

CHAPTER 1 - INTRODUCTION

1-1. Purpose. This regulation establishes the policy for the management of operation and maintenance activities of U.S. Army Corps of Engineers (USACE) personnel performing civil works functions related to flood control, navigation, dredging, hydroelectric power generation, environmental stewardship, and recreation services at water resource, waterway, and other USACE projects.

1-2. Applicability. This regulation applies to all USACE commands having responsibility for civil works functions.

1-3. References. See Appendix A.

1-4. Glossary.

a. Accepting Official. Under the Corps of Engineers Volunteer Program, the accepting official is the Corps staff member designated to accept the services of volunteers and responsible for the proper observance of regulations while services are performed.

b. Breakdown Maintenance. Breakdown maintenance is accomplished on occurrence of a breakdown or failure.

c. Cooperative Agreement. The agreement between a Cooperating Association and the U. S. Army Corps of Engineers defining the functions and responsibilities of each party to the agreement, wherein non-profit, tax-exempt corporations, enter into partnerships with the U.S. Army Corps of Engineers for their mutual benefit. Specific procedural guidance and required formats are presented in Chapter 9 of EP 1130-2-500.

d. Cooperating Association. A legal entity, organized under state law, which enjoys a non-profit and tax-exempt status under Internal Revenue Service codes and which operates under the terms of a Cooperative Agreement with the Corps of Engineers.

e. Design. All work necessary to prepare plans and specifications for acquisition. In general, the Design phase begins with the approval of the Design Memorandum and concludes with the issue of a solicitation. However, design effort is expended until completion of the project. The Design phase may be a major effort involving a Detailed Design, or the preparation of a simple performance specification with one or two sketches to depict a concept. The scope of the Design phase for Corps floating plant will be determined by the USACE Marine Design Center based upon the complexity of the project.

f. Design Effort. The summation of all design iterations required to establish a concept; determine feasibility; prepare Design Memoranda, preliminary cost estimates, and contract plans and specifications; and may include design during construction. This covers all work from the beginning of a project to the issue of a solicitation. However, design effort is expended until completion of the project. Submittal of the Design Memoranda (General and Feature) for approval may represent up to 35% of the Design Effort.

g. Feature Design Memorandum (FDM). This is primarily a technical document prepared for the major features and elements of a project. Each FDM is based on the approved

General Design Memorandum and should include sufficient design data to establish the interrelated engineering aspects of the particular feature or element and its connection with related features and elements of the project. The FDM is the basic document for the preparation of plans and specifications.

h. General Design Memorandum (GDM). This document updates the feasibility study information and data on formulation, evaluation, cost allocation, items of local cooperation, environmental matters, and public acceptability. It develops sufficient engineering and project design detail to reaffirm the authorized project plan and, as may be appropriate, develops information to justify any proposed revisions to that plan, and updates the estimate of costs. Analyses are based on current criteria. The essential objective is either to reaffirm the basic planning decisions made during the general investigations stage (feasibility study) or to reformulate the project to be responsive to changed conditions and/or needs since authorization. If the project is not complex, the GDM, with incorporation of detailed design data on project features as appropriate, may serve as the only preconstruction planning and engineering report required for project construction. If the project is not very unusual, large or complex, the GDM may be approved by the Division Engineer.

i. Hosted Worker. A hosted worker is an individual who performs services for the Corps of Engineers for no compensation, but is compensated in some way by another organization or agency. A hosted worker is considered a volunteer.

j. Incidental Expenses. Incidental expenses are those out-of-pocket expenses which a volunteer may incur in performing a service for the Corps. Incidental expenses are different from the expenses the Corps would accrue in providing materials or overhead associated with the service a volunteer performs.

k. Major Item. An item of plant or a system with an initial acquisition cost of \$700,000 or more.

l. Major Plant (Non-Group). Included in this category are the following typical types of plant: aircraft, structures with an estimated replacement cost of \$200,000 or more, major mobile land plant, dredges, derrick boats, tugboats, towboats, tenders, patrol boats, survey boats 40 feet or more in length, debris boats, crane barges, drill boats, jet probing barges, maneuver boats, mooring barges, concrete casting plant, mechanical bank graders, mattress sinking plant, quarter boats, and any other items of plant that have an estimated replacement cost of \$300,000 or more (Reference ER 37-2-10, Chapter 15, Appendix A). Plant of lesser size and cost than those specified may be included in a non-group category when more detailed data is desired for this type of plant; otherwise it is reported as a grouped item.

m. Master Plan. The document guiding the use and development of the natural and manmade resources of a given project or group of projects.

n. Minor Plant (Group). Included in this category are miscellaneous small items of floating and land plant which may be grouped into units of the same type and of approximately the same size or service capability, such as vehicles, small barges (barges smaller than 195 feet x 35 feet), or tractors. This grouping provides a broader base for the distribution of maintenance and repair costs. A group generally should consist of two or more similar items of plant, but may consist of a single item of plant if only one item of a class is utilized by the USACE element.

o. Operational Management Plan (OMP). A five-year management action document that describes in detail how resource objectives and concepts prescribed in the master plan shall be implemented and achieved. OMPs serve as the basis for project budgets.

p. Peer. An individual who has extensive experience in and/or knowledge of specific Operations, Construction, and Readiness (OCR) programs. This individual may be a manager or a technical specialist at any level of the Corps organization. Retired Corps professionals and representatives from other governmental agencies, colleges and universities, and professional organizations are also included.

q. Project. Water resource development lands and waters for which the Corps of Engineers has administrative responsibility.

r. Preventive Maintenance. Preventive maintenance is based on a well developed program of systematic inspection, lubrication, and repair of equipment and facilities which, when put into practice, shall ensure optimum utilization of equipment and facilities of the project. A timely preventive maintenance program reduces, and virtually eliminates breakdown of essential equipment and, if properly carried out, will substantially reduce major overhaul and repair of equipment essential to fulfilling the project functions.

s. Voluntary Service. Voluntary service is official Government business, having some value to the Corps, conducted by volunteers under the direction of a paid Corps staff member.

t. Volunteer. A volunteer is any person who performs work for the Corps of Engineers for which he or she receives no pay from the Corps. A volunteer is not an employee of the United States Government except for the purposes of Chapter 171 of Title 28 of the USC, relating to tort claims, and Chapter 81 of Title 5 of the USC, relating to compensation for work injuries.