

## APPENDIX A

### ORGANIZATION/FUNCTION CODES AND DEFINITIONS

The FORCON software uses a system of codes for organizations and functions within certain organizations in order to relate work with the individual. The following table displays the hierarchy of the codes.

TABLE A-1

ORG. CODE	FUNCT. CODE	ORGANIZATION (Function <u>1</u> /) NAME
A		ADMINISTRATION
K		PLANNING
L		ENGINEERING
N		REAL ESTATE
Q		CONSTRUCTION
R		OPERATION & MAINTENANCE
	(D)	(Dredging)
	(V)	(Navigation)
	(F)	(Flood Damage Reduction)
	(P)	(Hydropower)
	(T)	(Natural Resources Management)
	(G)	(Regulatory Program)
	(U)	(Emergency Management)
	(E)	(Revetment Operations)---Restricted to MVD
W		RESEARCH AND DEVELOPMENT
	(X)	Researchers
	(Y)	R & D Technical Support
Z		PROGRAMS AND PROJECT MANAGEMENT

1/ Only organizations having the codes "R" and "W" may be broken down by functions. The

following function codes are valid for organization code "R" (Operation and Maintenance): "D" "V," "F," "P," "T," "G," "U," and "E." The following function codes are valid for organization code "W" (Research and Development): "X" and "Y."

**A-1. ADMINISTRATION (A)** All organizations that normally charge to the Revolving Fund and whose costs are sold back to projects as Overhead as well as personnel assigned to those organizations that are charged otherwise. Included are the Executive Office, Logistics Management Office (LMO), Safety, Resource Management Office (RMO), Information Management Office (IMO), Counsel, Human Resources Office (HRO), Equal Employment Office (EEO), Audit Office (AO), Contracting and Procurement, and other functions providing general support.

**A-2. PLANNING (K)**

a. Formulation, evaluation, coordination, and report preparation for GI reconnaissance and feasibility studies and continuing authorities, S. 1135, S. 206, and S. 204 program studies.

b. Formulation and evaluation, components of preconstruction planning and engineering studies.

c. Coordination of "planning" activities with other agencies including but not limited to managing the Flood Plain Management Services (FPMS) and Flood Insurance Administration (FIA) programs, review of PL 83-566 reports, provision of flood damage prevention effects to the Bureau of Reclamation for their planning activities, etc.

d. Formulation and evaluation activities required to support research and development, construction, operation, major rehabilitation, maintenance, or other non-Corps work such as Planning Assistance to States, Federal Energy Regulatory Commission (FERC) permits, etc.

NOTE: Any or all of the above may include both preparation and review of all Flood Insurance Studies (FIS) drafts, finals, etc.

**A-3. ENGINEERING (L)**

a. Engineering and design activities required for:

(1) Planning phase studies, reports and other programs such as FPMS and FIA programs, continuing authorities and support for others. Also, participation in Reconnaissance Review Conferences (PRC), Feasibility Review Conferences (FRC), In Process Reviews (IPR), Technical Review Conferences (TRC), or other project meetings. Preparing engineering input to and review of Project Study Plans (PSP), Project Management Plans (PMP), Feasibility cost Sharing

Agreements (FCSA), and Project Cooperation Agreement (PCA)/Local Cooperation Agreement (LCA) documents.

(2) Preconstruction Engineering and Design (PED), including detailed studies, design memoranda, plans and specifications, etc.

(3) Continued engineering and design (E&D) activities during construction, including shop drawing review, witnessing shop (model) test and field test, preparation of O&M manuals, as-built drawing development, etc.

(4) Project operations, including development of ~~project operation rules, operation of reservoir control centers~~ water control plans and manuals, daily water control operations, implementation of project ~~conduct of hydrographic survey, review proposed operational changes,~~ conduct of hydrographic survey, etc.

(5) Major rehabilitation and major maintenance work, including design, preparation of rehabilitation design memoranda and major rehabilitation reports, plans and specifications, surveys and mapping, testing and evaluation of existing equipment, project instrumentation data analysis, modification of project O&M manuals, and other operating guidance, engineering and design for preparation of plans and specifications of operating activities, etc.

(6) Real estate activities, such as boundary surveys and maps for property acquisitions, disposals, etc.

(7) Technical management of AE contracts and equipment supply contracts.

