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Project Operation
Civil Works Transition Process for Inactive Facilities

FOR THE COMMANDER:

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Chief of Staff

Purpose. This engineer circular provides general guidance on transitioning a U.S. Army Corps of Engineers Civil Works facility to an inactive status (Standby, Mothball, or Caretaker) and from one inactive status to another. The resulting facility status depends largely on the length of time that facility is expected to be inactive. This circular does not address disposal or divestiture of an authorized project, recommendations for deauthorization, outgranting, or budgeting procedures, nor does it apply to recurring seasonal closures to recreation facilities.

Applicability. This document applies to all U.S. Army Corps of Engineers major subordinate commands having Civil Works responsibilities.

Distribution Statement. Approved for public release; distribution is unlimited.

Proponent and Exception Authority. The proponent of this circular is the Headquarters, U.S. Army Corps of Engineers Civil Works Operations and Regulatory Division Asset Management Branch Chief. The proponent has the authority to approve exceptions or waivers to this circular that are consistent with controlling law and regulations. Only the proponent of a publication or form may modify it by officially revising or rescinding it.

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Glossary of Terms

1. Purpose

This engineer circular provides general guidance on transitioning a U.S. Army Corps of Engineers Civil Works facility to an inactive status (Standby, Mothball, or Caretaker) and from one inactive status to another. The resulting facility status depends largely on the length of time that facility is expected to be inactive. This circular does not address disposal or divestiture of an authorized project, recommendations for deauthorization, outgranting, or budgeting procedures, nor does it apply to recurring seasonal closures to recreation facilities.

2. Distribution statement

Approved for public release; distribution is unlimited.

3. References

See Appendix A.

4. Records management (recordkeeping) requirements

The records management requirement for all record numbers, associated forms, and reports required by this publication are addressed in the Army Records Retention Schedule. Detailed information for all related record numbers is located on the U.S. Army Corps of Engineers (USACE) Records Management Site <https://usace.dps.mil/sites/INTRA-CIOG6/SitePages/Records-Management.aspx>. If any record numbers, forms, and reports are not current, addressed, and/or published correctly, see DA Pam 25-403 for guidance.

5. Associated publications

This section contains no entries.

6. Overview

a. USACE Civil Works (CW) infrastructure is built, operated, and maintained to meet contemporary purposes and is tied to the project's authorization, which is typically decades old. The dynamic fiscal, human, and operational environment of USACE CW often requires adjustments in how managers deliver authorized benefits. Over time, reduction, changes to, or elimination of operations occur as the need or priority for services change or diminish, or funding or other resources reduces. These decisions should be made deliberately.

b. This policy provides factors for District Operations Chiefs, Operations Project Managers (OPM), or facility managers to consider in decisions concerning transition to and among the inactive facility statuses of Standby, Caretaker, or Mothball. It includes guidance on moving a facility to an inactive status without the requirement of performing a formal study and identifying needs for the facility while in an inactive status. The policy

defines the differences between the three inactive facility statuses and provides a process for transitioning to and among these facility statuses. (See Figure 1.)

c. Generally, when considering reductions in operating funding, changes in mission, or other common issues, managers need to consider whether it is necessary to transition a facility to an inactive status. This includes circumstances when partnering agencies or outgrantees have already returned facilities to USACE CW management. In some cases, USACE CW may be unable to support proper operations of these properties or facilities. Managers may rely on the various business line indicators that allow facility managers to gauge the need for review of a facility's status.

d. Information from the Lock Performance Monitoring System regarding annual tonnage, the Natural Resources Management (NRM) Assessment tool, the Operational Condition Assessment (OCA) tool regarding facility condition, the Facility and Equipment Maintenance (FEM) system regarding end-of-lifecycle information, and other systems of record should be analyzed when considering transition to an inactive status.

