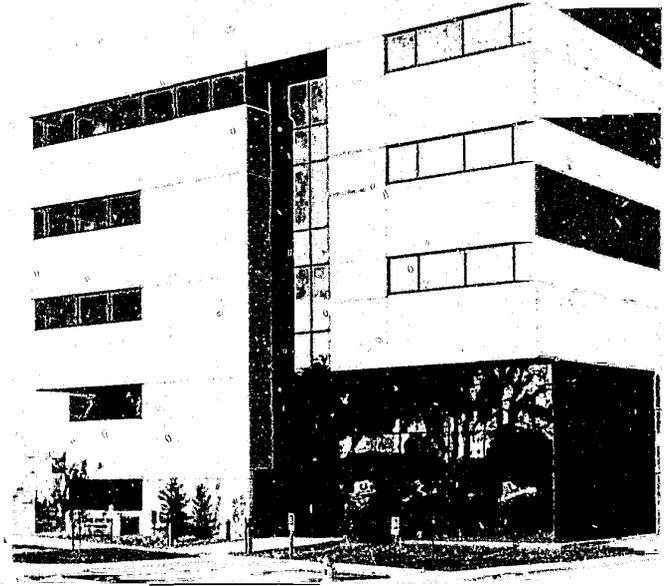
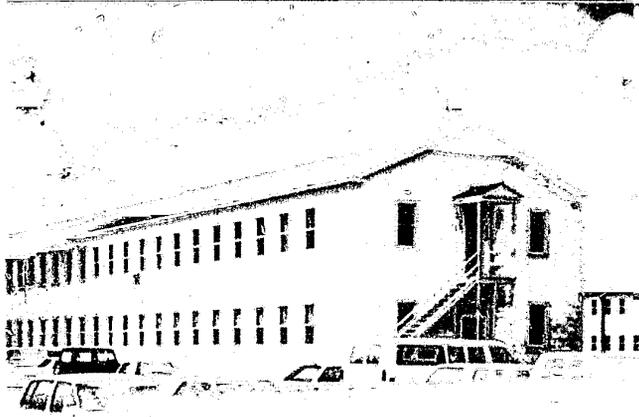


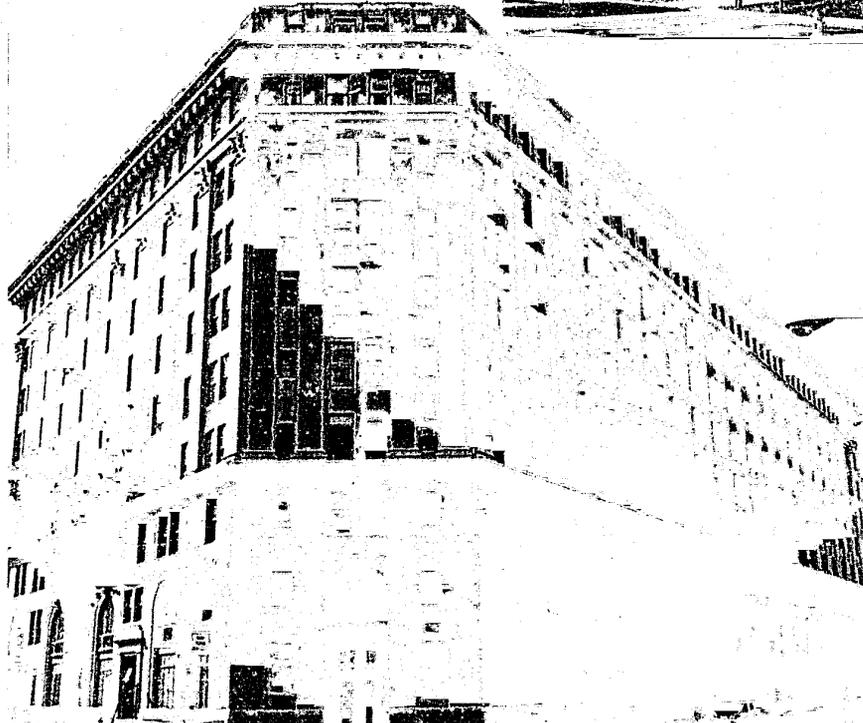


U.S. Department of Justice
Federal Bureau of Investigation

Continuing Program of Security



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U.S. Department of Justice
National Institute of Justice



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TO: ALL BUREAU EMPLOYEES

As the Bureau continues to grow, and as the number of its employees increases, staff training has become a central activity for the agency — one that has a tremendous impact on how successful we are in accomplishing our mission.

This training emphasis starts with an employee's first day on the job, and continues throughout his or her career. The introductory and specialty programs offered at the Bureau's Staff Training Center at the Federal Law Enforcement Training Center in Glynco, Georgia, provide staff with the kind of information they need to begin and continue their careers with confidence and skill.

As each staff member continues to grow professionally, they need exposure to the kind of programs that are offered at the Bureau's Management and Specialty Training Center (MSTC) in Aurora, Colorado. The Bureau's rapid growth makes it more important than ever that we prepare staff for additional responsibilities through programs like those offered at MSTC. We can no longer rely on years of experience to prepare line staff for supervisory positions, and the ever increasing demands of our profession require that employees function at a much higher level of proficiency than in years past. These elements make the kind of training offered in Aurora vital to the Bureau's future.

This "Staff Training Program and Schedule" describes the course offerings available to Bureau employees to expand their professional knowledge and help them advance in their careers. It reflects continuation of the excellent programs at Glynco, and consolidation of programs in Aurora with the availability of expanded facility resources in a new training building there.

These programs — planned and presented by correctional experts for correctional staff — represent the finest training available in our field. They also represent my personal commitment, and that of the entire Bureau organization, to opportunity and excellence. I invite you to make the fullest possible use of them.

NCJRS

JUL 20 1992

ACQUISITION

Sincerely,

J. Michael Quinlan
Director

A Brief History of the Management and Specialty Training Center Aurora, Colorado

In its second decade of service to the Federal Bureau of Prisons, the MSTC, Aurora, provides a microcosm of the growth and change impacting its parent agency.

The original Aurora Staff Training Center, established on the 5th floor of the Arapahoe County Courthouse at Chambers and Colfax in 1976, was a basic training center. The Bureau was going through an initial growth spurt, requiring increased numbers of entry level employees drawn from all occupational specialties. In 1981, all basic training programs were transferred to the Federal Law Enforcement Training center, Glynco, Georgia. Aurora took over the management and specialty training functions that had been conducted in Dallas, Texas.

Initially, Aurora MSTC functioned primarily as a "host" center, providing space and support for conferences, meetings and training programs conducted primarily by subject matter specialists from other Bureau divisions and departments. Two major developments occurred in 1988: The MSTC moved to much larger facilities at 6th and Chambers, and the mission changed from one of host center to a facility which would take a much more active role in designing program content, monitoring training standards, and managing the delivery of a much wider variety of training programs.

Growth continues to be a fact of life for the MSTC and the Bureau. In order to meet the needs of a rapidly increasing force of managers, supervisors, and specialists, the MSTC moved to a much larger facility -- a five story building formerly housing the Community College of Aurora -- in December 1991. In addition, it has seen a tremendous increase in its staffing. The transfer of such training operations as the Food Management Training Center and National Financial Training Center, (formerly located in Ft. Worth), the National Legal Center, (formerly located in Dallas), and the newly established Instructional Systems Design Section, to Aurora, mandate even greater responsibilities for the MSTC and an even greater impact on the programs and operations of the Bureau of Prisons.

The importance of that impact is reflected in the mission statement of the MSTC -- "To provide an environment conducive to learning ... To continually assess participant and organizational needs and design courses to meet them ... To ensure the integrity of programs through meaningful objectives, dynamic content, and professional instruction." The goal remains the same: to help employees climb to new heights of excellence as they strive to meet the personal and professional demands of change and growth.

A HISTORICAL TIME LINE - Continued

Major Mission Change 1989
For MSTC; Major Growth
in Students, Staff and
Programs

Major Congressional Funding for Bureau
Programs; Increased Attention to
Corrections

Instructional Systems Design 1990
Section Established

MSTC Moves to Larger Facility 1991
Food Service and Trust Fund
Training Centers begin Move

Increasing Inmate Population and
Rapid Change in BOP Programs/
Objectives

Paralegal Center Moves
To Aurora MSTC

1992 More Growth and Change

THE TRAINING PROCESS

The Federal Bureau of Prisons maintains a strong commitment to staff development and training. We accomplish our mission through our most valued resource, well-trained, highly skilled professional staff who are recognized internationally for correctional excellence.

Vital to maintaining that excellence and our leadership role in corrections is a progression of sound training for all staff. That progression, from initial training for newly hired staff to specialty and managerial training for experienced staff, is outlined below.

INITIAL TRAINING

All new institution staff complete an **Institutional Familiarization** training program within the first 40 hours of duty. Within 45 days of their entry on duty, new staff are sent to the **Staff Training Academy** at Glynco, Georgia for a rigorous three-week **Introduction to Correctional Techniques** training program.

SPECIALTY TRAINING

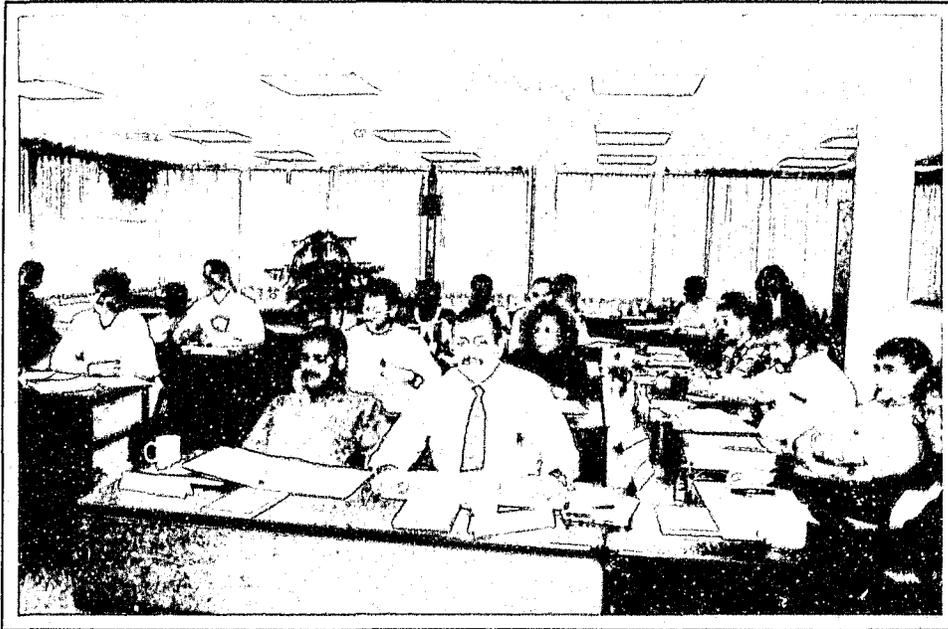
Because specialty areas within the career ladders of the Federal Bureau of Prisons are so varied, there are four training centers in two separate locations to provide advanced specialty training.

The **Management and Specialty Training Center** in Aurora, Colorado was initially established in 1976 to provide discipline-specific training in numerous job areas. To this end, staff are actively involved in assessing participant and organizational needs, and designing new courses to meet those needs.

The **Instructional Systems Design Center**, established in 1990, provides research and development of courses and materials for the other training centers and institutions within the Bureau of Prisons.

The **National Financial Training Center** has been in operation since 1985, and provides specialized training for new and experienced financial management staff. The **Food Management Training Center** has also been in operation since 1985, and provides specialty training for food management staff in eight different programs. The **National Legal Training Center** was established in 1989, and provides a nine-to-twelve month program for paralegal specialists.

In December 1991, all these programs began an operational shift to the present location at 791 Chambers Road in Aurora, Colorado. The relocation to the new five-story building offers an environment to foster close working relationships among the training centers so necessary in this time of unprecedented growth in the Bureau of Prisons.



The Training Process is not an end in itself. It is the means to an end -- the development of highly skilled corrections professionals. To that end, this catalog is designed to provide general information about staff training resources that are available to you.



RESOURCES AVAILABLE

The following services are available at the Management and Specialty Training Center to staff throughout the Bureau of Prisons:

LENDING LIBRARY

The MSTC has a wide variety of video tapes and books available for loan to staff. Examples of subjects include:

Challenge of Leadership
Communication Training
Cultural Diversity
Institutional Safety
Labor Management Relations
Program Evaluation
Supervision
Training
Transportation of Prisoners

For a comprehensive listing of tapes available, please contact the MSTC Lending Library at 303-361-0557 or FTS-564-0557.

OTHER RESOURCES AVAILABLE

The Bureau of Prisons has been allotted two slots per course for all other courses NAC offers. (Please refer to the FY 92 Training Schedule for NAC. Contact the National Academy of Corrections at 303-939-8855.)

SPECIALIZED TRAINING

Management and Specialty Training Center staff are involved in providing specialized training on location at institutions and are often called upon to provide lesson plan development. Examples of courses that have been presented at institutions are: Interviewing Techniques, Mentoring, Leadership, Stress Reduction, Writing Project Proposals (for Facilities Management), Generic Writing Skills, and Training for Trainers for MSTC Instructors.

In the areas of Advancing Communications and Human Relations, there are currently several options available. Each program varies in length and availability. Courses offered to the field include Mentoring and Leadership, Effective Delegation, Communication skills, Effective Interviewing Techniques (Climate Surveys), and Cultural Diversity.

COMPUTER TRAINING

The MSTC computer staff is dedicated to developing and maintaining hardware and software applications to aid in planning, implementing, and evaluating training programs. A Computer Specialist also supports trainers and trainees who want to utilize personal computer technology in the performance of their duties. To this end, the MSTC maintains three hands-on computer classrooms with a capacity for 68 work stations fully equipped to accommodate training in LAN, SENTRY, FPPOS, and stand-alone applications.

