

United States
Department of
Agriculture

Animal and Plant
Health Inspection
Service

Veterinary
Services

Office of the
Chief
Information
Officer

TRAINING COURSES

PROVIDED BY THE

**OFFICE OF THE
CHIEF INFORMATION
OFFICER**

Table of Contents

Training Course	Dates of Training	Page No.
Nomination/Application Procedures		1
Generic Data Base - Data Entry Procedures	December 11 – 13, 2007 April 8 – 10, 2008 April 21 – 24, 2008	2
Generic Data Base – Basic Discoverer Queries for Data Retrieval	January 8 – 9, 2008 May 13 – 14, 2008 June 17 – 18, 2008	3
Understanding GDB Reports	February 5 – 7, 2008 June 10 – 12, 2008 July 15 – 17, 2008	4
Scrapie Data Entry and Management	February 26 – 28, 2008 September 8 - 12, 2008	5
Emergency Management Response System (EMRS) – Basic Training for Responses to Animal Health Emergencies	Available on-line and via CD on March 1, 2008. <i>See course description for more information.</i>	6
Generic Data Base – Advanced Discoverer Queries for Data Retrieval	March 18 – 19, 2008 July 29 – 30, 2008 August 5 – 6, 2008	7
Emergency Management Response System (EMRS) – EMRS Specialist’s Conference	May 6 – 8, 2008	8
Emergency Management Response System (EMRS) – Advanced Training for Responses to Animal Health Emergencies	June 3 – 5, 2008	9
Emergency Management Response System (EMRS) – Training for Incident Management Teams	Spring 2008 Fall 2008	10 - 11
Emergency Management Response System (EMRS) – Training for Area Coordinators	TBD 2008	12
Nomination Request Form		13

NOMINATION/APPLICATION PROCEDURES

Each field nominee must submit the enclosed nomination request through the Area Office to the Regional Office. Each headquarters nominee must submit the enclosed nomination request through the Associate Deputy Administrator's Office, National Animal Health Policy Programs (NAHPP). The Regional Office and/or the NAHPP, Associate Deputy Administrator's Office will then submit the prioritized nominations to the nomination address listed in the course description. First priority is given to those individual(s) who are in absolute need of the training. More than one person may be placed in priority one status.

The Office of the Chief Information Officer (OCIO) cannot accept nominations directly unless they come through the Regional Office or the NAHPP, Associate Deputy Administrator's Office. If you have not nominated a participant, or have vacant positions that are to be filled, and want to reserve a space in the course, you may write "to be determined," or, "TBD" on the nomination form. Director approval is required for the named nominations, as well as a commitment to fill or cancel reserved spaces.

All training-related correspondence (select, non-select, cancellation, etc.) will be sent directly to the participants by email with copies to the VSMT, Training Coordinators, and supervisors. Hard copies will no longer be issued. Requests for exceptions may be made to the OCIO Training Coordinator.

COURSE DESCRIPTION

Each course description gives the course title, dates, purpose, and in some cases, objectives, eligibility, location, source person, and nomination contact person.

The course dates do not include travel dates. Travel dates are normally the day before the start of the course and the afternoon and evening of, or the day after, the end of the course.

CANCELLATION AND SUBSTITUTION POLICY

Based on each particular course, it is important that the OCIO be notified as soon as possible in the case of a substitution and/or withdrawal of a course participant(s). We will accept substitutions and cancellations up to 1 week before the start of the course. Any changes in the status of nominees or course logistics will be communicated immediately through the Training Coordinators.

