

**Kansas City District**

**PROGRAM REVIEW PLAN  
FOR  
ROUTINE OPERATIONS AND MAINTENANCE**

**EC 1165-2-209**

**US Army Corps of Engineers**

**14 November 2012**

## **Definitions**

Decision Document – EC 1165-2-209 uses this term to characterize the many potential documents that would fall under the WRDA Section 2034 umbrella. Practically speaking, if alternatives are developed (or should be) for the purpose of decision making, it is a decision document.

Implementation Document – Those documents generated subsequent to the decision document that leads to implementation of the action selected from the decision document.

Other Work Products – Those products that are neither a decision document nor an implementation document.

**1. Overview.** This document is to serve as the Kansas City District (NWK) Program Review Plan for routine Operations and Maintenance (O&M) products as required by EC 1165-2-209 (Civil Works Review Policy). The purpose of this Review Plan is to define the requirements, procedures, and specific details of how District Quality Control (DQC) will be conducted for routine O&M products. This NWK Review Plan updates and supersedes previous version dated 24 Nov 2010.

**2. References:**

- a. EC 1165-2-209 Civil Works Review Policy (EC 209).
- b. 24 May 2011 NWD-RBT Memorandum, Subject: NWD Implementation Guidance for Engineering Circular (EC) 1165-2-209 Civil Works Review Policy.

**3. Applicability.**

- a. This document only applies to all other work products (OWP) related to routine O&M products within NWK that only require a DQC. This Review Plan does not apply to Decision or Implementation documents, or OWPs that require Agency Technical Review (ATR) or Independent External Peer Review (IEPR).
- b. Appendices A-E include OWP types that are covered by this Review Plan. The appendices define what office(s) must be involved in the District Quality Control review for each OWP type with an X. Optional offices involved with the review are indicated with an O. The appropriate Business Line Manager will make a recommendation to the Chief, Operations Technical Support Branch when a reviewing office could or should be involved with the OWP. The Chief, Operations Technical Support Branch will make the decision as to which offices will be involved in the review process. In the case of disagreement on what product would require DQC only or what office would be involved in the DQC, the Chiefs of Operations and Programs and Project Management will make the ultimate decision.
- c. Each routine O&M OWP must be evaluated to ensure higher level reviews are not required. If a higher level review is required, that OWP must have a separate review plan included within the Project Management Plan.

**4. District Quality Control.** District Quality Control (DQC) is required for all routine O&M OWPs and shall follow the process below.

- a. Each routine O&M product must have a designated responsible person. This person shall distribute the OWP documents to the proper offices for review as identified in the appendices.

- b. If multiple offices are required to review the OWP, the reviewers for each office shall be identified and become members of the OWP Project Delivery Team (PDT). This is a PDT that is responsible for only the review of the OWP's.
- c. The PDT/reviewer shall review the OWP documents and provide written comments to the responsible person.
- d. The responsible person shall resolve all comments provided by the PDT/reviewer prior to work commencing. If all attempts to resolve any conflicts with the PDT/responsible person have been made, the District Chief, Operations Division shall ultimately make the decision. When policy and/or legal concerns arise during DQC efforts that are not readily and mutually resolved by the PDT and the reviewers, the district may seek issue resolution support from the MSC.
- e. All steps of this process shall be documented and kept in the project files for internal audits to check for proper DQC implementation.

Quality checks and reviews occur during the development process and are carried out as a routine management practice. Quality checks may be performed by staff responsible for the work, such as supervisors, work leaders, team leaders, designated individuals from the senior staff, or other qualified personnel. However, they should not be performed by the same people who performed the original work, including managing/reviewing the work in the case of contracted efforts. All DQC efforts will include the necessary expertise to address compliance with published Corps policy.

**5. Approval.** This Routine Operations and Maintenance Plan has been reviewed by the NWK Chief of Operations Division and is hereby approved for implementation.

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Stuart R. Cook  
Chief, Operations Division

**6. Changes and Updates.** The NWK Chief of Operations is authorized to update the appendices as necessary.

## Appendix A

### Hydropower Routine O&M Products

Other Work Product	District BLM	PPHM	NWD	HDC	ED
Project Operation Plans – e.g. Black Start	X	X			
Facility and Equipment Maintenance (FEM) Program Activities	X	X			
Routine Maintenance Plans	X	X			
Routine Testing Plans and Procedures	X	X			
In-Kind Equipment Replacements Hydropower Equipment	X	X			
In-Kind Equipment Replacements Non-Hydropower Equipment	X	X			X
In-Place Repairs on Major Components	X	X	X	X	
In-Place Repairs on Minor Components	X	X			
Protective Relaying – Replacements or Setting Changes	X	X		X	
Changes to Control System, SCADA Systems, PLC Based Systems and Other Software Configurable Devices	X	X			
Changes to Telecommunications Systems that are Used for SCADA/Control Systems	X	X			
Development/Update of Drawings and Manuals	O	X			

