



**US Army Corps
of Engineers®**

ENGINEERING AND CONSTRUCTION BULLETIN

No. 2021-1

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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
- f. ECB 2018-9, Engineering and Construction Fellows Program, 18 Jun 2018

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 personnel in USACE. (For the purposes of this Program, Risk Management Center (RMC) employees are considered to be Engineering and Construction personnel and are eligible for Fellow designation.) The EC Fellow Designation is reserved for the most accomplished employees across the enterprise within E&C. 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 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).

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b. USACE personnel that participate in the E&C Community of Practice (CoP) but do not currently occupy positions listed above, or do not currently work within E&C, are not eligible for consideration as an EC Fellow. However, individuals who have spent the majority of their career in E&C but are not currently working in E&C are eligible for consideration as an Honorary EC Fellow.

5. EC Fellow 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 CTP web application and supporting information can be found at the E&C Career Development Portal at <https://maps.crrel.usace.army.mil/projects/eac/portal.html> (select the Internal Corps Site link at the top).

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) Eligible employees should work with their supervisory chain to process their nomination. 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. EC Honorary Fellow Designation. Consideration for an EC Honorary Fellow Designation is a special recognition that does not require completion of a CTP or formal application package. Nominees for the EC Honorary Fellow designation must meet the qualifications described in paragraphs 1b, 1c, and 1d of Attachment A. Furthermore, recommendation for an EC Honorary Fellow Designation is by HQ or MSC leadership nomination only and must be endorsed by a majority of MSC EC Division chiefs and approved by the HQ EC Division Chief. When used as part of a signature block, resume, etc., recipients shall make it clear that this designation was awarded honorarily (e.g., “USACE EC Fellow (honorary”).

7. Implementation. 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.

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8. **Funding.** CTP maintenance is mandatory as a part of general career program management which is already funded. Proposing employees to become EC Fellows 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.

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

10. **Points of Contact.** The HQUSACE point of contact for this ECB is Jason Fairchild, CECW-EC, (202) 761-1898.

Encl

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ATTACHMENT A: EC Fellow Designation Requirements and Application

1. **Employee Qualifications.** The EC Fellow designation is intended for those individuals who have made significant positive impacts executing the USACE mission, developing their profession, mentoring others, and contributing at the enterprise level. 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. Achieve the following thresholds on respective CP:

- | | |
|---|--|
| (1) Overall Training: | Minimum 50% Trained |
| (2) Leadership Competency: | Level 4 |
| (3) Organizational Competency: | Level 3 |
| (4) Technical Competencies: | Average Level 3 AND minimum 4 Required Courses |
| (5) Professional Registration Requirements: | Minimum one (1) |

e.g. Professional Engineer; Registered Architect; Professional Geologist; Certified Cost Professional; Certified Construction Manager; Registered Interior Designer; or equivalent Professional Certification recognized by USACE.

b. Demonstrate a minimum of ten years' experience leading efforts on significant USACE E&C (and/or RMC) projects and programs.

c. 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).

d. 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 prepare the documentation for the Application Package. Eligible employees may be nominated for designation as EC Fellow by one of the personnel listed below:

- 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);

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- 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 (maximum 1 page): Signed by one of the nominating personnel indicated above.

Filename: [YYYY][ECFellow]-[Last Name]_[First Name]-Nomination.pdf
e.g.: 2020ECFellow-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.: 2020ECFellow-Smith_John -CTP.xlsm

- c. Professional Resume, 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.: 2020ECFellow-Smith_John -Resume.pdf

- d. Application Essay (maximum 2500 words), prepared by the nominee:

Describe their experiences and qualifications in each area below:

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

Filename: [YYYY][ECFellow]-[Last Name]_[First Name]-Essay.pdf
e.g.: 2020ECFellow-Smith_John -Essay.pdf

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4. **EC Fellows Evaluation Panel Review**

a. Upload documents to the TEN Career Development page, <https://apps.usace.army.mil/sites/TEN/Lists/cd1/AllItems.aspx>, 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 > 2020 > Smith John > [Application Package file]

b. Once complete, email the nominee'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 tenets 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 fourth quarter Executive Governance Meeting. If no eligible employees were selected for that year, no announcement will be made.

6. **Program Information.** Current information on the EC Fellows program, as well as a list of all EC Fellows recipients to date, is available on TEN at:

<https://usace.dps.mil/sites/TEN-EC/SitePages/Engineering-and-Construction-Fellows.aspx>