

CECW-E

Regulation
No. 15-1-41

30 October 2015

Boards, Commissions, and Committees
CORPS OF ENGINEERS SPECIFICATIONS
STEERING COMMITTEE (CSSC)

1. Purpose. This regulation prescribes the objectives, composition, and responsibilities of the Corps of Engineers Specification Steering Committee (CSSC).
2. Applicability. This regulation is applicable to all Headquarters U.S. Army Corps of Engineers (HQUSACE) elements and U.S. Army Corps of Engineers (USACE) commands having design or construction responsibilities.
3. Distribution. This regulation is approved for public release; distribution is unlimited.
4. References. Required and related references are at Appendix A.
5. Definitions.
 - a. Unified Facilities Guide Specifications (UFGS). A system of master guide specifications that define the qualitative requirements for products, materials, and workmanship for work features that occur in USACE construction projects on a repetitive basis. The UFGS system is established by MIL-STD-3007.
 - b. SPECSINTACT. The Government Off the Shelf (GOTS) software program, copyrighted by the National Aeronautics and Space Administration (NASA), mandated by HQUSACE for use in producing project specifications and maintaining guide specifications.
 - c. Design Agency. A HQUSACE element or USACE command having military and/or civil works design responsibilities.
 - d. HQUSACE Specifications Proponent. The individual within HQUSACE designated to address the needs and concerns of design agencies related to the preparation of quality guide specifications and project specifications, who also serves as leader of the Specifications Sub Community of Practice.
 - e. MIL-STD-3007, Standard Practice for Unified Facilities Criteria and Unified Facilities Guide Specifications. The standard that establishes procedures for the development and maintenance of Unified Facilities Criteria and Unified Facilities Guide Specifications and prescribes their use by the Army, Navy, Marine Corps, Air Force, Department of Defense (DoD) agencies and DoD Field Activities.

f. **TECHINFO.** An Internet-based construction criteria information system that is managed for HQUSACE by the U.S. Army Engineering and Support Center, Huntsville.

g. **UFC 1-300-02, Unified Facilities Guide Specifications (UFGS) Format Standard.** The standard that provides format and content guidance on the preparation of UFGS.

6. **Objective.** The objective of the committee is to focus on all USACE specification activities, serve as the networking center for the Specifications Sub Community of Practice, and provide policy recommendations to HQUSACE to improve UFGS and to enable design agencies to produce quality specifications. The goals of the committee are:

a. **Participate.** Participate in development of USACE-wide guidance when requested by the HQUSACE Specifications Proponent in accordance with MIL-STD-3007.

b. **Recommendations to HQUSACE.** Make recommendations to HQUSACE for studies, investigations, research, and instruction designed to provide improved techniques and guidance.

c. **Consulting Service.** Render consulting service and share advice and lessons learned on specific specifications issues and problems as requested by various elements of USACE.

d. **Process Evaluation.** Maintain a continuing evaluation of the state-of-the-art for specifications process.

e. **Liaison.** Serve as a liaison for the specification process between HQUSACE and the design and construction agencies and disseminate pertinent information throughout USACE.

f. **Promote career development.** Promote specifications engineering career development and professionalism.

g. **Government Agency Relationships.** Build and maintain relationships with other government agencies and private industry involved in the development and use of specifications.

7. **Scope of Committee Activities.** The committee will provide recommendations to HQUSACE on all topics in the Specifications Sub Community of Practice such as roles and responsibilities, training, career development, automated systems and software, guide specifications, uniformity of project specifications, uniformity of process, UFGS database management, Tri-Service issues, TECHINFO, and interface with construction systems and other elements within USACE.

8. **Composition.** The committee is a continuing committee of which the members are full-time civilian employees of USACE. The committee seeks to maintain a diversity of civil works and military experience as well as a diversity of the architectural and engineering disciplines. Officers are chair, vice chair, and secretary elected by the committee. The committee shall be composed of fourteen members as follows:

a. **HQUSACE Member.** One HQUSACE individual who is assigned as the HQUSACE leader of the Specifications Sub Community of Practice.

- b. Regional Business Center (RBC) Members. Eight RBC representatives, one from each RBC, appointed by the RBC Chief of Business Technical Division.
- c. District Members. Three district representatives with experience in producing project specifications and using SPECSINTACT who are elected at-large by the committee.
- d. USACE UFGS Database Manager. The individual who is responsible for maintaining and managing a master database of UFGS sections in accordance with UFC 1-300-02.
- e. SPECSINTACT Functional Proponent. HQUSACE will designate a representative to address system issues on the SPECSINTACT InterAgency Configuration, Control, and Coordination Board (SICCCB) based upon the recommendations of the CSSC.
- f. Other Proponents. The CSSC may invite other specification guests or proponents to meetings.

9. General. The committee will carry out its objective in accordance with the following:

- a. Oversight. The committee functions under the general direction of the leaders of the Engineering and Construction Community of Practice and the Specifications Sub Community of Practice, HQUSACE.
- b. Meetings. The chair will call meetings as required to carry out the committee's objective. Normally meetings will be held quarterly; semi-annual face-to-face meetings and by telephone conference the other quarters. Advance notice, agenda, and minutes of each meeting will be furnished to committee members and pertinent USACE commands.
- c. Funding. HQUSACE and RBC members will be funded by their respective organizations for committee activities. Salary, travel and per diem expenses for the district representatives and the SPECSINTACT Functional Proponent will be funded by HQUSACE for committee activities. The UFGS database manager will be funded by the UFGS database management program for committee activities.
- d. Operating Procedures. The committee will establish its own procedures for conducting business, voting and presenting recommendations. The procedures are subject to approval by the HQUSACE leader of the Engineering and Construction Community of Practice.

FOR THE COMMANDER:

Appendix A – References


D. PETER HELMLINGER
COL, EN
Chief of Staff

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APPENDIX A- References

1. Required Publications.

ER 1110-1-8155, Specifications.

MIL-STD-3007, Standard Practice for Unified Facilities Criteria and Unified Facilities Guide Specifications.

2. Related Publications.

AR 5-1, Total Army Quality Management.

ER 1110-1-12, Quality Management.

ER 1110-2-1150, Engineering and Design for Civil Works Projects.

ER 1110-345-100, Design Policy for Military Construction.

UFC 1-300-02, Unified Facilities Guide Specifications (UFGS) Format Standard.

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