Jeanne Derner-McBride, Computer Services Manager, will assist resource staff who teach software applications and/or who wish to execute computer-based training. Instruction in discipline-specific basic computer skills can be arranged by the class coordinator and the respective program development specialist in conjunction with the computer staff.

ROLE PLAYERS

Among the resources available for those groups conducting training at the MSTC is a cadre of trained role players from the community. Although the MSTC role player pool is not as large as that available at the Staff Training Academy, it is large enough to meet the needs of most classes. The group is composed of both professional and amateur actors.

Because our role players work at a variety of other jobs, it is important we be able to schedule them for assignments at the MSTC as early as possible. Please let us know your needs for role players at least six weeks prior to your program's scheduled date. Any special requests, i.e., male vs. female, specific ethnic group needs, etc., should be made at that time.

If you would like to make use of this or other resources available, please contact the Program Development Specialist over your program at the MSTC.



PROGRAM DEVELOPMENT TRAINING

The **Program Development Section** of the Management and Specialty Training Center is always willing to assist individual institutions or Central/Regional Office branches and departments in developing programs and materials for new courses, as well as updating existing programs.

Community Corrections, one of our newest divisions, is experiencing new positions, demands, and job requirements. As a result, a job/task analysis has been completed on for positions within the discipline. The information gathered from these analyses has been used in the development of comprehensive training modules to aid Community Corrections staff in improving/obtaining job skills.

As a result of changing needs within the discipline, **Case Management Training** is currently being developed for case managers and unit managers without a case management background. This program will replace the former Correctional Programs Forum. Separate training for correctional counselors will be developed in the future.

A new course offering for **Health Services Administrators** is a one-week course designed to provide survival skills for new managers. Schedule information for this course can be found in the class listings of this catalog.

Other areas of development include listings for new courses for **Employee Development Management** and **Special Investigation Supervisor (SIS) Training** for the additional technician/specialist positions within the disciplines.

If you would like to make use of the program development services, please contact Dennis Hubbard at the MSTC and advise him of your objectives, target group, time frame available, resources, and special needs you would like the training to address. All requests are on a first come, first served basis, but the MSTC reserves the right to triage such requests on the basis of agency needs, emergencies, etc. Please allow as much time as possible for research and development of your program.

CROSS DEVELOPMENT TRAINING

The purpose of the Cross Development Program is to introduce staff from first level positions through Associate Wardens to the critical functions of other departments within an institution, and to accelerate the development of staff who are to become mid-level managers more rapidly than has been possible under traditional methods.

Cross Development courses teach cognitive skills, policies, procedures, departmental responsibilities, and the critical links with other departments. Courses and exercises are designed to be completed in approximately 40 hours.

Courses are currently available in these areas:

Case Management	Inmate Systems Management
Community Corrections	Medical Services
Correctional Services	Personnel Services
Education Services	Program Review and Management Control
Employee Development	Psychology Services
Facilities	Safety
Financial Management	Religious Programs
Food Service Management	UNICOR

Management and Specialty Training Center staff work in concert with Central Office staff to keep the manuals current.

Computer-Based Testing

The Computer-Based Testing (CBT) will be used to verify the participants' completion of each Cross Development course by testing their knowledge of the material. The CBT will provide feedback to the employees supervisor, lesson-by-lesson, with complete access to employees responses. Throughout the duration of the test, the participant will use English language commands and simple procedures to interact with the program.

A CBT will be developed for each of the 16 Cross Development Manuals by December 1992.

"THE MSTC MOVE"



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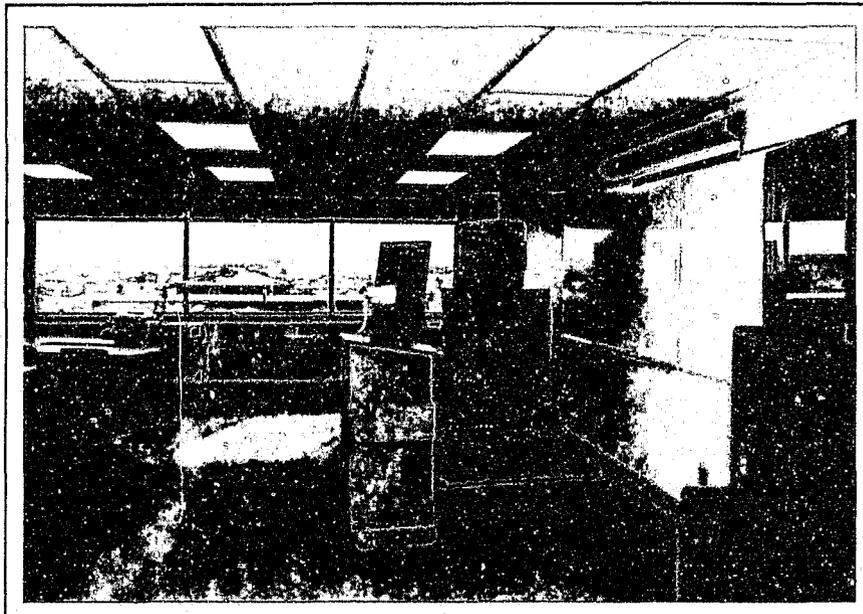
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The mission of the Management and Specialty Training Center is to provide an environment conducive to learning.

We will continually assess participant and organizational needs and design courses to meet those needs.

We will strive to ensure the integrity of programs through meaningful objectives, dynamic content and professional instruction.



Staff Training Programs 1992 - Collateral Duties

ARMED ESCORT TRAINING

A 12 day, 100 hour program for Lieutenants and Correctional Officers provides armed escort teams with specialty skills in transporting inmates for such activities as community trips, airlifts and short distance transfers. The students specialize in defensive and evasive driving techniques and firearms (9mm handgun, shotgun stress course, night firing and vehicle counterfire course). This course is provided to approximately 12 students per class.

Audience

Lieutenants and Correctional Officers

Program Coordinator

Ramon Santiago

Tentative Dates**

AET-202	10/22/91 - 11/06/91
AET-203	12/02/91 - 12/18/91
AET-204	01/07/92 - 01/23/92
AET-205	01/28/92 - 02/12/92
AET-207	04/14/92 - 04/29/92
AET-208	05/05/92 - 05/20/92
AET-209	06/16/92 - 07/01/92
AET-210	07/14/92 - 07/29/92
AET-211	08/11/92 - 08/26/92
AET-212	09/15/92 - 09/30/92

** Please note travel days are one day prior and after class dates.

Location

FLETC - Glynco, GA
FLETC - Artesia, NM
FLETC - Marana, AZ



Staff Training Programs 1992 - Collateral Duties

**EEO COUNSELORS
TRAINING**

The purpose of the EEO Counselors Training is to instruct newly selected EEO Counselors in the laws and regulations involved in processing complaints of discrimination. EEO Counselors receive instruction in fact-finding, counselling techniques, and interviewing complainants, witnesses, and management representatives to attempt informal resolutions. There are class exercises in which the newly selected EEO counselors are given an opportunity to apply the skills they have learned.

Audience

All newly selected EEO Counselors

Program Coordinator

Jane Redmon, Central Office

Dates

03/23/92 - 03/27/92
09/21/92 - 09/25/92

Location

MSTC
Aurora, CO

**EEO COUNSELORS
REFRESHER TRAINING**

Individuals who have been serving as EEO Counselors for at least two years are provided with updated changes in the laws and regulations governing the EEO complaint process. Participants are given and opportunity to discuss their successful strategies for informally resolving complaints of discrimination.

Audience

EEO Counselors

Program Coordinator

Jane Redmon, Central Office

Dates

None this fiscal year

Location

None



Staff Training Programs 1992 - Collateral Duties

FIREARMS TRAINING FOR TRAINERS

A course designed to train institution firearms instructors. Students are required to pass a practical skills test and an academic test.

Audience

Institution Firearms Instructors

Program Coordinator

Ramon Santiago

Dates**

FITP-201 10/23/91 - 11/05/91
FITP-202 04/08/92 - 04/21/92

**Please note travel days are one day prior and after class dates.

Location

FLETC
Glynco, GA



HOSTAGE NEGOTIATION TEAM TRAINING

This program is designed to train negotiation team members in negotiation strategies, techniques and procedures which have been shown to successfully resolve hostage situations. Also this program is designed to train negotiation team members in Hostage Survival skills so that they can share this information with all institution staff during annual refresher training. *

Audience

All Staff except Chaplains, Executive Staff, and Correctional Services

Program Coordinator

Tom Fagan, Ph.D.

Dates

11/04/91 - 11/08/91
03/30/92 - 04/03/92
07/27/92 - 07/31/92

Location

MSTC
Aurora, CO

*Participants must pass role play exercise evaluations and post test in order to successfully complete the program.

Staff Training Programs 1992 - Collateral Duties

INTRODUCTION TO SUPERVISION, TRAINING FOR TRAINERS

Location

MSTC - Aurora, CO

This ten day program (Wednesday to Friday) is designed to train institution based trainers to effectively deliver the Bureau's Introduction to Supervision program at their respective institution. The program provides an overview of course content and design as well as enhancement of delivery skills and exposure to a variety of experiential learning techniques.

Audience

Department Head level or above with current or past supervisory experience. Supervisory experience other than with the BOP is acceptable.

Certification

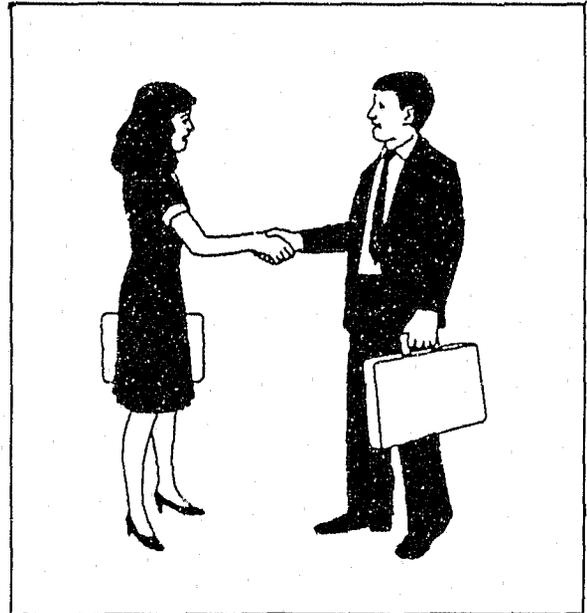
Participants must satisfactorily deliver a 50 minute presentation on a portion of the program and pass a written test (on course content) with at least 80% score.

Program Coordinator

Helen Vazquez

Dates

05/06/92 - 05/15/92
09/07/92 - 09/18/92



Staff Training Programs 1992 - Collateral Duties

**SELF-DEFENSE TRAINING
FOR TRAINERS**

A 64 hour course for institution self-defense instructors. Students are required to pass a practical skills test, an academic test and given an oral presentation. Approximately 16 students attend this course, which is given four times a year.

Audience

Institution Self-Defense Instructors

Program Coordinator

Ramon Santiago

Dates**

SDIT-201	10/22/91 - 10/31/91
SDIT-202	02/04/92 - 02/13/92
SDIT-203	06/02/92 - 06/11/92
SDIT-204	08/18/92 - 08/27/92

**Please note travel days are one day prior and after class dates.

Location

FLETC
Glynco, GA



Staff Training Programs 1992 - Collateral Duties

SPANISH IMMERSION PROGRAM

Location

**FLETC
Artesia, NM**

A 132 hour intensive Spanish program geared to teach Basic Survival Spanish to Non-Spanish speaking correctional workers. There are twenty-eight students in each class who spend up to 12 hours each day in the classroom.

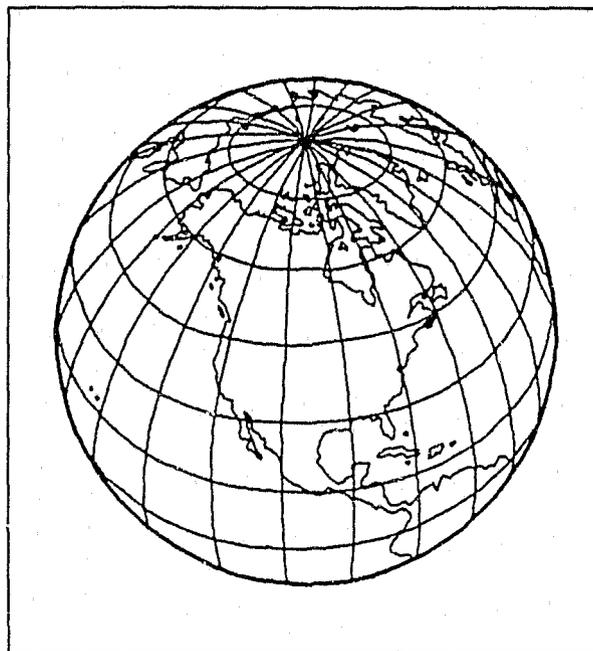
Each student is also required (after the third day) to sign a contract agreeing to communicate only in Spanish and have no contact with non-Spanish speaking staff, friends or family during the program.

Audience

Non-Spanish speaking Correctional Workers

Program Coordinator

Ramon Santiago
Cindy Schafer-Gonzalez



Dates**

LEST-201 01/06/92 - 01/17/92
LEST-202 03/09/92 - 03/20/92
LEST-203 05/04/92 - 05/15/92
LEST-204 06/08/92 - 06/19/92
LEST-205 07/13/92 - 07/24/92
LEST-206 08/10/92 - 08/21/92
LEST-207 09/14/92 - 09/25/92

** Note travel days are one day prior and after class ends.

Staff Training Programs 1992 - Collateral Duties

WITSEC ESCORT TRAINING

A 76 hour program for Witsec Lieutenants responsible for escorting Witness Security inmates throughout the United States. The students specialize in protective driving to include defensive, offensive, and evasive techniques. In the firearms segment, students are given an intensive course of fire with the 9mm handgun in tactical shooting, night fire, vehicle counterfire and officer survival. The course is provided to 12 students.

