

CESWL-CO-OM

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

SWLR 1130-2-39

Regulation
No. 1130-2-39

17 June 1997

Project Operations
PARTNERS AND SUPPORT (WORK MANAGEMENT POLICIES)
Acquisition of Plant, Ownership and Financial Management
PLANT REPLACEMENT AND IMPROVEMENT PROGRAM
STANDING OPERATING PROCEDURES
(PRIP SOP)

1. Purpose. To establish guidance for routine actions required to properly implement and maintain the Plant Replacement and Improvement Program (PRIP).
2. Applicability. The instructions in this SOP apply to all divisions and offices of Little Rock District that may have requirements for equipment costing more than \$25,000 and serving two or more projects and/or appropriations.
3. Responsibilities. The PRIP manager is the Chief, Construction-Operations Division. The PRIP coordinator will be an engineer in Construction-Operations Division. The appendix provides the current name of the district PRIP coordinator and points of contact in the district office and division office who work with PRIP.
4. Reference. Chapter 15 - Acquisition of Plant, Ownership and Financial Management, Engineer Regulation 1130-2-500, 27 December 1996, Project Operations - PARTNERS AND SUPPORT (WORK MANAGEMENT POLICIES)
5. Explanations of Terms. Appendix F is a glossary of words and phrases which are printed in bold type.
6. General. PRIP and the **revolving fund (RF)** are linked, but they are not the same thing. One of the most important things to remember is that PRIP is a means to use RF cash to purchase capital equipment. Once something is purchased, it is placed in service as a revolving fund asset. Once placed in service it is no longer a PRIP item. The item placed in service is a revolving fund asset for which the hand receipt holder is responsible. The hand receipt holder is responsible for not only the safeguarding

and use of the equipment, but also the fiscal management of the RF expenses for that equipment. The fiscal management of RF assets is covered in Chapter 7 - Plant, Section V, Plant Ownership, Operating Cost, Utilization and Rate Computation, Engineer Regulation (ER) 1130-2-500, 27 December 1996, Project Operations - PARTNERS AND SUPPORT (WORK MANAGEMENT POLICIES) and is mentioned for information purposes only. RF asset management is beyond the scope of this SOP. Once a PRIP item has been received and placed in service it is the responsibility of the hand receipt holder to ensure notification of the Resource Management Office, (Finance & Accounting) as well as the Logistics Management Office, (Property Book Officer) as required by their SOPs and regulations. This PRIP SOP does not duplicate the instructions in RMO or LMO publications. See the appendix for a list of RMO and LMO references.

7. Submissions

a. PRIP is actually a continuous process which has a few events scheduled annually to ensure revitalization of the process. The two most important events are the district's annual submission of initial **minor item** requests for the upcoming fiscal year and the district's annual request for **major item new starts (MINS)** two years from the current FY. The initial minor item request is normally prepared and submitted in June or July each year. Minor items can also be requested anytime; however, major item new starts are tied to Congressional schedules and must be submitted when HQUSACE notifies the districts. All major item new starts as well as the district request for initial minor items work allowances are sent through SWD and require the District Commander's approval.

b. Memorandum instructions from HQUSACE to major subordinate commands (MSC's) for major new item starts (MINS) are usually issued in the December - January time frame for new starts two years from the current fiscal year (e.g., MINS are requested in FY 1997 for budget year 1999). Since MINS must be reviewed by HQUSACE and recommended for approval to Congress, the final action on the request will take more than a year. Although the major item threshold is \$750,000, HQUSACE requires a MINS request if the early estimates are 75% (\$562,500) of the threshold, or more.

c. PRIP is obligation based and if the funds are obligated prior to the end of the fiscal year, the funds remain for expenditure in a future fiscal year. Accounting records provide a report for current fiscal year (CFY) and prior fiscal year (PFY). Both obligation and expenditure goals are established for CFY PRIP. Since PFY funds are already obligated, the PFY PRIP report tracks liquidated and unliquidated PRIP obligations.

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8. Preparation of PRIP Documents. All requests must be prepared in accordance with Appendices C and D, this SOP and the following instructions:

a. The name of the requested item must be consistent on all forms used:

- ENG Form 4943-R/ENG Form 4613-R
- Prioritized District and Division Lists
- 5-Year PRIP Plan

b. Use most current versions of ENG Form 4943-R and ENG Form 4613-R:

- The form has to be typed
- Spell out acronyms once before using only the acronym
- The form has to be complete
- Information must be appropriate (e.g., do not include justification statements in the function block)
- Update the date prepared blocks whenever you make a revision

c. Total ADPH - CAP/CADD/WCDS*

- One of these statements must be included in justification: "This item has been approved by the SWL IRMSC." or "This item is an approved item in the SWL IMP." (Do not include quotation marks.)

