



DEPARTMENT OF THE ARMY

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

AUG 26 2016

S: 30 September 2016

CECW-CO

MEMORANDUM FOR CHIEFS, OPERATIONS, MAJOR SUBORDINATE COMMANDS  
AND DISTRICT COMMANDS AND OPERATIONS PROJECT MANAGERS

SUBJECT Request for Nominations- Fiscal Year 17 National Operations Project  
Managers Career Assignment Program

1. It is my pleasure to announce the Fiscal Year 2017 National Operations Project Managers Career Assignment Program (OPM CAP). This program has proven to be tremendously successful since its inception in 2007. Many of the program graduates have been selected for permanent OPM positions after completion of their assignments. Participants in the program will receive valuable cross training experience, gain new insights from working in another district, and will significantly expand their communication networks. The OPM CAP program is a key element in the development of our future leaders within the Operations Project Managers Community of Practice (OPM CoP).

2. This program is primarily targeted towards individuals at the GS-12 level with supervisory experience working in the various business lines within Operations Division who aspire to the GS-13 OPM level. Under this program, participants will fill vacant OPM positions for approximately four-months and will be responsible for all OPM business management functions at the project. Additional information is contained in the enclosed National OPM CAP Fact Sheet and Application Form.

3. The purpose of this memorandum is to begin the process of matching interested and qualified individuals with OPM vacancies throughout the country. I am asking each Division Operations Chief to:

a. Nominate up to two individuals per Division for a possible temporary assignment as an OPM beginning in January 2017. Qualifications and nomination procedures are described in the attached enclosures. You are encouraged to conduct a competition within your region and select up to two candidates to forward for consideration. While the program will place up to three candidates, the remaining nominees will be held as a pool of applicants for other temporary positions that may occur outside of the OPM CAP program throughout the remainder of the year. Application information is also enclosed.

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b. It is also critical for each Division Operations Chief examine their region for possible OPM positions that are or will become vacant near the first of the calendar year which may be appropriate for enrollment in this program. To the greatest extent possible, assignments should be at projects where a number of different business lines are managed in order to provide for a well-rounded experience.

4. While the individual's salary will continue to be paid by their home district, travel and TDY costs will be borne by HQUSACE.

5. Please forward your Division nomination(s) and any appropriate OPM vacancies to the OPM CoP Advisory Board Chair, Mr. Eugene Goff, Operations Project Manager, Kansas Area Office, 1565 Embankment Road SW, Burlington, KS 66839-8911, (620) 364-8613 ext.8500, [Eugene.Goff@usace.army.mil](mailto:Eugene.Goff@usace.army.mil) NLT 30 September 2016.

6. Please encourage your team members to take advantage of this opportunity to prepare them to lead our Operations and Maintenance program in the future.

Encl

*Thank you for your support of program!*  
*2007 CAP*



EDWARD E. BELK, JR., P.E.  
Chief, Operations and Regulatory Division  
Directorate of Civil Works

## NATIONAL OPM CAP FACT SHEET AND APPLICATION FORM

### 1. Program Description.

1.1 The National Career Assignment Program (CAP) for Operations Project Managers (OPMs) is designed to provide those who aspire to the position of OPM with competitive assignments to broaden their career perspective and prepare them for the Corps future. This program is also open to lower graded OPMs who desire an opportunity to function at a higher grade level, performing more complex duties and perhaps becoming involved in the management of new business lines. Assignments will generally be at the GS-13 level at multi-purpose water resource developments. Length of assignments will generally be four months, but may vary from three to five months. Enrollees' salaries will be paid by their home district with travel expenses paid by HQUSACE.

1.2 In addition to the experience of managing a multi-purpose field project, participants will benefit from interaction among all national program participants. At least one meeting will be held with senior leaders in HQUSACE. Participants may also be assigned to participate in designated training courses and to complete specific assignments or projects during their tenure (i.e. project management training and PMI certification).

1.3 Enrollees will work under the direct supervision of the Chief, Operations Division. They will be assigned a peer mentor (preferably an OPM at an adjacent project) within the sponsor district who will be responsible for answering questions and providing useful district and local information, such as district policy, local contacts, lodging recommendations, etc.

1.4 Annually, each MSC is encouraged to examine OPM vacancies or anticipated vacancies and make an assignment available for the national program. To the greatest extent possible, assignments should be at projects where a number of different business lines are managed in order to provide for a well-rounded experience. It is anticipated that two to three such assignments will be available each FY. Assignment nominations will be forwarded in response to an annual call letter.

2. Candidate Qualifications. Candidates should be currently employed in, or qualified for, any of the applicable OPM job series (0025, 0401, 0340, 1601, 0800 interdisciplinary engineer, etc.) They should be team members who consistently exhibit outstanding performance with demonstrated leadership qualities and the potential to perform successfully as an OPM.

## Application Form

MSC Operations Chiefs will forward up to two nominations annually for those who meet the program criteria. A forwarded nomination will represent the MSC's assurance that the candidates are capable of performing OPM duties in an acceptable manner and will be an appropriate representative of the MSC. MSC Operations Chiefs will furnish the following information for each nominee to the OPM CoP Advisory Board Chair (ATTN: Eugene Goff). Nominations will be forwarded in response to an annual call letter.

Please include:

Applicant Name:

Address, telephone and e-mail:

Current position title, grade & series :

Current supervisor, phone number and e-mail address:

Education qualifications, degrees and major field of study:

Experience resume

Attachments:

1. Copy of most recent performance appraisal.
2. Candidate's one-page narrative describing the benefits (both personal and to the agency) of program participation.
3. Endorsement letters from supervisor and District Operations Division Chief.

Direct questions to Mr. Eugene Goff, Operations Project Manager, Kansas Area Office, 1565 Embankment Road SW, Burlington, KS 66839-8911, Phone: (620) 364-8613 ext. 8500. Eugene.Goff@usace.army.mil