

DEPARTMENT OF THE ARMY
U.S. Army Corps of Engineers
Washington, D.C. 20314-1000

ER 350-1-416

CEHR-D

Regulation
No. 350-1-416

DRAFT

13 November 2000

Training

HEADQUARTERS, U.S. ARMY CORPS OF ENGINEERS (HQUSACE)
CENTRALLY AND LOCALLY SPONSORED LONG-TERM TRAINING (LTT) PROGRAM

1. **Purpose.** To establish policy for HQUSACE Centrally and Locally Sponsored LTT Program.
2. **Applicability.** All HQUSACE/OCE elements, major subordinate commands (MSC), districts, laboratories and field operating activities (FOA).
3. **References.**
 - a. JTR, Volume 2
 - b. AR 690-400, Chapter 410
 - c. AR 690-950
 - d. ER 15-1-16
 - e. ER 37-2-10
4. **LTT and Education.**
 - a. "Long-term training and education" refers to training to which an individual is assigned on a continuous, full-time basis for more than 120 calendar days. The assignment may be to either Government or non-Government facilities. A training program split arbitrarily between two or more school terms is one continuous program.
 - b. The training of personnel in apprenticeship, cooperative education and career intern programs is excluded from the scope of this regulation.

This regulation supersedes ER 350-1-416, 31 January 1992.

ER 350-1-416
13 Nov 00

5. **Policy.**

a. It is the policy of the Corps of Engineers to provide appropriate training and development opportunities to assure maximum efficiency of civilian members in the performance of their official duties. Training needs will be reviewed, and effective training practices and techniques applied in efforts to raise individual performance and to meet present and anticipated needs for individual knowledge, skills and abilities.

b. Most training needs of members can be met by short-term, low-cost training programs. To keep the Corps abreast of managerial, technical and scientific advancements, some members may need training opportunities beyond the customary short-term programs. It is Corps policy to use LTT when such assignments are more appropriate to providing needed knowledge, skills and abilities than assignments of short duration.

c. A member on a LTT assignment must enroll as a full-time student. He/she must carry 15 semester hours (or equivalent quarter hours). Members who propose to carry less than 15 semester hours are required to obtain verification of full-time status from the college or university prior to acceptance into long-term training. During extended school recesses, employing activities may return the member to duty. The employing activity will pay expenses associated with the return to the activity. Members not returned to duty will use annual leave during recesses unless they can show they will be fully involved in a research and study project for the training assignment. Members are responsible for complying with this policy.

d. Members taking long-term training in a Government or non-Government program must agree to continue in the service of DOD after completing the training. They must sign a written agreement before they are assigned for the training. The period of continued service will be three times the length of the training period and begin when training is completed. The Continued Service Agreement on DD Form 1556 will be used to document the required period of continued service. In the event a member should terminate the Continued Service Agreement, he/she must promptly notify their Civilian Personnel Advisory Center (CPAC) in writing.

e. Every Corps member who meets the established criteria and standards will be given an equal opportunity to be considered for LTT and education. Managers and supervisors should identify eligible women and minority group members and strongly encourage their participation in LTT.

f. Where training and education may result in promotion, merit promotion or career management procedures will be followed.

6. **Responsibilities.**

a. HQUSACE Centrally Sponsored LTT.

(1) Deputy Chief of Staff, Human Resources, HQUSACE:

(a) Implements, directs and monitors LTT activities in the Corps of Engineers.

(b) Assures necessary resources are provided for the accomplishment of HQUSACE sponsored LTT.

(c) Develops guidance and implementing instructions.

(2) Human Resources Development (HRD) Subcommittee on LTT:

(a) Reviews LTT nominations for programs according to established criteria.

(b) Using competitive procedures, recommends LTT attendees for all LTT programs to the USACE Deputy Commander (CEDCG) for final approval.

(3) Career Program Managers (CPMs) at HQUSACE and FOA level, in coordination with Civilian Personnel Advisory Centers and supervisors, will be actively involved in the identification and selection of LTT trainees. In addition, CPMs will ensure that LTT activities are effectively planned and carried out.

(4) Civilian Personnel Advisory Centers (CPACs):

(a) Provide the necessary guidance and administrative support to ensure compliance with regulatory requirements.

(b) Establish screening panel. Training Committees are ideal for this purpose. However, since

training committees are optional, activities should establish a screening panel to review applications and eliminate those which do not meet the necessary criteria.

3

ER 350-1-416

13 Nov 00

(5) Supervisors:

(a) Determine members' training needs and nominate eligible personnel as outlined in this regulation for the various LTT programs.

(b) Support goals and objectives of Equal Employment Opportunity (EEO).

(c) Review the utilization plan prepared for the nomination package and ensure the plan is carried out upon completion of the LTT assignment.

b. Locally Sponsored Long Term Training.

(1) Commanders of Major Subordinate Commands (MSC) and Commanders and Directors of Laboratories and Separate Field Operating Activities are delegated authority to select members for locally funded LTT. This responsibility may be redelegated to Civilian Personnel Advisory Center Chiefs (CPAC Chiefs).

(2) Activities will establish procedures to select members for locally funded LTT in accordance with AR 690-400, 410, Subchapter 10.

