

S: 1 October 1999

CECW-ON

9 September 1999

MEMORANDUM FOR COMMANDERS, MAJOR SUBORDINATE COMMANDS
AND DISTRICT COMMANDS, ATTN: CHIEFS,
CONSTRUCTION-OPERATIONS DIVISIONS

SUBJECT: National Recreation Reservation Service™

1. The National Recreation Reservation Service™ (NRRS™) is a joint project between the U.S. Army Corps of Engineers and the Forest Service to provide state-of-the-art reservation services for Federal recreation sites and facilities across the country. We are nearing the end of our first year of operation of this innovative and complex program. Although all 3 sales channels are functioning, several major NRRS™ components require development and/or finalizing before program implementation is complete.
2. This memorandum announces an opportunity for four individuals to participate on a part or full-time basis in the final implementation of NRRS™. The individuals will be working under the direction of the NRRS™ Program Manager, Mr. Jack Ardner, and the Corps NRRS™ Contracting Officer's Technical Representative (COTR), Mr. Greg Webb. This is an excellent opportunity to prepare promising field staff for future leadership positions in the Natural Resources Management Program and in the Corps.
3. Selected individuals will provide direct support to the NRRS™ Interagency Program Manager and the Corps COTR in the accomplishment of tasks associated with the final implementation of the NRRS™. This assignment will provide selectees with opportunities to work on an interagency basis in a high visibility and high-energy environment. Individuals will be working at the national level on a program, which is, at its' heart, primarily and essentially field oriented. The results of their efforts will be immediately apparent and will directly affect the Corps at the field operating level. This is a unique professional development opportunity for the following reasons:
 - a. The selectees' teamwork, integration, and communication skills will be challenged and enhanced;
 - b. selectees will have the opportunity to work with and learn about all levels of the Corps, as well as the Forest Service; and
 - c. selectees will have an opportunity to make a significant contribution to and impact on the Corps

recreation program.

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4. Selectees may perform a variety of duties at the request of the Program Manager or the COTR. The following positions, however, will be the primary responsibilities for these four individuals.

a. Interagency Program Manager's Assistant. This individual will be assigned to assist Mr. Ardner, the Interagency Program Manager, in program oversight for both agencies.

b. COTR's Assistant. This individual will be assigned to assist Mr. Webb, the Corps COTR, in coordinating NRRS™ implementation and operation.

c. Park Office point of contact (POC) Assistant. This individual will assist Mr. Ricky Raymond, the Park Office POC in oversight and coordination of Park Office implementation and operation for the Corps.

d. Business Center POC. This individual will be the Corps POC for the development and implementation of the NRRS™ Business Center.

The assignments will be for a period of 8 – 10 months, beginning on or about 25 October 1999. Selectees will remain at their home station; however, extensive travel may be required. Salary, travel and per diem expenses will be paid by HQUSACE.

5. Nominations should be submitted through the major subordinate commands to reach CECW-ON by 1 October 1999. Nominees should provide a one-page resume, which summarizes their previous experience, describes the expertise and resources they bring to the project, and expresses their expectations from the assignment, including why they wish to participate and any preferences they may have for assigned duties. Please contact Mr. Ardner, NRRS™ Interagency Program Manager, by e-mail, or Mr. Webb, Corps NRRS™ COTR, (817) 978-4641, if you have any questions about these assignments. The POC in CECW-ON for the NRRS™ is Ms. Judy Rice, (202) 761-1795.

/S/

CHARLES M. HESS
Chief, Operations Division
Directorate of Civil Works