

CECW-OD Regulation No. 350-2-411	Department of the Army U.S. Army Corps of Engineers Washington, DC 20314-1000	ER 350-2-411 15 May 69
	Training TRAINING AND DEVELOPMENT PROGRAM FOR HOPPER AND SIDECASTING DREDGE CADETS	
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DEPARTMENT OF THE ARMY
Office of the Chief of Engineers
Washington, D.C. 20315

ENGEF-CD/ENGCW-OS

Regulation
No. 350-2-411

15 May 1969

TRAINING

Training and Development Program for
Hopper and Sidecasting Dredge Cadets

1. Purpose and Scope. This regulation establishes a command-wide training and development program for the selection and development of hopper and sidecasting dredge cadets. Engineer Pamphlet 350-2-411 contains all the appendixes referred to in this regulation.

2. Applicability. It is applicable to all Corps of Engineers Divisions and Districts having hopper and sidecasting dredge plant under their jurisdiction.

3. General. a. The shortage of licensed personnel requires that the Corps of Engineers establish a training and development program to insure continued operation of its dredges at their maximum capacity. The program will provide personnel with a high degree of proficiency in the operation of dredge equipment at an accelerated rate; provide trained personnel to fulfill recurring replacement requirements; and insure uniformity of training and operating efficiency throughout the dredge fleet.

b. (1) This 24-month Training and Development Program will be required for all dredge personnel training toward 3rd Mate and 3rd Assistant Engineer positions. It also offers developmental opportunities for present employees to obtain or upgrade licenses and maintain a high level of technical and operating competence.

(2) Corps of Engineers employees presently on the rolls at the time this program goes into effect must meet the eligibility requirements (para 7a) and satisfactorily complete the Training and Development Program for all promotions to 3rd Mate or 3rd Assistant Engineer.

c. (1) Dredge employees with sufficient qualifying sea time who are interested in obtaining or upgrading licenses should be encouraged to apply to the Cadet Committee for consideration to attend a commercial navigation and engineering school. The Committee will establish an equitable system for employees to participate in this training, taking into consideration total needs and demonstrated aptitudes and abilities.

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(2) Personnel selected for this training will be considered on temporary duty status with pay for the time necessary to complete the course and to sit for examinations for obtaining their first license or upgrade their present license. Travel expenses and per diem will be provided in accordance with JTR, Volume 2. A total of eight weeks may be provided for each approved training period, plus any additional time necessary to take the Coast Guard examination.

d. The U.S. Coast Guard has authorized accelerated promotions and waiver of its three year sea duty requirement for all Cadets that successfully complete this program. This program requires that the Cadet pass the Coast Guard physical requirements and successfully complete the Coast Guard 3rd Mate or 3rd Assistant Engineer examination.

e. Recruitment, development, assignment and promotion opportunities at all phases and positions will be provided entirely on the basis of individual fitness and merit, without regard to race, religion, color, sex, marital status, national origin, age, membership or non-membership in an employee organization and politics.

4. Program Responsibility.

a. Division Engineers with Districts having dredges under their jurisdiction have primary responsibility for the program and for coordinating recruiting activities throughout the geographic boundaries of the respective Divisions. They will assign Cadets where the best training can be provided and where their services are most needed.

b. (1) Personnel requirements to maintain adequate staffing of the existing fleet as well as staffing plant that is planned for future construction should be projected far enough in advance to insure adequately trained personnel are available when required.

(2) Recruitment of officers with Coast Guard licenses will be continued during the period required for trainees to complete the program. However, recruitment under these conditions should be based on the status and future requirements of the training program.

c. District Engineers operating dredges are responsible for the development of schedules for Cadets and will delegate the training to the Masters of dredges designated to conduct training. The actual training should be under the supervision of an officer who has a high degree of professional knowledge and skill. He should have a sincere interest in the program and the desire and ability to work with the Cadets.

d. Should a Cadet fail to satisfactorily complete the prescribed program or any portion thereof within the time allocated

plus any approved extensions, he will be removed from the program and reassigned to an appropriate position for which he qualifies or separated from the service.

e. Should a Cadet successfully complete the entire training program and fail the Coast Guard licensing examination the case should be referred to the District Cadet Committee for evaluation. Depending upon the circumstances the Committee may recommend and the District Engineer may authorize any of the following actions:

(1) That the Cadet be allowed to sit again for a license at Government expense and after a reasonable period of time aboard the dredge (not to exceed 6 months) during which he will undertake additional preparation for the examination. During this period he will retain his Cadet status.

(2) That the Cadet be allowed to sit again for a license at his own expense and after a reasonable period of time aboard the dredge (not to exceed 6 months) during which he will undertake additional preparation for the examination. During this period he will retain his Cadet status.

(3) That the Cadet be separated from the program.

(4) There will be no third chance.

f. Annual and shore leave that will be earned during the training period will be granted at the discretion of the Master. However, the appropriate phase of training will be extended by the amount of annual, sick, or shore leave used.

