

CESWL-CO-OM

DEPARTMENT OF THE ARMY  
Little Rock District, Corps of Engineers  
P.O. Box 867  
Little Rock, Arkansas 72201-3225

SWLR 1130-2-34  
Change 2

Regulation  
No. 1130-2-34

27 April 1995

COE Project Operations  
CONSTRUCTION-OPERATIONS DIVISION  
STANDING OPERATING PROCEDURE 93-01 (COSOP 93-01) FOR EQUIPMENT  
AND VEHICLE AUTHORIZATION, ACQUISITION, TRANSFER AND DISPOSAL

1. This change to SWLR 1130-2-34, C1, dated 19 July 1993, revises Appendix B, Delegation of Authority, to redelegate authorities IAW paragraph 2.5 d. (1) of ER 700-1-1, USACE Supply Policies and Procedures, w/Change 1, 1 February 1992; to include the authority to revise authorizations of motor vehicles. This change also updates SWL Form 430-R-E, Authorization Document (Appendix D) to include the new organizational titles of Operations Technical Support Branch and Maintenance Engineering Section. An asterisk in the left margin marks the changes.

2. Substitute the enclosed pages as indicated:

Remove Pages

B-1

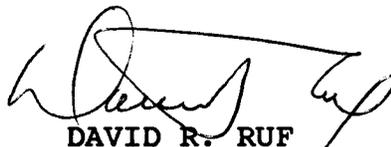
D-1, D-2

Insert Pages

B-1

D-1, D-2

3. File this change sheet in front of the subject regulation for reference purposes.



DAVID R. RUF  
Colonel, Corps of Engineers  
District Engineer

CESWL-CO

DEPARTMENT OF THE ARMY  
Little Rock District, Corps of Engineers  
P.O. Box 867  
Little Rock, Arkansas 72203-0867

SWLR 1130-2-34

Change 1

19 November 1993

Regulation  
No. 1130-2-34

COE Project Operations  
CONSTRUCTION-OPERATIONS DIVISION

STANDING OPERATING PROCEDURE 93-01 (COSOP 93-01) FOR EQUIPMENT  
AND VEHICLE AUTHORIZATION, ACQUISITION, TRANSFER AND DISPOSAL

1. This change to SWLR 1130-2-34, dated 19 July 1993, revises delegated authorities to Resident Engineers, Resident Managers and the Chief, Construction-Operations Division. These delegated authorities apply to both revolving fund and project owned plant and equipment. This change also includes requirement to justify increased costs to provide for proper maintenance and security of purchased, rented, leased and borrowed equipment. An asterisk in the left margin marks paragraphs that have been changed.

2. Substitute the enclosed pages as indicated:

Remove Pages

B-1

C-1

D-1, D-2

E-1

Insert Pages

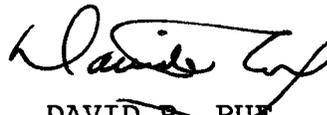
B-1

C-1

D-1, D-2

E-1

3. File this change sheet in front of the subject regulation for reference purposes.



DAVID R. RUFF  
Colonel, Corps of Engineers  
District Engineer

Regulation  
No. 1130-2-34

19 July 1993

COE Project Operations  
CONSTRUCTION-OPERATIONS DIVISION  
STANDING OPERATING PROCEDURE 93-01 (COSOP 93-01) FOR EQUIPMENT  
AND VEHICLE AUTHORIZATION, ACQUISITION, TRANSFER AND DISPOSAL1. PURPOSE:

a. To establish procedures for Construction-Operations Division to authorize, acquire, dispose and transfer equipment and vehicles.

b. To prescribe the documentation required to authorize, process and justify requests for new and replacement equipment, requests to transfer equipment from one Resident Office to another, and to request disposal of equipment.

c. To prescribe the staffing procedures for review of requests.

