



**US Army Corps
of Engineers®
Headquarters**



COVE POLICY LETTER # 2017-02

May 12, 2017

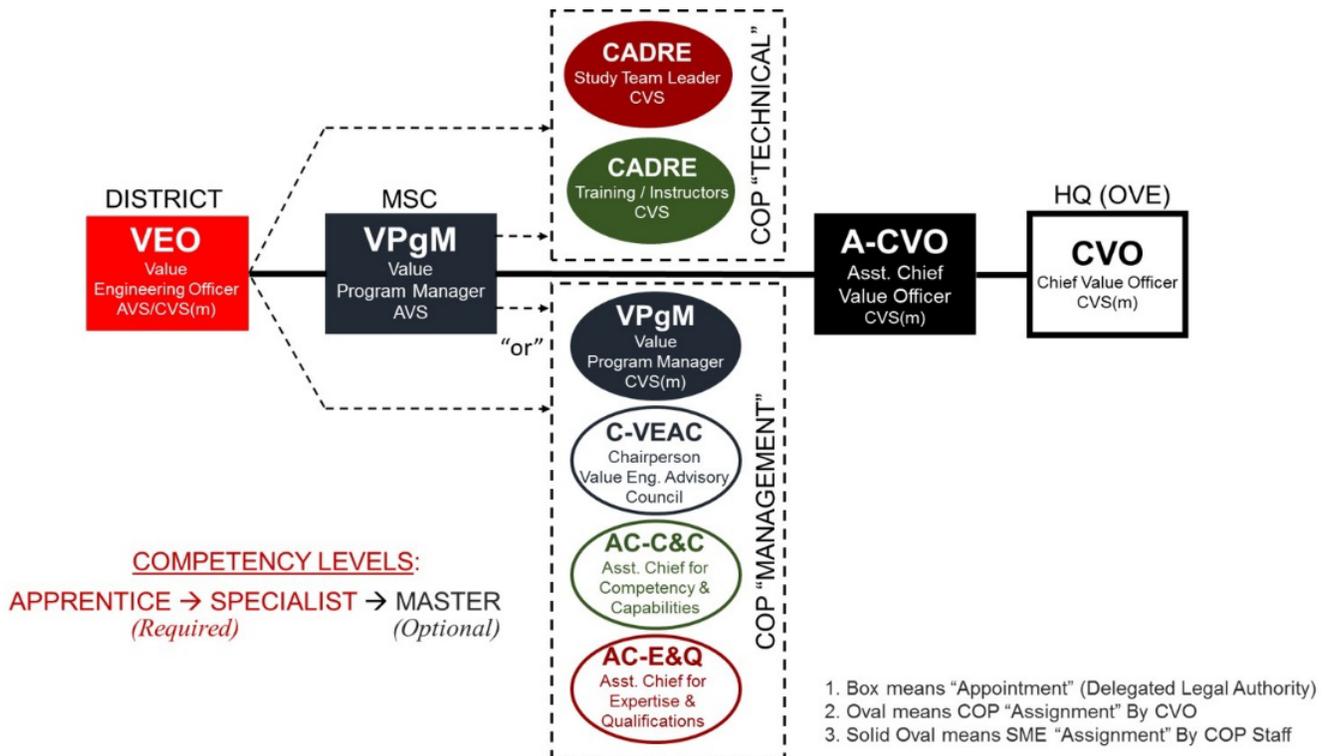
SUBJECT: Apprenticeship and Authorities

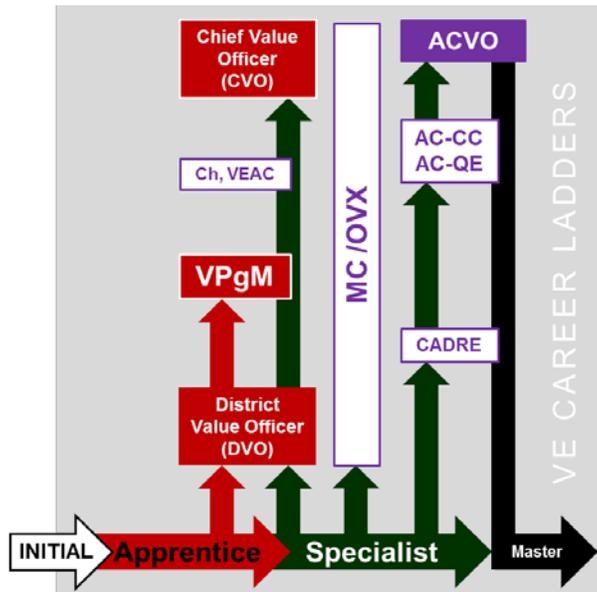
QUALIFIED & APPOINTED: Value Engineering Officer (VEO) or Value Program Manager (VPgM)

There are 55 assigned VE personnel in USACE (42 District/10 MSC/1 HQ +2); currently only 5 are qualified at the Specialist (CVS/SVM) level. "Qualified" is defined as the minimum combination of experience, training, and certification (i.e., CVS) required to perform the standard functions of VE/VM.

