



**US Army Corps
of Engineers®**

ENGINEERING AND CONSTRUCTION BULLETIN

No. 2018-9

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SUBJECT: Engineering and Construction Fellows Program

CATEGORY: Directive and Policy

1. **References:**

a. Army Regulation (AR) 350-10, Management of Army Individual Training Requirements and Resources, 03 September 2009

b. AR 690-950, Career Program Management, 16 November 2016

c. Engineer Regulation (ER) 690-1-958, Army Civilian Career Program for Engineers and Scientists (Resources and Construction), 25 June 1980

d. ER 690-1-1216, USACE Army Civilian Training, Education and Development System (ACTEDS) Career Intern Program, 30 September 2013

e. Engineering and Construction Bulletin (ECB) 2016-13, EC Fellows Program and Command Training Plans, 06 May 2016

2. **Purpose.** This directive reaffirms the Engineering and Construction (EC) Fellows Program as a competency-based career training curriculum and refines the criteria and nomination process for designation as an EC Fellow.

3. **Background.** Similar to many organizations that acknowledge its members for their exceptional contributions to the profession, the EC Fellow Designation formally recognizes the highest level of technical leadership expertise of Engineering and Construction and Risk Management Center (RMC) personnel in USACE. The EC Fellow Designation is reserved for the most accomplished employees across the enterprise within E&C and RMC. The requirements to obtain this designation span from technical and leadership expertise to communication and mentorship, as demonstrated within USACE as well as in the employee's respective discipline.

4. **Applicability.**

a. All E&C and RMC personnel occupying 0800s, 1008, 1350 and 2210 job classification series may be considered for nomination as an EC Fellow, once all requirements are met. These requirements are outlined in Attachment A, and include additional consideration beyond competencies demonstrated in an individual's Command Training Plan (CTP).

b. USACE personnel that participate in the E&C Community of Practice (CoP) but do not currently occupy positions listed above, or work within E&C or RMC, are not eligible for consideration as an EC Fellow.

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5. **EC Fellows Designation.** The EC Fellows Program utilizes the Command Training Plans to identify when an employee has reached a level of accomplishment appropriate for consideration as an EC Fellow. Consideration for an EC Fellow Designation is by nomination only. Nominees will be asked to submit additional documentation for evaluation as outlined in Attachment A.

a. Command Training Plans.

(1) Each CoP-developed CTP prescribes training and experiences to ensure professional development is accurately documented across a range of areas to include leadership, facilities engineering, technical, and employee focus competencies.

(2) The new CTP web application and supporting information can be found at [E&C Career Development Portal](#) (select the Internal Corps Site link at the top).

(3) Manual versions of the CTP are still available on the [Technical Excellence Network \(TEN\)](#), however, employees are encouraged to transition to the web application as soon as possible as the excel files will be discontinued (sunset date to be determined).

b. Nomination and Application.

(1) Once all relevant education and experiences are logged into the CTP, employees will see an indication on their “Summary Tab” that they are EC Fellow eligible. This indication should be verified by supervisors who are required to review and approve the courses and experiences entered in the CTP.

(2) Supervisors who wish to recognize eligible employees for their expertise should refer to Attachment A for detailed information on who is allowed to nominate an employee. Coordinate with these points of contact and work with the employee to complete the application package, also described in Attachment A.

6. **Implementation.**

a. The notification of EC Fellow eligibility built into the CTP will inform employees and supervisors as soon as sufficient training and experience have been logged and approved. Nominations may be submitted at any time; there is no schedule for yearly nominations. However, this notification only identifies technical and experiential eligibility and should not be inferred as an approved application for the EC Fellow Program.

b. In light of the transition to the new web application, CTP populated and approved by their supervisors in the excel format will be accepted as part of a nomination package for consideration as an EC Fellow. This allowance will remain in effect until the expiration of this ECB; afterwards, all nominees must have a complete online CTP profile.

7. **Funding.** CTP maintenance is mandatory as a part of general career program management which is already funded. Designation as an EC Fellow is not required, however supervisors and nominating authorities are encouraged to participate and recognize deserving employees. Similar to other awards programs, additional funds are not provided for this specific recognition.

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8. **Update.** All new requirements will be included in the next appropriate policy document update.

9. **Points of Contact.** The HQUSACE point of contact for this ECB is Brandon Tobias, CECW-CE, (202) 761-0505.

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Encl.