Inactive Facility Requirements

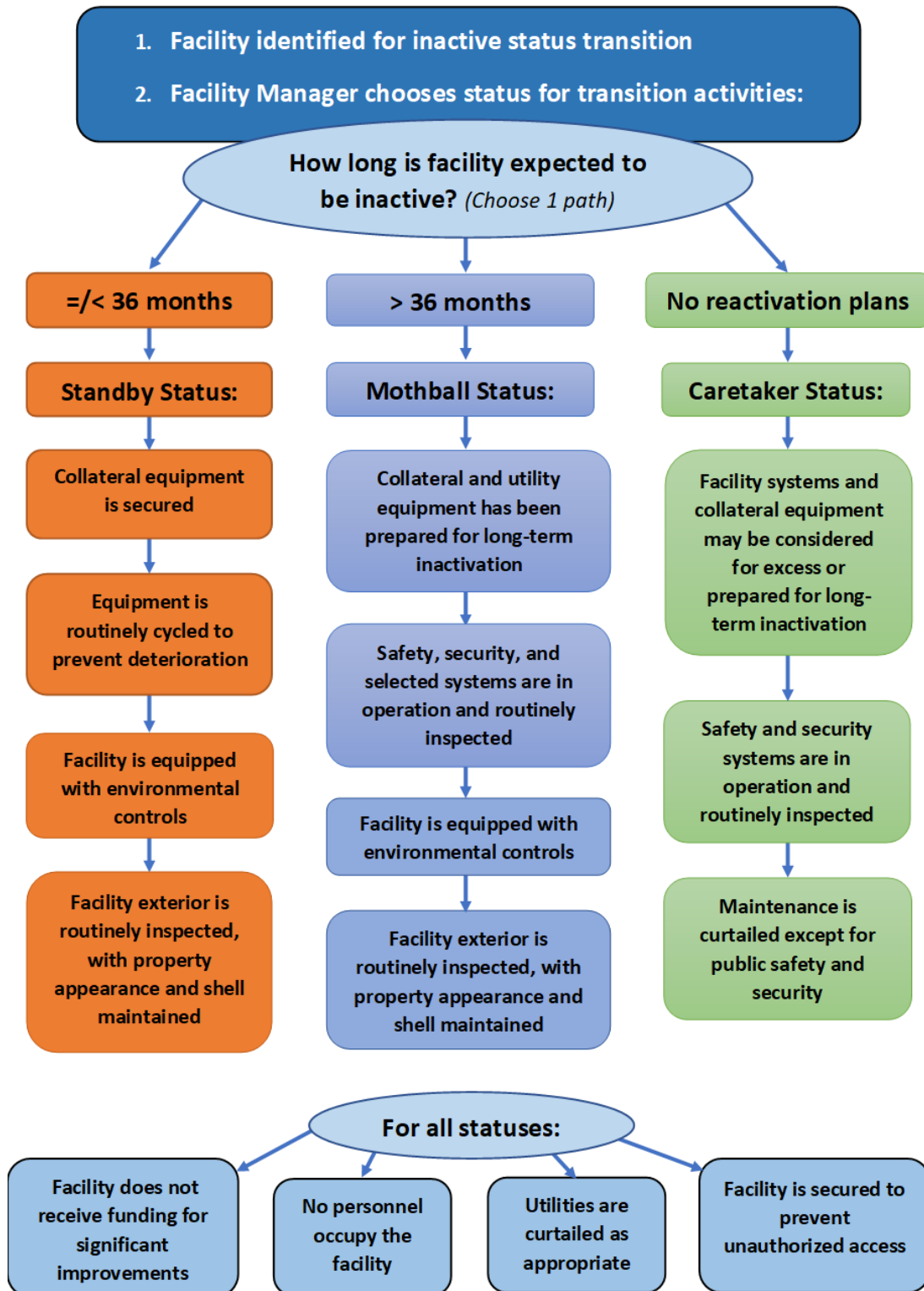


Figure 1. Decision points and requirements

7. Roles and responsibilities

a. Oversight. The HQUSACE CW Operations Division Asset Management Branch will oversee implementation and execution of this EC, collect feedback, and update the EC as needed.

b. Administration.

