

MEMORANDUM FOR RECORD

SUBJECT: Corps Specifications Steering Committee Meeting Minutes

1. The Corps Specifications Steering Committee (CSSC), formerly known as the Civil Works Specifications Steering Committee (CWSSC), met on 22-23 January 1998 in Arlington, Texas.

2. Announcements. Freddie Rush opened the meeting with the introduction of new committee members. Rick Dahnke, CEMP-ET, is the HQ Military Programs proponent and Jim Quinn, CEHNC-ED-ES-G, is the Military Notice Program (MNP) Manager. Andy Petallides, CENAD-ET-ET, was present in proxy for John Kerkowski. Wayne Hashiro, CEPOD-ET-TC, was present in proxy for James Nakasone. [Enclosure 1](#) is the list of all attendees. The committee name has again changed to reflect the additional scope of effort. Freddie announced the proposed name of the steering committee as Corps Specifications Steering Committee (CSSC) and asked if there were any problems or concerns about changing the name again. None were noted.

3. Mr. Rush reviewed the proposed agenda ([enclosure 2](#)). No changes were noted.

4. HQUSACE Comments.

a. Charles Baldi reported that \$375K was requested for FY98 Civil Works funding and \$340K was obtained for the CSSC. Cutting the District representatives from CSSC was discussed as a means to reduce costs. The idea was rejected. The \$100K obligation to NASA for SPECSINTACT support was reduced to \$50K, so there is an additional \$50K available for work on Guide Specifications. ER 1110-2-1201, Specifications Engineering, was issued 30 June 1997.

b. Rick Dahnke thanked the committee for the invitation to participate and work toward a single set of Guide Specifications for the Corps. He reported the Criteria Document Update Program (CDUP) funding has declined from \$7 million in 1991 to about \$1 million this year. The MNP for CEGS is \$280K of the CDUP fund. Mr. Dahnke also mentioned Congress has requested a unified report on criteria be presented in March 1998. There is a call for consolidation of criteria under the DoD Tri-Service with a format on discipline-based groups. Mr. Tom Rutherford is the DoD proponent for consolidation of criteria. Rick will send additional information to the CSSC members. Mr. Dahnke also confirmed DoD Standard Procurement System (SPS) will eventually replace SAACONS in all Army commands ([enclosure 3](#)). It still needs to be field tested for compatibility with CEFMS and RMS, but is considered a critical element for the DoD goal of paperless contracting by the year 2000.

5. The minutes of 17 June 1997 Committee Meeting in Arlington, Texas, were approved as read.

6. SPECSINTACT Interagency Configuration Control and Coordinating Board (SI-CCCB) Meeting Update. Mr. Tom Shaw reported that the SI-CCCB has not met since April 1997. However, items of interest to CSSC being considered for the next meeting follow:

a. Tailoring options will expedite the editing of specifications. Options not selected will be redlined for deletion. Jim Quinn noted that only the sections with SGML format will have Tailoring Tags. Notes will provide information on selecting tailoring options.

b. Mr. Jim Quinn stated the transfer of the CEGS, CEAGS, and CWGS Databases to National Institute of Building Sciences (NIBS) Construction

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Criteria Base (CCB) is being accomplished by FTP.

c. Discussion on eliminating the Submittal Reconciliation Report and Submittal List print options is also an issue before the SI-CCCB.

7. Report on HQ USACE Briefing. The presentation Freddie Rush made on "Recommendations for Army Specifications Strategy" ([enclosure 4](#)) at HQ was well received. Essentially, it has led to reorganization and expansion of the committee charter.

8. Committee Organization. The CSSC now has eight Division and four District members. The two HQ representatives and two Notice Program Managers for both CW and Military bring the total membership to sixteen. North Central Division and the Ohio River Division are now the new Great Lakes and Ohio River Division with Larry Seals as representative. North Pacific Division and the Missouri River Division are now the Northwestern Division Joe Miller as representative. Wayne Hashiro will represent Pacific Ocean Division. Kansas City District representative, Donald Johnson, has retired. New England Division is now a District.

a. Tim Pope moved that the CSSC maintains the District representation with George Norton, CENAE, continuing as a District member of the committee until June 1998 when two District seats will be open for replacements. Motion passed.

b. Tom Shaw moved that Division Representatives provide one page resumes on District candidates by the next meeting. The vote on District candidates will be held in the June 1998 meeting. Motion passed.

9. Committee Charter. All sixteen members are to have the opportunity to vote on recommendations. The vote may be made in person, by proxy, by telephone, or in writing submitted to the Chair before meeting. A favorable vote by twelve members is required to approve a recommendation. The quorum to conduct general routine business is twelve members. All general routine business actions must be approved by a vote of the majority present. Issues can be tabled once if additional information or time is required to consider the issue. New issues will use the information paper format. Copies of information papers will be distributed to committee members 30 days before the next scheduled meeting. It is anticipated that frequency of CSSC meetings will diminish until they are held to semiannually.

