



DEPARTMENT OF THE ARMY  
U.S. ARMY CORPS OF ENGINEERS  
441 G STREET NW  
WASHINGTON, D.C. 20314-1000

19 Aug 08

CEHR-ULC-PMO (690-400a)

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: FY09 Proponent-Sponsored Engineer Corps Training Program (PROSPECT)  
Procedural Information

1. This memorandum includes final information for the FY09 PROSPECT Program and contains guidance on required actions to make the process work effectively. The PROSPECT Program is based on customer training needs.
2. You will find PROSPECT Program information on the USACE Learning Center (ULC) website at <http://ulc.usace.army.mil>. Please note important course date and location change information in Enclosure 1. Training coordinators may locate allocations based on instructions in Enclosure 2, Login Instructions for TMIS. A list of cancelled courses and sessions is at Enclosure 3. A list of course sessions that will accommodate extra students can be found at the ULC website.
3. The PROSPECT Program is entirely dependent on tuition income to keep the program viable. For that reason, like a commercial business, we must do an accurate job of forecasting training needs, and we depend on your responses to our training survey to plan our calendar. Knowing that planning a year in advance is difficult, we have built some flexibility into our program; however, the following policies and procedures apply:
  - a. Training coordinators and supervisors are vital to making our program a success. Upon receiving the allocated spaces, identify your students by name and provide credit card payment for each allocated space at least 60 days prior to class start date. Make payments by completing the Payment by Credit Card Form, Enclosure 4. The credit card payment form is also on-line at <http://ulc.usace.army.mil/Downloads/Credit Card Payment Form.doc>. Payment of PROSPECT tuitions using the IMPAC card is mandatory. If not paid when due (60 days prior to class start date), the space will become available for use by those on standby. Payments for standby students are due at the time of acceptance. NOTE: Do not include more students on a single payment form than your credit card limit will cover. Please submit additional payment forms as required.
  - b. Supervisors must ensure that each student nominee meets course prerequisites or submits a Request for Waiver along with the training request. The appropriate ULC Course Manager will review the Request for Waiver, coordinate with the course proponent, and provide a decision on the request within five working days of receipt.

CEHR-ULC-PMO (690-400a)

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Procedural Information

c. Approximately 60 days prior to the start of each session of training, the ULC Registrars will provide Student Reporting Instructions.

d. A 60-day cancellation policy is effective for all approved allocations distributed to customer organizations. To avoid an adverse impact on both the ULC and the training program, please make every effort possible to use the spaces allocated to your organization. When that is not possible, the ULC must charge the full tuition for any spaces not cancelled 60 days prior to the start date of a course.

e. Training coordinators managing Intern training must also provide the name for each Intern nominated to attend PROSPECT classes not later than 60 days prior to the start of training. Provide an approved Training Request Form (SF 182, or equivalent) at least 30 days prior to the start of training. You will find additional information in our Policy on Registration and Enrollment of Interns in Enclosure 5.

f. We have made every effort to accommodate your training needs in the sessions you requested; however, in certain courses, some sessions had many requests, generating a need for additional sessions. With other courses, where sessions did not fill, we had to cancel one or more sessions and move students to another remaining session. ***If these changes are unacceptable, please cancel the requirement immediately*** so that we may place a space-available student in the class.

g. If you need spaces in any class with vacancies, please submit a Request for Training, SF 182, to the ULC Registrar's Office for enrollment (FAX: 256-895-7469).

4. We request that individuals with disabilities who require special services or accommodations contact Sue Frith at 256-895-7436; e-mail: [Nellie.U.Frith@usace.army.mil](mailto:Nellie.U.Frith@usace.army.mil) not later than 6 weeks prior to the course start date. She will coordinate the student's needs with the appropriate provider and respond with special instructions as needed.

5. You will find detailed instructions regarding cancellations, prerequisites, and the tuition billing system in The Purple Book and PROSPECT Training Needs Survey, pages 1-2 and 1-3. You may view this entire publication at <http://ulc.usace.army.mil>.

