



**US Army Corps
of Engineers®**

ENGINEERING AND CONSTRUCTION BULLETIN

No. 2018-8

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SUBJECT: Engineering & Construction Command Training Plans Web Portal

CATEGORY: Directive and Policy

1. **References:**

- a. Engineering and Construction Bulletin (ECB) 2016-13, EC Fellows Program and Command Training Plans, 06 May 2016
- b. Army Regulation (AR) 350-10, Management of Army Individual Training Requirements and Resources, 03 September 2009
- c. AR 690-950, Career Management, 31 December 2001
- d. Engineer Regulation (ER) 690-1-958, Army Civilian Career Program for Engineers and Scientists (Resources and Construction), 25 June 1980
- e. ER 690-1-1216, USACE Army Civilian Training, Education and Development System (ACTEDS) Career Intern Program, 30 September 2013

2. **Purpose.** This ECB updates previous direction and policy guidance (Ref. a.), and continues to require the use of the Engineering and Construction (E&C) Command Training Plans (CTPs) for all technical E&C and Risk Management Center (RMC) employees currently filling positions in 0800s, 1008, 1350, and 2210 job classification series.

3. **Background.**

- a. Standardized, formal CTPs that are consistent across technical and program Communities of Practice (CoPs) enable USACE – at a Geographic District, Major Subordinate Command (MSC), CoP, and enterprise level – to assess its overall competencies, identify areas for improvement, and budget appropriately for continued technical and leadership development.
- b. E&C and RMC personnel acquire expertise through many avenues during their career, to include: classroom and online training; on the job experiences; leadership development, and; experiential rotations. The CTPs for each CoP provide a flexible framework of experiences and training expected for E&C personnel as they progress through their career with USACE.
- c. Feedback from District and MSC personnel indicate that previous requirements for CTP were difficult to achieve due to the investment of time to populate each employee's training and on the job experience over the course of a long career.
- d. In response to this feedback, a new web-based CTP is now available for use. The web portal eliminates the need to maintain multiple documents, streamlines the conversion of work

ECB No. 2018-8

Subject E&C Command Training Plans Web Portal

experience and training into a measurement of competency, and allows for analysis by employee and supervisors to project future training needs. The new CTP is accessible here (select the Internal Corps Site link at the top):

<https://maps.crrel.usace.army.mil/projects/eac/portal.html>

4. Applicability.

a. All personnel in E&C and the RMC who occupy 0800s, 1008, 1350 and 2210 job classification series are required to comply with this directive, effective upon publication.

b. USACE personnel that participate in E&C CTP but do not currently occupy positions within E&C may utilize the CTP if they wish. However, they are not required to have annual supervisor validation of training and experiences.

5. Directive.

a. Employees are required to create an account with the new web-based CTP (CAC enabled, DoD credentials) and log all completed training on an annual basis. At this time, documentation of on the job experience is optional, but strongly encouraged.

b. If an employee wishes to seek designation as an EC Fellow, a complete CTP must be populated and validated by their supervisor – to include on the job experience, rotations, deployments, and formal training. Additional guidance for the EC Fellow designation will be published under separate policy.

c. Supervisors are required to review and validate in the web portal each employee's completed CTP on an annual basis. It is recommend to use the CTP as a tool to facilitate continuous feedback and frequent review sessions, however, the metrics of the CTP must not be used as the basis of a yearly performance evaluation.

6. Implementation.

a. CTPs are developed and maintained by each CoP Lead and are intended to be a best fit for the position that employees occupy. While many employees are engaged in multiple CoPs, they must select one that is the best fit to their current job to update and maintain. Employee focus areas can be used to identify other areas of expertise reflected by other CoPs.

b. Changes to the overall requirements of the CTPs will be kept to a minimum. In the event that new directives impact the curriculum of CTPs, the respective CoP Lead will evaluate the change, incorporate into the CTP if necessary, and communicate to the affected CoP when updates are made.