As a corrective action to the 2012-14 EIG Report, and due to the significant corporate & individual investment to achieve "qualified" level in VE/VM; the USACE Value Community of Practice (V-COP) established a structured "Value Management Apprenticeship" program tied to the appointment of delegated legal authorities. This structure provides active advising/mentoring of entry level & junior VEO's & VPgM's aligned to ensure successful career progression. The program assists the VEO in attaining the fully qualified level (i.e., Journeyman) for VE/VM by ensuring:

- Practical experience with direct feedback (~6000-7000 hours)
- Completion of mandatory training courses: One (1) in VE Management and two (2) in VE Practice (Mod-I/II)
- and, successful completion of the industry's CVS certification (or equivalent).





The Qualifications process is initiated when Division & District Commanders “designate” their Special Assistant to the Commander for VE (i.e., VEO/VPgM) in writing with all the roles, responsibilities and authorities for VE within their AOR. Once documented the candidate begins working towards “Qualified” as follows:

STAGE 1: DESIGNATE

The VEO is assigned an Advisor, and attends the initial “VEO Management Training Course” that covers all aspects of the required VE/VM duties. Upon successful completion, the VEO receives their “Initial Appointment” and delegated legal authority. This authority expires one (1) year from their assignment date.

STAGE 2: APPRENTICE

Within the first year as VEO, they are scheduled to attend the “VE Principles Course (Mod-1)” and complete the initial VE certification exam, “Value Methodology Associate” (or equivalent). Upon successful completion of this stage, the VEO is officially entered into the USACE Value Management Apprenticeship program and their delegated legal authority is renewed for an additional three (3) years, with a “Limited Appointment”.

STAGE 3: SPECIALIST

Through the next three (3) years the VEO gains critical job experience managing a value program (min. 6000 Hrs), attends the industry “Advanced Value Engineering (Mod-II)”, and applies to sit for the Certified Value Specialist (CVS) Exam (or equivalent). Upon successful completion of this stage, the VEO is recognized as a “Specialist” in Value Management, and their appointment is revised to “Unlimited”. Specialist serve as National assets within the Command and support the V-CoP in assigned roles, facilitation, and training cadre to assist the growth and capabilities within USACE.

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ou=PKI, ou=USA,
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Date: 2017.05.12 10:47:14 -04'00'

Jeffery T Hooghouse, AIA, DBIA, CVS
Chief Value Officer
US Army Corps of Engineer, HQ