2. REFERENCE:

a. ER 700-1-1, USACE Supply Policies and Procedures, dated 1 Feb 92.

b. SWLR 10-1-1, Organizations and Functions, dated 5 Jan 1990.

c. SWLOM 700-1-1, Logistics Management Office - Purchase Request and Commitment (DA Form 3953) Preparation, Approval and Submission, 10 June 1992.

d. Tables of Plant, Organization and Mission Allocations (TPOMA).

3. DEFINITIONS: Words in bold letters are defined in Appendix A4. RESPONSIBILITIES:

a. Chief, Construction-Operations Division will: ensure that the division has the **minimum essential equipment and vehicles** required to efficiently perform its authorized missions; evaluate requests and determine if they are warranted; recommend approval as required to the District Engineer.

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b. Chief, Navigation and Maintenance Branch, will: ensure the requests for authorization are properly staffed, ensure that approved authorizations are annotated in the **Tables of Plant, Organization and Mission Allocations (TPOMA)**; ensure that approved authorizations support specific functional requirements and meet **minimum essential** criteria. The procedures are outlined in Appendix A - G.

c. Resident Engineers and Resident Managers should manage efficiently, continuously evaluate capabilities to accomplish missions, recommend **changes** to the **Tables of Plant, Organization and Mission Allocation (TPOMA)**; submit requests for **changes** to authorizations and **new authorizations** as specified by this SOP and ensure funds are available when procurement of authorized items is initiated. Resident Engineers and Resident Managers are responsible to ensure proper staffing of all requests for authorization to include those approved at the resident office.

d. Chief, Office Operations Branch, will provide the funding information necessary for Resident Engineers/Managers to manage their money effectively.

e. **Commodity proponents** are responsible for reviewing requests for equipment that are within the scope of their pronency to ensure operational and technical accountability.

5. **PROCEDURES:** The procedures given below will reduce delays for the authorization, acquisition, transfer and disposal of **equipment and vehicles**. SWLR 10-1-1 specifies the authorized functions performed at each Resident Office. This information is required to justify equipment. The **Tables of Plant, Organization and Mission Allocations (TPOMA)**, allocate the authorized items of mobile land **plant** and floating **plant** at Civil Works Projects in the Little Rock District. Total authorizations in the **Civil Property Authorization Document (CPAD)** will not exceed the allocations of **equipment and vehicles** approved in the Construction-Operations Division **TPOMA**. All other personal property authorizations will be in accordance with procedures specified by the **commodity proponents**. The district Information Management Office (IMO) will approve all requests for authorization of computers, communication equipment and other **Federal Information Processing (FIP) resources** regardless of cost. The district Engineering Division will approve all requests for surveying equipment regardless of cost. All documents specified in the paragraphs below and in the appendices of this SOP are necessary for the authorization of **equipment and vehicles** at all levels. Submittal of the required documents will be as specified in the authorization document (Appendix D and E).

Resident office level requests will be subject to continuous audit as well as periodic audits. Copies of authorization documents approved at resident office level will be sent to the Chief, Construction-Operations Division and to the Chief, Logistics Management Office.

a. Request for Replacement-in-Kind: If the item is to replace an item currently authorized, submit:

(1) A Motor Vehicle Procurement (Civil Works) (ENG Form 3090-R) for vehicles, or a Purchase Request and Commitment (DA Form 3953) for other types of equipment.

(2) An authorization document with justification for replacement (Appendix D and E). The justification for replacement should address only the need to replace the equipment (e.g., not economically repairable, replacement parts not available, obsolete, fails to meet current safety standards). The replacement justification does not address why the equipment is needed.

(3) A Request to Turn-in document (SWL Form 421-R) for the item on hand.

(4) Accounting classification for the acquisition.

b. Changes to Authorizations: See Appendix A for definition of "changes." Submit:

(1) An authorization document (Appendix D and E) with justification to delete the current authorization and to add the **new authorization**.

