

DR 10-1-1
Change 1

CESAS-RM-RS
DEPARTMENT OF THE ARMY
SAVANNAH DISTRICT, CORPS OF ENGINEERS
P.O. BOX 889
SAVANNAH, GEORGIA 31402-0889

DISTRICT REGULATION
NO. 10-1-1

31 Aug 2001

Organization and Functions
MISSION & FUNCTIONS STATEMENT

1. This change to DR 10-1-1, 2 Apr 01, is issued in accordance with changes approved by Permanent Order 01-03.
2. Substitute the enclosed pages as shown below:

<u>Remove</u>	<u>Insert</u>
App N	App N
3. File this sheet in front of the publication for reference purposes.

Encl
Appendix N

/s/
ROGER A. GERBER
COL, EN
Commanding

DISTRIBUTION A Plus
RM-RS

DEPARTMENT OF THE ARMY
U.S. ARMY CORPS OF ENGINEERS
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DISTRICT REGULATION
NO. 10-1-1

2 Apr 01

Organization and Functions
MISSION & FUNCTIONS STATEMENT

1. Purpose. This regulation describes the mission of the District and the organizational and functional assignments for the establishment, revision, deletion, reorganization, restructure, and/or regrouping of functions within components of the District.

2. Applicability. This regulation is applicable to all components of the District.

3. References.

a. ER 5-1-11, Draft 14 Feb 01, U.S. Army Corps of Engineers Business Process.

b. ER 10-1-2, 31 Oct 99, Organization and Functions, U.S. Army Corps of Engineers Division and District Offices.

c. SAD Regulation DR 10-1-1, 1 Sep 98, Organization and Functions, South Atlantic Division Office and Subordinate Commands.

4. Policy. The organizational and functional structure of the Savannah District will conform as nearly as possible with provisions and guidelines set forth in the references listed above. However, when justifiable from the viewpoint of efficiency and/or economy of operations, requests for approval of deviations will be submitted through command channels.

5. Mission.

a. To provide central, eastern and coastal Georgia and the Savannah River Basin development, management, and integration

This regulation supersedes DR 10-1-1, 15 Feb 00, and all changes thereto.

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of the region's water resources; protection, remediation, restoration, and management of the environment; disaster response and recovery, and to provide engineering and design, construction, environmental management and installation support services for nine Army and five Air Force installations within the states of North Carolina, South Carolina, and Georgia

(1) Execute the U.S. Army, USAF, and DOD military construction programs.

(2) Execute the Civil Works and water resources programs.

(3) Execute the environmental restoration and remediation program.

(4) Operate and maintain Civil Works projects and facilities specifically, navigation, hydropower, flood control and natural resource and recreation management.

(5) Provide installation support and professional engineering services to Army and Air Force installations and others as authorized.

(6) Plan, prepare for, and on order execute emergency management operations.

(7) Administer the regulatory program.

(8) Acquire, manage, and dispose of real estate.

(9) Provide administration and support service.

b. Savannah District Business Process: Savannah District incorporates the guidance of ER 5-1-11, U.S. Army Corps of Engineers Business Process, in everything we do.

c. In addition to the above, Savannah District provides administrative and technical support to Charleston and Wilmington Districts as specified in other appendixes.

d. Military construction is accomplished in the states of Georgia, South Carolina, and North Carolina. Real Estate activities, including timber harvesting, are conducted in Georgia, South Carolina, North Carolina, and in the Roanoke River

watershed in Virginia. Real Estate Division operates a regional Homeowners Assistance Program Center for the East Coast of the United States, the United Kingdom, and the Azores. The civil works area consists of all watersheds and harbors in the state of Georgia tributaries to the Atlantic Ocean, the Atlantic Intercoastal Waterway between Port Royal Sound, South Carolina, North Carolina, and Cumberland Sound, Florida. Watersheds lie within or extend into the states of Georgia, Florida, South Carolina, and Virginia. Regulatory jurisdiction includes the geographic limits of the entire state of Georgia and the Atlantic Ocean to the limits of the outer continental shelf.

e. Emergency Management liaison is accomplished between Savannah District and federal and state agencies on policies, directives, and regulations pertaining to national and natural emergency activities, and requirements are developed for District-wide emergency plans.

6. District Organization Design. District Commander will ensure that guidance in paragraph 8, ER 10-1-2 is followed in determining the most efficient and effective method of performing the District's functions.

7. Responsibilities.

a. The chiefs of divisions and offices will periodically review their portion of this regulation to ensure that it is current and accurate.

b. Coordinate proposed organization and function changes through the Resource Analysis Branch, Resource Management Office.

c. Resource Analysis Branch, Resource Management Office will:

(1) Perform continuing analysis of the District's organization and functions to assure sound management principles and practices are being applied in developing the best organizational structure and functional alignment to accomplish mission objectives.

(2) Prepare, publish, and maintain this regulation in a current status.

8. Procedures for Effecting Organizational Changes.

a. Proponent Branch/Section/Unit Chief will:

(1) Discuss proposal with division or office chief and the Executive Office for conceptual approval before proceeding with the actions described in subsequent paragraphs. The proposal must be in the format at Appendix U with current and proposed organization charts and functional statements. Coordination must include Civilian Personnel Advisory Center (CPAC).

(2) Relate changes to the basic principles:

(a) Improving service and responsiveness to the customer.

(b) Providing more effective and efficient accomplishment of the mission.

(c) Improving maintenance of critical expertise.

(d) Providing improved quality of products and services.

(e) Improving strategic alignment.

(f) Improving/empowering teams.

(3) Discuss the proposal with the following organizations:

(a) Resource Analysis Branch, Resource Management Office. The discussion should include organizational structure and relationships, functions statements, proposal format, staffing requirements, and manpower utilization.

(b) Civilian Personnel Advisory Center (CPAC). Discussion should include tentative grades, position management, qualifications and recruitment, or personnel actions such as demotion, separation, reassignment, or transfer that could result from approval of the proposed action.

b. Chief, Resource Analysis Branch will:

(1) Review the complete package and consider if:

(a) It complies with guidance outlined in ER 10-1-2, SAD DR 10-1-1, DR 10-1-1, DR 10-1-2, or other applicable directives.

(b) Functions overlap or duplicate those being performed by another organization.

(c) It clearly demonstrates a more efficient operation and/or a savings in resources.

(d) Manpower spaces which exceed the organization's approved TDA are being requested in this reorganization.

(2) If higher authority approval is needed, prepare a memorandum to the Division Commander for signature by the District Commander requesting approval of the action. This memorandum should be enclosed with the decision memorandum.

(3) Prepare the Permanent Order to implement approved changes.

c. If coordinating offices do not concur with the proposal, written comment should be attached to decision brief before forwarding to next addressee.

d. CPAC will determine:

(1) If improved skills utilization will result.

(2) If established position management guidelines have been afforded appropriate consideration.

(3) If the proposed professional, technical, and clerical support positions, grades, and titles are consistent with the type of work to be accomplished.

(4) Impact on employees in the organization.

e. The Deputy Commander or Deputy Commander for Support will resolve differences between staff components involved in analysis of the request action and assure that transition plans are developed for approved organizational and/or functional changes.

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f. The Commander or his designated representative will approve or disapprove all proposed changes in mission or organization structure.

g. Division or Office Chief will distribute copies of pertinent documents to those sub-elements affected and initiate personnel actions as required by the change.

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APPENDIX B
EXECUTIVE OFFICE

1. Commander:

a. Directs, supervises, and manages the activities of the District office staff and the operation of subordinate field offices in accomplishing assigned missions.

b. Acts for the Secretary of the Army in regulating the use of navigable waters of the United States within the Savannah District.

c. Is directly responsible to the Division Commander, South Atlantic Division, for accomplishment of all assigned missions.

d. Represents and acts as principal spokesman for the District in contacts with federal, state, and local government officials, and with citizens and citizen groups.

2. Deputy Commander:

a. Serves as principal Deputy and Chief of Staff. Is Acting Commander when the Commander is out of the District boundary or on leave.

b. Provides guidance to and assists in formulating policy for the functional areas assigned to him and provides advice and makes recommendations to the Commander on matters within these functional areas.

3. Deputy Commander for Support:

a. Provides guidance to, assists in formulating policy for, and provides advice and makes recommendations to the Commander on matters within the functional areas assigned to him.

b. Serves as Acting Commander when the Commander and Deputy Commander are outside the District boundary or on leave.

4. Deputy District Engineer for Project Management:

a. Provides oversight, control, and principal staff responsibility for the District's Civil Works, Military, and Support for Others planning, design, and construction programs

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and projects; represents the District Engineer in contacts with District customers, sponsors, and partners; and integrates all District functional areas as related to the Civil Works, Military, and Support for Others missions. Serves to focus District management attention on projects and programs.

b. Directs and manages the functions of the Program and Project Management Division.

c. Recommends approval/disapproval for all A-E selection actions.

d. Serves as Acting District Engineer when the Commander, Deputy Commander, and Deputy Commander for Support are out of the District boundary or on leave.

5. Congressional Liaison: Participates with and advises Commander on matters of public, private, and congressional interests that impact on District missions. As Congressional Liaison Officer keeps appropriate congressional representatives informed on subjects of concern and coordinates all congressional inquiries, within the District. Supervises Executive Office administrative personnel.

6. Special Assistants:

a. Small and Disadvantaged Business Utilization Office:

(1) Advises and assists the Commander, Contracting Officers, and Program Managers on all matters pertaining to the Small Business Program including establishing and monitoring small and small disadvantaged program goals and performance against these.

(2) Works with Contracting Division to ensure necessary actions are taken to implement programs to assist all Small Business concerns.

(3) Maintains an outreach program designed to locate and develop information on the technical competence of small businesses.

(4) Advises all businesses, large and small, on how to do business with the U.S. Army Corps of Engineers. Discusses the policies, procedures, and functions of the Small and Disadvantaged Business Utilization Program.

b. Equal Employment Opportunity Office:

(1) Develops and administers the District program to promote equal employment opportunity as related to all aspects of personnel policies and practices in the employment, development, advancement, and treatment of team members.

(2) Provides advice to the Commander on equal opportunity and diversity issues affecting the work force.

(3) Makes recommendations and facilitates methods to overcome problems, both real and perceived, in Equal Employment Opportunity/Affirmative Employment.

(4) Administers the Equal Employment Opportunity Complaint Program.

c. Office of the Chief of Engineers Value Engineering Study Team (OVEST): Supports the Corp's overall Value Engineering Program; performs professional value engineering studies on large and complex projects Corps-wide; and assists field operating agencies in the area of value engineering in their programs and in programs supporting other Federal agencies.

(1) Advises and market Value Engineering services to FOA/installations.

(2) Develop/plan resources, manpower and expertise.

(3) Engage BBP administration and management of resources.

(4) Promote staff development - achieve highest level of customer service.

APPENDIX C

BOARDS AND COMMITTEES

1. A-E Preselection Board/A-E Selection Board. Compiles list of qualified firms based on selection criteria established for each project. Reviews the qualifications and performance data of each of the firms on the preselection list and recommends in order of preference firms for approval for contract negotiations.
2. Configuration Management/Control Board. Ensures that Automated Information Systems and networks controlled by the Savannah District can be securely maintained.
3. Contract Review Board. Reviews proposed awards of civil and military negotiated contracts and associated Business Clearance Memorandums.
4. Corporate Board. Provides the District Commander a decision making process which incorporates direct input from the senior leaders who manage the District's key business organizations and a forum for candid discussion of issues that have a strategic effect on the overall operation and health of the Savannah District.
5. Disabled Individuals Program Committee. Provides information about the concerns and needs of disabled individuals in their respective organizations and initiates actions to enhance the employment of disabled team members.
6. Executive Information Steering Committee. Provides advice and recommendations to the Commander on procedures and priorities for the management of information and automation as a resource within the District.
7. Historical Committee. Promotes the District Historical Program, maintains a central file for the collection and preservation of material concerned with the history of the Savannah District, fulfills reporting requirements, and prepares supplements to the District History.
8. Incentive Awards Committee. Reviews and makes recommendations to the Commander on nominations for honorary awards and cash awards in excess of \$2,500, honorary awards, and awards which are primarily competitive and involve accomplishments of several individuals or groups; consider

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difficult, complex or controversial cases that might arise from a team member's request for reconsideration of a prior action; act as an advisory body in planning program activities, determining aspects of the program needing special emphasis, evaluating effectiveness, analyzing results and trends, and making appraisals of team member, supervisor, and management reactions; implement new program features and improve local techniques.

9. Labor Management Partnership Council. Directs implementation of labor-management partnerships throughout the executive branch. Creates labor-management partnerships by forming labor-management committees, involves employees and union representatives as full partners with management. Provides systematic training of appropriate agency employees in consensual methods of dispute resolution, and evaluates progress and improvements in organizational performance resulting from the labor-management partnerships.

10. Program and Budget Advisory Committee (PBAC). Assess resource policy and address resource matters, which include, but are not limited to, manpower allocations, distribution of fiscal resources, capital equipment acquisition (PRIP), and cost of doing business initiatives.

11. Project Review Board - Civil. Establishes overall project priorities, procedures, and goals; act on management policy issues which do not require the attention of the District Engineer; and task organizational elements to provide required information.

12. Project Review Board - Military and Support for Others/Hazardous, Toxic, and Radioactive Waste (HTRW). Establishes overall Military and Support for Others project priorities, procedures and goals; act on management policy issues which do not require the attention of the District Engineer; and task organizational elements to provide required information.

13. Safety & Wellness Committee. Promotes the safety, health, and well being of Savannah District's Federal work force by reviewing team member's accident reports, accident frequency rates, reported unsafe conditions, and health promotion initiatives and providing related recommendations to the District Engineer.

14. Training Committee. Assists in planning, coordinating, and evaluating training matters to provide means through which the Employee Development Officer can provide more realistic and

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effective staff guidance. Plans and develops short and long-range training plans. Assists in determining the district-wide training budget.

APPENDIX D

RESOURCE MANAGEMENT OFFICE

1. Office of the Chief.

a. Assists and advises the Commander on maintaining balanced economy and efficiency in the accomplishment of District programs and operating activities. Exercises technical and administrative supervision over Resource Management Office activities and personnel. Represents Savannah District as a member of the South Atlantic Division's Regional Management Board. Provides advice to all careerists in the comptroller and manpower career fields.

b. Ensures consistent and thorough implementation of policy, guidance, procedures, and programs, as directed by higher authorities. POC for RM on all personnel matters, e.g., training, TAPES, awards, PERSACT, etc. Coordinates, monitors, and approves the RM training plan. Interprets and implements higher authority decisions and directives that affect RM functional area and develops new or revised procedures to assure compliance.

2. Financial Analysis Branch. Primary responsibility for implementation of all CFO policies for the District. Develops and coordinates District financial policy and guidance. Provides oversight of all financial operations of the District and fulfills the managerial accounting role within the District.

a. Civil & Revolving Fund Management Accounting Team. Reviews, analyzes, and recommends rates and methods of distribution for the Revolving Fund (96X4902) accounts in order to recoup expenditures on a timely basis within established guidelines (includes facility and information technology accounts). Performs management accounting function for all civil and revolving fund appropriations. Monitors revolving fund nominal balances. Financial execution for all civil appropriations in the Project Review Board (PRB).

b. Military Management Accounting Team. Performs management accounting functions for all military appropriations and the S&A account. Reports on financial execution for military appropriations in the Project Review Board (PRB).

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c. Systems & Customer Service Team. Provides customer assistance (systems, payroll liaison and CEFMS help) to SAS employees. Manages the Government Travel Card Program for the District. Serves as data manager and liaison with headquarters systems for the CEFMS database.

3. Resource Analysis Branch. Develops and coordinates SAS resource policy and guidance for budgeting, funding, manpower, high grades, mission and functions, and commercial activities. Supervises the activities of the Operating Budget and Funds Management Team as well as the Business Practices and Strategic Management Team.

a. Operating Budget & Funds Management Team.

(1) Serves as the administrative arm of the District Program and Budget Advisory Committee (PBAC).

(2) Coordinates and analyzes the input for all the various budgets (President's Budget, Command Operating Budget, Civil Automated Budget and the Schedule of Obligations and Expenditures).

