

**Standard Operating Procedures  
for the  
Civil Works Review Board  
and  
Actions Subsequent to the CWRB Meeting**

For all projects that require authorization by Congress, MSC and District Commanders are required to present their final reports and recommendations to the Civil Works Review Board (CWRB). The following paragraphs lay out the actions and responsibilities related to preparing for, conducting, and follow-up for meetings of the CWRB. Specific guidance is found in EC 1105-2-405 and EC 1105-2-406, both dated 31 March 2005. This information is being incorporated into ER 1105-2-100 Appendix H (paragraph H-5.b.). Additional information can be found on the CWRB Web Page. <http://www.usace.army.mil/cw/cwr/cwr.htm>

**1. Scheduling the CWRB Meetings.**

a. **Developing an Annual Meeting Schedule.** The Office of Water Project Review (OWPR) within the Policy and Policy Compliance Division will annually set up a schedule of potential CWRB meeting dates with the goal of one meeting per month. The schedule will be updated regularly, will be provided to Regional Integration Teams and MSC Planning Teams, and will be posted on the CWRB Web Page for use by the Districts in scheduling project reviews.

b. **Identifying the Board Members.** The CWRB consists of five (5) members: the Deputy Commanding General (DCG) who will Chair the Board, the Director of Civil Works (DCW), the Civil Works Planning Community of Practice (CoP) Leader, a Regional Integration Team Leader (not from the presenting MSC), and a COP Leader from Engineering, Operations, or Real Estate. Alternate members may be designated based on availability. Scheduling will be initially based on the availability of the three specifically identified Board members; DCG, DCW, and Planning CoP Leader. The OWPR will identify the remaining two board members prior to each CWRB meeting.

c. **Reserving the Rooms.** The OWPR will reserve a VTC equipped conference room at HQUSACE for each CWRB meeting.

d. **CWRB Project Candidates.** At least quarterly, the OWPR will prompt the RIT's to canvass their respective Districts and identify proposed dates from the annual meeting schedule for which they will be prepared to present the District and MSC Commanders' findings. Potential candidate projects will be reported to the Chief, OWPR, and tentatively scheduled for those dates. The RIT's will advise the MSC that no date will be considered firm until the report submittal package and read ahead materials have been provided to OWPR. The goal is for no more than two projects to be reported on any date. If more than two candidate projects are proposed for a given CWRB date, they will all be tentatively scheduled on that date. As that date approaches, adjustments may be made to the schedule including changing the date or adding an additional CWRB meeting as close to the scheduled date as possible. Priority will be given to

those projects which have submitted the required read-ahead information (see paragraph 2.c.) within the prescribed timeframes. If no projects have been identified within six (6) weeks of a proposed CWRB meeting date, that meeting date will be cancelled.

## 2. Prior to the CWRB Meeting.

a. **MSC Confirmation.** Six (6) weeks prior to the scheduled CWRB meeting date, the MSC Planning Chief will confirm with the Chief of OWPR that proposed projects are ready to be presented to the CWRB.

b. **Report Submittal.** Four (4) weeks prior to the scheduled CWRB meeting date, the MSC Commander will submit printed and electronic copies of the complete final report package to his or her respective Regional Integration Team so the project can be entered into the review schedule. In order to accommodate unusual circumstances encountered by the PDT's, the report package may be accepted as late as two weeks prior to the scheduled CWRB, depending on other review team schedules. However, if this courtesy is abused, we will revert to a set four week time frame.

The final report submittal package will include one copy of each of the following items unless otherwise noted:

- Division Engineer's Transmittal Letter
- Division Engineer's Notice (if applicable)
- District Engineers Final Report with EIS or Final EA/FONSI (signed) and appendices (10 copies)
- Draft ROD or signed FONSI (if applicable)
- Report Mailing List
- Project Study Issue Checklist
- Documentation and Certification of ITR and EPR (10 copies)
- District Certification of Policy Review and Internal Supervisory Review of Report (i.e., Branch Chief signatures of technical and policy compliance)
- Value Engineering (VE) Statement for applicable projects
- Legal Review Certification
- Draft Report of the Chief of Engineers
- PGM Compliance Memorandum (10 copies)
- Report Summary
- M-CACES Cost Estimate Summary
- Project Map (3 copies)
- Sponsor's signed letter indicating support for the recommended plan
- Non-Federal Sponsor's Self-Certification of Financial Capability for Agreements

(See EC 1105-2-405, Appendix A and ER 1105-2-100 (PGN), Appendix H, paragraphs H-4.f. and g. for more details.) The RIT's will be responsible for promptly providing the complete final report package to the OWPR to begin the review and CWRB preparation process.