VCOP ORGANIZATION PLAN

Value Focus Process



COMPLIANCE
PERFORMANCE
(REPORT
CCG BY
VIA DM



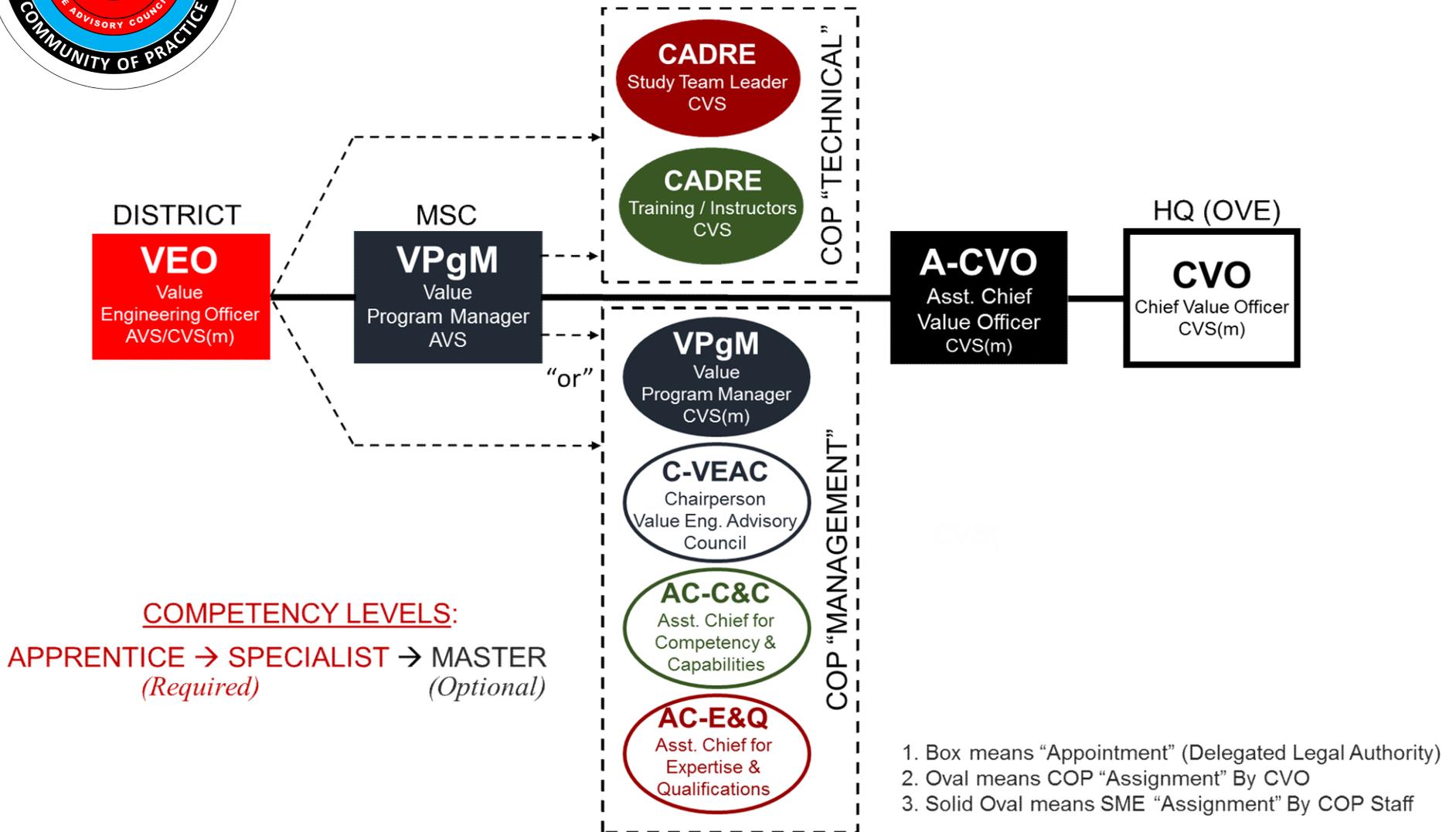
DIST VEO's

- ALL SPECIAL ASST. TO DIST
- CVS MANAGERS

DISTRICT ORG (CVS)



VCOP CAREER PLANNING





What's the Difference Between:

■ APPOINTMENTS

- Delegation of Legal Authority to “Qualified” VEO/VPgM by the SAO; for determination of intent, screening for opportunity, and documentation addressing the requirement (OMB-Cir A-131)

Starts w/ Commander's Designation Letter → Appointment of Legal Authority

■ APPRENTICESHIP

- Structured Program to document VEO/VPgM required qualifications through Training, Experience & Certification. (OMB Cir A-131 & DODI 4245.14)

USACE VCOP Apprenticeship Program documents VE Qualifications from Entry → Apprentice → Specialist

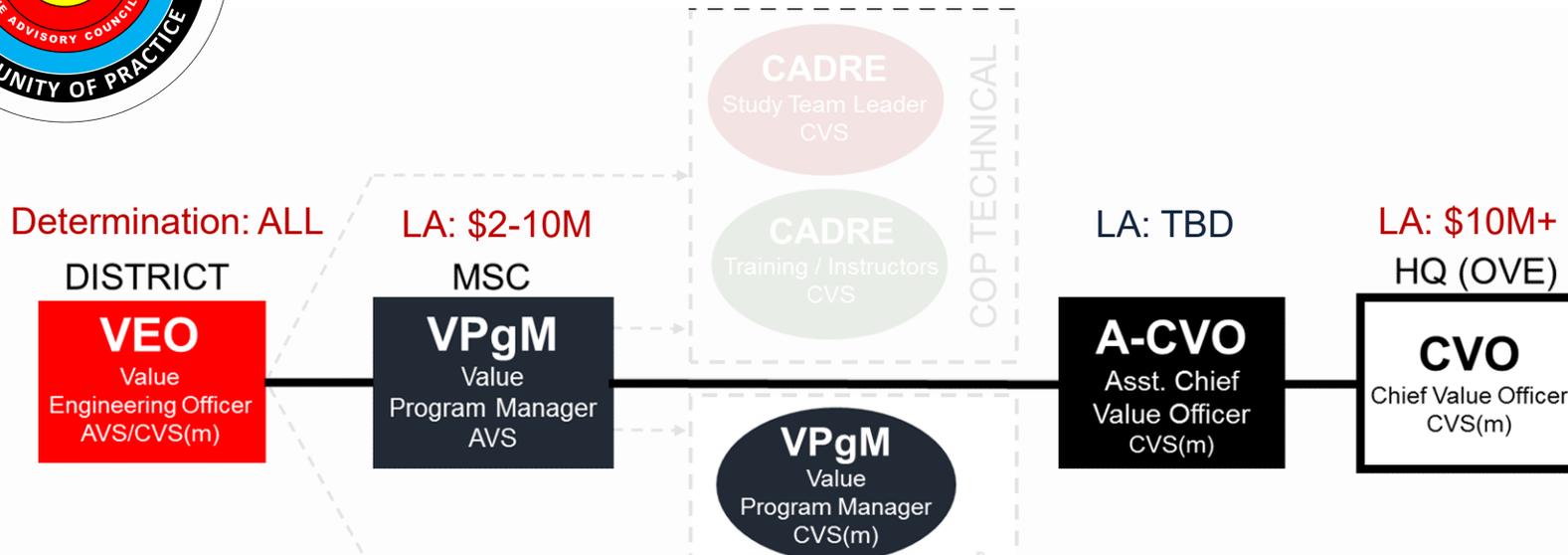
■ COP ASSIGNMENTS

- COP Staff Assignments by the SAO to Senior VCOP personnel to cover the key areas of VE Management requirements:

