



DEPARTMENT OF THE ARMY

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

OCT 6 2010

REPLY TO
ATTENTION OF:

CECW-CO

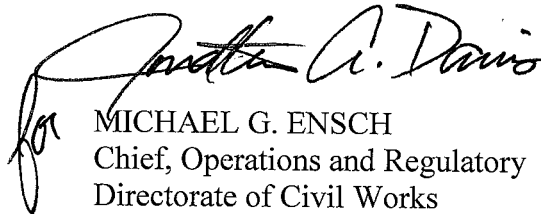
S: 15 November 2010

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

**SUBJECT: Request for Nominations - FY11 HQUSACE Natural Resources Management (NRM)
Career Assignment Program (CAP)**

1. The Natural Resources Management (NRM) Career Assignment Program (CAP) will be conducted in FY11, contingent upon availability of funding to support the program. This request for nominations is being forwarded now to allow sufficient application and planning time in anticipation that funding will be received. The NRM CAP provides an excellent opportunity for our future leaders to gain valuable experiences and insights into the NRM program at the national level and to become familiar with the roles and responsibilities of the Headquarters.
2. Two CAP assignments (5-month terms) are anticipated to run from mid-January to mid-June 2011 and from mid-June to mid-November 2011. The exact reporting date will be negotiated once selections for the assignments are made. A further explanation of the program and the requirements for submission of nominations is enclosed. Interested and qualified team members must submit an application and resume through their supervisor to their district office for consideration. No nominations will be accepted directly from individuals. District offices will forward their top two candidates to their MSC. Each MSC will prepare and send a memorandum endorsing their top two candidates to Mr. Stephen B. Austin at HQUSACE, Operations-Natural Resources Community of Practice (CECW-CO-N), no later than 15 November 2010.
3. Salaries for the CAP assignees will remain the responsibility of their home district or MSC. Travel and full per diem costs will be funded by CECW-CO-N.
4. Announcements of the selections are expected to be made in early December 2010.

Encl


MICHAEL G. ENSCHI
Chief, Operations and Regulatory
Directorate of Civil Works

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 GS-11 thru GS-14 staff or Section Chief-level. The objective of the program is to place at least two CAP participants per year in the NRM CoP. On occasions, consideration may be given to GS-09 level nominees who show exceptional potential and are fully supported by the MSC recognizing they possess the communications and work level skills required at HQUSACE.

NRM CoP Function.

The NRM CoP provides policy and guidance to field operating activities on management of recreation, natural resources, cultural resources, partnerships, sustainability, and environmental compliance at water resources 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 current and 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 staff actions, the assignee will also have opportunities to observe the functions of other Corps elements, various Federal agencies, and some non-Governmental organizations in the Washington, DC area.

Nomination Procedure.

MSC Operations Chiefs will forward two nominations with an endorsement memorandum and resume for qualifying individuals who are consistent top performers and exhibit clear leadership and career-advancement potential. A MSC nomination provides assurance that the individual is capable of performing assigned duties in an acceptable manner and will serve 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, no later than 15 November 2010.

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 and degrees
- VII. Development and Training (self, NRM related, outside activities)
- VIII. Preferred Assignment Period and why (mid-Jan thru mid-Jun 11 or mid-Jun thru mid-Nov 11)

Ranking Criteria. Nominees will be ranked on the following criteria as addressed in their resume:

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