(3) Activities must annually provide this Command (CEHR-D) with a list of those selected for locally funded LTT. The list must provide the following for each selectee: name, grade, position title, RNO, number of years of Federal civilian service, program of study, estimated cost and a statement from the HRO certifying that the individual meets regulatory requirements.

7. **Types of LTT Programs.**

a. Locally Sponsored Long-Term Training. Major Subordinate Commands, Laboratories, and Separate FOA may establish and announce locally funded long-term training opportunities through separate announcements or local regulations.

b. HQUSACE Sponsored Long-Term Training Programs.

(1) Mission Related Graduate Program (MRGP). This program provides an opportunity for graduate level study in an academic discipline that is directly related to accomplishing the Corps mission.

4

ER 350-1-416

13 Nov 00

(2) Project Management Program (PMP). This program is intended for program/project managers or members scheduled to be program/project managers. Specialized and program experience for PMP is the same as required for the Mission Related Graduate Program (MRGP). This program consists of full-time undergraduate or graduate level study at a college or university that provides education in project management and related fields. It is designed to provide program and project managers with a strong, fundamental education in the human, organizational and technical skills necessary for quality management of Corps projects.

(3) Graduate Fellowship in Water Resources and Environmental Law (WREL) Program. This program is for attorneys employed by the Corps of Engineers. The program consists of a full calendar year of study (not an academic year), conducted at the George Washington University (National Law Center) in Washington, DC. In addition to the course work, approximately 10 hours per week will be spent in the Office, Chief Counsel, HQUSACE.

(4) Coastal Engineering Education Program (CEEP). This program, which started in 1990 and is offered once every three years, is designed to provide coastal engineering specialists with an academically strong, fundamental education essential for solving modern day problems. Program graduates will have the fundamental knowledge and abilities to plan, design, construct, and operate coastal projects. The program consists of 12 months of academic study from Texas A&M University (3 months on campus at College Station, Texas, and 9 months at the Coastal Engineering Research Center (CERC), Waterways Experiment Station (WES), in Vicksburg, Mississippi). The curriculum at College Station, Texas, includes 15 semester hours of course work in higher mathematics, ocean wave mechanics, marine dredging, ports and harbors, seminar, and coastal problems. The curriculum at CERC, WES, in Vicksburg, Mississippi, includes 22 semester hours of course work in physical oceanography, coastal engineering, hydromechanics, theory of fluid mechanics models, coastal sediment processes, seminar, physical modeling, and coastal field measurements (including hands-on laboratory work, numerical modeling, and field measurement and analysis during a three-week stay at CERC's Field Research Facility in Duck, North Carolina).

8. Eligibility Criteria.

a. Locally Sponsored Long Term Training.

(1) Grade. Members grade GS-11 and above.

5

ER 350-1-416

13 Nov 00

(2) Experience. Members must be serving under Career appointments or in Schedule A appointments without time limitation. Career members and Schedule A members must have a minimum of three years Federal civilian service under either type of appointment plus one year of Corps civilian experience beyond the intern level.

b. HQUSACE Sponsored LTT. Members must meet minimum specialized and program requirements to be nominated for HQUSACE LTT. The checklist format at Appendix A shows the information needed to determine a member's eligibility for HQUSACE Sponsored Long Term Training.

(1) Minimum Experience.

(a) Grade. Members grade GS-11 and above.

(b) Type of appointment. Members must be serving under Career appointments or in Schedule A appointments without time limitation. All members must have a minimum of three years civilian service under either type of appointment. Time spent in an intern program (functional trainees and HQDA and locally funded interns) is NOT qualifying for the civilian experience requirement.

(2) Specialized Experience. Four years of civilian experience is required. At least one of the four years must be Corps civilian experience.

(3) Program Requirements.

(a) MRGP and PMP. Evidence of application to the requested training facility.

(b) WREL. Evidence of application to George Washington University.

(c) CEEP. Evidence of application to Texas A&M University.

c. Waivers.

- (1) Locally Sponsored Long Term Training. Commanders of Major Subordinate Commands (MSC), Director, Engineer Research and Development Center (ERDC) and Commanders of Field Operating Activities (FOA) are delegated to approve waivers for one of the

6

ER 350-1-416

13 Nov 00

required four years of service. This responsibility may be redelegated to CPAC Chiefs, if desired.

(2) HQUSACE Sponsored LTT. Nominations for members who do not meet regulatory requirements must be submitted to CDR, USACE (CEHR-D) WASH DC 20314-1000. Waivers must be endorsed by the first line supervisor, commander, and career program manager or senior functional representative for non-career program members.

(3) Eligibility Criteria. If the member does not meet minimum and/or specialized experience requirements, submit the following information or explain:

(a) The type of waiver requested: grade level; type of appointment; and/or specialized experience.

(b) Why the training is necessary in the timeframe requested.

(c) Why the training cannot be delayed until the nominee meets regulatory criteria listed in paragraphs 8a and 8b.

(d) Why the training is critical to the activity accomplishing its mission.

(e) For grade level waivers only, state how this request for training complies with FPM 410.3-6 and 5-3 and AR 690-400, 410, S3-6 and S5-3 requirements concerning training which leads to a promotion or reassignment into a different field of work.

