

# CHAPTER 1. INTRODUCTION

## 1.1 General.

*a. Purpose.* This plan presents and prescribes the basic duties, responsibilities, policies, procedures, and essential information for guiding Resident Engineers and their staff in contract administration relative to the construction mission of **U.S. Army Engineering & Support Center**, Huntsville (USAESCH) in the Chemical Stockpile Disposal Program (CSDP). Primarily, these instructions are intended for managing fixed-price construction.

*b. Scope.* This plan does not supersede the requirements of law, governing regulations, or the specific provisions of contracts. It supplements Federal Acquisition Regulations and references FAR clauses that are mandatory for contract management. Together with EP 415-1-260, *Construction/Resident Engineer Management Guide*, this plan fulfills the Memorandum of Agreement between USAESCH and **Operations Support Command (OSC)** for managing CSDP contracts. However, this plan nor the EP can cover all possible conditions and requirements that develop in contract administration. Operating conditions may vary on different projects or sites; therefore, certain field office policies and procedures must be formulated by the Resident Engineer to meet the varying conditions. When guidance is incomplete or not applicable, the Resident Engineer should request assistance from the Directorate office.

*c. Applicability.* All personnel of the Huntsville Center, Chemical Demilitarization **Directorate**, who are responsible for contract administration will use this plan. Other Directorate personnel and personnel of the Directorate of Chemical Demilitarization Program Management will follow this plan to interface with the Construction Directorate.

## 1.2 Program Organization.

*a.* Exhibit 1\*1 shows the organization for the Chemical Stockpile Disposal Program. USAESCH Chemical Demilitarization **Directorate (CD)** serves as the single point of contact and life cycle project manager for all Corps of Engineer activities for the CSDP. The **OSC** Procurement Contracting Officer has delegated Administrative Contracting Officer authority to USAESCH to perform the task of administering the firm fixed-price (FFP) phases (equipment acquisition, construction, and equipment installation) of the CSDP systems contract. The administrative role is unique in that the Procurement Contracting Officer is headquartered in the **Operations Support Command, OSC**.

*b.* The Director, Chemical Demilitarization Directorate, is responsible for the job site administration of all FFP construction. This construction will be accomplished through a designated Resident Engineer and staff located at each Chemical Demilitarization Disposal Site. In addition to staff supervision and coordination of Resident Office functions, the **Chemical Demilitarization** Directorate is responsible for cost control, manpower, selecting personnel, personnel actions and assignments, and administrative actions (see exhibit 1\*2). The Chemical Demilitarization Directorate, CEHNC-CD, is organized as follows:

<u>STAFF OFFICE</u>	<u>SYMBOL</u>
<b>Office of the Director</b>	<b>CEHNC-CD</b>
<b>Technical Support Team</b>	<b>CEHNC-CD-TS</b>
<b>a. Quality Assurance</b>	<b>CEHNC-CD-TS-QA</b>

**b. Contract Administration**  
**Alternate Technologies Team**  
**Incineration Team**  
**Operations Support Team**  
**Russian Team**

**CEHNC-CD-TS-CA**  
**CEHNC-CD-AT**  
**CEHNC-CD-IN**  
**CEHNC-CD-OP**  
**CEHNC-CD-RT**

c. Project Management Chemical Demilitarization is performed through a liaison office at Edgewood Arsenal.

d. The Resident Engineer (RE) is the manager of the field office and is responsible to the CD Directorate. The RE supervises the field organization and manages functions delegated by the CD Directorate. Other Resident Engineer functions are summarized in exhibit 1\*3.

The interrelationships of the U.S. Army Chemical Material Destruction Agency (USACMDA), U.S. Army Material Command (AMC), **OSC**, the U.S. Army Corps of Engineers (USACE), and **U. S. Army** Engineering and Support Center **Huntsville** (USAESCH) must be clearly understood to accomplish the program mission. Partnering agreements with these agencies have been executed. It is important that all managers understand the importance of the program mission and the need to foster and promote a team approach for the program execution. The acquisition strategy dictates that the PCO must be kept informed with regard to the construction schedule and cost control. The Resident Engineer and staff are the focal points for construction execution.

