGT PRINCIPLES & PREFOR AUDIT	GATI	TAUDT 885	O		A28
PERFORM AUDITING-MIS SYS DEVEL	GATI	TAUDT 838	O		A32
EFF AUD-CLIENT RELATIONSHIPS	GATI	TAUDT 808	M		A33
FORMULATING AUDIT OBJECTIVES	GATI	TAUDT 871	O		A39
AUDIT REPORT REVIEW CLINIC	GATI	TWRIT 800	O		A40
EFF AUD CONSTRUCTION ACTIVITY	IIA		O		A44
ADV CONST COST CONT&AUD CONCP	IIA		O		A45
AUDITING STATE REVOLVING FUNDS	EPAOIG		O		A46
SKILLS FOR NEW AUDIT IN CHARGE	IIA		R		A48
OPERATIONAL AUDITING THE 90'S	IIA		R		A49
FRAUD-APPLIED CON FOR AUDITORS	IIA		R		A50
INTERVIEW SKILLS FOR AUDITORS	CFE		R		A55
FRAUD & GOV'T AUDIT STANDARDS	CFE		R		A56
AUDIT INFORMATION SYSTEMS	IIA		O		A57
AUD TEAM BUILD THU EFF SUPERV	IIA		O		A58
AUDITING FOR FRAUD	CFE		R		A62
BRIEFING TECHNIQUES	EPAOIG	INHOUSE	R		G08
TELEPROC AND DATA COMM	USDA	ACOMP 747	O		G12
EFFECTIVE WRITING	EPAINT		O		G13
NEGOTIATION SKILLS	EPAINT		O		G17
EFFECT LISTENING & MEM DEVELOP	OPM	25DK	O		G18
SECURITY & CONT IN AUTO SYS	GATI	TCOMP 867	O		G21
INSTUCTOR TRAINING	EPAINT		O		G23
INTRO TO PERSONAL COMPUTERS	WIC		O		G24
CONTR ADMIN FOR PROJ OFFICERS	EPAINT		O		G25

U. S. ENVIRONMENTAL PROTECTION AGENCY
OFFICE OF INSPECTOR GENERAL
TRAINING PROFILE - SERIES AND GRADE SEQUENCE

COURSE TITLE	VENDOR	CATALOG NO	NEED	RQMT	CODE
ASSESSING FIN RELATED ACTIVIT	GATI	TAUDT 700	O		G26
SUPERFUND & ROLE OF THE OIG	EPAOIG		O		G31
PROJ OFF TNG FOR GRTS & COOP	EPAIN		O		G35
CONTRACT & PROCUREMENT FRAUD	CFE		R		G51
PERSONNEL MGMT FOR EXEC (PME)	ARMY		R		M01
UNDERSTANDING SUPERVISION	EPAIN		R		M09
TIME MANAGEMENT	EPAIN		R		M30
* GRADE: 13					
CONTRACT AUDITING	GATI	TAUDT 864	O		A09
DETECT & PREV OF FRAUD IN EPA	EPAOIG		O		A12
COST PRIN APPL STATE & LCL GOV	GATI	TAUDT 810	O		A14
PRACTICAL STAT SAMPL AUD BASIC	GATI	TSTAT 725	M		A15
WRITTEN COMMUNICATIONS FOR AUD	GATI	TWRIT 855	M		A18
AUDITING EDP SYSTEMS	GATI	TCOMP 858	O		A20
SEC & CONT AUTOMAT SY-AUD ISSU	GATI	TCOMP 867	O		A21
STAT TECH-ECON & EFF AUDITING	GATI	TSTAT 730	O		A25
SINGLE AUD STATE & LOCAL GOV'T	GATI	TAUDT 803	R		A26
INTERNAL AUDIT SURVEY PROCESS	EPAOIG	INHOUSE	O		A27
MGT PRINCIPLES & PREFOR AUDIT	GATI	TAUDT 885	O		A28
PERFORM AUDITING-MIS SYS DEVEL	GATI	TAUDT 838	O		A32
EFF AUD-CLIENT RELATIONSHIPS	GATI	TAUDT 808	O		A33
FORMULATING AUDIT OBJECTIVES	GATI	TAUDT 871	O		A39
AUDIT REPORT REVIEW CLINIC	GATI	TWRIT 800	O		A40
EFF AUD CONSTRUCTION ACTIVITY	IIA		O		A44
ADV CONST COST CONT&AUD CONCPT	IIA		O		A45
AUDITING STATE REVOLVING FUNDS	EPAOIG		O		A46
SKILLS FOR NEW AUDIT IN CHANGE	IIA		M		A48
FRAUD-APPLIED CON FOR AUDITORS	IIA		R		A50
INTERVIEW SKILLS FOR AUDITORS	CFE		R		A55
FRAUD & GOV'T AUDIT STANDARDS	CFE		R		A56
AUDIT INFORMATION SYSTEMS	IIA		O		A57
AUD TEAM BUILD THU EFF SUPERV	IIA		R		A58
COACH AND MARKET FOR AUD MGT	IIA		O		A60
NEGOTIATION SKILLS FOR AUDITOR	IIA		O		A61
AUDITING FOR FRAUD	CFE		R		A62
BRIEFING TECHNIQUES	EPAOIG	INHOUSE	M		G08
TELEPROC AND DATA COMM	USDA	ACOMP 747	O		G12
EFFECTIVE WRITING	EPAIN		O		G13
MANAGING OTHER PEOPLE WRITING	USDA	AWRIT 761	O		G15
MANAGING MEETINGS EFFECTIVELY	EPAIN		O		G16
NEGOTIATION SKILLS	EPAIN		O		G17
EFFECT LISTENING & MEM DEVELOP	OPM	25DK	O		G18
SECURITY & CONT IN AUTO SYS	GATI	TCOMP 867	O		G21
INSTUCTOR TRAINING	EPAIN		O		G23
INTRO TO PERSONAL COMPUTERS	WIC		O		G24
CONTR ADMIN FOR PROJ OFFICERS	EPAIN		O		G25
ASSESSING FIN RELATED ACTIVIT	GATI	TAUDT 700	O		G26

