

**MEMORANDUM OF UNDERSTANDING
BETWEEN
USACE DIRECTORATE OF INFORMATION MANAGEMENT AND
US ARMY CORPS OF ENGINEERS, WATERWAYS EXPERIMENT STATION**

SUBJECT: USACE-Wide Library Management Program

1. **PURPOSE.** The purpose of this memorandum is to assign responsibility for program administration to support the USACE-wide Library Program.
2. **REFERENCE.** Reference verbal agreement made on or about 04 Jan 1994 between Tony Brunner, Chief, Management Information Division, USACE Directorate of Information Management (DIM), CEIM-I, 202-761-0740, and Dr. N. Radhakrishnan, Director, USACE Waterways Experiment Station Information Technology Laboratory.
3. **PROBLEM.** A USACE Library Career Program Manager is required to assist in developing policy and procedures, facilitate day-to-day activities and provide leadership to field USACE Librarians.
4. **SCOPE.** This agreement encompasses USACE-wide library programs. It covers library activities at the Headquarters, Major Subordinate Commands, Subordinate Commands and down to the individual workstation requiring the use of library services in support of USACE missions.
5. **UNDERSTANDING, AGREEMENTS, SUPPORT AND RESOURCE NEEDS.** USACE Waterways Experiment Station (WES), Information Technology Laboratory (CEWES-IM-Z) will designate a Center of Expertise for USACE Library Management and appoint an individual to the USACE Library Career Program Manager position. The Directorate of Information Management will provide one reimbursable full-time equivalent (FTE) position to properly administer the Corps of Engineers Library Information System (COELIS). The Directorate of Information Management, Chief, Management Information Division (DIM) will provide oversight and ensure total quality performance of all products and services provided by the new Library Career Program Manager. CEWES-IM-Z will provide technical guidance, through the appointed USACE Library Career Program Manager on request to all USACE library locations. The designated USACE Library Career Program Manager will provide the following services:

and training development specialist to provide training courses.

j. Assists in some Corps-wide contracting activities in support of library operations. Drafts specifications and provides professional librarian advise to the contracting officer. Serves as Contracting officer's Representative on selected contracts.

6. **EFFECTIVE DATES.** This agreement will become effective NLT 2 Jun 1995 and be in force until both parties agree to cancel/modify it.

Ronald A. Dabbieri

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