



DEPARTMENT OF THE ARMY

U.S. Army Corps of Engineers
441 G Street N.W.
WASHINGTON, D.C. 20314-1000

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S: 7 November 2014

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**MEMORANDUM FOR CHIEFS, OPERATIONS AND NATURAL RESOURCES MANAGEMENT,
MAJOR SUBORDINATE COMMANDS AND DISTRICT COMMANDS AND OPERATIONS
PROJECT MANAGERS**

**SUBJECT: Request for Nominations - FY15 HQUSACE Natural Resources Management (NRM)
Career Assignment Program (CAP)**

1. It is my pleasure to announce the Fiscal Year 2015 Natural Resources Management (NRM) Career Assignment Program (CAP). This program provides an excellent opportunity for our future leaders to gain valuable experiences and insights into the NRM program at the national level and to become familiar with HQUSACE roles and responsibilities. We are currently accepting two nominations from each Major Subordinate Command (MSC) through 7 November 2014.
2. Two CAP assignments (5-month terms) are scheduled to run from early February to early July 2015 and from early July to early December 2015. The exact reporting date will be negotiated 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 team members must submit an application and resume through their supervisor to their district office for consideration. No nominations will 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 Mr. Stephen B. Austin at HQUSACE, Operations Natural Resources Community of Practice (CECW-CO-N), no later than 7 November 2014.
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-N.
4. Announcements of the selections are expected to be made by 21 November 2014.

Encl

JAMES R. HANNON
Chief, Operations
Directorate of Civil Works

HQUSACE CAREER ASSIGNMENT PROGRAM
Operations - Natural Resources Management Community of Practice

The Career Assignment Program (CAP) within the HQUSACE Operations - Natural Resources Management Community of Practice (NRM CoP) is designed 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 at least two CAP participants per year in the NRM CoP. On occasions, consideration may be given to GS-09 level nominees who show exceptional potential and are fully supported by the MSC recognizing they possess the communications and work level skills required at HQUSACE.

NRM CoP Function.

The NRM CoP provides policy and guidance to field operating activities on management of recreation, natural resources, cultural resources, partnerships, sustainability, and environmental compliance at water resources development projects.

Participants in the CAP may be involved in all facets of the NRM CoP functions including budgeting, park ranger programs, recreation, environmental stewardship, partnerships, real estate actions, training, research, and policy review and development. Assignments will be determined by the NRM CoP staff based on current and anticipated workload.

Assignments may involve drafting policy, developing or reviewing regulations, preparing executive briefing and information papers, participating in interagency coordination, and preparing responses to Congressional, White House, or public queries relating to the Corps Natural Resources Management Program. While completing staff actions, the assignee will also have opportunities to observe the functions of other Corps elements, various Federal agencies, and some non-Governmental organizations in the Washington, DC area.

Nomination Procedure.

MSC Operations Chiefs will forward two nominations with an endorsement memorandum and resume for qualifying individuals who are consistent top performers and exhibit clear leadership and career-advancement potential. A MSC nomination provides assurance that the individual is capable of performing assigned duties in an acceptable manner and will serve the Corps well as representative of the agency. MSCs will ensure that the individual's supervisor supports the nomination and that the following information for each nominee is submitted to Mr. Stephen Austin at HQUSACE, CECW-CO-N, no later than 1 October 2013.

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 Awards and formal recognitions
- VI Education – major field of study and degrees
- VII Development and Training (self, NRM related, outside activities)
- VIII Assignment period availability (early-Feb thru early-Jul 14; early-Jul thru early-Dec 14; or both periods)

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

- (1) Professional career goals/objectives & how assignment will meet the goals (in paragraph II of resume)
- (2) Demonstrated leadership experience and skills (paragraph III of resume)
- (3) Breadth of work experience and major accomplishments (paragraph IV of resume)
- (4) Awards and formal recognitions (paragraph V of resume)
- (5) Education – major field of study and degrees (paragraph VI of resume)
- (6) Extent of development/training (self development-NRM related & outside activities) (para VII)
- (7) Writing ability (as indicated from the nominee's resume and adherence to instructions)
- (8) Endorsement memorandum from the applicant's MSC