(8) Providing assistance on litigation matters, including bid protests, Buy American Act issues, contractor's claims, etc.

(9) Support of the Emergency Operations Center.

(10) Provide Support for Others, including EPA, DLA, BIA, etc.

b. Engineering management and performance of policy and technical tasks associated with the major programs described above including supporting research and development activities, surveying and mapping, foundations explorations, materials testing and evaluation, geotechnical design, hydrology and hydraulics, relocations, highway and channel design, railroad design, structural analysis and design, concrete design, electrical design, corrosion control design, mechanical design, design of recreation facilities, etc.

c. Cost engineering activities (cost estimating) for all aspects of planning, engineering,

construction, operations and maintenance for civil works projects.

~~d. Management and operation of the division testing laboratories.~~

~~e.~~ Value engineering.

~~f.~~ Dam safety activities.

~~g.~~ Bridge safety activities.

#### A-4. REAL ESTATE (N)

a. Performing activities associated with preparing real estate planning documents [(Real Estate ~~Supplements Plans~~ Plans (RESP), Real Estate Design Memoranda (REDM), Real Estate Planning Reports (REPR), etc.)] and real estate sections to other planning and design documents. Performing gross appraisals during the planning and design phases. Also gathering tract ownership data and development of preliminary real estate maps.

b. Participation in Reconnaissance Review Conferences (RRC), Feasibility Review Conferences (FRC), Alternative Formulation Briefings (AFB), In Process Reviews (IPR), Technical Review Conferences (TRC) or other project meetings.

c. Preparing real estate input to and review of Initial Project Management Plans (IPMP), Project Management Plans (PMP), Project Study Plans (PSP), Operational Management Plans (OMP), Feasibility Cost Sharing Agreements (FCSA), Management Plans (MP), Project Cooperation Agreement (PCA)/Local Cooperation Agreement (LCA) or other cost-sharing documents.

d. Preparing real estate takings analyses. Performing attorneys opinions of compensability. Administering and drafting real estate aspects of relocation contracts (highways, cable TV, electric, gas) as determined by attorneys opinions of compensability.

e. Obtaining ~~real estate use rights~~ right-of-use by permit or right of entry for conducting surveys, exploration and other short term use.

f. Meetings with ~~local~~ non-federal sponsors to advise of PL 91-646, as amended, requirements, acquisition policies and procedures, non-federal cost estimates and milestones for land acquisition, and Lands, Easements, Rights-Of-Way, Relocations, Dredge Disposal Areas (LERRD) crediting procedures.

g. Preparing boundary surveys, real estate maps, and legal descriptions for planning,

property acquisitions, land management, out granting, disposal and encroachment resolution.

h. Performing, contracting and reviewing all real estate appraisals, including gross and tract appraisals, and opinions of value, for COE, ~~DOD~~ and other Federal agencies; and reviewing local sponsor appraisals. Includes consultation with local sponsors regarding screening and selecting appraisers

i. Performing activities associated with acquisition by direct purchase, donation, exchange, condemnation, lease, etc. of real estate for full-Federal authorized projects and acquisition of real estate on behalf of ~~local~~ non-Federal sponsors for cost-shared projects. Determining necessity for condemnation proceedings. Preparing required legal documents (Declaration of Taking and map exhibits) in condemnation cases for submission to the Secretary of the Army. Preparing condemnation cases for trial with the U.S. Attorney. Trial preparation includes preparation of exhibits and witnesses.

j. Monitoring compliance by ~~local~~ non-Federal sponsor of their real property acquisition requirements for cost-shared authorized projects.

k. Reviewing and approving appraisals, relocation assistance payments and incidental expenses for LERRD credits, counter-offers, and stipulations recommended by ~~local~~ non-Federal sponsors. Recommending credit approvals to project management.

l. Acquisition by direct purchase, condemnation, lease, etc. and, management and disposal of real estate for non-DOD, EPA, and other Federal agencies, and ~~work for others~~ non-Federal support for others.

m. Administering the Relocation Assistance Program under PL 91-646.

n. Executing the relocations program for eligible civilian employees under the ~~Department of Defense Relocation Services for Employees Program (DRSE)~~ Defense National Relocation program (DNRP) and the real estate aspects of the Permanent Change of Station (PCS) program for Corps ~~civil~~ civilian employees that support the Civil Works Program.

o. Providing real estate assistance on litigation matters and review of claims involving real property.