10. Develop Joint Engineering Regulation (ER). ER 1110-2-1201, Specifications Engineering, was issued 30 June 1997 for CW specifications. Military Specification guidance is in ER 1110-345-700, Design Analysis, Drawings, and Specifications, Appendix D, 30 May 1997.

a. Don Carmen moved that a service contract is written for Ray Duncan to identify the differences in the documents and develop a rough draft for a revised Specifications Engineering ER for the next meeting. If a service contract becomes unfeasible, then Don said that he would develop a draft. Jim Quinn and Tom Shaw will help finalize the ER. Motion passed. Freddie Rush solicited District and Division comments on the two Engineering Regulations.

11. Renumber CWGS and CEGS to MasterFormat. Tom Shaw and Jim Quinn will coordinate the conversion of the CEGS, CWGS, and CEAGS to MasterFormat section numbers. Both have already started determining differences between the two databases. Tom asked if any of the Districts had a copy of the Construction

Specification Institutes (CSI) MasterFormat 95. Freddie will investigate purchasing a copy of the CSI MasterFormat 95 for the CSSC.

12. Coding Guide Specifications. Jim Quinn provided background information on Submittal Requirements in Guide Specifications ([enclosure 5](#)). Jim asked the committee its preferences on the issues presented below. He will then prepare formal recommendations accordingly.

a. SUBMITTAL DESCRIPTION (SD) NUMBERS: The SD number is a carryover of an old system used by NASA. Numbers do not appear on the submittal register and identification beyond the submittal title is unnecessary. Jim recommended SD numbers be deleted and the committee concurred.

b. SUBMITTAL TITLES: Submittal titles categorize the various types of Submittals. Ten are currently used by NASA and USACE and could be reduced to six. CSI uses five submittal titles, with one title having four subtitles. Two of the CSI titles are used in SPECSINTACT and the other CSI titles are similar. Jim recommended we reduce the number of titles and assimilate the CSI format. The committee agreed to evaluate reducing the number of titles.

c. SUBMITTAL DESCRIPTIONS: Submittal descriptions in Section 01330 define each submittal item in general terms which may not agree with descriptions in various technical sections. Jim recommended eliminating the submittal descriptions in Section 01330 and we agreed.

d. SUBMITTAL RECONCILIATION: SPECSINTACT checks the submittals required in the technical sections and eliminates from Section 01330 any submittal items that were not used in the technical sections. This is considered an unnecessary function by Mr. Quinn and a subcommittee of the SI-CCCB has concurred.

e. SUBMITTAL LIST: The submittal list generated by SPECSINTACT also is considered an unnecessary function by Mr. Quinn and a subcommittee of the SI-CCCB has also concurred.

f. SUBMITTAL REGISTER: SPECSINTACT generates a submittal register that identifies the specification paragraph that calls for the submittal item. Jim said this can be misleading since requirements pertaining to the submittal are usually scattered throughout the specification section. The committee agreed that paragraph numbers should continue to be listed on the submittal register. Part 1 of the technical sections will contain all submittal requirements. The paragraph numbers listed on the submittal register will be for the first occurrence of the item in Parts 2 or 3. Part 1 paragraph numbers will list on the submittal register only when the item is not listed in the text of Parts 2 or 3. We need to confirm this understanding with our designers and construction counterparts so coding requirements can be finalized by next meeting.

g. SUBMITTAL PARAGRAPH FORMAT: At this time there are considerable differences between the way the agencies have their submittal paragraphs set up. NASA and USACE use a listing approach; NAVFAC uses a paragraph numbering system.

13. ER 415-1-10, CONTRACTOR SUBMITTAL PROCEDURES. George Norton reminded the committee of the submittal procedures and requirements in ER 415-1-10, especially, the guidance on preparing ENG Form 4288-R (Submittal Register). George will prepare an ENG Form 3078 to address the above issues.

14. Transition Planning. Mr. Quinn presented the Transition Plan he drafted in July 1997 ([enclosure 6](#)).

a. Jim and Tom Shaw will prepare alternative transition, and implemen-

tation plans for consolidation of the Notice Program at CEHNC or CEMVK, respectively. The plans are to show cost analysis and impacts on support people, technical assignments, and projected program funding. There should not be any change in HQ proponents choosing technical representatives. Suggestions on merging the Notice Programs were solicited from the committee members.

b. Tom Shaw suggested that all specifications should have notes containing name, phone number, and e-mail address for technical assistance and the proponent responsible for each section.

c. Guidance Documents on preparing CEGS need to be reviewed and recommended updates should be prepared for the next meeting. Also, any Military Standards and Specifications in CWGS need to be eliminated or initiate application for waiver

15. Amendments in SPECSINTACT. Steven Freitas reviewed discussions with EG&G programmers and SPECSINTACT support personnel on their findings and the SI-CCCB decision. Tom Shaw suggested we present the amendment problems and issues to the SI-CCCB at their next meeting. Steve will check on available funds for travel to HQ. Tom will provide a Navy POC for additional information.