Attachment A: EC Fellow Designation Requirements and Application

ATTACHMENT A: EC Fellow Designation Requirements and Application

1. **Employee Qualifications.** The following qualifications must be met and verification provided as part of the Application Package in order to be considered for designation as an EC Fellow:

- a. Maintain current Professional Registration **OR**

Equivalent Professional Certification recognized by USACE

E.g. Professional Engineer; Registered Architect; Professional Geologist; Certified Cost Professional; Certified Construction Manager; Registered Interior Designer; etc.

AND

- b. Achieve the following thresholds on respective CTP:

- (1) Overall Training: Minimum 50% Trained
- (2) Leadership Competency: Level 4
- (2) Facility Engineer & Acquisition Competency: Level 2
- (3) Organizational Competency: Level 3
- (4) Technical Competencies: Average Level 3 AND minimum 4 Required Courses
- (5) Professional Registration Requirements: Minimum one (1) as described above

AND

- c. Demonstrate a minimum of ten years' experience leading significant E&C and/or RMC projects and programs.

- d. Demonstrate excellence in Professional Contributions (e.g. participation in professional societies, teaching, research, publication writing, speaking) and Leadership in the Professional Development of Others (e.g. teaching, mentoring, sponsoring, advising).

- e. Demonstrate significant contributions to USACE at an enterprise level.

2. **Employee Nomination**

Employees are not allowed to self-nominate, but through coordination with their chain of command, will need to provide documentation for the Application Package. Eligible employees may be nominated for designation as EC Fellow by one of the personnel listed below:

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- a. Headquarters E&C Division Chief;
- b. Headquarters E&C Division Deputy Chief;
- c. Headquarters E&C Branch Chief(s);
- d. Headquarters Community of Practice Lead(s);
- e. Major Subordinate Command E&C Chief;
- f. Major Subordinate Command recognized Senior Technical Expert (e.g. Senior Construction Manager);
- g. District E&C Chief; or,
- h. Standing EC Fellow.

3. Application Package

Each Application Package submitted for consideration must include the items described below:

- a. Nomination Letter (max 1 page): Signed by one of the nominating personnel indicated above.

Filename: [YYYY][ECFellow]-[Last Name]_[First Name]-Nomination.pdf
E.g.: 2018ECFellow-Smith_John-Nomination.pdf

- b. Most Recent CTP: Signed by supervisor validating all training and experiences.

Filename: [YYYY][ECFellow]-[Last Name]_[First Name]-CTP.xlsx
E.g.: 2018ECFellow-Smith_John-CTP.xlsm

- c. Professional Resume (max 2 pages), prepared by the nominee: Document at least the last ten (10) years of professional experiences, awards, and recognitions.

Filename: [YYYY][ECFellow]-[Last Name]_[First Name]-Resume.pdf
E.g.: 2018ECFellow-Smith_John-Resume.pdf

- d. Application Essays (max 1500 words for each question below), prepared by the nominee:

Describe their experiences and qualifications in each area below:

- (1) Experience leading significant E&C projects and programs;
- (2) Excellence in Professional Contributions and Leadership in the Professional Development of Other, and;
- (3) Significant contributions to USACE at an enterprise level.

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Filename: [YYYY][ECFellow]-[Last Name]_[First Name]-Essay.pdf

E.g.: 2018ECFellow- Smith_John -Essay.pdf

4. **EC Fellows Evaluation Panel**

a. Upload documents to the [TEN Career Development](#) page, in the appropriate location as indicated below:

(1) Root Folder: EC Fellows Program

(2) Sub Folder: Calendar Year

(3) Sub Folder: Applicant Name

E.g. EC Fellows Program > 2018 > Smith John > [Application Package file]

b. Once complete, email the employee's Community of Practice Lead informing them of the completed nomination package.

c. Complete Application Packages will be reviewed by the E&C Panel consisting of the following representatives:

(1) HQ Deputy Chief of E&C

(2) One (1) District E&C Chief

(3) One (1) MSC E&C Chief

(4) One (1) HQ E&C CoP Lead (each nominee's CoP Leader will be consulted as a part of the evaluation process)

(5) EC Fellows Program Proponent

d. Nominees who have been evaluated by the E&C Panel, and found to demonstrate the tenants of an EC Fellow, will be recommended to the HQUSACE Chief of E&C to make a final determination for EC Fellow Designation.

5. Nomination Schedule. Application Packages may be submitted at any time during the Calendar year. Employees selected for EC Fellow Designation will be announced in conjunction with the August Executive Governance Meeting. If no eligible employees were selected for that year, no announcement will be made.