



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

S: 27 October 2017


CECW-CO

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

SUBJECT: Request for Nominations – FY 2018 National Operations Project Managers
Career Assignment Program

1. It is my pleasure to announce the FY 2018 National Operations Project Managers Career Assignment Program (OPM CAP). This program provides an excellent opportunity for our future leaders to gain valuable cross training experience and insights serving as an Operations Project Manager and working in another district.
2. We are currently accepting nominations of up to two individuals from each Major Subordinate Command (MSC). In addition we are asking each MSC to evaluate and identify possible OPM positions that will be vacant near the beginning of the calendar year 2018 and which may be appropriate for consideration for these assignments.
2. This program is primarily targeted towards applicants 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.
4. Salaries for the CAP assignees will remain the responsibility of their home district or MSC. Travel and per diem cost will be funded by CECW-CO.
5. Please forward your MSC nomination(s) and any appropriate OPM vacancies to the OPM CoP Advisory Board Chair, Mr. Mark Wilmes, OPM, Western Area Office, 1020 36th Street South, Suite 100, Fargo, North Dakota 58103, Phone: (651) 290-5738. Mark.D.Wilmes@usace.army.mil by 27 October 2017.

Encl


THOMAS P. SMITH, 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 CECW-CO.

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. 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: Mark Wilmes). 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. Mark Wilmes, OPM, Western Area Office, 1020 36th Street South, Suite 100, Fargo, North Dakota 58103, Phone: (651) 290-5738.

Mark.D.Wilmes@usace.army.mil.