~~p. Performing activities associated with initiating, reviewing, amending, extending, or terminating outgrants - including associated environmental, cultural, and historic work, etc.~~

~~qp.~~ Managing existing out grants, including such activities as: communications/correspondence; commercial concessions/rental programs; rental programs; approval of plans and

specs; environmental initiatives including Findings of No Significant Impact (FONSI's), Environmental Impact Statements (EIS's) and environmental assessments; safety programs; special initiatives; application of non-discrimination laws; compliance inspections; mineral exploration, extraction and inspection; National Pollution Discharge Elimination System (NPDES) permits; water rights; etc. Coordinating, researching and preparing Preliminary Assessment Screening (PAS) for all renewals, subleases, supplements and new out grants issued to document the hazardous and toxic waste condition of the property, and insuring compliance with applicable environmental laws, regulations and policies.

rq. Administering the utilization, special/Executive Order surveys, asset management, and related inspection programs.

sr. Executing the agricultural program and the forestry management program, to include timber harvesting.

ts. Performing activities associated with the disposal of real property, including environmental, cultural, and historical activities.

ut. Auditing real property transactions and inventory and maintenance of real property accountability records.

vu. Identifying, investigating and resolving real property encroachments, to include litigation.

wv. Administration of the Stewart B. McKinney Homeless Assistance Program; GAO/GSA data calls; and other related information initiatives.

xw. Identification of potential environmental considerations and providing assurances of environmental assessment screening for all applicable real estate activities.

yx. Developing budgets, schedules, and allocating resources for real estate programs. Monitoring and controlling real estate fund obligations and expenditures.

zy. Administration of Real Estate Management Information System (REMIS).

aaz. Performing ~~G~~general real estate and legal research.

ab. ~~Performing Real Estate activities for other agencies (DOE, EPA, etc.):~~

A-5. **CONSTRUCTION (Q)** The activities of personnel involvement in supervision and

administration of construction contracts, regardless of funding source. Supervision and administration of Operation and Maintenance (O&M), Construction General (CG) and Mississippi Rivers and Tributaries (MR&T), Maintenance contracts or PL 84-99 work will be regarded as a Construction function. Also included are the following:

- a. Functional oversight of the total construction program including programming of organizational alignment and staff resources for current and projected programs, selection of contracting and construction techniques, and administration of all assigned contracts.
- b. Financial management of District construction program within cost allocations and targets.
- c. Performs quality assurance (QA) surveillance of contractors' quality control program for construction work for various types of contracts.

#### A-6. OPERATION AND MAINTENANCE (R)

a. **(Dredging - D)** The administration, management, and operations related to maintenance dredging, or in direct support of maintenance dredging. Also included are the following:

(1) Operations of hired labor maintenance dredging plant or attendant plant to include tugs, crewboats, tenders, and assigned survey vessels, including the maintenance and repair of dredging or attendant plant or facilities, e.g., confined disposal areas, booster stations, etc.

(2) Contract development, administration, management or inspection of contract maintenance dredging operations; responsibilities shared with the construction organization.

(3) Division and district supervision, administration of maintenance dredging responsibilities and related activities associated with dredging operations or planning of such operations. (Responsibilities shared with organizations K and L).

(4) Participation in Reconnaissance Review Conferences (PRC), Feasibility Review Conferences (FRC), In Process Reviews (IPR), Technical Conferences (TRC) or other project meetings regarding dredging.

(5) Responsible for Dredged Material Management Plans and other reports for disposal of dredged material.

(6) Participation in conferences and meetings with state and federal resource agencies concerning dredging operations and endangered and threatened species.

**b. (Navigation - V)**

(1) **Operations Related Functions** - generally relate to the ~~601-619~~ features in the O&M accounts and include the following:

(a) Site operations for navigation locks and adjacent navigation dams or control structures, and bridges, including lock operation at multiple-purpose projects with power.

(b) District (district, area and project offices) and division supervision, and administration of navigation responsibilities.

(c) Performance Monitoring System data reporting.