(1) Major subordinate command (MSC) Commanders will, through the MSC Operations Chiefs, maintain awareness of the current operational status of their major CW facilities.

(2) MSC Operations Chiefs will maintain awareness of the current operational status of their major CW facilities in communications from the Districts.

(3) District Commanders will, through the District Operations Chiefs, maintain knowledge of the current operational status of their CW facilities, and serve as the decision maker in complex facility status decisions that the District Operations Chief raises to the Commander level.

(4) District Operations Chiefs approve the transition of facilities to an inactive status. District Operations Chiefs should ensure affected Business Line Managers are kept informed of changes to required resource levels during and after transition. For permanent closures of recreation facilities, District Operations Chiefs must coordinate with the MSC Operations Chief prior to approval.

(5) Facility managers, in cooperation with OPMs (if not serving the same position), are responsible for executing the transition of facilities to an inactive status. Facility managers (for example, Park Manager, Park Ranger, Lock Master, Operations Manager, sometimes an OPM depending on the facility) are responsible for providing information to the OPM and District Operations Chief to inform the transition of the facility to an inactive status, and to seek approval of the transition plan. Facility managers are responsible for planning, managing, and implementing all transition activities and obtaining approval through the OPM and the District Operations Chief to proceed with transition activities.

(6) OPMs are responsible for ensuring appropriate documentation (see appendixes) is provided and retained and that the transition is completed. OPMs are also responsible for maintaining transition documentation throughout the facility's inactive period. On completion of the transition activities, the OPM will notify the District Operations Chief.

(7) Business Line Managers will support this initiative by assisting in the prioritization of funds to prepare facilities for inactive status.

(8) The District Real Estate Division (District RE) and the District Resource Management (District RM) must be engaged as early as possible by the facility manager and the OPM to manage real estate documentation of overlapping/adjacent

outgrants that could impact/be impacted when moving a facility to inactive status and ensure all accounting requirements are entered into CEFMS timely. Additionally, the District RE and Operations will work together to develop a plan of inspections, to include the boundary when initially moving to inactive status and periodic encroachment-prevention inspections after the facility is in inactive status.

8. Definitions

a. Facility. A building, structure, or other improvement to real property that includes the space it contains and may include any interest in land, structure, or complex of structures together with any associated road and utility improvements. For this guidance, any facility level may be applicable, as determined by the District Operations Chief.

b. Inactive facility. A facility that is temporarily or permanently closed and unavailable to provide benefits or services. An inactive facility does not have a current program or mission requirement or does not have required resources to operate. Facilities in a Standby or Mothball status may have a planned need in the future. Recurring seasonal closures are not applicable to this definition.

(1) An inactive facility holds one of three statuses: Standby, Mothball, or Caretaker. See paragraphs c, d, and e below for the definition of each individual inactive facility status type.

(2) An inactive facility or portion thereof is characterized as follows:

(a) Facility does not receive funding for significant improvements.

(b) No personnel occupy the facility.

(c) Utilities are curtailed other than as required for fire prevention, security, or safety.

(d) Facility is secured to prevent unauthorized access and injury to personnel.

(3) Necessary transition activities vary depending on whether the facility will transition to short-term or long-term inactive status.

(4) Achieving one of the three inactive facility statuses is not necessarily linear or sequential. Facilities can achieve a specific status without progressively following the order of the statuses listed below and in Figure 1.

c. Standby facility status (short-term inactive expected <36 months). An inactive facility maintained in a near-ready state through preventive maintenance. Depending on the facility, it could take a relatively short period of time and moderate cost to reactivate a facility in a Standby status to an active status. Standby status is distinct from Caretaker or Mothball status. In addition to the conditions indicated above for an inactive facility, the following conditions characterize a standby facility:

(1) The total time to deactivate and then reactivate a facility, including the standby period, is less than 36 months.

(2) Collateral equipment is secured, as appropriate.

(3) Equipment is cycled in operation to prevent deterioration.

(4) The facility interior is equipped with appropriate environmental controls to prevent deterioration.

