

VERIFICATION OF TRAINING NEEDS FY _____
(ER 690-1-414)

REQUIREMENT CONTROL NO.
CEHR-H-24

PART I

(To be completed by Training Management, CEHND-TD.)

TO

FROM:
**CDR, US ARMY ENGINEER DIVISION, HUNTSVILLE
ATTN: CEHND-TD
P.O. BOX 1600
HUNTSVILLE, AL 35807-4301**

1. COURSE TITLE

2. COURSE CONTROL NO.

3. COURSE LENGTH *(Hours)*

4. TYPE COURSE

5. CLASS SIZE

6. **COURSE HISTORY**

NO. YEARS CONDUCTED

NO. YEARS IN PROSPECT PROGRAM

TOTAL STUDENTS COMPLETING

FISCAL YEAR	SURVEY		ALLOCATIONS		CONDUCTED	
	SESSION	STUDENT	SESSION	STUDENT	SESSION	STUDENT

7. CEHND-TD RECOMMENDATION _____ sessions be surveyed for FY _____

8. CEHND-TD COMMENTS

COURSE MANAGER

SIGNATURE

DATE

PART II

(To be completed by the USACE Proponent)

TO: CDR, US ARMY ENGINEER DIVISION, HUNTSVILLE
ATTN: CEHND-TD
P.O. BOX 1600
HUNTSVILLE, AL 35807-4301

FROM:

1. COURSE NEEDED IN FY ____?
 YES NO

2. ESTIMATED NUMBER OF STUDENTS FY ____?

3. NO. OF YEARS COURSE SHOULD BE CONTINUED

4. COURSE FREQUENCY
 EVERY YEAR EVERY TWO YEARS OTHER (Please specify)

5. RELATIONSHIP OF THIS COURSE TO OTHER TRAINING
a. IS TRAINING OF A SIMILAR NATURE AVAILABLE THROUGH GOVERNMENT, INDUSTRY OR ACADEMIA? YES NO
b. IF YES, WHY MUST THIS BE CONDUCTED AS A USACE COURSE? (If available training is insufficient, unsatisfactory, etc., please explain.)

6. REMARKS
a. ARE ANY MAJOR/MINOR CHANGES TO THE FY ____ COURSE/MATERIALS ANTICIPATED, I.E., NEW REGULATIONS, POLICY, ETC.?
 YES If Yes, Please Specify. NO
IF CHANGES ARE ANTICIPATED, PLEASE ESTIMATE HOW MUCH THESE CHANGES WILL COST \$ _____

b. IS A SUFFICIENT SUPPLY OF DEVELOPERS/INSTRUCTORS AVAILABLE AT THIS TIME TO SUPPORT TRAINING DEVELOPMENT/PRESENTATION NEEDS?
 YES NO

c. THE FOLLOWING MONTHS WOULD PROVE MOST PRACTICAL FOR THE COURSE SESSIONS TO BE SCHEDULED (Please consider instructors availability and peak work periods):

d. OTHER COMMENTS

NAME AND ORG SYMBOL OF COURSE PROPONENT
(Type or Print)

SIGNATURE

DATE