CEHR-ULC-PMO (690-400a)

SUBJECT: FY09 Proponent-Sponsored Engineer Corps Training Program (PROSPECT)  
Procedural Information

6. Refer questions to Sherry Whitaker, 256-895-7425, or Bobbi Stoddard, 256-895-7421. Their e-mail addresses are [Sherry.M.Whitaker@usace.army.mil](mailto:Sherry.M.Whitaker@usace.army.mil) or [Roberta.K.Stoddard@usace.army.mil](mailto:Roberta.K.Stoddard@usace.army.mil). For technical questions regarding courses listed as WBT, EXP, or VTT, contact Judy Armstrong, 256-895-7419, [Judy.H.Armstrong@usace.army.mil](mailto:Judy.H.Armstrong@usace.army.mil).

FOR THE COMMANDER:

- 5 Encls
1. Course Date and Location  
Change Information
2. Login Instructions for TMIS
3. List of Cancelled Courses and Sessions
4. Payment by Credit Card Form
5. Registration and Enrollment of Interns

  
GARY F. ANDREW  
Director, USACE Learning Center

DISTRIBUTION:

Deputy Commanders, USACE Commands  
Directors, USACE Centers and Laboratories  
Senior Proponents, HQUSACE  
Course Proponents, HQUSACE  
HR Directors  
Commandant, U.S. Army Military Academy, ATTN: MAEN-C-B, DHPW Admin Office,  
Building 667A, West Point, NY 10966-1592

COMMANDER:

Headquarters, U.S. Army Corps of Engineers, ATTN: CEHEC-CP, Glenn Adams  
1CES/CER, 37 Sweeney Blvd, Langley AFB, VA 23665  
50CES/CER, 300 O'Malley Ave., Suite 19, Schriever AFB, CO 80912-5019  
Headquarters, U.S. Army Reserve Command, ATTN: IMA-ARO,  
2511 Jefferson Davis Highway, Arlington, VA 22202-3726  
U.S. 8<sup>th</sup> Army Korea, ATTN: EAEN, Unit #15236, APO, AP 96206-0009  
Carlisle Barracks, ATTN: ATZE-DPW-E, 309 Engineer Ave.,  
Carlisle Barracks, PA 17013-5059  
U.S. Army Forces Command, ATTN: AFPI-EN, Personnel and Installation Mgt,  
1777 Hardee Ave., SW., Fort McPherson, GA 30330-1062  
U.S. Army Information Signal Command, ATTN: AFSC-EN, Bldg 61801, Room 2313,

CEHR-ULC-PMO (690-400a)

SUBJECT: FY09 Proponent-Sponsored Engineer Corps Training Program (PROSPECT)  
Procedural Information

(Cont)

Fort Huachuca, AZ 85613-5000

U.S. Army Materiel Command, ATTN: AMC-PE-CC-T, 5001 Eisenhower Ave.,  
Alexandria, VA 22333-0001

Fort Myer Military Community, ATTN: DPW/Logistics, 105 Fenton Circle,  
Fort Myer, VA 22211-1199

U.S. Army Training and Doctrine Command (TRADOC), ATTN: ATBO-GPR,  
Fort Monroe, VA 23651-5000

U.S. Army Intelligence and Security Command, ATTN: IALO-E, Nolan Bldg,  
8825 Beulah Street, Fort Belvoir, VA 22060-5246

Directorate of Support Services, ATTN: AFRC-FM-FS, 2212 Chisholm Street,  
Fort George G. Meade, MD 20755-5115

Directorate of Support Services, ATTN: AFRC-FM-SS, 2171 S. 8<sup>th</sup> Street,  
Fort McCoy, WI 54656-5163

Assistant Chief of Staff Installation Management, ATTN: 600 Army Pentagon,  
Room 1E676, Washington, DC 20310-2600

U.S. Army Garrison and Fort Lee, ATTN: ATZM-ES, DPW, 1816 Shop Road,  
Fort Lee, VA 23801-1604

