

Engineering and Design
DESIGN AND CONSTRUCTION POLICY FOR ELECTRONIC
SECURITY SYSTEMS

1. Purpose. This regulation establishes policies, roles, responsibilities, and procedures for the U.S. Army Corps of Engineers (USACE) to execute electronic security systems (ESS) projects and ESS portions of projects. Projects may be associated with MILCON, Support for Other (SFO), sustainment renovation and modernization, or other programs executed by USACE. This regulation also outlines the roles, responsibilities and mandatory services provided by the USACE Electronic Security Systems Mandatory Center of Expertise (ESS-MCX).
2. Applicability. This regulation applies to all Headquarters, U.S. Army Corps of Engineers (HQUSACE) elements, major subordinate commands (MSC), district commands, laboratories, and field operating activities (FOA) having design and/or construction responsibilities.
3. References.
 - a. Army Regulation (AR) 190-13, The Army Physical Security Program.
 - b. ER 1110-1-8158, Corps-Wide Centers of Expertise Program.
4. Distribution. Approved for public release, distribution is unlimited.
5. Establishment. HQUSACE established the Electronic Security Systems Mandatory Center of Expertise at the Huntsville Engineering and Support Center in 1983 in response to concerns identified by the Department of the Army Physical Security Review Board. AR190-13 was soon revised to include the requirement that HQUSACE establish and maintain such a center. The most recent edition of AR190-13 paragraph 1-18. h. tasks the Commanding General, US Army Corps of Engineers to maintain the Electronic Security Center as a mandatory center of expertise for electronic security systems technical expertise to US Army organizations. The Electronic Security Systems Mandatory Center of Expertise tasking was further defined in the Electronic Security Systems Program Management Plan which was last issued by HQUSACE in NOV 1997.
6. Mission. The mission of the ESS-MCX is to provide worldwide expertise to deliver the highest quality electronic security systems projects for the DoD, other Federal agencies and other customers in partnership with USACE commands. As such, the ESS-MCX is the USACE-wide MCX for electronic security system applications including, but not limited to, electronic access

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control, closed-circuit television, intrusion detection, annunciation systems, data transmission, systems sustainment, and integration of the various subsystems and components. The ESS-MCX is tasked with providing design and construction policies, technical guidance, procedures, criteria, specifications, and standards.

7. Organization. The ESS MCX organization reports to the Huntsville Engineering and Support Center (HNC) Director of Engineering. An organization chart is included in Appendix A.

8. Mandatory and Voluntary Services.

a. Mandatory Services. The ESS-MCX shall provide the following mandatory services after receipt of a request and funding from any USACE element involved with a project which involves electronic security:

(1) Planning and Design Phase.

(a) Review all DD 1391's that identify electronic security systems during the DD 1391 review and certification process.

(b) Participate in advanced planning activities and design charrettes for projects that involve application of electronic security systems.

(c) Perform electronic security surveys, if required.

(d) Review design submittals.

(e) Review contract packages.

(f) Review expansion of existing ESS.

(g) Review situations that may result in adverse precedent setting actions for electronic security work.

(2) Procurement Phase.

(a) Provide information and support to USACE organizations about the ESS-MCX procurement and installation indefinite delivery / indefinite quantity contracts to assist in the development of the cost analysis used to help determine the most effective means of delivering the ESS features of the project.

(b) In those cases where the responsible USACE activity determines it is in the government's best interest to award a new contract, the ESS-MCX shall participate in the source selection process, usually in the technical evaluation.

(3) Installation / Construction Phase.

(a) Review technical submittals requiring Government approval.

(b) Participate in on-site quality verification activities to help ensure project success.

(c) Review and approve ESS test procedures before any formal testing begins.

(d) Participate in ESS pre-delivery, performance verification, and other acceptance tests.

(e) Participate in the development of lessons learned / after action reports.

b. Voluntary Services. In addition to the mandatory services above, the ESS-MCX is available for the following:

(1) Technical consulting services for all aspects of electronic security

(2) Complete electronic security planning, programming, and design services

(3) Complete electronic security procurement and contracting services

(4) Complete electronic security installation and construction support services

(5) Monitor, maintain, and service electronic security systems

(6) Electronic security training

c. Support to HQUSACE.

(1) Assist HQUSACE in management of all MILCON projects (design and construction) where ESS features are identified.

(2) Provide HQUSACE with an annual ESS-MCX operating budget, including salaries, travel, equipment, and training expenses.

