

CECW-CO

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

SUBJECT: Request for Nominations – 2026 HQUSACE Environmental Compliance (EC) and Energy, Water, and Cost Savings (EWCS) Career Assignment Program (CAP).

1. It is our pleasure to announce the thirteenth annual call for nominations for the HQUSACE Environmental Compliance (EC) and Energy, Water, and Cost Savings (EWCS) Career Assignment Program (CAP). This program provides an excellent opportunity for our future leaders to gain valuable experiences and insights into the USACE EC and EWCS Programs at the national level. We are currently accepting two nominations from each Major Subordinate Command (MSC).
2. Two CAP assignments (6-month terms) are scheduled to run from January through June 2026 and from July through December 2026, with a two-week overlap of assignments with each transition. The exact start dates are determined once selections are made. The assignment will be remote but may involve some travel. Nominations must be sent through the MSC, following the instructions in Enclosure 1. The suspense for nominations is 05 January 2026. 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 costs will be funded by CECW-CO-N.
4. EC-EWCS CAP assignees are expected to be dedicated full-time to the detail assignment (i.e. 40 hrs./week). To ensure the assignees take full advantage of the career development opportunity, we recommend supervisors redistribute work during the detail term.
5. The POC for this program is Ms. Anne Koster, ERDC-CERL, (217) 419-8379, [anne.p.koster@usace.army.mil](mailto:anne.p.koster@usace.army.mil).

Encl

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## Enclosure 1

### **HQUSACE CAREER ASSIGNMENT PROGRAM**

Environmental Compliance and Energy, Water, and Cost Savings

**Who May Apply:** The EC-EWCS CAP is intended to provide opportunities for career development at the GS-11 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, are energetic, self-motivated, and forward-thinking in terms of EC and EWCS, and who are fully supported by their chain of command.

**Duties:** Participants will be involved in all facets of EC and EWCS program management at the HQ level, including strategic planning, budget development, policy/guidance/training development, performance measurement, management review, and preparation and submission of agency-level EC and EWCS deliverables responding to requirements in Federal statutes, regulations, and executive orders, as well as any relevant DOW/Army/USACE requirements. Examples of CAP task assignments are listed in Enclosure 2. While completing staff actions, 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 DOW components, other Federal agencies, and the Administration.

**Nomination Procedure:** Applicants must submit a resume following the format listed below, through their supervisor to their District office for consideration. Districts will forward their top candidates to the MSC EC/EWCS POCs. Each MSC will prepare and send a memorandum endorsing their top two candidates, one per term. The nomination package will consist of the MSC endorsement memorandum and the resumes of the two candidates being referred.

**Application Resume Format / Evaluation Criteria:** 12-point font, not to exceed three pages, addressing the criteria and in the correct format stated below. The attachment is not included as part of the three-page limit.

Paragraphs:

- I. Name, Position Title, Classification, Grade, Location, and Telephone Number
- II. Professional Career Goals and Objectives
- III. Leadership Experience and Skills
- IV. Work Experience and Major Accomplishments in the EC and EWCS work areas
- V. Education – major field of study and degrees
- VI. Development and Training
- VII. Assignment Period Availability (January-June, July-December, or both)

Attachment: Endorsement memorandum from the applicant's MSC and other supporting documents.

## Enclosure 2

### Examples of CAP Assignments

<b>USACE Energy, Water, and Cost Savings (EWCS)</b>
Leading Metrics Quarterly Data Pull
EWCS Funding and Budget Guidance
Non-Hazardous Waste Disposal Policy
Metering Plan and Coordination with PDT
Familiarity with Administrative Updates regarding Cost Savings
HQ EWCS Team Weekly Coordination Meetings
Energy, Water, and Cost Savings Recurrent MSC/Energy Manager Meetings
SES-level & ASA-CW Monthly EWCS Updates
<b>USACE Environmental Compliance</b>
ER Out-of-cycle Updates
ECC Design of Training Program
USACE Transition to G9WEBCASS-E/EPAS
MSC Monthly ECC Meetings
MSC Coordination for Emerging EC Issues
ERGO-associated Contracts for Implementation
Non-FUSRAP Civil Works Report for Contaminated Sites Coordination