

## Recommended training course list 2020 for EPAP Professional Associates

This document includes the list of authorized EPAP courses which will be centrally-funded when the EPAP position is centrally-funded. Please note that the EPAP employee, in consultation with his/her supervisor and post training officer, may choose **one** authorized main course (or alternatively one embedded module or a combination of those as long as they are available in succession and that they remain under the umbrella of the main course). The selected course(s) and funding mechanism will be confirmed by FLO and approved by HR/RMD for centrally funded positions. Any additional training courses requested will be post's financial responsibility.

Summer slots are traditionally oversubscribed. Please check course dates availability with course manager. For course manager list, please contact [FLOAskEPAP@state.gov](mailto:FLOAskEPAP@state.gov). For more information about the course, please click on the hyperlink.

### 1. List of training courses for EPAP Generalists

- **Political** EPAP (FP-06 through FP-04):  
[PG140: Political/Economic Tradecraft](#) (3 weeks) or,  
[PP225 Religion and Foreign Policy](#) (4 days) or,  
[PP505: Political - Military Affairs](#) (5 days) or,  
[PP530: Political – Promoting Human Rights](#) (5 days) or,  
[PP501: Political – International Negotiation: Art and Skills](#) (5 days).
- **Economic** EPAP (FP-06 through FP-04):  
Same course list as for Political EPAP, above, with added specialist options below, appropriate when 50 percent or more of the portfolio covers this issue:  
  
[PE125: Commercial Tradecraft](#) (5 days) or,  
[PE131 Internet/Telecom Policy](#) (2 days) or,  
[PE138: Intellectual Property Rights](#) (2 days) or,  
[PE141: Terrorism Finance and Economic Sanctions](#) (3 days) or,  
[PE150: Biotechnology and Global Challenges](#) (3 days) or,  
[PE222: Trade Agreement Monitoring and Implementation](#) (5 days) or,  
[PE228: Washington Energy Seminar](#) (3 days) or,  
[PE264: US Role in Multilateral Development Banks](#) (2 days) or,  
[PE266: US Global Investment Policy](#) (2 days) or,  
[PE330: International Transportation](#) (3 days).
- **Management** EPAP (FP-06 through FP-04):  
There is no entry-level tradecraft for Management Officers. Entry-level employees serve in GSO, HR, or Financial Management prior to being a Management Officer. *PA243: Overseas Management Tradecraft* is designated for mid-level employees who have already served in one of the management functions.

Entry-level and EPAP employees are encouraged to take the following courses based on work requirements:

**[PA211: Financial Management Overseas](#)** (39 days)

Embedded modules:

- [PA214: Working with ICASS](#) (4 days)
- [PA215: Principles of Appropriation Law](#) (4 days)
- [PA216: Vouchering and Certification](#) (4 days)
- [PA217: Supervising a cashier](#) (5 days)
- [PA218: Budgeting for Supervisor](#) (5 days)
- [PA220: Accounting](#) (4 days)

Or,

**[PA230: Human Resources Management](#)** (36 days)

Or,

**[PA221: General Services Operations](#)** (42 days)

**Public Diplomacy EPAP (FP-06 through FP-04)**

If in Public Affairs equivalent position:

[PY219: Strategic Planning](#) (5 days) or,  
[PY100: Foundations of Public Diplomacy](#) (2 weeks)

Or,

If in Information Officer equivalent position:

[PY142 Advocacy through the Media](#) (5 days) or,  
[PY363 Social Media Practitioner's Workshop](#) (5 days) or,  
[PY321 Workshop on Media and Information Programs](#) (4 days) or,  
[PY100: Foundations of Public Diplomacy](#) (2 weeks) or,  
[PY138: Public Diplomacy for Information Officer](#) (3 weeks)

Or,

If in Cultural Affairs equivalent position:

[PY219: Strategic Planning](#) (5 days) or,  
[PY341: Achieving Policy Goals through Cultural Diplomacy](#) (4 days) or,  
[PY100: Foundations of Public Diplomacy](#) (2 weeks) or,  
[PY140: Public Diplomacy for Cultural Affairs Officers "CAO"](#) (3 weeks).

Or,

If requiring grant training:

[PY260: Federal Assistance Management](#) (5 days)

## 2. List of training courses for EPAP Specialists

- **Facility Manager EPAP (FP-04)**  
[PA521: Facility Manager Tradecraft](#) (13 weeks)  
Embedded modules:
  - [PA522: Building Automation Systems](#) (2 weeks)
  - [PA523: HVAC Fundamental for Facility Managers](#) (5 days)
  - [PA524 Electrical Power Generation for Facility Managers](#) (5 days)
  - [PA525: Overseas Facilities Management](#) (3 weeks)
  - [PA528: OBO Computerized Maintenance Management System](#) (5 days)
  - [PA530: Asbestos Certification Training](#) (5 days)
  - [PA585: Management Oversight of Construction Safety and Occupational Health Program](#) (4 days)
  - [PA586: Safety Health and Environment Management](#) (5 days)
  - [PA682: Managing Projects at State - OBO companion](#) (3 days)
  
- **Human Resources EPAP (FP-05 through FP-04)**  
[PA 230: Human Resource Management](#) (6 weeks) or,  
[PA 235: American Human Resource Management](#) (3 weeks in Feb. /March only) or,  
[PA 236: LE Staff Human Resource Management](#) (3 weeks in Feb. /March only).
  