(3) Coordinates, analyzes and consolidates input for the Command Operating Budget, to include development of Command Budget Guidance. Develops and analyzes present Cost of Doing Business (COB) execution feedback for the District.

(4) Coordinates the development of annual Capital Investment Programs input (Plant Replacement & Improvement Program, Quick Return on Investment, and similar programs.)

(5) Monitors the District performance in the military supervision and administration (S&A) accounts and provides analysis of the accounts.

(6) Serves as the single point of contact for the receipt of all District funding. Obtains technical acceptance of the funds within the District and makes the initial entry into CEFMS. Coordinates the timely return of surplus funds to the sponsor or customer.

(7) Determines and revises District and Department overhead rates as well as facility and distribution methodology account rates.

b. Business Practices and Strategic Management Team.

(1) Facilitates the development, maintenance, and execution of the District's Strategic Plan.

(2) Administers the Total District Quality initiative.

(3) Conducts organizational, cost, and functional studies. Maintains DR 10-1-1, Missions and Functions Statement. Prepares the Organization and Directory Charts.

(4) Performs management studies/surveys to determine most cost effective and efficient process and organization.

(5) Plans, develops, prepares, and publishes review and analysis (CMR) documents, statistical reviews, special reports, and management directives.

(6) Implements policies and procedures relating to the Committee Management Program, Commercial Activities (CA) Program, the Management Control Process, and the Army Ideas for Excellence Program (AIEP).

(7) Maintains an efficient manpower management program. Prepares and maintains Tables of Distribution and Allowances (TDA). Performs manpower surveys.

(8) Coordinates the development of District manpower forecasting models (FORCON, CERAMMS, and Real Estate). (This entails data calls, analysis of data, and submittal of the model after approval by the District Commander.)

(9) Analyzes Cost of Doing Business and performance indicators.

(10) Coordinates the SAS Return on Investment (ROI) efforts.

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(11) Maintains and improves the Organizational Self Assessment (OSA) process and documents for SAS through input of the Better Business Initiative Team.

(12) Coordinates a team of facilitators for SAS utilization.

(13) Produces, distributes, and analyzes surveys for customer and employee satisfaction which assist in identifying priorities for continuous improvement.

(14) Develops, produces, and provides training in areas relating to Quality Management to all employees in the District.

APPENDIX E

PUBLIC AFFAIRS OFFICE

1. Advises the Commander and his staff on matters of public affairs, media relations, and protocol.
2. Assesses public perception and attitudes and public relations trends and develops District objectives and programs, accordingly.
3. Plans and executes the District's public and command or internal information and community and governmental relations programs.
4. Establishes and maintains liaison with national, regional, local and special interest groups, Army and Air Force installations, Governmental agencies and national, and regional and local news media representatives.
5. Develops public affairs plans and/or defines public affairs principles and objectives for ongoing projects for adverse situations and on environmentally and politically sensitive issues.
6. Disseminates information of general or specific interest to news media representatives and interested agencies and groups. Responds to public and media queries on all District activities.
7. Arranges interviews and inspection trips and tours for visiting news media representatives and interest groups.
8. Develops briefings or presentations for District leadership. Manages all visual information functions of the District.
9. Manages the Public Information Photography Program to ensure high quality photographs and slides for use by Public Affairs Office in a variety of command information publications, briefings, exhibits, and presentations.
10. Prepares public displays, exhibits, and informational brochures portraying District mission and programs.

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11. Assembles data, drafts speeches, and prepares public presentations as required. Manages the District's Speakers Bureau Program.

12. Directs arrangements for special events and/or coordinates with local authorities for making arrangements for groundbreaking and dedications.

13. Edits, publishes, and distributes a bi-monthly employee newspaper and bi-weekly supplement, and other public information publications as required.

14. Coordinates all media activity associated with District sponsored public meetings and hearings.

15. Assures the uniformly high quality of all District presentations, speeches, press releases, exhibits, and publications intended for use and/or distribution outside the District. Prepares the presentation and/or performs the final review and approval of all graphics and photography used for the foregoing.

16. Manages and executes the District's Visual Information program. Assures that District policy on the control of Visual Information products, photography and the World Wide Web are explicitly stated and disseminated to all District activities.

17. Provides support to the District Better Business/Quality Program. Renders advice for layout, proofing, and publication for District Quality Award submission to include but not limited to the President's Quality Award, Georgia's Oglethorpe Award, and the Army Community of Excellence Program.

APPENDIX F

INFORMATION MANAGEMENT OFFICE

1. Office of the Chief.

a. Manages the Savannah District's Information Mission Area (IMA) responsibilities as set forth by AR 25-1 and other related regulations, pamphlets, and publications. Provides technical guidance and satisfies requirements for the following Information Mission Areas: communications, automation, library, records management, publications and printing and its supporting personnel, equipment, services, and facilities. Advises the District Commander and the District staff on all matters relating to Information Management and all pertinent problems.

b. Supports the U.S. Army Information System Command (USAISC) mission by performing assigned responsibilities and reporting IMA activities as required through the Commander, South Atlantic Division, CESAD-IM, to the Directorate of Information Management, USACE.

c. Implements the Army Information Systems Security Program IAW AR 380-19.

d. Approves the acquisition of Information Management hardware and software in the amounts up to that approved in the Delegation of Procurement Authority (DPA).

e. Approves the Information Management Office's budget requests. Manages the execution of IM travel, training, manpower allocations and performance appraisals.

f. Develops and manages the execution of IMA budgets for ADP, Telecommunications, Visual Information, Printing Facilities Accounts, and IM office budget. Develops, justifies and manages ADP Plant Replacement and Improvement Program (PRIP).

2. Information Requirements, Planning, and Management Branch.

a. Recommends District-wide IMA goals, objectives, policies, and priorities in coordination with the Executive Information Steering Committee (EISC).

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b. Develops short- and long-range information management plans for the District office and the review and integration of CESAD's IM plans.

c. Develops the CESAS Information Management Master Plan for all IMA functions. Manages the execution of the District Information Management Master Plan.

d. Manages major IMA projects. Ensures that the life cycle of information is effectively managed and integrated throughout the District IAW AR 25-3.

e. Prepares Requirement Analyses and Cost/Benefit Studies for IMA resources. Develops necessary plans and priorities to meet these requirements.

f. Prepares justification and acquisition request for IMA items. Prepares Agency Procurement Requests (APR) and system Decision Papers; coordinates with South Atlantic Division, HQUSACE, and Army for obtaining approvals. Prepares new hardware/software requirements studies and automation equipment feasibility studies. Ensures compatibility of District-wide information systems and applications.

g. Develops and executes policies and procedures for office automation, data processing, printing and communications, and data administration.

h. Manages the Automation Security Program by preparing Accreditation Documentation and Continuity of Operation Plan (COOP). Approves and implements IMA security policy. Coordinates with District Security Officer.

i. Provides operational advice to the Information Management Officer and formulates policies and procedures for the branch in the areas of COMSEC, office equipment, records and forms management, mail management, printing, and publications.

j. Monitors the branch automation workload and assures compliance with Information Management Office's Continuity of Operations Plan (COOP).

k. Manages, coordinates, and provides direction in the development of the District's historical program.

l. Conducts utilization surveys and inspections of records, publications, forms, and automation equipment (microfilm,

microfiche, micrographics, and copiers) under the purview of Records Management. Recommends to operating officials changes in operation and policies to attain the greatest efficiency and use of records office automation equipment.

m. Establishes and implements District policy and procedures for records management, quality control of correspondence, and files management in the District (including field offices), and provides training in these areas throughout the District.

n. Assists Office of Counsel in Freedom of Information Act requirements.

o. Receives non-computer equipment for IMO, prepares equipment receiving reports, allocates equipment to responsible elements, maintains inventory of equipment, manages the District's copier machines and reports utilization. Maintains equipment service contracts where required.

p. Manages and maintains the District's Classified and Unclassified Message and Document Control Center including electronic equipment through the AUTODIN Communication Network. Maintains and manages a cryptographic facility for processing classified and unclassified message traffic and the STU-III Tempest telephone system. Manages COMSEC account and/or COMSEC Material.

q. Manages the District's Records, Directives, Publications and Forms Management programs, and the electronic mail systems.

r. Manages all mailing operations and printing needs for the Savannah District. Evaluates, recommends, and implements cost-effective procedures and policies for mail and printing processing. Ensures proper execution of the Official Mail Cost Control Program and the Mail Management System. Coordinates all printing work for the Defense Printing Services (DPS).

s. Manages a technical information library which selects, acquires, organizes, and retrieves material in support of technical and scientific information needs. Prepares bibliographies, literature searches, and abstracts as part of the service.

3. Information Integration and Implementation Branch.

a. Office of the Chief.

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(1) Supervises and manages the operations of the Information Integration and Implementation Branch.

(2) Operates and maintains District and Corps-wide information systems (CEFMS, CADDS, RAMS, SAACONS, and others), including operating systems and data base design and development. Designs, develops, and implements the augmentation of communications equipment.

(3) Provides technical assistance and guidance for projects requiring automated systems.

(4) Manages communication facilities and systems to include voice, data, and UHF/VHF radio systems.

(5) Performs inspections and/or conducts studies as necessary to determine adequacy of computer system(s). Determines proper capacity to meet District's needs.

b. Information Systems Support Section.

(1) Maintains microcomputer hardware and software standards.

(2) Provides technical specifications and oversight on contracts dealing with visual information systems, networked/microcomputer hardware, software and software development, and other end-user equipment (terminals, printers, etc.). Administers blanket purchase agreements (BPA's) dealing with the above.

(3) Develops tactical information plans within the realm of local area networks (LAN) and stand-alone systems.

(4) Supports the District's IM customers (users) in areas such as utilization of desktop systems, data communications, office automation equipment, and associated hardware and software.

(5) Operates, troubleshoots, and maintains the District-wide LAN.

(6) Develops District IMA training programs, and designs course contents to provide the training resources.

(7) Assists users in improving their productivity in the operation and utilization of the available equipment and

software, including the operation of terminal and microcomputer equipment (equipment integration and networking). Provides on-call assistance for supported terminal and microcomputer hardware and software.

(8) Analyzes, tests, and evaluates all end-user computer and data communications software/hardware of potential use to the District; makes sure this software/hardware requested in the Information Management Plan meets District standards. Provides input into the information resource budget in terms of end-user equipment costs.

(9) Maintains all end-user microcomputer equipment in the District.

(10) Provides technical expertise to District functional elements on the functions and uses of networked District standard software systems and assists these elements in the development and implementation of networked application systems within their areas.

(11) Designs, tests and establishes suitable automated systems to provide a full range of office automation facilities for the District using both in-house and contractual facilities.

(12) Coordinates repair/service contracts on District computer equipment as appropriate.

(13) Provides graphic arts, illustrations, and video teleconferencing.

(14) Provides support to the District staff in the development of effective presentations through the use of graphic materials. Manages the procurement of micro graphic and multimedia equipment. Determines the District's Graphics Standards.

c. Computer Systems Section.

(1) Supervises automated data system design and development. Designs, tests, and establishes suitable automated data processing systems to provide a full range of systems for the District using both in-house and contractual facilities. Assists end-users in the development and implementation of computer programs written for host systems and/or minicomputers.

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(2) Supervises the development and preparation of detailed automated procedures for systems design, and presents to management for approval, program development, testing, documentation, implementation and evaluation.

(3) Installs, tests, and maintains host system workstation (UNIX) and/or mini-computer software packages, multi-user client/server systems and automated data communication operations including computer systems and data bases developed by other agencies for the common use of the District. Ensures compatibility and integration of the District's information systems and applications. Assists other IM personnel in resolving operational problems.

(4) Designs or enhances data base management systems (DBMS) by creating schema and subschema as required. Develops the DBMS physical design specifications. Coordinates data base design, development, and maintenance for all automated data systems.

d. Telecommunications and Network Management Section.

(1) Designs, implements, and manages a multiplicity of telecommunications and computer systems, services and contracts, to provide the District with the latest proven technologies.

(2) Develops technical scopes of work related to telecommunications functions.

(3) Provides telecommunications support to the District's field offices.

(4) Maintains the District's Master Communications Electronics Plan.

(5) Administers the District Electronic Mail System (e-mail).

(6) Operates and maintains the District's computer center, providing data switching, tape libraries, operating schedules, operating systems software, communications software and input/output control.

(7) Provides security and accountability for the District's networks by managing user-ID and passwords.

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(8) Provides the District access to other Corps offices, other agencies, in-house and contract computer systems via the Corps-wide area network (WAN).

APPENDIX G

OFFICE OF COUNSEL

1. Serves as the legal advisor to the Commander and staff components for the Savannah District.

2. Provides legal review, advice, assistance, and opinions in acquisition planning, formation and administration of construction, service, supply, and architect-engineer contracts, including legal and factual analysis and reports on General Accounting Office, and agency protests and requests for correction in bid mistakes. Assists the Department of Justice in federal court litigation involving pre-award disputes. Provides legal review of contract documents, bonds, evaluation plans, specifications, letters of credit, novation agreements, for example. Provides legal and factual analysis and drafting of Contracting Officer Decisions on contract claims. Investigates, analyzes, and drafts reports for the Contracting Officer to the Department of Labor on labor standards violations, processes requests for additional wage classifications, and provides oversight on contract wage rates.

3. Prepares cases and represents the District before the Armed Services Board of Contract Appeals on contract appeals, including providing the full range of trial services including depositions, interrogatories, pleadings, motions, preparation of factual and expert testimony and exhibits, and legal briefing. Assists the Department of Justice on Federal Court litigation and appeals of contract claims including trial services when requested. Provides briefing assistance to the Department of Justice on appeals before the Federal Circuit Court of Appeals.

4. Investigates, recommends, and issues decisions on tort and admiralty claims within the jurisdiction and authority of an Army Claims Attorney. Prepares litigation reports and assists the Department of Justice in the preparation and trial of tort, admiralty, environmental, and regulatory litigation.

5. Provides legal advice, assistance, and reviews for legal sufficiency on all matters arising from the District's Clean Water Act regulatory program, including jurisdictional determinations, permitting, appeals, and enforcement cases for the District. Investigates, prepares litigation reports, and recommends civil and criminal actions against violators. Represents the District in permit hearings and public meetings.

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Assists the Department of Justice in litigation involving the regulatory program.

6. Provides legal advice, assistance, and reviews for legal sufficiency of District activities and environmental documents including assessments and impact statements under the National Environmental Policy Act, Clean Air and Water Acts, Coastal Zone Management Act, Endangered Species Act, and other federal and state environmental laws and regulations.

7. Provides legal advice, assistance, and legal sufficiency reviews and opinions under RCRA and CERCLA for the District's HTRW Design District Program. Serves as the lead office for the Potential Responsible Party (PRP) negotiations and litigation involving FUDS. Provides legal and factual analysis of PRP cases for the Department of Justice. Assists the Department in PRP litigation.

8. Serves as the District Labor Counselor providing legal advice and assistance on personnel, EEO, and union matters including representing the District before the MSPB, FLRA, arbitrators, and the EEOC, and assists the Department of Justice, including trial and appeal services, in Federal Court litigation on labor cases. Serves as the District Ethics Counselor and provides legal advice and opinions on ethics laws and regulations.

9. Provides legal services in general law including bankruptcy, garnishments, and civil works law including drafting and review of Project Cooperation Agreements, Memoranda of Agreement with state and local governments on civil works projects, Feasibility Cost-Sharing Agreements, etc, navigational servitude, hydropower, lakeshore management, Title 36, United States Code issues, and natural resources law.

10. Serves as the District Freedom of Information Act Denial Authority for the Savannah District and provides legal advice and assistance to the District FOIA Officer.