U. S. ENVIRONMENTAL PROTECTION AGENCY
OFFICE OF INSPECTOR GENERAL
TRAINING PROFILE - SERIES AND GRADE SEQUENCE

COURSE TITLE	VENDOR	CATALOG	NO	NEED	RQMT	CODE
SUPERFUND & ROLE OF THE OIG	EPAOIG			O		G31
PROJ OFF TNG FOR GRTS & COOP	EPAIN			O		G35
CONTRACT & PROCUREMENT FRAUD	CFE			R		G51
PERSONNEL MGMT FOR EXEC (PME)	ARMY			R		M01
FRAMEWORK FOR SUPERVISION	EPAIN			M		M07
PERS MGT FOR SUPERVISORS & MGR	OPM	22AQ		R		M08
UNDERSTANDING SUPERVISION	EPAIN			M		M09
MANAGEMENT FUNCTIONS AND TECH	OPM	36JC		O		M11
MGT SKILLS DEVELOPMENT:I SSADM	789M	USDA		O		M31
MGT SKILLS DEVELOPMENT:IISSADM	USDA	790M		O		M32
CRITICAL PUBLIC POLICY ISSUES	BRKINT			O		M33
PROB SOLVING & DECISION MAKING	EPAIN			R		M34
INTRODUCTION TO SUPERVISION	OPM	35 JD		R		M35
MANAGING YOUR MGT CAREER	OPM	36 JS		R		M36

