

OM 002-2009 (3906) BUREAU MANDATORY TRAINING STANDARDS



Operations Memorandum

OPI: HRM/TSD
NUMBER: 002-2009 (3906)
DATE: 1/24/2009
SUBJECT: Bureau Mandatory
Training Standards

Expiration Date: 1/24/2011

1. **PURPOSE AND SCOPE.** This Operations Memorandum (OM) issues information required by the Program Statement on Bureau Mandatory Training Standards (formerly known as Mandatory Training Standards). The Training and Staff Development Branch (TSDB), Human Resource Management Division (HRMD), reissues and updates this OM annually. **Bureau Training Standards listed here are mandatory for their disciplines.**

2. RESPONSIBILITIES

a. **Central Office Divisions.** Divisions establish Bureau Mandatory Training Standards appropriate for their disciplines. Divisional components process their standards through TSDB.

b. **TSDB.** TSDB certifies Bureau Mandatory Training Standards and updates this OM at least annually.

3. **MANDATORY TRAINING STANDARDS REQUIREMENTS.** A Bureau Training Standard may not be considered "mandatory" if it has not been certified by TSDB and published in the annual OM.

A **temporary exemption** is defined as a temporary release from a mandatory training requirement. Documentation (i.e., medical documentation, military orders) for temporary exemptions must be provided to the Employee Services Manager (ESM) and approved by the CEO.

Any Training Standard created before the scheduled update of this OM must still be certified through TSDB.

Funding for each standard is noted in this OM.

TSDB must approve all titles and course codes of a Bureau Training Standard. Unauthorized titles may not be keyed into the data system.

Refer to the Program Statement on Bureau Mandatory Training Standards for further information.

4. SELF STUDY

Participants shall be allotted time for training at the institution. Training time is scheduled by the ESM and the department head, generally in no less than four-hour increments, as needed, to complete an entire course.

5. TRAINING FOR TRANSFERRING EMPLOYEES

Employee Familiarization, Federal Bureau of Prisons, Transfers - BOP Training (GNR-0261-BXX).

Each employee transferring into an institution or Central or Regional Office from another Bureau worksite must complete eight hours of institution orientation within the first 40 hours of duty.

6. FAMILIARIZATION TRAINING

Employee Familiarization Training (GNR-0260-BXX).

Each new staff member entering a position at the Central Office must complete at least 40 hours of Bureau and site-specific training within the first 80 hours of duty.

New staff entering a position at Regional Offices, Training Centers, and Product Support Centers receive eight hours of orientation training within the first 80 hours of duty.

Staff entering a position at a Community Corrections Office receive 16 hours of training within the first 80 hours of duty.

7. VOLUNTEER TRAINING

a. Volunteer Orientation Training. Each new Level 1 (unbadged/infrequent) volunteer assigned to an institution receives general instructions from the Program Manager regarding the correctional environment, prior to providing services.

Each new Level II (badged/frequent) volunteer assigned to an institution must complete four hours of program area and

orientation training. Level II Volunteers must attend orientation training no later than the quarter after receipt of their application.

Each Institution Volunteer Coordinator provides/coordinates Orientation training at least once per quarter.

Level II volunteers assigned to administrative offices and Community Corrections Centers receive at least one hour of orientation training by the program manager.

b. **Volunteer Annual Training.** Level II Volunteers receive two hours of annual training. Annual training programs should vary in content from orientation training. Level II Volunteers who begin prior to October 1 must complete annual training within the next fiscal year.

8. INTRODUCTORY CORRECTIONAL TRAINING

a. **Institution Familiarization. Federal Bureau of Prisons, Part 1 & 2-BOP. Course Code: CSV-0590-BXX.**

All covered and full-time employees must successfully complete the standard Institution Familiarization (IF) curriculum within the first 80 hours of employment (excluding holidays).

Note: Regarding performance log entries, performance evaluations, or adverse action proposals on any bargaining unit employees who have not completed IF: full consideration of this lack of training must be given before any entry or action on performance is made or taken.

Definition of Covered Employees. Employees appointed after December 31, 1983, to positions defined as primary law enforcement (i.e., covered under 5 U.S.C. § 8331 (20) or 8401 (17) and whose appointments meet the following conditions are covered:

- # Career and career-conditional appointments, including reinstatements and transfers.
- # Excepted service appointments exceeding one year, and temporary appointments for which there is an expectation of conversion to a permanent appointment.
- # Reinstatements of former Bureau employees whose break in service exceeds three years.
- # Public Health Service (PHS) employees and officers stationed in a correctional facility.
- # COSTEPS.

Worker Trainees.

Temporary Less Than Full Time/Contract. Each unescorted contract and new temporary employee, in other than a full-time position, who provides direct services to inmates and who has contact with inmates, must complete orientation training. At a minimum, these topics must be covered:

- # Security Issues.**
- # Contraband.**
- # Emergency Situations.**
- # Ethics/Code of Conduct.**
- # Sexual Abuse/Assault Prevention and Intervention.**
- # Limits of Worker's Compensation.**
- # Other local issues.**

Institution CEOs determine additional training requirements on an individual basis, such as type of work performed, location, and amount of contact/interaction with inmates.

If an individual's contract is renewed for another year, refresher training is required, based on type of work performed, location, and amount of contact/interaction with inmates.

b. Correctional Training Program, Introduction - BOP (Introduction to Correctional Techniques Training (ICT)). Course Code: HRM-0100-BXX.

Covered employees must complete the ICT training program. COSTEPS (Psychology) and worker trainees attend ICT only when they receive a conversion date. New correctional workers receive an additional 120 hours of training during their first year of employment.

Training for non-law enforcement employees is optional, provided on a space-available basis.

Except as otherwise provided, all employees must attend ICT within 60 days of entry-on-duty (EOD).

Non-law enforcement employees assigned to a position designated as a primary law enforcement position for more than 90 days must complete IF and ICT successfully.

Prior to attending ICT, staff members must successfully complete IF.

ICT training must be completed prior to a permanent assignment to

a primary law enforcement position.

Waivers to delay attendance at ICT must be approved by the Assistant Director, HRMD.

No covered employee may attend Bureau-funded training until he/she successfully completes ICT.

c. Correctional Training, Annual-BOP. Course Code: GNR-0150-BXX.

Institution staff are correctional workers first. All positions assigned to institutions must encompass duties directly involved with the mission of the institution, require response to emergencies, and require incumbents to complete ICT and Annual Training successfully, including firearms.

Primary and secondary law enforcement positions located at an institution (including privately operated institutions managed by the Bureau), but under the jurisdiction of someone other than the institution's Warden, must also meet the above criteria (for example, a regional psychologist located at an institution, but under the jurisdiction of a regional director; contract oversight employees at contract facilities). Employees who do not meet legal and regulatory requirements for law enforcement retirement may not occupy these positions.

An additional 40 hours of training will be provided each subsequent year of employment. Core Annual Training topics are determined by the Executive Staff each year and disseminated by the Management and Specialty Training Center (MSTC), HRMD. Core topics are generally limited to American Correctional Association (ACA)-mandated topics or other externally mandated training requirements, and the topics developed by the Executive Staff.

Lesson plans for mandated core topics are developed by MSTC and forwarded to each facility. However, the Warden has discretion as to how much time is allotted and how the topics are presented (as long as the objectives of the lesson plan are met). For instance, a penitentiary may spend two days on emergency preparedness while a camp may only spend two hours.

Additional training to meet the 40-hour requirement is at the Warden's discretion and can come from self-study or computer-based training modules (i.e., Cross Development Courses, NISC/OPM/ACA self-study courses), off-site training opportunities (discipline conference, OSHA Training, etc.), meetings at which training is provided, and participation in experiential training (area searches or acting assignments). Approval by a supervisor or department head must be obtained prior to training. Lesson plans, objectives, etc., are coordinated and documented with Employee Services.

Lesson plans for locally developed training are required. For certain training programs, a lesson plan is not required (i.e., experiential training assignments, emergency preparedness drills). In these cases, an agenda, memo, or other documentation is sufficient from which to key training credit; however, documentation must be coordinated through the Employee Services Department.

Although there is flexibility in the way each facility approaches the classroom portion of AT, based upon discussions with ACA, firearms requalification must be met within every 12-month period. Temporary medical exemptions must be signed by the CEO and include a projected AT completion date.

Staff are not required to complete ICT and Annual Training within the same fiscal year, but must be recertified in firearms every 12 months.

Each fiscal year, every institution employee (including PHS staff) must receive 40 hours of training. Regional or Central Office employees assigned to an institution for more than 90 days must complete the same curriculum.

Central Office, Regional Office, Community Corrections, Product Support Center, and Training Center staff must complete 16 hours of training annually, including core annual training topics for the fiscal year, except for firearms and self-defense.

/s/

W. I. LeBlanc, Jr.
Assistant Director
Human Resource Management
Division

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COMMUNITY CORRECTIONS

Each new Community Corrections staff member must complete:

- ! **Community Corrections Familiarization -BOP** within two weeks (16 hours-developed by each CCM office or Transitional Drug Abuse Treatment Coordinator) Eight hours of this training must be completed within the first 40 hours of duty. (8/14/92)
Course Code: CCM-0020-BXX
Funding: Central Office, CPD
Responsibility: ESA

All Community Corrections staff must maintain:

- ! **Central Inmate Monitoring System (CIMS), Certification -BOP**
Course Code: CPG-0050-BXX
Funding: N/A
Responsibility: CMC

Each employee entering a community corrections position, with no prior community corrections experience, must complete:

- ! **Community Corrections (Cross Dvlp)-BOP** within four months of entry. (8/14/92)
Course Code: CCM-5010-BXX
Funding: N/A
Responsibility: ESA
- ! **Community Corrections Fundamentals-BOP** training within 18 months of entry into the position
Course Code: CCM-0030-BXX
Funding: MSTC
Responsibility: ESA
- ! Each Community Corrections staff member who will be using the Justice/National Crime Information Center (JUST/NCIC)/National Law Enforcement Telecommunications System (NLETS) must be trained and certified. (Refer to the "Collateral Duty" section for additional explanation).
Funding: Regional Office
Responsibility: ESA

Management Center Administrator/Assistant Community Corrections Administrator/Community Corrections Manager

Each new Management Center Administrator/Community Corrections Manager, within 18 month of entry into the position, must complete:

- ! **Case Management (Cross Dvlp)-BOP**

Course Code: CPG-5010-BXX
Funding: NA
Responsibility: ESA

- ! **Contracting, Contract Officer Technical Rep. (COTR)(Corresp Course)-BOP** within six months
Course Code: ACQ-5030-BXX
Funding: N/A
Responsibility: ESA
- ! **Supervision, Supv-BOP** course within 12 months of entry into position, unless previously completed. (9/29/82)
Course Code: HRM-0660-BSX
Funding: N/A
Responsibility: ESA
- ! **Department Head Familiarization, Core Skills - Please see requirement under OTHER TRAINING**
- ! **Central Inmate Monitoring System (CIMS) Certification-BOP** must be completed every three years
Course Code: CPG-0050-BXX
Funding: N/A
Responsibility: CIM Coordinator
- ! **Safety (Cross Dvlp)-BOP**
Course Code: SFT-5070-BXX
Funding: N/A
Responsibility: ESA
- ! **Food Service (Cross Dvlp)-BOP**
Course Code: FDS-5050-BXX
Funding: N/A
Responsibility: ESA
- ! **Food, Essential Food Safety (CD) -BOP**
Course Code: SFT-5020-BXX
Funding: N/A
Responsibility: ESA
- ! **Life Safety Code Seminar, NFPA-GOV or Vendor (8/14/92)**
Course Code: SFT-0250-GXX
SFT-0260-VXX
Funding: Central Office Safety
Responsibility: ESA

- ! **Electrical Standards OSHA-GOV (8/14/92)**
Course Code: SFT-0100-GXX
Funding: Central Office Safety
Responsibility: ESA

Community Corrections Trainee

Community Corrections Trainee must complete all ISM Modules (computer-based) within 9 months of entry into position.

- ! **Case Management (Cross Dvlp)-BOP**
Course Code: CPG-5010-BXX
Funding: N/A
Responsibility: ESA
- ! **Central Inmate Monitoring System (CIMS), Certification-BOP** must be completed every three years
Course Code: CPG-0050-BXX
Funding: N/A
Responsibility: CIM Coordinator
- ! **Contracting, Contract Officer Technical Rep. (COTR)(Corresp Course)-BOP** within six months
Course Code: ACQ-5030-BXX
Funding: N/A
Responsibility: ESA
- ! **Safety (Cross Dvlp)-BOP Course**
Course Code: SFT-5070-BXX
Funding: N/A
Responsibility: ESA
- ! **Food, Essential Food Safety (CD) -BOP**
Course Code: SFT-5020-BXX
Funding: N/A
Responsibility: ESA
- ! **Life Safety Code Seminar, NFPA-GOV or Vendor (8/14/92)**
Course Code: SFT-0250-GXX
SFT-0260-VXX
Funding: Central Office, Safety
Responsibility: ESA
- ! **Electrical Standards - OSHA -GOV(8/14/92)**
Course Code: SFT-0100-GXX
Funding: Central Office, Safety
Responsibility: ESA

- ! **Sentence Computation, Principles -BOP (8/14/92)**
Course Code: ISM-0080-BXX
Funding: MSTC
Responsibility: ESA
- ! **Sentence Computation, Advanced-BOP** no sooner than one year from completing Principles of Sentence Computation and no longer than two years from completing Principles of Sentence Computation.
Course Code: ISM-0060-BXX
Funding: MSTC
Responsibility: ESA

Community Corrections Contract Oversight Specialist

Each new Community Corrections Contract Oversight Specialist, within 18 month of entry into the position, must complete:

- ! **Case Management (Cross Dvlp)-BOP Course**
Course Code: CPG-5010-BXX
Funding: N/A
Responsibility: ESA
- ! **Contracting, Contract Officer Technical Rep. (COTR)(Corresp Course)-BOP** within six months.
Course Code: ACQ-5030-BXX
Funding: N/A
Responsibility: ESA
- ! **Safety (Cross Dvlp)-BOP**
Course Code: SFT-5070-BXX
Funding: N/A
Responsibility: ESA
- ! **Food Service (Cross Dvlp)-BOP**
Course Code: FDS-5050-BXX
Funding: N/A
Responsibility: ESA
- ! **Life Safety Code Seminar, NFPA-GOV or Vendor (8/14/92)**
Course Code: SFT-0250-GXX
SFT-0260-VXX
Funding: Central Office Safety
Responsibility: ESA
- ! **Electrical Standards, OSHA-GOV (8/14/92)**
Course Code: SFT-0250-GXX
Funding: Central Office, Safety
Responsibility: ESA