Audience

All new Witsec Lieutenants

Program Coordinator

Ramon Santiago

Dates**

WET-201 03/30/92 - 04/09/92

WET-202 08/17/92 - 08/27/92

**Please note travel days are one day prior and after class dates.

Location

FLETC - Artesia, NM

FLETC - Marana, AZ



Staff Training Programs 1992 - Community Corrections

**COMMUNITY CORRECTIONS
CONTRACT OVERSIGHT
SPECIALIST**

This one week course is for selected Contract Oversight Specialists, Community Corrections Managers, Community Corrections Manager Trainees and Community Specialists (Case Managers). It covers specific contracting issues unique to the COS position, relations with other agencies, inspection of contract community corrections centers, privacy act, ethics, food service and safety issues.

Audience

Community Corrections: Contract Oversight Specialists, Manager Trainees, Specialists (Case Managers)

Program Coordinator

Andrea Johnson

Dates

03/23/92 - 03/27/92
08/10/92 - 08/14/92

Location

MSTC - Aurora, CO

**COMMUNITY CORRECTIONS
LEGAL TECHNICIANS**

This four day program has been developed to introduce Community Corrections Legal Technicians to current and new statutory law, and updating applicable ISM information as it applies to Community Corrections. To improve case load management, hands-on SENTRY monitoring skills are included. This program represents a combined effort on the part of Community Corrections and ISM disciplines.

Audience

Community Corrections Legal Technicians

Program Coordinator

Andrea Johnson

Dates

07/13/92 - 07/17/92

Location

MSTC - Aurora, CO

Staff Training Programs 1992 - Community Corrections

COMMUNITY CORRECTIONS MANAGEMENT TRAINING

This one week course is for selected Management Center Administrators, Community Corrections Managers, Community Corrections Manager Trainees, Community Corrections Specialists (Case Managers), and Community Corrections Oversight Specialists. It covers the security designations process, case management issues, contracting, relations with other agencies, inspection of contract community corrections centers, privacy act, ethics, food service and safety issues.



Audience

Community Corrections: Management Center Administrators, Managers, Manager Trainees, Contract Oversight Specialists, Specialists (Case Managers)

Program Coordinator

Andrea Johnson

Dates

01/21/92 - 01/24/92

05/11/92 - 05/15/92

09/21/92 - 09/25/92

Location

MSTC - Aurora, CO

Staff Training Programs 1992 - Correctional Programs

CORRECTIONAL PROGRAMS FORUM

A training project designed to strengthen the unit management concept by bringing Case Managers, and new Unit Managers together for training. Class time is spent in specialized training with hands-on exercises in the various aspects of the discipline.

*Prerequisite: Case Management modules,
30-day OJT Program*

Audience

Unit Managers new to their position and
Case Managers

Program Coordinator

Cindy Billisits

Dates

None this fiscal year.

Location

MSTC - Aurora





The Mission of the Staff Training Academy, Glynco, Georgia, is to provide entry level knowledge and skills to new correctional staff through training and development activities. Our mission includes assisting in the continuing growth and development of the Bureau of Prisons' work force by providing training and developmental activities for experienced employees in selected correctional skills.



Staff Training Programs 1992 - Correctional Services

BUS OPERATIONS TRAINING

An 80 hour program covering advanced aspects of mass transportation of inmates on buses. The course is primarily provided to Lieutenants and Correctional Officers. Students are required to pass academic tests, defensive and evasive maneuvers driving techniques, and firearms (9mm handgun and shotgun stress course).

Audience

Lieutenants and Correctional Officers

Program Coordinator

Ramon Santiago

Dates**

- BOT-201 10/16/91 - 10/29/91
- BOT-202 11/05/91 - 11/19/91
- BOT-203 12/03/91 - 12/16/91
- BOT-204 01/07/92 - 01/21/92
- BOT-205 01/23/92 - 02/05/92
- BOT-206 02/11/92 - 02/25/92
- BOT-207 03/03/92 - 03/16/92
- BOT-208 03/24/92 - 04/06/92
- BOT-209 04/09/92 - 04/22/92
- BOT-210 04/28/92 - 05/11/92
- BOT-211 05/14/92 - 05/28/92
- BOT-212 06/02/92 - 06/15/92
- BOT-213 06/18/92 - 07/01/92
- BOT-214 07/07/92 - 07/20/92
- BOT-215 07/23/92 - 08/05/92

- BOT-216 08/11/92 - 08/24/92
- BOT-217 08/27/92 - 09/11/92
- BOT-218 09/15/92 - 09/28/92

**Please note travel days are one day prior and after class dates.

Location

- FLETC - Glynco, GA
- FLETC - Artesia, NM
- FLETC - Marana, AZ



Staff Training Programs 1992 - Correctional Services

CAPTAINS TRAINING

This one week course is designed for newly appointed Captains whose primary responsibility is the management of all custodial services within the correctional institution. Topics discussed include staffing guidelines, program review procedures, budgeting, lockshop/armory operations, prison gangs, firearms/arrest authority, use of force, emergency preparedness, communication skills, E.E.O. and labor management relations, and current issues, supervision of Lieutenants/officers, review and implementation of policy.

Audience

Newly appointed Captains

Program Coordinator

Michael Jackson

Dates

06/15/92 - 06/19/92

Location

MSTC
Aurora, CO



Staff Training Programs 1992 - Correctional Services

DISCIPLINE HEARING OFFICER CERTIFICATION

This training provides certification of individuals who conduct disciplinary hearings in Bureau of Prisons' institutions. This one and a half week program provides formal academic training on Bureau of Prisons policies and procedures concerning inmate discipline. In addition to formal academic training via lectures and readings on inmate discipline, those participants assigned as Disciplinary Hearing Officers or as alternates must complete a rigorous evaluation process involving a series of videotaped and critiqued role plays of simulated discipline hearings.

Audience

This program is aimed at two different audiences: 1) those presently assigned as full time or alternate Disciplinary Hearing Officers, and 2) those staff (primarily Captains) with a need to be well informed on disciplinary procedures.

Certification

Demonstration of sufficient knowledge of discipline policy by successfully passing a written test. Demonstrate proficiency in conducting discipline hearings through the evaluation of video taped role plays.

Program Coordinator

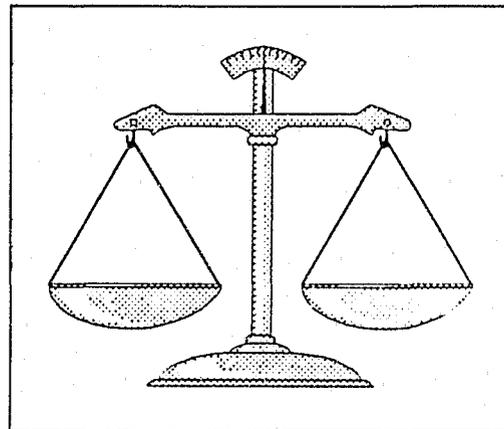
Bobby Lewis

Dates

10/23/91 - 10/29/91
04/21/92 - 04/29/92

Location

MSTC
Aurora, CO



Staff Training Programs 1992 - Correctional Services

LIEUTENANTS TRAINING, NEW

This eight (8) day training program is designed for Lieutenants who are newly selected in the position of correctional supervisor and require basic correctional supervisory skills. Areas covered in the technical aspects of the training include lockshop/armory operations, inmate discipline, perpetual audits, crime scene management, intake screening, high security area, use of force, inmate accountability, escort procedures, and roster management. A core group of topics included communications skills, labor management relations, computer skills, legal issues, time management, staff/probationary evaluations, mentoring/staff training, office management and self management.

Audience

Newly selected GS-9 Lieutenants

Program Coordinator

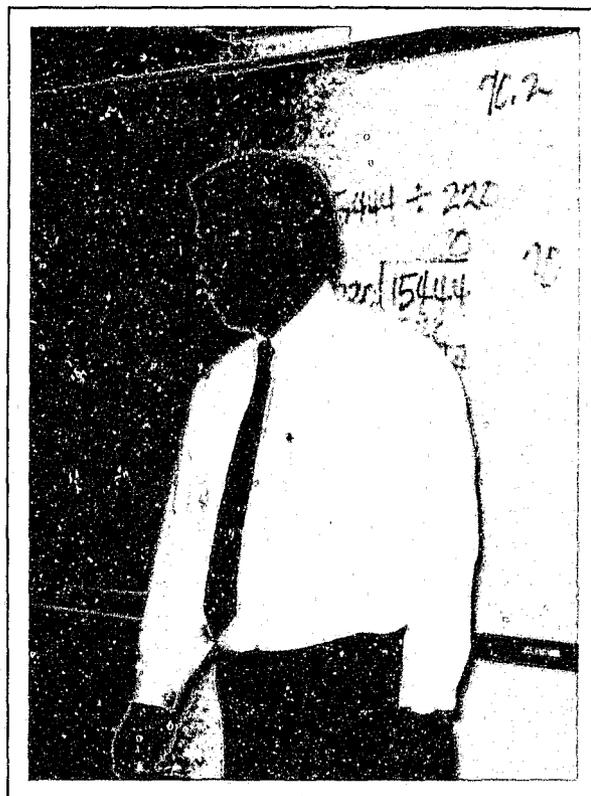
Michael Jackson

Dates

10/28/91 - 11/08/91
12/02/91 - 12/13/91 (A)
12/02/91 - 12/13/91 (B)
02/03/92 - 02/14/92
04/06/92 - 04/17/92
08/17/92 - 08/28/92

Location

MSTC
Aurora, CO



Staff Training Programs 1992 - Correctional Services

SPECIAL INVESTIGATIVE AGENT

This two week course is designed for Bureau of Prisons staff presently working in positions of Special Investigative Agent (SIA). Topics include Automated Intelligence Management, role of the SIA; SIS; SIS Tech, advanced preservation and handling of evidence, liaison activities, security threat groups, legal issues, investigative case management, office administration, interview and interrogation techniques, and advanced surveillance techniques.

Audience

This course is required for individuals who are presently in the position of Special Investigative Agent (SIA). This course is also available to those individuals presently in the position of Regional Special Investigator Supervisor Coordinator. Due to this program containing D.O.J. sensitive issues and to the extensive long waiting list of participants, this course is restricted to Bureau of Prisons incumbent candidates only. *

Program Coordinator

Darrell Richards

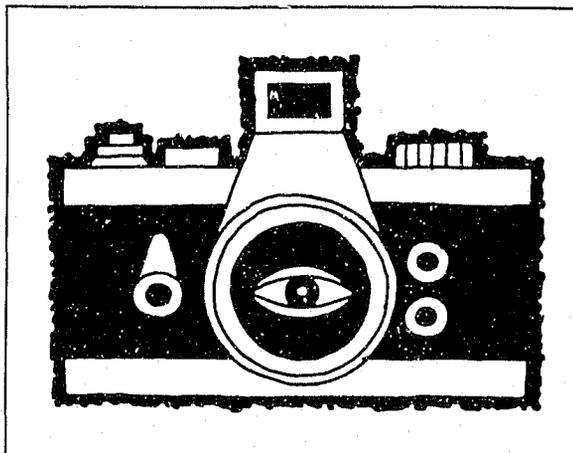
Dates

None in FY 92

Location

MSTC
Aurora, CO

*Participants must be nominated by their respective Captain for consideration.



Staff Training Programs 1992 - Correctional Services

SPECIAL INVESTIGATIVE SUPERVISOR

This two week course is designed for correctional supervisors assigned to conduct investigations of criminal activities and corruption within the institution. Topics include crime scene management, role of the SIS, preservation and handling of evidence, liaison activities, security threat groups, legal issues, investigative case management, surveillance concepts, inmate discipline, and interviews.

Audience

This course is required for individuals who are presently in the position of Special Investigative Supervisor, Special Investigative Agent (SIA), are serving as SIS alternate within the institution, Correctional Supervisors that will be entering these positions in the immediate future, or line staff serving in an intelligence function. Due to this program containing D.O.J. sensitive issues and to the extensive waiting list of participants, this course is restricted to Bureau of Prisons incumbent candidates only.

Program Coordinator

Darrell Richards

Dates

12/02/91 - 12/13/91
02/03/92 - 02/14/92
04/06/92 - 04/17/92
08/17/92 - 08/28/92

Location

MSTC
Aurora, CO

*Participants must be nominated by their respective Captain for consideration.



Staff Training Programs 1992 - Correctional Services

SPECIAL INVESTIGATIVE SUPERVISOR TECHNICIAN

This one week course is designed for Bureau of Prison staff presently working in positions of technical support to the Special Investigative Supervisor (SIS). Topics include Automated Intelligence Management, institution record systems research, role of the SIS Tech, preservation and handling of evidence, liaison activities, security threat groups, legal issues, investigative case management, office administration, and interviews.

Audience

This course is required for individuals who are presently in the position of Special Investigative Supervisor Technician (SIS Tech) on a full time/non-rotational basis, or those serving on a rotational or relief basis. Due to this program containing D.O.J. sensitive issues and to the extensive waiting list of participants, this course is restricted to /Bureau of Prisons incumbent candidates only. First consideration will be given to those individuals presently in the position of SIS Tech on a non-rotational basis. *

Program Coordinator

Darrell Richards

Dates

03/02/92 - 03/05/92

06/08/92 - 06/12/92

Location

MSTC
Aurora, CO

*Participants must be nominated by their respective Captain for consideration.