**c. Read-ahead Materials.**

1) Two (2) weeks prior to the CWRB meeting, the RIT's will prepare a read-ahead package for the CWRB members, with the assistance of the MSC, District team members, and the OWPR review team. A sample Table of Contents for the Read-Ahead Package is provided in attachment 1. Attachments 2 and 3 provide samples of the CWRB Meeting Agenda and a List of Participants. The initial package will include the following materials:

- CWRB Agenda
- List of Expected Attendees
- Project Map
- Sponsor Letter of Intent
- Report Summary
- Proposed Chief's Report
- ITR/EPR Certification
- Legal Certification

Ten (10) printed color copies and five (5) printed black and white copies of the read-ahead package should be provided to the OWPR, which will be responsible for distributing the read-ahead materials. Copies will be provided to:

- CWRB Members
- ASA(CW)
- OMB
- Deputy Chief, Planning and Policy Division
- HQ Office of Counsel
- Chief, OWPR
- OWPR Review Manager
- Regional Integration Team Leader

2) Two (2) days prior to the CWRB meeting the RIT should provide updated copies of any changed materials from the list above, as well as five (5) color and ten (10) black and white sets of all PowerPoint presentations that will be made at the CWRB meeting to complete the read ahead packages. PowerPoint Presentations will be formatted two to a page (portrait orientation). These could include:

- District Engineers Presentation
- Sponsor Presentation (if applicable)
- MSC Presentation
- Office of Water Project Review Presentation
- Lessons Learned Presentations

3) On the day of the CWRB meeting, the RIT should provide at least twenty (20) black and white copies of the full read-ahead package. These will be available as handouts for the remaining participants and other attendees in the audience.

**Up to date electronic copies of all of the read-ahead package materials and handouts should be provided to the OWPR for posting on the CWRB Web Page.**

d. **Visitor Access.** The RIT's will make necessary arrangements with Building Security for admittance of the MSC and District team members and Sponsor representatives on the day of the CWRB meeting. HQUSACE visitors to the GAO Building must be processed through the HECSA Security Office (202-761-4557; Room 6P73) which will in turn submit a request to the GAO Safety & Security Office. The following will be utilized for visits: GAO Form 65, Notice of Visitor. A copy is provided as attachment 4. Paperwork for visitors must be processed at least a day before the scheduled CWRB meeting date to avoid delays on entry. Parking for visitors is generally not available in the building, but if requested may be approved only on an "as available" basis. Security guards at the G Street parking garage entrance to the GAO Building are advised of any visitors approved for parking that day.

The Office of the Assistant Secretary of the Army for Civil Works (OASA(CW)) will be responsible for inviting the Office and Management and Budget to the CWRB. Names of the expected attendees should be provided to OWPR prior to the CWRB meeting. OASA(CW) will arrange for OMB access to the building on the day of the CWRB meeting.

e. **VTC Access.** The CWRB meetings will be made available via Video Teleconference (VTC). MSC's or District Offices wishing to participate or view the meeting should notify the OWPR NLT one (1) week prior to the meeting. For Corps of Engineer offices wishing to participate remotely, please provide the following information:

- Name of Corps of Engineers Office (e.g. South Atlantic Division)
- City and State in which your office is located (e.g. Atlanta, Georgia)
- Name, office, and contact number for team member coordinating the participation (not IM contact). (e.g. Project Manager, Lead Planner, other)

The IM community maintains a list of VTC contacts for each of the Corps offices. Therefore this information is not required, UNLESS you are aware of a recent change. If the sponsor, or other non-Corps PDT team member, wishes to participate using their non-Corps facilities, a technical POC and contact number will also need to be provided.

The MSC or District should provide the information requested above and make their respective VTC room reservations at their individual offices. The OWPR will provide the compiled information to HQUSACE IM support on a VTC Request Form NLT 24 hours prior to the meeting (Attachment 5). Once the arrangements have been made, a confirmation will be e-mailed to the IM contacts at the various participating offices. OWPR, will attempt to provide this confirmation information to the team member contacts provided above.