16. Updates of CWGS & CEGS

a. CE 1309, Levees. A GS has been converted to SGML by CEMVK and is ready for Districts to review.

b. CWGS 02542 (CE 1308), Stone Protection. We may need to reassign this section.

c. CE 1102, Dredging. The committee found no support to update the GS. Mr. Rush moved to rescind CE 1102, Dredging. Motion was seconded and passed by unanimous vote.

d. Concrete Restoration, Rock Anchors and Soil Anchors. We still need volunteers with time and cost estimates on these sections before our next meeting. Freddie will provide an example of desired estimate format.

e. CWGS 05911, Miter Gates, CWGS 05912, Sector Gates, CWGS 05914, Vertical Lift Gates. Specifications may need to address fracture failure prevention requirements in all the gate specifications. Larry Seals will check the EM and determine if they need to be updated.

f. CWGS 01130, Environmental Protection. We need an HQ policy proponent for this section. Jim Quinn will check with the military proponent will be able to review this section.

g. Drainage Structures through Levees and Small Dams. Mr. Seals referred to ETL 1110-2-361, LIFE CYCLE DESIGN AND PERFORMANCE OF STRUCTURES FOR LOCAL FLOOD PROTECTION, as a source of information that should be included in the GS. It was suggested we also post requests for support on a GS in the EIRS Bulletins.

17. SPECSINTACT/WordSpec. The only issue raised on WordSpec is with the conversion process error trapping. The whole process is aborted when an error condition is found by the program. It would be better and more useful if the program wrote the error condition to a log file and continued processing with the next section.

18. New Issues for Discussion.

a. Ray Duncan wants to establish an annual federal specifications competition and award. This competition would be jointly sponsored by CSI and

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Society of American Military Engineers (SAME). CSI currently sponsors an annual competition that recognizes specifications packages that are prepared in a manner that most fully complies with CSI Recommended Practices and Procedures as stated in the CSI Manual of Practice. However, these evaluation criteria are not fully adaptable to federal specifications packages prepared with federal guide specifications and SPECSINTACT software in a manner to comply with the Federal Acquisition Regulation. Freddie Rush moved the CSSC support the effort and recommend that HQUSACE express to the SAME and the CSI its support for the establishment of a federal specifications competition with appropriate awards.

b. George Norton asked if anyone had experience with the requirement of attaching local environmental permits to the end of CWGS 01130. He has seen contracts with up to 280 pages attached to the end of the section. He suggested that we should consider changing the section requirements.

c. It was suggested that our meetings start at 1:00 P.M. and end at 12:00 A.M. to accommodate travel arrangements. Freddie will consider this when preparing the next agenda.

d. Copies of all prior meeting minutes are now posted at TECHINFO as PDF documents.

19. Next Meeting. We will hold our next meeting the week of 6-8 April 1998 in Arlington, TX.

20. There being no further discussion or business for the Committee to consider, we adjourned the meeting.



Steven P. Freitas
Secretary, CSSC

6 Encls

1. Attendance
2. Agenda
3. DoD SPS
4. HQ USACE Briefing
5. Submittal Requirements in GS
6. Transition Plan

CIVIL WORKS SPECIFICATIONS STEERING COMMITTEE
Meeting Attendance
Arlington, Texas.
21-22 January 1998

1. Charles Baldi	CECW-EP	(202) 761-8894
2. Rick Dahnke	CEMP-ET	(202) 761-1203
3. Jim Quinn	CEHNC-ED-ES-G	(205) 895-1821
4. Larry Seals	CELRD-OR-ET-EQ	(513) 684-3034
5. Thomas R. Shaw	CEMVK-ED-DE	(601) 631-5579
6. Freddie S. Rush	CEMVD-ET-ET	(601) 634-5936
7. Al Geisen	CEMVP-PE-D	(612) 290-5522
8. George H. Norton	CENAE-EP-DG	(617) 647-8870
9. Joe Miller	CENWD-MRR	(402) 697-2649
10. Andy Petallides	CENAD-ET-ET	(212) 264-7106
11. Wayne Hashiro	CEPOD-ET-TC	(808) 438-2837
12. Tim Pope	CESAD-ET-EG	(404) 331-6703
13. Don Carmen	CESAW-TS-EE	(910) 251-4656
14. Donald L. Bergner	CESPD-ET-ET	(415) 977-8101
15. Steven P. Freitas	CESPK-ED-M	(916) 557-7296
16. David W. Barber	CESWD-ETE-T	(214) 767-2385

AGENDA

CORPS SPECIFICATIONS STEERING COMMITTEE

THURSDAY, 22 JANUARY 1998

0800 - 0815	Announcements	Freddie Rush
0815 - 0825	Review and Discuss Agenda	Committee
0825 - 0830	HQUSACE Comments	Baldi/Dahnke
0830 - 0845	Review and Approve Minutes of Previous Meeting	Committee
0845 - 0900	SI-CCCB Update	Shaw/Quinn
0900 - 0915	Report on HQ Briefing	Freddie Rush
0915 - 0945	Reorganize Committee	Committee
0945 - 1015	Expanding Committee Charter	Committee
1015 - 1030	Break	
1030 - 1145	Developing Joint ER	Committee
1145 - 1245	Lunch	
1245 - 1330	Renumbering CWGS & CEGS	Committee
1330 - 1500	Coding Guide Specifications	Committee
1500 - 1515	Break	
1515 - 1645	Transition Planning	Committee
1645 - 1700	Summary of Day One	Committee

