

DEPARTMENT OF THE ARMY  
U.S. Army Corps of Engineers  
Washington, D.C. 20314-1000

EC 1105-2-406

CECW-CP

Circular  
No. 1105-2-406

31 March 2005

EXPIRES 31 MARCH 2006

Planning

DISTRICT ENGINEERS PRESENTATION OF FINAL DECISION DOCUMENT  
FOR PROJECTS REQUIRING SPECIFIC AUTHORIZATION

1. Purpose. This Circular establishes a Civil Works Review Board (CWRB) and sets forth procedures for Major Subordinate Commands (MSC) and District Commanders to present the results of the studies and their recommendations contained in decision documents for projects that require authorization by the United States Congress.
2. Applicability. This Circular applies to all HQUSACE elements, MSCs and district commands having Civil Works responsibilities. It is applicable to all Corps of Engineers Civil Works feasibility reports and post authorization reports where new Congressional authorization is necessary.
3. References.
  - a. ER 1105-2-100, Planning Guidance Notebook
  - b. Economic and Environmental Principles and Guidelines for Water and Related Land Resources Implementation Studies, Water Resources Council, 10 March 1983
4. Background and Policy.
  - a. This circular establishes a process for District and MSC Commanders to present their final reports to the CWRB. The CWRB briefing will serve as the corporate checkpoint that the final decision report and NEPA document are ready for State and Agency review as required by the Flood Control Act of 1944, as amended (33 U.S.C. 701-1). The District Commander will address the report recommendations and rationale for plan selection as well as how all Independent Technical Review (ITR) and policy review comments were addressed and resolved. In addition to resolution of policy and ITR issues, the District Commander will provide an overview of the public involvement process, including any independent outside review, the major concerns that came about, and how they were resolved. The MSC Commander will present the considerations and rationale for issuing the Division Engineer's Transmittal Letter (EC 1105-2-405).

b. The primary purpose of this process is to facilitate timely completion of review and a HQUSACE determination that the report is ready for preparation of the draft Report of the Chief of Engineers for State and Agency review. Early resolution of issues throughout the report preparation process is our objective. To this end, the Office of Water Project Review (OWPR) will assess the status of policy questions at various study checkpoints (Alternative Formulation Briefing, Issue Resolution Conference, Draft Report Review, etc.).

5. Establishment of Civil Works Review Board.

a. Members. The Deputy Commanding General of the Corps of Engineers will chair the CWRB. This level of involvement emphasizes to the Corps and the public the importance placed on the vertical team process in developing water resources projects. For each briefing, the CWRB will establish a panel of five members. Three Board members will serve permanently on every panel: the CWRB Chair, the Director of Civil Works, and the Civil Works Community of Practice (CoP) leader for Planning. Two additional Board members will be drawn specifically for each panel: one Regional Integration Team (RIT) leader (not from the presenting MSC); and one additional CoP leader from Engineering, Operations, Real Estate or another area as appropriate. The Office of the Chief Counsel will serve in an advisory role for all reports.

b. Attendance. The appropriate MSC and District staff will attend. The project sponsor should attend and present the sponsor's views on the project. Representatives from the HQ OWPR, the HQ review team RIT members and individuals from other HQ offices will attend, as appropriate. Representatives from the ASA (CW) Office of Project Planning and Review, and the Office of Management and Budget will be invited to attend at their discretion.

6. District Commander Briefing.

a. The District Engineer briefing will be held after the submittal of the Division Engineer's Transmittal Letter, and prior to issuance of the Final Report of the Chief of Engineers. In general, the briefing will be held before the State and Agency Review process can be initiated. For expediency, exceptions regarding timing of the State and Agency Review process may be considered by the OWPR in cases where there are no outstanding concerns from review and no known controversies associated with the project. In such cases, the OWPR may recommend that the Director of Civil Works issue a waiver to allow the report package to be sent out for State and Agency Review prior to the briefing.

b. The District Commander's briefing shall provide:

- (1) An overview of the report including the recommended plan (and NED/NER plans if different)
- (2) The district's compliance actions from the PGMs
- (3) OWPR comments and their resolution
- (4) The highlights and results of Independent Technical Reviews
- (5) The general outcome of the Public Involvement process
- (6) Public and agency comments and responses on the draft NEPA documents
- (7) How the Environmental Operating Principles were addressed
- (8) The project delivery process
  - a. The PDT members
  - b. Type and frequency of meetings
  - c. Lessons learned from the Project Delivery Team (PDT) and vertical team
  - d. Recommended improvements, and what will be done differently in the future.

c. Appendix A presents a sample agenda.

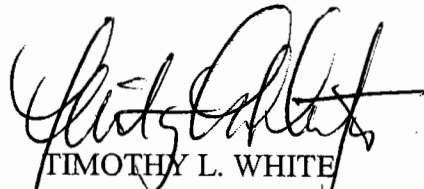
7. MSC Commander Briefing. The MSC Commander will present the rationale for issuing the Division Engineer's Transmittal Letter, certification of legal and policy compliance, the expected response to the Report, and any MSC Quality Assurance or other observations.

8. After Action Reports (AAR's). To facilitate lessons learned, the District will prepare a brief AAR of the CWRB meeting on outcomes and decisions reached, and any follow on actions required. The AAR will be furnished to the MSC Commander, the appropriate HQUSACE RIT, and the Office of Water Project Review. These AAR's will be published in *Planning Ahead* to include a link to the presentations made at the briefing.

9. Implementation. This guidance is effective immediately. Districts and divisions should inform CECW-CP of any problems with the implementation of this guidance.

FOR THE COMMANDER:

Appendix A - Sample Agenda for  
District Commander's Briefing



TIMOTHY L. WHITE  
Colonel, Corps of Engineers  
Executive Director of Civil Works

APPENDIX A  
Sample Agenda for District Commander's Briefing

- Welcome (RIT leader representing the presenting district)
- Introductions
- Project Briefing: District Engineer
- MSC Commander Briefing
- Rationale for project support (transmittal letter)
- Expected response to draft Report of Chief of Engineers
- Other observations
- QA Briefing: Division Engineer / RIT SES
- Certification of legal and policy compliance (Including discussion of ITR, Planning Center of Expertise involvement, etc.)
  - Sponsor support: Local sponsor
  - Policy Review Assessment: OWPR
  - Summary of Project Briefing: District Engineer
  - Lessons Learned / After Action Report: District Engineer
  - What was supposed to happen?
  - What did happen?
  - Why did it happen that way?
  - How will we improve next time?
  - Lessons Learned (others, as applicable): Division, Office of Water Policy Review, Local Sponsor, others
  - Action: Director of Civil Works
  - Close: CWRB Chair

In all briefings the District Engineer should address the following points:

1. Substantive ITR comments and responses.
2. Substantive policy review comments and responses.
3. Description of how the plan is integrated with other watershed purposes.
4. Description of how the recommendation supports our Environmental Operating Principles.
5. Assessment of PDT performance, lessons learned, recommended improvements
6. What would you do differently? (Anywhere in the process)