(2) **Maintenance Related Functions** - generally relate to the ~~620-635~~ features in the O&M accounts and include the following:

(a) Drift and debris removal, and snagboat operations to help control potential hazards to navigation traffic;

(b) Removal of wrecks and other obstructions;

(c) Hired labor maintenance and repair of navigation structures (includes structures listed in paragraph a (1) and navigation-related bank stabilization);

(d) Development, administration, and inspection of maintenance contracts for navigation-related activities on completed projects;

(e) Prevention of obstructive and injurious deposits (i.e., related to Supervisor of Harbor responsibilities at New York, Baltimore, and Hampton Roads Harbors).

**c. (Flood Damage Reduction - F)** The activities performed by personnel in the administration and management of flood damage reduction aspects of completed projects which includes reservoirs, local protection projects, and other special activities including inspection of completed works (Federal and non-Federal local control works, and Federal hurricane and shore protection works). Tasks associated with flood damage reduction includes as a minimum, operation and maintenance of all permanent facilities, determination and scheduling of repairs thereto, observation and recording instrumentation data, dam safety training and developing emergency plans and procedures, as well as technical guidance, in the preparations of emergency plans.

**d. (Hydropower - P)**

(1) The hydroelectric production activity of all multiple-purpose projects producing saleable electric power, including the following:

(a) Personnel specifically required for the production of hydro-electric power;

(b) Personnel specifically required for contract management of major maintenance of power producing equipment;

(c) Personnel required for the operation and maintenance of dams, including all outlet works, at multiple-purpose projects including power. Personnel must be properly apportioned among functions associated with the project's purposes;

(2) Staffing should provide for operation, preventive maintenance, and minor emergency repair of the powerplant structure and associated equipment including the switchyard. Manpower provisions should include management, administration, technical, and craft type personnel including trainees that accomplish the above functions.

**e. (Natural Resource Management - T)** Those administrative and management actions performed by personnel to manage or protect the resources of Corps civil works projects. Recreation, flood control and project management are broad categories of the NRM function. Examples are:

(1) O&M budget actions required in support of natural resources management;

(2) Implementation and revision of master plans;

(3) Shoreline management, and general surveillance of project lands, waters, natural resources, project facilities and equipment;

(4) Enforcement of Title 36, Code of Federal Regulations (CFR) rules and regulations and any special safety or security regulations;

(5) Actions taken by project management personnel in ~~meeting the~~ complying with the requirements of National Environmental Protection Act (NEPA), management and protection of historic and cultural resources, and pest control activities applicable Federal, state and local environmental laws and regulations, including the National Environmental Protection Act (NEPA), the Insecticide, fungicide and Rodenticide Act (FIFRA), the National Historic Preservation Act (NHPA) and others;

(6) Compliance inspections identified jointly by Real Estate and Operations for accomplishment by Operations personnel;

(7) Administration of service contracts for implementing tasks of the Natural Resources Management function;

(8) Provision for visitor protection and for the health, safety and welfare of Corps employees;

~~(9) Collection and collation of data for the National Pollution Discharge Elimination System (NPDES);~~

(~~10~~ 9) Implementation, operation and maintenance of programs and facilities necessary to the management of specific natural resource, i.e., forest management, fish and wildlife management, range management, wetlands management, soils management and aquatic plant management;

(~~11~~ 10) Operation, maintenance and rehabilitation of all Corps managed recreation areas and recreation facilities (picnic areas, camping areas, buildings, roads, launching ramps, trails, game fields, overlooks, etc.). This includes personnel requirements for operation, maintenance and rehabilitation of recreational facilities adjacent to locks and dams or hydropower works;

(~~12~~ 11) User fee collection;

(~~13~~ 12) Visitor center programs and interpretive programs, including maintenance of visitor center buildings;

(~~14~~ 13) Research;

(~~15~~ 14) Collection and collation of data for the Natural Resources Management System (NRMS);

(~~16~~ 15) Monitoring of out granted recreation areas;

(~~17~~ 16) Development of Operational Management Plans which guide the management of project resources.

