

CERM-M

Regulation  
No. 10-1-52

31 May 2013

Organization and Functions  
MISSIONS, ORGANIZATIONAL STRUCTURE, AND FUNCTIONS  
HUMPHREYS ENGINEER CENTER SUPPORT ACTIVITY

TABLE OF CONTENTS

Paragraph	Page
1. Purpose .....	1
2. Applicability .....	1
3. Distribution Statement .....	1
4. References .....	1
5. Availability .....	2
6. Policy .....	2
APPENDICES	
Appendix A - Mission Statement .....	A-1
Appendix B - Organizational Structure .....	B-1
Appendix C - Mission and Functions .....	C-1
C-1 - Executive Office – Paragraph 001 .....	C-1
C-2 - Library Operations – Paragraph 001A .....	C-2
C-3 - USACE Publications Depot – Paragraph 001B .....	C-5
C-4 - Office of Counsel – Paragraph 002 .....	C-6
C-5 - Safety and Occupational Health Office – Paragraph 003 .....	C-8
C-6 - Security Office – Paragraph 004 .....	C-9
C-7 - National Contracting Organization, Contract Center – Paragraph 005 .....	C-11
C-8 - Contract Oversight Branch – Paragraph 005A .....	C-13
C-9 - Resource Management Office – Paragraph 006 .....	C-14
C-10 - Finance and Accounting Branch – Paragraph 006A .....	C-15
C-11 - Programs and Budget Branch: Paragraph 006B .....	C-17
C-12 - Manpower and Management Analysis Branch – Paragraph 006C .....	C-19
C-13 - Equal Employment Opportunity Office - Paragraph 007 .....	C-21

CERM-M

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Organization and Functions  
MISSIONS, ORGANIZATIONAL STRUCTURE, AND FUNCTIONS  
HUMPHREYS ENGINEER CENTER SUPPORT ACTIVITY

1. Purpose. This regulation (ER):
  - a. Designates the major organizations, missions and functions of the Corps of Engineers, Humphreys Engineer Center Support Activity (CEHEC).
  - b. Establishes procedures for revising the organization structure, and missions and functions.
2. Applicability. This regulation applies to the Humphreys Engineer Center Support Activity. Unit Identification Codes are W4LDAA and W4LEAA.
3. Distribution Statement. This regulation is approved for public release and distribution is unlimited.
4. References.
  - a. Army Regulation 570-4, Manpower Management.
  - b. Memorandum, SAMR-FMM-AA, 1 Aug 2012, subject: Validation of Manpower and Organizational Study of the U.S. Army Corps of Engineers (USACE), Humphreys Engineer Center Support Activity.
  - c. Memorandum, DAMO-FMP, 4 Sep 2012, subject: Manpower and Organizational Study of the U.S. Army Corps of Engineers (USACE), Humphreys Engineer Center Support Activity.
  - d. OPORD 2010-67, CECG, 071100R Oct 2010, subject: HQUSACE and MSCs Manpower Study.
  - e. Memorandum, CERM-M, 19 Sep 2012, subject: Manpower and Organizational Study of the U.S. Army Corps of Engineers, Humphreys Engineer Center Support Activity.

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This regulation supersedes ER 10-1-47 dated 15 March 2002.

ER 10-1-52  
31 May 2013

5. Availability. This ER is available at the following web site:  
<http://www.usace.army.mil/publications/>.

6. Policy. Any new requirement (workload) whether military/civil funded, direct or reimbursable that was not validated in the study must follow the formal concept plan process as published by Headquarters, Department of the Army, G-37, Director, Force Management, and Headquarters, U.S. Army Corps of Engineers (HQUSACE), G-31 to request additional requirements and to ensure it is aligned with Manpower Study guidelines. Concept plans will be submitted to HQUSACE, G-31 for staffing and will follow procedures outlined by G-31.

7. End State. This regulation acknowledges that since the completion of the U.S. Army Manpower Analysis Agency (USAMAA) Manpower Study of CEHEC in June 2012, guidance from the USACE Chief of Staff in September 2012 removed National Contracting Organization from organization titles. Therefore, National Contracting Organization, Contract Center (Paragraph 005) will be changed on the official manning document to Contracting Center. Also, the Contract Oversight Branch (Paragraph 005A) will be changed to Business Oversight Branch. All work center manpower requirements validated from the study remain unchanged.

FOR THE COMMANDER:

3 Appendixes  
(See Table of Contents)



C. DAVID TURNER  
Colonel, Engineer  
Chief of Staff

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## APPENDIX A

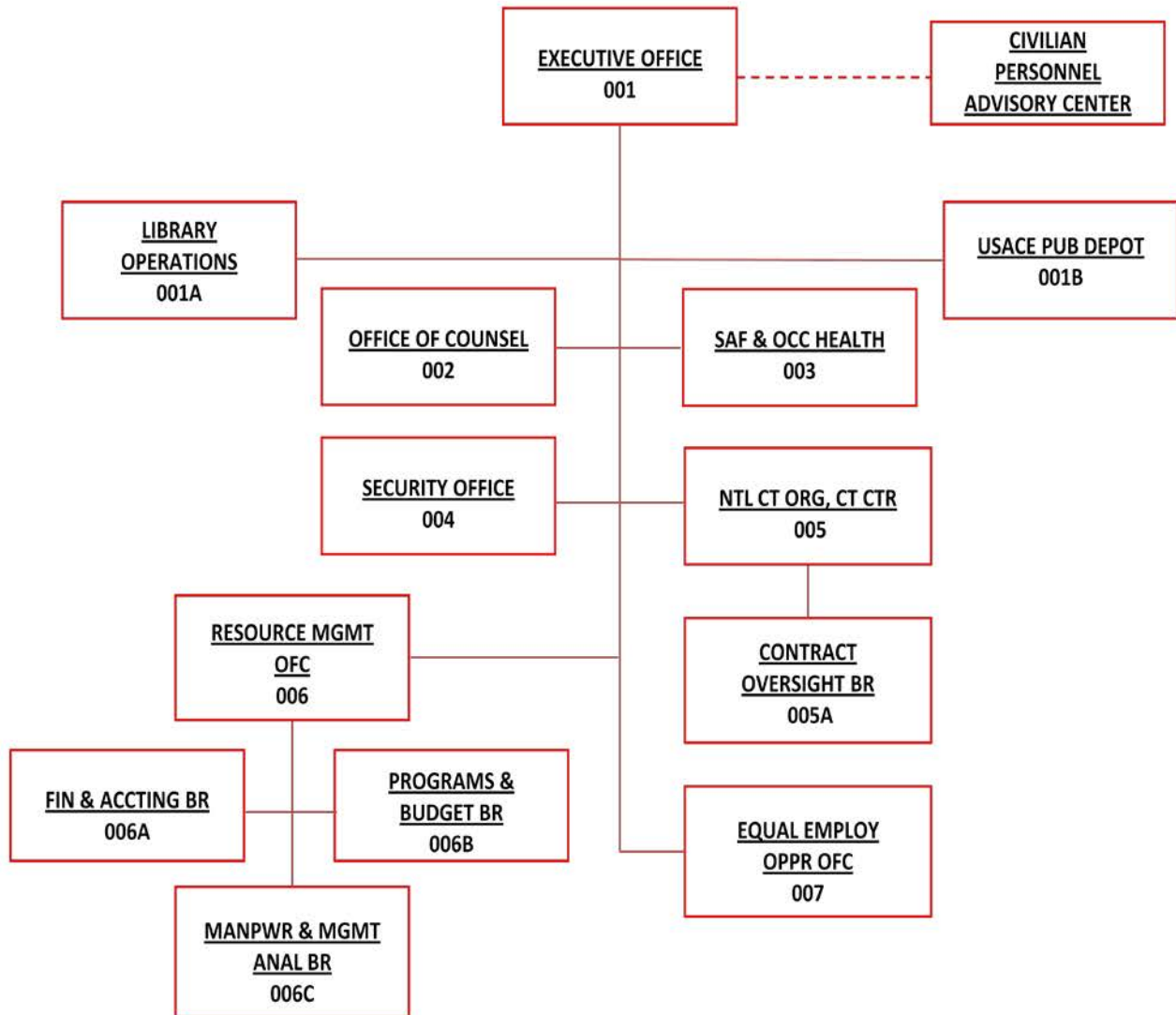
### Mission Statement

The mission of the Humphreys Engineer Center Support Activity (HECSA) is to provide executive and administrative oversight of all operational functions provided by HECSA to its supported organizations. Directs and administers support services to all tenants of the Humphreys Engineer Center (HEC); manages the HEC installation on behalf of the Installation Commander; administers the small business program of HECSA in support of all Corps activities receiving acquisition services from HECSA; and acts as liaison between HECSA-supported organizations and the USACE Logistics Activity (ULA) and/or the Army Corps of Engineers Information Technology (ACE-IT).

