

COVID-19 Note:

Because of the circumstances surrounding COVID-19, only a few courses listed below may be offered virtually. Please check the FSI online catalog (by clicking on the course link) and reach out to FSIRegistrar@state.gov to determine if they are offering virtually the course in which you wish to enroll. Please note that most virtual classes are limited to 15 students per session so that the instructor(s) may provide the requisite level of support. This course list, as well as the course delivery mode, may change based on COVID circumstances.

During this period, funding for travel and per diem requests to attend in person courses at FSI will be reviewed on a case-by-case basis. Please contact FLOASKEPAP@state.gov for additional information.

Recommended training course list 2021 for EPAP Professional Associates

This document includes the list of authorized EPAP courses that 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 GTM/EX/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 the course manager. For the course manager list, please contact 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,
[PY100: Foundations of Public Diplomacy](#) (2 weeks) or,
[PY139: Public Diplomacy Officer Tradecraft](#) (3 weeks)

Or,

If in Cultural Affairs equivalent position:

[PY219: Strategic Planning](#) (5 days) or,
[PY100: Foundations of Public Diplomacy](#) (2 weeks) or,
[PY139: Public Diplomacy Officer Tradecraft](#) (3 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)
- [PA531: OBO Construction, Facility and Security Management Training](#) (5 days)
By invitation only
- [PA186: Contracting Officer’s Representative](#) (4 days, Virtual Classroom)
- [PA188: Department of State Contracting Officer’s Representative](#) (1 day, Virtual Classroom)

- **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

EPAP employees may enroll in online courses through the FSI Learn Center. They will need their Supervisor and Post Training Officer's approval. As those online courses do not require travel, neither the EPAP employee nor post needs to seek FLO's approval for enrollment.

1. List of online training courses for EPAP Generalists

- **Political** EPAP (FP-06 through FP-04):
 - [DL- PP410 INVEST: Leahy Vetting at Post](#) (half an hours within 90 days)
 - [DL- PP420 INL Program and Project Management](#) (five hours within 90 days)
 - [DL- PP421 INL Financial Management](#) (two hours within 90 days)
 - [DL- PP422 INL Contract Administration, Procurement Policies and Procedures](#) (five hours within 90 days)
 - [DL- PP460 Human Trafficking Awareness](#) (45 minutes within 90 days)
 - [DL- PP470 Updating the Annual Human Rights Report](#) (one and half hours within 90 days)
 - [DL- PP531 Prevention of Sexual Exploitation and Abuse](#) (two and half hours within 90 days)
 - [DL- PP400 Managing a Successful Codel Visit](#) (one and half hours within 90 days)
- **Economic** EPAP (FP-06 through FP-04):
 - [DL- PE424 Intro to Commercial Tradecraft](#) (two hours within 90 days)
 - [DL- PE480 Introduction to Global Health Diplomacy](#) (two and half hours within 90 days)
- **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](#) (eight hours within 90 days)
 - [DL- PY425 Alumni Archive Overview](#) (one and half hours within 90 days)
 - [DL- PY431 Mission Press Office](#) (four hours within 90 days)
 - [DL- PY432 Media Monitoring and Reporting](#) (two hours within 90 days)
 - [DL- PY433 Writing for the Media](#) (three hours within 90 days)
 - [DL- PY462 Visual Diplomacy: Engaging Audiences through Photos and Video](#) (three hours within 90 days)

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- PA526 - ProjNet SM Facilitating Design and Construction Communication](#) (five hours within 90 days)
[DL- PA229 - Simplified Acquisition Procedures](#) (40 hours within 90 days)
[DL- PA489 - OBO Security Classification Guide Training](#) (three hours within 90 days)
[DL- PA485 - Introduction to Safety, Health and Environment](#) (two hours within 90 days)
[DL- PA486 - Personal Protective Equipment](#) (three and half hours within 90 days)
[DL- PA296 – How to Be a Contracting Officer's Representative](#) (40 hours within 90 days)
- **Human Resources** EPAP (FP-05 through FP-04)
Seek PTO's recommendation
[DL- PA447 - Disability and Reasonable Accommodations](#) (one hour within 90 days)
[DL- PA487 - Introduction to Evacuation Management System](#) (one hour within 90 days)
[DL- PA496 - Locally Employed Staff Performance Management and Evaluation](#) (one and half hours within 90 days)
[DL- PA497 - Foreign Service Performance Management and Evaluation](#) (one and half hours within 90 days)
[DL- PD543 - Emergency Action Committee](#) (two hours within 90 days)
[DL- GFS33 - ICASS Basics for Overseas Posts](#) (two hours within 90 days)
- **Financial Management** EPAP (FP-05 through FP-03)
Seek PTO's recommendation
[DL-GFS10 - Reading and Understanding Fiscal Data](#) (four hours within 90 days)
- **General Services** EPAP (FP-05 through FP-04)
Seek PTO's recommendation
[DL- PA297 - Purchase Card Cardholder and Approving Official Training](#) (four hours within 90 days)
[DL- GFS33 - ICASS Basics for Overseas Posts](#) (two hours within 90 days)
[DL- PA229 - Simplified Acquisition Procedures](#) (40 hours within 90 days)
[DL- PA442 - Shipping for Procurement Professionals](#) (two and half hours within 90 days)
[DL- PA485 - Introduction to Safety, Health and Environment](#) (two hours within 90 days)
[DL- PA479 - Preservation of U.S. Heritage Assets](#) (three hours within 90 days)
[DL- PA419 - Motor Vehicle Management Overseas](#) (two and half hours within 90 days)
[DL- PK198 - Travel Policy](#) (two hours within 90 days)
[DL- PA164 - Management Controls](#) (eight hours within 90 days)
[DL- PP400 - Managing a Successful CODEL Visit](#) (one and half hours within 90 days)
- **Office Management** EPAP (FP-07 through FP-06)
Seek PTO's recommendation
- **Medical positions**
Seek MED recommendation