Staff Training Programs 1992 - Correctional Services

**LOCKSMITH TRAINING,
BASIC**

A Basic Locksmith Training program for Security Officer and alternates, providing instruction on making keys and understanding various locking systems. Students are required to pass a written examination and a practical skills test. This is a three-week course offered approximately nine times a year with six students per class. John Faber instructs all locksmith courses.

Audience

Security Officers and alternates

Program Coordinator

Garnett Slade

Dates

TBA

Location

FLETC - Glynco, GA
MSTC - Aurora, CO*(effective 03/01/92)

**LOCKSMITH TRAINING,
ADVANCED**

The Advanced Locksmith Training course deals primarily with safes utilized throughout the system. Students must pass a written examination. This is a one-week course offered four times a year to six students per class.

Audience

Security Officers and alternates

Program Coordinator

Garnett Slade

Dates

TBA

Location

FLETC - Glynco, GA
MSTC - Aurora, CO* (effective 03/01/92)



Staff Training Programs 1992 - Education Services

**ASSISTANT SUPERVISOR OF
EDUCATION**

This workshop will focus on those skills essential in the supervisory career ladder in corrections and education management such as: strategic planning and implementation of goals and objectives; financial management and responsibilities; personnel recruitment and retention and related Bureau policies; program development and management and related Bureau policies, internal audits and new directions in education and corrections. The use of SENTRY and computer assisted planning and management will also be addressed.

Audience

All new Assistant Supervisors of Education

Program Coordinator

Joe Stevens

Dates

08/03/92 - 08/07/92

Location

MSTC
Aurora, CO

**ASSISTANT SUPERVISOR OF
RECREATION**

This workshop will cover such subjects as planning and management skills, budget preparation and management, Bureau personnel policies, recruitment and retention of critical staff, effective report writing and speaking skills and new developments in the fields of recreation and leisure time activities. The use of SENTRY and computer assisted planning and management will also be covered.

Audience

Assistant Supervisors of Recreation

Program Coordinator

Dave Farley

Dates

05/04/92 - 05/08/92

Location

MSTC
Aurora, CO

Staff Training Programs 1992 - Education Services

**EDUCATION CAREER
COUNSELOR**

This workshop, designed for education staff who fill the career counselor positions, will address the establishment and management of career counseling services in Federal Prisons. It will include an overview of skill, interest and aptitude tests and the preparation of individual inmate career plans which include work, education and leisure time assignments during incarceration and with special attention to preparation for post-release employment and positive life styles. The use of SENTRY and computer assisted planning and management will also be addressed.

Audience

Career Counselors

Program Coordinator

Virginia Lee

Dates

06/01/92 - 06/05/92

Location

MSTC
Aurora, CO

**TEACHER DEVELOPMENT
TRAINING**

This program is designed to upgrade the class-room teacher's instructional and program leadership skills by exposing them to instructional and management strategies, networking with community resources and volunteer groups, curriculum preparation and utilization, new course content, education technologies, enhanced instructor - student relationships, all with special attention to the learning process in a correctional setting. The use of SENTRY and computer assisted planning and management will also be addressed.

Audience

Classroom teachers

Program Coordinator

Paola Nesmith

Dates

09/07/92 - 09/11/92

Location

MSTC
Aurora, CO

Staff Training Programs 1992 - Executive Staff

**ASSOCIATE WARDEN
TRAINING PROGRAM**

This program includes units on fiscal management, personnel, current developments in the BOP, and personal development. There is extensive involvement in small groups with Wardens and Executive Staff discussing practical concerns and techniques. The core of the program is a day and a half session covering positive situational leadership and matching/adapting traits to job requirements.

Audience

All Associate Wardens or Assistant Camp Administrators with less than one year in that position.

Program Coordinator

Dennis R. Hubbard

Dates

07/06/92 - 07/10/92

Location

MSTC
Aurora, CO

**NEW WARDENS' TRAINING
PROGRAM**

This program is currently under development. Specific course content will be based upon recommendations from a workgroup of experienced senior wardens after they have surveyed the opinions of all current wardens, and received input from training staff at the Central Office and the MSTC.

Audience

All Wardens with less than one year's experience as a warden.

Program Coordinator

John M. Vanyur

Dates

TBA

Location

Washington, DC

Staff Training Programs 1992 - Executive Staff

**PROGRAM REVIEW
TRAINING**

This course is primarily for newly assigned Program Review Examiners as well as Associate Wardens with responsibility for operational reviews. Topics covered include preparation of program reviews, interviews, examination, organizing evidence into findings, evaluation, reporting, closeouts, and follow-up.

Audience

Newly selected Examiners and Associate Wardens

Program Coordinator

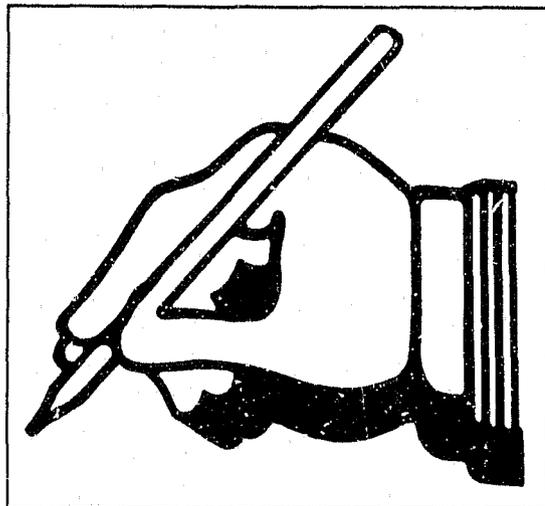
Ruth Yancey-Smith

Dates

02/19/92 - 02/22/92
05/18/92 - 05/22/92
07/20/92 - 07/24/92

Location

MSTC
Aurora, CO



Staff Training Programs 1992 - Facilities

**FACILITIES ASSISTANT
TRAINING**

This one week course is for institution Facilities Assistants, and covers all aspects of the total maintenance computer system. Participants receive hands-on computer training, and participate in projects related to the systems at their home institution.

Audience

Facility Assistants

Program Coordinator

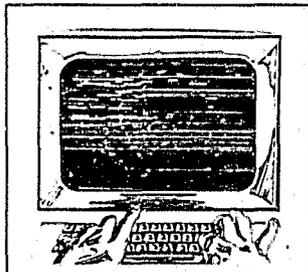
Ed Ayscue

Dates

01/06/92 - 01/10/92
09/14/92 - 09/18/92

Location

MSTC
Aurora, CO



**FACILITIES MANAGEMENT
TRAINING**

This one-week course is geared for newly selected Institution Facilities Managers, Chiefs of Utilities, and General Foremen, and covers computer systems management, strategic planning, budgeting, the facilities operations manual, construction management, environmental issues, security and technology, design criteria, and the activation process.

Prerequisites: Completed Facilities Cross Development Manual - Read current edition of Facilities Operations Manual.

Audience

Facilities Managers, Chiefs of Utilities, and General Foremen

Program Coordinator

Ed Ayscue

Dates

02/23/92 - 02/28/92
08/09/92 - 08/14/92

Location

MSTC
Aurora, CO



*The National Financial Training Center provides high quality
Financial Management training to
Bureau of Prisons Staff.*

*This is done through administration of a curriculum
integrating basic and advanced fundamentals in all areas
of Financial Management.*



Staff Training Programs 1992 - Financial Management

**ACCOUNTING TECHNICIAN
TRAINING**

This 64-hour course is designed to provide training for new Accounting personnel. Participants are given step-by-step instructions on the primary tasks of the Accounting sections. (Federal Prison Point of Sale system instruction is not included in this course.)

Audience

Accounting Technicians and Accountant Trainees who have entered these positions since January 1, 1989. It is mandatory these employees receive this training within the first 12 months of their EOD date.

Program Coordinator

Rodney Chandler

Dates

A202 01/06/92 - 01/17/92*
A203 03/09/92 - 03/20/92*
A204 04/06/92 - 04/17/92*
A205 07/13/92 - 07/24/92**
A301 11/30/92 - 12/11/92**

Location

TFTC - Ft. Worth, TX *
MSTC - Aurora, CO **

**ADVANCED PROCUREMENT
TRAINING**

This 40-hour course is designed to augment the specific training needs of Contracting Officers. The course includes intensive lectures and discussions about the negotiation and administration of procurement contracts. (This course is coordinated by the Office of Procurement and Property, Central Office.)

Prerequisites: Successful completion of Basic Procurement (Course 13046)

Audience

Contract Specialists and/or Supervisory Contract Specialists

Program Coordinator

Rodney Chandler

Dates

P203 03/02/92 - 03/06/92*
P208 08/10/92 - 08/14/92**

Location

TFTC - Fort Worth, TX*
MSTC - Aurora, CO**

Staff Training Programs 1992 - Financial Management

BASIC PROCUREMENT TRAINING

This 40-hour course is designed to augment the training needs for Level I Contracting Officers. It focuses on a review of the Bureau of Prisons Acquisition Policy. This course is a prerequisite to other procurement training.

Audience

Introductory training for Contract Specialists, Alternate Contracting Officers, and Contract Specialist Trainees with Level I Contracting Authority.

Program Coordinator

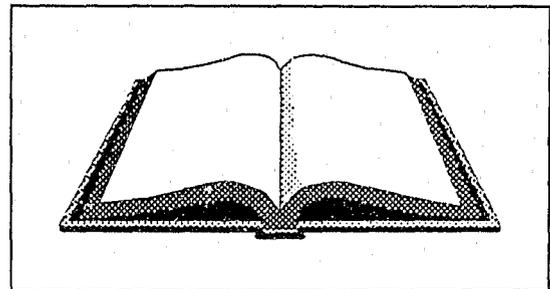
Rodney Chandler

Dates

P204 03/22/92 - 03/27/92*
P205 04/19/92 - 04/24/92*
P207 06/21/92 - 06/26/92*
P302 11/15/92 - 11/20/92**

Location

TFTC - Ft. Worth, TX*
MSTC - Aurora, CO**



Staff Training Programs 1992 - Financial Management

BASIC FINANCIAL MANAGEMENT TRUST FUND OPERATIONS

This 64-hour course is designed to provide basic training for new Trust Funds Sales and Inventory personnel. Session includes an overview of each Financial Management position and a thorough introduction to inventory and sales unit procedures. Extensive hands-on training on the Automated Federal Prison Point of Sale (FPPOS) system is provided.

Audience

Warehouse Worker Foremen, Warehouse Worker Leaders, Inventory Management Specialists, and Contract Specialist Trainees who have entered these positions since January 1, 1989. It is mandatory that these employees receive this training within the first nine months of their EOD date.

Program Coordinator

Rodney Chandler

Dates

T203 01/06/92 - 01/17/92*
T204 02/03/92 - 02/14/92*
T205 03/02/92 - 03/13/92*
T206 03/30/92 - 04/10/92*
T207 04/27/92 - 05/08/92*
T208 07/13/92 - 07/24/92**

T209 08/03/92 - 08/14/92**
T210 08/24/92 - 09/04/92**
T211 09/28/92 - 10/09/92**
T301 10/26/92 - 11/06/92**
T302 12/07/92 - 12/18/92**

Location

TFTC - Ft. Worth, TX*
MSTC - Aurora, CO**



Staff Training Programs 1992 - Financial Management

BASIC FINANCIAL MANAGEMENT TRUST FUND OPERATIONS - DEPOSIT FUND

This 64-hour course is designed to provide basic training for new Accounting personnel. Participants receive an overview of each Financial Management position, placing each function in perspective with the overall fiscal operation. The course highlights the duties of Accounting staff and provides extensive hands-on training on the automated Federal Prison Point of Sale (FPPOS) system.

Audience

Accountants, Accounting Technicians, and Accountant Trainees who have entered these positions since January 1, 1989. It is mandatory that these employees receive this training within the first nine months of their EOD date.

Program Coordinator

Rodney Chandler

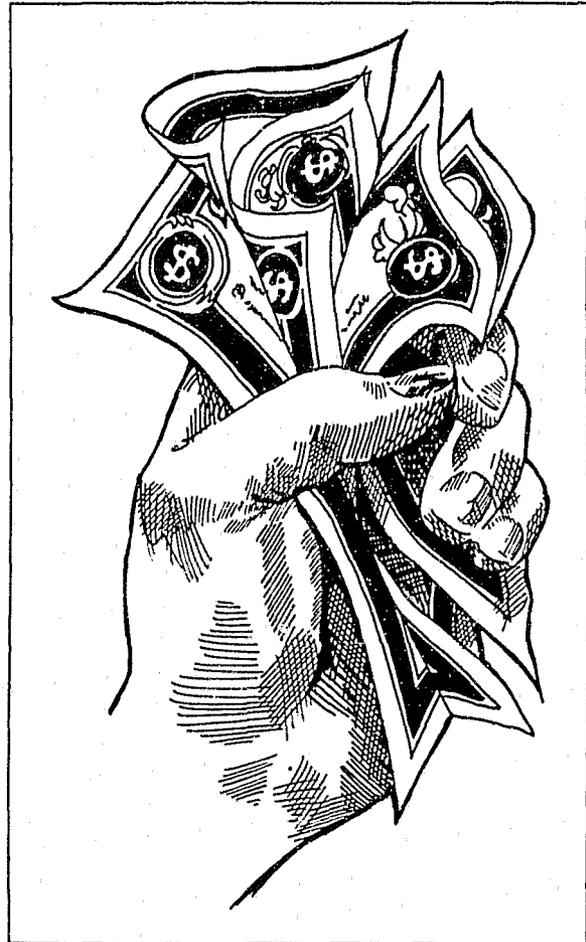
Dates

D203 01/27/92 - 02/07/92*
D204 02/24/92 - 03/06/92*
D205 03/23/92 - 04/03/92*
D206 04/20/91 - 05/01/92*
D207 06/01/91 - 06/12/92**
D208 06/15/91 - 06/26/92**

D209 07/06/92 - 07/17/92**
D210 07/27/92 - 08/07/92**
D211 08/17/92 - 08/28/92**
D301 10/19/92 - 10/30/92**

Location

TFTC - Ft. Worth, TX*
MSTC - Aurora, CO**



Staff Training Programs 1992 - Financial Management

**BASIC TRUST FUND
MANAGEMENT -
INVENTORY**

This 24-hour course is designed to provide basic training for Inventory personnel. It focuses on the maintenance of the Federal Prison Point of Sale (FPPOS) system inventory records.

