

REAL ESTATE

A GUIDE FOR PROJECT PARTNERS

SPONSORS' GUIDE TO CORPS TRAINING

INTRODUCTION

The Corps "PROSPECT Program" offers many short courses to improve and maintain the wide variety of technical and managerial skills and knowledge of our employees. Many of these courses are equally valuable to our study and project sponsors, particularly to their counterpart Project Managers and for sponsors involved in complex projects or several projects.

We welcome non-Corps interests, including sponsors, to attend these courses. While, due to class size limits, priority is given to training Corps and other Federal students before classroom spaces can be assigned to others, we will make every effort to accommodate your needs.

The majority of the Corps' short courses are less than one week in duration, have a tuition charge of between \$500 - \$1,000, and are offered at various locations across the nation at various times throughout the year. Students are responsible for all their training expenses, including tuition, travel and per diem necessary for course attendance. Tuition must be paid in advance. Students must also meet any course prerequisites.

SUGGESTED COURSES

The following courses are suggested for an overview of the Corps and how we conduct business, as well as for more advanced discussions of areas of particular interest to project sponsors:

Planner Orientation - Water Resources - A good introductory course about the Corps. The course provides a basic overview of the Corps water resources planning program, policies and procedures, including: the civil works program, types of studies,

the planning and review process, study management, project purposes, the legislative process, plan formulation, funding, cost sharing, and trends and new developments.

Planning Principles and Procedures - A basic course on the planning of civil works projects. The course provides current program guidance on the principles and procedures for planning water resource projects as presented in the Corps' "Planning Guidance Notebook" and in the context of a planning partnership with non Federal sponsors.

Planning Program Management - Civil Works - A basic course on the Congressional authorization and appropriations processes as they apply to Corps projects. The course provides an overview or Washington-level program management, budget and review procedures for civil works projects and programs; the Corps, Administration and Congress are discussed in relation to the authorization and appropriations processes.

Regulatory I - A basic course on the policies and procedures of the Corps regulatory program including the permit process and documentation, Section 404(b)(1) Guidelines, compliance and enforcement, and site inspection.

Life Cycle Project Management - An advanced course of the practice of life cycle project management (LCPM) in the Corps. The course provides an overview of project management, including the project management plan (PMP), workscope, work breakdown structure, cost estimating, contingencies, earned value, and the project review board (PRB).

Civil Works Program Development and Execution - An advanced course on how civil works project funds are requested (program development) and spent

(program execution). The course provides a comprehensive understanding of civil works programming and budgeting, including: Corps, Administration and Congressional organizations; program authorizations and appropriations; program development, including new start and continuing program, and capabilities; program defense, including hearings; and program execution, including work allowances, reprogramming actions, performance, and work year management.

Project Cooperation Agreement and Financing Plan Development: Policies, Practices and Procedures -

An advanced course on the financing of cost shared civil works projects. The course provides background on the principles, methods, and applications of financial analysis for water resource projects, including: financing, credit analysis and cost/revenue analysis.

Real Estate Acquisition - An advanced course on Federal and Corps land acquisition policies, regulations and procedures, including: elementary mapping, planning documents, title evidence, just compensation, appraisal fundamentals, negotiation and communication, estates 'in land. leasing procedures, local cooperation, road and utility relocations, and negotiator's reports.

Real Estate Relocation - An advanced course on the Uniform Relocation Assistance and Real Property Acquisition Assistance Policies Act of 1970 (Public Law 91-646, as amended), including legal and policy interpretations, services to be provided displacees, the basis for appraisals of acquired and replacement properties, methods of computing increased mortgage interest payments, and procedures for processing appeals.

OTHER COURSES

In addition to these courses, the Corps offers over 200 other short courses on many subjects related to the development and management of water resource projects, including.

- aesthetic resources
- budget and budgeting
- civil design
- coastal engineering
- concrete
- cost estimating

- contracts and contracting
- cultural resources
- dredging and dredged material
- design
- ecological resources
- economic analysis
- environmental quality
- environmental impact assessment and documents
- finance and accounting
- flood plain management
- flood warning and preparedness
- geotechnical
- hydraulic design
- hydrology
- inspections
- materials
- navigation
- negotiation
- program development
- public Involvement
- real estate
- recreation
- regulatory program
- remote sensing
- safety
- structural design
- surveying
- value engineering
- water supply
- wetlands

NEED MORE INFORMATION?

Complete course descriptions, including prerequisites, are in "The Purple Book, Managers and Supervisors Training Handbook" (Corps document number CEHNCP 350-1-1). Information about each courses' tuition, location and dates is published annually in the "Training Needs Survey" for the next fiscal year. Contact the Human Resources Office at your nearest Corps office to review these documents, or to get information about short courses or any other Information about Corps training opportunities. Limited copies of the "Purple Book" are available from:

U.S. Army Corps of Engineers
Professional Development Support Center
CEHR-P-RG
P.O. Box 1600
Huntsville, Alabama 35807-4301
Telephone (205) 895-7405

If you desire to attend a course, contact the Corps Registrar at the Professional Development Center, at (205) 895-7421, for help in handling the enrollment and payment process.