

Regulation  
No. 10-1-1

**LIBRARY COPY**

1 November 1993

Organization and Functions

UNITED STATES ARMY ENGINEER DISTRICT, LITTLE ROCK

Summary. This revision updates the mission, organization structure, and functional responsibilities of the Little Rock District, Corps of Engineers.

Contents

	Paragraph
Purpose and Applicability.....	1
References.....	2
Mission.....	3
Policies.....	4
Procedures for Organization or Functional Change.....	5
Authentication of Approved Changes.....	6
Functional Responsibilities	Appendix
Executive Office.....	A
Divisions	
Construction-Operations.....	B
(Not Used).....	BA
Beaver.....	BB
Clearwater.....	BC
Greers Ferry.....	BD
Little Rock Construction.....	BE
Millwood-Tri Lakes.....	BF
Mountain Home.....	BG
Nimrod-Blue Mountain.....	BH
Pine Bluff.....	BI
Russellville.....	BJ
Table Rock.....	BK
Contracting.....	C
Engineering.....	D
Planning.....	E
Programs & Project Management.....	F
Real Estate.....	G
Offices	
Counsel.....	H
Equal Employment Opportunity.....	I
Human Resources.....	J
Information Management.....	K
Internal Review.....	L
Logistics.....	M
Public Affairs.....	N
Resource Management.....	O
Safety and Occupational Health.....	P
Security and Law Enforcement.....	Q

1. Purpose and Applicability. This regulation prescribes the organizational structure and assignment of functional responsibilities of the Little Rock District Corps of Engineers, a field operating activity under the Southwestern Division. It establishes policies and procedures for changes in the structure or assignment of functions of organizational elements. The provisions of this directive apply to all organizations and managers of the Little Rock District.

2. References.

- a. ER 10-1-3, Divisions and Districts.
- b. SWDR 10-1-1, Southwestern Division Office and Districts.

3. Mission. The mission of the Little Rock District is to:

- a. Plan, design, and construct and operate and maintain river and harbor and flood reduction works.

- b. Exercise general supervision over the maintenance of federally constructed locally operated harbor and flood reduction works.

- c. Administer the laws concerning protection and preservation of the navigable waters of the District.

- d. Provide natural disaster relief and conduct flood-fighting and rescue work, and maintain national emergency operations plans.

- e. Serve as point of contact between Arkansas State Government agencies and the Corps Districts and Divisions which have operating responsibilities in the State.

- f. Acquire and dispose of real estate and issue and administer outgrants for the Army and Air Force within the geographic boundaries of the State of Arkansas.

- g. Plan, design, and construct military facilities for the Army and Air Force and Army Reserve Units within the geographic boundaries of the State of Arkansas.

4. Policies. The District Commander's policies are:

- a. Organizational structure and functional assignments of the Little Rock District will conform to those prescribed by the Chief of Engineers and the Division Commander.

- b. Chiefs of organizational elements will keep the organization structure under their supervision and control in balance with workload and conditions. The objective of this policy is to assure maximum efficiency and economy of all District operations with minimum consumption of resources.

c. Changes to the organization structure and functional assignment will be made only after proper evaluation confirms that the proposed change is economically justified and is in the best interest of the Government.

d. All proposed changes will be presented, documented, processed, and acted on as prescribed herein and in the referenced publications.

5. Procedures for Organizational and Functional Change.

a. The Southwestern Division Commander, by reference 2b, delegates to District Commanders full authority to organize at Branch level and below except those specific situations shown in SWDR 10-1-1. The Southwestern Division Commander prohibits further delegation of this authority below the District Commander.

b. Changes to the Little Rock District organization structure or functional assignment will normally originate from:

(1) Directives by the District Commander or higher authority.

(2) Proposals initiated by Chiefs of organizational elements.

(3) Proposals or analyses and recommendations made by Management Analysis Branch, special study teams, or the Position Management Officer.

c. Proposals for recommended changes in organization structure or functional assignments originating from 5b(2) or (3) will be forwarded to Management Analysis Branch for review, evaluation, and coordination prior to being presented to the District Commander for decision. The minimum documentation to support the proposed change is listed below. This documentation shall be developed by the individual or team requesting the change and forwarded with the change request to Management Analysis Branch at least 45 days prior to the proposed effective date.

(1) Background. State situation, problem, directive or condition that causes the need for change.

(2) Current Organization. Submit a diagram of the current organization, clearly indicating the organizational title(s), as shown in current Permanent Orders, position titles and grades. Depict pertinent organizational relationships in the diagram by identifying all sub-elements, e.g., branches and sections, if any.

(3) Current Functional Statements. Provide copies of the existing organization's current functional statements extracted from the current organization and functions regulation, or approved change(s) thereto.

(4) Current Staffing. Identify all authorized positions, including vacancies, by job title, series and grade in the present organization.

(5) Proposed Organization. Submit a diagram of the proposed organization showing organization title(s), position titles and grades. Show pertinent divisions, branches, and sections.

(6) Proposed Functional Statements. Submit appropriate functional statements. Statements will be concise and will accurately describe only those functions that have been assigned to the organization by appropriate authority.

(7) Proposed or Requested Staffing. Identify total proposed staffing, including currently authorized and any additional requested spaces, by job title, series and grade, for the proposed organization.

(8) Manpower Justification. Provide full explanation of the basis for proposed staffing identified IAW paragraph 7 above. To the extent possible, justify the proposal using quantitative workload data.

(9) Funding Impact. Show impact of the proposed change(s) on the following as applicable: (a) Engineering and Design Cost; (b) Supervision and Administration (S&A) costs; (c) Overhead; and (d) other pertinent costs.

(10) Cost Comparison. Present a brief comparison of current fiscal year costs and computed savings or additional costs which are a direct result of proposal. This comparison will be based on the approved operating budget. Include a statement as to the availability of funds to support the proposed change.

6. Authentication of Approved Changes. Changes to organizational structures and major functional assignments which cross Division/Office lines will be officially enacted by issuance of a Permanent Order signed by the District Commander. This document will be developed by Management Analysis Branch, Resource Management Office, for coordination and presentation to the District Commander.



DAVID R. RUF  
Colonel, Corps of Engineers  
District Engineer

28 Appendixes

DISTRIBUTION A

APPENDIX A  
STATEMENT OF FUNCTIONS  
EXECUTIVE OFFICE

DISTRICT ENGINEER/COMMANDER.....1  
DEPUTY DISTRICT ENGINEER/COMMANDER.....2  
DEPUTY DISTRICT ENGINEER FOR PROJECT MANAGEMENT.....3  
SPECIAL ASSISTANTS.....4  
    VALUE ENGINEERING OFFICER.....4a  
    TOTAL ARMY QUALITY PROGRAM MANAGER.....4b  
BOARDS AND COMMITTEES.....5

1. District Engineer (DE)/Commander.

a. Directs, supervises, and manages the activities of the District in the performance of the mission.

b. Serves as Contracting Officer within authorities prescribed by Southwestern Division Certificate of Appointment.

c. Issues determination of unusual emergencies and exigencies (not delegated).

d. Evaluates the performance and writes appraisals for:

- Deputy District Commander
- Deputy District Engineer
- Chief, Construction-Operations Division
- Chief, Contracting Division
- Chief, Engineering Division
- Chief, Planning Division
- Chief, Real Estate Division

2. Deputy District Commander.

a. Acts for the District Engineer/Commander in his absence. Assists the Commander in directing, supervising, and managing the activities of the District. Formulates and recommends general policies, procedures, and regulations. Coordinates, reviews, and evaluates the effectiveness of the administrative and operating policies.

b. Manages the Executive Office and executes general supervision of all staff administrative and personnel functions.

c. Special advisor to the Commander on all personnel matters.

d. Assists military and civil works customers in resolving problems, thus enhancing partnerships. Primary emphasis on military customers.

e. Executes supervision of the Administrative and Advisory Staff. Evaluates the performance and writes appraisals for the following. This supervisory relationship does not prevent staff members from direct access to the Commander as desired.

District Counsel  
Chief, Equal Employment Opportunity Office  
Chief, Human Resources Office  
Chief, Information Management Office  
Chief, Internal Review Office  
Chief, Logistics Management Office  
Chief, Public Affairs Office  
Chief, Safety & Occupational Health Office  
Chief, Security and Law Enforcement Office  
Total Army Quality Coordinator

f. Coordinates with Southwestern Division (SWD), U.S. Army Corps of Engineers (USACE), and other major headquarters and with federal, state and local agencies.

g. Army Communities of Excellence (ACOE) Coordinator.

h. Civilian Recreation Association (CRA) Coordinator.

i. Position Management Officer (PM).

j. Member of the various committees (History, Information Resource Management Steering, Wellness, etc.).

k. Signs routine correspondence.

l. Serves on the following committees as indicated.

Health Promotion Council Chairperson  
Historical Committee Chairperson  
Information Resource Management Steering Committee Ex Officio  
Performance Standards Review Board Chairperson

m. Approves travel orders directing temporary duty travel or permanent change of station of civilian employees of the District. Approves travel vouchers of the staff and repeated travel orders. Approves travel orders for temporary duty of District military personnel within the continental United States.

n. Approves Engineer Form 3103 (Work Order), overtime, holiday work, and compensatory time.

o. Issues letters of decision on employee suspension exceeding 14 days and removals.

p. Approves awards involving negotiated sale of items having an estimated value of \$5,000 or less.

q. Provides staff coordination and handles affiliation and Reserve Component matters.

r. Reviews and approves idea evaluations submitted through the Army Ideas for Excellence Program that are not recommended for adoption.

3. Deputy District Engineer (DDE).

a. Acts for the District Engineer/Commander in his and the Deputy District Commander's absence.

b. Serves as Chief of the Programs and Project Management Division, Chairperson of the Project Review Board (PRB), Chairperson of the Program Budget Advisory Committee (PBAC), Chairperson of the Equal Employment Opportunity Council, and as Manpower Manager.

c. Serves as alternate to approve Architect-Engineer Preselection Memorandum.

d. Serves as legislative and governmental liaison.

e. Provides guidance and direction to the district staff on military and civil program development and execution. Monitors military and civil program and project development and execution.

f. Reviews and provides guidance on all aspects of program development and project management to include engineering and design, construction-operations, planning, real estate and resource management. Directs the District Life Cycle Project Management System and all attendant and related activities.

g. Assists military and civil works customers in resolving problems, thus enhancing partnerships. Primary point of contact for civil works customers.

h. Executes supervision of all resource management functions and the manpower manager for the District. Evaluates the performance and writes the appraisal for the Chief, Resource Management Office. The supervisory relationships outlined above do not prevent staff members from direct access to the Commander.

i. Coordinates with Southwestern Division (SWD), U.S. Army Corps of Engineers (USACE), and other major headquarters and with federal, state and local agencies.

4. Special Assistant.

a. Value Engineering Officer. Formulates and coordinates the Value Engineering Program in District activities. Organizes and conducts formal Value Engineering training program. (organizationally assigned to Engineering Division)

b. Total Army Quality Program Manager. Directs the Total Army Quality efforts of the District.

5. Boards and Committees. See SWLR 15-1-1, Committee Management, for approved committees and assigned responsibilities.

APPENDIX B

STATEMENT OF FUNCTIONS

CONSTRUCTION-OPERATIONS DIVISION.....1  
  CONSTRUCTION BRANCH.....2  
    CONSTRUCTION MANAGEMENT SECTION.....2a  
    QUALITY ASSURANCE SECTION.....2b  
  HYDROPOWER BRANCH.....3  
  NAVIGATION AND MAINTENANCE BRANCH.....4  
  NATURAL RESOURCE MANAGEMENT BRANCH.....5  
  OFFICE OPERATIONS BRANCH.....6  
    ADMINISTRATIVE SECTION.....6a  
    REPORTS AND CONTROL SECTION.....6b  
  REGULATORY BRANCH.....7  
    REGULATORY COMPLIANCE SECTION.....7a  
    REGULATORY EVALUATION SECTION.....7b  
  EMERGENCY MANAGEMENT BRANCH.....8  
  RESIDENT OFFICES.....9

1. Division Chief.

a. Exercises staff supervision, control, and coordination of all functions of the Division. Executes civil and military operations, maintenance, and construction policies.

b. Serves as technical staff advisor to and representative of the District Commander on all matters related to Construction General and Military Construction Programs, and operations and maintenance functions of the District.

2. Construction Branch. Interprets and executes construction policies. Serves as Contracting Officer Representative (COR) for the Contracting Officer on construction contracts and other selected contracts throughout the District. Recommends assignment of contracts to Resident Engineers/Managers. Provides technical and contract administration support to field offices.

a. Construction Management Section.

(1) Analyzes contract progress. Assures that the contractor's Network and Progress Schedules are submitted and acceptable. Checks contractor progress schedules for compliance with contract. Maintains progress files. Coordinates progress data with Quality Assurance Section.

(2) Provides technical review of contractor's capability in the preparation of preaward surveys for all construction contracts and other selected contracts in the District.

- (3) Presents and schedules preconstruction conference on contracts managed by the Branch. Prepares minutes and obtains contractor concurrence.
- (4) Receives and reviews all requests for construction contract changes in the District. Prepares the Request for Proposal and transmits to the contractor.
- (5) Coordinates the technical features of proposed modifications with Quality Assurance Section, Resident Offices, and Engineering Division. Prepares modification in final form, together with notice to proceed, for execution by Contracting Officer. Performs technical review of all contract modifications. Initiates modifications according to established guidelines. Maintains modification register and backup files on all modifications and investigations.
- (6) Makes engineering determination and interprets contract plans and specifications in coordination with Office of Counsel on all active contracts.
- (7) Evaluates the contractor's proposal, negotiates and prepares the modification.
- (8) Receipts and acknowledges any written contract claim. Investigates, reviews, and formulates recommendation in the deposition of the contract claims. Prepares analysis and recommendation of action for forwarding to the Contracting Officer.
- (9) Prepares scope of work, preparing Government estimate, negotiating and general processing of Title II and survey contracts for construction work, O&M and other selected contracts throughout the District.
- (10) Provides contract administration, on-site supervision, and inspection for major civil works contracts managed by the Branch.
- (11) Serves as advisor to Resident Engineers/Managers and SWD on all contracts after award.
- (12) Reviews and evaluates cost and pricing data submitted by contractors for construction contracts and modifications thereto which exceed \$100,000.
- (13) Prepares Technical analysis on claims for legal review and Contracting Officer decision. Coordinates and participates in claims conferences.
- (14) Coordinates arrangements with Quality Assurance Section and Resident Engineers/Managers and establishes itinerary for inspection trips by District Commander and other dignitaries.

(15) Negotiates construction contracts when determined necessary by the Contracting Officer. Negotiates and reviews contract termination proposals.

(16) Reviews Government estimates for the more complex modifications prepared by Architect-Engineer's (A-E's) or Engineering Division. Prepares supplements thereto to reflect status of the work or actual field conditions. Prepares Government estimates for field changes.

(17) Provides recommendations to Design Branch during design stage as to construction sequencing and alternate approaches to avoid restrictive phasing.

(18) Coordinates with Specification Section, Design Branch, to provide contract time, liquidated damages, anticipated normal weather delays and other recommendations pertaining to Special Provisions paragraphs.

(19) Obtains plans and specifications from Design Branch and distributes to contractors on new contracts and field offices on modifications.

(20) Processes contractor's pay estimates, establishes amount of liquidated damages to be used in contract specifications, and maintains concise, pertinent contract data.

b. Quality Assurance Section.

(1) Assures that contractor submittals are submitted promptly for timely review and approval, are complete and in compliance with the plans and specifications.

(2) Maintains the Shop Drawing Register (ENG Form 4288) and distributes shop drawings. Maintains a shop drawing unit which reviews and recommends approval of shop drawings for the COR. Maintains a complete submittal file on all contracts. Keeps the contractor's submittal schedule current. Answers queries on submittal status.

(3) Administers A-E Title II shop drawing review contracts, prepares pay estimates, inspect shop drawing reviews for timeliness, completeness, and technical merit.

(4) Conducts a detailed review and study of drawings and specifications prior to advertisement and bid opening to determine: constructability, bidability, legal enforceability, design criteria conflicts. Verifies incorporation of annotated review comments on plans or in specifications prior to advertisement for bids.

(5) Participates in pre-award surveys, preconstruction conferences, on site safety inspections, Design Construction Evaluations, and other staff inspections.

(6) Studies engineering reports, technical journals, designs, Engineering Technical Letter's on changes in design and construction to assure incorporation into new contracts, guide specifications, letters of mutual understanding, and resume of negotiations.

(7) Reviews all COE construction contracts in progress to determine: effectiveness of supervision and inspection program, Quality Assurance Program, evaluation of contractor's Quality Control Program, effectiveness of Corps of Engineers Guide Specifications, regulations, and district policies.

(8) Provides on-site management, inspection, and quality assurance inspections of all contracts assigned to the District Construction Branch. Prepares and submits all construction status reports, contractor's evaluations, and other reports as required by higher authority.

(9) Provides technical support to all field and District offices pertaining to design and construction inspection and evaluation.

(10) Provides technical assistance on contract modifications, claims, negotiations, and estimates.

(11) Conducts training on-site and formal seminars for field and District personnel.

(12) Furnishes quality assurance and plant inspection during fabrication and assembly.

(13) Coordinates all quality assurance laboratory tests of all major contracts in LRD. Inspects contractor engineering testing laboratories.

(14) Arranges all major construction contract surveys either by coordination with Resident Offices, Engineering Survey Section, or by outside survey contracts.

(15) Advises Resident Engineers and Project Managers on technical or quality management problems and policies.

(16) Provides field assistance in acceptance testing of all air conditioning, mechanical, and electrical equipment required by construction contracts to assure systems are properly installed and function in accordance with contract requirements.

### 3. Hydropower Branch.

a. Administers contracts for equipment procurement and rehabilitation. Responsible for studies and planning for updating equipment. Administers the powerplant training program.

b. Performs power factor tests on power circuit breakers and transformers and electrical tests and maintenance on main generators, power switchgear, metering, relaying, and supervisory control and data acquisition equipment in all District powerplants.

c. Inspects and tests new and rehabilitated electrical equipment in powerplants prior to placing in operation. Furnishes technical advice and assistance in connection with maintenance of generating equipment.

d. Inspects each hydropower plant during scheduled inspection and maintenance outages and prepares inspection reports.

e. Furnishes advice and assistance on necessary changes and additions to the District's carrier current system.

f. Conducts investigations of protective relay actions to determine the causes, the extent of the damage, and makes recommendations for any necessary repairs.

4. Navigation and Maintenance Branch.

a. Provides staff supervision and planning for maintenance of all structures and matters relating to navigation on the Little Rock District portion of the McClellan-Kerr Arkansas River Navigation System.

b. Provides technical assistance, direction, and policy for maintenance of all structures on the McClellan-Kerr Arkansas River Navigation System and non-navigational flood control projects. Coordinates with Engineering Division for assistance outside branch capabilities. Conducts engineering studies and prepares estimates for budget purposes. Monitor and conduct the District Water Quality Program pertaining to swimming beaches and potable water.

c. Directs and performs annual maintenance inspections of all structures and maintenance management practices located at operational projects and recommends remedies for maintenance problems discovered. Responsible for the preparations for the Annual Navigation and Lockmasters Conferences.

d. Performs stilling basin inspections and gate operational capability inspections and recommends remedies for any operational or maintenance problems discovered.

e. Coordinates and assists with Dam Safety Program training for field employees.

f. Reviews plans, specifications, and as-built drawings for operability and maintainability. Maintains project O&M Manuals.

g. Develops and coordinates annual work plans and schedules involving multiple project resources for the Code 710 and operations and maintenance programs.

h. Develops, reviews, and recommends maintenance contract specifications for project structures, machinery, plant and equipment.

i. Prepares cost estimates for maintenance work and repairs to structures caused by marine accidents.

j. Develops procedures for the unwatering of navigation locks and dams and non-navigational flood control dams. Coordinates and supervises annual unwatering as required.

k. Provides direction, policy, and technical assistance for management and maintenance of all plant and equipment in the District, except passenger vehicles.

l. Develops and prepares specifications for the procurement of plant and equipment for all field offices. Reviews requests for acquisition and disposal of plant and equipment to ensure the proposed actions are compatible with project and District mission. Prepares plant equipment property authorization documents, reviews requests for change, and recommends approval/disapproval of requested changes.

m. Coordinates and manages the Plant Replacement and Improvement Program (PRIP) for acquisition of vehicles, plant, and equipment and additions and betterments. Prepares the District 5-year PRIP, requests for budget year fund allocations, and changes to the current year PRIP funding.

n. Develops and monitors the Engine Oil Analysis Program and reviews test results.

o. Monitors operational water supply contracts and proposed changes to water supply facilities.

p. Provides technical assistance for the non-destructive testing of operating machinery and machinery components.

q. Monitors Department of the Army Energy Resources Management Program; SWL Energy Resource Management Coordinator.

r. Coordinates and manages petroleum underground storage tanks and above ground storage tanks and radon detection/mitigation program to ensure compliance with Environmental Protection Agency (EPA) regulations as part of SWL Hazardous and Toxic Materials Management Program.

s. Reviews and proposes navigation regulations, prepares navigation charts, plans and conducts lock operator training, investigates and reports wrecks and obstructions in navigable waters, and maintains current records on groundings and tow movements. Responsible for data and reports information required by the Performance Monitoring System (PMS). Collects and reports statistics to Waterborne Commerce Statistics Center, and prepares monthly commodity movement estimates.