- Include IRMSC approval with your request

*Total ADPH = Total Automated Data Processing Hardware, PRIP Categories 9A, 9D, and 9W

CAP = Computers and Peripherals (Category 9A)

CADD = Computer Aided Design and Drafting (Category 9D)

WCDS = Water Control Data Systems (Category 9W)

IRMSC = Information Resource Management Steering Committee



P. S. MORRIS
Colonel, Corps of Engineers
Commanding

APPENDIX A

References

USACE

Chapter 15, Acquisition of Plant, Ownership and Financial Management, Engineer
Regulation 1130-2-500, 27 December 1996, Project Operations - PARTNERS AND SUPPORT
(WORK MANAGEMENT POLICIES)

Resource Management Office, Little Rock District

SWLR 37-1-53, Finance Accounting - Real and Personal Property Work Order System, 1
Sep 1995 (an extract is included in Appendix E, this SOP)

Logistics Management Office, Little Rock District

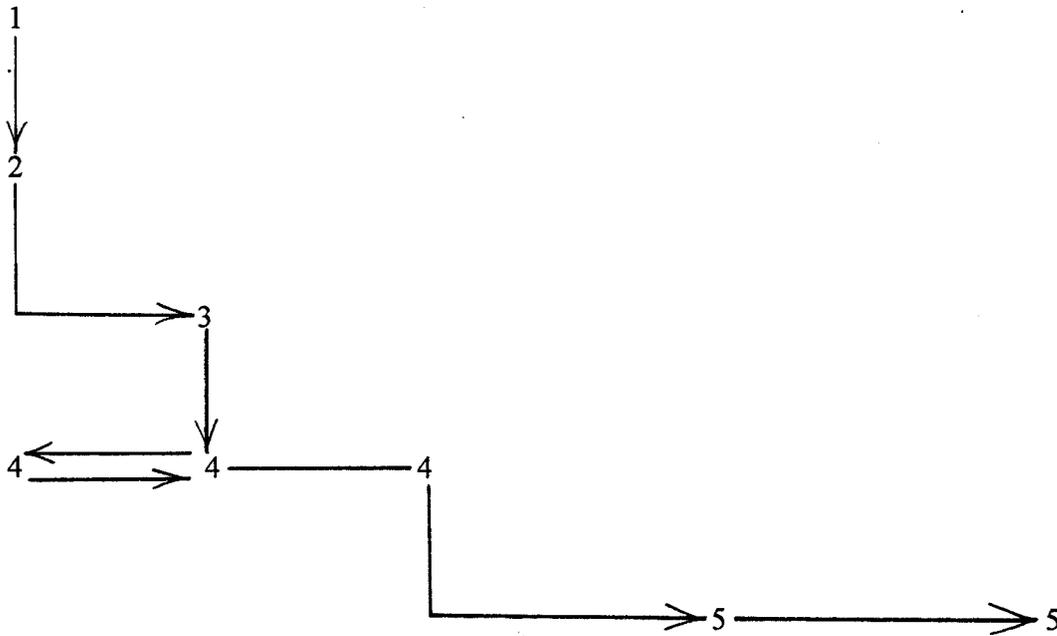
SWLOM 700-1-1, Logistics Management Office, Purchase Request and Commitment (DA
Form 3953) Preparation, Approval and Submission, 10 June 1992

APPENDIX B

PRIP Process Flow Chart

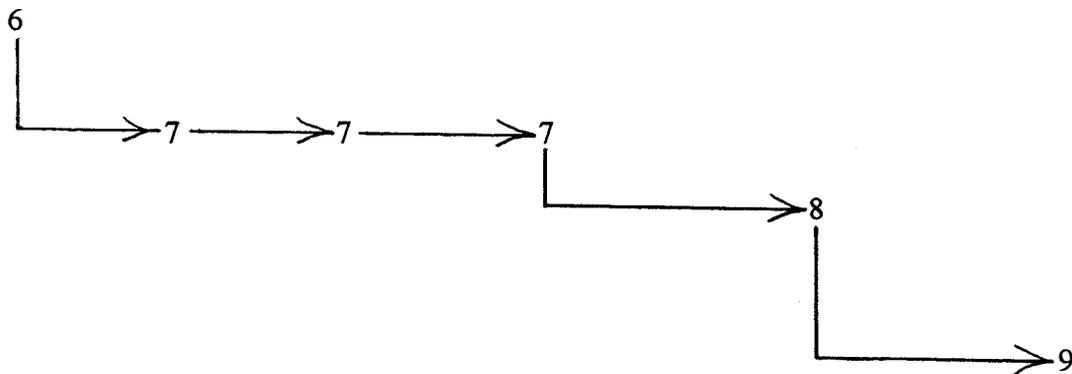
Initial Minor Items Requests and Major Items New Starts Requests (numbers refer to instructions on page B-3)

