



DEPARTMENT OF THE ARMY

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

REPLY TO
ATTENTION OF:

CECW-CO

S: 19 October 2008

SEP 17 2008

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

SUBJECT: FY09 HQUSACE Career Assignment Program – Operations Natural Resources
Management Community of Practice

1. The Natural Resources Management (NRM) Career Assignment Program (CAP) will be conducted in Fiscal Year 2009 (FY09) contingent upon funding to support this program. This memorandum is being forwarded now to allow sufficient application and planning time in anticipation 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.
2. Two CAP assignments are anticipated for FY09. These 5-month assignments are planned to run from mid-January to mid-June 2009 and from mid-June to mid-November 2009. The exact reporting date may be negotiated once selections for the assignments are made. Please submit nominations to Mr. Stephen B. Austin at Headquarters, U.S. Army Corps of Engineers, Operations-Natural Resources Community of Practice (CECW-CO-N), not later than 19 October 2008.
3. Further explanation of the program and the requirements for submission of nominations are enclosed. Interested and qualified team members must submit an application and resume through their supervisor to their district office for consideration. The district office will then forward their top candidate to the MSC office. Each MSC will prepare and send an endorsement memorandum for up to two nominations to CECW-CO-N. No nominations will be accepted directly from individuals.
4. Salaries for the CAP assignees are the responsibility of the district or division. Travel and per diem are the responsibility of CECW-CO-N.
5. Announcements of the selections are expected to be made in mid-November 2008.

FOR THE COMMANDER:

JAMES R. HANNON, JR. P.E.
Acting Chief, Operations
Directorate of Civil Works

Encl

CAREER ASSIGNMENT PROGRAM
Operations - Natural Resources Management Community of Practice
HQUSACE

The Career Assignment Program (CAP) within the HQUSACE Operations - Natural Resources Management Community of Practice (NRM CoP) is designed to provide opportunities for career assignments at the Pay Band 2 and 3 (GS-11/14) staff or Section Chief level. The objective of this program is to place at least two special assignees per year in the NRM CoP. 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 division recognizing the communications and work level skills required at HQUSACE.

NRM CoP Function

The function of the NRM CoP is to provide policy and guidance to FOA on management of recreation, natural and cultural resources, partnerships and environmental compliance at water resource development projects.

Participants in the CAP may be involved in all facets of the NRM CoP 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 NRM CoP staff 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.

Ranking Criteria

Applicants will be rated based on the following criteria contained in their resume:

- (1) Demonstrated leadership skills
- (2) Work experience, awards and accomplishments
- (3) Development and training (self development-NRM related and outside activities)
- (4) Writing ability as indicated from the individual's resume
- (5) Stated ambition/professional career objectives

For maximum consideration, resumes must be structured based on the five Ranking Criteria with a separate paragraph highlighting each criteria.

Enclosure

Nomination Procedure

Division Operations-Construction Chiefs will forward up to two nominations with an endorsement memorandum for qualifying individuals who perform well on a consistent basis and exhibit clear leadership and career-advancement 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 representative of the agency. Divisions will furnish the following information for each nominee to Mr. Stephen Austin at HQUSACE, CECW-CO-N.

- (1) Name and Grade
- (2) Position, Job Title and Classification
- (3) Resume (not to exceed three pages highlighting in separate paragraphs: leadership, experience-awards, training, writing ability, stated ambition/professional career objectives)
- (4) Educational Qualifications; Major Field of Study
- (5) Preferred Assignment Period (mid-Jan – mid-Jun 09, or mid-June – mid-Nov 09)