

CEHEC-PT Office Memorandum 15-1-16	Department of the Army U.S. Army Corps of Engineers Washington, DC 20314-1000	OM 15-1-16 31 January 1992
	Boards, Commissions, and Committees HQUSACE TRAINING AND EXECUTIVE DEVELOPMENT COMMITTEE	
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DEPARTMENT OF THE ARMY
US Army Corps of Engineers
Washington, DC 20314-1000

OM-15-1-16

CEHEC-PT

Memorandum
No. 15-1-16

31 January 1992

Boards, Commissions, and Committees
HQUSACE TRAINING AND EXECUTIVE DEVELOPMENT COMMITTEE

1. Purpose. This memorandum establishes the HQUSACE Training and Executive Development Committee and prescribes its procedures and responsibilities. This Committee will act for the Chief of Engineers in the planning, coordination, and evaluation of training of the headquarters staff.

2. Applicability. This memorandum is applicable to all HQUSACE/OCE elements.

3. References:

- a. AR 690-400, Chapter 410
- b. Civilian Personnel Pamphlet (CPP) 46

4. Committee Membership.

a. The following HQUSACE elements will be represented by the incumbents of the following positions:

CECS	Chief of Staff
CECS-X	Assistant Chief of Staff
DAEN-ZCZ	Deputy Assistant Chief of Engineers
CEMP-ZB	Deputy Director
CECW-ZB	Deputy Director
CECC-ZA	Chief Counsel
CESI	Associate Chief of Engineers
CERM-ZA	Director, Resource Management
CERE-ZA	Director, Real Estate
CEHEC-EO	Chief, Equal Employment Opportunity Office
CELD-ZA	Director, Logistics Management
CEIM-ZB	Deputy Director, Information Management
CEHR-ZA	Director, Human Resources
CEHEC-PT	Chief, Training and Development Branch Executive Secretary

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b. Alternate Members. Alternates will be a ranking civilian.

c. Committee Officers. Committee officers shall consist of a Chairperson, Vice Chairperson, and Executive Secretary. The Chairperson and Vice Chairperson shall be elected by members of the Committee. Terms of office for the Chairperson and Vice Chairperson shall be for two years. The Executive Secretary shall prepare minutes of each meeting and make distribution to each member and each HQUSACE element.

d. Management and staff interested in having information or issues addressed by the Chairperson in any way may contact any member of the Committee in writing.

5. Meetings. The Committee will meet quarterly or on call of the Chairperson.

6. Functions. In carrying out the following functions, the Committee will act for the Commander. The Deputy Commander will be informed of all recommendations and decisions of the Committee by copies of minutes and other correspondence compiled by the Committee and through an annual report developed by the Civilian Personnel Office (CPO).

a. Ensure that information and policy are communicated to management. Ad hoc groups may be convened to review training needs survey data to ensure that all levels of the work force, inclusive of clerical personnel, are receiving adequate training; to select personnel to attend Proponent Sponsored Engineer Corps Training (PROSPECT) courses when nominations exceed allocated spaces; and, to review applications for Long-Term Training and make recommendations to the USACE committee which either makes final selections, or prioritize applications and make recommendations to HQDA.

b. Review and allocate spaces for executive development and management training when nominations exceed available space allocations.

c. Develop the annual HQUSACE training plan.

d. Review training matters brought to the attention of the Committee by a HQUSACE Staff element or the CPO.

e. Review and comment on the annual report for the Commander on the status of training within HQUSACE.

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f. Foster an understanding of and appreciation for the training and development policies and objectives among management officials.

g. The Committee will not become involved in the day-to-day transactions between CPO and the HQUSACE staff elements. Training Coordinators have been designated for that purpose.

7. Administrative Procedures.

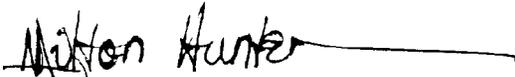
a. Committee members will be given materials for action items on the agenda at least one week prior to meetings.

b. Committee members are responsible, as necessary, for discussing agenda matters with Training Coordinators and managers in their respective HQUSACE elements, for obtaining input to Committee deliberations and for providing feedback on Committee recommendations.

c. Committee minutes will reflect a consensus. Committee members may request that opposing views on specific issues be included.

d. Committee members when represented by the alternate should provide the alternate with all necessary information for Committee deliberations.

FOR THE COMMANDER:


MILTON HUNTER
Colonel, Corps of Engineers
Chief of Staff