9. **Local Nomination and Screening Process.**

a. The criteria below will be used to determine when long-term, full-time training should be used instead of after-hours, part-time, or short-term training programs.

(1) The needed skills or knowledge requires a comprehensive study program which could not be accomplished by a series of unconnected, short-term courses.

(2) The time span for acquisition of the knowledge or skills is such that a concentrated or long-term program is most feasible.

7

ER 350-1-416

13 Nov 00

(3) The needed skills or knowledge is so complex, so new, or so unique that it could not be readily obtained on a short term basis.

b. Identification and selection of members. Identification and selection of members for LTT is a continuing process. Long-range planning for both activity missions and member IDPs is required. Local, competitive selection procedures should be designed so that management officials (especially CPMs) are actively involved. The activity's training committee may also help identify and select members for LTT. The committee may, for example, apply competitive procedures to ensure balance and fairness in selections throughout the activity.

c. Career factors. The timing of nomination or selection of members for LTT is important. In addition to mission-related factors, the timing should also consider factors related to the member's career status, performance, achievements and qualifications, demonstrated aptitude for training, and career plans.

10. **Application Procedures.**

a. Members can only be nominated for one program.

b. The original application package and nine copies must be submitted for each member.

c. Commanders must endorse all nominations and forward them through Command channels. The endorsements will be used to evaluate the organization's need for the long term training and the impact on the organization if the training is approved or disapproved. The local Commander's endorsement must also assure that the member's services will continue to be required. In the endorsement, the commander could elect to explain why the organization needs the LTT, why this particular training program was chosen, what alternatives have been considered to obtain these skills, abilities and knowledge, why this member was nominated, and what will happen if the training is approved or disapproved. If it is not evident throughout the nomination package that the member has adequately demonstrated the following, the commander may

choose to address the member's demonstration of one or more of these items: special skills or accomplishments, self development activities, previous contributions to mission accomplishment, and professional knowledge and expertise. Additionally, the local Commander's Statement must indicate the activity's ability to support salary and benefits.

d. All nominations must be received by CDR, HQUSACE (CEHR-D) WASH DC 20314-1000 NLT 30 January. Late or incomplete nominations (e.g., packages missing required items or lacking the correct number of copies) will not be considered.

11. **Nomination Package Requirements.**

a. All nomination packages must be completed and compiled in the format and order prescribed at Appendix B, Nomination Package Requirements. Incomplete packages or packages received after the suspense date will not be considered.

b. If the requested information/documentation cannot be provided, a statement must be inserted (where the information should appear) explaining why the information is not available.

c. ENG Form 4996-R, Training Checklist (Appendix C), must be completed by the CPAC and attached to the front of each nomination package. This form will be used to verify information needed to make selections for HQUSACE sponsored long-term training*/ This form may be reproduced locally on 8 ½" X 11 " paper or electronically generated in accordance with existing guidelines on forms automation.

12. **Training Costs.**

a. The employing activity will support salary and benefits and HQUSACE will support tuition, travel, per diem, books, etc.

b. Preparation of Cost Estimate of Proposed Training. Activities will estimate costs, document them on ENG Form 4997-R, Cost Estimate of Proposed Training, (Appendix D) and submit a separate form for each fiscal year that the training will occur. This form may be reproduced locally on 8 ½" X 11 " paper or electronically generated in accordance with existing guidelines on forms automation. Costs not reflected in the cost estimate submitted with the nomination package will not be paid by HQUSACE.

HQs' funding is limited to the costs described below:

(1) Per Diem. Generally, CONUS members participating in LTT are placed in a TDY status and the per diem rate for LTT is established, as provided for in the JTR, at 55% (rounded to the next higher dollar) of the maximum allowable rate for the principal area in which the LTT is conducted.

9

ER 350-1-416

13 Nov 00

Reimbursement for local travel while on per diem is not authorized. At the election of the member, consideration may be given to a limited PCS move. If the member elects a limited PCS, the estimated cost of round trip transportation of the member's immediate family and household goods between the official duty station and the training location will not exceed the aggregate per diem payments that the member would receive while at the training location. The following entitlements are not authorized for TDY or limited PCS: per diem for dependents; house hunting trips; temporary quarters subsistence expenses; non-temporary storage; real estate/unexpired lease expenses; miscellaneous expenses; and local travel.

(2) Local Travel Expenses. Members attending LTT within commuting area of their permanent residence are authorized reimbursement on a mileage basis for the distance that exceeds the member's commuting distance to the regular place of work and return, plus parking fees and tolls.

(3) Travel and Per Diem For Round Trip to Training Location. LTT participants attending training outside commuting area of permanent duty station are authorized one trip to and from the training site. An additional round trip, for pre-registration, may be authorized if required by the school/university. Written documentation from the school/university must be submitted with ENG Form 4997-R, Cost Estimate of Proposed Training, (Appendix D).

(4) Field Investigations. Expenses for field investigations are authorized for CEEP if required as part of the program.

(5) Transportation of Things. LTT participants on TDY will be reimbursed for the transportation of 350 lbs. of personal belongings to and from the training facility.

