

I. Introduction to Curriculum

1. Welcome
2. Introduction
 1. Purpose
 2. Goals
 3. Culture
3. Tour Guide
 1. Display Settings
 2. Web Browser Print
 3. Web Browser Book Marking
 4. Navigation Concept
 5. Course Completion Guidelines
 6. Supervisor Responsibilities
 7. Employee Responsibilities

II. Course 1 – Employee Benefits & Career Management

1. Course Introduction
 1. Purpose
 2. Goals
2. Module 1 – Employee Benefits
 1. Purpose & Goals
 2. HR Web Links
 3. CPOC / CPAC
 4. ABC-C
 5. TSP
 6. myPay
 7. Key Learning Points
3. Module 2 – Career Management
 1. Purpose & Goals
 2. Career Development and Management Tools
 3. IDP
 4. TAPES
 5. Internet Activities
 6. Key Learning Points

III. Course 2 – Corps NRM History & Mission

1. Course Introduction
 1. Purpose
 2. Goals
 3. Content Overview
2. Module 1 – Organizational Structure
 1. Purpose & Goals
 2. Basic Civics
 3. Organizational Hierarchy
 4. Key Learning Points
3. Module 2 – Local Orientation
 1. Purpose & Goals
 2. Your Local Office
 3. Major Points of Contact
 4. Key Learning Points

IV. Course 3 – District Office Overview and the PMBP Environment

1. Course Introduction
 1. Purpose
 2. Goals
 3. Content Overview
2. Module 1 – Roles & Responsibilities
 1. Purpose & Goals
 2. Mission Areas
 3. District Offices – Responsibilities
 4. Exercise
 5. Key Learning Points
3. Module 2 – PMBP Environment
 1. Purpose & Goals
 2. PDT Defined
 3. PDT in PMBP Environment
 4. Example
 5. Key Learning Points

V. Course 4 – Natural Resources Management

1. Course Introduction
 1. Purpose
 2. Goals
 3. Content Overview
2. Module 1 - Environmental Stewardship and Shoreline Management
 1. Purpose & Goals
 2. Defined
 3. Natural Resources Stewardship
 4. Pest Management
 5. Forest Service Pest Suppression Assistance
 6. Shoreline Management
 7. Cultural Resources
 8. Stewardship Support Program
 9. Key Learning Points
3. Module 2 – Master Plan & Operational Management Plan
 1. Purpose & Goals
 2. Master Plan Defined
 3. OMP Defined
 4. Key Learning Points
4. Module 3 – Environmental Review Guide for Operations (ERGO)
 1. Purpose & Goals
 2. ERGO Program
 3. Assessments & Corrective Action Plans
 4. Key Learning Points
5. Module 4 – Other Policies & Laws Related to Natural Resources Stewardship
 1. Purpose & Goals
 2. Corps of Engineers Environmental Operation Principles
 3. National Environmental Policy Act
 4. Endangered Species Act
 5. Clean Water Act & USACE Regulatory Program
 6. Clean Air Act
 7. Key Learning Point
6. Module 5 – Real Estate Management
 1. Purpose & Goals
 2. Management of Real Estate
 3. Acquisition History
 4. Outgrant Management
 5. Key Learning Point

VI. Course 5 – Recreation

1. Course Introduction
 1. Purpose
 2. Goals
 3. Content Overview
2. Module 1 – Recreation Management
 1. Purpose & Goals
 2. ER 1130-2-550 & 500
 3. Fee Programs
 4. Visitor Estimating Reporting System (VERS)
 5. Operations & Maintenance Business Information Link (OMBIL)
 6. Sign Program
 7. Outreach and Interpretation
 8. Partnership Programs
 9. Volunteer
 10. Challenge Cost Share & Contributions Program
 11. Key Learning Points
3. Module 2 – Visitor Assistance
 1. Purpose & Goals
 2. Visitor Assistance Policy
 3. Training & Safety
 4. Uniform
 5. Personal Protection Tools
 6. Law Enforcement Contracts
 7. Emergency Medical Training
 8. Key Learning Points

VII. Course 6 – Administrative Responsibilities

1. Course Introduction
 1. Purpose
 2. Goals
 3. Content Overview
2. Module 1 – Management Responsibilities
 1. Purpose & Goals
 2. ARIMS
 3. Correspondence
 4. Procurement
 5. Property Accountability
 6. Personnel Systems
 7. Suggestion Program
 8. Office Skills and Services
 9. JTR / TDY
 10. Key Learning Points
3. Module 2 – CEFMS / P2 Financial Management
 1. Purpose & Goals
 2. Types of Funding
 3. P2 (Project Management System)
 4. CEFMS
 5. Key Learning Points

VIII. Course 7 – Operations & Maintenance

1. Course Introduction
 1. Purpose
 2. Goals
 3. Content Overview
2. Module 1 – Contract Administration
 1. Purpose & Goals
 2. Process to develop a contract
 3. Type of Award
 4. Fair Labor Standards
 5. Contracting Related Web Links
 6. Key Learning Points
3. Module 2 – Facilities and Structural
 1. Purpose & Goals
 2. Park Design Standards
 3. Periodic & Annual Inspections
 4. Requesting Repairs
 5. Key Learning Points
4. Module 3 – Vehicle Management
 1. Purpose & Goals
 2. GSA
 3. Proper Use of Government Vehicles
 4. Key Learning Points
5. Module 4 –Water Control Guidance
 1. Purpose & Goals
 2. Water Control Plans
 3. Key Learning Points
6. Module 5 – Potable Water & Waste Water Infrastructure Management
 1. Purpose & Goals
 2. Swimming Beaches
 3. Drinking Water
 4. Waste Water Management
 5. Key Learning Points

IX. Course 8 – Safety & Security

1. Course Introduction
 1. Purpose
 2. Goals
 3. Content Overview
2. Module 1 – On The Job Safety
 1. Purpose & Goals
 2. EM 385-1-1
 3. Hearing Conservation Program
 4. District Safety Program
 5. Incident / Accident Reporting
 6. Activity Hazard Analysis
 7. Hazard Communication Program
 8. Workers Compensation
 9. First Aid and Medical Care
 10. Smoking in the Workplace
 11. Critical Incident Stress Management (CISM)
 12. Employee Assistance Program (EAP)
 13. Key Learning Points
3. Module 2 – Mandatory Drug Testing
 1. Purpose & Goals
 2. History & Purpose
 3. Positions Requiring Drug Testing
 4. Key Learning Points
4. Module 3 – Safety Training
 1. Purpose & Goals
 2. Safety Training Resources
 3. Required Safety Training
 4. Key Learning Points
5. Module 4 – Security / Law Enforcement
 1. Purpose & Goals
 2. ENGLink
 3. Bomb Threats
 4. SAEDA
 5. Force Protection / Homeland Security
 6. Physical Security
 7. Key Learning Points