1 NOV 93

t. Maintains liaison and coordinates with waterway interests and the general public to apprise them of the facilities, capabilities, proposed improvements, and restrictions to use of the waterway. Distributes daily reservoir and flow information.

u. Maintains liaison and coordinates District activities with the respective offices of the U.S. Coast Guard. Coordinates the need for additional aids to navigation. Advises Coast Guard of reported navigation regulation violations and hazardous conditions, coordinates publication of Notice to Mariners and Notices to Navigation Interests, coordinates establishment of Vessel Management Systems, and coordinates permit applications for bridges over navigable waters.

v. Provides staff supervision and planning for District Diving Program. Recommends and reviews regulations and policies regarding the utilization of diving resources, processes requests for use of underwater camera, reviews qualifications and training of divers, and coordinates with district staff and other agencies requesting diving and underwater camera services.

w. Responsible for channel maintenance dredging, preparation of budget estimates and directs preparation of dredging contract specifications. Assists in selection of dredge disposal areas and processing of Environmental Assets. Maintains the dredging history database.

x. Reviews construction plans prepared by others for recreation and other facilities.

y. Assists Resident Engineers/Managers in procurement procedures including preparation of plans and specifications as required and contract review and administration. Reviews requisitions for supplies and services used in the maintenance of project facilities.

##### 5. Natural Resources Management Branch.

a. Provides supervision, administrative control and coordination of outdoor recreational development and management activities, the park ranger program, reforestation, interpretation, conservation and related natural resource matters. Coordinates staff review and develops regulations and policies concerning proposed facilities and activities. Serves as liaison for coordinating these matters between the Resident Engineers/Managers, Division, HQUSACE, local, state and other federal agencies.

b. Provides assistance, recommendations, direction, and guidance in administering operation of all parks, lands, and waters within the district in compliance with established regulations, policies, and procedures.

- c. Prepares supplements to master plans for existing projects. Provides support to the field in planning, layout, and design of recreational facilities.
- d. Develops and updates information folder maps, park maps, interpretive brochures, signs, written narratives, tapes, and displays for field offices and District use.
- e. Reviews construction plans prepared by others for recreation and other facilities.
- f. Answers inquiries from the general public and congressional delegations regarding park facilities.
- g. Serves in a staff advisory position to the field on the District's visitor perception, interpretive services, volunteers, cooperating associations, and partnering programs.
- h. Coordinates requests for real estate actions that impact on the recreation and natural resource features of the projects.
- i. Coordinates the Special Recreation Use Fee (SRUF) Funds Program, reports volunteer program data, coordinates Project of the Year Award and the annual shoreline cleanup campaign.
- j. Prepares decision packages for project structures and reviews project budget submissions.
- k. Exercises administrative control over forest, fish and wildlife, shoreline, vegetative, and related management aspects of project operation management plans. Maintains liaison with State and Federal agencies charged with natural resource and wildlife activities. Reviews agricultural and grazing lease proposals and annual plans for outgranted areas to assure compliance.
- l. Administers Environmental Review Guide for Operations Program (ERGO).
- m. Administers visitor assistance program involving coordination with Central Violations Bureau, Federal Magistrates, law enforcement agencies and resident offices. Provide periodic citation authority and resource management training and workshops.
- n. Provides recreation-resource management and other planning guidance documents used for the proper management of project resources (e.g., pest control, endangered species protection, herbicide and pesticide applications, development and administrative aspects of the use fee program).
- o. Maintains a data base and provides reports related to resource management activities of the District's visitation records and other data. Coordinates the annual updating of District input into the nationwide Natural Resource Management System data base.

p. In cooperation with field personnel, maintains surveillance and recommends effective control measures for aquatic vegetation which may constitute a potential problem to project operation or use.

q. Coordinates fish and wildlife management programs with Federal and State fish and wildlife agencies and assists Resident Engineers/Managers in the implementation of the programs.

r. Prepares and submits Environmental Impact Statements and Assessments for O&M operations.

s. Administers activities associated with the endangered species program and O&M operations.

t. Administers District Sign Standards Program, Visitor Estimating Report System, and Ranger Uniform Program.

u. Coordinates District user fee program and automatic user fee program.

6. Office Operations Branch.

a. Administrative Section.

(1) Furnishes general administrative and clerical support to the entire Construction-Operations Division, to include travel, budgetary, and funding documents.

(2) Coordinates all administrative and clerical functions between the District and Resident Offices.

(3) Prepares and monitors FTE schedules and usage for Construction-Operations Division.

(4) Prepares functional operating budget for Construction-Operations Division.

b. Reports and Control Section.

(1) Prepares the Construction-Operations Division portion of annual Operations and Maintenance budget and reviews entire Operations and Maintenance budget for recommendations to the District Commander.

(2) Administers construction, relocation, and related supply contracts in connection with funding, scheduling, progress reporting, payments, and maintenance of permanent contract records. Prepares all internal and external construction progress reports.

(3) Prepares budget estimates under established guidelines for on-going contracts, hired labor, and related supervision and administration.

(4) Controls funds utilization for all funds appropriated for Little Rock District Operations and Maintenance and regulatory projects and controls utilization of all Construction General funds for on-going construction and supply contracts, hired labor work, and related supervision and administration.

(5) Prepares the Operation and Maintenance portion of design memorandums for preliminary and final master plans in connection with the development and management of reservoir areas.

(6) Forecasts construction work placement and S&A costs. Maintains the current working estimate on all contracts and prepares funds request on military contracts. Maintains the modification contingency reserves on all military construction work. Maintains progress files and reports. Reports on progress and funding of military construction.

(7) Prepares data and coordinates quarterly O&M Command Management Review for field offices.

(8) Collects and enters into Automated Management and Progress Reporting System (AMPRS) civil and military contract data. Coordinates with data base managers of the Programs Management Office.

7. Regulatory Branch.

a. Regulatory Compliance Section.

(1) Determines limits of waters of the United States subject to COE regulatory jurisdictions, including streams, lakes, and wetlands.

(2) Determines whether works done in waters of the United States require authorization under COE regulatory jurisdiction.

(3) Identifies and documents environmental characteristics of waters of the United States in which work is existing or proposed.

(4) Inspects permitted works, including mitigation measures, to determine compliance with engineering and/or environmental permit conditions and advises permittees on action necessary to gain such compliance.

(5) Conducts surveillance of waters of the United States to detect unauthorized works pursuant to COE regulatory jurisdiction.

(6) Provides guidance and on-site training to Resident Office personnel involved in the COE regulatory program.

(7) Determines environmental and other impacts of unauthorized work during surveillance.

(8) Conducts follow-up enforcement action on detected violations, including preparation of cease and desist directives, discussion of compliance options with violators, provides documentation and testimony in cases requiring legal action, and recommends and monitors completion of remedial work.

(9) Investigates and performs follow-up on reports of pollution of Corps lakes and navigable waterways. Initiates corrective actions where violations of criteria or other problems become evident in any of these programs. Participates in District involvement with hazardous material spills in jurisdictional waters.

(10) Monitors effluent quality and operation of Corps wastewater treatment facilities to determine compliance with federal standards and to assure maximum efficiency is obtained. Initiates corrective actions where violations of criteria or other problems become evident in any of this program.

(11) Develops contracts, agreements with other agencies, or makes other necessary arrangements for accomplishing these various functions.

b. Regulatory Evaluation Section.

(1) Investigates, evaluates, coordinates, and recommends action on all applications for permits under Section 10 of the 1899 Rivers and Harbors Act and Section 404 of the Clean Water Act. Determines USACE jurisdiction over work proposed in U.S. waters, including wetlands.

(2) Conducts preapplication and post application conferences. Arranges and conducts public hearings on permit actions. Coordinates with other district elements, the Environmental Protection Agency, State water pollution control agencies of Arkansas and Missouri, the U.S. Fish and Wildlife Service, other agencies and organizations, congressional interests, and the general public, on aspects of the public interest.

(3) Conduct regular interagency meetings, including other Corps Districts, to address specific cases, complex issues, and to establish policy and regulatory coordination procedures.

(4) Prepares and distributes (public) notices on permit actions. Prepares Section 404(b)(1) evaluation on Section 404 applications. Conducts alternatives analysis and determines mitigation requirements on proposed projects. Resolves controversial issues. Prepares an environmental assessment, statement of findings, and other public interest decision documents on all applications and assures preparation of environmental impact statements when required.

(5) Conducts field investigations to delineate, document and map wetland boundaries, and determine wetland functions and values. Determines need for and conducts or participates in special regulatory studies.

(6) Develops and implements regional general permits for minor activities in jurisdictional waters and wetlands.

(7) Keeps the public advised on Regulatory Program requirements through public notices, news releases, public meetings, paid advertisements, interviews with news media, and presentations to various groups.

(8) Maintains required data base on all issued and pending permits and on enforcement/compliance activities in the Regulatory Analysis and Management System (RAMS) and reports to higher headquarters on a continuous basis through this system. Assists in developing and maintaining GIS system for permitted activities.

8. Emergency Management Branch.

a. Develops and coordinates national emergency continuity of operations, mobilization, and civil defense planning, preparation, indoctrination, and training for the District. Conducts the established Corps of Engineers NBC survival training program for District personnel.

b. Prepares, coordinates, and maintains natural disaster, mobilization, and national emergency operation plans, and provides training thereon.

c. Coordinates flood fighting, rehabilitation, and disaster assistance operations.

d. Effects liaison and coordination with Army Commanders, Federal Emergency Management Agency Regional Directors, and other Federal, State, and local agencies as required for natural disasters and national emergency operations.

e. Coordinates annual or more frequent exercises with organizational elements on problems assigned by higher authority.

f. Develops District mobilization, national emergency, and natural disaster fiscal year budgetary requirements.

g. Coordinates the inspection of local flood protection works turned over to local interests for O&M with Resident Managers and submits findings and recommends corrective measures. Coordinates requests for emergency levee repairs and modifications. Prepares all levee letters in response to annual inspections.

9. Resident Offices. See Appendixes BA thru BK.

SWLR 10-1-1  
1 NOV 93

(NOT USED)  
BA-1

APPENDIX BB

STATEMENT OF FUNCTIONS

BEAVER RESIDENT OFFICE.....1  
ADMINISTRATIVE BRANCH.....2  
RECREATION-RESOURCE MANAGEMENT BRANCH.....3  
CONTRACT OPERATION & MAINTENANCE BRANCH.....4

1. Resident Office.

a. Supervises and coordinates the operation and maintenance activities of the Resident Office.

b. Manages the Natural Resources Management program.

c. Assists Real Estate Division in the management of outgrant and encroachment programs. Forwards complete package of request for real estate outgrants to Chief, Construction-Operations Division.

d. Serves as Contracting Officer Representative (COR) for the Contracting Officer and administers contracts in force.

e. Develops and maintains an aggressive and effective public relations program. Assists local groups in planning and presentation of special events.

f. Provides personnel and equipment for assistance in response to all natural disasters. Provides disaster and flood assistance and damage surveys and emergency levee and river bank repairs.

g. Implements and enforces the organization's safety and occupational health program requirements for project activities and the contractor work in accordance with the District safety plan of action, SWLOM 385-1-1 and EM 385-1-1.

2. Administrative Branch.

a. Provides administrative, clerical, personnel management, financial, contract administration, and logistical support.

b. Prepares operation & maintenance budgets for current and future fiscal years, schedules obligations and expenditures of funds and prepares 2101 schedules.

c. Maintains contract records, reviews procurement actions and procedures, obtains estimates for materials, supplies, small contracts, and purchase orders.

d. Prepares fuel reports, and maintains vehicle and equipment records.

e. Maintains property records and processes all reports concerned with property management.

f. Processes fees collected from permits issued for shoreline management activities, maintains records/reservations for park facilities use, and issues Golden Age, Golden Access, guide and boat permits.

g. Administers fee program and/or Special Recreation User Fees (SRUF) program.

h. Prepares annual manpower schedules of fiscal year allocation for Civil FTE workyears and update as necessary.

3. Recreation-Resource Management Branch.

a. Plans, budgets, develops, and executes the resource management program.

b. Provides planning and supervision of visitor assistance, natural resource management, regulatory functions, permit and fee programs, interpretative programs, and special activities.

c. Engages in programs for the improvement and conservation of project fishery, forestry, and wildlife resources. Participates in programs with other federal and state wildlife and conservation agencies.

d. Maintains active public relations program through news releases and other contract efforts. Plans, prepares, and presents interpretive programs. Administers overall special events program including project participation in community relations and special events.

e. Assures property security and surveillance of all government property. Maintains general surveillance of project land and water areas, and vehicular control of public use area. Conducts periodic traffic and visitation surveys.

f. Processes and issues permits and citations under Title 36, Code of Federal Regulations. Assists Regulatory Branch, by conducting field investigations and providing Statements of Findings for Section 10, Rivers and Harbors Act, and Section 404 permits. Collects user fees in public areas.

g. Conducts periodic inspections of levees and boundary lines. Coordinates with Engineering Division all boundary monumentation work and maintains all existing boundary line monumentation. Inspects agriculture and grazing leases and minor easements, licenses, and permits in support of Real Estate Division. Coordinates with Real Estate Division in matters pertaining to encroachments, licenses, outgrants, leases, easements, and right-of-way.

h. Coordinates with Recreation-Resource Management Branch of Construction-Operations Division and the Coast Guard in the placement of marker buoys in lakes and waterways.

i. Formulates and participates in general safety and water safety programs and councils.

j. Monitors potable water and swimming areas, and collects water samples for analysis by Arkansas Department of Health.

k. Collects fees and issues permits for shoreline management activities.

4. Contract Operation & Maintenance Branch.

a. Administers contracts for construction and the operations/maintenance of facilities, utilities, levees, equipment, public use areas, roads, water treatment plants and systems, and maintenance of embankment and dikes.

b. Performs limited maintenance and repairs on public use facilities, lake/river access points, including roads, restrooms, boatramps and other facilities.

c. Performs emergency maintenance work.

d. Prepares specifications for and administers related contracts including park attendants, law enforcement cooperative agreements, service contracts, cleanup, mowing, and park maintenance.

e. Prepares technical specifications and other contract document requirements.

f. Performs various inspections, (e.g., service and construction contracts, playground equipment, contract vehicle and equipment maintenance).

g. Manages maintenance and placement of buoys.

h. Administers all construction contracts and purchase order contracts with construction work for the Resident Office.

i. Administers the Construction Quality Assurance Program.

j. Provides technical support for the preparation of scopes of work, specifications, and drawings for construction contracts and construction and maintenance purchase orders.

k. Administers the Construction Safety Program.

l. Coordinates the Engineering and Design Program.

APPENDIX BC

STATEMENT OF FUNCTIONS

CLEARWATER RESIDENT OFFICE.....1  
ADMINISTRATIVE BRANCH.....2  
RECREATION-RESOURCE MANAGEMENT BRANCH.....3  
CONTRACT OPERATION & MAINTENANCE BRANCH.....4

1. Resident Office.

a. Supervises and coordinates the operation and maintenance activities of the Resident Office.

b. Manages the Natural Resources Management program.

c. Assists Real Estate Division in the management of outgrant and encroachment programs. Forwards complete package of request for real estate outgrants to Chief, Construction-Operations Division.

d. Serves as Contracting Officer Representative (COR) for the Contracting Officer and administers contracts in force.

e. Develops and maintains an aggressive and effective public relations program. Assists local groups in planning and presentation of special events.

f. Provides personnel and equipment for assistance in response to all natural disasters. Provides disaster and flood assistance and damage surveys and emergency levee and river bank repairs.

g. Implements and enforces the organization's safety and occupational health program requirements for project activities and the contractor work in accordance with the District safety plan of action, SWLOM 385-1-1 and EM 385-1-1.

2. Administrative Branch.

a. Provides administrative, clerical, personnel management, financial, contract administration, and logistical support for the Resident Office.

b. Prepares operation & maintenance budgets for current and future fiscal years, schedules obligations and expenditures of funds and prepares 2101 schedules.

c. Maintains contract records, reviews procurement actions and procedures, obtains estimates for materials, supplies, small contracts, and purchase orders.

d. Prepares fuel reports, and maintains vehicle and equipment records.

e. Collects and processes fees collected from permits issued for shoreline management activities, maintains records/reservations for park facilities use, and issues Golden Age, Golden Access, and issues permits for pavilion uses.

f. Administers fee program.

g. Maintains property records and processes all reports concerned with property management.

3. Recreation-Resource Management Branch.

a. Plans, budgets, develops, and executes the resource management program.

b. Provides planning and supervision of visitor assistance, natural resource management, regulatory functions, permit and fee programs, interpretative programs, and special activities.

c. Engages in programs for the improvement and conservation of project fishery, forestry, and wildlife resources. Participates in programs with other Federal and state wildlife and conservation agencies.

d. Maintains active public relations program through news releases and other contract efforts. Plans, prepares, and presents interpretive programs. Administers overall special events program including project participation in community relations and special events.

e. Assures property security and surveillance of all government property. Maintains general surveillance of project land and water areas, and vehicular control of public use areas. Conducts periodic traffic and visitation surveys.

f. Processes and issues permits and citations under Title 36, Code of Federal Regulations. Assists Regulatory Branch, by conducting field investigations and providing Statements of Findings for Section 10, Rivers and Harbors Act, and Section 404 permits. Collects user fees in public areas.

g. Conducts periodic inspections of boundary lines. Coordinates with Engineering Division-all boundary monumentation work and maintains all existing boundary line monumentation. Inspects agriculture and grazing leases and minor easements, licenses, and permits in support of Real Estate Division. Coordinates with Real Estate Division in matters pertaining to encroachments, licenses, outgrants, leases, easements, and right-of-way.

h. Coordinates with Natural Resource Management Branch of Construction-Operations Division and the Missouri State Water Patrol in the placement of marker buoys in lakes and waterways.

1 NOV 93

i. Prepares specifications for and administers related contracts including park attendants, law enforcement cooperative agreements, service contracts, cleanup, and park maintenance.

j. Formulates and participates in general safety and water safety programs and councils.

k. Manages Visitor Center.

l. Collects fees and issues permits for shoreline management activities.

m. Performs various inspections, (e.g., playground equipment).

n. Manages maintenance and placement of buoys.

o. Maintains sedimentation range markers and boundary monumentation.

p. Administers Special Recreational User Fees (SRUF) Program.

4. Contract Operation & Maintenance Branch.

a. Administers contracts for construction and the operations/maintenance of facilities, utilities, levees, equipment, public use areas, roads, water treatment plants and systems, and flood control dams.

b. Performs limited maintenance and repairs on public use facilities, levees, lake/river access points, including roads, restrooms, boatramps and other facilities.

c. Performs emergency maintenance work.

d. Prepares technical specifications and other contract document requirements.

e. Performs various inspections, (e.g., service and construction contracts, contract vehicle, equipment maintenance and periodic inspections of levees).

f. Administers piezometer and seepage control monitoring contracts.

g. Prepares specifications for and administers related contracts including cleanup, mowing and park maintenance.

h. Monitors potable water and swimming areas, and collects water samples for analysis by Arkansas Department of Health.

i. Administers all construction contracts and purchase order contracts with construction work for the Resident Office.

j. Administers the Construction Quality Assurance Program.

SWLR 10-1-1  
1 NOV 93

k. Provides technical support for the preparation of scopes of work, specifications, and drawings for construction contracts and construction and maintenance purchase orders.

l. Administers the Construction Safety Program.

m. Coordinates the Engineering and Design Program.

APPENDIX BD

STATEMENT OF FUNCTIONS

GREERS FERRY RESIDENT OFFICE.....1  
ADMINISTRATIVE BRANCH.....2  
RECREATION-RESOURCE MANAGEMENT BRANCH.....3  
RESOURCE MANAGEMENT SECTION.....3a  
CONTRACT OPERATION & MAINTENANCE SECTION.....3b  
HYDROPOWER BRANCH.....4

1. Resident Office.

- a. Supervises and coordinates the operation and maintenance activities of the Resident Office.
- b. Manages the Natural Resources Management program.
- c. Assists Real Estate Division in the management of outgrant and encroachment programs. Forwards complete package of request of real estate outgrants to Chief, Construction-Operations Division.
- d. Serves as Contracting Officer Representative (COR) for the Contracting Officer and administer contracts in force.
- e. Develops and maintains an aggressive and effective public relations program. Assists local groups in planning and presentation of special events.
- f. Provides personnel and equipment for assistance in response to all natural disasters. Provides disaster and flood assistance and damage surveys and emergency levee and river bank repairs.
- g. Implements and enforces the organization's safety and occupational health program requirements for project activities and the contractor work in accordance with the District safety plan of action, SWLOM 385-1-1 and EM 385-1-1.

2. Administrative Branch.

- a. Provides administrative, clerical, personnel management, financial, contract administration, and logistical support.
- b. Prepares operation & maintenance budgets for current and future fiscal years, maintains and schedules for obligations and expenditures of funds and prepares 2101 schedules.
- c. Maintains contract records and performs purchasing activities for the resident office.
- d. Prepares fuel reports, and maintains vehicle and equipment records.

e. Maintains property records and processes all reports concerned with property management.

f. Processes fees collected from permits issued for shoreline management activities, maintains records/reservations for park facilities use, and issues Golden Age, Golden Access, guide and boat permits.

3. Recreation-Resource Management Branch.

a. Resource Management Section.

