

U.S. Army Corps of Engineers (USACE)
ISSUANCE AND ACCEPTANCE OF PROJECT ORDERS CHECKLIST

For use of this form, see ER 37-1-26; the proponent agency is CERM-F.

Requirement Control Symbol

USACE-RCS-CERM-F-20-0001

AR 25-98, 6-5t

Purpose Statement: This form is designed to assist USACE Commanders with the issuance and acceptance of project orders.

Project Order Acceptance/Issuance Checklist	YES	NO	NA
1. Can a contractual relationship exist between the requestor and performer (e.g., for orders placed by USACE activities, is the order being issued either to ERDC for engineering RDT&E services only (approved by CERM-F) or to a non-USACE DoD establishment)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Is the work being ordered an entire, non-severable engineering and construction end-product?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Does the project order specify in definite and certain terms the work encompassed by the order and the terms of the order (e.g., scope of work, completion date, costs)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. For orders accepted by USACE activities, has the responsible employee discussed and documented the scope, timing, and costs of the work to be ordered with the stakeholder in advance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. For orders accepted by USACE activities, has the responsible employee prepared a PMP for the work being presented?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Does the project order fully finance the entire scope of the order and cite funds current at the time of acceptance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Is commencement of work under the order NOT contingent upon the occurrence of a future event or authorizing action by the issuing component?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Is work under the order expected to commence within 90 days of execution?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Will the work be substantially performed (at least 51 percent) by the accepting component's in-house resources (e.g., in-house labor)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Is the project order documented on FS Forms 7600A and 7600B (or DD Form 448 if needed) and is there only one entire, non-severable end-product per FS Form 7600B?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Does the FS Form 7600B/DD Form 448 contain the following or similar certification from the issuing component: "I (commander or designated representative) certify that this order represents a bona fide need of the current fiscal year in accordance with 31 USC 1502(a)"?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Has the accepting component verified that the purpose of the project order(s) is not for major new construction of real property?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Have the local Counsel and RM offices reviewed and concurred with the project order?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

For answers NO or NA, please provide explanation on page 2

14. Please provide explanation of either No or NA answers

15. Project Order / MIPR Number	16. Customer	17. Value	18. Expiration Date
19a. Project Manager's Name	b. Date	c. Project Manager's Signature	
20a. Name	b. Date	c. Signature	
21a. Name	b. Date	c. Signature	
22a. Name	b. Date	c. Signature	
23a. Name	b. Date	c. Signature	
24a. Name	b. Date	c. Signature	