(5) The facility exterior is inspected routinely, and the integrity and appearance of the exterior shell is maintained.

d. Mothball facility status (long-term inactive expected >36 months temporarily closed). An inactive facility where a decision is made to suspend operations for an extended time period, typically greater than 36 months, maintenance measures are taken to prevent deterioration of essential systems, and preventive maintenance focus is in place to prevent deterioration of the overall facility.

(1) Mothball status is distinct from Caretaker or Standby status.

(2) Mothballing generally results in higher first-year costs, but future annual costs are lower due to reduced maintenance and repair requirements. In addition to the conditions indicated above for an inactive facility, the following conditions characterize mothballed facilities:

(a) The total time to deactivate and then reactivate a facility, including the mothballed period, exceeds 36 months.

(b) Utility systems and collateral equipment have been properly prepared for long-term inactivation without significant deterioration. Selected systems such as cathodic and fire detection systems are kept in operation and routinely inspected.

(c) The facility interior is equipped with appropriate environmental controls to prevent significant deterioration.

(d) The facility exterior is inspected routinely, and the integrity and appearance of the exterior shell is maintained.

e. Caretaker facility status (expected to be permanently closed). An inactive facility not used or occupied for current program authorized purposes and for which there are no reactivation plans. Caretaker status is distinct from Mothball or Standby status. Placing a facility in Caretaker status not already in Mothball status or not already fulfilling the requirements of Mothball status generally results in higher first-year costs, but future annual costs are lower due to reduced maintenance and repair requirements. Facility systems and collateral equipment may be considered for excess. In addition to the conditions indicated above for an inactive facility, the following conditions characterize a caretaker facility:

(1) Maintenance is curtailed except for public safety, preservation of the building envelope, and security of the site.

(2) Utility systems are curtailed, except as required for fire prevention, security, or safety, unless previously accomplished. Utility systems and collateral equipment are excessed to the greatest extent possible. Utility systems and collateral equipment retained have been properly prepared for long-term inactivation without significant deterioration.

f. Transition Path. Functional understanding of the probable long-term state of the facility is key in planning an effective transition path that includes preparing the facility for inactivation, and to avoid activities that later become unnecessary or counterproductive.

9. Guidance – Transitioning a facility to inactive status

a. Deliberate decisions are expected be made about facility status. Over time, reduction, changes to, or elimination of operations occur as the need or priority for services changes or diminishes, or funding or other resources reduces.

b. Prompts leading to a recommendation that a facility be reviewed for transition to an inactive status are found in Appendix B. Managers can recommend to the District Operations Chief transition of a facility to inactive status using these prompts.

c. Initial guidance to transition a facility to inactive status is provided by the District Operations Chief. District Operations Chiefs should verify that affected Business Line Managers are kept informed of changes to required resource levels during and after transition.

d. The District Operations Chief will decide the appropriate level of data collection, analysis, and procedure required in Appendixes C and D.

e. Preference is for transition activities to occur before a facility has ceased operations and before operational resources are unavailable, so that existing conditions can be evaluated (and resolved, if necessary) prior to inactivity.

f. A transition plan (see Appendix C) is developed, typically by the facility manager following coordination with the OPM and Business Line Manager for review by the District Operations Chief on the appropriate level of detail, to provide strategies and methods for managing the transition of a facility to an inactive status. The plan typically includes an overview of transition scope, cost, and schedule, and provides guidance on management of transition activities. It also incorporates knowledge of lessons learned at other facilities. The plan is updated as needed in coordination with others.

g. Transition requirements are typically documented by the facility manager who best understands the facility's operating condition. Transition requirements depend on which inactive status the facility will transition to (Standby, Mothball, or Caretaker). The level of documentation detail is typically proportional to the nature of the facility and the

scope and magnitude of the transition, and is determined by the District Operations Chief.

h. Prior to a facility transitioning to an inactive status, the facility manager is responsible for verifying that actions are implemented to place the facility in the approved status and to confirm that hazards are identified, documented, and mitigated to the extent practicable.