* GRADE: 14

SINGLE AUDITS NON-PROFIT ENTIT	GATI	TAUDT 837		R		A05
PRACTICAL STAT SAMPL AUD BASIC	GATI	TSTAT 725		M		A15
STAT TECH-ECON & EFF AUDITING	GATI	TSTAT 730		O		A25
INTERNAL AUDIT SURVEY PROCESS	EPAOIG	INHOUSE		O		A27
MGT PRINCIPLES & PREFOR AUDIT	GATI	TAUDT 885		O		A28
PERFORM AUDITING-MIS SYS DEVEL	GATI	TAUDT 838		O		A32
SEMINAR FOR AUDIT MGMT	GATI	RAUDT 929		R		A34
AUDIT REPORT REVIEW CLINIC	GATI	TWRIT 800		O		A40
AUD TEAM BUILD THU EFF SUPERV	IIA			M		A58
COACH AND MARKET FOR AUD MGT	IIA			O		A60
NEGOTIATION SKILLS FOR AUDITOR	IIA			R		A61
BRIEFING TECHNIQUES	EPAOIG	INHOUSE		M		G08
TELEPROC AND DATA COMM	USDA	ACOMP 747		O		G12
MANAGING OTHER PEOPLE WRITING	USDA	AWRIT 761		O		G15
MANAGING MEETINGS EFFECTIVELY	EPAIN			O		G16
NEGOTIATION SKILLS	EPAIN			O		G17
INSTUCTOR TRAINING	EPAIN			O		G23
INTRO TO PERSONAL COMPUTERS	WIC			O		G24
CONTR ADMIN FOR PROJ OFFICERS	EPAIN			O		G25
CONTR AMMIN FOR PROJ OFFICERS	EPAIN			O		G25
ASSESSING FIN RELATED ACTIVIT	GATI	TAUDT 700		O		G26
SUPERFUND & ROLE OF THE OIG	EPAOIG			O		G31
PERSONNEL MGMT FOR EXEC (PME)	ARMY			R		M01
PERSONNEL MGMT FOR EXEC II	ARMY			O		M02
CONTR ADMIN FOR SUPV & MGMT	EPAIN			O		M03
ROLE OF MGRS & SUPVRS IN EEO	OPM	22UV		R		M05
FRAMEWORK FOR SUPERVISION	EPAIN			M		M07
PERS MGT FOR SUPERVISORS & MGR	OPM	22AQ		M		M08
SUPERVISION & GROUP PERFORMANC	OPM	36JB		R		M10
SUPERVISING EMPL PERF & CONDOC	OPM	26RY		O		M14
KEYS TO MANAGERIAL EXCELLENCE	EPAIN			M		M18
CONSTRUCTIVE CONFLICT RES	OPM	25HE		O		M24

U. S. ENVIRONMENTAL PROTECTION AGENCY
OFFICE OF INSPECTOR GENERAL
TRAINING PROFILE - SERIES AND GRADE SEQUENCE

COURSE TITLE	VENDOR	CATALOG NO	NEED	RQMT CODE
MGT SKILLS DEVELOPMENT:I SSADM	USDA	789M	O	M31
MGT SKILLS DEVELOPMENT:I ISSADM	USDA	790M	O	M32
CRITICAL PUBLIC POLICY ISSUES	BRKINT		O	M33
PROB SOLVING & DECISION MAKING	EPAIN		R	M34
INTRODUCTION TO SUPERVISION	OPM	36 JD	R	M35
MANAGING YOUR MGT CAREER	OPM	36 JS	R	M36
* GRADE: 15				
SINGLE AUDITS NON-PROFIT ENTIT	GATI	TAUDT 837	O	A05
INTERNAL AUDIT SURVEY PROCESS	EPAOIG	INHOUSE	M	A27
SEMINAR FOR AUDIT MGMT	GATI	RAUDT 929	R	A34
BRIEFING TECHNIQUES	EPAOIG	INHOUSE	O	G08
INTRO TO PERSONAL COMPUTERS	WIC		O	G24
PERSONNEL MGMT FOR EXEC (PME)	ARMY		O	M01
PERSONNEL MGMT FOR EXEC II	ARMY		O	M02
CONTR ADMIN FOR SUPV & MGMT	EPAIN		O	M03
EXEC EXCELLENCE PROGRAM	FEI		R	M06
SUPERVISION & GROUP PERFORMANC	OPM	36JB	M	M10
HUMAN INTERACTION LABORATORY	NLT		M	M13
SUPERVISING EMPL PERF & CONDOC	OPM	26RY	R	M14
MGT WORK CONF IN INTERPER COM	NLT		R	M15
ADVANCED MANAGEMENT SEMINAR	OPM	36JR	R	M17
KEYS TO MANAGERIAL EXCELLENCE	EPAIN		R	M18
CONSTRUCTIVE CONFLICT RES	OPM	25HE	O	M24
MGT SKILLS DEVELOPMENT:I ISSADM	USDA	790M	O	M32
CRITICAL PUBLIC POLICY ISSUES	BRKINT		O	M33
PROB SOLVING & DECISION MAKING	EPAIN		O	M34
MANAGING YOUR MGT CAREER	OPM	36 JS	O	M36
* GRADE: ES				
EXECUTIVE FORM ENV LEADERSHIP	EPAIN			M37