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APPENDIX B

Organizational Structure



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## APPENDIX C

### Mission and Functions

#### C-1. Executive Office - Paragraph 001

a. Mission. Provide executive oversight of all operational functions provided by the Humphreys Engineer Center Support Activity (HECSA) to its supported organizations. Directs and administers support services to all tenants of the Humphreys Engineer Center (HEC). Manages the HEC installation on behalf of the Installation Commander. Administers the small business program of HECSA in support of all Corps activities receiving acquisition services from HECSA. Operates a conference and training center to provide meeting rooms for supported activities and other DoD activities. (Title 5 Code of Federal Regulations, Chapter 61, Subchapter II; CFR, Title 5, Part 610, Subpart D; DoD Financial Management Regulation, Volume 8; DoD Civilian Personnel Manual, Chapter 600; AR 690-990-2; AR 690-950; USACE Commander's Policy Memorandum # 6, Quality of Worklife Programs; USACE Time and Attendance Procedures)

#### b. Functions.

(1) Provide Operational Support. Directs, supervises, and manages the overall operations of HECSA in providing operational support to Headquarters, U.S. Army Corps of Engineers (HQUSACE) and other Corps activities located primarily in the National Capital Region. Provides executive and senior leadership to HECSA in the accomplishment of its assigned mission. Obtains any resources necessary to effectively and efficiently accomplish the assigned mission.

(2) Manage HEC Installation. Manages the HEC installation to provide a quality work environment for tenants to successfully execute their missions. Ensures that all facilities, grounds, and installation infrastructure are maintained and operational. Provides senior-level point of contact for the Commanders and Directors of tenant organizations. Provides for all future planning and development of HEC. Provides USACE representation with local, state, and federal agencies on matters affecting HEC. Obtains any resources necessary to effectively and efficiently accomplish the assigned mission.

(3) Execute Small Business Program. Responsible for management and execution of the Director's small business program. Identifies and recommends qualified small and disadvantaged businesses, historically black colleges and universities, and minority institutions to fill acquisition requirements. Cooperates with contracting personnel during acquisition planning, solicitation, evaluation, and selection process to complete all contracting and small business.

ER 10-1-52  
31 May 2013

reviews and documentation requirements. Liaison with the Small Business Administration. Aids, counsels, advises, and assists small businesses to obtain contracts with the Government. Maintains an outreach program including participation in government-industry conferences and regional interagency small business councils designed to locate and develop information on the technical competence of small businesses.

(4) Provide Conference and Training Services. Operates a conference and training center to provide meeting rooms for supported activities and other DoD activities.

(5) Conduct In/Out Processing Program. Manages and maintains a comprehensive in/out processing program for employees of HQUSACE and HECSA, including checklists, welcome and information packages, sponsor support, and entrance and exit surveys. Coordinates the responsibilities of employees, supervisors, and all functional/operational support areas to ensure all requirements of on-boarding and departures are accomplished.

(6) Conduct Internal Review Program. Implements internal review and quality assurance programs to evaluate conformance with relevant statutes, regulations, standards, and processes. Assess the adequacy and effectiveness of proposed and existing policies, systems, procedures and practices of all organization operations and makes constructive recommendations to leadership for mitigating identified risk. Conducts internal reviews of risk-sensitive areas to validate readiness for the annual CFO audit process.

(7) Management, Oversight and Administration. Demonstrates leadership and provides interpretation and guidance in accordance with relevant statutes, regulations, standards, and processes. Provides expertise at staff meetings/briefings, conferences and workshops. Provides direct management/supervision of assigned employees which includes coaching, mentoring, counseling, and providing training/professional development opportunities. Manages employee selections, performance, awards, budget, travel, and time and attendance. Provides administrative support related to operating budgets, acquisition of goods and services through contract and government purchase card, manpower/personnel management, correspondence, visitor reception and telephone call management, and logistical functions/tasks. (Title 5 Code of Federal Regulations, Chapter 61, Subchapter II; CFR, Title 5, Part 610, Subpart D; DoD Financial Management Regulation, Volume 8; DoD Civilian Personnel Manual, Chapter 600; AR 690-990-2; AR 690-950; USACE Commander's Policy Memorandum #6, Quality of Worklife Programs; USACE Time and Attendance Procedures)

## C-2. Library Operations - Paragraph 001A

a. Mission. Facilitates the U. S. Army Corps of Engineers (USACE) mission by insuring anytime, anywhere access to knowledge to 1,100 persons. Enables use of knowledge through cooperative endeavors, application of emerging technologies, and team collaboration.

Preserves the knowledge created by USACE into perpetuity. (HECSA OM 10-1-1, HECSA Mission and Functions).

b. Functions.

(1) Provide Reference, Research and Knowledge Services. Provides research services to personnel in HQUSACE, HECSA, Institute for Water Resources (IWR), 249<sup>th</sup> Engineer Battalion (EN BN) (Prime Power), the Army Audit Agency (AAA), Corps districts and divisions without libraries, Department of the Army, Department of Defense, and the general public. Requests are often complex and iterative, requiring multiple revisions of search strategies, and pursuit of obscure concepts. Requests are analyzed to identify appropriate print and digital materials to be searched; customers may be at local or remote locations. Provides knowledge services that aid customers to create, organize and share content, integrate content into work products, and aid customers to develop personalized content feeds. Guides customers to obtain, manage, and use copyright protected material appropriately. (AR 25-1; AR 25-97; ER 25-1-96; Open Government Directive)

(2) Augment and Maintain Collection for Consistent Access. Selects, catalogs, physically maintains (i.e., repair, shelve), and manages the circulation of print collections and online resources, insuring consistent, accurate, long-term availability to customers. Enters records of digital and physical materials into the national database for library holdings using appropriate records standards. Insure that records of historical USACE documents are entered and accessible from any location. Selects, acquires and provides access to relevant, current books, journals, online databases, and other resources. Operates the Library Management System (LMS) - - the Library's workflow management system - - to manage 180,000 items in the library, and insure that long-term, reliable access to resources in physical and digital form is available to customers. Catalogs materials into the LMS and the national cataloging database. Maintains accountability for all items as Army property. Performs circulation, inventory, and overdue functions. (DODI 3200.14; AR 25-97; AR 25-400-2; AR 70-45; AR 735-17; AR 870-5; DA PAM 25-403; ER 25-1-96)

(3) Preserve Materials Through Digitization and Physical Conservation. Physically conserves rare and valuable materials in the library collection through application of accepted archival practices. Digitizes aging Corps technical documents for Corps-wide access, maintains digital document collections for use by local customers, and implements and manages the USACE Digital Library project to insure long-term accessibility, stewardship and preservation of Corps-created knowledge. This project allows Corps personnel nationwide to upload digital documents into a central repository accessible by all Corps members. Implements software, establishes the technical and metadata standards, mentors participants and coordinates training, markets the system to increase the number of participating organizations, guides contributors to