- ! **Central Inmate Monitoring System (CIMS), Certification-BOP** must be completed every three years
Course Code: CPG-0050-BXX
Funding: N/A
Responsibility: CIM Coordinator

**Regional Community Corrections Inmate Systems
Specialist/Supervisory Legal Technician/Community Corrections
Legal Technician/Legal Instrument Examiner**

Must complete all ISM Modules (computer-based) within 9 months and the following courses within 18 months of entry into position:

- ! **Sentence Computation, Principles-BOP (8/14/92)**
Course Code: ISM-0080-BXX
Funding: MSTC
Responsibility: ESA
- ! **Sentence Computation, Advanced-BOP** no sooner than one year from completing Principles of Sentence Computation and no longer than two years from completing Principles of Sentence Computation.
Course Code: ISM-0060-BXX
Funding: MSTC
Responsibility: ESA
- ! **Central Inmate Monitoring System (CIMS), Certification-BOP** must be completed every three years
Course Code: CPG-0050-BXX
Funding: N/A
Responsibility: CIM Coordinator

Regional Community Corrections Safety Specialist

Each new Regional Community Corrections Safety Specialist must complete within 18 months:

- ! **Safety (Cross Dvlp)-BOP**
Course Code: SFT-5070-BXX
Funding: N/A
Responsibility: ESA
- ! **Food Service (Cross Dvlp)-BOP**
Course Code: FDS-5050-BXX
Funding: N/A
Responsibility: ESA
- ! **Food, Essential Food Safety (CD)**

Course Code: SFT-5020-BXX
Funding: N/A
Responsibility: ESA

! **Life Safety Code Seminar, NFPA-GOV (or Vendor) (8/14/92)**

Course Code: SFT-0250-GXX
SFT-0260-VXX
Funding: Central Office Safety
Responsibility: ESA

! **Electrical Standards, OSHA -GOV (8/14/92)**

Course Code: SFT-0100-GXX
Funding: Central Office, Safety
Responsibility: ESA

Community Corrections Case Manager/Specialist

Each new Community Corrections Case Manager/Specialist, within 18 months of entry into position, must complete:

! **Community Corrections (Cross Dvlp)-BOP**

Course Code: CCM-5010-BXX
Funding: N/A
Responsibility: ESA

! **Central Inmate Monitoring System (CIMS), Certification-BOP must be completed every three years**

Course Code: CPG-0050-BXX
Funding: N/A
Responsibility: CIM Coordinator

Community Corrections Transitional Drug Abuse Treatment Coordinator

Each new Community Corrections Transitional Drug Abuse Treatment Coordinator must complete within 18 months of entry:

! **Drug Abuse Treatment Program, Overview-BOP (11/10/94)**

Course Code: PSY-0090-BXX
Funding: Central Office, Psychology Services
Responsibility: ESA

! **Contracting, Contract Officer Technical Rep. (COTR)(Corresp Course)-BOP within six months.**

Course Code ACQ-5030-BXX
Funding: N/A
Responsibility: ESA

- ! **Counseling Substance Abusers-BOP (11/10/94)**
Course Code: PSY-0030-BXX
Funding: Central Office, Psychology Services
Responsibility: ESA

- ! **Department Head Familiarization, Core Skills - Please see requirement under OTHER TRAINING**

Community Corrections Drug Abuse Treatment Oversight Specialist

Each new Community Corrections Drug Abuse Treatment Oversight Specialist must complete prior to or within 18 months of entry:

- ! **Drug Abuse Treatment Program, Overview-BOP (11/10/94)**
Course Code: PSY-0090-BXX
Funding: Central Office
Responsibility: ESA
- ! **Contracting, Contract Officer Technical Rep. (COTR)(Corresp Course)-BOP** within six months.
Course Code ACQ-5030-BXX
Funding: N/A
Responsibility: ESA
- ! **Counseling Substance Abusers-BOP (11/10/94)**
Course Code: PSY-0030-BXX
Funding: Central Office, Psychology Services
Responsibility: ESA

Community Corrections Transitional Drug Abuse Treatment Specialist

Each new Community Corrections Transitional Drug Abuse Treatment Specialist must complete prior to or within 18 months of entry:

- ! **Drug Abuse Treatment Program, Overview-BOP (11/10/94).**
Course Code: PSY-0090-BXX
Funding: Central Office, Psychology Services
Responsibility: ESA
- ! **Counseling Substance Abusers-BOP (11/10/94)**
Course Code: PSY-0030-BXX
Funding: Central Office, Psychology Services
Responsibility: ESA
- ! **Contracting, Contract Officer Technical Rep. (COTR)(Corresp Course)-BOP** within six months.
Course Code ACQ-5030-BXX
Funding: N/A
Responsibility: ESA

COMPUTER SERVICES

Computer Specialist/Assistant Computer Services Manager (8/14/92)

Each new Computer Specialist will complete the following training within twelve months of appointment if not completed previously (Central Office exempt):

- ! **Instructor Skills-BOP Training** (Local Course)
Course Code EDM-0050-BXX
Funding: N/A
Responsibility: ESM

Computer Services Manager/Regional Computer Services Administrator

Each new Computer Services Manager (10/25/96)/Regional Computer Services Administrator (8/14/92) will complete the following training within 12 months of appointment if not completed previously:

- ! **Computer Services Managers, Familiarization-Contract Training**
(Computer Services Managers only).
Course Code CSM-0040-CSX
Funding: MSTC
Responsibility: ESM
- ! **Instructor Skills-BOP (Local Course)**
Course Code EDM-0050-BXX
Funding: N/A
Responsibility: ESM
- ! **Supervision, Supv-BOP** course, unless previously completed, if in a supervisory position.
Course Code HRM-0660-BSX
Funding: N/A
Responsibility: ESM
- ! **Department Head Familiarization, Core Skills - Please see requirement under OTHER TRAINING**

BOPNET LAN Administrator (May be either the CSM or Assistant CSM)

Each BOPNet LAN Administrator shall be trained within twelve months of appointment and annually thereafter.

- ! **Computer Services Specialty Training**
Course Code Changes annually
Funding: MSTC
Responsibility: MSTC

CORRECTIONAL SERVICES

Canine Handler

Each new canine handler must complete:

- ! **Canine Handler-GOV** (200 hours) prior to using the canine unit (Regional Correctional Services funded).
Course Code CSV-0200-GXX
Funding: Regional Correctional Services
Responsibility: ESM

Each canine handler must complete annually:

- ! **Canine Handler Re-certification-GOV (-Vendor)**
Course Code CSV-0220-GXX (0230-VXX)
Funding: Regional Correctional Services
Responsibility: ESM

Lock and Security Specialist (Locksmith)/Assistant Lock and Security Specialist (Assistant Locksmith)

- ! An **accredited armor school** (51109) for every weapon used at the facility within the specified certification of each weapon, and prior to servicing the respective weapon. (Each institution will have **only** one Lock and Security Specialist **or** Assistant Lock and Security Specialist certified per weapon).
Course Code 51109
Funding: MSTC
Responsibility: ESM

- ! Armorer, Armor Holdings-Vendor CSV-0030-VXX (2 year certification)

- ! Armorer, Benelli-Vendor CSV-0040-VXX (3 year certification)

- ! Munitions, Chemical, Instructor Chemical Program (ICP), Instructor-Vendor CSV-0630-VXX (2 year certification - NOTE: If course is not offered at the MSTC it is to be funded locally.)

- ! Munitions, Chemical Instructor Chemical Program (ICP)-BOP CSV-0620-BXX (2 year certification - NOTE: If course is not offered at the MSTC it is to be funded locally.)

- ! Armorer, Colt-Vendor CSV-0060-VXX (3 year certification)

- ! Armorer, Glock-Vendor CSV-0070-VXX (3 year certification)

Armorer, Heckler and Koch-Vendor CSV-0080-VXX (3 year certification)

! Armorer, Pepper-Vendor CSV-0110-VXX (2 year certification)

! Armorer, Remington-Vendor CSV-0140-VXX (3 year certification)

! Armorer, Ruger-Vendor CSV-0150-VXX (3 year certification)

! Armorer, SIG Sauer-Vendor CSV-0160-VXX (3 year certification)

! Armorer, Smith & Wesson-Vendor CSV-0170-VXX (3 year certification)

! Armorer, Pen Arms-Vendor CSV-0100-VXX (3 year certification)

! **Armorer, Pepperball** (where applicable) (Each institution will have **only** one Lock and Security Specialist **or** Assistant Lock and Security Specialist certified)(2 year certification)

Course Code CSV-0130-VXX

Funding: MSTC

Responsibility: ESM

! **Security Officer-BOP** and or full time assistant within 12 months of entry (8/14/92).

Course Code: CSV-0720-BXX

Funding: MSTC

Responsibility: ESM

Prerequisite:

! Completion of a Security Officer (corresp course) -BOP within six months of entry (Foley Belsaw- funded by MSTC (200 hours) for full time lockshop staff) (Locally funded for part-time lockshop staff) (3/21/97)

Course Code: CSV-5110-BXX

Funding: MSTC

Responsibility: ESM

! **Supervision, Supv-BOP** course within 12 months of entry into position, unless previously completed, if in a supervisory position (1/1/93).

Course Code: HRM-0660-BSX

Funding: N/A

Responsibility: ESM

Special Investigative Technician

Each Special Investigative Technician, either prior to or upon entry into position, must complete:

- ! **Investigative Intelligence-BOP** within 12 months of assuming the position.
Course Code: CSV-0600-BXX
Funding: MSTC
Responsibility: ESM
- ! **Narcotics Identification Kit (NIK),-Vendor**
Course Code CSV-0660-VXX
Funding: Local
Responsibility: ESM
- ! **Central Inmate Monitoring System (CIMS), Certification-BOP** must be completed every three years
Course Code: CPG-0050-BXX
Funding: N/A
Responsibility: CIM Coordinator

Special Investigative Supervisor (SIS)

Each Special Investigative Supervisor, either prior to or upon entry into the position, must complete:

- ! **Investigative Intelligence-BOP Training** (40 hours) within 12 months of assuming the position (MSTC Funded).
Course Code: CSV-0600-BXX
Funding: MSTC
Responsibility: ESM
- ! **Narcotics Identification Kit (NIK)-Vendor**
Course Code CSV-0660-VXX
Funding: Local
Responsibility: ESM
- ! **Supervision, Supv-BOP** course within 12 months of entry into position, unless previously completed, if in a supervisory position (9/29/82).
Course Code: HRM-0660-BSX
Funding: N/A
Responsibility: ESM

Special Investigative Agent(SIA)

Each Special Investigative Agent, either prior to or upon entry into the position, must:

- ! **Investigative Intelligence-BOP** (40 hours) within 12 months of assuming the position (MSTC Funded).
Course Code: CSV-0600-BXX
Funding: MSTC
Responsibility: ESM
- ! **Narcotics Identification Kit (NIK)-Vendor**
Course Code: CSV-0660-VXX
Funding: Local
Responsibility: ESM
- ! Acquire or maintain **Inmate Discipline Certification-BOP** within six months (2 year recert)(8/14/92).
Course Code: CSV-0560-BXX
Funding: N/A
Responsibility: ESM
- ! **Supervision, Supv-BOP** course within 12 months of entry into position, unless previously completed, if in a supervisory position.
Course Code: HRM-0660-BSX
Funding: N/A
Responsibility: ESM
- ! **Central Inmate Monitoring System (CIMS), Certification-BOP** must be completed every three years
Course Code: CPG-0050-BXX
Funding: N/A
Responsibility: CIM Coordinator

Intelligence Operations Officer (IOO)(GS-12)

Each person selected for this position is required to attend the following training:

- ! **Investigative Intelligence-BOP Training** (40 hours) within 12 months of assuming the position (MSTC Funded).
Course Code: CSV-0600-BXX
Funding: MSTC
Responsibility: ESM
- ! **Narcotics Identification Kit (NIK)-Vendor**
Course Code: CSV-0660-VXX
Funding: Local
Responsibility: ESM

- ! **Supervision, Supv-BOP** course within 12 months of entry into position, unless previously completed, if in a supervisory position.

Course Code: HRM-0660-BSX

Funding: N/A

Responsibility: ESM

- ! Acquire or maintain **Inmate Disciplinary Certification-BOP** within six months (2 year recert) (8/14/92).

Course Code: CSV-0560-BXX

Funding: N/A

Responsibility: ESM

Intelligence Research Specialist (IRS)(GS 9)

Each person selected for this position is required to attend and complete successfully the following training:

- ! **Investigative Intelligence-BOP** (40 hours) within 12 months of assuming the position.

Course Code: CSV-0600-BXX

Funding: MSTC

Responsibility: ESM

- ! Acquire or maintain **Inmate Disciplinary Certification-BOP** within six months (2 year recert) (8/14/92).

Course Code: CSV-0560-BXX

Funding: N/A

Responsibility: ESM

- ! **Narcotics Identification Kit (NIK)-Vendor**

Course Code CSV-0660-VXX

Funding: Local

Responsibility: ESM

Lieutenant GS-9

- ! Acquire and maintain **Inmate Disciplinary Certification-BOP** within six months (2 year recert) (10/9/91).