(6) Tuition. The employing activity should make arrangements with the training facility to bill them for tuition instead of the LTT participant.

(7) Books, Supplies and Miscellaneous Services. Costs for books, supplies and services such as

typing, xeroxing, etc. are reimbursable. Equipment is not reimbursable. Items such as computers, calculators, binoculars, or similar equipment should be borrowed from the employing activity (C2, AR-690-400, Chapter 410).

b. HQUSACE will not reimburse any expenses other than those described above (12a (1 thru 7)).

10

ER 350-1-416

13 Nov 00

c. The employing activity will prepare the LTT member's travel orders. All travel will be subject to the provisions of Volume 2, JTR, including paragraph C4502 and as described above. The JTR defines LTT for reimbursement of subsistence expenses as training of 30 or more calendar days.

d. Employing activities with OCONUS members approved for LTT in CONUS must follow the guidance in AR 690-400, 410, Subchapter 10, paragraph 5c to prepare a cost comparison of the applicable per diem expenses with the estimated total cost of round trip transportation for the member's dependents and household goods between the member's permanent duty station and the training location. A copy of the cost comparison must be included with ENG Form 4997-R (Appendix D). All provisions cited in AR 690-400, 410, Subchapter 10, paragraph 5c are applicable to the HQUSACE sponsored programs covered by this regulation.

e. HQUSACE Funds. Authorized funds for selectees will be provided, via a Funding Authorization Document (FAD) or a Military Interdepartmental Purchase Request (MIPR), to the sponsoring activities. Expenses exceeding the total cost figure submitted with the original nomination will be the responsibility of the sponsoring activity.

f. Travel Advances for LTT. Members selected to attend LTT in some instances will secure lodging on a lease basis. Payment of a security deposit (usually equivalent to one months rent) plus payment of one or two months rent is normally required when the lease is signed. In these cases, local finance and accounting offices should provide a sufficient travel advance to cover these expenses plus an allowance for M&IE and other allowable expenses as provided in the JTR. This should be done to ensure that the member has sufficient funds to cover per diem expenses until reimbursement is received from the first travel voucher.

13. Selections for LTT Programs.

a. HQUSACE Selection Process. The Corps of Engineers Human Resources Development

(HRD) Subcommittee on LTT (ER 15-1-16) will evaluate each nomination and recommend selections for all LTT programs based on items (1) through (5) below. Selection criteria and benchmarks will be distributed annually to CPACs.

(1) Two most recent performance appraisals.

11

ER 350-1-416

13 Nov 00

(2) Supervisor's statement of relationship of training to activity mission accomplishment and post training utilization.

(3) ENG Form 4998-R, Career Program Manager's Assessment (Appendix F). This form may be reproduced locally on 8 1/2" X 11" paper or electronically generated in accordance with existing guidelines on forms automation.

(4) Member's statement of need.

(5) Commanders' letters of endorsement, as follows:

(a) District nominations require BOTH Local and MSC Commanders' endorsements.

(b) MSC nominations require MSC Commander's endorsement.

(c) ERDC and FOA nominations require ERDC/FOA Director's endorsement.

(d) HQUSACE nominations require Deputy Chief of Staff (or equivalent, of nominee's office) endorsement.

14. **Notification of Selection.**

a. Commanders and Directors will be notified via e-mail when selections have been approved by the CEDCG. CEHR-D will mail letters of notification, through Command channels, to the selectees approximately 15 April.

b. The selectee must forward their letter of acceptance of the LTT assignment and university

acceptance letter, through their HRO/CPAC, to CEHR-D within 30 days from the date on the selection letter. If the selectee declines the LTT assignment or can not attend the requested training facility or obtain the requested program of study, he/she must formally withdraw from the LTT program. The withdrawal must be done in writing through the CPAC to CEHR-D. The member can reapply the following year.

c. If CEHR-D does not receive a letter of acceptance from the selected member, their LTT space will be filled with an alternate member.

12

ER 350-1-416

13 Nov 00

15. **Substitution of Training Facility or Program of Study.** There can not be a substitution of the training facility or the program of study upon which a member was selected to attend a LTT program. A change of one or two courses in the program of study is permissible if formal approval is obtained from CEHR-D in advance. Requests for change should be submitted, through the CPAC to CEHR-D, and must include a description of the requested change, the reason for the change, and supervisory and career program manager endorsement.

16. **Return to Duty Station During LTT.** Commanders should ensure that students return to their duty stations during breaks in training unless it can be shown that those periods are used for research and study in connection with the particular LTT Program. Commanders should not request members to return to the duty station during the training period unless it can be demonstrated that their return is critical to mission accomplishment. This will help to ensure that disruptions in the training will be minimized. Supervisors will inform the CPAC when an early return to duty is necessitated. Expenses for this return travel will not be funded by HQUSACE.

17. **Post Long-Term Training Requirements.** Members will complete an evaluation one year after the completion of the long term training assignment. ENG Form 4999-R, Long-Term Training (LTT) Post Evaluation, (Appendix G) will be used for this purpose. This form may be reproduced locally on 8 ½" X 11 " paper or electronically generated in accordance with existing guidelines on forms automation. A copy of the evaluation must be forwarded to CDR, USACE (CEHR-D) WASH DC 20314-1000.