ER 10-1-52  
31 May 2013

increase content, manages uploading of content by participants, performs quality assurance on new content, and insures adherence to standards. Contributes to the Digital Library by digitizing HQ/HECSA documents, keying metadata, uploading the digital files and checking quality of files and metadata. (AR 25-1; AR 25-97; AR 70-45; AR 870-5; ER 25-1-96)

(4) Market Services Through Customer Outreach. Develops and delivers marketing programs to inform and educate customers to use HECSA Library resources, including print and digital books and journals, online databases and other electronic resources; and to increase customer knowledge of available services and how to use them. Maintains a library Web site; produces classroom and individual training; produces print and computer-based guides to resources; teaches customers to create personalized data feeds and teaches customers how to be better information consumers. Operates an embedded librarian program; briefs individuals and customer groups on the services provided by his/her embedded librarian. Improves library's visibility and customer knowledge of services through events, including open houses, displays, technology demonstrations, and orientations on new services. Develops, produces and disseminates user guides, finding aids, new books lists, newsletters and announcements. (AR 25-1; ER 25-1-96)

(5) Collaborate with Libraries and Share Resources. Contributes time and expertise to the USACE Library Community of Practice (CoP,) which consists of 21 Corps libraries. Leads, advises and mentors district library staffs and support projects such as the communal funding for purchase of resources. Coordinates the joint purchase and implementation of new technologies, such as EZ Proxy servers. Provides technical expertise for the CoP, including advice on unusual problems in cataloging rules or leading projects where extensive technical expertise is required. Participates on national committees including the Federal Library and Information Center Committee (FLICC) Advisory Council, a Federal Library Network (FEDLINK) working group to investigate application of emerging technologies for Federal libraries, and a FEDLINK working group to recommend Federal library policies. To guarantee that other libraries will share their resources with HECSA customers, HECSA participates in an interlibrary lending/resource sharing network with libraries worldwide, resulting in HQ/HECSA access to 1.6 billion items in those libraries. (AR 25-1; AR 25-97; ER 25-1-96; Open Government Directive)

(6) Management, Oversight and Administration. Demonstrates leadership and provides interpretation and guidance in accordance with relevant statutes, regulations, standards and processes. Provides expertise at staff meetings/briefings, conferences and workshops. Provides direct management/supervision of assigned employees which includes coaching, mentoring, counseling and providing training/professional development opportunities. Manages employee selections, performance, awards, budget, travel, and time and attendance. Provides administrative support related to operating budgets, acquisition of goods and services through contract

and government purchase card, manpower/personnel management, correspondence, visitor reception and telephone call management, and logistical functions/tasks. (AR 690-990-2, AR 690-950, Title 5 CFR, DoD Civilian Personnel Manual, DoD Financial Management Regulation)

### C-3. USACE Publications Depot - Paragraph 001B

a. Mission. Provide centralized distribution of publications, forms, and other materials to all USACE divisions, districts, laboratories, centers, and field operating activities. Maintain warehouse facility to store publications, forms, and other materials, bulk items, and archived records. (AR 25-30; DA PAM 25-33; AR 25-51; DoD 4525.8.M; AR 58-1; AR 25-400-2)

b. Functions.

(1) Requisition and Maintain Stock. Orders and stocks various items required by USACE organizations and activities. A large portion of these items support the Corps-wide Water Safety Program at its many recreational areas throughout the country and includes awareness posters, educational videotapes and DVDs, and children's water safety materials. Stocks unique USACE forms and publications including Engineer Manual (EM) 385-1-1 (USACE Safety and Health Requirements Manual), and Eng (Engineer) Form 2198 (Operating Log Book). Accountable forms are also stocked including Eng Form 4457 (Users Permit) and Eng Form 4839B (Annual Day Use Pass). Requisitions and stocks general officer stationery, invitations, place cards, and envelopes for the HQUSACE command group, as well as Army award and recognition certificates from the US Army Publishing Agency for use throughout HQUSACE. (AR 25-30; DA PAM 25-33)

(2) Perform Shipping and Receiving. Reviews requests and pulls stocked items for packaging. Confirms shipping addresses and prepares shipping labels. Weigh box(es), determines shipping method, and affixes appropriate postage for US Postal System (USPS), Federal Express (FedEx), or United Parcel Service (UPS) delivery. Unloads deliveries, verifies bills of lading, and stocks delivered items in the proper warehouse location. (AR 25-51 and DoD 4525.8.M)

(3) Transport and Deliver Items. Provides local delivery of required or requested items (primarily copier paper) to HQUSACE offices and other USACE organizations and activities in the National Capital Region. (AR 58-1)

(4) Maintain Equipment. Ensures vehicles, forklifts, and other equipment remains in readiness to perform the functions of the Publications Depot by performing daily operator maintenance and regularly scheduled higher-level maintenance. (AR 58-1)

ER 10-1-52  
31 May 2013

(5) Archive Records and Store Items. Provides short-term storage of archived records from HQUSACE and other USACE organizations and activities in the National Capital Region. At the proper time, transports archived records to the Washington National Records Center located in Suitland, MD. Provides storage of bulk items such as furniture and equipment in support of the USACE Logistics Activity (ULA). (AR 25-400-2)

(6) Management, Oversight and Administration. Provides leadership, interpretations and guidance in accordance with relevant statutes, regulations, standards and processes. Provides expertise at staff meetings/briefings, conferences and workshops. Provides direct management/supervision of assigned employees which includes coaching, mentoring, counseling and providing training/professional development opportunities. Manages employee selections, performance, awards, budget, travel, and time and attendance. Provides administrative support related to operating budgets, acquisition of goods and services through contract and government purchase card, manpower/personnel management, correspondence, visitor reception and telephone call management, and logistical functions/tasks. (Title 5 Code of Federal Regulations, Chapter 61, Subchapter II; CFR, Title 5, Part 610, Subpart D; DoD Financial Management Regulation, Volume 8; DoD Civilian Personnel Manual, Chapter 600; AR 690-990-2; AR 690-950; USACE Commander's Policy Memorandum #6, Quality of Worklife Programs; USACE Time and Attendance Procedures)

#### C-4. Office of Counsel - Paragraph 002

a. Mission. HECSA Office of Counsel physically located at the HEC, provide the HQUSACE and HEC, as well as other USACE elements (specified below) with legal services (excluding military justice) including, but not limited to, advice, assistance, and litigation support associated with their missions; provide HQUSACE with legal services in the following areas: labor counselor, claims officer, FOIA/Privacy Act; and provides legal aspects/advice concerning the Intellectual Property (IP) Program to the U.S. Army Corps of Engineers (USACE) (Patent, Trademark, Copyright and Data Rights). (AR 27-26; AR 27-26; HM 10-1-1, Appendix D)

#### b. Functions.

(1) Provide Procurement Legal Support. Provides legal advice to Contracting Officers, Competition Advocates and Directors for legal sufficiency of procurement actions (including procurement irregularities or fraud), for all related contract claims and appeals, and for compliance with contract labor law and regulations. (AR 27-26; AR 27-26; HM 10-1-1, Appendix D)

(2) Provide Ethics and General Law Legal Support. Provides legal advice and assistance to the 249<sup>th</sup> EN BN to HEC, and the IWR on all standards of conduct matters and financial disclosure statements/reports, administrative law, environmental law, Federal Torts Claims Act, and the full range of legal issues (other than military justice). (AR 27-26; HM 10-1-1, Appendix D)

(3) Provide Labor Law Legal Support. In support of HQUSACE, HEC and IWR provides advice and assistance concerning Equal Employment Opportunity (EEO), the Civil Service Reform Act of 1978, collective bargaining rights and remedies, and other employment-related laws and regulations. (AR 27-26; HM 10-1-1, Appendix D)

(4) Provide Engineer Inspector General and USACE Logistics Activity Legal Support. Provides legal advice, when requested, to the Engineer Inspector General's (EIG) Office and to the USACE Logistics Activity located at HEC, as to issues related to their mission. (AR 27-26; HM 10-1-1, Appendix D)