Training (AC-C&C/Cadre); Qualifications (AC-Q&E); Management & Reporting/Controls (ACVO/OVX)



APPOINTMENTS



■ APPOINTMENTS

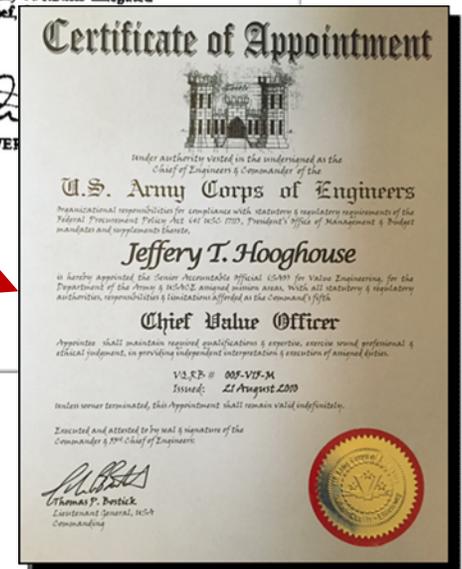
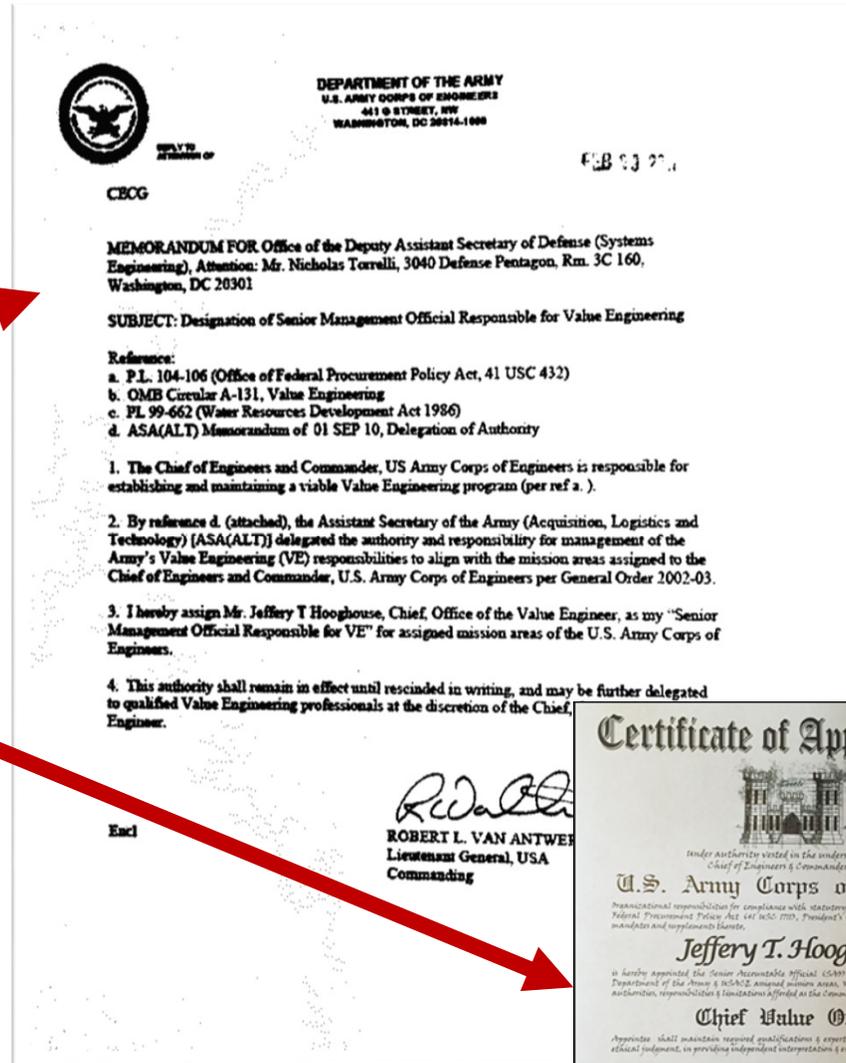
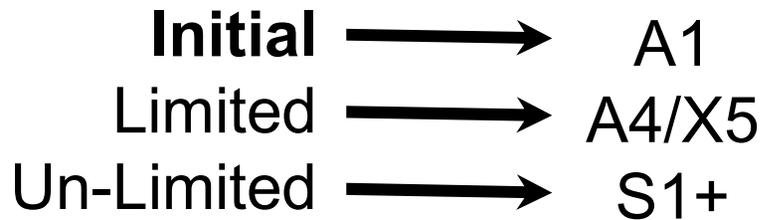
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Starts w/ Commander’s Designation Letter → Appointment of Legal Authority (Delegated Legal Authority)

