

# **CHARTER OF THE NATURAL RESOURCE MANAGEMENT CAREER DEVELOPMENT STEERING COMMITTEE**

## **Introduction**

The Chief of the Natural Resource Management Branch of the Operations Division at HQUSACE (CECW-ON) has appointed a permanent steering committee for the purpose of developing a career development program for all permanent employees within the Natural Resource Management (NRM) Program. Permanent NRM personnel include Rangers, Park Managers, Project Specialists, Clerical, Maintenance, and Office Staffers (Districts, Divisions, and HQ. This task involves pulling together and providing coordinated direction to a variety of loosely-defined programs, policies, and practices dealing with training and career development as well as developing new programs.

This charter defines the goals and objectives of the Natural Resource Management Career Development Steering Committee, the mode of committee operation, and tasks to be undertaken by the committee. Appendix A contains the committee's prioritized work plans, Appendix B lists the names, addresses, and telephone numbers of the ten- (10) committee members and the chairman and Appendix C provides information concerning the present career development program for NRM personnel.

## **Natural Resource Management Career Development Steering Committee**

The Natural Resource Management Career Development Steering Committee (NRMCDSC) has been established to provide permanent oversight and overall direction to the elements that compose the NRM program. The committee functions primarily to develop recommendations for HQUSACE (CECW-ON) to insure that the NRM Career Development Program elements are structured to support the needs of NRM field community.

## **NRMCDSC Goal**

The goal of the NRM Career Development Steering Committee is to establish and maintain a career development program that will:

1. Provide all NRM personnel with information concerning training avenues and career development opportunities.
2. Develop the "Corp culture" within all NRM personnel. Acquaint new team members with the organization's history, corporate objectives and basic organizational structure.
3. Provide NRM team members the information that will allow them to make informed decisions regarding career opportunities as well as the tools needed for the team member to advance along

their chosen career path.

4. Position the Corps as an “employer of choice” for those in the field of natural resource management.

As a result of the aforementioned goals, the committee hopes to facilitate job retention and optimize personnel satisfaction and workplace productivity.

### **NRMCDSC Objectives**

The establishment of a Career Development Program that fulfills the NRMCDSC goal can be achieved through the accomplishment of the following objectives:

1. Periodic review of the existing employee development and training programs and the identification of new employee development programs and training needs.
2. Develop a better understanding of, and recommendations related to, career related issues through periodic review of employee demographics and attitudes.
3. Identify, analyze and keep current career ladders for each of the major components within the NRM Program to include suggested and mandatory training requirements and the avenues to obtain this training. Also maintain and provide information to team members who wish to consider opportunities in other Corps of Engineers business functions.
4. Develop and maintain information dissemination avenues and vehicles to provide career and training information to the NRM community by utilizing the most practical means. The committee will keep abreast of advances made in the areas of information exchange and endeavor to utilize methods that will deliver information to the greatest majority in a cost-effective fashion.
5. Facilitate the development of identified and approved developmental programs and training opportunities. Make recommendations and assist in the consolidation of training courses and programs to simplify the program and gain greater employee and cost benefits. The Committee will periodically review the current state of technology associated with successful training and developmental programs.
6. Provide input and recommendations to CECW-ON regarding needed employee development and training programs.

### **NRMCDSC Structures and Selection**

The committee shall consist of a maximum of ten (10) members, one from each Division, at least

one representative from the maintenance community, and at least one individual representing the administrative staffs. Additionally, the committee will have an appointed chairperson, not to count against the committee total. Committee vacancies will be reported to Chief CECW-ON along with a recommendation as to the specific credentials (i.e. Resource Manager, Specialists, field level, district level, division level etc.), in order to maintain or expand the diversity of perspectives represented by those individuals on the committee. Committee vacancies are filled by Chief, CECW-O, from nominations submitted by division POCs, based on the recommendation of the chair of the committee. Transfers of committee members outside of the Division they represent when originally appointed will result in their leaving the committee. Members must represent the views of the constituencies they represent.

### **NRMCDSC Terms of Service**

Committee members shall serve terms that last for a minimum of six meetings. Members may be reappointed for additional terms. However, Divisions are encouraged to rotate assignments to different individuals so that new perspectives can be obtained. Committee members engaging in significant work products in progress shall be permitted to continue work on their product, until completed, as an ad hoc committee member, serving at the pleasure of the chair.

Should a member have to miss a meeting, a suitable replacement will be named for the expected duration of absence. All Divisions, as well as CECW-ON, shall make every effort to be represented at each full committee meeting.

### **NRMCDSC Operation**

The travel and per diem expenses associated with committee participation as well as expenses associated with meeting facilities, speakers, subcommittee meetings and activities, etc., shall be budgeted for by CECW-ON. Such funds shall be transferred to the organizational unit of the chairman at the beginning of each fiscal year for disbursement.

The committee shall establish an annual work plan or agenda based upon the quantity of funds made available by CECW-ON. The development of work plans shall be coordinated with CECW-ON. It is anticipated that two full committee meetings of approximately three days in length (ten days with travel) will be held each fiscal year. Additional full committee meetings or sub-committee meetings may be held as the need arises, pending the availability of funds.

