

APPENDIX E

PREPARATION OF ENG 4613-R, MAJOR ITEM NEW START (MINS), GROUP  
MAJOR ITEMS AND UPDATE OF CONTINUING MAJOR ITEMS.

E-1. Purpose. To provide guidance on how to prepare Engineer  
Form 4613-R for Major Item New Starts, Group Major Items and  
Update of Continuing Major Items.

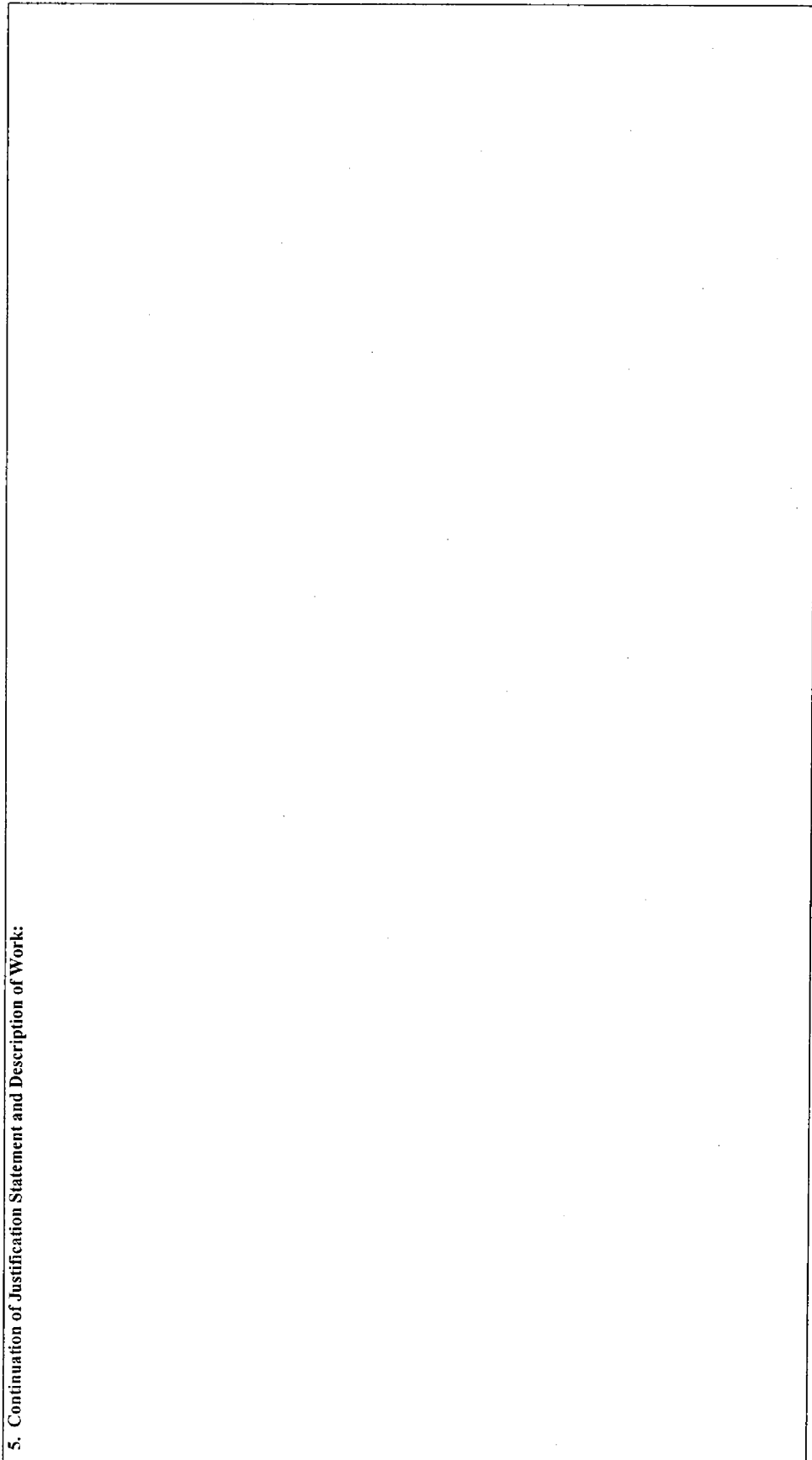
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Major Item New Start (MINS) and Updated of Continuing Major Items Civil Works Revolving Fund Plant Replacement and Improvement Program (In Thousands of Dollars) ER 37-1-29			
TO:	Fiscal Year MINS Approved	Date Prepared	RCS: CERM-BA-21
FROM:	Authorization:	MDC No.	PRIP Project No.
PROJECT TITLE:	LOCATION:	TYPE OF SUBMITTAL: Initial <input type="checkbox"/> Update <input type="checkbox"/> Final <input type="checkbox"/>	
<b>1. PROJECT/ITEMS</b>			
a. TYPE:	<b>2. DESIGN DATA</b>		
New <input type="checkbox"/> Replacement <input type="checkbox"/> A&B <input type="checkbox"/>	a. START DATE:	<b>3. CONSTRUCTION DATA</b>	
b. SIZE, CAP OR AMOUNT	b. FINISH DATE:	a. START DATE:	
c. Mission <input type="checkbox"/> Administrative <input type="checkbox"/>	c. DESIGN TIME:	b. FINISH DATE:	
d. PRIP Payback Period - No. of Years:	d. CONSTR Bid Date:	c. CONSTR TIME:	
e. Date Asset will be Placed In Service:	e. CONSTR Award Date:	d. EST. COST:	
f. Total Cost:	f. % COMPLETE:	e. CONST %:	
	g. DESIGN COST:	f. S, I, & OH:	
		g. CONSTR COST:	
<b>4. OBLIGATION PLAN</b>			
Category Code	Category Total	Prior Years	FY
a.			
b.			
c.			
d.			
e.			
f. Project Total			
<b>5. Justification Statement and Description of Work</b>			

