



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

CECW-CP

JUN 23 2008

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Planning Centers of Expertise – Mission, Roles and Responsibilities
Statement and Small Boat Harbor Designation

1. References:

- a. Memorandum, dated 16 April 2003, subject: Planning Centers of Expertise.
- b. Memorandum, dated 25 August 2003, subject: Planning Centers of Expertise.

2. Based on the March 2008 Commander briefings you provided to the DCW, the roles and responsibilities of the six Planning Centers were updated to emphasize eight areas of responsibility: technical services; peer review; research and development; training; model certification; policy development support; process improvement and lessons learned. Model certification and peer review responsibilities have evolved since the inception of the Centers in 2003. The revised roles and responsibilities statement is enclosed for your use. Your center's technical director has available the Standard Operating Procedures for the Centers, dated August 2007.

3. I am also designating the Pacific Ocean Division as a Planning Sub-Center of Expertise for Small Boat Harbors to function collaboratively, and for management purposes, as a sub-unit of the Deep Draft Navigation Planning Center of Expertise in the South Atlantic Division. The emphasis on small boat harbor planning recognizes the specialization of technical analyses that is generally not found in inland or deep draft navigation planning analyses.

FOR THE COMMANDER:

A handwritten signature in black ink, appearing to read "S. L. Stockton".

STEVEN L. STOCKTON, P.E.
Director of Civil Works

Encl

DISTRIBUTION:
(See pages 3 and 4)

MISSION STATEMENT

The Planning Centers of Expertise enhance the Corps of Engineers' planning capability for inland navigation, deep draft navigation (including small boat harbors), ecosystem restoration, coastal and storm damage reduction, flood risk management and water management and reallocation studies, through their focus on the technical evaluations and reviews associated with plan formulation during the preparation of decision documents. The Centers strengthen planner core competencies by assisting district Project Delivery Teams (PDTs) with technical expertise, peer reviews; model certifications; technology transfer; planner training and providing lessons learned and best practices to the larger Planning Community of Practice.

ROLES AND RESPONSIBILITIES

1. Technical Services. Provide technical services to district PDTs from the subject matter experts and/or at the direction of a Regional Management Board or the HQ Planning Advisory Board (PAB), accomplish costly, highly complex and controversial studies or key analytical components of such studies for district PDTs; multiregional or national efforts, on a reimbursable basis. Provide advice to HQUSACE, the laboratories, other partners or stakeholders on significant regional or nationwide planning issues.
2. Peer Review. Provide for and manage Agency Technical Review (ATR) and maintain rosters of regional technical specialists for conducting timely ATR. Function as the Review Management Organization for Independent External Peer Review (IEPR) to interface with the performing organization external to the Corps of Engineers conducting the IEPR and the district PDT.
3. R&D. Assist in identifying Research and Development (R&D) priorities within the mission area to ensure field driven needs are identified and prioritized and coordinate the recommendations with the PAB and the deputy, Planning Community of Practice.
4. Training. Conduct training opportunities related to the assigned mission area to promote and maintain planning technical competency. Support the Planning Associates (PA) program through development and training of PAs along the CW business lines and specific PCX functions. Support national goals in enhancing professional and technical development, sharing knowledge and promoting communication within the Community of Practice and through coordination and integration of planning policies with the HQUSACE Planning CoP.
5. Model Certification. Certify or approve for use the planning models identified in the Project Review Plans and add to the planners' tool box of certified models using the approved model certification protocol.

6. Policy Development Support. Centers would supplement the HQUSACE staff in policy compliance review, if requested, on a reimbursable basis, on projects where the center has had no prior participation. Centers would also provide assistance with exporting policy training to the field or provide review of draft policy.

7. Process Improvement. Develop standard processes and procedures related to their mission area to support district execution. Support Corps-wide process improvement initiatives through their subject matter experts' participation on process improvement teams.

8. Lessons Learned. Manage a program of sharing lessons learned through coordination with the MSC regional planning expertise centers, sponsoring workshops, technology transfer or use of intranet resources such as SharePoint

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Centers

Huntsville, U.S. Army Engineering and Support Center (CEHNC)
Transatlantic Programs Center (CETAC)

Laboratory

Engineer Research and Development Center (CEERD)

Coastal and Hydraulics Laboratory, Vicksburg, Miss.
Cold Regions Research and Engineering Laboratory, Hanover, N.H.
Construction Engineering Research Laboratory, Champaign, Ill.
Environmental Laboratory, Vicksburg, Miss.
Geotechnical Laboratory, Vicksburg, Miss.
Information Technology Laboratory, Vicksburg, Miss.
Structures Laboratory, Vicksburg, Miss.
Topographic Engineering Center, Alexandria, Va.

Field Operating Activities (FOA)

249th Engineer Battalion

Finance Center, USACE (CEFC)

Humphreys Engineer Center Support Activity (CEHEC)

Marine Design Center (CEMDC)

Water Resources Support Center (CEWRC)

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Divisions/Districts Commanders

Great Lakes and Ohio River Division (CELRD)

Great Lakes Regional Headquarters (CELRD-GL) (Former North Central Division)

Ohio River Regional Headquarters (CELRD-OR) (Former Ohio River Division)

Buffalo District (CELRB)
Chicago District (CELRD)
Detroit District (CELRD)
Huntington District (CELRH)
Louisville District (CELRD)
Nashville District (CELRD)
Pittsburgh District (CELRD)

Mississippi Valley Division (CEMVD) (Former Lower Mississippi Valley Division)

Memphis District (CEMVM)
New Orleans District (CEMVN)
Rock Island District (CEMVR)
St. Louis District (CEMVS)
St. Paul District (CEMVP)
Vicksburg District (CEMVK)

North Atlantic Division (CENAD)

Baltimore District (CENAB)
Europe District (CENAU)
New England District (CENAE) (Former New England Division)
New York District (CENAN)
Norfolk District (CENAO)
Philadelphia District (CENAP)

Northwestern Division (CENWD)

Missouri River Regional Headquarters (CENWD-MR) (Former Missouri River Division)
North Pacific Regional Headquarters (CENWD-NP) (Former North Pacific Division)
Kansas City District (CENWK)
Omaha District (CENWO)
Portland District (CENWP)
Seattle District (CENWS)
Walla Walla District (CENWW)

Pacific Ocean Division (CEPOD)

Alaska District (CEPOA)
Far East District (CEPOF)
Honolulu District (CEPOH)
Japan Engineer District (CEPOJ)

South Atlantic Division (CESAD)

Charleston District (CESAC)
Jacksonville District (CESAJ)
Mobile District (CESAM)
Savannah District (CESAS)
Wilmington District (CESAW)

South Pacific Division (CESPD)

Albuquerque District (CESPA)
Los Angeles District (CESPL)
Sacramento District (CESPK)
San Francisco District (CESPN)

Southwestern Division (CESWD)

Fort Worth District (CESWF)
Galveston District (CESWG)
Little Rock District (CESWL)
Tulsa District (CESWT)