5. Manpower Spaces and Funds. Manpower spaces and funds needed to support this program will be provided in accordance with ER 690-1-504. In order to assure the availability of the required personnel spaces to support this program, the Division Engineer will administer the allocation, transfer and revocation of the manpower spaces on a Division-wide basis.

6. Employment and Mobility. While it is not mandatory that Cadets agree to accept transfers on a Corps-wide basis, each Cadet will be required to execute an employment and mobility agreement ENG Form 4225-R, APP VIII, EP 350-2-411, for placement within the geographical region in which he was trained. For the purpose of this program the geographical regions are defined as:

Region 1 - area serviced by Buffalo and Detroit Districts

Region 2 - area serviced by Jacksonville and Philadelphia Districts

Region 3 - area serviced by New Orleans and Galveston Districts

Region 4 - area serviced by Portland District

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7. Program Administration. a. To become eligible for the program all applicants must successfully complete the U.S. Civil Service Commission (USCSC) test and questionnaire established for the program. The applicant will be required to pass a physical examination comparable to that required by the U.S. Coast Guard for licensing.

b. The initial test and questionnaire will be given in-house by all Districts for their own personnel who have applied. The applications, completed tests and questionnaires will be forwarded to this office, ATTN: ENGEP-CD, for coordinated evaluation and review with ENGCW-OS and the U. S. Civil Service Commission. The OCE will furnish each District with the results of the test and questionnaire for its own employees. The questionnaire will be returned to the District for use by the Committee in interviewing applicants. Those who are qualified and interested in entering the training program will be called for an interview. Interviews will be conducted by the Cadet Committees of those Districts having hopper and sidcasting dredges and an ad hoc committee in those Districts not having this type of plant. During the interview each applicant will indicate his preference of the region or regions in which he would accept employment. Results of the interviews, together with Committee recommendations, will be forwarded to the OCE, ATTN: ENGEP-CD. Questionnaires will be returned with the Committee recommendations. The OCE will consolidate the names and establish regional registers. These registers will contain the names of qualified applicants who have indicated a preference for a particular region. These registers, together with the results of the interview and the questionnaire, will be forwarded to the Districts operating hopper or sidcasting dredges. Districts will make selections and contact the applicant's personnel office to arrange for the required physical examination and transfer of the applicant. This office will be notified immediately of all applicants hired from the regional registers. Notification will include name, position, and date of acceptance as a Cadet.

c. If enough Cadets are not obtained from among District employees, an open USCSC test will be announced and administered by the Interagency Board of USCSC Examiners for each dredge owning District not having enough applicants. Sufficient applicants passing the USCSC test will be interviewed by the Cadet Committee for evaluation and possible employment. Academic qualifications and work experience will be evaluated along with the USCSC test and possible adjustments may be made in certain phases of the program where it is considered justified.

d. A dredge employee who has been unable to pass the USCSC test may request an interview with the Cadet Committee. In rare instances, the Committee may find that the employee's work experience and learning ability are such that it would be justified to request a waiver of the USCSC test requirements from the OCE.

8. Cadet Committee. a. A Cadet Committee shall be established at the District level to examine applicants, evaluate Cadet performance and perform other related functions as are delegated to it. The Committee shall consist of a minimum of three members, all of whom shall be employees of the Corps of Engineers. A majority of the members should possess sufficient knowledge of dredge operations to fairly evaluate new applicants and Cadet progress. As a minimum the Committee should include one representative of the personnel office, and two representatives from the operating organization. The Master of the training dredge should be in attendance during meetings when the evaluation and review procedures specified in para 8a(2) and 8a(3) are conducted and at other times when major factors affecting the status of the individual Cadet or progress of the overall program are discussed. Union observers who are Corps employees may be appointed if desired. The chairman should be elected by the members of the Committee and should rotate through the Committee every two years. The Committee will be responsible for the following:

(1) Establish a register of eligible applicants based on the USCSC test and questionnaire, work experience, attitude and personality.

(2) Evaluate past work experience to determine if certain phases of the program should be waived. Employees with dredge experience will not be required to receive training in the phases in which they have satisfactorily performed the duties for the specified time.

(3) Review reports of each phase of the program. If reports indicate continued unsatisfactory progress, the Committee will interview the Cadet and the officer in charge of training before recommending separation or corrective action to the District Engineer.

(4) The Committee will forward to the dredge Master the results of the interview of each Cadet hired. This will enable the Master to know the Cadet's background better and will also explain any adjustments that may have been made in the training schedule due to prior exchange of the Cadet.

(5) The Committee is delegated the authority to approve an extension of time beyond that specified in APP I and II, EP 350-411, up to a limit of 25 per cent. This will exclude approved absences such as sick, shore and annual leave. Any proposed extensions beyond this limit (25 per cent) must be referred to the OCE for approval.

