

Work Acceptance (**PROC 1016**) Response: accepted - NAD

Scope

This process **outlines** the steps **Response: rejected** for individual Districts, Labs and Centers (i.e., USACE Activities) to assess their capability to accept new work from both existing and new customers, and to establish authorities and procedures for work acceptance and assigning accepted work. **RESPONSE: Sentence reworded. See master document.**

Policy

[ER 5-1-10](http://www.usace.army.mil/inet/usace-docs/eng-regs/er5-1-10/entire.pdf)[\[http://www.usace.army.mil/inet/usace-docs/eng-regs/er5-1-10/entire.pdf\]](http://www.usace.army.mil/inet/usace-docs/eng-regs/er5-1-10/entire.pdf)

[ER 5-1-11](http://www.usace.army.mil/inet/usace-docs/eng-regs/er5-1-11/entire.pdf)[\[http://www.usace.army.mil/inet/usace-docs/eng-regs/er5-1-11/entire.pdf\]](http://www.usace.army.mil/inet/usace-docs/eng-regs/er5-1-11/entire.pdf)

[ER 37-1-26](http://www.usace.army.mil/inet/usace-docs/eng-regs/er37-1-26/entire.pdf)[\[http://www.usace.army.mil/inet/usace-docs/eng-regs/er37-1-26/entire.pdf\]](http://www.usace.army.mil/inet/usace-docs/eng-regs/er37-1-26/entire.pdf)

[Thomas Legislative Information on the Internet](http://thomas.loc.gov)[\[http://thomas.loc.gov\]](http://thomas.loc.gov)

[WRDA 2000, Section 211, Interim Guidance on Services for Federal Agencies and State and Local Governments](http://www.hq.usace.army.mil/cecs-i/IISWWW/Weblinks/Section211.html)[\[http://www.hq.usace.army.mil/cecs-i/IISWWW/Weblinks/Section211.html\]](http://www.hq.usace.army.mil/cecs-i/IISWWW/Weblinks/Section211.html)

Responsibility

The **Response: accepted** DPM, is responsible for notifying/assigning new work to the appropriate Program Manager when forwarded from a USACE employee.

The Program Manager is responsible for accepting new work within their programs on behalf of USACE or informing customers that we cannot do the work that they request.

USACE employees who receive inquiries for potential new work are responsible for notifying the **DPM or** appropriate Program Manager. **Response: accepted**

Distribution

Major Subordinate Command (MSC) Outreach Coordinator*

Major Subordinate Command (MSC) Program Manager (PgM)*

Outreach Coordinator*

Program Manager (PgM)*

System Administrator

USACE Employee*

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Ownership

Recommend removal from all processes) RESPONSE: Comment rejected. BP/P2 Program Office changed to Configuration Management Board. See glossary

System References

Acronyms and Glossary[REF1001]

Command Workload Analysis and Resource Leveling[PROC1024]

Initiating a Project in P2[PROC1005]

PMP/PgMP Content[REF1018]

Project Workload Analysis and Resource Leveling[PROC1014]

Receipt of Funds[PROC1001]

Team Establishment[PROC1008]

Activity Preface

This process is performed whenever new work is directed from HQUSACE or requested by existing or new customer. After work is accepted using this process, go to [Initiating a Project in P2\[PROC1005\]](#).

USACE Employee

1. Receive work request.
2. Forward work request to appropriate program manager.

If uncertain of appropriate Program Manager, goto task #3. Otherwise, goto task #5.

3. Forward work request to **DPM Response: accepted**

DPM Response: accepted

4. Assign to appropriate Program Manager **Response: accepted**

Program Manager (PgM)

5. Determine if work is inside or outside the USACE activity's Area of Responsibility (AOR) or approved by Memorandum of Agreement (MOA).

For information on MOA, refer to [ER 5-1-10\[http://www.usace.army.mil/inet/usace-docs/eng-regs/er5-1-10/entire.pdf\]](http://www.usace.army.mil/inet/usace-docs/eng-regs/er5-1-10/entire.pdf)

If work is inside the USACE activity's AOR or approved by MOA, goto task #6. Otherwise, goto task #15.

6. Determine if work is from an existing customer or a new customer.

If work is from existing customer, goto task #7. Otherwise, goto task #12.

7. Determine if resources are available.

Stop and complete [Project Workload Analysis and Resource Leveling\[PROC1014\]](#).

The Project Workload Analysis and Resource Leveling process includes analysis of in-house **and contracted** resources. It also describes the resource escalation process for resource availability. **RESPONSE: Paragraph reworded. See master document.**

If resources are available, goto task #8. Otherwise, goto task #10.

8. Accept work.

9. Assign and notify Project Manager and System Administrator (SA).

End of activity.

10. Coordinate within the Regional Business Center (RBC) to evaluate availability of resources in the districts within that Division.

If resources are available, goto task #8. Otherwise, goto task #11.

11. Coordinate with other RBCs throughout USACE to evaluate availability of resources **across USACE**.
RESPONSE: Sentence reworded. See master document.

Goto task #8.

12. Determine if work meets requirements of Thomas Amendment.

Refer to ***Thomas Legislative Information on the Internet***[<http://thomas.loc.gov>] or *WRDA 2000, Section 211, Interim Guidance on Services for Federal Agencies and State and Local Governments*[<http://www.hq.usace.army.mil/cecs-i/IISWWW/Weblinks/Section211.html>] for requirement details. **Response: BP team will review and respond.**

If Thomas Amendment requirements are met, goto task #7. Otherwise, goto task #13.

13. Request waiver from the Thomas Amendment through Major Subordinate Command (MSC) to HQUSACE or decline work.

If a Thomas Amendment waiver is received, goto task #8. Otherwise, goto task #14.

14. Inform customer that USACE cannot accept work due to the constraints of the Thomas Amendment.

End of activity.

15. Determine if work outside the AOR meets requirements of Thomas amendment.

Refer to ***Thomas Legislative Information on the Internet***[<http://thomas.loc.gov>] or *WRDA 2000, Section 211, Interim Guidance on Services for Federal Agencies and State and Local Governments*[<http://www.hq.usace.army.mil/cecs-i/IISWWW/Weblinks/Section211.html>] for requirement details. **Response: BP team will review and respond.**

If work outside the AOR meets requirements of Thomas Amendment, goto task #16. Otherwise, goto task #17.

16. Determine if work is within the MSC or outside the MSC.

If work is within the MSC, goto task #10. Otherwise, goto task #18.

17. **DE informs** customer that USACE cannot accept work due to the constraints of the Thomas Amendment. **Response: accepted**

Provide customer with geographic point of contact if customer chooses to pursue Thomas Amendment waiver.

End of activity.

18. Contact MSC **DPM Response: accepted** or appropriate Program Manager.

Person to contact depends on type of work requested.

Major Subordinate Command (MSC) DPM, Major Subordinate Command (MSC) Program Manager (PgM) Response: accepted

19. Contact counterpart in geographic MSC where the work is scheduled to be executed.

DPM, Program Manager (PgM) Response: accepted

20. Collaborate with the District and MSC who originally received work request and their own MSC to determine best methods for accomplishing work.

21. Accept work.

22. Assign and notify Project Manager.

End of activity.

Goto *Initiating A Project in P2/PROC1005*.