- **Financial Management EPAP (FP-05 through FP-03)**  
[PA211: Financial Management Overseas](#) (39 days)  
Embedded modules:
  - [PA214: Working with ICASS](#) (4 days)
  - [PA215: Principles of Appropriation Law](#) (4 days)
  - [PA216: Vouchering and Certification](#) (4 days)
  - [PA217: Supervising a cashier](#) (5 days)
  - [PA218: Budgeting for Supervisor](#) (5 days)
  - [PA220: Accounting](#) (4 days)
  
- **General Services EPAP (FP-05 through FP-04)**  
[PA221: General Services Operations](#) (42 days)  
Embedded modules:
  - [PA221ACQ: Acquisitions](#) (20 days)
  - [PA221RE: Real Estate](#) (2 weeks)
  - [PA221LMO: Logistics Management Overseas](#) (12 days)
  
- **Office Management EPAP (FP-07 through FP-06)**  
[PK102: Foreign Service Office Management Specialist training for Entering Personnel](#) (3 weeks)
  
- **Medical positions:** determined by MED on a case-by-case basis

# Online courses

## 1. List of online training courses for EPAP Generalists

- **Political** EPAP (FP-06 through FP-04):
  - DL- PP410 INVEST: Leahy Vetting at Post
  - DL- PP420 INL Program and Project Management
  - DL- PP421 INL Financial Management
  - DL- PP422 INL Contract Administration, Procurement Policies and Procedures
  - DL- PP460 Human Trafficking Awareness
  - DL- PP466 Gender Equality: A Foreign Policy Priority
  - DL- PP467 Religion and Conflict
  - DL- PP470 Updating the Annual Human Rights Report
  - DL- PP531 Prevention of Sexual Exploitation and Abuse
  - DL- PP400 Managing a Successful Codel Visit
- **Economic** EPAP (FP-06 through FP-04):
  - DL- PE338 Intellectual Property Rights
  - DL- PE424 Intro to Commercial Tradecraft
  - DL- PE480 Introduction to Global Health Diplomacy
- **Management** EPAP (FP-06 through FP-04):
  - See DL list for General Service, Financial and Human Resources Overseas courses
- **Public Diplomacy** EPAP (FP-06 through FP-04)
  - DL- PY424 Managing the International Visitor Leadership Program at Post
  - DL- PY425 Alumni Archive Overview
  - DL- PY431 Mission Press Office
  - DL- PY432 Media Monitoring and Reporting
  - DL- PY433 Writing for the Media
  - DL- PY440 Understanding International Cultural Heritage
  - DL- PY441 Introduction to the Fulbright Program
  - DL- PY442 Fulbright Program Planning
  - DL- PY443 Managing Visiting Fulbright Student and Scholar Programs at Post
  - DL- PY444 Managing U.S. Fulbright Student and Scholar Programs at Post
  - DL- PY462 Visual Diplomacy: Engaging Audiences through Photos and Video

## 2. List of online training courses for EPAP Specialists

- **Information Management** EPAP (FP-06 through FP-05)
  - See section [Training for Information Management Positions](#)
- **Facility Manager** EPAP (FP-04)
  - Seek PTO's recommendation
  - DL- PA438 - Web.PASS Work Order for Windows

DL- PA526 - ProjNet SM Facilitating Design and Construction Communication  
DL- PA229 - Simplified Acquisition Procedures  
DL- PA489 - OBO Security Classification Guide Training  
DL- PA485 - Introduction to Safety, Health and Environment  
DL- PA486 - Personal Protective Equipment

- **Human Resources** EPAP (FP-05 through FP-04)  
Seek PTO's recommendation  
DL- PA447 - Disability and Reasonable Accommodations  
DL- PA487 - Introduction to Evacuation Management System  
DL- PA496 - Locally Employed Staff Performance Management and Evaluation  
DL- PA497 - Foreign Service Performance Management and Evaluation  
DL- PD543 - Emergency Action Committee  
DL- GFS33 - ICASS Basics for Overseas Posts
  
- **Financial Management** EPAP (FP-05 through FP-03)  
Seek PTO's recommendation  
DL-GFS10 - Reading and Understanding Fiscal Data
  
- **General Services** EPAP (FP-05 through FP-04)  
Seek PTO's recommendation  
DL- PA297 - Purchase Card Cardholder and Approving Official Training  
DL- GFS33 - ICASS Basics for Overseas Posts  
DL- PA229 - Simplified Acquisition Procedures  
DL- PA442 - Shipping for Procurement Professionals  
DL- PA485 - Introduction to Safety, Health and Environment  
DL- PA479 - Preservation of U.S. Heritage Assets  
DL- PA419 - Motor Vehicle Management Overseas  
DL- PK198 - Travel Policy  
DL- PA164 - Management Controls  
DL- PP400 - Managing a Successful CODEL Visit
  
- **Office Management** EPAP (FP-07 through FP-06)  
Seek PTO's recommendation
  
- **Medical positions**  
Seek MED recommendation