FRIDAY, 23 JANUARY 1998

0800 - 0815	Recap	Freddie Rush
0815 - 0945	Transition Planning (cont)	Committee
0945 - 1000	Break	
1000 - 1030	Amendments in SpecsIntact	Steve Freitas
1030 - 1115	Updates of CWGS & CEGS	Committee
1115 - 1145	Committee Funding	Baldi/ Dahnke
1145 - 1245	Lunch	
1245 - 1345	SpecsIntact/WordSpec	Shaw/Freitas/Quinn
1345 - 1430	New Issues for Discussion	Committee
1430 - 1500	Status of Recommendations	Committee
1500 - 1515	Break	
1515 - 1600	Review and Recap	Committee

DEPARTMENT OF DEFENSE STANDARD PROCUREMENT SYSTEM (SPS)

The DoD Standard Procurement System (SPS) is a Defense Department windows based system that will replace SAACONS in all Army commands. SPS was developed under contract with American Management Services (AMS) from commercial off the shelf (COTS) software and tailored for DoD. The Army fielding plan has moved up the scheduled implementation in USACE for June/July 1998. A copy of the fielding schedule is enclosed. (Enclosure)

A plan to conduct operational assessments at selected districts is in development at HQUSACE. Criteria for selection include workload mix (military and civil works), CEFMS operational capability, equipment and support capability, contracting capability, involvement with automated information systems (AIS) reconfiguration for new Division structures (considered a negative), and RMS capability. The SPS version 4.0 is scheduled for release for operational assessment by late February or early March 1998. At least one more full scale version (5.0) is planned with interim smaller revisions to the 4.0 version.

The SPS is a critical element in achieving the DoD goal of paperless contracting by the year 2000. It was highlighted at the U.S. Army Electronic Commerce Conference held 16-18 December 1997. Some field and HQUSACE personnel attended. An Army website has been established that includes SPS information from the conference at <http://acqnet.sarda.army.mil/>. USACE has had some limited involvement with SPS through attendance at demonstrations, workshops and conferences. Following are some major issues identified that affect fielding.

a. Interfaces with other systems such as CEFMS, RMS, ACASS/CCASS, and Construction Criteria Base (CCB). So far, only the CEFMS interface has been committed to by the SPS Program Management Office (PMO).

b. Equipment and support capability for a yet to be determined USACE SPS IM architecture to include systems servers, database configuration, number and kinds of users, systems administration, funding, procurement and installation. Surveys, estimates and configuration plans must be developed as soon as possible.

c. Training for users and system administrators. The SPS PMO has committed to provide a certain level of training. Most users will receive a one week course at the district/center/lab location. Costs for per diem and travel must be borne by the individual command.

d. Functionality issues such as contract formats for A-E and construction, dual PIINs for military and civil works (DACA, DACW), inclusion of all required forms, and general setup for USACE business process.

e. Transition from SAACONS. Carryover contracts, blackout, learning curve and adverse impact on year end contract awards are serious concerns.

Recommendations for Army Specifications Strategy

One Software

One Oversight Group

One Policy

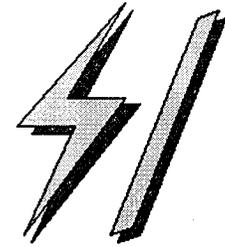
One Guide Specification System

Benefits

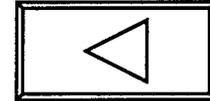
- Apply Corps Institutional Knowledge
- One Uniform Policy - Military & Civil Works
- Maintain One Guide Specification System
- Increase Efficiency and Quality

