

The Shipley Group NEPA Training Level Progression

Level 1 workshops are the basic workshops, with a primary focus on NEPA compliance. Participants wanting to enroll in any Shipley workshops should have had or be familiar with the content of Level 1 workshops.

1-01 *Applying the NEPA Process and Writing Effective NEPA Documents (ANPWEND)* ***Qualifies for 2 Credits****

This course is an introduction to the National Environmental Policy Act (NEPA) and the Council on Environmental Quality (CEQ) regulations. Participants will learn: the various levels of NEPA documentation; how to develop a reasonable range of alternatives; how to identify potential issues; how to develop public involvement strategies; the importance of identifying other relevant environmental laws; how to develop a systematic process for quantitatively and qualitatively predicting effects; and, the skills necessary to identify the actions needed for a thorough environmental analysis. Interdisciplinary specialists who carefully manage the NEPA process will generate better NEPA documents that require less preparation time, and that facilitate informed decisions and specific comments.

--variations of this core workshop have been developed to provide specific agencies and disciplines within their purview with the tools necessary to meet their objectives.

1-01.1 Applying the NEPA Process (ANP)

1-01.2 Applying the NEPA Process & Writing Effective NEPA Documents: Dept. of Defense Specific (ANP-DOD)

1-01.3 Applying the EIAP/NEPA Process: Air Force Specific (EIAP)

1-01.4 Applying the NEPA Process for Department of Transportation Specialists (TransNEPA)

1-01.5 Applying the NEPA Process to Weapons System Acquisitions (ANP-WSA)

1-01.6 Applying the NEPA Process—Emphasis on Native American Issues (ANP-NA)

1-01.7 Applying the NEPA/CEQA Process and Writing Effective NEPA Documents (CEQA)

1-01.8 Environmental Management Overview for DHS/INS (EMO_DHS)

1-02 *Overview of the NEPA Process (NEPAO)*

This workshop is designed to provide an overview of the NEPA process. The intent of the workshop is to providing an overview of the law and CEQ regulations. It is effective as a refresher and as an introductory level course; it is generally a 1-day workshop and is not intended to provide tools and processes for managing the NEPA process.

1-05 *1900-01 Forest Plan Implementation (1900-01)*

Participants in this course learn how to make successful project decisions to implement land and resource management plans using the National Environmental Policy Act of 1969 (NEPA) and the National Forest Management Act of 1976 (NFMA).

* USU NEPA Certificate Program see <http://www.cnr.usu.edu/htm/students/grad-degrees/nepa> for qualifications and details.

Level 2 workshops address specialized legal compliance topics, especially linkages between NEPA and other environmental laws. Unless otherwise noted, course time will not be spent reading and discussing NEPA law or the Council on Environmental Quality (CEQ) regulations. Course participants should already be familiar with NEPA and the CEQ regulations through experience and/or quality classroom instruction/training.

2-01 Clear Writing for NEPA Specialists (CWN) Qualifies for 2 Credits*

This course will help participants learn how to identify the writing and editing requirements unique to NEPA documents including making graphics, writing chapters, and reviewing documents for accuracy. Participants will also practice interdisciplinary team skills as they relate to each phase of the analysis and documentation process.

2-01.1 Environmental Writing for US Army Corps of Engineers - EW USACE

2-02 Core Principles: Telling the NEPA Story, Keeping Documents Brief, Meeting Legal Requirements (CP)

Concise and readable documents should be the goal of every environmental contributor working on NEPA documents; such documents are the goal of this newly designed workshop from the Shipley Group. Topics and exercises in this workshop rely on over 30 years of Shipley experience working on environmental documents.

This interactive workshop is both an introduction to strategies for making documents concise and readable and a review of quality documentation standards for seasoned environmental contributors.