Course Code: CSV-0560-BXX

Funding: N/A

Responsibility: ESM

- ! **Lieutenant Familiarization, Supv-BOP** within six months.
(Formerly New Lieutenants training (51162))

Course Code: CSV-0610-BSX

Funding: MSTC

Responsibility: ESM

- ! **Narcotics Identification Kit (NIK)-Vendor**
Course Code: CSV-0660-VXX
Funding: Local
Responsibility: ESM

- ! **Supervision, Supv-BOP** course within 12 months of entry into position, unless previously completed (9/29/82).
Course Code: HRM-0660-BSX
Funding: N/A
Responsibility: ESM

- ! **Central Inmate Monitoring System (CIMS), Certification-BOP** must be completed every three years
Course Code: CPG-0050-BXX
Funding: N/A
Responsibility: CIM Coordinator

Lieutenant GS-11

- ! Acquire or maintain **Inmate Disciplinary Certification-BOP** within six months (2 year recert) (8/14/92).
Course Code: CSV-0560-BXX
Funding: N/A
Responsibility: ESM

- ! **Lieutenant Familiarization, Supv-BOP** within six months (*formerly New Lieutenants training (51162) and Advanced Lieutenants training (60002)*).
Course Code: CSV-0610-BSX
Funding: MSTC
Responsibility: ESM

- ! **Narcotics Identification Kit (NIK),-Vendor**
Course Code: CSV-0660-VXX
Funding: Local
Responsibility: ESM

- ! **Custody Control Belt-BOP (Stun Belt)**, where applicable, within six months (end user course only).
Course Code: CSV-0280-BXX
Funding: N/A
Responsibility: ESM

- ! **Supervision, Supv-BOP** course within 12 months of entry into position, unless previously completed (9/29/82).
Course Code: HRM-0660-BSX
Funding: N/A
Responsibility: ESM

- ! **Central Inmate Monitoring System (CIMS), Certification-BOP** must be completed every three years
Course Code: CPG-0050-BXX
Funding: N/A
Responsibility: CIM Coordinator

Captain/Deputy Captain

Each Captain, either prior to or upon entry into the position, will complete, in addition to the requirements of GS-11 Lieutenant:

- ! Acquire or maintain **Inmate Disciplinary Certification-BOP** within six months (2 year recert) (8/14/92).
Course Code: CSV-0560-BXX
Funding: N/A
Responsibility: ESM
- ! **Captain, Familiarization-BOP** within 12 months (MSTC funded) (8/14/92).
Course Code: CSV-0240-BSX
Funding: MSTC
Responsibility: ESM
- ! **Supervision, Supv-BOP** course within 12 months of entry into position, unless previously completed (9/29/82).
Course Code: HRM-0660-BSX
Funding: N/A
Responsibility: ESM
- ! **Department Head Familiarization, Core Skills - Please see requirement under OTHER TRAINING**
- ! **Central Inmate Monitoring System (CIMS), Certification-BOP** must be completed every three years
Course Code: CPG-0050-BXX
Funding: N/A
Responsibility: CIM Coordinator

Discipline Hearing Officer (DHO/Administrator (DHA)/Alternate DHO

Each new Discipline Hearing Officer (DHO) and Discipline Hearing Administrator (DHA) and Alternate DHO must complete:

- ! **Discipline Hearing Officer Training** prior to or upon entry into the position, and prior to hearing cases (8/14/92).
Course Code: CSV-0300-BXX
Funding: MSTC
Responsibility: Regional DHA (institutional Alternate DHO nominations will be forwarded to the Regional DHA)

Prerequisite:

- ! The DHO, DHA and Alternate DHO must pass the DHO Certification test successfully (no training credit given) prior to nomination for DHO training.

- ! Acquire or maintain **Inmate Disciplinary Certification-BOP** within two years following DHO Training (2 year recert) (8/14/92).
Course Code: CSV-0560-BXX
Funding: N/A
Responsibility: ESM

- ! **Supervision, Supv-BOP** course within 12 months of entry into position, unless previously completed, if in a supervisory position.
Course Code: HRM-0660-BSX
Funding: N/A
Responsibility: ESM

- Note:** U.S. Penitentiaries are authorized three Alternate DHOs, Federal Correctional Institutions are authorized two Alternate DHOs and Camps are authorized one Alternate DHO. If an institution needs to train more than one Alternate DHO, their names should be prioritized by need. The prioritized person's name will be selected first and the other nominee will be placed on a waiting list to receive training in a subsequent class. However, if an institution currently has a trained and certified quota of Alternate DHOs, no additional nominations from that institution will be accepted.

EDUCATION/RECREATION

Teacher

Each new GED, ESL, and Vocational Instructor, including the coordinators of these programs, upon entry into the position on or after 3/21/97 must complete:

- ! **Teacher Development-BOP Training** within 18 months. (3/21/97).

Course Code: EDU-0100-BXX

Funding: MSTC

Responsibility: ESM

Note: Career Counselors, Education Specialists and education staff with other non-teacher titles will attend this course if their primary responsibility involves teaching inmates for at least 50% of their work week. A staff member who completed this training previously when he/she was in a previous position or at a former institution should not attend this course.

Special Education/Reading Teacher

Each new Special Education/Reading Teacher must complete:

- ! **Special Education & Reading-BOP** training within 18 months of entry into position. Teachers must be presently teaching special learning needs of inmates, or involved in the diagnostic assessment of these inmates. (3/21/97).

Course Code: EDU-0080-BXX

Funding: MSTC

Responsibility: ESM

- ! **Teacher Development-BOP** within 18 months. (3/21/97).

Course Code: EDU-0100-BXX

Funding: MSTC

Responsibility: ESM

- ! **Special Education & Reading, Advanced-BOP** training after completing successfully Special Education/Reading Teachers training.

Course Code: EDU-0090-BXX

Funding: MSTC

Responsibility: ESM

Recreation/Sports Specialist

Each new Recreation/Sports Specialist must complete:

- ! **Recreation/Sports Development-BOP** Training within 18 months (3/21/97).
Course Code: REC-0010-BXX
Funding: MSTC
Responsibility: ESM

**Assistant Supervisor of Education/Supervisor of Education/
Assistant Supervisor of Recreation/Supervisor of Recreation**

Each new Assistant Supervisor/Supervisor of Education/Assistant Supervisor of Recreation, and Supervisor of Recreation must complete:

- ! **Education/Recreation Management-BOP** Training within 18 months (11/13/93) (Asst. Supervisor of Education standard was established 1/10/94).
Course Code: EDU-0010-BXX
Funding: MSTC
Responsibility: ESM
- ! **Supervision, Supv-BOP** course within 12 months of entry into position, unless previously completed (9/29/82).
Course Code: HRM-0660-BSX
Funding: N/A
Responsibility: ESM
- ! **Department Head Familiarization, Core Skills - Please see requirement under OTHER TRAINING**

EMPLOYEE SERVICES

Employee Services Manager

Must complete:

- ! **Employee Services Survival Skills-BOP** within 18 months of appointment.
Course Code: HRM-0220-BXX
Funding: Central Office, Human Resource Management
Responsibility: ESM
- ! **Supervision, Supv-BOP** course within 12 months of entry into position, unless previously completed, if in a supervisory position (9/29/82).
Course Code: HRM-0660-BSX
Funding: N/A
Responsibility: ESM
- ! **Department Head Familiarization, Core Skills - Please see requirement under OTHER TRAINING**

Must complete within 18 months of appointment:

- ! The five week MSTC **Human Resource Training Program** (8/14/92) (or equivalent OPM training) in the following areas (Central Office funded at MSTC only):
 - ! **Human Resource Management, Staffing & Placement-BOP**
Course Code: HRM-0240-BXX
Funding: Central Office
Responsibility: ESM
 - ! **Employee Benefits & Retirement Computation-BOP (or GOV)**
Course Code: HRM-0160-BXX
HRM-0170-GXX
Funding: Central Office
Responsibility: ESM
 - ! **Labor Management Relations, Introduction, Supv-BOP**
(Formerly Labor Management Relations/Adverse Actions)
Course Code: HRM-0290-BSX
Funding: Central Office
Responsibility: ESM
 - ! **Interview Techniques, Pre-Employment Interview-BOP Training**
(11/10/94)
Course Code: HRM-0260-BXX

Funding: Central Office, Human Resource Management
Responsibility: ESM

- ! **Employee Development-BOP Training** within 12 months of appointment (2/7/80).
Course Code: EDM-0010-BXX
Funding: MSTC
Responsibility: ESM/ESA
- ! **Mentor Program Coordinator Instructor-BOP Training** (no nomination necessary, included in Employee Development Training)
Course Code: EDM-0100-BXX
Funding: MSTC
Responsibility: ESM
- ! **Instructor Skills, Instructor-BOP Training**, within 12 months of appointment(8/14/92).
Course Code: EDM-0060-BXX
Funding: MSTC
Responsibility: ESM
- ! **Correspondence Courses** (NISC courses) (HRM funded):
 - ! **Pay Setting for Government for GS Positions (NISC)(Corrsp Course)-GOV** (9/7/90)(Formerly Government Pay Setting and Pay Administration)
Course Code: HRM-5080-GXX
Funding: MSTC
Responsibility: ESM
 - ! **Pay Setting for Government for FWS Positions (NISC)(Corrsp Course)-GOV**
Course Code: HRM-5090-GXX
Funding: MSTC
Responsibility: ESM

Assistant Employee Services Manager (ESM)/Lead Employee Services Specialist

Must complete:

- ! **Employee Services Survival Skills-BOP** within 18 months of appointment.
Course Code: HRM-0220-BXX
Funding: Central Office, Human Resource Management
Responsibility: ESM

- ! **Supervision, Supv-BOP** (Assistant ESM only) course within 12 months of entry into position, unless previously completed, if in a supervisory position (9/29/82).

Course Code: HRM-0660-BSX

Funding: N/A

Responsibility: ESM

Must complete within 18 months of appointment:

- ! The five week MSTC **Human Resource Training Program** (8/14/92) (or equivalent OPM training) in the following areas (Central Office funded at MSTC only):

- ! **Human Resource Management, Staffing & Placement-BOP**

Course Code: HRM-0240-BXX

Funding: Central Office

Responsibility: ESM

- ! **Employee Benefits & Retirement Computation-BOP (or GOV)**

Course Code: HRM-0160-BXX

HRM-0170-GXX

Funding: Central Office

Responsibility: ESM

- ! **Labor Management Relations, Introduction, Supv-BOP**

(Formerly Labor Management Relations/Adverse Actions)

Course Code: HRM-0290-BSX

Funding: Central Office

Responsibility: ESM

- ! **Interview Techniques, Pre-Employment Interview-BOP**

(11/10/94)

Course Code: HRM-0260-BXX

Funding: Central Office, Human Resource Management

Responsibility: ESM

- ! **Employee Development-BOP** within 12 months of appointment (2/7/80).

Course Code: EDM-0010-BXX

Funding: MSTC

Responsibility: ESM/ESA

- ! **Mentor Program Coordinator Instructor-BOP** (no nomination necessary, included in Employee Development Training)

Course Code: EDM-0100-BXX

Funding: MSTC

Responsibility: ESM

- ! **Instructor Skills, Instructor-BOP** within 12 months of appointment(8/14/92).
Course Code: EDM-0060-BXX
Funding: MSTC
Responsibility: ESM

- ! **Correspondence Courses** (NISC courses) (HRM funded):
 - ! **Pay Setting for Government for GS Positions (NISC)(Corrsp Course)-GOV** (9/7/90)(Formerly Government Pay Setting and Pay Administration)
Course Code: HRM-5080-GXX
Funding: MSTC
Responsibility: ESM

 - ! **Pay Setting for Government for FWS Positions (NISC)(Corrsp Course)-GOV**
Course Code: HRM-5090-GXX
Funding: MSTC
Responsibility: ESM

 - ! **Personnel Action Processing, Basic (NISC)(Corrsp Course)-GOV (Lead ESS only)**
Course Code: HRM-5110-GXX
Funding: MSTC
Responsibility: ESM

Employee Services Specialist

Must complete within 18 months of appointment:

- ! The five week MSTC **Human Resource Training Program** (8/14/92) (or equivalent OPM training) in the following areas (Central Office funded at MSTC only):
 - ! **Human Resource Management, Staffing & Placement-BOP**
Course Code: HRM-0240-BXX
Funding: Central Office
Responsibility: ESM

 - ! **Employee Benefits & Retirement Computation-BOP (or GOV)**
Course Code: HRM-0160-BXX
HRM-0170-GXX
Funding: Central Office
Responsibility: ESM

- ! **Labor Management Relations, Introduction, Supv-BOP**
(Formerly Labor Management Relations/Adverse Actions)
Course Code: HRM-0290-BSX
Funding: Central Office
Responsibility: ESM

- ! **Interview Techniques, Pre-Employment Interview-BOP**
(11/10/94)
Course Code: HRM-0260-BXX
Funding: Central Office, Human Resource Management
Responsibility: ESM

- ! **NFC, System for Time & Attendance Reporting (STAR)-BOP (or GOV)(Formerly PC TARE)**
Course Code: HRM-0490-BXX
HRM-0500-GXX
Funding: Central Office, HRMD
Responsibility: ESM

- ! **NFC, Time Inquiry System (TINQ)-BOP**
Course Code: HRM-0530-BXX
Funding: Central Office, HRMD
Responsibility: ESM

- ! **Employee Development-BOP** within 12 months of appointment
(2/7/80).
Course Code: EDM-0010-BXX
Funding: MSTC
Responsibility: ESM/ESA

- ! **Mentor Program Coordinator Instructor-BOP** (no nomination necessary, included in Employee Development Training)
Course Code: EDM-0100-BXX
Funding: MSTC
Responsibility: ESM

- ! **Centra Training**

- ! **Training Management System, Learning Administrator -BOP**
Course Code: EDM-0130-BXX
Funding: Central Office, HRMD
Responsibility: ESM

- ! **Correspondence Courses** (NISC courses) (HRM funded):

- ! **Pay Setting for Government for GS Positions (NISC)(Corrsp Course)-GOV** (9/7/90)(Formerly Government Pay Setting and Pay Administration)

Course Code: HRM-5080-GXX
Funding: MSTC
Responsibility: ESM

! **Pay Setting for Government for FWS Positions (NISC)(Corrsp Course)-GOV**

Course Code: HRM-5090-GXX
Funding: MSTC
Responsibility: ESM

! **Personnel Actions Processing, Basic (NISC)(Corrsp Course)-GOV (8/14/92)**

Course Code: HRM-5110-GXX
Funding: MSTC
Responsibility: ESM

Personnel Security Specialists (SBIS only)

Must complete:

! **Interview Techniques, Pre-Employment Interview-BOP (11/10/94).**

Course Code: HRM-0260-BXX
Funding: Central Office, Human Resource Management
Responsibility: ESM

Employee Services Assistant

Must complete within 18 months of appointment:

! **Must complete at the MSTC or the National Finance Center (Central Office funded at the MSTC only):**

! **NFC, System for Time & Attendance Reporting (STAR)-BOP (or GOV)(Formerly PC TARE)**

Course Code: HRM-0490-BXX
HRM-0500-GXX
Funding: Central Office, HRMD
Responsibility: ESM

! **NFC, Time Inquiry System (TINQ)-BOP**

Course Code: HRM-0530-BXX
Funding: Central Office, HRMD
Responsibility: ESM

! **Employee Benefits & Retirement Computation-BOP (or GOV)**

Course Code: HRM-0160-BXX
HRM-0170-GXX
Funding: Central Office, HRMD
Responsibility: ESM

! **Centra Training**

! **Training Management System, Learning Administrator -BOP**

Course Code: EDM-0130-BXX
Funding: Central Office, HRMD
Responsibility: ESM

! **Correspondence Courses** (NISC courses) (HRM funded):

! **Pay Setting for Government for GS Positions (NISC)(Corrsp Course)-GOV** (9/7/90)(Formerly Government Pay Setting and Pay Administration)

Course Code: HRM-5080-GXX
Funding: MSTC
Responsibility: ESM

! **Pay Setting for Government for FWS Positions (NISC)(Corrsp Course)-GOV**

Course Code: HRM-5090-GXX
Funding: MSTC
Responsibility: ESM

! **Personnel Actions Processing, Basic (NISC)(Corrsp Course)-GOV** (8/14/92)

Course Code: HRM-5110-GXX
Funding: MSTC
Responsibility: ESM

Note: Employee Services staff may be considered for non-mandatory training based on special situations or circumstances warranted by their institutions or regional offices. Requests must be submitted through the Bureau Personnel Director, HRMD.

