

CHAPTER 2 - PROSPECT EXPORTABLE TRAINING PROGRAM

2-1. General. This chapter describes Exportable Training Program course development, implementation, management, and funding.

2-2. Course Development and Implementation. All new or revised exportable courses developed by or for the Corps will be developed and conducted in accordance with the Corps of Engineers Systems Approach to Training (COESAT) described in Chapter 4 and CEHNDP 350-1-2.

2-3. Management. The Exportable Training Program is managed by the Nontraditional Training and Planning Division of the Directorate of CE Training Management (CEHND-TD) in Huntsville, Alabama. Specific responsibilities of CEHND-TD are detailed in Chapter 5.

2-4. Program Funding

a. Direct funding. Courses funded in this manner are usually mobilization courses mandated by EP 500-1-2, Mobilization and Operations Planning System (CEMOPS); or directed training (Appendix A). The proponent organization provides the funds-for development and distribution. CEHND-TD will survey all USACE commands for needs, and courses will be provided to USACE organizations without charge.

b. Revolving fund. Upon receiving an exportable training course proposal, CEHND-TD reviews the proposal with the proponent to determine if the course is suitable for exportable course development according to the criteria in paragraph 4-3a(1)(e). Additionally, CEHND-TD estimates total cost and unit cost. During the annual Training Needs Survey, CEHND-TD surveys Corps and non-Corps customers (if applicable) to determine the number of people needing the training. An organization's response to this survey represents a commitment to pay if training is developed.

(1) CEHND-TD tabulates survey results, and reviews them with the course proponent. Jointly, CEHND-TD and the proponent make a decision to proceed or not. To proceed, the survey must identify sufficient demand to enable full recovery of all development, production and distribution costs.

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(2) If the survey does not identify sufficient demand to recover costs, the proponent may choose to fund the course directly. Without sufficient customer demand or direct funding, the course cannot be developed. Once funding is determined, course development can proceed.

(3) Prior to course completion, CEHND-TD notifies all customers (i.e., those who responded to the survey with requirements) of the specific number of course materials to be shipped. If customers require additional materials, they must notify CEHND-TD of their needs. CEHND-TD will identify the cost of additional materials at this time.

(4) Prior to delivery, CEHND-TD prepares memos for all customers, identifying their bills and the approximate date they will receive course materials. Upon delivery of course materials, CEHND-RM will forward bills to each customer. Customers must remit payment within 30 days after receipt of their bills.

(5) The Chief of Engineers, upon recommendation of the Corps of Engineers Training Issues Committee (CETIC), may direct development of courses which have Corps-wide training needs. All USACE Commands will be assessed a proportionate share of the total cost of each such training course, including maintenance costs, based on each organization's proportionate share of the specified target audience.

(a) CEHND-TD will determine the amount each activity will be billed. This share will be determined by taking the total estimated cost per course and dividing by the total authorized manpower strength (full-time permanent) of the target audience of all the commands, including HQUSACE and the labs.

(b) As soon as work on each new course is begun, CEHND-TD will prepare memos for HQUSACE issuance to each command identifying their estimated share of the course costs and the approximate date they will receive the course materials.

(c) No later than March prior to the fiscal year when fielding of a new course is anticipated, CEHND-TD will prepare memos for HQUSACE issuance to each command identifying their estimated share of the course costs and the approximate date they will receive the course materials.

(d) Upon delivery of the materials, CEHND-RM will forward a bill based on actual costs to each command. Commands must submit payments to replenish the revolving fund to CEHND within 30 days after the receipt of the bill.

c. Reimbursable support. Many activities provide support to the Exportable Training Program, e.g., subject matter experts, course developers, etc. As required, CEHND-TD will provide a reimbursable order to the USACE supporting element showing the maximum funds authorized to finance its effort. Costs incurred against these reimbursable orders will be billed to and reimbursed by Huntsville Division on a monthly basis. Billings for support costs must show, as a minimum, the reimbursable order number; the course number; each member's name; and the breakout of labor, travel, per diem, and other costs involved for each member. Overhead costs are not reimbursable. Labor or overhead costs for members whose salaries are paid from General Expense or OMA funds will not be billed; only their costs for travel and per diem are reimbursable. Timely submission of billings is critical to the effective management of the program.

d. Financial reporting.

(1) CEHND-RM will provide quarterly financial status reports on course development costs to CEHR-H, CERM-B, and each HQUSACE Directorate sponsoring courses. (RCS: CEHR-H-27 applies.) CEHR-H will provide copies to the Chairperson of the CETIC, and appropriate course proponents.

(2) If a course exceeds its budget amount by 10 percent, CEHND-RM must specifically note this overrun on the quarterly status report. CEHND-TD, CEHND-RM and the course proponent will jointly provide written recommendations to the CETIC on actions to be taken. If a course exceeds its budget by 15 percent, CEHND-TD will immediately stop work. CEHND-TD, CEHND-RM and the course proponent will make Written recommendations to the CETIC on actions to be taken. Total expenditures for the program should not exceed authorized ceilings. Unauthorized expenditures become the responsibility of the functional proponent organization.

2-5. Course Distribution.

a. Initial. CEHND-TD will make initial distribution based on requirements provided by each USACE command and non-Corps customer. Cost of initial distribution will be determined per paragraph 2-4 above.

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b. Replenishment. CEHND-TD will conduct a survey in conjunction with the annual Training Needs Survey to determine replenishment requirements. To avoid undesirable delays in receiving materials, USACE commands and other customers should make every effort to identify all requirements during this survey. In the event unforeseen demands arise, materials may be ordered as needed; however, these requests can only be honored without delay when warehouse stock is sufficient. There will be a charge for replenishment materials.

c. Each USACE command and non-corps user will be responsible for storing and distributing the exportable training materials. Changes will be distributed as necessary by CEHND-TD, but the individual organizations will be responsible for maintaining and updating exportable materials on hand.

d. Each activity utilizing exportable training will provide the facilities, equipment, and facilitators necessary for conducting the training.

2-6. Course Revisions CEHND-TD will annually coordinate with the proponent for the review of materials on the fielding or revision date. When required, revisions of materials will be accomplished immediately. Routine revisions will be scheduled in the third year.