



**US Army Corps
of Engineers®**

ENGINEERING AND CONSTRUCTION BULLETIN

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SUBJECT: EC Fellows Program and Command Training Plans

CATEGORY: Directive and Policy

1. References.

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

2. Purpose.

- a. This directive establishes the Engineering and Construction (EC) Fellows Program as a competency-based career training curriculum, which utilizes Command Training Plans (CTPs) for Engineering and Construction (E&C) and Risk Management Center (RMC) personnel, and establishes the criteria for designation as an EC Fellow.
- b. The utilization of formalized and consistent CTPs enables USACE, as an enterprise, to assess its overall competencies, identify areas for improvement, and budget appropriately for continued technical and leadership development.

3. Background.

- a. 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 Community of Practice (CoP) have been updated to establish a flexible framework of experiences and training expected for E&C personnel as they progress through their career with USACE.
- b. Similar to many organizations that recognize its members for their exceptional contributions to the profession, the creation of the EC Fellow Designation provides a means to formally acknowledge the highest level of technical leadership expertise of E&C/RMC personnel in USACE.

4. Applicability.

a. All 0800s, 1008, 1350 and 2210 job classification series E&C and RMC personnel are required to utilize the latest CTP as a tool for documenting past experiences and projecting future training requests in their Individual Development Plans (IDP). Employees should work with their supervisors to select the appropriate CTP in special cases where position descriptions are relevant to multiple CoPs.

b. USACE personnel that participate in E&C Communities of Practice but do not currently occupy positions within E&C may utilize the CTP if they wish. However, they should not upload yearly documentation to the E&C Team Collaboration site.

c. CTP are developed and maintained by each CoP Leader and are intended to be a best fit for the position that employees occupy. If, during the course of his or her career development, an employee moves to a new position in a different CoP, their experiences should be transferred to that CTP as described below in Paragraph 7.

d. All 0800s, 1008, 1350 and 2210 job classification series E&C and RMC personnel may be considered for nomination as an EC Fellow once all requirements are met. These requirements are outlined in Attachment C, and include additional consideration beyond CTP competencies.

e. USACE personnel that participate in the E&C CoP but do not currently occupy positions within E&C or RMC are not eligible for consideration as an EC Fellow.

5. EC Fellows Program. The EC Fellows Program consists of two key components as described below: the updated Command Training Plans and the EC Fellow Designation.

a. Command Training Plans.

(1) E&C and RMC employees in job classification series 0800s, 1008, 1350 and 2210 are required to maintain an annotated Command Training Plan. Each CoP-developed CTP prescribes training and experiences to ensure professional development is accurately documented in the following categories:

(a) Universal Training

Three (3) focus areas: Leadership training; Facility Engineering & Acquisition Workforce Requirements, and; USACE Organizational training;

(b) Discipline-Specific Training

Four (4) focus areas developed by each CoP Leader to encourage competencies in technical areas relevant to respective disciplines;

(c) Employee Focus

Two (2) focus areas determined by individual employees and their supervisors, promoting breadth in the development of technical competencies, and;

(d) Education and Certifications

All higher education degrees or certificates completed, as well as professional registrations or certifications.

(2) The training and experiences recorded by an employee, and verified by his or her supervisor, establish both the level of competency achieved in each category, as well as the diversity of those experiences. Tracking this information in E&C Team Collaboration site enables comprehensive analysis of the enterprise knowledge base.

(3) For more information, refer to Attachment A “CTPs – How Do I Start?”

b. EC Fellow Designation.

(1) The EC Fellow Designation is a significant corporate level recognition reserved for the most accomplished employees within E&C and RMC. The requirements to obtain this designation span from technical and leadership expertise to communication and mentorship, as demonstrated within USACE as well as in the employee’s respective profession.

(2) The EC Fellows Program utilizes the CTPs to identify when an employee has reached a level of accomplishment appropriate for consideration as an EC Fellow. Consideration for an EC Fellow Designation is by nomination only. Nominees will be asked to submit additional documentation for evaluation as outlined in Attachment C.

6. Authority and Provisions.

a. Employee training and experience input must be verified by supervisors on at least a yearly basis.

b. Supervisors may determine that formal education (i.e. classroom and online training) received from one vendor is equivalent to the required courses explicitly listed within the CTP. Any concern about equivalency should be directed to the CoP Lead for a final determination (refer to Attachment B).

c. Requirements for formal education (i.e. classroom and online training) may be considered for substitution with 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.

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d. E&C and RMC employees in job classification series 0800s, 1008, 1350 and 2210 who have relevant education and experience that predates this policy will enter all previous (i.e. legacy) experience, training, and leadership contributions into the new CTP to enable recognition for their past professional development and growth. Current employees that are eligible and nominated for EC Fellow Designation will follow the same process outlined on Attachment C.

