

Regulation  
No. 1-1-26

7 December 1995

Administration  
PROJECT OFFICE STAFF VISITS

<u>Contents</u>	Paragraph
Purpose.....	1
Applicability.....	2
Definitions.....	3
Policy and Objectives.....	4
Responsibilities.....	5
Procedures.....	6
	Appendix
Draft Staff Visit Itinerary.....	A

1. Purpose. This regulation provides policy, responsibilities, and procedures for scheduled staff visits to Project Offices. This regulation does not pertain to visits conducted in the routine course of fulfilling functional responsibilities or visits for the purposes of conducting or participating in inspections or meetings.

2. Applicability. The provisions of this regulation apply to all organizations and managers of the Little Rock District.

3. Definitions. The following terms are defined for purposes of this regulation.

a. Staff Visit. A visit conducted by a team of representatives from District Office organizations. The team is directed and usually lead by a member of the Executive Office. Visits are not inspections.

b. Inspection. A visit by District Office representatives conducted for the purposes of observing, appraising, reviewing, or surveying the status of conditions or performance of assigned responsibilities.

c. Meeting. A visit by District personnel for purposes of discussions, fact-finding, recommendations, decisions, or dissemination of information.

4. Policy and Objectives. Each Project Office shall be visited at least annually by a team of District Staff representatives. The objective of these visits is to promote continuous improvement through:

7 Dec 95

- a. improving communication and working relationships.
- b. sharing of "good ideas" for process improvement.
- c. building skill and knowledge levels.

5. Responsibilities.

a. Deputy Commander shall serve as the team leader or designate a team leader for the conduct of staff visits to the Project Offices.

b. Chief, Construction-Operations Division shall:

(1) Coordinate or appoint an individual to manage and coordinate staff visits to the Project Offices.

(2) Develop an annual schedule for staff visits to the Project Offices.

c. District Office Division and Office Chiefs shall comply with the procedures established by this regulation and:

(1) Appoint representatives or subject matter experts to participate in staff visits to the Project Offices and provide support for the visits.

(2) Plan annual visit requirements to coincide with the annual schedule as practical and budget accordingly for visit participation.

(3) Ensure that requirements levied on Project Offices are the minimum necessary to ensure effective and efficient fulfillment of Project Office functional responsibilities.

(4) Initiate timely support to the Project Offices on matters identified during staff visits.

d. Project Office Managers shall comply with the procedures established by this regulation and:

(1) Provide visit coordination assistance and logistical and administrative support.

(2) Plan an employee question and answer session with the Deputy Commander during visits.

## 6. Procedures.

a. Prior to the end of the calendar year, Construction-Operations Division will issue a proposed staff visit schedule for the upcoming year. The schedule will provide for no more than one Project Office visit within a month over the upcoming calendar year. The schedule will be finalized from Staff and Project Office input with maximum consideration given to the needs of the Project Office.

b. Project Offices will contact Construction-Operations Division approximately 45 days prior to a scheduled visit and identify a Point of Contact (POC) for visit coordination. The Project Office will also identify support requirements at this time.

c. Construction-Operations Division will advise the District Staff of Project Office requested support requirements and solicit team members\* and staff visit requirements. As much as practical, District Staff briefing and training requirements for Project Office personnel should be included in the staff visits.

\*Note: Appointed team members serve as the point of contact for their organization on all matters pertaining to the visit. Drivers will be selected from the team members. Team member assignments are also learning opportunities and should be rotated among employees to ensure that all are provided the opportunity to learn more about Project Office operations.

d. Approximately 30 days prior to the visit, Construction-Operations Division will contact the Project Office for purposes of coordinating a draft itinerary (see Appendix A) and validating requirements of the Project Office and those proposed by the District Staff. The Project Office will schedule at least one employee question and answer session. Additional sessions will be scheduled if it is necessary to provide ample opportunity for a sufficient number of the workforce to participate. The session(s) may be in the form of a brown bag lunch, morning workforce briefing, etc.

e. Approximately 15 days prior to the visit, Construction-Operations Division will issue a final itinerary. At this time the visit date will have been confirmed, logistical and administrative requirements identified, Project Office and District Office staff visit requirements confirmed, team participants identified, and special events (e.g., project tour, brown bag lunch, briefing, training session, etc.) planned.

SWLR 1-1-26

7 Dec 95

f. Unless scheduled otherwise, the Staff Visit Team will meet with the Deputy Commander on the first work day following the return to the District Office to assess the visit (e.g., lessons learned, good ideas, problems, etc.). The assessment results will be provided by the Deputy Commander to the Chief, Construction-Operations Division.



P. S. MORRIS  
Colonel, Corps of Engineers  
District Engineer

APPENDIX A

DRAFT STAFF VISIT ITINERARY

- A. VISIT LOCATION: Millwood-Tri Lakes Project Office
- B. DATE OF VISIT: 16 - 17 Feb XX
- C. TEAM LEADER: Deputy Commander
- D. LEAD POC FOR VISIT: (Appointed by Con-Ops Chief)
- E. PROJECT OFFICE POC: To be determined.
- F. STAFF AND PROJECT OFFICE IDENTIFIED REQUIREMENTS:
  - 1. Contracting: Service and construction contracts.
  - 2. Logistics: Property management.
  - 3. Info Mgt: Computer planning.
- G. PARTICIPATING ORGANIZATIONS AND TEAM MEMBERS:
  - 1. Contracting: To be determined.
  - 2. Logistics: To be determined.
  - 3. Info Mgmt: To be determined.
- H. LODGING: To be determined by Lead POC.
- I. ITINERARY:

- \*1. Depart District Office.....0700
- 2. Arrive Project Office.,.....1030
- \*\*3. Introductions and Inbriefing by Dep Cdr.....1045
- 4. Employee Brown Bag Lunch with Dep Cdr.....1145
- \*\*\*5. Team Member Breakouts.....1300
- 6. Depart for Overnight Lodging.....1630
- 7. Depart Lodging for Project Office.....0800
- 8. Arrive Project Office.....0830
- 9. Continue Team Member Breakouts.....0845
- \*\*10. End of Visit Status Review by Dep Cdr & Team...1100
- 11. Depart for District Office.....1200
- 12. Arrive District Office.....1530

Notes:

- \*Team will meet and depart from the FOB rear entrance.
- \*\*Team and appropriate Project Office personnel will meet in the beginning of the visit for introductions and at the end of the visit for a review of the visit by team members. Schedule 60 minutes for both meetings.
- \*\*\*Deputy Commander will accompany the Project Manager.