Generic Data Base - Data Entry Procedures	
Dates and Location	<p>December 11 – 13, 2007 – Fort Collins, CO April 8 – 10, 2008 – Fort Collins, CO April 21 – 24, 2008 – Raleigh, NC</p>
Course Purpose	<p>Participants will learn about the Generic Data Base, its structure, and how to use the APHIS Menu System to enter program disease data into the GDB. The primary focus of this course will be how to enter premises records, brucellosis vaccination records, brucellosis and tuberculosis herd test records, brucellosis and pseudorabies market/slaughter test records, status records, tracebacks, and brucellosis ring test records.</p>
Target Audience	<p>This course is recommended primarily for data entry clerks, but also for epidemiologists, program records supervisors, AVICs, and any other data users. This class is highly recommended, but not required, as a preparation for those interested in the Basic Discoverer Queries for Data Retrieval class.</p>
Cost	<p>Travel costs only</p>
Contact	<p>Michael Durham, mike.durham@aphis.usda.gov or (970) 494-7295</p>
Nominations	<p>Nominations are to be sent to the Regional Director's Office. The Regional Office will forward the nominations to CEAH.</p>
Nomination Deadline	<p>December 11 – 13, 2007 – Region: October 15, CEAH: October 29, 2007</p> <p>April 8 – 10, 2008 – Region: February 11, CEAH: February 25, 2008</p> <p>April 21 – 24, 2008 – Region: February 25, CEAH: March 17, 2008</p> <p style="text-align: center;">*** Please honor the nomination deadlines. Thank you. ***</p>

Generic Data Base – Basic Discoverer Queries for Data Retrieval	
Dates and Location	<p>January 8 – 9, 2008 – Fort Collins, CO May 13 – 14, 2008 – Raleigh, NC June 17 – 18, 2008 – Fort Collins, CO</p> <p>**This is a two day course**</p>
Course Purpose	Participants will learn basic data retrieval techniques using Discoverer over the Internet to create and execute reports in the Generic Data Base. Topics to be covered include GDB table structure, Discoverer forms usage, basics of logical operators, and standard data retrieval techniques.
Target Audience	Federal and State Personnel who use, analyze, or report on GDB data
Prerequisites:	Understands the Generic Data Base's structure (either by performing GDB data-entry work regularly as part of your job or by having attended the CEAH "GDB Data-Entry" workshop). This course is required for those interested in taking the Advanced Discoverer Queries for Data Retrieval course.
Cost	Participants pay travel and hotel.
Contact:	Michael Durham, mike.durham@aphis.usda.gov or (970) 494-7295
Nomination Deadlines	<p>Nominations are to be sent to the Regional Director's Office. The Regional Office will forward the nominations to CEAH.</p> <p>January 8 – 9, 2008 - Region: November 19, CEAH: December 3, 2007</p> <p>May 13 – 14, 2008 - Region: March 17, CEAH: April 14, 2008</p> <p>June 17 – 18, 2008 - Region: April 21, CEAH: May 5, 2008</p> <p>*** Please honor the nomination deadlines. Thank you. ***</p>

Understanding GDB Reports	
Dates and Locations	February 5 – 7, 2008 – Fort Collins, CO June 10 – 12, 2008 – Raleigh, NC July 15 – 17, 2008 – Fort Collins, CO
Course Purpose	<p>This course primarily teaches how program disease reports are derived using the theoretical and functional organization of the data in the GDB, with emphasis on specific disease programs and their management with the GDB.</p> <p>Participants will learn about the APHIS physical network (hardware and software), and how it uses regional, state, and local servers to provide database capabilities to each state in the U.S. They will also learn the terminology and basic concepts of the relational database model, and how the GDB implements this model.</p> <p>Participants will become familiar with the different Veterinary Services animal disease programs and how these programs utilize the GDB as a data repository, as well as the minimal data requirements for disease program reports routinely submitted to the National Animal Health Programs Staff (i.e. monthly reports for Brucellosis, TB, Pseudorabies, etc.).</p> <p>Throughout this course the participants will learn the capabilities of the GDB to provide data for program management and reporting, and the data resources required in order for the GDB to fulfill those capabilities.</p>
Target Audience	<p>This course is recommended for individuals responsible for utilizing the GDB in managing disease control and eradication programs. Intended audience includes AVICs, Area and Regional Epidemiologists, program records supervisors, data management specialists, and all others who make decisions regarding the need for and management of data.</p>
Prerequisites	<p>It is highly recommended that participants be familiar with the GDB data entry system, either by completing the Generic Data Base – Data Entry Procedures course, or through routine use of the GDB. This course is required for those interested in the advanced data retrieval course.</p>
Cost	<p>Travel costs only</p>
Contact	<p>Michael Durham, mike.durham@aphis.usda.gov or (970) 494-7295</p>
Nominations	<p>Nominations are to be sent to the Regional Director’s Office. The Regional Office will forward the nominations to CEAH.</p>
Nomination Deadline	<p>February 5 – 7, 2008 – Region: December 7, CEAH: December 21, 2007</p> <p>June 10 – 12, 2008 – Region: April 18, CEAH: May 12, 2008</p> <p>July 15 – 17, 2008 – Region: May 12, CEAH: May 26, 2008</p> <p style="text-align: center;">*** Please honor the nomination deadlines. Thank you. ***</p>