i. After a facility, or portions thereof, is no longer in use, the facility manager is still expected to ensure adequate environmental controls and public protection elements (such as fencing, gates, cameras) remain in place.

j. Appendixes C and D are intended to provide ideas and are not compulsory. A District Operations Chief may decide on a case-by-case basis the level of effort necessary to support adequate decision-making information and documentation to avoid unnecessary burden. The level of effort necessary will be provided with the interim approval.

k. Changes to facility status and associated assets must be reflected in the appropriate databases, including Real Estate Management Information System (REMIS), FEM, OCA, Corps of Engineers Financial Management System II (CEFMS II), Civil Works Integrated Funding Database (CW-IFD), etc. (see Appendix E). In doing so, the Real Property Accountable Officer (RPAO) should be notified of updates to real property status.

10. Transition activities

a. Specific business line instructions may be applicable.

b. Throughout the transition, the overall intent is to ensure safety of the workers, the public, and the environment. The level of effort to complete the detailed processes and procedures is proportional to the individual facility's situation and is determined by the District Operations Chief.

c. Decision factors at the time of transition to inactive status and considerations during the period of inactive status should be documented and shared with the appropriate parties. The decision maker ultimately decides what information known at the time of transition and the extent of detail will be included in such documentation. Facility information can be gathered from existing records prior to transitioning to an inactive status, such as:

(1) Summary of the facility, including facility boundaries, using the REMIS database, the system of record for accountability and management of the civil and military real property assets and outgrants.

(2) Facility condition and operating information, using existing knowledge and information on (1) facility condition, (2) operation and maintenance history, (3) associated asset's condition information, (4) safety of the facility, its systems, and

associated assets, and (5) potential impacts to associated/secondary/neighboring facility assets. Potential sources of information are:

(a) Asset condition information from inspections and assessments, FEM, OCA, Operational Risk Assessments, and/or other tools and databases (Lock Performance Monitoring System, etc.). Data in these reporting systems should be checked for completeness and accuracy, and updated as needed.

(b) Facility operating information (facility authorization, environmental documentation, operating history, existing hazard or safety documentation and controls, and other relevant documents).

(3) Minimal maintenance requirements necessary to meet security, safety, and regulatory requirements while in an inactive status.

(4) Permits, licenses, and agreements for the facility. Outstanding commitments to regulatory authorities, tribal governments, stakeholders, and other organizations that require action.

(5) Encroachment inspections. Per the Encroachment Action Handbook, adjacent property landowners are less likely to intentionally encroach when they know a boundary inspection is regularly conducted. District RE should collaborate with District Operations to determine the frequency of inspections for inactive facilities.

(6) Real property inventory inspections. District RE and District RM offices will work together to confirm REMIS and CEFMS II data are aligned, as properties in an inactive status can be retired in CEFMS such that depreciation is paused and real property audit inspections for these assets are no longer required. Resource Management guidance can be found in Chapter 15 of ER 37-1-30.

(7) Excess equipment and material to be removed from the facility, not required to operate and maintain the facility in an inactive status. Track all equipment and material.

(8) Funds needed (rough estimate) for safety, security, regulatory requirements and maintenance activities, human resources, and contractor commitments during the inactive period.

(9) Potential future use, long-range site plans, and potential health, safety, and environmental hazards that could influence the inactive status type (Standby, Mothball, or Caretaker).

d. The RPAO should be notified of updates to real property status to confirm the facility transition status is noted accordingly in REMIS.

Appendix A References

Unless otherwise indicated, Army and USACE publications are available at <https://armypubs.army.mil/> and <https://www.publications.usace.army.mil/>.

Section I

Required Publications

CECW-CO Memorandum for Chiefs, Operations and Natural Resources Management Divisions and Districts and Operations Project Managers

Subject: Park Closures or Significant Changes in Park Operations – Policy Guidance, dated 10 June 2011, signed by the HQUSACE Chief of Operations. (Not publicly available)

Current Budget Year Civil Works Directorate Program Development Guidance (PDG)

(Available at <https://www.usace.army.mil/Missions/Civil-Works/Budget/>)

DA Pam 25-403

Guide to Recordkeeping in the Army

Encroachment Action Handbook

(Available at

<https://corpslakes.erdc.dren.mil/employees/boundary/pdfs/EncroachmentActionHandbook-SEP20.pdf>)

ER 37-1-30

Financial Administration Accounting and Reporting

Section II

Prescribed Forms

This section contains no entries.