(5) Provide Freedom of Information Act (FOIA) Legal Support. Provides legal assistance, review, and interpretation of FOIA and the Privacy Act for all HEC offices and for HQUSACE; serves as Initial Denial Authority (IDA) for HEC and for HQUSACE; serves as the Army's IDA for documents described in 32 C.F.R. §518.58(d)(10); review FOIA Officer determinations of withholdability under the FOIA. (AR 27-26; HM 10-1-1, Appendix D)

(6) Provide Intellectual Property (IP) Legal Support. Manages the USACE IP Program for USACE. This includes providing legal support, guidance, and advice on patent, copyright, trademark, trade secret, licensing, and contract data rights issues to the Divisions, Districts, Laboratories, and other USACE Field Operating Activities (FOAs). Prosecutes patent applications on behalf of the Government, and interface with Army to register USACE trademarks. (AR 27-26; HM 10-1-1, Appendix D)

(7) Management, Oversight and Administration. Demonstrates leadership and provides interpretation and guidance in accordance with relevant statutes, regulations, standards and processes. Provides expertise at staff meetings and briefings, and conferences and workshops. Provides direct management and supervision of assigned employees which includes coaching, mentoring, counseling and providing training and professional development opportunities. Manages employee selections, performance, awards, budget, travel, and time and attendance. Provides administrative support related to operating budgets, acquisition of goods and services through contract and government purchase card, manpower/personnel management, correspondence, visitor reception and telephone call management, and logistical functions and

ER 10-1-52  
31 May 2013

tasks. (AR 27-26; HM 10-1-1, Appendix D, Title 5 Code of Federal Regulations (CFR), Chapter 61, Subchapter II; CFR, Title 5, Part 610, Subpart D; Department of Defense (DOD) Financial Management Regulation, Volume 8; DOD Civilian Personnel Manual, Chapter 600; AR 690-990-2; AR 690-950; USACE Commander's Policy Memorandum # 6, Quality of Worklife Programs; USACE T&A Procedures)

#### C-5. Safety and Occupational Health Office - Paragraph 003

a. Mission. Provide safety and occupational health support, technical program management, and administrative services to protect and preserve personnel and property against accidental loss, using Army's composite risk management as the principal risk reduction methodology for: HQUSACE, U.S. Army Corps of Engineers (USACE) Elements, FOAs located at HEC, and the 249<sup>th</sup> EN BN worldwide activities while providing for public safety incidental to Army operations and activities. (AR 385-10; AR 600-85; EM 385-1-1)

b. Functions.

(1) Provide Safety and Occupational Health (SOH) Program Management. Provides a means to develop, justify, manage, plan, organize, and implement the safety and occupational health program to ensure compliance with statutory and regulatory standards. This function includes leader consultation, human and fiscal resources, policy, and guidance, councils and records management for integration of SOH, composite risk management (CRM), and accident prevention activities of the command. (AR 385-10; AR 600-85; EM 385-1-1)

(2) Provide Inspections, Surveys, Assessments and Technical Consultation. Provides consultation and establishes and executes a program for the conduct of inspections, surveys and assessments of programs, training, projects, events, workplaces and facilities. (AR 385-10)

(3) Conduct Mishap and Near Misses Investigations. Provides a means to identify mishap causal factors, potentially unsafe practices or conditions and make recommendations to the Director for corrective actions that prevent mishap recurrence and reduce hazardous conditions. This function includes mishap screening, accident feeder reports, notifications, investigation, report reviews/coordination, report processing, mishap log, board appointments, command level reviews, countermeasure development and Occupational Safety and Health Administration (OSHA) recordkeeping. (AR 385-10; AR 385-40)

(4) Provide Education, Training, and Promotion. Provides for the design, conduct, development and execution of safety awareness throughout Humphreys Engineer Center and HQUSACE. Meets statutory and regulatory training, promotional, and special emphasis campaigns and programs to enhance safety awareness. (AR 385-10)



(5) Implement Nuclear Reactor, Drug and Health and Wellness Programs. Conducts the implementation of the Radiation Protection program for USACE deactivated nuclear power plants, Health and Wellness/Worklife programs, and Employee Assistance Program (EAP), Environmental Safety/Contact Representative to Fort Belvoir's Environmental Office, Drug Testing Coordinator for HECSA and supported activities, oversight coordinator of GAO and HEC health clinics, and management of Voluntary Protection Program implementation. (AR 50-7; AR 600-63; Public Laws 96-180; and 96-181; AR 200-1; AR 600-85; 29 CFR 1910 and AR 40-5)

(6) Conduct Hazard Analysis and Countermeasures. Provides for the collection, review and analysis of data from various sources to identify trends, systemic deficiencies and profiles for use in establishing program initiatives and priorities. Results in the development, implementation and management of a countermeasure program. (AR 385-10)

(7) Management, Oversight and Administration. Provides leadership and provides interpretation and guidance in accordance with relevant statutes, regulations, standards and processes. Provides expertise at staff meetings/ briefings, conferences and workshops. Provides direct management/supervision of assigned employees which includes coaching, mentoring, counseling, and providing training/professional development opportunities. Manages employee selections, performance, awards, budget, travel, and time and attendance. Provide administrative support related to operating budgets, acquisition of goods and services through contract and government purchase card, manpower/ personnel management, correspondence, visitor reception and telephone call management, and logistical functions/tasks. (AR 385-10)

#### C-6. Security Office - Paragraph 004

a. Mission. Provide program management oversight across a broad spectrum of security disciplines (physical security, law enforcement, antiterrorism, personnel security, information security, and industrial security) at the HEC. Provide similar management oversight of these disciplines (except law enforcement) at HQUSACE; support the USACE Continuity of Operations Program (COOP) by maintaining secure communications availability at "Castle 1," the alternate USACE HQ; manage USACE Sub-registry in North Atlantic Treaty Organization's (NATO) Central United States Registry (CUSR) Program; and coordinates law enforcement, fire support, and other emergency services at HEC with US Army Garrison (USAG) Fort Belvoir and Fairfax County, VA. (AR 190-11)

b. Functions.

(1) Manage the Physical Security and Law Enforcement Program. Develops, supervises, and administers the Physical Security Program at HEC to include conducting physical security inspections and surveys. Coordinates HQUSACE physical security requirements and operations

ER 10-1-52  
31 May 2013

as a tenant in the Government Accountability Office (GAO) Building with the GAO Security Office. Coordinates law enforcement, fire support, and other emergency services at HEC with USAG Fort Belvoir and Fairfax County, VA. In conjunction with the Fort Belvoir Military Police, maintains responsibility for parking procedures and enforcement of traffic regulations at HEC. Exercises staff supervision and coordination of the Crime Prevention Program. (AR 190-13)

(2) Manage the Antiterrorism Program. Administers the HEC antiterrorism program and chairs the installation antiterrorism working group. Monitors the performance of the HEC contract security guard force and prepares monthly evaluations of guard performance and services provided. Establishes and maintains the installation access control program at HEC that includes issuing and controlling CAC and HEC identification cards for HQUSACE command and staff in the GAO Building and USACE tenants at HEC. (AR 525-13)

(3) Manage the Personnel Security Program. Processes individual applications for background investigations for security clearances. Monitors progress of investigations through to completion. Conducts reviews of military and civilian personnel files for verification of security clearances as they relate to current duty positions. Provides guidance, assistance, and recommendations to HQUSACE and HECSA leadership and staff, and USACE tenants at HEC, for the granting, suspension, or revocation of security clearances. Coordinates security aspects of the Foreign Visitor Program for HQUSACE and USACE tenants at HEC. (AR 380-67; AR 380-10)

