



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

S: 5 December 2023

CECW-CO

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

SUBJECT: Request for Nominations – 2024 HQUSACE Natural Resources
Management (NRM) Career Assignment Program (CAP)

1. It is my pleasure to announce the 2024 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 January through July 2024 and from July through December 2024, with a two week overlap of assignments with each transition. Please note that some TDY may be required, but most of this assignment may be accomplished through remote or telework capabilities. Further explanation of the program and the requirements for submission of nominations are 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 Mr. Heath Kruger at HQUSACE, Operations Natural Resources Community of Practice (CECW-CO-N), no later than 5 December 2023. 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 Mr. Heath Kruger, CECW-CO-N, 202-309-4273, heath.r.kruger@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 January through June and another from 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 assist daily with the administration of section business, tracking and informing leadership on the status of all major efforts. They will be the lead for managing incoming public inquiries for the recreation and natural resources programs, and will shadow program managers. Other frequent activities involve participating in agency teams, such as the Recreation Leadership and Stewardship Advisory Teams, 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). Participants are given roles in several major NRM efforts in areas including but not limited to: budgeting, park ranger activities, recreation, environmental compliance, environmental stewardship, partnerships, land use, and water safety. The assignee will also have opportunities to observe the functions of other Corps missions, various Federal agencies, and non-Governmental organizations.

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. Heath Kruger at HQUSACE, CECW-CO-N, **no later than 24 November 2023**.

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 (Jan-Jun 24; Jul-Dec 24; 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.