DEPARTMENT OF THE ARMY
U.S. Army Corps of Engineers
Washington, DC 20314-1000

ER 10-1-47

CERM-M

Regulation
No. 10-1-47

15 March 2002

Organization and Functions
U.S. ARMY HUMPHREYS ENGINEER CENTER SUPPORT ACTIVITY

1. Purpose. This regulation defines the mission of the organization of the U.S. Army Humphreys Engineer Center Support Activity (HECSA).

2. Applicability. This regulation is applicable to the U.S. Army Humphreys Engineer Center Support Activity.

3. Distribution Statement. Approved for public release; distribution is unlimited.

4. References. ER 10-1-2, U.S. Army Corps of Engineers Division and District Offices.

5. Establishment. HECSA is a field operating activity of the U.S. Army Corps of Engineers (USACE). It was established by HQUSACE Permanent Orders 31-1, dated 15 September 1983, effective 15 August 1983. The Finance and Accounting Branch (FAB) (known as Finance and Accounting Support Office (FASO) from 1 April 1984 to 12 February 1986) was transferred from HQUSACE to HECSA by HQUSACE Permanent Orders 11-2, dated 22 March 1984, effective 1 April 1984. The operating functions of HQUSACE were transferred to HECSA by HQUSACE Permanent Orders 2-1, dated 9 January 1990, effective 1 October 1989. The operating budget/reimbursable work orders functions of HQUSACE were transferred to HECSA by amendment to Permanent orders 2-1, dated 9 December 1991, effective 31 December 1991. HQUSACE Contractual Purchase Requests and Commitment (PR&C) documents were transferred to HECSA on 1 February 1996.

5. Mission. HECSA is under the command of the Deputy Commander, USACE:

a. Provides business systems support by coordinating utilization of automated business systems used by HECSA in support of its customers. Primary responsibility is to respond to the needs of CEFMS users.

b. Performs Small and Disadvantaged Business Utilization (SADBU) activities for HQUSACE and Corps FOAs located at HEC.

This regulation supersedes ER 10-1-47, dated 1 June 1987

c. Provides resource management support in the area of budget, manpower, and finance and accounting support for HQUSACE, HECSA, 249th Engineer Battalion (Augmentation), and the Prime Power School (PPS). Develops and executes plans, programs, and budgets to obtain manpower and financial resources to accomplish the HECSA mission. Develops installation policy and procedures for proper administrative control and accounting of allotted resources. Performs Commercial Activities (CA) cost studies. Provides finance and accounting support to the Institute for Water Resources (IWR). Provides customer service representative (CSR), transit subsidy, and travel card support for HQUSACE, HECSA, 249th Engineer Battalion (Aug), and PPS.

d. Provides HQUSACE elements and Field Operating Activities (FOAs) at Humphreys Engineer Center (HEC) with legal services (excluding military justice) including, but not limited to, advice, assistance, and litigation support associated with their missions. Provides legal aspects of the Patent, Copyright and Data Rights Program for HQUSACE.

e. Provides information management services as required to HQUSACE and HEC tenants as requested by Corps, including operational IT automation support, mail management, photographic and illustrator services and library services. Records management, communications, and computer systems analysis and services are available to HECSA and HQUSACE offices. Provides and operates a conference and training center which includes short-term meeting space, logistical arrangements, audio-visual equipment, and staff support.

f. Provides safety and occupational health staff and technical program management and administrative services to HQUSACE elements and Corps FOAs located at HEC. Also performs facilities inspections required by Occupational Safety and Health Association (OSHA)for all Department of Army activities at HEC. Provides security management or monitoring support for HEC to include law enforcement, coordination, and execution of security and law enforcement policies and procedures. Does not include direct supervision of HEC tenant special guard forces unless requested. Manages radiation safety programs for three deactivated Army nuclear reactors located at Fort Belvoir, Virginia, Fort Greely, Alaska, and a barge at Fort Eustis, Virginia.

g. Provides logistics support services to HQUSACE and USACE activities in the National Capital Region(NCR). This support

includes: installation real property operation, repair and maintenance, supply and property management, motor vehicle transportation, and travel activities to include passports, country clearances, visas, and military air. Provides non-USACE tenant activities at HEC with real property operation, repair, and maintenance support.

h. Performs full range of contracting and procurement functions involving highly specialized acquisition/procurement for Research and Development, Federal Information Processing (FIP) resources, equipment, services and supplies for HQUSACE, SERDP, and Corps HEC tenants. Establishes procurement policy and procures supplies and services for all HQUSACE elements at HEC, in accordance with the missions of the USACE tenant activities serviced. Manages the NCR IMPAC Credit Card Program.

i. Manages and directs the Equal Employment Opportunity and Affirmative Action Program for the Commander, HQUSACE, and serviced activities in the NCR.

j. Provides civilian personnel advisory support to all USACE NCR activities including Transatlantic Programs Center (except Engineer Research and Development Center).