2. Oval means COP “Assignment” By CVO
3. Solid Oval means SME “Assignment” By COP Staff



APPOINTMENTS





APPOINTMENTS

Determination: ALL

LA: \$2-10M

LA: TBD

LA: \$10M+

DISTRICT

MSC

A-CVO

CVO

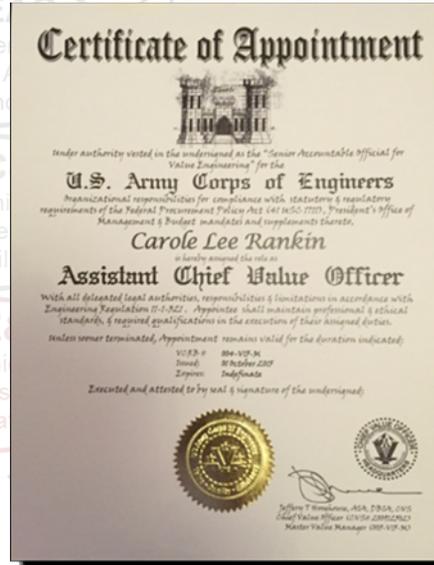
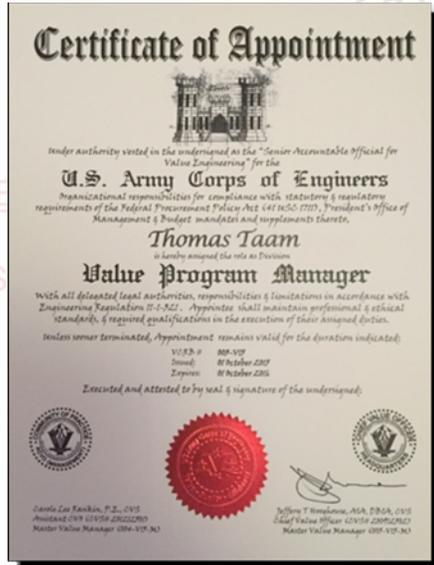
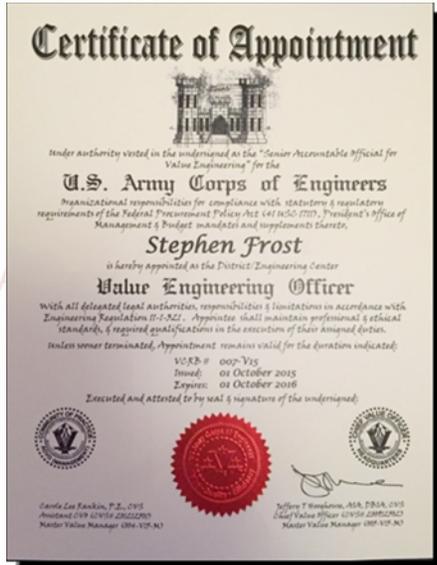
VEO
Value
Engineering Officer
AVS/CVS(m)

VPgM
Value
Program Manager
AVS

VPgM
Value
Program Manager
CVS(m)

A-CVO
Asst. Chief
Value Officer
CVS(m)

CVO
Chief Value Officer
CVS(m)



APPRENTICESHIP

COMPENTENCIES / CAPABILITIES

“APPRENTICESHIP”

$$Q = E + T + C$$

- To build competencies required for VE Qualifications
- Solidify Structure of VCOP & VE (Acq) Legal Authorities for Career Planning
- To ensure healthy VCOP for future
- To ensure consistent Individual & Organizational Training Plans



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**US ARMY CORPS OF ENGINEERS
VALUE ENGINEERING COMMUNITY OF PRACTICE**

QUALIFIED & APPOINTED Value Engineering Officer (VEO) or Value Program Manager (VPpM)

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DEPARTMENT OF
U.S. Army Corps of
Washington, DC

CEXX-X

Pamphlet
No. CXX-X-2

Series Title (Limit
VALUE ENGINEERING OFFICER / PRO

1. **Purpose.** This pamphlet provides a brief summary of the Value Engineering Officer (VEO) and Value Program Manager (VPpM) Program of the U. S Army Corps of Engineers.

2. **Applicability.** This pamphlet applies to HQUSACE (MSC’s), centers, districts, laboratories, and other USACE units.

3. **Distribution Statement.** Approved for public release.