c. Employees who take new positions within another CoP will need to transfer their education and experiences to that respective CTP. This is necessary due to the diverse requirements associated with each community of practice and the inherent proficiencies associated with that role. Prior training attributed to a competency that is not identified in the new CTP can be transferred to one of the employee's focus competencies. The web portal allows for archiving and copying between CTPs which helps to facilitate this process.

d. In the event a new CoP is created, employees may elect to retain their existing CTP or transfer to the new CoP that more closely reflects their current position. This should be done in coordination with their supervisor. The new CoP lead will communicate to its members when a new template is available for use.

e. If a new CoP does not yet have a CTP template available, employees may elect to choose another CoP that closely resembles their current position, or coordinate with their supervisor and CoP Lead to update their CTP when the template is complete.

f. Employees that already have a CTP populated and approved by their supervisor in the previous format (excel spreadsheets) should coordinate with their supervisors and determine if they will transfer their information into the new web portal, or continue to update the existing files. Employees are encouraged, at a minimum, to transfer their formal training information into the web portal to provide a more comprehensive analysis of current and future training needs.

g. CTP populated and approved by their supervisors in the previous format will be accepted as part of a nomination package for consideration as an EC Fellow.

h. Supervisors should make use of the batch approval function in the CTP that allows for all pending updates to be approved at once – eliminating the need to approve each employee's CTP line by line. Similarly, supervisors are encouraged to incorporate this process into review sessions with employees that are required to happen multiple times throughout the year.

7. Authority and Provisions.

a. Supervisors may determine that formal education (i.e. classroom and online training) received from a vendor is equivalent to the required courses explicitly listed within the CTP.

b. Fulfilling requirements for formal education (i.e. classroom and online training) may be achieved with appropriate on-the-job experience through the equivalency process described above. However, in such cases, the employee is not exempt from the total number of formal instruction hours to reach full competency within that focus area. The employee and supervisor must select alternative classes to ensure the combination of experiences and formal education are maintained.

c. Any questions concerning equivalency of alternate vendor training or on-the-job experience should be directed to the CoP point of contact for a final determination (refer to Attachment A).

8. Funding. The requirements for career program management (e.g. professional development, maintenance of IDPs) are funded with existing resources. As such, additional funds associated with this directive are not necessary and will not be provided.

9. Update. All new requirements will be included in the next appropriate policy document update.

ECB No. 2018-8

Subject E&C Command Training Plans Web Portal

10. Point of Contact. Points of contact for each CoP are included in Attachment A. HQUSACE point of contact for this ECB is Brandon Tobias, CECW-EC, (202) 761-0505.

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LARRY D. McCALLISTER, PhD, PE, PMP, SES
Chief, Engineering and Construction
U.S. Army Corps of Engineers

Attachment A – Communities of Practice Points of Contact

ECB No. 2018-8

Subject E&C Command Training Plans Web Portal

ATTACHMENT A: Communities of Practice Points of Contact

COMMUNITY OF PRACTICE	POINT OF CONTACT
Architecture & Interior Design	Scott Wick & Brandon Tobias
CAD/BIM	Jason Fairchild
Civil Engineering	Paul Dicker
Climate Preparedness & Resilience	Kate White (CTP pending)
Construction Management	Drew White & Gary Chaney
Cost Engineering	Tracy Leeser
Dam Safety	Jacob Davis
Electrical/Electronic Engineering	VACANT (Temp. POC Brandon Tobias)
Fire Protection Engineering	John Wilkus
Geology	Marty Goff
Geospatial Engineering	Nancy Blyler
Geotechnical and Materials Engineering	Rick Olsen (acting)
Hydrology, Hydraulics & Coastal Engineering	Sean Smith
Landscape Architecture	Kevin Holden
Levee Safety	Tammy Conforti & Steve Fink
Mechanical Engineering (Military)	Tim Gordon (deployed, temp POC Brandon Tobias)
Mechanical Engineering (Civil Works)	Tom Jamieson
Specifications	Zenovia Wilcox
Structural Engineering	Chris Westbrook
Value Engineering	Jeff Hooghouse