



**DEPARTMENT OF THE ARMY  
SOUTH PACIFIC DIVISION, CORPS OF ENGINEERS**

333 Market Street, Room 923  
San Francisco, California 94105-2195

REPLY TO  
ATTENTION OF:

CESPD-MT

**16 OCT 2001**

MEMORANDUM FOR

Commander, Los Angeles District  
Commander, Sacramento District  
Commander, Albuquerque District  
Commander, San Francisco District

Subject: Policy Guidance on Implementation and Use of DrChecks as the SPD Regional Design Review and Lessons Learned System

1. ER 1110-1-8159, DrChecks, dated 10 May 2001 mandates the use of DrChecks, with its embedded Corporate Lessons Learned (CLL) module, as the Corps' official project design review, lessons learned and feedback system (see [www.buildersnet.org/drchecks](http://www.buildersnet.org/drchecks)). Use of DrChecks is mandatory for all civil and military projects requiring design review. This policy is effective at the startup of the next logical design phase for military projects (eg. "Code 6") regardless of program year and for all civil project starts (i.e. next logical implementation phase) in FY02.
2. DrChecks will be an important addition to our "toolkit" for working as a Regional Business Center. As such, my staff has been working with your district Oversight Managers (see enclosure 1) towards development of regional policy guidance for implementation and use of this system. This policy guidance, which is effective immediately, is provided in enclosure 2 and is also available on the SPD Internet Homepage at [www.spd.usace.army.mil/dets/docs/index.htm](http://www.spd.usace.army.mil/dets/docs/index.htm). Please ensure that this guidance is given wide dissemination in your district.
3. Questions regarding the above may be directed to Mr. Ed Sing of my staff at 415-977-8117.

FOR THE COMMANDER:

A handwritten signature in black ink, appearing to read "SEB", with a horizontal line underneath.

Encl

STEPHEN E. BROWNING, P.E.  
Director, Military & Technical Directorate

**DrChecks  
SPD Points of Contact  
9 October 2001**

| <b>OFFICE</b> | <b>OVERSIGHT<br/>MANAGER<br/>(1)</b>               | <b>SITE<br/>ADMINISTRATOR<br/>(2)</b>                        | <b>ALTERNATE SITE<br/>ADMINISTRATOR<br/>(2)</b>      | <b>IM<br/>POC<br/>(3)</b>                    |
|---------------|--|--|--|--|
| SPD<br>(4)    | Ed Sing<br>CESPD-MT-E<br>415-977-8117              | N/A  | N/A  | Cindy Swift<br>CESPD-IM<br>415-977-8358      |
| <b>SPA</b>    | <b>Kim Zahm</b><br>CESPA-EC-E<br>505-342-3469      | <b>(Joseph) Paul Rebarchik</b><br>CESPA-EC-E<br>505-342-3466 | <b>Karen Billops</b><br>CESPA-PM-M<br>505-342-3402   | N/A  |
| <b>SPK</b>    | <b>Shig Fujitani</b><br>CESPK-ED-M<br>916-557-7412 | <b>Jae Kim</b><br>CESPK-ED-M<br>916-557-7218                 | <b>Laura Haven</b><br>CESPK-ED-M<br>916-557-7651     | N/A  |
| <b>SPL</b>    | <b>Tony Nefas</b><br>CESPL-ED-DC<br>213-452-3702   | <b>Chris Tu</b><br>CESPL-ED-DA<br>213-452-3634               | <b>Phil Strayhorn</b><br>CESPL-CO-CS<br>213-452-3374 | <b>Al Moreno</b><br>CESPL-IM<br>213-452-3202 |
| <b>SPN</b>    | <b>Arnold Lee</b><br>CESPN-ET-ED<br>415-977-8555   | <b>Syed Burney</b><br>CESPN-ET-ED<br>415-977-8558            | <b>David Doak</b><br>CESPN-PM<br>415-977-8562        | N/A  |

**NOTES:**

- (1) District Champion for DrChecks (overall responsibility for district implementation and use of DrChecks)
- (2) Responsible for system setup, interface with DrChecks development team and first line tech support within district
- (3) Optional
- (4) SPD does not have an active subscription to DrChecks and is acting in regional coordination role, only.

SUBJECT: Policy Guidance on Implementation and Use of DrChecks as the SPD Regional Design Review and Lessons Learned System

## 1. Background:

- a. [ER 1110-1-8159](#), DrChecks, mandates the use of DrChecks, with its embedded Corporate Lessons Learned (CLL) module, as the Corps' official project design review, lessons learned and feedback system (see [www.buildersnet.org/drchecks](http://www.buildersnet.org/drchecks)). Use of DrChecks is mandatory for all civil and military projects requiring design review. This policy is effective at the startup of the next logical design phase for military projects (eg. "Code 6") regardless of program year and for all civil project starts (i.e. next logical implementation phase) in FY02.

