

CHAPTER F-4

PROCESSING VALUE ENGINEERING PROPOSALS

1. Purpose. To define responsibilities and procedures within Engineering Division for implementation of the Value Engineering program.
2. Applicability. This policy applies to all elements of Engineering Division.
3. References. DISTRICT REGULATION NO. 11-1-1, VALUE ENGINEERING, ADMINISTRATION, POLICY, ORGANIZATION, RESPONSIBILITIES, AND COST CONTROL dated 15 June 1993.
4. Procedures. To ensure Value Engineering Proposals requiring technical evaluation by Engineering Division are monitored effectively and processed in a timely manner, the following procedure will be utilized:
 - a. All Value Engineering Proposals will originate in the Value Engineering Office (EN-V) or the appropriate branch in the Programs and Project Management Division (PPMD) and will be formally submitted thru EN-V to the Project Engineering Section (EN-EP).
 - b. EN-EP will be responsible for monitoring, coordinating, and formally responding to all Value Engineering Proposals, which includes proposals related to both the Military Construction and Civil Works programs.
 - c. All Value Engineer Proposals received in Engineering Division will be immediately forwarded to EN-V for processing.
 - d. Project Managers in PPMD will ensure that Value Engineering Proposals are prompted forwarded thru EN-V to EN-EP for technical evaluation, monitoring, coordinating and preparation of a formal Engineering Division response. EN-EP will ensure that the appropriate PPMD branch is included in the coordination and evaluation phase for each Value Engineering Proposal.
 - e. Technical elements outside Design Branch shall, when called upon, provide the required technical input to EN-EP in accordance with the established schedules.
 - f. EN-EP will provide written response thru EN-V to the appropriate originating element.
 - g. Generally, EN-EP and EN-V will jointly establish suspense dates based on realistic targets. EN-EP will be responsible for maintaining the desired suspense dates to the greatest extent

practicable. Suspense dates are expected to be met. However, when dates are in jeopardy, the responsible Branch Chief or Section Chief shall advise EN-EP of the revised expected completion date. EN-EP shall advise both EN-V and the appropriate Project Manager of all dates which cannot be met and the expected completion date.