



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

S: 25 October 2019

SEP 06 2019

CECW-CO

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

SUBJECT: Request for Nominations – FY 2020 HQUSACE Natural Resources  
Management (NRM) Career Assignment Program (CAP)

1. It is my pleasure to announce the FY 2020 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).
2. Two CAP assignments (6-month terms) are scheduled to run from early February through July 2020 and from early July through December 2020. 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. 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 NRM Chief will prepare and send a memorandum endorsing their top two candidates to Stephen B. Austin at HQUSACE, Operations Natural Resources Community of Practice (CECW-CO-N), no later than 25 October 2019. 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. The POC for this program is Stephen B. Austin, CECW-CO-N, 202-761-4489, [stephen.b.austin@usace.army.mil](mailto:stephen.b.austin@usace.army.mil)

Encl

THOMAS P. SMITH, P.E.  
Chief, Operations and Regulatory Division  
Directorate of Civil Works

## HQUSACE CAREER ASSIGNMENT PROGRAM

### Operations - Natural Resources Management Community of Practice

**Who May Apply:** The Career Assignment Program (CAP) within the HQUSACE Operations - Natural Resources Management Community of Practice (NRM CoP) is designed to provide career development opportunities for NRM employees at the GS-09 thru GS-14 staff or Section Chief-level. Two CAP participants will be selected per year, one from early February through July and another from early July through December. Consideration will be given to nominees who show exceptional potential and are fully supported by the MSC recognizing they possess the communications and work level skills required at HQUSACE. The NRM CoP provides policy and guidance on all aspects of the NRM missions.

**Duties:** Participants will be involved with NRM business functions including but not limited to, budgeting, park ranger activities, recreation, environmental compliance, environmental stewardship, partnerships, land use, and Water Safety. Other assignments involve participating in interagency teams and committees, helping to coordinate national events and programs, drafting policy, developing or reviewing regulations, preparing executive briefings and fact sheets, and preparing correspondence (internal agency memos, Congressional, White House, or public queries relating to the NRM Program). The assignee will also have opportunities to observe the functions of other Corps missions, various Federal agencies, and non-Governmental organizations within the Washington, DC area.

**Nomination Procedure:** MSC NRM Chiefs will forward up to two nominations with an endorsement memorandum and application resume for qualifying individuals who are consistent top performers and exhibit clear leadership and career-advancement potential. The 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 25 October 2019**.

**Application Resume Format / Evaluation Criteria:** 12 point font, not to exceed four pages, addressing the criteria and in the correct format stated below.

Paragraphs:

- I. Name, Position Title, Classification, Grade, Location, Telephone Number  
Assignment period availability (early Feb-Jul 18; early Jul-Dec 18; or both periods)
- 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 and other supporting documents.