11. Compiles and submits the annual North Carolina Sales and Use Tax Claim with the State of North Carolina.

APPENDIX H

CIVILIAN PERSONNEL ADVISORY CENTER

1. Provides human resources management advisory services necessary to recruit, compensate, train, develop, utilize, and retain a qualified, talented, highly motivated, and efficient work force. Develops and maintains a local human resources program, implementing Department of the Army, USACE, division, and district policies, programs, and legal and regulatory requirements, which is also responsive to the personnel management requirements and needs of any local organization serviced.
2. Provides advice to managers to ensure consistency and equity of position management and classification actions.
3. Consults with managers on the development and implementation of effective recruitment and selection strategies.
4. Advises managers on labor/management and employee relations program administration. Ensures that relations with labor unions are cooperative, constructive, and in accordance with law and regulation. Advises managers on conduct and performance management issues. Assists managers with performance appraisal system administration. Assists in the resolution of grievances and appeals.
5. Assists managers in implementing programs and policies to provide employees with opportunities for training, development, and advancement.
6. Assists managers in the administration of the incentive awards programs and establishes incentive awards committees. Ensures the effective implementation of plans for increasing employee participation and proper recognition.
7. Helps managers to assure human resource program administration provides equal employment opportunities to employees and applicants regardless of race, religion, color, national origin, or sex, in accordance with Office of Personnel Management (OPM), DOD, and DA policy and regulations.
8. Consults with managers on aligning human resource systems with USACE vision.

APPENDIX I

LOGISTICS MANAGEMENT OFFICE

1. Office of the Chief.

a. Provides the Commander and the District with logistics management support. Directs all activities of the Logistics Management Office.

b. Conducts inspections and staff visits to District Office and field elements to assist in establishing new systems and procedures and to determine status of logistical program execution.

c. Manages the District's career programs in the transportation, supply, and materiel maintenance career fields.

d. Coordinates requirements for building maintenance/repairs and for operations (lights, air conditioning/heating) with GSA representatives. Receives and analyzes requests, initiates GSA work orders (RWAs), discusses, and schedules work with GSA representatives. Provides guidance and policies on furniture, carpet, drapery, and other furnishings.

e. Performs real property management (planning, development, and evaluating/reporting) and real property maintenance activities and all real property activities which are military funded and revolving fund owned (leased and rented), and occupied or used by USACE elements in support of the Corps' mission (warehouses, storage facilities, yards, docks, and other facilities). Determines standard facilities structure requirements and space requirements.

2. Supply Management Branch.

a. Manages supply functions for the District and oversees the Commander's "Supply Discipline Program."

b. Approves expendable supplies and personal property equipment ordered by the District. Provides for proper receipt, distribution, and storage of property, equipment, supplies, and materials for the District. Establishes FEDSTRIP and MILSTRIP requirements.

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c. Develops Section III Equipment Allowance for District TDAs for military funded property. Implements and certifies authorizations for civil property.

d. Maintains accountable property records. Conducts inventories and/or exercises control over the performance of inventories by responsible employees.

e. Reviews and processes all Reports of Survey for action by proper authority; ensures appropriate action to fix responsibility for loss, damage, spoilage, or destruction of Government property.

f. Performs disposal activities pertaining to excess surplus personal property. Effects redistribution, circularization, or disposal of excess items. Arranges acquisition and disposal matters with military activities and other Government agencies.

3. Transportation and Maintenance Branch.

a. Manages the District Administrative Vehicle Program. Determines vehicle requirements, assigns vehicles to operating elements in the District, prepares requests for and justifies additional or replacement vehicles and declares vehicles excess when no longer required.

b. Operates the District Motor Pool. Schedules and dispatches motor pool vehicles for passenger and cargo use.

c. Centrally oversees the materiel maintenance management program for the District.

d. Performs travel management function to include PCS travel. Provides advice and guidance to local travelers. Provides liaison with the contract travel services.

APPENDIX J

ENGINEERING DIVISION

1. Office of the Chief.

a. Exercises supervision over Engineering Division staff in planning, directing, coordinating, and executing the entire civil and military engineering programs of the Savannah District, beginning with foundation exploration and analysis, surveys and on through design and preparation of final construction plans, specifications, invitations to bid, and technical support during construction. Exercises technical and administrative supervision over the Architect-Engineering (A-E) contracting process for the District. Identifies, implements, and evaluates computer automated applications for engineering design and management.

b. Develops, plans, directs, coordinates, reports, and executes the civil and military Value Engineering Program of the District.

2. Project Engineering and Support Branch.

a. Office of the Chief. Exercises administrative and technical supervision over branch activities and personnel.

b. Spatial Engineering Section.

(1) Formulates plans, policies, and procedures for Computer Aided Drawing and Design (CADD), Automated Mapping and Facility Management (AM/FM), Cyclic Maintenance (CM), and Geographical Information Systems (GIS) projects and/or activities.

(2) Provides technical guidance and support for automation as related to CADD, AM/FM, CM, and GIS. Participates in the development of all scopes of work for projects and/or contracts relating to CADD, AM/FM, CM, and GIS.

(3) Coordinates CADD, AM/FM, CM, and GIS master plan for hardware and software acquisition, allocations and procurement with Information Management Office. Coordinates with users and Information Management on the preparation of equipment and software specifications.

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(4) Establishes policies and procedures for the control and issuing of CADD system user IDs and CADD system passwords and maintains appropriate registers, logs and other data for accounting and security audit trail purposes.

(5) Provides scanning, vectorizing and data conversion services for the District and installations within Savannah District geographical boundaries. Provides contract administration on contracts dealing with scanning, vectorizing, and CADD data conversion.

(6) Serves as the customer's point of contact whenever problems are experienced with CADD, AM/FM, CM, and GIS functions or services. Answers, solves, or researches the problem and reports solution to the customer. Provides necessary assistance for all users to improve their productivity in the operation and utilization of the available equipment and software.

(7) Coordinates with applicable offices all CADD, AM/FM, CM, and GIS related training and establishes/coordinates CADD, AM/FM, CM, and GIS related User Groups.

(8) Acts as customer advocate and serves as point of contact when military installations require CADD, AM/FM, CM, and GIS support or services which are not routinely provided by the various District organizations. Maintains liaison between various elements of the District Office, using agency, higher authority, and other related organizations. Assists the Installation Commander and DEH by communicating related needs, problems, and priorities to District functional elements and action offices.

(9) Provides technical expertise and serves as extension of the Tri-Services CADD/GIS Technology Center at WES. Provides technical expertise in the area of Spatial Engineering to FORSCOM and TRADOC installations, major commands, and other Corps Districts. Provides support and technical expertise for Hospital Facilities Planning Agency in the area of facility management and Spatial Engineering for all HFPA facilities.

(10) Establishes, maintains, and archives CADD electronic files. Coordinates with Information Management to assure procedures are followed. Initiates action for appropriate reproduction after contract award to the successful bidder. Establishes and advertises contract(s) for supplementary contract drafting services.

(11) Plans configuration and application of automated systems and software standards for Engineering Division. Provides input to IM-P and monitors acquisition of all hardware and software.

(12) Processes documents/drawings for advertised construction projects for paper or electronic solicitations.

(13) Assists in preparing engineering drawings for both military and civil projects where capability does not exist in technical branches.

(14) Prepares drawings, design presentations and exhibits depicting special features for design projects, public displays, and for litigation involving the Corps.

(15) Ensures compliance with drafting standards, techniques, and criteria for work to be performed by, or for, the Savannah District.

(16) Monitors corrected-final drawings for proper format and contents; obtains appropriate drawings signatures; coordinates with others regarding scheduling and funding.

(17) Ensures as-built drawings are completed using either in-house staff or the IDT drafting contact.

c. Project Engineering Section.

(1) Recommends method of execution (in-house or A-E) for the civil and military engineering program for the Savannah District. Final determinations are to be mutually agreed upon by EN and PM. Provides assessments on internal design capability, workload distribution, and manpower requirements necessary to meet mission requirements, including recommendations for contracting capability to supplement in-house design expertise. Manages and coordinates all in-house design and A-E support activities within Engineering Division.

(2) Serves as single point of contact for all requests for technical support/engineering design services from planning through construction which are assigned to Engineering Division. Provides coordination with organizations external to Engineering Division in the resolution of technical problems, project budgets, schedules, and execution.

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(3) Budgets, schedules, assigns, and tracks all commitments for technical work assigned within Engineering Division. Develops, operates, and maintains systems and procedures for providing routine reports to Chief, Engineering Division on in-house design costs, design percentages, manpower distribution and utilization, technical capability, and project (tasks) schedules and for monitoring project costs, schedules, and internal coordination.

(4) Provides technical quality control by assuring independent in-house design reviews (including Biddability, Constructability, and Operability reviews on in-house designs) are performed.

(5) Manages and coordinates execution of all actions required of Engineering Division. Independently of PM, prepares Civil O&M Budgets for Operations Division support, Dam Safety Program, direct support to Planning Division, work for other Districts, and direct support to Operations Division.

(6) Provides technical assistance for the identification and/or resolution of construction problems.

(7) Receives, reviews and/or coordinates review, and monitors the technical review of contractor furnished construction shop drawings submitted to Engineering Division for approval.

(8) Manages all Engineering Division actions relating to A-E contracts, including all military and civil works A-E contracts for Engineering Division, Operations Division, Planning Division, and Real Estate Division.

(9) Advises Chief, Engineering Division, on matters pertaining to EFARS, AFARS, DFARS, and FAR regarding negotiations of contracts, approval authorities, and procedures. Monitors actions to ensure adherence to regulations.

(10) Requests Government audits through the Contracting Division when required and coordinates with Military Programs and Project Management Branch, PM, to assure that design funds are available for award of A-E.

(11) Checks DD Form 1391, design directives, and other engineering instructions to assure proper coordination with files, CBD publications, and A-E selection actions.

(12) Prepares and maintains a schedule of negotiations and support and advises all concerned with A-E contractual matters.

(13) Leads all technical negotiations and negotiates fixed-price ("C") contracts, delivery orders, and modifications.

d. Engineering Support Service Section.

(1) Provides administrative support to the Engineering Division and coordinates the administrative function of Engineering Division with other District components.

(2) POC for technical and administrative issues related to CEFMS utilization and funds management within Engineering Division.

(3) Prepares and monitors Engineering Division's overhead and facility budgets.

(4) Processes personnel actions and maintains employee record cards for the Engineering Division.

(5) Prepares staffing, manpower, and average grade level reports.

(6) Coordinates reports between components of the Engineering Division.

(7) Coordinates, monitors, and approves requisitions and training requests in Engineering Division.

(8) Establishes and maintains Engineering Division central files, as well as the criteria, specification, and project files.

(9) Monitors and coordinates the Engineer and Scientist Career Intern Program for the District.

(10) Coordinates Engineering Division input to Division Commander's Quarterly Letters, etc.

(11) Processes Invitations for Bids (IFB) and Request for Proposals (RFP) documents for solicitation of construction projects and issues amendments to the solicitations. Projects are either advertised via paper or electronic means (CD-ROM and Internet).

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(12) Maintains guide specifications. Operates computerized systems serving A-E's and in-house designs. Coordinates activities relating to specifications preparation within the technical sections of Savannah District to ensure that guide specifications are updated on a systematic basis.

(13) Maintains A-E qualification records; and prepares in concert with Contracting Division all support documents leading up to contract award.

(14) Coordinates A-E performance evaluation reports and prepares necessary reports for the Inspector General and higher authority.

3. Geotechnical and HTRW Branch

a. Office of the Chief. Provides administrative and technical supervision, and coordinates in-house design, A-E Technical design support; and technical support to others in military, civil, and HTRW programs and QA lab inspections and support for South Atlantic Division as a designated HTRW Design Center.

b. Geology/Hydrogeology and HTRW Design Section.

(1) Formulates, directs, and reports on investigations and subsurface geological/hydrogeological explorations including those involving the Site Characterization and Analysis Penetrometer System (SCAPS) for civil, military and hazardous, toxic and radioactive waste (HTRW) programs as a HTRW Design Center for South Atlantic Division (SAD).

(2) Plans and executes in-house designs for remediation of HTRW sites.

(3) Obtains and utilizes physical test data of rock for design of concrete foundations on rock, grout curtains for dams, drainage systems for rock foundations, rock excavation, tunnels, channels, slopes, aggregate and riprap sources, and design earthquake studies.

(4) Locates and designs water wells, ground-water quality monitoring systems, and dewatering systems.

(5) Provides geological/hydrogeological expertise and other technical assistance during design and construction for

civil, military, and HTRW programs, including preparation of A-E instructions and scopes of work, as required.

(6) Explorations Unit. Executes all subsurface explorations for military, civil, and HTRW programs including administration of District's drilling contract and support to the District's mission as an SAD HTRW Design Center.

(7) Environmental and Materials Unit. Serves as SAD center of expertise for aggregate, asphalt, concrete, soil, and miscellaneous materials testing requirements; validates commercial geotechnical laboratories conducting Corps' construction projects through the auspices of the WES/MTL validation program; and provides expertise for environmental sampling at numerous installations throughout the southeast.

c. Hazardous, Toxic, and Radioactive Waste Section.

(1) Coordinates and executes Engineering Division work related to HTRW.

(2) Supports in-house A-E technical efforts for remediation studies and designs to meet federal, state, and local environmental regulations.

(3) Serves as District and SAD technical center of expertise for HTRW related work.

(4) Serves as Engineering Division point of contact for technical HTRW issues and matters.

d. Soils Section.

(1) Responsible for all soil mechanics and geotechnical engineering design within the District in support of the military, civil and HTRW programs. Provides in-house geotechnical engineering and foundation design for all project phases of each program.

(2) Supports A-E design efforts by performing foundation analysis and design and providing a foundation report to the A-E, developing scopes of work, performing reviews, and providing technical assistance.

(3) Provides technical support in soil mechanics and geotechnical engineering to Construction Division, Operations Division, Planning Division, and other customers.

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(4) Designs slope protection associated with construction, maintenance or repair of dams and appurtenant works.

(5) Provides dam safety inspection training to operational personnel for existing earth dams; inspects existing structures; and performs evaluation and design of remedial measures.

4. Design Branch.

a. Office of the Chief. Provides administrative and technical supervision; coordinates in-house design, A-E design support, and technical support to others for civil and military programs, including O&M.

b. Architectural-Structural Section.

(1) Responsible for all architectural and structural engineering design within the District in support of the civil and military and HTRW programs. Provides in-house architectural and structural engineering design, including presentation development for all project phases of each program.

(2) Supports A-E design efforts by scope of work development, review, and technical assistance.

(3) Provides technical support for architectural and structural engineering features to Construction Division, Operations Division, and other assigned customers.

c. Electrical-Mechanical Section.

(1) Responsible for all electrical and mechanical engineering design within the District in support of the civil, military, and HTRW programs. Provides in-house electrical and mechanical engineering design, including energy monitoring and other electronic, electrical or mechanical control systems, for all project phases of each program.

(2) Supports A-E design efforts by scope of work development, review, and technical assistance.

(3) Provides technical support in electrical and mechanical engineering to Construction Division, Operations Division, and other assigned customers.

d. Site Development and O&M Section.

(1) Responsible for all site and civil engineering design within the District in support of the civil, military, and HTRW programs. Provides in-house civil/site engineering design, including water and wastewater treatment and distribution systems, for all project phases of each program.

(2) Supports A-E design efforts by scope of work development, review, and technical assistance.

(3) Provides technical support to Construction Division, Operations Division and other assigned customers.

5. Cost Engineering Branch.

a. Serves as the cost engineering element and consultant for Savannah District including cost advisors on in-house designs. Prepares all cost estimates for military and civil works projects designed by Savannah District and furnishes estimating support to Wilmington and Charleston Districts.

b. Prepares current working estimates (CWE) for budget and control on military projects. Prepares Government estimates to include those for bid openings, value engineering estimates, Requests for Proposal (RFP), all modifications over \$500,000, and for 8a construction contracts. Prepares estimating instructions for engineering firms and for A-Es and reviews their estimating work. Performs technical evaluations on 8a proposals. Participates in negotiations as needed.

c. Reviews all modification estimates over \$100,000 prepared in Construction field offices, Construction Division, and Operations Division. Prepares modification estimates under \$500,000, as required.

d. Prepares all dredging estimates including planning, CWEs, and Government bid estimates.

e. Prepares all cost estimates at all levels of planning and design and Requests for Proposal (RFP). Reviews and updates project cost estimates, and performs all other duties relating to estimating construction costs on civil projects.

f. Reviews contractor's bids on construction projects and makes recommendations for award or rejection.