Telephone conferencing capability will also be available. A limited number of call-in lines will be reserved along with the teleconference lines and will be available on a first come – first served basis. Call in numbers and pass codes will be provided in the confirmation notification.

The CWRB meeting can also be made available over the HQUSACE IPTV system or it can be recorded for later playback. The recording would reflect the information that is sent out to the VTC participants. For these services, a note should be included on the VTC Request Form specifying the required actions.

f. **CWRB Web Page.** As a convenience to those participating in the CWRB remotely, we will attempt to include the critical read-ahead materials on the CWRB Web Page - <http://www.usace.army.mil/cw/cwr/cwr.htm>. The RIT's will provide any updates to the agenda, report summary, and PowerPoint presentation materials to OWPR NLT 24 hours before the meeting. The OWPR will arrange for the materials to be posted on the Web Page so they are available the day of the meeting. Please note: due to security restrictions, the agenda can not contain names of individuals. Therefore, it will have to be modified for the Web Site to contain only titles of the presenters, not their names.

Meeting information and handouts can also be made available by way of the USACE ftp site or other methods including Microsoft WebMail or Groove. Needs of the individual CWRB meetings will be addressed on a case by case basis.

### 3. Holding the CWRB Meeting.

a. **Setting up the Room.** The RIT presenting the first scheduled briefing at the CWRB meeting will be responsible for ensuring the room is set up prior to the start of the meeting.

- The room will generally be placed in a U-shaped configuration facing the viewing monitors. (See attachment 6 – General Room Layout.) A podium with microphone is available for presenters as well as hand-held and portable microphones.
- The RIT's will provide any revised read-ahead materials (color) for the Board Members and a suitable number of copies of the materials (black and white) for other participants (20 copies minimum).
- The OWPR will provide name placards for participants at the main tables.
- The RIT's will coordinate with IM personnel to ensure the VTC facilities are working and to load a copy of the combined presentation slides onto the room computer. Contact number is: John Hoffman                      202-761-1558                      Room 6R64.
- The presentations should be in the following order:
  - District Commander
  - Non-Federal Project Sponsor
  - MSC Commander
  - OWPR Review Manager
  - Lessons Learned

**b. Conducting the Meeting.**

1) **CWRB Chair.** The Deputy Commanding General, as CWRB Chairperson, will control the meeting. Upon announcement of his arrival the attendees should promptly end conversations and take their seats so the meeting can be convened.

2) **Agenda and Presentations.** Attachment 7 provides a suggested CWRB Meeting Agenda with annotations discussing the content or goals of the various presentations and actions at the CWRB meeting.

3) **District Commander's Presentation.** In all briefings the District Commander should address the following points:

- The project delivery process.
  - The PDT members.
  - Type and frequency of meetings.
- An overview of the report including the recommended plan (and NED/NER plans if different).
- Discussion of substantive ITR and Peer Review comments and responses.
- Results of model certification, as appropriate.
- The District's compliance actions from the PGM's.
- Substantive policy review comments and responses.
- The general outcome of the Public Involvement process including any substantive issues.
- Summary of economic (NED and RED), environmental (NER), and other social effects (OSE) of the project.
- Description of how the plan is integrated with other watershed purposes.
- Description of how the recommendation supports our Environmental Operating Principles.
- Description of how the plan is integrated with the Commanding General's 12 Actions for Change.
- Risk and Uncertainty and how it is communicated to the sponsor and other affected interests.
- Assessment of PDT performance, lessons learned, recommended improvements.
- What would you do differently? (Anywhere in the process).

4) **MSC Commander's Briefing.** The MSC Commander will present the rationale for issuing the Division Engineer's Transmittal Letter, certification of legal and policy compliance, the expected response to the Report, and any MSC Quality Assurance or other observations, including regional approaches.

c. **Taking the Minutes.** The RIT in cooperation with the District PDT will be responsible for documenting the discussion during the CWRB meeting. A draft memorandum for record of the meeting should be completed NLT one (1) week following the CWRB action and distributed to the OWPR, MSC, and ASA(CW) for comment. The MFR should be finalized by the RIT NLT two (2) weeks following the CWRB action and provided to meeting attendees. OWPR will post a copy on the CWRB Web Page.

d. **After Action Report.** To facilitate lessons learned, the District PDT will prepare a brief AAR of the CWRB meeting on outcomes and decisions reached, and any follow on actions required. The AAR will be furnished to the MSC Commander, the appropriate HQUSACE RIT, and the OWPR. The OWPR will post the AAR on the CWRB Web Site.

e. **Clean up the Room.** The RIT's will be responsible for cleaning up any extra handout materials and ensuring that all refreshment containers are properly disposed of so the room is presentable for the next CWRB presentation or available for use by others.

