

## Chapter 2. Office Documentation Management

**2.1 Purpose.** The purpose of this section is to provide guidance in the receipt, distribution, and filing of various pieces and types of construction correspondence at the Resident Engineer Office. Each Resident Engineer shall establish their own procedure by which routine contract documents can be logged-in, date stamped, copied (number of copies), distributed, and tracked. A major portion of these contracts documents, except for the more routine, are detailed in specific chapters of this manual. Those chapters should be referenced when detailed questions arise.

It is imperative that proper and expeditious handling, copying, and processing of all correspondence be conducted in order to insure that thorough and accurate reviews are conducted within statutory time requirements. And, the required distributions, implementation, written responses to correspondence and filing of documents are conducted upon their review and approval.

### 2.2 References.

- a. AR 25-1
- b. AR 25-50, Preparing and Managing Correspondence
- c. AR 25-400
- d. AR 25-400-2
- e. CEHND Supplement 1 to AR 25-400-2, The Army Files System
- f. CEHND Supplement 1 to AR 340-1, Records Management
- g. CEHND Supplement 1 to AR 340-18, Records Management
- h. CEHNDP 25-30-3-1, Appendix A, preparation of Huntsville Division Publications
- I. CEHNDP 25-30-3-2, Index of Huntsville Division Policy Memorandums
- j. CEHNDP 25-30-3-3, Index of Huntsville Division Policy Memorandums
- k. CEHNDR 25-30-3-1, Publication Media
- l. CEHNDR 25-50-3-1, Correspondence Management
- m. CEHNDR 25-50-3-2, Signature Authority
- n. CEHND 25-50-3-4, Guide to Completed Staff Actions
- o. CEHNDR 310-1-2, Printing and Reproduction Services
- p. CEHNDR 310-1-3, Blank Forms
- q. CEHNDR 1180-1-6, Official Contract Files
- r. DA PAM 600-70, Effective Writing for Army Leaders
- s. EP 415-1-260 Chapter 2, Office Administration
- t. ER 25-1-74, Electronic Mail
- u. ER 715-1-14, Official Control Files
- v. Policy Memorandum 88-7, Trip Report
- w. The Gregg Reference Manual, Latest Edition
- x. USACE Supplement 1 to AR 340-18, The Army Function Files System
- y. U.S. Government Printing Office Style Manual, Latest Edition

**2.3 Correspondence Control.** The amount of paperwork will be exceedingly large on Chemical Demilitarization projects and will require more coordination than is usually required on standard military or civil construction projects. The Resident Engineer needs to firmly establish, prior to start of construction, the procedures and methods of handling this paperwork. Document Control shall be established so the Resident Engineer can identify all incoming correspondence and identify the action that was taken. An audit loop must be available for all correspondence in and out of the office to ensure that all actions are properly followed up and accounted for during the construction process. The method of maintaining this Document Control System should be a part of the office automation tasks under the planning phase schedule of events.

The field Resident Engineer Office-ultimately the Resident Engineer- is responsible to generate Standard Operating Procedures (SOPs)/policies for the receipt, handling, preparation and filing of all routine, local, day-to day documentation.

**2.4 Information /Documentation/Correspondence.** Following is a list of the most common correspondence types we will be processing. The lists are not inclusive. Additional items are included in references with action given in the other applicable references.

*a. General Documentation/Correspondence List:*

- Mail (General Correspondence)
- Routing and distribution of mail
- Filing and record keeping
- Partial Progress Payment Estimate-ENG FORM 93
- RFIs
- Submittal and Shop Drawings
- ECPs
- Modifications/Change Orders/Contractor's Claims
- PQAP
- SAFE
- GFE
- Property related/accountability
- Daily reports
- Quality Control test reports and related documentation
- Architect-Engineer correspondence (Title II Support)
- Red Line and As-Built drawings
- Lessons learned
- 1354s
- Warranty Implementation

*b. Special Documentation/Correspondence List and Special Items:*

- Faxes
- Express or Airborne Mail
- Electronic mail
- VIP visitors
- Congressional and other Political Correspondence

*c. Other Documentation/Correspondence Items and Considerations:*

- Documentation control area
- Documentation Control Responsible Person
- Technical Library Management
- Vehicle Management
- Supplies Management
- Schedules
- MIS Reports
- Equipment Status Reporting
- Training Documentation
- Auditing and monitoring of Documentation/Correspondence

**2.5 Responsibilities.**

*a. Resident Engineer Office:*

The Resident Engineer shall establish a general location in the Resident Engineer Office for the logging-in/logging-out, date and time stamping, and distribution of all incoming and outgoing correspondence and contract documentation. There shall also be designated a responsible individual to oversee these tasks and to maintain a database to keep track of correspondence/documentation, its status, its suspense, and the person or persons responsible for review, response and/or approvals. General correspondence and contract daily occurrences shall be processed/handled in accordance with EP 415-1-260, Resident engineer Management Guide, chapter (2 Ref s). Other correspondence shall be handled in accordance with the applicable references.

The processing of correspondence/documentation is clearly defined in the references and shall be adhered to by the Resident Office in developing operating procedures for the handling of specific items.

Specific guidance of contract related items are provided in numbered sections of this Construction Contract Administration Plan, i.e. submittal, As-Builts, Modifications, Claims, Etc.

The Resident Engineer Office will be the Official Office of Record for all construction contract correspondence/documentation generated/received during the construction contract period.

*b. Contractor Responsibilities:*

The contractor shall designate a point of contact (POC) or representative that is responsible for receipt and distribution of all contractor incoming correspondence/documentation, and delivery of all contractor outgoing correspondence/documentation.

This POC/representative shall be responsible for delivery of all correspondence/documentation to the designated/responsible resident Engineer Office representative who will date and time stamp it and make proper distribution.

This POC/representative, also, shall be responsible for receipt, date and time stamping, and making proper distribution of all contractor incoming correspondence/documentation.

*c. Construction Directorate:*

The responsibility of the construction directorate concerning the Resident Engineer Office documentation, correspondence and related items is one of advisor or monitor. The directorate will review and monitor resident office generated standard operating procedures (SOPs) and policies and give advice when appropriate. However, physical control rests with the resident engineer office.

*d. Huntsville Center:*

Various Branches of the Huntsville Division will perform work relative to the Chemical Demilitarization Facility contracts. That work may be generated by routine reviews/comments requested engineering and/or major technical studies and evaluations. In either case, each branch will maintain working file copies of all work performed, and upon completion of tasks, submit original, signed copies of performed tasks, surveys, evaluations, etc. through the construction project manager to the Resident Engineer Office.

**2.6 Policy and Regulatory Requirements.** A timely resolution and distribution of all correspondence and/or documentation, both incoming and outgoing, and maintenance of a current suspense/status database is the primary intent of this document. However, there will be times and situations where either a resolution cannot be made on a timely basis due to required subject research, or where the correspondence/documentation is coming into the office in such quantities that a timely reply is not likely. When this situation occurs, a letter should be mailed to the requestor stating the efforts underway to comply with the correspondence/documentation request, etc., and the expected date an answer will be forthcoming.