

Work Acceptance (**Process 1016**) Response: Accept, see master document

Scope

This process defines the steps required 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. This process also describes how USACE activities will assign work that Headquarters and Congress have directed them to perform.

Policy (**global change – add titles for each ER referenced**) Response: accepted

[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]

[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]

[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]

[Thomas Legislative Information on the Internet](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/keeps/ISW/WWW/Weblinks/Section211.html)[http://www.hq.usace.army.mil/keeps/ISW/WWW/Weblinks/Section211.html]

[Add other legal requirements, including Economy Act, Project Orders Statute, and Chief's Economy Act](#) Response: BP team will review and respond.

Responsibility

The Outreach Coordinator, in coordination with the DPM, is responsible for notifying the appropriate Program Manager **of new work** when forwarded from a USACE employee. **RESPONSE: Sentence reworded. See master document.**

The Program Manager, **in consultation with Counsel**, Response: BP team will review and respond. 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 appropriate Program Manager or the Outreach Coordinator.

Distribution

Major Subordinate Command (MSC) Outreach Coordinator* (**eliminate "*" throughout document**)
Response: rejected

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

Outreach Coordinator*

Program Manager (PgM)*

System Administrator

USACE Employee*

Ownership – explain use of term, clarify ownership of manual, not processes. Just state once upfront that HNC is responsible for editing the document. As written, this “Ownership” paragraph is confusing to lay users. RESPONSE: BP/P2 Program Office changed to Configuration Management Board. See glossary

The BP/P2 (**not defined in acronym list**) RESPONSE: BP/P2 Program Office changed to Configuration Management Board. See glossary Program Office is responsible for ensuring that this document is necessary, that it reflects actual practice, and that it supports corporate policy.

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 Outreach Coordinator.

Outreach Coordinator

4. **Notify** appropriate Program Manager, in coordination with DPM. **RESPONSE:** Sentence reworded. See master document.

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 the MOA, refer to *ER 5-1-10*[<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 (**to assess current status**) process includes analysis of in-house resources and Architect Engineer (AE) requirements and options. It also describes the resource escalation process for resource availability. Availability of resources will be determined through coordination with respective resource providers. **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). **According to ER 5-1-11, DPM makes assignments, not Program Manager. (We concur that in the real world, the Program Manager makes recommendations to middle managers – however, this is not consistent with ER.)** **RESPONSE:** Sentence reworded. See master document.

End of activity.

10. Coordinate within the Regional Business Center (RBC) (**need to define the concept of “Regional Business Center”, e.g. MSC sister Districts**) to evaluate availability of resources in the districts within that Division. **Response:** accepted. Will add to glossary.

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

11. Coordinate with other RBCs throughout USACE to evaluate availability of resources in the districts within other Divisions.

Goto task #8.

Determine if work meets requirements of Thomas Amendment. **This should be in consultation with the Outreach Coordinator. Explain that the Thomas Amendment applies to work for non DOD Federal customers, as well as States, cities, etc.** Response: BP team will review and respond.

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.

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 #7. Otherwise, goto task #14. Response: Accepted.

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.

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

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

End of activity.

18. Contact MSC Outreach Coordinator or appropriate Program Manager.

Person to contact depends on type of work requested.

Major Subordinate Command (MSC) Outreach Coordinator, Major Subordinate Command (MSC) Program Manager (PgM)