EXECUTIVE STAFF

Executive Assistant

! **Supervision, Supv-BOP** course within 12 months of entry into position, unless previously completed, if in a supervisory position(8/14/92).

Course Code: HRM-0660-BSX
Funding: N/A
Responsibility: ESM

! **Public Affairs, Public and Media Relations, NIC-BOP** if designated as the Primary or Alternate Public Information Officer

Course Code: PAF-0030-BXX
Funding: MSTC
Responsibility: ESM

- ! **Central Inmate Monitoring System (CIMS), Certification-BOP** must be completed every three years
Course Code: CPG-0050-BXX
Funding: N/A
Responsibility: CIM Coordinator

Associate Warden/Intensive Confinement Center Administrator

Each new Associate Warden or Intensive Confinement Center Administrator must complete:

- ! **Associate Warden, Familiarization-BOP** within 12 months (8/14/92).
Course Code: EXS-0010-BXE
Funding: MSTC
Responsibility: ESM
- ! **Supervision, Supv-BOP** course within 12 months of entry into position, unless previously completed (9/29/82).
Course Code: HRM-0660-BSX
Funding: N/A
Responsibility: ESM
- ! **Central Inmate Monitoring System (CIMS), Certification-BOP** must be completed every three years
Course Code: CPG-0050-BXX
Funding: N/A
Responsibility: CIM Coordinator
- ! **Case Management (Cross Dvlp)-BOP Course**, either prior to or within two months, for ICCAs not previously completing the course. (9/7/90).
Course Code: CPG-5010-BXX
Funding: N/A
Responsibility: ESM

Warden

Each new Warden must complete:

- ! **Warden, Familiarization-BOP** within 12 months (8/14/92).
Course Code: EXS-0140-BXE
Funding: Central Office
Responsibility: ESM

- ! **Supervision, Supv-BOP** course within 12 months of entry into position, unless previously completed (9/29/82).

Course Code: HRM-0660-BSX

Funding: N/A

Responsibility: ESM

FACILITIES

Facilities Assistant/Engineering Technician

Each new Facilities Assistant/Engineering Technician must complete:

- ! **Computerized Maintenance Management System: Windows-BOP**, within 12 months of entry(3/21/97).
Course Code: FAC-0070-BXX
Funding: MSTC
Responsibility: ESM

General Foreman/Chief of Utilities

Each new General Foreman/Chief of Utilities must complete:

- ! **Facilities (Cross Dvlp)-BOP** must be completed before attending Facilities Management Training.
Course Code: FAC-5030-BXX
Funding: N/A
Responsibility: ESM
- ! **Facilities Management, Basic-BOP** within 12 months of entry.
Course Code: FAC-0390-BXX
Funding: MSTC
Responsibility: ESM
- ! **Computerized Maintenance Management System: Windows/Managers-BOP**, within 12 months of entry (5/28/02)
Course Code: FAC-0080-BSX
Funding: MSTC
Responsibility: ESM
- ! **Supervision, Supv-BOP** course within 12 months of entry into position, unless previously completed, if in a supervisory position (9/29/82).
Course Code: HRM-0660-BSX
Funding: N/A
Responsibility: ESM

Facilities Manager

Each permanent Facilities Manager must complete:

- ! **Facilities Management, Advanced-BOP** after completion of two years (24 months) in the position, and every two years thereafter while in the position.
Course Code: FAC-0380-BXX

Funding: MSTC
Responsibility: ESM

- ! **Computerized Maintenance Management System: Windows/Managers-BOP**, within 12 months of entry (5/28/02)
Course Code: FAC-0080-BSX
Funding: MSTC
Responsibility: ESM

Each new Facilities Manager must complete:

- ! **Facilities (Cross Dvlp)-BOP** before attending Facilities Management Training (8/14/92).
Course Code: FAC-5030-BXX
Funding: N/A
Responsibility: ESM
- ! **Facilities Management, Basic-BOP** within 12 months of entry (10/13/93).
Course Code: FAC-0390-BXX
Funding: MSTC
Responsibility: ESM
- ! **Contracting, Contract Officer Technical Rep. (COTR)(Corrsp Course)-BOP** within six months (8/14/92).
Course Code: ACQ-5030-BXX
Funding: N/A
Responsibility: ESM
- ! **Life Safety Code Seminar, NFPA -GOV (or Vendor)** training within 12 months, if not previously completed (8/14/92).
Course Code: SFT-0250-GXX
SFT-0260-VXX
Funding: Central Office, Facilities
Responsibility: ESM
- ! **Appropriations, Use of BOP Appropriations-BOP** training within 12 months.
Course Code: FIN-0060-BXX
Funding: Central Office
Responsibility: 37N
- ! **Supervision, Supv-BOP** course within 12 months of entry into position, unless previously completed (9/29/82).
Course Code: HRM-0660-BSX
Funding: N/A
Responsibility: ESM

- ! Department Head Familiarization, Core Skills - Please see requirement under OTHER TRAINING

FINANCIAL MANAGEMENT

Accounting Technician (excluding UNICOR, Central Office, Health Services, and Food Service)

Each Accounting Technician must complete:

- ! **Financial Management, Deposit Fund, Basic-BOP** training within nine months of entry to position (8/14/92).

Course Code: ADM-0340-BXX

Funding: Central Office, Trust Fund

Responsibility: ESM

- ! **Accounting Technician-BOP** within nine months of entry to position (4/6/87).

Course Code: FIN-0020-BXX

Funding: MSTC

Responsibility: ESM

Exception: Accounting Technicians who work strictly with the Inmate Telephone System (ITS) and are not on a rotation schedule with other Accounting Technicians, should not be nominated for these courses.

Trust Fund Technician

- ! **Trust Fund, Technician-BOP** within 12 months of entry to the position. Institutions using Accounting Technicians to perform these duties may nominate only one Accounting Technician per fiscal year (11/10/94).

Course Code: ADM-0510-BXX

Funding: Central Office, Trust Fund

Responsibility: ESM

Budget Analyst (560 and 561 job series) (excluding UNICOR)

- ! **Budget Analyst-BOP** within nine months of entry to position(8/14/92).

Course Code: ADM-0010-BXX

Funding: MSTC

Responsibility: ESM

- ! **Budget Analyst, Advanced-BOP** no sooner than six months after the completion of Budget Analyst Training(8/14/92).

Course Code: ADM-0020-BXX

Funding: MSTC

Responsibility: ESM

Material Handler Supervisor and Foreman (excluding UNICOR and Food Service)

- ! **Trust Fund, Financial Management, Basic -BOP** within nine months of entry to position (8/14/92).
Course Code: ADM-0490-BXX
Funding: Central Office, Trust Fund
Responsibility: ESM
- ! **Trust Fund, Procurement, Basic-BOP**
Course Code: ACQ-0920-BXX
Funding: Central Office, Trust Fund
Responsibility: ESM
- ! **Supervision, Supv-BOP** course within 12 months of entry into position, unless previously completed, if in a supervisory position. (9/29/82)
Course Code: HRM-0660-BSX
Funding: N/A
Responsibility: ESM

Inventory Management Specialist (excluding UNICOR and Food Service)

- ! **Acquisitions, Inventory Management Specialty-BOP** within 12 months of entry into position (4/1/92).
Course Code: ACQ-0120-BXX
Funding: MSTC
Responsibility: ESM
- ! **Procurement, Basic-BOP** within 12 months of appointment as a (Level I) Contracting officer (11/10/94).
Course Code: PCB-0120-BXX
Funding: MSTC
Responsibility: ESM

Trust Fund Supervisor

- ! **Trust Fund, Supv-BOP** within 12 months of entry to position(10/13/93).
Course Code: ADM-0500-BXX
Funding: Central Office, Trust Fund
Responsibility: ESM
- ! **Supervision, Supv-BOP** course within 12 months of entry into position, unless previously completed, if in a supervisory position (9/29/82).

Course Code: HRM-0660-BSX
Funding: N/A
Responsibility: ESM

Contract Specialist/Contracting Officer (excluding UNICOR)

- ! **Supervision, Supv-BOP** course within 12 months of entry into position, unless previously completed, if in a supervisory position (9/29/82).

Course Code: HRM-0660-BSX
Funding: N/A
Responsibility: ESM

- ! **Procurement, Basic-BOP** within 12 months of entry to position (8/14/92).

Course Code: PCB-0120-BXX
Funding: MSTC
Responsibility: ESM

- ! **Contracting, Intermediate-BOP** (Contract Officers only)

Course Code: ACQ-0570-BXX
Funding: Central Office, 45U
Responsibility: ESM

- ! **Procurement, Intelligent/Federal Business Opportunities-BOP**

Course Code: ADM-0470-BXX
Funding: Central Office, 45U
Responsibility: ESM

- ! **Procurement, Advanced-BOP** (for Contracting staff responsible for contracting utilities)

Course Code: ADM-0440-BXX
Funding: Central Office, 45U
Responsibility: ESM

Meeting Level I, II, III, and IV

Bureau sponsored Procurement courses that satisfy the training requirements for Level I, II, III, and IV Contracting Officers include:

- ! **Procurement, Basic-BOP (Level I)**

Course Code: PCB-0120-BXX
Funding: MSTC
Responsibility: ESM

- ! **Contracting, Construction, Advanced-BOP**

Course Code: ACQ-0340-BXX

Funding: Central Office, 45U
Responsibility: ESM

! **Procurement, Contract Admin, Advanced-Vendor**

Course Code: ADM-0460-VXX
Funding: Central Office, 45U
Responsibility: ESM

! **Procurement, Non-Personal Services, Advanced-Vendor**

Course Code: ACQ-0850-VXX
Funding: Central Office, 45U
Responsibility: ESM

! **Procurement, Protest & Claims, Advanced-BOP**

Course Code: ACQ-0880-BXX
Funding: Central Office Funded, 45U
Responsibility: ESM

Assistant Department Head (excluding UNICOR)

Each new Supervisory Contract Specialist, Budget and Accounting Officer, and Trust Fund Supervisor in Financial Management must complete the following (if not previously completed):

! **Supervision, Supv-BOP** course within 12 months of entry into position, unless previously completed, if in a supervisory position (9/29/82).

Course Code: HRM-0660-BSX
Funding: N/A
Responsibility: ESM

! **Financial Management, Supv. Advanced-BOP** within 12 months of entry to position (10/13/93).

Course Code: ADM-0370-BSX
Funding: MSTC
Responsibility: ESM

Supervisory Operating Accountant

! **Accounting -BOP** within 12 months of entry into position. (1/07/02)

Course Code: FIN-0010-BXX
Funding: MSTC
Responsibility: ESM

! **Supervision, Supv-BOP** course within 12 months of entry into position, unless previously completed, if in a supervisory position (9/29/82).

Course Code: HRM-0660-BSX
Funding: N/A
Responsibility: ESM

Controller/Comptroller

- ! **Supervision, Supv-BOP** course within 12 months of entry into position, unless previously completed (9/29/82).