(1) Plans, budgets, develops, and executes the resource management program.

(2) Provides planning and supervision of visitor assistance, natural resource management, regulatory functions, permit and fee programs, interpretative programs, and special activities.

(3) Engages in programs for the improvement and conservation of project fishery, forestry, and wildlife resources. Participates in programs with other Federal and State wildlife and conservation agencies.

(4) Processes and issues permits and citations under Title 36 of Code of Federal Regulations. Assists Regulatory Branch, by conducting field investigations and providing statements of finding for Section 10, Rivers and Harbors Act, and Section 404 permits.

(5) Conducts periodic inspections of levees and boundary lines. Coordinates with Engineering Division all boundary monumentation work and maintains all existing boundary line monumentation. In conjunction with Real Estate Division, performs inspection of commercial boat dock concessions, agricultural, and grazing leases to assure compliance lease conditions. Coordinates with Real Estate Division in matters pertaining to encroachments, licenses, outgrants, leases, easements, and rights-of-way.

(6) Maintains active public relations program through news releases and other contract efforts. Plans, prepares, and presents interpretive programs. Administers overall special events program including project participation in community relations and special events.

(7) Assures property security and surveillance of all government property. Maintains general surveillance of project land and water areas, and vehicular control of public use area. Conducts periodic traffic and visitation surveys.

(8) Coordinates with Natural-Resources Management Branch of Construction-Operations Division and the Coast Guard in the placement of marker buoys in lakes and waterways.

(9) Prepares specifications for and administers related contracts including park attendants, law enforcement cooperative agreements, service contracts, cleanup, mowing, and park maintenance.

(10) Formulates and participates in general safety and water safety programs and councils.

(11) Maintains Visitor Center.

(12) Monitors potable water and swimming areas, and collects water samples for analysis by the Arkansas Department of Health.

(13) Collects fees and issues permits for shoreline management activities. Responsible for Shoreline Management Plan related activities such as permits, private boat docks, etc. Includes surveillance for unauthorized activities and contacts with landowners adjacent to Corps land.

(14) Responsible for annual update of Operational Management Plan.

b. Contract Operation & Maintenance Section.

(1) Administers contracts for the operations & maintenance of facilities, utilities, levees, equipment, public use areas, roads, water treatment plants and flood control dams.

(2) Administers the Construction Quality Assurance and Construction Safety Programs.

(3) Performs limited maintenance and repairs on public use areas, levees, lake/river access points, including roads, restrooms, boatramps and other facilities.

(4) Performs emergency maintenance work.

(5) Prepares technical specifications & other contract document requirements.

(6) Performs various inspections, i.e. service & construction contracts, playground equipment, contract vehicle and equipment maintenance.

(7) Manages maintenance and placement of buoys.

(8) Assists with Annual Lake and River Cleanup, White River Canoe Race, and other lake or river oriented activities.

(9) Administers piezometer & seepage control monitoring contracts.

(10) Removes encroachments and boating hazards from fee to land and water.

(11) Assists local governments with rescue and emergency cleanup operations resulting from storm and flood damages.

(12) Maintains and stores necessary supplies required for operation of the project.

(13) Maintains and plants food plots and installs fish attractors, wildlife shelters, etc., to enhance fish and wildlife.

(14) Maintains safety/warning signs and devices on the river, in parks and access points, and on the lake.

4. Hydropower Branch.

a. Operates hydroelectric powerplant (when remote control is inoperable) and flood control equipment.

b. Plan, coordinate staff, budget for, and direct activities of powerplant to meet the needs of the Resident Office and District power generation/flood control activities.

c. Conducts a regularly scheduled preventive maintenance and inspection program of all powerplant and dam equipment using the suggested frequencies in the Project Operations Manual as a guide.

d. Conducts maintenance and repair work at the powerplant and dam, including the electrical plant, dam, flood control machinery (including crane), building, and structure.

e. Determines the need for and implements plant changes, including installations, modifications, or major rehabilitation.

f. Establishes requirements and maintains adequate stock levels of materials, supplies, spare parts, tools, and safety equipment.

g. Conducts all clearances in compliance with Safe Clearance Procedures.

h. Provides on-call emergency support to the powerplant.

i. Conducts and supervises a four year training program for powerplant operators, electricians, and mechanics.

j. Conducts all activities in compliance with environmental regulations and directives.

k. Maintains public relations with local authorities and general public.

l. Provides electrical and mechanical work to the Resident Office, Visitors Center and Park.

m. Plans, develops, and manages a comprehensive safety program.

APPENDIX BE

STATEMENT OF FUNCTIONS

LITTLE ROCK CONSTRUCTION RESIDENT OFFICE.....1  
ADMINISTRATIVE BRANCH.....2  
CONTRACT MANAGEMENT BRANCH.....3  
CONSTRUCTION MANAGEMENT BRANCH.....4  
PROJECT OFFICES (BEAVER & PINE BLUFF ARSENAL).....5

1. Resident Office.

a. Manages construction of assigned military and civil construction projects.

b. Serves as Contracting Officer Representative (COR) for the Contracting Officer and administers contracts in force.

c. Implements and enforces the organization's safety and occupational health program requirements for project activities and the contractor work in accordance with the District safety plan of action, SWLOM 385-1-1 and EM 385-1-1.

2. Administrative Branch.

a. Provides administrative, clerical, personnel management, financial, and logistical support.

b. Prepares budgets for assigned work and maintains and schedules for obligations in accordance with O&M and general construction placement.

c. Maintains contract records, reviews procurement actions and procedures, obtains bids for materials, supplies, small contracts, and processes order.

d. Maintains property records and processes all reports concerned with property management including vehicle and equipment records.

e. Insures compliance with labor standard provisions of contracts.

3. Contract Management Branch.

a. Serves as principal advisor on engineering activities.

b. Makes engineering determinations and interprets contract plans and specifications on all active construction.

c. Reviews design plans and specifications and cost estimates originating in the District Office. Reviews plans and specifications for future projects and furnishes bidability and constructability comments. Reviews or coordinates the review of contractor shop drawings.

d. Reviews and approves contractor plans for progress, safety, and inspection of work.

e. Negotiates contract modifications, prepares modifications or change orders, and provides technical analysis on modifications or claims.

f. Prepares contractor payment estimates, computes bid item quantities, and prepares progress reports on contract status and administration.

g. Compiles and transfers record documents to the User including as-built and shop drawings, test reports, O&M manuals, and installed property lists.

4. Construction Management Branch.

a. Monitors and analyzes construction progress. Documents construction activities for progress, claims, and modification analyses.

b. Coordinates inspections and meetings with User District personnel. Maintains liaison with Users and installation commanders and representatives.

c. Implements policies and procedures for effective QA/CQC programs. Enforces contract safety provisions.

5. Project Offices (Beaver & Pine Bluff Arsenal). Provide contract administration and quality assurance for assigned construction contracts.

APPENDIX BF

STATEMENT OF FUNCTIONS

MILLWOOD-TRI LAKES RESIDENT OFFICE.....1  
PROJECT AND ADMINISTRATIVE SUPPORT BRANCH.....2  
RECREATION-RESOURCE MANAGEMENT BRANCH.....3

1. Resident Office.

a. Supervises and coordinates the operation and maintenance activities of the Resident Office.

b. Manages the Natural Resources Management program.

c. Assists Real Estate Division in the management of outgrant and encroachment programs. Forwards complete package of request for real estate outgrants to Chief, Construction-Operations Division.

d. Serves as Contracting Officer Representative (COR) for the Contracting Officer and administers contracts in force.

e. Develops and maintains an aggressive and effective public relations program. Assists local groups in planning and presentation of special events.

f. Provides personnel and equipment for assistance in response to all natural disasters. Provides disaster and flood assistance and damage surveys and emergency levee and river bank repairs on the Red River (portions in Arkansas), Ogden and Fulton Levees, Walnut Bayou, Little River, Cossatot River, Saline River and the Rolling Fork River.

g. Administers contracts for construction and the operations & maintenance of facilities, utilities, levees, equipment, public use areas, roads, water treatment plants and systems, and flood control dams.

h. Prepares technical specifications and other contract document requirements.

i. Administers the Construction Quality Assurance Program.

j. Provides technical support for the preparation of scopes of work, specifications, and drawings for construction contracts and construction and maintenance purchase orders.

k. Administers the Construction Safety Program.

l. Coordinates the Engineering and Design Program.

m. Implements and enforces the organization's safety and occupational health program requirements for project activities and the contractor work in accordance with the District safety plan of action, SWLOM 385-1-1 and EM 385-1-1.

2. Project & Administrative Support Branch.

a. Maintain and inspect flood control structures: dams, controlled spillways, tainter gates, sluice gates, control towers, conduit gates, stilling basins, and levees located at four projects.

b. Manages vehicle & equipment replacement program.

c. Prepares specifications for and administers park maintenance and minor construction contracts on four lakes.

d. Administers all construction contracts and purchase order contracts with construction work for the Resident Office.

e. Performs quality assurance functions for construction contracts.

f. Performs technical reviews of construction plans and contractor submittals.

g. Provides operations and maintenance and construction contract business administration.

h. Maintains contract records, reviews procurement actions and procedures, obtains estimates for materials, supplies, small contracts, and purchase orders. Prepares contract and procurement purchase documents. Manages Imprest Fund accounts.

i. Provides records management.

j. Prepares operation and maintenance budgets for current and future fiscal years, schedules obligations and expenditures of funds and prepares 2101 schedules for four lakes. Analyzes budgets to assure correct use of funds. Controls funds use for all lakes.

k. Prepares and maintains vehicle and equipment use and fuel reports.

l. Provides property management functions. Performs inventories, maintains property records and processes all reports concerned with property management.

m. Processes user fees and collects fees for permits issued for shoreline management activities.

n. Performs timekeeping functions and maintains leave records.

o. Prepares and monitors manpower schedules and usage for civil FTE work years for Resident Office and four projects.

p. Provides employee information on administrative matters. Maintains personnel records.

q. Prepares training and travel requests and reports.

r. Provides administrative and clerical support guidance for four projects.

s. Serves as point of contact for development of computer program applications and computer related problems.

t. Provides communication operations management.

3. Natural Resource Management Branch.

a. Operates flood control structures.

b. Plans, budgets, develops, and executes the resource management program. (4 programs)

c. Provides planning and supervision of visitor assistance, natural resource management, regulatory functions, permit and fee programs, interpretative programs, and special activities for four projects.

d. Engages in programs for the improvement and conservation of project fishery, forestry, and wildlife resources. Participates in programs with other Federal and state wildlife and conservation agencies.

e. Maintains active public relations program through news releases and other contract efforts. Plans, prepares, and presents interpretive programs. Administers overall special events program including project participation in community relations and special events.

f. Assures property security and surveillance of all government property. Maintains general surveillance of project land and water areas, and vehicular control of public use areas. Conducts periodic traffic and visitation surveys.

g. Process fees, maintain records and/or make reservations for park facilities use, and issues Golden Age, and Golden Access cards.

h. Collects fees in public use areas and administers fee program and/or Special Recreation User Fees (SRUF) program, individually on De Queen, Dierks, Gillham, and Millwood Lakes.

i. Processes and issues permits and citations under Title 36, Code of Federal Regulations. Assists Regulatory Branch, by conducting field investigations and providing Statements of Findings for Section 10, Rivers and Harbors Act, and Section 404 permits.

j. Conducts periodic inspections of levees and boundary lines. Coordinates with Engineering Division all boundary monumentation work and maintains all existing boundary line monumentation. Inspects agriculture and grazing leases and minor easements, licenses, and permits in support of Real Estate Division.

k. Coordinates with Natural Resource Management Branch of Construction-Operations Division in the placement of marker buoys in lakes and waterways. Manages the maintenance of buoys.

l. Prepares specifications for and administers park attendants contracts, law enforcement cooperative agreements, service contracts, cleanup, mowing, park maintenance, and minor construction contracts on four lakes.

m. Formulates and participates in general safety and water safety programs and councils.

n. Monitors potable water and swimming areas, and collects water samples for analysis by Arkansas Department of Health.

o. Collects fees and issues permits for shoreline management activities.

p. Performs limited maintenance and repairs on public use facilities, levees, lake/river access points, including roads, restrooms, boatramps and other facilities.

q. Performs emergency maintenance work.

r. Performs various inspections, (e.g., service and construction contracts, playground equipment, contract vehicle and equipment maintenance).

s. Maintains piezometer and seepage control records.

APPENDIX BG

STATEMENT OF FUNCTIONS

MOUNTAIN HOME RESIDENT OFFICE.....1  
ADMINISTRATIVE BRANCH.....2  
REC-RES MANAGEMENT BRANCH (Bull Shoals & Norfolk).....3  
RESOURCE MANAGEMENT SECTION (Bull Shoals & Norfolk)....3a  
CONTRACT OPERATION & MAINTENANCE SECTION  
(Bull Shoals & Norfolk).....3b  
HYDROPOWER BRANCH.....4  
CONSTRUCTION CONTRACTS BRANCH.....5

1. Resident Office.

a. Supervises and coordinates the operation and maintenance activities of the Resident Office.

b. Manages the Natural Resources Management program.

c. Assists Real Estate Division in the management of outgrant and encroachment programs. Forwards complete package of requests for real estate outgrants to Chief, Construction-Operations Division.

d. Serves as Contracting Officer Representative (COR) for the Contracting Officer and administers contracts in force.

e. Develops and maintains an aggressive and effective public relations program. Assists local groups in planning and presentation of special events.

f. Provides personnel and equipment for assistance in response to all natural disasters. Provides disaster and flood assistance and damage surveys and emergency levee and river bank repairs. Performs annual inspection of federally constructed flood control projects of 51 miles of levees in Northeast Arkansas and Southeast Missouri.

g. Implements and enforces the organization's safety and occupational health program requirements for project activities and the contractor work in accordance with the District safety plan of action, SWLOM 385-1-1 and EM 385-1-1.

2. Administrative Branch.

a. Provides financial, logistical, contract administration, information management, personnel management administration, and clerical support.

b. Prepares operation and maintenance budgets for current and future fiscal years, maintains and schedules for obligations and expenditures of funds and prepares 2101 schedules.

c. Maintains contract records, reviews procurement actions and procedures, obtains bids for materials, supplies, small contracts. Prepares contract and procurement purchase documents.

d. Prepares fuel reports, and maintains vehicle and equipment records and maintenance program.

e. Provides property management functions. Performs inventories, maintains property records and processes all reports and documents concerned with property management.

f. Collects and processes fees and issues permits for shoreline management activities, maintains records/reservations for park facilities use, and issues Golden Age, Golden Access, guide and boat permits.

3. Recreation-Resource Management Branch (Bull Shoals and Norfolk).

a. Resource Management Section.

(1) Provides planning and supervision of visitor assistance, natural resource management, regulatory functions, permit and fee programs, interpretative programs, and special activities.

(2) Engages in programs for the improvement and conservation of project fishery, forestry, and wildlife resources. Participates in programs with other Federal and State wildlife and conservation agencies.

(3) Maintains active public relations program through news releases and other public contact efforts. Plans, prepares, and presents interpretive programs. Administers overall special events program including project participation in community relations and special events.

(4) Assures property security and surveillance of all government property. Maintains general surveillance of project land and water areas, and vehicular control of public use area. Conducts periodic traffic and visitation surveys.

(5) Processes and issues permits and citations under Title 36 of Code of Federal Regulations. Assists Regulatory Branch, by conducting field investigations and providing Statements of Finding for Section 10 of Rivers and Harbors Act, and Section 404.

(6) Conducts periodic inspections of levees and boundary lines. Coordinates with Engineering Division all boundary monumentation work and maintains all existing boundary line monumentation. Inspects agriculture and grazing leases and minor easements, licenses, and permits in support of Real Estate Division.

(7) Prepares specifications for and administers related contracts including park attendants, law enforcement cooperative agreements, service contracts, cleanup, mowing, and park maintenance.

(8) Formulates and participates in general safety and water safety programs and councils.

(9) Monitors potable water and swimming areas, and collects water samples for analysis by the Arkansas Department of Health.

(10) Plans, budgets, develops and executes the resource management program.

(11) Coordinates with Natural Resources Management Branch of the Construction-Operations Division and the Coast Guard in the placement of marker buoys in lakes and waterways.

b. Contract Operation & Maintenance Section (Bull Shoals & Norfolk).

(1) Administers contracts for the operations & maintenance of facilities, utilities, levees, equipment, public use areas, roads, water and sewage treatment plants and flood control dams.

(2) Performs various inspections, i.e. service & construction contracts, playground equipment, contract vehicle and equipment maintenance.

(3) Prepares technical specifications & other contract document requirements.

(4) Performs emergency maintenance work.

(5) Manages maintenance & placement of buoys.

(6) Administers contracts for the construction of facilities, utilities, levees, equipment, public use areas & roads.

4. Hydropower Branch.

a. Operates Bull Shoals, Norfolk (remote), and Greers Ferry (remote) Hydroelectric Power Plants.

b. Maintains spare parts inventory.

c. Conducts 4 year training program for powerplant operators, electricians, and mechanics.

d. Plans, budgets for, and directs the activities of the dams and powerplants to meet the needs of flood control and power generation.

SWLR 10-1-1  
1 NOV 93

e. Maintains public relations with other agencies, local authorities, and the general public.

f. Maintains and repairs the electrical and mechanical equipment and structural features of Bull Shoals and Norfolk dams, powerplants, and switchyard.

g. Provides emergency call-out support for the powerplants.

h. Conducts a scheduled preventive maintenance and inspection program of all dam and powerplant equipment using ER 1130-2-303 as a guide.

5. Construction Contracts Branch.

a. Administers all construction contracts and purchase order contracts with construction work for the Resident Office.

b. Administers the Construction Quality Assurance Program.

c. Provides technical support for the preparation of scopes of work, specifications, and drawings for construction contracts and construction and maintenance purchase orders.

d. Administers the Construction Safety Program.

e. Coordinates the Engineering and Design Program.

APPENDIX BH

STATEMENT OF FUNCTIONS

NIMROD-BLUE MOUNTAIN RESIDENT OFFICE.....1  
ADMINISTRATIVE BRANCH.....2  
NIMROD LAKE BRANCH.....3  
BLUE MOUNTAIN LAKE BRANCH.....3

1. Resident Office.

a. Supervises and coordinates the operation and maintenance activities of the Resident Office.

b. Manages the Natural Resources Management program.

c. Assists Real Estate Division in the management of outgrant and encroachment programs. Forwards complete package of request for real estate outgrants to Chief, Construction-Operations Division.

d. Serves as Contracting Officer Representative (COR) for the Contracting Officer and administers contracts in force.

e. Develops and maintains an aggressive and effective public relations program. Assists local groups in planning and presentation of special events.

f. Provides personnel and equipment for assistance in response to all natural disasters. Provides disaster and flood assistance and damage surveys and emergency levee and river bank repairs.

g. Supervises and coordinates the inspection and administration of construction contracts.

h. Prepares technical specifications and other contract document requirements.

i. Administers all construction contracts and purchase order contracts with construction work for the Resident Office.

j. Administers the Construction Quality Assurance Program.

k. Provides technical support for the preparation of scopes of work, specifications, and drawings for construction contracts and construction and maintenance purchase orders.

l. Administers the Construction Safety Program.

m. Supervises and coordinates the Resident Office forest management program.

n. Supervises and coordinates the Resident Office procurement actions.

o. Implements and enforces the organization's safety and occupational health program requirements for project activities and the contractor work in accordance with the District safety plan of action, SWLOM 385-1-1 and EM 385-1-1.

2. Administrative Branch.

a. Provides administrative, clerical, personnel management, financial, contract administration, and logistical support.

b. Prepares operation and maintenance budgets for current and future fiscal years, schedules obligations and expenditures of funds and prepares 2101 schedules.

c. Maintains contract records, reviews procurement actions and procedures, obtains quotes for materials, supplies, small contracts, and processes orders under \$2000.00.

d. Prepares fuel reports, and maintains vehicle and equipment records.

e. Maintains property records and processes all reports concerned with property management.

f. Collects and processes fees and issues permits for shoreline management activities, maintains records/reservations for park facilities use, and issues Golden Age, Golden Access, guide and boat permits.

g. Administers fee program and/or Special Recreation User Fees (SRUF) program.

3. Nimrod and Blue Mountain Lake Branches.

a. Plans, budgets, develops, and executes the resource management program.

b. Provides planning and supervision of visitor assistance, natural resource management, regulatory functions, permit and fee programs, interpretative programs, and special activities.

c. Engages in programs for the improvement and conservation of project fishery, forestry, and wildlife resources. Participates in programs with other Federal and state wildlife and conservation agencies.

d. Maintains active public relations program through news releases and other contract efforts. Plans, prepares, and presents interpretive programs. Administers overall special events program including project participation in community relations and special events.

e. Assures property security and surveillance of all government property. Maintains general surveillance of project land and water areas, and vehicular control of public use area. Conducts periodic traffic and visitation surveys.

f. Processes and issues permits and citations under Title 36, Code of Federal Regulations. Assists Regulatory Branch, by conducting field investigations and providing Statements of Findings for Section 10, Rivers and Harbors Act, and Section 404 permits. Collects user fees in public areas.

g. Conducts periodic inspections of levees and boundary lines. Coordinates with Engineering Division all boundary monumentation work and maintains all existing boundary line monumentation. Inspects agriculture and grazing leases and minor easements, licenses, and permits in support of Real Estate Division.

h. Coordinates with Recreation-Resource Management Branch of Construction-Operations Division and the Arkansas Game and Fish Commission in the placement of marker buoys in lakes and waterways.

i. Prepares specifications for and administers related contracts including park attendants, law enforcement cooperative agreements, service contracts, cleanup, mowing, and park maintenance.

j. Formulates and participates in general safety and water safety programs and councils.

k. Monitors potable water and swimming areas, and collects water samples for analysis by Arkansas Department of Health.

l. Administers contracts for construction and the operations/maintenance of facilities, utilities, levees, equipment, public use areas, roads, water treatment plants and systems, and flood control dams.

m. Performs limited maintenance and repairs on public use facilities, levees, lake/river access points, including roads, restrooms, boat ramps, water treatment plants, flood control dams and other facilities.

n. Performs emergency maintenance work.

o. Manages maintenance and placement of buoys.