SPECSINTACT

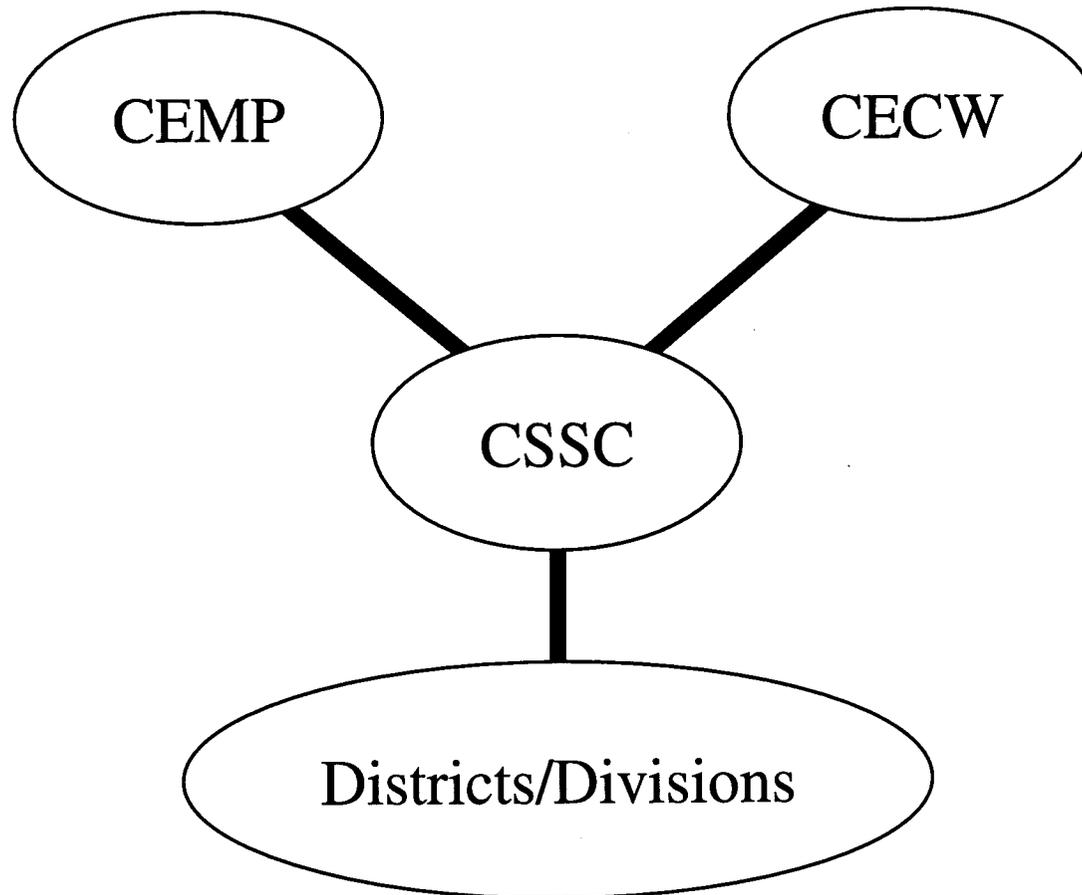
Future Enhancements



- Automate Amendment Process
- Manage/Archive Project Specifications
- Define Network Rights
- Tailoring Option
- Interface with Electronic Bid Sets
- Interface with DrawSpec

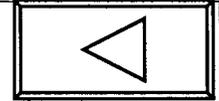


One Oversight Committee



COE Specifications Steering Committee Members

- HQUSACE Civil Works & Military Programs Specifications Proponents
- 8 Division Representatives
- 4 District Representatives
- Notice Program Manager(s)



CSSC Responsibilities

- Promote/Evaluate/Enhance SPECSINTACT
- Manage Transition to One CEGS System
- Incorporate Quality/Efficiency at Districts
- Identify Needs for New CEGS
- Identify CEGS to be Updated
- Oversight of the One CEGS System
- Recommend Policy Changes to HQUSACE

One Policy Reasons

- Only One Specification Process at District
- One Specifications Engineering ER
- Avoid Duplication of Efforts
- Uniform and Consistent Army Positions

One Policy

Examples of Policy Issues

■ Submittals

■ Environmental Guide Specifications

■ MasterFormat Transition

■ Differences in ER's

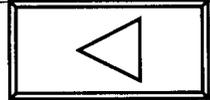
Submittal Register

Civil Works

TITLE AND LOCATION <i>Test of Submittal Register</i>				SPECIFICATION PARAGRAPH NUMBER	DESCRIPTION OF ITEM SUBMITTED
ACTIVITY NO.	TRANS- MITTAL NO. b.	ITEM NO. c.	SPECIFI- PARA- NO. d.		e.
			1.4	Detail Drawings	
			2.1.1	Materials Orders	
			2.1.2	Materials List	
			2.1.3	Shipping Bill	
			2.2.2.1	Welding Procedures for Structural Steel	
			2.2.2.3	Welding Procedures - - shall be qualified by tests as prescribed in AWS D1.1, Section 5.	
			2.3.4		
			2.3		
			1.5	Quality Control	
			2.2.2.4	Application of	
			2.2.2.3	Welding	
			1.3	Materials Disposition Records	

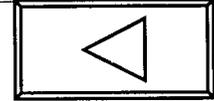
Submittal Register

Military Programs



TITLE AND LOCATION			SPECIFICATION PARAGRAPH NUMBER
ACTIVITY NO.	TRANSMITTAL NO.	ITEM NO.	
			d.
			1.3 F
			1.3
			1.3 ✓
			1.3 Spa.
			1.3 Sprinkler System
			1.3 Sprinkler System
			3.2 Field Tests
			1.3 Sprinkler System
			1.3 Sprinkler System

