

CEPE-C

DEPARTMENT OF THE ARMY
U.S. Army Corps of Engineers
Washington, DC 20314-1000

ER 690-1-958
Change 7

Regulation
No. 690-1-958

2 May 1988

CIVILIAN PERSONNEL

Army Civilian Career Program for Engineers and Scientists
(Resources and Construction)

1. This change to ER 690-1-958, 25 June 1980, amends the professional registration requirements in paragraph 15 and Appendix A. Effective 1 July 1988, the positions of Chief, Hydraulics and Hydrology Branch and Chief, Geotechnical Branch will require professional registration. It also provides that professional registration as a geologist meets the professional registration requirements for the Chief, Geotechnical Branch when the position is interdisciplinary and classifiable to the GS-1350 Geology Series.

2. Substitute and add the attached pages as shown below:

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3. File this change in front of publication for reference purposes.

FOR THE COMMANDER:



PAT M. STEVENS IV
Colonel, Corps of Engineers
Chief of Staff

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Washington, DC 20314-1000

ER 690-1-958
Change 6

Regulation
No. 690-1-958

11 May 1987

CIVILIAN PERSONNEL

Army Civilian Career Program for Engineers and Scientists
(Resources and Construction)

1. This change to ER 690-1-958, 25 June 1980, amends the reassignment policy in paragraph 12 to require notification to the FCR when CPM propose to approve a reassignment as an exception to career referral.

2. Substitute and add the attached pages as shown below:

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FOR THE COMMANDER:



ARTHUR E. WILLIAMS
Colonel, Corps of Engineers
Chief of Staff

690 Action: Pers

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Washington, D.C. 20314-1000

ER 690-1-958
Change 5

Regulation
No. 690-1-958

10 Mar 1986

CIVILIAN PERSONNEL

Army Civilian Career Program for Engineers and Scientists (Resources and Construction)

1. This change to ER 690-1-958, 25 June 1980, amends the reassignment policy in paragraph 12 to delegate specific prior approval authority to next higher level career program managers; it amends professional registration requirements in paragraph 15 and Appendix A to permit architect registration or professional engineer registration under certain conditions; and deletes the requirement for professional registration for the position of Chief, Operations Division.

2. Substitute and add the attached pages as shown below:

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FOR THE COMMANDER:

Arthur E. Williams
ARTHUR E. WILLIAMS
Colonel, Corps of Engineers
Chief of Staff

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ER 690-1-958
Change 4

DAEN-PEZ-A

Regulation
No. 690-1-958

15 Mar 1985

CIVILIAN PERSONNEL

Army Civilian Career Program for Engineers and Scientists
(Resources and Construction)

1. This change to ER 690-1-958, 25 June 1980, restates the reassignment policy in paragraph 12 to further clarify the requirements for requesting exceptions to the policy.

2. Substitute and add the attached pages as shown below:

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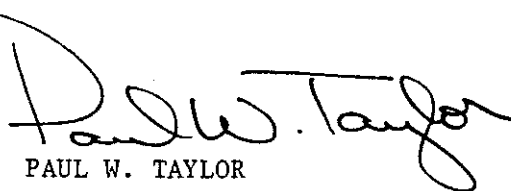
5-6

Insert pages

5-6

3. File this change in front of publication for reference purposes.

FOR THE COMMANDER:


PAUL W. TAYLOR
Colonel, Corps of Engineers
Chief of Staff

DEPARTMENT OF THE ARMY
U.S. Army Corps of Engineers
Washington, D.C. 20314

ER 690-1-958
Change 3

DAEN-PEZ-A

Regulation
No. 690-1-958

17 September 1984

CIVILIAN PERSONNEL
Army Civilian Career Program for Engineers and Scientists
(Resources and Construction)

1. This change to ER 690-1-958, 25 June 1980, amends the reassignment policy in paragraph 12, and the professional registration policy in paragraph 15 and Appendix A. Changes in paragraphs 9, 10, and 11 are editorial in nature to conform to other published regulations.

2. Substitute and add the attached pages as shown below:

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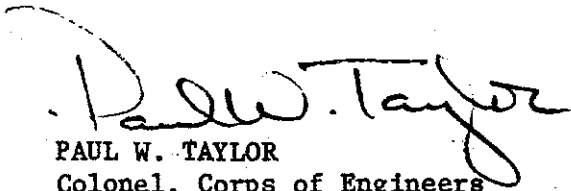
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FOR THE COMMANDER:


PAUL W. TAYLOR
Colonel, Corps of Engineers
Chief of Staff

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US Army Corps of Engineers
Washington, DC 20314