Course Code: HRM-0660-BSX
Funding: N/A
Responsibility: ESM

- ! **Department Head Familiarization, Core Skills - Please see requirement under OTHER TRAINING**

FOOD SERVICE

Permanent Food Service Administrative Clerk

- ! **Food Services - Data Entry & Retrieval-BOP** within six months of entry (9/7/90)
Course Code: FDS-0040-BXX
Funding: MSTC
Responsibility: ESM

Cook Supervisor

- ! **Correctional Food Preparation, Basic-BOP** within 12 months (4/6/87).
Course Code: FDS-0030-BXX
Funding: MSTC
Responsibility: ESM

Prerequisite:

- ! **Food Services II (Self Study)-BOP** (6/10/93).
Course Code: FDS-5080-BXX
Funding: N/A
Responsibility: FSA

Diet Technician

- ! **Correctional Food Preparation, Basic** within 12 months of entry (4/6/87).
Course Code: FDS-0030-BXX
Funding: MSTC
Responsibility: ESM

Prerequisite:

- ! **Food Service Series II Self-Study-BOP** (6/10/93).
Course Code: FDS-5080-BXX
Funding: N/A
Responsibility: FSA

Assistant Food Service Administrator (FSA)/Assistant FSA Trainee

- ! **Supervision, Supv-BOP** course within 12 months of entry into position, unless previously completed, if in a supervisory position (9/29/82).
Course Code: HRM-0660-BSX
Funding: N/A
Responsibility: ESM

- ! **Correctional Food Preparation, Basic-BOP** within 12 months of entry (4/6/87).
Course Code: FDS-0030-BXX
Funding: MSTC
Responsibility: ESM

Each new Assistant FSA and Assistant FSA Trainee must complete:

- ! **Correctional Food Management, Intermediate-BOP** within 12 months of entry (2/7/80).
Course Code: FDS-0020-BXX
Funding: MSTC
Responsibility: ESM

Prerequisite:

- ! **Food Service Series I (Self-Study)-BOP (6/10/93).**
Course Code: FDS-5070-BXX
Funding: N/A
Responsibility: FSA
- ! **Food Service - Data Entry & Retrieval-BOP** within 12 months of entry
Course Code: FDS-0040-BXX
Funding: MSTC
Responsibility: ESM

Food Service Administrator (FSA)

Each permanent Food Service Administrator must complete:

- ! **Correctional Food Management, Intermediate-BOP** course within 12 months (MSTC funded) (2/7/80).
Course Code: FDS-0020-BXX
Funding: MSTC
Responsibility: ESM

Each new Food Service Administrator must complete:

- ! **Supervision, Supv-BOP** course within 12 months of entry into position, unless previously completed, if in a supervisory position (9/29/82).
Course Code: HRM-0660-BSX
Funding: N/A
Responsibility: ESM

- ! **Department Head Familiarization, Core Skills - Please see requirement under OTHER TRAINING**

- ! **Food Services - Data Entry & Retrieval-BOP** within 12 months of entry.
Course Code: FDS-0040-BXX
Funding: MSTC
Responsibility: ESM

- ! **Food Services Administrator, Basic-BOP** within 12 months of entry (6/10/93) (30 hours).
Course Code: FDS-0050-BXX
Funding: MSTC
Responsibility: ESM

- ! **Correctional Food Preparation, Basic-BOP** course within 12 months of entry (3/21/97).
Course Code: FDS-0030-BXX
Funding: MSTC
Responsibility: ESM

HEALTH SYSTEMS

Nurse

Each new Registered Nurse, either prior to or upon entry into the position, must complete:

- ! **Cardio Pulmonary Resuscitation (CPR) -BOP (or Vendor, or GOV)** upon entry into position, and maintain certification (8/14/92).

Course Code: GNR-0090-BXX

GNR-0140-VXX

GNR-0100-GXX

Funding: HSA

Responsibility: HSA

Physician Assistant/Nurse Practitioner/Mid-Level Practitioner (MLP)

Each new Physician Assistant/Nurse Practitioner/MLP, either prior to or upon entry into the position, must complete:

- ! **Cardio Pulmonary Resuscitation (CPR) - BOP (or Vendor, or GOV)** upon entry into position, and maintain certification (8/14/92).

Course Code: GNR-0090-BXX

GNR-0140-VXX

GNR-0100-GXX

Funding: HSA

Responsibility: HSA

Physician

Each new Physician, either prior to or upon entry into the position, must complete:

- ! **Cardio Pulmonary Resuscitation (CPR) - BOP (or Vendor, or GOV)** upon entry into position, and maintain certification (8/14/92).

Course Code: GNR-0090-BXX

GNR-0140-VXX

GNR-0100-GXX

Funding: HSA

Responsibility: HSA

Dentist

Each new Dentist, either prior to or upon entry into the position, must complete:

- ! **Cardio Pulmonary Resuscitation (CPR) -BOP (or Vendor or GOV)** upon entry into position, and maintain certification (8/14/92).

Course Code: GNR-0090-BXX
GNR-0140-VXX
GNR-0100-GXX

Funding: HSA
Responsibility: HSA

Clinical Director

Each new Clinical Director, either prior to or upon entry into the position, must complete:

- ! **Supervision, Supv-BOP** course within 12 months of entry into position, unless previously completed (9/29/82).

Course Code: HRM-0660-BSX
Funding: N/A
Responsibility: ESM

- ! **Cardio Pulmonary Resuscitation (CPR) -BOP (or Vendor or GOV)** upon entry into position, and maintain certification (8/14/92).

Course Code: GNR-0090-BXX
GNR-0140-VXX
GNR-0100-GXX

Funding: HSA
Responsibility: HSA

Assistant Health Services Administrator

Each Assistant Health Services Administrator must complete:

- ! **Supervision, Supv-BOP** course within 12 months of entry into position, unless previously completed (9/29/82).

Course Code: HRM-0660-BSX
Funding: N/A
Responsibility: ESM

- ! **Health Service Administrator-BOP Training**, within 24 months of entry

Course Code: HSD-0230-BXX
Funding: Central Office, Health Services
Responsibility: ESM

- ! **Cardio Pulmonary Resuscitation (CPR) -BOP (or Vendor or GOV)** upon entry into position, and maintain certification (8/14/92).

Course Code: GNR-0090-BXX
GNR-0140-VXX
GNR-0100-GXX

Funding: HSA
Responsibility: HSA

Health Services Administrator

Each Health Services Administrator, either prior to or upon entry into the position, must complete:

- ! **Supervision, Supv-BOP** course within 12 months of entry into position, unless previously completed (9/29/82).

Course Code: HRM-0660-BSX

Funding: N/A

Responsibility: ESM

- ! **Department Head Familiarization, Core Skills - Please see requirement under OTHER TRAINING**

- ! **Health Services Administrator-BOP** within 12 months of entry (3/2/92).

Course Code: HSD-0230-BXX

Funding: Central Office, Health Services

Responsibility: ESM

- ! **Cardio Pulmonary Resuscitation (CPR) -BOP (or Vendor or GOV)** upon entry into position, and maintain certification (8/14/92).

Course Code: GNR-0090-BXX

GNR-0140-VXX

GNR-0100-GXX

Funding: HSA

Responsibility: HSA

Psychiatrist

Each Psychiatrist, either prior to or upon entry into the position, must complete:

- ! **Cardio Pulmonary Resuscitation (CPR) -BOP (or Vendor or GOV)** upon entry into position, and maintain certification (8/14/92).

Course Code: GNR-0090-BXX

GNR-0140-VXX

GNR-0100-GXX

Funding: HSA

Responsibility: HSA

- ! **Supervision, Supv-BOP** course within 12 months of entry into position, unless previously completed, if in a supervisory

position (9/29/82).

Course Code: HRM-0660-BSX

Funding: N/A

Responsibility: ESM

INMATE SYSTEMS

Inmate Systems Officer

- ! Institution ISM staff must complete all ISM Modules (computer-based) within nine months of entry into position. This training is monitored by the Case Management Coordinator and provided to the ESM to be keyed.

- ! **Inmate Funds Management (CBT)-BOP**
Course Code: ISM-5020-BXX
Funding: N/A
Responsibility: CMC/ESM

- ! **SENTRY, Data Entry & Retrieval, Sentence Computation (CBT)-BOP**
Course Code: ISM-5140-BXX
Funding: N/A
Responsibility: CMC/ESM

- ! **Mailroom Management (CBT)-BOP**
Course Code: ISM-5060-BXX
Funding: N/A
Responsibility: CMC/ESM

- ! **Judgement & Commitment File (CBT)-BOP**
Course Code: ISM-5050-BXX
Funding: N/A
Responsibility: CMC/ESM

- ! **Detainers, Writs, & IAD (CBT)-BOP**
Course Code: ISM-5010-BXX
Funding: N/A
Responsibility: CMC/ESM

- ! **Sentence Computation, Jail Credit/Inoperative Time (CBT)-BOP**

Course Code: ISM-5100-BXX
Funding: N/A
Responsibility: CMC/ESM

- ! **Inmate Population Accountability (CBT)-BOP**
Course Code: ISM-5030-BXX
Funding: N/A
Responsibility: CMC/ESM

- ! **SENTRY, Data Entry & Retrieval, Inmate Systems (CBT)-BOP**
Course Code: ISM-5130-BXX

Funding: N/A
Responsibility: CMC/ESM

! **Sentence Computation, Sentencing Reform Act (CBT)-BOP**

Course Code: ISM-5120-BXX

Funding: N/A
Responsibility: CMC/ESM

! **Sentence Computation, Old Law (CBT)-BOP**

Course Code: ISM-5110-BXX

Funding: N/A
Responsibility: CMC/ESM

! **Receiving and Discharge (CBT)-BOP**

Course Code: ISM-5080-BXX

Funding: N/A
Responsibility: CMC/ESM

! **Inmate Systems Officer-BOP** within 12 months (8/14/92).

Course Code: ISM-0020-BXX

Funding: MSTC
Responsibility: ESM

! **Mailroom Management (Self Study)-BOP** within nine months
(available on BOPDOCS).

Course Code: ISM-5070-BXX

Funding: N/A
Responsibility: CMC

! **Receiving & Discharge (Self Study)-BOP** within nine months
(available on BOPDOCS)

Course Code: ISM-5090-BXX

Funding: N/A
Responsibility: CMC

! **Central Inmate Monitoring System (CIMS), Certification-BOP**
must be completed every three years.

Course Code: CPG-0050-BXX

Funding: N/A
Responsibility: CIM Coordinator

Legal Instruments Examiner (LIE) (ISM Only)

- ! Institution ISM staff must complete all ISM Modules (computer-based) within nine months of entry into position. This training is monitored by the Case Management Coordinator and provided to the ESM to be keyed. For module listing, reference Inmate Systems Officer.

- ! **Sentence Computation, Principles-BOP** within 12 months of entry into LIE position (8/14/92).

Course Code: ISM-0080-BXX

Funding: MSTC

Responsibility: ESM

Prerequisite:

- ! Completion of all ISM Modules listed in this section.

- ! **Sentence Computation, Advanced-BOP** no sooner than nine months and no more than two years from completing Principles of Sentence Computation.

Course Code: ISM-0060-BXX

Funding: MSTC

Responsibility: ESM

Prerequisite:

- ! Sentence Computation Principles

- ! **Central Inmate Monitoring System (CIMS), Certification-BOP** must be completed every three years

Course Code: CPG-0050-BXX

Funding: N/A

Responsibility: CIM Coordinator

Supervisory Inmate Systems Specialist (SISS)

- ! Institution ISM staff must complete all ISM Modules (computer-based) within nine months of entry into position. This training is monitored by the Supervisory Associate Warden and/or Case Management Coordinator, and provided to the ESM to be keyed. For module listing, reference Inmate Systems Officer.

- ! **Inmate Systems Officer-BOP** within 12 months (8/14/92).

Course Code: ISM-0020-BXX

Funding: MSTC

Responsibility: ESM

- ! **Inmate Systems, Supv-BOP**

Course Code: ISM-0050-BSX

Funding: MSTC

Responsibility: ESM

- ! **Sentence Computation, Principles - BOP** within 12 months (8/14/92).
Course Code: ISM-0080-BXX
Funding: MSTC
Responsibility: ESM

- ! **Central Inmate Monitoring System (CIMS), Certification-BOP** must be completed every three years
Course Code: CPG-0050-BXX
Funding: N/A
Responsibility: CIM Coordinator

- Prerequisites:**
 - ! Completion of all ISM Modules

- ! **Sentence Computation, Advanced - BOP** no sooner than nine months and no longer than two years from completing Principles of Sentence Computation.
Course Code: ISM-0060-BXX
Funding: MSTC
Responsibility: ESM

- Prerequisite:**
 - ! **Sentence Computation Principles - BOP**
Course Code: ISM-0080-BXX
Funding: MSTC
Responsibility: MSTC

- ! **Supervision, Supv-BOP** course within 12 months of entry into position, unless previously completed (9/29/82).
Course Code: HRM-0660-BSX
Funding: N/A
Responsibility: ESM

LEGAL SERVICES

Attorney

- ! **Attorney Familiarization-BOP** within 12 months of entry (8/14/92).
Course Code: LGL-0010-BXX
Funding: Central Office, OGC
Responsibility: ESM

- ! **Supervision, Supv-BOP** course within 12 months of entry into position, unless previously completed, if in a supervisory position (8/13/82).
Course Code: HRM-0660-BSX
Funding: N/A
Responsibility: ESM

OFFICE OF INTERNAL AFFAIRS

Special Agent

- ! **Interviewing & Interrogation, Reid Technique - Vendor** within six months.
Course Code: OIA-0020-VXX
Funding: Central Office, OIA
Responsibility: OIA

- ! **Criminal Investigator, Introduction-GOV** (FLETC course) upon entry into the position.
Course Code: OIA-0010-GXX
Funding: Central Office, OIA
Responsibility: OIA

PRIVATIZATION MANAGEMENT BRANCH

Administrative Assistant

- ! **Financial Management Information System (FMIS)II-BOP**
Course Code: ADM-0300-BXX
Funding: Privatization Branch
Responsibility: Privatization Branch
- ! **Procurement, Integrity (CD)-BOP**
Course Code: ACQ-5010-BXX
Funding: Privatization Branch
Responsibility: Privatization Branch
- ! **Financial Management, Federal Government Credit Card-BOP**
(8/14/92)
Course Code: ADM-0350-BXX
Funding: N/A
Responsibility: Privatization Branch
- ! **SENTRY, Data Entry & Retrieval, Inmate Systems (CBT)-BOP**
Course Code: ISM-5130-BXX
Funding: N/A
Responsibility: Privatization Branch
- ! **NCIC/NLETS, Instructor-BOP**
Course Code: IPD-0040-BXX
Funding: Privatization Branch
Responsibility: Privatization Branch

Inmate Systems Specialist

All ISS must complete all ISM Modules (computer-based) within 9 months of entry into position.