SWLR 10-1-1  
1 NOV 93

p. Maintains sedimentation range markers and boundary monumentation.

q. Monitors piezometers and seepage control systems, preparing reports of findings.

r. Operates and maintains a Flood Control Dam.

s. Operates and maintains a water treatment plant.

APPENDIX BI

STATEMENT OF FUNCTIONS

PINE BLUFF RESIDENT OFFICE.....1  
ADMINISTRATIVE BRANCH.....2  
RECREATION-RESOURCE MANAGEMENT/CONTRACT O&M BRANCH.....3  
ARK POST PROJECT OFFICE.....3  
PINE BLUFF/LITTLE ROCK RESOURCE MANAGEMENT SECTION.....3  
NAVIGATION BRANCH.....4  
RIVER MAINTENANCE SECTION.....4a  
LOCK OPERATIONS SECTION.....4b  
CONSTRUCTION & NAVIGATION SUPPORT BRANCH.....5  
SURVEY SECTION.....5a  
CONSTRUCTION & NAVIGATION SUPPORT SECTION.....5b

1. Resident Office.

- a. Supervises and coordinates the operation and maintenance activities of the Resident Office.
- b. Manages the Natural Resources Management program.
- c. Jointly manages real estate activities in conjunction with Real Estate Division.
- d. Serves as COR for the Contracting Officer and administers contracts in force.
- e. Develops and maintains an aggressive and effective public relations program. Assists local groups in planning and presentation of special events.
- f. Provides personnel and equipment for assistance in response to all natural disasters. Provides disaster and flood assistance and damage surveys and emergency levee and river bank repairs.
- g. Coordinates and manages the Little Rock District diving program (the District Diving Coordinator is located at the Pine Bluff Resident Office).
- h. Implements and enforces the organization's safety and occupational health program requirements for project activities and the contractor work in accordance with the District safety plan of action, SWLOM 385-1-1 and EM 385-1-1.

2. Administrative Branch.

- a. Provides administrative, clerical, personnel management, financial, contract administration, and logistical support.
- b. Prepares O&M budgets for current and future fiscal years, schedules obligations and expenditures of funds and prepares 2101 schedules.

c. Maintains contract records, reviews procurement actions and procedures, obtains estimates for materials, supplies, small contracts, and purchase orders.

d. Prepares fuel reports, and maintains vehicle and equipment records.

e. Maintains property records and processes all reports concerned with property management.

f. Processes fees collected from permits issued for shoreline management activities, maintains records/reservations for park facilities use, and issues Golden Age, Golden Access, guide and boat permits.

g. Administers fee program and/or Special Recreation User Fees (SRUF) program.

3. Recreation-Resource Management/Contract O&M Branch (Arkansas Post Project Office and Pine Bluff/Little Rock Resource Management Section).

a. Plans, budgets, develops, and executes the resource management program.

b. Provides planning and supervision of visitor assistance, natural resource management, regulatory functions, permit and fee programs, interpretative programs, and special activities.

c. Engages in programs for the improvement and conservation of project fishery, forestry, and wildlife resources. Participates in programs with other Federal and state wildlife and conservation agencies.

d. Maintains active public relations program through news releases and other contract efforts. Plans, prepares, and presents interpretive programs. Administers overall special events program including project participation in community relations and special events.

e. Assures property security and surveillance of all government property. Maintains general surveillance of project land and water areas, and vehicular control of public use area. Conducts periodic traffic and visitation surveys.

f. Processes and issues permits and citations under Title 36, Code of Federal Regulations. Assists Regulatory Branch, by conducting field investigations and providing Statements of Findings for Section 10, Rivers and Harbors Act, and Section 404 permits. Issues permits and performs periodic inspections for private floating boat docks in accordance with Section 10, Rivers and Harbors Act. Collects user fees in public areas.

1 NOV 93

g. Conducts periodic inspections of levees and boundary lines. Coordinates with Engineering Division all boundary monumentation work and maintains all existing boundary line monumentation. Inspects agriculture and grazing leases and minor easements, licenses, and permits in support of Real Estate Division.

h. Prepares specifications for and administers related contracts including park attendants, law enforcement cooperative agreements, service contracts, cleanup, mowing, and park maintenance.

i. Formulates and participates in general safety and water safety programs and councils.

j. Maintains Visitor Center.

k. Monitors potable water, and collects water samples for analysis by Arkansas Department of Health.

m. Performs limited maintenance and repairs on public use areas, levees, river access points, including roads, restrooms, boat ramps and other facilities.

n. Administers contracts for construction and the operations/maintenance of facilities, utilities, levees, equipment, public use areas, roads, water treatment plants and systems.

o. Performs emergency maintenance work.

p. Prepares technical specifications and other contract document requirements.

q. Performs various inspections, (e.g., service and construction contracts, playground equipment, contract vehicle and equipment maintenance).

## 5. Navigation Branch.

### a. River Maintenance Section.

(1) Performs maintenance on locks and dams beyond the capability of the lock personnel.

(2) Maintain floating plant, heavy equipment, and spare parts inventory used for maintenance of lock and dam structures. Maintains full capability for responding to normal and emergency operational problems.

(3) Performs minor maintenance on the navigation channel and associated structures.

(4) Operates and maintains survey boat used for reconnaissance of navigation system.

(5) Maintains diving equipment and performs diving activities associated with underwater inspection and maintenance of structures.

b. Lock Operations Section.

(1) Operates and maintains six locks and dams on the McClellan-Kerr Arkansas River Navigation System.

(2) Supervises training of new lock and dam operators.

(3) Performs minor Preventive maintenance at lock structures.

(4) Responsible for pool regulation in coordination with Hydraulics Branch of the District Office.

6. Construction and Navigation Support Branch.

a. Survey Section.

(1) Performs periodic reconnaissance and hydrographic surveys of the navigation channel as well as land surveys associated with construction and maintenance activities in the Resident Office area of responsibility.

(2) Conducts hydrographic surveys for sediment and condition studies of navigation channel. Performs side scan sonar surveys and scour surveys.

(3) Participates in periodic inspection of levees.

(4) Coordinates with the Coast Guard on Placement of navigation aids.

(5) Prepares navigation reports for commercial users. Coordinates dredging requirements with the District Office.

b. Construction and Navigation Support Section.

(1) Administers all construction contracts and purchase order contracts with construction work for the Resident Office.

(2) Administers emergency and maintenance dredging contracts for the Resident Office.

(3) Administers the Quality Assurance Program for construction and routine/emergency dredging contracts.

(4) Provides technical support for the preparation of scopes of work, specifications, and drawings for construction contracts and construction and maintenance purchase orders.

(5) Administers the Construction Safety Program.

(6) Coordinates the Engineering and Design Program.

(7) Conducts surveys to verify payment quantities on construction contracts and provides land surveys for O&M activities.

APPENDIX BJ

STATEMENT OF FUNCTIONS

RUSSELLVILLE RESIDENT OFFICE .....	1
ADMINISTRATIVE BRANCH.....	2
RECREATION-RESOURCE MANAGEMENT BRANCH.....	3
TOAD SUCK FERRY PROJECT OFFICE.....	3
LAKE DARDANELLE PROJECT OFFICE.....	3
OZARK LAKE PROJECT OFFICE.....	3
RESOURCE MANAGEMENT.....	3-1
MAINTENANCE.....	3-2
RECREATION.....	3-3
HYDROPOWER BRANCH.....	4
NAVIGATION BRANCH.....	5
RIVER MAINTENANCE SECTION.....	5a
LOCK OPERATIONS SECTION.....	5b
ARKANSAS RIVER FLEET SECTION.....	5c
CONSTRUCTION & SURVEY BRANCH.....	6
CONTRACT ADMINISTRATION & INSPECTION SECTION.....	6a
SURVEY SECTION.....	6b

1. Resident Office.

a. Supervises and coordinates the operation and maintenance activities of the Resident Office.

b. Manages the Natural Resources Management program.

c. Assists Real Estate Division in the management of outgrant and encroachment programs. Forwards complete package of request for real estate outgrants to chief, Construction-Operations Division.

d. Serves as Contracting Officer Representative (COR) for the Contracting Officer and administers contracts in force.

e. Develops and maintains an aggressive and effective public relations program. Assists local groups in planning and presentation of special events.

f. Provides personnel and equipment for assistance in response to all natural disasters. Provides disaster and flood assistance and damage surveys and emergency levee and river bank repairs.

g. Implements and enforces the organization's safety and occupational health program requirements for project activities and the contractor work in accordance with the District safety plan of action, SWLOM 385-1-1 and EM 385-1-1.

2. Administrative Branch.

a. Provides administrative, clerical, personnel management, financial, operation and maintenance (O&M) and construction contract administration, and logistical support.

b. Prepares operation and maintenance (O&M) budgets for current and future fiscal years, schedules obligations and expenditures of funds and prepares 2101 schedules.

c. Maintains contract records, reviews procurement actions and procedures, obtains estimates for materials, supplies, small contracts, and purchase orders.

d. Prepares fuel reports, and maintains vehicle and equipment records.

e. Maintains property records and processes all reports concerned with property management.

f. Processes fees collected from permits issued for shoreline management activities, maintains records/reservations for park facilities use, and issues Golden Age, Golden Access, guide and boat permits.

g. Instructs gate attendants in preparation of fee transmittals and performs audits of the program.

h. Point of contact for development of computer program applications and computer related trouble. Coordinates usage of LAN system.

3. Recreation-Resource Management Branch (Lake Dardanelle, Ozark lake, and Toad Suck Ferry Project Offices).

a. Plans, budgets, develops, and executes the resource management program.

b. Operates and manages the Little Rock District sign shop.

c. Operates the Arkansas River Visitor Center.

d. Participates in preparation of operation and maintenance (O&M) budgets for current and future years. Schedules obligations and expenditure of funds for preparation of 2101 schedules.

e. Provides administrative, clerical, personnel management, financial, operation and maintenance contract administration, and logistical support for two project offices and four locks and dams.

f. Participates in preparation and review of major contracts relative to recreation and resource management function.

g. Interfaces with state, local and federal government agencies and special interest groups.

h. Administers contract operation and maintenance functions.

3-1. Resource Management.

a. Plants trees as part of reforestation program.

b. Maintains project boundary monumentation and marking.

c. Inspects agriculture and grazing leases and minor easements, licenses, and permits in support of Real Estate Division.

d. Patrols project lands to identify and resolve encroachments.

e. Administers lakeshore management program issuing and inspecting fire protection permits, boat dock permits, etc.

f. Engages in fishery and wildlife enhancement projects.

g. Participates in annual midwinter Bald Eagle Survey.

h. Conducts prescribed burns, constructs fire lanes, and performs other timber stand improvement work.

i. Monitors status of endangered species on project lands.

j. Make cultural resources inspections, monitors construction activities for cultural resource protection.

k. Conducts compartmented inventories and related timber cruising. Administers minor timber sales.

3-2. Maintenance.

a. Provides maintenance for 41 parks.

b. Performs erosion control measures.

c. Cleans ditches related to project facilities and government levees.

d. Operates and maintains flood control structures on Hartman levee.

e. Maintains and repairs four government-owned levees.

f. Provides emergency assistance to local levee boards to seal leaking flood control structures, stabilize weakened levees, or provide other assistance as needed.

g. Performs electrical, plumbing, carpentry, masonry, and painting functions relative to park operations.

h. Writes specifications for service contracts and inspects them, e.g., mowing, solid waste removal, and park cleanup.

i. Drafts technical provisions and inspects construction purchase orders for work under \$25,000.00 performed relative to project operation and maintenance.

j. Maintains in excess of 15 miles of gravel roads on project-owned levees.

k. Removes drift and sedimentation from launching ramps.

l. Repairs roads, parking lots, curbs and sidewalks.

m. Removes debris and sedimentation from parks following flood events.

n. Provides support to levee districts and other resident office branches during flood events.

o. Removes snow and ice from project roads and sidewalks.

p. Services water treatment facilities.

q. Services/repairs sewage treatment facilities.

r. Performs preventive maintenance, scheduled services, and unscheduled maintenance on Resident/Project Office equipment and vehicles. Maintains vehicle and equipment maintenance records.

s. Performs maintenance and repairs in-house or by contract depending on workload and availability of qualified personnel.

t. Removes hazardous trees and limbs. Removes underbrush for security improvement in parks.

u. Performs site preparation such as clearing, stripping, and grubbing in preparation for construction.

v. Sets up or otherwise prepares road, parking lot subgrades, and base course for paving or concrete placement.

w. Services ballfield and multipurpose court light towers.

x. Constructs and maintains traffic control structures.

y. Forms, places, and finishes concrete.

3-3. Recreation.

a. Patrols project lands and waters as part of visitor assistance and water safety.

b. Inspects privately operated levees annually.

c. Maintains active public relations program through radio, video and other news media.

d. Plans, prepares, presents interpretive and safety programs.

e. Administers special events program.

f. Issues citations under Title 36 Chapter III Part. 327 Code of Federal Regulation.

g. Conducts field investigations and drafts report of findings and recommendations for Section 10 and 404 requests. Monitors permitted functions for compliance.

h. Administers fee collection program.

i. Administer SRUF (Special Recreation User Fee) program.

j. Manages maintenance and placement of buoys.

k. Monitors and samples potable water and swim beaches. Forwards samples to Arkansas Department of Health. Treats unsatisfactory water sources to bring them to an acceptable quality.

l. Drafts and coordinates cooperative law enforcement agreements.

m. Drafts, advertises, and awards gate attendant contracts.

n. Inspects commercial concessions for compliance with lease agreement and safety standards.

o. Formulates and participates in general safety and water safety programs and councils.

4. Hydropower Branch.

a. Operates Dardanelle and Ozark (remote) Hydroelectric Power Plants.

- b. Conducts maintenance and minor repair work at the power plants and dams including the electrical plant, dam, flood control machinery (including crane), building, and structure.
- c. Maintains spare parts inventory.
- d. Supervises training program for power plant operators, electricians, and mechanics.
- e. Operates and maintains pumping stations at Prairie Creek and McClellan Bottom.
- f. Prepares daily, monthly, and annual reports for hydropower production.
- g. Performs emergency maintenance work.
- h. Participates in preparation of operation and maintenance budgets for current and future fiscal years, schedules obligations and expenditures of funds for preparation of 2101 schedules.
- i. Provides administrative, clerical, personnel management, financial, operation & maintenance contract administration, and logistical support for two hydropower plants and two pumping stations.

5. Navigation Branch: Participates in preparation of operation & maintenance budgets for current and future years, schedules obligations and expenditures of funds for preparation of 2101 schedules.

a. River Maintenance Section.

(1) Performs maintenance on locks and dams beyond the capability of the lock personnel.

(2) Maintain floating plant, heavy equipment, and spare parts inventory used for maintenance of lock and dam structures. Maintains full capability for responding to normal and emergency operational problems.

(3) Performs minor maintenance on the navigation channel and associated structures.

(4) Provides maintenance and storage facilities for spare parts such as miter gates and lock operating equipment for the McClellan-Kerr Arkansas River Navigation System including Tulsa District.

(5) Maintains diving program and provides diving assistance to Tulsa District and other elements of Little Rock District.

b. Lock Operations Section.

- (1) Operates and maintains six locks and dams on the McClellan-Kerr Arkansas River Navigation System.
- (2) Supervises training of new lock and dam operators.
- (3) Performs minor Preventive maintenance at lock structures.
- (4) Responsible for pool regulation in coordination with Hydraulics Branch of the District Office.

c. Arkansas River Fleet Section.

- (1) Provides routine and emergency maintenance for locks and dams, the navigation channel, and associated structures on the McClellan-Kerr Arkansas River Navigation System in both Little Rock and Tulsa Districts.
- (2) Supplements the River Maintenance Fleets in both Little Rock and Tulsa Districts in their functions and provides heavy lifting capabilities for normal and emergency repairs on major lock and dam components.
- (3) Provides inspection barge and boat for annual inspection of the McClellan-Kerr Arkansas River Navigation System.

6. Construction and Survey Branch: Participates in the preparation of O&M budgets for current and future fiscal years, schedules obligations and expenditures of funds for preparation of 2101 schedules.

a. Contract Administration and Inspection Section.

- (1) Administers all construction contracts and purchase order contracts with construction work for the Resident Office.
- (2) Administers emergency and maintenance dredging contracts for the Resident Office.
- (3) Administers the Quality Assurance Program for construction and routine/emergency dredging contracts .
- (4) Provides technical support for the preparation of scopes of work, specifications, and drawings for construction contracts and construction and maintenance purchase orders.
- (5) Administers the Construction Safety Program. Maintains construction contract records for current contracts and completed contracts in the Resident Office area.
- (6) Coordinates the Engineering and Design Program.

b. Survey Section.

(1) Performs periodic reconnaissance and surveillance of the navigation channel in the area of responsibility of the Resident Office, and prepares navigation reports for commercial users.

(2) Conducts hydrographic surveys for maintenance and emergency dredging to determine location and quantities to be dredged.

(3) Conducts hydrographic surveys for sediment studies on all reservoirs in the Little Rock District and sediment and condition studies on the Arkansas River navigation channel.

(4) Conducts surveys to determine payment quantities on construction contracts and land surveys for maintenance activities in the area of responsibility of the Resident Office.

(5) Coordinates with the Coast Guard on Placement and maintenance of navigation aids.

APPENDIX BK

STATEMENT OF FUNCTIONS

TABLE ROCK RESIDENT OFFICE .....1  
ADMINISTRATIVE BRANCH.....2  
RECREATION-RESOURCE MANAGEMENT BRANCH.....3  
CONTRACT OPERATION & MAINTENANCE BRANCH.....4  
HYDROPOWER BRANCH.....5

1. Resident Office.

a. Supervises and coordinates the operation and maintenance activities of the Resident Office.

b. Manages the Natural Resources Management program.

c. Assists Real Estate Division in the management of outgrant and encroachment programs. Forwards complete package of requests for real estate outgrants to Chief, Construction-Operations Division.

d. Serves as Contracting Officer Representative (COR) for the Contracting Officer and administers contracts in force.

e. Develops and maintains an aggressive and effective public relations program. Assists local groups in planning and presentation of special events.

f. Provides personnel and equipment for assistance in response to all natural disasters. Provides disaster and flood assistance and damage surveys and emergency levee and river bank repairs.

g. Manages the Hydro-Power/Flood Control of both Beaver and Table Rock Dam/Powerplants and embankment safety.

h. Implements and enforces the organization's safety and occupational health program requirements for project activities and the contractor work in accordance with the District safety plan of action, SWLOM 385-1-1 and EM 385-1-1.

2. Administrative Branch.

a. Provides administrative, clerical, personnel management, financial, contract administration, and logistical support.

b. Prepares O&M budgets for current and future fiscal years, schedules obligations and expenditures of funds and prepares 2101 schedules. Prepares functional budget and FTE plans.

c. Maintains contract records, reviews procurement actions and procedures, obtains estimates for materials, supplies, small contracts, and purchase orders.

d. Prepares fuel reports, and maintains vehicle and equipment records.

e. Maintains property records and processes all reports concerned with property management.

f. Processes fees collected from permits issued for shoreline management activities, special events, and maintains records/reservations for park facilities use, and issues Golden Age, Golden Access permits.

g. Administers fee program and/or Special Recreation User Fees (SRUF) program.

3. Recreation-Resource Management Branch.

a. Plans, budgets, develops, and executes the resource management program.

b. Provides planning and supervision of visitor assistance, natural resource management, regulatory functions, permit and fee programs, interpretative programs, and special activities.

c. Engages in programs for the improvement and conservation of project fishery, forestry, and wildlife resources. Participates in programs with other Federal and state wildlife and conservation agencies.

d. Maintains active public relations program through news releases and other contract efforts. Plans, prepares, and presents interpretive programs. Administers overall special events program including project participation in community relations and special events.

e. Assures property security and surveillance of all government property. Maintains general surveillance of project land and water areas, and vehicular control of public use area. Conducts periodic traffic and visitation surveys.

f. Processes and issues permits and citations under Title 36, Code of Federal Regulations. Assists Regulatory Branch, by conducting field investigations and providing Statements of Findings for Section 10, Rivers and Harbors Act, and Section 404 permits.

g. Conducts periodic inspections of boundary lines. Coordinates with Engineering Division all boundary monumentation work and maintains all existing boundary line monumentation. Inspects minor easements, licenses, and permits in support of Real Estate Division.

h. Coordinates with Recreation-Resource Management Branch, Construction-Operations Division and the Coast Guard in the placement of marker buoys in lakes and waterways.

i. Prepares specifications for and administers related contracts including park attendants, law enforcement cooperative agreements, service contracts, cleanup, mowing, and park maintenance.

j. Formulates and participates in general safety and water safety programs and councils.

k. Maintains Visitor Center.

l. Monitors potable water and swimming areas, and collects water samples for analysis by the Arkansas Department of Health.

m. Implements the provisions of the Table Rock Shoreline management plan.

n. Exercises an active program for the protection, preservation and appreciation of the projects Cultural Resources.

o. Administers the park management program including the campsite reservation program, SRUF expenditures program, recreation fee collection program and automated user permit system.

