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DEPARTMENT OF THE ARMY LRDOM 1110-1-6  
Little Rock District, Corps of Engineers 6 Mar-87  
P.O. Box 867  
Little Rock, Arkansas 72203-0867

Office Memorandum  
No. 1110-1-6

Engineering and Design  
DESIGN TEAMS FOR MILITARY CONSTRUCTION PROJECTS

- 1. Purpose. This office memorandum outlines the duties of the design teams for military construction projects.
- 2. Applicability. This office memorandum applies to all elements of the Little Rock District.
- 3. Reference. Division Engineer's Policy Letter dated 27 November 1985, subject: Green Ribbon Panel Recommendations.
- 4. General. Two design teams will be established to visit the military installations supported by the Little Rock District to obtain feedback on design and construction of projects at those installations. Reports on these visits will be forwarded to the District Commander. These teams are described below.

5. Customer Satisfaction Team.

a. This group will meet with the DEH/BCE or his representative at least twice a year, preferably in August and February. The group will discuss the overall program to obtain feedback on how the District is performing in support of the installation. The team will also address the future work load and how to improve service to the user.

b. The Customer Satisfaction Team will consist of the following personnel:

- Project Manager for installation (POC)
- Chief, Project Management Section
- Chief, Design Branch
- Chief, Electrical-Mechanical Branch
- Construction Representative.

6. User/Construction Team.

a. This team will concentrate on obtaining feedback on specific projects, including design or construction items. The team will conduct on-site inspections at least twice a year but more often depending on the number and size of the ongoing construction contracts. The meeting will be scheduled to coincide with the construction phases of each project.

b. The User/Construction Team will consist of the following personnel:

Project Manager for that project (POC)  
Civil Engineer  
Mechanical Engineer  
Structural Engineer  
Architect  
Soils Engineer  
Construction representative  
A-E representative as appropriate

Team members will attend only those meetings on projects involving their specific disciplines.

7. Team members will be appointed by the Chief, Engineering Division and the Chief, Construction-Operations Division as appropriate. A team leader for each team will also be mutually designated.

8. Suggested changes to this office memorandum will be forwarded to Chief, Project Management Section, Military-Civil Programs Branch.

FOR THE COMMANDER:



MARVIN D. THOMPSON  
LTC, Corps of Engineers  
Deputy Commander

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