

Appendix C

EXECUTIVE OFFICE

1. DISTRICT COMMANDER.

a. Exercises full authority and responsibility for program and project management, engineering and design, construction, field engineering, real estate, contracting, planning, regulatory, operations, supply management, operating budget process and internal controls, and safety within assigned geographic area.

b. Exercises command over assigned military personnel under provisions of AR 600-20, Army Command Policy.

c. Directs, supervises and manages the District Office staff and Area, Resident and Project Engineers in accomplishment of assigned missions.

d. Directly supervises the Deputy District Engineer for Programs and Project Management; the Chief of Counsel; the Chiefs of Engineering and Construction Division, Resource Management, Contracting, Real Estate, Executive Assistant, and Executive Secretary.

e. Serve as:

(1) Chair, Project Review Board (PRB).

(2) Chair, Program and Budget Advisory Committee (PBAC).

(3) Chair, Information Management Steering Committee (IMSC).

(4) Chair, Safety and Occupational Health Review Committee.

f. Is the approving authority for Reports of Survey.

2. DEPUTY DISTRICT COMMANDER.

a. Serves as Acting District Commander as required.

b. Serves as:

(1) Alternate Chair (in the absence of the Commander) of the Project Review Board (PRB), POH Safety and Occupational Health Review, and the Program and Budget Advisory Committee (PBAC).

(2) Chair, POH Facilities Improvement Committee.

(3) Chair, POH Historical Committee.

c. Assists the District Commander in directing, supervising, and leading the District.

d. Exercises overall direction of the staff representatives in the Emergency Operations Center (EOC), when activated.

e. Is the appointing authority for Reports of Survey.

f. Directly supervises the, Information Management Officer, Logistics Management Chief, Emergency Management Officer; Safety Officer, Public Affairs Officer, Internal Review Officer, Equal Opportunity Officer, Small and Disadvantaged Business Utilization Specialist, and Workforce Management Analyst.

3. DEPUTY DISTRICT ENGINEER FOR PROGRAMS AND PROJECT MANAGEMENT (PPM).

a. Manages, and is the principal assistant and advisor to the District Commander for execution of the Civil Works, Military and International Informational Services (IIS) programs for the District.

b. Serves in a dual assignment as the Chief of PPM.

4. WORKFORCE MANAGEMENT ANALYST.

a. Manages the civilian personnel management database for Honolulu. Provides a full spectrum of Human Resource support for all District personnel, including oversight of DCPDS actions, as well as approval authority for Requests for Personnel Action (RPAs). Verifies, inputs, and extracts personnel information for all assigned personnel, as required. Provides District leadership personnel support as required.

b. Serves as the District's Personnel System Management (PSM) Coordinator and acts as the liaison with the Alaska Civilian Personnel Operating Center (CPOC), Hawaii Civilian Personnel Advisory Center (CPAC), Commander, District managers, and employees.

c. Administers the annual Civilian Personnel Awards Program. Maintains a library of regulations pertaining to the incentive awards programs. Manages all activities that pertain to the District's involvement with the Honolulu-Pacific Federal Executive Board's Federal Award Week program.

d. Provides staff guidance and assistance on personnel related matters which include staffing, position reviews, TAPES, awards, etc.

e. District Training Coordinator and Assistant Training Officer. Conducts training assessments on a quarterly, semi-annual, and annual basis in order to properly assess and provide necessary training for District personnel. Performs the duties of Automated Training Management Program (ATMP) Functional Manager for the District.

5. EXECUTIVE ASSISTANT.

a. Provides assistance to the Commander by performing legislative, intergovernmental, and interagency liaison for matters of mutual interest to the Corps of Engineers and Congressional Delegates, Federal, State, and local governments and nongovernmental organizations.

b. Serves as principal advisor to the Commander in all areas of District management including participation in the development and direction of policies, programs, and operations of the District.

c. Manages and coordinates the administrative operations of the Executive Office.

d. Represents the District Commander in achieving positive and productive coordination among the District and other federal, state, and local community governments and agencies.

e. Key civilian member of the Executive Office staff, assisting the commander in the formulation and executive direction of District programs with concern for managerial aspects of the organization.

f. Directs and/or coordinates the activities of responsible divisions and branches on special work projects requiring an overall point of view for the integration of significant consideration.

g. Performs special assignments for the Commander including investigations to establish facts, studies of operating problems, and other similar matters.

h. Coordinates visits from higher headquarters involving key staff members requiring coordination with the District staff, HQUSACE, and local city/state officials.

i. Performs duties as District Security Manager with liaison between District, Division Security Officer, HQUSACE Security Manager, adjacent headquarters security managers, law enforcement officials, and other security agencies in providing the District with current, appropriate, and up to date security training, preparedness, and awareness.

j. Attends the District Project Review Boards (PRBs) on a monthly basis in order to provide guidance and maintain current knowledge of district projects, ensuring overall customer satisfaction.