



REPLY TO  
ATTENTION OF

DEPARTMENT OF THE ARMY  
U.S. ARMY CORPS OF ENGINEERS  
441 G STREET, NW  
WASHINGTON, DC 20314-1000

S: 29 February 2016

CEMP-CE

2 February 2016

MEMORANDUM FOR Army CP-18 Environmental Professionals

SUBJECT: Request for Nominations – 2016 Headquarters, U.S. Army Corps of Engineers,  
Environmental Division Developmental Assignment

1. It is my pleasure to announce this call for nominations for the 2016 Headquarters, U.S. Army Corps of Engineers (HQUSACE) Environmental Division, Environmental Community of Practice Core Team Developmental Assignments. This developmental assignment provide an excellent opportunity for Army environmental professionals to gain valuable experience and insight into USACE Environmental Missions and its Environmental Community of Practice at the national level. This announcement also supports CP-18 Engineer and Scientist objectives to provide opportunities to gain competencies through experiential learning.
2. Subject to the availability of funds, one developmental assignment (not to exceed 120 days each) is scheduled to run during the April to September 2016 timeframe. The exact reporting date will be determined once selections for the assignments are made. Nominations must be submitted to the point of contact listed below NLT 29 February 2016. Nominations will be accepted directly from individuals but must include a supervisor letter of endorsement. Further explanation of the developmental assignment and nomination procedures are enclosed.
3. The salary for the assignee in USACE reimbursable positions will be funded by the HQUSACE Environmental Division. The salary for the assignee in direct funded positions or non-USACE positions will remain the responsibility of their home office. Travel and per diem costs will be funded by CP-18 or the HQUSACE Environmental Division.
4. The point of contact for this request for nominations is Dr. Douglas Warnock, CEMP-CEC, at (202) 761-7778 and Douglas.A.Warnock@usace.army.mil.

Encl

KAREN J. BAKER  
Chief, Environmental Division  
Directorate of Military Programs

## HQUSACE Environmental Division Development Assignment Information and Nomination Procedures

The HQUSACE Environmental Division Developmental Assignment is intended to provide an opportunity for Army CP-18 Environmental Professionals at the GS-11 thru GS-14 staff level. The objective of this announcement is to place one participant during FY16 in an enterprise level position supporting the national level issues for the Environmental Division and Environmental Community of Practice. Consideration will be given to the nominee who shows exceptional potential, and are energetic, self-motivated, and forward-thinking in terms of Army environmental missions, and who are fully supported by their chain of command. The duty station for these developmental assignments will be the HQUSACE offices in Washington, DC. Telework or working from a remote location is not authorized.

### Developmental Assignment Description:

The developmental assignee will be detailed to the Environmental Community of Practice (ECoP) Core Team and will have the opportunity to collaborate across all USACE Environmental Programs regarding the breadth and scope of USACE Environmental Missions.

The ECoP Core Team performs duties in accordance with the USACE Campaign Plan, the USACE Environmental Operating Principles, USACE Sustainability Plan and the Army Strategy for the Environment. The Core Team builds and maintains relationships with internal and external stakeholders to foster technical competency sharing and learning across the community. Internal stakeholders include USACE Headquarters, Divisions, Districts, Laboratories and Centers. External stakeholders include Office of the Secretary of Defense, Assistant Secretary of the Army for Installations, Energy and Environment, Assistant Chief of Staff for Installation Management, Installation Management Command, Army Environmental Command, Army National Guard, Public Health Command, Army Materiel Command, Air Force and installations.

The developmental assignee will support the Core Team who is responsible for the following areas: USACE Environmental Awards Program, Career Program 18 (Engineers & Scientists), ECoP Webinar series, USACE Sustainability Program, Regional Environmental & Energy Offices (REEOs), Environmental Advisory Board, Environmental Support Team (EnvST), Army Environmental Partnering initiative and Earth Day events.

The assignee may participate and provide support to the Strategic Sustainability Committee, ECoP Steering Committee, DOD Environmental Data Quality Working Group, DOD Chesapeake Bay Quality Management Board, the Army Biodiversity Working Group, and the DOD Legacy Resource Management Program. The assignee may be involved with issues relating to chemistry and risk management, environmental laboratories and data quality and management and biodiversity. Participants in the developmental assignment may be involved in the preparation of Engineering Regulations relating to community of practice, project/program management, work authorizations and funds, and other pertinent matters.

While completing staff actions supporting the ECoP Core Team, the assignee will have opportunities to collaborate directly with many other elements of the Corps as well as other Army activities.

For more information on the USACE Environmental Mission, please review <http://www.usace.army.mil/Missions/Environmental.aspx>

For more information on the USAC Environmental Community of Practice, please visit <https://eko.usace.army.mil/usacecop/environmental/>

#### Nomination Procedure:

Interested and qualified applicants must submit a nomination package by the suspense date consisting of the following three components:

1) Letter of Interest (not to exceed one page): The letter of interest should clearly articulate the applicant's CP-18 professional career goals and objectives and how this developmental assignment will support the applicant in gaining critical competencies to serve the Army as an environmental professional. The letter will also indicate assignment period availability (120 days during the April to September 2016 timeframe).

2) Resume (not to exceed three pages): The resume format shall be as follows:

- I – Name, Position Title, Classification, Grade/Step, Duty Location, Telephone and Email
- II – Work Experience and Major Accomplishments
- III – Leadership Experience and Skills
- IV – Education, Training, and Previous Developmental Assignments

3) Supervisor Letter of Endorsement (not to exceed one page): The letter of endorsement should clearly indicate the supervisor and chain of command support for the applicant to participate in this developmental assignment opportunity. The supervisor should also endorse that the applicant is fully qualified for this assignment, that they exhibit clear leadership and career advancement potential, and that it will support their career development plan.

All documents to be provided in 12 point font. Incomplete packages that do not meet the requirements above will not be considered.

#### Ranking Criteria:

The selection committee will be looking for highly qualified individuals who are consistent top performers, energetic, self-motivated, forward-thinking, and exhibit clear leadership and career advancement potential. Nominees will be ranked on the following criteria as addressed in their application package:

1) Alignment of professional career goals/objectives with the developmental assignment

- 2) Relevance of work experience and accomplishments to Army and/or USACE environmental missions
- 3) Demonstrated leadership experience and skills
- 4) Relevance of education, training, and previous developmental assignments to Army and/or USACE environmental missions
- 5) Writing ability as indicated from the nominee's application and adherence to these instructions
- 6) Strength of endorsement from nominee's supervisor