#### 4. **Actions Subsequent to the CWRB Meeting.**

##### a. **State and Agency Review.**

1) Upon a successful conclusion of the CWRB meeting, the RIT, District PDT, and OWPR will cooperate in conducting the required State and Agency (S&A) Review in accordance with the established SOP. Copies of the signed transmittal letters and draft Chief of Engineers' Report for State and Agency Review are prepared by OWPR prior to the meeting and can be provided to the district at the conclusion of the CWRB or expressed mailed to the District.

2) In those situations where the CWRB provides a contingent approval and identifies additional work or clarifications that are needed prior to releasing the report for the State and Agency Review, the District PDT will address the concerns and make any necessary changes to the report and updated report materials provided to the RIT. The RIT will coordinate the District responses and changes materials with the OWPR Policy Review Team. The State and Agency Review will not be initiated until concurrence has been reached.

b. **NEPA Review.** For those projects including an Environmental Impact Statement, the PDT will provide OWPR notification of the published date of the Notice of Availability of the Final Report in the Federal Register.

c. **Final Assessment and Documentation of Review Findings.** During the S&A review, the OWPR Review Team will complete its policy compliance review of the final report and coordinate with the RIT, MSC, and District to resolve remaining concerns to the extent possible. The comments received during the S&A Review will be compiled and any comments requiring a written response will be coordinated with the RIT, MSC, and district. Upon resolution of the outstanding policy issues OWPR will prepare the Documentation of Review Findings (DRF) and provide to the RIT for distribution. A copy of the DRF will be included on the CWRB Web Page. Note that any Documentation of Review Findings for which all issues cannot be resolved may cause language to be added in the final Chief of Engineers report that can delay processing by ASA(CW) and OMB.

d. **Revising the Project Summary.** Upon completion of the S&A review and receipt of the DRF, the RIT will update the Project Summary to reflect the results of the coordination and resolution of any outstanding comments. A copy will be provided to OWPR for posting on the CWRB Web Page.

e. **Chief of Engineers Report.** The RIT's will prepare and circulate all necessary materials for supporting the final Chief of Engineer's Report. The final version of the report will include additional language on the S&A coordination and items of local cooperation that are omitted in the draft for S&A Review. OWPR will support the RIT's in briefing the Chief of Engineers. Upon signature, a copy of the signed report will be provided to OWPR for posting on the CWRB Web Page.

**5. Timeframe.** In general the process for getting through the CWRB, NEPA processing, and S&A review to a signed Chief of Engineers' Report is as follows.

#### **For Reports With an EIS**

- Final Feasibility Report (including Draft ROD) Submitted to HQ - 4 but NLT 2 Weeks Prior to CWRB
- CWRB Briefing - 1 Day
- State and Agency letters transmitted - 1 Week (letters signed at CWRB)
- Notice to EPA for Federal Register - 1 Week (District files EIS when letter goes out, Federal Register Notice appears following week.)
- State and Agency review period - 30 Days from date of transmittal letters
- NEPA review period - 30 Days from Fed Register Notice
- Preparation of Final Review Assessment - 14 Days
- Chief's Briefing Package Coordinated through DCG - 30 Days
- Chief's Report Signed - 10 Days

#### **For Reports With an EA**

- Final Feasibility Report (with signed FONSI) Submitted to HQ - 4 but NLT 2 Weeks Prior to CWRB
- CWRB Briefing - 1 Day
- State and Agency letters transmitted - 1 Week (letters signed at CWRB)
- State and Agency review period - 30 Days from date of transmittal letter
- Preparation of Final Review Assessment - 14 Days
- Chief's Briefing Package Coordinated through DCG - 30 Days
- Chief's Report Signed - 10 Days

