



DEPARTMENT OF THE ARMY
U.S. ARMY CORPS OF ENGINEERS
WASHINGTON, D.C. 20314-1000

REPLY TO
ATTENTION OF:

S: 12 September 2003
AUG 17 2003

CECW-ON

**MEMORANDUM FOR COMMANDERS, MAJOR SUBORDINATE COMMANDS AND
DISTRICT COMMANDS, CHIEFS, OPERATIONS DIVISIONS**

**SUBJECT: Nominations For Special Assignment - Corps Participation in the Lewis and Clark
Bicentennial Signature Events**

1. Beginning in October 2003 and running through September 2006, the Lewis and Clark Bicentennial will be commemorated through a series of 16 Signature Events. These events correspond to major events/actions during the Expedition, are multicultural in nature, and have the potential for attracting major visitation. The U.S. Army Corps of Engineers will participate in the Signature Events by providing (1) an exhibit and team members to staff it; (2) park ranger support for nearby Corps projects; and (3) park ranger support for Corps II, the federal interagency Lewis and Clark traveling exhibit.

2. Signature Event dates and locations for the first half of the commemoration are:

Name of Signature Event	Dates	Location
Falls of the Ohio	October 14-26, 2003	Louisville, KY/Clarksville, IN
Three Flags Ceremony	March 10-14, 2004	St. Louis, MO
Expedition Departure - Camp River DuBois	May 13-16, 2004	Hartford/Alton, IL
St. Charles - Preparations Complete, the Expedition Faces West	May 14-23, 2004	St. Charles, MO
A Journey Forth	July 3 - 4, 2004	Kansas City, MO/Atchison & Leavenworth, KS
First Tribal Council	July 31-August 3, 2004	Fort Atkinson/Omaha NE
Oceti Sakowin Experience	Aug 27-Sept 26, 2004	Chamberlain/Oacoma, SD
Circle of Cultures	October 22-31, 2004	Bismarck, ND

3. Based on what is known to date, we will need 5-25 individuals to assist at each of the Signature Events. Participating Corps team members must be available on site during the entire Signature Event. For those events that are more than 10 days in duration (Louisville, KY/Clarksville, IN; and Chamberlain, SD) team members must be available for 10 consecutive days, including travel days.

4. We are looking for the best-suited people for this effort since the Signature Events are expected to draw 20,000 - 100,000 visitors depending on location. Duties will involve direct interpretation to youths and adults, manual labor, a large amount of walking and working in all weather conditions for up to 10 hours per day dealing with a large volume of visitors. Class B

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Duty uniform will be worn per enclosure for those authorized to wear it. Travel and per diem will be the home district's responsibility. Overtime should be authorized for all participants. Nominees are assumed to have their supervisor's approval to participate in this effort.

5. Please provide the names of individuals from your division who would like to assist in this effort by completing the enclosed form. Use the following criteria as a guide in selecting the nominees:

- a. GS-09 and above permanent employees.
- b. Extensive experience in dealing with youths and adults.
- c. Background in interpretation.
- d. Interest in the Lewis and Clark Expedition

6. Ms. Jeannine Nauss, National Lewis and Clark Bicentennial Coordinator, is my point of contact for this effort. Please submit your nominations via email to her by COB 12 September 2003. Any questions with regard to this effort should be directed to Ms. Nauss at (402) 697-2532. Following final selection announcement, direct contact will be made with the individuals selected to work out the final details of their participation

FOR THE COMMANDER:



2 Encls

for ROBERT H. GRIFFIN
Major General, USA
Acting Director of Civil Works

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DISTRIBUTION:

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COMMANDER, WALLA WALLA DISTRICT, ATTN: CENWW-OD-TN
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COMMANDER, ALASKA DISTRICT, ATTN: CEPOA-CO-OR
COMMANDER, HONOLULU DISTRICT, ATTN: CEPOH-EC-T
COMMANDER, SOUTH ATLANTIC DIVISION, ATTN: CESAD-CM-OC
COMMANDER, CHARLESTON DISTRICT, ATTN: CESAC-TS-O
COMMANDER, JACKSONVILLE DISTRICT, ATTN: CESAJ-CO-OM
COMMANDER, MOBILE DISTRICT, ATTN: CESAM-OP-TR
COMMANDER, SAVANNAH DISTRICT, ATTN: CESAS-OP-SR
COMMANDER, WILMINGTON DISTRICT, ATTN: CESAW-OP-TN
COMMANDER, SOUTH PACIFIC DIVISION, ATTN: CESPDM-CM-O
COMMANDER, ALBUQUERQUE DISTRICT, ATTN: CESPA-OD-O
COMMANDER, LOS ANGELES DISTRICT, ATTN: CESPL-CO-O
COMMANDER, SACRAMENTO DISTRICT, ATTN: CESPCK-CO-O
COMMANDER, SAN FRANCISCO DISTRICT, ATTN: CESPNC-CO-O
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COMMANDER, FORT WORTH DISTRICT, ATTN: CESWF-OD-R
COMMANDER, GALVESTON DISTRICT, ATTN: CESWG-OD-O
COMMANDER, LITTLE ROCK DISTRICT, ATTN: CESWL-OP-ON
COMMANDER, TULSA DISTRICT, ATTN: CESWT-OD-R
COMMANDER, ENGINEER RESEARCH AND DEV. CENTER, ATTN: CEERD-EE
COMMANDER, ENGINEER RESEARCH AND DEV. CENTER, ATTN: CEWES-EE-R

Required Class B Duty Uniform – Lewis and Clark Events

Because you will be interacting with other federal agencies, local officials and a large number of visitors in one location, it is very important that you portray a neat and professional appearance. You will be contacted at a later date concerning appropriate seasonal items depending upon location and time of year.

