

# NEW TEMPLATES, GUIDES, & CHECKLISTS FOR FEASIBILITY STUDIES

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US Army Corps  
of Engineers®



# PLEASE TELL US YOUR DISCIPLINE!



Plan Formulation

Cost

Other (please specify below)

Economics

Real Estate

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Cultural Resources

Engineering

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Environmental

PM

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**Click on the Annotation option *N* on the left side of your screen and then use the Pencil Tool or checkmark to mark your response.**



# WHERE DO YOU WORK?

District

MSC

HQ

ERDC or IWR

**Click on the Annotation option  on the left side of your screen and then use the Pencil Tool or checkmark to mark your response.**



# ***SUMMER 2022 DROPS***



**1. Template Chief's Reports**

**2. Template Director's Reports and Director's Memos**

**3. Review Manager Guide**

**4. Vertical Team Roles and Responsibilities Guide**

**5. Feasibility Study Issue Checklist**



# *LOCATION*



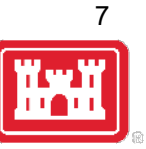
## **Planning Community Toolbox**

<https://planning.erdcdren.mil/toolbox/tools.cfm?Id=137&Option=Templates%20and%20Checklists>





# TEMPLATE DIRECTOR'S REPORTS & MEMOS



**Primary Audience:** Review Managers, PDTs

**Goal:** Standardize use of DMs and DRs, standardize common language

**Uses:** DR (1 template) - Covers Section 902 cost increases

DMs (3 templates) – covers authorized projects needing approval by ASA(CW), and water reallocation reports (taking from flood pool or not)



DEPARTMENT OF THE ARMY  
U.S. ARMY CORPS OF ENGINEERS  
441 G STREET, NW  
WASHINGTON, DC 20314-1000

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3 CECW:ZB

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5  
6 MEMORANDUM FOR ASSISTANT SECRETARY OF THE ARMY (CIVIL WORKS)

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9 SUBJECT: [NAME OF STUDY], [TOWN OR CITY, COUNTY, STATE, Final Decision Document and NEPA DOC]

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13 1. Purpose. This memorandum transmits for your review and concurrence the [indicate type of report – e.g., Feasibility Report, Validation Report, etc.] and [NEPA (EA or EIS)] for the [FULL Study Name and Location]. The project was authorized for construction prior to completion of a study so the purpose of this report is to attain the Secretary's determination that the project can begin construction. The purpose of the proposed federal action, as documented in [Decision Document] and [NEPA (EA or EIS)], is to implement [purpose of the study: Corps Mission for the Location]. The non-federal sponsor for the project is [list NFS].

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17 2. Study/Project Authorizations and History. The [authority OR authorities] to study and implement the [MISSION] project are as follows:

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22 a. INCLUDE ALL RELEVANT AUTHORITIES (SECTION AND WRDA) LANGUAGE ONLY.

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EXAMPLE AUTHORITY #1: Section 3170 of the WRDA of 2007. The project for the flood control at Milton, West Virginia, authorized by section 580 of the WRDA of 1985 (110 Stat. 3790) and modified by section 340 of the Water Resources Development Act of 2002 (114 Stat. 2612), is modified to authorize the Secretary to construct the project at an estimated total cost of \$57,100,000 with an estimated federal cost of \$42,825,000 and an estimated non-federal cost of \$14,275,000.

EXAMPLE AUTHORITY #2:  
SEC. 5032. LOWELL CREEK TUNNEL, SEWARD, ALASKA

a. LONG-TERM MAINTENANCE AND REPAIR  
(1) Maintenance and Repair. The Secretary shall assume responsibility for the long-term maintenance and repair of the Lowell Creek tunnel, Seward, Alaska.  
(2) Duration of Responsibilities. The responsibility of the Secretary for long-term maintenance and repair of the tunnel shall continue until an alternative method of flood diversion is constructed and operational under this section or 20 years after the date of enactment of this Act, whichever is earlier.

b. STUDY



# REVIEW MANAGER GUIDE



**Primary Audience:** Policy and Legal Compliance Review (PLCR) Managers (RM), PLCR Team members, Decision Makers

**Goal:** Give common understanding of both general and specific roles and responsibilities of the RM. Includes template PGM, DORF and associated transmittal memos

**Uses:** Reference for both new and experienced review managers and review team members.

Updated August 2022

## Policy and Legal Compliance Review Manager Roles and Responsibilities

### Introduction

This document is intended to provide a general guide as to the specific roles and responsibilities of the Policy and Legal Compliance (P&LC) Review Manager (RM) throughout the duration of the feasibility study including the completion of the Chief's or Director's Report. The guiding principles of the USACE Civil Works review process is "that independent review is essential and consistent review policy must be applied across all Civil Works phases (FR 1165-2-217). As there is no formal position description for the RM team leader, this document also supports the evaluation and selection of a RM to perform these critical tasks. A separate document – "Feasibility Study Vertical Coordination: Key HQ and MSC Tasks" includes additional details on HQ/USACE RIT and MSC roles in relation to the RM role.

In general, the RM has a critical role in supporting issue resolution and consequently decision makers in efficiently executing quality products, including those seeking authorization from Congress and the Administration. As a team leader, the role is significantly different from other technical review functions, as it is the P&LC review team is the only comprehensive team that is assembled to provide decision quality assurance as part of the review of authorizing documents and all related supplemental requirements supporting a Chief's Report or Director's Report. For this reason, the review manager and review team are provided a level of independence from production and detailed execution requirements. The PL&C review team is responsible for independently determining legal and policy compliance that culminates in the Documentation of Review findings by the RM that supports the recommendation of the Chief of Engineers.

