

**APPENDIX C**  
**PROCEDURES FOR TRANSFERRING OE REMOVAL ACTIONS TO DISTRICTS**

1. The MSC Commander will select, train, and assign, in writing, the mission to the OE Removal District(s) that may conduct OE removal action execution. Before making the official assignment of an OE Removal District, the MSC Commander will coordinate the planned action with the OE MCX and solicit their comments and written concurrence or non-concurrence for the proposed assignment.
2. MSC selected districts will submit an OE Removal Action Execution Plan (Project Management Plan) to the OE MCX that addresses and includes the following items:
  - a. How the UXO safety support will be provided. The District must demonstrate the core competencies to perform the work (in particular, OE Safety). See glossary for definition of in-house (OE Safety Specialist) and contractor (UXO Personnel) personnel. Specify existing and planned in-house capabilities and contracted capabilities. Define the Safety and Occupational Health Office role in oversight, the construction role in execution, and the coordination role with the OE MCX and OE Design Center.
  - b. Define proposed contracting strategy for removal action execution (type of contract - stand alone, task order to existing Indefinite Delivery Order contract, etc.). Discuss how the contract/task order will be administered, i.e., which office will serve as CO, will CO delegate responsibilities to Contracting Officer Representative or Administrative Contracting Officer, etc. Describe how contract modifications will be processed.
  - c. What documents will be submitted for review and approval to the OE MCX and OE Design Center? Provide project-specific responsibilities matrix. See appendix E for guidance.
  - d. How will the Explosives Safety Submission be prepared and routed?
  - e. Training requirements.
3. The Commander of the approved district will sign a “Capabilities Certification and Assumption of Responsibility” memorandum prior to OE Design Center transfer of each project.