

APPENDIX C

APPLICATION OF SFO CRITERIA

CHECKLIST INSTRUCTIONS

PURPOSE: It is anticipated that the bulk of the SFO work done by the Corps is conventional types of assistance to existing agency customers. However, a certain percentage of SFO opportunities involve new types of work or new types of customers, and thus require a policy determination from higher authority. The purpose of the criteria is to segregate those unusual SFO opportunities requiring further guidance from the more routine SFO work. These criteria do not change the existing approval thresholds (i.e. MSC/10 work years; HQUSACE/25 work years) except where policy considerations require HQUSACE or ASA(CW) decision.

1. The criteria are first applied by the office (District, Division or HQUSACE) receiving the incoming request from the customer. For the purpose of these instructions, assume the initial SFO request is received by a District office.
2. The District SFO Coordinator will use the criteria as a checklist prior to making any commitments or initiating any substantive discussions with the requesting agency. If a "YES" answer can be provided in response to each of the key criteria, then the District may proceed with negotiations with the customer. Note that some of the criteria include several elements; in some cases, a "YES" answer is necessary for all sub-elements; in other cases, a "YES" is necessary for only one of the sub-elements.
3. If one or more "NO" answers arise from the initial application of the criteria, the proposed SFO case should be elevated to the next level (i.e., Division). If the Division cannot reach a decision on a given case, it should then be forwarded to HQUSACE for guidance. Telephonic contacts are encouraged to expedite responses. Several outcomes are possible from this point:

a. Reversal of "NO" answers. Based on knowledge of other work nationwide, the Division or HQUSACE may have additional information to reverse negative answers to specific criteria. A decision will then be provided to the District to proceed with negotiations.

b. Confirmation of "NO" answers. Based on knowledge of other decisions made nationwide, the Division or HQUSACE may be able to confirm specific "NO" answers, leading to the conclusion that a specific SFO opportunity should not be pursued further. A decision will then be provided to the District to terminate further discussions on that particular SFO opportunity.

c. Forward to ASA(CW) for decision. Despite one or more "NO" answers to the criteria, a given SFO opportunity may still be worth considering. For such cases, HQUSACE will prepare a decision memorandum for ASA(CW), providing all pertinent information and justification for accepting the work.

4. Once negotiations are nearing completion, but prior to a signed commitment by the District to execute the SFO work, the District should again apply the checklist to ensure that the initial answers are still correct and that the criteria support execution.

5. SFO instances requiring clarification or additional guidance in completing the Criteria Checklist, should be forwarded to HQUSACE, ATTN: CECW-ID, for action.

CRITERIA

	YES	NO
NATURE OF WORK		
Previous Experience With This Kind of Work Before (<i>Has the office responding to the request (or another office in the Division) done this kind of work before</i>)	—	—
Previous Experience With This Customer (<i>Has the Corps done work before for the agency</i>)	—	—
Available Technology/Skill (<i>Are the skills required to do the work within the District/Division capabilities or can be readily acquired by contract</i>)	—	—
Politically Non-Sensitive (<i>Does the work have the potential to cause another agency to object to Corps participation or is it of the nature that there is either local or national controversy associated with the work</i>)	—	—
No International Activities or Related to International Activities (<i>Is the work to be done at an overseas location</i>)	—	—
Corps Most Appropriate Source of Service	—	—
Kind of Work Needed to Perform an Essential Government Function (<i>see Office of Federal Procurement Policy Letter</i>)	—	—
OR		
Possess a Unique Technical Capability	—	—
OR		
Related to Implementation or Operation of an Authorized Federal Project	—	—
Not in Competition with the Private Sector (<i>See ER 1140-1-211</i>)	—	—
STANDARD PROCEDURES		
Follows Provisions of ER 1140-1-211	—	—
Follows Key Wording of Standard MOA Provisions	—	—
If Work is Undertaken as a Subagreement Under an Umbrella MOA, Follows Terms and Procedures of Umbrella MOA	—	—
RESOURCES		
Work Can be Done Within Existing MSC Resource Allocations During the First Year	—	—
Work is Within Approval Threshold (<i>MSC 10 workyears/Headquarters 25 workyears</i>)	—	—
Work Does Not Have an Adverse Impact on Traditional (CW-MIL) Missions and On-going SFO Missions	—	—
If any of the Above Resource Criteria are "NO," Can Work be Brokered?	—	—
STATE AND LOCAL WORK		
Recognized Public Needs of Regional Significance	—	—
Support to State and Local Governments Within the Guidelines of OMB Circular A-97 (<i>See ER 1140-1-211</i>)	—	—
Does Not Involve a Program Defined as "Troubled" by the Federal Granting Agency	—	—
Does Not Assist State/Local Government Meet Federal Regulatory Requirements Where Funding is Local Responsibility	—	—