Subject: Submitting and Processing Criteria Change Requests

Applicability: Directive

1. Purpose: The purpose of this bulletin is to implement a new web-based process for submitting, tracking, resolving, and implementing user feedback on engineering and construction (E&C) criteria and guide specifications.

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. We need a process the field can embrace for submitting user feedback on E&C documents that warrant corrections to reflect lessons learned and/or current industry standards and work practices. Field offices became discouraged with the old process of submitting hard copy ENG Forms 3078, "Recommended Changes to Engineering Documents," as they were 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 The ‘3078’ process, prescribed by ER 1110-345-100 and ER 1110-345-700, has been rescinded by EC 25-1-302.

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 ProjNet. The CCR submittal form is accessible outside of the ProjNet server from the following sources:
   e. Criteria Change Request (CCR) link from each UFGS section within SpecsIntact.

4. CCR Process (refer also to the enclosures):
   a. Individuals submit CCRs using the e-form from one of the above sources. Submitters may be from the public or private sector. Registered ProjNet users may login through the form to expedite CCR processing; otherwise, submitters may enter basic identification information directly on the e-form. ProjNet registration 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 Tri-Service 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 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.
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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.

5. Words of Caution: It is important that all above CCR processing steps after the initial submission be performed within ProjNet CMS to ensure effective monitoring, funding, and implementation of user feedback and lessons learned.

6. Point of contact for this bulletin is Rick Dahnke, CECW-ETE, 202.761.4125.

2 Encls
1. CCR Submittal Form
   Chief, Engineering and Construction Division
2. CCR TP Response Form
   Directorate of Civil Works

DWIGHT A. BERANEK, P.E.
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Subject: Submitting and Processing Criteria Change Requests

ENCLOSURE 1

CCR Submittal Form
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ENCLOSURE 1
CCR Submittal Form
ENCLOSURE 1
CCR Submittal Form

Thank you Jeff Molli.

Your submittal will be reviewed and then entered into the Criteria Management System under ProNet within 1-3 days. You should receive an email with the content of your submittal soon. It is sent automatically as the CCR is added by the server.

When your CCR is officially added to the CMS system, a link will be provided in the confirmation email that will enable you to monitor status of actions on the CCR. The CCR is in the system.

You do not have to continue to ProNet with the link below. You can either close this window or use your favorites to jump to another Internet location.

[Link to ProNet Home Page]

Technical support is provided by Resource Center Enterprises.

If you have a question about using this site, please email or call Jeff Molli (217.367.3273).

Management of this site is provided by RCU/CE Technical Policy Branch.
Questions and comments to Risk Database (803.761.4125).
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ENCLOSURE 2
CCR TP Response Form

Proponents and Administrators may update CCR status.

CCR ID: 7 (Submitted 09-Aug-01)
CRITERIA: AEI-0 "Installation Support" (Pub Date 17-Oct-96)

1. Initial Submission

Submitted By: Bill East
CERL - DrChecks Project Office
217-352-6511

Problem Description: Problem: Use the form below to enter your Criteria Change Request. To spell check compose the problem and solution statements in a word processor and paste text.

Proposed Solution: Solution: Use the form below to enter your Criteria Change Request. To spell check compose the problem and solution statements in a word processor and paste text.

2. Current Status

(Proponents enter requests for more information or additional reviews in 'Issue Disposition' box, select appropriate 'Request' and 'POCs', then click 'Update Status' button below.)

Prior Action By: (no prior action taken)
ENCLOSURE 2
CCR TP Response Form

Issue Disposition:

Annotate:  Update 'Issue Disposition' text only. (No email sent.)

Research:
- Request backup information from author.
- Request a consultation review from POC's selected below.
  (Approve or Disapprove Options send email notices with 'Issue Disposition' text.)

Tech Proponents:
- Moll, Jeff (RCE DrChecks Help Desk)

Tech Representatives: (none selected)

Update Status
### ENCLOSURE 2

**CCR TP Response Form**

#### 3. Request Action

(Proponents click appropriate 'Action' button, annotate 'Action Description' box if needed, then click 'Update Status' button below. Conditional approvals and disapprovals require rationale annotation.)

**Annotate:**
- **Update 'Action Description' text only. (No email sent.)**

**Planned Action:**
- **Approved. Proponent to take action.**
- **Approved. Tech Rep to take action. (Proponent to coordinate with CECW-ETE for Tech Rep funding.)**
- **Approved. UFGS Database Manager to take action.**
- **Disapproved. ('Approved' or 'Disapproved' Options send email notices with 'Action Description' text.)**

**Action Description:**
### 4. Final Disposition

Closed By: **(no prior action taken)**

Discussion:

Annotate:  
- **Update 'Discussion' text only. (No email sent.)**

Final Status:
- **Closed. This item has been incorporated into the referenced document.**
- **Approved. Implementation pending funding.**
  - **(Closed or Approved Send email notices without discussion text.)**

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**Do not transmit or discuss classified material using this system.**

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