(2) A marked up copy of the TPOMA annotating the proposed **change(s)**.

c. Request for New Authorization: To request an item not currently authorized at a Resident Office, a pre-existing mission or task must be listed in your Statement of Functions to support a justification. Submit:

(1) An authorization document (Appendix D) with detailed justifications for the **new authorization** (Appendix E, Justification). Ensure that your justification includes all the reasons to support the need for the new item of equipment (e.g., the Resident Office has a newly assigned mission, a mission has increased in scope or the standards for mission accomplishment have changed).

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(2) A marked up copy annotating the proposed **change(s)** to the **TPOMA**.

(3) A copy of the approved Statement of Functions.

d. Requests for Transfer:

(1) Requests for transfer of excess equipment/vehicles from one Resident Office to another Resident Office may be approved in one of these circumstances: for **replacement-in-kind, new authorization, or changes** to the current authorization on both Resident Offices' **TPOMA**. All requests for transfer for both the gaining and losing Resident Offices will be accomplished in the same manner as detailed in paragraphs 5. a-c., above and in paragraphs 5.d. (2)-(3), below.

(2) After both Resident Offices' authorization documents are approved, the losing office will complete and forward an ENG Form 4900, Property Control Receipt, to delete the item from the losing hand receipt.

(3) The gaining office will initiate a DA Form 3953, Purchase Request and Commitment Form, to transfer equipment or vehicles after the **replacement-in-kind, change in authorization or new authorization** is approved. DA Form 3953 will be annotated with "FILL FROM EXCESS ONLY".

e. Requests for Disposal: The following information must accompany an SWL 421-R request for turn-in document.

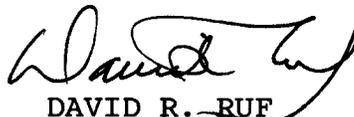
(1) An authorization document (Appendix D and E) which justifies why the equipment is no longer needed, (e.g., the Resident Office is no longer required to perform a specific function, the scope has changed, or the standards have changed). The change to the Statement of Functions should be approved prior to any requests for disposal action.

(2) When the equipment on hand is not the **minimum essential capability** and the function still exists, provide a statement that explains the proposed new **capability** to perform the required function (e.g., less cost to rent or lease the item). If the specific item is readily available at another Resident Office, shared use of the piece of equipment should be considered. This may increase the utilization rate of the equipment.

(3) After the request for disposal is approved, the losing office will complete and forward an ENG Form 4900, Property Control Receipt, to delete the item from the losing Resident Office's hand receipt.

6. REVIEW: This Standing Operating Procedure will be reviewed annually by the Chief, Construction-Operations Division and the Chief, Logistics Management Office to determine if revisions are needed. This Standing Operating Procedure is in effect until superseded.

7. SUMMARY: Requests may be initiated by the Chief, Construction-Operations Division, Resident Engineers/Managers or Project Managers. The goal of Construction-Operations Division is to operate with the **minimum essential capability** required to accomplish authorized missions to the required standards. Equipment will not be authorized, acquired, transferred, or disposed of without the approval of the District Engineer or the officials with delegated authority from the District Engineer.



DAVID R. RUF  
Colonel, Corps of Engineers  
District Engineer

**DISTRIBUTION:**

Chief, Construction-Operations Division  
Chief, Logistics Management Office  
Branch Chiefs, Construction-Operations Division  
Resident Engineers/Resident Managers

**CF:**

Chief, Engineering Division  
Chief, Information Management Branch

## APPENDIX A

### DEFINITIONS

**Capability:** The means to accomplish an authorized mission. Service contracts, leased equipment, equipment on loan from another Resident Office as well as Resident Office owned **equipment and vehicles** are examples of capability. (see Appendix F, Flow Chart for Assessment, Determination and Authorization of O&M Capability)

**Changes:** Addition or deletion of an authorization, or replacement of an approved authorization with an item of differing nominal rated capacity or technology.

**Civil Property Authorization Document (CPAD):** The tabulation of all personal property authorized for Civil Works projects. This list is required by ER 700-1-1 and consists of 4 data elements: (1) general description of the property, (2) the Line Item Number for the property, (3) organizational element, and (4) the number of property items authorized.

