



UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF INDIAN AFFAIRS
Office of Trust Services
Division of Land Titles and Records
Branch of Geospatial Support

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<http://www.bia.gov/WhatWeDo/ServiceOverview/Geospatial/index.htm>



Branch of Geospatial Support GEOSPATIAL TRAINING BROCHURE AND SCHEDULE OCTOBER 2015–MARCH 2016

Version: 17 JULY 2015

The Branch of Geospatial Support (BOGS) provides geospatial training for employees of federally recognized tribes and to Office of Trust Services (OTS) supported functions within the Bureau of Indian Affairs (BIA). OTS supported functions includes Geographic Information System (GIS)-related activities under the Divisions of Real Estate Services, Land Titles and Records, Probate, Natural Resources, Forestry and Wildland Fire Management, Irrigation and Power, and Safety of Dams. All slots not filled one month before the beginning of the course will then be open to and filled on a first come, first served basis by employees of federally recognized tribes and with employees of the BIA from any office.

There is no tuition cost for this training. Training equipment and training materials are provided by the BOGS. Expenses for transportation, hotel accommodations, and meals are the responsibility of the participant's organization. Training courses are available at the BOGS Lakewood Training Facility in Lakewood, Colorado and at various field locations per request and availability. The training schedule is subject to change at the discretion of the BIA.

REGISTRATION

Due to the high demand for Geospatial training, please register early to help ensure placement in the requested course.

- To register for a course, email or fax the completed and signed registration form (on last page) to geospatial@bia.gov or 303-231-5229. Only one person and one course per registration form. No registrations will be accepted over the phone. Please note the Cancellations and Absences policy section.
- You will receive a confirmation email within 24 hours of your registration being received letting you know that the registration is being processed. If you do not receive this email within 24 hours of sending in your registration, please contact the Geospatial Support Help Desk at geospatial@bia.gov or 877-293-9494 to make sure your registration form was received.
- Confirmations are sent via email approximately 4 weeks before the start of a course. Please do not make travel arrangements until you receive your enrollment confirmation.
- If we are unable to enroll you, an email will be sent indicating that your name will remain on the waitlist for the course. Should space become available, you will be contacted by the registrar.
- Should your contact information change, please contact the Geospatial Support Help Desk.
- BOGS Attendance Policy requires at least 80% course attendance time in order to receive a certificate of completion.
- If you are absent for more than eight hours without notification during a course, your manager or organization may be contacted due to safety protocol.
- Please read the entire training brochure for training and registration policies; including registration priority, attendance policy, course descriptions, and prerequisites.
- See Training Schedule section for the complete schedule of training courses.

OCTOBER 2015–MARCH 2016
TRAINING SCHEDULE

Level	Region or Field Location	Course	Date
Beg.	AK BIA Alaska Regional Office Anchorage, AK	<i>Principles of GIS</i>	Oct 5–8, 2015
Beg.	GP Lower Brule Sioux Tribe Lower Brule, SD	<i>Principles of GIS</i>	Oct 26–29, 2015
Beg.	BOGS Lakewood Training Facility Lakewood, CO	<i>Principles of GIS</i>	Nov 2–5, 2015
Beg.	BOGS Lakewood Training Facility Lakewood, CO	<i>Principles of GIS</i>	Dec 7–11, 2015
Int.	BOGS Lakewood Training Facility Lakewood, CO	<i>Introduction to Cartography*</i>	Jan 4–7, 2016
Int.	BOGS Lakewood Training Facility Lakewood, CO	<i>Introduction to Cartography*</i>	Feb 8–11, 2016
Beg.	SP Cheyenne and Arapaho Tribes Concho, OK	<i>Principles of GIS</i>	Feb 22–25, 2016
Beg.	MW BIA Midwestern Regional Office Ashland, WI	<i>Principles of GIS</i>	Mar 21–24, 2016

All courses are taught in ArcGIS version 10.2.2 unless otherwise indicated.

* Indicates course has a prerequisite.

SUMMARY OF COURSE OFFERINGS

Level	Course	Version	Description	No. of Days	Prerequisite
Beginner	Principles of GIS	10.2.2	A basic course intended for those new to GIS or with some GIS experience.	4	Comfortable using MS Windows-based software.
Intermediate	Introduction to Cartography*	10.2.2	In-depth map design using ArcMap 10.2.2.	4	Principles of GIS, ArcGIS Desktop 1, or Learning ArcGIS Desktop 10.0.

*Indicates course has a prerequisite.

COURSE DESCRIPTIONS

PRINCIPLES OF GIS, v10.2.2 (Beginner Level)

The Principles of GIS course is a four-day technical course developed by the BIA and based on Gorr and Kurkland's *GIS Tutorial 1: Basic Workbook for ArcGIS 10.1*, published by ESRI Press. This course covers the fundamental concepts and basic functions of GIS. Students will develop basic software skills by working with ArcGIS Desktop 10.2.2 to symbolize and create a basic map, work with

different types of geographic data, create and edit vector data, and utilize basic analysis tools.