ER 690-1-958
Change 2

Regulation
No. 690-1-958

10 June 1982

CIVILIAN PERSONNEL
Army Civilian Career Program for Engineers and Scientists
(Resources and Construction)

1. This change to ER 690-1-958, 25 June 1980, amends paragraph 15.
2. Substitute and add the attached page as shown below:

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FOR THE COMMANDER:


JAMES W. RAY
Colonel, Corps of Engineers
Chief of Staff

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Office of the Chief of Engineers
Washington, D.C. 20314

ER 690-1-958
Change 1

Regulation
No. 690-1-958

24 April 1981

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CIVILIAN PERSONNEL
Army Civilian Career Program for Engineers and Scientists
(Resources and Construction)

1. This change to ER 690-1-958, 25 June 1980, amends Appendix A.
2. Substitute and add the attached page as shown below:

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3. File this change in front of publication for reference purposes.

FOR THE CHIEF OF ENGINEERS:

For 

FORREST T. GAY, III
Colonel, Corps of Engineers
Executive Director, Engineer Staff

690 Action: Pers

ROUTE:

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DEPARTMENT OF THE ARMY
Office of the Chief of Engineers
Washington, D.C. 20314

ER 690-1-958

Regulation
No. 690-1-958

25 June 80

CIVILIAN PERSONNEL Army Civilian Career Program for Engineers and Scientists (Resources and Construction)

1. Purpose. This regulation implements CPR 950-18, Army Civilian Career Program for Engineers and Scientists (Resources and Construction).

2. Applicability. All OCE elements and all FOA.

3. References.

- a. CPR 950-1
- b. CPR 950-18
- c. ER 690-1-291
- d. ER 690-1-950

4. Authorities and Responsibilities.

a. Division Engineers and Commanders of separate FOA reporting directly to OCE will:

(1) Appoint Career Program Managers who will execute all of the functions of Major Command (MACOM) Career Program Managers as described in reference 3a.

(2) Establish and maintain qualifications inventory files of all career program registrants eligible for consideration for GS-13 positions covered by this program.

(3) At least annually, review the records of all such registrants in accordance with the procedures prescribed by reference 3b.

(4) Accept voluntary registrants from other Divisions/FOA/MACOM into their inventories.

This regulation supersedes ER 690-1-958, 2 June 1972

25 Jun 80

(5) Issue referral lists for GS-13 positions as requested by appropriate Career Program Managers or Civilian Personnel Officers.

b. Division & FOA Career Program Managers, and Personnel Officers will assure that annual screening material for use at the HQDA level is accurate and timely.

5. General. The provisions of this regulation will be observed by all concerned in the management and administration of this career program. The successful operation of this program is vital to the accomplishment of the various missions of the Corps of Engineers.

6. Career Intake.

a. The future of this program relies heavily on continuing intake at the Intern (GS-5/7) levels. This need will be satisfied through aggressive college recruitment efforts giving appropriate attention to the recruitment of minorities and females. Intake needs will be reported in accordance with Appendix I, reference 3.c.

b. Formal mobility agreements are not required when target level positions are expected to be available at the time of graduation or within a reasonable period of time thereafter.

7. Training Plan. A formal training plan will be established for each intern appointed in this program in accordance with paragraph 7-2, CPR 950-1. These plans are the basis for non-competitive advancement and will be designed to equip interns with the skills, knowledge and ability needed to perform effectively in full performance level positions (normally GS-11). For engineer interns entering the program at the GS-5/7 level, plans will provide for rotational assignments of approximately four months in each major technical segment of the conventional District organization including engineering, construction, operations and planning and reports. Plans should also include orientation assignments in support organizations and in the ADP Center. In addition, all military funded interns and 50% of civil funded interns will spend 4-6 months in a nearby DFAE organization. Plans for all other interns in this program will be tailored to specific target positions and will include appropriate rotational assignments needed to develop fully qualified journeymen.

8. Career Program Registration and Referral.

a. Registration. Registration procedures outlined in CPR 950-1, CPR 950-18 and ER 690-1-950 will apply. Qualification records and career appraisals for engineers and scientists will be forwarded to HQDA (DAEN-PEC-T) WASH DC 20314, and or to the Department of Army Readiness Command, ATTN: DRXMM-AC, 5001 Eisenhower Avenue, Alexandria, VA 22333, as prescribed in reference 3a. Multiple program registrants must submit qualification records and career

systems of the engineers and scientists career program.

b. Referral. Provisions of paragraph 15 apply in the referral of registrants for key positions as listed in Appendix A.

c. Qualifications Inventory Files. Qualifications inventory records will be maintained as follows:

(1) The Chief of Engineers will maintain a central inventory from the GS-5 (intern) level and above for use in the preparation of Army-wide referral lists, courtesy and assistance referrals, and for statistical analysis. DA Forms 2302, Qualification Record, and DA Forms 4428-R, Army Civilian Career Program for Engineers and Scientists (Resources and Construction) Annual Referral Assessment, will be maintained in the Office, Chief of Engineers, for grade GS-12 and above, unless otherwise specified in ER 690-1-950.