One Policy



Differences in ER's

- Specifications Engineer

- Responsibilities
- Relationships

- Specifications Steering Committee

- Notice Program Operation

- Minor Differences

One Guide Specification System

Civil Works
Guide Specifications

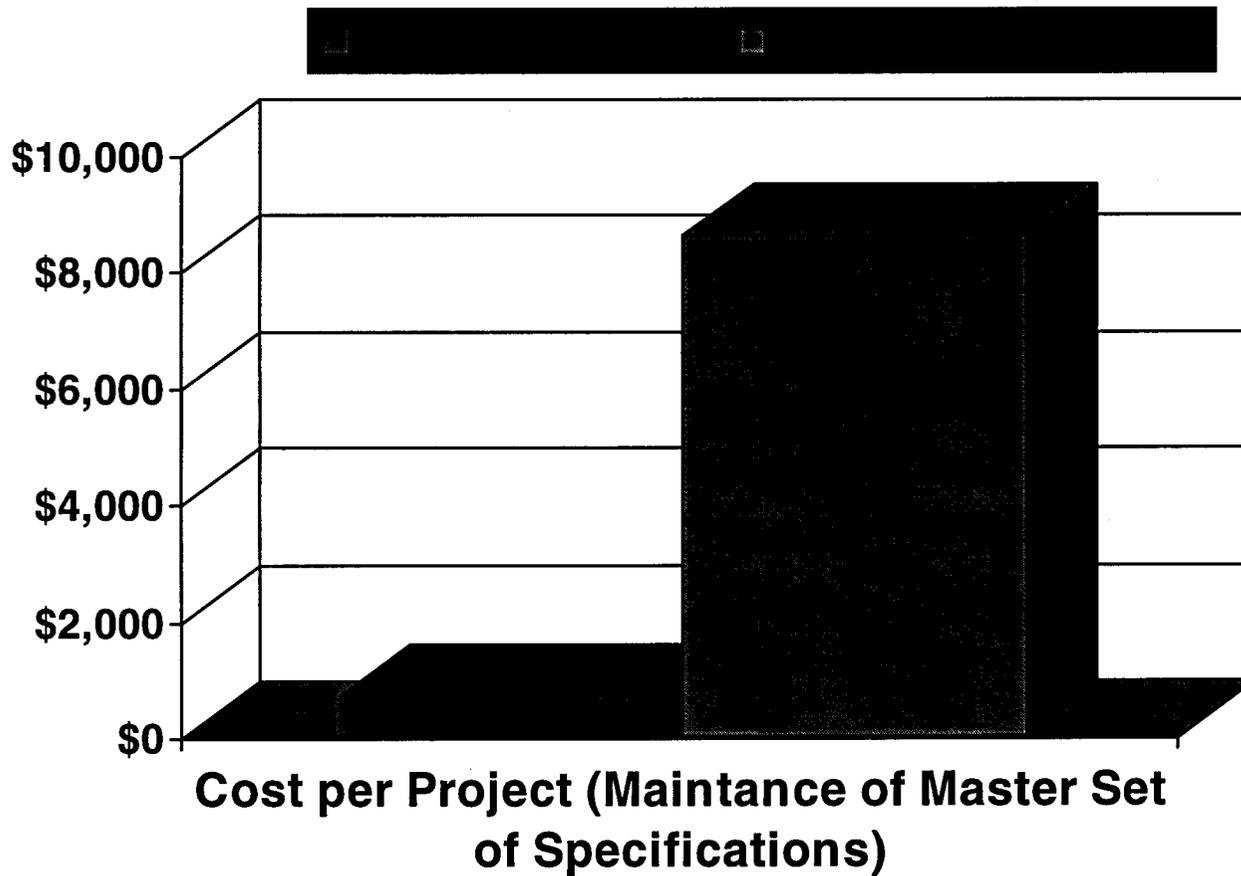
Military Programs
Guide Specifications

Corps of Engineers
Guide Specifications

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graph TD; A[Civil Works Guide Specifications] --> C[Corps of Engineers Guide Specifications]; B[Military Programs Guide Specifications] --> C;
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One Guide Specification System

Importance of Guide Specs



COE SPECIFICATIONS

WHAT'S NEXT?

- CW & MP Empower CSSC
- CW & MP fund CSSC and Transition
- CSSC Reorganizes
- CSSC Directs Transition
 - One Policy/One ER
 - One Notice Program
 - One CEGS
- CSSC Initiates Oversight

COE SPECIFICATIONS TRANSITION SCHEDULE

■ FY 98

- CSSC
- One ER
- Notice Program Recommendation

■ FY 99

- Combine Notice Programs
- Combine CWGS and CEGS Systems

■ FY 00 - One CSSC, One ER, One CEGS

COE SPECIFICATIONS TRANSITION FUNDING

- FY 98 - FY 99 (\$ per year)
 - CSSC - \$75,000
 - SPECSINTACT - \$200,000
 - Notice Programs - \$450,000
 - New/Updated Guide Specs - \$150,000
 - Transition Work - \$25,000

COE SPECIFICATIONS ONE CEGS FUNDING

- FY 00 and Beyond (\$ per year)
 - CSSC - \$50,000
 - SPECSINTACT - \$200,000
 - Notice Programs - \$400,000
 - New/Updated Guide Specs - \$100,000

11 September 1997

SUBMITTAL REQUIREMENTS IN GUIDE SPECIFICATIONS

1. **INTRODUCTION:** Current practices regarding submittal requirements in guide specifications were recently reviewed by Carl Kersten (NAVFAC); Frank Derr (NASA); Jim Quinn (USACE); and Carl Smildsen, Pat Robinson, Bob Golden and Mike Dyer (EG&G). Many of the practices were implemented more than ten years ago when NAVFAC and USACE joined NASA in the use of the SPECSINTACT automated specifications system. Since those practices were built into the software being used by NASA at that time, they were merely adjusted to accommodate the other two agencies. Since then many other considerations have emerged, and adjustments should be made in the submittal requirements to make them relate better to current needs. The discussion below is intended to focus attention on the problem and should not be considered as final recommendations of those who reviewed the current practices..

