

Title: Training		Issue # 1	Revision # 0										
		EQP-18-01	16 May 97										
<p>Authorized By: Joseph H. Rogers, Chief, Engineering Division Date: 16 May 97</p> <p>Generated By: Carol Dobson Date: 16 May 97</p> <p>Approved By: Date:</p> <p>No changes can be made to this document without the agreement of the authorizing signatory and must be approved by the authorizing signatory before implementation.</p>													
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1.0 PURPOSE

This document will establish procedures to be used in identifying training needs, development of training plans, registering for training courses, and maintaining training records.

2.0 SCOPE

This procedure applies to all instances of training within the Engineering Division.

3.0 REFERENCES

- a. DR 690-1-27, Training and Development
- b. HQ USACE Policy Memorandum - Implementation of Five- Year Individual Development Plan
- c. Training Desk Guide
- d. Career Planning Guide for Engineers and Scientists (Career Program 18)
- e. 5 CFR 410, Training

4.0 DEFINITIONS

Annual Training Plan - A plan established to coordinate training for coming Fiscal Year.

Individual Development Plan - The Individual Development Plan (IDP) is the process which offers a systematic approach for identifying developmental objectives (long-term and short-term), required training, and developmental assignments. IDPs cover a five-year period.

DD Form 1556 Request, Authorization, Agreement, Certification of Training and Reimbursement - The DD Form 1556 officially documents a training instance and is input into the TRAIN module.

5.0 RESPONSIBILITIES

Managers (Division Chief, Assistant Chief, Branch Chiefs, and Sections Chiefs) are responsible for ensuring that the employees under their supervision are appropriately trained for all tasks affecting quality, considering qualifications as well as requirements of the position and the organization.

6.0 PROCEDURES

The basic processes used within Engineering Division for maintaining employee training is outlined below:

Periodically evaluate employees' skills profiles and capabilities at least once a year.

Develop Annual Training Plan - Engineering Division develops its annual training plan during the April/May timeframe based on availability of funds and guidance from the District Engineer and District Training Committee. Employees are surveyed to determine what type of quality related education and training programs will be needed for the upcoming fiscal year. This information is input electronically for PROSPECT Courses to the Civilian Personnel Assistance Center (CPAC) where it is consolidated into an annual District Training Plan. Non-Prospect Courses are incorporated into the electronic format after the PROSPECT courses have been submitted to CPAC and are maintained by the Engineering Division Training Coordinator.

Preparation of 5-Year Individual Development Plan (IDP) - Developed for each Engineering Division team member and is accomplished during each team members annual performance review. Manager/Supervisor and employee develop IDP together. Both short-term and long-term objectives are addressed along with required training, recommended training, and developmental assignments required and/or recommended. IDPs for team members covered by a career program should be developed in concert with the appropriate ACTEDS training plan. The IDP is signed by the employee, the supervisor, and the senior rater. Manager/Supervisor reviews employee skills and capabilities and updates as needed.

Assure attendance at scheduled training.

Documentation of completed training. All training instances are to be documented using the DD Form 1556 Training Form. The DD Form 1556 is prepared in CEFMS or Formflo by the clerical/secretarial staff or into TRAIN by the Engineering Division Training Coordinator for individual training classes. Some group classes are documented by a single DD Form 1556 Form with a list of names attached, which is determined and prepared by the Training Coordinator. Once training is completed, the employee and supervisor will complete the Training Evaluation Form and notify the Training Coordinator upon completion. The Training Coordinator will then input the DD Form 1556 into the TRAIN module. The DD Form 1556 is the certification that an employee has completed a course.

An SF-52, Request for Personnel Action is prepared by the Engineering Service Unit to document cross-training or developmental assignments. An SF-50, Notification of Personnel

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Action, is generated from the SF-52 request and forwarded back to the division for distribution to the employee. SF-50 information is annotated on the employee's SF-7b card.

7.0 RECORDS/OBJECTIVE EVIDENCE

Engineering Division Training Coordinator will document training instances into the TRAIN module.