



DEPARTMENT OF THE ARMY
U.S. Army Corps of Engineers
WASHINGTON, D.C. 20314-1000

REPLY TO
ATTENTION OF:

23 NOV 1998

CEMP-RI

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: FY99 Army Base Realignment and Closure (BRAC) Environmental Restoration (ER)

1. The purpose of this memorandum is to provide FY99 BRAC-ER Program execution guidance (encl).
2. This year, BRAC-ER funding is being provided early in the fiscal year and distributed in accordance with the 1 September 1998 approved workplan. Districts should review the workplan and work closely with their installation points of contact and MACOMs to ensure projects are funded early in the fiscal year. For FY 99, the USACE BRAC-ER Program is set at \$216M and we have already distributed over \$36M in project funds.
3. The enclosed guidance for the FY99 BRAC-ER Program will assist MSCs and our districts by providing program guidance for planning, project funding, and program reporting. The guidance contains performance standards based on each MSC's quarterly program allocation. MSC performance will be measured using these standards and reported in the Command Management Review (CMR), Directorate Management Review (DMR), and Program Review Board (PRB). This guidance has been coordinated with the Army BRAC Office and MSC Program Managers.
4. My point of contact for the BRAC-ER Program is Mr. Ken Gregg, (202)-761-1177.

FOR THE COMMANDER:

Encl


MILTON HUNTER
Major General, USA
Director of Military Programs

23 NOV 1998

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SUBJECT: FY99 Army Base Realignment and Closure (BRAC) Environmental
Restoration (ER)

DISTRIBUTION:

COMMANDER,

GREAT LAKES AND OHIO RIVER DIVISION

NORTH ATLANTIC DIVISION

NORTHWESTERN DIVISION

SOUTH ATLANTIC DIVISION

SOUTH PACIFIC DIVISION

SOUTHWESTERN DIVISION

CF:

DAIM-BO

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This guidance will be effective for FY99 and covers execution in the BRAC-ER Program, which is executed by USACE MSCs and districts and program managed by CEMP-RI.

WORKPLAN

1. CEMP-RI distributed the approved Army BRAC-ER Workplan to MSCs in September 1998. The Army BRAC-ER Workplan is a snap-shot of funded and unfunded projects which is developed by installations and coordinated with districts, then sent to the Army MACOMs for approval. The 1 September 1998 workplan has updated project amounts received from the MSCs and districts markup. This workplan reflects revised project amounts from the MSC and districts; however, changes to the project milestones were not made, since these require MACOM approval. In the Army BRAC-ER Program, the workplan lists the projects, description, estimated funding amount, and award date. The Army BRAC Office's main purpose for the workplan is for compiling BRAC-ER Program totals for use in the planning and budget cycle. For USACE, the main objectives of the BRAC-ER Workplan are to formalize planning, review progress, and monitor overall performance. Currently, it is not used as a document to authorize or fund projects. CEMP-RI is currently looking at ways to streamline the workplan process and make the Army BRAC-ER workplan more readily available electronically as well as making other potential streamlining improvements. We will coordinate with MSCs and districts on potential streamlining efforts.

2. The total workplan amount compiled from the BRAC Workplan for each MSC is enclosed as **TABLE 1. DIVISION ALLOCATIONS IN BRAC-ER FOR FY99**. Each Division's total allocation for the year can be adjusted throughout the year, by 10% from the original planned amount, as project funding and workplan changes are made by the MACOMs. Overall, the USACE goal is to execute 100% of our BRAC-ER Program, which for FY99 totals \$216M, not including prior year carry over funds. CEMP-RI will reflect changes in each Division's allocation during the year such that the total program for USACE remains \$216M. Allocations will be coordinated with the MSCs prior to each Program Review Board (PRB) and Command Management Review (CMR) and on a recurring basis during the year as changes to the workplan and projects occur. The BRAC-ER Program quarterly execution will show the original planned amount (figure

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that is locked in at the beginning of the year), and projected amount (figure that can change each quarter by 10%+/-), and the actual obligations.