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g. Supports Director of Engineering and Housing (DEH) and Base Civil Engineer (BCE) customers by selection of Indefinite Delivery Type (IDT) contracts for their use.

h. Manages A-E preselection, selections, and approval actions.

i. Serves as principal advisor to Chief, Engineering Division, and selection boards on matters pertaining to EFARS, AFARS, DFARS, and FAR.

j. Prepares and submits requests for approvals relating to A-E contract sections to higher authority; serves as primary contact point for A-Es visiting this office.

k. Reviews synopses to be published in the Commerce Business Daily (CBD) to ensure accuracy.

6. Hydrology and Hydraulics Branch.

a. Office of the Chief. Exercises administrative and technical supervision over the Branch.

b. Hydraulics Section.

(1) Provides hydrologic engineering and hydraulic design support to all elements of the District.

(2) Provides storm studies to derive discharge capacities and develops stream profiles, velocities, and discharges for channels and inland water projects. Performs hydraulic design for dams, flood control channels, and other civil works projects.

(3) Provides and coordinates water control activities for the multi-purpose operations of the Savannah River projects.

(4) Operates sedimentation and water quality sampling and analysis equipment for sediment and pollution surveys in waterways, harbors, and lakes.

(5) Evaluates the hydrologic aspects of dams for safety and the design of remedial measures. Assists in the development of safety plans, training, and evacuation plans for communities below Corps' reservoirs.

c. Coastal and Waterways Engineering Section.

(1) Responsible for all engineering and design activities within the District in support of navigation and coastal storm damage reduction programs. Provides in-house design of channel improvements, disposal areas, beach fill, and coastal storm protection structures for all project phases of each program.

(2) Supports A-E design work by preparing the scope of work, reviewing proposals and design submittals, and providing technical assistance to the design A-E.

(3) Provides technical support for navigation and coastal storm protection projects to Engineering Division, Planning Division, Operations Division, and other assigned customers.

(4) Serves as the project manager for all work performed by the District to support the Kings Bay Naval Subbase, Georgia.

d. Survey and Control Section.

(1) Responsible for all topographic, aerial, and boundary surveying and mapping within the District in support of planning, design, construction, and operation and maintenance of all civil works and military projects. Provides in-house surveying and mapping services for all project phases of each program. Solicits, negotiates, and records performance data for A-E service contracts for hydrographic surveying.

(2) Supports A-E design work by preparing the scope of work, government estimates, reviewing proposals and design submittals, and providing technical assistance to the survey or design A-E. Participates in negotiations with the A-E for all contracted survey work.

(3) Provides technical survey support to Construction Division, Engineering Division, Planning Division, Real Estate Division, Operations Division, and other assigned customers.

APPENDIX K

OPERATIONS DIVISION

1. Office of the Chief.

a. Supervises and directs the operation and maintenance of civil works projects, environmental compliance, and the Department of the Army Permits Program for works in waters of the United States.

b. Ensures consistent and thorough implementation of policy, guidance, procedures, and programs, as directed by higher authorities.

c. Develops the budget for O&M General, General Regulatory, and Operations Division (OP) Plant Replacement and Improvement Program (PRIP) activities.

d. Maintains liaison with regional professional and trade organizations, industry, users, and federal, state, and local agencies.

e. Provides overall financial management and control of civil funding for O&M General and General Regulatory. Prepares and manages Operations Division's annual operating budget. Manages Operations Division's Plant Replacement and Improvement Program (PRIP).

f. Manages Operations Division's manpower requirements, allocations, and use.

g. Implements and provides continuous guidance on CEFMS in OP. IS POC for CEFMS implementation and operations.

h. POC for Operations on all personnel matters, e.g., training, TAPES, awards, PERSACT, etc.

i. Provides miscellaneous administrative support and coordination.

2. Multipurpose Projects Management Branch.

a. Office of the Chief.

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(1) Responsible for the management of multipurpose projects and the New Savannah Bluff Lock and Dam.

(2) Manages District environmental compliance programs; technical expertise in support of field compliance activities.

(3) Provides technical assistance to Engineering Division and other elements for preparation of plans and specifications for activities associated with assigned responsibilities.

(4) Prepares Project Management Plans (PMP's) and work orders for O&M multipurpose projects.

b. Hydropower Section.

(1) Prepares engineering studies and designs of electrical/electronics circuits and mechanical systems related to hydropower plants, including cost estimates and field engineering in connection with electrical equipment failure, rehabilitation, modifications, testing, and installation.

(2) Performs specialized electrical and electronics testing of major hydroelectric power plant equipment in the Savannah, Charleston, and Wilmington Districts. Analyzes data and maintenance. Develops new test methods. Designs and constructs test equipment not available on the open market.

(3) Consults with Engineering Division and Construction Division on suitability of equipment and construction processes and procedures in the rehabilitation and repair of power plants. When requested, performs construction quality assurance for Construction Division.

(4) Performs initial control wire checking and major power plant equipment testing of new, reconditioned, and modified power plant equipment. Performs watt-hour meter testing for the Southeastern Power Administration.

(5) Provides electronics support and maintenance for all District hydroelectric plants.

(6) Administers District Power Plant Training Program.

c. Natural Resources and Environmental Section.

(1) Provides technical assistance for all Natural Resource Management Program activities at the multipurpose projects. Develops guidance, develops and interprets policy, and reviews and coordinates issues pertaining to natural resources management and environmental compliance for O&M facilities and activities.

(2) Coordinates and provides support for a broad range of natural resources management programs, including visitor assistance, recreation management, shoreline and real estate management, uniforms, volunteers, water safety, signs, Natural Resources Management System (NRMS) program data management, forestry, fisheries and wildlife management. Develops and executes Operational Management Plans. Develops and executes natural resources management training.

(3) Coordinates and provides support for a broad range of environmental compliance programs, including environmental compliance assessments, corrective action planning and execution, hazardous and controlled wastes management and disposal, hazardous site assessments and remediation. Develops and executes environmental plans, such as Spill Prevention, Control and Countermeasure Plans and Pollution Prevention Plans. Develops and executes environmental compliance training. Provides environmental compliance coordination for the Savannah District.

(4) Establishes and maintains inter-agency coordination with city, county and state agencies on natural resources management and environmental compliance activities and policies.

d. Hartwell Project Office.

(1) Manages Hartwell Project. Interfaces with the public and customers at Hartwell Project. Manages structures, lands, and waters for recreation, flood control, hydropower, navigation, forestry, fisheries, and wildlife purposes.

(2) Directs performance of maintenance work by field site forces and by contract.

(3) Administers and inspects service and/or maintenance contracts and routine construction contracts.

e. Richard B. Russell Project Office.

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(1) Manages Richard B. Russell Project. Interfaces with the public and customers at Richard B. Russell Project. Manages structures, lands and waters for recreation, flood control, hydropower, navigation, forestry, fisheries, and wildlife purposes.

(2) Directs performance of maintenance work by field site forces and by contract.

(3) Administers and inspects service and/or maintenance contracts and routine construction contracts.

f. J. Strom Thurmond Project Office.

(1) Manages J. Strom Thurmond Project and the New Savannah Bluff Lock & Dam (NSBL&D). Interfaces with the public and customers at J. Strom Thurmond Project and the NSBL&D. Manages structures, lands, and waters for recreation, flood control, hydropower, navigation, forestry, fisheries, and wildlife purposes.

(2) Directs performance of maintenance work by field site forces and by contract.

(3) Administers and inspects service and/or maintenance contracts and routine construction contracts.

3. Navigation Management Branch.

a. Office of the Chief.

(1) Is O&M Project Manager for Savannah Harbor, Brunswick Harbor, the Atlantic Intracoastal Waterway and the Savannah River Below Augusta navigation projects. Serves as point of contact for all Savannah District O&M civil navigation related activities maintaining liaison with industry, waterway users and federal, state and local agencies.

(2) Performs project scheduling and acquisition plans and coordinates Project Management Plans (PMPs) within the Savannah District. Prepares scopes of work and orders plans and specifications for O&M dredging and other marine related construction contracts such as bulkheads, jettys, groins, etc., when part of O&M project. Coordinates review efforts within the District.

(3) Prepares dredged material disposal area use plans in conjunction with the project non-federal sponsor, local Mosquito Control Commission and internal elements.

(4) Prepares and monitors the O&M navigation budget against PMPs and HQUSACE indicators. Reports quarterly performance measures to Division and Headquarters.

(5) Performs hydrographic surveys of navigation projects. Analyzes data, plots, and distributes reports to the Contracting Officer's representative and harbor users. Computes dredging quantities for contract payment purposes.

(6) Maintains District expertise and capability for state-of-the-art hydrographic surveying through training and maintenance/acquisition surveying systems.

(7) Operates and manages the Engineers Depot and Savannah Harbor Tide Gate.

(8) Operates and maintains all Revolving Fund owned floating plant (small outboard powered boats, survey boats, tugboats, core drill barges and deck barges). Makes annual survey of floating plant and equipment to determine necessity for repairs and additions and betterments. Prepares and submits estimates for same when required. Initiates preparation of and administers plant repair contracts. Annually inspects all District floating plant.

(9) Responsible for the administration and inspection of contracts for construction of new floating plant. Prepares service and maintenance contracts for the Engineers Depot.

(10) Administers boat operators licensing program for Savannah District. Tests operators and issues licenses to District boat operators.

(11) Reviews and comments on all regulatory matters pertaining to federal navigation channels.

(12) Issues notices to mariners. Reports navigation project changes to appropriate agencies.

(13) Responsible for the Inspection of Completed Works Program.

(14) Responsible for the District's diving program.

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(15) Prepares Project Management Plans (PMP's) and work orders for O&M navigation projects.

b. Dredging Section.

(1) Administers and inspects dredging, disposal area, bank stabilization, and other related marine construction, contracts for all Savannah District new work and O&M navigation projects including the Kings Bay Naval Sub Base in accordance with the MOA between the Operations and Construction Divisions. Directs contractor actions in concert with the KO, PM and the Chief, Navigation Management Branch as appropriate.

(2) Reviews plans and specifications prepared by Engineering Division for conformance with work order and for bidability, constructability and operability.

(3) Performs quality assurance inspections for Emergency Management under the Inspection of Completed Works Program for all completed Civil Works Flood Control Projects for which local government is responsible for operation and maintenance.

(4) Initiates preparation of contracts for removal of sunken vessels/wrecks upon request of the Navigation Management Branch in coordination with Regulatory Branch.

(5) Negotiates all dredging and marine construction contracts including 8a and prepares summary of negotiations. Prepares and maintains progress and statistical data on contracts.

(6) Coordinates buoy relocation and removal with the U.S. Coast Guard.

(7) Manages the District diving program and supervises the volunteer dive team. Approves all District diving plans in concert with SO.

4. Regulatory Branch.

a. Office of the Chief.

(1) Administers and enforces various federal laws regulating structures, dredging, and deposition of materials and related work in the "Waters of the United States" which include

all navigable waters and their tributaries, and any wetlands, either adjacent to or far from navigable waters.

(2) Exercises regulatory authority conferred by Congress (in Sections 9, 10, and 11 of the River and Harbor Act of 1899, Section 404 of the Clean Water Act of 1972 with amendments, and Section 103 of the Marine Protection, Research and Sanctuaries Act of 1972) to maintain navigation as well as the chemical, physical, and biological integrity of the nation's waters.

(3) Manages the regulatory program and budget. Coordinates water quality with the Georgia Department of Natural Resources.

b. Northern Section. Implements the District's regulatory permit program by evaluating permit applications for work or structures in "Waters of the United States" and determining the impacts, both beneficial and adverse, of the proposed work on the public interest. Inspects permit work, in progress or complete, to ensure that environmental effects of these activities are in line with the original projections. Implements program through a team approach consisting of a special projects team, with inland specialists.

c. Southern Section. Same as Northern Section. (Includes functions specific to the coastal environment, such as ocean disposal or dredging.)

APPENDIX L

REAL ESTATE DIVISION

1. Office of the Chief.

a. Supervises and coordinates Real Estate (RE) activities in the Savannah, Charleston, and Wilmington Districts. Provides real estate support for Transatlantic Program Center and its area of responsibility. Administers Regional Homeowners Assistance Center for the eastern portion of the United States, the United Kingdom, and the Azores.

b. Advises on all legal aspects of the real estate actions, and develops and administers legal policy for the RE Division. Coordinates all RE Division legal actions; i.e., litigation, condemnation proceedings, settlement, negotiations, and relocation contracts.

c. Evaluates legislation for effect on agency programs, regulations and policies.

d. Certifies government title sufficiency for project purposes.

e. Manages the career program for real estate career fields in Savannah, Charleston, and Wilmington Districts.

2. Regional Management Branch.

a. Office of the Chief.

(1) Manages and oversees the real estate acquisition, and the management and disposal programs for Savannah, Charleston, Wilmington Districts and Transatlantic Program Center, and administers the Regional Homeowners Assistance Program Center.

(2) Oversees the acquisition (except leasehold), management, and disposal of all estates in real property and provides technical guidance, direction, review and supervision on all acquisition, management and disposal activities.

(3) Responsible for all legal actions related to claims and litigation arising from acquisition, management, and disposal activities.

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(4) Provides legal support and prepares and/or reviews legal documents involved with acquisition of lands by condemnation (including cemetery relocations), facility relocation contracts, disposals, jurisdictional issues, local government annexation of federal lands, encroachments, and boundary problems on Government lands. Provides legal guidance and review on legal instruments and contracts prepared for acquisition, management and disposal of interests in real property.

(5) Requests and administers contracts for title evidence. Prepares awards and administers contracts for timber disposals.

(6) Provides legal support and/or review on all real estate issues associated with project cooperation agreements; determines legal capability of proposed project sponsor to act as such.

(7) At the request of the Department of the Air Force, performs specific acquisition, management and disposal activities involving purchase, outgrant or disposal of real property interests under the administrative jurisdiction of the Department of the Air Force.

(8) Administers Regional Homeowners Assistance Center for the eastern portion of the United States, the United Kingdom and the Azores. Manages all aspects of the Homeowners Assistance Program including approval of HAP programs, acquisition of homes, payment of benefits, private sales, resales, and appeals. Administers and coordinates the Market Impact Study Program and administers and executes Potential Impact Report Studies.

(9) Responsible for assuring appropriate internal controls and quality control/assurance procedures are in place on all aspects of acquisition, management and disposal of real property interests handled within the Branch.

(10) Identifies and monitors workload data, and in coordination with other Real Estate Division elements, develops funding and manpower requirements in support of acquisition, management and disposal activities.

(11) Homeowners Assistance Program Team:

(a) Reviews all HAP applications to determine eligibility and advises eligible applicants of available program options.

(b) Plans, schedules, and completes acquisition of fee title in homes from eligible applicants and processes acquisition for payment of additional benefits due.

(c) Processes all foreclosure applications to allow for prompt payment of benefits and relief to eligible applicants.

(d) Obtains title evidence, appraisals and legal descriptions required for acquisition of homes and processing of foreclosure claims.

(e) Processes all applications for Private Sale Benefits and requests and reviews all required appraisals, legal documents, deeds, closing sheets, and legal descriptions required to assure proper payment.

(f) Receives, maintains accountability, and reconciles all incoming and outgoing funds from/to applicants and/or mortgage funding institutions. Completes mortgage satisfaction and recordations, and obtains final title policies.

(g) Develops property management plans for properties acquired at various installations to provide for the inspections, security, maintenance, repair, renovation, and when appropriate, rental of properties held. Administers property management program in a manner to provide for security and protection of Government-owned real property and to lessen Government liability in connection with vacant properties to the greatest extent possible.

(h) Develops marketing plans for large numbers of properties acquired at various installations which provides for expeditious resale of properties realizing optimum returns for the Government with minimum impact on depressed real estate markets.

(i) Disposes of homes acquired through the Homeowners Assistance Program using a variety of means including, services of contractors, local real estate brokers, other professionals, and listings of properties in the local area. May also dispose of homes using block sales to investor groups and local governments and auctions.