FOR THE COMMANDER:

Appendices

APP A - Eligibility Req

APP B - Nomination Pkg Req

APP C - ENG Form 4996-R

APP D - ENG Form 4997-R

APP E - Billing Procedures

APP F - ENG Form 4998-R

APP G - ENG Form 4999-R

MILTON HUNTER

Major General, USA

Chief of Staff

APPENDIX A

ELIGIBILITY REQUIREMENTS

PURPOSE: Use the questions under minimum and specialized experience to determine an applicant's eligibility for HQUSACE Sponsored long-term training. Applicants who do not meet minimum and/or specialized requirements should see subparagraph 8c, Waivers.*

SECTION I. MINIMUM (M) EXPERIENCE REQUIREMENTS FOR ALL PROGRAMS

M1. Is the applicant permanently assigned to a GS-11 or higher level position?

_____ Yes: Proceed to question M2.

_____ No: STOP. The applicant is ineligible for HQUSACE LTT.*

M2. Is the applicant serving under a career appointment?

_____ Yes: Proceed to specialized experience requirements for applicable program.

_____ No: STOP. Proceed to question *

M3. Is the applicant serving under a schedule A appointment?

_____ Yes: Proceed to question M4.

_____ No: STOP. The applicant is ineligible for HQUSACE LTT.*

M4. Does the schedule A appointment have a time limitation?

_____ Yes: STOP. The applicant is ineligible for HQUSACE LTT.*

_____ No: Proceed to question M5.

M5. Does the applicant have three years civilian service under the Schedule A appointment?

_____ Yes: Proceed to specialized experience requirements for applicable program.

_____ No: STOP. The applicant is ineligible for HQUSACE LTT.*

*NOTE: If the applicant does not meet eligibility requirements, see subparagraph 8c, Waivers.

ER 350-1-416
31 Jan 92

SECTION II. SPECIALIZED (S) EXPERIENCE REQUIREMENTS

a. Mission Related Graduate Program

S1. Will the applicant have 4 years of civilian service from the time he/she entered into civilian service until the program start date?

_____ Yes: Proceed to Question S2.

_____ No: STOP. The applicant is ineligible for this program.*

S2. Will the applicant have one year of USACE civilian experience from the time he/she entered into civilian service until the program start date? (Do not count time spent as an intern towards this requirement.)

_____ Yes: The applicant is eligible for this program.

_____ No: STOP. The applicant is ineligible for this program.*

b. Planners and Project Managers Program

S3. Will the applicant have 4 years of civilian service from the time he/she entered into civilian service until the program start date?

_____ Yes: Proceed to question S4.

_____ No: STOP. The applicant is ineligible for this program.*

S4. Will the applicant have two of the four years in a planning, project management or related technical function from the time he/she entered into civilian service until the program start date? (Do not count time spent as an intern towards this requirement.)

_____ Yes: Proceed to question S5.

_____ No: STOP. The applicant is ineligible for this program.*

S5. Will the applicant be working in a planning, project management or related technical function at the time of nomination?

_____ Yes: The applicant is eligible for this program.

_____ No: STOP. The applicant is ineligible for this program.

*NOTE: If the applicant does not meet eligibility requirements, see subparagraph 8c, Waivers.

c. Water Resources and Environmental Law

S6. Will the applicant have 4 years of civilian service from the time he/she entered into civilian service until the program start date?

_____ Yes: Proceed to question S7.

_____ No: STOP. The applicant is ineligible for this program.*

S7. Will the applicant have one year of USACE civilian service from the time he/she entered into civilian service until the program start date?

_____ Yes: The applicant is eligible for this program.

_____ No: STOP. The applicant is ineligible for this program.*

d. Coastal Engineering Education Program

S8. Will the applicant have 4 years of civilian service from the time he/she entered into civilian service until the program start date?

_____ Yes: Proceed to question S9.

_____ No: STOP. The applicant is ineligible for this program.*

S9. Will the applicant have one year of USACE civilian service from the time he/she entered into civilian service until the program start date?

_____ Yes: The applicant is eligible for this program.

_____ No: STOP. The applicant is ineligible for this program.

*NOTE: If the applicant does not meet eligibility requirements, see subparagraph 8c, Waivers.

Appendix B

NOMINATION PACKAGE

Applicants must specifically address stated criteria to be competitive. Include a utilization plan which shows how training will be utilized following completion of LTT. Endorsements should show why the applicant needs the training, how it relates to the applicant's current or planned assignments and how the training will be used to accomplish Corps and Army missions and goals.

All nomination packages must be assembled in the order listed below for each part of the nomination package. Where no form is specified, the information requested should be provided on plain bond paper or letterhead, as appropriate. Each part of the nomination package must be completed by the following people:

- Part One: Commander
- Part Two: Applicant
- Part Three: Immediate Supervisor
- Part Four: Career Program Manager
- Part Five: Training Officer

Part One
(To be completed by Local Commander)

1. Commander's letter of endorsement. (20% of Crediting Plan used by CETIC Subcommittee)
2. Request for Waiver. (If required)

Part Two
(To be completed by the Applicant)

Section A

1. Complete DD Form 1556, Request, Authorization, Agreement, Certification of Training and Reimbursement. Follow the instructions on the reverse of the form to complete all sections except as modified below:

a. Section A, Block 5, "Continuous Federal Service" - Show Federal civilian service only.

b. Section C, "Cost Information" - leave blank.