(3) Establish and maintain criteria documents in accordance with HQUSACE direction.

(4) Provide information and reporting to HQUSACE in accordance with paragraph 8 below.

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- (5) Execute special taskings as required by HQUSACE.

9. Task Initiation and Procedures. Any USACE activity involved with a project which includes electronic security features must contact the ESS-MCX and request the mandatory services identified in paragraph b. above. All services are reimbursable except that portion identified under Planning and Design Phase involving DD1391 review and participation in the MILCON advanced planning activities. DD1391 review and MILCON advanced planning activities participation are centrally funded from HQUSACE and/or OPMG. There are no specific routine exceptions to mandatory use of the ESS-MCX. Requests for exceptions must be fully justified by the USACE organization, and submitted to the HQUSACE proponent for approval.

a. Planning and Design Phase.

- (1) Contact the ESS-MCX and request the mandatory services listed in paragraph b. above when a project with ESS features is identified, preferably during the DD1391 review and approval process. Involve the ESS-MCX as early as possible. Budget and provide funding for ESS-MCX participation except for those centrally funded activities identified above.

- (2) Request the ESS-MCX conduct an electronic security survey, if required.

- (3) Provide design submittals to the ESS-MCX for review.

- (4) Provide contract packages to the ESS-MCX for review.

- (5) Request the ESS-MCX review projects which may require an expansion of existing ESS.

- (6) Request the ESS-MCX review situations that may result in adverse precedent setting actions for electronic security work.

b. Procurement Phase.

- (1) Considering the ESS-MCX procurement and installation indefinite delivery / indefinite quantity contracts as one alternative delivery method, develop a business case analysis to help determine the most effective means of delivering the ESS features of the project.

- (2) In those cases where the responsible USACE activity determines it is in the government's best interest to award a new contract, the USACE activity shall fund and utilize the ESS-MCX as a participant in the source selection process, usually in the technical evaluation.

c. Installation / Construction Phase.

- (1) Request the ESS-MCX review technical submittals requiring Government approval.
- (2) Request the ESS-MCX participate in on-site quality verification activities to help ensure project success.
- (3) Request the ESS-MCX review and approve ESS test procedures before any formal testing begins.
- (4) Request the ESS-MCX participate in ESS pre-delivery, performance verification, and other acceptance tests.
- (5) Coordinate with and involve ESS-MCX on the construction / installation status and proposed changes throughout the project.
- (6) In coordination with the ESS-MCX and the User, be responsible for organizing and conducting lessons learned / after action reports on completed projects which include ESS features.

10. Operating and Reporting.

- a. HQUSACE is the proponent for the ESS-MCX. As such, this regulation is fulfilling the requirements of ER 1110-1-8158 and the requirement for HQUSACE to establish and maintain electronic security systems mandatory center of expertise in accordance with AR 190-13.
- b. Mandatory services for DD1391 review and participation in advanced planning activities will be centrally funded by HQUSACE and/or OPMG as indicated.
- c. Since the ESS-MCX is operating under the purview of the Huntsville Engineering and Support Center (CEHNC), CEHNC will conduct customer service surveys, and provide those results to HQUSACE. In accordance with the requirements of ER 1110-1-8158, CEHNC shall maintain and support the ESS-MCX including providing adequate training opportunities for ESS-MCX members to maintain state-of-the-art technical proficiency.
- d. HQUSACE, with the support of the ESS-MCX, will ensure that information pertaining to the ESS-MCX is kept current and maintained in electronic format on the USACE Technical Excellence Network (TEN) at <https://ten.usace.army.mil>.
- e. The current ESS-MCX URL is <http://www.hnd.usace.army.mil/esc>.

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f. The ESS-MCX will submit an annual report to HQUSACE. This report will capture funding information, work accomplishments, strategic initiatives, and lessons learned for the prior fiscal year. The report will be submitted to HQUSACE within 90 days after the end of each fiscal year.

11. Recommendations for Electronic Security Systems Program Improvement. Comments and recommendations concerning this regulation or the ESS-MCX are welcome. They may be submitted by memorandum to HQUSACE, Washington, D.C. 20314-1000, with a copy furnished to Electronic Security Systems Mandatory Center of Expertise, ATTN: CEHNC-EDM-S, 4820 University Square, Huntsville, AL 35816-1822.

FOR THE COMMANDER:



R. MARK TOY, P.E.
Colonel, Corps of Engineers
Chief of Staff