6. The OWPR will periodically review and update this SOP based on lessons learned and changing requirements.

**Caloosahatchee River (C-43)  
West Basin Storage Reservoir  
Final Project Implementation Report and  
Environmental Impact Statement**

**Comprehensive Everglades Restoration Plan**

CIVIL WORKS REVIEW BOARD  
23 August 2007

READ AHEAD BRIEFING PACKAGE

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TAB I – Lessons Learned Presentation  
TAB J – Report Summary  
TAB K – Proposed Chief’s Report  
TAB L – Independent Technical Review (ITR) Certification  
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**Caloosahatchee River (C-43) West Basin Storage Reservoir  
Comprehensive Everglades Restoration Plan (CERP)  
Project Implementation Report**

**Civil Works Review Board**

23 August 2007

**AGENDA**

- |       |   |   |
|-------|---|---|
| 13:30 | Welcome   | MG Ron Johnson<br>Deputy Commanding General USACE and CWRB Chair                    |
| 13:40 | Introductions   | MG Ron Johnson  |
| 13:50 | Project Briefing  | COL Paul Grosskruger<br>District Engineer   |
| 14:50 | MSC Commander Briefing  | BG Joseph Schroedel<br>Division Commander   |
|       | <ul style="list-style-type: none"> <li>• Rationale for project support (transmittal letter)</li> <li>• Expected response to draft Report of Chief of Engineers</li> <li>• Other observations</li> </ul> |   |
| 15:05 | QA Briefing: MSC Commander  | BG Joseph Schroedel   |
|       | <ul style="list-style-type: none"> <li>• Certifications of technical, legal and policy compliance</li> <li>• Significant and/or unresolved technical, legal and policy compliance concerns</li> </ul>   |   |
| 15:20 | Sponsor support:  | Mr. Ken Ammon<br>Deputy Executive Director, South Florida Water Management District |
| 15:35 | Policy Review Assessment:   | Mr. Lee Ware<br>Review Manager, Office of Water Policy Review                       |
| 16:15 | Action  | Mr. Gary Loew<br>Acting Director of Civil Works                                     |
| 16:25 | Lessons Learned / After Action Report:  | COL Paul Grosskruger  |
|       | <ul style="list-style-type: none"> <li>• What was supposed to happen?</li> <li>• What did happen?</li> <li>• Why did it happen that way?</li> <li>• How will we improve next time?</li> </ul>           |   |
| 16:35 | Lessons Learned (others, as applicable): MSC, OWPR, Local Sponsor, others   |   |
| 16:45 | Summary of Project Briefing:  | COL Paul Grosskruger  |
| 17:00 | Close   | MG Ron Johnson  |

**Caloosahatchee River (C-43)  
West Basin Storage Reservoir Project, FL  
Civil Works Review Board Presentation**

23 August 2007

**Proposed Attendees**

<b><u>Civil Works Review Board</u></b>	<b><u>Name:</u></b>	<b><u>Represented by:</u></b>
Deputy Commanding General and CWRB Chair	MG Ronald L. Johnson	
Director of Civil Works	MG Don T. Riley	
Chief, Planning and Policy Division	Mr. Thomas W. Waters	
Great Lakes and Ohio River Division	Dr. Mark F. Sudol	
Regional Integration Team		
Environmental CoP Leader	Dr. Edwin A. Theriot	
<b><u>Office of Management and Budget</u></b>		
OMB Examiner	Mr. Gary Waxman	
OMB Examiner	Mr. Dick Feezle	
OMB Examiner	Ms. Elizabeth Lien	
<b><u>Office of the Assistant Secretary of the Army</u></b>		
Deputy Assistant Secretary of the Army (Project Planning and Review)	Mr. Douglas W. Lamont	
Assistant for Water Resources Development	Mr. Terry Breyman	
<b><u>Office of Counsel</u></b>		
Legislative Counsel, USACE	Mr. Aaron Hostyk	
<b><u>Planning and Policy Division</u></b>		
Deputy Chief	Mr. Raleigh H. Leef	
<b><u>Office of Water Project Review</u></b>		
Chief, OWPR	Ms. Robyn Colosimo	
OWPR Review Manager	Mr. C. Lee Ware	
Program Manager	Mr. Steven Kopecky	
Real Estate	Ms. Brenda Johnson- Turner	
Environmental	Ms. Jeanette Gallihugh	
Cost Engineering	Mr. Miguel Jumilla	

