



U.S. Department of Transportation
Federal Highway Administration

**HIGHWAY ENGINEER TRAINING PROGRAM
PROGRESS AND EVALUATION REPORT
CONSTRUCTION ASSIGNMENT**

INSTRUCTIONS

TRAINEES: Submit one completed copy to your supervisor bi-monthly. At the end of your assignment, review the Training Record, Form FHWA-1023, for completeness, and forward it to your next assignment six weeks prior to departure. **SUPERVISORS:** Forward one copy of the endorsed bi-monthly report, through channels, to the Training and Executive Development Division (HPT-31) by the 15th of the following month.

NAME (Last, First, Middle Initial)	LOCATION	MONTH AND YEAR
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CURRENT HOME ADDRESS	CURRENT TELEPHONE NUMBER
	OFFICE _____ HOME _____

DESCRIPTION OF PROJECT	TYPE OF PROJECT AND REPORT (Check Approp. Boxes)
	PROJECT: <input type="checkbox"/> STATE HIGHWAY <input type="checkbox"/> FHP
	REPORT: <input type="checkbox"/> BI-MONTHLY <input type="checkbox"/> FINAL

P - Work Plan **D** - Days spent this reporting period **C** - Cumulative Total

IMPORTANT NOTE : *Work assignments which are considered essential to trainee's assignments are shaded. Other work assignments are considered low priority and should be kept to a minimum.

WORK ASSIGNMENT	P	D	C	WORK ASSIGNMENT	P	D	C
1. GRADING AND DRAINAGE				4. MATERIALS SAMPLING AND TESTING			
a. Clearing and grubbing				* a. Concrete materials sampling and testing (sieve analysis, air, slump, etc.)			
* b. Grading inspector				* b. Asphalt materials sampling and testing			
* c. Pipe placement inspector (storm culvert, multiplate, etc.)				c. Base and sub-base sampling and testing			
* d. Compaction and gradation tests				d. District or Central Lab			
e. Misc. inspection (slope finishing, seeding, erosion control, fencing, etc.)				5. TRAFFIC CONTROL INSPECTOR			
2. PAVING				6. CONTRACT ADMINISTRATION			
a. Asphalt inspection				* a. Assist Project Engineer in field office duties			
* (1) Job site				* b. Preparation of change orders and agreements			
* (2) Plant				* c. Preparation of estimates			
b. Concrete inspection				* d. Preparation of inspection reports and measurement and documentation of quantities			
* (1) Job site				e. Attend meetings			
* (2) Plant							
c. Curb and gutter inspection							
3. STRUCTURES				7. MISCELLANEOUS			
a. Structural excavation				a. Utilities			
* b. Pile driving				b. Products inspector (pipe, paint, etc.)			
c. Steel fabrication plant				c. Training courses			
* d. Construction of foolings, piers, etc. (forming, steel and concrete placement)				d. Participate in final inspection			
* e. Deck (forming, steel and concrete placement)				8. SURVEYING			
				9. LEAVE/HOLIDAYS			
				10. OTHER (describe below)			

RESPONSIBILITY and COMMENTS (Give concise but complete coverage of responsibility held on each assignment during the month.)

TENTATIVE WORK ACTIVITY FOR THE NEXT TWO MONTHS (*Discuss with supervisor*)

TRAINEE SUGGESTIONS AND COMMENTS ON PROGRAM AND DUTIES (*State on final report your opinion of this assignment*)

FIRST ENDORSEMENT -- Immediate Supervisor or Supervisors

NAME OF EVALUATOR

TITLE

DATE

For the purpose of evaluating the trainee's level of performance in meeting the objectives as stated below, do not rate for such items as surveying, utilities inspector, etc., which are not included below. Mark "S" for satisfactory and/or "N" (needs additional training).

Rate only those objectives where a work assignment was performed. Past ratings should be carried forward every other month to the current month.

Where a past rating has changed from N to S show only the last rating. The objective being rated for the current month should be checked.

S N

1. GRADING AND DRAINAGE

a. *Determine roadway sections, lane and shoulder widths, and type and depth of courses by reviewing plans and specifications, and check slope stakes to the satisfaction of the Engineer in charge.*

b. *Identify the construction techniques used to achieve specification density when inspecting earthwork operations and complete required reports.*

c.

Determine if the subgrade and base course are in conformance with specifications, and document findings to the satisfaction of the Engineer in charge.

d.

Determine if the bedding, placement, and backfilling of a pipe are in accordance with plans and specifications and complete required documentation.

e.

Perform the following tests in accordance with applicable specifications and testing procedures and complete required reports.

S N

1. *sieve analysis*

2. *proctor*

3. *field density and moisture*

2. PAVING

a.