Scrapie Data Entry and Management	
Dates	February 26 – 28, 2008 – Fort Collins, CO September 8 – 12, 2008 – Raleigh, NC
Location	Ft. Collins, CO and Raleigh, NC
Course Purpose	<p>This course focuses on use of the Scrapie national generic database (SNGD-GDB). Emphasis will be on data entry and data management for the Scrapie flock certification and regulatory programs.</p> <p>Participants will learn about the APHIS physical network (hardware and software), and how the Animal Health and Surveillance Management (AHSM) web-based database interface and network provide security data held in a national repository. They will also learn the terminology and basic concepts of the relational database model, and how the GDB implements this model.</p> <p>Participants will become familiar with navigation and data entry for both the Scrapie database as well as the system for submitting laboratory submission forms electronically.</p> <p>Throughout this course the participants will also learn how to access data stored in the database, use worksheets to manage program tasks, and generate reports.</p>
Target Audience	This course is recommended for individuals involved in entering and managing data used to manage the national Scrapie certification and regulatory programs (Scrapie data entry clerks, Epidemiologists, program managers.).
Cost	Travel costs only
Contact	Michael Durham VS/CEAH (970) 494-7295 Dr. Rory Meyer VS/CEAH (970) 494-7157
Nominations	Nominations are to be sent to the Regional Director's Office. The Regional Office will forward the nominations to CEAH.
Nomination Deadline	<p>February 26 – 28, 2008 – Region: December 21, CEAH January 7, 2008</p> <p>September 8 – 12, 2008 – Region: August 25</p> <p>** Please honor the nomination deadlines. Thank you.</p>

Emergency Management Response System – Basic Training for Responses to Animal Health Emergencies	
**This class will be available as an on-line/CD tutorial March 1, 2008*	
Location	On-line/CD Tutorial
Course Purpose	<p>The EMRS is a web-based task management system designed to automate many of the tasks associated with animal disease outbreaks and emergencies. It is used for routine reporting of foreign animal disease/emerging disease incident (FAD/EDI) investigations, state-specific disease outbreaks and control programs, classic national Animal Health Emergency responses, and natural disasters involving animals.</p> <p>Only authorized personnel in a specific state or with a definite “need-to-know” are given either “input/edit” or “read-only” access to a specific EMRS database. These personnel can be USDA, APHIS, VS employees, state animal health officials, or temporary hires. Information is managed in the EMRS using views for the field investigator, area office, region, laboratory, emergency management in Riverdale and, for the Incident Command System management personnel, during an emergency response. The data entered into EMRS can be exported for use with other applications, reporting, and data analysis.</p> <p>The purpose of this on-line/CD tutorial is to train personnel how to use EMRS, including how to log into the system, input data, and how to get information out of EMRS to accomplish their specific responsibilities. The tutorial includes the Investigation, Administrative, and Tasking modules of the EMRS.</p>
Target Audience	<p>The tutorial is designed to provide basic training for VMO’s and other field emergency response personnel responsible for reporting routine FAD/EDI investigations, personnel assigned to animal disease outbreaks and emergencies, and administrative personnel.</p> <p>This class is required as preparation for all other EMRS courses.</p>
Cost	None.
Contact	Fred Bourgeois, CEAH, 318-288-4083 Kris Keller, CEAH, 970-494-7338
Nominations	N/A
Nomination Deadline	N/A

