



DEPARTMENT OF THE ARMY
U.S. Army Corps Of Engineers
WASHINGTON, DC 20314-1000

REPLY TO
ATTENTION OF:

CECW-I

18 DEC 1997

MEMORANDUM FOR COMMANDERS, MAJOR SUBORDINATE COMMANDS

SUBJECT: Delegation of Authority for Acceptance of Support for Others Work

1. The policy of the U.S. Army Corps of Engineers has been that all Support for Others (SFO) work which requires 10 or more Corps full-time equivalents (FTE) to accomplish the projected workload (over the life of the agreement) requires approval by higher headquarters. This requirement is included in Engineer Regulation (ER) 1140-1 -211.
2. This policy was instituted when the overall Corps workload was greater than current times and there was more demand for FTEs than the number available. This is no longer the case.
3. Accordingly, you are granted authority to accept all SFO work regardless of the number of Corps FTEs required to support it, provided all the projects covered under the agreement are within your geographic area of responsibility and you ensure compliance with the requirements of ER 1140-1-211 by completing the enclosed worksheet and forwarding it to CECW-I within 30 days of acceptance. Work outside your area of responsibility must be approved in accordance with ER 5-1-10, *Corps- Wide Areas of Work Responsibility*.
4. In order to ensure adequate resources are available to support new SFO work, please advise this Headquarters, ATTN: CECW-I, when the potential work is under discussion and the estimated number of FTE required to support it for the current year is known. Outyear personnel resource requirements to support the agreement must be included in subsequent Forces Configuration cycles.
5. Point of contact for this action is Al Bertini, 202-761-4271

FOR THE COMMANDER:

Encl


RUSSELL L. FUHRMAN
Major General, USA
Director of Civil Works

APPLICATION OF SUPPORT FOR OTHERS (SFO) CRITERIA
ACCEPTANCE OF SFO WORK OVER 10 FTE
WORKSHEET INSTRUCTIONS

PURPOSE: The majority of the Corps SFO work is conventional type of assistance to existing Federal agency customers. However, a certain percentage of SFO opportunities involve new types of work or new types of customers, and may require a policy determination from higher authority before work may be accepted. In order to support the policy determination please complete the "Support For Others Acceptance of Work (Over 10 FTE) Worksheet." The purpose of this criteria is to segregate unusual SFO opportunities requiring further guidance from the more routine SFO work. Revised guidance eliminates the approval threshold for accepting new work by MSCs where all the work is within the geographic boundaries of the MSC.

1. The criteria are first applied by the MSC receiving the incoming request from the customer.
2. The criteria are used as a checklist prior to making any commitments or initiating any substantive discussions with the requesting agency. If a "YES" answer can be provided in response to each of the key criteria, then the MSC (or delegated) representative may proceed with negotiations with the customer. Note that some of the criteria include several elements; in some cases, a "YES" answer is necessary for all sub-elements; in other cases, a "YES" is necessary for only one of the sub-elements.
3. If one or more "NO" answers arise from the initial application of the criteria, the proposed SFO case should be evaluated and confirmed within the MSC. If the MSC cannot reach a decision on a given case, it should then be forwarded to HQUSACE (CECW-I) for guidance. Telephonic contacts are encouraged to expedite responses.- Several outcomes are possible from this point:
 - a. *Reversal of "NO" answers.* Based on knowledge of other work nationwide, HQUSACE may have additional information to reverse negative answers to specific criteria. A decision will then be provided to, the MSC on whether to proceed with negotiations.
 - b. *Confirmation of "NO" answers.* Based on knowledge of other decisions made nationwide, HQUSACE will evaluate the circumstances concerning the proposed work and be able to confirm specific "NO" answers. HQUSACE will provide a decision to the MSC not to pursue the opportunity.
 - c. *Forward to HQUSACE (CECW-r) for decision.* Despite one or more "NO" answers to the criteria, the MSC may feel that the SFO opportunity may still be worth considering. For such cases, all pertinent information should be forwarded to HQUSACE. HQUSACE will make a decision on whether to proceed based upon analysis of this information, external factors and discussions with the MSC representative.
4. SFO instances requiring clarification or additional guidance in completing the Criteria Checklist, should be forwarded to HQUSACE, ATTN: CECW-I, for action.
5. If a determination is eventually made to pursue development of a Memorandum of Agreement, forward a copy of the completed checklist to CECW-I within 30 days of completion of negotiations

