

#### VE Guidance No. 4 (VE Guidance E-Mails)

1. The purpose of this guidance e-mail is to state the philosophy, "operating rules" and provide clarification behind VE guidance reports recently issued out of South Pacific Division to addressees. (i.e., VE guidance Nos.1 through 3).
2. First, guidance VE e-mails will be authored by the Division Value Engineering Officer on a periodic basis and will cover a myriad of topics. These guidance e-mails are neither statutory nor regulatory in nature. They only express the opinion of the undersigned and are not enforceable upon the districts.
3. However, one should note that these guidance e-mails are founded upon statutory and regulatory requirements, and these requirements are enforceable and will be the subject of periodic Division audits of district VE operations and activities.
4. The purpose of these guidance e-mails is to give some needed personal interpretation into gray areas, highlight areas of concern, have uniform understanding of issues throughout Division and open dialogue between Division and district VEOs, and to accomplish this in a productive and timely manner.
5. Addressees are encouraged to challenge or rebut any guidance put out in these e-mails. E-mail back any comments or clarifications you may wish to discuss, and upon review and concurrence, I will issue follow on e-mails incorporating those points which I concur with.
6. Furthermore, addressees are encouraged to contact the undersigned on any items they believe should be the topic of guidance e-mails. Please note though there may be some topics, for example amount of time district VEO should spend doing administrative VE matters (i.e., district overhead charges) which are either inappropriate, too sensitive or outside the purview of the Division VEO to effectively address.
7. Again, addressees may "take it or leave it" regarding these guidance e-mails, but they are cautioned these e-mails do not deviate from statutory and regulatory requirements (Note: Appropriate statutory and regulatory requirements will typically be quoted and cited as references in guidance e-mails) which are subject to compliance.