COURSE GOALS:

- Understand what GIS is, what it can do, and how others are using it.
- See how your organization can benefit from a GIS.
- Create a basic GIS map.
- Work with different types of geographic data.
- Access information about geographic datasets and features.
- Apply a systematic approach to analyzing data in order to find patterns and relationships.

WHO SHOULD ATTEND:

- Individuals who do not have any prior GIS education or workplace experience with GIS.
- GIS support staff.
- Anyone else who needs to understand how GIS fits into their organization.

PREREQUISITES: Students should be comfortable using computers and Microsoft Windows-based software, such as Microsoft Office and Excel. Students should not only be comfortable with opening, saving, copying, and deleting files, but also navigating the Windows folder structure and using basic mouse functions such as right clicking, left clicking, and double clicking.

INTRODUCTION TO CARTOGRAPHY, v10.2.2* (Intermediate Level)

The Introduction to Cartography course is a four-day technical course developed by the BIA. This course emphasizes the advanced techniques involved in effectively communicating the results of geospatial analysis through paper map production, as well as through a variety of digital representations. Areas discussed are design, layout, symbolization, color theory, text and annotation usage, overall theme communication, data-driven pages, and cartographic representation. Course format consists of delivery and discussion of lecture material and detailed software exercises following each lecture topic. An additional highlight of the course is the interactive class critique of printed draft map versions and final digital map products produced in the course exercises.

COURSE GOALS:

- Conceptual map design and effective map communication.
- Advanced color, symbology, and text concepts and application.
- Achieving visual balance with effective map element arrangement.
- Draft and final map product critique and output.

WHO SHOULD ATTEND:

- Individuals who have workplace experience with GIS and need to make maps as part of their job description.
- GIS support staff.

PREREQUISITE: Students must have completed a basic GIS course such as ArcGIS Desktop I: Getting Started with ArcGIS, Principles of GIS, Learning ArcGIS Desktop 10.0, an equivalent course, or have equivalent professional experience.

TRAINING AND REGISTRATION POLICIES

REGISTRATION PRIORITY

Courses taught in the BOGS Lakewood Training Facility are filled on a first come, first served basis (so sign up early to reserve your spot). All other employees of federally recognized tribes and employees of the BIA from any office will be given the remainder of the available spots in the course after the one-month confirmation is sent to those already registered.

For courses taught in the field, preference is given to those in close proximity (120-mile radius) to the training location, with BIA employees from the region and tribal employees given higher priority (priority 1 is the highest, followed by 2, 3, and so on) than those from farther away. Preference for tribal employees only applies to the first half of the course registrants; all other employees of the BIA will be given the remainder of the available spots in the course after the one-month confirmation is sent, with the same preference given to proximity (120-mile radius), region, and tribal employees.

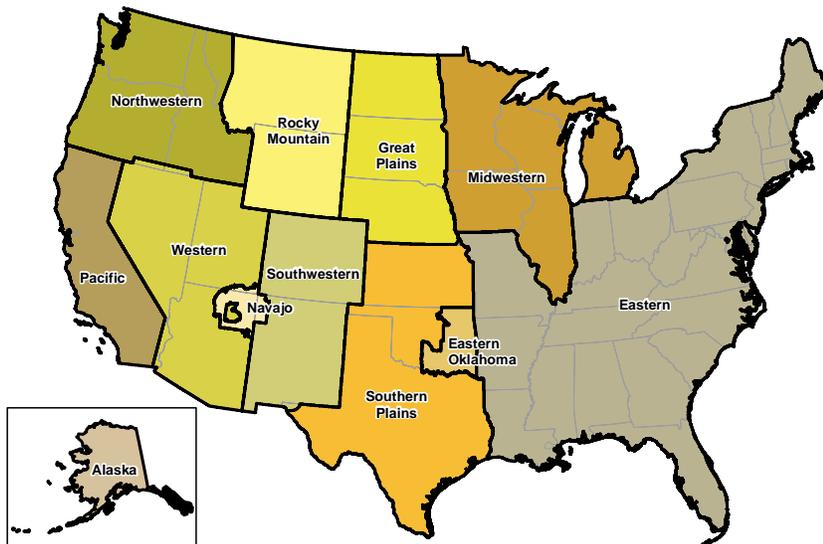
For courses taught in the BOGS Lakewood Training Facility and in the field, all available slots that are not filled one month before the

beginning of the course will be filled on a first come, first served basis to employees of federally recognized tribes and all employees of the BIA from any office.

