

U.S. ARMY CORPS OF ENGINEERS (USACE)

CLASS APPROVAL REQUEST

For use of this form, see HQ-USACE OPORD 2022-03; the proponent agency is CECO-P.

1. Class Number		2. Date		3. Office Symbol	
4. Action Officer (Last, First, Middle Initial)		5. Position Title			6. Phone
7. Email Address			9. USACE Proposed Activity Submitting Request		
9. Proposed Applicability					
10. Nature of Work to be Performed <i>(e.g. Dredging, Architect Engineering Services, Construction, etc.)</i>					
11. Known Risk Areas <i>(Discuss the range of international threats or vulnerabilities, include malevolent activity that may be directed against the USACE workforce, information, equipment, and facilities)</i>					
12. Justification					
13. Requestor <i>(Last, First, Middle Initial of Program/Project Manager, Contracting Officer's Representative, etc.)</i>			14. Date	15. Signature	
16. Coordination <i>(Commensurate with Level of Applicability)</i>					
Name	Organization		Concur	Non-Concur	Date
17. Endorsement <i>(Commensurate with Level of Applicability)</i>			<input type="checkbox"/> APPROVED		<input type="checkbox"/> DISAPPROVED
18. Remarks					
19. Approving Official's Authentication					
a. Name		b. Title			c. Phone
d. Email Address		e. Signature			f. Date

Annual Recertifications

1. Original Class Number	2. Original Date of Request	3. Original Approval Date
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Acknowledgments: By signing below, the Requestor confirms that the operating environment and contract requirements support the annual recertification. The Requestor shall notify all parties included in the coordination and approval process should those conditions change in a manner requiring a new request. By signing below, the Action Officer for the Requestor's organization confirms that they have reviewed the request and determined that recertification is acceptable. The Class Number originally assigned by HQ-USACE remains the same for each recertification.

First Recertifications

1. Requestor's Name	2. Position Title	3. Phone
4. Email Address	5. Date	6. Requestor's Signature
7. Action Officer's Name	8. Position Title	9. Phone
10. Email Address	11. Date	12. Action Officer's Signature

Second Recertifications

1. Requestor's Name	2. Position Title	3. Phone
4. Email Address	5. Date	6. Requestor's Signature
7. Action Officer's Name	8. Position Title	9. Phone
10. Email Address	11. Date	12. Action Officer's Signature

Third Recertifications

1. Requestor's Name	2. Position Title	3. Phone
4. Email Address	5. Date	6. Requestor's Signature
7. Action Officer's Name	8. Position Title	9. Phone
10. Email Address	11. Date	12. Action Officer's Signature

Fourth Recertifications

1. Requestor's Name	2. Position Title	3. Phone
4. Email Address	5. Date	6. Requestor's Signature
7. Action Officer's Name	8. Position Title	9. Phone
10. Email Address	11. Date	12. Action Officer's Signature