**1.3 ACO/COR AUTHORITIES.** The current CSDP acquisition strategy provides for **OSC** to have Contracting Officer Authority for the CONUS systems contracts starting with the Anniston Chemical Agent Disposal Facility (ANCDF). The **OSC** will retain Procuring Contracting Officer, **(PCO)**, authority for the project control portion of the systems contract throughout the life of the contract. As stated earlier, ACO authority has been delegated to USAESCH for the construction, equipment acquisition, and equipment installation portions of the systems contracts. **HNC-CT has the role of PCO on some contracts and has been designated primary ACO authority for construction and equipment installation phases of other fixed price contracts. The Resident Engineer has limited ACO authority on the firm fixed price incineration contracts.** However, **OSC** will assume authority when systemization begins. Contracting authorities and limitations are discussed in detail in chapter 7.

a. *Administrative Contracting Officer (ACO).* The **primary** ACO resides in the Directorate of Contracting in Huntsville Center, **HNC-CT**, and will administer the firm fixed-price CSDP construction phases of the systems contract. **The Resident Engineer has limited ACO authority at the construction site.** However, it is the Procurement Contracting Officer (PCO) who is ultimately responsible for the contract throughout its life cycle. ACO's are appointed by the Principle Assistant Responsible for Contracting (PARC).

b. *Contracting Officer's Representative (COR).* The Director, Chemical Demilitarization Construction, USAESCH, and the Resident Engineer have been appointed authorized representatives of the Contracting Officer. The appointment authorizes the COR to take actions required of the Contracting Officer, but only actions at the job site. The authority specifically excludes any action, which would result in changing the contract price or completion dates. If the Resident Engineer desires a staff member to act in the COR capacity, or if he has a staff member act in his absence, the Resident

Engineer must submit a recommendation to the CD Directorate. Personnel will sign documents as:

**John J. Smith**  
**Authorized Representative**  
**of the Contracting Officer**

or

**John J. Smith**  
**Acting Resident Engineer**

The roles of the Resident Engineer, the ACO, and Contracting Officer Representatives are different in some respects, but all support the PCO.