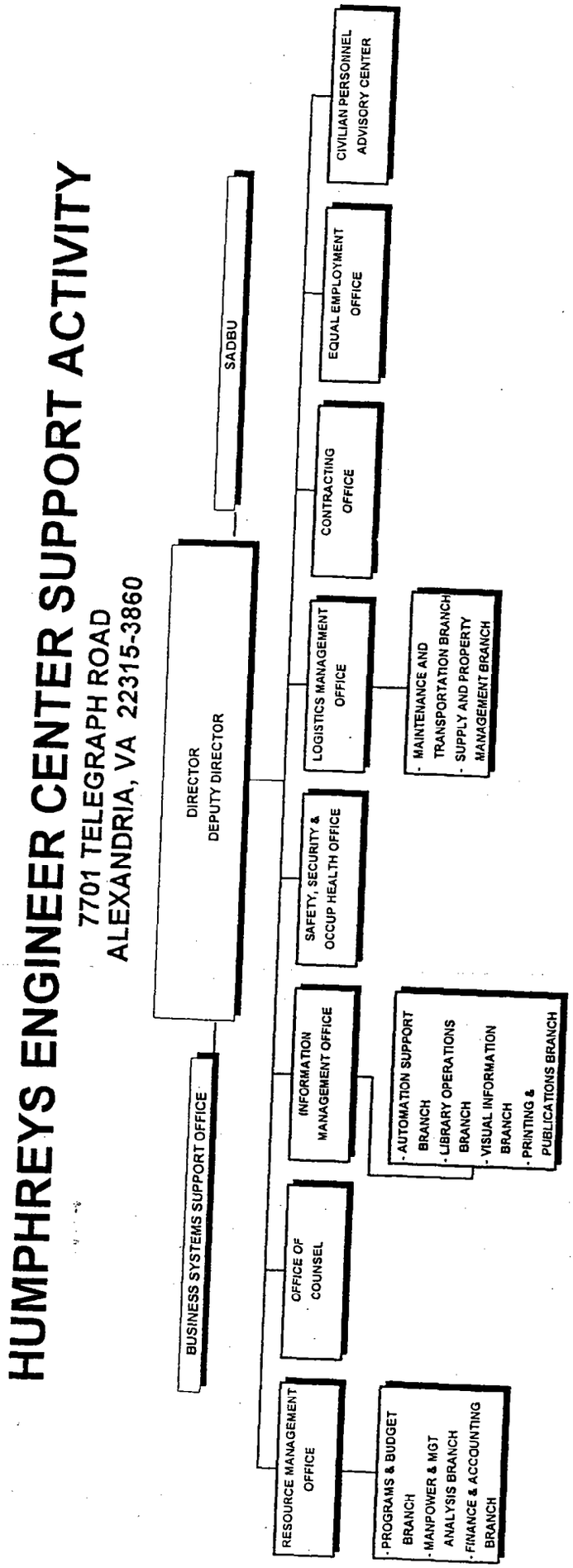
k. Provides other tenants at HEC with the services described above based upon requests from tenants and the ability of HECSA to provide the support within available resources.

7. Organization. The approved organization of HECSA is shown in Appendix A. Changes to organization structure or titles from those shown on the chart require advance approval of HQUSACE in accordance with procedures set forth in ER 10-1-2.

FOR THE COMMANDER:

1 Appendix
APP A - Organization Chart

ROBERT CREAR
Colonel, Corps of Engineers
Chief of Staff


HUMPHREYS ENGINEER CENTER SUPPORT ACTIVITY
7701 TELEGRAPH ROAD
ALEXANDRIA, VA 22315-3860
DIRECTOR
DEPUTY DIRECTOR
SADBU
BUSINESS SYSTEMS SUPPORT OFFICE
RESOURCE MANAGEMENT OFFICE
· PROGRAMS & BUDGET BRANCH
· MANPOWER & MGT ANALYSIS BRANCH
· FINANCE & ACCOUNTING BRANCH
OFFICE OF COUNSEL
INFORMATION MANAGEMENT OFFICE
· AUTOMATION SUPPORT BRANCH
· LIBRARY OPERATIONS BRANCH
· VISUAL INFORMATION BRANCH
· PRINTING & PUBLICATIONS BRANCH
SAFETY, SECURITY & OCCUP HEALTH OFFICE
LOGISTICS MANAGEMENT OFFICE
· MAINTENANCE AND TRANSPORTATION BRANCH
· SUPPLY AND PROPERTY MANAGEMENT BRANCH
CONTRACTING OFFICE
EQUAL EMPLOYMENT OFFICE
CIVILIAN PERSONNEL ADVISORY CENTER