4. Contract Operation & Maintenance Branch.

a. Administers contracts for construction and the operations/maintenance of facilities, utilities, levees, equipment, public use areas, roads, water treatment plants and systems, and flood control dams.

b Administers the Construction Quality Assurance and Construction Safety Programs.

c. Performs maintenance and repairs on public use areas, levees, lake/river access points, including roads, restrooms, boatramps and other facilities. Performs emergency maintenance work.

d. Prepares technical specifications and other contract document requirements.

e. Performs various inspections, (e.g., service and construction contracts, playground equipment, contract vehicle and equipment maintenance).

f. Manages maintenance and placement of buoys.

g. Maintains sedimentation range markers and boundary monumentation.

h. Administers piezometer and seepage control monitoring contracts.

5. Hydropower Branch.

- a. Operates, maintains, and repairs the Beaver and Table Rock Hydroelectric Power Plants.
- b. Conducts maintenance and minor repair work at the two Hydropower plants and Dam including the electrical plant, dam, flood control machinery (including crane), building, and structure.
- c. Maintains spare parts inventory.
- d. Supervises training program for power plant operators, electricians, and mechanics.

APPENDIX C

STATEMENT OF FUNCTIONS

CONTRACTING DIVISION.....1  
A&E/CONSTRUCTION CONTRACTS BRANCH.....2  
SUPPLIES & SERVICES CONTRACTS BRANCH.....3  
PROCUREMENT BRANCH.....4

1. Division Chief.

a. Administers District activities in connection with the small business program and is the focal point between the District and the Small Business Administration.

b. Conducts all procurement activities of the District except real property acquisition. Develops procurement policies for the District.

c. Principle advisor to the District Engineer on the provisions of the Federal Acquisition Regulations (FAR), Defense FARs, Army FARs, Engineer FARs, and other pertinent laws and regulations.

d. Small and Disadvantaged Business Specialist (SADBUS). Administers the Small and Disadvantaged Business Enterprise Programs. (Organizationally assigned to Contracting Division)

2. A&E/Construction Contracts Branch.

a. Exercises oversight over A-E Contracting actions and contract administration functions of construction contracts to assure compliance with the various Federal Acquisition Regulations (FARs).

b. Exercises surveillance/contracting oversight over the contract administration function of Construction contracts to assure compliance with the terms and conditions of contracts, modifications, and delivery orders.

c. Interprets and implements higher authority decisions and directives that affect construction contracting and develops revised procedures to assure compliance.

d. Maintains liaison with contractors and government agencies and departments on contracting matters.

e. Administers and maintains the official contract files for construction and A-E contracts. Ensures that documentation is adequate and complete for inspection by the inspection agencies.

f. Develops and supervises internal programs for adequate cost controls and prepares budget, travel, and training estimates.

g. Maintains source selection lists for construction contracting; prepares and issues bid invitations and requests for proposals when applicable (or, where done by others, reviews for consistency with policy and for regulatory compliance), and receives, opens and abstracts bids and proposals.

h. Conducts evaluation process to determine lowest responsive and responsible bidder when the sealed bid procedure is used; functions as a non-voting participant on the team charged with evaluating technical requirements. Negotiates Small & Disadvantaged (8a) Contracts and other contracts as necessary.

i. Prepares formal contracting documents, issues notices of award and notices to proceed.

j. Conducts pre-award surveys and evaluations thereof.

k. Reviews mistakes in bid and protest of award cases in coordination with Office of Counsel and recommends appropriate action to Contracting Officer. Develops and formalizes the documentation for record file or submission to higher authority.

l. Prepares Contracting Officer's report in response to protest of award when requested by HQUSACE.

m. Ensures that the official contract documentation is adequate and complete and that an accountability trail facilitates review of contract modifications to A-E and/or Construction contracts. Conducts post-award reviews of modifications less than \$50,000 issued by Resident Contracting Officers (RCOs); conducts preaward review of modifications less than \$50,000 not issued by RCOs; and participates in joint pre-award reviews with legal and technical personnel on all modifications over \$50,000. Prepares various reports as required.

3. Supplies & Services Contracts Branch.

a. Procures supplies and nonpersonal services through sealed bidding and negotiated procedures.

b. Exercises surveillance over the procurement functions of the District assure compliance with applicable provisions of the various FARs.

c. Interprets and implements higher authority decisions and directives that affect the service and supply contracting areas and develops new or revised procedures to assure compliance.

d. Maintains liaison with contractor and government agencies and departments on contracting matters.

1 NOV 93

e. Administers and maintains the official contract files for service and supply contracts. Insures that documentation is adequate and complete for inspection by the inspections agencies. Advises pertinent district elements of all deficiencies noted and monitors to insure appropriate corrective actions are taken.

f. Develops and supervises internal programs for adequate cost controls and prepares budget, travel, and training estimates.

g. Maintains source selection lists; prepares and issues bid invitations and requests for proposals, and receives, opens, and abstracts bids and proposals.

h. Conducts evaluation process to determine lowest responsive and responsible bidder when the sealed bid procedure is used; functions as a non-voting participant on the team charged with evaluating technical requirements.

i. Prepares formal contracting documents, issues notices of award and notices to proceed.

j. Conducts pre-award surveys and evaluations thereof.

k. Reviews mistakes in bid and protests of award cases in coordination with Office of Counsel and recommends appropriate action to Contracting Officer. Develops and formalizes the documentation for record file or submission to higher authority.

l. Prepares Contracting Officer's report in response to protests of award when requested by HQUSACE.

m. Insures that the official contract documentation is adequate and complete and that an accountability trail facilitates review of contract modifications. Prepares modifications to supply and service contracts in final form and secures execution thereof. Issues cure notices and terminations for default.

#### 4. Procurement Branch.

a. Procures supplies, nonpersonal services, and equipment from available sources. Solicits quotations and determines the most advantageous purchase for the Government.

b. Exercises surveillance over the procurement functions of the District to assure compliance with applicable provisions of the Federal Defense, Army, and Engineer Acquisition Regulations, and other pertinent laws and regulations, and to provide administrative support to assure compliance with the terms and conditions of purchase order contracts, delivery orders, and modifications. Furnishes guidance and assistance in establishing procedures.

c. Establishes Blanket Purchase Agreements with vendors and maintains authorized caller lists furnished to vendors.

d. Maintains source selection lists for supplies, services, and construction; prepares and issues Requests for Quotations, receive and open Request for Quotations, and prepare bid abstracts.

e. Conducts evaluation process to determine lowest responsive and responsible bidder.

f. Serves as Contracting Officer on supply, nonpersonal service, equipment, and construction contracts at or below \$25,000.00.

g. Insures official contract documentation is adequate and complete.

h. Maintains liaison with contractors and government agencies and departments on procurement matters.

i. Interprets and implements higher authority decisions and directives that affect the procurement of supplies, nonpersonal services, and construction and develop new or revised procedures to assure compliance.

j. Conducts annual procurement management reviews to evaluate procedures related to procurement activities and initiates corrective actions.

k. Reviews mistakes in bid and protest of award cases in coordination with Office of Counsel. Develops and formalizes the documentation for record file or submission to higher authority. Furnishes reports as required.

APPENDIX D

STATEMENT OF FUNCTIONS

ENGINEERING DIVISION.....	1
COST ENGINEERING BRANCH.....	2
DESIGN BRANCH.....	3
STRUCTURES SECTION.....	3a
ARCHITECTURE & SUPPORT SECTION.....	3b
GENERAL ENGINEERING SECTION.....	3c
FACILITIES DESIGN SECTION.....	3d
ELECTRICAL SECTION.....	3e
MECHANICAL SECTION.....	3f
GEOTECHNICAL BRANCH.....	4
GEOLOGY SECTION.....	4a
SOILS & MATERIALS SECTION.....	4b
SURVEY & DATA SECTION.....	4c
HYDROLOGY AND HYDRAULICS BRANCH.....	5
HYDROLOGIC ENGINEERING SECTION.....	5a
HYDRAULICS SECTION.....	5b
RESERVOIR CONTROL SECTION.....	5c
MILITARY-CIVIL PROGRAMS BRANCH.....	6
PROGRAM SUPPORT SECTION.....	6a
A-E CONTRACT SECTION.....	6b
ENGINEERING MANAGEMENT BRANCH.....	7

1. Division Chief.

a. Serves as principal District advisor on engineering matters.

b. Supervises the accomplishment of all technical and administrative features of Engineering Division programs and functions.

2. Cost Engineering Branch. Principal District advisor on cost estimates for civil/military and hazardous and toxic waste projects.

a. Prepares baseline estimates for civil works projects. Maintains and updates baseline estimates throughout the planning, design, and construction phases of civil works projects.

b. Prepares preliminary, 65%, 90%, and estimates for evaluations of bids or for use in negotiating contracts for military construction.

c. Prepares costs estimate for use in negotiating modifications and claims on both military and civil works projects. Reviews cost estimates prepared by A-Es.

- d. Reviews business clearance memorandums for modifications.
- e. Prepares Government estimate of fair and reasonable cost to contractor (Bid Estimate).
- f. Prepares cost analysis of proposal for negotiated contracts and modifications.
- g. Prepares reviews and comments on the apparent low bidder's unit prices when unbalanced bids are indicated and in cases which involve an alleged error in bid or a protest of the Government's estimate.
- h. Provides advice on cost estimates at project review board meetings.
- i. Estimates construction periods for projects. Estimates bad weather days for inclusion in specifications.
- j. Assists and participates in negotiated awards and other negotiated procurement actions.
- k. Serves as member of life cycle project design team.
- l. Prepares estimates of individual project components during the planning stage to assist in selection of alternatives.
- m. Branch Chief, serves as member of Contract Review Board.

3. Design Branch. Serves as principal advisor on matters of electrical, mechanical, structural, and civil engineering and architectural design of all civil works, military, hydropower maintenance, and special projects.

a. Structures Section.

(1) Provides structural design advice and furnishes guidance for solution of structural engineering problems.

(2) Performs structural analysis and design of timber, steel, and concrete structures. Reviews structural designs prepared by A-E and reviews and makes approval recommendations for structural shop drawings and contractor proposals. Reviews and makes recommendations on preliminary and final plans and specifications prepared in-house or by A-E's.

(3) Makes studies and prepares drawings for reports on Civil Works projects. Prepares final structural drawings for civil construction projects.

(4) Conducts field inspections to assure that construction is being performed in accordance with designs and to obtain information leading to improvement in the design of future works.

(5) Furnishes guidance to project planners for solution of structural engineering problems.

(6) Conducts field inspection and prepares report for the structural behavior program; provides input to the District's Dam Safety Committee.

(7) Provides review and support services to the State of Arkansas for the inspection of non-Federal dams.

(8) Prepares specifications, Government estimates, and pre-award documentation for A-E, engineering, and professional service contracts; participates in preselection and selection proceedings; negotiates and administers certain types of these contracts.

(9) Provides design guidance for civil and military projects involving primarily the construction of facilities and appurtenant works. Performs drafting (CADD and manual) for all plans designed in the section.

(10) Provides reviews of plans for boat docks to be constructed on area lakes and mooring facilities to be constructed on navigable water.

(11) Prepares quantity estimates and "as-built" drawings of completed construction. Prepares drawings, specifications, and cost estimates for modification of construction contracts in force. Reviews and approves structural shop drawings.

b. Architecture & Support Section.

(1) Reviews contractor's and manufacturer's shop drawings to evaluate the adequacy and practicability of the product or system. Checks for compliance with intended functions and aesthetic features.

(2) Conducts field inspections to assure that construction is being performed in accordance with the designs and to obtain information leading to improvement in the design of future projects. Provides required response to questions and problems specifications, cost estimates and other documents for modification of construction contracts.

(3) Prepares final drawings and specifications for architectural work in military or civil projects. Provides technical expertise to SWL related to architectural design or issues. Performs computer-aided design and drafting as required to support projects.

(4) Coordinates in-house quality control for assigned architectural projects. Provides design and reviews for fire protection associated with architectural design. Provides architectural support for SWL review teams for MILCON projects less than \$2,000,000.

(5) Provides primary Computer Aided Design and Drafting (CADD) Support for SWL including hardware maintenance, software support, and training. Develops and coordinates IMP and PRIP program requirements in matters concerning CADD computer systems. Develops Life Cycle Cost Analysis requirements for short and long term system requirements. Serves as primary POC with vendor for all technical matters concerning CADD within SWL. Develops, implements, and monitors procedures and guidelines of CADD operation and use.

(6) Provides primary military master planning support for SWL Engineering Division. Oversees and coordinates the development of computer based facilities management maps and plans for civil projects and military projects in accordance with the requirements of AR 210-20.

(7) Provides ARMS coordinator for SWL. Ensures ARMS guidance and direction is issued to all users. Coordinates ARMS hardware and software requirements.

(8) Takes the lead in the use of A/E's to perform selected tasks or projects within the section. Includes selection of A/E preparation of scope of work, preparation of the government's estimate, negotiations and all required coordination associated with the administering of the A/E task.

(9) Prepares quantity estimates for all projects. Prepares feasibility estimates as required.

(10) Provides technical support, plans and specifications for asbestos abatement projects.

(11) Supports design teams by serving as technical manager, project designer or lead designer as requested.

(12) Provides interior design services for SWL within-house staff or by A/E. Includes selection of colors or materials and preparation of special interior design features. Also prepares Comprehensive Interior Design (CID) for selected projects which includes selection of furniture, accessories, and partition systems. Provides space planning for buildings.

(13) Translates approved Phase I General Design Memorandum (GDM) requirements into architectural design details of Phase II GDM and feature DM and plans and specifications.

(14) Requests information from design, legal, construction/operations, cost engineering, and contracting to prepare abbreviated specification solicitation documents for review and use in advertising for prospective bidders.

(15) Prepares Division 1 of military technical specifications and finalizes technical specifications prepared by others. Specs Unit prepares technical specifications for selected jobs.

(16) Maintains criteria files, guide specifications, and standard references for preparation of specifications.

(17) Reviews and revises design schedules and prepares award schedules and presolicitation notices.

(18) Maintains the Specnet system for the Engineering Division. Provides guidance for its use to both in-house and A/E personnel.

(19) Writes new specification sections when needed to maintain SWL guide specifications.

c. General Engineering Section.

(1) Performs miscellaneous civil analyses and prepares final designs for Civil Works, flood control, and navigation projects. Prepares complete general and feature design memorandums of selected projects. Reviews design memorandums and plans and specifications prepared by A-Es. Prepares final plans and specifications for construction projects.

(2) Prepares project operation and maintenance manuals.

(3) Accomplishes engineering on relocations in the District, negotiates technical engineering phases of relocation agreements, prepares appendix in Design Memorandums covering relocations, and prepares draft relocation contracts. Reviews relocation designs submitted by owners and furnishes guidance to local interest sponsors responsible for accomplishing the relocations.

(4) Prepares quantity estimates and "as-built" drawings of completed construction for work designed as described in above subparagraphs. Prepares drawings for modification of construction contracts in force.

(5) Coordinates all activities of authorized projects from start through award of construction contract related to the engineering and design of civil works projects.

(6) Reviews contractor's and manufacture's shop drawings to evaluate the adequacy and practicability of the structure or system.

d. Facilities Design Section.

(1) Prepares final architectural, civil, electrical, and mechanical drawings and specifications for civil and military projects. Prepares draft cost estimates for review and approval by Cost Engineering.

(2) Conducts field inspections to assure that construction is being performed in accordance with designs and to obtain information leading to improvement in the design of future works. Makes recommendations for corrective action when problems occur on existing O&M project.

(3) Reviews contractor's and manufacture's shop drawings to evaluate the adequacy and practicability of the structure or system. Also, checks for compliance with the intended functions.

(4) Prepares quantity estimates and "as-built" drawings of completed construction. Prepares drawings, specifications, and cost estimates for modification of construction contracts in force.

(5) Prepares drawings and specification for proposed modifications for projects that were designed by Architect-Engineer firms.

(6) Performs engineering during construction for projects designed in-house and by Architect-Engineer firms.

(7) Performs Computer Assisted Drafting and Design (CADD) functions.

(8) Performs drafting and plotting for all plans designed in the section.

(9) Performs independent technical reviews of inhouse and A/E designs of military projects under \$2,000,000.00 programmed amount.

(10) Prepares various studies requested by customers related to mechanical electrical, structural, civil, architectural, acoustical, interior design, or landscape design.

e. Electrical Section.

(1) Prepares design of interior and exterior electrical systems for high and low voltage power distribution and utilization grounding and lightning protection, security, and communication systems.

(2) Develops preliminary and final detail designs, drawings, and technical portions of specifications on electrical features of projects including environmental and human factors.

(3) Conducts reviews of work by A-E's including electrical designs, specifications, drawings and studies. Reviews and recommends action on shop drawings and other contractors submittals.

(4) Develops economic analyses and feasibility studies for electrical systems.

(5) Coordinates and publishes the Operations and Maintenance Manuals for hydroelectric powerplants, locks, and dams.

(6) Develops electrical portions of studies, reports, design memorandums, plans and specifications for hydroelectric powerplant maintenance, rehabilitation, updating and uprating of major powertrain equipment for the District and other Districts in SWD.

(7) Accomplishes cathodic protection program and inspects cathodic protection installations.

f. Mechanical Section.

(1) Develops mechanical portions of economic analyses, feasibility studies, reports, design memorandums, plans and specifications for hydroelectric powerplants, navigation locks and dams, flood control dams, pumping stations, and support facilities. Develops energy and environmental control systems design. Performs studies and designs for powerplant maintenance, updating and/or uprating of major equipment.

(2) Develops design memorandums, plans and technical portions of specifications, studies, and reports. Instructs A-E's in the preparation of plans and specifications and makes periodic review of their work. Furnishes engineering support during construction such as shop drawing review, preparation of change orders, field inspections, witness completed system testing, and VE proposal evaluation.

(3) Prepares energy engineering analysis studies and development of budget documents connected therewith. Develops economic analyses for boiler plants and for energy conservation projects and for developing benefit/cost ratios and energy costs ratios connected with assigned projects.

(4) Develops the required application forms and technical data and calculations required by Federal, State and local laws to permit the Using Agency to obtain permits for construction of facilities which emit pollution to the surrounding atmosphere.

Permits investigations and preparation of documents involving familiarity with laws and regulations regarding air pollution of state and local communities.

4. Geotechnical Branch.

a. Geology Section.

(1) Provides advice and maintains information on engineering geology, construction material, and performs core boring functions.

(2) Conducts site selection surveys in connection with the location of new projects for preliminary appraisal of bedrock conditions. Develops basic designs for specialized geological features.

(3) Evaluates foundation conditions of alternate construction sites. Recommends the site, evaluates foundation conditions, and establishes criteria for the design of foundations for major structures. Obtains and analyzes laboratory test data on foundation rock. Prepares all designs for inclusion in design memorandums for geologic features of a project. Supervises the preparation for the geologic features of construction plans ready for advertising and prepares draft of related special technical specifications.

(4) Conducts geologic surveys of reservoir areas to determine the adequacy of the reservoir to impound water, the locations of caves and springs and their relation to potential loss of reservoir water, and the presence of valuable mineral deposits in or under the reservoir area. Establishes the geology of alluvial areas bordering the reservoirs and performs studies with respect to ground water and its effect on proposed or existing construction.

(5) Provides recommendations for the solution of ground-water problems. Performs field investigations and special studies relating to ground-water hydrology. Determines the effects of raised ground-water tables in connection with river basin and reservoir studies and claims against the Government. Prepares water supply well designs for various recreation and construction projects.

(6) Determines through laboratory testing and economic analyses satisfactory sources of concrete aggregates and protection stone for projects. Prepares design memorandums on rock and aggregate sources and concrete characteristics and pertinent portions of drawings and technical provisions of the specifications.

(7) Reviews plans and specifications for geological features of dams and similar structures.

(8) Develops basic design for specialized geological features.

(9) Makes periodic inspections and evaluations of structural concrete and rock foundations for completed civil works structures covered under the structural behavior program.

(10) Performs field investigations and special studies relating to geological problems related to subsurface geologic conditions or natural materials of construction.

(11) Performs subsurface core boring investigations in rock and soil formations required for design of dams and other construction projects. Conducts pressure tests and installs grout test sections. Prepares and interprets geophysical logs of bore holes.

(12) Prepares specifications and initiates procedures for the purchase of new plant, performs preventive maintenance and repairs on existing plant, and maintains property and stock accounts.

(13) Makes periodic stilling basin inspections to determine conditions of relief drains, presence of debris on the slab, and concrete surface and bedrock conditions.

(14) Participates in National Dam Safety Program by onsite inspection and reports and reviews work of A-E doing same type of work. Reviews geologic aspects of reports on safety of non-Federal dams.

(15) Prepares or assists in preparation of appendix A for A-E contracts defining scope of work related to rock and foundations. Helps administer the contract.

