

CHAPTER 5 - ORGANIZATIONAL AND INDIVIDUAL RESPONSIBILITIES

5-1. General. Many organizations and individuals are involved in Corps training programs as providers and users. This chapter identifies various organizational and individual responsibilities regarding the PROSPECT Training Program. Each element and individual may have additional responsibilities for training.

5-2. CEHND-TD Responsibilities.

a. Manage the PROSPECT programs within approved budget ceilings.

(1) Plan, program, develop, coordinate, review, evaluate, validate, and direct training programs.

(2) Advise HQUSACE elements and other users regarding the objectives of training programs. Provide technical advice and assistance to all levels of management concerning determination of training needs, design and presentation of training, and evaluation of results. Plan and conduct briefings as needed for USACE directors, chiefs of separate offices, and major directorate chiefs on the status and progress of training activities, plans, and programs.

(3) Develop intermediate and long-range plans and program guidance; manage curriculum development and maintenance in coordination with the organizational proponents; coordinate, forecast, and estimate future training requirements.

(4) Provide guidance, coordinate, establish milestones, participate in, and ensure compliance with COESAT process for developing new courses and revising existing courses (Chapter 4 and CEHNDP 350-1-2). Develop special courses to assist Corps elements in the implementation of new or revised policies, procedures, and regulations as directed. Maintain audit trail to explain development processes and decisions.

(5) Determine dates, geographical location, and tuition for classroom courses.

(6) Provide information to the CETIC as requested.

b. Serve as sole registrar for the PROSPECT classroom and other DOD school programs.

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(1) Assign course numbers for all surveyed courses, including PROSPECT and other DOD school courses. Any required training not listed in the annual survey must be requested in accordance with the procedures outlined in the survey.

(2) For PROSPECT courses, serve as the registrar for all eligible attendees per paragraphs 1-6a(1) and (2). Survey for training requirements and allocate all quotas.

(3) For other DOD schools, serve as the registrar for all Corps members. Survey for and submit requirements to appropriate quota managers, and receive and allocate quotas to all Corps element training officers. Included in other DOD schools are Civilian Personnel Administration Training, Defense Management Education Training, DOD service school courses, etc.

(4) Maintain and update current automated catalog(s) and systems.

(5) Process waivers of course prerequisites.

5-3. HOUSACE, Directorate of Human Resources Responsibilities.

a. Director of Human Resources. Implements CETIC recommendations.

b. Human Resources Planning and Development Division (CEHR-H).

(1) Provides staff supervision to CEHND for training issues.

(2) Requires updates, status reports, briefings and evaluations from CEHND, proponents and Corps element training officers, as appropriate, to monitor training operations effectively and efficiently.

(3) Assists CEHND in identifying proponent organization and individual points of contact for existing PROSPECT courses as requested by CEHND-TD..

(4) Coordinates with HQUSACE proponents, CETIC, CEHND-TD), Corps element training officers, and others on training requirements.

(5) Reviews and processes training course proposal forms.

(6) Coordinates high priority and direct-funded training.

5-4. Proponent Responsibilities

a. Organizational proponents. Review training curriculum to include all courses for the functional area, to ensure consistency with mission objectives and eliminate or prevent any duplications between courses; recommend solutions for training tasks not covered by existing courses; recommend the most cost-effective methodology for training; and ensure currency of training content and materials.

b. Course proponents (action officers), within their functional area of responsibility:

(1) Generate proposals for new training courses and revision of existing courses.

(2) Review and evaluate proposed training courses. Complete Part III of ENG Form 4713-R for each course.

(3) Assess current programs' ability to satisfy Corps training needs.

(4) Identify changes in technical content (applicable state-of-the-art techniques and procedures, etc., which have been approved for corps use) and management policies and ensure that training courses reflect these changes.

(5) Assist in the development and review, and provide final approval, of the technical content of PROSPECT courses.

(6) Verify need for existing PROSPECT classroom courses by annually reviewing each course to be presented in the coming year and completing Part II of ENG Form 4712-R.