7. Implementation.

a. The EC Fellows Program is effective immediately. CoP Leaders have 30 calendar days from the date of this ECB to complete all CTP updates. Once CTP updates are complete, E&C and RMC employees in job classification series 0800s, 1008, 1350 and 2210 should document past training and experiences as soon as practicable to prepare for FY17 Individual Development Plans (IDP) and training requests. All employees are required to have completed CTP no later than 30 September 2016.

b. Within 30 calendar days from the date of this ECB, the [Technical Network Excellence \(TEN\)](#) site will have all current versions of Command Training Plans for each CoP. Any questions concerning the curriculum developed for each CTP should be directed to the appropriate CoP Leader listed in Attachment B.

c. 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 Leader will evaluate the change, incorporate into the CTP if necessary, and communicate to the affected CoP when updates are made.

d. The CTP includes a built-in notification that will inform employees and supervisors when their training and experience are sufficient to consider nomination for designation as an EC Fellow. However, this notification only identifies technical and experiential eligibility and should not be inferred as an approved application for the EC Fellow Program; refer to Attachment C for complete application requirements.

e. 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.

8. Funding. The requirements for professional development and 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 prior to the expiration of this ECB.

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10. Points of Contact. The MSC Proponent for the EC Fellows Program is Michael Zalesak, CESWD-RBT, (469) 487-7079. CoP Leader points of contact are included in Attachment B. The HQUSACE point of contact for this ECB is Brandon Tobias, CECW-CE, (202) 761-0505.

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Encl.

Attachment A: CTPs – How Do I Start?

Attachment B: Current Listing of Acting Communities of Practice Leaders

Attachment C: EC Fellow Designation Requirements and Application

ATTACHMENT A: CTPs – How Do I Start?

1. Employee Guidance

This quick reference will get you started and provide the highlights for maintaining your Command Training Plan. You should refer to the CTP User Guide on E&C Team Collaboration site for more step by step instructions and frequently asked questions.

- a. You can begin your documentation of past training and experiences immediately. It is highly encouraged that you complete this initial tracking prior to your next TAPES review and IDP development meeting with your supervisor.
- b. Download the CTP User Guide and the CTP Template for your Community of Practice from the [Technical Network Excellence \(TEN\)](#).
- c. Fill out the employee and supervisor information on the “Summary” tab. Only the indicated employee information should be provided in the CTP; do not disclose any Personally Identifiable Information (PII) or perform any sensitive activity in this system.
- d. Document all of your experiences and formal education that support the development of each of the competencies identified in your CTP, including two employee focus competencies that you identify with the approval of your supervisor.
- e. Your CTP must be evaluated and approved by your supervisor at least once a year.
 - (1) It is recommended to consolidate this discussion with your annual performance review and/or IDP development.
 - (2) Once approved, your supervisor must provide his or her initials in the cell next to the completion date of each new training or experience.
 - (3) When complete, export just the Summary tab as .pdf with your and your supervisor’s digital signature in the designated cells.
- f. Place your signed Summary and updated CTP on [\(TEN\)](#); refer to the folder structure and naming convention below:
 - (1) Root Folder: Community of Practice
 - (2) Sub Folder: Calendar Year
 - (3) Filenames: [CoP Name]-[Last Name]_[First Name]

E.g. Architecture > 2016 > Architecture-Smith_John.pdf
& Architecture > 2016 > Architecture-Smith_John.xlsm

2. Supervisor Guidance

a. Supervisors are required to review, validate, and sign off on training and work experiences for each 0800s, 1008, 1350 and 2210 job classification series E&C and RMC employee under their direct supervision. If a supervisor manages an employee in a different series than their expertise, consult with the CoP leads as necessary.

b. The discipline-specific technical competencies have been developed with an intentional mix of experiential (i.e. on the job) training as well as formal education (i.e. online or classroom). You have the ability to determine if one can substitute for the other, however:

(1) Equivalency determinations should be performed on a limited basis and may be subject to additional scrutiny, particularly if the employee is nominated for an EC Fellow Designation. The intent for this allowance is to accommodate employees that began their career with another agency/organization; it is not intended to allow existing employees to be grandfathered out of training requirements.

(2) Substitution of on-the-job training for formal education must consider the entirety of the course that has been identified. Specifically, many PROSPECT courses are identified not just for the technical aspects, but also for the USACE business practices that are taught as part of the curriculum. Industry-sponsored technical training should be augmented with USACE experience in order to meet the intent of these requirements.

(3) Employees may still take formal training that is not indicated as a required course and gain competency credit in lieu of on the job experience as a substitute. However, this should not be inferred as accruing all competency credits through training and no on-the-job experience.

(4) Ultimately if there are questions concerning equivalency for experiences other than what is indicated in the CTP, the CoP Leader will make the final determination.

c. The overall goal of the CTP is to establish a consistent baseline of training for a supervisor and their employees. The CTP are not intended to restrict the experiences of any particular discipline, but to encourage cross-training and diversity. Integrity is built into the system by ensuring that the documentation is accurate and by ensuring that employees genuinely possess the skills and knowledge indicated on their CTP.

d. While employees are encouraged to seek EC Fellow Designation, and to include it in their resumes as a testament to their technical and leadership acumen, supervisors are not allowed to list EC Fellow Designation (or any other minimum level of CTP competencies) as a requirement in position announcements.