		<u>Ch. Con-Ops Div</u>		
<u>Originator</u>	<u>PRIP Coord.</u>	<u>PRIP Manager</u>	<u>DDC/DDE(PM)</u>	<u>District Commander</u>



Initial Minor Items Requests

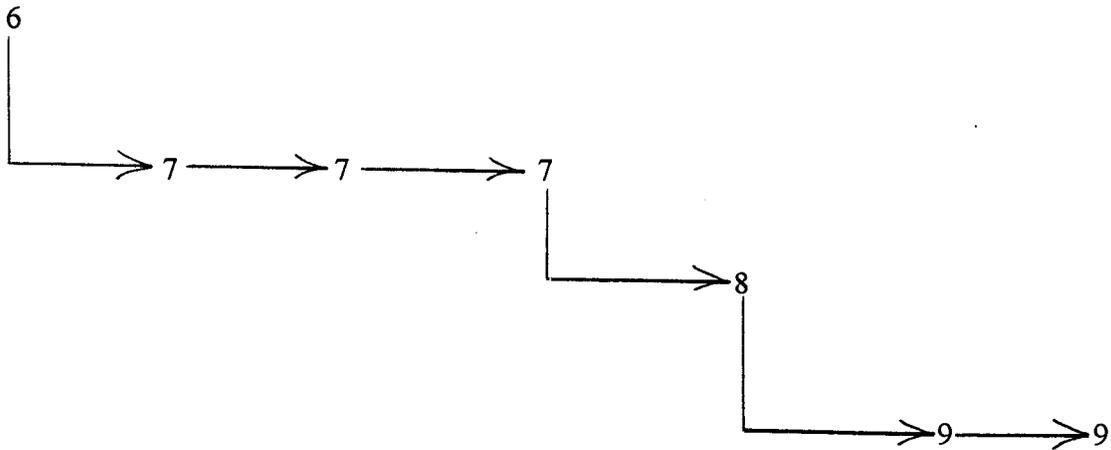
<u>Division</u>	<u>HOUSACE</u>	<u>COE RMO</u>	<u>District RMO</u>	<u>PRIP Manager/Coord.</u>	<u>Originator</u>
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Major Items New Starts Requests

Division HOUSACE COE RMO District RMO PRIP
Manager/Coord * PPMD Originator



* PRIP Manager is Chief, Construction-Operations Division

- 1 - Originator means the office with the need for equipment (e.g., project office, resident office, district office, etc.). Engineer Form 4613-R for major items and Engineer Form 4943-R for minor items is prepared as required by memorandum guidance from HQUSACE and this SOP (see paragraph 8, Preparation of Documents).
- 2 - The signature block on the memorandum request to forward Engineer Form(s) must be either Resident Engineer, Resident Manager, district office division chief or office chief.
- 3 - The PRIP coordinator collects and reviews requests and justifications for completeness and value of justification. Requests recommended for initial funding are included in the district request. Requests not recommended for initial funding are returned to the originator with instructions for future disposition.
- 4 - The originator reviews and initials a copy of the district request, the request is returned to the PRIP coordinator who forwards the district request to the PRIP manager.
- 5 - District request with District Commander signature block is forwarded through the DDC and DDE(PM) for review, and then to DE for signature. District request is addressed to the Division Commander.
- 6 - Division PRIP manager reviews district requests. District requests recommended for initial funding are included in the division request to HQUSACE.
- 7 - The USACE PRIP manager reviews division requests and recommends initial funding. USACE PRIP manager notifies the USACE Resource Management Office which issues Funding Authorization Statements (FAS's) through the finance accounting channels to the district RMO.
- 8 - PRIP Managers and coordinators at division and district are notified by memorandum of initial funding of approved requests.
- 9 - Originators are notified of approved and funded PRIP requests. Originators must now initiate an ENG Form 3013 as required in SWLR 37-1-53, page B-2 (for extract see Appendix E, this SOP). For approved and funded major items new starts, PPMO or other USACE agency acting as the project manager/contracting officer (e.g., Marine Design Center) is notified.