(16) Develops suitable equipment for performance of specialized work and more economical and efficient methods of performing drilling work.

(17) Participates in construction management acting as in-house consultant for the Resident Engineer, advising on engineering geology problems, inspecting and approving foundations, design and supervise grouting operating, providing construction material sources and claims evaluation: and preparing pertinent portions of as-built foundation reports.

(18) Serves as consultant for District Engineer and Staff on all engineering geology problems related to District's planning, design, construction and maintenance mission. Administers research and development programs as required.

b. Hazardous/Toxic Waste Section.

(1) Manages the Hazardous and Toxic Waste (HTW) Program. Provides investigations, tests, and reports for hazardous/toxic materials, to assure compliance with regulations.

(2) Conducts site investigations, sampling, testing, and ground-water monitoring of Defense Environment Restoration Program-Installation Restoration Program (DERP-IRP) projects and reports findings.

(3) Supports Commanders at Army and Air Force Installations on Hazardous/Toxic Waste (HTW) projects including site assessments and remediation of leaking underground storage tanks, design of ground-water monitoring programs and systems and preparation of closure plans for active and inactive hazardous waste management units.

(4) Conducts technical review and in-house studies in support of DERP-Formerly Used Defense Sites (FUDS) projects.

(5) Supports Installation Commanders in complying with Resource Conservation and Recovery Act (RCRA) of 1976 facility investigations and ground-water quality assessments of regulated units.

(6) Prepares permit applications and designs for operational sanitary landfills and landfarms on installations for submission to state regulators.

(7) Supports Installation Commanders on identification and assessments of hazards of Asbestos and Asbestos Containing Material (ACM), preparing operation and maintenance plans and monitoring abatement.

(8) Represents Little Rock District on intergovernmental task forces and planning teams for HTW management.

(9) Coordinates disposal of hazardous materials from District civil works projects, and prepares required related reports.

c. Soils & Materials Section.

(1) Performs soil mechanics and related foundation engineering functions. Provides technical supervision and inspection on soil materials required for design of structures composed of or founded in or upon soil materials, including location of suitable borrow materials.

(2) Performs field investigations for roads and structures in recreational areas. Prepares designs for pavements.

(3) Administers all laboratory soil tests required for preliminary soil identifications. Maintains field control of samples recovered from subsurface investigations.

(4) Selects representative soil samples and formulates programs for detailed testing in the Division Laboratory to ascertain engineering behavior of soil as a construction material. Analyzes laboratory test data and available field data for suitability of soil materials and to determine specific soil properties to be used in design and analyses of proposed and existing soil structures. Recommends soil-bearing values for foundation and subgrade designs.

(5) Conducts studies to determine the feasibility of pile foundation designs for structures. Reviews pile foundation designs prepared by others. Develops and completes test programs to determine pile bearing capacity.

(6) Develops basic designs, sectional composition, and necessary details for all types of soil structures. Computes settlement, strength, permeability, and stability applicable to these structures under various conditions. Determines the need for and establishes the design details of underseepage control measures. Reviews service contracts work in connection with soils and foundation designs.

(7) Prepares plans and procedures for large-scale pumping tests to determine the in-place permeability of soil and the efficiency of dewatering and pressure relief wells. Assembles the test data and prepares reports and recommendations on seepage problems.

(8) Determines seepage flow patterns at various temporary and permanent structures. Determines seepage quantities and escape gradients and dewatering and unwatering requirements. Determines uplift pressure for various design conditions and furnishes data to others for use in design of concrete structure and appurtenances. Designs construction dewatering systems, structure unwatering facilities, and pressure relief measures.

(9) Performs contaminated soil and groundwater seepage studies at military bases and coordinates with State and Federal Environmental Agencies.

(10) Prepares all soil mechanics related designs for inclusion in civil design memorandums and military construction program design documents for all type structures. Determines soils design criteria for use in computations and design reports for structures with earth, backfill, or foundations.

(11) Prepares construction plans and technical specifications ready for advertising for all soil mechanics features of earth and rockfill dams. Furnishes drafts of design for other earth structures.

(12) Determines need for and the types of instrumentation devices for use in earth structures and establishes design for these features. Analyzes data to ascertain the structural behavior of earth dams.

(13) Performs field inspections to assure that construction is being performed in accordance with designs and to obtain information leading to the improvement in the design of future work.

(14) Conducts periodic inspections and continuing evaluations of structure foundations and embankments for all completed civil works structures covered under the structural behavior program. Prepares the portion of structural behavior reports pertaining to these evaluations.

(15) Collects, compiles, analyzes, and interprets data for use in preparing as-built foundation reports for dams and other structures within the District having unique, difficult, or unusual foundation problems for which unique design and construction procedures were developed.

(16) Makes measurements revealing foundation and structure movements, uplift pressures, behavior of test piles, pile driving, performance of dewatering systems, behavior of cofferdams and protection stone during diversion, and other similar work.

(17) Prepares design reports for projects of the MCA, MCAF programs.

(18) Manages the Pavement Management System (PAVER) in support of the maintenance of the SWL roadways, including performing PAVER work for military facilities in SWL.

(19) Performs soil related analysis, design work on groundwater flow, soil contamination and remedial measures to control contamination or to obtain HTW permits.

(20) Prepares or assists in preparation of appendix A for A-E contracts defining the scope of work related to soils and foundations. Helps administer the contracts.

(21) Assists in the development, organization and administration of Construction Quality Control/Quality Assurance Programs. Provides coordination between SWD Laboratory and testing laboratories for approval inspections to certify laboratories for construction testing/quality control for civil and military construction.

(22) Performs post construction inspections on work for others to insure an acceptable completion and satisfaction by others.

d. Survey & Data Section.

(1) Provides topographic mapping, photogrammetric mapping and field engineering surveys in connection with all civil and military projects, including overall layout, supervision, coordination and performance of all field surveying and mapping operations performed by hired labor and contract personnel.

(2) Performs all geodetic and plane surveying; cadastral surveys; horizontal and vertical control networks; detail topographic, photogrammetric, engineering hydrographic and construction layout surveys.

(3) Performs all office compilations, computations, drafting and editing operations relative to field surveys and mapping.

(4) Prepares contract assemblies, appendixes, and estimates and conducts the necessary negotiations for a continuing program of engineering services contracts.

(5) Administers contracts to A-E firms for boundary monumentation surveys and survey services by inspecting work and reviews contract survey data for accuracy, consistency, and completeness.

(6) Prepares data for in-house surveys of encroachments and boundary monumentation, and topo surveys to establish Government Easements. Performs land and property surveys to establish boundaries and easements to develop real estate record plat and segment maps and descriptions, and to locate and monument rights-of-way.

(7) Maintains District centralized files of basic maps, construction drawings, quadrangle maps, aerial photographs, aerial film negatives, mosaics, survey, basic cadastral data, and contract drawings.

(8) Makes all engineering computations required for reduction of field data and adjustment of traverse, triangulation, trilateration and GPS surveys.

(9) Prepares data for contract assemblies, appendixes, and estimates for contracts for providing photogrammetric mapping, aerial photography, and drafting services.

(10) Performs mapping services and administers sale of maps, aerial photographs, and mosaics to the general public. Performs all necessary research and analysis for annual revision of project maps. Administers distribution of survey information and vertical and horizontal control data to the public.

(11) Performs photo interpretive services and prepares controlled and uncontrolled mosaics. Develops planimetric and topographic data, and subsurface investigation.

(12) Makes field surveys to gather and record raw data and to conduct quality control checks on surveys produced under contract and in-house. Develops profile and cross section data for flood plain insurance programs.

(13) Prepares the planning and performance of large area photogrammetric and topographical survey mapping by using in-house labor to execute the districts Global Position System (GPS) which after analysis and adjustment of raw data converts to 1st order horizontal control.

5. Hydrology and Hydraulics Branch. Provides technical expertise and advice for Engineering Division and other SWL elements, Planning Division, and Construction Operations Division for matters directly related to the hydraulic, hydrologic, and meteorologic features of the District's civil works activities.

a. Hydrologic Engineering Section.

(1) Makes meteorologic, hydrologic, hydraulic, and related studies and investigations for pre and post authorizations studies and other hydrologic studies.

(2) Develops data on historical rainfall, runoff, stream flow frequency, design storms and design floods.

(3) Develops overall and broad planning studies for reservoirs including generating historical periods of runoff, routing periods of generated historical runoff, routing design floods, developing basin yields and determining real estate and relocations requirements.

(4) Determines levee grades, locates and sizes interior runoff drainage structures, analyzes interior drainage problems, and formulates solutions.

(5) Analyzes past flood events and develops backwater models and water profiles for use in studies.

(6) Conducts special studies (e.g., for flood insurance, flood hazard) and research in hydrologic, hydraulic and meteorologic phenomena.

(7) Reviews and comments on request for permits for construction in navigable waters and on wetlands of the United States.

b. Hydraulics Section.

(1) Conducts hydraulic engineering and related studies and establishes hydraulic design criteria. Conducts general hydraulic and hydrologic studies on the Arkansas River navigation channel and appurtenances. Conducts hydraulic model studies of locks and dams, channels, hydropower, and river-control works.

(2) Participates in periodic inspections of outlet works, spillways, and stilling basins.

(3) Furnishes consultation on hydraulic characteristics, criteria, and layouts for river-control structures, relocations, and port, harbor, and tie-up facilities.

(4) Investigates hydraulic problems at completed projects and provides technical advice and assistance to continue operations until problems are corrected.

(5) Maintains current data base on Arkansas River profile for updating spillway ratings, evaluating permit requests, legal action, and real estate action.

(6) Conducts hydropower studies and studies of daily and seasonal power loading, pumped storage projects, and related work. Furnishes consultation and advice on hydroelectric power plant characteristics for existing and potential projects under various operating conditions. Makes preliminary studies in connection with powerhouse design. Develops design data on turbine characteristics and prepares preliminary turbine performance curves.

(7) Computes revised spillway discharge coefficients and maintains a current data base on coefficients to revise water control manuals as requested and to provide unusual gate operations as the need arises. Develops special gate operations to minimize project damage during malfunctioning equipment, repairs or maintenance activities, and during removal of loose barges.

(8) Develops and monitors a long range sediment data collection program for studies. Makes reservoir and stream sediment studies to determine the useful life and efficiency of existing, authorized, or proposed reservoir or channelization projects in the Little Rock District. Analyzes annual sediment inflow and outflow. Recommends sediment reserve allocations

required during the economic life of reservoirs. Establishes the approximate ultimate expected distribution of sedimentation throughout the reservoirs in the District to enable assessment of its effect on flow lines. Develops and monitors a long range sediment data collection program needed as basis for studies. Conducts and coordinates with U.S. Geological Survey a program for the systematic collection of sedimentation data for the Arkansas, White, and Little Rivers.

(9) Operates a water resource investigation program in cooperation with the National Weather Service and the U.S. Geological Survey to collect data on flows on the White and Arkansas Rivers and their tributaries and the Little River and tributaries in Arkansas. Maintains a system of gages to supplement those operated by the other agencies. Services all gages of the Little Rock District including those served by the hydrometeorological network. Processes and disseminates this hydrologic and hydraulic data and maintains proper file system.

(10) Coordinates activities related to design, acquisition, installation, and maintenance of automated systems for collecting, hydrologic and hydrometeorologic data.

(11) Prepares plans and specifications for construction of levee, drainage, channel rectification, bank stabilization, and dredging to include selection of alignment and determination of rights-of-way requirements. Prepares "as built" drawings of completed construction for work designed. Prepares drawings for modifications of construction contracts in force.

(12) Conducts bank stabilization conditions studies to determine what repairs or additional structures are needed to provide protection for the navigation channel.

(13) Coordinates water quality issues and programs for the District. Responsible for the upward reporting of the Annual Water Quality Report.

(14) Coordinates District activities related to Federal Energy Regulatory Commission Hydropower Licensees that have been authorized to construct hydropower facilities at Government projects.

(15) Assists in preparing contingency plan for emergencies at the dams and reservoirs in the Little Rock District. Assists in preparing studies and design memorandums required for the dam safety assurance program.

c. Reservoir Control Section.

(1) Schedules, develops, and coordinates procedures, criteria, and plans of operation for regulation of existing District lakes and navigation projects for both normal and emergency situations, and in response to short term needs for constructions or changes in the water management objectives.

(2) Develops and maintains water control manuals for detailed hydrological procedures, descriptions, criteria, data, and communications needed in the operation of reservoir projects for the purposes of flood control, hydropower, water supply, navigation, fish and wildlife, and water quality.

(3) Directs the water storage and release schedules and operations at District lakes by direct instructions to project and resident office personnel. During floods and water related emergencies, instructions are issued directly to the Southwestern Power Administration (SWPA) related to generation schedules which may be utilized at District hydropower installations.

(4) Prepares hydropower allocations and negotiates with SWPA and SWD to establish amount of power to be produced each month at District lakes. Monitors actual hydropower production releases for compliance with the allocations and water management plans.

(5) Monitors, evaluates, and correlates current hydrologic and meteorologic data and prepares forecasts and projections therefrom to establish daily and hourly water releases to be used in meeting the needs and purposes at each District lake. Establishes hydrologic and meteorologic data needs for operation of District lakes, and coordinates with the National Weather Service and others in the Branch for this data.

(6) Coordinates all SWL water control actions, procedures, plans, and needs with other districts, SWD, LMVD, USACE, SWPA, National Weather Service, and other Federal, State, and local interests as needed. Represents the Corps water management interests and position in public and special interests issues. Provides water management advisory service to executive office, resident offices, higher authority, and other Corps elements.

(7) Conducts hydrologic studies for preparation and inclusion in Annual Report to USACE, Annual Reservoir Control Center Report, and other miscellaneous reports. Makes or cooperates with SWD, other districts, and sections in making operational and general and specific hydrologic studies needed in the operation of District water projects.

(8) Plans, develops, and updates the engineering data base, software, and equipment, and procedures for the computer based Little Rock District subsystem of the SWD Water Control Data System utilized for real time water control.

(9) Plans and coordinates water quality data and studies necessary for the operation of District projects. Coordinates the results with other work in the District and acts as point of contact for water quality matters related to project regulations.

(10) Prepares design memorandums, or applicable portions thereof, correspondence, and other reports pertaining to work of the section.

(11) Coordinates the SWL portion of the Corps of Engineers and National Weather Service Cooperative Program for rainfall reporting in the FC-16 network through liaison with National Weather Service.

6. Military-Civil Programs Branch. Serves as principal advisor on matters related to A-E contract activities, budgets, manpower, and management initiatives.

a. Program Support Section.

(1) Maintains funds authorization, fund allocations, and cost controls for military and civil design funds. Prepares and processes requests for military and civil design funds.

(2) Prepares reports on scheduling and progress of design, advertising, and opening of bids for military and civil construction projects. Coordinates, publishes, and reports design funding, schedules, work placement schedules, and obligation and expenditure schedules.

(3) Develops, implements, and maintains computerized management information systems which are used to help manage Engineering Divisions's military and civil programs. Estimates task costs, monitors funds, and provides internal cost control. Prepares Engineering Division's input to AMPRS. Reports bid opening results to higher authority and initiates construction funds requests.

(4) Coordinates, monitors and executes the District's A-E Responsibility Management Program. Researches modifications with potential for A-E Liability and consolidates input to prepare a recommendation to the A-E Liability Review Board for approval, for final decision by the District Engineer. Prepares and submits District reports to SWD/HQUSACE.

(5) Plans, organizes and executes the District's Value Engineering Program. Initiates requests for funding, procures study team labor for both in-house studies and A-E performed studies, and coordinates review of VE proposals, including contractor submitted VE Change Proposals (VECP's). Prepares and submits District reports and accomplishments to SWD/HQUSACE.

(6) Provides technical assistance in electronic computer applications to engineering work of Engineering Division.

(7) Develops and monitors Engineering Division's Functional Operating Budget, Technical Indirect Budget, and O&M Budget.

(8) Projects and monitors workload, manpower utilization, and training.

b. A-E Contracts Section.

(1) Manages architect-engineering (A-E) contract activities. Prepares A-E contracts. Provides technical advice, assistance, and support to all District elements with a need for A-E professional services.

(2) Administers the A-E Contract Administration Support System (ACASS).

(3) Provides information and assistance regarding A-E selection, negotiation, and contract administration procedures.

(4) Provides advice and assistance in preparation of announcements or prepares announcements, defining work to be performed for transmission to Commerce Business Daily.

(5) Reviews A-E progress and prepares payment estimates. Coordinates preparation of performance evaluation reports indicating the quality of work done by the A-E firms.

(6) Obtains information on A-E firms and determines capabilities for A-E Preselection & Selection Boards. Prepares minutes of board meetings and provides administrative support to the boards.

(7) Notifies nonselected and selected firms; prepares, or assists in preparation of Government estimates, obtains proposals and any additional required data; negotiates; and prepares, or assists in preparation of all documentation through conclusion of negotiations.

(8) Reviews prenegotiations and postnegotiations Business Clearance Memorandums.

(9) Reviews and evaluates contract work in progress providing advice and assistance when necessary.

(10) Prepares delivery orders for indefinite delivery contracts. Provides advice and assistance as necessary in preparing documentation necessary to exercise options in delivery order and contracts. Prepares modifications (change orders and supplemental agreements).

(11) Serves as team leader of A-E contract negotiations teams.

(12) Prepares, coordinates, executes, and manages AMPRS/ACASS match-up of A/E's after design and after construction performances.

(13) Prepares schedules, cost estimates, and reports for A-E acquisitions.

7. Engineering Management Branch.

a. Participates in the preselection, selection, and negotiations of architect-engineers for contract work. Responsible for supervision of A-E contracts and overall management of both in-house and contract work.

b. Maintains liaison, through the use of project managers, with the Resident Engineers/Managers for civil works O&M and SRUF funded projects.

c. Maintains design schedules and reviews design progress reported in Automation Management and Program Report System (AMPRS). Coordinates with program analyst on reports and funds requests.

d. Provides coordination and management of authorized projects through award of construction contract. Maintains coordination through the construction phase for approval/funding of modifications, coordination of design-related issues, and other issues requiring participation or coordination of the Engineering Division.

e. Provides the Program Support Section information regarding work placement schedules, obligations and expenditure schedules, and construction estimates.

f. Provides engineering technical management for continuing authorities projects.

g. Ensures that environmental considerations and requirements, to include regulatory and permit compliance, are fully incorporated and complied with for civil works operations and maintenance and SRUF funded projects.

APPENDIX E  
STATEMENT OF FUNCTIONS

PLANNING DIVISION.....1  
ECONOMIC AND SOCIAL ANALYSIS BRANCH.....2  
ENVIRONMENTAL ANALYSIS BRANCH.....3  
FLOOD PLAIN MANAGEMENT SERVICES BRANCH.....4  
PROJECT REPORTS BRANCH.....5  
SPECIAL STUDIES BRANCH.....6

1. Division.

a. Serves as principal advisor for general investigations, continuing authorities, environmental studies, economic evaluations, and flood plain management.

b. Supervises and directs water resource and related planning activities in the Little Rock District to include planning program, funds management, and coordination with Federal, State, and local interests.

c. Serves as Corps of Engineers liaison representative with the State of Arkansas and State of Missouri for Corps of Engineers activities in the State.

2. Economics and Social Analysis Branch.

a. Conducts economic and socio-economic investigations to determine the water resource problems and needs for District planning activities.

b. Conducts studies and analyzes data to identify and evaluate the benefits and costs expected to result from the implementation of water and related land resource development programs and prepares applicable appendixes.

c. Conducts cost allocation studies, water supply reimbursement determinations, and life cycle cost analysis for planning, operations and other activities.

d. Prepares District economic input for budgetary data, economic data for operational projects for use in Reference Data on Power Projects and estimates of damages prevented by existing projects and makes special flood damage and other reports as needed.

3. Environmental Analysis Branch.

a. Participates in and coordinates District plans to develop, enhance, and preserve the environmental resources of lands and waters for Civil Works projects. Responsible for preparing environmental assessments and statements, recreation master plans, and related appendixes for feasibility and other planning reports.

b. Coordinates environmental matters with other Federal, State, and local interests.

c. Coordinates project environmental and recreation requirements with Real Estate and Construction-Operations Divisions during planning and construction phases.

d. Manages the District Cultural Resource Program.

4. Flood Plain Management Services Branch.

a. Supervises, directs, and coordinates the District flood plain management program and all phases of the National Flood Insurance Program. Serves as District liaison representative with Federal, State, and local governmental agencies concerning comprehensive flood damage prevention planning.

b. Provides technical assistance and guidance to Federal and State agencies and local Government regarding preparation of flood plain regulations, evaluating and using technical data, and flood proofing.

5. Project Reports Branch.

a. Prepares and directs plan formulation and the development and submission of preauthorization and post-authorization planning reports of SWL.

b. Obtains assurance of local cooperation for preauthorization and post-authorization projects from State and local agencies. Negotiates agreements for cost sharing, reimbursement, and other local cooperation requirements related thereto.

c. Conducts reconnaissance and feasibility studies and prepares study reports.

d. Coordinates the water and related land resources development feasibility reports of the Little Rock District with appropriate Federal, State, and local organizations and the public.