2. **CURRENT PRACTICE:** Currently, there are 19 submittal types; USACE and NASA use 10 of them and NAVFAC used those 10 plus 8 of the others. No agency uses SD-17 SAMPLE INSTALLATION. Each submittal item has an SD number, a title, and a description in the manner of the following example:

SD-01 Data Submittals which provide calculations, descriptions, or documentation regarding the work.

Submittals are listed in guide specification section 01330, and the technical sections identify submittals required for each section. Based on information included in the technical sections, a submittal list or a submittal register can be generated for the project through SPECSINTACT.

3. **SD NUMBERS:** SD numbers have no function to perform; they are merely a carryover from the old system. Numbers do not appear on the submittal register and identification beyond the submittal title is unnecessary.

4. **SUBMITTAL TITLES:** Submittal titles are for the purpose of categorizing the various types of submittals. The smaller number of categories the better in order to facilitate their use.. The ten used by NASA and USACE are more than adequate and could be reduced to about six. CSI uses five submittal titles, with one of the titles having four subtitles. Only two of the CSI titles are used in SPECSINTACT; however, the other CSI titles could be classified under titles used in SPECSINTACT. The CSI titles, other than "samples" and "certificates" do not meet our need to have descriptive one-word titles.

5. **SUBMITTAL DESCRIPTIONS:** The submittal descriptions used in section 01330 define each submittal item in general terms which may or may not be in agreement with the text of the various technical sections. The contract clauses and technical sections adequately define the requirements for submittals, and it is dangerous to include wording in section 01330 that requires additional interpretation or may even conflict with other requirements in the contract documents.

6. **SUBMITTAL RECONCILIATION:** SPECSINTACT software checks the submittals required in the technical sections against the submittal items listed in section 01330 and eliminates from section 01330 any submittal items that were not used in the technical sections. This is an unnecessary function since it is really unnecessary to list the submittal items in section 01330.
7. **SUBMITTAL LIST:** The submittal list generated through SPECSINTACT has very limited, if any, use.
8. **SUBMITTAL REGISTER:** SPECSINTACT performs a valuable function in the generation of a submittal register. However, identification of the specification paragraph number calling for the submittal is misleading since many times the requirements pertaining to the submittal are scattered through the specification section.
9. **SUBMITTAL PARAGRAPH FORMAT:** One of the objectives of automation is to permit interchangeability or universal use of guide specifications of the participating agencies. At this time there are considerable differences between the way the agencies have their submittal paragraphs set up. NASA and USACE use a listing approach; NAVFAC use a paragraph numbering system. NASA includes the item description in the text: NAVFAC and USACE do not.

TRANSITION PLAN CEGS -CWGS TO CEGS

1. **INTRODUCTION:** In accordance with recent agreements, construction guide specifications of the Directorate of Military Programs and the Directorate of Civil Works will be combined into a single series of CEGS documents. In order to accomplish this a series of actions must be accomplished, and these actions must be accomplished in a timely manner. There are 344 documents (including those pertaining to HTRW) in the CEGS database and 71 documents (not including 19 ASCII format inactive documents) in the CWGS database. Responsibility for content of CEGS and CWGS documents is with Technical Proponents in HQUSACE and with Technical Representatives at various locations within the Corps. Currently the Huntsville Center performs various functions relative to the publication, maintenance, and distribution of CEGS documents, and the Vicksburg District performs certain functions relative to the publication, maintenance, and distribution of CWGS documents. Some of the functions currently performed by Huntsville, such as placement of documents on TECHINFO and CCB and maintenance of the Single Master Reference List (SMRL), include both CEGS and CWGS documents. Both Huntsville and Vicksburg currently produce Notice changes for maintenance of the their own guide specifications.

2. **TRANSITION:** Rather than dwell on who does what now, it is considered better to look at the best way to accomplish each element of work and to schedule the best time to start that part of the consolidated effort. For many elements business as usual will be the best method, for some elements a consolidation of function and responsibility will be necessary for smooth operation. Each of the directorates has its own missions, customers, problems, and staffs. The objectives are to present to users a single Corps of Engineers guide specifications system, to increase efficiency by consolidating certain operations, and to reduce overall costs without distracting from the functions and responsibilities of either directorate.