APPENDIX C

PREPARATION AND USE OF ENG FORM 4613-R UPDATE, MAJOR ITEMS, CIVIL WORKS REVOLVING FUND

1. Background. A Major Item is defined as a plant item that must be submitted to ASA(CW), OMB, and Congressional Committees on Appropriations for approval. However, all individual items or systems with an estimated cost exceeding 75 percent of the Major Item threshold are to be included by district commanders in the request for Major Item New Starts (MINS). ENG Form 4613-R will be prepared by originators and submitted through the PRIP coordinator/manager to the district commander for review, evaluation, and recommendation to CESWD-ETO.

2. Narrative Requirements.

a. Narratives will be included in the narrative package for the Revolving Fund budget which is submitted to OMB in September and the Congress in January annually. ENG Form 4613-R will be utilized. The description of work will include, as a minimum:

- (1) A brief description and location of the requested item.
- (2) Justification for the item.
- (3) Estimated cost of each item, to include full consideration of time lag and escalation trends along with a proposed expenditure schedule by fiscal year.
- (4) Adverse impact, if any, if the item is not acquired.
- (5) Life-cycle economic analysis on new acquisition versus rehabilitation, and if applicable, an analysis of leasing or renting options.
- (6) Alternatives, if any.

b. Narratives presented to higher authority for the first time are identified as "New." Those items approved in prior fiscal years are identified as "Continuing" with the full justification submitted until the construction of the item has been completed or it has been acquired.

c. A negative report from the division engineer is required when no major item new starts are requested for the Budget Fiscal Year. d. Requested Major Item New Starts from previous years that did not get included in the approved program must be requested by the originator in the next annual submittal. The PRIP coordinator/manager will not automatically include any such items in any future year programs. All information including the justification, cost estimates, scheduled design and construction data will be updated by the originator.

3. Special Requirements for Grouped Major Items.

a. HQUSACE will consider establishing a grouped major item when there is a Corps-wide requirement for the same or similar items or systems. The items or systems that make up a grouped major item may or may not be major items when considered individually. In addition a grouped major item may be established when the Congressional Committees voice interest in receiving information on the acquisition of a type of plant regardless of the costs of the items.

b. Technical approval by the responsible proponent in HQUSACE is required for grouped major items before a budget year submittal to OMB, and the funding authority request will be considered by CECW-OM-B.

c. The responsible proponent with authority for technical approval at HQUSACE will prepare submittal to CECW-OM-B for budget fiscal year grouped major items. This information is required for review and approval by OMB and Congressional Committees and will include as a minimum:

(1) A copy of the technical approval and/or a specific reference to the portions of a master plan applicable to the submittal.

(2) Justification with cost effectiveness.

(3) Alternatives with a complete economic analysis.

(4) Copy of feasibility study.

(5) Realistic cost estimate and expenditure schedules.

(6) Copy of District Commander's approved subsystem, networks, or equipment drawings.

d. The district will not be required to submit the normal major item documentation when requesting an item of plant within a grouped major item. Allocations for grouped major items will be in accordance with the prioritized district list as set forth by the district commander.

e. District points of contact for water control, ADPH, CADD, and communications managers will coordinate submittal, funding requests, priority rankings, and allocation requirements. This is to assure appropriate coordination with the local PRIP manager/coordinator and to appraise the district commander of the long-term commitment associated with the acquisition of plant items.

UPDATE, MAJOR ITEMS TO FROM APPROVAL YEAR FY95 RCS: CECW-D- 1
 CIVIL WORKS REVOLVING FUND Commander Commander DATE PREPARED ITEM NO
 (In Thousands of Dollars) SWD SWL 12 June 1996
 (ER 1125-2-301) TYPE OF SUBMITTAL INTERIM [] FINAL

1. DESIGN DATA

- a. START DATE - Dec. 1991
- b. FINISH DATE - Dec. 1995
- c. DESIGN TIME - 30 months
- d. CONSTR BID DATE - 31 July 1996
- e. CONSTR AWARD DATE - 31 July 1996
- f. % COMPLETE 100
- g. DESIGN COST - \$77.0

2. PROJECT/ITEMS

- a. TITLE - M/V RP Anglin replacement
- b. LOCATION - Little Rock District
- c. SIZE, CAP, OR AMOUNT - 2000hp towboat
- d. TYPE -
- e. ACQ [JA & B -
- 1. TOTAL COST - \$3,563.0

3. CONSTRUCTION DATA

- a. START DATE - May 1997
- b. FINISH DATE - Dec 1997
- c. CONSTR TIME - 8 months
- d. EST. COSTS - %
- e. CONT %
- f. S, I & OH %
- g. CONSTR COST -