Generic Data Base – Advanced Discoverer Queries for Data Retrieval	
Dates and Locations	<p>March 18 – 19, 2008 – Fort Collins, CO July 29 – 30, 2008 – Raleigh, NC August 5 – 6, 2008 – Fort Collins, CO</p> <p>** This is a two day course **</p>
Course Purpose	<p>Participants will learn advanced query design and data retrieval techniques using Oracle Discoverer. Topics to be covered include using nested logical operators, planning data retrieval, and using Discoverer as a troubleshooting tool. The troubleshooting portion of the class will make use of students' knowledge of the GDB Headquarters Reports.</p>
Target Audience	<p>Federal and State personnel who are already trained in both basic Discoverer data retrieval techniques and Understanding GDB Reports.</p>
Prerequisites	<p>Basic Discoverer Queries for Data Retrieval and Understanding GDB Reports. This advanced course on Oracle Discoverer requires basic knowledge of how to create and modify queries using Oracle Discoverer. It also requires that participants be familiar with the standard GDB Headquarters Reports which are discussed in detail in the Understanding GDB Reports training.</p>
Cost	<p>Participants pay travel and hotel.</p>
Contact	<p>Michael Durham, mike.durham@aphis.usda.gov or (970) 494-7295</p>
Nomination Deadline	<p>March 18 – 19, 2008 – Region: January 21, CEAH: February 4, 2008</p> <p>July 29 – 30, 2008 – Region: June 2, CEAH: June 23, 2008</p> <p>August 5 – 6, 2008 – Region: June 9, CEAH: July 7, 2008</p> <p>**Please honor the nomination deadlines. Thank you.</p>

Emergency Management Response System – Training for Incident Management Teams

*** Training will be available for two IMTs during FY08 ***

*** Tentative schedule is for one Spring 2008 and one Fall 2008 class; specific dates will be scheduled based on selected IMT's needs and availability ***

Location	TBD (Training location will be determined based on selected IMT needs)
Course Purpose	<p>The EMRS is a web-based task management system designed to automate many of the tasks associated with animal disease outbreaks and emergencies. It is used for routine reporting of foreign animal disease/emerging disease incident (FAD/EDI) investigations, state-specific disease outbreaks and control programs, classic national Animal Health Emergency responses, and natural disasters involving animals.</p> <p>Only authorized personnel in a specific state or with a definite “need-to-know” are given either “input/edit” or “read-only” access to a specific EMRS database. These personnel can be USDA, APHIS, VS employees, state animal health officials, or temporary hires. Information is managed in the EMRS using views for the field investigator, area office, region, laboratory, emergency management in Riverdale and, for the Incident Command System management personnel, during an emergency response. The data entered into EMRS can be exported for use with other applications, reporting, and data analysis.</p> <p>The purpose of this class is to train full Incident Management Teams to use EMRS during animal disease outbreaks and emergencies. The class includes a one-day refresher in the use of the EMRS and a two-day scenario-based training designed to use advanced data management, data extraction and manipulation, forecasting, report generation, and mapping.</p> <p>Candidates should be prepared for interactive training, to provide input in areas where they have extensive Taskforce experience, and to be able to continue learning advanced techniques to be prepared to serve as Situation Unit Leaders, Disease Reporting Officers, or Epidemiology Lead, fully using EMRS to manage the emergency response.</p>
Target Audience	This EMRS class is designed for Incident Management Teams to participate as a team. The training will be scheduled and located based on the needs of the selected Incident Management Team(s).
Prerequisites	Membership on a selected Incident Management Team and completion of the EMRS – Basic Training for Responses to Animal Health Emergencies – on-line/CD Tutorial
Cost	Teams seeking training should contact the appropriate Associate Regional Director for Emergency Management for availability of funds.
Contact	For more information on the course, interested IMT's should contact Fred Bourgeois, CEAH, 318-288-4083.