Before one-month confirmation is sent			
Lakewood Courses	Employees of federally recognized tribes and OTS-supported functions within the BIA	Priority 1	First come, first served
	All other employees of the BIA	2	First come, first served after priority 1
	After one-month confirmation is sent		
	Employees of federally recognized tribes and all employees of the BIA	3	First come, first served for available spots after one-month confirmation is sent

Before one-month confirmation is sent			
Field Courses	Employees of federally recognized tribes and OTS-supported functions within the BIA	1	First half of class tribal employees within 120-mile radius of training facility location
		2	First half of class tribal employees outside the 120-mile radius, but within the BIA region of the training facility location
		3	Tribal and BIA employees within 120-mile radius of training facility location
		4	Tribal and BIA employees outside the 120-mile radius, but within the BIA region of the training facility location
		5	Tribal and BIA employees outside the 120-mile radius and BIA region
	All other employees of the BIA	6	All other BIA employees within 120-mile radius of training facility location
		7	All other BIA employees outside the 120-mile radius, but within the BIA region of the training facility location
		8	All other BIA employees outside the 120-mile radius and BIA region
After one-month confirmation is sent			
	Employees of federally recognized tribes and all employees of the BIA	9	First come, first served for available spots after one-month confirmation is sent

BIA REGIONAL MAP



COURSE PREREQUISITES

To fulfill a course prerequisite, refer to the course description for the specific class that you want to sign up for. There may be both instructor-led and ESRI® Virtual Campus Online course options that fulfill course prerequisites (refer to the ESRI® Virtual Campus Online Courses section below). If the prerequisite is completed through venues other than the BIA or is an online course, a copy of your certificate of completion is required in order to enroll in the course. A copy of the certificate of completion can be sent along with your emailed or faxed Training Course Registration (see last page). The certificate must be emailed or faxed to the BOGS registrar no later than four weeks prior to the start of the course. Failure to complete the prerequisites may result in the denial of enrollment.

ESRI® VIRTUAL CAMPUS ONLINE COURSES

ESRI Virtual Campus Online courses are available, at no cost, through the current Enterprise License Agreement (ELA) between ESRI and the Department of the Interior (DOI). For more information, refer the ELA Product List found on the BOGS website at <http://www.bia.gov/cs/groups/webteam/documents/document/idc1-023471.pdf>, or contact the Geospatial Support Help Desk at 877-293-9494 or geospatial@bia.gov for a list of courses and an order form.

BOGS ATTENDANCE POLICY AND CERTIFICATE OF COMPLETION

BOGS Attendance Policy requires at least 80% attendance in order to receive a certificate of completion. A certificate will be issued for each course completed.

CANCELLATIONS AND ABSENCES

Due to the high demand for geospatial training, BOGS has implemented course cancellation and absence policies.

Student Cancellation Policy

If you are unable to attend a course for which you are registered, the BOGS Registrar must receive your cancellation a minimum of one week before the start of the course for which you are registered. If the registrar does not receive the required notice of cancellation, it may result in the denial of your registration for future courses. If you need to cancel a course you are registered for, please contact the Geospatial Support Help Desk at 877-293-9494 or geospatial@bia.gov.

Student Absence Policy

Not attending a course for which you have been accepted may result in the denial of your registration for other courses.

If you are absent for more than eight hours during the course without notifying the instructor, your manager or organization may be contacted per BOGS's safety protocol.

Course Cancellation Policy

In certain situations, it may be necessary for the BIA to cancel a course due inclement weather, low enrollment, or other unforeseeable circumstances. In the event of a cancellation, the BIA will make every effort to cancel the course before confirmation information is sent out.

SCHEDULE RELEASES

Once the schedule has been approved, some flexibility must remain to allow for adjustments; therefore, the training schedule is subject to change at the discretion of the BIA. It is the policy of the BIA to release the upcoming schedule of classes on a biannual basis, releasing the schedule for a given half-year by the beginning of the previous quarter. You can find training schedule updates by the beginning of the quarter prior to the start of classes for that given schedule. You can find the current Geospatial Training Schedule online at <http://www.bia.gov/cs/groups/webteam/documents/text/idc1-027259.pdf>.

HOSTING TRAINING

If your organization is interested in hosting training, please contact the Geospatial Support Help Desk at 877-293-9494 or geospatial@bia.gov to obtain a Request to Host Geospatial Training form. Please return the filled out form to the Geospatial Support

Help Desk at geospatial@bia.gov. Due to the high demand for geospatial training, the BIA prefers that at least 10 individuals are interested in taking the course. You may contact other departments within your organization as well as other tribes, tribal entities, and BIA agency offices to include additional students. To host training, you will need to provide the BOGS with a facility equipped with chairs, tables, and electricity for up to 12 students, as well as a projectable surface such as a projector screen, dry erase board, or white wall. BOGS will provide all laptops and training materials. No Internet connection is required. Classes held at tribal facilities or on tribal land will require a signed Letter of Permission once training dates have been established. The language needed for this letter can be obtained from the Geospatial Support Help Desk.

