

ADTIP

Army Dams and
Transportation
Infrastructure Program



PW-124 IMCOM Dam Safety Inspection Class

18-20 April 2023

STUDENT INFORMATION PACKAGE

COURSE DESCRIPTION: The IMCOM Dam Safety Inspection Course is offered by the Headquarters Installation Management Command (IMCOM) under the Army Dams & Transportation Infrastructure Program (ADTIP). The training will concentrate on the procedures used in the dam safety evaluation process, proper and improper repair techniques, developing projects, preventive maintenance techniques, and explain how the reported results can assist the installations in managing their dam portfolio. The training will begin with general discussions on the importance of dam inspections, U.S. Army Dam Statistics, U.S. Army Dam Safety Regulations, Hazard Potential Classification, Terminology, Functions, and Components of Army Dams. The training will continue with detailed discussions on Real Property Records & Management for U.S. Army Dams, Design Criteria for Dams, Spillways, and Outlet Works, Maintenance of Dams, local dam field trip, and Dam Safety Reporting and Records. The training will conclude with discussion of the importance of Emergency Action Plans, U.S. Army Personnel Responsibilities, and a Quiz and Course Evaluation. Lectures will also be presented on typical maintenance and repair practices identified at installations and how they relate to long-term performance of the dam's service life. The training will provide information necessary for garrisons to develop and implement a comprehensive Dam Safety Program.

In addition to lectures, the class will consist of an on-site hands-on inspection of a near-by dam, and EAP tabletop exercise.

COURSE DATES:	Begin:	18 April 2023	0800 hours
	End:	20 April 2023	1630 hours
	Travel Dates:	17 & 21 April 2023	

LOCATION: The Engineer Research and Development Center
Vicksburg, Mississippi 39180

CLASSROOM: The classroom is located at the ERDC Headquarters bldg. multi-Purpose Room 2004, Building 3000 on post. Directions are provided on the last page. You will need your CAC (government ID card) to access the installation



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TRAVEL EXPENSES: IMCOM will ONLY fund IMCOM approved students to cover their travel expenses and per diem. ERDC-Vicksburg will issue Travel Orders (TO) to all APPROVED, ATTENDING IMCOM students to cover the expenses of travel and per diem. All other non-IMCOM students must fund their travel and lodging expenses through their home installation. All students are responsible for their travel, hotel, and rental car reservations through Carlson Sato. Reimbursable expenses include travel to and from the departure airport, airfare (or POV mileage up to airfare cost), rental car (and fuel), hotel lodging, lodging tax, and airport parking. **Information required to issue the Should be completed in the TO form on page 5 and 6 below.**

TRAVEL VOUCHER: Once the class is completed and each student returns home, they will need to complete a travel voucher. During the course you will receive the form(s) necessary to complete your travel voucher. **ALL TRAVEL VOUCHERS MUST BE COMPLETED WITHIN 5 WORKING DAYS AFTER RETUNING FROM TDY.**

TRAVEL/TRANSPORTATION: Students should fly into JAN (Jackson-Medgar Wiley Evers International Airport), Jackson, MS. When making reservations through Carlson Sato Travel remember that the course will end at 1630 hours on 20 April 2023. Any attendee who leaves the course earlier than scheduled (except for emergency situations) will not attend the next training class. Flight scheduling conflicts are not considered emergencies. Any flight conflicts with the course ending time should be resolved within the student's organization before the course begins. **Students will rent vehicles as groups to save costs if they are from the same garrison. No rentals of large luxury cars, SUV's, vans, or trucks will be approved.**

COURSE ACTIVITIES/MATERIALS: An inspection field trip is included in this class. For this field trip each student should bring shoes/boots appropriate for walking the slopes of the dam; appropriate work clothing; appropriate rain gear in the event of a rain shower (we will not stay out in heavy rain); a pen or pencil and a basic calculator. For field activities, if the required clothing is not brought to the course, the student will be required to purchase the items locally before being allowed to participate in the field exercises. **THIS IS A SAFETY ISSUE.** Writing pads, inspection forms, and other items will be provided at the class. The course material is presented in a 4-inch-thick binder. Space should be reserved in your luggage for carrying the binder back with you.