TABLE 1. DIVISION ALLOCATIONS IN BRAC-ER FOR FY99

Division	Total Allocation* (\$000)	# Projects (1 Sep Wrkpln)
LRD	24,100	48
NAD	48,800	89
NWD	16,100	37
SAD	34,600	32
SPD	75,000	82
SWD	17,400	43
Total	\$216,000	331

* Does not include M & S funds provided to the MSC for program oversight and support.

FUNDING

For FY99, BRAC-ER project funding will continue being sent out by HQUSACE Resources Management (RM) to districts by way of a Funding Authorization Document (FAD), in the same manner funds were distributed in the past.

1. Project Authorization Process. Starting this fiscal year (FY99), requests for project funds are now being processed and authorized by MACOMs, through USACE, and then forwarded to HQDA, DAIM-BO for funding. Under this new process, as MACOMs determine project funding priorities, they send projects to be funded to HQUSACE RM electronically, through shared software. HQUSACE RM coordinates the list of projects with CEMP-RI BRAC-ER Program Managers, where the projects are reviewed for executeability. In general, CEMP-RI only recommends projects for funding that are ready for contract award within the next 60 day period. After CEMP-RI reviews the list of projects and confirms their readiness, RM updates the list of projects by annotating (Y or N) for total or partial project funding. The updated and annotated list of projects that are ready for funding is then electronically forwarded to DAIM-BO. At this point, DAIM-BO prepares a request for project funds and forwards this through the ASA(FM) and DFAS for funding. A FAD is then sent out from DFAS to HQUSACE RM. Project

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funds at this point in the process are now available at HQUSACE for distribution to the districts.

2. Project Funding Process. From paragraph 1, the incoming FAD from HQDA (DFAS), lists projects with the AMSCO and funded amount to be distributed. HQUSACE RM coordinates with CEMP-RI to validate project funding from the HQDA FAD. After the validation is complete, CEMP-RI prepares a Work Authorization Document (WAD) which describes the BRAC-ER project. The WAD is sent to HQUSACE RM, where a FAD is prepared and sent electronically to the respective district, funding the BRAC-ER project. At this same time, CEMP-RI electronically distributes the WAD to the MSC and district PM.

3. Management & Support (M & S) Funding. DAIM-BO has approved our (CEMP-RI) request for M & S funding for FY99. Periodic allocations of FY99 funds are made to the MSCs and the Centers of Expertise. These funds are to be used for MSC Program Managers salary, travel, and other appropriate costs.

MONITORING

1. Monitoring Performance. To help ensure BRAC-ER Program success, CEMP-RI, MSCs, and Districts will monitor overall program performance and project execution throughout the year. During each fiscal year quarter, CEMP-RI and MSC Program Managers will monitor progress and determine each Division's quarterly allocation. The MSC allocations (quarterly and total for the year) will be adjusted throughout the year as project funding and workplan changes are made by the MACOMs. Overall, the USACE goal is to execute 100% of our funded and DA approved BRAC-ER Program, which for FY99 amounts to \$216M, not including prior year carry over funds. CEMP-RI will reflect changes in each Division's allocation during the year such that the total program for USACE remains the funded and DA approved amount, currently \$216M. Allocations will be coordinated with the MSCs prior to each Program Review Board (PRB) and Command Management Review (CMR) and on a recurring basis during the year as changes to the workplan and projects occur. Each Division's total allocation for the year can be adjusted by CEMP-RI throughout the year, by 10% (+/-) from the original planned amount, as project funding and workplan changes are made by the MACOMs. CEMP-RI Program Managers will coordinate directly with the MSC Program Manager at least two weeks prior to PRB and CMR program submittals to CEMP-R to determine Division allocation levels and actual project obligations.

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2. Measuring Performance. MSC and district performance in the BRAC-ER Program will be measured by reviewing cumulative obligations on a quarterly basis and at year-end. After coordination and agreement is reached on each MSCs quarterly allocation, cumulative obligations from the Integrated Command Accounting and Reporting (ICAR) will be the basis for determining performance.

