



US Army Corps  
of Engineers®

# ENGINEERING AND CONSTRUCTION BULLETIN

No. 2003-5 Issuing Office: CECW-ET Issued: 12 Mar 2003 Expires: 12 Mar 2005

---

**Subject:** Submitting and Processing Criteria Change Requests

**Applicability:** Directive

1. Purpose: The purpose of this bulletin is to implement a new web-based process for submitting, tracking, resolving, and implementing user feedback on engineering and construction (E&C) criteria and guide specifications.

2. Background: A viable criteria system is critical for the continued capability of the Corps to deliver quality products to our customers – on schedule and within budget. We need a process the field can embrace for submitting user feedback on E&C documents that warrant corrections to reflect lessons learned and/or current industry standards and work practices. Field offices became discouraged with the old process of submitting hard copy *ENG Forms 3078, Recommended Changes to Engineering Documents*, as they were labor intensive, and recommendations took an excessive amount of time from initiation to final resolution and implementation. The ‘3078’ process, prescribed by *ER 1110-345-100* and *ER 1110-345-700*, has been rescinded by *EC 25-1-302*.

3. Policy: User feedback on E&C criteria and guide specification documents will be submitted and processed via electronic *Criteria Change Requests (CCRs)* through the *Criteria Management System (CMS)* on *ProjNet*. The *CCR* submittal form is accessible outside of the *ProjNet* server from the following sources:

- a. *USACE Technical Excellence Network* at <http://hqec.wes.army.mil/default.asp?Title=CD>.
- b. *USACE TechInfo* at <http://www.hnd.usace.army.mil/techinfo/3078/CCRchg.htm>.
- c. *Unified Facilities Criteria (UFC) Index* at [http://65.204.17.188//report/doc\\_ufc.html](http://65.204.17.188//report/doc_ufc.html).
- d. *Unified Facilities Guide Specifications (UFGS) Index* at <http://www.ccb.org/ufgs/ufgs.htm>.
- e. [Criteria Change Request \(CCR\)](#) link from each UFGS section within *SpecsIntact*.

4. *CCR* Process (refer also to the enclosures):

a. Individuals submit *CCRs* using the e-form from one of the above sources. Submitters may be from the public or private sector. Registered *ProjNet* users may login through the form to expedite *CCR* processing; otherwise, submitters may enter basic identification information directly on the e-form. ***ProjNet* registration is not required for *CCR* submissions.**

b. Submitters next select a document to be changed from the pick list of published E&C criteria and guide specifications, identify the problem, (ideally) recommend a solution, and then click ‘go.’ **Recommended solutions are preferred but not required to process *CCRs*.**

Subject: Submitting and Processing Criteria Change Requests

c. Submissions are automatically recorded in *CMS* and routed to the Technical Proponents (TPs) for the documents involved. *CCRs* on Tri-Service criteria are routed to the TPs of record in each agency, although only a document's Preparing Activity TP is responsible for responding.

d. Submitters receive immediate email notifications that confirm receipt of their *CCRs* and provide printable records of submissions. These notifications state that a response is to be expected within 30 days. If non-*ProjNet* registered submitters need to include backup files to support submissions, they may reply to the *CMS* confirmation email and attach the supporting files. The files will be attached to the final *CCRs* before they are forwarded to the TPs. Submitters logged into [ProjNet](#) may attach backup files directly to the *CCR* submission form. TPs also receive email notifications of *CCR* filings with instructions for reviewing and responding to the requests through *CMS*.

e. **TPs must login to [ProjNet](#) and click on 'Criteria Management System' (CMS) to evaluate and respond to CCRs.** User passwords and assistance are available from the system Help Desk by phone at 800-428-4357 or 217-367-3273 or by email to the [ProjNet Help Desk](#). When logged in, TPs may:

- (1) Request additional backup from submitters or request consultation reviews by the designated field Technical Representatives (TRs) for the documents involved. TPs must coordinate with CECW-ETE for funding of TR consultation efforts.
- (2) Approve changes. TPs must select one of three approval options to designate whether the TP, TR, or, for guide specifications only, the UFGS Database Manager (at CEHNC-ED-ES) is required to incorporate the changes. TPs must coordinate funding requirements with CECW-ETE to have TRs take action on guide specifications and criteria document changes. For guide specifications only, the UFGS Database Manager is funded to incorporate minor changes (one to three hours effort) resulting from *CCRs*.
- (3) Disapprove proposed changes. Disapprovals require rationale to be included in 'Action Description' text box.

f. Approved changes will be incorporated as recommended in *CCRs* unless additional wording is provided in the 'Action Description' text box to modify requests. Proposed wording must also be provided by TPs when recommended 'solutions' are not provided in the submissions or when the UFGS Database Manager is to take action.

g. TPs - not TRs - must input approval/disapproval responses into the system.

h. All approved *CCRs* will have final dispositions annotated as either 'Closed' (changes are incorporated) or 'Approved *CCR* implementation pending funding' (changes need to be budgeted in the next criteria program update cycle). For guide specifications, the Database manager closes all approval actions in the system. CECW-ETE will coordinate all other closed and pending actions with the TPs involved. Closed *CCRs* are archived within the system.

