

APPENDIX I

CRITERIA CHANGE REQUESTS

I-1. General. The following is guidance for using a web-based process for submitting, tracking, resolving, and implementing user feedback on engineering and construction (E&C) criteria and UFGS.

I-2. Background. A viable criteria system is critical for the continued capability of the Corps to deliver quality products to our customers – on schedule and within budget. A process was needed that could be embraced by the field for submitting user feedback on E&C documents that warrant corrections to reflect lessons learned and/or current industry standards and work practices. The old Engineering Improvement Recommendation System process of submitting hard copy ENG Forms 3078, Recommended Changes to Engineering Document, was labor intensive and recommendations took an excessive amount of time from initiation to final resolution and implementation. The ‘3078’ process, prescribed by ER 1110-345-100 and ER 1110-345-700, was discontinued with the rescission by EC 25-1-302.

I-3. Policy. User feedback on E&C criteria and guide specification documents will be submitted and processed via electronic Criteria Change Requests (CCRs) through the Criteria Management System (CMS) on [ProjNetsm](#). Links to the CCR submittal form at ProjNet are also on the following:

- a. USACE Technical Excellence Network at <https://ten.wes.army.mil:444/ten/ten.aspx>.
- b. USACE TechInfo at <http://www.hnd.usace.army.mil/techinfo/3078/CCRchg.htm>.
- c. Unified Facilities Criteria (UFC) Index at http://65.204.17.188//report/doc_ufc.html.
- d. Unified Facilities Guide Specifications (UFGS) Index at <http://www.ccb.org/ufgs/ufgs.htm>.
- e. [Criteria Change Request \(CCR\)](#) link from each UFGS section within SpecsIntact.

I-4. CCR Process.

- a. Individuals submit CCRs using the e-form online. Submitters may be from the public or private sector. Registered [ProjNetsm](#) users may login through the form to expedite CCR processing; otherwise, submitters may enter basic identification information directly on the e-form. A [ProjNetsm](#) subscription is not required for CCR submissions.
- b. Submitters next select a document to be changed from the pick list of published E&C criteria and guide specifications, identify the problem, (ideally) recommend a solution, and then click ‘go.’ Recommended solutions are preferred but not required to process **CCRs**.
- c. Submissions are automatically recorded in CMS and routed to the Technical Proponents (TPs) for the documents involved. CCRs on criteria are routed to the TPs of record in each agency, although only a document’s Preparing Activity TP is responsible for responding.

d. Submitters receive immediate email notifications that confirm receipt of their CCRs and provide printable records of submissions. These notifications state that a response is to be expected within 30 days. If non-ProjNet registered submitters need to include backup files to support submissions, they may reply to the CMS confirmation email and attach the supporting files. The files will be attached to the final CCRs before they are forwarded to the TPs. Submitters logged into [ProjNet](#) may attach backup files directly to the CCR submission form. TPs also receive email notifications of CCR filings with instructions for reviewing and responding to the requests through CMS.

e. TPs must login to [ProjNet](#)sm and click on 'Criteria Management System'(CMS) to evaluate and respond to CCRs. User passwords and assistance are available from the system Help Desk by phone at 800-428-4357 or 217-367-3273 or by email to the [ProjNet Help Desk](#). When logged in, TPs may:

(1) Request additional backup from submitters or request consultation reviews by the designated field Technical Representatives (TRs) for the documents involved. TPs must coordinate with CECW-ETE for funding of TR consultation efforts.

(2) Approve changes. TPs must select one of three approval options to designate whether the TP, TR, or, for guide specifications only, the UFGS Database Manager (at CEHNC-ED-ES) is required to incorporate the changes. TPs must coordinate funding requirements with CECW-ETE to have TRs take action on guide specifications and criteria document changes. For guide specifications only, the UFGS Database Manager is funded to incorporate minor changes (one to three hours effort) resulting from CCRs.

(3) Disapprove proposed changes. Disapprovals require rationale to be included in 'Action Description' text box.

f. Approved changes will be incorporated as recommended in CCRs unless additional wording is provided in the 'Action Description' text box to modify requests. Proposed wording must also be provided by TPs when recommended 'solutions' are not provided in the submissions or when the UFGS Database Manager is to take action.

g. TPs - not TRs - must input approval/disapproval responses into the system.

h. All approved CCRs will have final dispositions annotated as either 'Closed' (changes are incorporated) or 'Approved CCR implementation pending funding' (changes need to be budgeted in the next criteria program update cycle). For guide specifications, the Database manager closes all approval actions in the system. CECW-ETE will coordinate all other closed and pending actions with the TPs involved. Closed CCRs are archived within the system.

i. For every above TP action, automated status notifications are emailed to each appropriate CCR participant, as follows:

- (1) For final dispositions, submitters and TPs are notified of closed and pending actions. Pending actions will be included in the next fiscal year criteria update program subject to program priorities and available funding.
 - (2) For CCR disapprovals, the CCR is closed out and the submitter is notified of the action with rationale.
 - (3) For CCR approvals, submitters are notified of the action along with the person designated to complete the action: the TP, TR, or, for guide specifications only, the UFGS Database Manager. The UFGS Database Manager is copied on all approvals involving guide specifications, regardless of who has the action. For TR actions, TRs and TPs receive notifications that include a reminder for TPs to coordinate funding requirements with CECW-ETE.
 - (4) For requests for TR consultations, submitters and TRs are notified of the actions. Requests for CCR backup are automatically emailed to submitters by the system. Notifications for TR consultations include a reminder for TPs to coordinate funding requirements with CECW-ETE.
- j. A report of all approved CCRs is posted at the URL cited above for TechInfo. CCRs are automatically removed from this report once the approved changes are incorporated.