



REPLY TO  
ATTENTION OF

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

S: 11 October 2013

CEMP-CE/CECW-CO

23 August 2013

MEMORANDUM FOR COMMANDERS, MAJOR SUBORDINATE COMMANDS AND  
DISTRICT COMMANDS

SUBJECT: Request for Nominations - 2014 HQUSACE Environmental Compliance and  
Sustainability Career Assignment Program (CAP)

1. It is our pleasure to announce the second call for nominations for the HQ USACE Environmental Compliance and Sustainability Career Assignment Program (ECS-CAP). 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) and each headquarters division for each of the planned ECS-CAP terms (i.e., no more than two nominations per MSC or headquarters division, as explained below) through 11 October 2013.
2. Subject to availability of funds, two ECS-CAP assignments (duration not to exceed 179 days) are scheduled to run from February 2014 to July 2014, and from August 2014 to January 2015. The exact reporting dates will be determined once selections for the assignments are made. Nominations must be sent through the MSC or headquarters division chief to the points of contact listed below no later than 11 October 2013. Nominations will not be accepted directly from individuals. Selections will be announced by 22 November 2013. Further explanation of the program and nomination procedures are enclosed (Encl 1).
3. Salaries for the CAP assignees will remain the responsibility of their home office. Travel and full per diem costs will be funded by CECW-CO.
4. The points of contact for the ECS-CAP are John Coho (CWCW-CO-N) and Antonia Giardina (CEMP-CEC).

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

  
JAMES R. HANNON  
Chief, Operations & Regulatory Division  
Directorate of Civil Works

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 Community of Practice (OPS CoP) and the Environmental CoP (ECoP). Consideration may be given to GS-09 level nominees who show exceptional potential, and are energetic, self-motivated, and forward-thinking in 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 and the ECoP work together on Environmental Compliance and Sustainability. 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 USACE Sustainability Program. The Sustainability Program, which spans all USACE missions and facilities, is led by the ECoP in coordination with the OPS COP and several other HQ offices.

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 and the ECoP.

While completing staff actions supporting the OPS CoP and the ECoP, the assignee will have opportunities to interact with many other elements of USACE and the Office of the Assistant Secretary of the Army for Civil Works, as well as DoD components, other Federal agencies and the Administration.

For specific information on the Environmental Compliance Program, review ER 200-2-3 (Environmental Compliance Policies) at <http://publications.usace.army.mil/publications/eng-regs/index.html>.

For specific information on the Sustainability Program, review the USACE Sustainability Policy and Plan at <http://www.usace.army.mil/Missions/Sustainability/StrategicSustainabilityPerformancePlans.aspx>.

### Nomination Procedure.

Interested and qualified applicants must submit a resume through their supervisor to their District office for consideration. District offices will forward their top two candidates to their MSC. Each MSC will prepare and send a memorandum endorsing their top two candidates. Headquarters employees will submit a resume through their supervisor to their division chief for endorsement. Nominees must have the support of their supervisor.

### Resume Format. (12 point font not to exceed three pages)

- 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
- VII Assignment period availability (February-July, August-January, or either period / no specific preference)

### Ranking Criteria.

The selection committee will be looking for qualified individuals who are consistent top performers, energetic, self-motivated, forward-thinking, and exhibit clear leadership and career-advancement potential. Nominees will be ranked on the following criteria as addressed in their resume:

- (1) Alignment of professional career goals/objectives with the ECS-CAP
- (2) Demonstrated leadership experience and skills
- (3) Relevance of work experience and major accomplishments to the ECS-CAP
- (4) Relevance of education to the ECS-CAP
- (5) Extent of development/training related to ECS-CAP, including formal and informal development/ training and non-work related activities
- (6) Writing ability as indicated from the nominee's resume and adherence to instructions
- (7) Endorsement memorandum from the applicant's MSC