

DEPARTMENT OF THE ARMY
Corps of Engineers, Northwestern Division
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CENWD-HR
Memorandum
No. 690-1-1

15 July 2003

Civilian Personnel
DIVISION CIVILIAN CAREER PROGRAM MANAGERS

History. This issue is a revised memorandum for the Headquarters Northwestern Division and supersedes NWDOM 690-1-1 dated 15 May 1998. Changes to this memorandum are **bolded** for ease of identification.

Summary. This memorandum designates Career Program Managers within the Headquarters Northwestern Division **offices and removes references for central referral office (CRO).**

1. PURPOSE. To assign Headquarters Northwestern Division (HQNWD) functional responsibility for Career Program Management (CPM).
2. APPLICABILITY. This memorandum applies to all elements of Headquarters Northwestern Division.
3. REFERENCES. Required publication AR 690-950 (Career Management). Cited in paragraph 4.
4. RESPONSIBILITIES AND PROCEDURES.

a. The incumbents of the following are assigned responsibilities for Career Program Management (CPM) of the designated programs throughout Northwestern Division. Guidance will be by AR 690-950 (Career Management).

<u>Career Program</u>	<u>Career Program Management</u>
10 Civilian Personnel Administration	Director of Human Resources
11 Comptroller	Director of Resource Management
12 Safety Management	Chief, Safety and Occupational Health Office

*This regulation supersedes **NWDOM 690-1-1, 15 May 1998.**

<u>Career Program</u>	<u>Career Program Management</u>
13 Supply Management	Director of Logistics Management
14 Contracting and Acquisition	Director of Contracting
17 Material Maintenance Management	Director of Logistics Management
18 Engineers and Scientists (R & C) (E & S) (Resources & Construction)	Director of Engineering and Technical Services
19 Physical Security & Law Enforcement	Chief, Security & Law Enforcement Office
22 Public Affairs & Communications Media	Chief, Public Affairs Office
24 Transportation Management	Director of Logistics Management
26 Manpower and Force Management	Director of Resource Management
28 Equal Employment Opportunity	Chief, Equal Employment Opportunity Office
34 Information Management - Records Management - Librarian - Automation - Publications - Telecommunications	Director of Information Management
55 Real Estate	Chief of Real Estate

b. HQNWD Career Program Managers will:

- (1) Serve as liaison, when required, between HQUSACE functional counterparts and District Activity Career Program Managers (ACPM).
- (2) Advise NWD districts on career management and assignments from a functional standpoint
- (3) Support effective career planning and progression.

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- (4) Evaluate and submit budget data on intern requirements and training, executive and management development, and long term training (LTT).
- (5) Monitor functional training activities.
- (6) Advise career program registrants of LTT opportunities and developmental assignments.
- (7) Recommend annual intern resource needs.
- (8) Monitor use of intern spaces and funds.
- (9) Assess the quality of intern training by reviewing individual intern appraisals and ensure that corrective action is taken where warranted.
- (10) Monitor the selection of interns to ensure high potential for success on the job.
- (11) Monitor EEO progress within the career program and perform the necessary follow-up and coordination with the Division EEO Manager to ensure full support of EEO goals.
- (12) Monitor career intern program administration throughout the Division, including implementation of master intern training plans (MITP).
- (13) Provide technical support to HQDA and HQUSACE planning boards.
- (14) Provide guidance to supervisors and employees on career program opportunities and requirements.
- (15) Monitor and advise supervisors and career program employees on use of the career appraisal and planning for career program assignments.
- (16) Review and comment on civilian personnel related guidance or instructions, including material developed by functional chiefs or functional chiefs' representatives.

FOR THE COMMANDER:


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