(4) Manage the Information and Industrial Security Programs. Advises the HQUSACE and HECSA leadership and staff concerning the Information Security Program, which includes security education, training, and awareness; assignment of security classifications, downgrading, declassification, safeguarding, and monitoring of documents; and transportation/storage of classified material. Investigates and evaluates reports of serious incidents to determine preventative action, and if warranted, further investigation. Coordinates security aspects of the Foreign Disclosure Program for HQUSACE and USACE tenants at HEC. Conducts reviews of contracts, contractor personnel, and facilities used by contractors to ensure the proper safeguarding of classified information released to industry. Provides advice and guidance to USACE tenants at HEC in the development, coordination and execution of policies with respect to industrial security. (AR 380-5; AR 380-10; AR 380-49)

(5) Management, Oversight and Administration. Demonstrates leadership and provides interpretation and guidance in accordance with relevant statutes, regulations, standards and processes. Provides expertise at staff meetings/briefings, conferences and workshops. Provides direct management/supervision of assigned employees which includes coaching, mentoring, counseling and providing training/professional development opportunities. Manages employee

selections, performance, awards, budget, travel, and time and attendance. Provides administrative support related to operating budgets, acquisition of goods and services through contract and government purchase card, manpower/personnel management, correspondence, visitor reception and telephone call management, and logistical functions/tasks. Additionally, support the HQUSACE Continuity of Operations Program and manage the USACE Sub-registry in NATO's CUSR program. (AR 500-3; DoDD 5100.55; United States Security Authority for North Atlantic Treaty Organization Affairs (USSAN), 27 Feb 2006)

#### C-7. National Contracting Organization (NCO), Contract Center - Paragraph 005

a. Mission. HECSA Contracting Center, National Contracting Organization, is to provide comprehensive contracting and acquisition solutions in times of peace, war, and disaster for United States Army Corps of Engineers (USACE) and its National and Global partners. Provides acquisition policy/planning and program execution for HECSA, HQUSACE, IWR, Strategic Environmental Research and Development Program (SERDP), Environmental Security Technology Certification Program (ESTCP), 249<sup>th</sup> EN BN, Prime Power School, and tenants at HEC. Provides similar but limited support to Non-USACE HEC tenants. (Federal Acquisition Regulation (FAR) - see list below for all governing documents)

#### b. Functions.

(1) Provide Acquisition Planning/Strategy. Partners with customer organizations to assist in their mission accomplishment. Provides contracting advice/guidance, recommends overall acquisition program planning to include socio-economic requirements and develops the acquisition strategy. Oversees and coordinates the annual acquisition strategy for the Center. Serves on the Integrated Process Team (IPT) to identify and eliminate inefficiencies, shortfalls, and duplications within the Center; ensures a coordinated and realistic approach to executing the contracting mission. (Federal Acquisition Regulation (FAR) - see list below for all governing documents)

(2) Provide Policy Dissemination/Implementation. Disseminates policy issued by the HQUSACE and guidance provided by the Principal Assistant Responsible for Contracting (PARC); develop local policy/guidance necessary to ensure efficient and effective operations within the center. (FAR)

(3) Perform Process Standardization/Oversight/Systems Administration. Delivers standardized processes and tools throughout the center; share best practices across USACE; adopts best practices from other regions/centers to ensure standardization of processes throughout the NCO; develops local processes, serves on Project Delivery Teams (PDT's), Lean Six Sigma (LSS) Value Streams, and Contracting Operations Reviews to improve DOC's business practices. (FAR)

ER 10-1-52  
31 May 2013

(4) Perform Contract Formation/Execution. Performs the full range of pre-award contracting functions involving highly specialized procurements for Research and Development, Information Technology, Services, Supplies and Minor Construction. Coordinates with other functional offices (Legal, Small Business, and Technical/Project Management). (FAR)

(5) Perform Contract Administration. Performs contract administration functions, handling a variety of actions and problems relating to assigned contracts. Maintains funds status to ensure that over-obligation does not occur. Reviews reports made by technical specialists; determines if the contractor's progress and expenditures compare with deviations from contract terms. Resolves delivery schedule problems with contractor and the COR, and negotiates delivery schedule changes. (FAR)

(6) Provide Management and Oversight of the Government Purchase Card Program. Responsible for providing support to HECSA, HQUSACE, IWR, 249<sup>th</sup> EN BN, Prime Power, and Army Geospatial Center (AGC). Oversees quality control, training, establishment and maintenance of accounts, and required reviews. Evaluates whether policies and procedures are being followed. Educates management, billing officials, and cardholders on critical issues. Monitors compliance with laws and regulations. Assess purchase card operations and make best practice recommendations. Provides counsel for improving controls, processes and procedures, performance and risk management. (FAR)

(7) Management, Oversight and Administration. Provides leadership, interpretation and guidance in accordance with relevant statutes, regulations, standards and processes. Provides expertise at staff meetings/briefings, conferences and workshops. Provides direct management/supervision of assigned employees which includes coaching, mentoring, counseling and providing training/professional development opportunities. Manages employee selections, performance, awards, budget, travel, and time and attendance. (Title 5, Code of Federal Regulations; AR 690-950)

Governing Regulations: Federal Acquisition Regulation (FAR) (Functions 1-7); Defense Federal Acquisition Regulation Supplement (DFARS) (Functions 1-7); Army Federal Acquisition Regulation Supplement (AFARS) (Functions 1-7); Engineer Federal Acquisition Regulation Supplement (EFARS) (Functions 1-7); DoD Directive 5000, The Defense Acquisition System (Functions 1-7); Defense Acquisition Guidebook (Functions 1-7); National Contracting Organization Procurement Instruction Letters (PILS) (Functions 1-6); USACE/NCO Quality Management System (QMS) Processes (Functions 1-6); Government Accountability Office (GAO) Redbook (Functions 1, 2, 4, and 6); DoD Source Selection Manual (Functions 1-4); Army GPC Operating Procedures (Functions 6 and 7); USACE GPC SOP (Functions 6 and 7); DoD Government Charge Card Guidebook (Functions 6 and 7); DoD 7000-13-R (Function 7); Defense Acquisition Workforce Improvement Act (DAWIA) (Function 7); AR 25-50, (Function 7); AR 690-990-2, (Function 7)

C-8. Contract Oversight Branch - Paragraph 005A

a. Mission. Provides contract oversight functions including acquisition planning, systems administration, and compliance reviews for HECSA, HQUSACE, IWR, SERDP, ESTCP, 249<sup>TH</sup> EN BN, Prime Power School, and tenants at HEC. Provides similar but limited support to Non-USACE HEC tenants. (FAR; EFARS)

b. Functions.

(1) Provide Acquisition Planning/Strategy. Partners with customer organizations to assist in their mission accomplishment. Provides contracting advice/guidance and recommends overall acquisition program planning to include socio-economic requirements, and reviews the acquisition strategy. Oversees and coordinates the annual acquisition strategy for the Center. Serves on the Integrated Process Team (IPT) to identify and eliminate inefficiencies, shortfalls, and duplications within the Center; ensures a coordinated and realistic approach to executing the contracting mission. (FAR, DFARS)

(2) Provide Policy Dissemination/Implementation. Disseminates policy issued by the Headquarters and guidance provided by the Principal Assistant Responsible for Contracting (PARC); develops local policy/guidance necessary to ensure efficient and effective operations within the center. (FAR; AFARS)

(3) Perform Process Standardization/Oversight/Systems Administration. Delivers standardized processes and tools throughout the center; shares best practices across USACE; adopts best practices from other regions/centers to ensure standardization of processes throughout the NCO; develop local processes, serves on Project Delivery Teams (PDTs), Lean Six Sigma (LSS) Value Streams, and Contracting Operations Reviews to improve NCO's business practices. (FAR; EFARS)

(4) Perform Contract Formation/Execution Compliance Reviews. Reviews and comments on the full range of pre-award contracting functions involving highly specialized procurements for Research and Development, Information Technology, Services, Supplies and Minor Construction. Coordinates with the Contract Specialist and/or Contracting Officer on revisions as needed. Coordinates with other functional offices (Legal, Small Business, Technical/ Project Management). (FAR; National Contracting Organization Procurement Instruction Letters (PILS), DoD Source Selection Manual)

