

Mississippi Valley Division Standard Operating Procedure for the National Ecosystem Planning Center of Expertise

1. Scope. The purpose and scope of the MVD Standard Operating Procedure (SOP) for the National Ecosystem Planning Center of Expertise (ECO-PCX) is to outline the roles and basic operational concepts for the ECO-PCX. This document outlines the ECO-PCX organization, roles and responsibilities, lines of communication, and procedures for interaction between the ECO-PCX and its customers.

2. Background: In August 2003, the Director of Civil Works designated five National Planning Centers of Expertise to enhance the Corps' planning capability. The Centers are part of the Corps' national initiative to improve the quality and effectiveness of water resources planning. The role of the National Planning Centers of Expertise is to focus on plan formulation and the technical evaluation associated with formulation. In addition, the two Engineering Circulars listed below establish specific duties for the Centers.

a. EC 1105-2-407, *Planning Models Improvement Program: Model Certification*, dated 31 May 2005 **

b. EC 1105-2-408, *Peer Review of Decision Documents*, dated 31 May 2005.

3. Organization. The ECO-PCX will consist of the following resources:

a. The Management Team (MT) will consist of:

1. Director – MVD Leader of the Planning Community of Practice (CoP)
2. Deputy Director – MVD Deputy for the Planning CoP
3. Technical Director – MVD Leader of the Environmental Sub-CoP

b. The Action Assessment Team (AAT) will consist of representatives from:

1. Technical Director (Environmental)
2. MVK Action District (Economics)
3. MVR Action District (Plan Formulation)
4. Engineer Research and Development Center (ERDC) Environmental Laboratory (Modeling)
5. ERDC Information Technology Laboratory (Environmental)
6. At-Large Member from Another MSC

c. Two Action Districts (AD)

1. Vicksburg District (MVK)
2. Rock Island District (MVR)

d. Virtual Support Centers (VSC)

1. Great Lakes and Ohio River Division
2. South Atlantic Division
3. West Coast Team (consisting of representatives from the South Pacific and Northwestern Divisions)
4. ERDC

e. Regional Technical Specialists (RTS)

4. Roles and Responsibilities.

a. Management Team (MT).

(1) The MT will review incoming requests for work, validate the request as appropriate for ECO-PCX action, and forward the request to the AAT. If the request is more appropriately handled by another National Planning Center of Expertise (PCX), then the MT will inform both the customer and the applicable PCX. This action should be accomplished within 24 hours.

(2) Upon AAT approval of the draft scope of work (SOW), including the scope of the effort, list of the team members, cost estimate, and schedule, the MT will review the draft SOW and provide final ECO-PCX approval of the work. The AD and AAT will be notified to initiate the work upon MT approval. This action should be accomplished within 24 hours.

(3) Upon AAT approval of the final work package, the MT makes the final determination of approval or certification and provides this to the AD and AAT. This action should be accomplished within 48 hours.

b. Action Assessment Team (AAT).

(1) Upon receipt of a MT validated work request, the AAT will assign the AD and provide guidance on: (a) the inclusion of any essential technical disciplines on the team and (b) any required interaction with other PCXs if the study is evaluating multiple purposes. This action should be accomplished with 48 hours.

(2) Upon receipt of the draft SOW, including the scope of the effort, list of the team members, cost estimate, and schedule, from the AD, the AAT will review and approve the package, provide contingent approval with some changes, or disapprove with major changes. If changes are required, the AAT and AD will work together until an

acceptable SOW is developed. The MT will be notified upon AAT approval of the package. This action should be accomplished within 48 hours for all packages ready for approval.

(3) Upon completion of the work, the AAT will review the work package and provide a tentative recommendation for approval to the MT. If the work package cannot be approved by the AAT, then specific deficiencies will be identified and provided to the AD for further action.

c. Action Districts (AD).

(1) Upon receipt of a validated work request, the assigned AD will, in coordination with the customer, develop a draft SOW, including the scope of the effort, list of team members, cost estimate, and schedule, being sure to engage the proper VSC and/or applicable RTS to ensure a technically sound, quality product. The SOPs for the VSCs are attached as Appendices 1 - 5.

(2) The draft SOW will be forwarded to the AAT for review and transmittal to the MT for final approval.

(3) Upon MT approval of the SOW, the AD will notify the customer and request funds.

(4) Upon the receipt of funds, the assembled team will complete the work per the SOW. The AD will provide any advice or assistance requested by the team and will monitor team performance to ensure the final work package complies with the SOW and is of good quality.

(5) The AD provides the completed work package to the AAT for review and transmittal to the MT for final approval. If the AAT notes deficiencies in the work package, then it will be returned to the AD for further action. Any deficiencies will be corrected and the work package will be returned to the AAT for review.