ITEM	REQUIRED?	SPECIAL RESTRICTIONS
HEADGEAR		
Campaign Hat, Straw or Felt	Yes	Worn level. Castle emblem and hat band required
Hat Band	Yes	Required with Campaign Hat with braid on wearer's left
Hat Castle Emblem	Yes	Worn on Campaign Hat, centered on front ½" above hat band
Chin Strap	Optional	None
Hat Cover	Optional	None
OUTERWEAR		
Jacket, Duty (Ike)	Yes	Worn with zipper closed and with tie
Parka, Waist/Hip Length	Optional	Worn over Duty Jacket only
Overshell Jacket	Optional	Worn over Duty Jacket only
Rain/Wind Pants	Optional	None
Raincoat	Optional	None
SHIRTS		
Long Sleeve, Duty	Yes	Worn tucked in. Necktie required. Sleeves never rolled up in public.
Short Sleeve, Duty	Yes	Worn tucked in. Necktie required only with Duty Jacket.
NECKTIE AND RETAINER		
Clip-on or Four-in-hand	Yes	None
Tie Tack or Tie Bar	Yes	Positioned near fourth button from top.
Cross tie	Yes	Clip-on/Four-in-hand may be substituted
TROUSER / SKIRT		
Trouser, Cool/Warm Weather	Yes	Must be worn with belt.
Skirt, Cool/Warm Weather	Optional	Worn 2" above to 2" below center of knee and worn with pumps or other appropriate footwear.
MISCELLANEOUS		
Belt	Yes	Substitute buckles prohibited.
Scarf	Optional	Solid black only.
Gloves	Optional	Solid black, plain only.
Badge	Yes	If authorized. Required on shirts and all outerwear except raincoat.
Pin	Optional	Worn centered on either left shirt collar point, or centered on left coat lapel/collar.
Nameplate	Yes	Required on shirts and all outerwear, except raincoat.
FOOTWEAR		
Shoe/Boot/Pump	Yes	Black, polished, plain toe. May be safety footwear.
Socks & Hosiery	Yes	Socks – Solid black, plain only. Hosiery – Neutral color, plain, no patterns
Note: If an item is not listed, it is NOT authorized to be worn.		

Key: Optional - May be worn if warranted by conditions (i.e., cold weather). However, if such a garment is worn, it must be the authorized item.

Lewis and Clark Special Events Team Questionnaire

Please answer the following questions.

Name: _____ Work Phone Number: _____

District: _____

- 1) Have you attended the Corps Interpretive Services PROSPECT training? Yes No
- 2) Do you perform interpretive services as part of your regular duties? Yes No
- 3) Have you attended any of the Lewis and Clark Training Academy sessions? Yes No
- 4) Have you had any Lewis and Clark training outside of the Academy? Yes No
- i) If yes, explain:
- 5) Have you attended any Lewis and Clark conferences? Yes No
- 6) Have you performed any of the following?

Program Type	Yes	No
Staffed a Corps booth at a vender show	<input type="checkbox"/>	<input type="checkbox"/>
Presented: Community or school group programs	<input type="checkbox"/>	<input type="checkbox"/>
Lewis and Clark programs	<input type="checkbox"/>	<input type="checkbox"/>
Campfire programs	<input type="checkbox"/>	<input type="checkbox"/>
Taught a session/class (PROSPECT, in-house training, etc.) on any aspect of the Corps	<input type="checkbox"/>	<input type="checkbox"/>

- 7) In which Signature Event(s) are you interested in participating (first priority, second, etc.)?

Location	Dates	Indicate by priority
Louisville, KY/Clarksville, IN	October 14-26, 2003	<input type="checkbox"/>
St. Louis, MO	March 10-14, 2004	<input type="checkbox"/>
Hartford/Alton, IL	May 13-16, 2004	<input type="checkbox"/>
St. Charles, MO	May 14-23, 2004	<input type="checkbox"/>
Kansas City, MO/Atchison & Leavenworth, KS	July 3 - 4 2004	<input type="checkbox"/>
Fort Atkinson/Omaha NE	July 31-August 3, 2004	<input type="checkbox"/>
Chamberlain/Oacoma, SD	Aug 27-Sept 26, 2004	<input type="checkbox"/>
Bismarck, ND	October 22-31, 2004	<input type="checkbox"/>

- 8) If the event(s) selected is in Louisville, KY/Clarksville, IN or Chamberlain, SD, which 10-day period are you interested in working?
- 9) Are you restricted in the number of days you can participate in L&C events in FY04? Yes No
- If yes, how many days, including travel, would you be available?