

Work Acceptance

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

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[\[http://www.hq.usace.army.mil/cecs-i/IISWWW/Weblinks/Section211.html\]](http://www.hq.usace.army.mil/cecs-i/IISWWW/Weblinks/Section211.html)

Responsibility

The ~~DPM Outreach Coordinator, in coordination with the DPM~~ is responsible for accepting new work and assigning to the appropriate Program Manager. ~~notifying/assigning new work to the appropriate Program Manager when forwarded from a USACE employee.~~

RESPONSE: Sentence reworded. See master document.

~~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.~~

RESPONSE: Sentence reworded. See master document. USACE employees who receive inquiries for potential new work are responsible for notifying the ~~DPM, appropriate Program Manager or the Outreach Coordinator.~~ **RESPONSE: Sentence reworded. See master document.**

District Commander has the responsibility of informing customers when work cannot be accepted. **Response: accepted, Sentence reworded. See master document.**

Distribution

Under this section, several of the titles have an * with no explanation. This is true throughout the documents. **Response: accepted, comment added in Master Assumptions list.**

Major Subordinate Command (MSC) Outreach Coordinator*

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

Response: accepted Program Manager (PgM)*

System Administrator

USACE Employee*

This statement should be made once in the beginning of the document. The proponent office is _____. 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 **DPM. Response: accepted**
Response: accepted
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 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 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.

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

8. **Recommend acceptance of** t work. **RESPONSE: Sentence reworded. See master document**⁹. **DPM assigns Project Manager who coordinated with** notifies System Administrator (SA). **RESPONSE: Sentence reworded. See master document**

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 in the districts within other Divisions.

Goto task #8.

12. Determine if work meets requirements of Thomas Amendment.

Refer to ***Thomas Legislative Information on the Internet***[\[http://thomas.loc.gov\]](http://thomas.loc.gov) or *WRDA 2000, Section 211, Interim Guidance on Services for Federal Agencies and State and Local Governments*[\[http://www.hq.usace.army.mil/cecs-i/IISWWW/Weblinks/Section211.html\]](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 #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***[\[http://thomas.loc.gov\]](http://thomas.loc.gov) or *WRDA 2000, Section 211, Interim Guidance on Services for Federal Agencies and State and Local Governments*[\[http://www.hq.usace.army.mil/cecs-i/IISWWW/Weblinks/Section211.html\]](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. **District Commander RESPONSE: New actor added. See master document** Informs 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 appropriate **MSC Program Manager. RESPONSE: Sentence reworded. See master document**

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.

Program Manager (PgM) RESPONSE: Actors revised. See master document

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

DPM Response: accepted. Accept work.

22. Assign and notify Project Manager.

End of activity.

Goto Initiating A Project in P2/PROC1005.