(5) Perform Contract Administration Compliance Reviews. Reviews and comments on the full range of contract administration functions, assists with a variety of actions and problems relating to assigned contracts. Reviews funds status to ensure that over-obligation does not occur. Reviews reports made by technical specialists, determines if the contractor's

ER 10-1-52  
31 May 2013

progress and expenditures compare with deviations from contract terms. Assists with delivery schedule problems with contractor and the Contracting Officer Representative (COR). (FAR; USACE/NCO Quality Management System (QMS) Processes)

(6) Management, Oversight and Administration. Provides interpretation and guidance in accordance with relevant statutes, regulations, standards and processes. Participates in the Peer Review/Approval Program for HECSA Contracting. Recommends revisions and changes to ensure compliance with regulations and best practices. Provides expertise at staff meetings/briefings, conferences and workshops. Prepares responses to data calls to include the Annual Assurance Statement. Helps in the preparation of budget, travel, training and time and attendance. Participates in professional training courses/conferences. (FAR; Defense Acquisition Workforce Improvement Act (DAWIA); Government Accountability Office (GAO) Redbook; Defense Acquisition Guidebook)

#### C-9. Resource Management Office - Paragraph 006

a. Mission. Provide manpower management, budget, and finance and accounting services to HQUSACE, HECSA, National Capital Region (NCR) Organizations (NCR is defined as the Army Geospatial Center (AGC), IWR and 249<sup>th</sup> EN BN, Prime Power School (PPS)) and two Defense Organizations: SERDP and Defense State Memorandum of Agreement (DSMOA). a total of eight organizations are provided services. (ER 37-1-24; ER 37-1-30; ER 37-1-31; Title 31 of the United States Code; Federal Financial Management Act of 1994; Title 5 Code of Federal Regulations; AR 690-950)

b. Functions.

(1) Perform Financial and Resource Management. Provides leadership and oversight of Financial Management policies and programs to eight USACE and Defense organizations located in the NCR for the primary purpose of acquiring, allocating and controlling resources. Resources include appropriated and revolving funds and manpower made available to serviced USACE and Defense organizations.

(2) Direct planning and delivery of comprehensive financial management programs (accounting, budgeting, financial reporting, management analysis, and manpower, financial management (enterprise systems) and funding operations). Oversees fiscal and management controls of Financial Management programs and operations. Serves as the HECSA Comptroller (CP11) Civilian Career Program and CP51 General Administration and Support Manager. (ER 37-1-24; ER 37-1-30; ER 37-1-31; Title 31 of the United States Code; Federal Financial Management Act of 1994; Title 5 Code of Federal Regulations; AR 690-950)

(3) Direct and Oversee Financial Management Policy and Program Management. Directs the planning, organization and administration of comprehensive financial management programs which include Finance and Accounting, Programs and Budget, and Manpower Management. Manages plans, obtains, reconciles and administratively controls funds and manpower resources for serviced organizations. (ER 37-1-24; ER 37-1-30; ER 37-1-31; Title 31 of the United States Code; Federal Financial Management Act of 1994)

(4) Participate in Management Consultations and External Coordination. Leads and participates in workgroups and committees as a subject matter expert in financial management concerns for the Command. Provides expert financial management technical advice and responses to USACE, HQDA and DoD, OMB senior leaders and staff on financial management program support for eight USACE and Defense organizations. Manages responses to all command taskings, internal and external inquiries and, requests for information (written and verbal) ensuring compliance with DoD, HQDA, and HQ USACE guidance. (ER 37-1-24; ER 37-1-30; ER 37-1-31)

(5) Management, Oversight and Administration. Provides leadership and provides interpretation and guidance in accordance with relevant statutes, regulations, standards and processes. Provides expertise at staff meetings/briefings, conferences and workshops. Provides direct management/supervision of assigned employees which includes coaching, mentoring, counseling, providing training and professional development opportunities. Manages employee selections, performance, awards, budget, travel, time and attendance. Provides administrative support related to operating budgets, acquisition of goods and services through contract and government purchase card, manpower/personnel management, correspondence, visitor reception and telephone call management, and logistical functions/tasks. (Title 5 Code of Federal Regulations, Chapter 61, Subchapter II; CFR, Title 5, Part 610, Subpart D; DoD Financial Management Regulation, Volume 8; DoD Civilian Personnel Manual, Chapter 600; AR 690-990-2, AR 690-950, USACE Commander's Policy Memorandum # 6, Quality of Worklife Programs; ER 37-1-30; ER 37-1-31; Title 31 of the United States Code, Federal Financial Management Act of 1994)

#### C-10. Finance and Accounting Branch - Paragraph 006A

a. Mission. Serve as the USACE proponent for operational finance and accounting support for the NCR supported activities (NCR is defined as the Army Geospatial Center (AGC), IWR and 249<sup>th</sup> EN BN, Prime Power School (PPS)) and two Defense Organizations: SERDP and DSMOA. Provides services for eight organizations. Responsible for implementing USACE NCR financial strategic plan and manages four Corps of Engineers Financial Management Systems (CEFMS) databases. Responsible for data integration activities, asset financial accountability, internal controls, internal reviews and audit compliance. Provide research, analysis, training, system enhancements, installation and systems maintenance for supported

ER 10-1-52  
31 May 2013

financial systems (CEFMS and the Corps of Engineers Enterprise Management Information Systems (CEEMIS)) reporting databases. (The Federal Managers Financial and Integrity Act of 1982 implemented by OMB Circular A-123; DODI 5010.40; DOD Financial Management and Regulation 7000.14-R; and the Government Performance and Results Act of 1993)

b. Functions.

(1) Manage Financial Operations. Manages financial operations for four Corps of Engineers Financial Management System (CEFMS) databases (HQUSACE, AGC, IWR and 249<sup>th</sup>/PPS) with multiple direct and reimbursable Civil Works, Revolving Fund, Department of Army, and Department of Defense appropriated funds used by supported activities: HQUSACE, HECSA, IWR, 249<sup>th</sup> EN BN and Prime Power School. Supports AGC; SERDP; ESTCP; DSMOA. Provides financial guidance and services to the NCR-supported activities to include: certification, recoding, or adjusting obligation financial instruments for multiple direct and reimbursable appropriations; manages operations for the NCR customer's financial instruments including: accounts payable and accruals; accounts receivable; payment voucher certification, and provides principal financial advice to customers on accounting processes and financial operation procedures. (The Federal Managers Financial and Integrity Act of 1982 implemented by OMB Circular A-123; DODI 5010.40; DOD Financial Management and Regulation 7000.14-R; Government Performance and Results Act of 1993)

(2) Validate Accounting Reports. Provides analysis and verification of critical financial reports. Prepares, reconciles, consolidates and deploys multiple reports citing Civil Works, Military Program and Revolving Funds such as: accounting, standard general ledgers, and cash. Coordinates data calls and research variances with the USACE Finance Center. (The Federal Managers Financial and Integrity Act of 1982 implemented by OMB Circular A-123; DODI 5010.40; DOD Financial Management and Regulation 7000.14-R; Government Performance and Results Act of 1993)

(3) Manage Financial Accountability Assets. Provides monitoring, capitalization, disposal and Construction-In-Progress (CIP), accounts for Civil Works, Revolving Fund and Military Programs. Conducts monthly reconciliations of NCR CEFMS financial databases with USACE property accountability systems: Plant Replacement and Improvement (PRIP), Real Estate Management Information System (REMIS), and Automated Personal Property Management System (APPMS) to ensure assets are being charged appropriate plant increments when applicable and are being properly depreciated. (The Federal Managers Financial and Integrity Act of 1982 implemented by OMB Circular A-123; DODI 5010.40; DOD Financial Management and Regulation 7000.14-R; Government Performance and Results Act of 1993)

(4) Provide Financial Systems Maintenance and Training. Manages the Corps of Engineers Financial Management System (CEFMS) and the Enterprise Management Information



