

CEHR-E Engineer Pamphlet 690-1-11	Department of the Army U.S. Army Corps of Engineers Washington, DC 20314-1000	EP 690-1-11 25 May 1993
	Civilian Personnel COMMAND-WIDE RECRUITMENT AND OUTREACH MATERIALS	
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DEPARTMENT OF THE ARMY

EP 690-1-11

U.S. Army Corps of Engineers
Washington, D.C. 20314-1000

CEHR-E

Engineer Pamphlet
No. EP 690-1-11

25 May 1993

**CIVILIAN PERSONNEL
COMMAND-WIDE RECRUITMENT AND OUTREACH MATERIALS**

1. **PURPOSE.** This Recruitment Portfolio contains information designed to be used by Corps personnel in support of recruitment and outreach activities.
2. **APPLICABILITY.** This publication applies to all HQ, U.S. Army Corps of Engineers/OCE elements and all USACE commands, including major subordinate commands, district commands, laboratories, and field operating activities, having recruitment and outreach responsibilities.
3. **CONTENTS.** The portfolio jacket serves as a container for the pamphlets, brochures, and special inserts which make up the recruitment materials. The portfolio contents are divided into four primary parts designed to be used separately or in various combinations. Because of the versatility of these materials they can be used for a variety of functions and can be tailored to a particular audience. The four parts of the recruitment portfolio are as follows:
 - a. History and Vision Gatefold Brochure - "The Spirit of Nation Building". This brochure provides a synopsis of the history of the Corps beginning in the era of the Revolution to the present time. It highlights significant accomplishments and discusses current missions and projects as well as our future vision.
 - b. Employment with the U.S. Army Corps of Engineers. This pamphlet includes information about employee benefits, application procedures, suitability requirements, basic qualifications, competitive examination, and initial appointment. To supplement this pamphlet are a series of special topical fact sheets including:
 - Student Employment Programs
 - Veterans Readjustment Appointments
 - Selective Placement for Individuals with Disabilities
 - Clerical or Secretarial Employment
 - Maintenance, Trade or Craft Positions
 - USACE Human Resource Offices Address listing
 - USACE Registration of Interest and Availability for Job Opportunities
 - c. Career Opportunities with the U.S. Army Corps of Engineers. This pamphlet includes information about the various program areas in the Corps, the types of careers offered, and career development. This pamphlet is also supplemented by a series of inserts which profile actual Corps members and their particular career field. Additional career supplements will be developed on a continuing basis.

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d. Mission Area Supplements. These supplements feature seven mission areas in the Corps and discuss Corps responsibilities and accomplishments in each area. The mission areas which are featured are as follows:

- Research and Development
- Military Facilities
- Environmental Protection and Restoration
- Water Resources
- Natural Resources Management & Regulation
- Recreation and Park Management
- Disaster Relief

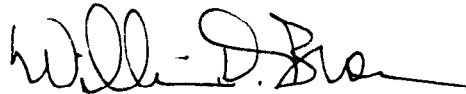
4. HOW TO OBTAIN RECRUITMENT MATERIALS. To order Command-wide Recruitment and Outreach Materials complete a REQUISITION FOR USACE PUBLICATIONS AND BLANK FORMS (ENG FORM 0-1687 - Hq only) or (ENG FORM 4111 - all field activities) and send it to the **USACE Publications Depot, ATTN: CEHEC-IM-PD, 2803 52nd Avenue, Hyattsville, Maryland 20781-1102.** The publication titles and ENG FORM numbers are identified below.

<u>PUBLICATION TITLE</u>	<u>PUBLICATION NUMBER</u>
PORTFOLIO JACKET COVER	EP 690-1-11
THE SPIRIT OF NATION BUILDING	EP 690-1-11 (01)
EMPLOYMENT WITH THE U.S. ARMY CORPS OF ENGINEERS	EP 690-1-11 (02)
STUDENT EMPLOYMENT PROGRAMS	EP 690-1-11 (02-A)
VETERANS READJUSTMENT APPOINTMENTS	EP 690-1-11 (02-B)
SELECTIVE PLACEMENT FOR INDIVIDUALS WITH DISABILITIES	EP 690-1-11 (02-C)
CLERICAL OR SECRETARIAL EMPLOYMENT	EP 690-1-11 (02-D)
MAINTENANCE, TRADE OR CRAFT POSITIONS	EP 690-1-11 (02-E)
USACE HUMAN RESOURCE OFFICES ADDRESS LISTING	EP 690-1-11 (02-F)
USACE REGISTRATION OF INTEREST AND AVAILABILITY FOR JOB OPPORTUNITIES	EP 690-1-11 (02-G)
CAREER OPPORTUNITIES WITH THE U.S. ARMY CORPS OF ENGINEERS	EP 690-1-11 (03)
CAREER PROFILE SUPPLEMENTS	EP 690-1-11 (04) THRU EP 690-1-11 (25)
MISSION AREA SUPPLEMENTS:	
RESEARCH AND DEVELOPMENT	EP 690-1-11 (RD)
MILITARY FACILITIES	EP 690-1-11 (MF)
ENVIRONMENTAL PROTECTION AND RESTORATION	EP 690-1-11 (ER)
WATER RESOURCES	EP 690-1-11 (WR)

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<u>PUBLICATION TITLE</u>	<u>PUBLICATION NUMBER</u>
NATURAL RESOURCES MANAGEMENT & REGULATION	EP 690-1-11 (NR)
RECREATION AND PARK MANAGEMENT	EP 690-1-11 (RP)
DISASTER RELIEF	EP 690-1-11 (DR)

5. **USE OF RECRUITMENT MATERIALS.** These materials will be used in conjunction with recruitment and outreach initiatives conducted by the U.S. Army Corps of Engineers. Human Resource Offices will use these materials to provide information to potential candidates about job opportunities. Recruiters will disseminate these materials at career fairs, colleges and universities, and at any other appropriate recruitment or outreach event. Other Corps members, such as Career Program Managers and EEO representatives, will utilize these materials as representatives of the Corps conducting recruitment and outreach activities. These materials can also be used as an orientation package for new Corps members. The Portfolio contents have been designed to provide a command-wide "corporate" image of the Corps. However, districts and divisions can develop localized information using the basic design and theme of this package to enhance and supplement the materials.



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