U.S. Army Field Artillery Center and Fort Sill, DPW, ATTN: ATZR-EB, Bldg 1950,  
Fort Sill, OK 73503-0308

U.S. Army Training Center and Fort Jackson, ATTN: ATZJ-PWB, DPW,  
Fort Jackson, SC 29207-5000

Directorate of Public Works, ATTN: ATZB-PWM-R, Bldg 6, Fort Benning, GA 31905

U.S. Army Medical Department Center and School, ATTN: MCCS-LF, 1750 Greeley  
Road, Fort Sam Houston, TX 78234-6190

U.S. Army Transport Center, DPW, ATTN: ATZF-PW, Fort Eustis, VA 23604-5306

U.S. Army Garrison and Fort Huachuca, Directorate of Installation Support,  
ATTN: ATZS-IS, Fort Huachuca, AZ 85613-6000

Headquarters, U.S. Army Armor Center and Fort Knox, Base Operations,  
Fort Knox, KY 40121-5000

Headquarters, U.S. Army Engineer Center and Fort Leonard Wood, DPW,  
ATTN: ATZT-DPW-A, Fort Leonard Wood, MO 65473-5000

Headquarters, Directorate of Public Works, ATTN: ATZQ-DPW, Bldg 1404,  
Fort Rucker, AL 36362

Fort A.P. Hill, ATTN: ANAP-PWA, DPW, 19952 N. Range Road,  
Fort A.P. Hill, VA 22427-3123

Headquarters, Fort Carson, ATTN: AFZC-DPW-A, DPW, Bldg 305, 805 Trevis Street,  
Fort Carson, CO 80913-5023

CEHR-ULC-PMO (690-400a)

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Procedural Information

(Cont)

Headquarters, Installation Management Agency Management Agency, Pacific Region  
Office Region Office, ATTN: Bldg T-104, "H" Place, Fort Shafter, HI 96858-5020  
Directorate of Public Works, HQ, US Army Garrison Alaska, ATTN; ITS or Management  
Analyst, Fort Richardson, AK 99505-6500

Department of the Army, HQ, US Army Garrison-Japan, Unit 45006

(APAJ-GH-PW-SP-A), APO AP 96343-5006

Department of Public Works, HQ, US Army Garrison Hawaii, Bldg. 104, Wright Ave.,  
Wheeler Army Airfield, HI 96858-5013

Fort Drum, ATTN: AFZS-PW-A (Mr. Dave Cook), Directorate of Public Works, 85 First  
Street West, Fort Drum, NY 13602-5097

I Corps and Fort Lewis, ATTN: AFZH-PW, P.O. Box 339500, MS17, Fort Lewis, WA  
98433-9500

XVIII Airborne Corps and Fort Bragg, Public Works Business Center, ATTN:

AFZA-PW-A, Butner Road, Bldg 3-1631, Fort Bragg, NC 28307-5000

III Corps and Fort Hood, ATTN: AFZF-PW-H, 4612 Engineer Drive, Fort Hood, TX  
76544-5058

JRTC & Fort Polk, ATTN: AFZX-RM-MAPB, DRM Mgt Anal Div., 1785 23rd Street,  
Bldg. 2520, Fort Polk, LA 71459-5538

Director of Public Works, ATTN: MCGA-PW-PBB, 2202 15th St., Fort Sam Houston,  
TX 78234-50007

3rd Inf Div Mech and Fort Stewart, ATTN: AFZP-DEA, 1587 Frank Cochran Drive, Fort  
Stewart, GA 31314-4938

Director of Public Works, Building 28, ATTN: ATZG-WA, Bldg. 28, Fort Monroe, VA  
23602-6000

U.S. Army Medical Command, ATTN: MCFAF, HQs, 2050 Worth Road, Suite 22, Fort  
Sam Houston, TX 78234-6022

U.S. Army Health Facility Planning Agency, 5109 Leesburg Pike, Suite 679, Falls  
Church, VA 22041-3258