**Caloosahatchee River (C-43)  
West Basin Storage Reservoir Project, FL  
Civil Works Review Board Presentation**

23 August 2007

**Proposed Attendees (cont.)**

**South Atlantic Division - RIT**

Chief, South Atlantic Division – RIT                      Mr. James Dalton                      Mr. Gary Hardesty

**South Atlantic Division**

SAD Division Engineer	BG Joseph Schroedel
SAD Planning CoP Lead	Mr. Wilbert Paynes
SAD Program Manager	Mr. Michael Magely

**Jacksonville District**

SAJ District Engineer	Col. Paul Grosskruger
SAJ Everglades Division Chief	Mr. Stu Appelbaum
Project Manager	Ms. Beth Marlowe
Lead Planner	Mr. David Apple
Environmental Lead	Ms. Susan Conner
H&H Lead	Mr. Brian Cornwell

**Mississippi River Division**

Ecosystem Restoration Center of Expertise	Ms. Jodi Stabell
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**Non-Federal Sponsor**

South Florida Water Management District	
Assistant Executive Director	Mr. Tom Olliff
Deputy Executive Director	Mr. Ken Ammon
Lead Project Manager	Mr. Janet Starnes

**U.S. Department of the Interior**

Policy Advisor to Secretary Kempthorne	Mr. Terrance "Rock" Salt
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**Florida Department of Environmental Protection**

Director, Office of Ecosystem Projects	Mr. Greg Knecht
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**SAVE AS**

United States Government Accountability Office



# Notice of Visit

Do not use this form for visit notification if the purpose of the visit is to perform work (such as by contract) on a short- or long-term basis, if the visitor is a Contractor, or if the visitor requires a background check through NCIC prior to being approved for access to the GAO Building. Contact SAS for guidance.

**NOTES:**

- To ensure timely processing, submit *Notice of Visit* to Security and Safety (SAS) at least **24 hours in advance of visit**, either in hardcopy to the Building Access Office or via electronic transmission to [parkingadministrator@gao.gov](mailto:parkingadministrator@gao.gov) using a message subject line of **Visitor Access**.
- Visits by **Foreign Nationals** require advanced notice of at least **14 business days** to the SAS/Counterintelligence Section (review requirements on the SAS/[Personnel and Industrial Security](#) webpage) and to Strategic Planning and External Liaison (SPEL).
- All **Foreign National and Personal Business** visitors must be escorted.
- Contractors and other individuals who are coming into the GAO Building to perform work, who have not been cleared by SAS for access, **must be escorted and monitored while they are in the building**. Review background check requirements for contractors on the SAS/[Personnel and Industrial Security](#) webpage.
- All visitors are required to present valid photo identification to enter the GAO Building. Otherwise, the *Person Being Visited* will have to provide an escort.
- Personal Property sheets are required for visitors who are bringing in, and leaving with, non-GAO property.
- For more than one visitor, attach an alphabetic listing to this Notice and annotate "See Attached" in block 4.
- Visits to USACE must be coordinated with **USACE Security**.

**VISIT INFORMATION**

1. Date(s) of Visit (Inclusive)		2. Expected Arrival Time	3. Anticipated Departure Time
4. Name of Visitor (LAST, First)		5. Name of Agency/Company Visitor Represents	
6. Purpose of Visit <input type="checkbox"/> Official Business <input type="checkbox"/> Personal Business <input type="checkbox"/> Other _____			
7. Special Types of Visits, if applicable <input type="checkbox"/> Interview by Media    ( <input type="checkbox"/> Journalist Only <input type="checkbox"/> Journalist & Photographer— <b>Must be coordinated through GAO/PA</b> ) <input type="checkbox"/> Group Meeting    ( <input type="checkbox"/> POC Requests to Distribute Visitor Badges— <b>SAS approval required</b> ) <input type="checkbox"/> Bid Protest Hearing— <b>Must be coordinated through GAO/GC</b> <input type="checkbox"/> Personal Business ( <b>Escort Required</b> ) <input type="checkbox"/> Visit by Foreign National(s)    ( <input type="checkbox"/> Access approved by SAS/Counterintelligence Section <input type="checkbox"/> Coordinated with SPEL) (Escort Required)    (attach copy of approval notice)			

