



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

REPLY TO
ATTENTION OF

CECW-CO/ CEMP-CE

DEC 5 2011

S: 6 January 2012

MEMORANDUM FOR COMMANDERS, MAJOR SUBORDINATE COMMANDS AND
DISTRICT COMMANDS

SUBJECT: Request for Nominations - 2012 HQUSACE Environmental Compliance and
Sustainability Career Assignment Program (CAP)

1. It is our pleasure to announce the newly established HQ USACE Environmental Compliance and Sustainability Career Assignment Program (ECS-CAP). We're initiating the ECS-CAP as a one-year pilot initiative in 2012, after which we will evaluate options for extending the program into future years. This program provides an excellent opportunity for future leaders to gain valuable experience and insight into the dynamic and closely interrelated USACE Environmental Compliance and Sustainability Programs at the national level. We will accept one nomination from each Major Subordinate Command (MSC) for each of the planned ECS-CAP terms (i.e. no more than two nominations per MSC, as explained below) through 6 January 2012.
2. Subject to availability of funds, two ECS-CAP assignments (duration not to exceed 179 days) are scheduled to run from early February to mid-July 2012, and from mid-July to late December 2012. The exact reporting dates will be determined once selections for the assignments are made. Further explanation of the program and the requirements for submission of nominations is enclosed (Encl 1). Interested and qualified applicants must submit an application and resume through their supervisor to their District office for consideration. Nominations will not be accepted directly from individuals. District offices will forward their top two candidates to their MSC. Each MSC will prepare and send a memorandum endorsing their top two candidates to John Coho (Senior Advisor for Environmental Compliance, CECW-CO-N), and Antonia Giardina (USACE Sustainability Program Manager, CEMP-CEC) no later than 6 January 2012.
3. Salaries for the CAP assignees will remain the responsibility of their home district or MSC. Travel and full per diem costs will be funded by CECW-CO.
4. Selections will be announced by 13 January 2012.

CHRISTINE A. GODFREY
Acting Chief, Environmental Community of Practice
Directorate of Military Programs

MICHAEL G. ENSICH
Chief, Operations
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Encl

HQ USACE ENVIRONMENTAL COMPLIANCE AND SUSTAINABILITY
CAREER ASSIGNMENT PROGRAM (ECS-CAP)
Civil Works Operations and Environmental Communities of Practice

The Environmental Compliance and Sustainability Career Assignment Program (ECS-CAP) is intended to provide opportunities for career assignments at the GS-11 thru GS-14 staff or Section Chief-level. The objective of the program is to place two CAP participants per year in a HQ-level position supporting the Civil Works Operations and Community of Practice (OPS CoP) and the Environmental CoP (ECoP), i.e., the ECS CAP position is open to OPS CoP and ECoP personnel. Consideration may be given to GS-09 level nominees who show exceptional potential, and are energetic, self-motivated, and forward-thinking terms of environmental compliance and sustainability, and who are fully supported by their chain of command.

OPS CoP and ECoP Function and Partnership.

The OPS CoP provides policy and guidance to field operating activities on management of Civil Works Operations projects and missions in support of the Environmental Compliance Program – a program that is closely aligned and coordinated with the ECoP-led USACE Sustainability Program, which spans all USACE missions and facilities. Environmental Compliance and Sustainability activities within the OPS CoP play a major role in the USACE Sustainability Program, and contribute significantly to overall USACE performance as measured and reported annually by the ECoP.

Participants in the ECS-CAP will be involved in all facets of environmental compliance and sustainability program management at the HQ level, including strategic planning, budget development, policy/guidance/training development, performance measurement, management review, and preparation and submission of CECW-CO and USACE agency-level environmental compliance and sustainability deliverables responding to environmental and sustainability requirements in Federal statutes, regulations, and executive orders. Specific assignments will be determined by the staff and leadership of the OPS CoP in conjunction with the ECoP.

While completing staff actions supporting the OPS CoP and the ECoP, the assignee will have opportunities to collaborate directly with many other elements of the Corps, as well as DoD components and other Federal agencies.

Nomination Procedure.

MSCs will forward two nominations with an endorsement memorandum and resume for qualified individuals who are consistent top performers, energetic, self-motivated, forward-thinking, and exhibit clear leadership and career-advancement potential. MSCs and Districts will ensure that the individual's supervisor supports the nomination and that the following information is included in each nomination package:

Resume Format. (12 point font not to exceed three pages highlighting the Ranking Criteria below)

- I Name, Position Title, Classification, Grade, Location, Telephone Number
- II Professional Career Goals and Objectives
- III Leadership Experience and Skills
- IV Work Experience and Major Accomplishments
- V Education – major field of study and degrees
- VI Development and Training (self, NRM related, outside activities)

VII Assignment period availability (January-June, June-December, or either period / no specific preference)

Ranking Criteria. Nominees will be ranked on the following criteria as addressed in their resume:

- (1) Alignment of professional career goals/objectives (paragraph II of resume) with ECS-CAP
- (2) Demonstrated leadership experience and skills (paragraph III of resume)
- (3) Relevance of work experience and major accomplishments for ECS-CAP (paragraph IV of resume)
- (4) Education – major field of study and degrees (paragraph VI of resume)
- (5) Extent of development/training (self development-ECS-CAP related & outside activities) (paragraph VII)
- (6) Writing ability (as indicated from the nominee's resume and adherence to instructions)
- (7) Endorsement memorandum from the applicant's MSC