- ! **NCIC/NLETS, Instructor-BOP**
Course Code: IPD-0040-BXX
Funding: Privatization Branch
Responsibility: Privatization Branch
- ! **Central Inmate Monitoring System (CIMS), Certification-BOP**
Course Code: CPG-0050-BXX
Funding: N/A
Responsibility: Privatization Branch
- ! **Sentence Computation, Principles-BOP (3/21/97)**
Course Code: ISM-0080-BXX
Funding: MSTC
Responsibility: Privatization Branch

- ! **Sentence Computation, Advanced-BOP** (prerequisite: Principles of Sentence Computation ISM-0080-BXX)
Course Code: ISM-0060-BXX
Funding: MSTC
Responsibility: Privatization Branch
- ! **Contracting, Contract Officers Technical Rep. (COTR) (Corrsp Course)-BOP**
Course Code: ACQ-5030-BXX
Funding: N/A
Responsibility: Privatization Branch

Secure Oversight Monitor

- ! **Contracting, Contract Officers Technical Rep. (COTR) (Corrsp Course)-BOP**
Course Code: ACQ-5030-BXX
Funding: N/A
Responsibility: Privatization Branch
- ! **Central Inmate Monitoring System (CIMS), Certification-BOP**
Course Code: CPG-0050-BXX
Funding: N/A
Responsibility: Privatization Branch
- ! **NCIC/NLETS, Instructor-BOP**
Course Code: IPD-0040-BXX
Funding: Privatization Branch
Responsibility: Privatization Branch

Senior Secure Institution Manager

- ! **Contracting, Contract Officers Technical Rep. (COTR) (Corrsp Course)-BOP**
Course Code: ACQ-5030-BXX
Funding: N/A
Responsibility: Privatization Branch
- ! **Supervision, Supv-BOP** course within 12 months of entry into position, unless previously completed, if in a supervisory position (8/13/82).
Course Code: HRM-0660-BSX
Funding: Privatization Branch
Responsibility: Privatization Branch
- ! **NCIC/NLETS, Practitioner-BOP**
Course Code: IPD-0060-BXX

Funding: Privatization Branch
Responsibility: Privatization Branch

- ! **Public Affairs, Public and Media Relations, NIC-BOP (PIO)** if designated as the Primary or Alternate Public Information Officer
Course Code: PAF-0030-BXX
Funding: MSTC
Responsibility: Privatization Branch

Privatization Field Administrator

- ! **Contracting, Contract Officers Technical Rep. (COTR) (Corrsp Course)-BOP**
Course Code: ACQ-5030-BXX
Funding: N/A
Responsibility: Privatization Branch
- ! **Department Head Familiarization, Core Skills - Please see requirement under OTHER TRAINING**
- ! **Public Affairs, Public and Media Relations, NIC-BOP (PIO)** if designated as the Primary or Alternate Public Information Officer
Course Code: PAF-0030-BXX
Funding: MSTC
Responsibility: Privatization Branch
- ! **NCIC/NLETS, Practitioner-BOP**
Course Code: IPD-0060-BXX
Funding: Privatization Branch
Responsibility: Privatization Branch
- ! **Associate Warden, Familiarization-BOP** within 12 months (8/14/92)
Course Code: EXS-0010-BXE
Funding: MSTC
Responsibility: ESM
- ! **Central Inmate Monitoring System (CIMS), Certification-BOP**
Course Code: CPG-0050-BXX
Funding: N/A
Responsibility: Privatization Branch

PSYCHOLOGY SERVICES

Psychologist

- ! **Psychologist, Familiarization-BOP** within nine months of entry (8/14/92)
Course Code: PSY-0120-BXX
Funding: MSTC
Responsibility: ESM

Chief Psychologist

- ! **Psychologist, Familiarization-BOP** within nine months, if not completed previously (8/14/92).
Course Code: PSY-0120-BXX
Funding: MSTC
Responsibility: ESM
- ! **Supervision, Supv-BOP** course within 12 months of entry into position, unless previously completed (9/29/82).
Course Code: HRM-0660-BSX
Funding: N/A
Responsibility: ESM
- ! **Department Head Familiarization, Core Skills - Please see requirement under OTHER TRAINING**

Drug Abuse Program Coordinator

All staff who coordinate drug abuse treatment within their institution must complete:

- ! **Drug Abuse Program Coordinator Familiarization-BOP** (11/10/94).
Course Code: PSY-0060-BXX
Funding: Central Office, Psychology Services
Responsibility: ESM
- ! **Psychology Treatment Program-BOP (or Vendor)** within 12 months.
Course Code: PSY-0160-BXX
PSY-0170-VXX
Funding: MSTC
Responsibility: ESM

Drug Abuse Treatment Specialist

- ! **Drug Abuse Treatment Program, Overview-BOP** (*formerly Drug Abuse Treatment Specialist Basic Counseling Skills*) (11/10/94).
Course Code: PSY-0090-BXX

Funding: Central Office, Psychology Services
Responsibility: ESM

- ! **Counseling Substance Abusers-BOP** (*formerly Drug Abuse Treatment Specialist Group Counseling Skills*) (11/10/94).
Course Code: PSY-0030-BXX
Funding: Central Office, Psychology Services
Responsibility: ESM

- ! **Psychology Treatment Program-BOP (or Vendor)** within 12 months.
Course Code: PSY-0160-BXX
PSy-0170-VXX
Funding: Central Office, Psychology Services
Responsibility: ESM

RELIGIOUS SERVICES

Chaplain

- ! **Religious Services (on-the-job) -BOP**
Course Code: RLG-5070-BXX
Funding: N/A
Responsibility: Supervisory Chaplain

- ! **Religious Services (Cross Dvlp)-BOP** within six months of entry
(8/14/92).
Course Code: RLG-5050-BXX
Funding: N/A
Responsibility: ESM

- ! **Chaplain, Familiarization-BOP** within 12 months of entry
(8/14/92).
Course Code: RLG-0010-BXX
Funding: MSTC
Responsibility: ESM

Each Chaplain, after successful completion of the Chaplains Familiarization training, will be eligible to attend the following courses:

- ! **Inmate Beliefs & Practices** course.

Note: One chaplain per institution, not more frequent than every four years. Chaplain attending the training will train other chaplains at his/her institution.

- ! **Inmate Beliefs & Practices, Islamic Religions & Religious Accommodation (A)-BOP**
Course Code: RLG-0040-BXX
Funding: MSTC
Responsibility: ESM

- ! **Inmate Beliefs & Practices, Native American, Santeria & Rastafarian (B)-BOP**
Course Code: RLG-0050-BXX
Funding: MSTC
Responsibility: ESM

- ! **Inmate Beliefs & Practices, Buddhism, Hinduism, Sikhism & Judaism (C)-BOP**
Course Code: RLG-0020-BXX
Funding: MSTC
Responsibility: ESM

! **Inmate Beliefs & Practices, Catholic, General Christian & Nature Based (D)-BOP**
Course Code: RLG-0030-BXX
Funding: MSTC
Responsibility: ESM

! **Crisis Support Team-BOP** training within the first five years of employment.
Course Code: PSY-0050-BXX
Funding: Central Office, CPD
Responsibility: ESM

Supervisory Chaplain

In addition to the above standards, the Supervisory Chaplain must complete:

! **Supervision, Supv-BOP** course within 12 months of entry into position, unless previously completed(10/13/93).
Course Code: HRM-0660-BSX
Funding: N/A
Responsibility: ESM

! **Department Head Familiarization, Core Skills - Please see requirement under OTHER TRAINING**

SAFETY

Safety Trainee

Each Safety Trainee must complete the following training within 18 months of entry (3/21/97). This information is for keying purposes only:

- ! The five-week **Safety Management Program** (Central Office, Safety funded)

Weeks 1 and 2, Safety Management 1

SFT-0290-GXX	Occupational Safety and Health Course for Federal Agencies, OSHA 6010-GOV
SFT-0360-BXX	Safety, Communications and Human Relations-BOP
SFT-0220-GXX	Hazardous Waste Management, OSHA-GOV
SFT-0200-GXX or	Hazardous Materials, Welding, Compressed Gases-GOV
SFT-0210-VXX	Hazardous Materials, Welding, Compressed Gases-Vendor

Weeks 3 and 4, Safety Management 2

SFT-0250-GXX or	Life Safety Code Seminar, NFPA-GOV
SFT-0260-VXX	Life Safety Code Seminar, NFPA-Vendor
SFT-0230-GXX or	Industrial Hygiene, Introduction -GOV
SFT-0240-VXX	Industrial Hygiene, Introduction -Vendor
SFT-0100-GXX	Electrical Standards, OSHA-GOV
SFT-0110-GXX	Electrical, Lockout/Tagout OSHA-GOV
SFT-0270-GXX or	Machinery & Machine Guarding Standards-GOV
SFT-0280-VXX	Machinery & Machine Guarding Standards-Vendor

Week 5, Safety Management 3 (one of the following)

SFT-0030-BXX	Asbestos Worker/Supervisor-BOP	
SFT-0050-VXX	Asbestos Worker/Supervisor-Vendor	
SFT-0040-GXX	Asbestos Worker/Supervisor-GOV	40 hours

- ! **Pest Control Technology-BOP (-GOV or -Vendor)**(i.e., Purdue University Home Study Course)

Course Code: SFT-0300-BXX
SFT-0310-GXX
SFT-0320-VXX

Funding: Central Office, Safety
Responsibility: ESM/Safety Manager

- ! **Food, Essential Food Safety (CD)-BOP**
Course Code: SFT-5020-BXX
Funding: N/A
Responsibility: ESM/Safety Manager

- ! **Firefighting, Basic-BOP** offered in most states at either a State Fire Training School or State University. This training is required for staff at institutions with their own Fire Departments.
Course Code: SFT-0140-BXX
Funding: Central Office, Safety
Responsibility: ESM

- ! **Employee Compensation Procedures and Forms (CRSE/SAFETY 14001) (24 hours) (This course is conducted by the Department of Labor/Office of Workers' Compensation Programs at various sites.)**
Course Code: SFT-0120-GXX
Funding: Central Office, Safety
Responsibility: ESM

- ! A program of **Safety (On-the-Job)-BOP** must be monitored by the Safety Manager and documented to the Regional Safety Administrator.
Course Code: SFT-5080-BXX
Funding: N/A
Responsibility: ESM/Safety Manager

- ! **Food Services (Cross Dvlp)-BOP**
Course Code: FDS-5050-BXX
Funding: N/A
Responsibility: ESM

- ! **Facilities (Cross Dvlp)-BOP**
Course Code: FAC-5030-BXX
Funding: N/A
Responsibility: ESM

- ! **Safety (Cross Dvlp)-BOP**
Course Code: SFT-5070-BXX
Funding: N/A
Responsibility: ESM

Exemptions: Participation in any of the above listed courses may be exempted with the National Safety Administrator's approval. Written exemption requests must include certification

of comparable training within the past three years.

Safety Manager/Assistant Safety Manager/Specialist

In addition to completing each of the courses listed for Safety Trainees, each Safety Manager, Assistant Safety Manager, and Safety Specialist, must attend:

- ! **Safety Management, Advanced-BOP** each calender year (title changed from Safety Management Refresher training).
Course Code: SFT-0340-BXX
Funding: Central Office, Safety
Responsibility: ESM

- ! **Supervision, Supv-BOP** within 12 months of entry into position, unless previously completed, if in a supervisory position (9/29/82).
Course Code: HRM-0660-BSX
Funding: N/A
Responsibility: ESM

- ! **Department Head Familiarization, Core Skills - Please see requirement under OTHER TRAINING**

**STAFF TRAINING ACADEMY (STA)/MANAGEMENT AND SPECIALTY TRAINING
CENTER (MSTC)**

STA General Instructor

Each new General Instructor shall complete within four months:

- ! **Instructor Skills, Instructor-BOP (8/14/92).**
Course Code: EDM-0060-BXX
Funding: STA
Responsibility: ESM
-or-
Federal Law Enforcement Training Center Instructor-BOP
Course Code: HRM-0210-BXX
Funding: STA
Responsibility: ESM
- ! **Self Defense, Instructor-BOP**
Course Code: CSV-0760-BXX
Funding: STA
Responsibility: ESM
- ! **Restraints and Search Procedures-BOP (T4T)**
Course Code: CSV-0700-BXX
Funding: STA
Responsibility: ESM
- ! **Physical Abilities Training, Instructor-BOP**
Course Code: EDM-0120-BXX
Funding: STA
Responsibility: ESM

Supervisory Instructor/Program Manager

- ! **Supervision, Supv-BOP** course within 12 months of entry into position, unless previously completed, if in a supervisory position (9/29/82).
Course Code: HRM-0660-BSX
Funding: N/A
Responsibility: ESM

STA Firearms Instructor

Each new Firearms Instructor must complete within four months, the following course mandated by FLETC:

- ! **Federal Law Enforcement Training Center Instructor-BOP Training FLETC** Number of hours and specific training vary,

but may include:

Course Code: HRM-0210-BXX

Funding: FLETC

Responsibility: ESM

- ! **Instructor Skills, Instructor-BOP (FLETC)**
Course Code: EDM-0060-BXX
- ! **Firearms Instructor-BOP**
Course Code: CSV-0390-BXX
- ! **Cardio Pulmonary Resuscitation (CPR)**
Course Code: GNR-0090-BXX
- ! **First-Aid Certification, Basic -BOP**
Course Code: HSD-0170-BXX
- ! **Hazardous and Infectious Waste Disposal Training**
Course Code: SFT-0160-VXX

MSTC Instructor Staff

Each new full-time instructor must complete within four months:

- ! **Instructor Skills, Instructor-BOP or equivalent (8/14/92).**
Course Code: EDM-0060-BXX
Funding: MSTC
Responsibility: ESM

FEDERAL PRISON INDUSTRIES (UNICOR)**All New UNICOR Supervisors**

Each new Factory Manager/General Foreman/Business Manager/Superintendent of Industries must complete:

- ! **FPI (Cross Dvlp)-BOP**, either prior to or within the first three months of entry into position(8/14/92).
Course Code: FPI-5000-BXX
Funding: N/A
Responsibility: ESM

- ! **Supervision, Supv-BOP** course within 12 months of entry into position, unless previously completed, if in a supervisory position. (9/29/82)
Course Code: HRM-0660-BSX
Funding: N/A
Responsibility: ESM

Factory Manager

Each new Factory Manager not having a background in accounting must complete within 12 months of entry into position the following:

- ! **FPI Financial Management, Accounting for Non-Financial Managers-BOP**
Course Code: FPI-0110-BXX
Funding: Central Office, UNICOR
Responsibility: ESM

Each new Factory Manager either prior to or within 12 months of entry into position (EIP) must complete:

- ! **FPI Factory Manager (Self Study)** (11/10/94).
(Contact the Chief of UNICOR Training)
Course Code: FPI-5350-BSX
Funding: N/A
Responsibility: ESM

- ! **FPI Enterprise Resource Planning, ISR/SFC/MRP-BOP**
Course Code: FPI-0060-BXX
Funding: Central Office, UNICOR
Responsibility: ESM

- ! **Supervision, Supv-BOP** course within 12 months of entry into position, unless previously completed, if in a supervisory

position (9/29/82).
Course Code: HRM-0660-BSX
Funding: N/A
Responsibility: ESM

- ! **Department Head Familiarization, Core Skills - Please see requirement under OTHER TRAINING**