U. S. ENVIRONMENTAL PROTECTION AGENCY
OFFICE OF INSPECTOR GENERAL
TRAINING PROFILE - SERIES AND GRADE SEQUENCE

COURSE TITLE	VENDOR	CATALOG NO	NEED	RQMT	CODE
** SERIES: 1811					
* GRADE: 05					
BASE MICROCOMPU SKILLS AUDITOR	GATI	TCOMP 710	M		G02
APPLYING MICROCOMPUT SKILL AUD	GATI	TCOMP 873	O		G03
INTRO TO PERSONAL COMPUTERS	WIC		O		G24
CRIMINAL INVESTIGATOR	FLETC	CITP	M		I01
IG BASIC TRAINING PROGRAM	FLETC	IGBTP	M		I07
REID TECH OF INTERVIEW&INTEROG	JRASSI		O		I13
* GRADE: 07					
BASE MICROCOMPU SKILLS AUDITOR	GATI	TCOMP 710	M		G02
APPLYING MICROCOMPUT SKILL AUD	GATI	TCOMP 873	O		G03
INSTUCTOR TRAINING	EPAINT		O		G23
INTRO TO PERSONAL COMPUTERS	WIC		O		G24
ASSESSING FIN RELATED ACTIVIT	GATI	TAUDT 700	O		G25
SUPERFUND & ROLE OF THE OIG	EPAOIG		O		G31
CRIMINAL INVESTIGATOR	FLETC	CITP	M		I01
IG BASIC TRAINING PROGRAM	FLETC	IGBTP	M		I07
REID TECH INTERV&INTERROGATION	JRASSI		O		I13
ADV REID SEM INTERV & INTERROG	JRASSI		O		I14
TIME MANAGEMENT	EPAINT		R		M30
* GRADE: 09					
BASE MICROCOMPU SKILLS AUDITOR	GATI	TCOMP 710	M		G02
APPLYING MICROCOMPUT SKILL AUD	GATI	TCOMP 873	O		G03
EFFECT LISTENING & MEM DEVELOP	OPM	25DK	O		G18
INSTUCTOR TRAINING	EPAINT		O		G23
INTRO TO PERSONAL COMPUTERS	WIC		O		G24
ASSESSING FIN RELATED ACTIVIT	GATI	TAUDT 700	O		G26
SUPERFUND & ROLE OF THE OIG	EPAOIG		O		G31
CRIMINAL INVESTIGATOR	FLETC	CITP	M		I01
WHITE COLLAR CRIME SEMINAR	FLETC	WCCS	O		I02
IG BASIC TRAINING PROGRAM	FLETC	IGBTP	M		I07
ADV REID SEM INTERV & INTERROG	JRASSI		O		I14
TIME MANAGEMENT	EPAINT		R		M30
* GRADE: 11					
EFFECTIVE WRITING	EPAINT		O		G13
NEGOTIATION SKILLS	EPAINT		O		G17
EFFECT LISTENING & MEM DEVELOP	OPM	25DK	O		G18
INSTUCTOR TRAINING	EPAINT		O		G23
INTRO TO PERSONAL COMPUTERS	WIC		O		G24
CONTR ADMIN FOR PROJ OFFICERS	EPAINT		O		G25
ASSESSING FIN RELATED ACTIVIT	GATI	TAUDT 700	O		G26
SUPERFUND & ROLE OF THE OIG	EPAOIG		O		G31
INTRO TO HARVARD BUS. GRAPHICS	USDA	ACOMP 970	R		G37
WHITE COLLAR CRIME SEMINAR	FLETC	WCCS	O		I02