DRESS CODE: Attire for the indoor portion of the course is casual. You may want to bring a jacket in case the classroom becomes too cool. Attire for the outdoor portion of the course is sturdy shoes (for walking the slopes of the dam), full-length working pants, and sunscreen. If you are prone to sunburn, a proper long-sleeve work shirt is strongly recommended.

ACCOMMODATIONS: Make your reservations as soon as possible. The per diem rates for Vicksburg MS are \$98.00 for lodging and \$59.00 for meals and incidentals.

Candlewood Suites
1296 S Frontage Rd
Vicksburg, MS 39180
(601) 638-6900

Holiday Inn Vicksburg
115 Cypress Centre Blvd
Vicksburg, MS 39180
(601) 630-4240

REQUIRED TRAINING FORM: Bring a copy of an approved training form (DD Form 1556, SF 812, etc.) with you if it is required by your agency. A photocopy of the form is acceptable.

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REQUIREMENTS FOR COURSE COMPLETION CERTIFICATE

To receive the course completion certificate, you must:

1. Attend all classes.
2. Complete the pretest, quizzes, and final exam.
3. Submit the course evaluation sheet.
4. Be present at the conclusion of the class. Certificates will not be given to personnel who depart the class early.

Shaun R. Stanton
ERDC Army Dam Safety Technical Lead
601-634-7443
shaun.r.stanton@usace.army.mil

Michael Andres
HQ IMCOM, ADTIP Program
Manager 210-466-0535
michael.r.andres.civ @army.mil

Directions to ERDC Headquarters Building



REQUEST FOR TRAVEL ORDERS

2023 Dam Safety Course

If you have any questions, please contact:

- Keyaira Chiplin (Keyaira.k.Chiplin@usace.army.mil 601-634-2714)
- Shaun Stanton (shaun.r.stanton@usace.army.mil 601-634-7443)

<i>First Name</i>	
<i>Last Name</i>	
<i>SSN</i>	Can call Mrs. Chiplin @ 601-634-2714 with info
<i>Job Title</i>	
<i>Work Phone</i>	
<i>Cell Phone</i>	
<i>Fax</i>	
<i>Email Address</i>	
<i>US Citizen?</i>	
<i>Federal Employee?</i>	
<i>Home Address</i>	

❖ Mode of Travel (choose only one of these options):

- a) Flying: Please contact Carlson Sato Travel (1-800-953-7286) to make your flight reservations. **Use government travel card to pay for all the travel expenses.** Let the travel agent know that you are making reservations as a guest of USACE-ERDC. Please make sure that you arrange for a rental car when you make your plane reservations if needed. **ONE RENTAL CAR PER INSTALLATION.**

<i>Estimated cost of your plane ticket</i>	
<i>Total estimated cost of rental car</i>	
<i>Carlson's Locator Code</i>	

- b) Renting a car only: Please contact Carlson Sato Travel (1-800-953-7286) to make your car reservations.

<i>Total estimated cost of rental car</i>	
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- c) Driving your own car: If you are driving your own vehicle, please note that you will only be reimbursed up to the amount it costs to fly at the current mileage rate.

<i>Estimated roundtrip mileage</i>	
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- ❖ Travel Information (hotels should be at the government per diem rate, Vicksburg, MS/Standard Rate, \$96a night.

<i>Departure Date</i>	
<i>Return Date</i>	
<i>Hotel Name</i>	
<i>Hotel Phone</i>	

OTHER INFORMATION:

Travel Vouchers -- We will provide you with the forms to fill out your travel vouchers when you arrive. You will be getting a reimbursement check made out to you personally. You will be responsible for paying your own credit card back with this check.

You will need to provide receipts for the following:

- Rental car
- Rental car gas receipts
- Hotel
- Airport parking fees, if applicable

You will not need to provide receipts for food.