**f. (Regulatory Program - G)**

(1) Includes personnel directly involved in the administration of the Corps regulatory program in accordance with regulations promulgated pursuant to Section 404, PL 92-500;

Sections 9 and 10, River and Harbors Act; and Section 103, PL 92-532. Also included are:

(a) Evaluation of applications for Corps permits to perform work in waters of the United States;

(b) Preparation of public notices announces receipt of applications and soliciting input;

(c) Preparation of environmental assessments and environmental impact statements (EIS) in order to make recommendations concerning issuance or denial of permits; (Portion may be included in planning);

(d) Performance of surveillance and inspections to determine compliance with permit conditions and regulatory authorities;

(e) Enforcement action and support to the United States Attorney;

(f) Administration of navigation regulations, danger zones, and related miscellaneous regulatory functions;

(g) Administration or conduct of wetland, and jurisdiction determinations; and other such special studies to support the program;

(h) Administration of the regulatory program, to include public information programs, development of joint state-Corps cooperation programs, development of regional permits, and the administration of automated permit tracking systems;

(I) Special Studies to support the program;

(j) Support to Administrative Appeals Process (at MSC's only; at districts only after authorization from HQUSACE).

(2) As is the case with most organizations, some personnel assigned to or supporting the regulatory program may be located outside the regulatory organization. Personnel who provide environmental, engineering, geotechnical, legal, or other support should be listed under their appropriate organization, but their workyears of effort supporting regulatory should also be reflected under the regulatory category/class/subclass codes to reflect this support.

**g. (Emergency Management - U)** Supervision, administration, policy development, implementation guidance, training, operational coordination and publications required for the planning, execution or exercise of response, evaluation and corrective action for the readiness management programs of USACE. Programs include preparedness, response, recovery and

mitigation related to floods and other natural disasters and technological hazards, and all USACE responsibilities under the Federal Response Plan. Included are programs covering the planning and preparedness activities for integration of Corps assets to support national catastrophic disaster response requirements, continuity of operations, continuity of civil government programs, support of contingency operations, emergency water planning and port readiness. Also, included is management of the Emergency Operations Center and Crisis Management System.

- h. **(Revetment Operations - E)** Restricted to ~~LMVDMVD~~.

#### A-7. **RESEARCH AND DEVELOPMENT (W)**

- a. **(Researchers - X)** Management and execution of research and development activities by engineers and scientists. Direct application of technical expertise in the planning, implementation, consultation, and assessment of the approach and results of any research and development effort.

- b. **(R&D Technical Support - Y)**

Technical support for research and development activities conducted by technicians under the auspices of engineers and scientists. Any supervised effort for the implementation of prescribed technical procedures, including materials testing, printing, and instrumentation. Management and operation of testing laboratories.

#### A-8. **PROGRAMS AND PROJECT MANAGEMENT (Z)**

- a. Developing the ~~Civil Works~~ districts annual and multi-year programs.
- b. Supporting the Civil Works programming process; providing input to the annual ~~project budget and schedule information~~ process to accommodate Congressional budgeting and reporting; providing reprogramming documents for assigned ~~projects~~ programs.
- c. Preparing program presentations and defense at higher levels.
- d. Receiving, interpreting, disseminating and directing the implementation of program and project guidance, directives and correspondence from higher levels.
- e. Implementing the execution of project management to improve project continuity, accountability for project schedule, cost, budget, quality and partner interface.
- f. Managing the overall project: delivering the project on time and within budget, resolving ~~study and~~ project budget, cost, schedule and scope problems, implementing affordability

and corporate commitments, ensuring that ~~studies and~~ projects are developed in compliance with applicable law and policy.

g. Developing the Project Management Plan through an integration of all organizational elements, managing change and progress through the application of the Project Management Plan.

h. ~~Meeting the project management requirements of~~ Provide project and program status to the Project Review Board; preparing reports, making presentations, providing project specific analysis, coordinating and obtaining required approvals and endorsements.

I. ~~Meeting the project management requirements of the partner~~ Provide the primary interface with customers; development and coordination of Local Cooperation Agreements or memoranda of understanding; making submissions; coordinating and obtaining required approvals and endorsements; monitoring financial commitments; keeping the partner fully informed of project related items.

~~j. Meeting the project management requirements of higher levels; preparation of reports and presentations, submitting recommendations for approvals of cost or schedule changes, submitting agreements required for approval, implementing project guidance and direction.~~

Ⓚ j. Providing staff supervision of project management; interface with technical and support elements, integrating project schedules into a comprehensive organization schedule, analyzing organization workload, developing and coordinating manpower requirements with all elements, providing evaluations and recommendations of personnel and projects within the Project Management purview.