Audience

Inventory Management Specialists and/or Alternate Inventory Management Specialists who do not meet the criteria for the Basic Financial Management Trust Fund Operations - Trust Fund course.

Program Coordinator

Rodney Chandler

Dates

I202 03/16/92 - 03/20/92*
I203 05/11/92 - 05/15/92*
I204 09/14/92 - 09/18/92**
I301 11/30/92 - 12/04/92**

Location

TFTC - Ft. Worth, TX*
MSTC - Aurora, CO**

**CONSTRUCTION
CONTRACTING**

This 40-hour course is designed to augment the specific training needs for Contracting Officers. The course includes intensive lectures and discussion about the negotiation and administration of construction contracts. (This course is coordinated by the Office of Procurement and Property, Central Office.)

Prerequisites: Successful completion of Basic Procurement (Course 13046)

Audience

Contract Specialists and/or Supervisory Contract Specialists

Program Coordinator

Rodney Chandler

Dates

P202 01/12/92 - 01/17/92*
P206 05/10/92 - 05/15/92*
P301 10/04/92 - 10/09/92**

Location

TFTC - Ft. Worth, TX*
MSTC - Aurora, CO**

Staff Training Programs 1992 - Financial Management

CONTROLLER TRAINING

This 40-hour course is designed for new Controllers in the BOP. Major topics include Financial Management, organizational structure and mission, effective management, procurement and budgeting, and interpersonal and leadership skills.

Audience

Incumbents who have been Controllers for less than two years, Supervisory Contract Specialists and Budget and Accounting Officers.

Program Coordinator

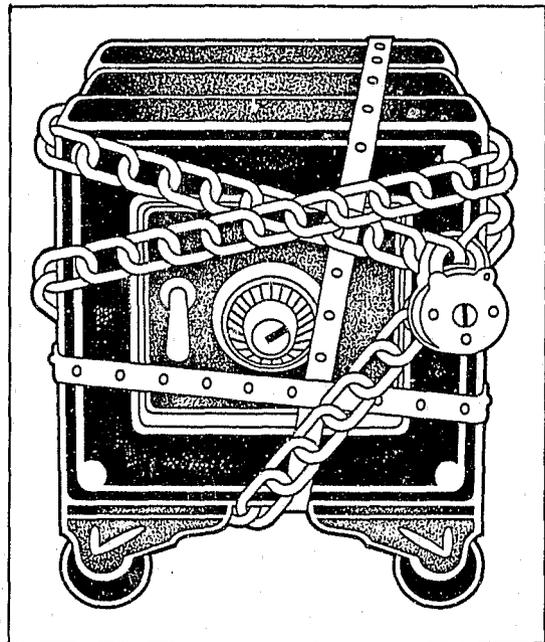
Rodney Chandler

Dates

- C202 02/02/92 - 02/07/92*
- C204 04/05/92 - 04/10/92*
- C301 11/01/92 - 11/06/92**

Location

- TFTC - Ft. Worth, TX*
- MSTC - Aurora, CO**



Staff Training Programs 1992 - Financial Management

FINANCIAL TRAINING FOR MANAGEMENT STAFF

This 32-hour course is intended to provide managers in the BOP an overview of Financial Management. Topics covered include the budgeting process, procurement/contracting, and property management. Time permitted, Special topics such as travel regulations (both temporary duty and change of duty station), storehouse, employees' clubs, and inmate organizations will be covered.

Audience

Each Chief Executive Officer, Associate Warden, Department Head, and Cost Center Manger should attend this course within the first six months of appointment.

Program Coordinator

Rodney Chandler

Dates

M203 01/26/92 - 01/31/92*
M204 02/23/92 - 02/28/92*
M205 03/29/92 - 04/03/92*
M206 05/17/92 - 05/22/92*
M301 10/25/92 - 10/30/92**
M302 12/13/92 - 12/18/92**

Location

TFTC - Ft. Worth, TX*
MSTC - Aurora, CO**



Staff Training Programs 1992 - Financial Management

**INVENTORY MANAGEMENT
SPECIALIST TRAINING**

This 32-hour course is for new Inventory Management Specialists in the Bureau of Prisons. Major topics covered during the training will include property accountability, use of SENTRY in conjunction with property accountability, monitoring and reporting of Real Property and procedures for handling excess property. (Federal Prison Point of Sale System instruction is not included in this course.)

Audience

Inventory Management Specialists who have entered this position since April 1, 1991.

Program Coordinator

Rodney Chandler

Dates

V201 05/31/92 - 06/05/92*
V301 10/18/92 - 10/23/92**

Location

TFTC - Ft. Worth, TX*
MSTC - Aurora, CO**

**SYSTEM SUPERVISOR
TRAINING - FPPOS**

This 24-hour course is designed to familiarize "System Supervisors" with the Federal Prison Point of Sale (FPPOS) automated system. Topics will include user and station information, regular maintenance functions, record keeping procedures and trouble shooting.

Audience

FPPOS System Supervisors and/or Alternate System Supervisors (Controllers, Budget and Accounting Officers, and Supervisory Contract Specialists) needing to become familiar with FPPOS system maintenance procedures and who have assumed these duties since 01/01/89.

Program Coordinator

Rodney Chandler

Dates

S202 02/23/92 - 02/27/92*
S203 04/13/92 - 04/17/92*
S204 07/26/92 - 07/30/92**
S301 11/16/92 - 11/20/92**

Location

TFTC - Ft. Worth, TX*
MSTC - Aurora, CO**



The Food Management Training Center is charged with the responsibility of developing and administering a curriculum pertinent to maintaining the highest level of quality in the of correctional food service. This is done through a curriculum integrating basic fundamentals of institutional food service with the special concerns present in a correctional setting. Training Center staff also provide technical support and field assistance to food service personnel throughout the Bureau of Prisons.



Staff Training Programs 1992 - Food Management Services

**ADMINISTRATIVE FOOD
SERVICE CLERKS'**

This very specialized training is offered to provide food service civilian clerks the skills and knowledge required for better serving the food service departments' needs. Included is an overview of the Food Service operation with concentration of requests for purchase, time and attendance keeping, file maintenance and the preparation of food service control forms.

Audience

Each Food Service Administrative Clerk. This course is held in conjunction with the "Computer Specialty Training" course.

Program Coordinator

Luci DeShazo

Dates

10/15/91 - 10/18/91
12/02/91 - 12/06/91
04/06/92 - 04/10/92
05/04/92 - 05/08/92
07/27/92 - 07/31/92

Location

MSTC - Aurora, CO

**ADVANCED COOK
FOREMAN TRAINING**

Unlike the Basic Correctional Food Preparation and Standards course, this program is designed for veteran Cook Foremen. The intent is to provide training which aides in keeping all service personnel abreast of current trends, policies, procedures, and controls in the industry. While not considered refresher training, this program does afford the participant an opportunity to sharpen some existing skills in a "hands-on" training environment. Curriculum content is determined by periodic field surveys of Food Service Administrators.

Audience

This course is specifically for the veteran Cook Foremen that has five years or more experience in food service.

Program Coordinator

Dallas G. Amos

Dates

None

Location

MSTC - Aurora, CO

Staff Training Programs 1992 - Food Management Services

**ADVANCED BAKING
TECHNIQUES**

Participants learn the scientific theories of baking in a classroom environment. They are then afforded the opportunity to develop practical application skills in a modern bakery lab. A low student/instructor ratio is maintained to facilitate optimum training.

Audience

For the veteran Cook Foreman with three or more years experience in food service.

Program Coordinator

Paul Scofield

Dates

04/20/92 - 04/29/92
08/24/92 - 09/02/92

Location

MSTC - Aurora, CO

**ADVANCED FOOD
ADMINISTRATOR TRAINING**

A course designed for Food Service Administrators. The curriculum is dictated by current and future correctional food management trends. The program serves as a vehicle for continuing professional education and is often comprised of panels of experts representing various facets of the industry.

Audience

Each Food Service Administrator must attend this course once every three years.

Program Coordinator

Dave Freeman

Dates

07/13/92 - 07/17/92

Location

MSTC - Aurora, CO

Staff Training Programs 1992 - Food Management Services

**BASIC CORRECTIONAL
FOOD PREPARATION AND
STANDARDS**

Location

MSTC - Aurora, CO

This course is designed to apply the basic fundamentals of baking and food preparation techniques; to teach inmate management skills; to provide information about special correctional food service needs, standards, and sanitation.

Audience

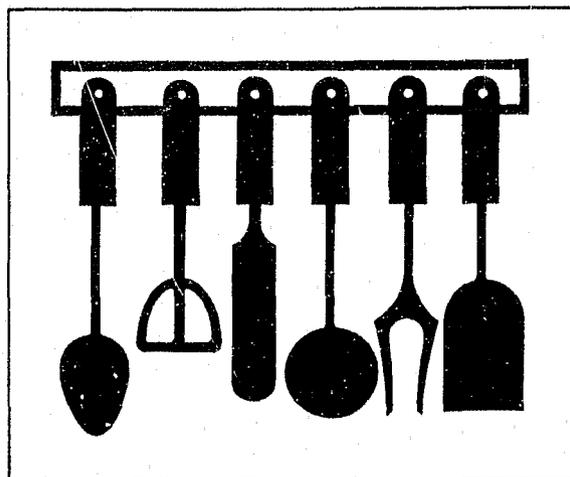
All new cook foremen and dietician technicians must complete this course within nine months of entry on duty.

Program Coordinator

John Wiesmann

Dates

- 10/01/91 - 10/11/91
- 11/12/92 - 11/22/91
- 12/09/91 - 12/20/91
- 01/06/92 - 01/17/92
- 01/27/92 - 02/07/92
- 04/06/92 - 04/17/92
- 05/04/92 - 05/15/92
- 06/01/92 - 06/12/92
- 06/22/92 - 07/03/92
- 07/20/92 - 07/31/92
- 08/10/92 - 08/21/92
- 09/14/92 - 09/25/92



Staff Training Programs 1992 - Food Management Services

**CORRECTIONAL COMPUTER
SPECIALTY TRAINING**

Location

MSTC - Aurora, CO

This program prepares participants for automated food management administration. Specifically, participants are familiarized with the loading and usage of recently developed, custom software programs. Training is achieved through lectures and simulated work stations.

Prerequisites: However, the employee must have successfully completed either the Intermediate Food Management course or the Administrative Clerks' training prior to attending this course.

Audience

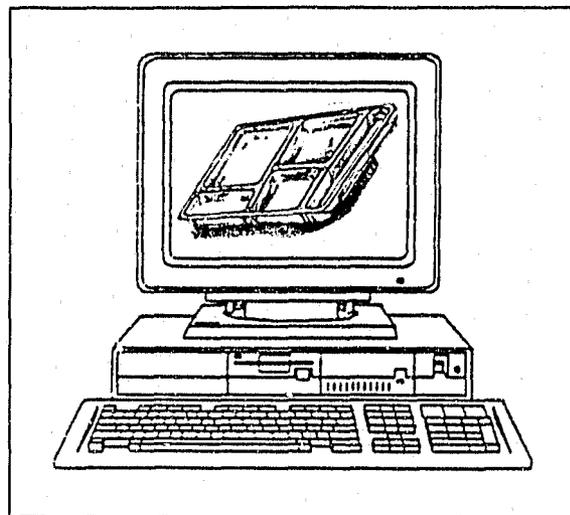
Each Food Service Administrator must completed this course if they do not have an Administrative Clerk. All Food Service Administrative Clerks must attend this course within the first nine months of appointment to position.

Program Coordinator

Luci DeShazo

Dates

- 10/21/91 - 10/25/91
- 12/09/91 - 12/13/91
- 03/29/92 - 04/03/92
- 04/12/92 - 04/17/92
- 08/03/92 - 08/07/92



Staff Training Programs 1992 - Food Management Services

HEALTH/NUTRITION TRAINING

This program addresses prescribed therapeutic diets and general heart healthiness. Concentration is placed on menu planning, food preparation techniques, label reading/purchasing and the Bureau of Prisons' guide to medical diets.

Audience

Food service Administrators and Assistant
Food Service Administrators

Program Coordinator

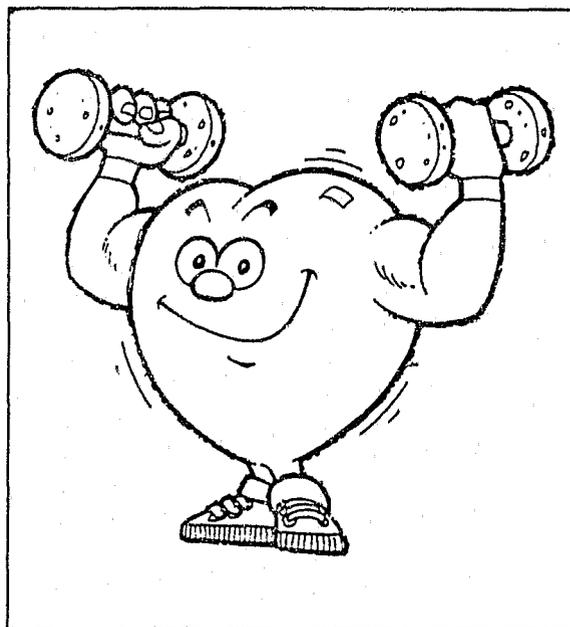
Gary Clark

Dates

12/02/91 - 12/06/91

Location

MSTC - Aurora, CO



Staff Training Programs 1992 - Food Management Services

INTERMEDIATE CORRECTIONAL FOOD MANAGEMENT COURSE

Location

MSTC - Aurora, CO

A program designed to provide information relevant to menu planning and inventory control. Focus is on the Budget Form 281 and related control forms. Additionally, the program exposed participants to learning experiences which assist them in better understanding and applying current and evolving supervisory skills and techniques. Emphasis is also placed on managing operations and employees, which facilitates the transition from line worker to supervisor to manager.