(6) Upon MT approval of the completed work package, the AD transmits the final work package to the customer and the customer is requested to provide feedback via a web-based system.

(7) The final work package is then posted on the ECO-PCX web site and, if appropriate, the results are also provided to HQUSACE and/or IWR.

d. Virtual Support Centers (VSC).

(1) The VSCs at LRD, SAD, the West Coast, and ERDC have been added the ECO-PCX to enhance the center's robustness; expand the pool of available expertise, including technical, policy, and plan formulation specialists; and provide valuable national resources to ensure the quality of the ECO-PCX work is of the highest quality.

(2) Other benefits of their inclusion are:

- Provides an opportunity for further enhancing the ecosystem restoration planning/technical capability across the Nation.
- Provides support and focus for Corps ecosystem restoration missions nationally and internationally.
- Facilitates the development of alliances across the Corps.
- Facilitates a national focus on issues of concern in ecosystem restoration.
- Provides opportunities to advance watershed concepts and establish national watershed policy and guidance for the Corps.

(3) The VSC will develop a SOW for any requested ECO-PCX work, certify that SOW, perform the work in accordance with the SOW once funds are made available, and make any corrections necessary to correct any noted deficiencies.

5. Step-by-Step Procedure.

a. The PCX- ECO receives a customer request for ecosystem restoration planning and/or environmental services. The request could be for model certification; independent technical review; external peer review; the accomplishment of key analytical components of costly, complex, and controversial studies at the request of a MSC; staff to supplement HQUSACE or an MSC in policy compliance review for studies where the center has had no prior involvement; the provision of advice to HQUSACE, the laboratories, and/or other stakeholders on significant regional and national planning issues; or another planning related request.

b. The MT validates the request as appropriate for ECO-PCX action and provides it to the AAT, along with applicable information that has been gathered.

c. The AAT reviews the request, assigns the action to one of the two ADs (MVK or MVR), and makes any recommendations for essential technical disciplines on the team and any required interaction with other PCXs if the study is evaluating multiple purposes.

d. The assigned AD will then, in coordination with the customer, develop a scope of work, including the scope of the effort, list of team members, cost estimate, and schedule, being sure to engage the proper VSC (i.e., LRD, SAD, West Coast, or ERDC) or applicable RTS to ensure a technically sound quality product. The SOPs for the VSC are attached as Appendices 1 -_5.

e. The draft SOW is then forwarded to the AAT for review and transmittal to the MT for final approval.

f. The AAT provides a quality assurance check of the draft SOW. The AAT will approve the draft SOW; provide contingent approval with some changes; or disapprove with major changes. The AAT and AD will work together until an acceptable SOW is developed.

g. The AAT will forward the approved draft SOW to the MT for final ECO-PCX approval.

h. Upon MT approval of the SOW, the MT will notify the assigned AD and AAT to commence the work.

i. The assigned AD will notify the customer and request funds. Upon the receipt of funds, the assembled team will complete the work per the SOW.

j. The completed work package is provided to the AAT for a quality assurance review. If the AAT notes deficiencies in the work package, then it will be returned to the AD for further action. Any deficiencies will be corrected and the work package will be returned to the AAT for review. Upon AAT approval, the completed work package is forwarded to the MT with a recommendation for approval.

k. The MT makes the final determination of approval or certification and provides this to the AD.

l. Upon MT approval, the AD then transmits the completed work package to the customer and the customer is requested to provide feedback via a web-based system.

m. The final work package is posted on the ECO-PCX web site and, if appropriate, the results are also provided to HQ and/or IWR.

6. Current primary contacts for the ECO-PCX (as of 24 October 2006) are:

- 1- Rayford Wilbanks, MVD Director (601-634-5847)
- 2- Susan Smith, MVD Deputy Director (601-634-5827)
- 3- Dr. David Vigh, MVD Technical Director (601-634-5854)
- 4- Jodi Staebell, Rock Island Action District Lead (309-794-5448)
- 5- Ken Barr, Rock Island Action District Technical POC (309-794-5349)
- 6- Brad Thompson, Rock Island Action District Plan Formulation POC (309-794-5256)
- 7- Larry Kilgo, Vicksburg Action District Lead (601-631-5410)
- 8- Gary Young, Vicksburg Action District Technical POC (601-631-7156)
- 9- Matt Mallard, Vicksburg Action District Environmental POC (601-631-5960)

Virtual Support Appendix 1

Collaboration Process between the ECO-PCX and the Engineer Research and Design Center (ERDC)