**Commodity Proponent:** The district staff office responsible for a class of property and its employment on the projects. Construction-Operations Div. is the proponent for floating plant and mobile land plant (excluding passenger vehicles); Logistics Management Office is the proponent for furnishings and passenger vehicles; Engineering Div. is the proponent for surveying equipment, CADD and WCDS; Information Management Office is the proponent for all **Federal Information Processing (FIP) resources** which includes general ADP equipment and communications equipment.

**Common Tables of Allowances (CTA):** An authorization document for items of common and specific usage costing less than \$5,000 that are not covered in other regulations or authorization documents. Items authorized by the CTA do not require documentation in the CPAD or TADDS.

**Equipment and Vehicles:** In this SOP refers to floating plant, mobile land plant, fixed land plant, **Federal Information Processing (FIP) resources** (e.g. computers and communication equipment) and surveying equipment.

**Federal Information Processing (FIP) Resources:** The term, FIP resources, includes FIP equipment, software, services, support services, maintenance, related supplies, and systems. Specific examples of what the term FIP resources includes and excludes are provided in Federal Information Resources Management Regulation (FIRMR) Bulletin A-1. FIP equipment means any equipment or interconnected system or subsystems of equipment used in the automatic acquisition, storage, manipulation, management, movement, control, display, switching, interchange, transmission or reception of data or information.

**Local Commander Approval Authority (LCAA):** An authorization for personal property items < \$15,000 that are not covered under TDA, CTA or AR. If the item cost is < \$15,000 and is not found in any other authorization document, the LCAA would be the authorization document, with approval from the authorizing official.

**Minimum Essential:** The capability to accomplish a required operational or maintenance function that provides the most benefits with a minimum expenditure of funds.

**New Authorization:** Plant not currently authorized that is needed to accomplish a new mission, a change in the mission scope, change in the standards for mission accomplishment, or to replace the current capability.

**Plant:** The word plant is the term universally used for all equipment. Examples are floating plant, fixed land plant, and mobile land plant including passenger vehicles as well as construction equipment.

**Replacement-In-Kind:** The acquisition of identical plant to replace currently authorized plant.

**Table of Plant, Organization and Mission Allocations (TPOMA):** Documentation for Civil Works Projects that provides a single source of information concerning the missions and tasks performed, the human resources and organizations available, and the allocated mobile land plant and floating plant.

**APPENDIX B**  
**DELEGATION OF AUTHORITY**  
**APPROVAL OF EQUIPMENT AUTHORIZATIONS <sup>1</sup>**

<b>LIMIT OF AUTHORITY</b>	<b>LEVEL</b>	<b>AUTHORIZATION <sup>2</sup> DOCUMENT</b>
* up to \$ 5,000	Proj Mgr/Res Engr	LCAA, CPAD
* \$ 5,001 up to \$ 15,000	Chief, Con-Ops Div	LCAA, CPAD
\$ 15,001 up to \$ 250,000	District Commander	CPAD
\$ 250,001 up to \$ 500,000	Division Commander	CPAD
\$ 500,000 and more	Chief of Engineers	CPAD

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1 - Authority to approve authorization only. Authorization must be approved prior to submission of purchase request. Authority cannot be further delegated. See Appendix C, this SOP, for authority to approve purchase requests.

2 - CTA will be cited as the authority document if the equipment is listed in the CTA. Only items not listed in the CTA will be listed in the Civil Property Authorization Document (CPAD) or  
\* LCAA authorizing documents. CPAD identifies motor vehicles.

APPENDIX C

DELEGATION OF AUTHORITY  
APPROVAL OF PURCHASE REQUESTS

This authority is for purchase request approval only for acquisitions, betterments, repair and hire except as noted in the table below. Resident Engineer/Manager authority cannot be further delegated. Item must be authorized prior to submittal of the purchase request. Completed and approved authorization document must be on file in the Logistics Management Office and the commodity proponent prior to submittal of the purchase request. CESWD-CO-O 1st End, 27 Aug 93, to CESWL-CO-O/21 Jun 93 memorandum, subject: Request for Increase in Delegated Purchase Authority has additional information concerning delegated purchase authority.