U. S. ENVIRONMENTAL PROTECTION AGENCY
OFFICE OF INSPECTOR GENERAL
TRAINING PROFILE - SERIES AND GRADE SEQUENCE

COURSE TITLE	VENDOR	CATALOG NO	NEED	RQMT	CODE
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PHYSICAL FITNESS COORDINATOR	FLETC	PHFCTP	O		I03
CRIM INVEST AUTO ENVIRONMENT	FLETC	CIAETP	M		I04
TECHNICAL INVEST EQUIPMENT	FLETC	TIEQTP	O		I05
ADVANCED INTERVIEWING	FLETC	AITP	R		I08
ADVANCED MICROCOMPUTER TNG PRG	FLETC	AMCTP	O		I09
FIREARMS INSTRUCTOR TRAINING	FLETC	FITP	O		I10
CONTINUING LEGAL EDUCATION	FLETC	CLEDTP	R		I11
ADV REID SEM INTERV & INTERROG	JRASSI		O		I14
UNDERSTANDING SUPERVISION	EPAINTE		O		M09
TIME MANAGEMENT	EPAINTE		R		M30

* GRADE: 12

BRIEFING TECHNIQUES	EPAOIG	INHOUSE	R		G08
EFFECTIVE WRITING	EPAINTE		O		G13
NEGOTIATION SKILLS	EPAINTE		O		G17
EFFECT LISTENING & MEM DEVELOP	OPM	25DK	O		G18
INSTUCTOR TRAINING	EPAINTE		O		G23
INTRO TO PERSONAL COMPUTERS	WIC		O		G24
CONTR ADMIN FOR PROJ OFFICERS	EPAINTE		O		G25
ASSESSING FIN RELATED ACTIVIT	GATI	TAUDT 700	O		G26
SUPERFUND & ROLE OF THE OIG	EPAOIG		O		G31
INTRO TO HARVARD BUS. GRAPHICS	USDA	ACOMP 970	R		G37
CONTRACT & PROCUREMENT FRAUD	CFE		R		G51
PHYSICAL FITNESS COORDINATOR	FLETC	PHFCTP	O		I03
CRIM INVEST AUTO ENVIRONMENT	FLETC	CIAETP	M		I04
TECHNICAL INVEST EQUIPMENT	FLETC	TIEQTP	O		I05
ADVANCED INTERVIEWING	FLETC	AITP	R		I08
ADVANCED MICROCOMPUTER TNG PRG	FLETC	AMCTP	O		I09
FIREARMS INSTRUCTOR TRAINING	FLETC	FITP	O		I10
CONTINUING LEGAL EDUCATION	FLETC	CLEDTP	R		I11
ADVANCED FINANC FRAUD TNG PROG	FLETC	AFFTP	O		I12
ADV REID SEM INTERV & INTERROG	JRASSI		O		I14
PERSONNEL MGMT FOR EXEC (PME)	ARMY		R		M01
UNDERSTANDINT SUPERVISION	EPAINTE		R		M09
TIME MANAGEMENT	EPAINTE		R		M30

* GRADE: 13

BRIEFING TECHNIQUES	EPAOIG	INHOUSE	R		G08
EFFECTIVE WRITING	EPAINTE		O		G13
MANAGING OTHER PEOPLE WRITING	USDA	AWRIT 761	O		G15
MANAGING MEETINGS EFFECTIVELY	EPAINTE		O		G16
NEGOTIATION SKILLS	EPAINTE		O		G17
EFFECT LISTENING & MEM DEVELOP	OPM	25DK	O		G18
INSTUCTOR TRAINING	EPAINTE		O		G23
INTRO TO PERSONAL COMPUTERS	WIC		O		G24
CONTR ADMIN FOR PROJ OFFICERS	EPAINTE		O		G25
SUPERFUND & ROLE OF THE OIG	EPAOIG		O		G31
CONTRACT & PROCUREMENT FRAUD	CFE		R		G51