Audience

Each newly appointed Assistant Food Service Administrator and Food Service Administrator (Who was not formerly an Assistant Food Service Administrator) must attend this course within the first nine months of appointment to position.

Program Coordinator

Tom Mummert

Dates

10/28/91 - 11/08/91
04/13/92 - 04/24/92
06/08/92 - 06/19/92
08/17/92 - 08/28/92



Staff Training Program 1992 - Health Services

**HEALTH SERVICES
ADMINISTRATORS
TRAINING**

This one week program is designed to provide Health Services Administration with "Survival Skills" which will assist them in managing the Health Services Programs within an institutional setting.

Audience

HSA's with two years or less in their position.

Program Coordinator

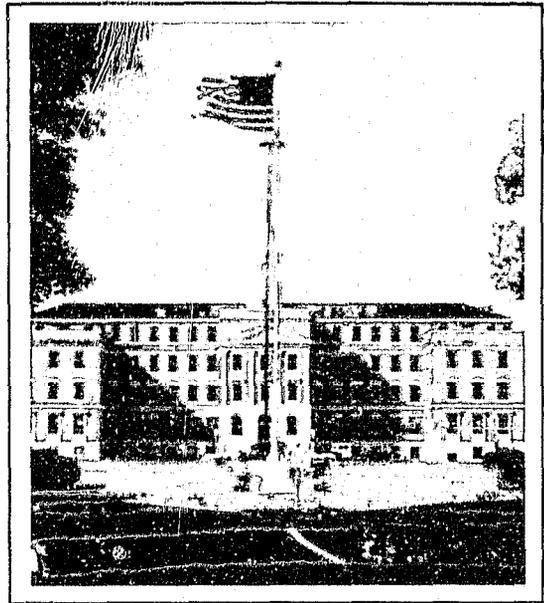
Mattese Miller-Blanks

Dates

01/21/92 - 01/28/92
04/27/92 - 05/01/92

Location

MSTC - Aurora, CO



Staff Training Programs 1992 - Human Resource Management

HRM SECURITY SPECIALISTS

This course is intended to provide Security Specialists with up to date information that will enable them to adjudicate staff background investigations in an appropriate and timely manner. Security requirements for contract and Volunteer staff will also be covered in this session.

Audience

Personnel Security Specialists

Program Coordinator

Sandy Chesnut

Dates

07/12/92 - 07/17/92

Location

MSTC - Aurora, CO

HRM SURVIVAL SKILLS

This training is intended to provide new Human Resource Managers with an overview of how to deal with many of the intangibles involved in the day to day operations of the Personnel shop. Topics covered will include; administrative duties, discipline/adverse actions, LMR issues, first time manager survival, position control and instructional skills.

Audience

Human Resource Managers (newly selected)

Program Coordinator

Sandy Chesnut

Dates

08/24/92 - 08/28/92

Location

MSTC - Aurora, CO

Staff Training Programs 1992 - Human Resource Management

**PERSONNEL MANAGEMENT
FOR MANAGERS**

This course is designed to enable participants to relate personnel management activities to their total management responsibilities. Participants will be better prepared to deal with subordinate staff regarding personnel related topics including, staffing, merit promotion, performance appraisal process, discipline/adverse actions, labor-management relations and EEO issues. This course will be held at various institutions throughout the country.

Audience

Chief Executive Officers, Associate Wardens, Regional Administrators, and Department Heads

Program Coordinator

Jeff Barnes

Dates

None this fiscal year

Location

Various Locations

**P R E - E M P L O Y M E N T
INTERVIEW TRAINING**

This course is intended to provide Human Resource Specialists with the skills necessary to conduct effective pre-employment interviews. Participants will receive training on the Bureau guidelines as well as interviewing techniques.

Audience

Human Resource Specialists

Program Coordinator

Sandy Chesnut

Dates

01/13/92 - 01/17/92
04/20/92 - 04/24/92
07/06/92 - 07/10/92

Location

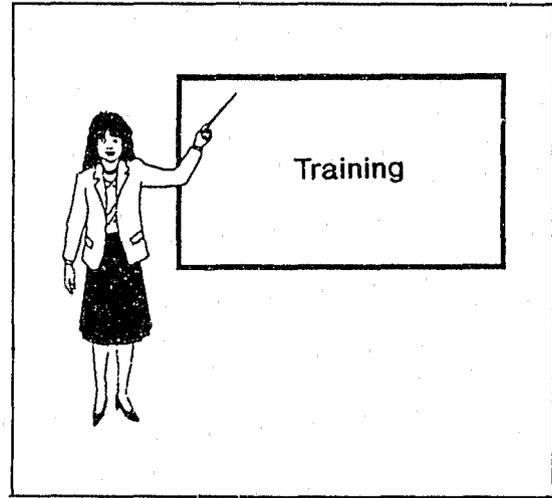
MSTC - Aurora, CO



Staff Training Programs 1992 - Human Resource Management

**EMPLOYEE DEVELOPMENT
MANAGERS TRAINING**

This two-week training course has been developed to meet this mandatory requirements for new EDM/EDS as set forth by the training standards. The course is activity based and will focus on areas such as Needs Assessment, Training Standards, Career Development, HRMIS, Time Management and Instructor Skills (Training for Trainers).



Audience

New EDM or EDS with primary responsibility for managing an Institution Training Program.

Certification

Participants will be Certified as "Instructor Skills" Trainers

Program Coordinator

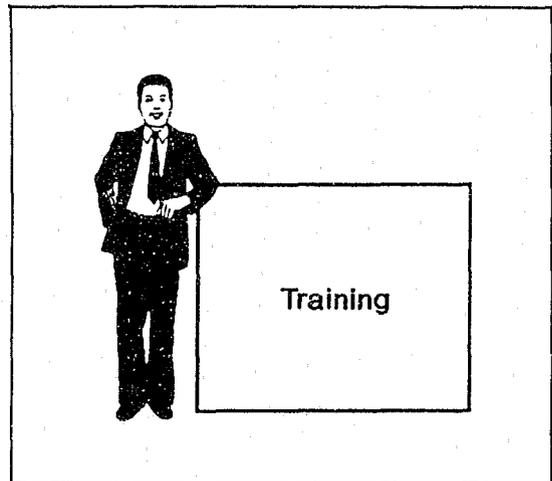
Becky Coughlin

Dates

01/27/92 - 02/05/92
06/15/92 - 06/26/92

Location

MSTC - Aurora, CO



Staff Training Program 1992 - Inmate Systems Management

ISM MANAGER

Refined technical skills (sentence computation) and current ISM issues are the mainstay of this four day program. Additional managerial skills such as effective writing, budgeting, dealing with difficult employees, labor management relations, and supervisory self-assessment issues are covered. Through practical exercises, participants attempt to develop more effective oral presentation and problem solving skills.

Prerequisites: Basic Legal Tech training must have been completed.

Audience

ISM Managers

Program Coordinator

Joe White

Dates

02/10/92 - 02/14/92

Location

MSTC - Aurora, CO

ISM SUPERVISORS

This one week program is designed to provide the newly appointed ISM Supervisor with technical and basic supervisory skills. Supervisory theory, group and individual practical exercises are utilized to assist participants in assessing their strengths and limitations as a supervisor.

Prerequisites: Basic Legal Tech training must have been completed.

Audience

Newly appointed ISM Supervisors

Program Coordinator

Joe White

Dates

02/24/92 - 02/28/92
08/24/92 - 08/28/92

Location

MSTC - Aurora, CO

Staff Training Program 1992 - Inmate Systems Management

ISM LEGAL TECHNICIANS

This 52-hour program is an introduction to basic Legal Technician skills. Topics include (but are not restricted to) labor relations, proof reading, stress management, audit guidelines, and introduction to new and old statutory laws pertaining to ISM functions. Both manual and Sentry sentence computation skills are discussed and enhanced. This program can be delivered on site at institutions if there are sufficient numbers of new Legal Technicians.

Audience

New Legal Technicians

Program Coordinator

Joe White

Dates

03/09/92 - 03/13/92 (A)
03/09/92 - 03/13/92 (B)
03/30/92 - 04/03/92 (A)
03/30/92 - 04/03/92 (B)
06/22/92 - 06/26/92 (A)
06/22/92 - 06/26/92 (B)
09/14/92 - 09/18/92 (A)
09/14/92 - 09/18/92 (B)

Location

MSTC - Aurora, CO

PRINCIPLES OF SENTENCE COMPUTATION

This course contains advance level material in sentence computation to include concurrent and consecutive aggregated sentences, new law computations, split sentence violations, and an intense section on jail credit.

Prerequisites: Basic Legal Tech training must have been completed.

Audience

This course will be required for all Inmate Systems Managers, Supervisors and prospective supervisors.

Program Coordinator

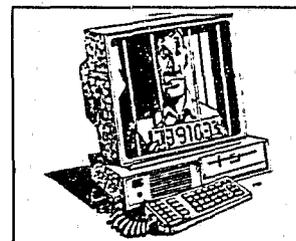
Joe White

Dates

06/08/92 - 06/12/92 (A)
06/08/92 - 06/12/92 (B)

Location

MSTC - Aurora, CO





The purpose of the National Legal Training Center is to train selected staff (paralegal trainees and new attorneys) to provide legal assistance to the Bureau of Prisons through academic and on the job training. Trainees participate in a nine to twelve month program. Upon successful completion of the program, the trainees will be placed in the field as Paralegal Specialists.



Staff Programs Training 1992 - Legal Services

PARALEGAL SPECIALIST TRAINING

The Paralegal courses taught are selected for relevance and applicability to the correctional setting. The courses include, but are not limited to, Introduction to Law and Correctional Law, the Court System, Legal Research, Medical Law, Legal Writing, Administrative Claims, Liability of Staff, Legal Ethics, Processing of Freedom of Information/Privacy Act Requests, Civil Procedure, Criminal Law, Contracts, Discovery, Environmental Law, Legal Data Bases, Representation/Indemnification Requests, Sentence Computation, Legislation, and Litigation Report Writing. The functions performed by the paralegal trainees during their instructional period include, but are not limited to:

- Reviewing, evaluating, and preparing proposed responses for signature or review by the Regional Counsel for claims filed under the Federal Tort Claims Act, Civilian Employees Claims Act, and Bureau of Prisons Claims Act.

- Reviewing, processing, and preparing proposed responses for signature or review by the Regional Counsel for requests filed under the Freedom of Information/Privacy Act. The paralegal trainee determines the disclosure and denial of separable portions of documents requested, in accordance with the appropriate statutes, and regulations.

- Assist the Regional Counsel/Attorney in the handling of litigation by preparing litigation reports, requests for

presentation, and declarations. In addition, trainees assist in compiling records in response to Requests for Production of Documents.

- Assist in the preparation of response to appeals filed by inmates through the Administrative Remedy appeal process.

To perform these functions, paralegal trainees must have substantial legal knowledge and awareness of correctional regulations, policies and practices, statutes, and judicial decisions.

Audience

Selected Paralegal Trainees

Program Coordinator

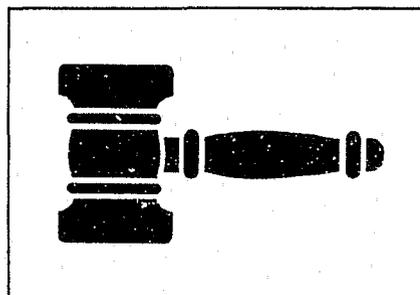
Patty Bortz

Dates

TBA

Location

NPTC - Ft. Worth, TX
MSTC - Aurora, CO



Staff Training Programs 1992 - Psychology Services

ADVANCED VICTIMS ASSISTANCE TRAINING

Location

MSTC - Aurora, CO

This course provides training to those staff responsible for affording psychological and social services to Bureau of Prisons' employees and their families, who have been affected by an emergency or critical incident at a Bureau of Prisons' facility. This training supplements the training received in the Victims Assistance Training. Some of the topics covered will be, "Dealing with the Trauma Membrane of a community", steps of debriefing, practice in debriefing, methods of working with children after a traumatic event, and a more in-depth understanding of follow-up and aftercare of individuals impacted by stress.



Audience

Psychologists who have successfully completed the course Victims Assistance Training.

Certification

The successful completion of the Basic Victims Assistance Course.

Program Coordinator

Crista Brett

Dates

None this fiscal year

Staff Training Programs 1992 - Psychology Services

**NEW PSYCHOLOGISTS
TRAINING PROGRAM**

This course includes such topics as: overview of BOP organization and trends; Hostage Negotiation Training program; Strategic Planning and Key Indicators; suicide prevention; budget and funding; personnel issues; victim's assistance; employee's assistance program; drug treatment and sex offender programs; ethics.



Audience

Psychologists with less than 18 months in BOP.