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(j) Monitors availability and/or appropriate fund citation for certification and processing of all HAP funding documents or records; prepares commitments, obligations, check requests, invoice payment, and requisitions; reconciles with Resource Management, Financial Analysis Branch through Planning and Control Branch, as recorded in CEFMS. Administers certification and payment of all invoices for contract title evidence, closing services, property management and repairs, and disposal of acquired properties.

b. Purchase and PCA Section.

(1) Acquires fee title, easements, permits, rights of entry, and other interest in real property through purchase, exchange, donation, or transfer from other Government agencies, including permits for temporary use. Accomplishes required work through appropriate customer focused teams.

(2) Administers the Uniform Relocation Assistance and Real Property Acquisition Act, PL 91-646, as amended.

(3) Provides Real Estate technical manager for all civil and military acquisitions and Project Cooperation Agreement programs in the Savannah, Charleston, and Wilmington Districts. Provides Real Estate member to project or study teams. Coordinates provisions of Real Estate cost estimates and acquisition schedule input to all three districts.

(4) Field investigates and prepares Available Site Identification and Validation (ASIV) Reports, Real Estate Planning Reports, Real Estate Design Memoranda, and Real Estate Sections for military and civil works planning documents.

(5) Advises and assists project sponsors to ensure timely acquisition of all required real estate interests required for construction of federally assisted local interest projects. Reviews all project acquisitions prior to real estate certification of LERRDS (Lands, Easements, Rights of Way, and Relocation Disposal areas) and reviews and recommends for approval all sponsor claims for credit.

(6) Administers claims program under P.L. 91-516 (PCS Reimbursements).

c. Management Section.

(1) Responsible for management and disposal actions within the Savannah, Charleston, and Wilmington Districts and on Army and Air Force lands within the states of Georgia, South Carolina, North Carolina, and portions of Virginia involving civil and military real estate interests. Accomplishes required work through appropriate customer focused teams.

(2) Negotiates, prepares, issues, and administers leases, licenses, easements, consents, and permits for use of civil works and military real property interests and for use of military (Army and Air Force) lands.

(3) Plans, schedules, and conducts annual outgrant compliance inspections on civil outgrants within Savannah, Charleston, and Wilmington Districts and on all Army outgrants to assure the grantee's proper use and degree of utilization of the outgrant premises and to assure the grantee is fulfilling obligations and responsibilities contained in the real estate outgrant instrument.

(4) Plans, schedules, and conducts utilization inspections and executive order surveys on civil works projects within Savannah, Charleston, and Wilmington Districts to document and determine the degree of utilization of the project lands and to assure the projects are fulfilling obligations for a more efficient use or recommendation regarding disposal for underused or unused properties.

(5) Develops plan for resolution of encroachments and negotiates encroachment resolution with encroaching parties on civil works projects and military installations.

(6) Processes reports of excess civil works and Army and Air Force lands for disposal by General Services Administration.

(7) Negotiates all boundary line agreements and land exchanges in connection with establishment of the Government's boundary line on civil projects and completed military projects.

(8) Disposes of excess real estate through competitive invitations for bids.

(9) Administers terminations and revocations of all civil and military outgrant instruments and negotiates restoration obligations of these real estate instruments.

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d. Forest Resources Section.

(1) Provides the District Engineer and his staff with technical expertise in forestry matters. Administers the timber disposal activities that involve the operation of four field offices located at various military installations and civil works projects.

(2) Provides guidance and direction for an orderly and efficient implementation of approved Forest Management Plans through well-planned and effectively administered timber sales and other forest management services as requested by our customers.

(3) Provides technical guidance and direction to all field offices on appraisals for the disposal of forest products and reviews and approves all forest product disposal appraisals for correctness, consistency of approach and to assure appropriate return on sales. Provides oversight for all reimbursable forest management services at government installations and in-house work for Real Estate Division.

(4) Responsible for tracking status of all forest product sales contracts using T.H.I.S. and monitoring balance of payments from harvesting contractors.

(5) Maintains oversight of field office performance and operations to facilitate successful accomplishment of mission.

(6) Forest Resources Offices. (Ft. Benning, Ft. Bragg, Ft. Stewart, Ft. Gordon/Ft. Jackson/J. Strom Thurmond).

(a) Through timber sales contracts, provides a service to military installations or civil works projects by thinning or completely removing standing merchantable timber from area authorized for firing ranges, training programs, construction sites, roadways, recreation or camping areas, and other military or civil project requirements.

(b) Maintains a well-planned and effective contract administration program to provide for security and protection of Government-owned property and to prevent waste and provide for the efficient utilization of natural resources.

(c) Initiates and maintains good public relations to convey a high image of the Army's Forest Management Program. Conducts field investigations and prepares contract

specifications that protect endangered species and preserve the environment during harvesting operations.

(d) Contacts prospective bidders to show advertised timber sales, prepares appraisals of timber, opens bids, and makes recommendations for the award of contracts.

(e) Conducts surveys of metal contamination in suspect sale areas in an attempt to prevent unknown contamination from entering a mill undetected. Separates areas that are deemed metal contaminated by inspection and markets them appropriately.

(f) Schedules all contract activity with Range Control and the military units which train in timber sale areas to help assure the safety of the contractors from firing ranges, known unexploded ordinances, training conflicts, etc. Field office personnel keep all pertinent installation customers informed of contract activity to assure mission goals are accomplished in the most efficient and contractually sound manner possible.

(g) Monitors timber markets closely and keeps abreast of the most recent technology available in harvesting, inventory, geographic information systems, computer software, etc., to assist in more effective operations. Researches, locates, and solicits specialty operations which would best accomplish the mission goals of specific installation customers.

(h) Provides technical expertise in forestry related matters to environmental and/or engineering personnel, particularly at installations within the District having no staff foresters. Conducts periodic field review of forest stands and makes recommendations as to development, enhancement, and utilization of forest lands, including forest roads, fire protections, forest pest protection, regeneration, thinning, etc., which may contribute to forest health and the particular installation's overall sound management of natural resources.

(i) Prepares cost estimates for specific forestry related projects in support of reimbursable work such as kudzu abatement, timber stand improvement, reforestation, timber inventory, forest management plans, prescribed burning, timber marking/sale administration, and forest road construction.

(j) Prepares purchase requests, scopes of works, maps, performance reviews, etc., for the acquisition of contractors to perform forestry related work and provides complete oversight of this work to assure all Government interests are protected,

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including the environment. Maintains records of inspections, including photography, and completes receiving reports for completed work. Keeps associated installation personnel informed of contract activities.

(k) Performs timber inventories and prepares silvicultural prescriptions or forest management plans as requested by installation customers, normally as reimbursable work, in suitable format to be used as part of the installation's Integrated Natural Resources Management Plan.

(l) Conducts preliminary work in the field, including timber marketing and/or cruising, for timber sale availability on installations as requested by customers.

3. Appraisal Branch.

a. Chief of Appraisal Branch supervises all phases of the District's appraisal program including review and approval of all types of appraisal reports and gross appraisals for planning purposes prepared by staff appraisers and contract appraisers. Has staffing responsibilities for the District Appraisal Staff and for the employment of contract appraisers. Furnishes technical advice and acts in advisory capacity at Site Board Meetings and functions wherein real estate values are a consideration.

b. Provides assistance to the Department of Justice in condemnation cases and damage claims against the Government.

c. Prepares gross appraisals for all planning documents having real estate requirements including REPR (Real Estate Planning Report), local coop studies, feasibility reports, design memoranda, land exchange, and disposal proposals; appraisal reports for acquisition disposal, and outgrants of real estate and interests therein; appraisal of the salvage value of buildings to be disposed of by the Government; the establishment of rental rates for Government quarters pursuant to AR 210-12; the appraisal of damages claims against the Government where real estate is involved; makes impact studies and appraisals in connection with Homeowners Assistance Program.

d. Provides technical guidance and review of project sponsors appraisals.

e. Provides technical guidance, direction, and supervision for all appraisal functions in field offices.

4. Planning and Control Branch.

a. Office of the Chief.

(1) Responsible for programming, budgeting, and manpower planning for all Real Estate civil and military programs and actions, cadastral activities, real property accountability and maintenance and security of all RE historical records for the Charleston, Wilmington and Savannah Districts. Coordinates administrative requirements, including all personnel, training, and special reports for all RE activities.

(2) Prepares Findings of Determination and Fact in support of DERP/FUDS programs of Savannah, Wilmington, and Charleston Districts, and plans and coordinates the annual Real Estate program execution.

(3) Administers the Real Estate Safety Program.

(4) Maintains systems control for the automated processing of reporting information transmitted to higher authority for all Real Estate activities and requirements. Implements REMIS within Real Estate Division.

(5) Manages natural disaster planning and support activities and the IMA/IRR program for Real Estate Division.

(6) Provides information on data on Real Estate activities as requested by the District or higher authority and/or for response by the Chief, Real Estate Division.

(7) Provides all IM coordination and support for Real Estate Division.

(8) Manages and coordinates the internal control program for administrative and financial work in the Real Estate Division.

(9) Budget & Funding Team:

(a) Formulates and submits either at District level, through other district organizations, or to higher authority the budgetary requirements in support of all Real Estate activities for all civil and military programs, projects, and activities.

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(b) Furnishes the Resource Management Office monthly estimates of Government costs to be distributed from the Revolving Fund and other in-house project costs, as required, for all Real Estate Military funds and for reimbursable Civil Funds received for Real Estate support to Wilmington and Charleston Districts.

(c) Through coordination with Real Estate components, analyzes and develops workload requirements for the cost and performance of Real Estate activities.

(d) Through coordination with other districts, other divisions, Civil Works and Military Programs Management Branch, and the Resource Management Office, develops manpower requirements in support of Real Estate programmed activities that are consistent with the District manpower authorization for Real Estate, the TDA, and the Real Estate personnel report.

(e) Furnishes to the Resource Management Office the data necessary to determine overhead rates for civil and military functions with Real Estate and recommends overhead rates based on knowledge of unprogramed requirements.

(f) Receives, reviews, and records pertinent data from Real Estate directives, contracts, purchase orders, travel orders, legal instruments, and other funding documents prior to actual commitment or obligation of Real Estate funds for purposes of current project and funds status.

(g) Determines the availability and/or appropriate funds citation for certification and processing of all Real Estate funding documents or records to be entered into CEFMS>

(h) Implements CEFMS within Real Estate. Develops and maintains Real Estate automation plan.

(10) Real Property and Audit Team:

(a) Administers the Real Property Accountability Programs on civil works projects for Savannah, Charleston, and Wilmington Districts.

(b) Prepares audit records and maps and accumulates other documents for auditing RE historical records. Maintains records, maps and historical files for all lands and rights acquired, and provides security for these records.

b. Cadastral & Contract Section.

(1) Prepares cost estimates for all survey and mapping required in support of acquisition and management and disposal programs.

(2) Recommends to Chief, RE, whether in-house personnel or contract should be used to perform mapping of projects.

(3) Reviews final segment maps prior to approval of Chief, RE.

(4) Establishes Real Estate requirements, provides plats and deed information and request for survey to EN. Includes date RE needs survey and ensures milestones are met.

(5) Reviews the completed survey and prepares legal descriptions and exhibits and prepares Certificate of Review. Notifies EN that survey meets RE requirements.

(6) Except for lake projects, either EN or RE will make site visits to ensure contract requirements are met.

(7) Prepares and/or reviews all maps and descriptions of interest in land for acquisition, outgranting, and disposal.

(8) Prepares, awards, and administers contracts for cemetery relocation.

(9) Administers technical guidance to field offices on all cadastral functions.

(10) Administers the DERP-FUDS program in determining eligibility of sites and preparation of Findings of Fact.

5. Leasing Branch.

a. Acquires interest in real estate by leases, licenses, and permits for military and civil projects.

b. Reviews all real estate leasing directives; programs and schedules leasing acquisitions to meet programs Savannah, Charleston, and Wilmington Districts, as well as miscellaneous requests of all agencies within the Departments of the Army and Air Force.

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c. Administers the Annual Recruiting Facilities Program in accordance with DOD Directive 5160.58, 21 Mar 86, and USACE policy to ensure provision of professional and economical recruiting facilities in the states of Georgia, North Carolina, and South Carolina for the Army, Air Force, Navy, and Marine Corps.

d. Administers the annual reserve facilities program in accordance with Office of the Chief, Army Reserve, and U.S. Army Corps of Engineers (OCAR/USACE) established policies.

e. Accomplishes all overseas real estate activities required for the Transatlantic Program Center, including support of mobilization training and planning activities.

f. Acquires leased housing for the Army, Air Force and Navy.

g. Implements RFMIS within Real Estate Division.

h. Field investigates and prepares all real estate lease planning reports.

i. Monitors current and projected leasing workload data, and in coordination with other Real Estate Division elements, develops funding and manpower requirements in support of the leasing mission.

APPENDIX M

CONSTRUCTION DIVISION

1. Office of the Chief. Exercises administrative and technical supervision over the District Office Construction Branches and Field Offices. Exercises staff supervision over all Government contract construction work assigned the District at field installations throughout North Carolina, South Carolina, and Georgia.

2. Contract Administration Branch.

a. Office of the Chief. Directs, supervises, and coordinates the activities of the Claims Section and Office Engineering Section.

b. Claims Section.

(1) Investigates situations with contractors, which have or may lead to claims; analyzes claim and recommends responsibility on all claims, which are then presented, to the Contracting Officer for a decision.

(2) Meets with the Contracting Officer and contractor to discuss opposing positions concerning claims. Advises the Contracting Officer on technical, contract administration, and contract interpretation matters to facilitate a decision.

(3) Recommends claims to be resolved by Alternate Disputes Resolution (ADR) procedures. Assists Office of Counsel in the ADR agreement and conducts the ADR hearing, when appropriate. Resolves claims determined by the Contracting Officer to have merit includes preparation of IGE, PNO, negotiations, PNM and SF 30.

(4) Provides finding of facts along with all support documentation to Office of Counsel for the preparation of the final contracting officer's decision denying claims.

(5) Provides litigation support to Office of Counsel on Contracting Officer's decisions appealed by the contractor.

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(6) Provides construction expertise to the District on matters that become the subject of scheduling disputes, claims, modifications, Congressional inquiries, and/or contractor/supplies protests. Reviews, analyzes, and prepares impact analysis on construction schedules submitted on claims and modifications.

(7) Negotiates 8a contracts and letter contracts. Assists field offices by negotiating modifications beyond their capabilities.

c. Office Engineering Section.

(1) Assists with or prepares findings of fact and modifications for changes beyond the authority of the Administrative Contracting Officer.

(2) Assists field office engineers regarding technical and legal requirements to properly support and justify modifications; negotiates with contractor for equitable adjustment for construction contract modifications within the authority of the Contracting Officer.

(3) Reviews all pre- and post-Business Clearance Memorandums (BCM) for technical accuracy and completeness prior to forwarding to Contracting Officer. Reviews all audit requests for completeness and adequacy of the technical analysis; coordinates requests between Construction Division and Contracting Division.

(4) Negotiates 8a contracts, coordinating all activities with SADBUs representative. Prepares summary of negotiations for use in awarding contract.

(5) Exercises surveillance over contracts that have been accepted but not physically completed and determines action required to obtain physical completion. Also coordinates Construction Division's actions to assist in financial completion.

(6) Exercises surveillance over audits (requests and reports) on all negotiated contracts and modifications greater than \$500,000 absolute value. Assists field office staffs as

necessary with audit requests, technical analyses, and audit resolutions.

(7) Exercises control over automated Construction Management Programs. Coordinates with other staff members regarding interface with their automated systems.

(8) Provide guidance through development, administration and review of standard operating procedures.

3. Quality Assurance Branch.

a. Office of the Chief. Directs, supervises, and coordinates the activities of the Technical Support Section and Construction Management Section. Coordinates training programs for Construction Division. Coordinates the Junior Engineer, Construction Inspector, and Cooperative Education Training Programs for Construction Division.

b. Technical Support Section.

(1) Performs continuing evaluation of construction to ensure a high standard of construction quality.

(2) Provides technical support and assistance to the Area/Resident Engineers.

(3) Provides technical advice to field offices during selected acceptance test procedures. Reviews acceptance test documents for accuracy, completeness, and system acceptability. When necessary, develops design data for change orders to assure system performance.

