

CEPOH-RM

DEPARTMENT OF THE ARMY  
Honolulu Engineer District, Corps of Engineers  
Fort Shafter, Hawaii 96858-5440

POHR 10-1-1

Regulation  
No. 10-1-1

17 Dec 03

Organization and Functions  
MISSION, ORGANIZATION, AND FUNCTIONS

1. PURPOSE. To prescribe policies, procedures, and requirements for the establishment, control, and modification of organizational structure and functional assignments in the Honolulu Engineer District (POH).
2. APPLICABILITY. All POH organizational elements.
3. REFERENCES:
  - a. AR 570-4, 15 May 2000, Manpower Management.
  - b. ER 10-1-2, 31 October 1999, Organization and Functions - U.S. Army Corps of Engineers Division and District Offices.
  - c. PODR 10-1-1, 25 April 2003, Organization and Functions - Mission, Organization, and Functions.
4. MISSION. Assigned by the Commander, U.S. Army Corps of Engineers (USACE), as shown in Appendix B.
5. POLICY.
  - a. The general policies of the Commander, USACE, are stated in reference 3b. Designation and assignment of essential functions will be retained at HQUSACE.
  - b. District policies are:
    - (1) The Commander, Pacific Ocean Division, is the approving authority for changes in the organizations and functions at the subordinate organizational level of division and above.

(2) The Commander, POH, is delegated authority to organize, reorganize, restructure, consolidate, and outsource functions in accordance with references 3b and 3c above and specific guidance listed below:

(a) Make proposed organizational and functional changes IAW the policies stated in ER 10-1-2, PODR 10-1-1, and other guidelines issued by the Chief of Engineers, HQUSACE and Commander, Pacific Ocean Division (POD).

(b) Make improvements while staying within District resource authorizations, e.g., manpower, high grade, money, average grade ceilings, etc.

(c) Use standard titles for branches and sections.

(d) Send any organizational/reorganization proposal involving nonstandard titles or requiring the Division to allocate additional resources, to POD for review and approval.

(e) Fully document reorganization decisions made at District level, as described in paragraph 7b.

(3) The District organizational structure and assigned functions will conform, as closely as possible, to those prescribed by reference 3a, 3b, and 3c.

(4) Proposed changes to organizational structures and functional alignments will be approved only after proper evaluation confirms that a change is economically justified and beneficial to the interests of the Corps of Engineers.

(5) Justification of all proposed organizational and functional changes will be based on one or more of the following:

(a) Direction of higher authority.

(b) Providing more effective and efficient accomplishment of the mission.

(c) Improving maintenance of critical expertise.

(d) Improving quality of products and services.

(e) Improving service and responsiveness to the customer.

(f) Improving strategic alignment.

(g) Improving teamwork and empowering cross-functional teams.

(6) All elements will be organized using the simplest structure attainable and will exclude unnecessary layers of supervision as follows:

(a) Separate organizational elements will not be established merely to obtain organizational recognition for lesser activities or to obtain higher grades for incumbents of positions involved in the reorganization.

(b) Subordinate organizational elements i.e., division/office, branch, etc., will not be subdivided to show only one of the next organizational elements, e.g., a division must contain at least two branches in order to be subdivided.

(c) Twenty or more individuals will be assigned to a division or office before it is subdivided into subordinate organizational elements as prescribed by reference 3a.

(d) A minimum of five persons will be required to establish a formal organizational element, except an Office of the Chief of a division or office. Establishment of a formal organizational element with fewer than five persons will require complete justification and approval by the appropriate Commander. Justification and approval is also required for continued recognition of a formal element, which is reduced below the established minimum. Authority to deviate from this requirement may be requested in accordance with guidelines provided in reference 3a, and Appendices A and B of reference 3b.

(7) The Commander, POH, is delegated authority to approve publishing of POH Permanent Orders reflecting changes in organization and functions for which he/she has the authority to approve (at or below branch/area office level) in accordance with reference 3c.

(8) Change(s) in organizational structure, assignment of functions, or related assignments of personnel will be implemented after the appropriate Commander has approved the change(s) and POH Permanent Orders have been published.

(9) Functional statements submitted as part of proposed reorganizations, transfers of function or updates of this regulation will clearly and accurately describe the functions actually assigned to the organization by appropriate authority.

(10) Proposed changes in the organizational and functional descriptions contained in this regulation will be processed by the POH Resource Management Office (RMO) only after applicable POH Permanent Orders, which reflect approved organizational changes, have been published or in those instances where functional transfers are approved by the appropriate Commander(s).

## 6. RESPONSIBILITIES.

### a. Chiefs of staff offices/divisions will:

(1) Prepare proposed organizational and functional changes IAW the policies stated above and instructions contained in paragraph 7 and forward to RMO, ATTN: CEPOH-RM-M, for processing.

(2) Initiate follow-up actions, upon publication of POH Permanent Orders, such as updating the budget, finance and personnel databases to ensure future reports are consistent with the reorganization, correcting costs incurred during the fiscal year prior to reorganization.

(3) Prepare and forward to RMO, ATTN: CEPOH-RM-M, applicable documentation to change POHR 10-1-1 when a transfer of function has been directed.

(4) Review their respective portions of this regulation at least annually to ensure that the contents are current, accurate, and complete.

