

Federal Law Enforcement Training Center  
and the Internal Revenue Service  
Department of the Treasury  
United States of America

# **Seized Computer Recovery Specialist Training (SCERS)**

**for Foreign Tax Enforcement Officials**

**March 13 – 24, 2000**

**May 15 – 26, 2000**

**and**

**August 21 – September 1, 2000**

Federal Law Enforcement Training Center  
Glynco, GA

*Important Notice:*

*Participants must be fluent in English. A copy of this brochure should be given to each nominee. More detailed instructions will be sent to participants at a later date.*

# Seized Computer Recovery Specialist Training (SCERS)

## Seminar Overview

This ten-day program is an advanced computer class for computer analysts and investigators involved in conducting investigations involving computers and computer media.

## Objectives

After completing the SCERS course, you will be able to:

- Conduct a computer search, seizure and analysis
- Search for files within the logical and physical disk
- Validate data used as evidence
- Image and restore the hard disk
- Complete practical exercises imaging and analyzing Windows 95/98, FAT 16 and 32 systems, and Windows NT
- Conduct diskette analysis
- Execute a search warrant

## Who Should Attend and Eligibility Requirements

Auditors and investigators responsible for conducting financial investigations.

The minimum requirements are:

- Have attended the International Computer Evidence Analysis Training (ICEAT) course or a similar training program

- Have auditor or investigator experience
- Be fluent in English with minimum scores as follows:  
ALIGU (both listening and reading) 80  
British Council Acceptable Level  
TOEFL 525
- Be in good physical condition in order to utilize the Federal Law Enforcement Training Center (FLETC) facilities
- Have health/accident insurance applicable in the United States for the duration of the course (short-term medical insurance is available in the United States for approximately US \$100 per month)

## Sessions

There are three sessions scheduled for the year 2000:

### ***For Session Dates . . .***

March 13–24, 2000

### ***The Nominations***

***Are Due . . .***

January 10, 2000

### ***For Session Dates . . .***

May 15–26, 2000

### ***The Nominations***

***Are Due . . .***

March 13, 2000

### ***For Session Dates . . .***

August 21–

September 1, 2000

### ***The Nominations***

***Are Due . . .***

June 19, 2000

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## Session Location

The course will be conducted at the Federal Law Enforcement Training Center (FLETC) in Glynco, Georgia.

## Methodology

The course uses experiential methods concentrating on:

- Practical exercises

## Materials

Students are provided with manuals, reference materials, case studies and software to use in the classroom and take home for future reference.

## Participant Evaluation

A written evaluation is prepared for the sponsoring agency.

## About Our Instructors

The instructors are criminal investigators drawn from the Financial Fraud Institute, Internal Revenue Service and other federal agencies.

## Session Fee

Participant should bring a check for:

*IRS Training Fee* — US \$5,500

Fee includes: meals, housing, materials, administrative costs, award luncheon, and opening reception.

## Financial Data

Participants should bring cash, check, or traveler checks to pay for the course. **Checks should be made payable to Internal Revenue Service.** The costs are based on participants staying at a local hotel. If housing becomes available at the training facility, the fees will be reduced.

The participant can pay for the fees, or the participant's sponsoring agency or an international organization such as the United Nations or the United States Agency for International Development (USAID) may pay the fees.

## Nomination Procedures

Submit your nomination or inquiries to:

Internal Revenue Service  
Office of Overseas Operations  
and Tax Administration  
Advisory Services  
OP:IN:OO:TAAS  
950 L'Enfant Plaza South, SW  
Washington, DC 20024

Phone: 202-874-1350

FAX: 202-874-1838

E-mail:

TAAS@m1.irs.gov (please note new e-mail address)

Or see the IRS website for more information:

[www.IRS.GOV](http://www.IRS.GOV)

## Nomination Information

All nominations must include the following information:

- Date/location when they attended the ICEAT course
- Contact person, including e-mail, phone and fax numbers
- Participant's name
- Present job title
- Date of birth
- Gender
- Passport number
- Participant's e-mail, phone and fax numbers, home and work addresses
- Description of duties and responsibilities
- Former work experience
- Educational background
- Extent of out-of-country travel
- Copies of ALIGU, TOEFL or British Council competency scores (see eligibility requirements)
- Smoking/non-smoking preference

## In-Country Option

This program can be modified and conducted in your country if there are a sufficient number of participants. This would allow more people to be trained at a lower overall cost.

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Department of the Treasury  
Internal Revenue Service

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[www.irs.gov](http://www.irs.gov)

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**Internal Revenue Service**  
***Office of Overseas Operations***  
***and Tax Administration***  
***Advisory Services***  
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950 L'Enfant Plaza South, SW  
Washington, DC 20024  
USA

AIR MAIL/PAR AVION