(4) Determines Construction Division's position, during design phase of military and civil projects, pertaining to material and system selection, drawing and specification requirements, construction schedules, phasing and sequencing work, quality control requirements, and special provisions necessary to assure comments are submitted and incorporated into final contract documents.

(5) Performs constructibility review on plans and specifications prior to bid.

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c. Construction Management Section.

(1) Provides consistency and control as liaison between the Construction Division and other District elements.

(2) Coordinates actions between the District Office and the field offices.

(3) Monitors construction progress and assures that all requirements are met from contract award to close out.

(4) Administers supply contract functions for Construction Division.

(5) Advises the Chief of Construction on matters pertaining to contract special provisions.

(6) Advises the Chief of Construction on matters pertaining to funds control, utilization, manpower staffing, budgeting, internal control requirements, and the District's construction performance requirements.

(7) Coordinates the management and functional requirements of Construction Division's resources under the Corps of Engineers Financial Management System.

(8) Prepares forecasts of military and civil construction placement for Construction Division.

(9) Prepares Construction Division's consolidated operating budget.

4. Construction Division Field Offices.

a. Fort Bragg Area Office. Manages the onsite construction, engineering and contract supervision and inspection for Fort Bragg, and the Barracks Residence Office, under the staff supervision of Construction Division.

b. Barracks Resident Office, Fort Bragg, NC. Manages the onsite construction, engineering, and contract supervision and inspection for the barracks at Fort Bragg, under the staff supervision of the Fort Bragg Area Office.

c. North Carolina Air Force and Special Operations Area Office. Manages the onsite construction, engineering and inspection for North Carolina Air Force and Special Operations Area Office, Pope Resident Office, Special Operations Resident Office, and Seymour Johnson AFB Resident Office, under the staff supervision of Construction Division.

d. Pope Resident Office. Manages the onsite construction, engineering, and contract supervision and inspection for Pope Resident Office, under the staff supervision of North Carolina Air Force and Special Operations Area Office.

e. Special Operations Resident Office. Manages the onsite construction, engineering and inspection for Special Operations, under the staff supervision of the North Carolina Air Force and Special Operations Area Office.

f. Seymour Johnson AFB Resident Office. Manages the onsite construction, engineering, and contract supervision for Seymour Johnson AFB and miscellaneous military construction in Goldsboro, North Carolina and Sunny Point, MOT, and immediate vicinity, under the staff supervision of North Carolina Air Force and Special Operations Area Office. Performs contract administration on the Army Reserve Center at Morehead City.

g. Fort Stewart Area Office. Manages the onsite construction, engineering, and contract supervision and inspection, under staff supervision of Construction Division, for Fort Stewart, Hunter Army Airfield, Coastal Civil construction, Reserve Centers, and other miscellaneous military work throughout East Georgia.

h. Hunter AAF Resident Office. Manages the onsite construction, engineering, and contract supervision and inspection, under staff supervision of Fort Stewart Area Office, for Hunter AAF and any Civil Works project as assigned in the Savannah area.

i. West Georgia Area Office. Responsible for onsite construction, engineering, and contract supervision and inspection, under staff supervision of Construction Division, for Fort Benning and other miscellaneous military work throughout West Georgia.

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j. Robins AFB Area Office. Manages the onsite construction, engineering, and contract supervision and inspection, under staff supervision of Construction Division, for Robins AFB, and USAR Centers in the vicinity of Macon, as well as Moody AFB Resident Office and Fort McPherson Resident Office.

k. Moody AFB Resident Office. Manages the onsite construction, engineering, and contract supervision and inspection, under the staff supervision of Robins AFB Area Office, for Moody AFB and miscellaneous military construction in the immediate vicinity.

l. Fort McPherson Resident Office. Manages the onsite construction, engineering, and contract supervision and inspection, under staff supervision of Area Engineer, Robins AFB Area Office, for Fort McPherson, Fort Gillem, Camp Merrill, Dobbins ARB, and USAR Centers in the Atlanta area and in northwest Georgia.

m. Dobbins ARB Project Office. Manages the onsite construction, engineering, and contract supervision and inspection, under staff supervision of Fort McPherson Resident Office.

n. Richard B. Russell Area Office. Manages the onsite construction, engineering, and contract supervision and inspection, under staff supervision of Construction Division, for Richard B. Russell project and for construction activities in Hartwell and J. Strom Thurmond Project areas. Manages civil works construction throughout the State except in immediate vicinity of military/resident/area offices.

o. Fort Gordon Area Office. Manages the onsite construction, engineering, and contract supervision and inspection, under staff supervision of Chief, Construction Division, for Fort Gordon, Georgia, and any nearby military construction projects, such as USARs and Fort Jackson Resident Office. Manages civil construction projects or portions of them including civil O&M work in the near vicinity of Fort Gordon when assigned.

p. Fort Jackson Resident Office. Manages the onsite construction, engineering, and contract supervision and inspection, under staff supervision of Fort Gordon Area Office,

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for all military construction work assigned the Corps of Engineers in the state of South Carolina, and environmental clean up work at Shaw AFB and former Myrtle Beach AFB and Charleston.

q. Combat Aviation Brigade Resident Office. Manages the onsite construction, engineering and contract supervision, and inspection for the barracks at Fort Bragg, under the staff supervision of the Fort Bragg Area Office.

APPENDIX N

CONTRACTING DIVISION

1. Office of the Chief.

a. Serves as consultant and principle advisor to the District Commander and other District technical and supporting staff on all policy and procedural matters pertaining to the acquisition functional area (except real property). Responsibilities for the acquisition program of the District include advance planning of an acquisition through the contracting function to the completion of services and delivery of supplies.

b. Plans, directs, and exercises staff supervision over the proper performance of the contracting functions of the District. Conducts semi-annual inspections of District and field offices' procurement activities. Provides for full and open competition, in accordance with the Competition in Contracting Act (CICA) of 1984, through use of competitive procedures, or a combination of competitive procedures, best suited to the circumstances of the contractual action. Provides assistance to the Competition Advocate to promulgate the objective of CICA.

c. Administers the Standard Procurement System (SPS).

d. Interprets and implements higher authority decisions and directives that affect the contracting and purchasing functional area and develops new or revised procedures to assure compliance.

e. Participates in acquisition planning of District requirements, providing expertise in such areas as the breakout of the requirements, contract type, and method of procurement. Ensures acceptable balance between the need to support the mission and the need to preserve the integrity of the acquisition system. Maximizes competition.

f. Reviews qualifications of and prepares nominations for appointment of Contracting Officers, Administrative Contracting Officers; Contracting Officer Representatives and Ordering Officers; approves or forwards nominations to appropriate authority for approval, and maintains pertinent files.

g. Develops and supervises internal programs for adequate cost controls and prepares budget, travel, and training estimates under general guidelines established by regulation and the Resource Management Office for the Contracting Division.

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h. Manages the Defense Priorities and Allocations System. Processes actions for expediting assistance on critical programs when required.

i. Manages the District career program for, and acts as counselor to, all individuals in the contracting professional series.

j. Requests and receives audits from Defense Contract Audit Agency (DCAA); tracks all audits through receipt, resolution, and disposition. Reviews and comments on audit and other investigative reports relating to contracting activities.

k. Manages Contract Audit Follow-up (CAF) Program and reports to higher headquarters quarterly.

l. Performs duties of Procuring Contracting Officer (PCO) on large dollar value/complex actions.

m. Maintains liaison with industry, military activities and other Government agencies or contractual matters.

2. A-E and Construction Branch.

a. In coordination with Project Management, plans, coordinates and executes the Districts A-E Design, O&M Construction, and MILCON missions. Participates in annual acquisition planning for MILCON Resource Execution Planning Review (REPR) and Annual A-E IDIQ Acquisition Survey.

b. Maintains contractor source lists for construction and A-E Design.

c. For individual projects or programs assists Project Management in developing Acquisition Plans and staffs to higher HQ for approval. Participates as a member of the Project Delivery Team (PDT) on all projects.

d. Prepares and issues construction Invitations for Bid (IFB) and Requests for Proposals (RFP). Reviews for consistency with policy and for regulatory compliance prior to release. Receives, and opens bids and proposals and prepares abstracts.

- e. Conducts and evaluates pre-award surveys on low bidders. Makes determinations of responsibility or non-responsibility, and when applicable, refers determinations to proper authority for review.
- f. Advises Project Manager and participates on teams charged with source selection for competitively negotiated actions (RFPs).
- g. Reviews mistake-in-bid and protests of award in coordination with Project Manager and Office of Counsel. Prepares packages and documents Contracting Officer's recommendations.
- h. Prepares and executes formal construction contract documents, issues notices of award and notices to proceed. Evaluates and approves performance and payment bonds.
- i. Makes use of simplified acquisition procedures (actions under \$100,000) as appropriate. Conducts market surveys, solicits oral bids, prepares and issues written Requests for Quotations, transmits Requests for Quotations on the Electronic Data Interchange (EDI) or CBD, makes award decisions, awards and administers all such actions.
- j. Exercises staff surveillance over the contract administration function for the District to assure compliance with applicable provisions of Federal Acquisition Regulations (FAR), FAR Supplements, and other pertinent laws and regulations, and to provide direction and support to appointed representatives to assure compliance with terms and conditions of contracts.
- k. Administers construction contracts through appointed ACOs and CORs. Provides technical guidance and advice to field office personnel as required. Reviews the actions of appointed representatives on modifications issued within their authority. Reviews all construction modifications and obtains additional bonding when required. Prepares documentation and awards all construction modifications exceeding the authority of appointed ACOs.
- l. For proposed actions under IDIQ O&M Construction Contracts, reviews all Task Order packages negotiated and compiled by others for appropriateness (within scope), accuracy, completeness and compliance with pertinent laws, regulations and policies prior to preparing and executing the award document.
- m. Member of District Modification Review Board.
- n. Reviews all proposed A-E and Survey contract actions after the selection process for correctness of procedures and documentation. Requests and receives proposals and conducts

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negotiations with Project Managers on all A-E actions including Task Orders, IDIQ contracts, and basic contracts.

o. Administers A-E and survey contracts through appointed CORs. Retains contract administration authority for negotiating and awarding all modifications to A-E and Survey contract actions.

p. Furnishes reports to higher authority on volume and type of procurement actions as required by regulations.

q. Prepares appropriate Justification and Approval (J&A) documentation for other than full and open competition actions and staffs for approval.

r. Maintains liaison with industry, military activities, and other Government agencies on contractual matters.

3. Procurement Branch.

a. In coordination with Project Management and other technical elements, plans, coordinates, and executes the acquisition of all materials, supplies, and services (other than A-E design and construction); including dredging and A-E design and construction services in support of the District mission of Hazardous, Toxic and Radiological Waste (HTRW) management, the Environmental Compliance Assessment System (ECAS), and environmental work for others involving the Defense Environmental Restoration Program (DERP), and U.S. Environmental Protection Agency (super fund).

b. Plans, directs, and exercises staff surveillance over all acquisition phases, acquisition planning, pre-award, and post-award, for the procurement of supply, service, dredging and HTRW contracts (which includes A-E, construction, service and hybrid contracts).

c. Maintains contractor source selection lists for supplies and services.

d. For individual projects or programs assists Project Management in developing Acquisition Plans and staffs to higher headquarters for approval. Participates as a member of the Project Delivery Team on all projects.

e. Reviews statements of work drafted by other District functional elements and provides input to ensure that the final document is sufficient for advertising and/or negotiation. Prepares,

executes, and distributes completed IFBs and RFPs, and amendments. Receives/opens bids and proposals and prepares abstracts of bids and offers.

f. Evaluates bids/offers for responsiveness, and responsibility. Conducts pre-award surveys. Initiates necessary action to resolve minor informalities, and rejects bids and/or makes determinations of non-responsibility when applicable. Refers determinations to proper authority as required.

g. Advisor to Project Manager and participant on teams charged with source selection for competitively negotiated actions (RFPs). Provides assistance in developing and writing, source selection plans and documenting source selection decisions.

h. Reviews all mistakes-in-bid and protests of award in coordination with Project Manager and Office of Counsel. Prepares packages and documents Contracting Officer's recommendation.

i. Technical adviser to PMs, Technical Managers, and users on all contractual matters including the use of cost and fixed-priced contracting, procurement methods, processing of unsolicited proposals, award fees, and special provisions such as those relating to proprietary rights, and rights in technical data.

j. Prepares and executes formal contractual documents and issues notices of award for all supply, service, and dredging and HTRW actions.

k. Maintains staff surveillance over the contract administration function for the District to assure compliance with applicable provisions of the FAR, and FAR Supplements, and pertinent laws and regulations. Provides direction and support to appointed representatives to assure compliance with terms and conditions of contracts.

l. Responsible for the contract administration function over most awarded contracts. As such appoints CORs to perform specific contract administration tasks, but retains primary responsibility for establishing scope, requesting proposals, negotiating and awarding modifications to existing contracts. Takes action to terminate contracts for the convenience of the Government or for default, negotiates and settles claims or issues Contracting Officer Final Decision, manages Government Furnished Property and investigates and pursues possible labor violations.

m. Primarily responsible for negotiation and award of all T.O.s issued against IDIQ contracts for services, supply and HTRW.

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n. Manages Cost Reimbursable contracts for services including HTRW. Responsible for developing incentive award fee evaluation plans, oversees contract monitors, reviews and approves award fee recommendations.

o. Reviews 8(a) contractor proposals and audits, performs cost/price analysis, and conducts or participates in contract negotiations.

p. Program manager and monitor for the District's IMPAC (credit card) program. Trains, appoints and oversees the actions of cardholders and approving officials. Interprets and implements program policy from higher HQ and sets policy for the District. Takes action to remove authorities as necessary.

q. Maintains liaison with industry, military activities, and other Government agencies on contractual matters.

r. Furnishes reports to higher authority on volume and type of procurement actions as required by regulation.

s. Prepares appropriate Justification and Approval (J&A) documentation for other than full and open competition actions and staff for approval.

t. Makes use of simplified acquisition procedures (actions under \$100,000 or commercial actions under \$5 million) as appropriate. Determines commercial nature of supplies/services, conducts market surveys, solicits oral bids, prepares and issues written Request for Quotations, transmits Requests for Quotation on the Electronic Data Interchange (EDI) or CBD, makes award decision, awards and administers all such actions.

APPENDIX O

PLANNING DIVISION

1. Office of the Chief. Planning Division is responsible for the administration and technical supervision of the total Civil Works planning function of the District and for providing environmental and other planning support to the military construction, HTRW, and Support for Others programs. Various programs include General Investigations Studies, Changes to Completed and Uncompleted Projects, Project Deauthorization, Continuing Authorities, Water Supply Reallocations, Flood Plain Management Service, Flood Insurance Studies, Planning Assistance to States, Environmental Resources, Recreation Master Plans, Coastal America, and Special Studies.

2. Plan Formulation and Economics Branch.

a. Plan Formulation Team:

(1) Under the operational guidance of ER 5-1-11 (U.S. Army Corps of Engineers Business Process) executes the District's Civil Works General Investigations Program, with particular emphasis on deep draft navigation, flood control, shoreline damage prevention, environmental restoration, regional and basin wide water resources management, fish and wildlife mitigation, water quality, hydropower, water supply, and other specifically authorized studies focusing on traditional water resources outputs. In support of this mission function:

(a) Executes all necessary study activities associated with preparing the following end products; Reconnaissance Reports, draft and final Feasibility Reports. Participates as a primary team member in the preparation of Initial Project Management Plans, Feasibility Study Cost Sharing Agreements, and Project Cooperation Agreements.

(b) Ensures that all studies and reports follow accepted plan formulation procedures and methodology including Principles and Guidelines.

(c) Executes studies leading to post authorization changes, including the conduct of studies under Section 216 and reevaluations under Section 934.

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(d) Provides support to Project Management Division in the preparation of plans and specifications and in the oversight of construction management for the Continuing Authorities Program.

(2) Provides support to Engineering Division in reformulation activities associated with preparation of plans and specification documents.

(3) Provides expert technical advice to the General Regulatory Program on civil works matters and reviews water supply analyses prepared by applicants.

