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: 30 October 2009
SEP 16 2009

MEMORANDUM FOR CHIEFS, OPERATIONS AND NATURAL RESOURCES MANAGEMENT, MAJOR SUBORDINATE COMMANDS AND DISTRICTS

SUBJECT: FY10 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 2010 (FY10), 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 FY10. These 5-month assignments are planned to run from mid-January to mid-June 2010 and from mid-June to mid-November 2010. The exact reporting date will 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), no later than 30 October 2009.

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 two candidates to the MSC office. Each MSC will prepare and send an endorsement memorandum for the two MSC 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 November 2009.

FOR THE COMMANDER:

Encl

MICHAEL G. ENSCH
Chief, Operations
Directorate of Civil Works

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

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 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 NRM CoP provides 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, recreation, environmental stewardship, partnerships, real estate actions, training, research, and policy review and development. Assignments will be determined by the NRM CoP staff based on anticipated workload.

Assignments may involve 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 Operations Chiefs will forward two nominations with an endorsement memorandum and resume for qualifying individuals who perform well on a consistent basis and exhibit clear leadership and career-advancement potential. A nomination represents 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. MSCs will ensure that the individual's supervisor supports the nomination and that the following information for each nominee is submitted to Mr. Stephen Austin at HQUSACE, CECW-CO-N.

Resume Format. (12 point font not to exceed three pages highlighting the Ranking Criteria below)

I. Name, Position Title, Classification, Location, Telephone Number
II. Professional Career Goals and Objectives (and how this assignment will help meet these goals)
III. Leadership Experience and Skills
IV. Work Experience and Major Accomplishments
V. Awards
VI. Education – Major Field of Study
VII. Development and Training (self, NRM related, outside activities)
VIII. Preferred Assignment Period and why (mid-Jan thru mid-Jun 10 or mid-Jun thru mid-Nov 10)

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

(1) Professional career goals and objectives
(2) Demonstrated leadership experience and skills
(3) Breath of work experience and major accomplishments
(4) Awards
(5) Education – major field of study
(6) Extent of development and training (self development-NRM related and outside activities)
(7) Writing ability (as indicated from the individual's resume and adherence to directions)
(8) Endorsement of MSC