



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

REPLY TO
ATTENTION OF:

S: 17 October 2003

CECW-ON

AUG 27 2003

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

SUBJECT: FY04 HQUSACE Career Assignment Program - Natural Resources Management
Branch, Operations Division

*THIS IS
A GREAT
PROGRAM!
ENCOURAGE
YOU
Felix
M. White*

1. The Natural Resources Management (NRM) Career Assignment Program (CAP) will be conducted in Fiscal Year 2004 (FY 04) contingent upon funding received to support this program. This memo is being forwarded now to allow potential applicants sufficient application and planning time, anticipating that funding will be received. The Career Assignment Program is an excellent opportunity for our future leaders to gain valuable experience and insight into the U.S. Army Corps of Engineers NRM program at the national level. Two CAP assignments are anticipated for FY 04.

2. The 5-month assignments are planned to run from mid-January to mid-June 2004 and from mid-June to mid-November 2004. The exact reporting date may be negotiated once selections for the assignments are made. Please submit nominations (not to exceed two per Major Subordinate Command) not later than 17 October 2003, to Headquarters, U.S. Army Corps of Engineers, Natural Resources Management Branch (CECW-ON).

3. Criteria for eligible candidates and requirements for submission of nominations are contained in the enclosure. All qualified and interested team members are encouraged to submit an application.

4. Salary for the CAP assignees is the responsibility of the district or division. Travel and per diem are the responsibility of CECW-ON.

5. Announcements of the selections are expected to be made on or about 17 November 2003. CECW-ON point of contact is Denise Y. White, (202) 761-4655.

FOR THE COMMANDER:

MICHAEL B. WHITE
Chief, Operations Division
Directorate of Civil Works

Encl

CAREER ASSIGNMENT PROGRAM
Natural Resources Management Branch
HQUSACE

The Career Assignment Program (CAP) within the HQUSACE Natural Resources Management Branch is designed to provide opportunities for career assignments at the GS-11-14 staff or Section Chief level. The objective of this program is to place at least two GS-11-14 special assignees per year in the Branch. On rare occasions, consideration will be given to GS-09 level Natural Resources Management employees who show exceptional potential and are fully supported by the district and division.

Branch Function

The function of the Natural Resources Management Branch is to provide policy and guidance to FOA on management of recreation, natural and cultural resources, and environmental compliance at water resource development projects.

Participants in the CAP may be involved in all facets of the branch functions including budgeting, park ranger programs, management of natural resources, real estate actions, mobilization, training, policy review and development, and research. Assignments will be determined by the Section Chiefs based on anticipated workload.

Assignees may be involved in 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 some staff actions, the assignee will also be afforded the opportunity to observe the functions of other elements and agencies in the Washington, D.C. area.

Nomination Procedure

Division commanders will forward nominations for only qualifying individuals who perform well consistently and exhibit clear leadership potential. A forwarded nomination will represent the MSC's assurance that the individual is capable of performing assigned duties in an acceptable manner and will represent the Corps well as representatives of the agency. Division commanders will furnish the following information for each nominee to HQUSACE, CECW-ON.

- (1) Name and Grade
- (2) Position, Job Title, and Classification
- (3) Educational Qualifications; Major Field of Study
- (4) Resume of Experience
- (5) Professional Career Objective(s).
- (6) Preferred assignment period (mid-Jan – mid-Jun 2004, or mid-June – mid-Nov 2004)

Enclosure

CECW-ON

SUBJECT: FY 04 HQUSACE CAREER ASSIGNMENT PROGRAM - NATURAL
RESOURCES MANAGEMENT BRANCH, OPERATIONS DIVISION

DISTRIBUTION:

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COMMANDER, OMAHA DISTRICT, ATTN: CENWO-OD-TN
COMMANDER, PHILADELPHIA DISTRICT, ATTN: CENAP-OP
COMMANDER, PITTSBURGH DISTRICT, ATTN: CELRP-OR-TR
COMMANDER, PORTLAND DISTRICT, ATTN: CENWP-CO-SR
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COMMANDER, WILMINGTON DISTRICT, ATTN: CESAW-OP-TN
COMMANDER, ENGINEER RESEARCH AND DEV. CENTER, ATTN: CEERD-EE
COMMANDER, ENGINEER RESEARCH AND DEV. CENTER, ATTN: CEWES-EE-R