(4) Provides support to the Emergency Management Division that includes preparing Port Preparedness and Readiness Book and providing personnel to assist in natural disaster recovery assistance.

(5) Reviews major Civil Works legislation and policy, planning, and program guidance for implications and impacts on District's Civil Works Program.

(6) Provides long-range water resources planning expertise and guidance to other federal and non-federal agencies.

(7) Coordinates new initiatives under the Coastal America Program.

(8) Reviews plans of other agencies such as those for Public Law 566 projects.

(9) Furnishes or arranges technical assistance for non-federal agencies in shoreline and streambank erosion (Section 54 and 55, P/L 93-251).

(10) Conducts, and monitors the Flood Damage Reduction (Section 205 and 208), Emergency Streambank Erosion (Section 14), Section 106 (Shoreline Protection), Section 107 (Navigation), and Environmental/Ecosystem Restoration (Sections 1135 and 206) Studies of the Continuing Authorities Program. Prepares the Operation and Maintenance Manual for these projects upon completion of construction.

b. Economics and Special Program Team.

(1) Establishes economic and social analysis guidelines for conduct of the GI study program, for economic studies, and for cost allocation studies. Plans, organizes, coordinates, and evaluates economic research and analysis programs to provide and interpret data on the socioeconomic framework of the geographical areas in the District. Develops socioeconomic base data, prepares projections of economic and socioeconomic phenomena, and identifies area and regional social and economic profiles. Analyzes alternative plans and develops hypothetical relationships or cost-benefit analysis as required.

(2) Prepares social and economic portions of effect assessments, benefits data, and economic analysis for annual budgetary submissions and updates for studies and authorized projects covering flood control, navigation, hydropower, water supply, recreation, hurricane and storm damage reduction and operations and maintenance. Conducts traffic surveys and rate analysis to identify navigation benefits for feasibility studies, and Continuing Authorities Studies. Prepares cost allocation studies and reports. Conducts economic analysis of proposed military construction projects, Segmented Housing studies, and Installation Support Books.

(3) Provides the socioeconomic member for GI, Continuing Authority, O&M, or special study teams. Supports District elements on all economic and social impact analysis problems at all stages of project development. Performs market surveys and investment analysis studies in support of Real Estate outgrant and marina leasing activities. Performs socioeconomic program memorandums and coordinates multiyear program planning, such as 5-year investment programs. Performs financial capability analyses for feasibility studies. Executes economic analyses and advises and assists in evaluation of plan formulation procedures and economic evaluation methodology for water resources studies.

(4) Acts as lead District element in processing requests for raw water supply from Corps projects, Planning Assistance to the States, and Floodplain Management Programs. Coordinates activities in the Hurricane Evacuation Program. Coordinates activities in the Hurricane Evacuation Program. Develops cost and reimbursement schedules. Coordinates all study requirements for storage reallocation reports. Conducts regional water resource related institutional and implementation analysis in

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support of the special studies program. Evaluates the impact and effectiveness of various water conservation techniques on District studies dealing with water supply and wastewater management. Prepares and makes revisions to Civil Works Recreation Master Plans.

(5) Coordinates daily activities in the Flood Plain Management Service Program including technical services and flood hazard evaluations.

(6) Provides support to military and other federal agencies in establishing base flood conditions to aid them in complying with responsive to Executive Order 11988.

(7) Conducts special studies to develop guidelines for flood (coastal and inland) emergency warning and evacuation, plans for temporary shelter procedures, and a base for the development of post recovery plans.

(8) Performs Flood Insurance Studies, Limited Map Maintenance Program Studies, and Community Assistance Program tasks for the Federal Emergency Management Agency.

(9) Conducts miscellaneous water resources and water conservation studies under the Planning Assistance to State Program, (Section 22, Public Law 93-251), primarily in the state of Georgia.

(10) Periodically performs flood damage assessments for existing flood control projects.

3. Environmental Resources Branch. Directs the environmental, cultural, and natural resources planning activities of the District.

a. Conducts analysis of environmental impacts of proposed projects and project changes on fish and wildlife resources, wetlands, cultural resources, endangered species, air quality, noise levels, and water quality.

b. Evaluates all assigned projects to ensure compliance with applicable Federal and State environmental laws, statutes, and regulations. Prepares necessary reports, correspondence, and public notices to obtain required clearances.

c. Documents the results of impact analysis and environmental law compliance for Reconnaissance, Feasibility, and Detailed Project Reports, Ecosystem Restoration Reports, Environmental Impact Statements, Supplements to EIS documents, Environmental Assessments, Biological Assessments of Threatened and Endangered Species, Determination of Effect or No Effect, Section 404(b) (1) Evaluations, Water Quality Certifications, Essential Fish Habitat Evaluations, and Consistency Determinations for the Coastal Zone Management Act.

d. Coordinates NEPA and other environmental documents and reports with federal and non-federal resource agencies, conservation groups, and the public.

e. Prepares mitigation plans for projects in accordance with NEPA and the provisions of the Fish and Wildlife Coordination Act.

f. Supports the District's O&M dredging program to ensure they are in compliance with existing NEPA documentation and all applicable environmental laws.

g. Formulates water quality control and monitoring programs as required for District projects. Coordinates and monitors District's compliance with environmental regulations and laws for Corps projects required by the Federal Water Pollution Control Act of 1972, as amended by the Clean Water Act of 1977 (Section 401 and 404 activity).

h. Prepares the Formerly Used Defense Sites (FUDS) Initial Appraisals of the Defense Environmental Restoration Program (DERP) for the District.

i. Serves as center of expertise for the District for water quality and sediment quality investigations relating to the removal and disposal of dredged sediments.

j. Develops and coordinates aquatic plant control programs. Develops vector control plans and programs as required.

k. Performs environmental and cultural resources surveys on District operational projects and coordinates the results of these surveys as well as other environmental cultural resources compliance matters with the appropriate State and Federal agencies.

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l. Prepares Environmental Assessments, Environmental Impact Statements, Section 404(b)(1) Evaluations, Water Quality Certifications, Biological Assessments, Preliminary Assessments (HTRW), and Essential Fish Habitat Evaluations, as well as various other environmental documents. Coordinates these documents with federal, state, and local governments/agencies as well as all other interested parties required by law and regulations.

m. Provides environmental support of military installations in complying with all environmental laws and regulations and cultural resources and environmental requirements of NEPA and other related environmental laws.

n. Provides environmental support to Programs & Project Management Division on military construction projects being designed or constructed by Savannah District. This includes investigating the base's environmental compliance documents, reviewing projects for environmental compliance needs, conducting environmental surveys, preparing environmental documents, and coordinating projects with appropriate federal and state agencies.

o. Provides environmental and cultural resources support on real estate activities, including endangered species, permit requirements, and Preliminary Assessment Screens, Finding of Suitability to Lease, Finding of Suitability to Transfer, Environmental Condition of Properties, and NEPA compliance documents.

p. Makes eligibility determination on cultural resource sites and coordinates these determinations as well as survey results with the appropriate federal and state agencies. Also responsible for curation of all artifacts collected during cultural surveys on Corps property.

q. Provides environmental and cultural technical supports and advice as requested by the Regulatory Branch.

APPENDIX P

OFFICE OF SECURITY AND LAW ENFORCEMENT

1. Preservation of Law and Order.

a. Advises the Commander and staff concerning security and law enforcement matters.

b. Administers the District's Crime Prevention Program IAW AR 190-13.

c. Maintains liaison with local, county, state, and federal law enforcement agencies.

d. Receives and processes offense/incident reports from District field offices and facilities for reporting to SAD-SL. Reports serious incidents to DA, USACE & SAD under provisions of AR 190-40.

e. Provides oversight of Fraud, Waste and Abuse Program through inspections, inquiries and coordination with other staff elements.

f. Refers reports of alleged criminal activity involving District personnel to the appropriate investigative agency, i.e., CID, FBI, etc. Monitors progress of investigations referred to other agencies and reports results to Commander.

g. Conducts internal Corps inquiries/investigations as directed by the District Commander.

2. Physical Security

a. Manages the District's Physical Security Program IAW AR 190-13.

b. Conducts physical security surveys and inspections of field offices, sites, and facilities. Ensures that physical security plans are developed and implemented for all field offices/sites/facilities.

c. Coordinates security of the District HQs with GSA Facilities Manager and security guard force.

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d. Provides security and law enforcement response and support to emergencies and natural disasters.

3. Personnel Security.

a. Administers the District's Personnel Security Program IAW AR 380-67.

b. Processes completed NACI investigations for required security clearances. Coordinates with CPAC and CPOC on security and suitability determinations based on results of completed background investigations. Ensures compliance with TOP SECRET/SECRET periodic reinvestigation programs.

c. Verifies position sensitivity with division chiefs and grants security access as appropriate.

d. Publishes and maintains the District Security Clearance/Access Roster. Verifies security clearance information for District personnel visiting/attending classified facilities/meetings.

e. Issues and controls Civilian Identification Cards (DA Form 1602).

f. Conducts Antiterrorism Force Protection Level I training, IAW AR 525-13, for District personnel traveling overseas on official duty.

4. Information Security.

a. Exercises oversight responsibility for the District's Information Security Program (AR 380-5).

b. Conducts security education and awareness briefings for newly assigned team members. Coordinates and conducts biennial SAEDA briefings for all District team members (AR 381-12).

c. Monitors compliance with security regulations governing classified document control (AR 380-5).

d. Serves as the District's Foreign Disclosure Officer (FDO), IAW AR 380-10, to control visits by foreign nationals to Corps facilities and the release of USACE information to foreign nationals or governments.

5. Industrial Security.

a. Manages the District's Industrial Security Program IAW AR 380-49 and DOD Industrial Security Manual DOD 5220.22 M.

b. Establishes and maintains liaison with DIS Cognizant Security Offices concerning contractor clearances and facility storage authority. Processes requests for verification of contractor personnel and facility security clearances.

c. Assists Contracting Division and Programs & Project Management Division with preparation and submission of DD Form 254, Security Classification Guidance, for all classified contracts.

APPENDIX Q

INTERNAL REVIEW OFFICE

1. Internal Review.

a. Provides the Commander and staff professional advice concerning all audit matters.

b. Performs internal reviews and issues reports of known or suspected problem areas concerning financial effects, compliance with laws, regulations and policies, economy and efficiency of operations, and program results to include related internal controls.

c. Performs follow-up reviews of internal and external audits within the required time frames to determine the extent and effectiveness of corrective actions.

d. Prepares and obtains commander approval of the annual audit program and updates for transmittal through South Atlantic Division to HQUSACE.

e. Assures locally developed automated systems are adequately documented and contain sufficient internal controls, provides an audit trail, carries out management policies, conforms to legal requirements, and operates efficiently and economically.

2. Audit Compliance.

a. Provides liaison and coordination with representatives of the General Accounting Offices, the Army Audit Agency, Inspector General Offices in Department of Defense (DODIG), Department of the Army (DAIG), Engineers Inspector General (EIG), and any other external audit group.

(1) Arranges entrance and exit conferences with external group and appropriate organization officials. Provides administrative support to external audit and inspection groups.

(2) Monitors all actions relating to external audits and inspections. Ensures that accurate, adequate, responsive and

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coordinated comments are provided to external audit findings and reports.

b. Advises command concerning significant external audit issues in advance of the report being issued; disseminates audit reports received.

c. Coordinates action on external audit reports, Department of the Army trends, and Corps Deficiency Trends letters.

d. Maintains a follow-up system to control, monitor and report on corrective actions pertaining to all findings and recommendations.

3. Management Control.

a. Evaluates the District's implementation of the Army's Management Control Program, and performs compliance testing for locally performed vulnerability assessments.

b. Advises the Commander and staff concerning probable or possible material weaknesses for inclusion in the Federal Managers Financial Integrity Act Annual Assurance Statement and provides advice concerning internal control issues.

4. Consulting Services.

a. Provides audit assistance to investigative agencies on cases of fraud, waste and abuse.

b. Reviews and validates in-house value engineering proposals exceeding \$1,000,000 which do not require contract modifications.

c. Provides advice about the Command's organization, circumstances, technical matters and availability of existing information.

d. Reviews new or proposed management changes to existing policies or procedures to identify potential strengths or weaknesses.

e. Provides cost analysis services, such as in-house cost versus commercial sources, validating anticipated savings for various Army programs and comments on lease or buy decisions.

f. Provides audit assistance in gathering and analyzing data, examining transactions involving third parties, and providing assistance in the implementation of new processes or systems.

APPENDIX R

SAFETY AND OCCUPATIONAL HEALTH OFFICE

1. Supervises, directs, and surveys District activities for compliance with the Corps of Engineers District Safety Program. Advises Commander of accident potentials on programs and requirements for control.
2. Provides advisory safety engineering services for District activities in support of accident prevention, including feature of design, occupational health, fire prevention and protection, and radiological safety in end-use items or services.
3. Assists resident engineers, contractors, and supervisory personnel in formulating safety programs.
4. Reviews the program for issuing permits to operate motor vehicles, motorboats, and equipment.
5. Supervises the accident reporting system and compiles, analyzes, and disseminates accident data; develops corrective controls to be taken.
6. Reviews contractors' accident prevention plans.
7. Formulates, establishes, and administers the Federal Safety and Health Program for all Government employees within the Savannah District.
8. Develops and directs a comprehensive Fire Prevention Program throughout the District in accordance with the OSHA and NFPA.
9. Develops and maintains inventory of all hazardous chemical materials being used within the District.
10. Develops and implements a policy for surveying, analyzing, and evaluating District office elements and field office installation management efforts and effectiveness toward the Corps of Engineers Safety Program.
11. Evaluates and provides technical guidance for the District's Job Hazard Analysis and Medical Surveillance Programs.

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12. Provides staff oversight of the safety and health requirements for Savannah District's Hazardous, Toxic, and Radioactive Waste Program.

13. Manages a Respiratory Protection Program for the District.

14. Provides advice to careerists in the safety career field.

15. Manages the District's Workers Compensation Program. Assist District team members with filing procedures, and maintain records of OWCP claims filed within the District.

APPENDIX S

PROGRAMS & PROJECT MANAGEMENT DIVISION (PM)

1. Office of the Chief.

a. Administers and manages the execution of program and project management of Civil Works, Military, Installation Support, Environmental and SFO projects to provide a program and project management orientation by improving project continuity and accountability for project schedule, cost and budget, quality and customer/partner interface during planning, design and construction phases of a project.

b. Develops, defends and executes the District's Civil Works annual and multi-year program based on input from the technical divisions, for the District Commander. Supports the civil works programming processes by providing input to annual project and program budgets and all applicable information needed to prepare the President's budget.

c. Monitors program execution trends of Civil Works, Military, Installation Support, Environmental and SFO programs. Approves or recommends approval by higher authority, reprogramming to meet requirements and improve performance.

d. Establishes and revises overall scope identification, cost and schedule for in-house and A-E projects.

e. Negotiates funding estimates to assure that there are sufficient resources to support the project. Identifies conflicts in resources allocation between functional areas and facilitates resolution of conflicts with applicable technical chiefs.

f. Controls the allocation of assigned study and project funds.

g. Develops detailed construction schedules and funding requirements, in coordination with Construction Division.

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h. Conducts Project Review Board (PRB) and chairs appropriate issue resolution conferences, and other project and study related conferences involving the local sponsor and customer for the purpose of identifying and resolving problems that impact schedules, cost, budget and scope.

i. Reports PRB issues requiring action to District Commander.

j. Coordinates with technical elements in assuring preparation of all reports involving schedule and cost change requests; roll up military and civil summary reports dealing with cost and schedule during the Reconnaissance, Feasibility, Planning Engineering and Design (PED), Construction, and other phases in which project schedules and costs are affected; reports addressing the execution of Project Cooperation Agreements (PCAs); Project Management Plan (PMP) Execution reports; miscellaneous obligation and expenditure reports.

k. Acts as the overall point of contact with customers for all assigned projects. Coordinates, develops and obtains appropriate approval of Project Cooperation Agreements, Memorandums of Agreements or Understanding, or other agreements requiring customer/sponsor/partner, Division or higher headquarters approval.

l. Receives, interprets, and disseminates programming and project management guidance, directives, and correspondence from higher headquarters.

m. Manages Total Environmental Restoration Contracts (TERC) for incorporating the customer's environmental requirements into TERC delivery order.

n. Manages marketing of District capabilities.

o. Manages PROMIS, PPDS, and other project related management information systems.

p. Serves as Deputy Commander for Programs and Project Management as a principal advisor to the Commander.