Subject: Submitting and Processing Criteria Change Requests

i. For every above TP action, automated status notifications are emailed to each appropriate *CCR* participant, as follows:

- (1) For final dispositions, submitters and TPs are notified of closed and pending actions. Pending actions will be included in the next fiscal year criteria update program subject to program priorities and available funding.
- (2) For *CCR* disapprovals, the *CCR* is closed out and the submitter is notified of the action with rationale.
- (3) For *CCR* approvals, submitters are notified of the action along with the person designated to complete the action: the TP, TR, or, for guide specifications only, the UFGS Database Manager. The UFGS Database Manager is copied on all approvals involving guide specifications, regardless of who has the action. For TR actions, TRs and TPs receive notifications that include a reminder for TPs to coordinate funding requirements with CECW-ETE.
- (4) For requests for TR consultations, submitters and TRs are notified of the actions. Requests for *CCR* backup are automatically emailed to submitters by the system. Notifications for TR consultations include a reminder for TPs to coordinate funding requirements with CECW-ETE.

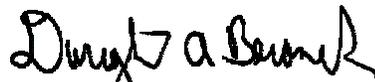
j. A report of all approved *CCRs* is posted at the URL cited above for *TechInfo*. *CCRs* are automatically removed from this report once the approved changes are incorporated.

5. Words of Caution: It is important that all above *CCR* processing steps after the initial submission be performed within [ProjNet](#) CMS to ensure effective monitoring, funding, and implementation of user feedback and lessons learned.

6. Point of contact for this bulletin is [Rick Dahnke](#), CECW-ETE, 202.761.4125.

2 Encls

1. CCR Submittal Form
2. CCR TP Response Form



DWIGHT A. BERANEK, P.E.  
Chief, Engineering and Construction Division  
Directorate of Civil Works

**ENCLOSURE 1**  
**CCR Submittal Form**

**ProjNet > CMS > Change Request > Submit CCR**

This page is provided for the submission of Criteria Change Requests for documents managed in the Criteria Management System. You can review US Army documents managed in the system at [USACE documents](#). If you have already registered with ProjNet, please [login](#) now and submit your CCR in the ProjNet system. CCRs submitted in the ProjNet system are transmitted directly to the Criteria Management System. CCR's submitted on this page will be screened prior to submittal to the Criteria Management System and prior to forwarding to the document proponent. Persons submitting CCRs on this page will receive email notification when the CCR is inserted in the regular CMS program.

**a. First name: (reqd.)**

**b. Last name: (reqd.)**

**c. Email: (reqd.)**

**e. Phone: (reqd.)**

**h. Organization/Office: (reqd.)**

**SBU**

Technical support is provided by [Resource Center Enterprises](#).  
If you have a question about using this site, please email or call [Jeff Moll](#) (217.367.3273).

Management of this site is provided by [HOUSACE Technical Policy Branch](#).  
Question and comments to [Rick Dahnke](#) (202-761-4125).

Internet

**ENCLOSURE 1**  
**CCR Submittal Form**

PROJNET > CMS - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print

Address CMS Demonstration Go

Links Customize Links Free Hotmail Windows Untitled

ProjNet > CMS > Change Request > Submit CCR SBU

---

CCR SUBMITTAL BY: Jeff Moll  
jmoll@rcsupport.com  
800-428-4357  
Resource Center Enterprises, Urbana, IL

Start Over

---

Use the form below to enter your Criteria Change Request.  
To spell check compose the problem and solution statements in a word processor and paste text.