3. Performance Standards. Each Division must obligate 90% of its quarterly allocation during the first three quarters. These targets are dependent on the allocation amount, which will be updated quarterly, based on coordination and input from each MSC. For monitoring purposes, CEMP-RI will use the quarterly allocation targets (which are based on the BRAC Workplan and obligation plan) in **TABLE 2. BRAC-ER QUARTERLY DIVISION ALLOCATIONS FY99.**

TABLE 2. BRAC-ER QUARTERLY DIVISION ALLOCATIONS (\$000) FY99 *
(Cumulative figures)

Division	1 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter
LRD	9,900	18,700	24,100	24,100
NAD	5,100	18,500	44,900	48,800
NWD	2,100	13,000	15,400	16,100
SAD	6,700	30,600	34,600	34,600
SPD	15,900	30,500	73,500	75,000
SWD	8,300	16,100	17,200	17,400
TOTAL	48,000	127,400	209,700	216,000

* Matches the approved (1 September 1998) Army BRAC-ER Workplan. These initial allocations will be the baseline for the year.

The quarterly performance indicators for the first three quarters for execution of the current year program in BRAC-ER are as follows: GREEN-greater than or equal to 90% of each quarters allocation; AMBER-greater than 85% and less than 90% of each quarters allocation; RED-less than 85% of each quarters allocation.

The performance indicators for the fourth quarter (end of year) are as follows: GREEN-greater than or equal to 96% of the total allocation; AMBER-greater than 92% and less than 96% of the total allocation; RED-less than 92% of the total allocation. Our goal for FY99 is to execute the entire BRAC-ER Program amount of \$216M.

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4. FY98 Carryover Funds: For FY98, USACE carried over funds totaling \$16M. For the first quarter of FY99, MSC performance indicators will also include management of these funds, through obligations and/or coordinated funds return. Unobligated funds that are not returned before the end of first quarter FY99, will be reflected in each MSCs execution performance. The same performance indicators for current year program GREEN/AMBER/RED, will be used to evaluate performance for the FY98 carryover funds.

5. FY99 Carryover Funds: For planning purposes, the total carryover for FY99 funds to be carried over to FY00 USACE wide in BRAC-ER should not exceed \$8.0M, which is approximately 4% of the total FY99 \$216M program. Each MSC should plan to use not more than 4% of this years available funds for carryover into FY00.

REPORTING

1. For the FY99 BRAC-ER Program, reporting will be done on a recurring basis so that everyone is current on the status of execution. CEMP-RI has developed specific reports that capture project funding (program amount and obligations) within 5-7 days of actual execution. This provides much more timely execution results and should improve overall program accountability and enhance our ability to make timely program adjustments during the year.

2. Basis of Reporting. The Integrated Command Accounting and Reporting (ICAR) System is the official execution reporting system in USACE, and will be the basis of reporting in the BRAC-ER Program for all direct funded projects. Direct funded projects are those that are funded through a WAD/FAD generated at HQUSACE. Well over 95% of the BRAC-ER Program is direct funded. ICAR data will be used to report execution for the PRB, CMR, and DMR throughout the year. For the indirect funded (MIPR) portion of the program, each MSC must inform CEMP-RI well in advance of PRBs, CMRs, and DMRs in order to include this execution in the MSC's total program and execution. Indirect funds will be added to the schedule, as well as execution amount. Because the BRAC Program does not have a carrier account similar to the DERP Program, which uses the OMA appropriation as the carrier account, official reports are not yet available for the indirect funded portion of the BRAC-ER Program.

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3. Reporting Format. CEMP-RI will report MSC and district execution by tracking the initial allocation (baseline amounts), the projected allocation, and the actual obligations. The initial allocation is the amount as shown in this guidance and will be used as a baseline, and therefore will not change. The projected allocation can change as the workplan and project requirements change. The actual obligations will be those officially in the ICAR.