

APPENDIX A

Definitions

1. CEHND: U.S. Army Engineer Division, Huntsville.
2. CEHND-TD: Directorate of CE Training Management, U.S. Army Engineer Division, Huntsville.
3. CEHR-H: Human Resources Planning and Development Division, Directorate of Human Resources, HQUSACE.
4. Contract Course: A PROSPECT classroom training program course developed and taught under a contract issued by CEHND.
5. Corps of Engineers Systems Approach to Training (COESAT): The Corps system for complying with the requirements in AR 690-400 to develop systematically training based on needs. Description of the system is contained in Chapter 4. Detailed procedures are in CEHNDP 350-1-2.
6. Corps of Engineering Training Issues Committee (CETIC): A committee which provides corporate level guidance and direction for managing USACE training efforts, including all PROSPECT training, and advises the USACE Director of Human Resources on the direction of all training efforts. See ER 15-1-16.
7. Course: Structured training based on identified job tasks. For purposes of the PROSPECT program, the training must conform to Chapter 4 and CEHNDP 350-1-2.
8. Course Manager: CEHND-TD personnel assigned responsibility to oversee/manage courses in accordance with this regulation.
9. Criterion-Referenced Test (CRT): Test to measure student's accomplishment of lesson objectives, with criterion/standard being achievement of objectives.
10. Design Concept: A document detailing structure for presentation of objectives for exportable course.
11. Directed Training: Highest priority training required by a USACE proponent when courses need to be quickly developed and implemented and cannot wait for the normal training requirements cycle.

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a. For classroom courses, the proponent organization provides funds for course development and tuition, announces priority training program by command memorandum, monitors course technical content development, and provides student quota guidance to CEHND-TD. CEHND-TD announces class session dates, locations, and allocations through Corps human resource channels and assures that course is developed in accordance with COESAT methodology.

b. For exportable courses, the proponent organization provides funds for development in accordance with COESAT methodology and distribution, and oversees technical content. The training course is then provided to USACE organizations without charge.

12. Distance Learning: Training conducted by linking an instructor to one or more students via a computer and modem, video broadcast, or other electronic means. Students may also be linked similarly, and interact through electronic forums and/or bulletin boards.

13. Exportable Training: Training conducted by local facilitators or taken individually using visual-based, exportable training materials. Materials are designed for use in a local classroom with the facilitator guiding the training. The greatest benefits are received through this method of delivery. Materials may be utilized for individualized training, with the training officer proctoring the pretest and posttest. Using this method, the student will probably find it beneficial to seek a mentor to help in case of technical questions.

14. Facilitator: In the Exportable Training Program, the individual who leads training sessions.

15. In-house Course: A PROSPECT Classroom Training Program course designed, developed, and taught by Corps members who serve with the permission of their organization.

16. Milestone Memorandum: A joint agreement between CEHND-TD and the USACE proponent to develop a proposed new course in accordance with COESAT methodology, listing responsibilities of each, and milestones for accomplishment. CEHND-TD prepares the milestone memorandum for proponent concurrence.

17. Needs Verification: In the PROSPECT Classroom Training Program, the annual process of determining whether existing (ongoing) courses should be offered in the next training cycle (ENG Form 4712-R).

18. Nontraditional Training: See Exportable Training. May also include individualized, self-paced training using computers, video teletraining, and other such delivery methods.

19. Objectives: Statements which specify precisely what behavior the student must exhibit upon completion of training, the conditions under which the behavior will be accomplished, and the minimum standard of acceptable performance. (Also referred to as training or learning objectives.)

20. Onsite Training: Sessions of regular classroom training courses required by a specific element for its own use. The element provides lump sum funding to CEHND prior to scheduling of training to cover instructor and staff expense (travel, per diem, salary when applicable) and cost of appropriate training materials provided by CEHND-TD. The element is responsible for providing classrooms and required support equipment, notifying and providing students, and funding and arranging for student travel and lodging. (The element assists CEHND-TD in securing lodging for instructors/staff.) Requirements submitted for individual PROSPECT classroom courses should not be included in onsite requests.

21. Operational Year: Fiscal year in which first session of a new course is taught.

22. Originator: Person or organization suggesting a new course.

23. Pay-As-You-Go:

a. Classroom program. Financial procedures used to ensure that tuition costs charged will enable the program to pay for itself. The tuition charge covers all costs for development, instructors, student training materials, and a pro-rata share of the indirect costs.

b. Exportable program. Financial procedures used to ensure that costs charged will enable the program to pay for itself. Charges cover all costs for development, facilitator, student training materials, and a share of the indirect costs.

24. Posttest: A test given to a student upon completion of a course of instruction to measure learning achieved.

25. Prerequisites: Skills, knowledge, and abilities required of a student to participate effectively in a specific training course. Prerequisites may be based on current position, grade, job series, subject knowledge, or experience the student must have.

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26. Pretest: A test given to a student before entry into a course or unit of instruction to determine the technical skills and knowledge he or she already possesses (entry behavior) in a given subject. In classroom courses, this can be used to identify areas for more/less emphasis; in exportable courses, this can be used to identify portions of the instruction the facilitator/student can bypass.

27. Proponent: An individual, usually from HQUSACE, who sponsors PROSPECT training.

a. Organizational proponent: Has overall responsibility for training curriculum for the functional area.

b. Course proponent: Action officer with responsibility for a specific course.

c. See paragraph 5-4 for detailed responsibilities.

28. Proponent-Sponsored Engineer Corps training (PROSPECT): Short-term classroom and exportable training courses sponsored by USACE elements.

29. Short-Term Training: Training, on a full-time basis, of less than 120 calendar days duration.

30. Subject Matter Expert (SME): An individual, usually from a USACE element, who has been designated by a proponent to serve as an advisor/consultant to CEHND-TD for a specified course regarding subject matter, content, objectives, etc. An SME may be an advisor/consultant, developer, course monitor, or instructor; may sometimes perform multiple roles.

31. Target Population: The group of individuals who will potentially require training in a specific area.

32. Task Analysis: A method by which the knowledge, skills, and steps required for task performance are systematically examined.

33. Traditional Training: Classroom based training, using one or more instructors who interact with students in person, at the same site.

34. Training Agent: In the PROSPECT Classroom Training Program, a training agent is a Corps organization, such as a laboratory or district, which develops and conducts a designated PROSPECT classroom course and is reimbursed by CEHND.

35. Training Needs Survey: An annual survey sent to all USACE organizations and non-Corps users of the PROSPECT training program to determine training needs for the next fiscal year.

36. Training Package: In the exportable training program, this includes a facilitator's guide, visual content carrier (e.g., videocassette, computer disk, etc.), student study guide, and job performance aids.

37. Validation: Presentation of training under normal circumstances to determine the validity of learning objectives, content, sequence, methods and student achievement.