EXPENDITURE SCHEDULE

	FY96	FY97	FY98	FY99	FY00	FUTURE YEARS
a DESIGN	70.0	0.0	0.0	0.0	0.0	0.0
b CONSTRUCTION	16.0	3340.0	125.0	5.0	0.0	0.0

5. DESCRIPTION OF WORK

The total cost estimate has increased from \$3,240,000 in June 1995 to \$3,563,000. The increase in cost is due to the requirement to increase the main deck height 10 inches and other hull modifications to accommodate electronically controlled main propulsion engines. These electronic controlled engines not only provide more horsepower but also increase fuel economy 5%-15% and reduce polluting emissions up to 50%. Another part of the increase in cost is the upgrading of crew quarters from 6 to 8. This will provide additional operating cost reductions in per diem and overtime. The benefit cost ratio in June 1995 was estimated to be 1.8:1. The current estimated benefit cost ratio is 2.8:1.

(Additional Narrative Justification is attached)

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Narrative Justification for New Towboat
(12 June 1996)

The M/V Shorty Baird, the M/V Ozark and the M/V Rodney P. Anglin are the primary Little Rock District, Corps of Engineers work boats on the McClellan-Kerr Arkansas River Navigation System.

The M/V Ozark is powered with two diesel engines with a total of 460 hp. The vessel was built in 1970 by Walls Shipyard, Belle Chase, Louisiana. The M/V Rodney P. Anglin is powered with two diesel engines with a total of 720 hp and was built in 1965 by Halter Marine Services, New Orleans, LA. Both vessels are classified as tenders and were constructed without crew quarters. Both the M/V Ozark and the M/V Rodney P. Anglin need to be replaced with a twin-screw diesel powered river towboat of 2000 hp with crew quarters for eight.

On the Arkansas River, the M/V Rodney P. Anglin can operate safely and effectively in flows up to 50,000 - 70,000 cfs. Flows at and above 70,000 cfs create currents that are unsafe for the M/V Ozark and the M/V Rodney P. Anglin to travel or maneuver for the purpose of continuing work. Experience shows that commercial towboats continue to operate at flows up to 300,000 cfs.

This means that while the river is navigable by the commercial towboats the U.S. Government is delayed in its efforts to continue work necessary to keep the navigation system open. These delays are non-productive time for the boats and the crews.

The M/V Rodney P. Anglin replacement towboat could continue to operate and be productive at flows above 70,000 cfs up to 150,000 cfs. This would reduce the number of non-productive days from 67.9 per year to 8.4 days per year (an increase of 59 days). The estimated benefit assumes the new towboat would use 90% of the 59 days for an increase of 54 days productive time. With crew quarters on the new towboat, 2 hours/day would be gained by not having to travel to and from a motel. Computing the savings from gaining 2 hours/day and from an increase of 54 productive days over 25 years would yield approximately \$2,116,000.

Waterway user delay cost reduction over the 25 year life of the new towboat is approximately \$6,408,000.

The new towboats are to include sufficient quarters for a towboat crew and work party of eight. There are per diem and overtime cost savings of approximately \$1,479,000 over 25 years. The salvage value of the M/V Rodney P. Anglin is approximately \$109,000.

Based on these estimates, the benefit cost ratio for the new towboat is 2.8:1.

APPENDIX D

Minor Item Requests and ENG FORM 4943-R

**PREPARATION OF ENG FORM 4943-R,
PRIP PLANT ITEM JUSTIFICATION SHEET**

- a. Fiscal Year - Indicate the fiscal year of the request for which funding authority is requested.
- b. District - SWL
- c. Date prepared - Use the date that the originator prepares these forms for submittal to the PRIP coordinator/manager.
- d. Office Symbol/Rank - Provide the originator's office symbol and ranking of priority for the office.
- e. District Priority - Leave blank.
- f. Division Priority - Leave blank.
- g. Class and Description - Indicate whether this request is new, a replacement, or base effort. List the item and a short description of the item for this request.
- h. Authorization - Identify authorization from ER 700-1-1 (e.g., CPAD). If request is for replacement, identify bar code number of the item to be replaced.
- i. Total Estimated Cost (multi-year funding) - Provide the total estimated cost for items which will be funded for two or more FY's.
- j. Estimated Cost for Current Year - Provide the estimated Current Year cost of the item of plant.
- k. **Category/Sub-Category** - Indicate the category or subcategory of the requested item (see Appendix H). *Do not use category codes 50, 60 or 90.*
- l. Function - Describe explicitly the function of the item of plant for this request.
- m. Justification - The justification will provide compelling reasons for acquiring this item of plant and the impact of not acquiring this item of plant.