6. Special Studies Branch.

a. Supervises the Planning Assistance to States program and the preparation of reports on navigability of streams, adding municipal and industrial water supply to completed projects, and, at the request of local interests, the feasibility of emergency levee repairs. Coordinates the Continuing Authority Program. Manages any other unusual, special studies or planning tasks.

b. Prepares the Assistant Secretary of the Army's annual report on civil works activities in the District, project historical data, status for Arkansas-White-Red Basin Interagency Committee report, and the database for the study deauthorization program. Manages the Support for Others and the preliminary permit efforts relative to the Federal Energy Regulatory Commission (FERC) applications at District projects.

c. Performs general relocation planning for District projects. Negotiates and administers A-E contracts for such relocations workload as needed.

d. Provides policy guidance as for District planning activities.

APPENDIX F

STATEMENT OF FUNCTIONS

Programs and Project Management Division.....1  
Programs Management Branch.....2  
Project Management Branch.....3

1. Division Chief. Exercises principal staff supervision for programs and project management of assigned civil works, military, and support for others projects.

2. Programs Management Branch.

a. Develops, coordinates, submits, and defends the District civil works budgetary projects and programs schedules. Interprets civil budget directives and prepares and submits program requirements for the Budget Fiscal Year and revised Current Fiscal Year budget estimates.

b. Prepares District Civil Works budget and programming data, funding schedules, justification, and status reports using input from functional elements.

c. Approves and prepares fund transfer requests for General Investigations and General funds.

d. Integrates project schedules into a comprehensive District schedule, analyzes workload, develops and coordinates manpower requirements with functional chiefs, and provides recommendations to the Commander on manpower distribution in accordance with project and program performance.

e. Reviews all District Civil and Military Programs to evaluate progress made. Prepares program execution progress reports and coordinates requirements for current year fund adjustments.

f. Provides assistance in the development of current year and long range plans and resource requirements and the District 5 Year Program and Financial Plan.

g. Prepares Force Configuration (FORCON) input which provides distribution of manpower and funds by function and appropriation.

h. Prepares and submits capability report for all civil activities. Prepares the District Engineer's annual review of the O&M budget and program. Prepares the basic and current 2101 Schedule of Obligations and Expenditures for all civil works projects. Maintains the De-authorization Review Program.

i. Manages the Project and Resource Information System (PRISM) Subsystem of COEMIS.

3. Project Management Branch.

a. Provides management and execution of the Life Cycle Project Management (LCPM) system.

b. Establishes District management policies and procedures to effectively manage the scope, quality, project cost, budget, and schedules of Civil Works, Military, and Support for Others projects.

c. Assists in the conduct and presentation of project status and performance to the Project Review Board (PRB). Prepares PRB minutes and Executive Summaries.

d. Ensures development of the Project Management Plan (PMP) by the Project Manager, including an integrated project schedule, cost, and budget in coordination with the functional elements.

e. Monitors project execution, provides project analysis and feedback to the PRB, coordinates the resolutions of issues or changes, and recommends necessary adjustments in accordance with PRB endorsed PMP.

f. Coordinates and obtains the appropriate level of approval for project cost estimate and schedule changes.

g. Provides principal staff oversight for the development, coordination, and approval of Local Cooperation Agreements, Memorandums of Understanding, or other agreements requiring customer, Division or higher headquarters approval.

h. Provides integrated overview of the total Military and Support for Others Programs on a current and out-year basis.

i. Manages, coordinates, and reports on installation support program execution and all activities leading to the acceptance of work under the Support for Others Program.

j. Implements and manages the Automated Management Progress Reporting System (AMPRS) computerized data base.

APPENDIX G

STATEMENT OF FUNCTIONS

REAL ESTATE DIVISION.....1  
ACQUISITION BRANCH.....2  
APPRAISAL BRANCH.....3  
MANAGEMENT & DISPOSAL BRANCH.....4  
PLANNING & CONTROL BRANCH.....5  
NORTHWEST ARKANSAS REAL ESTATE PROJECT OFFICE.....6

1. Division Chief.

- a. Serves as staff advisor on all real estate matters.
- b. Exercises staff supervision, control, and coordination on all functions of the division.
- c. Serves as contracting officer, within delegated authorities, for real estate actions.
- d. Recommends use of right of eminent domain to Department of Justice when negotiations with landowner for purchase of property reach an impasse.
- e. Conducts public hearings on land acquisitions and unusual or controversial items involving use of Government property.

2. Acquisition Branch.

- a. Performs real estate acquisition functions and reviews and determines legal sufficiency of all offers to sell real property and easements.
- b. Reviews relocation contracts and supervises the preparation of legal instruments required under the contract terms.
- c. Provides real estate legal services and prepares local cooperation agreements.
- d. Attends pretrial conferences on land acquisition and related matters. Attends jury and commissioner hearings and prepares or reviews comprehensive reports with recommendation of acceptance of the award or appeal to the Circuit Court of Appeals.
- e. Advises, confers, negotiates, and assists in litigation involving leasing disputes and other real estate issues.
- f. Prepares and processes condemnation assemblies for acquisition of interests in land by eminent domain. Reviews offers of settlements proposed in connection with condemned property. Coordinates with and assists representatives of the Department of Justice in the acquisition of real estate interest relative to condemnation proceedings.

g. Reviews and prepares lease instruments and negotiates for leases required by the District.

h. Prepares draft supplemental agreements for damages in lieu of restoration involving inlease claims.

i. Negotiates releases and restoration settlements in connection with the termination of inleases and other ingrants such as permits and entry rights.

3. Appraisal Branch.

a. Conducts real property appraisals and prepares estimates of damage, restoration cost, and loss of use. Reviews all appraisals for approval or disapproval.

b. Serves as contracting officer's representative on all appraisal matters. Recommends appraisal firms for the award of contracts and/or blanket purchase agreements. Reviews all invoices for appraisal services.

c. Serves as expert witness or recommends local citizens to serve as witnesses for the government in court actions involving condemnation proceedings.

d. Reviews employee claims for real estate expenses incurred in selling and buying dwellings at old and new duty stations.

4. Management and Disposal Branch.

a. Develops and processes legal instruments in connection with use of real property on civil and military projects. Prepares legal memorandums on outleasing and disposal problems. Negotiates amendments and supplements to outgrants.

b. Performs physical inspections of all Government property under lease, license, permit, or easement to others to ensure compliance with terms of agreement and Federal, State and local laws, including Environmental Review Guide for Operations.

c. Prepares real estate portion of project master plans.

d. Processes recommendations for disposal of lands, leaseholds, or improvements. Drafts and processes all disposal documents.

e. Maintains expiration records of all rights or entry for construction, survey, and exploration. Advises operating agencies of expiration dates.

f. Administers the District encroachment program.

g. Prepares a record of environmental consideration for all outgrants.

1 NOV 93

h. Prepares a Preliminary Assessment Screening for hazardous substances on all leases and disposals.

i. Administers oil and gas program in conjunction with Bureau of Land Management.

j. Prepares Consent to Easement Structures for use of land on which the Government has acquired an easement.

5. Planning and Control Branch.

a. Coordinates real estate planning and provides technical support.

b. Prepares real estate design memorandum, special studies, reports, legal descriptions, various types of tract plats and exhibits, estimates of mapping costs, and schedules for acquisition, management, and disposal of land.

c. Prepares real estate reports, cost estimates, participates in meetings with local sponsors, and provides real estate support for Local Cooperation Agreement projects.

d. Obtains ownership information by field investigation and record searches. Establishes final real property line for civil and military projects.

e. Prepares correspondence to landowners and higher authority relating to tract descriptions, ownership, and mapping of civil and military projects.

f. Supervises maintenance of records necessary to establish control of funds required for real estate activities and coordinates scheduling of funds to maintain acquisition schedules.

g. Coordinates real estate aspects of field surveys, mapping, and boundary monumentation.

h. Coordinates surveys required to determine position of property lines, section corners, and other features involved with land acquisition. Furnishes technical information required for preparation of legal descriptions.

i. Prepares and maintains real estate records and files for use in planning, appraisal, acquisition, management, and disposal.

j. Prepares real property inventory reports, program performance reports, related forecasting and trend reports, acquisition, disposal, and outgrant progress reports.

k. Prepares Audit-As-You-Go Audits and Final Audits of Costs and Acreages for all real property land acquired by purchase, condemnation, donation, lease or permit, and all land disposals.

l. Maintains Real Property Accountability records and inspections of all owned buildings and structures in the district.

m. Obtains ownership information by field investigation and record searches. Establishes final real property line for civil and military projects.

n. Prepares correspondence to landowners and higher authority relating to tract descriptions, ownership, and mapping of civil and military projects.

o. Supervises maintenance of records necessary to establish control of funds required for real estate activities and coordinates scheduling of funds to maintain acquisition schedules.

p. Coordinates real estate aspects of field surveys, mapping, and boundary monumentation.

q. Coordinates surveys required to determine position of property lines, section corners, and other features involved with land acquisition. Furnishes technical information required for preparation of legal descriptions.

r. Prepares and maintains real estate records and files for use in planning, appraisal, acquisition, management, and disposal.

s. Prepares real property inventory reports, program performance reports and related forecasting and trend reports. Conducts special studies.

6. Northwest Arkansas Real Estate Project Office. Provides real estate management, appraisal, acquisition, and disposal services for Northwest Arkansas and Southern Missouri.

APPENDIX H  
STATEMENT OF FUNCTIONS  
OFFICE OF COUNSEL

1. Advises the District Engineer, Deputy District Engineers, District managers, and employees on matters of law and legal policy. Establishes legal policies, procedures, and practices for the District. Makes recommendations on proposed changes in legislation, regulations, and policy or refers matters of special importance or delicacy to superiors. Handles all legal actions brought by or against the Government as a result of District activities especially contract claims and federal tort claims.
2. Advises, confers, and negotiates with management in the Corps of Engineers, private industry, local, or state governments on legal and policy questions and disputes.
3. Reviews all contract actions for legal sufficiency. Provides legal advice on all aspects of contract administration including terminations for default or for the convenience of the Government. Evaluates and monitors all contract disputes from the field offices including requests for relief, claims, and appeals from decisions adverse to the contractor.
4. Represents the Government before the Corps of Engineer Board of Contract Appeals and the Armed Services Board of Contract Appeals. Prepares and presents the Government's case in contract litigation in Federal Courts or provides assistance to Department of Justice Attorneys in the preparation and presentation of such cases.
5. Prepares and presents the Government's position in all tort cases or assist Department of Justice Attorneys in preparation and presentation of tort litigation in Federal Courts. Evaluates claims submitted by the public alleging property damage or bodily injury as a result of Government negligence. Seeks monetary damages and other appropriate relief owed to the Government as a result of negligence or intentional harm. If not settled administratively, assists with Department of Justice collection actions.
6. Reviews and evaluates applications for permits sought under Section 404 and other regulatory programs. Provides legal opinions on need for and sufficiency of: (1) environmental assessments, and (2) negative declarations for Corps planned activities and permitted activities by private and public sector agencies. Assists in negotiation of disputes with such parties. Advises on both Government and public compliance with environmental law, policy, and regulations. Conducts public hearings.

7. Prepares and presents the Government's position in all environmental and regulatory litigation or assists Department of Justice Attorneys in the preparation and presentation of such cases.

8. Recognizes and applies the myriad of laws applicable to: maritime matters and acts and omissions which occur upon navigable waterways. Represents the Government in Admiralty litigation or assist the Department of Justice in such representation.

9. Investigates and evaluates allegations of illegal and unethical conduct by contractors and Government officials in all areas of procurement. Processes and administers civil and criminal actions against those charged with procurement fraud or assists the Department of Justice in such actions.

10. Receives and coordinates the processing of requests of information under the Freedom of Information Act (FOIA) and Privacy Act.

11. Advises the District Engineer and staff on the legal ramifications of anticipated or completed personnel actions. Assists in informal and formal grievance proceedings and provides response to Equal Employment Opportunity Commission investigations and hearings. Advises upon state and federal laws and regulations dealing with personnel matters. Serves as agency representative before the Merit System Protection Board, the United States Army Civilian Appellate Review Agency, the Equal Employment Opportunity Commission, and the Equal Employment Opportunity Commission Review Agency.

12. Administers labor policy and contract labor standards and processes requests for wage determinations. Attends prework conferences to familiarize contractors with labor provisions. Prepares Investigator's Report, Recommendations, and Labor Standards Enforcement Letters to the Department of Labor on labor standards investigations.

13. Reviews Reports of Survey prepared under the Army's Property Accountability Program for legal sufficiency. Upon request, serves as Appellant's Counsel on Report of Survey Appeals.

14. Reviews requests by attorneys seeking costs and fees in actions brought against the Government to determine if such costs and fees may be awarded under the Equal Access to Justice Act, and defends such cases in hearings if necessary.

15. Attends to the collection of all monies legally owed to the Government by those persons and businesses doing business with the District as well as from those who have damaged Government property.

16. Evaluates all legal questions falling outside of or crossing the precise functional legal areas outlined above. Reviews and evaluates existing and proposed legislation, regulations, and policy which affects the performance of the mission of the District. Advise upon the conduct of administrative procedures required by law, regulation, and policy. Advises upon the proper spheres of responsibility between various federal agencies and state, county, and municipal governments and agencies. Prepares and presents cases at all levels of state and federal courts and administrative tribunals, as needed.

17. Responds to legal questions presented by District employees and entities which fall outside the precise functional legal areas listed above. Provides District employees personal legal advice only to the extent of evaluating whether a legal problem exists and, if so, making a recommendation to seek private legal counsel.

18. Acts as source of review and advice in all areas of District activity to prevent or limit legal problems and litigation.

APPENDIX I

STATEMENT OF FUNCTIONS

EQUAL EMPLOYMENT OPPORTUNITY OFFICE

1. Serves as principal advisor to the District Engineer on all Equal Employment Opportunity (EEO) matters. Organizes and directs the District EEO Program.
2. Develops and monitors the District Affirmative Action Program Plan in coordination with the Civilian Personnel Officer, management officials, and employee representatives.
3. Provides EEO Program counseling to all new employees. Provides technical guidance and assistance to counselors in developing resolutions of complex problems and in achieving acceptance of proposed resolutions.
4. Initiates contacts with community elements interested in civil rights and equal opportunity. Keeps them informed of plans of action and program achievements, solicits their recommendations for program improvement, and seeks their support in recruitment.
5. Administers the EEO Complaint Processing System and recommends corrective action.
6. Conducts seminars, training sessions, and informal discussions to ensure that managers, supervisors, and employees at all levels are thoroughly knowledgeable in all facets of the EEO Program.

APPENDIX J

STATEMENT OF FUNCTIONS

HUMAN RESOURCES OFFICE.....1  
MANAGEMENT-EMPLOYEE RELATIONS BRANCH.....2  
TRAINING AND DEVELOPMENT BRANCH.....3  
POSITION MANAGEMENT AND CLASSIFICATION BRANCH....4  
RECRUITMENT AND PLACEMENT BRANCH.....5  
TECHNICAL SERVICES BRANCH.....6

1. Office Chief.

a. Advises the District Commander on all personnel management activities.

b. Provides leadership in the development of local civilian personnel management policy to recruit, compensate, develop, and retain an effective work force.

c. Coordinates with EEO Officer in administering a positive program of equal employment opportunity.

2. Management-Employee Relations Branch.

a. Administers the labor relations program, Employee Assistance Program, Health and Fitness Program, Incentive Awards Program.

b. Develops local policies on constructive discipline and adverse personnel actions. Acts as central point of contact for constructive discipline and adverse personnel actions.

c. Investigates complaints on working conditions, management policies, and grievances and appeals.

d. Provides guidance on performance evaluation, performance appraisals, and individual recognition programs.

e. Provides individual employee counseling on personnel policy, administrative regulations, and employee rights.

3. Training and Development Branch.

a. Administers the District Training Program and Career Program. Coordinates the District Upward Mobility Program, and assists the Training and Executive Development Committee.

b. Provides guidance to managers concerning training needs and plans and develops sources to meet training requirements.

c. Administers long term training program developmental assignments, the Cooperative Education Program, and all trainee/intern training programs.

4. Position Management and Classification Branch.

a. Advises managers in establishing and maintaining an effective position structure. Participates in review during the initial planning of new or revised organizations to advise on position structure matters.

b. Conducts or participates in local wage surveys and analyzes civilian positions to determine pay systems, series, titles, and grades.

c. Advises employees, managers, and supervisors on classification complaint and appeal procedures.

5. Recruitment and Placement Branch.

a. Forecasts short and long range manpower needs, identifies potential sources of manpower and conducts recruitment programs to reach all potential job applicants.

b. Develops and administers evaluation systems to objectively identify qualified applicants.

c. Administers inservice placement programs in accordance with public laws, Office of Personnel Management, Department of the Army, and Headquarters, U.S. Army Corps of Engineers (HQUSACE) regulations.

d. Administers reductions in force, Department of Defense Program for Stability of Employment and other out placement assistance programs.

e. Develops and administers special employment programs in accordance with laws and regulations.

6. Technical Services Branch.

a. Provides guidance on personnel regulatory requirements, provides advice on employee entitled benefits, and administers Federal Employee Compensation Plan.

b. Conducts internal audits of civilian personnel actions, processes personnel actions and employee security clearances, and coordinates actions for military personnel.

c. Maintains central file of personnel records and maintains and coordinates health benefits and life insurance programs.

d. Develops and maintains local automated systems for data collection and recording and coordinates data processing activities with Information Management Office and Central Payroll Office.

e. Administers the Civil Service Retirement System (CSRS), the Federal Employee Retirement System (FERS), Off-set Retirement System, and the Thrift Savings Plan (TSP).

APPENDIX K

STATEMENT OF FUNCTIONS

INFORMATION MANAGEMENT OFFICE.....1  
INFORMATION INTEGRATION AND IMPLEMENTATION BRANCH.....2  
INFORMATION PLANNING AND CUSTOMER ASSISTANCE BRANCH.....3  
VISUAL INFORMATION AND REPROGRAPHICS BRANCH. ....4

1. Office Chief. Serves as chief advisor to the Commander for IRM and determines the most cost-effective technical solutions to fulfill validated requirements. Plans and supervises the execution of the IRM program and manages the IMA disciplines of telecommunications, automation, visual information, records management, publications, and printing, and library management, along with supporting personnel, equipment, services and facilities. Executes the administrative publications program and supports the U.S. Army Information Systems Command (USAISC) mission by performing assigned responsibilities and reporting IMA activities as required through the Division to the Directorate of Information Management, HQUSACE.

2. Information Integration and Implementation Branch.

a. Implements information systems and integrates new requirements into existing systems whenever possible.

b. Ensures hardware and software integration of all the District's information systems and applications, including off-the-shelf software.

c. Prepares automation Continuity of Operations Plan (COOP) and participates in mobilization activities as required.

d. Maintains and controls access to information database systems. Ensures need-to-know security on all databases.

e. Operates computer systems and maintains tape library (including backup tape storage).

f. Provides Information Management (IM) System Administration support for the SAACON and RAMS programs.

g. Coordinates and executes site management and computer room security.

h. Supports WAN data communications required for utilization of minicomputer and mainframe computer operations.

i. Installs microcomputers and PC software at end-users' workstations and provides equipment repair as requested by users.

j. Provides operational support for File Servers and Local Area Network (LAN) and troubleshoots hardware problems.

k. Provides guidance and support of the overall District graphics effort.

l. Manages installation and operation of transmission systems.

m. Operates and maintains the SWL radio communications system.

n. Manages the design, development, implementation, and augmentation of all types of voice data communication systems.

o. Operates the SWL communications center and is responsible for initial receipt of classified and unclassified electronics messages.

p. Performs all IMA security, coordinates plans with the District Security Officer, and monitors the implementation of overall automation systems security, in accordance with AR 380-380.

q. Operates the District facsimile machine and maintains suspense control on the FAX machine.

r. Is responsible for Communications Security (COMSEC) accounting, training in the use of COMSEC equipment, and all activities involving the issue and use of COMSEC keying devices.

s. Manages the SWL telephone systems.

3. Information Planning and Customer Assistance Branch.

a. Performs executive (e.g., computer operating systems) and applications systems programming to develop and maintain software systems and is responsible for scheduling, input/output control, and execution of software.

b. Works with executives, senior managers, resident engineers, and resident managers to establish overall District strategy for IRM and formulate District IMA goals, objectives, and priorities.

c. Establishes District plans, policies, and procedures, within the framework of general policies established by higher authority, for guidance of IRM management activities.

d. Recommends most cost-effective technical solutions to validate user requirements and coordinates acquisition approval of IMA hardware and software requests to ensure effective and efficient utilization of resources and compatibility of the District's information systems and applications.

e. Assists managers in development of functional area information management plans and prepares annual submission of the District's Information Management Plan (IMP). Coordinates consolidation of initiatives on the Initiative Tracking System. Assures full and complete coordination with all functional elements during the planning process.

f. Consolidates and submits operating and Plant Replacement Improvement Program (PRIP) budgets for the IMA, develops budgets as required by the Office of Management and Budget (OMB) and DA, and monitors the expenditures of funds within the approved IMO budget.

g. Monitors implementation of the District's IMP, identifies deviations, and recommends corrective actions.

h. Oversees District data administration, manages data element dictionaries, and ensures that full and complete user-driven database concepts are maintained during all development efforts.

i. Establishes and maintains the accounting structure for IMA services in the facility accounts, reviews charges and provides feedback to users regarding cost of IMA services and maintains detailed cost records for IMA services, including reproduction and printing, mail, copiers, and visual information services.

j. Evaluates new information resources technology for potential use in the District and performs technical evaluation of software and hardware in conjunction with studies of new information technologies.

k. Compiles IMA portion of the District's Commercial Activities (CA) inventory and participates in CA reviews and cost comparison studies of IMA General Functional Areas (GFA).

l. Plans IMA training programs, establishes curriculum based on identified user needs, and coordinates with the District Personnel Office to provide training resources.

m. Coordinates training for IMO personnel, conducts annual training survey, and recommends training, attendance at seminars, and other exposure to IRM concepts for District personnel.

n. Increases District awareness of IMA services and products through sponsorship of such activities as Users Groups, news articles in the Dispatch, and periodic information bulletins.

o. Provides administrative and full operational support to the IMO, including manpower utilization, personnel administration, and financial management.

p. Performs Management Information Control Officer (MICO) duties.

q. Monitors the IMA portion of District equipment inventory to ensure accuracy.

r. Manages a technical and legal reference library, involving the selection, acquisition, organization, and retrieval of material in support of technical and scientific information needs. Prepares bibliographies, literature searches, and abstracts upon request and conducts an annual review of periodical subscriptions.