---

Preparing Activity: (reqd.) Select an agency. pick agency

---

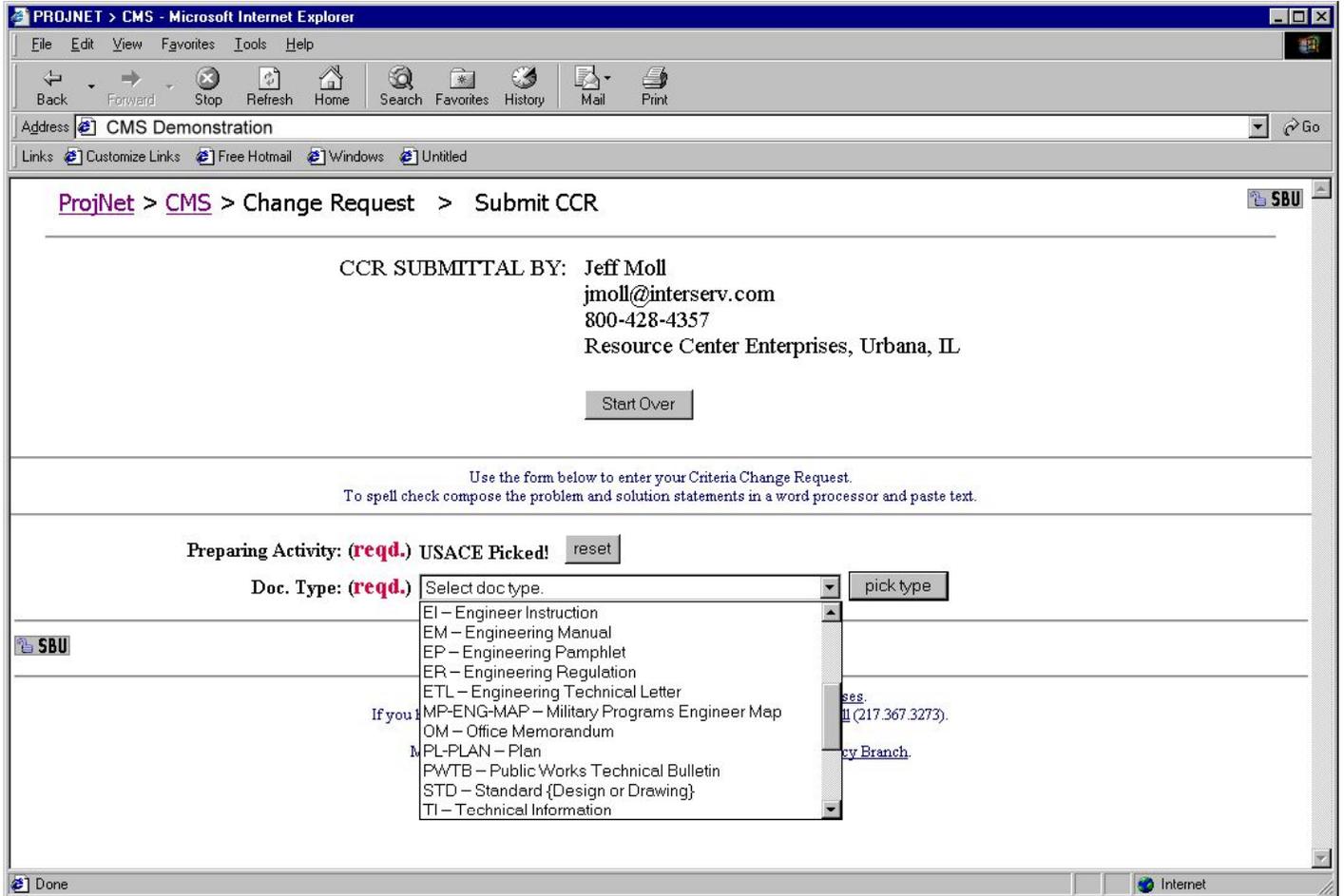
SBU

---

Technical support is provided by [Resource Center Enterprises](#).  
If you have a question about using this site, please email or call [Jeff Moll \(217.367.3273\)](#).  
Management of this site is provided by [HOUSACE Technical Policy Branch](#).  
Question and comments to [Rick Dahnke \(202-761-4125\)](#).

Done Internet

### ENCLOSURE 1 CCR Submittal Form



### ENCLOSURE 1 CCR Submittal Form

PROJNET > CMS - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites Media History Mail

Address CMS demonstration Go

Use the form below to enter your Criteria Change Request.  
To spell check compose the problem and solution statements in a word processor and paste text.

Preparing Activity: **(reqd.)** USACE Picked!

Doc Type: **(reqd.)** STD Picked!

Document: **(reqd.)** STD 000-90-04 Masonry Details

Problem: **(reqd.)** Test - please ignore

(Supporting files? -- See note below.)