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5. Continuation of Justification Statement and Description of Work:



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Figure E-1 (continued)

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E-2. Instructions.

a. General Data.

(1) To. Identify the MSC/FOA activity that will submit the requirement for review and approval for submission to Headquarters.

(2) From. Identify the Corps activity submitting the requirement.

(3) Fiscal Year MINS Request Approved. Indicate the fiscal year in which the item was approved by HQUSACE and subsequently approved by Congress. This will not change once the item has been approved.

(4) Date Prepared. Date the form is initially prepared or updated.

(5) RCS. Report Control Symbol assigned by HQUSACE.

(6) Authorization. Property identification of item being replaced or rehabilitated.

(7) MDC No. Project Number assigned by Marine Design Center, if applicable.

(8) PRIP Project No. Project number assigned by Headquarters upon project authorization.

(9) Project Title. Self-explanatory.

(10) Location. Physical location of the item requested for replacement or rehabilitation. If this is a new asset, the location is where the asset will reside upon acquisition.

b. Project/Item Data.

(1) Block 1a. Type. Construction of a new requirement, addition and betterment to an existing asset, or replacement of an existing asset.

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(2) Block 1b. Size, Capacity, Amount. Indicates size, capacity, or amount of item.

(3) Block 1c. Mission or Administrative. Mission related asset or administrative in nature.

(4) Block 1d. PRIP Payback Period. Indicates useful life years.

(5) Block 1e. Date Asset will be placed in service. For initial submission and updates, indicates the estimated month and year item will be placed in service. Work slippage requires update to the form. For final submission, indicates specific date item is placed in service.

(6) Block 1f. Total Cost. Total cost equals total design cost plus total construction cost.

c. Design Data.

(1) Block 2a. Start Date. Planned/actual start date for design work.

(2) Block 2b. Finish Date. Planned/actual finish date for design work.

(3) Block 2c. Design Time. Total design time.

(4) Block 2d. Construction Bid Date. Planned due date for contractor bids as stated on solicitation.

(5) Block 2e. Construction Award Date. Planned date of construction contract award.

(6) Block 2f. Percent Complete. Percentage of design completed.

(7) Block 2g. Design Cost. Total cost of design.

d. Construction Data.

(1) Block 2a. Start Date. Planned/actual construction start date.

(2) Block 2b. Finish Date. Planned/actual construction finish date.

(3) Block 2c. Construction Time. Total construction time.

(4) Block 2d. Estimated Costs.

(5) Block 2e. Cont Percentage. Percentage of funds included for contingency.

(6) Block 2f. S, I & OH. Cost of project supervision, inspection, and overhead.

(7) Block 2g. Construction Cost. Total construction cost.

e. Obligation Plan. Displays estimated funding requirements by Category Code by fiscal year from design through construction in blocks 4a through 4e.

(1) Category Code. Identify all applicable Category Codes of the asset being acquired. See Appendix G-1 for list of property asset/category codes.

(2) Category Total. Total cost of asset by Category Codes.

(3) Prior Years. Amount obligated in prior fiscal years in total.

(4) Fiscal Year, (FY). Represents the current fiscal year (CFY), budget year (BY), three out years, and future years requirements. Future years requirement is in total. Insert dates for all fiscal years represented, except Future Years.

f. Justification Statement and Description of Work. The narrative justification statement must be clear and concise, yet detailed enough to convey the district's need and address how the item is related to district mission. In addition, an adverse impact statement is to be included addressing the impact of not receiving approval. The description of work, as a minimum, will include a brief description and location of the

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item requested.

E-3. 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 at HQUSACE is required for Grouped Major Items before a Budget Year submittal to OMB and the funding authority request will be considered by CECW-O.

c. The responsible proponent with authority for technical approval at HQUSACE will prepare submittals to CECW-O for Budget 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 division commander's approved subsystem, networks, or equipment drawings.

d. Divisions 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 division list as set forth by the division commander.

e. District and Division technical elements will coordinate submittals, funding requests, priority rankings, and allocation requirements with the respective district or division commander. This is to assure appropriate coordination with the local PRIP Manager/Coordinator and to apprise the commanders of the long-term commitment associated with the acquisition of capital assets.