**BLM – District Hydropower Business Line Manager**

**PPHM – Power Plant Hydropower Manager**

**NWD – NWD Hydropower Program Manager**

**HDC – Hydroelectric Design Center**

**ED – Engineering Division**

## Appendix B

### Navigation Routine O&M Products

<b>Other Work Product</b>	<b>BLM</b>	<b>NWD</b>	<b>MDC</b>	<b>ED</b>	
Plans and Specifications (Recurring work)	<b>X</b>			<b>X</b>	
Advanced Maintenance Requests	<b>X</b>	<b>X</b>			
Project Operation Plans	<b>X</b>				
Routine Maintenance Plans	<b>X</b>				
In-Place Repairs on Major Components	<b>X</b>	<b>X</b>		<b>X</b>	
In-Place Repairs on Minor Components	<b>X</b>				
Channel Closure Plan	<b>X</b>	<b>X</b>			
Major Floating Plant Repairs	<b>X</b>	<b>X</b>	<b>X</b>		
Minor Floating Plant Repairs	<b>X</b>				
Floating Plant Procurement	<b>X</b>	<b>X</b>	<b>X</b>		

**BLM – District Navigation Business Line Manager**

**NWD – NWD Navigation Program Manager**

**MDC – Marine Design Center**

**ED – Engineering Division**

## Appendix C

### Natural Resource Management Routine O&M Products

Other Work Product	BLM	OPM	DNRM	DECC	ED	OC	PA	PD	RE	RM	SO	NWD
Annual Work Plan	X	X	X	O								
Operational Management Plans	X	X	X	O								
Fee Schedules	X	X										X
Fee Comparability Studies	X	X										X
Accessibility survey/ transition plans	X	X										
Plans and specifications*	X	X	O	O	O			O			O	
Project Sign plans	X	X										
Request for Waiver - Non-Standard Critical Safety Signs	X	X				O					O	
Recreation Lease and Outgrants	X	X	X			O		O	X			
Routine maintenance plans	X	X										
Facility and Equipment Maintenance(FEM) Program Activities	X	X										
Publications/brochures	X	X	O									
Park development plans	X	X	O	O	O			O				
Periodic Evaluation Reports of Recreation Facilities	X	X										
Memorandums of Understanding (Recreation Partnerships)	X	X	X			X						
Park Closure/Significant Operational Change Plans	X	X	X				X					X
Communications Plans	X	X					X					
OMB approved surveys	X	X										X
Partnership Agreements	X	X	O			X				O		
Cooperative Association Agreements	X	X				X				O		
Contributions Plans	X	X				X				X		

**\*Routine maintenance or Replacement-In Kind that follows industry standards does not require DQC.**

<b>Other Work Product</b>	<b>BLM</b>	<b>OPM</b>	<b>DNRM</b>	<b>DECC</b>	<b>ED</b>	<b>OC</b>	<b>PA</b>	<b>PD</b>	<b>RE</b>	<b>RM</b>	<b>SO</b>	<b>NWD</b>
Title 36 327.12a Restrictions	X	X	X			X						
Responses to Congressional Inquiries	X	X	O				X		O			
NRM Award Nominations	X	X								X		
Annual Water Safety Plan	X	X	X								X	
Shoreline Mgt Plan Updates	X	X	X						O			
Master Plans and Updates (w/o EIS)	X	X	X					X	O			
Nominations for Special Assignments (CAP, National Teams, etc)	X	X										O
Policy Revisions and Development	X	X	O	O	O	O	O	O	O	O	O	O
Annual Pesticide Mgt Plans	X	X	X	O				O				
Historic Properties Management Plan	X	X	X	X				X				
Invasive Species Control Plans, including Aquatic Plant Control Plans	X	X	X				O	X				
Law Enforcement Contracts	X	X				X						
Spill Plans	X	X		X								
Environmental Management System Documents	X	X		X								
Pollution Prevention Plans	X	X		X								
Forest Management Plan	X	X	X									

**BLM – District ES and REC Business Line Manager (s)**  
**OPM – Operations Project Manager**  
**DNRM – District Natural Resource Management Specialist**  
**DECC – District Environmental Compliance Coordinator**  
**ED – Engineering Division**  
**OC – Office of Counsel**  
**PA – Public Affairs**  
**PD – Planning Division**  
**RE – Real Estate**  
**RM - Resource Management**  
**SO – Safety Office**  
**NWD – NWD Natural Resources Business Line Manager**

## Appendix D

### Flood Risk Management Routine O&M Products

Other Work Product	BLM	OD-T	ED	NWD	
Annual Dam Safety Inspection Reports	X	X	X		
Annual ICW Inspection Reports	O	O	X		
Non-Fed Levee Eligibility Inspection Reports	X	X	X		
Engineering Periodic Dam Safety Inspection Reports	X	X	X	X	
Engineering Periodic Levee Safety Inspection Reports	X	O	X		
Plans & Specifications*	X	X	O		
Routine Maintenance*	X	X	O		
Construction Modifications	X	X	O		
Field Investigations	X	X	X	O	
Interim Risk Reduction Measures (IRRM) Plan Updates	X	X	X	O	
Operational and Maintenance Manual Updates	X	X	X	O	

**\*Routine maintenance or Replacement-In Kind that follows industry standards does not require DQC.**

**BLM - District FRM Business Line Manager**

**OD-T – Operations Technical Support Branch**

**ED – Engineering Division**

**NWD – NWD Flood Risk Management Business Line Manager**

**Appendix E**

**Other Miscellaneous  
Routine O&M Products**

<b>Other Work Product</b>					

**Note:** Additions to this list may be made by submitting a request through the appropriate NWK Business Line Manager and to the Chief, Operations Division for approval.