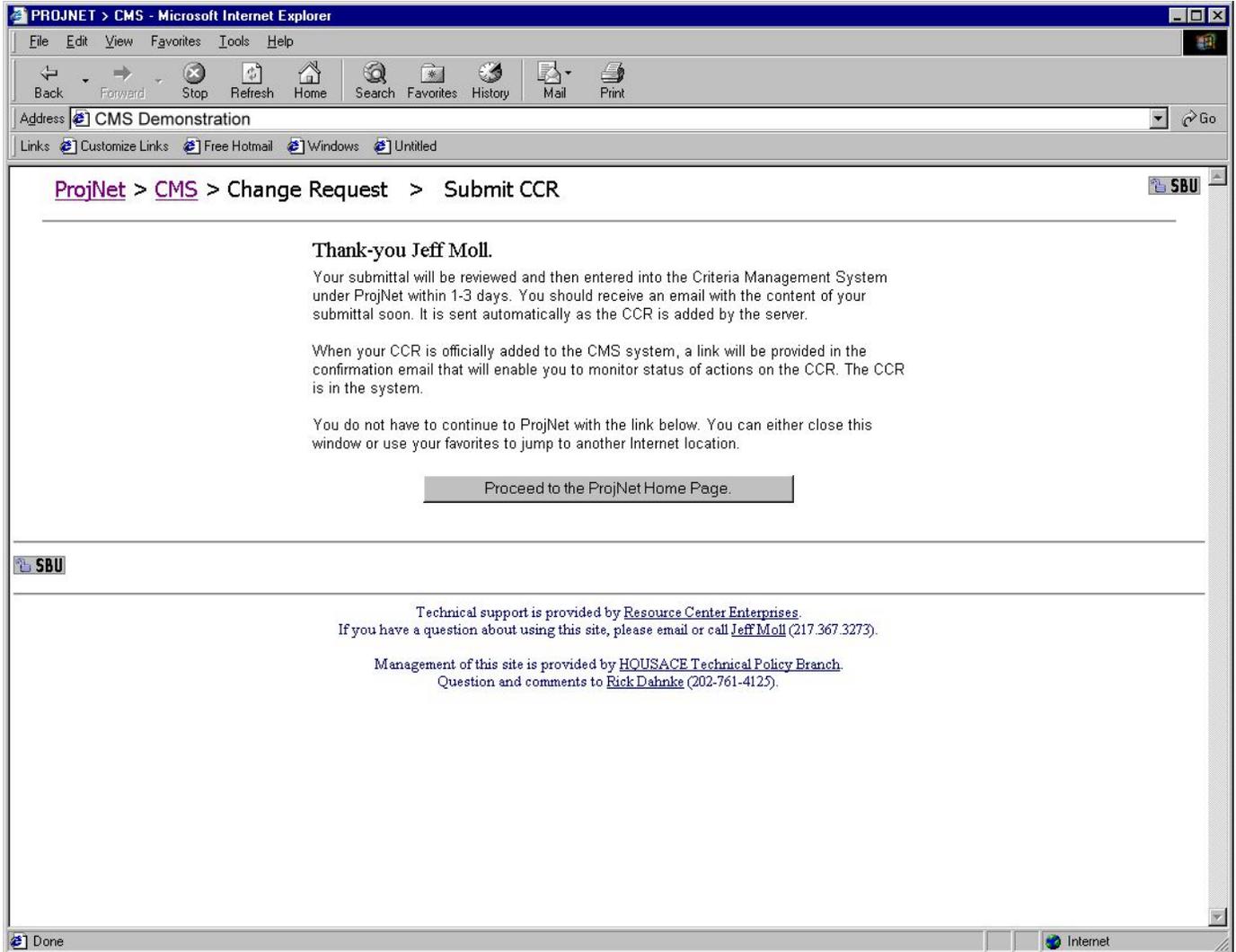
Solution: **(preferred)**

(Supporting files? -- See note below.)

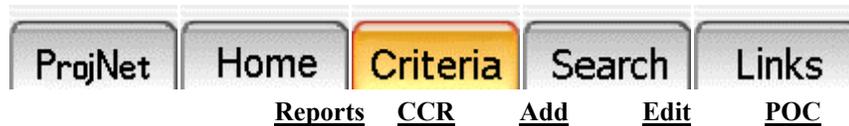
*Note on Attaching Files:* Note on Attaching Files: You will receive a confirmation email following submission of this CCR. If you need to include backup files to support your submission, use the confirmation email to attach and return the supporting files to the CMS administrator. Those files will be attached to the final CCR before it is forwarded to the Technical proponent.

Done Trusted sites

**ENCLOSURE 1**  
**CCR Submittal Form**



**ENCLOSURE 2**  
**CCR TP Response Form**



[ProjNet](#) > [CMS](#) > Change Request > Edit CCR



---

Proponents and Administrators may update CCR status.

