

# INSTRUCTIONS FOR CHIEF'S REPORT TEMPLATES

AUGUST 2022

## Introduction

The Chief's Report Templates cover the following project purposes: the Ecosystem Restoration, Commercial Navigation, Flood Risk Management, and Coastal Storm Risk Management (CSRМ). For CSRМ 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 CSRМ 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 with the OWPR Team Leads and receive Headquarters approval prior to final submission of the Chief's Report package to the HQUSACE RIT. 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 Appendix H of ER 1105-2-100 (as revised). 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.

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 checked for proper AR formatting, memos and reports developed using these templates will still need admin review for formatting.