3. **RESPONSIBILITIES:** Following are the responsibilities associated with the major elements of the transition from two guide specifications systems to a one guide specification system:

a. **Policy.** Guide specification policy will be established jointly between the directorates with the objective of having the same policy so far as possible.

b. **Program Management.** Each directorate will manage its own document program, exercising full control over program composition, funding, assignment of work, designation of Technical Proponents and Technical Representatives, and other such management decisions. Documents produced by a directorate will be the responsibility of that directorate for the life of the documents.

c. **New and Revised Documents.** Development, review, and final formatting of documents is the responsibility of the directorate which created the documents. Formatting will be in accordance with the current edition of the guidance document for preparation of guide specifications maintained by the Directorate of Military Programs on TECHINFO and CCB. The guidance

document is the joint responsibility of both directorates. Final quality control review of all documents to establish compliance with the guidance document and to verify compatibility with SPECSINTACT will be performed by Huntsville.

d. Notice Changes. All Notices will be prepared and issued by Huntsville, including incorporation of changes provided by Technical Representatives and Technical Proponents, updating of reference publications in accordance with information available in the SMRL, keyboarding, obtaining approvals, tracking with various logs, and quality control reviews. The initial Notice on each CWGS will be issued to change the designations from CWGS to CEGS and to align the numbers for the converted CWGS documents to conform to the current CSI MasterFormat. To assure proper coordination of Notices, Huntsville will include information provided by Civil Works on the List of Technical Proponents and Technical Representatives maintained at Huntsville.

e. Placement of Documents on TECHINFO and CCB. Huntsville will perform all operations necessary to maintain indexes of CEGS, to place CEGS on TECHINFO and CCB, and to maintain associated files and databases.

f. Maintenance of Library and SMRL. Huntsville will maintain the SMRL by listing all reference publications cited in CEGS and communicating with standards producing organizations to assure that the current issue of referenced publications are identified. The current issue of each reference publication cited in CEGS will be maintained in the Huntsville Guide Specifications Branch library.

g. Management and Administrative Functions. Huntsville will perform all management and administrative functions associated with the conduct of the CEGS work performed by Huntsville.

4. SCHEDULE: The general planning and realignment should be a continuing process leading to the actual transition on _____.

a. Policy. A combined CW - MP specifications policy document should be established by HQUSACE by _____.

b. Program Management. Since CW and MP each manage their own update programs, no changes are required. However, CW should provide a listing of Technical Proponents and Technical Representatives for their documents to Huntsville by _____ and should continue to provide information after that date as necessary to keep the list up-to-date.

c. New and Revised Documents. New and revised CW documents may be provided to Huntsville for processing after _____. Normal quality control will be completed by Huntsville within 30 days. Special reviews and corrective actions requested by CW will be scheduled as agreed between CW and Huntsville.

d. Notice Changes. Notices to make the initial conversion from CWGS to CEGS will commence _____ and will be completed by _____. These conversion Notices will include updating of reference publications, but will not include technical changes. Any technical changes requested to be performed by Notice will be worked into the normal Notice production schedule (usually within 30 to 60 days).

e. Placement of Documents on TECHNIFO and CCB. Documents will be placed on TECHINFO in the week following their approval and will be placed on CCB in the quarter in which they are approved. Indexes, files and databases are completed as the work progresses.

f. Maintenance of Library and SMRL. The SMRL will be updated as information regarding reference publications becomes available. Documents for the library will be ordered in accordance with established procedures and practices.

g. Management and Administrative Functions. Management and administration are continuing functions.

5. FUNDING: The transition from two guide specification systems to one guide specification system does not affect program funding but it does have an affect on how and where program funds are spent. Documents will continue to be developed whenever and wherever desired by CW. Notices will be produced at a different location and probably at a lower cost because of economies in the consolidated environment.

a. Policy. No change in cost for policy development, just a difference in coordination and the possible reduction in number of ER involved.

b. Program Management. No change in cost of program management since each directorate still has full management of its program.

c. New and Revised Documents. The costs to prepare new and revised documents are not affected by the transition to one guide specification system. Quality control review in Huntsville is an incidental effort. However, if additional work by Huntsville is requested as a result of the quality control review or because of requested adjustments to a document, the cost for that work would have to be paid for as an extra. Cost for such extra work may run \$1000 to \$1500 per document, and arrangements for such work could be made in advance from an earmarked account of about \$15,000.

d. Notice Changes. Production of an average Notice of about four pages, primarily to update reference publications, would run about \$200. On this basis production of 100 notices per year would cost \$20,000. The first 71 of those Notices under the new system would be for conversion of CWGS to CEGS.

e. Placement of Documents on TECHNIFO and CCB. The placement of CW documents on TECHINFO and CCB is considered to be an incidental effort with no assigned cost.

f. Maintenance of Library and SMRL. The maintenance of the SMRL is considered an incidental effort with no assigned cost. Maintenance of the library to include reference publications cited in CW documents but not in MP documents is estimated to be about \$5000 per year. However, many of the reference publications used in MP documents and maintained in the library are also referenced in CW documents, and if it is desired to share that cost the CW portion would be about \$10,000 additional per year.

g. Management and Administrative Functions. Cost for management and administration will run ten percent of the total amount paid to Huntsville for the CW work.

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