PRIP PLANT ITEM JUSTIFICATION SHEET				RCS: CECW-D-1
FUNDING REQUEST FOR FY <u>95</u>				
DISTRICT	DATE PREPARED	OFFICE SYMBOL / PRIORITY	DISTRICT PRIORITY	DIVISION PRIORITY
Little Rock	10 June 1994	CESWL-ED/1	2	
CLASS AND DESCRIPTION: <input type="checkbox"/> NEW <input checked="" type="checkbox"/> REPLACEMENT <input type="checkbox"/> BASE EFFORT Replace Global Positioning System (GPS) Equipment Tools, Office Furniture and Equipment				
FUNCTION: Precise horizontal control surveys with rapid static capability used to check, control monuments on structural deformation surveys, horizontal and vertical control of large mapping projects, Geographic Information System (GIS) data capture, and horizontal control for engineering surveys.				
JUSTIFICATION: The GPS equipment will be used to perform first and second order horizontal control, and vertical control for large scale mapping. This technology will substantially increase survey productivity, reduced time and labor as well as increased accuracy. Costs per survey point for the new system is estimated to be approximately \$117/point. Costs of current GPS equipment is \$352/point. This provides a cost savings of \$235/point. Annual savings would be approximately \$10,000. The impacts of not purchasing new equipment would be the inability to provide quality survey products in an environment of reduced manpower and reduced budgets.				
			APPROPRIATE AUTHORIZATION CE 94003 / SWD 2027	
			TOTAL ESTIMATED COST (If Multi-Year Item)	ESTIMATED COST FOR CY (in Thousands) 177.0
				CATEGORY/SUBCATEGORY 70

(Proposed by: CECW-DP)

ENG FORM 4943-R, Apr 89

PRIP PLANT ITEM JUSTIFICATION SHEET

FUNDING REQUEST FOR FY _____

		RCS: CECW-D-1	
DISTRICT	DATE PREPARED	OFFICE SYMBOL / PRIORITY	DIVISION PRIORITY
CLASS AND DESCRIPTION: <input type="checkbox"/> NEW <input type="checkbox"/> REPLACEMENT		DISTRICT PRIORITY	ESTIMATED COST FOR CY <i>(In Thousands)</i>
		APPROPRIATE AUTHORIZATION	ESTIMATED COST FOR CY <i>(If Multi-Year Item)</i>
FUNCTION:		CATEGORY / SUBCATEGORY	
JUSTIFICATION:			

APPENDIX E

Preparation of ENG Form 3013 (Work Order/Completion Report)

1. ENG Form 3013 (Work Order/Completion Report) will be prepared prior to procurement of Revolving Fund equipment through PRIP. The originating office will prepare the ENG Form 3013, after being notified the Funding Authorization Statement (FAS) has been received. The Chief of the originating office will sign the "submitted by" block and forward through the Chief, Construction-Operations Division to the Finance and Accounting Branch. The Chief, Finance and Accounting (F&A) will sign the "funds for this work are available" block and the Chief of Resource Management Office will sign the "approved" block if funds have been authorized for this purpose. Finance and Accounting (F&A) will make the final pre-requisition ENG Form 3013 distribution to the requisitioner, Construction-Operations Division and Logistics Management Office.

2. The ENG Form 3013 will contain the following information for all acquisitions:

- (a) District
- (b) Appropriation
- (c) Office Symbol
- (d) Class of work (Land, Structures, Dredges, Floating Plant, Mobile Land Plant, Fixed Land Plant; Tools, Office, Furniture and Equipment; Computers and Peripherals; and, Software)
- (e) Estimated cost of acquisition/work, date of estimate, and type of estimate
- (f) Date of PRIP work allowance Funding Authorization Statement (FAS)
- (g) Estimated completion date
- (h) Revolving Fund work item code
- (i) Each anticipated contract will be described and entered as a separate entry
- (j) Estimated quantities and cost
- (k) An operating account number and the item's service life will be included in the description of work. Service life will be determined from ER 37-2-10, Chapter 15, Appendix B.

3. All Purchase Requests (DA FORM 3953), Purchase Orders, Delivery Orders, Contracts, Receiving Reports, and ENG 4480's will include the Revolving Fund PRIP work item code assigned by the PRIP coordinator/manager. Accessory items such as software, cables, etc. must be purchased under the same PRIP work item code as the end item (computers, etc.). All purchase requests for accessory items will identify each end item and its bar code number, if already assigned.

