

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

DISTRICT REGULATION  
No. 37-1-11

1 June 1995

Resource Management  
ACCOUNTING AND TRANSFER OF COMPLETED PROJECTS

1. Purpose: To prescribe one overall policy, set of procedures and responsibilities to govern the accounting for and the transfer of completed projects from the Construction In Progress (CIP) accounts.

2. Applicability: This regulation applies to all elements and subordinate organizations of the Savannah District. This regulation also applies to selected procedures and processes involving the Real Estate and Resource Management functions as they support Wilmington and Charles ton District.

3. References:

a. PM Policy Letter No. 11, 13 March 1995, subject: DD Form 1354 - Preparation, Processing, and Monitoring.

b. PM Policy Letter No.12, 19 April 1995, subject: Transfers form Civil Construction Work-In-Progress.

c. Construction Division Standard Operating Procedures No. VII-11, 11 April 1995, Transfer and Warranties of Completed Construction (Military).

d. Construction Division Standard Operating Procedure No. VII-13, 13 April 1995, Transfer and Warranties of Completed Construction (Civil).

e. Military Accounting Section, Resource Management Office, Standard Operating Procedures, 17 April 1995, Removing Physically/Financially Completed Projects from CIP Account.

f. Civil Accounting Section, Resource Management Office Standard Operating Procedures, 28 April 1995, Transfers from Civil construction in Progress MPP Projects.

g. Joint SOP on Joint Review Process (TBP).

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4. General. The completed process of accounting for and the transferring of completed projects from the CIP accounts is the responsibility of various offices throughout the District. Each office will have their own procedures to implement these accounting and transfers and to manage the CIP accounts, as it relates to their office and their responsibilities within the overall process. However, the Resource Management Office (RM) will have overall responsibility for the process. This regulation ties all the individual processes and procedures together.

5. Specific Procedures and Responsibilities.

a. Military. References a, c, and e contain the policies and procedures developed and used by Project Management Division (PM), Construction Division (CD), and RM, respectively, to manage the Military CIP account.

b. Civil. References b, d, and f contain the policies and procedures developed and used by PM, CD, and RM, respectively, to manage the Civil CIP account.

c. Reference Documents. PM, CD, and RM will be responsible for developing, maintaining, and updating the reference documents. Other offices will be responsible for notifying RM when they update the reference documents.

d. Establishment of Procedures. RM will be responsible for overseeing and coordinating any procedural changes that might affect more than one office in the overall process. Individual offices will not make changes to their internal procedures, if they might affect other offices, without notifying RM.

e. Training. PM will be responsible for conducting joint annual training on CIP policies, procedures, and responsibilities. CD and RM will assist in the training. Individual offices will conduct additional annual detailed training applicable to their office.

f. Periodic Monitoring.

(1) PM will be responsible for briefing CIP status at monthly Project Review Board meetings.

(2) RM will be responsible for coordinating and conducting semi-annual joint reviews of the CIP accounts.

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g. RM will be responsible for maintaining and updating this regulation.

h. PM, CD, and RM will each have one primary point of contact for CIP account management.

/s/  
WAYNE W. BOY  
Colonel, Corps of Engineers  
Commanding

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