ER 350-1-416
31 Jan 92

c. Section D, Block 37, "Billing Instructions" - Show the mailing address of the servicing finance and accounting office.

d. Section D, Block 34, "Authorizing Official" - Insert the name and title of the current Chief, Employee Development and Program Evaluation, HQUSACE.

e. All sections which require applicant signature must be completed.

f. The period of obligated service must also be completed. Make the following changes: in Item 38, "Agreement to Continue in Service" - in the first sentence, cross out "non-government"; in sub-paragraph a, first sentence - cross out "Government sponsored". Initial both of these changes.

2. Program of study (list all courses by title).

3. Evidence of application to the training facility (e.g. a copy of the application form or acknowledgement of receipt). Applicant must apply to the training facility before submitting nomination.

4. Explain why you selected this institution. Discuss quality, cost, location and academic program in your response. (MRGP applicants only.)

5. Explain (a) why you need the requested LTT and (b) how you will use the training back on the job. (No more than one page). (20% of Crediting Plan used by CETIC Subcommittee)

6. Signature and date.

7. Standard Form 181, Race and National Origin Identification. Include this form with ONLY the original application package.

Section B

1. Description of current duties and responsibilities.

2. DA Form 2302 (Civilian Personnel Qualification Record).

3. Last two DA Forms 5398-R or 5398, Civilian Performance Rating, with Individual Development Plan Sections completed. (20% of Crediting Plan used by CETIC Subcommittee)

Part Three
(To be completed by the Immediate Supervisor)

1. Discuss the relationship of the proposed LTT to the applicant's current and projected duties. Specifically, state how the LTT will contribute to mission requirements (current and projected). State in specific terms how applicant will use the knowledge, skills and abilities obtained from the training when he/she completes LTT and returns to the job. (20% of Crediting Plan used by CETIC Subcommittee)
2. Justify completely why the requested training cannot be done through after-hours, part-time or short-term training. (AR 690-400, Chapter 410.)
3. Statement of support for the applicant (no more than one page).
4. Signature, title, telephone number, office, symbol and date.

Part Four
(To be completed by the Career Program Manager or Senior Functional Official)

1. Complete Appendix F, Career Program Manager Assessment. (20% of Crediting Plan used by CETIC Subcommittee)

Part Five
(To be completed by the Applicant and the Training Officer)

1. Appendix D, Cost Estimate of Proposed Training.
2. Attach completed Appendix C, Training Officer's Checklist, to the front of the entire nomination package.

APPENDIX C

ER 350-1-416
31 Jan 92

TRAINING OFFICER'S CHECKLIST <i>(ER 350-1-416)</i> (ATTACH TO THE FRONT OF THE APPLICATION PACKAGE)	
APPLICANT'S NAME <i>(Last, First, Middle) (Type or print)</i>	TRAINING PROGRAM
TITLE, SERIES, GRADE	CAREER PROGRAM

REVIEW APPLICANT'S LONG-TERM TRAINING PACKAGE TO ASSURE THAT THE FOLLOWING INFORMATION IS PROVIDED AND ARRANGED IN THE ORDER INDICATED BELOW. VERIFY WITH A CHECK MARK BY EACH ITEM CONTAINED IN THE APPLICATION PACKAGE.

PART I - COMMANDER

- | | |
|---|---|
| 1. <input type="checkbox"/> COMMANDER'S LETTER OF ENDORSEMENT | 2. <input type="checkbox"/> REQUEST FOR WAIVER <i>(if required)</i> |
|---|---|

PART II - APPLICANT

SECTION A	SECTION B
1. <input type="checkbox"/> DD FORM 1556 WITH SIGNED CONTINUED SERVICE AGREEMENT	1. <input type="checkbox"/> DESCRIPTION OF CURRENT DUTIES/RESPONSIBILITIES
2. <input type="checkbox"/> PROGRAM OF STUDY	2. <input type="checkbox"/> DA FORM 2302, CIVILIAN PERSONNEL QUALIFICATION RECORD
3. <input type="checkbox"/> EVIDENCE OF APPLICATION TO THE TRAINING FACILITY	3. <input type="checkbox"/> TWO MOST RECENT DA FORMS 5398 <i>(or 5398-R)</i> , CIVILIAN PERFORMANCE RATING, WITH INDIVIDUAL DEVELOPMENT PLAN SECTION COMPLETED.
4. <input type="checkbox"/> REASON FOR SELECTION OF INSTITUTION <i>(MIRGP only)</i>	
5. <input type="checkbox"/> RELEVANCE OF LTT TO CURRENT AND/OR PROJECT ASSIGNMENT	
6. <input type="checkbox"/> SIGNATURE AND DATE	
7. <input type="checkbox"/> SF 181 <i>(Original Package only)</i>	

PART III - IMMEDIATE SUPERVISOR

- | | |
|--|--|
| 1. <input type="checkbox"/> STATEMENT EXPLAINING HOW NEED FOR TRAINING WAS DETERMINED | 3. <input type="checkbox"/> STATEMENT OF SUPPORT FOR THE APPLICANT |
| 2. <input type="checkbox"/> STATEMENT JUSTIFYING THE REASON TRAINING CAN NOT BE DONE THROUGH AFTER-HOURS, PART-TIME OR SHORT-TERM TRAINING | 4. <input type="checkbox"/> SIGNATURE, TITLE, TELEPHONE NUMBER, OFFICE SYMBOL AND DATE |

PART IV - CAREER PROGRAM MANAGER

1. APPENDIX F, CAREER PROGRAM MANAGER'S ASSESSMENT

PART V - TRAINING OFFICER

- | | |
|---|--|
| 1. <input type="checkbox"/> APPENDIX D, COST ESTIMATE | 2. <input type="checkbox"/> APPENDIX C, TRAINING OFFICER'S CHECKLIST |
|---|--|

REMARKS

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TRAINING OFFICER'S NAME AND TITLE <i>(Type or print)</i>	TELEPHONE <i>(Commercial)</i>
SIGNATURE	DATE SIGNED

APPENDIX D

COST ESTIMATE OF PROPOSED TRAINING
(ER 350-1-416)

INSTRUCTIONS FOR COMPLETING THIS FORM ARE FOUND IN PARAGRAPH 12a, ER 350-1-416.

APPLICANT'S NAME _____

OBJECT CLASS		AMOUNT		
		MRGP & WREL	CEEP	P & PMP
11	CURRENT SALARY (GS/GM _____ STEP _____) - PROJECTED STEP INCREASE - LOCALITY COMPARABILITY PAYMENT - SPECIAL PAY RATE SCHEDULE: Yes _____ No _____	\$ _____	\$ _____	\$ _____
12	FRINGE BENEFITS (10%)	\$ _____	\$ _____	\$ _____
21	*TRAVEL AND TRANSPORTATION OF PERSONS: - LOCAL MILEAGE (distance between home & local school when training is within LTT nominee's commuting area of permanent residence) _____ (miles per day) X _____ (cents per mile) X _____ (days of training) - ONE ROUND TRIP (when facility is outside LTT nominee's commuting area) - **FIELD INVESTIGATIONS (for CEEP & P&PM Programs only) CEEP INVESTIGATIONS _____ X \$ _____ P&PM INVESTIGATIONS _____ X \$ _____ *PER DIEM OR PARTIAL PCS - ROUND TRIP TO FACILITY (_____ days X _____) - PER DIEM AT TRAINING FACILITY OR PCS COSTS (_____ days X \$ _____) - CEEP only (College Station, TX) (_____ days X \$ _____) - P&PM only (Ft. Belvoir, VA) (_____ days X \$ _____)	\$ _____	\$ _____	\$ _____
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	- PER DIEM FOR INVESTIGATIONS (for CEEP and P&PM Programs only) - CEEP only: (Vicksburg, MS) (_____ days X \$ _____) (Duck, NC) (_____ days X \$ _____) - P&PM only: (_____ days X \$ _____)	\$ _____	\$ _____	\$ _____
22	*TRANSPORTATION OF THINGS (360 lbs)	\$ _____	\$ _____	\$ _____
25	***TUITION	\$ _____	\$ _____	\$ _____
26	***BOOKS, SUPPLIES & MISC SVCS (List items & costs separately)	\$ _____	\$ _____	\$ _____
	TOTAL	\$ _____	\$ _____	\$ _____

I CERTIFY THAT THE COSTS ARE CORRECT AND WITHIN LEGAL LIMITS OF TRAINING, TRAVEL AND FINANCE REGULATIONS.

TRAINING OFFICER'S SIGNATURE _____

RESOURCE MANAGER'S SIGNATURE _____

** Provisions of Vol. 2, Joint Travel Regulations, apply.

*** See Annual Announcement for Estimates.

*** NOTE: For CEEP: Object class 25 includes 2 semesters at Texas A&M, summer session at Duck, NC & WES and PROSPECT training. For the P&PM PROGRAM: Object class 25 is furnished by WRSC and must not be billed. Object class 26 must not exceed \$350.00.

APPENDIX E

BILLING PROCEDURES

Upon notification of selection for long term training the following procedures should be followed by the designated individuals:

-- Training Officers and Trainees: Provide one copy of the approved DD 1556, selection letter, and cost estimate to the Finance and Accounting Office.

-- Finance and Accounting Offices: Establish a reimbursable account for the long term training participant. Any costs exceeding the approved (by CEHR-HD) cost estimate is the responsibility of the employing activity.

-- Finance and Accounting Offices: Submit advance bill by SF 1080 for the entire authorized cost estimate to HQUSACE (CEHR-HD). This bill can be submitted anytime during the fiscal year in which the training was taken but NLT 15 September. Bill received after that date will be returned and become the responsibility of the employing activity. There will be no exceptions to this policy. A sample bill is enclosed. Bills should be submitted to:

Commander, US Army Corps of Engineers
ATTN: CEHR-HD
20 Massachusetts Avenue, NW
Washington, DC 20314-1000

ER 350-1-416
31 Jan 92

SAMPLE BILL

The proper format and content for HQUSACE Sponsored LTT bills is as follows:

Participant name: Stu Dent

Program: Mission Related Graduate Program

COSTS:

Object class		
11	Salary:	\$38,861.00
12	Fringe Benefits:	5,829.15
21	Local Travel or Travel and Per diem or partial pcs	1,000.00
22	Transportation of Things	250.00
25	Tuition	3,780.00
26	Miscellaneous Services (list items and costs)	
	BOOKS:	500.00
	SUPPLIES:	100.00
	TOTAL:	\$50,320.15

APPENDIX F

CAREER PROGRAM MANAGER'S (CPM) ASSESSMENT
(ER 350-1-416)

INSTRUCTIONS: This form will be completed by nominee's CPM. Unregistered career program nominees must have this form completed by the CPM representing their career field. If the nominee's occupation is not represented by a career program, this form should be completed by a senior functional representative in the nominee's field of expertise.

1. NOMINEE (Last, First, MI)	2. CAREER PROGRAM NO. OR OCCUPATIONAL FIELD
------------------------------	---

3. TRAINING PROGRAM

4. TO WHAT EXTENT IS THIS PROGRAM APPROPRIATE TRAINING FOR THIS STAGE OF THE APPLICANT'S CAREER DEVELOPMENT? (Circle one)

5	4	3	2	1
ESSENTIAL		NOT ESSENTIAL BUT RECOMMENDED		NOT APPROPRIATE

COMMENTS (if appropriate):

5. IS THIS TRAINING AN APPROPRIATE PART OF NOMINEE'S CAREER GOALS? (Check one)

Yes No

COMMENTS (if appropriate):

6. IS THIS TRAINING CONSIDERED HELPFUL TO THE ORGANIZATION IN TERMS OF THE CORPS MISSION? (Explain)

7. DO YOU RECOMMEND THAT THIS NOMINATION BE APPROVED? Yes No

8. STATEMENT OF SUPPORT (if applicable)

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9. NAME (Type or print)	10. SIGNATURE	11. DATE
12. TITLE	13. OFFICE SYMBOL	14. TELEPHONE NO.

LONG-TERM TRAINING (LTT) POST EVALUATION
(ER-350-1-416)

This evaluation should be completed one year after completion of the LTT assignment.
This evaluation must be forwarded to CDR, USACE (CEHR-HD), Washington, D.C. 20814-1000

1. NAME (Last, First, MI)	2. EMPLOYING ACTIVITY (Complete mailing address)
---------------------------	--

PART I - JOB DATA PRIOR TO LTT

3. LOCATION	4. OFFICIAL TITLE, SERIES, AND GRADE (from your SF 50, Notification of Personnel Action)
-------------	--

5. ORGANIZATIONAL TITLE (e.g., Project Manager)	6. LOCATION IN EMPLOYING ACTIVITY (Section, Branch, Division)
---	---

7. BRIEF DESCRIPTION OF YOUR DUTIES

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PART II - LTT ASSIGNMENT DATA

8. END OF SERVICE OBLIGATION (enter date)

9. LTT PROGRAM TITLE AND TYPE

a. TITLE (e.g., MRGP)	b. TYPE (e.g., developmental assignment, university course)
-----------------------	---

10. SCHOOL/TRAINING ACTIVITY	11. ACTUAL PERIOD OF ATTENDANCE From: _____ To: _____
------------------------------	--

12. ACADEMIC ACHIEVEMENT (Did you earn an academic degree as a by-product of the LTT Program?)

YES NO

If answer is YES, complete as appropriate: a. DEGREE: _____

b. ACADEMIC DISCIPLINE: _____ c. DATE AWARDED: _____

PART III - CURRENT JOB DATA

13. LOCATION	14. OFFICIAL TITLE, SERIES, AND GRADE (from your SF 50, Notification of Personnel Action)
--------------	---

15. ORGANIZATIONAL TITLE (e.g., Project Manager)	16. LOCATION IN EMPLOYING ACTIVITY (Section, Branch, Division)
--	--

17. SUMMARY OF POSITIONS HELD SINCE LONG-TERM TRAINING. (If you have changed positions since you were selected for LTT, give series, grade, position title, and effective date for each change.)

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ER 350-1-416
31 Jan 92

PART III - CURRENT JOB DATA (Cont'd)

18. BRIEF DESCRIPTION OF CURRENT DUTIES

19. LTT ASSIGNMENT BENEFITS. *(Describe how your LTT assignment prepared you for your current job.)*

PART IV - SUPERVISOR'S EVALUATION

(To be completed by the supervisor if the trainee has not changed positions since the LTT assignment.)

20. MISSION IMPACT *(Describe impact of trainee's participation in LTT on mission accomplishment.)*

21. REMARKS *(Use this space for continuation of above data items (Part I thru IV), as necessary, and for any additional comments on LTT.)*

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22. TRAINEE'S SIGNATURE		DATE
23. SUPERVISOR'S NAME <i>(Type or print)</i>		DATE
SIGNATURE		

Reverse of ENG FORM 4999-R