2-03 Reviewing NEPA Documents (RND) Qualifies for 2 Credits*

The primary focus of this course is to learn how to review the full range of NEPA documents including Environmental Impact Statements (EISs), Environmental Assessments (EAs), Findings of No Significant Impacts (FONSI), and Records of Decisions (RODs). Participants will concentrate on setting review priorities, reviewing for compliance with the law, reviewing for quality and readability, and preparing review comments.

2-04 Risk Communication for NEPA Specialists (RC-ENV) Qualifies for 2 Credits*
Strategies and Implementation

In this course, the participants will learn the meaning and application of risk communication and explore the full range of response communication, including developing a communication plan and strategy, standing before an audience, and responding to comments in writing. The course is interactive and is designed to build more effective planning and communication skills.

2-05 Proponent Responsibilities in the Environmental Impact Analysis Process (PR-EIAP)

This workshop is designed to help participants address how and when the EIAP starts, the steps the proponent takes to initiate the process, and the steps the Environmental Planning Function (EPF)—the environmental interdisciplinary staff, at any level of command, responsible for the Environmental Impact Analysis Process—takes to determine the level of NEPA analysis to be completed for a proposed action

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**2-06 Understanding and Preparing Preliminary EIAP Documents (DOPAA):
Air Force Specific (DOPAA)**

Participants learn to complete AF Form 813 and write meaningful DOPAAs. A well-written Air Force Form 813 describes the proposed action as well as alternatives, to determine whether environmental issues are serious enough to delay or even stop the proposed project.

2-07 Overview of the Endangered Species Act (ESA) **Qualifies for 1 Credit***

This course is designed to teach students about the requirements and procedures for complying with the Endangered Species Act (ESA) of 1973, by reviewing the history of the law and the Section 7 consultation process and the section 10 permit process. The course will look at the rationale behind the passage of the ESA, including the importance of species diversity, and the history of lost species habitat. Students will also learn which agencies are responsible for enforcing the ESA, how they go about doing this, and the consequences to those who violate it, including potential civil and criminal penalties. In addition, the course will explore how the ESA coordination is handled with tribal governments and explain experimental populations and their designations as essential or nonessential.

2-08 Overview of the National Historic Preservation Act /Section 106 - 106

Participants learn to understand and initiate Section 106 of the National Historic Preservation Act.

2-09 Strategic Communication: Planning Through Implementation (STRATCOMM)

Learn how to make informed defensible decisions and communicate those decisions effectively. Shipley offers this course as an interactive workshop; taught at the introductory, intermediate, and executive levels. Shipley's 5-step process is designed to increase participant's ability to view the "Big Picture", improve the decision-making cycle, and to complete projects/processes in a cost-effective and timely manner.

Level 3 workshops include new and evolving environmental compliance topics, often covering a number of laws and regulations. For example some advanced workshops cover management activities that are driven by agency missions, several major laws, and relevant regulations.

3-01 Cultural and Natural Resource Management (CNRM) **Qualifies for 2 Credits***

The purpose of this course is to help students learn how to manage cultural and natural resources on public lands. It addresses the pertinent laws and associated executive orders and regulations pertaining to the preservation of these resources. In addition, it will look at how to integrate cultural and natural resources funding requirements into an environmental budget.

3-02 Environmental Compliance Overview (ECO) **Qualifies for 1 Credit***

This course is designed to help participants understand why environmental compliance is not only desirable and necessary, but also a personal responsibility. It will identify key laws and regulations, with associated penalties that affect environmental compliance. The course also looks at the anticipated future of environmental programs.

