



REPLY TO
ATTENTION OF

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

CECW-ZA

2 May, 2014

MEMORANDUM FOR MAJOR SUBORDINATE COMMANDS

SUBJECT: U.S. Army Corps of Engineers Civil Works Review Board (CWRB) Expectations and Guidelines

1. The U.S. Army Corps of Engineer's Planning Program must be managed in an organized and coherent fashion, in accordance with the "Planning" tenet of the Corp's Planning Modernization initiative. To fully realize the "Program" tenet, all elements of the agency must produce clearly supported, risk informed, high quality, policy compliant and well written documentation, resulting in policy and legally compliant decision documents. This memorandum addresses enterprise standards and procedures to enable the execution of organized and predictive management of studies through the Civil Works Review Board (CWRB) process.
2. The Division Commander's submittal of a final study report initiates a series of Washington-level actions, including a CWRB, which culminate in a Chief's Report. Following consideration by the Administration and Congress, most Chief's Reports result in authorization of the recommended project. The purpose of this memorandum is to emphasize required standards regarding the district commander's final report package, the Division Commander's endorsement of the final report package, and the preparations for a successful CWRB.
3. Districts are responsible for developing study documents in accordance with the procedures and policies set forth in applicable USACE engineering regulations and circulars. EC 1165-2-214 mandates that all required reviews, with the exception of the USACE policy compliance review, be completed before the District Commander signs the final feasibility report. By endorsing the final report package to HQUSACE, the MSC Commander is confirming that the division staff has reviewed the report, it complies with all applicable policies and laws in place at the time of its completion and he or she concurs with the findings and recommendations of the District Commander. Because of the necessary independent nature of the Divisions' quality assurance function, the MSC review of the final report will not be concurrent with the HQUSACE policy review.
4. The duty of the HQUSACE policy review team is to ensure that the final feasibility report is ready for immediate release upon completion of the CWRB. To accomplish this, the policy review team is provided up to six weeks prior to the CWRB during, which it assesses the final report package to identify any key concerns with the documentation, and to work with the vertical team to resolve those concerns.

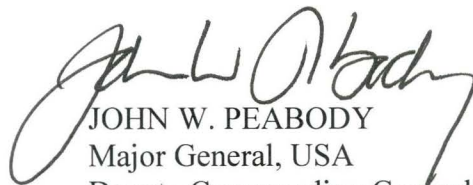
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5. As a result of multiple experiences where delayed, incomplete, or poor quality final study report submittal packages have compromised the completion of a full and adequate assessment prior to the scheduled CWRB, USACE Civil Works Directorate will no longer calendar a project-specific CWRB date and time until a complete MSC Final Report Submittal Package, as required by either Exhibit H-7 of ER 1105-2-100 or Planning Bulletin PB 2013-03-Reissue, has been logged into the Office of Water Project Review (OWPR). The HQUSACE Regional Integration Team (RIT) will ensure the adequacy of the MSC Final Report Submittal Package.

6. Once a complete MSC Final Report Submittal Package is logged for review, a tentative CWRB date will be identified within 60 days of the log-in date. Enabled by higher quality final report package submissions, the OWPR goal will be to complete the pre-CWRB review assessment within 30 days. In all cases, the OWPR Team will complete its assessment and resolution of any identified issues within 42 days of the log-in date, unless exempted by the Director of Civil Works (DCW) due to excessive work load. If issues are not resolved by the completion of the assessment, the report will be returned to the MSC for additional work and revision. However, in order to ensure organized scheduling and consistent program management, no reviews or CWRB dates for a project will be prioritized over previous commitments to another project without the approval of the Deputy Commanding General for Civil and Emergency Operations (DCG-CEO) or the DCW.

7. The CWRB date and time will only be confirmed after the OWPR policy assessment is complete and the CWRB Panel, including either the DCG-CEO or DCW, have been pre-briefed and concur with finalizing the schedule for the CWRB. In all cases, the OWPR Team will brief the DCG-CEO and DCW within 50 days of receipt of the Final Report Submittal Package. CWRB dates will normally be scheduled within two to three weeks of the CWRB Panel pre-brief. The goal is that all CWRBs will be scheduled and executed no more than 60 days following log-in of the complete MSC Final Report Submittal Package.

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JOHN W. PEABODY
Major General, USA
Deputy Commanding General
for Civil and Emergency Operations

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