



DEPARTMENT OF THE ARMY

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

REPLY TO  
ATTENTION OF:

S: 16 Oct 98

S: 21 Jan 99

CEIM-IR (25-1)

15 SEP 1998

MEMORANDUM FOR Commanders/Directors, Major Subordinate Commands,  
Field Operating Activities and Laboratories, and  
HQ USACE Directors and Chiefs of Separate Offices

SUBJECT: Corps of Engineers Electronic Recordkeeping Information System (CEERIS)

1. In my memorandum of 21 Jul 97, I established the Corps of Engineers Electronic Recordkeeping Information System (CEERIS) as our standard system for electronic recordkeeping and document management. However, at that time CEERIS was offered from an optional standpoint. I have decided to make CEERIS mandatory for document archiving -- and, therefore, require that CEERIS be installed and fully operational throughout USACE by the year 2003. All Commands should begin planning, budgeting, and preparing for implementation of CEERIS for document archiving in accordance with the attached schedule.
2. An organizational-wide CEERIS Implementation Plan and Life Cycle Management Information System documentation must be prepared. To start the CEERIS budgeting process, investment cost table of the 25 Jul 96 Economic Analysis must be used. The CEERIS Manager's Guide and Economic Analysis are available on the CEERIS USACE Home Page. Actual budget costs can be updated upon completion of the Implementation Plan. The Implementation Plan will be approved by the local Commander. Prior to that approval, the Implementation Plan must be submitted to HQ USACE for technical comments. A Plant Replacement & Improvement Program (PRIP) Major Item for \$12.5M is in place for CEERIS, called Optical Disk Imaging (ODI), the original name of the subject project. Each Command may submit PRIP cost requirements against this approved major ODI item. CEERIS must be referenced in the PRIP action. The regular business process must be followed to receive PRIP funds.
3. Presently, actions are being taken to establish a CEERIS Mandatory Center of Expertise to provide technical and operational assistance. Plans are also underway to establish a Site License to assist in CEERIS program management and execution costs. I expect the Site License procedures to be in place prior to 1 Oct 99. You will be kept informed of both actions.

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4. As CEERIS is implemented for document archiving, work is in progress to keep pace with the everchanging information technology marketplace. An Integrated Product (IP) Team of engineering and information management personnel has already been formed to assist in defining requirements for Electronic Document Management System (EDMS) software. The EDMS provides capabilities to manage electronic documents (including CADD and GIS types of documents) from the point of creation, workflow, and enhanced electronic recordkeeping. Two districts (Baltimore and Huntington) are conducting EDMS needs assessments as part of the IP Team. This effort will result in a revised set of functional and technical requirements which will be staffed Corps-wide. The goal is to work toward a corporate EDMS solution within the next 12 to 18 months which will be compatible with the document archiving capabilities of CEERIS.

5. A CEERIS Program Leader shall be appointed at each Command in accordance with the CEERIS Manager's Guide. The name and telephone number of the Program Leader must be provided by e-mail NLT 16 Oct 98 to the HQ USACE CEERIS Program Manager identified in paragraph 6 below. A local EDMS Point of Contact (POC) shall also be appointed by 16 Oct 98 from within your Command in order for the local CEERIS Program Leader to coordinate EDMS requirements as discussed in paragraph 4 above. A timetable for CEERIS Implementation shall be provided to the HQ USACE CEERIS Program Manager for each Command by 21 Jan 99 (by Qtr and FY).

6. My POC for this action is Ms. Linda Worthington, CEERIS Program Manager at 202-761-0332. For additional information, refer to the CEERIS USACE Home Page web site at <http://www.usace.army.mil/im/ceeris/ceerislist.htm> and for more information regarding CEERIS and EDMS as they relate to Engineering, CADD, and GIS, contact either MK Miles, Civil Works Directorate, 202-761-8885, or Jean McGinn, Military Programs, 202-761-1052. For information regarding legal matters, refer to Richard Frank, Office of the Chief Counsel, 202-761-8557.

Encl



JOE N. BALLARD  
Lieutenant General, USA  
Commanding

CF:  
Directors/Chiefs  
Information Management  
Resource Management  
Engineering

## CEERIS SCHEDULE

### Version 1.0 – July 1997

1. Planning
2. Program & Project Management
3. Construction
4. Operations
5. Regulatory
6. Readiness/Emergency Management
7. Counsel

### Version 1.3 (32 bit) – November 1998

8. Environmental Restoration
9. Real Estate
10. Contracting

### Version 1.4 – February 1999

11. Engineering (HQ USACE)
12. Resource Management
13. Information Management
14. Research & Development (HQ)
15. Logistics
16. Personnel
17. Audits
18. Small Business
19. Equal Employment Opportunity
20. Safety
21. Public Affairs
22. Security
23. History
24. Inspector General

### Other Unique Requirements – February 00

25. Engineering, CADD & GIS (Field)
26. Board of Contract Appeals
27. Topographic Engineering Center
28. Water Resources Support Center
29. Center for Public Works
30. Waterways Experiment Station
31. Construction Engineering Research Laboratory
32. Cold Regions Research & Engineering Laboratory