2. Civil Works Programs and Project Management Branch.

a. Office, Chief of Branch:

(1) Implements and manages the execution of program and project management of assigned Civil Works projects, to provide a program and project management orientation.

(2) Supports the Civil works programming processes by providing input to the annual project and program budgets and all applicable information needed to prepare the District's Congressional Budget Submission.

(3) Receives and interprets programming and project management guidance, directives and correspondence from higher headquarters.

(4) Reviews and approves significant project correspondence involving project, program or policy issues. Prepares correspondence to higher authority, members of Congress, public agencies, and local sponsors regarding project and program management.

(5) Establishes priorities, facilitates resolution of conflicts in priorities, and elevates conflicts that cannot be resolved.

(6) Monitors program execution trends of Civil Works projects. Recommends and implements solution to improve customer satisfaction.

b. Civil Works Project Management Team.

(1) Execute Project Management services of assigned Civil Works projects.

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(2) Supports the civil works programming process for each assigned project by providing input about each project's budget and all related data to be submitted in the budget.

(3) Incorporates all programming and Project Management guidance, policies, procedures, directives and correspondence in the project documents.

(4) Provides significant project changes to higher authority for review and approval.

(5) Manages budget, scope, schedule, expected quality, and other factors for the accomplishment of a project.

(6) Prepares project correspondence to higher authority involving issues or policy matters which need to be addressed.

(7) Establishes priorities, facilitates resolution of conflicts, and monitors progress of project completion, through coordination with project sponsor/customer and technical manager.

(8) Develops preliminary and final data to be presented to the Project Review Board (PRB) on a monthly basis.

(9) Monitors project execution trends.

(10) Presents acquisition strategy at REPR and PRB.

(11) Works directly with project sponsor/customer for overall completion of the project and acts as the sponsors advocate.

(12) Leads the Project Delivery Team.

(13) Evaluates the Project Delivery Team members performance.

c. Civil Works Programs Management Section.

(1) Budget Development, Justification, and Defense:

(a) Responsible for coordination, preparation, and dissemination of the District's Civil Works Program, study and project data provided to Congressional representatives and other parties involved in federal appropriation.

(b) Serves as District point of contact with South Atlantic Division and USACE on Civil Works funding and cost data, for assigned Civil Works Programs.

(c) Prepares, in coordination with project managers (PMs) and technical divisions, budgetary documents such as study/project cost estimates and schedules, justification sheets, data sheets, status maps, etc., and submits to South Pacific Division.

(d) Coordinates and reviews the District's overall Civil Works budgetary submissions and presentation to the Division Commander.

(e) Coordinates the establishment of project and study funding capability, overall District funding capability, and study priorities within District Budgetary target which are submitted to the District Commander for approval.

(f) Reviews data to be included in budgetary justification sheets such as costs, economic justification and environmental schedules. Prepares budgetary certification documents to be signed by the District Commander (excluding Operations and maintenance).

(g) Prepares the District's Civil Works Annual Report.

(2) Assistance to project managers and technical organizations on funds management:

(a) Provides technical advice to DPM, the branch chief, and Chiefs of the Planning, Engineering, Construction, Operations, Real Estate and Emergency Management Divisions on Civil Works future funding, schedules and manpower.

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(b) Develops and implements effective control and management procedures for assigned Civil Works funds. Coordinates the analysis of future manpower needs with technical divisions and the Resource Management Office.

(c) Reviews and provides budgetary input for planning and design documents (Recons, Feasibility Reports, DMs, etc) and other documents to assure consistency with project authorization, budgetary funding and schedules, and local cost sharing agreements.

(d) Reviews laws and Congressional Committee reports and provides summary reports for District elements.

(e) Develops, inputs, and monitors data to Programs and Project Delivery System computer database.

(f) Prepares and coordinates workload analysis of current year Civil Works Programs with technical divisions.

(g) Coordinates reprogramming requests for all Civil Works programs.

(h) Makes fund requests to local interests based on Project Cooperation Agreements Feasibility Cost Sharing Agreements, and PED agreements.

(i) Reviews, monitors, and coordinates work orders between District elements to other agencies and offices, and received from other agencies and offices for assigned Civil Works projects and programs.

(j) Coordinates the scheduling of obligations and expenditures for Civil Works planning, design construction, and operations projects and programs, and makes funds adjustments to effectively manage fund within program expenditure goals with division chiefs and project managers on a quarterly basis.

(k) Provides information to project managers for preparation of monthly Project Management Reports.

(1) Participates in District Information Management systems planning and design coordinating with IMO and other technical divisions to integrate PPMD data with other District systems.

(3) Participates in achieving the efficient execution of the current year Civil Works Program.

(a) Establishes savings and slippage funding reductions to specific studies and projects in concert with technical divisions.

(b) Integrates the current year program schedules for accomplishment of project activities in conformance with authorized, approved, and funded work, including subsequent changes; prepares or analyzes and validates obligation and expenditure schedules by month (ENG Form 2101) for program execution.

(c) Monitors program progress, evaluates performance, evaluates causes for deviations from schedules, and implements, in coordination with subprogram managers, program changes and funding adjustments. Coordinates requests for additional authority or funds, objectives, and resource utilization.

(d) Reviews and certifies non-reimbursable work orders for compliance with approved program.

(e) Estimates direct-funded obligations by quarter for funds apportionment requirements.

f. Participates in the preparation of local sponsor advance construction agreements (Section 215, PL 90-483) and local sponsor financing plans, and evaluates proposed letters of assurance and local cooperation and contributed funds agreements.

3. Military Programs and Project Management Branch.

a. Office, Chief of Branch.

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(1) Administers and manages the military mission of the District which involves contact and a working relationship with higher Corps authorities, military commands, installations, bases, field offices, and other sources necessary for timely and economical execution of the programs. Establishes and monitors District objectives necessary to meet congressional, OSD, HQUSACE, Division, District, and customer goals relative to various military programs.

(2) Monitors progress of various programs and projects, evaluates and analyzes performance, determines causes for deviations from established schedules and budgets, and implements corrective action, project and funding changes. Recommends changes in priorities, schedules, and methods of accomplishment of work to achieve program goals.

b. Management Teams. The following Management Teams administer and manage their respective military mission of the District which involves contact and working relationships with higher Corps authorities, military commands, installations, bases, field offices, and other sources necessary for timely and economical execution of the programs. Establishes and monitors District objectives necessary to meet congressional, OSD, ACSIM, Commands, HQUSACE, Division, District, and customer goals relative to respective military program. Evaluates and analyzes progress and performance of various programs and projects, determines causes for deviations from established schedules and budgets, and establishes corrective action, project and funding changes to ensure compliance with user needs, and statutory/regulatory requirements. Manages and evaluates the Project Delivery Team. Act as the primary customer POC and advocate. Obtains on a continuous basis customer input for the purpose of improving performance. Recommends changes in priorities, schedules and methods of accomplishment of work to achieve program goals. Establishes the standard for project quality by assuring that the criteria adequately describes a project that will meet the user's stated needs and that the designer has a clear understanding of the project requirements.

- (1) Ft Bragg Team
- (2) Ft Stewart/Hunter Army Airfield (HAAF), Ft Gillem, Ft McPherson Team
- (3) Ft Benning Team
- (4) DOD Team
- (5) Family Housing Team: Performs all family housing community planning worldwide
- (6) Pope/Seymour Johnson Team
- (7) Robins/Dobbins/Moody Team

c. Military Program Management Section.

- (1) Creates District Annual Execution Plan NLT 31 October each FY. Incorporates Small and Disadvantaged Business (SDB) compliance.
- (2) Initiates and prepares program budgets for military design and construction projects.
- (3) Ensures adequate funds are available for all military and HTRW projects.
- (4) Conducts special studies on military programs.
- (5) Prepares workload and income forecasts in various military programs based on input from District functional organizations.
- (6) Assures accuracy of military cost data.
- (7) Maintains PROMIS and district Labor Management System (LMS), ensuring accuracy of project, schedule, and funding data.

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(8) Manages work order system.

(9) Provides technical advice to all concerned regarding the applicability and availability of MILCON funds for specific purposes.

(10) Makes required Congressional notification of pending military contract awards.

d. Installation Support Branch.

(1) Office, Chief of Branch.

(a) Administers and manages the Installation Support mission of the District which involves contact and a working relationship with higher Corps authorities, military commands, installations, bases, field offices, and other sources necessary for timely and economical execution of the programs. Establishes and monitors District objectives necessary to meet congressional, OSD, HQUSACE, Division, District, and customer goals relative to various military programs.

(b) Monitors progress of various programs and projects, in the installation support program, evaluates and analyzes performance, determines causes for deviations from established schedules and budgets, and implements corrective action, project and funding changes. Recommends changes in priorities, schedules, and methods of accomplishment of work to achieve program goals.

(c) Installation Support Teams. The following management teams administer and manage their respective mission in direct support of assigned military installations. This involves contact and working relationships with higher Corps authorities, military commands, installations, bases, field offices, and other sources necessary for timely and economical execution of the programs. Establishes and monitors District objectives necessary to meet congressional, OSD, ACSIM, Commands, HQUSACE, Division, District, and customer goals relative to respective military program. Evaluates and analyzes

progress and performance of various programs and projects, determines causes for deviations from established schedules and budgets, and establishes corrective action, project and funding changes to ensure compliance with user needs, and statutory/regulatory requirements. Recommends changes in priorities, schedules and methods of accomplishment of work to achieve program goals. Establishes the standard for project quality by assuring that the criteria adequately describes a project that will meet the user's stated needs and that the designer has a clear understanding of the project requirements. Pursue work-involving support of Military installations and related SFO work for other agencies.

- (1) Ft McPherson/Gillem Installation Support Team
- (2) Ft Stewart/Hunter Army Airfield (HAAF) Installation Support Team
- (3) Military Ocean Terminal at Sunny Point Installation SupportTeam
- (4) Project Support Team
- (5) Installation Planning Team: (MMP, PPPCIS, BCP, Project Programming Documents, Quick Start Program, EEAP)

4. Environmental and Support for Others Management Branch.

a. Office, Chief of Branch.

(1) Administers, manages, and markets the Environmental and Support for Others and TERC missions of the District. Establishes District objectives necessary to meet congressional, OSD, HQUSACE, Division, District, and Customer goals relative to various Environmental and Support for others Programs.

(2) Directs and coordinates manpower requirements and allocations by function and organization based on program analyses and Congressional appropriations.

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(3) Executes Memorandum of Agreements (MOA) for Support for Others/environmental activities with customers and appropriate Corps of Engineers organization elements.

(4) Responsible for Pollution Prevention Studies and Plans, Waste Management Studies and Plans, Air Emission Inventories, Environmental Compliance Audits, Lead Base Paint and Asbestos abatement and other compliance, prevention and conservation initiatives.

b. Environmental Restoration Team.

(1) Administers, develops, manages, and markets Environmental restoration Programs of the District which include Defense Environmental Restoration Program (DERP) Formerly Used Defense Sites (FUDS) and Army Installation Restoration Program (AIRP), EPA Superfund, Installation O&M funded HTRW projects, Environmental Restoration work for others which include other DOD agencies and Environmental Restoration Support for Others which include non-DOD agencies.

(2) Develops Savannah District FUDS Program and in coordination with other SAD Districts the SAD FUDS Program, Adjusts Programs based on appropriations and programmatic priorities.

(3) For FUDS, develops in collaboration with Office of Counsel and technical divisions the governments position in negotiating with regulators and property owners concerning the governments liabilities and responsibilities on environmental restoration matters.

(4) As Contracting Officer Representative, administer A-E Contracts in the prosecution of contracted work.

c. Total Environmental Restoration Contract (TERC) Team.

(1) Manages contract capacity, application and use consistent with Corps regulations, policies, procedures, contract requirements, and management procedures under guidance of the contracting officer.

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(2) Manages and administers assigned contract delivery orders as appropriate by program requirements.

(3) Represents District Commander serving as the District's primary point of contact for all TERC actions including contact with customers, governmental agencies, congressional interests other external organizations and higher authorities.

APPENDIX T

EMERGENCY MANAGEMENT DIVISION

1. Manages and directs natural disaster and catastrophic disaster preparedness activities, as well as emergency operations for the Savannah District pursuant to PL 84-99, as amended, PL 93-288, AR 500-50, AR 500-60, AR 500-70, and disaster assistance authorities of other federal and state agencies.
2. Evaluates DA, CESAD, FEMA, DOT, and other federal and state agency policies, directives, and regulations pertaining to natural and catastrophic disaster activities, develops requirements for District-wide emergency plans, directives, and programs; recommends course of action to the Commander for implementation.
3. Represents the Commander in conferences with CESAD, HQUSACE, DA, federal and state agencies, local municipalities, and general public in matters concerning Corps emergency management programs.
4. Prepares District natural and catastrophic disaster plans and preparedness measures. Responsible for the Temporary Housing and Emergency Power Annexes for all South Atlantic Division catastrophic plans.
5. Manages the District's Individual Mobilization Augmentee (IMA)/Individual Ready Reserve (IRR) Program.
6. Represents the Commander on all matters pertaining to the National Oil and Hazardous Substance Pollution Contingency Plan. Coordinates with representatives of the Regional Response Team (DOD, EPA, DOC, DOT, and USDA), as required concerning activities covered in the above plan and on the Savannah Military Port Readiness Committee.
7. Organizes emergency teams with proper discipline to respond to emergencies. Responsible for staffing, training and deploying Temporary Housing and Emergency Power Planning and Response Teams (PRT).

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8. Requests support in disaster recovery operations. Obtains emergency supplies and equipment.

9. Oversees need for emergency drinking water and recommends project eligibility and feasibility.

10. Prepares District's rehabilitation reports, requirements for advance measures and storm relief work immediately following a natural disaster and recommends project eligibility and feasibility.

11. Manages District program for inspection of completed Corps local flood protection, hurricane and shore protection projects in accordance with existing policies and procedures.

12. Develops criteria and identifies essential Civil Works facilities within the District.

13. Responsible for maintaining an emergency relocation site.

14. Monitors emergencies and severe weather and coordinates and/or notifies District staff, CESAD, HQUSACE, and other agencies. Posts appropriate information on severe weather on appropriate charts and maps. Prepares required reports for submittal to CESAD.

15. Maintains and operates all disaster equipment so the equipment is ready for use at all times.

APPENDIX U

SAS REORGANIZATION PROPOSAL FORMAT

CESAS-

Date

SUBJECT:

Staffing/Concurrences/Nonconcurrences:

RM	CONCUR	NONCONCUR	DATE
CP	CONCUR	NONCONCUR	DATE
DP	CONCUR	NONCONCUR	DATE
DS	CONCUR	NONCONCUR	DATE
DC	CONCUR	NONCONCUR	DATE

1. Objective. State objective of reorganization (Why do you want to reorganize? State specifically what you want to achieve).
2. Discussion. Include the detailed analysis of and justification for all the relevant factors, including the advantages and disadvantages of three possible alternatives to the problem.
3. Resource Impact. Define the impact on resources, i.e., people, positions, time, FTE, costs, equipment, space, etc.
4. Relate Changes to the Chief of Engineers' Basic Principles.
 - a. Improving service and responsiveness to the customer.
 - b. Providing more effective and efficient accomplishment of the mission.
 - c. Improving maintenance of critical expertise.
 - d. Providing improved quality of products and services.

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- e. Improving strategic alignment.
- f. Improving/empowering teams.
- 5. Supervisory Ratio. Show before and after ratios.
- 6. Recommendations.
- 7. Enclosures.
 - a. Provide current organization chart and functional statement showing proposed changes marked in red.
 - b. Provide draft position descriptions (only new or affected positions).

(Manager's Signature Block)

APPROVE _____

DISAPPROVE _____

SEE ME _____

JOSEPH K. SCHMITT
COL, EN
Commanding