



REPLY TO  
ATTENTION OF

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

AUG 27 2015

CECW-CO

S: 16 October 2015

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

SUBJECT: Request for Nominations – FY 2016 HQUSACE Natural Resources Management (NRM)  
Career Assignment Program (CAP)

1. It is my pleasure to announce the FY 2016 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 16 October 2015.
2. Two CAP assignments (6-month terms) are scheduled to run from early February through July 2016 and from early July through December 2016. 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 a resume through their supervisor to their district office for consideration. District offices will forward their candidate(s) 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 16 October 2015**. Nominations will not be accepted directly from individuals.
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 in November 2015.

EDWARD E. BELK, JR., P.E.  
Chief, Operations and Regulatory Division  
Directorate of Civil Works

Encl

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 16 October 2015**.

Resume Format/Evaluation Criteria. (12 point font not to exceed four pages addressing the evaluation criteria below)

Paragraph:

- I Name, Position Title, Classification, Grade, Location, Telephone Number  
Assignment period availability (early Feb-Jul 16; early Jul-Dec 16; or both periods)

Criteria:

- II Professional career goals and objectives and how the assignment will meet the goals  
III Demonstrated leadership and management experience and skills  
IV Breadth of 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)

Attachment: Endorsement memorandum from the applicant's MSC