Appendix B

Transition Prompts to an Inactive Status

B-1. Prompts

- a. Each business line applies its own transition prompts to an inactive status.
- b. Common decision points include:
 - (1) No longer serves the authorized purpose or no longer needed to fulfill legal obligation.
 - (2) Funding only at NO MISSION.
 - (3) Utilization rate (not utilized/in some instances underutilized).
 - (4) Anticipated reduction of operation and maintenance (O&M) resources.
 - (5) Anticipated reduction of energy consumption.
- c. Examining data by business line includes:
 - (1) Recreation (REC): Consideration is first given to outgranting a facility in advance of closing it, depending on authorities, the interest from public and private entities, and utilization rates. For a full list of REC prompts, consult the CECW-CO Memorandum for Chiefs, Operations and Natural Resources Management Divisions and Districts and Operations Project Managers, subject: Park Closures or Significant Changes in Park Operations – Policy Guidance, dated 10 June 2011, signed by the HQUSACE Chief of Operations. Note that this memo is being updated, and after it is signed, the updated version should be consulted.
 - (2) Flood Risk Management (FRM): No longer serves authorized purpose; no economic impact to area; funding at NO MISSION; expected reduction of maintenance costs and energy consumption.
 - (3) Navigation (NAV): No longer serves authorized purpose, utilization rate (not needed for transportation, locking-waterway projects with less than one billion ton-miles of commercial cargo annually and harbor projects with less than one million tons of commercial cargo annually, based on the latest five-year average), Inland Marine Transportation System (IMTS) level of service, lack of dredging activities in the past 10 years where dredging is needed within that timeframe, funding at NO MISSION, expected reduction of maintenance costs and energy consumption.
 - (4) Hydropower (HYD): This is examined at a regional or national level, no longer serves authorized purpose, hydropower generation is no longer economically competitive or valuable, funding at NO MISSION.

(5) Aquatic Ecosystem Restoration (AER): This guidance does not contemplate placing AER funded facilities in an inactive status. Any discussions concerning AER funded facilities must involve the HQUSACE AER business line manager early in the discussion.

(6) General Facilities (buildings for personnel, warehousing): Square footage (150 sq ft) per person; underutilized, not utilized (utilization rate), reduce footprint, maintenance cost and energy consumption.

d. Transition thresholds include:

(1) A facility at NO MISSION level of performance should be reviewed for consideration to transition to an inactive status. A determination whether to transition a facility to an inactive status will be made by the District Operations Chief and a Memorandum for the Record (MFR) should be kept on file concerning this determination if the facility is determined to not be a candidate for transition to an inactive status. This decision will be reviewed annually, and an updated MFR filed accordingly.

(2) Divisions and Districts are responsible for performing reviews of facilities that are NO MISSION, no longer serving the authorized purpose, or underperforming. This inventory can be performed by business line. The inventory should also include facilities where annual benefits are equal to or less than annual operating costs for which there is no legal necessity beyond the authorizing language for the facility. The inventory should be conducted at least every 5 years, and more often if possible or as required by the business line.

B-2. Funding

Reference current Budget Year Civil Works Directorate Program Development Guidance O&M appendix regarding funding prioritization for facilities proposed for transition to an inactive status. In the budget process, the financial requirements to hold the facility in inactive status must be provided (for example, bare minimum maintenance, legal) in addition to the risks of deferring transition and current cost of O&M.

B-3. Liability

Liability remains until the facility is divested, as these facilities are still part of USACE inventory.