System (CEEMIS) databases; provides research, analysis, system enhancements, installation and systems maintenance to deployed financial systems. As Systems Training Manager, provides systems training on deployed financial systems and software to supported activities in the NCR. (The Federal Managers Financial and Integrity Act of 1982 implemented by OMB; Circular A-123; DODI 5010.40; DOD Financial Management and Regulation 7000.14-R; Government Performance and Results Act of 1993)

(5) Validate Financial Internal Control Compliance/Special Projects. Provides monitoring, reporting and validation of audits for financial systems compliance to internal control guidance requirements from OMB, GAO, DOD, DA, and USACE to include the Chief Financial Officer Act (CFOA), Financial Management Financial Integrity Act (FMFIA), Government Performance and Results Act (GPRA), Government Management Reform Act (GMRA), and USACE annual financial assurance statement requirements. Provides assistance or responses to entities outside of Finance and Accounting such as investigations, audits, and other special requests (The Army Auditor General, Department of the Army Inspector General and Legal Requests, etc.). (The Chief Financial Officer and Federal Financial Reform Act of 1990; Financial Management Financial Integrity Act: Government Performance and Results Act of 1993; Government Management Reform Act of 1994)

(6) Management, Oversight and Administration. Provides leadership, interpretation and guidance of policies in accordance with relevant statutes, regulations, standards and processes. Provides expertise at staff meetings/briefings, conferences and workshops. Provides direct management and supervision of assigned employees which includes coaching, mentoring, counseling and providing training/professional development opportunities. Manages employee selections, performance, awards, budget, travel, and time and attendance. Provides administrative support related to operating budgets, acquisition of goods and services through contract and government purchase card, manpower/personnel management, correspondence, visitor reception and telephone call management, and logistical functions/tasks. (Title 5 Code of Federal Regulations, Chapter 61, Subchapter II; CFR, Title 5, Part 610, Subpart D, DoD Financial Management Regulation, Volume 8; DoD Civilian Personnel Manual, Chapter 600; AR 690-990-2)

#### C-11. Programs and Budget Branch - Paragraph 006B

a. Mission. Provide management of budget and program operations for HQUSACE, U.S. Army Corps of Engineers Field Operating Activities in the National Capital Region, and the HEC installation. Develops and executes financial management plans, programs, and budgets to obtain HQUSACE, AGC, 249<sup>th</sup> EN BN and Prime Power School (PPS), and HECSA manpower and fiscal resources to support execution of their missions and support to their tenants. (Title 31 of the United States Code; Title 41 USC 23; DoD Volume 7000.14-R; ER 37-1-26)

b. Functions.

(1) Maintain and Provide Funding. Maintains fiscal control over civil works and military direct funding and accepts and monitors reimbursable funding from other government agencies. Provides fiscal control over military authorizations and funds restrictions, funds utilization and expenditures for HQUSACE, AGC, HECSA, and the 249<sup>th</sup> ENG BN/PPS. (Title 31 of the United States Code; Title 41 USC 23; DoD Volume 7000.14-R; ER 37-1-26)

(2) Formulate Budget. Formulates civil, military, and reimbursable budgets for HQUSACE, HECSA, and the HEC installation and facilitates the formulation of civil, military, and reimbursable budgets for AGC, 249<sup>th</sup> ENG BN, and Prime Power School. Provides budgetary assistance through all aspects of the Planning, Programming, Budgeting, and Execution System (PPBES) cycle for the HQUSACE, AGC, HECSA, 249<sup>th</sup> ENG BN, and Prime Power School. (OMB Circular A-11; ER 37-1-24; ER 37-1-31)

(3) Execute and Monitor Budget. Provides financial management and execution reports to customers and stakeholders for HQUSACE, AGC, HECSA, 249<sup>th</sup> ENG BN, Prime Power School, and the HEC installation. Provides additional transactional support to HECSA and the HEC installation to ensure proper execution of the budget. (Federal Managers Financial Integrity Act of 1982; Government Performance and Results Act of 1993; Federal Financial Management Improvement Act of 1996)

(4) Manage Corporate Billing. Manages all corporate, centrally-billed revolving fund accounts for HQUSACE and HECSA. Manages revolving funds accounts to include Fee for Service/Automated Information Systems (FFS/AIS), Civilian Personnel Advisory Center (CPAC), Chief Financial Officer's Act (CFOA) Audit, DA Intern Overtime and Awards, Equal Employment Opportunity (EEO) Conflict of Interest Cases, various reimbursable conferences, and other centrally managed initiatives. Provides frequent reports to customers and other stakeholders on the financial status of these accounts. (ER 37-1-30)

(5) Develop and Implement Resource Management and Budgetary Policies. Interprets policy from higher headquarters and other governing bodies for HQUSACE, AGC, HECSA, 249<sup>th</sup> ENG BN, and Prime Power School. Develops policies and procedures necessary to establish internal controls and ensures compliance with fiscal law and other applicable regulatory guidance and to optimize financial and budgetary operations through the use of best business practices. (Title 31 of the United States Code; OMB Circular A-11; DoD FMR 7000.14-R)

(6) Management, Oversight and Administration. Provides leadership, interpretations and guidance in accordance with relevant statutes, regulations, standards and processes. Provides expertise at staff meetings/briefings, conferences and workshops. Provides direct management/

supervision of assigned employees which includes coaching, mentoring, counseling and providing training/professional development opportunities. Manages employee selections, performance, awards, budget, travel, and time and attendance. Provide administrative support related to operating budgets, acquisition of goods and services through contract and government purchase card, manpower/personnel management, correspondence, visitor reception and telephone call management, and logistical functions/tasks. (Title 5 Code of Federal Regulations, Chapter 61, Subchapter II; CFR, Title 5, Part 610, Subpart D; DoD Financial Management Regulation, Volume 8; DoD Civilian Personnel Manual, Chapter 600; Joint Travel Regulation; AR 690-990-2; AR 690-950; AR 672-20; AR 690-400; USACE Commander's Policy Memorandum #6, Quality of Worklife Programs; USACE Time and Attendance Procedures)

C-12. Manpower and Management Analysis Branch - Paragraph 006C

a. Mission. Direct and monitor compliance with HQDA and HQUSACE operational Manpower and Management Analysis functions; to include development, control and reporting. Ensures that sound management principles and practices support manpower requirements, documentation, authorizations, and utilization of personnel spaces for HECSA, HQUSACE, AGC, 249<sup>th</sup> EN BN, and the Prime Power School (PPS). Plans, programs, budgets for, and defends HECSA, HQUSACE, AGC, 249<sup>th</sup>, and PPS manpower resources based on the availability of manpower, mission/workload changes, and higher headquarters objectives, priorities and decisions. Ensures staffing levels are consistent with affordable funding levels. As DFAS liaison, provides Payroll Services (Customer Service Representation) for approximately 3000 serviced employees world-wide. Administers the Army's Government Travel Charge Card Program for all serviced customers. Provides Management Analysis capabilities for HQUSACE and HECSA, to include program compliance with HQDA and HQUSACE-directed Management, Management Controls and Process Improvement Programs. (AR 5-1; AR 11-2)

b. Functions.

(1) Perform Manpower Management. Provides comprehensive operational manpower management for HQUSACE, HECSA, AGC, 249<sup>th</sup> and PPS. Develops and provides manpower requirements, allocations, documentation and utilization information. Performs manpower control and reporting functions. Manages Workload and Workforce Planning (WWP) processes, Schedule 8s, and internal and external USACE manpower control reports. Manages the Command Tables of Distribution and Allowances (TDAs), and Integrated Manning Documents (IMDs). Conducts surveillance of manpower planning and requirements processes using the Corps of Engineers Manpower Requirements System (CEMRS). Develops and maintains the Federal Activities Inventory Reform (FAIR) listing for serviced customers.