4. **References.** The following references are cited in this pamphlet:

- ER 11-1-321, Change 1, Army Programs - USACE Competency Program for VE Specialists
- Value Engineering Training Management Plan located in USACE Value Engineering Community of Practice (V-CoP)
- SAVE International Certification Program (document located in USACE Value Engineering Community of Practice)

5. **Overview of VE Professional Career Path within USACE.** The USACE VE professional has the opportunity to advance in professional competency via formal and informal duty assignments, experience and training. VE professionals may receive a formal position appointment and may also qualify for special support assignments as illustrated on the below graphic. Position appointments and their related competency requirements are as follows:

a. **Official Position Appointments (see Reference 4a. above).** There are four levels of official position appointments:

1. **Value Engineering Officer (VEO).** This position requires either full-time or part-time duty of managing the district VE program. This may be staffed by any professional discipline (Engineering, Management, Environmental, etc.). Grade level is GS-12 or 13 depending on competency level and district structure. Competency requires specialist

DRAFT



VE Qualification & Appointments



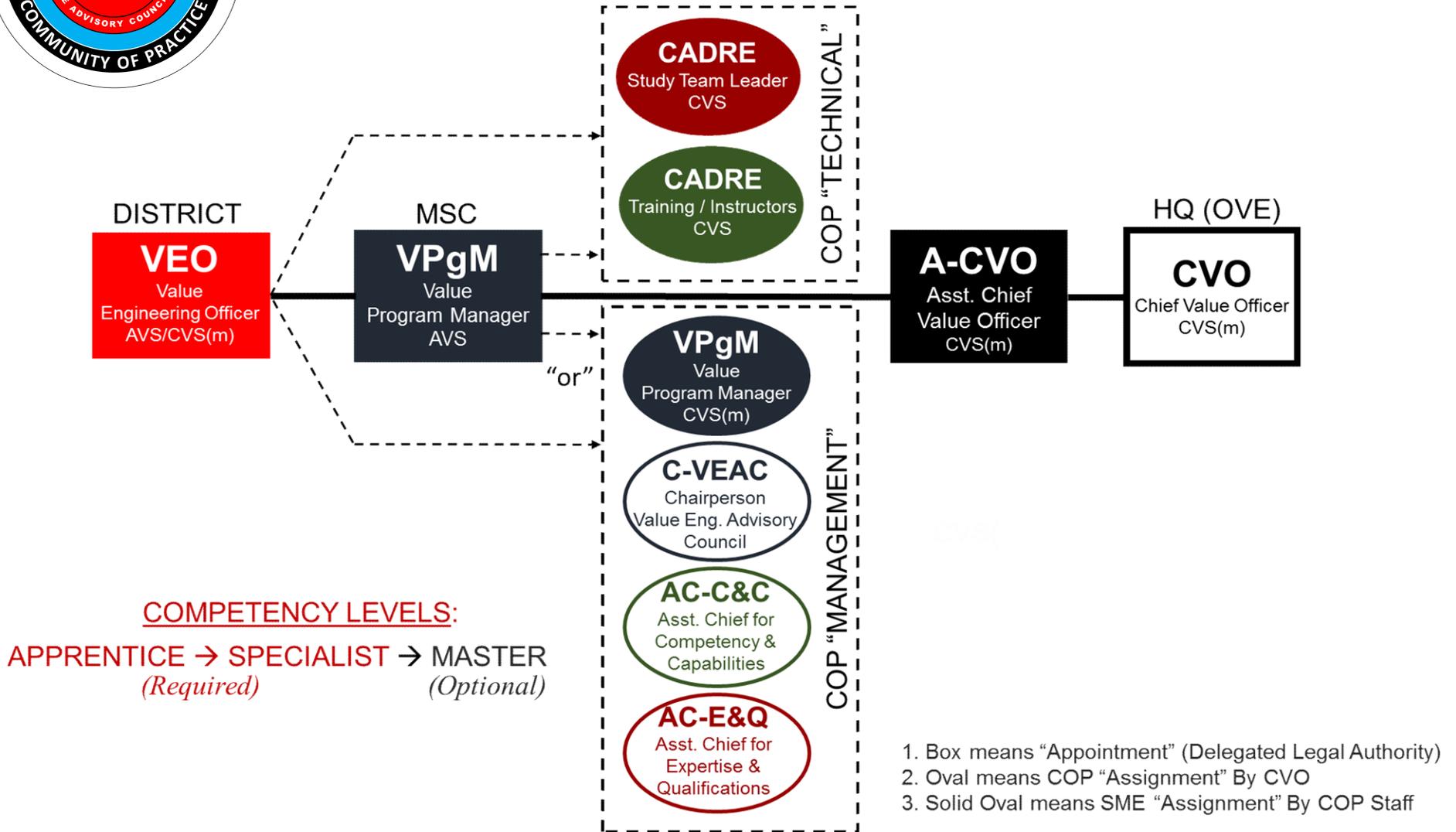
“APPRENTICESHIP”

$$Q = E + T + C$$

Initial	→	A1		X		VEO Mgmt Mod-I Mod-II		X
Limited	→	A4/X5	=	~1500	+		+	VMA
Un-Limited	→	S1+		~6000				CVS