Appendix C

Transition Plan

C–1. Overview

The transition plan provides the strategies and methods for managing the transition of a facility to an inactive status. It includes an overview of transition scope, cost, and schedule. The District Operations Chief decides the appropriate level of detail and documentation required. The transition plan is updated as supporting documentation is developed. Specific business line instructions may be used in lieu of these steps if it is available (this appendix does not supersede business line instructions).

C–2. Section headings to include in a transition plan

a. Introduction. Provides the purpose and overview of the plan. Summarizes the transition plan for the facility and the inactive status the facility will transition to (Standby, Mothball, or Caretaker); a timeline for transition activities; and resource needs to complete the transition based on the manager's understanding of the financial and other resource needs to ensure a successful transition.

b. Scope. Briefly describes the facilities transitioning to an inactive status and the major actions needed for facility transition to an inactive status.

c. Execution Plan. Contains the schedule, scope, proposed milestones, and costs, with milestone and deliverables and associated controls.

(1) Anticipates potential higher costs for initial facility transition to an inactive status, understanding that future costs are lower due to reduced maintenance and repair requirements.

(2) Reflects the facility manager's understanding of the costs necessary to transition the facility to an inactive status, including service, contract, materials, real estate, environmental, and any other direct or indirect costs.

d. Systems Closure Plan. Provides detailed actions to be completed during transition to close specific systems, in compliance with any requirements.

e. Safety and Health Plan. Provides safety considerations and strategies and methods for evaluating hazards associated with transition activities. Integrates worker safety and health issues and protection of the public. Provides implementation procedures for the safety and health plan.

f. Security and Maintenance Plan. Outlines the security and maintenance needed to ensure the facility is maintained in a safe, efficient, compliant, and cost-effective manner after transition to an inactive status. Includes plans for encroachment inspections, minimal maintenance requirements, and meeting any continual commitments to regulatory authorities.

g. Waste Management Plan. Identifies projected wastes by type and volume and waste management, pollution prevention, and waste minimization practices and methods.

h. Communications Plan. Details a plan for public and stakeholder outreach and involvement, including proposed communications objectives and methods. Includes talking points for communication with Congress and the Administration.

i. Risk. Provides potential risks and mitigation strategies during and after the transition to inactive status.

C-3. Recommended supporting documentation

a. Annual costs to keep the facility stabilized while in an inactive status, not including direct transition tasks.

b. Resource needs (labor resources for inspections, contracting, security implementation).

c. Stakeholder involvement.

d. Environmental activities and documentation where prior facility-specific agreements are to be incorporated into the transition work and/or where transition activities potentially have an environmental impact.

e. Information listed in paragraph 9c of this circular.

Appendix D
Facility Status Memo Example – Inactive Posture Affirmation

CEXXX-XX (RIMS #)

DATE

MEMORANDUM FOR RECORD

SUBJECT: Facility Status Memo – Inactive Posture Affirmation

- a. This MFR affirms facility [NAME] to an inactive posture in the status of [Standby, Mothball, Caretaker – SELECT ONE] starting [DATE].
- b. While the facility is in an inactive status, all applicable legal, regulatory, and safety-related requirements are expected to be met.
- c. The facility manager will review and make any necessary changes to maintenance records to enable proper compliance with legal, regulatory, environmental, and safety requirements.
- d. The facility manager will verify that all databases (FEM, REMIS) with facility information reflect the proper inactive posture for the facility as well as any associated assets maintained within the facility.
- e. Considerations for changing the posture of an inactive facility should be coordinated with the District Operations Chief.
- f. Considerations for any potential future divestiture and/or disposal of the facility should be coordinated with the Real Estate office and the District Operations Chief.
- g. Facility transition documentation, including initial results of the facility transition walkdown, the transition plan, and other appropriate documentation, will be retained.

Encl(s)

NAME (ALL CAPS)
Title/Position

Appendix E Database Requirements

E-1. Overview

This appendix provides a process for managing and recording CW facilities in an inactive status (Standby, Mothball, or Caretaker).

E-2. Requirements

Recording current facility statuses in databases is required for all facilities, and some individual assets. While databases may vary depending on the specific facility or associated assets, managers should coordinate a review of associated databases to confirm facility and asset status is recorded appropriately.