Program Coordinator

Curt Toler

Dates

05/04/92 - 05/08/92

Location

MSTC - Aurora, CO

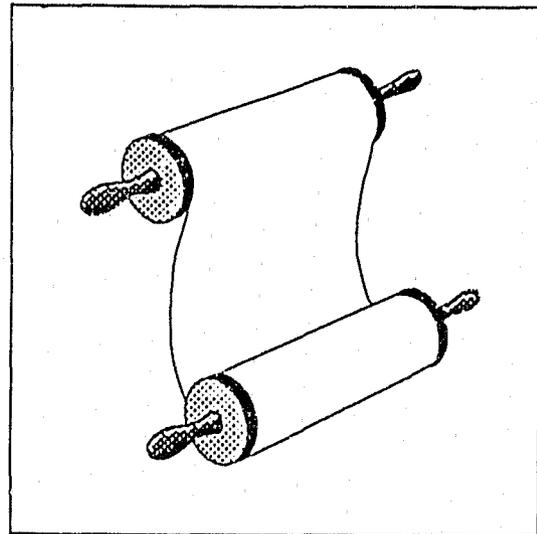
Staff Training Programs 1992 - Psychology Services

**EAP/VICTIMS ASSISTANCE
FOR MANAGERS**

Location

MSTC - Aurora, CO

This course provides training to management staff in the Bureau. The training course covers the proper role of EAP, the supervisors role in EAP referrals, the legal issues surrounding EAP that affect managers, and what managers should know about the Drug Free Workplace Program and how this program impacts EAP. The course also covers what constitutes a critical incident, the key role managers, play before, during, and after a critical incident (emergency) occurs, the role of the manager in helping employees resolve critical incident (emergency) occurs, the role of the manager in helping employees resolve critical incident stress, and how a manager can prepare themselves and their employees to deal adequately with emergency situations.



Audience

Department Heads, Associate Wardens, and Wardens are qualified to participate in this course.

Program Coordinator

Crista Brett

Dates

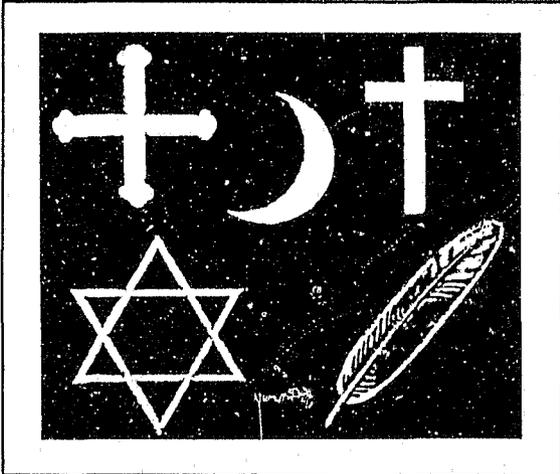
07/27/92 - 07/31/92

Staff Training Programs 1992 - Religious Services

CHAPLAINS TRAINING

This course, Chaplains Training, is designed to familiarize new chaplains with the expectations of ministry within the Bureau of Prisons. Emphasis is placed on working in a team setting with other chaplains in a unified Chaplaincy Program. This team approach will emphasize compliance with equitable and ecumenical delivery of pastoral care to inmates and staff within the constraints of security and supervision standards. Cooperation and communication with institutional staff will be stressed.

Prerequisites: Within first year of employment upon successful completion of Glynco Basic Training.



Audience

New Chaplains

Program Coordinator

Robert R. Schulze

Dates

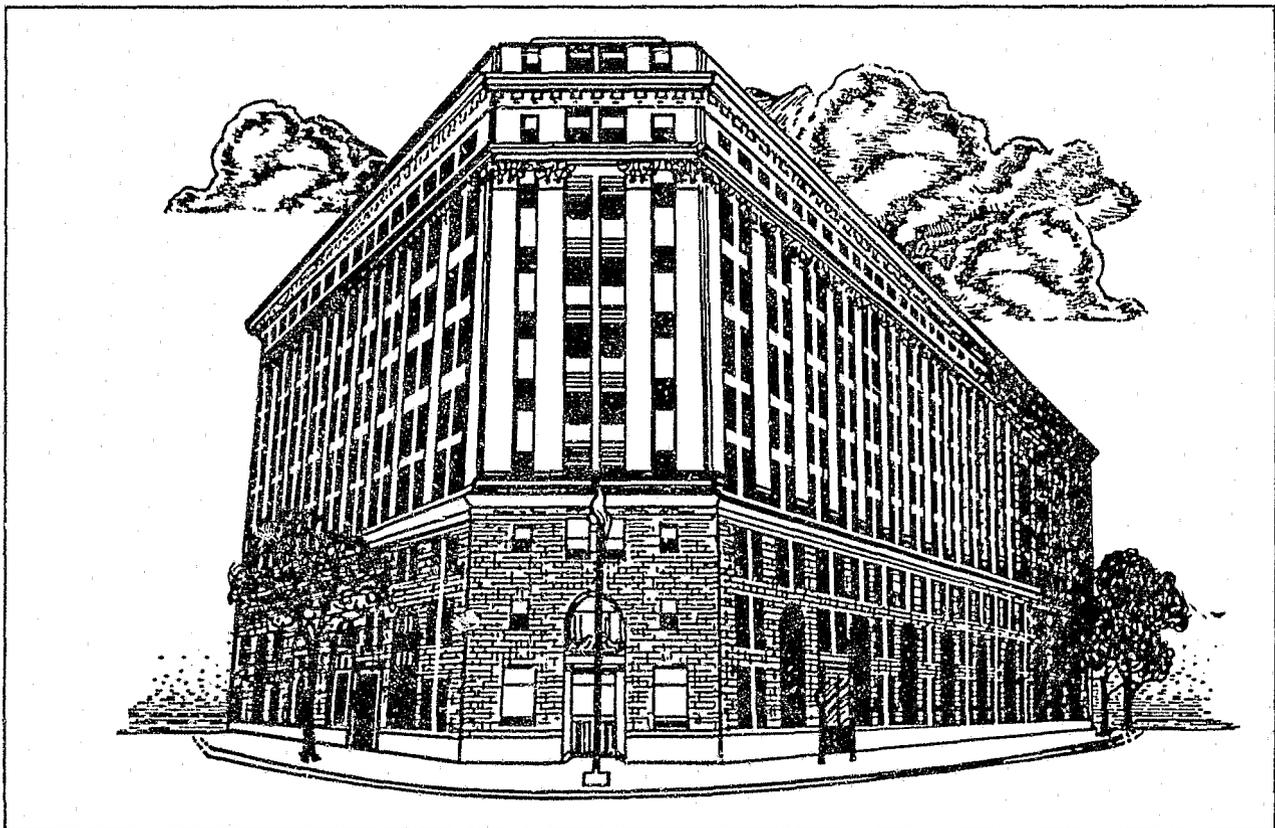
07/06/92 - 07/10/92

Location

MSTC - Aurora, CO



Field Training Services has the responsibility to coordinate the programs, activities, and information that foster the human resource management goals of the Federal Bureau of Prisons.



Staff Training Programs 1992 - Central Office Field Support

As a "broker of services" this office provides Employee Development personnel with the information and tools needed to meet their local, regional, and national human resource management goals and objectives.

By providing technical assistance and support Field Training Services (FTS) will be a focal point for the distribution of training information concerning:

- Policy management and interpretation
- Budget development, execution, and distribution
- National training initiatives and standards
- Needs assessment strategies and results
- Strategic planning for future goals and objectives

In order to provide "one-stop" shopping for training services the following points of contact (POC) have been established. Each major FTS training area will be staffed by an FTS team unless otherwise indicated. The first POC listed is the primary, the second is the alternate.

Training Areas

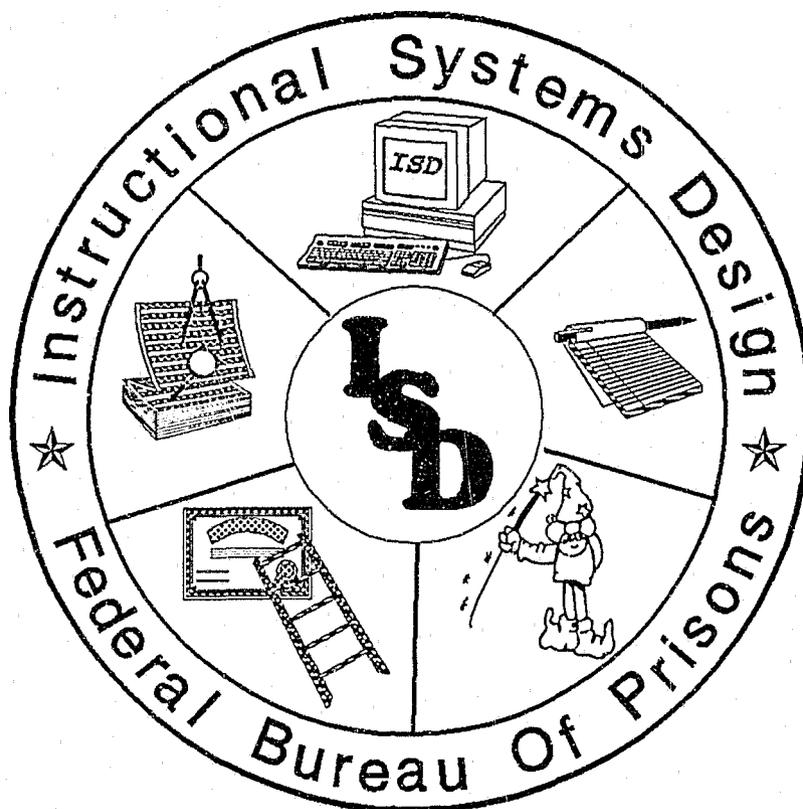
Leadership Forum
Budget
Personnel
Policy Development
Course Code Table

Points of Contact

Kris Munger/Denise Freeman
Robert Brooks/Tom Fisher/Mary Lou Baker
Denise Freeman/Jane James
Kris Munger/Tom Fisher
Robert Brooks/Jane James



The mission of Instructional Systems Design is to identify training needs of the Bureau of Prisons and to design training programs and learning opportunities to meet those needs by using advanced training technology, self-paced learning opportunities, and comprehensive staff development programs.



Staff Training Programs 1992 - Instructional Systems Design

The Instructional Systems Design branch is responsible for the following areas:

- Research of training and development needs and outcomes.
- Design of distributed training and development programs.
- Modification of existing training and development programs used in institution .
- Development and adaption of instructional media.
- Administration of programs to assist staff development efforts.
- Production of quality printed materials.

Instructional Systems Design offers a wide range of products and services to assist institution and Bureau staff. To provide the highest quality and professional service, Instructional Systems Design has five sections:

- Program Development
- Instructional Technology
- Research and Evaluation
- Career Development
- Independent Learning Center

RESOURCES AVAILABLE

Program Development Section:

The Program Development Section is primarily responsible for planning, designing, developing, revising and implementing non-residential instructional materials and programs for every level of Bureau employee. Program Development staff are also responsible for providing in-house consultation to institution, Central Office, Regional Office and other Bureau staff.

Four Program Development staff manage the design, development, implementation and evaluation of non-residential training projects which are identified through the annual needs assessment, requests for assistance, or unique training opportunities. The section works with the Instructional Technology and the Research and Evaluation Sections, of ISD, to ensure the training provided to the field is relevant, meets the needs identified, and is produced in the most learnable method.

Products and Services --

- Conducting needs assessment and job/task analysis.
- Developing guidelines and systems for the development of training packages.
- Designing methods to measure the impact of programs and to evaluate the effectiveness of programs.

Staff Training Programs 1992 - Instructional Systems Design

- In-house consultation in individual and organizational performance analysis, training needs assessment, training course design, and problem analysis.
- In-house consultation to plan, design, develop and implement a variety of learning opportunities.
- In-house development of training programs and materials which are distributed to institutions and locations as learner-controlled or instructor-lead programs.

Instructional Technology Section:

The Instructional Technology Section is primarily responsible for investigating opportunities in the use of advanced learning methods, evaluating the usefulness of those methods, and providing guidance in their use in training programs distributed by ISD.

The section is also responsible for the development of multimedia presentations and materials, media support materials and electronic support tools.

Products and Services --

The Instructional Systems Design branch is responsible for the following areas:

- Research of training and development needs and outcomes.
- Design of new training and development programs.
- Modification of existing training and development programs.
- Development and adaption of instructional media.
- Administration of programs to assist staff development efforts.
- Production of quality printed materials.

Research and Evaluation Section:

The Research and Evaluation Section is primarily responsible for the analysis and synthesis of information related to agency training needs. The section will perform evaluations of instructors and various training programs and assist other training sections in assessing training needs. Staff projections for future fiscal years will be made to assist training, regional, and institutional staff with strategic planning.

Products and Services --

- Compilation of data obtained from training program participants.
- Projection of types of training and frequency of course offerings needed to keep pace with agency growth and turnover.
- Projection of the number of new staff needed and training needed for each position for upcoming fiscal years.

Staff Training Programs 1992 - Instructional Systems Design

- Job analysis of each position in the Bureau by identification of tasks and process sequences, and assessment of task criticality.
- Assistance to program developers in understanding and applying job analysis information in the development of training programs.
- Program evaluations to assess acquisition of knowledge and skills, the effect of training on job performance, and effect of training and development programs on broader agency performance indices.]
- Surveys and other research methods performed as requested from agency personnel to assess any matter which is needed.

Career Development Section:

The Bureau of Prisons, by the end of the fiscal year 1995, will increase its staff by 20,796 employees. In 1993, the Bureau of Prisons is scheduled to open one institution per month. To prepare for such an expansion, it is the responsibility of the Career Development Office to provide leadership, guidance and programs which will help employees develop in their job and prepare them for other positions within the Bureau.