\*

LIMIT OF AUTHORITY

LEVEL

- \* up to \$ 5,000 Res Engr/Res Mgr <sup>1, 2</sup>
- \* \$ 5,001 up to \$ 15,000 Chief, Con-Ops Div <sup>1, 2</sup>  
(up to \$100,000 for Structures)
- \* up to \$100,000 District Commander <sup>1, 2</sup>  
(up to \$200,000 for Structures and Floating Plant)
- up to \$ 100,000 Division Commander <sup>3</sup>  
(up to \$200,000 for Structures and Floating Plant)
- over \$100,000 Chief of Engineers <sup>3</sup>

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1 - Authorized to sign in the approval block of DA Form 3953 (under the statement at the bottom right hand of the form where the statement "Approved by commanding officer or his designee" appears).

2 - Does not include authority to purchase Water Control Data Systems (WCDS) equipment, Computer Aided Design and Drafting (CADD) equipment or any other Federal Information Processing (FIP) items (e.g. computers, radios). Authority for the purchase of FIP items is the Chief, Information Management Office. Does not include authority for acquisition, addition, betterment, repair or hire of structures (see SWLOM 1125-2-6).

3 - Approval from the Division Commander and the Chief of Engineers or their designees will usually be by way of memorandum. Division, USACE and OCE guidance should be consulted for required approval request format.

COSOP 93-01  
APPENDIX D  
AUTHORIZATION DOCUMENT

REQUEST FOR AUTHORIZATION

New Item

Change to current authorization

1. INITIATING OFFICE:	DATE:
2.	DATE:
* <u>PROJECT MANAGER/RESIDENT ENGINEER: UP TO \$5,000.00</u>	
3. ADMINISTRATIVE SECTION:	DATE:
4. COORDINATING OFFICE:	DATE:
Recommend Approval/Disapproval _____ Ch, Maint Engr Sec	
Recommend Approval/Disapproval _____ Ch, Ops Tech Spt Br	
5. SPECIAL STAFF COMMENTS:	DATE:
6. Recommend Approval / Disapproval	DATE:
<u>DIVISION CHIEF: UP TO \$15,000.00</u>	
7. Approval / Disapproval	DATE:
<u>DAVID R. RUF, COL, EN, DISTRICT ENGINEER</u> \$15,001.00 UP TO \$250,000.00	

**JUSTIFICATION**  
**(SEE APPENDIX E COSOP 93-01)**

Provide the following information in the justification:

1. Identify the intended use.
2. Explain why like items currently authorized cannot accomplish the function/task.
3. Why the requested equipment is not reasonably available/obtainable for loan from another resident office.
4. Provide cost comparison for rental versus ownership.
5. Cost savings or other benefits to be obtained.
6. Justify increased costs for maintenance and security of equipment.
7. Identify what the specific impact on the activity will be if the item is not obtained.

**Project Manager/Resident Engineer  
or Branch Chief**

**APPENDIX E**

**JUSTIFICATION**

Justifications will be submitted with all requests and must include the following information.

1. A statement that identifies its intended use. Be specific, tie the intended use to a required function stated in the Branch/Resident Office Statement of Functions (ref 2.b.). Further expand the functional use by describing specific tasks that the equipment is to perform.

2. A statement to explain why equipment currently authorized and on hand, either at the requesting Resident Office or another District Resident Office, cannot accomplish the functions and tasks described above. (Such as, a specific function has increased for all Resident Offices requiring more like items to accomplish the expanded function.)

3. Provide a statement why the requested equipment is not reasonably available/obtainable for loan from another Resident Office, or the required **capability** cannot be contracted.

4. Provide cost comparison for rental versus ownership if like items are available at local rental/lease companies. [Example: rental cost (Dozer Case 1150/Cat D5H) \$1400/wk or \$4200/month. Cost of ownership is approximately \$364/month over the economic life.] All costs that can be estimated should be included in the cost comparison. A method of economic analysis is provided in Appendix G.