U.S. Army Garrison, Fort Belvoir, Directorate of Installation Support, ATTN:

ANFB-PWA, 9430 Jackson Loop, Suite 107, Fort Belvoir, VA 22060-5130

U.S. Army Space and Missile Defense Command, ATTN: SMDC-PT-C, P.O. Box  
1500, Huntsville, AL 35807-3801

U.S. Army Special Operations, ATTN: AOEN, Building D2311, Fort Bragg, NC  
28307-5001

Walter Reed Army Medical Center, ATTN: MCAT-DPW, Directorate of Public Works  
(Operations), 6825 16th Street, NW, Washington, DC 20307-5001

Anniston Army Depot, ATTN: DPE Training Coordinator, 7 Frankford Avenue,  
Anniston, AL 36201-4199

CEHR-ULC-PMO (690-400a)

SUBJECT: FY09 Proponent-Sponsored Engineer Corps Training Program (PROSPECT)  
Procedural Information

(Cont)

Corpus Christi Army Depot, ATTN: SIOCC-DM-PE, Stop 6, 308 Crecy Street,  
Corpus Christi, TX 78419-5260

U.S. AMCOM, ATTN: AMSAM-EN, Building 112, Room 202, Redstone Arsenal, AL  
35898

U.S. Army Pine Bluff Arsenal, ATTN: SIOPB-PWE, 1002 Kabrith Circle, Pine Bluff,  
AR 71602

USAMC Installations and Services Activity, ATTN: AMXEN-S, Rock Island, IL  
61299-7190

U.S. Army Rock Island Arsenal, ATTN: SIORI-PC-T, Rock Island, IL  
61299-5000

Red River Army Depot, ATTN: SIORR-OE, Building 228, Texarkana, TX  
75507-5000

U.S. Army Tank Automotive Command, ATTN: AMSTA-RM-XP, Warren, MI  
48397-5000

Tobyhanna Army Depot, ATTN: AMSEL-LC-TY-BU-T, 11 Hap Arnold Blvd.,  
Tobyhanna, PA 18466-5093

Tooele Army Depot, ATTN: SIOTE-RSH-T, Bldg., Tooele, UT 84074-5000

White Sands Missile Range, ATTN: STEWS-NRA-B-, White Sands, NM  
88002-5054

17CES/CEC, 460 E. Kearney Blvd., Goodfellow AFB, TX 76908-4122

Elmendorf AFB, ATTN: 3 CES/CERM 6326 Arctic Warrior Dr., Elmendorf AFB,  
AK 99506-3240

U.S. Air Force Academy, 10 CEG/CEPR, 8120 Edgerton Drive, Suite 40, USAF  
Academy, CO 80840-2400

Air Force Materiel Command, ATTN: AFMC/CEIP, 4225 Logistics Avenue, Suite 7,  
Wright Patterson AFB, OH 45433-5745

HQs, AFSPACECOM, ATTN: 21 CES/CERR, 580 Goodfellow Street, Peterson AFB,  
CO 80914-2370

Headquarters, U.S. Coast Guard, ATTN: CSEC, 2100 2nd Str., SW., Washington, DC  
20593-0001

Army & Air Force Exchange Service, ATTN: Operations Center, P.O. Box 660320,  
Dallas, TX 75266-0320

43 CES/CEC, 560 Interceptor Road, Pope AFB, NC 28308-2314

Facilities Engineer Division, ATTN: Code 400, Public Works Branch, MCB Camp  
Smedley D. Butler, Unit 35006, FPO, AP 96373-5006

U.S. Army Aberdeen Test Center, ATTN: CSTE-DTC-AT-CS, 400 Collieran Road,  
Aberdeen Proving Ground, MD 21005-5059

JRTC& Ft. Polk, ATTN: Ms. Simone Curtis, P.O. Drawer 3918, Ft. Polk, LA  
71459-0918