(2) Division Engineers and Commanders of separate Field Operating Agencies will maintain records for the GS-12 and GS-13 levels for use in the preparation of command-wide (GS-13) referral lists.

(3) All submitting offices will maintain records to document that appropriate inventory material has been submitted to the established central inventories.

d. Referral levels.

(1) It is mandatory that positions at GS-14 and above be filled from Army-wide referral lists. Requests for such lists of best qualified candidates will be forwarded through appropriate channels to HQDA (DAEN-PEC-T) WASH DC 20314.

(2) Requests for referral of qualified candidates for vacant positions in CE Districts at grade GS-13 will be forwarded to the appropriate Division Office. Vacant positions in grade GS-13 in Division offices will be filled by development of lists from Division inventories. Division Engineers may forward requests for lists to OCE when Division inventories fail to produce sufficient highly qualified candidates.

(3) Commanders of separate Field Operating Agencies will fill vacant GS-13 positions by development of lists from installation or activity inventory files. Commanders may forward requests for lists to OCE when local inventories fail to produce sufficient highly qualified candidates.

(4) Vacant GS-13 positions within OCE will be filled from lists developed from the central inventory maintained by the OCE. All GS-12 & GS-13 careerists who have indicated availability for Washington DC will be considered.

9. Appraisal and Counseling.

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17 Sep 84

- * a. Division Engineers and Commanders of separate Field Operating Agencies will appoint Command Career Program Managers as the Functional Chief's counterpart. Duties and responsibilities are outlined in paragraph 3-3c, AR 690-950-1.

b. DA Form 4428-R, Army Civilian Career Program for Engineers and Scientists (Resources and Construction) Annual Career Appraisal, will be used to evaluate all career program registrants interested and eligible for referral consideration for GS/GM-13 through 15 positions.

10. Management Development Group. The Management Development Group (MDG) consists of:

a. Incumbents of executive positions (Chief or Assistant Chief of such major functions as Engineering, Planning, Construction, Operations, Facilities; Laboratory Director and Chiefs of Program Development and the ADP Center when incumbents of these positions report directly to the Commander). At the headquarters level, positions at the Branch Chief level, normally GM-15, with substantial staff management/executive responsibility for staff supervision and overall program planning, evaluation and monitorship.

b. Those rated highly qualified for referral to such executive positions.

c. Careerists not yet rated highly qualified or not yet eligible for assignment to executive positions but who have long range goals for such assignment, when recommended by raters/reviewers and confirmed by panel decision for middle manager positions, will be considered members of the MDG for training and development purposes, but with a lower priority than those included in a and b above.

11. Developmental Assignments. The primary responsibility for assuring that developmental needs are met rests with Division Commanders and Commanders of Separate FOA. Local Activity Career Program Managers, in coordination with local Personnel Officers, are responsible to assure that careerists are considered for developmental assignments prior to requesting or concurrent with consideration of candidates on a referral list. When it is determined that a particular developmental need cannot be met within a Division or Separate FOA, direct contact with career program managers in an appropriate FOA, where the need can be met, is authorized.

12. Reassignment as Exception to Referral.

a. Except as listed in (b) below, reassignments to or between positions at mandatory referral levels of DA E&S Career Program may be made without requesting a referral list when such actions:

- (1) Involve positions with no (or no greater) known promotion potential;
- (2) Reflect reasonable implementation of established career patterns;

(3) Have the concurrence of the employee and the gaining activity; and

(4) Have been coordinated with the losing activity.

* b. Reassignments to the GS/GM-14 and 15 positions listed below may not be made as an exception to requesting a referral list without prior written approval. Exceptions are not encouraged and will be approved only for extenuating circumstances (e.g. encumbered positions after reorganization, overriding mission requirements, etc.). The Career Program Manager (CPM) at the next higher level may approve such exceptions under the following conditions: 1) the employee must have a current referral rating (H or L) in the required job category (DA FORM 4428-R, Part VII), and 2) the CPM must notify the FCR of the proposed approval along with certification that the reassignment meets the requirements stated above; approval can be made final if no objections are raised by the FCR within thirty days of written notification. Prior approval of the Functional Chief's Representative is required when there is no intervening CPM, or when the higher level CPM cannot approve because the employee does not have a current referral rating. Requests for such approval must be submitted through Civilian Personnel Office channels to HQUSACE (DAEN-PEC) WASH DC 20314-1000, after coordination with the CPM. Qualifications of the proposed candidate and rationale for the reassignment must clearly support and be provided with the request:

(1) Chief/assistant division chief in planning, construction, engineering, operations (or combinations of such functions);

(2) Chief/assistant division chief of program development;

(3) Facilities engineer and deputy facilities engineer;

(4) Laboratory chief/assistant laboratory chief in research & development. *

13. Administrative Referral Policy. The nature of missions supported by this career program dictates a high degree of individual mobility. Accordingly, candidates will not be removed from further consideration based on position changes (e.g. permanent change of station at same grade). When changes to a different grade are made, panel ratings must match the position under recruitment (e.g. for a GM-15 position, a GM-14 or GM-13 must be rated "H15" to receive consideration.)

14. Training and Development.

a. General. Since needs vary among all installations and activities, and because of shifting emphasis of mission, the guidelines

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contained in CPR 950-18 have been purposely left broad, permitting commanders to adapt and implement the program to the degree consistent with their needs. This does not mean, however, that a developmental program is optional. Each commander will provide, to the degree feasible and economical, for the growth and development of the engineering and scientific workforce.

b. Required and Desirable Training. Appendix B-1, CPR 950-18, shows certain training to be required before promotion to the next higher level. A careerist will not be denied promotion because of the lack of a specific course or skill attainment if he or she is otherwise considered to be the best qualified. The provisions of CPR 950-18.6-5 will be observed on this subject.

* 15. Professional Registration.

a. Positions requiring professional engineer registration are listed at Appendix A. Only candidates who possess the required registration may be referred for consideration or placed by reassignment within the FOA, except under the grandfather clause.

b. Incumbents of positions identified who are not currently registered are exempt for their current position and reassignment to similar positions. Similar position is defined as having the same organizational title, substantially similar duties and responsibilities, and the same series and grade, in the same or different geographical areas as the position occupied when the requirement was made effective.

c. Consideration should be given to the interdisciplinary nature of positions when a thorough examination of the duties and responsibilities of the specific position reflects a sufficient involvement in the planning, design, or construction of buildings and building complexes (i.e., the work is not predominantly engineering in nature with little mix of buildings and other facilities). When the position is classifiable to the architect series (GS-0808) registration as a professional architect will meet the professional registration requirements for the positions listed at Appendix A. (NOTE: This does not include the position of Chief, Engineering Division; it continues to require registration as a professional engineer.)

d. When the Chief, Geotechnical position is interdisciplinary and classifiable to either the engineer series (GS-0810) or the geology series (GS-1350) the professional engineer registration or the professional geologist registration will meet the professional registration requirement.

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- * e. Civil Service Handbook X-118, Qualification Standards for Classification Act Positions, requires that position descriptions must reflect the rationale for the professional registration requirement, as with any selective placement factor.

FOR THE COMMANDER:



1 Appendix
APP A - Prof Registration

PAT M. STEVENS IV
Colonel, Corps of Engineers
Chief of Staff

*

APPENDIX A

Positions (through GM-15) which Require
Current Professional Engineer Registration

HQUSACE LEVEL

- Assistant Chief, Engineering Division
- * Chief, Geotechnical Branch, Engineering Division *
- Chief, Electrical & Mechanical Branch, Engineering Division
- * Chief, Hydraulics and Hydrology Branch, Engineering Division *
- Chief, Structural Branch, Engineering Division

USACE DIVISION AND DISTRICT LEVELS

- Chief, Engineering Division
- Assistant Chief, Engineering Division
- Chief, Technical Engineering Branch, Engineering Division
- Chief, Design Branch, Engineering Division
- * Chief, Geotechnical Branch, Engineering Division *
- * Chief, Hydraulics and Hydrology Branch, Engineering Division *
- Chief, Construction Division
- Chief, Construction-Operations Division

USACE SEPARATE FOA

- Chief, Marine Design Division, Water Resources Support Center
- * Chief, Facilities Engineering Directorate,
Engineering and Housing Support Center
- Assistant Chief, Facilities Engineering Directorate,
Engineering and Housing Support Center
- Chief, Utilities Division, Facilities Engineering
Directorate, Engineering and Housing Support Center
- Chief, Buildings & Grounds Division, Facilities Engineering
Directorate, Engineering and Housing Support Center *

NOTES: Except for Chief, Engineering Division, either a professional architect registration or a professional engineer registration will meet the professional registration requirement when the position is interdisciplinary in nature, and is properly classifiable to the GS-808 Architecture Series.

- * Either a professional engineer registration or a professional geologist registration will meet the professional registration requirements for Chief, Geotechnical Branch when the position is properly classifiable to the GS-1350 Geology Series. *