ATTACHMENT B: Current Listing of Acting Communities of Practice Leaders

COMMUNITY OF PRACTICE	POINT OF CONTACT
Architecture & Interior Design	Scott Wick
CAD/BIM	Jason Fairchild
Civil Engineering	Paul Dicker
Construction Management	James Moore
Cost Engineering	Raymond Lynn
Dam Safety	Dave Paul & Barbara Schuelke
Electrical/Electronic Engineering	Elaine Wales
Fire Protection Engineering	John Wilkus
Geologist	Marty Goff
Geospatial Engineering	Nancy Blyler
Geotechnical and Materials Engineering	Richard Olsen
Hydrology, Hydraulics & Coastal Engineering	Sean Smith
Landscape Architecture	Kevin Holden
Levee Safety	Eric Halpin & Tammy Conforti
Mechanical Engineering (Military)	Tim Gordon
Mechanical Engineering (Civil Works)	Tom Jamieson
Specifications	Zenovia Wilcox
Structural Engineering	Chris Westbrook
Value Engineering	Jeff Hooghuse

ATTACHMENT C: EC Fellow Designation Requirements and Application

1. **Employee Qualifications.** The following qualifications must be met and verification provided as part of the Application Package in order to be considered for designation as an EC Fellow:

- a. Maintain current Professional Registration **OR**

Equivalent Professional Certification recognized by USACE

E.g. Professional Engineer; Registered Architect; Professional Geologist; Certified Cost Professional; Certified Construction Manager; Registered Interior Designer; etc.

AND

- b. Achieve the following thresholds on respective CTP:

- | | |
|---|--|
| (1) Overall Training: | Minimum 50% Trained |
| (2) Leadership Competency: | Level 4 |
| (3) Facility Engineer & Acquisition Competency: | Level 2 |
| (4) Organizational Competency: | Level 3 |
| (5) Technical Competencies: | Average Level 3 AND minimum 4 Required Courses |
| (6) Professional Registration Requirements: | Minimum one (1) as described above |

AND

c. Demonstrate a minimum of ten years' experience leading significant E&C and/or RMC projects and programs.

d. Demonstrate excellence in Professional Contributions (e.g. participation in professional societies, teaching, research, publication writing, speaking) and Leadership in the Professional Development of Others (e.g. teaching, mentoring, sponsoring, advising).

- e. Demonstrate significant contributions to USACE at an enterprise level.

2. **Employee Nomination**

Employees are not allowed to self-nominate, but through coordination with their chain of command, will need to provide documentation for the Application Package. Eligible employees may be nominated for designation as EC Fellow by one of the personnel listed below:

- (1) District E&C Chief;

(2) Major Subordinate Command E&C Chief, or;

(3) Standing EC Fellow.

3. Application Package

Each Application Package submitted for consideration must include the items described below:

(1) Nomination Letter (max 1 page): Signed by one of the nominating personnel indicated above.

Filename: [YYYY][ECFellow]-[Last Name]_[First Name]-Nomination.pdf
E.g.: 2015ECFellow-Smith_John-Nomination.pdf

(2) Most Recent CTP: Signed by supervisor validating all training and experiences.

Filename: [YYYY][ECFellow]-[Last Name]_[First Name]-CTP.xlsx
E.g.: 2015ECFellow-Smith_John-CTP.xlsm

(3) Professional Resume (max 2 pages), prepared by the nominee: Document at least the last ten (10) years of professional experiences, awards, and recognitions.

Filename: [YYYY][ECFellow]-[Last Name]_[First Name]-Resume.pdf
E.g.: 2015ECFellow-Smith_John-Resume.pdf

(4) Application Essays (max 1500 words for each question below), prepared by the nominee: Describe their experiences and qualifications in each area below:

(a) Experience leading significant E&C projects and programs;

(b) Excellence in Professional Contributions and Leadership in the Professional Development of Other, and;

(c) Significant contributions to USACE at an enterprise level.

Filename: [YYYY][ECFellow]-[Last Name]_[First Name]-Essay.pdf
E.g.: 2015ECFellow-Smith_John-Essay.pdf

4. EC Fellows Evaluation Panel

a. Upload documents to the appropriate location as indicated below:

(1) Root Folder: EC Fellows Program

(2) Sub Folder: Calendar Year

(3) Sub Folder: Applicant Name

E.g. EC Fellows Program > 2016 > Smith John > [Application Package file]

b. Complete Application Packages will be reviewed by the E&C Panel consisting of the following representatives:

(1) HQ Deputy Chief of E&C

(2) One (1) District E&C Chief

(3) One (1) MSC E&C Chief

(4) One (1) HQ E&C CoP Lead (each nominee's CoP Leader will be consulted as a part of the evaluation process)

(5) EC Fellows Proponent

c. Nominees who have been evaluated by the E&C Panel, and found to demonstrate the tenants of an EC Fellow, will be recommended to the HQUSACE Chief of E&C to make a final determination for EC Fellow Designation.

5. Nomination Schedule

Application Packages must be submitted no later than 01 May of each Calendar year (URL to be provided to eligible nominating personnel). Employees elected to the EC Fellowship will be announced no later than 31 August. If no eligible employees were selected for that year, no announcement will be made.