Once the Request to Host Geospatial Training form is returned to the BOGS Registrar, the registrar will try to honor the requests in the order they are received. Due to the high demand for training there is a waitlist for training in addition to schedules being published in 6-month increments (see Schedule Releases section). Therefore, if you are interested in hosting a training course, you are encouraged to submit a Request for Training form as soon as possible.

MAXIMUM CLASS SIZE

In accordance with industry standards the BIA has set a maximum class size of 12 students for all courses, except Global Positioning System (GPS) courses, which have a maximum class size of eight students. This allows the BIA the best opportunity to provide efficient and effective training.

CONFERENCE COURSES

Some courses are scheduled in conjunction with conferences. These courses may be specially designed for conferences and may not be available for future offerings. Furthermore, these courses may be subject to registration policies other than the BOGS registration policy. Registration policy exceptions are generally noted at the bottom of the Training Schedule section. Contact the BOGS Registrar at 877-293-9494 or geospatial@bia.gov for conference registration information or contact information for registration.

ABOUT THE INSTRUCTORS

All instructors have the following minimum certifications:

- ESRI Certified ArcGIS Desktop Technical Associate
- CompTIA Certified Technical Trainer (CTT+)
- Bachelor's or master's degree in a relevant field
- 5+ years of GIS experience



Branch of Geospatial Support Geospatial Training Program Training Course Registration

The Branch of Geospatial Support (BOGS) provides geospatial training for employees of federally recognized tribes and to Office of Trust Services (OTS) supported functions within the Bureau of Indian Affairs (BIA). All available slots not filled one month before the beginning of the course will then be open to and filled on a first come, first served basis by employees of federally recognized tribes and with employees of the BIA from any office.

To register for a course, a registration form must be completed for each course of interest. **Email the completed registration form to geospatial@bia.gov or fax to Attn: Registrar at 303-231-5229.**

Processing emails are sent within 24 hours. Confirmations are sent via email or fax approximately four weeks before the start of the course. **Please do not make travel arrangements until enrollment confirmation is received.**

All applicable fields must be filled in completely or delays in enrollment will occur.

Course Information (one registration form per course)	
Course Name <i>(select one)</i>	
Course Date	Course Location
Student Information (one registration form per student)	
Student Name	Title
Employment Affiliation <i>(select one)</i> Tribal	BIA Region <i>(select one)</i> BIA
Tribe or BIA Agency of Employment	Department
Street Address	
City, State	Zip Code
Telephone	Fax
Email Address	
Previous GIS Training or Experience	
Supervisor Approval	
Supervisor Name	Supervisor Phone Number
Supervisor's Approval Signature <i>(Required)</i>	Date
Student Confirmation	
<p>Prerequisite Policy: To fulfill a course prerequisite, refer to the course description for the specific class that you want to sign up for. There may be both instructor-led and ESRI® Virtual Campus Online course options that fulfill course prerequisites (refer to the ESRI® Virtual Campus Online Courses section). If the prerequisite is completed through venues other than the BIA or is an online course, a copy of your certificate of completion is required in order to enroll in the course. A copy of the certificate of completion can be sent along with your emailed or faxed Training Course Registration. The certificate must be emailed or faxed to the BOGS Registrar no later than four weeks prior to the start of the course. Failure to complete the prerequisites may result in the denial of enrollment.</p> <p>Cancellation and Absence Policy: If you are unable to attend a course for which you are registered, the BOGS Registrar must receive your cancellation a minimum of one week before the start of the course for which you are registered. If the registrar does not receive the required notice of cancellation, it may result in the denial of your registration for future courses. If you need to cancel a course you are registered for, please contact the Geospatial Support Help Desk at 877-293-9494 or geospatial@bia.gov. Not attending a course for which you have been accepted may result in the denial of your registration for other courses. If you are absent for more than eight hours during the course without notifying the instructor, your manager or organization may be contacted per the BOGS's safety protocol.</p> <p>In certain situations, it may be necessary for BOGS to cancel a course due inclement weather, low enrollment, or other unforeseeable circumstances. In the event of a cancellation, BOGS will make every effort to cancel the course before confirmation information is sent out.</p> <p>I understand that this training event is subject to the Branch of Geospatial Support's Training Terms and Conditions. Full Terms and Conditions can be found in the BOGS Training Brochure and schedule at: http://www.bia.gov/WhatWeDo/ServiceOverview/Geospatial/index.htm.</p>	
Student Signature <i>(Required)</i>	Date