## 2. District Responsibilities:

- a. Implementation: Districts shall designate one Oversight Manager and two Site Administrators for implementation of DrChecks. The Oversight Manager should be a senior level manager who shall act as the district advocate for DrChecks, having overall responsibility for the implementation and use of DrChecks within a district, keeping senior leaders in the district apprised of significant activities associated with the implementation and use of DrChecks and also ensuring that the use of DrChecks is incorporated into the district's quality management and business processes. The Oversight Manager shall also serve on the SPD-wide implementation committee for DrChecks. The Site Administrators (one primary and one alternate) shall have the day-to-day responsibilities for setup of the district system, interface with DrChecks development team at CERL, and technical support for and training of district personnel. The District shall also designate subject matter experts (SME) in each of the major technical function areas who shall be responsible for review of ideas submitted by reviewers for consideration into the lessons learned database.
- b. Regional Implementation Guidelines: As it is anticipated that DrChecks will be used by not only inhouse forces but also other districts, other Corps field operating activities (such as CEIWR-HEC and ERDC-CHL), other federal, state and local government agencies, customer/stakeholders, A-E's, etc., for the review of district projects, the following regional implementation guidelines for use of DrChecks are provided:
  - (1) Use of DrChecks as the district's design review and lessons learned system shall be incorporated into the district's quality management

and business processes in a manner consistent with guidance provided herein.

- (2) For the Civil Works Program, DrChecks shall be used for review of all implementation (i.e. post-decision document) phase products which support Civil Works (including Continuing Authority) projects, including (but not exclusive to) Design Documentation Reports (DDR's); Plans and Specifications (P&S); Biddability, Constructability, Operability and Environmental (BCOE) reviews; Operation and Maintenance Manuals; Water Control Manuals; etc.
- (3) For all military projects, DrChecks shall be used for review of all design submittals.
- (4) Project Managers shall ensure that DrChecks is utilized for design review of their projects, whether inhouse forces develop these projects or forces outside of the district.
- (5) In the case where a project is designed in one district but the Project Manager resides in the geographic district for the project, the design district shall be responsible for setup of the project in DrChecks. The Project Manager, per (4), above, remains responsible for ensuring that the review is accomplished.
- (6) Use of DrChecks in the design review of a project and the project specific processes that will be followed in use of this system shall be outlined in the Quality Control Plan portion of the Project Management Plan.
- (7) Districts shall establish business processes that require all comments on a project entered into DrChecks are addressed and resolved prior to proceeding to the next phase of the design process or prior to project completion.
- (8) Comments entered into DrChecks shall not be deleted/retracted from the system other than by the reviewer submitting the comment.
- (9) District shall establish business processes for use of DrChecks as a quality assurance tool for oversight of projects developed by A-E's.
- (10) For all projects entered into DrChecks, the appropriate District Support Team (i.e. single user name) shall be entered into the review system for quality assurance purposes
- (11) Designated subject matter experts shall review ideas submitted by reviewers to determine their appropriateness for entry into the

Lessons Learned database. Considerations for entry shall include but not be exclusive to guidance or criteria not presently found in existing literature, concerns of a recurring nature, concerns of an infrequent nature that would otherwise not be found in existing literature, etc. Designated subject matter experts shall review on an annual basis the district's lessons learned database to ensure that all entries remain current.

- (12) Districts shall ensure that appropriate training is provided to users of the system.

### 3. SPD Responsibilities:

- a. Implementation and Use:

- (1) **Regional Oversight Committee:** SPD shall establish an SPD-wide committee composed of a designated point of contact within SPD HQs and the designated district Oversight Managers. The purpose of this committee is to develop and maintain regional implementation guidance for use of DrChecks as the regional design review and lessons learned system; ensure that appropriate training is provided to users of this system; and that proposals for modifications to the system reflect regional needs.

- (2) **Use for Quality Assurance:** District Support Teams, shall use DrChecks for quality assurance purposes. District Support Team members shall not perform technical review of any projects using DrChecks unless specifically requested by the District following guidance provided in paragraph 7.6 of CESP R 1110-1-8. District Support Team members may be requested to assist the district in resolution of technical and/or policy issues raised by a reviewer which may be facilitated by the use of DrChecks.

- b. Promulgation of Guidance: The policy guidance herein shall be included in the next scheduled update of CESP R 1110-1-8, South Pacific Division Quality Management Plan.

Lead Advocate:  
Ed Sing  
CESPD-MT-E  
415-977-8117