ER 10-1-52  
31 May 2013

(2) Perform Management Controls, Studies, Performance and Process Improvement. Provides Management Analysis capabilities for HQUSACE and HECSA to ensure compliance with HQDA and HQUSACE directed Management and Process Improvement Programs shown in AR 5-1 and AR 11-2. Manages HECSA's Managers' Internal Control Program (MICP) to ensure HECSA compliance with the Annual Assurance Statement (AAS) process. Represents HECSA on the HQUSACE Management Board, managing HECSA's development of metrics and input to the USACE Quality Management System (QMS) process.

(3) Provide Payroll Services. Provides payroll Customer Service Representative (CSR) support between the regional Defense Finance and Accounting Service (DFAS) Office and serviced customers for HECSA, HQUSACE (to include Re-Employed Annuitant Cadre), 249th EN BN, AGC and Engineer Prime Power School employees duty stationed world-wide. Establishes and maintains employee payroll data for over 3000 pay accounts. Resolves complex payroll and leave balance problems. Provides technical oversight of, and develops and issues timekeeping practices and procedures for 133 timekeepers. Provides the operation/interface of the Defense Civilian Payroll System (DCPS), the Defense Civilian Personnel Data System (DCPDS), the Corps of Engineers Financial Management System (CEFMS) and the CEFMS Timekeepers Guide.

(4) Manage Government Travel Credit Card (GTCC). Manages customer Compliance with the DoD Financial Management Regulation (FMR), Department of Army and USACE regulations, and Citi Bank requirements for the GTCC Program. Establishes new accounts, increases credit limits, follows up on delinquencies, and cancels or inactivates accounts. Provides monthly reports required by the DoD FMR, the Department of Army, and HQUSACE. Conducts random sampling of monthly transactions to determine suspicious card usage. Verifies/validates suspect transactions to TDY orders in CEFMS, and other criteria developed to determine suspect nature. Notifies designated officials of suspected/fraudulent use of GTCC. Analyzes and recommends "get well" plans for delinquent cardholders, and/or entire card hierarchy (customer agency) to supervisor.

(5) Management, Oversight and Administration. Demonstrates leadership and provides interpretation and guidance in accordance with relevant statutes, regulations, standards and processes. Conducts daily team building, counseling advising and mentoring. Provides expertise at staff meetings/briefings, conferences and workshops. Provides direct management/supervision of assigned employees which includes daily team building, coaching, mentoring, counseling, and providing training/professional development opportunities for the Manpower and Management Analysis Branch. Performs surveillance over Manpower reporting and processes, and Management Analysis activities and studies. Manages employee selections, performance, awards, budget, travel, and time and attendance. Administers the GTCC and

Payroll CSR functions shown above, grants access to CHRA, DFAS and Citibank systems, ensuring that prerequisites have been met. Provides administrative support related to operating budgets, acquisition of goods and services through contract and government purchase card, manpower/personnel management, correspondence, visitor reception and telephone call management, and logistical functions/tasks.

C-13. Equal Employment Opportunity Office - Paragraph 007

a. Mission. Provide the vision, guidance, and leadership for the Equal Employment Opportunity (EEO) program administration, function, and operations while ensuring compliance

with applicable policies and regulations for Affirmative Employment Program, Discrimination Complaint Administration, Special Emphasis Program, Sexual Harassment and Assault Response Program, for HQUSACE, HECSA, AGC, IWR, 249<sup>th</sup> EN BN, and the PPS, administration of commands supported by Memorandums of Understanding (MOUs), and commands with conflict of interest discrimination complaints elevated to HECSA EEO. (Equal Employment Opportunity Commission (EEOC) Management Directive 715, AR 690-12)

b. Functions.

(1) Develop and Manage Affirmative Employment Program (AEP). Develops and obtains leadership approval for the MD-715 Annual and Mid-Year Reports, Disabled Veterans Affirmative Action Program (DVAAP) Report, Hispanic Initiatives, and EEOC 462 report; provides reoccurring briefings and updates on EEO complaints, demographics, trends and analysis of workforce recruitment, hiring, advancement and retention of current workforce to include women, minorities, and individuals with targeted disability; promotes integration of EEO into the command's strategic mission; communicates EEO program activity (i.e., training, climate surveys, policy, guidance, etc.) to the workforce; and supports Human Resources coordinated career fairs outreach efforts to recruit and hire potential candidates as identified in Command's 715 plans. (Equal Employment Opportunity Commission (EEOC) Management Directive 715; AR 690-12)

(2) Process Discrimination Complaints. Processes discrimination complaints in accordance with prescribed timelines. Establishes and makes available an Alternative Dispute Resolution (ADR) program that facilitates an early, effective, neutral, and efficient informal resolution of disputes, promotes a highly visible and pro-active program in resolving discrimination complaints at the lowest possible level in collaboration with management officials, Office of Counsel and Human Resources; and be involved in the preparation, coordination, execution, and acquisition documents for EEO case files of negotiated settlement agreements (NSAs). (29 Code of Federal Regulation (CFR) 1614; EEOC MD 110; AR 690-600;

ER 10-1-52  
31 May 2013

CEEO, Memo, Subject: Implementation Guidance Complaints Processing to Include Conflict of Interest Complaints, dated December 22, 2008; CEEO, Memo, Subject: SOP for Reasonable Accommodations for Individuals with Disabilities, dated May 16, 2011; AR 600-07)

(3) Appoint, Develop, and Manage Special Emphasis Program (SEP). Appoints SEP managers and/or collateral duty SEP managers for the Black Employment Program, Hispanic Employment Program, Native American/Alaskan Native Program, Asian Pacific/Islander American Program, Individuals with Disabilities Program, and the Federal Women's Program; manages the Reasonable Accommodations (RA) Program; processes RA requests submitted to EEO office and works with Legal, Human Resources, Safety, and supervisors/managers/employees; establishes a SEP Committee to support EEO programs; and conducts barrier analysis on all groups on the demographics of recruitment and placement, promotions, awards, assignments, adverse actions, upward mobility; and monitors equal employment opportunities for trends or patterns affecting women, minorities, and individuals with disabilities; seeks relationships with Historically Black Colleges and Universities (HBCUs), Hispanic Serving Institutions (HSI), Hispanic Association of Colleges and Universities (HACUs) and national minority and women's organizations. (EEOC MD 715; AR 690-12)

(4) Provide Mandatory EEO Training. Conducts SHARP training; maintains training rosters, certificates (if applicable) and/or reporting requirements; and conduct other EEO related training, (i.e., No-Fear Act, Alternative Dispute Resolution (ADR), Reasonable Accommodation (RA), new employee orientation, supervisory, anti-harassment), as requested. (EEOC MD 715; AR 690-12)

(5) Administer EEO Related Programs. Provides leadership and provides interpretation and guidance in accordance with relevant statutes, regulations, standards, and processes. Supports the ergonomic surveys program under the safety program; supports the HECSA Awards Program for two annual recognition awards; supports the Inspector General (IG); provides consultative services on AR 690-600 interpretations, Reasonable Accommodations interactive techniques Corps-wide; provides assistance with other Federal agencies on EEO programs and/or merit promotion EEO Specialist's vacancies; and attends and supports the CPAC administrative quarterly meetings. (EEOC 715, AR 690-600)

(6) Management, Oversight and Administration. Provides expertise at staff meetings/briefings, conferences and workshops. Provides direct management/supervision of assigned employees which includes coaching, mentoring, counseling and providing training/professional development opportunities. Manages employee selections, performance, awards, budget, travel, and time and attendance. Provides administrative support related to operating budgets, acquisition of goods and services through contract and government purchase

cards, manpower/personnel management, correspondence, visitor reception and telephone call management, and logistical functions/tasks. (Title 5 Code of Federal Regulations, Chapter 61, Subchapter II; CFR, Title 5, Part 610, Subpart D; DoD Financial Management Regulation, Volume 8; DoD Civilian Personnel Manual, Chapter 600; AR 690-990-2; AR 690-950; USACE Commander's Policy Memorandum #6, Quality of Worklife Programs; USACE Time and Attendance Procedures).