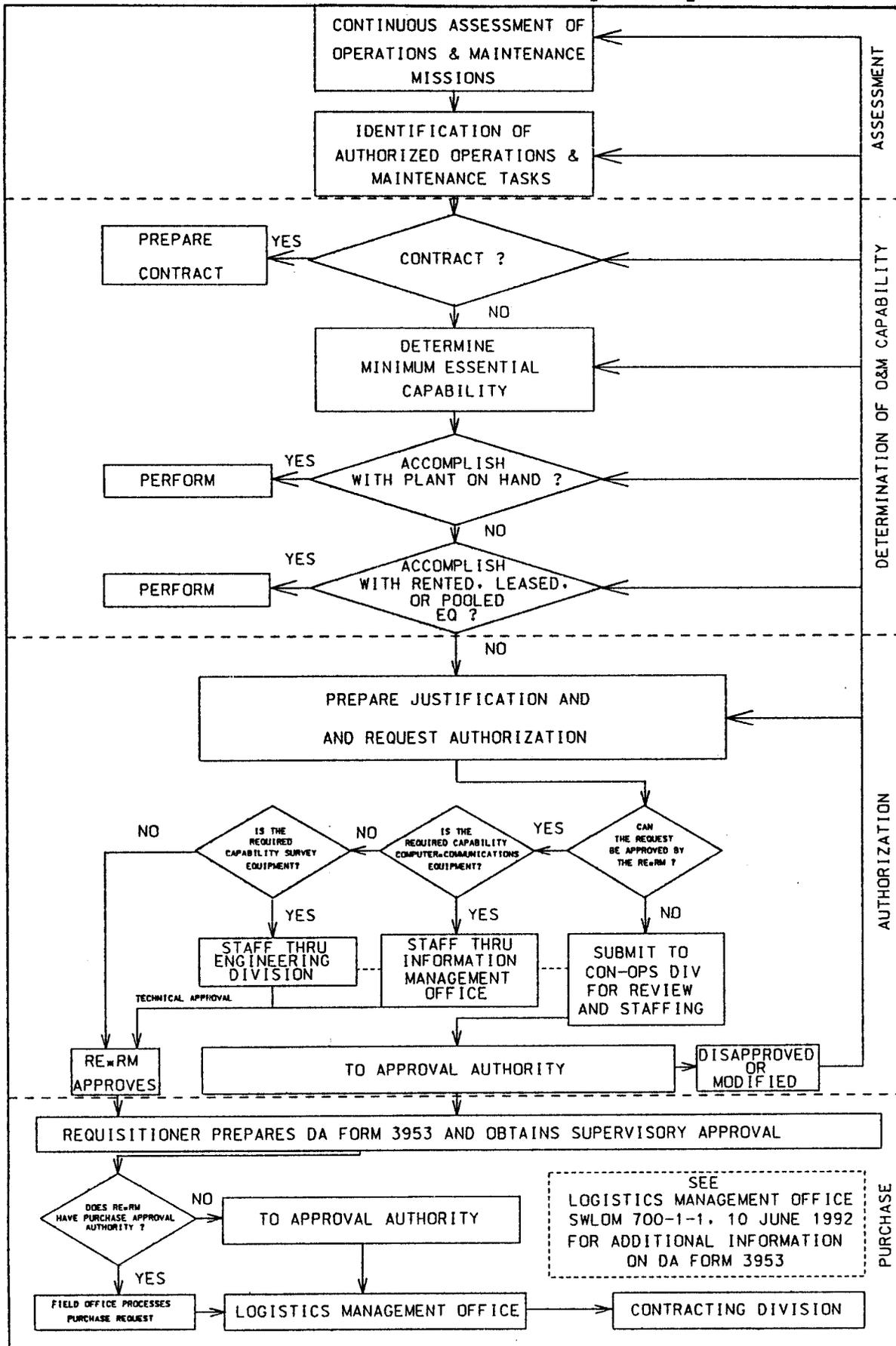
5. State all cost savings or other benefits to be obtained. If higher costs would be incurred, state the reasons this higher cost is justified (e.g., maintenance costs of the currently authorized item are extremely high due to age of the equipment; or, the item requested, requires special manufacture and the task/function cannot be accomplished by other equipment on hand).