U. S. ENVIRONMENTAL PROTECTION AGENCY
OFFICE OF INSPECTOR GENERAL
TRAINING PROFILE - SERIES AND GRADE SEQUENCE

COURSE TITLE	VENDOR	CATALOG NO	NEED	RQMT CODE
CONTRACT & PROCUREMENT FRAUD	CFE		R	G51
PHYSICAL FITNESS COORDINATOR	FLETC	PHFCTP	O	I03
CRIM INVEST AUTO ENVIRONMENT	FLETC	CIAETP	M	I04
TECHNICAL INVEST EQUIPMENT	FLETC	TIEQTP	O	I05
ADVANCED INTERVIEWING	FLETC	AITP	R	I08
ADVANCED MICROCOMPUTER TNG PRG	FLETC	AMCTP	O	I09
FIREARMS INSTRUCTOR TRAINING	FLETC	FITP	O	I10
CONTINUING LEGAL EDUCATION	FLECT	CLEDTP	R	I11
ADVANCED FINANC FRAUD TNG PROG	FLETC	AFFTP	O	I12
ADV REID SEM INTERV & INTERROG	JRASSI		O	I14
PERSONNEL MGMT FOR EXEC (PME)	ARMY		R	M01
FRAMEWORK FOR SUPERVISION	EPAINT		M	M07
PERS MGT FOR SUPERVISORS & MGR	OPM	22AQ	R	M08
UNDERSTANDING SUPERVISION	EPAINT		M	M09
MANAGEMENT FUNCTIONS AND TECH	OPM	36JC	O	M11
MGT SKILLS DEVELOPMENT:I SSADM	USDA	789M	O	M31
CRITICAL PUBLIC POLICY ISSUES	BRKINT		O	M33
PROB SOLVING & DECISION MAKING	EPAINT		R	M34
INTRODUCTION TO SUPERVISION	OPM	36 JD	R	M35
MANAGING YOUR MGT CAREER	OPM	36 JS	R	M36

* GRADE: 14

BRIEFING TECHNIQUES	EPAOIG	INHOUSE	R	G08
MANAGING OTHER PEOPLE WRITING	USDA	AWRIT 761	O	G15
MANAGING MEETINGS EFFECTIVELY	EPAINT		O	G16
NEGOTIATION SKILLS	EPAINT		O	G17
INSTRUCTOR TRAINING	EPAINT		O	G23
INTRO TO PERSONAL COMPUTERS	WIC		O	G24
INTRO TO PERSONAL COMPUTERS	WIC		O	G24
CONTR ADMIN FOR PROJ OFFICERS	EPAINT		O	G25
SUPERFUND & ROLE OF THE OIG	EPAOIG		O	G31
CONTINUING LEGAL EDUCATION	FLETC	CLEDTP	R	I11
PERSONNEL MGMT FOR EXEC (PME)	ARMY		R	M01
PERSONNEL MGMT FOR EXEC II	ARMY		O	M02
CONTR ADMIN FOR SUPV & MGMT	EPAINT		O	M03
CONTR ADMIN FOR SUPV & MGMT	EPAINT		O	M03
ROLE OF MGRS & SUPVRS IN EEO	OPM	22UV	R	M05
FRAMEWORK FOR SUPERVISION	EPAINT		M	M07
PERS MGT FOR SUPERVISORS & MGR	OPM	22AQ	M	M08
SUPERVISION & GROUP PERFORMANC	OPM	36JB	R	M10
SUPERVISING EMPL PERF & CONDUCT	OPM	26RY	O	M14
KEYS TO MANAGERIAL EXCELLENCE	EPAINT		M	M18
CONSTRUCTIVE CONFLICT RES	OPM	25HE	O	M24
MGT SKILLS DEVELOPMENT:I SSADM	USDA	789M	O	M31
MGT SKILLS DEVELOPMENT:IISSADM	USDA	790M	O	M32
CRITICAL PUBLIC POLICY ISSUES	USDA		O	M33
PROB SOLVING & DECISION MAKING	EPAINT		R	M34
INTRODUCTION TO SUPERVISION	OPM	36 JD	R	M35

U. S. ENVIRONMENTAL PROTECTION AGENCY
OFFICE OF INSPECTOR GENERAL
TRAINING PROFILE - SERIES AND GRADE SEQUENCE

COURSE TITLE	VENDOR CATALOG NO NEED RQMT CODE			
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MANAGING YOUR MGT CAREER	OPM	36 JS	O	M36
* GRADE: 15				
BRIEFING TECHNIQUES	EPAOIG	INHOUSE	O	G08
CONTINUING LEGAL EDUCATION	FLECT	CLEDTP	R	I11
PERSONNEL MGMT FOR EXEC (PME)	ARMY		O	M01
PERSONNEL MGMT FOR EXEC II	ARMY		O	M02
EXEC EXCELLENCE PROGRAM	FEI		R	M06
SUPERVISION & GROUP PERFORMANC	OPM	36JB	M	M10
HUMAN INTERACTION LABORATORY	NTL		M	M13
SUPERVISING EMPL PERF & CONDUCT	OPM	26RY	R	M14
MGT WORK CONF IN INTERPER COM	NTL		O	M15
ADVANCED MANAGEMENT SEMINAR	OPM	36JR	R	M17
KEYS TO MANAGERIAL EXCELLENCE	EPAINT		R	M18
CONSTRUCTIVE CONFLICT RES	OPM	25HE	O	M24
MGT SKILLS DEVELOPMENT:ISSADM	USDA	790M	O	M32
CRITICAL PUBLIC POLICY ISSUES	BRKINT		O	M33
PROB SOLVING & DECISION MAKING	EPAINT		O	M34
MANAGING YOUR MGT CAREER	OPM	36 JS	O	M36

