

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

USACE employees who receive inquiries for potential new work are responsible for notifying the Outreach Coordinator. RESPONSE: Responsibilities are listed in alphabetical order. See master document.

The Outreach Coordinator, in coordination with the DPM, is responsible for notifying/assigning new work to the appropriate Program Manager. **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: responsibilities are listed in alphabetical order.
Major Subordinate Command (MSC) Outreach Coordinator is responsible ...
Response: rejected , outreach coordinator removed as an actor.
Major Subordinate Command (MSC) Program Manager (PgM) is responsible for...
Response: accepted

Distribution

Major Subordinate Command (MSC) Outreach Coordinator*

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

Outreach Coordinator*

Program Manager (PgM)*

Response: rejected, but adding term in glossary.

USACE Employee*

Ownership

The BP/P2 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.

If work is directed from HQUSACE and Congress, goto task #22 otherwise, goto task #2 Response: rejected, suggestion bypasses general workload analysis for work acceptance. This is further covered in the SCOPE statement.

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. Assign to appropriate Program Manager, in coordination with DPM.

Program Manager, Outreach Coordinator, DPM, evaluate District resources to determine the best possible PM for the job. Response: rejected, suggestion is covered by [Project Workload Analysis and Resource Leveling\[PROC1014\]](#) for work acceptance.

Coordinate recommended Project Manager with Resource Provider. Response: rejected, suggestion is covered by [Project Workload Analysis and Resource Leveling\[PROC1014\]](#) for work acceptance.

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\[http://www.usace.army.mil/inet/usace-docs/eng-regs/er5-1-10/entire.pdf\]](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. Accept work.
9. Assign and notify Project Manager and System Administrator (SA).
End of activity. What happens after this? Go to Project Initiation? RESPONSE: See master document.
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.

Major Subordinate Command (MSC) Program Manager (PgM)

Should the request to perform new work be elevated to MSC level or can the District Program Manager contact a counterpart in another MSC? Response: District can coordinate with other MSC for resources. MSC is available to assist.

11. Coordinate with other RBCs throughout USACE to evaluate availability of resources in the districts within other Divisions **in a timely manner. Response: accepted**

Goto task #8.

12. Determine if work meets requirements of Thomas Amendment. **Response: This is the correct location for new work because step 8 has been skipped.**

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 #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.

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. Program Manager, Outreach Coordinator, DPM, evaluate District resources to determine the best possible PM for the job. Response: rejected, suggestion is

covered by *Project Workload Analysis and Resource Leveling[PROC1014]* for work acceptance.

23. Coordinate recommended Project Manager with Resource Provider. Response: rejected, suggestion is covered by *Project Workload Analysis and Resource Leveling[PROC1014]* for work acceptance.

22. Assign and notify Project Manager.

End of activity.

Goto *Initiating A Project in P2[PROC1005]*.

