

CHAPTER C-1

SELECTION OF PROJECTS FOR IN-HOUSE DESIGN

1. Purpose. The purpose of this memorandum is to establish policy, responsibility, and guidance for maintaining an adequate level of in-house design. In-house design is critical for developing and retaining a technically competent staff necessary to meet the demands of evolving programs in the areas of Civil Works, Military Construction, and Hazardous, Toxic and Radioactive Waste (HTRW), while providing cost effective and responsive customer support.
2. Applicability. This policy is applicable to all programs supported by in-house design within Engineering Division. While formal procedures for the selection of in-house projects for design do not currently exist for the civil and HTRW programs, this policy shall apply until and unless a separate procedure is implemented.
3. References. PM Policy Letter No. 3, dated 17 Dec 91, Subject: Project Manager Duties for In-house Designs.
4. Responsibilities. Engineering Division will strive to maintain adequate staffing and sufficient variety of projects for in-house execution to help develop and maintain expertise in the above fields to provide in-house design work within the target constraints imposed by higher authority. Based on USACE guidance, the targets, as percentage of program value, are: maximum of 25 percent in-house for military construction, and up to 20 percent in-house for HTRW. No targets exist for OMA and Support for Others. These programs will be used to supplement other programs as needed and to develop selected capabilities.
5. Procedures. Chief, Engineering Management Branch will review in-house workload and, in consultation with appropriate branch chiefs, shall recommend those projects which are desired to be designed in-house. Approval will be by Chief, Engineering Division. Since the decision involves both Engineering Division and Program and Project Management Division (PPMD), any disagreements shall be immediately elevated to the respective division chiefs for resolution. Once a project is selected and approved for in-house design, Project Engineering Section (EN-EP) shall ensure that the process outlined in PPMD Policy Letter No. 3 is followed.
6. Selection Considerations. A primary criteria for selection of projects shall be to keep the workload at or near in-house capability. Other factors shall include prior experience and success with the type facility being designed including actions that enhance quality and minimize design cost and time (i.e., projects for which existing or similar designs are available in CADD format). Additional considerations shall include the need to section specific workload, opportunities to meet a critical customer need, the ability to develop or enhance in-house expertise, and projects which further and maintain Engineering Division's level of expertise in areas for which it is a Center of Standardization (barracks, company operations facilities, vehicle maintenance shops). In general,

highly specialized projects, such as medical facilities, will not be selected for in-house design unless there is special need or directive to do so.