Determine if the placement of bituminous paving material and the finished product is in conformance with plans and specifications and complete required documentation.

b.

Determine if the placement of concrete paving material and the finished product is in conformance with plans and specifications and complete required documentation.

c.

d. *Describe the operation of an asphalt plant to the satisfaction of the Engineer in charge and complete the required inspection reports.*

3. STRUCTURES

a. *Describe the operation of a concrete plant to the satisfaction of the Engineer in charge.*

b. *Determine if the placement of piles is in accordance with the plans and specifications. Perform the required load test and record results.*

Determine if the construction of a portion of a bridge substructure and/or superstructure is in conformance with the plans and specifications. This includes the inspection of forming, placement of reinforcing steel and concrete, finishing, curing, and documentation.

4. MATERIALS

a. Perform the following tests in accordance with applicable specifications and testing procedures and complete required reports.

- | | | |
|--------------------------|--------------------------|-------------------------------|
| S | N | CONCRETE |
| <input type="checkbox"/> | <input type="checkbox"/> | 1. sieve analysis |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. proctor |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. field density and moisture |

- | | | |
|--------------------------|--------------------------|--|
| S | N | BITUMINOUS |
| <input type="checkbox"/> | <input type="checkbox"/> | 1. asphalt content (nuclear or extraction) |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. density |

S N

b. Describe what tests are performed in the district lab and how they relate to those performed in the field. Identify tests that are run for acceptance, for independent assurance, and for process control to the satisfaction of the Engineer in charge.

c. Prepare concrete specimen for compression or flexure tests and complete appropriate documentation.

d. Determine the number, locations, and spacing of samples to be collected for a specific project. Complete the required forms indicating the results.

5. TRAFFIC CONTROL

Determine if the traffic control devices and operations are in conformance with approved standards, plans or specifications and that applicable reports completed.

6. CONTRACT ADMINISTRATION

a. Describe what activities go on in a project office and what effect they have on the planning, scheduling, directing and controlling of the construction phase of highway development.

b. Describe the policies and procedures that govern the development, submission and approval of Change Orders and supplemental agreements.

c. Prepare a written intermediate or final estimate report for a construction project.

d. Prepare written daily inspection reports/diary which accurately reflect work performed on the project.

ADDITIONAL COMMENTS: Regarding trainee's technical competence, behavior, and communication ability in terms of his or her strengths and weaknesses and performance objectives. Show and discuss these with the trainee. (Note: For the final evaluation, describe the employee's overall technical competence, behavior, and communication ability in terms of the trainee's strengths and weaknesses. Do not include traits or personal characteristics. If additional training is recommended, explain. Has the trainee successfully completed the training assignment? Yes ___ No ___ Would you recommend this trainee for permanent placement in your office? Yes ___ No ___ If the answer is no, please explain.)

SIGNATURE

PRIVACY ACT STATEMENT

PURSUANT TO THE PRIVACY ACT (P.L. 93-579) EFFECTIVE SEPTEMBER 27, 1975, UPON REQUEST OF THE EMPLOYEE, THIS FORM WILL BE AVAILABLE FOR INFORMATION.

EMPLOYEE REVIEW

I UNDERSTAND THAT MY SIGNATURE INDICATES ONLY THAT I HAVE HAD THE OPPORTUNITY TO REVIEW THE COMPLETED FORM, AND MY SUPERVISOR HAS DISCUSSED MY EVALUATION WITH ME.

TRAINEE (Signature)

DATE

ENDORSEMENT AT FHWA DIVISION LEVEL (Field)

NAME OF EVALUATOR	TITLE	DATE
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COMMENTS: Evaluate the trainee's progress in meeting the objectives of this phase of the program. Include action taken to correct any deficiencies of the training. (Note: For the final evaluation, evaluate the overall quality of the training assignment. Has trainee successfully completed the training assignment? Yes ___ No ___)

Is the trainee at an acceptable level of performance at this point in the training program? Yes ___ No ___ For what area of work the trainee recommended, Federal Lands or Federal-Aid? Would you recommend this trainee for permanent placement in your office? Yes ___ No ___

If the answer to any of the above questions is no, please explain.)

YES NO Was the trainee contacted during the last two months? _____

SIGNATURE _____

ENDORSEMENT AT REGIONAL LEVEL

NAME	TITLE	DATE
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COMMENTS: (For the final evaluation, do you consider the location and supervision received on this assignment acceptable? Would you recommend any changes for future trainees assigned to this location?)

SIGNATURE _____

FOR TRAINING DIVISION USE ONLY

REVIEWED BY	REMARKS
DATE	