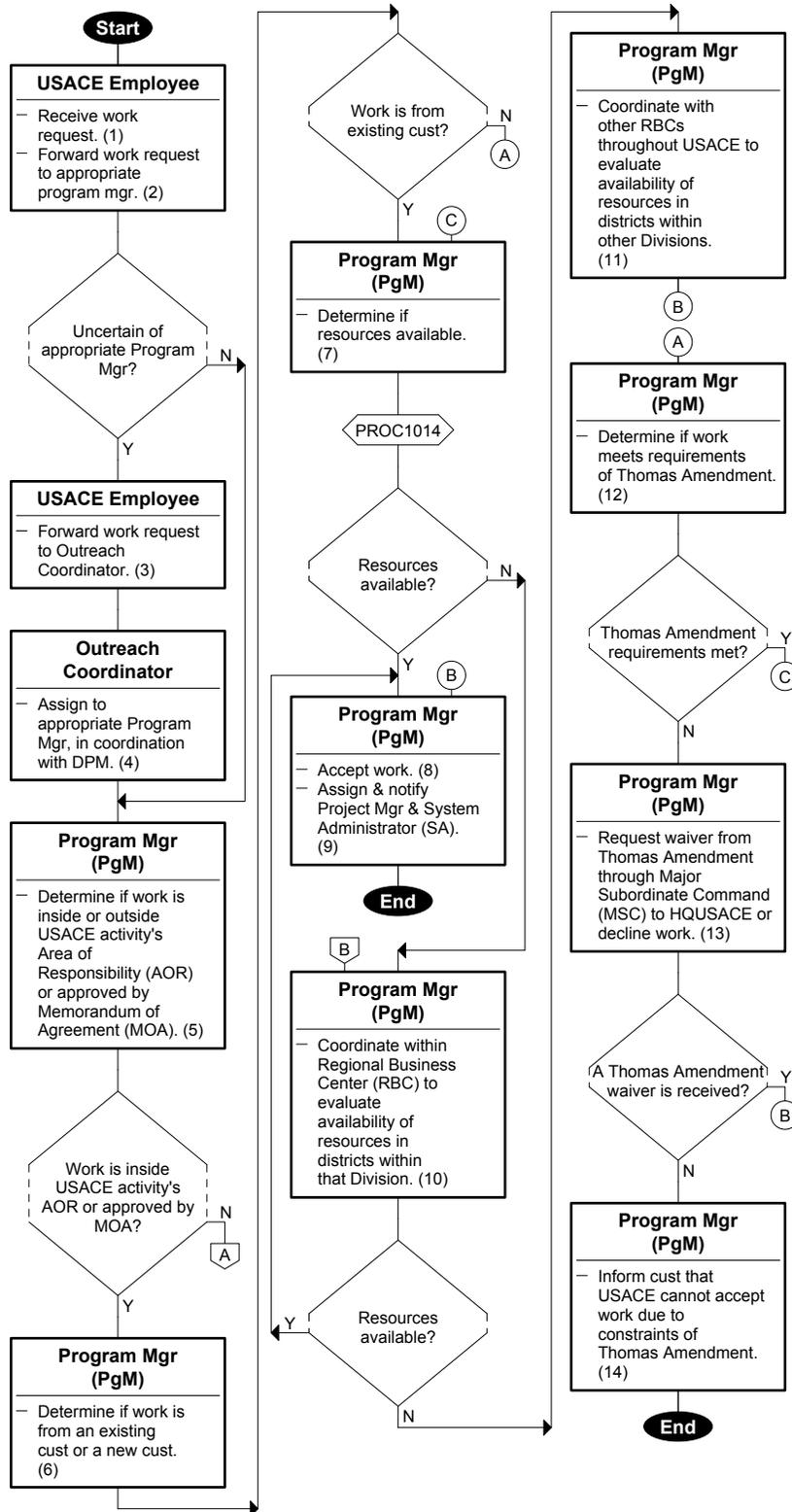
19. Contact counterpart in geographic MSC where the work is scheduled to be executed.

Outreach Coordinator, Program Manager (PgM)

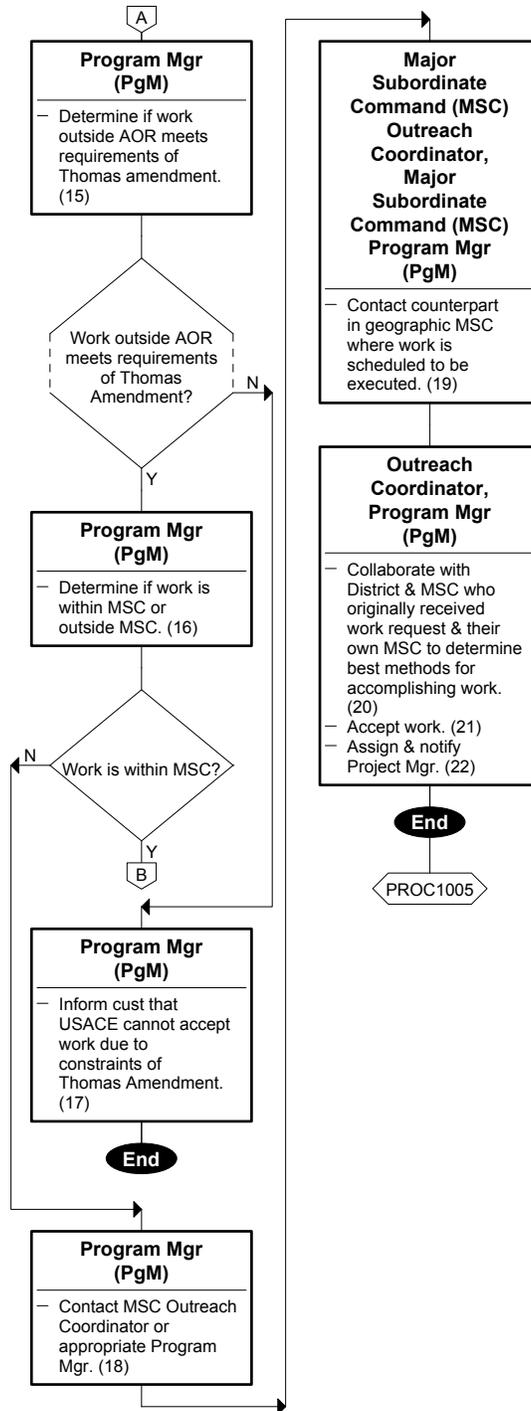
20. Collaborate with the District and MSC who originally received work request and their own MSC to determine best methods for accomplishing work.
21. Accept work.
22. Assign and notify Project Manager.

End of activity.

Goto *Initiating A Project in P2/PROC1005*.



Work Acceptance Flowchart



Work Acceptance Flowchart (continued)