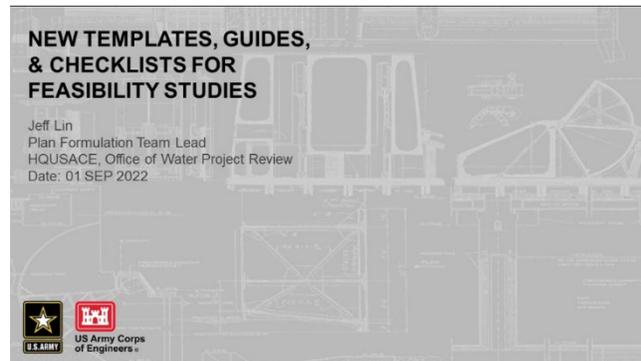


New Templates, Guides, and Checklists for Feasibility Studies

1 September 2022

Q&A Session

This webinar provided an overview of a number of new and updated templates for Chief's Reports and Director's Reports, Review Manager and Vertical Team Roles and Responsibilities guides, and Study Issue checklists. Presenter Jeff Lin (Plan Formulation Team Lead, HQUSACE Office of Water Project Review) provided an overview of these documents to help feasibility study team members understand the purpose and intent of these new documents.



These documents will be maintained on the Planning Community Toolbox [Templates and Checklists](#) page. For questions or suggestions regarding the documents, planners should reach out to Jeff Lin.

This summary of the Question / Answer session of the webinar is not a transcription; questions and responses have been edited and reordered for clarity.

Document Use

Are definitions for document types (e.g., “Director’s Report” or “Director’s Memorandum”) provided in these documents?

Definitions for “Director’s Report” and “Director’s Memorandum” will be provided in the new Planning Guidance Notebook (PGN) Appendix G, when it is released. In the meantime, planners can refer to [Planning Bulletin 2018-01\(S\): Feasibility Study Milestones Supplemental Guidance](#).

The Federal Interest Determination (FID) checklist asks for a Policy Issue Checklist and refers to Tab E-3, which is the Certification of Policy Compliance. Which document should be used?

The FID checklist is not related to the Study Issue Checklist. These checklists should be used only for feasibility studies and not for Continuing Authority Program (CAP) studies. There are different checklists available depending on the study type and the study mission area.

Are these newly released templates required to be used on ongoing projects? Or, should ongoing project teams instead compare any drafts to the new templates to ensure any new language is captured?

If a document is out currently for state and agency (S&A) review, teams should not worry about pivoting to the new Chief’s Report templates. However, any new studies starting now should use and follow the newly released templates and checklists.

Do the new templates replace those in the [current version of Appendix H](#) of the Planning Guidance Notebook (PGN)?

Yes. The new templates will replace those found in the soon to be superseded Appendix H of the PGN.

When can planners expect the updated PGN appendices to be released?

Former PGN Appendices G and H should be published as Engineer Pamphlets (EPs) prior to the end of the calendar year.

Document Ownership

Does the Chief's Report identify the owner of Navigation projects? What/who determines the project owner?

The Chief's Report identifies the non-federal sponsor. For navigation projects, the non-federal sponsor is typically the port which owns the facilities around the channel. Typically, the Federal Government operates and maintains the navigation channel based on navigation servitude.

Who is responsible for drafting the Director's Report? Is it the review manager or the project delivery team, with oversight from the review manager?

Because the Director's Report is a Headquarters-level document, it should be drafted by the review manager. However, the review manager may rely on the study team's assistance in drafting the document. The revised PGN Appendix H Engineer Pamphlet will have more definitive guidelines once released.

Other Related Documents

When can planners expect to see the updated Finding of No Significant Impact (FONSI) and Record of Decision (ROD) templates incorporating the requirements of the 2020 Council on Environmental Quality (CEQ) National Environmental Policy (NEPA) Guidelines?

The current available FONSI and ROD templates are from 2019 and can be found [on the Planning Toolbox](#). Updated ROD and FONSI templates will be included in the new EP-1105-60 (revised Appendix C of the PGN). The templates are currently being reviewed by the Office of the Assistant Secretary of the Army for Civil Works.