

Feasibility Study Milestones At a Glance



Agency Decision Milestone

Primary Decision. Corporate endorsement of the recommended plan and proposed way forward to complete feasibility-level design and the feasibility study report package.

Readiness for the Agency Decision Milestone. The District Planning Chief, in consultation with the MSC Planning and Policy Chief, confirms the readiness for the Agency Decision Milestone meeting. The Agency Decision Milestone occurs after completion of the concurrent public, technical, legal, and policy review of the integrated draft report and NEPA document. In a 3-year study, the Agency Decision Milestone would be expected within the first 18-24 months of the study.

Decision-Maker & Lead Presenter. The decision-maker for the Agency Decision Milestone meeting is the HQUSACE Chief of Planning and Policy, who will chair a HQUSACE Senior Executives Panel. The lead presenter is the District Commander. Senior Executives Panel: HQUSACE Chief of Engineering and Construction Division; HQUSACE Chief of Real Estate Division; HQUSACE Chief of Operations and Regulatory Division; and HQUSACE Director of Contingency Operations.

Read Aheads. Read Aheads are to be provided no later than two weeks prior to the milestone date. Read ahead material is informational for the decision-maker. Read ahead materials are not reviewed for comment and response. Expected read ahead materials include:

1. A Report Summary, incorporating an explicit discussion of risk drivers and consequences.
2. The Project Study Issue Checklist.
3. The final District presentation slides.

Meeting Documentation. The decisions reached and any required follow-up actions must be documented at the Milestone meeting and acknowledged by the decision-maker and the MSC and District Planning Chiefs before adjourning the meeting. Significant decisions made will be documented by the PDT in a MFR and Decision Log, including specific actions to address significant comments and specific elements of analysis to develop sufficient cost and design detail for the final feasibility study report.

Participation. Teleconference and web meeting are the preferred methods for conducting the Agency Decision Milestone meeting. Invited Milestone meeting participants include representatives of the PDT and Vertical Team: District, MSC, HQ, and PCXes. The non-Federal sponsor representatives, as study partners, should participate in the meeting. Other Federal Agencies and Tribal Nations may be invited to the meeting based on the decision and the needs of the study.

Agency Decision Milestone Meeting Best Practices

- Don't forget your map. Include the study area and recommended plan (and potential LPP, etc.).
- Be ready to talk about your scope, schedule, budget to complete – and the uncertainty in that. *Do you know you will need a 3x3x3 exemption?*
- Tie the plan and its features back to the water resources problem. What do you know, so far, about costs, outputs, and BCR if applicable?
- Discuss all reviews: public, policy, technical. What sorts of comments were received and how will they be resolved? How will you resolve significant comments before finishing the study?
- What activities have been completed or are expected for environmental compliance and coordination with other agencies?
- What high/moderate risks to the study or the project are you tracking? Have there been significant changes since the TSP Milestone?