U.S. Army Soldier/Biological Chemical Command, ATTN: AMSSB-OPW, Kansas  
Street, Natick, MA 01760-5026

U.S. Army Space Command, 1670 N. Newport Road, Colorado Springs, CO 80916

CEHR-ULC-PMO (690-400a)

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Procedural Information

Commanding Officer:

Pacific Division, Naval Facilities Engr Command, ATTN: Code 43A, Trng Dept., 94810  
Maloalo St., 2<sup>nd</sup> Floor, Waipahu, HI 96797

SouthNavFacEngCom, ATTN: Code 05MA1, 2155 Eagle Dr., North Charleston, SC 29419-  
9010

SouthwestNavFacEngCom, 1220 Pacific Highway, Bldg 130, San Diego, CA 92132-5185  
Engineering Field Activity, Mediterranean (N5), PSC 817, Box 51, FPO AE 09622-0051

Naval Facilities Engineering Command, North Carolina Caribbean IPT, 6506 Hampton Blvd.,  
Norfolk, VA 23508-1278

Naval Facilities Engineering Command, Mid-Atlantic, ATTN: Thomas Grieves, 9742 Maryland  
Avenue, Norfolk, VA 23511-3095

Engineering Field Activity, Midwest PWC GL, ATTN: Code 02T, 201 Decatur Avenue, Great  
Lakes, IL 60088-5600

U.S. Fleet Activities, SASEBO, Public Works Department, ATTN: PSC 476, Box 66, FPO, AP  
96322-1160

Defense National Stockpile Center, Defense Logistics Agency, ATTN: DSS-B, 8725 J. J.  
Kingman Building, Stop 6220, Ft. Belvoir, VA 22060.

Director:

National Geospatial Intelligence Agency, ATTN: HRD/Training, 3200 S., Second Street, St.  
Louis, MO 63118-3399

National Security Agency, ATTN: HRD/Training, 9800 Salvage Road, Suite 6451, Fort Meade,  
MD 20755-6807

Federal Aviation Administration, ATTN: AAL-471, 222 West 7<sup>th</sup> Avenue, Box 14, Anchorage,  
AK 99513

Federal Aviation Administration, ATTN: ANI-600, NAS, Implementation Branch, 2601  
Meacham Blvd., Fort Worth, TX 76193-0456

Federal Aviation Administration Southern Region, ATTN: ANI-300, P.O. Box 20636, Atlanta,  
GA 30320

Federal Aviation Administration, ATTN: ACE-421A, 601 East 12<sup>th</sup> Street, Room 1544, Kansas  
City, MO 64106

Federal Aviation Administration, Western Pacific Region, ATTN: ANI-920, P.O. Box 92007  
WWPC, Los Angeles, CA 90009-2007

Federal Aviation Administration, Northwest Mountain Region, ATTN: ANM-820, 1601 Lind  
Avenue, SW., Renton, WA 98146-4056

Federal Aviation Agency, Great Lakes Regional Office, O'Hara Lake Office Center, 2300 East  
Devon Avenue, ATTN: ANI-400, Des Plaines, IL 60018

CEHR-ULC-PMO (690-400a)

SUBJECT: FY09 Proponent-Sponsored Engineer Corps Training Program (PROSPECT)  
Procedural Information

(Cont)

Federal Aviation Administration, ATTN: ANI-100, Boston NAS Implementation Center, 12  
New England Executive Park, Burlington, MA 01803

Federal Bureau of Prisons, Design and Construction Branch, 500 1<sup>st</sup> Street, Washington,  
DC 20534

Federal Law Enforcement Training Center, Bldg 94, ATTN: Personnel, Glynco, GA 31524

National Geospatial Intelligence Agency, ATTN: HRD/Training, 3200 S., Second Street, St.  
Louis, MO 63118-3399

National Security Agency, 9800 Salvage Road, Suite 6451, Fort Meade, MD  
20755-6807

Federal Aviation Administration, ATTN: AAL-471, 222 West 7th Avenue, Box 14, Anchorage,  
AK 99513