**SUPPORT FOR OTHERS (SFO) CRITERIA
ACCEPTANCE OF SFO WORK OVER 10 FTE WORKSHEET**

I. MAJOR SUBORDINATE COMMAND:

II. PROGRAM INFORMATION

A. PROPOSED CUSTOMER:

B. BRIEF DESCRIPTION OF PROPOSED CORPS SUPPORT EFFORT:

C. LOCATION OF PROJECT SITES:

D. ESTIMATED MAGNITUDE OF CORPS EFFORT (OVER LIFE OF PROGRAM):

1. EXPECTED AVERAGE ANNUAL WORKLOAD (SSS):
2. ESTIMATED AVERAGE ANNUAL NUMBER OF FTEs:

E. CRITERIA FOR EVALUATING POTENTIAL SF0 WORK (modified checklist from ER 1140-1-211)

	YES	NO
1. IMPORTANCE TO NATION (Federal Agencies Only)		
a. President's Budget		—
b. Appropriations Allocated by OMB	—	—
c. Other Administration/Presidential Documents	—	—
2. IMPORTANCE TO CORPS		
a. Maintain/Enhance Skills Which Relate to		
(1). Military Mission	—	—
(2). Civil Mission	—	—
(3). Existing SF0 Program	—	—
3. ADDITIONAL CRITERIA FOR MARGINAL CASES		
a. Builds Relationships with Partners		
b. Attract/Retain Qualified Workforce	—	—
c. Short-term Workload Leveling		
4. NATURE OF WORK		
a. Previous Experience With This Kind of Work	—	—
b. Previous Experience With This Customer	—	—
c. Available Technology/Skill		
d. Work Sustains or Enhances Our Core Competeneies	—	—
e. Work Does Not Solely Involve the Procurement of Equipment or the Provision of Legal Services	—	—
f. Politely Non-Sensitive		—
g. Customer is Not a Foreign Government or International Organization	—	—
h. Corps Most Appropriate Source of Service	—	—
i. Not in Competition with the Private Sector		—
5. STANDARD PROCEDURES		
a. Follows Provisions of ER 1140-1-211 and ER 5-1-10		
b. Follows Key Wording of Model MOA Provisions or Counsel Approver/ Model MOA Deviations	—	—
c. If Subagreement, It Follows Terms and Procedures of Umbrella MOA	—	—
6. RESOURCES		
a. Resources Available to Perform Work During the 1st Year		—
b. Work Does Not Adversely Impact Traditional or On-going SF0 Missions	—	—
e. If Any of the Above Resources Criteria are "No," Can Work Be Brokered	—	—
7. STATE AND LOCAL WORK		
a. Recognized Public Needs of Regional Significance	—	—
b. Support to Within Guidelines of OMB Circular A-97	—	—
c. Program Is Not Defined as "Troubled" By the Federal Granting Agency	—	—
d. Does Not Assist State/Local Government Meet Federal Regulatory Requirements Where Funding is a Local Responsibility	—	—
8. INTERNATIONAL WORK ONLY		
a. Consistent With U.S. Foreign Policy	—	—
b. Local U.S. Embassy or U.S. Military Office Supports Work	—	—
c. Request Did Not Come Directly from Washington Level Agency (Without HQUSACE Knowledge)	—	—
d. USACE Has Performed Work in this Country Before	—	—

III. COMPLETED BY: _____ **OFFICE SYMBOL** _____ **DATE** _____

(TYPED/PRINTED NAME OF SFOPOC)