**INFORMATION ABOUT OFFICE/PERSON BEING VISITED**

8. Name of Person Being Visited	9. Title or Acronym of Office Being Visited
10. Telephone Number of Person Being Visited	11. Office/Conference Room of Visit

**ESCORT INFORMATION**

12. The Person Being Visited <input type="checkbox"/> Will provide an escort for the visitor(s) <input type="checkbox"/> Requests that the visitor(s) be admitted without an escort (see <b>Notes</b> )	
13. Name of Escort(s), if applicable	14. Telephone Number(s) of Escort(s)

**PARKING NEEDS – Parking is approved on a space-available basis.**

15. Parking <input type="checkbox"/> is NOT requested <input type="checkbox"/> is Requested (if for more than one visitor, indicate for which visitor(s) on attached listing)	16. Special Need <input type="checkbox"/> Disabled Space Required
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**USACE SECURITY – For Use Only When Applicable**

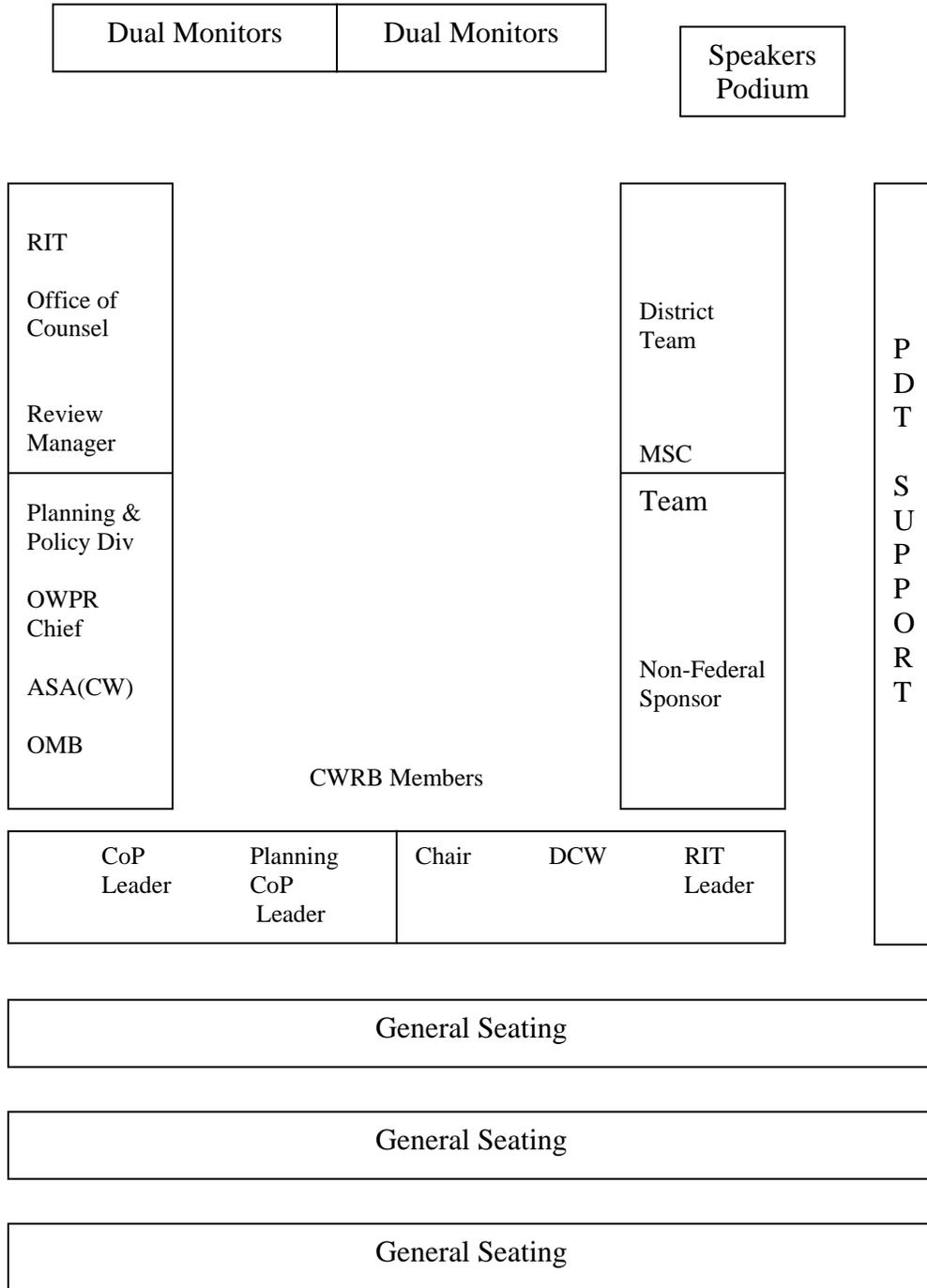
17. Signature of USACE Security Liaison	18. USACE Visitor Badges <input type="checkbox"/> To be provided at GAO Reception Desk <input type="checkbox"/> USACE POC will provide
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**GAO SECURITY AND SAFETY USE ONLY**

