INSTRUCTIONS FOR CHIEF'S REPORT TEMPLATES

MAY 2024

Introduction

The Chief's Report Templates cover the following project purposes: the Ecosystem Restoration, Commercial Navigation, Flood Risk Management, and Coastal Storm Risk Management (CSRM). For CSRM projects, there are two separate templates, one including periodic beach nourishment and one without.The templates do not cover the following: Locally Preferred Plans, multi-purpose projects, or FRM or CSRM projects with non-structural recommendations. Substantive deviations to the template format and language for these cases or for other cases, to include any additions and deletions, must first be coordinated by the Policy and Legal Compliance Review Manager with the OWPR Team Leads and receive Headquarters approval prior to release of the Draft Chief's Report for State and Agency Review. The purpose of these templates is to aid in drafting these documents; however, Headquarters retains all final review and approval of both the language and substance used in the final document.

While the Chief's Report is a stand-alone document, there are several supporting items (e.g., Feasibility Report, Report Summary, Documentation of Review Findings, Policy Memorandums, etc) that are included in a Chief's Report package. The complete Chief's Report package requirements are in EP 1105-2-61. All items contained in the Chief's Report package must be properly maintained, archived, and preserved by the HQUSACE RIT in accordance with ER 25-60-1 (as updated), as all items in this package constitute part of the administrative record for the decision(s) and recommendation(s) contained in the Chief's Report.

Template Instructions

Text in BLACK is standard template language that should not be changed without coordination. Exception to this is if the Chief's Report will be modifying a previously authorized project, the black text should be changed to address that it is a project modification rather than a new project authority, where applicable.

Text in RED indicates input is required to describe your specific project.

Text in BLUE is example text and should be replaced with project specific details.

If text is not applicable, do not include it.

Use Black Letterhead.

Confirm correct bullet numbering.

Ensure any acronym is spelled out the first time it is used.

The word "federal" should be lower case unless it is part of a title.

The terms "environmental assessment' and "environmental impact statement" are in lower case. If they are used more than once in the memo, use the appropriate acronym.

Leave 4 lines between the last sentence of the memo and the DCW's name for the signature.

Name in signature block is all uppercase letters.

Paste the authority from the law into the Authority section without altering the words while also including legal citation to the Authority in accordance with AR 25-50. Do not interpret the authority, that is, do not use your own words to state what you think is covered by the authority

Templates have not been fully checked for proper AR formatting, memos and reports developed using these templates will still need to be reviewed for formatting prior to signature.