\* 6. Describe how human resources, space and funds will be used to properly maintain and secure the equipment. If current resources are not adequate, state what additional resources are necessary. State the reasons the higher costs for additional resources is justified. This requirement applies to purchased, rented, leased or borrowed equipment.

7. Identify what the specific impact will be if the item is not obtained. (Such as, levee or road maintenance will not be accomplished.)

APPENDIX F

Flow Chart for Assessment, Determination, Authorization and Purchase of Operations and Maintenance Capability



APPENDIX G  
ECONOMIC ANALYSIS

Comparison of Costs to Rent, Lease or Buy Plant and Equipment

1. PURPOSE: This procedure simply describes a method to compare the cost of renting or leasing equipment to the cost of purchasing equipment. A need or justification for the equipment is assumed to have been established and accepted.

2. DISCUSSION:

a. Plant and equipment is normally rented on the basis of daily, weekly or monthly rates. Choice of a rate would depend upon the length of time the plant and equipment is needed for the jobs you intend to perform. Generally, the longer you agree to rent equipment, the lower the cost (e.g. less expensive to rent equipment at the monthly rate than for 30 days at the daily rate). Many jobs at the project are done in a week, so the weekly rate is often used. The cost to rent is estimated for a year so a comparison can be made with the equivalent annual cost to purchase the equipment.

b. The purchase cost must be annualized over the economic life of the equipment. In addition to the economic life, an interest rate must be selected that represents the cost of capital. A factor to convert the present value or purchase cost of the equipment can be obtained by formula or table. The purchase cost is multiplied by this factor to obtain the Equivalent Uniform Annual Cost (EUAC).

c. EXAMPLE. Compare the cost of purchasing a 25 ton hydraulic crane for \$220,000 vs. weekly rental at \$1,600/week. Interest rate is 8% and economic life is 20 years. Quarterly use of the crane is shown in the table below for last 3 years by quarter.

Utilization of 25 Ton Crane

	(DAYS)				TOTAL
	<u>1st QTR</u>	<u>2nd QTR</u>	<u>3rd QTR</u>	<u>4th QTR</u>	
YEAR 3	24	19	43	38	124
YEAR 2	25	32	24	31	112
YEAR 1	43	59	0	0	<u>102</u>
				TOTAL	338.0

AVG = 112.7 days/year

Assume weekly rental  $\approx$  23 weeks/year

Weekly rental costs = \$1,600

$(\$1,600)(23) = \$36,800/\text{year}$

Annual equivalent cost if purchased, economic life = 20 years  
interest rate = 8%

$\$220,000(0.1019) = \$22,418/\text{year}$

Less expensive to purchase

Another way to compare costs is to convert the annual rental cost of \$36,800 to a present value and comparing this to the purchase price:  $(36,800)(9.8181) = \$361,306 >$  the purchase cost of \$220,000.

**P R O P O S E D**

SWLR 1130-2-34  
19 Jul 93

**APPENDIX B**

**DELEGATION OF AUTHORITY**

**APPROVAL OF EQUIPMENT AUTHORIZATIONS <sup>1</sup>**

<b>LIMIT OF AUTHORITY</b>	<b>LEVEL</b>	<b>AUTHORIZATION <sup>2</sup> DOCUMENT</b>
up to \$ 5,000	Res Engr/Res Mgr	LCAA
\$ 5,001 up to \$ 14,999	Chief, Con-Ops Div	LCAA
\$ 15,000 up to \$ 250,000	District Commander	CPAD
\$ 250,001 up to \$ 500,000	Division Commander	CPAD
\$ 500,000 and more	Chief of Engineers	CPAD

=====

1 - Authority to approve authorization only. Authorization must be approved prior to submission of purchase request. Authority cannot be further delegated. See Appendix C, this SOP, for authority to approve purchase requests.