(7) Recommend and coordinate PROSPECT classroom course and session offerings with CEHND-TD.

(8) Participate in the development of new courses per Chapter 4 and CEHNDP 350-1-2.

(9) Determine in conjunction with CEHND-TD, future disposition (e.g., creation of an advanced course; deletion of an existing course) during exportable course development.

(10) Identify instructors for delivering Corps training programs and SME to develop technical content.

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(11) Furnish recommendation to CEHND-TD on source of presentation (contract, in-house, or training agent) and delivery methodology (classroom, exportable course, other).

(12) Approve requests for waiver of course prerequisites.

(13) Evaluate existing courses.

(a) Send representatives from their office, or functional specialist counterparts in the field, to class session(s) held during the training year to evaluate instruction and talk to the students and instructors. (This travel can often be combined with instructor duties for the same individual.) A minimum of one visit to one class session every two years is recommended. To limit costs, proponent visits will only be made to courses held in CONUS. CEHND will not fund proponent visits to OCONUS courses, unless the proponent will teach a significant portion of the course, as determined by CEHND-TD. If a proponent visit is a required and the course is presented in two different sites, the proponent will visit the one resulting in less travel and per diem, if possible.

(b) Review the test arrays and course evaluations prepared by CEHND-TD and propose changes, corrections, additions, and deletions from the course content as appropriate.

(14) Proponents are precluded from announcing PROSPECT course data (e.g., dates, locations) or changes in the course delivery schedule that have not been approved or announced by CEHND-TD. Further, proponents may not make any training allocations nor unilaterally change course content, methodology, or training agent/contractor.

5-5. SME/Developer Responsibilities.

a. Identify and incorporate into training materials relevant state-of-the-art techniques and procedures approved for Corps use.

b. Comply with requirements and milestones of COESAT (Chapter 4 and CEHNDP 350-1-2) in development of course materials.

5-6. Instructor Responsibilities.

a. Conduct training sessions in accordance with COESAT, Chapter 4 and CEHNDP 350-1-2.

b. Ensure each student completes pretest, posttest, and course evaluation.

c. Forward tests and evaluations to CEHND-TD NLT five working days following completion of training.

5-7. Organizational Training Responsibilities. Within a USACE command, training policy is implemented by the commander/director with the assistance of the training officer or employee development specialist (EDS) and the training committee (where present). Element input to Corps training programs is critical to successful mission accomplishment during each phase of the planning and operating cycle as described in this regulation.

a. Training Officer or EDS Responsibilities.

(1) Circulate PROSPECT Training Needs Survey to all elements of his/her organization.

(2) Ensure that activity training needs for slots in specific courses are provided to CEHND-TD; verify and accept final slot allocations; provide acceptance of quotas received from CEHND-TD.

(3) At the MSC level, distribute quota allocations to districts, matching allocations as closely as possible with requests.

(4) Manage allocations made to organizational elements, distribute student reporting instructions, and promptly notify CEHND-TD of cancellations.

(5) Forward new course proposals (using ENG Form 4713-R) to CEHR-H.

(6) Promote clear understanding of training policy, regulations, and training objectives.

(7) Maintain essential records needed for planning future training and preparing periodic or special reports as required.

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(8) Ensure, in coordination with supervisory personnel, that members meet training course prerequisites prior to nomination, and request waivers from CEHND-TD when necessary.

(9) Identify courses which are effective or ineffective in meeting stated course objectives and advise CEHND-TD of these courses.

(10) Complete reports as requested by CEHND-TD and CEHR-H.

(11) Manage local implementation of the exportable program.

(a) Notify all organizational elements and especially local functional program managers when training programs are available and encourage their leadership, action, and support to ensure that all members needing the training receive it.

(b) Assist functional chiefs in identifying potential trainees in their offices and in field offices.

(c) Help functional chiefs develop training schedules to accomplish identified training.

(d) Assist functional chiefs in selecting facilitators for exportable training courses.

(e) Provide facilitators with training space, equipment, and materials to conduct each training session.

(f) Assist facilitators during training sessions if necessary.