---

CCR ID: 7 (Submitted 09-Aug-01)

CRITERIA: AEI-0 "Installation Support" (Pub Date 17-Oct-96)

---

### 1. Initial Submission

Submitted [Bill East](#)

By: CERL - DrChecks Project Office  
217-352-6511

Problem Description: **Problem: Use the form below to enter your Criteria Change Request. To spell check compose the problem and solution statements in a word processor and paste text.**

Proposed Solution: **Solution: Use the form below to enter your Criteria Change Request. To spell check compose the problem and solution statements in a word processor and paste text.**

---

### 2. Current Status

**(Proponents enter requests for more information or additional reviews in 'Issue Disposition' box, select appropriate 'Request' and 'POCs', then click 'Update Status' button below.)**

---

Prior Action **(no prior action taken)**  
By:

**ENCLOSURE 2**  
**CCR TP Response Form**

Issue  
Disposition:

Annotate:  **Update 'Issue Disposition' text only. (No email sent.)**

Research:  **Request backup information from author.**  
 **Request a consultation review from POC's selected below.**  
**(Approve or Disapprove Options send email notices with 'Issue Disposition' text.)**

Tech Proponents:

Select one or more people to email.
Moll, Jeff (RCE DrChecks Help Desk)

Tech Representatives:  
**(none selected)**

Update Status

**ENCLOSURE 2**  
**CCR TP Response Form**

**3. Request  
Action**

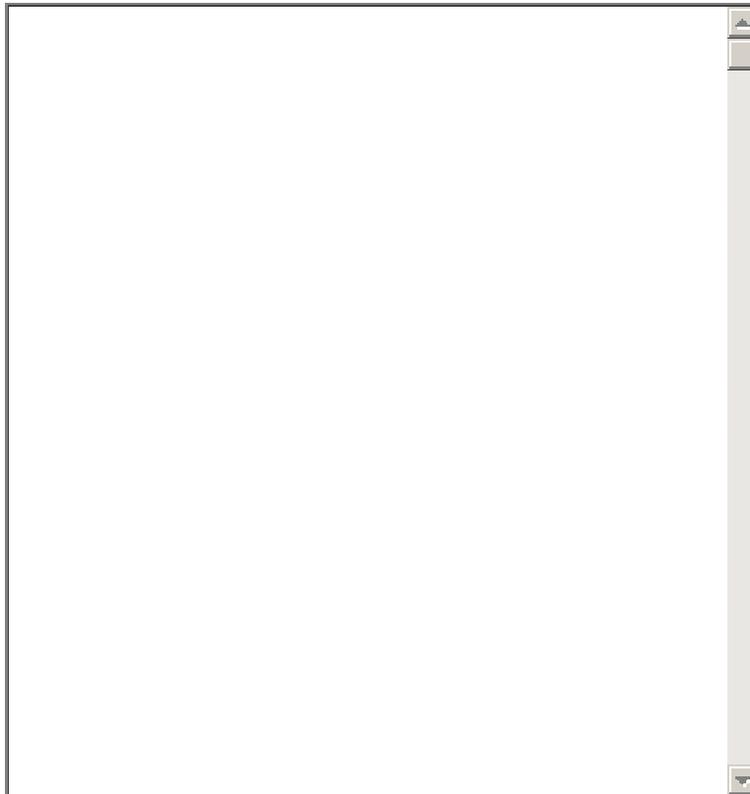
**(Proponents click appropriate 'Action' button, annotate 'Action Description' box if needed, then click 'Update Status' button below. Conditional approvals and disapprovals require rationale annotation.)**

---

Annotate:  **Update 'Action Description' text only. (No email sent.)**

- Planned Action:
- Approved. Proponent to take action.**
  - Approved. Tech Rep to take action. (Proponent to coordinate with CECW-ETE for Tech Rep funding.)**
  - Approved. UFGS Database Manager to take action.**
  - Disapproved.**  
**( 'Approved' or 'Disapproved' Options send email notices with 'Action Description' text.)**

Action  
Description:



**ENCLOSURE 2**  
**CCR TP Response Form**

**4. Final Disposition**

Closed By: **(no prior action taken)**

Discussion:



Annotate:  **Update 'Discussion' text only. (No email sent.)**

- Final Status:  **Closed. This item has been incorporated into the referenced document.**
- Approved. Implementation pending funding.**  
**(Closed or Approved Send email notices without discussion text.)**

Update Final



**Do not transmit or discuss classified material using this system.**

---

Technical support is provided by [Resource Center Enterprises](#).  
If you have a question about using this site, please email or call [Jeff Moll](#) (800.428.4357 or 217.367.3273).

Management of this site is provided by [HQUSACE Technical Policy Branch](#).  
Question and comments to [Rick Dahnke](#) (202-761-4125).