VIDEO TRAINING TAPES

TITLE/SUBJECT	CONTACT	PHONE
Strengthening the Audit Management Ability of EPA's Career Managers	Mary R. Knight	FTS 260-2187
Briefing Contracts	Mary R. Knight	FTS 260-2187
Audit Working Paper	Mary R. Knight	FTS 260-2187
Getting Ahead by Looking Ahead	Mary R. Knight	FTS 260-2187
Writing for Impact (tape I & II)	Mary R. Knight	FTS 260-2187
Internal Controls	Mary R. Knight	FTS 260-2187
Audit Evidence	Mary R. Knight	FTS 260-2187
Audit Interview	Mary R. Knight	FTS 260-2187
Computer Security-Make the Commitment	Mary R. Knight	FTS 260-2187
Training Auditors on the Job (OJT)	Mary R. Knight	FTS 260-2187
Sawyer's Tapes-Internal Auditing	Mary R. Knight	FTS 260-2187
Understanding the Influences on Human Behavior	Mary R. Knight	FTS 260-2187
When Preparation meets Opportunity	Mary R. Knight	FTS 260-2187
Improving Performance and Motivation	Mary R. Knight	FTS 260-2187
Media Guide	Mary R. Knight	FTS 260-2187
Preparing Your Presentation	Mary R. Knight	FTS 260-2187
Time Management	Mary R. Knight	FTS 260-2187
Organizational Climate	Mary R. Knight	FTS 260-2187
Coaching	Mary R. Knight	FTS 260-2187
Delegating	Mary R. Knight	FTS 260-2187

Performance Appraisal	Mary R. Knight	FTS 260-2187
More Than Money	Mary R. Knight	FTS 260-2187
Contract Project Officer	Mary R. Knight	FTS 260-2187
Selecting the Right Person	Mary R. Knight	FTS 260-2187
Dealing With Different Personalities	Mary R. Knight	FTS 260-2187
Team Building	Mary R. Knight	FTS 260-2187
Teams and Leaders	Mary R. Knight	FTS 260-2187
Integrity In Government Contracting	Mary R. Knight	FTS 260-2187
Automobile Emission Testing Procedure	Mary R. Knight	FTS 260-2187
Bidrigging	Mary R. Knight	FTS 260-2187
Intro to the President's Council on Integrity and Management Improvement	Mary R. Knight	FTS 260-2187
WordPerfect 5.1	ADP Audits & Support Unit	FTS 260-4817
Lotus 1-2-3 (rev 2.3)	ADP Audits & Support Unit	FTS 260-4817
Harvard Graphics	ADP Audits & Support Unit	FTS 260-4817
Harvard Graphics New Features	ADP Audits & Support Unit	FTS 260-4817
PC Maintenance and Troubleshooting (Technical)	ADP Audits & Support Unit	FTS 260-4817
Construction of RCRA Ground-Water Monitoring Wells	Bill Stelz	FTS 260-4829
CRV Cleanup at Chemical Control	Robert W. Cibulskis	(201) 321-6746
X-Ray Fluorescence Method for Superfund Site Screening	Philip Malley	(702) 734-3207
A Question of When: Tank Installation for Inspectors	Office of Underground	FTS 260-8907

Toxicity Characteristic Leaching Procedure (TCLP)	Gail Hansen	FTS 260-4761
RCRA orientation Course	National Audio Visual Center	(301) 763- 1896
Risk Reduction Engineering Laboratory (RREL)/Releases	Control Branch (RCB) Research Program	(201) 535- 2552
GIS for Hazardous Waste Site Characterization	Philip Malley	(702) 734- 3207