

APPENDIX C

USACE PROVIDED SUPPLEMENTARY EDUCATION

GENERAL. Training courses are available from the Department of the Army, MACOM, and Office of Personal Management. Listings of these courses are available through your training office. Other sources of supplementary education include USACE Proponent Sponsored Engineer Corps Training (PROSPECT) Program and PROSPECT Exportable Training Program courses including, but not limited to, the following:

a. Administration of Operations and Maintenance Contracts. This course provides basic instruction to natural resource managers, park rangers, maintenance supervisors, and operational support personnel on preparing and administering a broad range of service, supply and small construction contracts used at civil works projects (required at GS-11/12 levels; meets Knowledge, Skills, and Abilities (KSA) 14,15,16,21).

b. Advance Administration of Operations and Maintenance Contracts. This course provides senior project managers with greater skills for developing and administering operations and maintenance service contracts (required at GS-12/13 level; meets KSA 14,15,16,21).

c. Advanced Construction Contract Administration. This is a new course which replaces the "Advanced Construction Management" course. This course will increase the effectiveness of the student by developing a keener insight into the problems created by the ever-changing methods and procedures utilized in construction contracts and management (required at level GS-12/13; meets KSA 13,14,15).

d. Architect-Engineer (AE) Contracting Procedures and Negotiations. This course will provide the student with a working knowledge of applicable laws and regulations governing AE contracts, and provides a concentrated look at all aspects of AE contracting from project authorization, through selection, negotiation and contract award, to contract close-out (required at GS-12/13 level; meets KSA 12,14,15).

e. Computer Applications for Engineers and Managers. This course provides an overview and teaches the use of computer-aided design applications such as Computer-Aided Drafting Design (CADD) and applications in the CORPS Library. Applications use the Corps' computer systems, CADD workstations, and microcomputers (required at GS-11/12 level; meets KSA 17).

f. Concrete Architectural. This course provides the student with the specific knowledge required to assure the quality design and construction of architectural concrete (required at GS-9/1 5 level; meets KSA 12,13,14,15)

g. Construction Contract Administration. This is a new course which replaces the "Introduction to Construction Contract Management" course. The course will assist the student in translating academic knowledge to competent application in the construction setting. Additionally, it will provide the student with an overview of USACE operations with an emphasis placed on construction contract management (required at GS-9/11 level; meets KSA 12,13,14,16).

h. Construction Contract Engineering With Microcomputer-Aided Cost Estimating System (MCACES). This course provides the student with instruction and ready-reference material to assist in improving his/her ability to follow USACE policies and procedures for preparing Government estimates for construction projects (required at GS-9/1 1 level; meets KSA 12,13,14,16).

i. Construction Quality Management. This is a PROSPECT Exportable Training package which provides the student with construction quality management policies, requirements, and procedures (required at GS-9/1 1 level; meets KSA 16).

j. Design Quality Management, Policies, Principles, and Procedures. This course will present a practical approach toward improving

design reviews and will support the student in understanding the design review process. Policies, principles, procedures, and various techniques used in reviewing designs and cross-checking drawings and specifications will be covered (required at GS-9/12 level; meets KSA 12).

k. Environmental Impact Assessment of Projects. This course will provide the student with a working knowledge of the environmental assessment process and the procedures to follow in preparing an environmental impact assessment document or an environmental impact statement (required at GS-1 1/12 level; meets KSA 12).

l. Environmental Laws and Regulations. This course will provide the student with the ability to list major Federal statutes designed to protect the environment, summarize the major provisions of each Federal environmental law and the relationship to USACE projects, and identify and understand the legal requirements for environmental protection as related to specific projects (required at GS-13/14 level; meets KSA 12,20,21).

m. Estimating for Construction Modifications. This course will provide the student with instructions and ready-reference material to assist in improving his/her ability to prepare an estimate for a construction contract modification in accordance with USACE policies and procedures (required at GS-9/15 level: meets KSA 12,13,14,16).

n. Human Resource Management I, II, III, and IV. These courses develop and refresh human resource (personnel) management skills of the student which are vital in developing leadership, management, and supervisory roles of the professional landscape architect (required at GS-12/13 level; meets KSA 2,3).

o. Leadership Communication Skills. This course provides hands-on communication skills training that improves the problem-solving techniques of program managers, supervisors, study team chiefs, and other leaders. Participants improve skills in negotiating, resolving issues, preparing action plans, conducting team meetings and, in doing so, improve all the leadership skills that were critical in their selection as supervisors

and managers (required at GS-11/12 level; meets KSA 11).

p. Military Construction Process, Design and Construction Execution. This course will provide the student with the management procedures, tools, and techniques necessary to effectively manage projects from design authorization through construction completion (required at GS-9/15 level; meets KSA 12,13,14,16).

q. Negotiating Construction Contract Modifications. This is a new course that replaces the "Construction Contract Negotiating" course. The course will provide instruction concerning policies and procedures that will provide the student with knowledge in negotiating construction contract modifications. It will also provide practice in effectively analyzing all changes in connection with contractors' proposals and Government estimates (required at GS-9/1 1 level; meets KSA 8,13,14,15,16,23).

r. Planner Orientation - WR. This course provides the student with a basic understanding of the Corps' water resources planning program, policies, and procedures. It is designed for Corps individuals who are relatively new to civil works planning and for others who work in more specialized fields in support of planning studies (required at GS-11/12 level; meets KSA 12,14).

s. Project Management. This course is designed for those individuals who are or will be an individual project manager or a functional project manager. Presentations are suitable for both civil works and military project managers (required at GS-11/12 level; meets KSA 12,13,14,16).

t. Real Property Master Planning. This course will provide the student with an overview of the comprehensive Army master planning process and a general guide to prepare master plans. Material covered includes definitions of comprehensive planning, the organization needed to prepare comprehensive plans, benefits of planning, consequences of not planning, environment considerations, the relationship to surrounding communities, and the principles of planning (required at GS-11/12 level; meets KSA 12).

u. Security Engineering. This course provides Directorate of Engineering and Housing planners and designers, provost marshal personnel, and U.S. Army Corps of Engineers planners and designers an introduction to the security engineering design process. The course provides participants with the methodology leading to the determination of protective measures for a facility against terrorists and other peacetime threats. The course also includes guidelines, specifications, standards, and building hardening information to aid in this process (required at GS-9/15 level; meets KSA 12,13,14,16).

v. Specification Writing for Construction Contracts. This course will provide the student with instruction concerning the preparation of effective specifications for construction projects. The course covers basic principles of specification writing, procedures, and techniques as well as the relationship of the specifications to the construction drawings and other elements of the construction system (required at GS-9/15 level; meets KSA 12,13,14,16).

w. Urban Environment. This course provides the student with a broad spectrum of awareness concerning the environmental factors that have a direct and indirect affect on USACE projects in urban areas (required at GS-11/12 level; meets KSA 12).

x. Value Engineering Workshop. This course will provide the student with the requirements, policies, and procedures necessary to recognize areas of potential for value engineering (VE) studies that will enable him/her to perform effectively as a value engineering study team member (required at GS-9/15 level; meets KSA 12,13,14,16).

y. Wetlands Development and Restoration. This course provides training in the concepts and practices of wetlands restoration and development in both inland and coastal areas. The course is directed toward Corps biologists and engineers concerned with wetlands and seagrass development on dredged material, restoration of disturbed wetlands and seagrass beds, and techniques for reducing engineering impacts in wetlands and seagrass areas. Practical, hands-on field application of state-of-the-art techniques is emphasized (required at GS-11/12 level; meets KSA 12).