

Recommended training course list 2022 for EPAP Professional Associates

Updated Training Requirements

- Functional training for all EPAP positions (except for IRM and OBO) is highly encouraged. For centrally funded positions, functional training and its related costs (travel, per diem/lodging, and M&IE) may be authorized upon approval from GALO and GTM's Executive Office, Resources Management Division (GTM/EX/RMD), subject to available funds, course availability, and Mission needs.
- Functional training for all IRM EPAP positions is required during the 2022 cycle, regardless of the funding mechanism (IRM, Bureau, or post-funded). IRM training is all virtual and provided at no cost. AEFMs hired into EPAP positions in Information Management must successfully complete approximately six weeks of required online courses within 20 weeks after Entrance on Duty (EOD).
- Functional training for all OBO EPAP positions is required during the 2022 cycle.

Because of the circumstances surrounding COVID-19, some courses listed below may be only 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 the course in which you wish to enroll virtually. 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. Funding for travel and per diem will not be granted for virtual courses. Please contact GCLOASKEPAP@state.gov for additional information.

EPAP employees, in consultation with their supervisor and post training officer, may request approval for **one** 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 may be confirmed by GALO and approved by GTM/EX/RMD for centrally funded positions, subject to available funds, course availability and Mission needs. Any additional training courses requested would 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 GCLOAsKEPAP@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):**
Recommend PG140 with added specialist options below, appropriate when 50 percent or more of the portfolio covers this issue:
[PG140: Political/Economic Tradecraft](#) (3 weeks) or,
[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,
[PE231: Cyber Diplomacy Tradecraft](#) (5 days) or,
[PE264: US Role in Multilateral Development Banks](#) (2 days) or,
[PE266: US Global Investment Policy](#) (2 days) or,
[PE305: ESTH Tradecraft](#) (2 weeks) 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,

[PA314: HR Essentials for Management Officers](#) (5 days) or,
[PA 235: American Human Resource Management](#) (3 weeks) or,
[PA 236: LE Staff Human Resource Management](#) (3 weeks).

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](#)

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)
 - [PA535: Elevator Maintenance Management](#) (2 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)Distance Learning Embedded modules:
 - [PA229: Simplified Acquisitions](#) (DL – 40 hours)
 - [PA526: ProjNet](#) (DL – 5 hours; must complete as part of PA525)
 - [PA489: OBO Security Classification](#) (DL – 3 hours; must complete as part of PA525)
- [MTT101: Managerial Essentials for Overseas Management Professionals](#) (5 days; mandatory co-requisite to PA521)
- [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 235: American Human Resource Management](#) (3 weeks) or,
[PA 236: LE Staff Human Resource Management](#) (3 weeks).
- **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](#) (6 weeks)
- **Medical positions:** determined by MED on a case-by-case basis

FSI Learn Center 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 GCLO’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): Distance learning specialist options below, appropriate when 50 percent or more of the portfolio covers this issue.
[DL- PE345 Intellectual Property Rights: Special 301 Report](#) (one hour within 90 days)
[DL- PE424 Intro to Commercial Tradecraft](#) (two hours within 90 days)
[DL- PE460 Introduction to Bilateral Investment Treaties](#) (one and half hours within 90 days)
[DL- PE480 Introduction to Global Health Diplomacy](#) (two and half hours within 90 days)
[DL- PE481 PEPFAR: A Working Understanding](#) (two hours within 90 days)
[DL- PP400 Managing a Successful CODEL Visit](#) (one 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)
Find up-to-date IRM training information in the [Program Information](#) section of GCLO's EPAP webpage.
- **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)

[DL- PT200 – Telework Principles for Supervisors: Managing a Virtual Workforce](#) (one and half hours within 90 days)

[DL- PA458 – Overtime and the Fair Labor Standards Act for Supervisors](#) (one hour within 90 days)

[DL- PT144 – Mitigating Unconscious Bias](#) (four hours within 90 days)

[DL- PT107 – EEO/Diversity Awareness for Managers and Supervisors](#) (six hours within 90 days)

[DL- PT230 – Fundamentals of Supervision](#) (twenty-four hours within 120 days)

[DL- PT175 – LGBT at State](#) (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)

[DL – PT242 – Entry Level Supervisor Program](#) (three – six months of virtual learning with coaching and mentoring)

[DL – PS872 – SharePoint Users](#) (one day)

[DL – PS873 – SharePoint Owners](#) (three days)

[DL – PA458 – Overtime & the Fair Labor Standards Act for Supervisors](#) (one hour within 90 days)

[DL – PT230 – Fundamentals of Supervision](#) (24 hours within 120 days)

[DL – PS868 – Microsoft Office Outlook Part 1](#) (one day)

[DL – PS869 – Microsoft Office Outlook Part 2](#) (one day)

[DL – PS871 – Microsoft Office 365 for Users](#) (one day)

[DL – PS530 – SMART Messaging: A Course for Users](#) (one and a half hours)

[DL – PS531 – SMART End-User Training](#) (three hours)

[DL – PS863 – Microsoft Excel Part 1](#) (one day)

[DL – PS864 – Microsoft Excel Part 2](#) (one day)

[DL – PS865 – Microsoft Excel Part 3](#) (one day)

[DL – MOONNTA02 – Getting Started with Microsoft OneNote](#) (one hour)

[DL – MOBEONA02 – Working on Microsoft OneNote](#) (one hour)

[DL – PP410 – Introduction to Leahy Vetting Policy](#) (one and half hours within 90 days)

[DL – PA345 – ICASS Basics](#) (two days)

[DL – PA190 – Processing Personnel Actions in the Global Employment Management Systems](#) (three days)

[DL – PA561 – ILMs IT Program Property Management](#) (three days)

[DL – MQ950 – High Stress Assignment Outbriefing Program](#) (three hours)

[DL – YW150 – Contact Relationship Management Overview](#) (five half days)
[DL – PA448 – ePerformance for Foreign Service](#) (one and half hours within 90 days)
[DL – PK324 – TAGS and Terms](#) (two hours within 90 days)
[DL – PS311 – Data Analysis & Visualization](#) (three days)
[DL – PK198 – Travel Policy](#) (two hours within 90 days)
[DL – FGOV01A47 – Freedom of Information Act](#) (half an hour)
[DL – PK217 – Records Management for Everyone](#) (one and a half hours)
[DL – PD543 – Emergency Action Committee](#) (two hours within 90 days)
[DL – GFS33 – ICASS Basics for Overseas Posts](#) (two hours within 90 days)
[DL – ACM04A04 – Using Punctuation Marks Correctly](#) (half an hour)
[DL – COMM51A03 – Editing and Proofreading Business Documents](#) (half an hour)
[DL – COMM51A02 – Clarity and Conciseness in Business Writing](#) (45 minutes)
[DL – ACM04A06 – Troublesome Words and Phrases: Common Usage Mistakes in Writing](#) (half an hour)
[DL – PK425 – State Department Writing for Locally Employed Staff](#) (six hours within 90 days)
[DL – COMM51A01 – Audience and Purpose in Business Writing](#) (half an hour)
[DL – ACM04A01 – Using the Parts of Speech](#) (one hour)
[DL – ACM04A03 – Abbreviating, Capitalizing, and Using Numbers](#) (45 minutes)
[DL – AMK01A02 – Writing Skills for Public Relations](#) (half an hour)
[DL – ACM06A01 – Improving your Technical Writing Skills](#) (half an hour)
[DL – ACM02A01 – Writing Effective E-Mails and Instant Messages](#) (half an hour)

- **Medical positions**
Seek MED recommendation