19. Approval and/or Special Instructions to Contract Security Force
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**General Room Layout for the Civil Works Review Board Meeting**



*Project Title*  
*Report Type (Feasibility/GRR)*  
 Civil Works Review Board Presentation

(date)

**Agenda**

- \_\_\_\_\_ Welcome – *(DCG or his Representative)*  
*The DCG will open the meeting and set the goals. He may or may not perform introductions.*
- \_\_\_\_\_ Project Briefing – *(District Commander)*  
*If not done during the DCG welcome, the District Commander should introduce the sponsor and his PDT. S(he) will present the bulk of the presentation that covers the basics of the plan formulation and report recommendations. This section of the presentation should also cover the 4 of the 6 points specified in Appendix A of EC 1105-2-406, including substantive ITR comments and responses, the Districts understanding of the substantive policy review comments and responses, a description of how the plan is integrated with other watershed purposes, and a description of how the recommendation supports our Environmental Operating Principles. (Lessons learned come after vote.) The District Commander should introduce the sponsor at the conclusion of this part of the presentation.*
- \_\_\_\_\_ Sponsor Support – non-Federal Sponsor – *(Name)*  
*The sponsor is next afforded the opportunity to make any comments they wish in support of the project. The name(s) of all speakers should be provided to the RIT ahead of time for inclusion in the final agenda. The sponsor has the option of speaking, or not, and use of slides. Sponsors may participate by VTC.*
- \_\_\_\_\_ MSC Commander's Briefing – *(Division Engineer)*  
*After the sponsor finishes the MSC Commander provides his portion of the presentation including the rationale for project support (Transmittal Letter and other pertinent documentation), expected response to draft Report of Chief of Engineers report, other observations, and MSC views on certification of legal and policy compliance (including discussion of ITR, Planning Center of Expertise involvement, etc.) (Lessons learned come after vote.) Note MSC Commanders are permitted to make their presentations by VTC, if approval is granted by the CWRB Chair.*
- \_\_\_\_\_ Policy Review Assessment – *(Review Manager, OWPR)*  
*The OWPR review manager will next present a briefing on the larger policy compliance issues wrestled with to date, and any remaining issues that remain to be resolved during the processing of the final decision document. Their last slide will be a recommendation to the CWRB on the project.*
- \_\_\_\_\_ Action: *(Director of Civil Works)*  
*At this point the DCW will take the lead in discussing the presentations. The CWRB members will ask any additional questions that have not been asked during the presentations and quite possibly make individual statements. When finished the CWRB Chair will call for a vote on the OWPR recommendation as it may be amended by discussion.*
- \_\_\_\_\_ Lessons Learned / After Action Report – *(District Commander)*  
*The District Commander will lead off in the lessons learned session. Items for discussion include: what was supposed to happen, what did happen, why it happened that way, and how we will improve the process next time (Anywhere in the process). This is can include a general assessment of PDT and vertical team performance.*
- \_\_\_\_\_ Lessons Learned (MSC Commander and others, as applicable)  
*Views of lessons learned from other viewpoints.*
- \_\_\_\_\_ Summary of Project Briefing – *(District Commander)*  
*(The District Commander should be prepared to summarize the overall project briefing. Although, often the DCG may do this, or the meeting may have wound down to a point where this is not done.)*
- \_\_\_\_\_ Close: *(CWRB Chair)*  
*The DCG will make some closing remarks, probably provide the opportunity for last minute comments and closed the meeting.*