The Committee shall schedule its own meetings as needed to provide input to CECW-ON on specific issues, support the efforts of contractors or consultants working with the committee, and to address its established agenda and work plans. The committee will develop its own meeting agendas, select locations for meetings, and establish subcommittees as it sees fit. All such actions will be coordinated with CECW-ON.

The committee shall submit all reports and minutes as well as recommendations to CECW-ON,

all committee members.

### **NRMCDSC Chairperson**

The committee chairman serves at the pleasure of the Chief of CECW-ON. The following tasks and activities shall be performed by the chairman:

1. Prepare actions for the disbursement of funds to the organizational units of all committee members.
2. Assists Divisions and Districts hosting committee and Subcommittee functions with logistical problems and the reimbursement of expenses associated with such activities.
3. Assists CECW-ON and other appropriate Division and District elements with logistical problems and reimbursement for activities associated with the Intergovernmental Personnel Act/Training Consultant.
4. Coordinates the scheduling of meetings and the development of agendas for meetings.
5. Assembles yearly work plans and coordinates them with CECW-ON.
6. Prepares minutes of meetings and disseminates them to committee members, CECW-ON.
7. Communicates regularly with the CECW-ON committee contact regarding the activities of the committee.
8. Functions as a neutral facilitator for committee members.
9. Assists committee members and subcommittees to focus on work plans and group tasks.
10. Insures that all committee business is conducted in accordance with Charter guidelines and existing policy and procedures.
11. Assists with the negotiation of contracts for an Intergovernmental Personnel Act Appointee (IPA) or Interdepartmental Transfer of Fund actions, with the appropriate university or governmental agency should they be desired.

### **CECW-ON NRMCDSC Program Manager**

The Program Manager shall be a permanent member of the CECW-ON Staff and act as the liaison between the NRMCDSC and the Chief of the NRM Branch in HQUSACE. The Program Manger fulfills a function critical to the smooth operation and success of the committee. It is, therefore, imperative that the Program Manager attend all full NRMCDSC meetings. Among other duties, the Program Manager will perform the following tasks and functions:

1. Transfers funds for the operation of the committee to the organizational unit of the

- NRMCDSC chairman each year.
2. Advises the NRMCDSC of current HQUSACE policy regarding issues that are discussed at meetings.
  3. Discusses NRMCDSC recommendations with the Chief of the NRM Branch in HQUSACE and provides reports back to the committee to include directives for additional action, status reports of action taken in response to committee recommendations, and issues to be addressed by the committee.
  4. Reviews all draft NRMCDSC meeting minutes, bulletins, how-to-do-it papers, etc., and provides comments to the committee.
  5. Coordinates actions of the NRMCDSC with appropriate HQUSACE organization entities (i.e. Personnel and Training) as well as Huntsville and COE support laboratories.
  6. Acts as the CECW-ON coordinator for any draft regulations or policies that the NRMCDSC is requested to provide input.

### **Training Consultant**

A Training Consultant Position, either utilizing an Intergovernmental Personnel Act appointment or a contractual relationship, can be established to provide technical assistance to the NRMCDSC with respect to the accomplishment of some of its tasks.

The preparation of the technical provisions of the contract or the IPA agreement as well as administration of the contract itself, are the responsibility of the CECW-ON, NRMCDSC Program Manager. The committee chairman or committee members may be requested to assist in these tasks by CECW-ON.

### **Tasks of Training Consultant**

1. Provide technical assistance to NRMCDSC.
2. Coordinate on-going efforts with CEPE-CT or other vendors to provide exportable training packages to field offices.
3. Periodically assess the need for new training initiatives and specific courses.
4. Maintain a directory or clearing house for available training opportunities and other career development information within the area of NRM.

## APPENDIX C

### Natural Resource Management Career Development Program

The following loose association of activities and various scattered elements comprises the existing NRM Career Development Program:

1. Local Park Ranger Training Programs
  1. Career Program, <http://www.hq.usace.army.mil/cehr/c/mainhrc.htm>
2. Student Education Program
4. Cross-Training Programs (Including to other COE business functions)
  - Project to Project
  - Project to District
  - District to District
  - District to Division
  - Project, District, or Division to HQUSACE
5. On-site and Off-site Formal Training
  - Contractor on-project and off-project
  - Contracts with colleges
  - Other Federal and State agencies
  - CEU's and professional organizations
6. In-house Training
  - Volunteer training
  - Training of contractors
  - Temporary employee training
  - Training of permanent staff by staff with expertise (safety, pesticides, first-aid)
7. Training by Correspondence and Self-Development
  - CEU's and professional organizations
  - University courses
  - NRPA, NAIA, Wildlife Society, SAF, and SOPA
  - USDA Graduate School.

➤ Interactive Web Based

8. Proponent Sponsored Engineer Corps Training Program (PROSPECT)
9. Corps of Engineers Non-Traditional Systems Training Program (CONTRAST)
10. Professional Certification (NRPA, SOPA, Wildlife Society, SAF)
11. NRM Career Development Steering Committee
12. Professional organization membership and participation