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- 3-03 *Managing NEPA Projects & Teams (MNPT)* **Qualifies for 1 Credit*****
replaced Interdisciplinary Team Building (IDT) workshop
Participants learn management of the NEPA process, as opposed to technical competency and skills. The workshop covers the general principals of interdisciplinary team (IDT) building. The course provides training in managing and reviewing the NEPA process. This includes prototyping the document before writing begins and determining what tasks might best be assigned to contractors.
- 3-04 *NEPA Writing for Technical Specialists (WTS)* **Qualifies for 1 Credit*****
This course is designed to teach participants how to use a “document management process” to become more efficient writers of NEPA documents. In this course, participants will learn: how and when to use various types of graphics; how to produce a working first draft of a NEPA document and conduct peer and managerial review sessions; the various levels of document revisions and how to select which level is appropriate; and, how to adapt their writing to different formats.
- 3-05 *NEPA Cumulative Effects Analysis and Documentation (NEAD)* **Qualifies for 1 Credit*****
This course has three main objectives: 1) to assist participants in developing a scoping and public involvement strategy that leads to a sound cumulative impact analysis; 2) to assess various impact methodologies as to their strengths and weaknesses in supporting the disclosure of impacts, especially cumulative impacts; and, 3) to teach participants how to record cumulative impact information in ways that support clear, legally sufficient EAs and EISs.
- 3-06 *NEPA Climate Change Analysis and Documentation (NCCA)* **Qualifies for 1 Credit*****
Participants will receive a brief introduction to this rapidly-growing area of NEPA analysis. After a brief introduction to climate change science, the workshop will cover both climate change impacts in regard to greenhouse gas emissions as well as taking into account the effects of climate change on projects and the resources a project may impact. Participants will learn to use various methods for analyzing these various impacts, and will be exposed to several case studies and examples of NEPA analyses that address climate change. They will receive an update on recent NEPA climate change and cumulative effects litigation, including helpful guidance on how to prepare a legally-adequate climate change impact analysis in their EAs and EISs.
- 3-07 *Environmental Conflict Management for NEPA Specialists (ECM)* **Qualifies for 1 Credit*****
This course is designed to train participants in environmental conflict negotiation and management. An introduction to the nature of public conflict and management styles will be taught. Specific issues relating to environmental negotiation will be discussed and appropriate approaches and techniques will be taught through hands-on training, role-plays and activities.
- 3-08 *Natural Resource Policy and Economics (NRPE)***
This course is designed for non-economists. Participants learn how to use economics and finance to (1) evaluate project alternatives, (2) justify decisionmaking to superiors, (3) successfully advocate for budget requirements, (4) use economics and finance for more effective and efficient management.

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3-09 *Adaptive Management (AM)*

The term adaptive management has been applied to many different types of management strategies that allow for experimentation and learning. This workshop provides students with an in-depth understanding of the different types of adaptive strategies. The workshop clarifies how these strategies have been misused and where miscommunication about these different approaches has led to confusion. Specific tools are presented to ensure the right adaptive model is used for the right problem. Four different adaptive models are discussed with specific connections to the requirements of the NEPA: (1) Research, (2) Programmatic, (3) Project, and (4) Environmental Management Systems. Examples for each of the four adaptive models are explored. Case studies are used by students to reinforce the techniques and principles taught in the workshop.

3-10 *Understanding and Preparing Statements of Work and Specifications (SOW)*

Participants learn a systematic approach to writing and reviewing environmental SOWs. Providing hands-on experience, this course includes case studies and examples that apply to actual environmental projects. Principles taught in this course apply to preparing SOWs for all types of environmental projects.

3-11 *Effective Environmental Contracting (EEC)*

Qualifies for 1 Credit*

Participants develop an understanding of tools and techniques for efficient and effective management of contracts and contractors. Those working with environmental contractors will be able to design and write better Statements of Work, and establish and manage timelines and budgets—all while getting the job completed.

3-12 *Application of GIS/Graphics in NEPA Documents (AGG)*

Participants in this course learn how to use GIS/Graphics in NEPA and environmental documents. Why a well-designed, data-rich document that provides maps, graphics, presentation materials, and report production services to support the writing process for a NEPA document, will add to the credibility of a specialist's and the decisionmakers conclusions. This workshop is designed to support and to follow the "Clear Writing for NEPA Specialists" or "Advanced Writing for NEPA Specialists" workshop.

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