Products and Services --

- Developing a career development process for staff to identify the skills needed on their current job and assess their qualifications for other positions in the Bureau. Activities such as:
 - Career Guidance
 - Skill Assessment
 - Career Planning
- Developing informational tools to assist individuals in making informed career choices and exploring their strengths and weaknesses, both in their current job and for other positions within the Bureau.

Examples of these tools are:

- Position Path Report
 - Job Outlook Report
 - Position Development Plan
 - Professional Growth Plan
- Developing automated systems and computer programs to assist Employee Development Departments track the progress of the over growing number of individuals involved in the Career Development Process.

Staff Training Programs 1992 - Instructional Systems Design

- **Training staff at all levels in the Career Development Process and especially supervisors and managers in the significant role they play in the development of others and the skills they need in developing their employees.**
- **Assistance visits to institutions and Regional Offices.**

Independent Learning Center:

The Independent Learning Center is responsible for developing quality self-paced learning programs which enhance the individual employee's ability to function on the job. Specific program offerings are list on the following pages.

Staff Training Programs 1992 - Instructional Systems Design

**CENTRAL INMATE
MONITORING SYSTEM**

This in-depth survey course is designed for case managers, department heads, assistant department heads, supervisors, and unit managers with no case management background. It describes CIMS procedures, terminology, and types of CIM classifications. The Advanced level (for case manager trainees or staff wishing to become case managers), in addition to requiring the six worksheets of the survey level, also requires the student to complete four CIM Classifications Cases; these being assigned and evaluated by the institution CMC.

** Prerequisites: None*

Training Credit: 34 Hours

Audience

Any staff. Required to Satisfy certification requirement by Operations Memorandum.

Program Coordinator

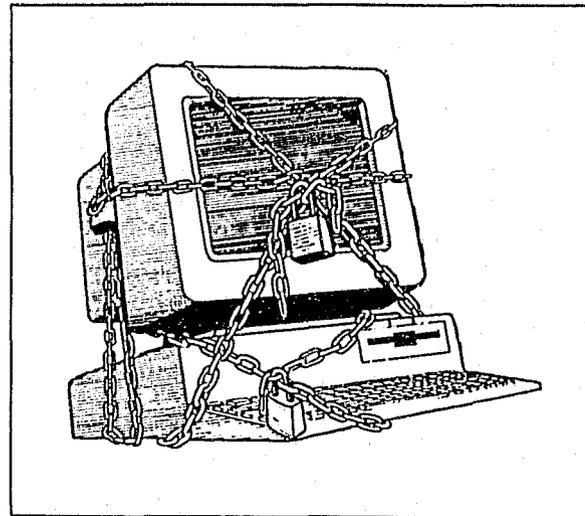
Paul Thomas

Dates

Upon request from staff

Location

Individual's Location



Staff Training Programs 1992 - Instructional Systems Design

**FINANCIAL MANAGEMENT
FOR MANAGERS**

This course introduces the student to the financial aspects of the federal government, managing a department's budget, how the institution's budget process is organized and monitored. The student is required to attend each of the formal mandated institution budget meetings, as well as completing nine worksheets.

** Prerequisites: None*

Training Credit: 40 Hours

Audience

Any staff. Strongly recommended for newly appointed department heads, assistant department heads, supervisors, and cost center managers.

Program Coordinator

Paul Thomas

Dates

Upon request of staff

Location

Individual's Location

**INMATE DISCIPLINE AND
SPECIAL HOUSING UNITS**

This career development unit is designed to give new employees an in-depth, structured insight into the Bureau's discipline procedures. The student reads policy, completes written work, and attends disciplinary hearings. The unit has 8 worksheets and there is an open book final test requiring an 85% minimum score.

** Prerequisites: None*

Training Credit: 25 Hours

Audience

Any staff.

Program Coordinator

Paul Thomas

Dates

Upon request of staff

Location

Individual's Location

Staff Training Programs 1992 - Instructional Systems Design

USE OF FORCE AND APPLICATION OF RESTRAINTS

This course is designed to give an in-depth review of the Bureau's calculated use of force procedures and the role of each calculated use of force team member. The course consists of three worksheets and uses Program Statement 5566.3, Use of Force and Application of Restraints on Inmates, as the text. Videotapes are viewed as part of the self-paced material.

** Prerequisites: None*

Training Credit: 8 Hours

Audience

Any staff, strongly suggested for staff who could be a member of a calculated use of force team.

Program Coordinator

Paul Thomas

Dates

Upon request of staff

Location

Individual's Location

WRITING EFFECTIVE COMMUNICATION

The course is designed to provide a structured review/practice for improving basic grammar skills i.e., sentence structure, punctuation, paragraphing, vocabulary, and writing more effectively. The student is required to write, read, write and write. The course has six worksheets, depending on the student's needs, with the last exercise requiring every student to write a formal proposal or position paper. No post test is given.

** Prerequisite: None*

Training Credit: 29 Hours

Audience

Any staff, can be used for staff with identified needs from Glynco, who have the writing deficits listed above.

Program Coordinator

Paul Thomas

Dates

Upon request of staff.

Location

Individual's Location

Staff Training Programs 1992 - National Academy of Corrections

**PUBLIC AND MEDIA
RELATIONS**

Location

NAC - Boulder, CO

A 36 hour seminar to develop and refine skills for dealing with the public and the media. Interacting positively with the public and media and working cooperatively and constructively with others who may not understand the demands of corrections require leadership, good management, and effective communication skills. This advanced seminar helps participants develop the skills and abilities needed to deal effectively with the media and the general public. Videotaping is used extensively to help participants refine their presentation skills.

** Prerequisites: Applicants must hold and administrative position in which they supervise other managers/staff supervisors or serve as the public information officer for their agency.*

Audience

Wardens, Associate Wardens, Public Relations Officers and Alternates

Program Coordinator

Ed Wolahan

Dates

02/23/92 - 02/28/92
09/14/92 - 09/18/92



Staff Training Programs 1992 - National Academy of Corrections

**QUALITY ASSURANCE IN
CORRECTIONAL MEDICAL
CARE**

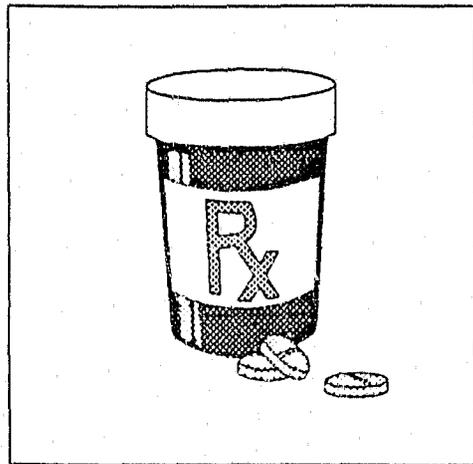
Location

NAC - Boulder, CO

A 36 hour seminar to improve the quality of medical care for inmates. Quality assurance programs, effective data management, planning and standardization of how correctional medical information is reported nationally could assist in determining actual costs and needs.

This seminar helps teams of administrators and planners implement a quality assurance plan and data management system for medical care and services.

** Prerequisites: Applicant teams must attach to their applications a statement describing: 1) their agency's current medical quality assurance process and/or plan.*



Audience

Chief medical administrators

Program Coordinator

Ed Wolahan

Dates

06/08/92 - 06/12/92

Staff Training Programs 1992 - Training Institution Program

**TRAINING INSTITUTION
PROGRAM: CORE SKILLS
MANAGEMENT TRAINING**

Location

MSTC - Aurora, CO

This program is designed to provide management survival skills to new department heads. Course content is structured to help new managers deal with various managerial concerns to include: supervisory problems, budgeting labor management relations, and strategic planning.

Prerequisites: Must be newly selected Department Head in selected disciplines and who has not previously been a Department Head.

Audience

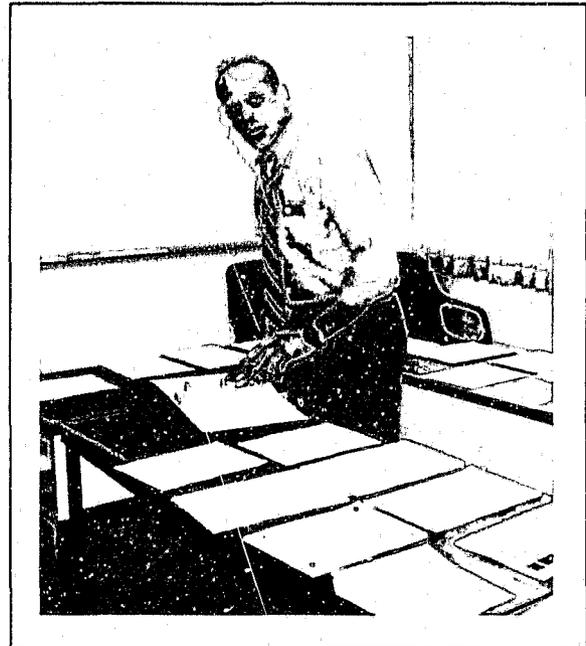
New Department Heads

Program Coordinator

Joseph O. Barda

Dates

11/12/91 - 11/22/91
01/06/92 - 01/16/92
03/02/92 - 03/12/92
04/06/92 - 04/16/92
05/11/92 - 05/21/92
06/15/92 - 05/21/92
06/15/92 - 06/25/92
08/03/92 - 08/13/92
09/08/92 - 09/18/92





Telephone Index

Field Training Services:

FTS 367-5927

COMM 202-524-5927

Tom Fisher, Chief

Baker, Mary Lou
Brooks, Robert
Freeman, Denise
James, Jane
Munger, Kris

Food Management Services:

FTS 564-0557

COMM 303-361-0557

Robert Spinuzza, Administrator

Amos, Dallas
Clark, Gary
Freeman, Dave
Henson, Luci
Kingsley, Vickie
Mummert, Tom
Scofield, Paul
Weismann, John

Staff Training Academy:

FTS 230-2711

COMM 912-267-2711

Khurshid Yusuff, Director

John Megathlin, Deputy Director
Thomas Read, Staff Development Counsel
Karen Sanders, Secretary

Atherton, Jack, Program Coordinator
Bauch, Stuart, Legal Instructor

Staff Training Academy Continued:

Brown, Chris, Business Manager
Conners, Carole, Computer Specialist
Cummings, Pat, Scheduling Program Coordinator
Heaney, Bill, Program Coordinator
Hensley, Gelene, Inventory Specialist
Mallette, Jo Ann, Accounting Technician
Obirek, Cathy, Administrative Officer
Peterson, Gary, Supervisory Instructor
Santiago, Ramon, Program Coordinator

Instructional Systems Design: FTS 564-0557 COMM 303-361-0557

John D. Baxter, Branch Chief

Sheryl Hubbard, Employee Development Assistant

A. Robert Douthitt, Chief, Program Development
Linn Roach, Deputy Chief

Allen Vernell, Program Development Specialist
Finley, Sean, Program Development Specialist
McMeel, Sharon, Program Development Specialist
Vossmer, Joe, Program Development Specialist

Jerry T. White, Chief, Instructional Technology

Benedict, Gere, Instructional Technologist
Joiner, Steve, Instructional Technologist

Wayne Hortman, Chief, Research And Evaluation

Snyder, David, Research Analysis

Michael Markiewicz, Chief, Employee Development Section

Parrott, Karen, Employee Development Coordinator
Scott, Debra, Employee Development Coordinator
Vazquez, Manuel, Employee Development Coordinator

Management & Specialty Training FTS 564-0557 COMM 303-361-0557

Andrea King-Wessels, Director

Robert Holton, Assistant Director, Programs
Charles Laroe, Assistant Director, Operations
Kristie Fagan, Director's Secretary

Rebecca Coughlin, Program Development Manager
Holly Vazquez, Program development Manager

Dan Carney, Bussines Manager

Dan Joslin, Personnel Officer

Peggy Brown, Employee Development Specialist

Jeanne Derner-McBride, Supervisory Computer Specialist

Bortz, Patricia, Legal Counsel

Program Development Specialists:

Arney, Robert
Barnes, Jeff
Brown, Holly
Fagan, David
Goodman, Joel
Griffin, Dyan
Griffin, Lamar
Jackson, Michael
Johnson, Andrea
White, Joe

Training Institution Program:

Barda, Joe
Nelson Cheryl

National Financial Training Center:

FTS 564-0557

COMM 303-361-0557

Robert B. Habeeb, Administrator

Rodney W. Chandler, Assistant Director

Al-Adass, Cecilia, Instructor

Boyd, Terry, Instructor

Carney, Cathy, Instructor

Ciralsky, Kevin, Instructor

Cooper, Tom, Instructor

Fitzgerald, Claire, Instructor

Herrington, Janet, Instructor

Lowery, Jake, Instructor

McKoy, George, Instructor

National Legal Training Center:

FTS 564-0557

COMM 303-361-0557

Patricia Bortz, Administrator

Judy Evans, Administrative Assistant

Archuleta, Espy, Instructor

Weilbacher, Margaret, Instructor

Program Coordinators:

Amos, Dallas	MSTC
Ayscue, Ed	Central Office
Barnes, Jeff	MSTC
Brett, Crista	Central Office
Chandler, Rodney	MSTC
Chesnut, Sandy	Central Office
Coughlin, Becky	MSTC
Faber, John	Staff Training Academy
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Freeman, Dave	MSTC
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Hubbard, Dennis	MSTC
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Johnson, Andrea	MSTC
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Lewis, Bobby	Central Office
Miller-Banks, Mattese	Central Office
Mummert, Tom	MSTC
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Thomas, Paul	FCI Englewood
Toler, Curt	Central Office
White, Joe	MSTC
Wholahan, Ed	NAC, Boulder, CO
Yancey-Smith, Ruth	Central Office