Warehouse Worker

Each new Warehouse Worker must complete the following training within 12 months of entry into position:

- ! **Federal Prison Industries, Warehouse-BOP**
Course Code: FPI-0020-BXX
Funding: Central Office, UNICOR
Responsibility: ESM

Business Manager/Assistant Business Manager/Plant Controller

Each new Business Manager, Assistant Business Manager, and Plant Controller must complete within 12 months of entry into position:

- ! **FPI Factory Manager (Self-Study)-BOP (11/10/94)**
(Contact the Chief of UNICOR Training)
Course Code: FPI-5350-BSX
Funding: N/A
Responsibility: ESM
- ! **FPI Financial Management, Manager-BOP**
Course Code: FPI-0130-BXX
Funding: Central Office, UNICOR
Responsibility: ESM
- ! **Supervision, Supv-BOP** course within 12 months of entry into position, unless previously completed, if in a supervisory position (9/29/82).
Course Code: HRM-0660-BSX
Funding: N/A
Responsibility: ESM
- ! **Department Head Familiarization, Core Skills - Please see requirement under OTHER TRAINING**

Production Supervisor/Production Foreman

Each new Production Supervisor and Production Foreman must complete within the first four months on the job:

- ! **FPI Factory Manager (Self Study)-BOP** (11/10/94)
(Contact Chief of UNICOR Training)
Course Code: FPI-5350-BSX
Funding: N/A
Responsibility: ESM

- ! **Supervision, Supv-BOP** course within 12 months of entry into position, unless previously completed, if in a supervisory position (9/29/82).
Course Code: HRM-0660-BSX
Funding: N/A
Responsibility: ESM

Quality Assurance Manager

Each new Quality Production Supervisor must complete within the first four months on the job:

- ! **FPI Quality Assurance (Self-Study)-BOP** (11/10/94)
(Contact Chief UNICOR Training)
Course Code: FPI-5330-BSX
Funding: MSTC
Responsibility: ESM

UNICOR System Administrator

All new UNICOR Systems Administrators must complete the following within 12 months of entry into position:

- ! **FPI Information Systems, UNIX System Administrator Training**
Course Code: FPI-0230-CXX
Funding: Central Office, UNICOR
Responsibility: ESM

- ! **FPI Information Systems, Windows NT for System Administrators-BOP** (System Administrator back-up staff also included)
Course Code: FPI-0220-BXX
Funding: Central Office, UNICOR
Responsibility: ESM

UNICOR Accountant and Accountant Technician

All new UNICOR Accountants and Accountant Technicians must complete the following training within 18 months of entry into position:

- ! **FPI Financial Management, Inmate Payroll-BOP**
Course Code: FPI-0120-BXX
Funding: Central Office, UNICOR
Responsibility: ESM

- ! **FPI Financial Management, Accountant Familiarization-BOP**
within 12 months of ETP
Course Code: FPI-0100-BXX
Funding: Central Office, UNICOR
Responsibility: ESM

- ! **FPI Financial Management, Accountant-BOP** unless waived by
UNICOR Controller
Course Code: FPI-0090-BXX
Funding: Central Office, UNICOR
Responsibility: ESM

UNICOR Contracting Officer

All primary Contracting Officers (those performing in the 1102 series or performing procurement duties more than 50% of the time) must attend the following within 12 months of entry into position:

- ! **FPI Procurement, Contracting Officer-BOP** in order to maintain their delegated level of procurement authority.
Course Code: FPI-0270-BXX
Funding: Central Office, UNICOR
Responsibility: ESM

UNIT MANAGEMENT

Case Manager/Case Manager Trainee

- ! **Case Management (On-the-job)-BOP** within 90 days, coordinated by the CMC.
Course Code: CPG-5020-BXX
Funding: N/A
Responsibility: CMC
- ! **Central Inmate Monitoring System (CIMS), Certification-BOP within the 90-day OJT period.**
Course Code: CPG-0050-BXX Funding: N/A
Responsibility: CMC
- ! **Unit Disciplinary Committee, Certification-BOP** within three months (no re-certification) (8/14/92).
Course Code: CPG-0150-BXX
Funding: N/A
Responsibility: CMC
- ! **Case Manager, Familiarization-BOP** within 12 months of entry to position.
Course Code: CPG-0020-BXX
Funding: MSTC
Responsibility: ESM

Pre-requisites:

- ! Central Inmate Monitoring System (CIMS), Certification-BOP
Course Code CPG-0050-BXX
- ! Unit Disciplinary Committee, Certification-BOP
Course Code: CPG-0150-BXX

Correctional Counselor

- ! **Unit Disciplinary Committee, Certification-BOP** within three months of appointment (8/14/92) (no re-certification).
Course Code: CPG-0150-BXX
Funding: N/A
Responsibility: CMC
- ! **Correctional Counselor (on-the-job)** within 90 days of entry to position, coordinated by the supervising unit manager.
Course Code: CPG-5030-BXX
Funding: N/A
Responsibility: CMC

- ! **Central Inmate Monitoring System (CIMS), Certification-BOP within weeks one through four of the OJT period.**

Course Code: CPG-0050-BXX Funding: N/A

Responsibility: CMC

- ! **Counseling -BOP (40 hours) within 12 months of assuming the position.**

Course Code: PSY-0020-BXX

Funding: N/A

Responsibility: CMC

Unit Secretary

- ! **Unit Secretary (on-the-job) (80 hours) coordinated by the CMC.**

Course Code: CPG-5090-BXX

Funding: N/A

Responsibility: CMC

Unit Manager

- ! **Case Management (Cross Dvlp)-BOP, either prior to or within two months, for Unit Managers not previously serving as Case Managers (9/7/90).**

Course Code: CPG-5010-BXX

Funding: N/A

Responsibility: ESM

- ! **Unit Disciplinary Committee, Certification-BOP within three months (8/14/92) (no re-certification).**

Course Code: CPG-0150-BXX

Funding: N/A

Responsibility: ESM/CMC

- ! **Unit Manager, Familiarization-BOP within 12 months of entry to position.**

Course Code: CPG-0160-BXX

Funding: MSTC

Responsibility: ESM

Pre-requisites:

- ! **Central Inmate Monitoring System (CIMS), Certification-BOP**

Course Code: CPG-0050-BXX

- ! **Unit Disciplinary Committee, Certification-BOP**

Course Code: CPG-0150-BXX

- ! **Supervision, Supv-BOP** course within 9 months of entry into position, unless previously completed (9/29/82).
Course Code: HRM-0660-BSX
Funding: N/A
Responsibility: ESM
- ! **Department Head Familiarization, Core Skills - Please see requirement under OTHER TRAINING**
- ! **Central Inmate Monitoring System (CIMS), Certification-BOP** must be completed within three months. Recertification is required every three years
Course Code: CPG-0050-BXX
Funding: N/A
Responsibility: CIM Coordinator

Case Management Coordinator

The Case Management Coordinator must complete:

- ! All ISM Modules (computer-based) within nine months of entry into position. This training is monitored by the Supervisory Associate Warden and provided to the ESM to be keyed. For module listing, reference Inmate Systems Officer.
- ! **Inmate Systems Officer-BOP** within 12 months (8/14/92).
Course Code: ISM-0020-BXX
Funding: MSTC
Responsibility: ESM
- ! **Inmate Systems, Supv-BOP**
Course Code: ISM-0050-BSX
Funding: MSTC
Responsibility: ESM
- ! **Sentence Computation, Principles-BOP** within 12 months (8/14/92).
Course Code: ISM-0080-BXX
Funding: MSTC
Responsibility: ESM
- ! **Central Inmate Monitoring System (CIMS), Certification-BOP** must be completed every three years
Course Code: CPG-0050-BXX
Funding: N/A
Responsibility: CIM Coordinator

Prerequisites:

- ! Completion of all ISM Modules

- ! **Sentence Computation, Advanced-BOP** no sooner than nine months and no longer than two years from completing Principles of Sentence Computation.
Course Code: ISM-0060-BXX
Funding: MSTC
Responsibility: ESM

- Prerequisite:**
 - ! **Sentence Computation Principles-BOP**
Course Code: ISM-0080-BXX
Funding: MSTC
Responsibility: MSTC

- ! **Supervision, Supv-BOP** course within 12 months of entry into position, unless previously completed (9/29/82).
Course Code: HRM-0660-BSX
Funding: N/A
Responsibility: ESM

- ! **Case Management Coordinator, Annual-BOP** (10/13/93).
Course Code: CPG-0010-BXX
Funding: Central Office,
Responsibility: ESM

- ! **Central Inmate Monitoring System (CIMS), Certification-BOP** must be completed every three years
Course Code: CPG-0050-BXX
Funding: N/A
Responsibility: CIM Coordinator

- ! **Department Head Familiarization, Core Skills - Please see requirement under OTHER TRAINING**

COLLATERAL DUTY STANDARDS

Bus Crew Member

All staff assigned to an over-the-road bus crew must complete the following prior to conducting a bus movement:

- ! **Bus Officer-BOP** (8/14/92)
Course Code: CSV-0180-BXX
Funding: STA
Responsibility: ESM
Prerequisites:
 - ! Successful completion of **Prisoner Transportation, Basic, Armed-BOP** (CSV-0680-BXX) (24 hours).
 - ! Local bus driving and Commercial Driver License requirements as specified in the Prisoner Transportation Manual.
 - ! Complete and pass a physical prior to start of class. This physical can be completed in the Health Services department at the home facility or at employee's personal physician at the employee's expense.
 - ! Must have completed his/her probation period.
 - ! Complete and successfully pass drug test at home institution per the Program Statement on Commercial Drivers, Testing for Use of Controlled Substances/Alcohol.

Cost Center Managers

All staff designated as cost center managers who have not previously completed Cost Center Management Training (Course Code 13003) are required to complete the Cost Center Managers course # ADM-0110-BSX within six months of appointment. This course is available on Sallyport via the MSTC Homepage and Quicklinks in the Cross Development Series Area.

Instructor Certification/Recertification

The following courses are nationally standardized and must be taught by a certified instructor at the institutions;

1) Firearms

Firearms, Instructor-BOP
Course Code: CSV-0390-BXX

- | | |
|-------------------------------|---|
| 2) Self-Defense Training | Self Defense, Instructor-BOP
Course Code: CSV-0760-BXX |
| 3) Disturbance Control | Disturbance Control, Instructor-BOP
Course Code: CSV-0360-BXX |
| 4) Supervision | Supervision Instructor, Supv-BOP
Course Code: HRM-0630-BXX
(REVISED 1998)(Non-bargaining staff nominations only) |
| 5) Instructor Skills Training | Instructor Skills, Instructor-BOP
Course Code: EDM-0060-BXX |
| 6) Side Handle Baton | Side Handler Baton, Instructor-BOP
Course Code: CSV-0790-BXX |
| 7) SORT Training | Special Operations Response Team (SORT), Instructor Cadre-BOP
Course Code: CSV-0830-BXX |
| 8) Stun Gun Training | Firearms, Instructor-BOP
Course Code: CSV-0390-BXX or
Disturbance Control, Instructor-BOP
Course Code: CSV-360-BXX |
| 9) Stun (React) Belt Training | Custody Control Belt Instructor-Vendor
Course Code: CSV-0290-VXX |
| 10) Diversity Training | Diversity, Instructor-BOP
Course Code: HRM-0140-BXX |

After completing the appropriate course, each instructor must instruct once each 12 months to maintain certification (Exception to 12 months to maintain certification-Supervision, Supv-BOP is conducted as needed-may extend over twelve months).

Re-certification for T4T/Custody Ctrl Belt (51328) is provided by the vendor at the MSTC and must be accomplished within two years of initial certification.

In addition, the following programs require formal re-certification every 24 months by the Lead Instructor and the ESM:

- 1) **Disturbance Control Instructor, Recertification-BOP**
Course Code: CSV-0310-BXX
- 2) **Firearms Instructor, Recertification-BOP**
Course Code: CSV-0400-BXX
- 3) **Self-defense Instructor, Recertification-BOP**
Course Code: CSV-0730-BXX

Note: Instructors must complete the Instructor Re-certification program successfully to maintain current certification.

Lead Instructor

Lead Instructor candidates must successfully complete the T4T Certification program at the Staff Training Academy or alternate sites **before** attending the Lead Instructor Training (10/13/93).

Candidates need to complete the appropriate certification course successfully at the Staff Training Academy listed below in order to be a Lead Instructor:

- 1) **Disturbance Control Lead Instructor-BOP (Must serve as instructor for one year before Lead Certification may be obtained.)**
Course Code: CSV-0320-BXX
- 2) **Firearms Lead Instructor-BOP**
Course Code: CSV-0410-BXX
- 3) **Self-Defense Lead Instructor-BOP**
Course Code: CSV-0740-BXX

Lead Instructor Re-certification

The Lead Instructor must complete the re-certification program at the Staff Training Academy successfully every 36 months or as courses are updated or changes are made in the course content (10/13/93).

The courses are listed below:

- 1) **Disturbance Control Lead Instructor, Recertification-BOP**
Course Code: CSV-0330-BXX
- 2) **Firearms Lead Instructor, Recertification-BOP**
Course Code: CSV-0420-BXX
- 3) **Self-Defense Lead Instructor, Recertification-BOP**
Course Code: CSV-0750-BXX

Contracting Officer's Technical Representative

Prior to serving as a Contracting Officer's Technical Representative, staff must receive the following training:

- ! **Contracting, Contract Officers Technical Rep. (COTR) (Corrsp Course)-BOP**(Monitored by the Supervisory Contract Specialist in accordance with Program Statement on BOP Acquisitions and its related TRM).
Course Code: ACQ-5030-BXX
Funding: N/A
Responsibility: ESM

- ! **Procurement Integrity (CD)-BOP (8/14/92).**
Course Code: ACQ-5010-BXX
Funding: N/A
Responsibility: ESM

Credit Card Holder/Approving Official

- ! **Procurement Integrity (CD) (8/14/92)**
Course Code: ACQ-5010-BXX
Funding: N/A
Responsibility: ESM
- ! **Financial Management, Federal Government Purchase Card -BOP (8/14/92)**
Course Code: ADM-0350-BXX
Funding: N/A
Responsibility: ESM
- ! **Financial Management, Federal Government Purchase Card, Refresher -BOP**
Course Code: ADM-0351-BXX
Funding: N/A
Responsibility: ESM

Disturbance Control Squad Member

Annually, each member of a disturbance control squad must complete 40 hours of **Disturbance Control Training**. Eight hours of the 40 hour segment will be for completion of certification standards outlined in the Correctional Services Manual. This training will be conducted in quarterly segments.