Model Certification and Approval Support

1. Pickup from Step 5.d. of the MVD SOP.
2. The assigned AD will coordinate with ERDC and utilize their expertise to develop the SOW, including the scope of the effort, list of team members, cost estimate, and schedule.
3. The draft SOW is then forwarded to the AAT for review and transmittal to the MT for final approval.
4. The AAT provides a quality assurance check of the draft SOW. The AAT will approve the draft SOW; provide contingent approval with some changes; or disapprove with major changes. The AAT and AD will work together until an acceptable SOW is developed.
5. The AAT will forward the approved draft SOW to the MT for final ECO-PCX approval.
6. Upon MT approval of the SOW, the MT will notify the assigned AD and AAT to commence the work.
7. The assigned AD will notify the customer and request funds. Upon the receipt of funds, the assembled team completes the work per the SOW.
8. ERDC utilizes the HQ interim guidance to carry out the model certification or approval. The interim guidance has two points of coordination with HQUSACE, for which the MT should be aware.
9. The AD and ERDC resolve any issues and collaborate on the draft write-up of the work results.
10. The draft write-up is provided to the AAT for a quality assurance review. If the AAT notes deficiencies in the write-up, then it will be returned to the AD for further action. Any deficiencies will be corrected and the write-up will be returned to the AAT

for review. Upon AAT approval, the completed work package is forwarded to the MT with a recommendation for approval.

11. The MT makes the final determination on model certification.

12. Upon MT certification, the AD then transmits the completed work package to the customer and the customer is requested to provide feedback via a web-based system.

13. The AD and ERDC ensure the proper materials are transmitted to HQ and IWR and are posted on the web site.

**** Details of the process for model efforts are per HQ interim guidance dated 6 Oct 06 (attached), supplemented by MVD SOP processes.**

Current Contacts within ERDC

¹⁰⁻ Dr. John Nestler, ERDC (601-634-2720)

¹¹⁻ Dr. Dave Tazik, ERDC (601-634-2610)

Virtual Support Appendix 2

Collaboration Process between the ECO-PCX and the Great Lakes and Ohio River Division Ecosystem Restoration Centers (CELRD ENR Centers)

1. Pickup from Step 5.d. of the MVD SOP.
2. The assigned AD contacts the CELRD Environmental Community of Practice Point of Contact (LRD ECoP POC)¹⁵ and the Planning Chiefs for the CELRD ENR Center (the Nashville District and the Chicago District)^{16,17} to convey information about the work and team member needs.
3. Based on the information provided by the AD, a determination is made between the LRD ECoP POC and the LRD ENR Centers on which center will take the lead for the action. It may be necessary to obtain more information on the work from the MVD AD to facilitate selection of the appropriate LRD ENR Center to accomplish the work.
4. The Planning Chief of the lead LRD ENR Center coordinates with the MVD AD to obtain, if necessary, additional information about the work to facilitate the selection of appropriate technical resource(s) to accomplish the effort.
5. The Planning Chief of the lead LRD ENR Center identifies and contacts the appropriate technical resource(s) from the LRD Support Districts to undertake the work.
6. The selected LRD technical resource contacts the AD to obtain specific information about the work. If a Project Delivery Team (PDT) is required to accomplish the work, the LRD Project Manager (PM) for that PDT contacts the AD.
7. In collaboration with the AD, the LRD technical resource or PM develops a SOW, including the scope of the effort, list of team members, cost estimate, and schedule, for their portion of the work. The cost estimate developed by the technical resource will include an additional 20% overhead charge for LRD ENR Center management.
8. The SOW is certified by the Planning Chief of the lead LRD ENR Center and provided to the AD for incorporation in the overall SOW.

9. The AD incorporates the LRC ENR Center input into the overall SOW.
10. Continue with Steps 5.e.-5.h. of the MVD SOP.
11. Upon MT approval of the SOW, the AD will ensure funds are provided for the work, including the overhead charge.
12. The LRD technical resource(s) undertakes the work and completes their portion of the work per the SOW. If, during AAT review of the draft work package, deficiencies are noted in the work performed by the LRD ENR Center, then it will be returned by the AD for further action.
13. Continue with Steps 5.j.-5.m. of the MVD SOP..

Current Contacts within the Great Lakes and Ohio River Division, Nashville District, and Chicago District

- ¹²⁻ Dr. Hank Jarboe, Great Lakes and Ohio River Division (513-684-6050)
- ¹³⁻ Mr. Doug Radley, Nashville District (615-736-5223)
- ¹⁴⁻ Ms. Sue Davis, Chicago District (312-846-5580)

Virtual Support Appendix 3

**Collaboration Process between the ECO-PCX and the
Everglades Project Office**

Virtual Support Appendix 4

**Collaboration Process between the ECO-PCX and the
West Coast Group**