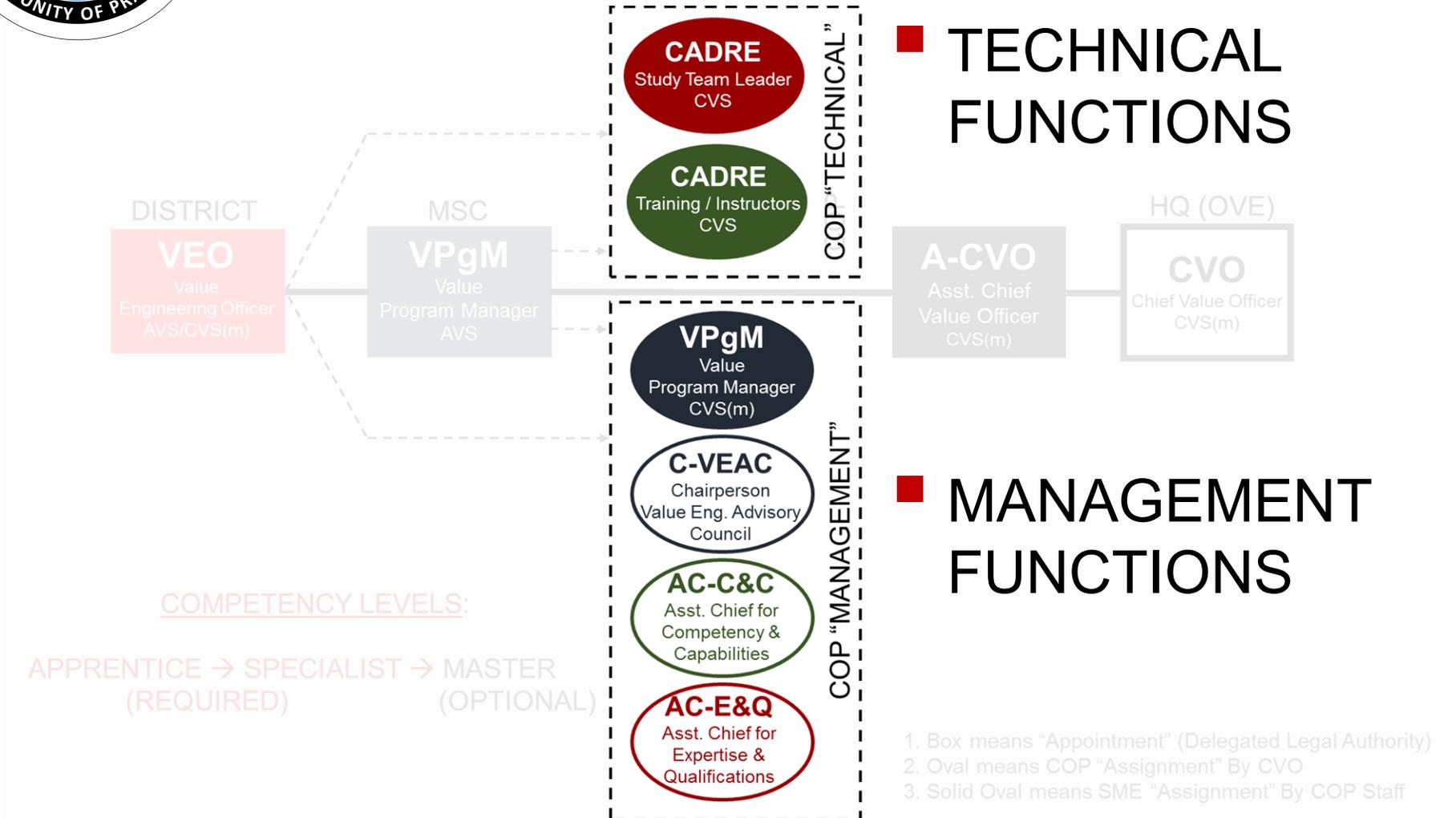
VCOP CAREER PLANNING





COP ASSIGNMENTS

COP Staff Assignments by the SAO to Senior VCOP personnel to cover the key areas of VE Management requirements:



Training (AC-C&C/Cadre); Qualifications (AC-Q&E); Management & Reporting/Controls (AC-R&M)



COP ASSIGNMENTS

“Management”



AMY JO RIFFEE, CVS
 Assistant Chief for Competency & Capabilities

FRANK VICIDOMINA, CVS
 Assistant Chief for Qualifications & Experience

JEN HENRY, VMA

1. Dotted line means "Assignment" By COP Staff
2. Oval means COP "Assignment" By COP Staff
3. Solid Oval means SME "Assignment" By COP Staff