Quarterly training may be rescheduled during annual refresher training, severe inclement weather, or approved scheduled leave. However, Warden approved written documentation must be on file with the Captain.

Disturbance Control Team -BOP
Course Code: CSV-0340-BXX
Funding: N/A
Responsibility: Captain

Escort Duty (Armed and Unarmed)

All staff selected to the escort cadre will receive the following prior to participating in escorted trips (3/17/94):

- ! **Prisoner Transportation, Basic, Armed-BOP** (24 hours) prior to participating in **armed** escorted trips. Firearms recertification must be completed every 12 months.

Course Code: CSV-0680-BXX

Funding: N/A

Responsibility: ESM

- ! **Prisoner Transportation, Basic, Unarmed-BOP** (12 hours) Successful completion qualifies the individual as a member of the institution's **unarmed** escort cadre.

Course Code: CSV-0690-BXX

Funding: N/A

Responsibility: ESM

Those employees previously attending Armed Escort, Bus Operations, or WITSEC Escort Training at the STA at Glynco, Georgia; Marana, Arizona; or Artesia, New Mexico, will maintain their qualification and are not required to take this training.

Successful completion of local Armed Basic Prisoner Transportation (CSV-0680-BXX) training authorizes the employee to carry the required 9MM pistol on armed escort duties. All escort staff must be certified with any weapon used during an armed escort.

Note: This requirement applies fully to Low - Maximum security level institutions.

- ! **Minimum** security facilities are exempt from the firearms portion of this program if armed escorts are not occurring. Training should be coded as **Prisoner Transportation, Basic, Unarmed**, (12 hours) (3/17/94).

Course Code: CSV-0690-BXX

Funding: N/A

Responsibility: ESM

Published curriculum must be used when conducting this training. Reference the current Operations Memorandum on Firearms Training for requirements and procedures.

Hostage Negotiations Team

The Warden at all institutions, except Federal Prison Camps and low security FCIs without SORT, must select six Hostage Negotiation Team (HNT) members (i.e., team leader, assistant team leader, primary and secondary negotiator, mental health consultant, and recorder). Annually, all team members are required to complete 48 hours of **Hostage Negotiation Training**. To

fulfill this annual requirement, members will be provided a minimum of 4 hours of duty time per month. Monthly training may be rescheduled during annual refresher training, severe inclement weather or approved scheduled leave. However, the minimum number of training hours must be accomplished annually.

Approved absences must be signed by the Warden and kept on file with the team leader. Examples of documented absences might include an SF-71 (Request for Leave or Approved absence) or a CA-1 (Federal Employee's Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation).

Hostage Negotiation Team, Monthly-BOP (8/14/92)
Course Code: CSV-0550-BXX
Funding: N/A
Responsibility: ESM

Identified team members are also expected to attend the MSTC **Hostage Negotiation Team Training (10/13/93)**. Team members who attend this class are expected to return to their institutions and share information from this program with HNT members who have not yet attended this class.

The MSTC will send a memo to the Warden of the appropriate cycled institution to nominate three HNT members to attend HNT Training during their respective rotations. Central Office Psychology Services Branch determines the rotation cycle.

Hostage Negotiation Team-BOP (10/13/93)
Course Code: CSV-0540-BXX
Funding: MSTC
Responsibility: ESM

Special Operations Response Team (SORT)

Annually, each member of a Special Operations Response Team (SORT) must complete 96 hours of **SORT Training (8/14/92)**. It is strongly recommended that this training occur monthly.

Special Operations Response Team (SORT)-BOP (8/14/92)
Course Code: CSV-0820-BXX
Funding: N/A
Responsibility: Captain

If a SORT Team member does not attend training as scheduled, he/she must submit written justification through the Captain for the Warden's approval/disapproval. Documentation will remain in the SORT members file. The only approved exemption from training

will be authorized leave or other duties the Warden approved.

All team members are required to complete monthly training each month unless they have an approved absence on file.

Crisis Support Team (CST)

Institution Crisis Support Team Members will be provided a minimum of 4 hours of duty time per month to meet, practice, consult with community support organizations, and work with other components of the CST.

Crisis Support Team -BOP
Course Code: PSY-0050-BXX
Funding: Central Office
Responsibility: ESM

Institution Duty Officer

The Duty Officer Coordinator at each site must provide orientation for each Duty Officer before that person assumes those duties for the first time.

Duty Officer Familiarization-BOP
Course Code: EXD-0050-BXX
Funding: Local
Responsibility: Duty Officer Coordinator

Each site will provide annual refresher training for the Duty Officers.

Duty Officer Annual Refresher-BOP
Course Code: EXD-0051-BXX
Funding: Local
Responsibility: Duty Officer Coordinator

Marksman Observer

Members of the SORT who are assigned as Marksman/Observer must attend training upon entry to the position, and re-certify every 36 months.

Firearms, Marksman/Observer, Instructor-BOP
Course Code: CSV-0460-BXX
Funding: STA
Responsibility: ESM

Side Handle Baton

All Correctional Officers at institutions using the PR-24 Baton will receive training in use of the baton, by a certified instructor, prior to being assigned to a perimeter patrol post. (3/21/97)

Side Handle Baton-BOP (3/21/97)
Course Code: CSV-0780-BXX
Funding: N/A
Responsibility: ESM/Captain

Other institution staff may be certified at the Warden's discretion.

Tactical Leadership

Within 12 months entry to position, SORT Leaders must complete Tactical Leadership training. This standard applies to DCT Leaders at facilities without a SORT Team.

Tactical Leadership-BOP
Course Code: CSV-0850-BXX
Funding: STA
Responsibility: ESM

Equal Employment Opportunity Counselor

Each new Equal Employment Opportunity Counselor must complete:

- ! **EEO Counselor, Basic-BOP**, prior to providing counseling services (10/27/83).
Course Code: LGL-0050-BXX
Funding: MSTC
Responsibility: ESM

Timekeepers/Timekeyers

The Human Resource Manager is responsible for ensuring that timekeepers/timekeyers are adequately trained by a qualified and knowledgeable person(s) (at a minimum, annual refresher training) in both the keying and the recording of time and attendance.

Time & Attendance -BOP
Course Code: HRM-0690-BXX
Funding: Local
Responsibility: HRM

OTHER TRAINING

Annual Firearms Requalification Standards

The Staff Training Academy will distribute the approved qualification standards for all firearms training courses. All employees authorized to use firearms must be trained and qualified within 12 months of their previous training and qualification date.

Each employee, required to qualify, must complete the course of fire established as the employee's annual firearms qualification requirement. Staff who are members of an Armed Basic Prisoner Transportation team and re-qualify annually using the BPT course of fire, are exempt from the Annual Training 9mm qualification standard.

The ESM must maintain accurate firearms qualification records for auditors to review. The Chief Correctional Supervisor and the Lock and Security Specialist will be provided with a list of employees who meet the standards for each weapon, to include that the staff member has demonstrated safe weapons handling skills. The ESM must provide an updated list at least semi-annually and as needed.

The Chief Correctional Supervisor may not authorize the issuance of a weapon, or place an employee on a post requiring the use of firearms who has not met the firearms qualification and safety standards. The ESM will provide the Warden with a list of staff who have not met these standards at least semi-annually and as needed.

See the current Operations Memorandum on Firearms Training, for firearms qualification requirements and procedures.

Asbestos Abatement

Asbestos training (14115) is required for designated staff at Bureau facilities known to have asbestos. State programs may require additional training. Training must be obtained from a nationally recognized provider such as Georgia Tech, Kansas State, American Wall and Ceiling Industry (AWCI), or other comparable provider meeting a state program requirement (10/13/93).

Asbestos Worker/Supervisor-BOP (10/13/93)

Course Code: SFT-0030-BXX

Funding: Central Office Safety

Responsibility: Safety Manager

- a. Supervisors (40 hours):
 - ! Appropriate Facilities Staff
- b. Workers (24 hours):
 - ! All staff required to provide emergency repair and general day-to-day maintenance of asbestos-containing material.

Core Skills Training (Department Heads)

- **Department Head Familiarization, Core Skills-BOP** course within 12 months of entry into position, unless previously completed (8/14/92)(24 hours).
Course Code: HRM-0110-BSX
Funding: MSTC
Responsibility: ESM

Prerequisites: (Must be completed and certified by the Employee Services office no later than two weeks prior to the class.)
 - **Program Review (Cross Dvlp)-BOP Course**
Course Code: PRD-5010-BXX
Funding: N/A
Responsibility: ESM
 - **Cost Center Manager** via Sallyport
Course Code: ADM-0110-BSX
Funding: N/A
Responsibility: ESM
 - All participants must complete the following on-line course:

Foundations of Coaching (NIC) -GOV via www.nic.learn.com to be completed after participant is scheduled for the residential Core Skills Class
Course Code: GNR-5006-GXX
Funding: N/A
Responsibility: ESM
- **Civil Treatment for Managers-BOP** (no nomination necessary, course is included in Core Skills)
Course Code: HRM-0080-BXX
Funding: MSTC
Responsibility: ESM

Instructor Skills

All new instructors will attend at least one two-hour Instructor Skills course prior to conducting training. Certified instructors (i.e., CPR, Firearms, Disturbance Control) are exempt from this requirement. ESMS are encouraged to conduct Instructor Skills training annually to train any new instructors, address evaluation concerns, familiarize instructors with new material/information/technology, etc. (8/14/92).

Instructor Skills-BOP (8/14/92)

Course Code: EDM-0050-BXX

Funding: N/A

Responsibility: ESM

Justice/National Crime Information Center (JUST/NCIC/National Law Enforcement Telecommunications System (NLETS))

Facility MSS/JUST Coordinators selected by the CEO are responsible for this training program in accordance with the P.S. Employee Services staff will perform the following:

- ! Upon notification from the MSS/JUST Coordinator of identified training need, assist with coordinating in-house and DOJ/TSS administered courses, to include biennial retesting/recertification.
- ! Maintain documentation (name, date of test, and score) submitted by the MSS/JUST Coordinator on all completed JUST/NCIC/NLETS training for keying purposes.
- ! Proctor retesting/recertification of Terminal Operator Instructors, in the absence of another certified TOI.
- ! Update an individuals training record with the following:
 - < Terminal Operator Instructors must successfully complete:
NCIC/NLETS, Instructor-BOP training course
Course Code: IPD-0040-BXX
Hours Credit: 24 hours
 - < Successful completion of the in-house training for Terminal Operators
NCIC/NLETS, Operator-BOP
Course Code: IPD-0080-BXX
Hours Credit: 8 hours
 - < Terminal Operator Instructors must successfully

- complete refresher training
NCIC/NLETS, Instructor, Refresher-BOP
Course Code: IPD-0020-BXX
Hours Credit: 16 hours
- < Terminal Operator Instructor must successfully complete biennial retesting
NCIC/NLETS, Instructor, Biennial
Course Code: IPD-0050-BXX
Hours Credit: 2 hours
- < Terminal Operator must successfully complete biennial retesting
NCIC/NLETS, Terminal Operator, Biennial-BOP
Course Code: IPD-0070-BXX
Hours Credit: 2 hours
- < Administrator must view the JUST training video for Administrators
NCIC/NLETS, Administrator-BOP
Course Code: IPD-0030-BXX
Hours Credit: 1 hour
- < Practitioner must view the JUST CD ROM for Practitioner training and take the test
NCIC/NLETS, Practitioner-BOP
Course Code: IPD-0060-BXX
Hours Credit: 2 hours

Mentoring Training

Mentor

- < Prior to serving as a Mentor, staff must complete:
- Mentor Program, Familiarization-BOP (local) (6/16/97)
 - Course Code: EDM-0090-BXX

Provided by an ESM who has completed a Mentoring class during **Employee Development-BOP** training (**EDM-0010-BXX**) or former **Mentor Program Coordinator Instructor-BOP** training (**EDM-0100-BXX**)(03/02), in coordination with the Program Coordinator.

Mentor Program Familiarization-BOP (6/16/97)
Course Code: EDM-0090-BXX
Funding: N/A
Responsibility: ESM/Program Coordinator

Public Information Officer Training (PIO) (NIC/Public and Media Relations)

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Public and Media Relations training must be completed within nine months of assuming either a primary or collateral duty responsibility as the PIO for the institution/regional office/Central Office divisions. Specifically, enrollment into this program will be based on the following standards:

- Each institution may nominate one individual to serve as Public Information Officer (PIO) and one individual as Alternate PIO for training. Wardens may designate themselves for this training; however, each institution is limited to two nominees for training unless otherwise approved by the Office of Public Affairs.
- Executive Assistants in Central Office and in Regional Offices are eligible for training.
- Bureau of Prisons Site Acquisition staff are eligible for training.
- Central Office Public Affairs staff, with spokesperson responsibilities, are eligible for training.

Public Affairs, Public and Media Relations, NIC-BOP

Course Code: PAF-0030-BXX

Funding: MSTC

Responsibility: ESM

Non Mandatory Enrollment Considerations:

Community Corrections staff in the positions of Regional Administrator, Management Center Administrator (MCA), and Community Corrections Manager (CCM) will be given enrollment consideration.

Volunteer Coordinator Training

Institution Volunteer Coordinators (IVC) and Regional Volunteer Administrators (RVA) must receive at least 16 hours of initial training. The RVA conducts training for IVCs.

Documentation of this training is to be maintained in the employees's official training record. IVCs and RVAs are encouraged to participate in certified volunteer administration training conducted outside of the Bureau.

Volunteer Coordinator, Familiarization-BOP

Course Code: VOL-0010-BXX

Funding: Regional Volunteer Coordinator

Responsibility: Regional Volunteer Coordinator

Staff Training for Management of Female Offenders

All new and transferring staff assigned to work for the first time in an institution housing female offenders will complete the Staff Training for Management of Female Offenders within two weeks (10/24/02).

Female Offenders, Working with Female Offenders (Cross Dvlp)-BOP (10/24/02)

Course Code: CPG-5040-BXX

Funding: N/A

Responsibility: ESM