Specifically, the RM serves as a unifying voice and representative of the policy and legal compliance review team and the Washington Level Review (if applicable) in communicating back to all levels of the organization (from the district up through leadership at HQ/USACE) throughout the course of the study, and as such must be aware of and understand the details of the study and all policy and legal issues that have been raised. In this capacity, it is their responsibility to not only be engaged as an active reviewer but to also facilitate and reconcile issues with the review team members that crossover between different disciplines and elevate them to decision makers as necessary for resolution. The RM must also be able to coordinate and facilitate resolution of any issues with the Agency Technical Review and District Quality Control leads as needed. The RM provides impartial and unbiased recommendations, advice, and support to decision makers that may require recommending and incorporating additional input from subject matter experts outside of the P&LC review team. The RM, as well as the rest of the P&LC review team, works independently of and is noninfluenced by the District, MSC, and HQ command structure, and provides unfiltered and unbiased views on policy and legal compliance concerns in preparation for the next level of administrative decision-making by ASA(CW) and OMB (see 2019-01 DPM, SUBJECT: Policy & Legal Compliance Review).





# VERTICAL TEAM ROLES & RESPONSIBILITIES GUIDE



**Primary Audience:** RITs, MSC DSTs, Review Managers (RM)

**Goal:** Lay out all vertical team tasks from start to finish of the study, with clear identification of who is responsible or supporting, and a typical timelines when applicable

**Uses:** Reference for both new and experienced vertical team members

Feasibility Study Vertical Team Coordination: Key HQ and MSC Tasks

Task	Primary Responsibility	Supported by	Timeline
Participate in IPMs	Vertical Team		As needed
VTAM for OMB	MSC & RIT		As needed
Schedule Milestone meetings	RIT/MSD		Target: 4 weeks in advance
Hold meeting to coordinate with District to ensure readiness for milestones	MSC/PM P Chief		
Submit Read ahead materials to Milestone participants	District		RIT 1 week ahead of milestone meetings
Milestone Meeting logistics (room reservation, handouts, etc.)	RIT/MSD		
Participate in Milestone Meetings (ref: milestone PB 2018-00)	Vertical Team		
Development of Draft MFR and related Documentation	District		
Coordinate review and edits of Draft MFR with Milestone participants	RIT/MSD		
Submit Final MFR to Milestone participants (cc: RIT and MSD)	District		1-7 weeks after milestone meeting
<b>Processing HQ and ASA(CW) Policy Exceptions (including 3x3x3 exceptions)</b>			
Informal coordination and alignment on policy exception	MSC	Vertical Team	
Formal policy exception request	District		
Eng in for policy review	RIT		1 week
Schedule panel briefing	RIT		
Pre-brief Panel	RIT	Vertical Team	As needed
Brief Panel	District Commander		
Develop MFR with Panel decision	RIT		
Brief DCG CEO (for 3x3x3 exceptions)	District Commander	MSC Commander, Vertical Team	
Prepare and route exception request for submittal to ASA(CW)	RIT		
<b>TSP MILESTONE</b>			
Schedule pre-brief of decision maker if requested	RIT/MSD		As needed
Distribute read-ahead packets to TSP decision maker	RIT/MSD		
Pre-Brief decision maker	RIT/MSD	RM, RIT	As needed
<b>DRAFT REPORT</b>			
Ensure draft report submission is complete	RIT/MSD		



# FEASIBILITY STUDY ISSUE CHECKLIST



**Primary Audience:** PDTs

Study Issue Checklist  
August 2022

**Goal:** Highlight potential policy issues and raises general policy awareness for PDTs, DQC team, & PLCR team early on. Engage all functional elements early in the process. Get vertical team alignment on path forward at each milestone on “pending” items.

**Uses:** To be filled out by PDTs and signed by District Planning Chief and DQC lead. Recommend team review at start of and periodically throughout the course of study, vs filling out just prior to milestone.

(Insert Name of Study)					(Date)
<b>TSP with Coastal Storm Risk Management Component</b>					
<b>Is there a coastal storm damage reduction component in the tentatively selected plan?</b>	<b>Y</b>	<b>N</b>	<b>N/A</b>	<b>Pen ding</b>	<b>Comments</b>
<b>If Yes, answer each of the following questions for the selected plan:</b>					
1. Does the study explicitly incorporate risks to life safety?		*			
2. Does the plan protect privately owned shores with no public access to the beach?	*				
3. Does the plan protect non-Federal publicly owned undeveloped lands or shorelines?	*				
4. Does the plan protect privately owned undeveloped lands or shorelines?	*				
5. Does the plan protect Federally owned shoreline at Federal cost? [If yes, describe what is to be protected and who bears the Federal cost.]	*				
6. Does the plan involve taking or placing of material in a CBRA Zone?	*				
7. Do the structures in the economic inventory conform to the first-floor elevation criteria established in Sec 308 of WRDA 1990, as amended (33 U.S. Code 2318)?		*			
8. Does the selected plan address tidal flooding not related to coastal storms?	*				
9. Is there any recommendation to cost share any interior drainage facilities?	*				
10. Is recreation more than 50% of project benefits needed to justify the project (i.e., to achieve a BCR of 1.0)?	*				



**QUESTIONS?**



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