4. When the item has been received or the work has been completed, the originating office will insert the estimated costs incurred on the ENG Form 3013, sign the block entitled "work described above has been completed" and forward through Chief, Construction-Operations Division. Bar codes will be noted for all acquisitions. The PRIP coordinator/manager will post the actual cost incurred, sign, and send copies to the responsible employee, Construction-Operations Division and Logistics Management Office.
5. The responsible employee is required to place the item in service within 30 days from receipt of the final payment. Depreciation and recovery of the investment begin at this time.
6. A sample PRIP acquisition ENG Form 3013 is included in this appendix.

Flow Chart - ENG Form 3013

Originator CO RM-B LO

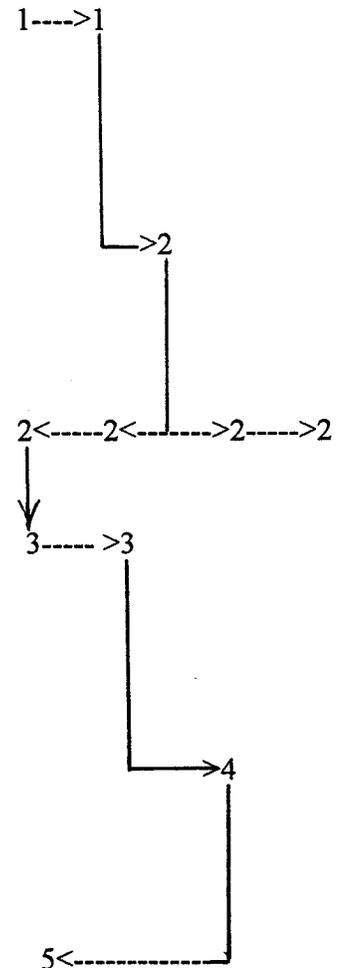
1. ENG Form 3013 prepared for each item in annual PRIP Plan. Originating Office Chief signs "submitted by" and forwards thru PRIP Manager (Chief, CESWL-CO), and then to Budget Analyst in CESWL-RM-B

2. Reviews Form for completeness and accuracy, verifies funds have been authorized for this purpose and signs "reviewed and accepted." RMO Chief signs "approved" block and CESWL-RM-B provides copies to originating office, CESWL-CO-OM and CESWL-LO.

3. Work completed, originating office inserts costs incurred on ENG Form 3013, signs "Work described above has been completed," and forwards thru Chief CESWL-CO to PRIP Manager to CESWL-RM-B.

4. Budget analyst verifies actual cost incurred, signs, and distributes.

5. Originator begins recording plant increment, depreciation, and insurance within 30 days of final payment.



APPENDIX F

Glossary and Points of Contact

CATEGORIES AND SUB-CATEGORY: All plant items and/or equipment should be identified by category or subcategory.

Category/Sub-Category Title	Category Code	Sub-Category Code
Land	00	
Structures	10	
Aircraft	20	
Dredges	30	
Other Floating Plant	40	
* Total Mobile Plant (50)		
Motor Passenger Vehicles		5V
Other Mobile Land Plant		5X
* Total Fixed Land Plant (60)		
Communications Equipment		6C
Other Fixed Land Plant		6X
Tools, Office Furniture & Equipment	70	
Software	80	
* Total Automated Data Processing Hardware (90)		
Computers and Peripherals		9A
Computer Aided Design and Drafting		9D
Water Control Data Systems		9W

* Denotes category codes (50, 60 and 90) not used on line item requests for funding requests.

minor items - PRIP items costing \$25,000 or more but less than \$750,000.

major item new starts (MINS) - A major item is a PRIP item costing \$750,000 or more. A new start is a term used to differentiate from continuing major items which have been approved in past FY's and are re-approved each FY if the item is a multi-year purchase.

points of contact - These persons in Little Rock District are responsible for the following PRIP items:

PRIP Coordinator - Bob Harris

Aircraft - Little Rock District is not authorized to request aircraft

Computer Aided Design and Drafting (CADD) - Royce West, Engineering Division

Computers and Peripherals - Information Management Office, Troy Hensley

Dredges - Construction-Operations Division, Bob Harris

Land - Chief, Real Estate Division

Motor Passenger Vehicles - Curtis Flornoy, Logistics Management Office

Other Floating Plant - Construction-Operations Division, Bob Harris

Other Mobile Land Plant - Construction-Operations Division, Bob Harris

Software - Information Management Office, Troy Hensley

Structures - Chief, Construction-Operations Division

Tools, Office Furniture & Equipment - Logistics Management Office, Eileen Grant

Water Control Data Systems - Planning Division, Jan Jones

revolving fund (RF) - The revolving fund is the Corps of Engineers cash flow from which all cash requirements are liquidated (e.g., payroll).