2 - CTA will be cited as the authority document if the equipment is listed in the CTA. Only items not listed in the CTA will be listed in the Civil Property Authorization Document (CPAD) or LCAA authorizing documents.

APPENDIX C

DELEGATION OF AUTHORITY

APPROVAL OF EQUIPMENT PURCHASES

This authority is for purchase approval only. Authority cannot be further delegated. Item must be authorized prior to submittal of the purchase request. Completed and approved authorization document must be on file in the Logistics Management Office and the commodity proponent prior to submittal of the purchase request.

LIMIT OF AUTHORITY

LEVEL

up to \$ 5,000	Res Engr/Res Mgr <sup>1</sup>
SEE NOTE 3	Chief, Con-Ops Div <sup>1</sup>
SEE NOTE 3	District Commander <sup>1</sup>
\$250,001 up to \$ 500,000	Division Commander <sup>2</sup>
\$ 500,001 and more	Chief of Engineers <sup>2</sup>

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1 - Authorized to sign in the approval block of DA Form 3953 (under the statement at the bottom right hand of the form where the statement "Approved by commanding officer or his designee" appears).

2 - Approval from the Division Commander and the Chief of Engineers or their designees will usually be by way of memorandum. Division, USACE and OCE guidance should be consulted for required approval request format.

3 - Authority for purchases greater than \$10,000 is subject to approval by the Southwestern Division Commander pending redelegation of authority to the District Engineer. Appendix C will be revised upon receipt of redelegated authority.

SWLR 1130-2-34  
19 Jul 93

COSOP 93-01  
APPENDIX D  
AUTHORIZATION DOCUMENT

REQUEST FOR AUTHORIZATION

New Item

Change to current authorization

1. INITIATING OFFICE:	DATE:			
2. <u>RESIDENT ENGINEER/MANAGER: UP TO \$5,000.00</u>	DATE:			
3. ADMINISTRATIVE SECTION:	DATE:			
4. COORDINATING OFFICE:	DATE:			
5. SPECIAL STAFF COMMENTS:	DATE:			
6. <u>DIVISION CHIEF: UP TO \$15,000.00</u>	DATE:			
7. <u>DAVID R. RUF, COL, EN, DISTRICT ENGINEER</u> <u>\$15,001.00 UP TO \$250,000.00</u>	DATE:			
<input type="checkbox"/>	<input type="checkbox"/>	CONCUR	<input type="checkbox"/>	NON-CONCUR

## APPENDIX E

## JUSTIFICATION

Justifications will be submitted with all requests and must include the following information.

1. A statement that identifies its intended use. Be specific, tie the intended use to a required function stated in the Branch/Resident Office Statement of Functions (ref 2.b.). Further expand the functional use by describing specific tasks that the equipment is to perform.
2. A statement to explain why equipment currently authorized and on hand, either at the requesting Resident Office or another District Resident Office, cannot accomplish the functions and tasks described above. (Such as, a specific function has increased for all Resident Offices requiring more like items to accomplish the expanded function.)
3. Provide a statement why the requested equipment is not reasonably available/obtainable for loan from another Resident Office, or the required **capability** cannot be contracted.
4. Provide cost comparison for rental versus ownership if like items are available at local rental/lease companies. [Example: rental cost (Dozer Case 1150/Cat D5H) \$1400/wk or \$4200/month. Cost of ownership is approximately \$364/month over the economic life.] All costs that can be estimated should be included in the cost comparison. A method of economic analysis is provided in Appendix G.
5. State all cost savings or other benefits to be obtained. If higher costs would be incurred, state the reasons this higher cost is justified (e.g., maintenance costs of the currently authorized item are extremely high due to age of the equipment; or, the item requested, requires special manufacture and the task/function cannot be accomplished by other equipment on hand).
6. Identify what the specific impact will be if the item is not obtained. (Such as, levee or road maintenance will not be accomplished.)