Nominations	Nominations are to be sent to the Regional Director's Office. The Regional Office will forward the nominations to CEAH.
Nomination Deadline	To Region: TBD To CEAH: TBD *** Please honor the nomination deadlines. Thank you. ***

Emergency Management Response System – Training for Area Coordinators	
Dates	TBD
Location	TBD
Course Purpose	<p>The EMRS is a web-based task management system designed to automate many of the tasks associated with animal disease outbreaks and emergencies. It is used for routine reporting of foreign animal disease/emerging disease incident (FAD/EDI) investigations, state-specific disease outbreaks and control programs, classic national Animal Health Emergency responses, and natural disasters involving animals.</p> <p>Only authorized personnel in a specific state or with a definite “need-to-know” are given either “input/edit” or “read-only” access to a specific EMRS database. These personnel can be USDA, APHIS, VS employees, state animal health officials, or temporary hires. Information is managed in the EMRS using views for the field investigator, area office, region, laboratory, emergency management in Riverdale and, for the Incident Command System management personnel, during an emergency response. The data entered into EMRS can be exported for use with other applications, reporting, and data analysis.</p> <p>The purpose of this class is to train Area Coordinators in the basic workflow and advantages of using EMRS to manage animal disease incidents. The use of the APHIS Emergency Qualifications System EQS and the interaction between these systems and the Forest Service ROSS System will be explained. The purpose of the course will be to raise AEC awareness of the capabilities of EMRS, how APHIS uses EQS and ROSS, and to explore methods for including EMRS in the planning at the State level for FAD incursions to assure a coordinated response.</p>
Target Audience	This EMRS class is designed for Areas Coordinators only.
Prerequisites	You must be an Area Coordinator and complete the EMRS – Basic Training for Responses to Animal Health Emergencies – on-line/CD Tutorial in order to attend this class.
Cost	Participants pay travel and hotel.
Contact	Fred Bourgeois, CEAH, 318-288-4083
Nominations	Nominations are to be sent to the Regional Director’s Office. The Regional Office will forward the nominations to CEAH.
Nomination Deadline	To Region: To CEAH:

NOMINATION REQUEST

PLEASE PRINT CLEARLY

COURSE TITLE: _____

DATE OF THE COURSE: _____

1. Participant's name, social security number, mailing address, phone and fax number, and e-mail address:

(Dr. Mr. or Ms.) Name Social Security Number

Mailing address (street, city, state, and zip code)

Phone number Fax number E-mail address

2. Job Title: _____

3. Participants Official Duty Station: _____

4. Estimated costs (This information is needed for the preparation for the Quarterly Travel Plan):

No. of days for per diem _____

POV (need # of miles round trip): _____

Miscellaneous expenses (round trip estimates): _____
{shuttle, parking, taxi, etc.}

Common carrier fare: _____

Method of purchase for common carrier (GTR, GVTS, CC, etc.): _____

GOV (Check if this mode of transportation will be used): _____

Car Rental: _____

5. Method of Transportation: _____

6. Supervisor's signature for approval: _____

7. Region's approval: _____

PLEASE FAX TO THE REGIONAL OFFICE. THE REGIONAL OFFICE WILL FAX TO THE NOMINATIONS CONTACT PERSON NOTED AT THE END OF EACH COURSE DESCRIPTION.