

ENGINEERING & CONSTRUCTION Bulletin

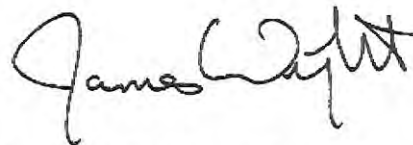
Issue No. 2006-01

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Type: Policy

Subject: Establishment of Engineering and Construction Bulletins

1. Engineering and Construction Bulletins (ECB) are being established to improve communications throughout the various Capital Improvements groups within our organization. The bulletins will provide timely guidance and information throughout NAVFAC on various engineering, construction, and other Capital Improvements topics. ECBs are intended to be a more structured and accessible media than email for providing an effective and quick means of communicating and retrieving important information.
2. ECBs will contain a single topic or subject and will not contain information typically found in a newsletter, plan of the week, or other media dealing with public affairs type issues. The bulletins will have three levels of applicability or types; policy, criteria, or information. The bulletins will contain information and policy dealing with business line programs, processes and metrics, technical information on engineering and construction topics, criteria, safety information, and delivery system information. Process guidance shall be coordinated with the BMS process owner and incorporated into BMS.
3. The Capital Improvements Business Line will be the proponent and issuing entity for the creation and dissemination of the bulletins. Issuing authority will be NAVFAC HQ Capital Improvements. The bulletins will be issued as needed, and will be distributed by email and posted at <https://portal.navy.mil/pls/portal/url/page/ci/ecb>. Policy type bulletins will have no planned expiration date. Bulletins that are no longer applicable, have been superceded, or have been incorporated in a more permanent document or media will be cancelled and removed from the website.
4. Submit write-ups for ECB publication to the NAVFAC Atlantic Capital Improvements Engineering Criteria and Programs Office, for coordination of signature authority and final publication. Refer to the ECB website above for specific email point of contact for submission. ECB issue items shall be complete and fully staffed and coordinated prior to submission.



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