- s. Prepares requisitions for all IMA equipment acquisitions.
- t. Maintains Electronic Bulletin Board.
- u. Serves as principal technical advisor to CIM in support service areas and functions.
- v. Monitors customer requests throughout the support cycle to assure prompt and adequate delivery of services and products.
- w. Provides internal mail and message services and handles incoming and outgoing mail, including registered and certified mail. Controls postage meters and reports on postage use.
- x. Manages word processing system support contracts.
- y. Manages local reports, directives, and publications and reviews, edits, and comments on draft publications.
- z. Operates records holding and transfer area, conducts correspondence and Modern Army Record Keeping System (MARKS) training for District.
- aa. Orders and maintains the stock of forms, directives, and publications in District Headquarters Building and the Annex, distributes official publications, and reviews and approves all requests for local forms.
- bb. Manages the files equipment program and ensures that requests for new equipment are fully justified by reviewing and validating all requirements.
- cc. Manages the Duplicate Emergency Files Depositories (DEFD), provides guidelines to the District pertaining to the transmittal of material to the DEFD, and conducts periodic inspections of the DEFD.
- dd. Provides for the modern, efficient, and systematic life cycle management of all recorded information, regardless of media.
- ee. Ensures that all echelons have information needed in usable form and that the Army's business is documented.

4. Visual Information and Reprographics Branch.

- a. Supervises all District visual information, printing, and publication services support.
- b. Provides printing and binding. Determines reproduction methods, systems, and processes for mission accomplishment. Obtains contract support through the Government Printing Office (GPO) Regional Printing Procurement Program.

1 NOV 93

c. Provides visual information services, including sound and video recordings, photography, graphic arts, audio-visual production, management of audio-visual library, loan of audio-visual equipment, presentation set-up and support, photo reproduction, and handling of District's outside film processing requirements.

d. Manages office copier equipment program, prepares all required reports, and ensures that requests for new equipment are fully justified by reviewing and validating all requirements.

e. Serves as Point of Contact (POC) for office copiers, to ensure that they are in good working order, requests maintenance for vendors as required, and maintains records of maintenance requests and operating problems.

f. Manages the Autographix computer graphics generating system.

APPENDIX L  
STATEMENT OF FUNCTIONS  
INTERNAL REVIEW OFFICE

1. Provides internal review and audit compliance services.
2. Performs internal reviews and issues reports of known or suspected problem areas concerning financial effects; compliance with laws, regulations and policies; economy and efficiency of operations; and program results to include related internal controls.
3. Performs follow-up reviews of internal and external audits within required timeframes to determine the extent and effectiveness of corrective actions.
4. Assures locally developed automated systems are adequately documented and contain sufficient internal controls, provide an audit trail, carry out management policies, conform to legal requirements, and operate efficiently and economically.
5. Provides audit assistance to investigative agencies on cases of fraud, waste and abuse.
6. Provides liaison and coordination with representatives of the General Accounting Office; Inspector General, Department of Defense; the Army Audit Agency; and any other external audit group. Coordinates action on external audit reports, Department of Army Audit Trends, and Corps Deficiency Trends letters. Advises command concerning significant external audit issues in advance of the report being issued, and disseminates audit reports received.
7. Evaluates the District's implementation of the Army's Internal Control Program and performs compliance testing for locally performed vulnerability assessments. Advises Commander concerning probable or possible material weaknesses for inclusion in the Federal Managers Financial Integrity Act Annual Assurance Statement.

APPENDIX M

STATEMENT OF FUNCTIONS

LOGISTICS MANAGEMENT OFFICE.....1  
SUPPLY BRANCH.....2  
TRANSPORTATION, MAINTENANCE & FACILITIES BRANCH.....3

1. Office of the Chief.

a. Exercise staff supervision, coordination, and control of the functions within the Logistics Management Office. Advise Commander and staff on all matters about Logistics operations and policies.

b. Monitor the Command Supply Discipline Program.

c. Manage career programs in the security, supply, transportation, and materiel maintenance career fields.

d. Manage and administer the logistic aspect of the Internal Management Control Program.

e. Maintain Report of Survey Register and provide staff oversight responsibility for report of survey actions.

f. Plan, coordinate, supervise and develop training based on information from branch supervisor and program managers.

g. Develop, administer, and manage manpower and budgetary programming.

h. Maintenance Program Officer:

(1) Program manager for the personal property maintenance functions of life cycle management.

(2) Plans, directs, executes and controls the maintenance program for all civil and military personal property both owned and leased by the district. Program includes the district's eight maintenance commodities, i.e., Engineer and Special Purpose equipment, Commercial Design Vehicles, Watercraft and Amphibians, Communications Systems, Automated Data Processing Equipment, Communications Security Equipment, Industrial Equipment, and Business Equipment.

(3) Provide technical assistance and guidance concerning maintenance procedures, record keeping, repair parts, training and management practices.

(4) Administers special maintenance programs such as, Army Warranty, Test Measurement and Diagnostic Equipment (TMDE), Army Oil Analysis Program (AOAP), modifications to include the DA modification work order (MW) for military standard equipment and contract maintenance.

(5) Monitors the execution of the district's operational maintenance plan through periodic assistance visits, scheduled inspections, and automated data gathering systems.

2. Supply Branch.

a. Directs, controls and administers supply activity.

b. Develop local policy, procedures, plans, operating instructions, internal control checklists for compliance with property accountability.

c. Perform supply/warehouse operations to include responsibility for the maintenance of stock records, collection of demand data, and selective storage and disposal to ensure an effective supply support system for the district. Issue policies and procedures for field locations for central receiving, stock/storage management, and issue activities.

(1) Requirements/Ordering Activity: Review requests for issue from customer and standard stockage inventory. Catalog and edit, determine supply source, and prepare requisition for acquisitions from government source. Forward request to Contracting Division for acquisitions from commercial source.

(2) Central Receiving Activity: Provide a central receiving activity with responsibility for the receipt, inspection and acceptance of all supplies and personal property delivered to the district office and storage facility. Issue policy and guidance for receiving activity at remote sites.

(3) Stock/Storage Management Activity: Establish warehouse structural/physical requirements as required. Implement storage requirements. Perform stockage inventory (physical process), reconcile inventory (audit process), and prepare inventory adjustments. Establish Equal Order Quantity (EOQ), review stock balances, maintain stock rotation, identify dead stock, and coordinate transfers to disposal activity. Provide storage for hazardous and toxic material.

(4) Issue Activity: Receive requisitions, obtain signatures for issuance, issue items, post issues to inventory, and reconcile inventory.

d. Provide policy and procedures to ensure the proper use, care, custody, safekeeping, and disposal of Government property. Provide life cycle management of all government-owned personal property within the district.

(1) Acquisition: Review purchase requests, catalog and edit required data, coordinate exchange/sale program, review receiving reports, requisition property, monitor delegated accountability.

(2) Receiving: Appoint and train receiving agents. Appoint technical experts for inspection for damage and technical compliance. Bar code non-expendable, pilferable, and leased items, manage the Automated Personal Property Management System (APPMS) and manage gifts and donated items.

(3) Property Accountability: Perform and/or supervise inventory, bar code tagging, classification, cataloging and reconciliation of personal property throughout the district. Perform STU III reporting. Assist Contracting Division with Government-furnished property (GFP) administration. Conduct utilization checks of cupboard stock. Maintain and annually review loan agreement file for equipment loaned to others.

(4) Adjustment Reports: Review and process reports of survey and ensure appropriate action is taken to fix responsibility for loss, damage, or spoilage of Government property. Train survey officers; prepare memorandum of decision authority, appeal authority, and appeal decision; and prepare Property Accountability Adjustments Data Report (PAADR).

(5) Process Excess/Surplus: Manage the personal property reutilization disposal program including inspection and classification for disposal, segregating, storing, and circularization.

e. Conduct reconciliation and annual reporting of all Reportable Item Control Code (RICC) I & II items through the Army Combined Balance System-Expanded (CBS-X).

f. Serve as COMSEC Custodian for Controlled Cryptographic Items and unclassified COMSEC materials.

### 3. Transportation, Maintenance & Facilities Branch.

#### a. Transportation:

(1) Develop local transportation and traffic management policy and procedures to implement higher echelon regulations.

(2) Obtain commercial or military air carrier for personnel, property, or freight. Maintain Military Traffic Management Command (MTMC) list of approved carriers. Process Government bills of lading for movement of material, supplies and equipment.

(3) Provide passenger transportation services on common carriers, ground/rail carriers, air charter service, and rental car companies through in-house travel service or by contract service.

(4) Develop local motor vehicle policy and procedures. Operate the district motor pool to include General Service Administration (GSA) or commercial leased, civil works, and military vehicles.

(5) Administer travel management. Develop local policy and procedures. Process requests for passports and theater clearances. Monitor travel service contracts. Process traveler's claims for consideration.

(6) Review travel order to ensure travel costs are reasonable. Reviews special travel stipulation and reviews for fraud waste, and abuse. Contracts issuing official to discuss order preparation, unauthorized statement or resolve any discrepancies. Advises order preparing official on proper format, per diem rate, travel or other item.

(7) Compile data for and prepare Plant Replace and Improvement Program (PRIP) for civil mobile plant. Collaborate with the Resource Management Office in the Computation of plant rental rates.

(8) Compile, maintain, and furnish the Army Energy Office energy consumption data as required by AR 1-27 and the Corps of Engineers Energy Plan.

(9) Manage the district's Government Charge Card Program.

b. Maintenance:

(1) Line item manager for land plant and business machine commodity groups. Maintain historical records on these commodity groups and coordinate with the Program Maintenance Officer to improve local maintenance policies and procedures.

(2) Conducts inspection of vehicles and office machines. Provides recommendations on repair versus replacement criteria for these commodity groups.

(3) Conducts annual utilization review of assigned commodity groups.

(4) Performs equipment maintenance checks and services (EMCS) to determine if equipment is operational and safe for use.

(5) Schedules periodic maintenance on assigned equipment including lubrications, cleaning, adjustment and replacement. Coordinates unscheduled maintenance and repairs.

(6) Prepares and enters utilization, repair, maintenance, cost and service, and other data into the Vehicle Information Management System (VIMS).

c. Facilities:

(1) Serve as organizational point of contact on matters about GSA-controlled space.

(2) Maintain space management data base and master file of space management records to include, but not limited to, internal inventory records that contain a detailed listing of the GSA-controlled space assigned, utilization rate, and associated cost.

(3) Reviews request for office reconfiguration for compliance with local policy and D-73, Federal Space Management Regulation. Assembles data and conducts study. Drafts layout plans for reconfiguration or acquires service. Adjusts office space allocation as result of organization or office layout change.

(4) Develop guidance for and manage the furniture, equipment, decoration, carpeting, etc., program so that the use of all furnishings by the organization is limited to the minimum essential requirements in support of authorized functions and programs and reflects a judicious employment of public monies.

(5) Review procurements for impact on facilities, floor loading, utilities, and work space requirements. Provides moving services.

(6) Other miscellaneous assigned services: Schedules meeting/conference room utilization; coordinates labor services including in-house or off-site construction and dismantling system furniture, moving services, etc.; manages key and lock control; and manages parking and traffic control.

(7) Other miscellaneous assigned programs: Army Communities of Excellence, Army Energy Conservation Program, Recycling Program, Historic Preservation Program, Mobilization Planning, and the Homeless Assistance Program.

APPENDIX N  
STATEMENT OF FUNCTIONS  
PUBLIC AFFAIRS OFFICE

1. Advises on the District's public affairs program and on public and official attitudes toward the Corps and Corps actions.
2. Serves as District spokesperson and point of contact with local, state, regional, national and international news media.
3. Distributes information to the news media and general public to keep the public informed of District and Corps activities and accomplishments. Provides safety information to the general public.
4. Arranges news conferences, briefings, and interviews. Arranges and conducts tours for the news media and general public.
5. Plans and arranges for dedications, groundbreakings, and other ceremonies pertaining to Corps activities in coordination with other government agencies and local interest groups. Supervises photographic coverage of these events.
6. Prepares, coordinates, and supervises public displays and exhibits pertaining to Corps Activities.
7. Supervises the District speakers bureau and writes speeches for the command groups. Reviews speeches prepared by staff members and other employees for consistency with the Corps' speaking with one voice policy. Writes and updates the command briefing and other district briefings and presents them to selected internal (Corps) and external audiences as needed.
8. Assists in planning and arranging public meetings and hearings and attends the meetings to assist the District Engineer and staff members in media contacts.
9. Initiates and supervises production of motion pictures and video tapes about District activities.
10. Serves as district protocol advisor.
11. Assists Deputy District Engineer for Project Management (DDE(PM)) with legislative and governmental liaison duties.
12. Manages the commander's internal communications program. This includes publishing an authorized command information publication as well as employing other appropriate command information methods.

APPENDIX O

STATEMENT OF FUNCTIONS

RESOURCE MANAGEMENT OFFICE.....1  
BUDGET AND MANPOWER BRANCH.....2  
FINANCE AND ACCOUNTING BRANCH.....3  
MANAGEMENT ANALYSIS BRANCH.....4

1. Resource Management Officer. Exercises staff supervision over Resource Management Office functions throughout the District and provides assistance to the staff and field offices with respect to budgeting, funding, accounting, manpower, and management programs. Serves as principal financial advisor to the District Commander and staff on all matters pertaining to District operation.

2. Budget & Manpower Branch.

a. Prepares cost-type budget statements and other fiscal exhibits which comprise the supporting data for civil works and military budgets.

b. Prepares the District Consolidated Operating Budget (sources of all funds and expenditures by functional element).

c. Analyzes and prepares reports on District budget execution based on the civil works funds schedule of obligations and expenditures. Controls the preparation of the District budgets for maintenance of balance and economy. Analyzes projections and budgets in relation to expenditures and provides status of funds to functional managers and to the District Commander.

d. Administers District's current year funds available under civil and military appropriations. Maintains control of District budgetary limitations for civil and military funds.

e. Maintains control of reimbursable work requests to or from other Government agencies.

f. Determines overhead weighted base for overhead rate computation.

g. Receives and allocates all fund authorizations for Military Construction Army (MCA), Military Construction Air Force (MCAF), and other military appropriations. Performs fiscal review of funds and monitors or processes all requests for additional military funds or revocations thereof. Receives, processes, and monitors all military reimbursable work orders. Exercises fiscal control over military directive authorizations and fund restrictions, fund utilization, and expenditures.

h. Administers the manpower program and advises the Commander, staff, and operating officials on the management and administration to develop optimum manpower staffing and utilization.

i. Formulates manpower programs by appropriation, budget activity, and project and presents documentation in support of manpower programs and execution of controlled programs.

j. Conducts required scheduled manpower surveys and assists staff and line officials in preparation for manpower surveys by higher headquarters.

3. Finance and Accounting Branch.

a. Exercises staff supervision and coordination of civil works and monetary finance and accounting functions. Interprets accounting requirements and furnishes technical advice and assistance.

b. Establishes fund control procedures and directs the Quality Assurance Program.

c. Provides liaison with Tulsa District and field offices for all accounting matters. Provides liaison with Central Payroll Office for matters pertaining to civilian pay and leave.

d. Prepares civil works and military accounting input data. Analyzes accounting input data generated by other organizational elements for propriety of charge. Determines that proper ADP work code or cost account is cited on accounting documents.

e. Determines types of civil works and military cost accounts and reports which will best serve management.

f. Determines appropriate bases or methods for distributing Revolving Fund costs to projects or other activities.

g. Computes and establishes overhead and technical indirect distribution rates through periodic review of account balances and revises rates as needed.

h. Establishes and revises effective time rates for labor cost distribution purposes, including periodic analyses of the status of the accrued leave and Government contributions accounts.

i. Institutes appropriate rate changes to plant and facility accounts. Establishes and monitors deferred accounts to ensure timely phase-out of each account.

j. Calculates and prepares monthly depreciation, insurance and plant replacement increment amounts. Maintains asset accounts including entries for acquisition, addition and betterments, and transfers.

k. Maintains funds control of reimbursable orders financed by the Revolving Fund covering work performed for other Corps offices, and Federal, State, and local agencies and private citizens.

l. Processes collections from the various authorized collectors within the District Office. Process revocation of funds through the Funds Control System.

m. Controls Revolving Fund cash and assures solvency of the fund. Monitors and performs inspections of imprest fund activities.

n. Performs review and analysis of civil works projects and military accounts. Provides accounting data and support to budget and program managers for preparation of budgetary and program data.

o. Serves as the focal point to control and prevent violations of 31 USC Sec 665 (The Anti-Deficiency Act). Certifies propriety and availability of civil works and military funds prior to issuance of obligation documents to contractor or vendor.

p. Provides systems analysis for financial management activities involving development, modification, and utilization of ADP applications. Analyzes and determines impact on finance and accounting operations due to changes in automated programs and coordinates implementation of changes with affected elements.

q. Issues travel advances in form of travelers checks.

#### 4. Management Analysis Branch.

a. Provides command management, productivity improvement, and management assistance.

b. Administers the Internal Management Control Program, Army Ideas for Excellence Program, Committee Management, Review and Analysis, Joint Interservice Resource Support, and Commercial Activities Programs.

c. Conducts studies to design and improve management systems and develops solutions to problems involving missions, functions, policies, organization, workload, resources, procedures, and methods.

d. Reviews, evaluates, and recommends actions on existing missions, organization structure, and assignment of functions, and on proposed changes thereto. Recommends organizational actions based on analysis of workload, functional alignment, staffing, and related factors. Maintains organization and functional documentation (i.e., Permanent Orders, Delegations of Authority, Directory Charts, and organization and function statements).

e. Assists the District Commander and staff in developing the system for assessing the activity's performance, progress, and trends against assigned missions, programs, and command objectives.

APPENDIX P  
STATEMENT OF FUNCTIONS  
SAFETY AND OCCUPATIONAL HEALTH

1. Directs the District's safety and occupational health program.
2. Serves as Building Self Protection Coordinator for bomb threats and fire protection and as Radiological Protection Officer.
3. Evaluates the application of safety and health policy and criteria in all plans, designs, specifications, operation and maintenance procedures, and training programs.
4. Surveys all activities to ensure compliance with the policies and objectives of the safety and health programs including adequacy of fire protection, firefighting, and emergency and rescue service.
5. Conducts studies on special safety and health subjects. Conducts research into mishap problems and develops controls to prevent future mishaps. Provides safety engineering services and on-the-job training for the recognitions of hazards and prevention of mishaps.
6. Inspects safety at field offices and projects.

APPENDIX Q

STATEMENT OF FUNCTION

Security & Law Enforcement Office

1. Advises the District Commander and staff concerning the law and order program and exercises staff supervision over security and law enforcement activities within the district.
2. Provides technical advice concerning ranger law enforcement training and is responsible for reporting requirements that pertain to enforcement of petty offenses under Title 36, Code of Federal Regulations (CFR).
3. Formulates and maintains an effective crime prevention program. DA Pam 190-31 will be used as a guide.
4. Develops procedures to control effectively all pedestrian and vehicular movement at USACE projects/activities.
5. Reports serious incidents under provisions of AR 190-40.
7. Develops, supervises, and administers the physical security program.
8. Conducts physical security inspections and surveys.
9. Evaluates and recommends appropriate physical security measures to be instituted at USACE projects and facilities from design through operations.
10. Documents and Personnel Security Functions.
11. Exercises overall staff supervision, coordination, and external liaison responsibilities for the information security program.
12. Performs the functions set forth in paragraph 1-4e, AR 380-5.
13. Supervises and implements the classified document program.
14. Coordinates matters pertaining to the release of USACE information to foreign nationals.
15. Monitors operations of top secret control officers.
16. Performs/monitors the execution of personnel clearance certificates for access to classified information.
17. Exercises staff supervision and coordination of the industrial security program.

18. Verifies and passes security clearance/accesses, verifies position sensitivity, and recommends to higher authority the granting, denying, revoking and suspending of security clearances.
19. Provides special security education to all security/law enforcement/intelligence disciplines.
20. Provides special security guidance and oversight to any Corps sensitive programs.
21. Provides TEMPEST and technical surveillance countermeasures (TSCM) guidance to sensitive projects and areas upon demand.
22. Provides Communications security, including the STU-III guidance and serves as Secure Telephone Unit Program Manager.
23. Provides operations security guidance to all command facilities.
24. Provides intelligence/CI support to the command to include overseas travel briefings.
25. Develops and implements the Information Systems Security program for the command.