

National Planning Centers of Expertise

Agency Technical Review

ATRT Review Report for Decision Documents (Template)



**US Army Corps
of Engineers®**

PCX Guild Tool Box
Version: 09.01.12

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COMPLETION OF AGENCY TECHNICAL REVIEW

CERTIFICATION OF AGENCY TECHNICAL REVIEW

Your ATR Reference Name for the Subject Below (This may be your abbreviated file name)date
CExxx (The office symbol of the ATRT Lead)

Agency Technical Review Report

Subject: Review report for the *full project name from review document or review plan, date, district name.* (If the ATR is for an interim product, then insert the product title before the full project name, e.g. "Hydrology Appendix for the Deutsch Creek Watershed Study, Schadenfreude , VA, 29 February 2013, Baltimore District, interim product for the")

Thumbnail of the main report cover.

(optional, but recommended)

1. Scope and Purpose of Review. The purpose of this review report is to document one phase of agency technical review (ATR) for the subject product. The review was conducted for the *district name* District. The primary point of contact for the District was *POC name, CExxx (district organization symbol, e.g. CESWT)*. The ATR team (ATRT) was lead by *ATRT Lead name, suffix, CExxx*. The *PCX name* Planning Center of Expertise (*xxx-PCX* abbreviation, e.g. "FRM-PCX") was the lead center for managing this ATR.

2. References.

a. This review report was prepared in response to EC 1165-2-209, 31 January 2010, Water Resources Policies and Authorities, CIVIL WORKS REVIEW POLICY. The review documents reside online at ProjNet (www.projnet.org), DrChecks Project and Review titles: *DrChecks project and review titles (copied from DrChecks for consistency)*.

(For studies including flood risk management, include reference "b". Include this reference even if an HEC risk and uncertainty (R&U) analysis was not conducted. Later, in this review report you will indicate if the R&U analysis was conducted, and if not, why it wasn't conducted at this time.)

b. Mr. James Dalton, USACE Chief of Engineering, has directed the Institute for Water Resources (IWR) and the Hydrologic Engineering Center (HEC), in cooperation with the Flood Risk Management Planning Center of Expertise (FRM-PCX) and other organizations, to ensure FRM decision documents are fully reviewed (through ATR) and all issues resolved associated with the appropriate identification, analysis and written communication of risk and uncertainty.

3. Project Description. *(This section is an executive summary level description of the project. It may include graphics as necessary to aid the reader in*

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understanding to the project. This description may be excerpted from the review plan, project management plan, or the review document.)

4. Required Disciplines for Technical Review. *(List each required discipline from the review plan. The ATR Team Lead is supplied as an example.)*

ATR Team Lead. The team lead should understand the requirements of EC 1165-2-209, 31 January 2010, Water Resources Policies and Authorities, CIVIL WORKS REVIEW POLICY; have a thorough understanding of Projnet's DrChecks; be accomplished in the management of multidisciplinary teams and issue resolution; be proficient in developing the review report to document the ATR; and have extensive knowledge of the authorities, regulations, and policies of the Corps of Engineers. (add additional requirements as necessary)

(Add additional paragraphs for each required discipline. This list will usually match the PDT disciplines utilized in developing the product. The discipline description should match (should be copied from) the review plan description of disciplines that are required for the ATR.)

5. Review Team. *(The following paragraphs should identify the ATRT member that meets the required disciplines in paragraph 4. The order of disciplines of the review team should match the order of required disciplines in paragraph 4.)*

(Suggest the following format: discipline title – full ATRT member name, CExxx, - phone number - email address. Short description of the team member's qualifications for this review, in one continuous paragraph for each team member.)

6. Charge to Reviewers. <see attached charge, Enclosure 1>

7. Summary.

(Discuss the more important comments or the focus of comments by different disciplines so that readers can quickly understand the important issues identified by the ATRT. It is understood that all of the comments in the DrChecks report are important. Otherwise they would not be included as technical comments. However, this summary should guide the reader of the review report to an understanding of the key issues, or impacts to the study/project, or significant omissions in documentation, or other findings of the ATRT. The discussion is not a summary of the number of comments or the number of comments for each discipline. Those tidbits of information are highly subjective and generally not relevant.

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Use the three subparagraphs to ALSO describe the critical comments, those that were unresolved (and why the resolution process was not successful), and note any lessons learned. If there are no comments meeting the categories or no lessons learned, indicate "None."

- a. Critical.
- b. Unresolved
- c. Lessons Learned.

8. Dr. Checks Report. The DrChecks report of all comments is attached as Enclosure 2.

9. ATR Completion and Certification.
Enclosure 3 contains completion and certification statements.

(ATRT Lead name)
(district name)
(ATRT Lead title, e.g. "Regional Technical Specialist for...")

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(Blank back page, on even numbered pages.)

Working Draft

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Enclosure 1

CHARGE

(See the Charge template, another PCX Guild tool.)

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Working Draft

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Enclosure 2

DRCHECKS REPORT OF ALL COMMENTS

Working Draft

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Enclosure 3

**COMPLETION AND CERTIFICATION STATEMENTS OF AGENCY
TECHNICAL REVIEW**

Working Draft

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Working Draft

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COMPLETION OF AGENCY TECHNICAL REVIEW

The Agency Technical Review (ATR) has been completed for the (*report title copied from page 1*), for the (*district name*) District. The ATR was conducted as defined in the project's Review Plan to comply with the requirements of EC 1165-2-209. During the ATR, compliance with established policy principles and procedures, utilizing justified and valid assumptions, was. This included review of: assumptions, methods, procedures, and material used in analyses, alternatives evaluated, the appropriateness of data used and level obtained, and reasonableness of the results, including whether the product meets the customer's needs consistent with law and existing US Army Corps of Engineers policy. The ATR also assessed the District Quality Control (DQC) documentation and made the determination that the DQC activities employed appear to be (*describe the effectiveness of the DQC*). The review report notes that (*indicate if comments are closed or if any remain open, e.g. "all comments have been closed" or "two comments related to policy remain open and were not resolved by the MSC."*)

(electronic signing in Acrobat is recommended)

(name of ATRT Lead)
ATR Team Leader
(office symbol)

Date

(name of District POC)
Title *(e.g. Project Manager, Study Manager, or job title)*
(office symbol)

Date

(name of RMO manager)
Review Management Office
Representative
(office symbol)

Date

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CERTIFICATION OF AGENCY TECHNICAL REVIEW

Significant concerns and the explanation of the resolution are as follows:

- *(describe comments and resolution in bullets, e.g. "None", or the HTRW finding of petroleum products within the mitigation area was resolved by changing the site of the mitigation area and reassessing the mitigation plan to the satisfaction of the PDT, stakeholders, and the ATRT.)*

(electronic signing in Acrobat is recommended)

(name)

Chief, Engineering and Construction
Division, *(district three character id)*
(office symbol, e.g. CEMVS-EC)

Date

(name)

Chief, Planning Division ,
(office, e.g. CEMVS-P)

Date

(Modify the engineering division office title as appropriate.)

(When planning division is not involved in an ATR, a signature is not required and the signature block should be removed.)

(The PM's office is the office of record for the review report including the signed completion and certification statements. When all signatures are obtained, the PM shall send a copy of the completed review report to the RMO representative.)

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*(Blank back page, on even numbered pages – assumes the bulleted description
of issues causes the certification statement to be more than one page.)*

Working Draft