



REPLY TO
ATTENTION OF

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

CECW-P

JUL 23 2015

MEMORANDUM FOR DISTRIBUTION

SUBJECT: 2016 Planning Associates Program Announcement and Application Instructions.

1. I am pleased to announce the Planning Associates (PA) Program for Fiscal Year (FY) 2016. Candidates are competitively selected by Headquarters, U.S. Army Corps of Engineers (HQUSACE), from a pool of candidates submitted by the commanders of the eight Major Subordinate Commands (MSC), Labs and Field Operating Agency (FOA). The primary goal of the PA Program is to broaden the competencies of high potential journeyman planners who will lead complex planning studies and provide water resources technical and professional leadership in the future. With Planning Modernization a pillar of Civil Works Transformation and the focus on planning in the recently passed Water Resources Reform and Development Act of 2014, enhancing planning capability is critical for the organization to continue to meet the Nation's water resource challenges of the present and future. I personally request that you identify and nominate the best and brightest candidates for this important program.

2. Purpose. The PA Program provides quality, intensive training in USACE Civil Works Planning and leadership development. As such, the PA Program and its graduates have been at the forefront of Planning Modernization. The curriculum is a rigorous, comprehensive program that covers team building and team leadership training. It also includes experiential training in USACE Civil Works business programs. The PA will be involved with case studies, individual and group projects, written and verbal communications and presentation techniques, as well as, critical thinking; and networking opportunities with leaders in districts, MSCs, HQUSACE, and other Army, administration, congressional, and public and private water resource interest groups. The PA Temporary Duty (TDY) periods are long and rigorous; often going more than 12 hours a day, and require weekend work during the multiple week sessions. In addition to the course workload, the PAs will also be working on their required individual and team products.

3. PA Commitments. As in previous years, the FY 2016 PA Program will consist of approximately 20 courses (Exhibit 1) delivered in 1-4 week TDY periods spread over 11 months. During the conduct of the program, the Planning Training Committee under the direction of the Chief, Planning and Policy Division will continually assesses the program to identify potential improvements to the overall effectiveness and efficiency of the program. The PA Program requires stamina and flexibility by the participants, and

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these qualities will continue to be important to these individuals, as well as those involved in program delivery, as adjustments are made during the FY 2016 program.

While in the PA Program, the PA will commit to attending each and every scheduled training session on time, fully participate in all exercises and experiential training, complete any homework and other assignments, contribute to development of team products and participate in post graduate activities. The PA work has priority over home office tasks and some PA work may need to be accomplished at the home office. The PA will conduct themselves in a manner that will bring credit to oneself and the USACE.

4. Home Office Benefits. The PAs' home offices will receive immediate benefit from the PAs' experiences by way of briefings following each course session. These briefings will transmit the latest information on policies and procedures employed USACE-wide.

5. Travel Requirements. Our goal is to schedule course sessions so as to minimize TDY sessions coinciding with holidays, but logistics and circumstances inevitably result in not being home for some holidays. There may be a small number of TDY days on non-federally recognized secular or religious holidays. We will make reasonable accommodations for PAs on TDY to participate in religious observances and to attend religious services on non-PA class time.

6. Eligibility. The typical PA class is a demographically diverse, multi-disciplinary team of high potential GS-11 to GS-13 district employees with 5-15 years of current Civil Works planning experience, that would most benefit from participating in the program. Others will be considered by exception. Successful applicants must demonstrate a passion for planning, a record of accomplishment in the planning function, and a desire to use what they will learn in future career challenges. Rating criteria will involve assessing the applicants resume for experience, performance, and technical and leadership excellence potential; rating criteria will include the nominee's application questions which are found in the application package; it will involve class membership and post-program contributions; and finally, an interview with a team of HQ personnel and PA Management either in person or by teleconference.

7. Submission of Nominations. The MSC Commanders, Labs and FOAs will transmit an ADOBE pdf file version of their endorsed application packages by electronic mail to the PA Program Manager and principal point of contact, Ms. Joy Muncy, CEIWR-GW, joy.d.muncy@usace.army.mil, 703-428-6009, no later than 6 August 2015. The application package consists of the following:

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- a. A resume in the format required by the applicant's Civilian Personnel Office;
- b. Typed, dated, and signed responses to the PA Program Nominee Application Questions (Exhibit 2);
- c. Respond to what and when Planning Core Curriculum (PCC) Courses were taken (Exhibit 3);
- d. The PA Program Participation Agreement (Exhibit 4), which will be signed and dated, without deviation, by the nominee, supervisor, and home office commander; and
- e. Endorsement letters signed by the MSC Commander and the home office commander attesting to the fitness of each nominee to participate in the program.

8. Selection of Participants. The nominations by MSC Commanders, Labs and FOAs and the final selections by this office will be based in part on the Planning Associates Program Rating Criteria outlined in Exhibit. We will announce the selection of participants around 10 September 2015.

9. Resourcing. Central funding resources will cover most of the costs for this program, including labor which effective rate will be used (Effective Rate, which is the amount applied to base labor to cover allocations for fringe benefits which include government contributions and leave minus the G&A and department overhead) while on TDY for normal duty hours; official travel between home office and TDY locations; and per diem (actual expense will not be paid by this office without prior specific authorization of the PA Program Manager). The home office will be responsible for PA costs while the PA is not on temporary duty, and for providing other training related items unless authorized by the PA Program Manager. These locally provided resources are nominal in relation to the overall program requirements, and will include providing the PA with the use of a laptop, BlackBerry, and digital camera for the duration of the program, and labor and supplies for accomplishing PA homework assignments and logistical arrangements. Central funding will cover travel compensatory time for required travel outside normal duty hours. Compensatory leave for weekend or other non-duty hours will be based on home office policy and at home office expense. Exhibit 5 contains the details and expectations regarding home office funding responsibilities. At this point, final decisions on FY 2016 funding levels for PA Program activities have not been made. In the event sufficient funding is not provided for this program as I have represented it, I will notify you immediately.

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10. I urge you to take advantage of this opportunity for personal, professional, and organization growth and to enhance the USACE professional capability. On 16 July 2015 at 2:00 EDT, there will be a PA Program Webinar with a panel of past PAs, MSC chiefs and PA supervisors to discuss the PA Program, what is expected from the PA Program and how the program has helped the home offices as well as the USACE. Those interested in applying for the program should take advantage of the webinar.



STEVEN L. STOCKTON, P.E.
Director of Civil Works

6 Encls

1. Exhibit 1, Course Descriptions
2. Exhibit 2, Nominee Application Questions
3. Exhibit 3, Planning Core Curriculum Courses Taken
4. Exhibit 4, Participation Agreements
5. Exhibit 5, Program Rating Criteria
6. Exhibit 6, Resources Responsibilities

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