

CHAPTER 3 - PROSPECT CLASSROOM TRAINING PROGRAM

3-1. General. This chapter describes PROSPECT Classroom Training Program course development, management, and funding.

3-2. Course Development and Implementation. All new or revised PROSPECT Classroom Training Program courses developed by or for the Corps will be developed and conducted in accordance with the COESAT, as described in Chapter 4 and CEHNDP 350-1-2.

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

3-4. Planning and Operating Cycle.

a. Needs verification (NLT 30 Sep). Proponents will verify the need for existing courses to be included in the next training year by completing ENG Form 4712-R, Verification of Training Needs FY____.(Sample included in Appendix C; RCS: CEHR-H-24 applies. This form is manually completed, and submission dates are set annually by Huntsville Division (CEHND-TD). Courses which have had an insufficient number of students for sessions in two previous surveys (or one previous survey for courses conducted biennially or less often) will be deleted from the course inventory and will not be included in the annual Training Needs Survey.

b. Proposed new courses (NLT 1 Jul). New court proposals will be submitted to HQUSACE (CEHR-H) by 1 Jul for coordination with course proponents and submission to CEHND-TD by 1 Aug. The development cycle for new courses is described in Chapter 4 and CEHNDP 350-1-2.

c. Training Needs Survey (RCS: CEHR-H-15 applies).

(1) (NLT 15 Dec) CEHND-TD will prepare, coordinate with proponents, and approve the specific courses, locations, dates, and number of sessions for inclusion in the Training Needs Survey for the next year. Maximum use will be made of the Beville Center facilities in Huntsville to ensure that the Corps training center offers the lowest possible student room rates.

(2) (NLT 1 Feb) The Training Needs Survey will be sent to the field via CEHR memorandum on or about 1 Feb. Users will have until 15 Apr to submit their requirements, including onsite sessions. Additional onsite sessions may be requested after

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15 Apr via local command memorandum to CEHND-TD. Requirements received after 15 Apr will be filled on a space available basis.

(3) Provided there are no date or location changes, an organizational response to this survey represents a commitment to pay for those spaces allocated.

d. Verification and acceptance (NLT 1 Jun). CEHND-TD will notify organizations of the allocations they are to receive as a result of the Training Needs Survey. MSC will spread the allocations among their districts. Other MACOM will spread their allocations to their elements.

(1) Organizations are obligated to verify and pay for spaces allocated per the Training Needs Survey. (See paragraphs 3-4 and 3-5.)

(2) Allocations may differ from the Training Needs Survey due to changes in dates or locations of a session, or due to the addition or deletion of a session based on the number of students who requested a session. In these cases the requesting organization may accept or refuse the allocations. Verification/acceptance includes the obligation to pay tuition, as stated in paragraph 3-5. Nonacceptance removes the requirement for payment of tuition for these allocations.

(3) New or additional requirements, identified after the Training Needs Survey is completed, may be requested during the verification and acceptance stage. There will be no further verification of such new requirements. By indicating a need for these spaces, the requesting organization accepts the responsibility for the cost of the allocations it receives, per paragraph 3-5.

e. Announcement of FYXX Classroom Training Program (NLT 15 Aug). The FYXX program will be announced via HQUSACE memorandum after final coordination between proponents and course managers. Organizations will be responsible for payment for all allocations announced per paragraph 3-4d.

f. Instructor identification (NLT 31 Jul). Proponents will assist CEHND-TD by submitting names of instructors, by session, to CEHND-TD for each course they sponsor. CEHND-TD will request availability status of each instructor via a CEHND-TD command memorandum by 1 Sep. Finalized/update requests for instructors for new courses will also be included in this document.

g. Operations (1 Oct). CEHND-TD will commence the operational training year.

3-5. Tuition Payment System. CEHND will send tuition billings monthly for courses held during the preceding month. Billing will be made to the organizations receiving allocations as specified in the verification and acceptance phase, i.e., using districts or MSC. Consistent with the pay-as-you-go policy, each user element must pay tuition NLT 30 days following receipt of the bill for the number of its allocated spaces regardless of whether the spaces were actually used. The following adjustments will be incorporated in the monthly billings:

a. Additional tuition will be charged for attendance in excess of allocations.

b. Tuition must be paid for any attendee who is denied training at the course site on the basis of failing to receive a waiver, should he/she not meet the specified course prerequisites.

c. No charge will be made for:

(1) Allocations in cancelled courses.

(2) Allocations for which a qualified substitute was obtained. CEHND-TD will assist in obtaining qualified substitutions when given timely notice that an allocation will not be used. However, if no qualified substitution is obtained, payment will be required of the activity receiving the allocation.

3-6. Reimbursable Support. Many activities provide instruction and other types of support to the classroom training program. At the beginning of each fiscal year, CEHND-TD will provide a reimbursable order to each USACE command showing the funds authorized to finance its effort. Costs incurred against these reimbursable orders will be billed to and reimbursed by the Huntsville Division on a monthly basis. Billings for support costs must show, as a minimum, the reimbursable order number; the course number; the instructor's name; and the breakout of labor, travel and per diem, and other costs involved. Overhead costs are not reimbursable. Labor and overhead costs for members whose salaries are paid from General Expenses 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 training program. The reimbursable order expires on or before 30 Sep of each fiscal year. Billings received after 15 Nov will not be paid. Reimbursable orders will

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be automatically closed after the 15 Nov cutoff. Documentation of the decreased amount will be provided to each organization.

3-7. Tuitions and Student costs for attending the Instructional Methods Course.

a. Attendance for the sole purpose of becoming an instructor in the PROSPECT classroom program will be financed as follows:

(1) There will be no tuition charge.

(2) Student costs, including labor, travel, and per diem, will be paid by the Huntsville Division through a reimbursable order. Overhead costs are not reimbursable. No overhead or labor cost will be reimbursable for members paid from General Expense or OMA funds.

b. When attendance is not for the sole purpose of becoming an instructor in the PROSPECT classroom program, tuition will be charged, and the sending activity will be responsible for the student's labor, travel, and per diem.