9. Training Requirements.

a. The Cadet will be required to successfully complete all requirements of each phase of the program in the allocated time before he can progress to the next phase or before any promotions are received. This includes the extension courses or other

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b. Anytime a Cadet is required to obtain a license, certificate or attend any training course or school included in the program, he will be considered on a temporary duty status with pay for the time necessary to complete the requirement. Tuition, travel expenses and per diem, if necessary, will be in accordance with JTR.

c. (1) Upon successful completion of the 24-month Program the Cadet will receive a certificate of completion (APP XII or XIII, EP 350-2-411). This certificate will be accepted by all Coast Guard Regional Offices as evidence the Cadet has successfully completed the COE Program and is eligible to sit for a 3rd Mate or 3rd Assistants Engineer license.

(2) Upon receipt of the U. S. Coast Guard license the 3rd Mate will be assigned to the District Office for a period of nine days for orientation as outlined in APP IX, EP 350-2-411. After completion of the District Office orientation, the 3rd Mate will be assigned to a Hydrographic Survey Party for a two-week period of training as indicated in APP IX, EP 350-2-411.

(3) Upon receipt of the U. S. Coast Guard license, the 3rd Assistant Engineer will be assigned to the District Office for a period of eight days for orientation as outlined in APP X, EP 350-2-411.

(4) Upon completion of the above orientation, the 3rd Mate or 3rd Assistant Engineer will be assigned to a dredge.

d. Five hours each week will be allowed for study and work on extension courses, Coast Guard questionnaires or other additional training that may be considered necessary by the dredge Master. This time will be allowed during the normal 40-hour workweek. Any additional time required for study or preparation of lessons must be during off-duty hours.

e. Ample library material will be aboard each dredge for Cadets to study and to assist in the completion of the designated extension courses as well as the Coast Guard questions listed in APP III or IV, EP 350-2-411. All employees will be informed of the existence of the library and that this material is available for their use. Libraries will be stocked, as a minimum, with publications listed in APP XI, EP 350-2-411. If additional books or publications are required as a result of this program, they should be obtained as soon as possible. For any publications purchased, the following information should be furnished this office, ATTN: ENGEP-CD, immediately: Name of publication, author, publisher and cost.

f. To eliminate delays, extension courses TRANS 434 (Harbor Craft Deck Operations I) or ORD 424 (Machine Shop Practices) in Phase I of the program should be ordered by the Personnel Office as soon as each Cadet is selected. All grades obtained in the extension courses and other relevant training or evaluation material will be recorded in the Personnel Office and routed through the dredge Master to the Cadet to provide the Master with complete information on the Cadet's progress.

g. When ordering Army extension courses use DA Form 145, Army Extension Course Enrollment Application. When ordering Navy extension courses use Form NAVPERS 1550/4 (Rev. 11-67) and forward to the Naval Correspondence Course Center, Scotia, New York 12302.

10. Position and Pay Management.

a. Position descriptions (APP V and VI, EP 350-2-411) have been prepared to cover the several distinct phases of the training program. These descriptions reflect the grade level of each training period. Pay rates used will be those of the current dredge schedule for the region in which a Cadet is employed. Official position titles on SF 50, Notification of Personnel Action, and other personnel records will be the job title for the particular phase of training, followed by "Cadet Mate" or "Cadet Engineer" in parenthesis, i.e., Boatswain (Cadet Mate), or Oiler (Cadet Engineer).

b. A Department of Defense employee selected for training, who in his preceding regular assignment was receiving a higher rate of pay than is established for the part in which the employee is enrolled, may be officially assigned to the training position and, if otherwise eligible, retain his previous rate of pay during the specified training period.

c. Upon satisfactory completion of designated phases of the program (APP I or II, EP 350-2-411) the Cadet will be promoted to the next higher phase at the beginning of the next pay period.

d. The Cadet will automatically be promoted to 3rd Mate or 3rd Assistant Engineer upon successful completion of the program and upon receipt of an appropriate U. S. Coast Guard license. The grade of the promotion will depend upon the class of dredge to which he is assigned. When a promotion is made without a vacancy existing, the grade will be WJ-06, regardless of the class of dredge.

11. Evaluation. a. An evaluation report, ENG Form 4224-R (APP VII, EP 350-2-411) signed by the dredge Master will be submitted upon completion of each phase of the program. The evaluation will take into consideration the Cadet's attitude, aptitude and ability to apply the training received, results of the extension courses, rate of progress in the program and any other element that may have a bearing on his performance.

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b. The evaluation will be reviewed and appropriate personnel action will be taken if the Cadet's performance is satisfactory. However, if the evaluation is unsatisfactory it will be referred to the Cadet Committee for recommended action.

c. The report will be completed by the Master and forwarded through channels to the Personnel Officer no later than the last working day of the completed phase.

12. Records and Reports. a. Complete records will be maintained in the District Personnel Office for each Cadet. A copy of ENG Form 4224-R, Evaluation Statement for Hopper and Sidecasting Dredge Cadets, APP VII, EP 350-2-411, for each phase of the program, together with the Cadet Committee evaluation will be placed in the Cadet's official personnel folder.

b. An annual report on the status of the training will be submitted by District Engineers through the Divisions in accordance with APP V, ER 690-1-704, to be published.

FOR THE CHIEF OF ENGINEERS:



PHILIP T. BOERSER
Colonel, Corps of Engineers
Executive