E-3. Responsibilities

a. Managers throughout the enterprise have a responsibility to identify, manage, and track transition activities and resulting changes to facility and asset status.

(1) All databases should be updated to reflect changes in facility and asset status when transition activities are complete. Coordination with database or dataset managers may be required.

(2) Locally accessed automated information systems are to be updated.

b. The OPM or facility manager (hereafter the manager) has the responsibility to make recommendations to the District Operations Chief regarding facility status and associated assets. The manager will ensure the local workflow process is structured and provides direction for executing that responsibility, which includes, but is not limited to, the identification of facilities and assets that require a status change, developing appropriate scheduling of maintenance and inspections, and identification of maintenance needs for any facility under the manager's purview.

c. Differences in staffing and organizational structure among Districts and facilities may require that managers combine or divide duties when assigning their staff roles and responsibilities associated with work and data entry.

E-4. Procedure

a. REMIS is the system of record for accountability and management of the CW real property assets and provides a uniform, automated method of recording, storing, retrieving, and reporting information related to real property assets. The Real Property Accountable Officer (RPAO) should be notified of updates to real property status to ensure the facility transition status is noted accordingly in REMIS.

b. Asset management common condition assessment tools (OCA, Hydraulic Steel Structures, NRM Assessment, USACE Bridge Inventory System) should be reviewed with appropriate coordination to confirm recent facility and asset status changes are reflected.

c. CW uses the FEM system to record facility and asset information for enterprise maintenance management. FEM will be used to ensure that inactive facilities and any accompanying assets have an appropriate status and appropriate maintenance requirements are recorded and tracked. For facilities and assets in an inactive facility status, the facility and accompanying asset status in FEM should reflect the appropriate inactive facility status.

E-5. Records

The following records will be available in FEM at a local, regional, and national level for use in assessing the implementation of this policy, and will be accurate and complete.

a. *Asset data requirements.* This content will populate in a comprehensive report for all assets reflected as inactive at the facility:

- (1) Asset Description.
- (2) Asset Status set as Standby, Mothball, Caretaker.
- (3) Asset Criticality reflected as non-critical (Asset Criticality 1-5).

b. *Job plan data requirements.* This content will populate in a comprehensive report showing the required preventive maintenance activities for all assets and the facility in an inactive status:

- (1) Job Plan Description.
- (2) Job Plan Tasks.
- (3) Estimated cost of labor, material, services, and tools.
- (4) Job Plan record status of active.

c. *Preventive maintenance record data requirements.* These data requirements will ensure inactive facilities and associated assets are addressed according to the manager's established preventive maintenance frequency:

- (1) Record description.
- (2) Record Frequency and Frequency Units as determined by manager.
- (3) Record status of active.

Glossary of Terms

<u>Term</u>	<u>Definition</u>
CECW-CO	Headquarters, U.S. Army Corps of Engineers Civil Works Operations and Regulatory Division Asset Management Branch Chief
CEFMS II	Corps of Engineers Financial Management System II
CW	Civil Works
CW-IFD	Civil Works Integrated Funding Database
DA	Department of the Army
EC	Engineer Circular
ENV/AER	Environmental/Aquatic Ecosystem Restoration
ER	Engineer Regulation
FEM	Facility and Equipment Maintenance
FRM	Flood Risk Management
HQUSACE	Headquarters, U.S. Army Corps of Engineers
HYD	Hydropower
IMTS	Inland Marine Transportation System
MFR	Memorandum for the Record
MSC	Major Subordinate Command
NAV	Navigation
NRM	Natural Resources Management
O&M	Operation and Maintenance
OCA	Operational Condition Assessment
OPM	Operations Project Managers
PDG	Program Development Guidance
RE	Real Estate Division
REC	Recreation
REMIS	Real Estate Management Information System
RIMS	Records Information Management System
RM	Resource Management Division
RPAO	Real Property Accountable Officer
USACE	U.S. Army Corps of Engineers