(g) For training conducted by facilitators, collect class roster, pretests, posttests, student and facilitator course evaluations and mail them to Directorate of CE Training Management, ATTN: CEHND-TD-NT, within 10 working days of completion of training.

(h) For individualized training, proctor the pretest and posttest, and forward them, along with the student's end-of-course evaluation as stated in paragraph(g) above.

(i) Ensure student's supervisor has completed DD Form 1556 (per AR 690-400). Record completed training on DD Form 1556, based on completion of tests and evaluation, and enter data into the automated data base.

(j) Report number of personnel trained to CEHND-TD-NT and to CEHR-H, as required.

(k) Survey functional offices to determine the need for exportable courses and provide this information to CEHND-TD during the annual Training Needs Survey.

(l) Maintain an appropriate supply of printed exportable training course materials.

(m) Update exportable training materials by inserting changes/revisions when received from CEHND-TD-NT.

(n) Store materials and control distribution of materials. (Distribution of course materials without conducting training sessions is not authorized. Such dissemination limits training benefits and can cause confusion. Unauthorized use of exportable materials seriously undermines program integrity.)

b. Manager and Supervisor Responsibilities.

(1) Identify the training, educational, and developmental needs of members and categorize these needs based on the priority order as described in Appendix B. Training needs identification must consider the mission of the employing activity and be based on observation of and discussion with the Corps member.

(2) Plan for training. Supervisors must ensure that members meet established training course prerequisites prior to nomination. Waiver requests for PROSPECT classroom courses, when justified, must be submitted to CEHND-TD for approval. Supervisors must submit the appropriate form (DD Form 1556 or other approved document) to nominate members for training (both classroom and exportable) sufficiently in advance to meet any established deadlines. If a primary nominee for a training course cannot attend the course, the supervisor must notify the training officer and attempt to identify a substitute for the primary nominee. (Substitute must meet course prerequisites or submit appropriate request for waiver for approval.)

(3) Prepare members to attend training. Prior to the training course, the supervisor should discuss the training course objectives with the member, relating the course objectives to the individual's assigned duties. The supervisor should also discuss his/her expectations of the person once he/she has completed training. The supervisor will make every effort to allow the member to attend the training. Upon completion of the training, the supervisor will discuss the training with the

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member to determine the value of the training to the organization. Lastly, the supervisor will encourage the member to use the new skills on the job which were acquired from the training course.

(4) Evaluate completed training. The supervisor will complete evaluation forms as requested by the training officer. The supervisor's overall evaluation of the training course relates to its value to the organization, namely, "Did the activity get its money's worth from the training?" and "Would you send another member to the same training course?"

c. Facilitator Responsibilities.

(1) Ensure that training materials, facilities, and equipment are properly scheduled.

(2) Conduct training sessions per facilitator's guide and CEHNDP 350-1-2.

(3) Ensure each student completes pretest, posttest, and end-of-course evaluation.

(4) Prepare attendance roster and complete pretest item array and facilitator's end-of-course evaluation conducted.

(5) Forward roster, tests, and evaluations to the training officer NLT three working days following completion of training.

d. Trainee Responsibilities.

(1) Identify training needs. Assist supervisor in determining training needs and in preparing an IDP.

(2) Request appropriate training courses.

(3) Participate in training.

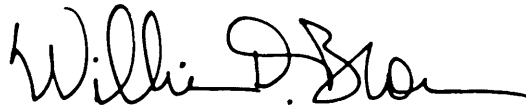
(a) Attend training sessions in a timely and professional manner.

(b) Actively participate in training by following instructor's/facilitator's directions and guidance, and by completing assigned tasks, including pre-class assignments and homework.

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(c) Complete pretest, posttest, and end-of-course
evaluation.

FOR THE COMMANDER:

A handwritten signature in black ink, appearing to read "William D. Brown". The signature is fluid and cursive, with a long horizontal stroke at the end.

4 Appendices A thru D
(Listed in Table
of Contents)

WILLIAM D. BROWN
Colonel, Corps of Engineers
Chief of Staff