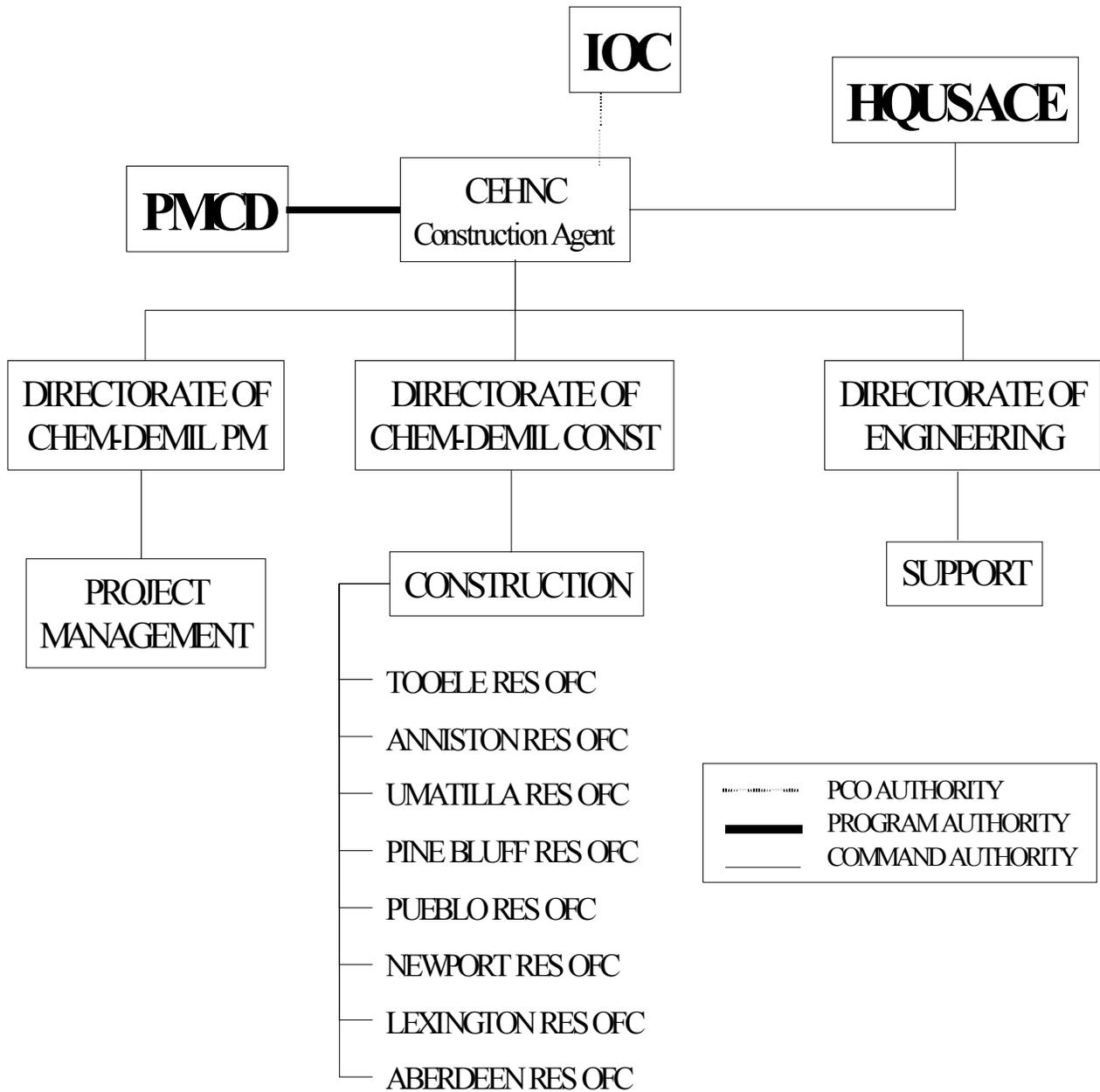


Exhibit 1\*1. Chemical Demilitarization Directorate

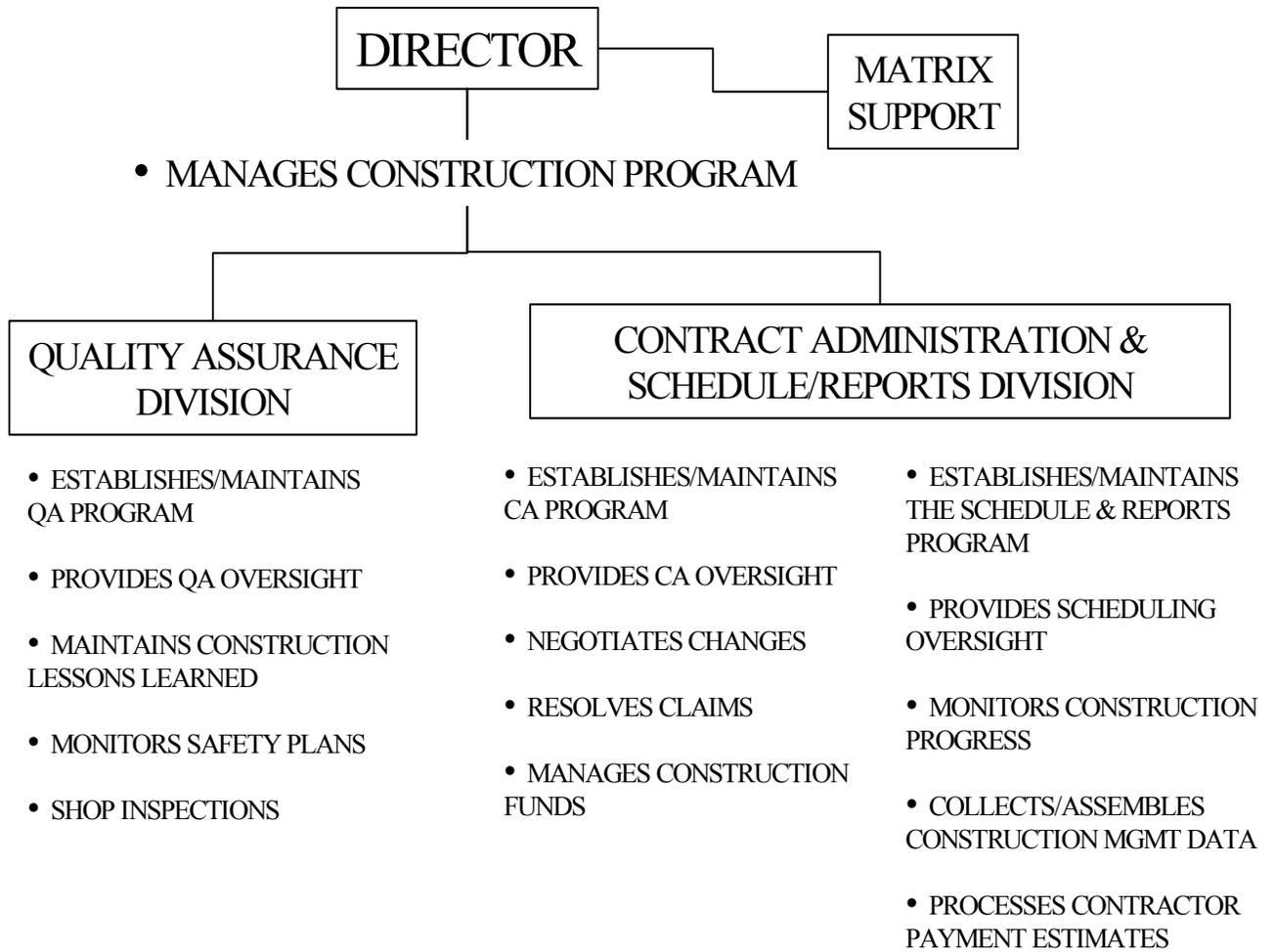


Exhibit 1\*2. Chemical Demilitarization Directorate - Organization and Functions.

# RESIDENT ENGINEER

- MANAGES ON SITE QA AND CA
- ADMINISTRATIVE CONTRACTING OFFICER (ACO)

## QUALITY ASSURANCE DIVISION

- PERFORMS QA FUNCTIONS
- GATHERS CONSTRUCTION LESSONS LEARNED
- MONITORS JOB SAFETY
- CONDUCTS DAILY SURVEILLANCE OF WORK
- REVIEWS AND APPROVES SHOP DRAWINGS
- PROVIDES TECH SUPPORT
- COMPILES AND SUBMITS LESSONS LEARNED
- REVIEWS O&M MANUALS AND AS-BUILT DRAWINGS

## CONTRACT ADMINISTRATION & SCHEDULE/REPORTS DIVISION

- ADMINISTERS GFE AND PROPERTY
- AUDITS/PROCESSES CONTRACTUAL PAYMENTS
- NEGOTIATES MODS AND CLAIMS
- PROVIDES COST ENGR. SUPPORT
- MANAGES CONSTRUCTION FUNDS
- PREPARES SCHEDULES AND MANAGEMENT REPORTS
- MONITORS SCHEDULES & COORDINATES DATA COLLECTION FOR CLAIMS
- MAINTAINS SURVEILLANCE OF THE NAS
- REVIEWS AND APPROVES CONTRACTOR'S NAS