### b. The Management Analysis Branch, RMO staff will:

(1) Analyze organizations and functions of the Districts on a continuing basis, to assure that sound management principles and practices are applied.

(2) Review all proposed organizational and functional changes affecting POH, coordinate with appropriate staff elements, coordinate all actions necessary to effect requested changes, and provide recommendations to the District Commander.

(3) Forward proposed organizational and functional changes, which require the approval of the Commander, POD or USACE to POD, DRM for processing/approval.

(4) Forward a copy of published POH Permanent Orders to POD, DRM for record keeping purposes.

(5) Prepare, publish, and maintain this regulation in a current status.

7. INSTRUCTION. The following principles will be applied in the preparation of all proposed organizational and functional changes:

a. Requested changes will conform to the policies contained in paragraph 5, above.

b. Each requested change to organizations and functions will be fully documented prior to submission for approval. To ensure completeness of required documentation and acceptability for prompt action by officials receiving the proposed changes for processing/approval, each proposed organizational and functional change will consist of documentation prepared in the format provided in Appendix A.

FOR THE COMMANDER:

Encl

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LORI A. SORAYAMA-CHANG  
Chief, Information Management Office

18 Appendices:

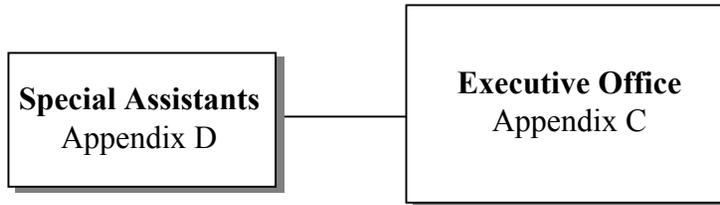
- App A - Organizational and Functional Change Request
- App B - POH Mission Statement
- App C - Executive Office
- App D - Special Assistants
- App E - Office of Counsel
- App F - Safety and Occupational Health Office
- App G - Public Affairs Office
- App H - Resource Management Office
- App I - Logistics Management Office
- App J - Information Management Office
- App K - Equal Employment Opportunity Office
- App L - Internal Review Office
- App M - Programs and Project Management Division
- App N - Engineering and Construction Division
- App O - R e s e r v e
- App P - Contracting Division
- App Q - Real Estate Division
- App R - Emergency Management Division

DISTRIBUTION (POH List 04-1):

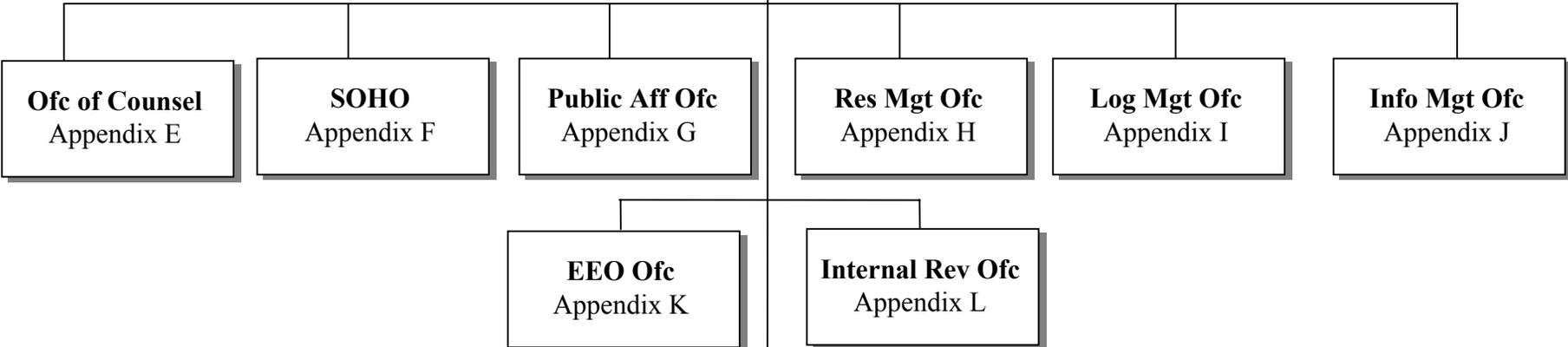
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# U.S. Army Engineer District, Honolulu

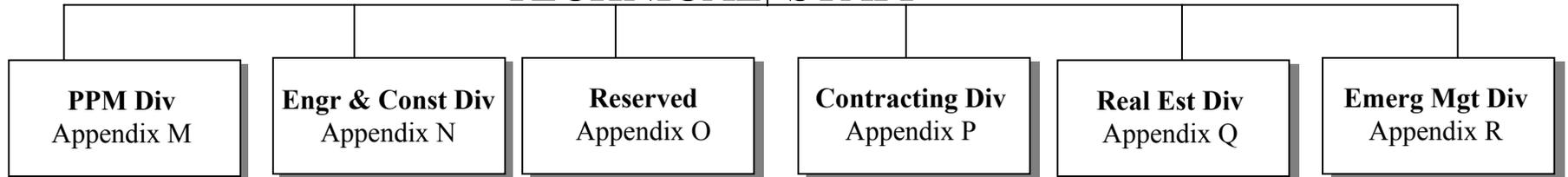
17 Dec 03



## ADVISORY AND ADMINISRATIVE STAFF



## TECHNICAL STAFF



Enclosure

POHR 10-1-1