COP ASSIGNMENTS

“Technical”



MELISSA BOYD, VMA
LEE DANLEY, VMA
JEN HENRY, VMA

MARK NEDZBALA, VMA

**Chair, Value Engineering
Advisory Council**

- 1. Solid Oval means "Assignment" By CVO (Delegated Legal Authority)
- 2. Oval means "Assignment" By CVO
- 3. Solid Oval means SME "Assignment" By COP Staff

U.S. Army Corps of Engineers

Value Engineering Qualifications Record

Per

[VEO's shall forward completed VCRB form with all supporting documentation to their MSC VPgM (VPgM's to COP Staff) for validation and posting to COP sharepoint site.

Individual VCRB should be reviewed (at least Annually) with MSC VPgM' or COP Lead to ensure accurate record of your Career/Qualifications, and identify any needs are identified in the USACE Annual Plans/Reports.

Candidate Information:

Name: _____

Job Title: _____

Company: _____

Mailing Address: _____

City: _____ State: _____ Postal Code: _____

Telephone: _____ Email: _____

Supervisor Information:

Name: _____

Job Title: _____

Telephone: _____ Email: _____

INITIAL PHASE:

Date started experience as VEO/VPgM:	Date	Include prior VEO/VPgM time
Commander Designation as VEO/VPgM Letter	Date	Provide Copy for Record
VE FUNDAMENTALS Course (Mod 1)	Date	Include Copy of Course Certificate
USACE VEO MANAGEMENT Course	Date	Include Copy of Course Certificate
		Minimum Two (Required); If Past
		Study Team Participation, please list:
Shadow Senior VEO (Optional):	Start	Finish
Submitted for Review:	Date	
Reviewed by Supervisor:	Date	
Revised/Validated by MSC VPgM/COP Staff:	Date	
AC-E&Q Reviewed:	Date	
Appointment issued:	Date	VEQR #
Accepted into USACE VCOP Apprenticeship:	Date	Expiration

YEAR 4 Continued:

Date VEQR Reviewed:

MSC VPgM Signature:

Move to X5 Date:

Date AC-E&Q Reviewed:

Expiration date:

OR

Date Indefinite Appointment Issued:

Date Supervisor Notification Meeting:

Date Specialist Designation/Completion
of USACE VCOP:

MSC VPgM Signature:

Employee Signature:

SPECIALIST LEVEL 2

YEAR 5:

Percentage of Duties as VEO/VPgM (min 80%): percent

Total # of Hours as VEO/VPgM (max 1750): date

EO Year Validation:

Value Study Title

Include Exec Summary Info &/or Standard QA/QC

Your Role

Dates of Study

From

To

Contact Hours

1					
2					

YEAR 6:

Percentage of Duties as VEO/VPgM (min 80%): percent

Total # of Hours as VEO/VPgM (max 1750): date

EO Year Validation:

Value Study Title

Include Exec Summary Info &/or Standard QA/QC

Your Role

Dates of Study

From

To

Contact Hours

1					
2					

YEAR 7:

Percentage of Duties as VEO/VPgM (min 80%): percent

Total # of Hours as VEO/VPgM (max 1750): date

EO Year Validation:

Value Study Title

Include Exec Summary Info &/or Standard QA/QC

Your Role

Dates of Study

From

To

Contact Hours

1					
2					

SPECIALIST LEVEL 2 Continued:**YEAR 8:**

Percentage of Duties as VEO/VPgM (min 80%): percent

Total # of Hours as VEO/VPgM (max 1750): date

EO Year Validation:

	Value Study Title Include Exec Summary Info &/or Standard QA/QC	Your Role	Dates of Study		Contact Hours
			From	To	
1					
2					

YEAR 9:

Percentage of Duties as VEO/VPgM (min 80%): percent

Total # of Hours as VEO/VPgM (max 1750): date

EO Year Validation:

	Value Study Title Include Exec Summary Info &/or Standard QA/QC	Your Role	Dates of Study		Contact Hours
			From	To	
1					
2					

YEAR 10:

Percentage of Duties as VEO/VPgM (min 80%): percent

Total # of Hours as VEO/VPgM (max 1750): date

EO Year Validation:

	Value Study Title Include Exec Summary Info &/or Standard QA/QC	Your Role	Dates of Study		Contact Hours
			From	To	
1					
2					

Other Related Training/Certs:

Professional/Industry Participation:

VCOP Participation & Roles:

(Description & Dates):

MASTER LEVEL 3

Date VEQR Submitted for Master Level Consideration:

VEQR Review Completed:

Date QRB-1 Completed:

Date QRB-2 Completed:

Date QRB-3 Completed:

AC-E&Q Approved:

AC-C&C Approved:

ACVO Approved:

CVO Approved:

Date Master Level Qualifications Awarded: