

S: 28 February 2003

CEHR-D (690-400)

7 January 2003

MEMORANDUM FOR Commanders/Directors, Major Subordinate Commands and Staff Principals, HQUSACE

SUBJECT: HQUSACE Sponsored Long-Term Training (LTT) Program, Academic Year 2003/2004

1. Reference ER 350-1-416, Paragraph 7b(1,2,3 and 4).
2. For academic year 2003/2004, applications will be accepted for the HQUSACE Sponsored Long-term Training Program as described in the above referenced regulation. This program provides centrally funded opportunities for **civil funded** careerists and non-career program careerists (civil or military funded) to attend university training. The reason this program is focused on our civil funded careerists and employees not in formal Army career programs is because the Army Civilian Training Education and Development System (ACTEDS) Competitive Professional Development Program provides centrally funded training opportunities for military funded careerists. Civil funded team members and non-career program careerists do not qualify for ACTEDS funds. More information on the ACTEDS Competitive Professional Development Program can be obtained from the ACTEDS Training Catalogue located at www.cpol.army.mil.
3. We have limited funding for 2003/2004 programs, so please use the following criteria when guiding careerists, completing recommendations and approving nomination packages:
 - a. Advise applicants to apply for training and development in subjects and areas the Corps needs. While individuals will greatly benefit personally from advanced training, our primary goal is ensuring the Corps has the skills necessary to accomplish our varied missions.
 - b. Encourage applicants applying for university training to select schools within their local commuting area to reduce costs. If local schools do not offer necessary training, please ensure applicants include a detailed justification, explaining why local schools are unable to provide training.
 - c. Remember that the nominating activity supports salary and fringe benefits and HQUSACE supports tuition, travel, per diem, books and some miscellaneous expenses, not to exceed **\$35,000**. **Please note:** this amount is not an entitlement. Applicants should plan their programs to minimize costs, and this ceiling represents the maximum amount

allowable. Additional expenses must be funded by the applicant or by the nominating activity.

4. Military-funded careerists should apply for HQDA centrally funded Competitive Professional Development (CPC) for university training, Training with Industry and developmental assignments. These opportunities are identified by each DA career program, and can be found in Chapter 3 of the FY2003 ACTEDS Training Catalog available at www.cpol.army.mil/train/catalog. (HQDA does not centrally fund Civil funded employees.)

5. Applicants must submit an ENG Form 4997-R (Cost Estimate of Proposed Training) for FY03 start-up costs **AND** a separate form for FY04 "carry-over" costs. Additionally, applicants should NOT include costs for Object Class 11 and 12 (salary and fringe benefits). As stated above, these costs are the responsibility of the nominating activity and the Commander's Statement must indicate the activity's willingness to support salary and benefits. Application procedures and forms are located at <http://pdsc.usace.army.mil/Downloads.asp>. ***Please do not use the application forms and procedures in ER 350-1-416.***

6. Enclosed is a copy of the crediting plan used by the HQUSACE Selection Committee. Applicants and reviewers should specifically address these evaluation factors.

7. Completed applications are due 28 February 2003. Applications may be faxed or emailed but must be received by close of business 28 February and must be complete and legible. Incomplete and/or late applications may not be considered. Application packages may be faxed to Jean Neill at (256) 895-7469 or emailed to her at Jean.M.Neill@usace.army.mil.

8. Please do not hesitate to contact my staff if you have any questions. Point of contact for this program is either Beryl Dixon at (202) 761-1999, email Beryl.S.Dixon@usace.army.mil or Jean Neill at (256) 895-7423.

9. As always we appreciate your support in these matters and look forward to assisting you if needed.

FOR THE COMMANDER:

Encl /S/
SUSAN DUNCAN
Director of Human Resources

CF:
Human Resources Officers
MACOM Career Program Managers
USACE Training Officers/Points of Contact