APPENDIX G

(SAMPLE - Budget Fiscal Year Guidance (BFY), HQUSACE)
S: 1 July 1997

CECW-OM-B (1125-2-301a)

6 May 1997

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Request for Fiscal Year 1998 Obligation Authority,
Plant Replacement and Improvement Program (PRIP)

1. Reference ER 1130-2-500, 27 December 1996, Subject: Project Operations, specifically chapter 7 - Plant.

2. The purpose of this memorandum is to provide supplemental instructions for the preparation of relevant portions of your submission of the FY 98 Request for Plant Replacement and Improvement Program (PRIP) Obligation Authority.

3. Errors or omissions in the initial requests for obligation authority can lead to difficulties which tend to complicate and impede the work allowance process. The FY 98 requests for obligation authority must contain full justification for each line item of plant for which a work allowance is being requested.

a. The description of each line item of plant shall be consistent on all forms, namely, the PRIP Plant Item Justification Sheet (ENG Form 4943-R), the Prioritized Division List, and the latest Plant Replacement and Improvement Program (ENG Form 1978-R). In reviewing the requests for work allowances, all three documents will be used at the Headquarters, United States Army Corps of Engineers (HQUSACE) level. Since the request for each work allowance should be reflected in your planning documents, the FY 98 column on the most recent ENG Form 1978-R should mirror and reflect the prioritized division list of plant and equipment.

b. The most recent version of the PRIP Plant Item Justification Sheet (ENG Form 4943-R) will be used with this submission. A copy of the version to be used in connection with minor items is found at enclosure 1. Note that the term "BASE EFFORT" has been removed from the CLASS AND DESCRIPTION block; and the block titled ADDITIONAL DATA FOR MAJOR ITEMS has also

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CECW-OM-B (1125-2-301a)

SUBJECT: Request for Fiscal Year 1998 Obligation Authority,
Plant Replacement and Improvement Program (PRIP)

been removed. Attention should be given to completing the Appropriate Authorization block and in particular, the inclusion of a Requirements Statement (RS) Approval Number for Information Management Equipment and Automated Information Systems. The blocks reflecting TOTAL ESTIMATED COST and ESTIMATED COST FOR CY should also be carefully reviewed. In addition, the JUSTIFICATION block should include an economic analysis and adverse impact statement when appropriate.

c. Each addressee will submit their FY 98 PRIP work allowance request electronically (via E-Mail) to JO GILBERT and utilize the LOTUS 1-2-3 spreadsheet with the format shown at enclosure 2. Input the requested data into the spreadsheet and transmit the data not later than 1 July 1997. Because most division level spreadsheets will be combined and sorted during the approval process, the format and/or set-up provided on the spreadsheet and in the attached E-mail message version will not be changed for any reason (See Enclosure 2). In addition, the category code will be entered on the spreadsheet as left justified text.

4. Completed prioritized division lists with all appropriate supporting documentation are due in CECW-OM-B no later than 1 July 1997. The timely submission of these requests is absolutely essential. Compliance with reference 1 above and with the instructions reflected herein are critical to the receipt of district and division work allowances; and receipt of Funding Authorization Statements (FAS) from HQUSACE in October 1997. Work allowance process will start on 1 July 1997, with only the information available at that time. Receipt of your funds requests after 1 July 1997, will delay your obligation authority.

5. Enclosure 3 is a list of the categories and subcategories that will be used in the PRIP request. Although several exceptions may be encountered in the process of assigning category codes to the wide variety of plant and equipment for which obligation authority is being requested, the key to accomplishing this task successfully is consistency. Applying the same reasoning and logic for similar plant under similar circumstances will result in a completed package that can be reviewed and processed by CECW-OM-B to readily determine the Current Year Work Allowance for your division and subordinate districts.

CECW-OM-B (1125-2-301a)

SUBJECT: Request for Fiscal Year 1998 Obligation Authority,
Plant Replacement and Improvement Program (PRIP)

6. It is important to identify the obligation authority required for approved continuing major items as well as the minor items reflected in this submission. Although not yet authorized, the funding required for FY 98 New Start Major Items will also be identified in this submission. In addition, your submission should also identify any items of plant that require multi-year funds and obligation authority if such funding is applicable.