



DEPARTMENT OF THE ARMY

U.S. Army Corps of Engineers
WASHINGTON, D.C. 20314-1000

REPLY TO
ATTENTION OF:

CECC-Z

0 4 JUN 1998

MEMORANDUM FOR DIVISION, DISTRICT, CENTER, LABORATORY, AND FOA
COUNSELS

SUBJECT: Matter Tracking System - Litigation, Contract Claims and Appeals, and PRP
Negotiations Databases/Notebooks

1. I am pleased to announce that the Corps Legal Services System's automated Matter Tracking System (MTS) is now available to all Corps Offices of Counsel. MTS is a Windows-based Oracle client-server system, designed to track case matter information involving the Corps of Engineers. MTS provides our legal managers and staff attorneys the capability to manage effectively their workloads, to produce reports, and to share information with other offices of counsel throughout the Corps. The system also provides avenues for event tracking, points of contact and party information, and automatic suspense generation. MTS includes the data that was contained in our former Case Management System (CMIS) on litigation, contract claims and appeals, patents, license, technology transfer, and PRP negotiation cases. It is organized into databases called "Notebooks."
2. My office relies on this system to manage the Corps-wide legal services system, to include tracking case information and generating required reports such as the Quarterly Claims and Appeals Report.
3. Each Corps office of counsel is responsible for entering its case information and keeping its data complete and current. See EFARS, Appendix A, and ER 27-1-1.
4. The first step toward full implementation of MTS will be to bring the litigation, contract claims and appeals, patents, license, technology transfer, and PRP negotiation cases transferred from CMIS up to date. We will begin full use of the system for these notebooks on July 10, 1998. I expect each office to have its case information for these notebooks fully current and complete as of that date and to maintain the data from that date forward.
5. Mrs. Patty Vatter, CEALS Project Manager, is available to provide any technical assistance you may require in implementing MTS. She can be reached at (703) 428-7675. If you have any substantive questions about the contract claims and appeals notebook, call Mrs. Carolyn Lynch at (202) 761-8539; for the litigation notebook, call Mr. Martin Cohen at (202) 761-8545; and for the PRP Negotiation notebook, call Mr. Jack Mahon at (202) 761-8538.

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6. Further guidance on the other notebooks in MTS will be forwarded in the near future.

7. I am confident that with your cooperation, MTS will be successful and will enable us all to provide the best possible legal services to our clients.

FOR THE COMMANDER:

A handwritten signature in cursive script, reading "Lester Edelman".

LESTER EDELMAN
Chief Counsel

distribution attached