

-----Original Message-----

From: Tyler, J Joseph HQ02
Sent: Thursday, November 07, 2002 6:56 PM
To: C Shuford; Dwight Burns; James Crews; Louis Carr; Michael Rogers; Mohan Singh; Ollie Werner; Paul Robinson; Stephen Browning; Thomas Ushijima
Cc: Stickley, Howard P HQ02; Beranek, Dwight A HQ02; Navidi, Ray G HQ02; Perrine, Robert M HQ02; Hunt, Phil L HQ02; Au, Adrian Q POD; Hauck, Jason C SAD; Keller, David N SPD; Mawhinney, Robert B NAD02; Penland, Gerald C SWD; Sack, James L NWD; Vogler, Roger M LRDOR
Subject: FW: New Policy - Create Snapshots of USACE Certified 1391
Importance: High

Folks, over the years we have had a continual issue of ensuring we are able to track and document what version of the 1391s we actually certified because they continually change in the 1391 processor. We have asked you to make a hard copy of the certified version for this purpose. The efforts of Bob Perrine and the HNC team have created an automated/electronic means of accomplishing this task. Please review the instructions below and ensure your staff follows the process defined. This will give you a ready and easy means of documenting what you actually certified for future reference.
Joe

1. New Requirement. I request that you to take Snapshots of all FY06 Certified DD Forms 1391 and higher years. If the project needs to be re-certified because the first Certified DD Form 1391 contained "Conditions," I also request that you to take a Snapshot of the Re-certified DD Form 1391. A Snapshot should be taken at the time a hard copy DD Form 1391 is prepared for staffing to the Division Commander in order to assure that the Snapshot is a duplicate of the signed copy. Should the Division Commander not sign the DD Form 1391 and require corrections to the DD Form 1391, it should be returned to the Installation for the necessary adjustments. Once this is completed, the process is repeated with another Snapshot being taken with a more current date, and the DD Form 1391 again staffed for signature.

2. Background. Huntsville Center, as the Assigned Responsible Agency for the DD Form 1391 Processor System, with ACSIM approval, has recently modified the DD1391 Processor to allow Districts/Divisions to create

Snapshots. A Snapshot is an electronic archived copy of the DD Form 1391, Tab A (front page). This will allow you to electronically store a copy of the DD Form 1391 certified by your Division Commander.

3. Justification. The advantages of this simple and quick procedure are one of those things that you might ask, "why hasn't this been thought of before?" In that users of the 1391 Processor can make changes before and often after certification, we need this feature in order to electronically maintain a copy of the USACE Certified DD Form 1391. The importance of USACE certification will be enhanced significantly with this simple change.

4. How do I create a Snapshot? On the 1391 Processor, main page select "Action," "Create Snapshot," enter the Form Number and under "Reason for Snapshot" enter "CERT mm/dd/yyyy" or "RE-CERT mm/dd/yyyy" if a Certified DD Form 1391 has been adjusted as a result of Installation corrections noted on a Certified DD Form 1391 with "Condition." The date is only a reference mark and can be today's date or the date you expect the DD Form 1391 to be signed (certified). The stored Snapshot needs to be the same one that is staffed for signature since the 1391 Processor is an open system and the Installation, for any reason, can make changes. If the Division Commander does not sign and requests a correction, the Installation will need to make the appropriate adjustment. When this has been completed, another Snapshot is taken for re-staffing and labeled "CERT" with a more current date (the first CERT Snapshots cannot be deleted from the 1391 Processor).