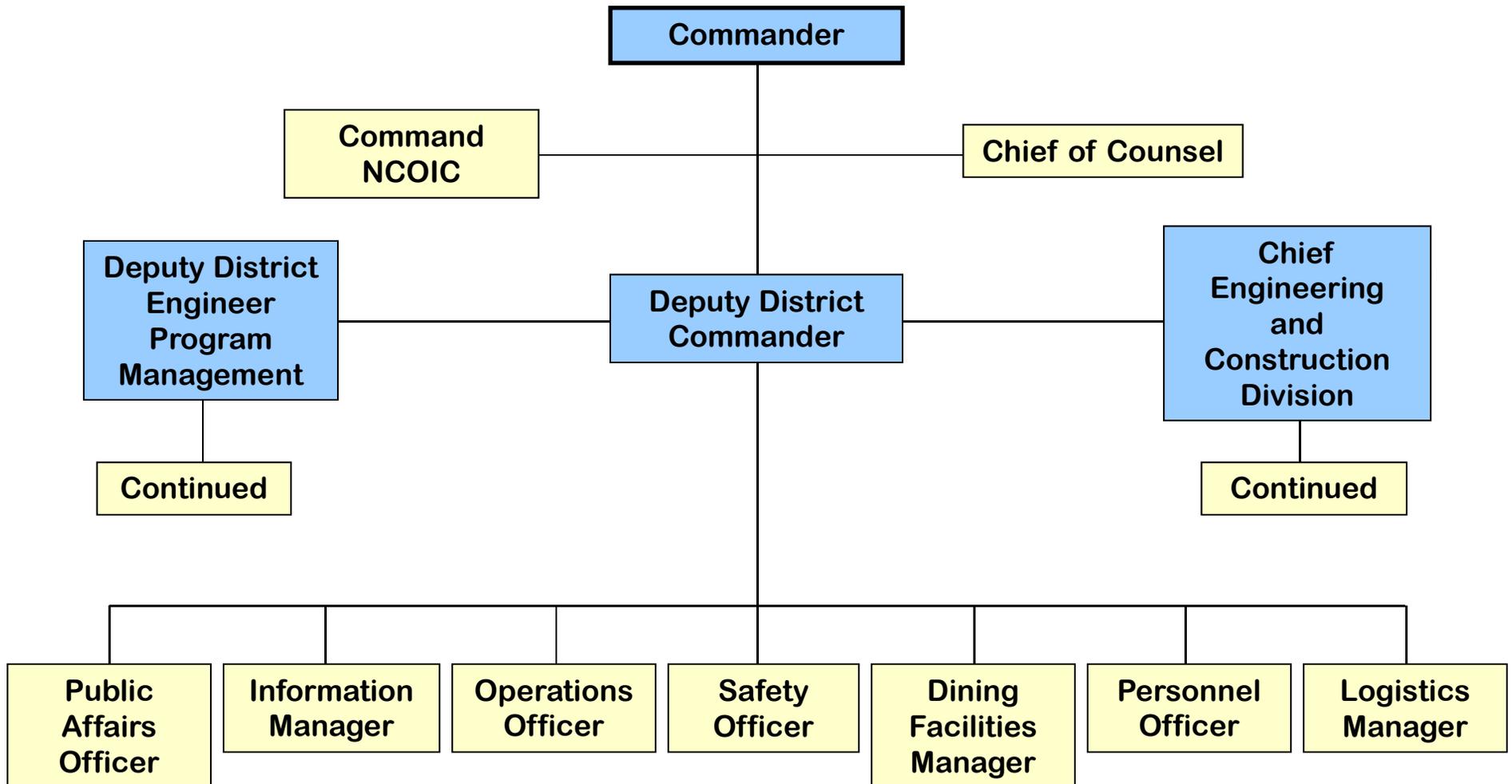


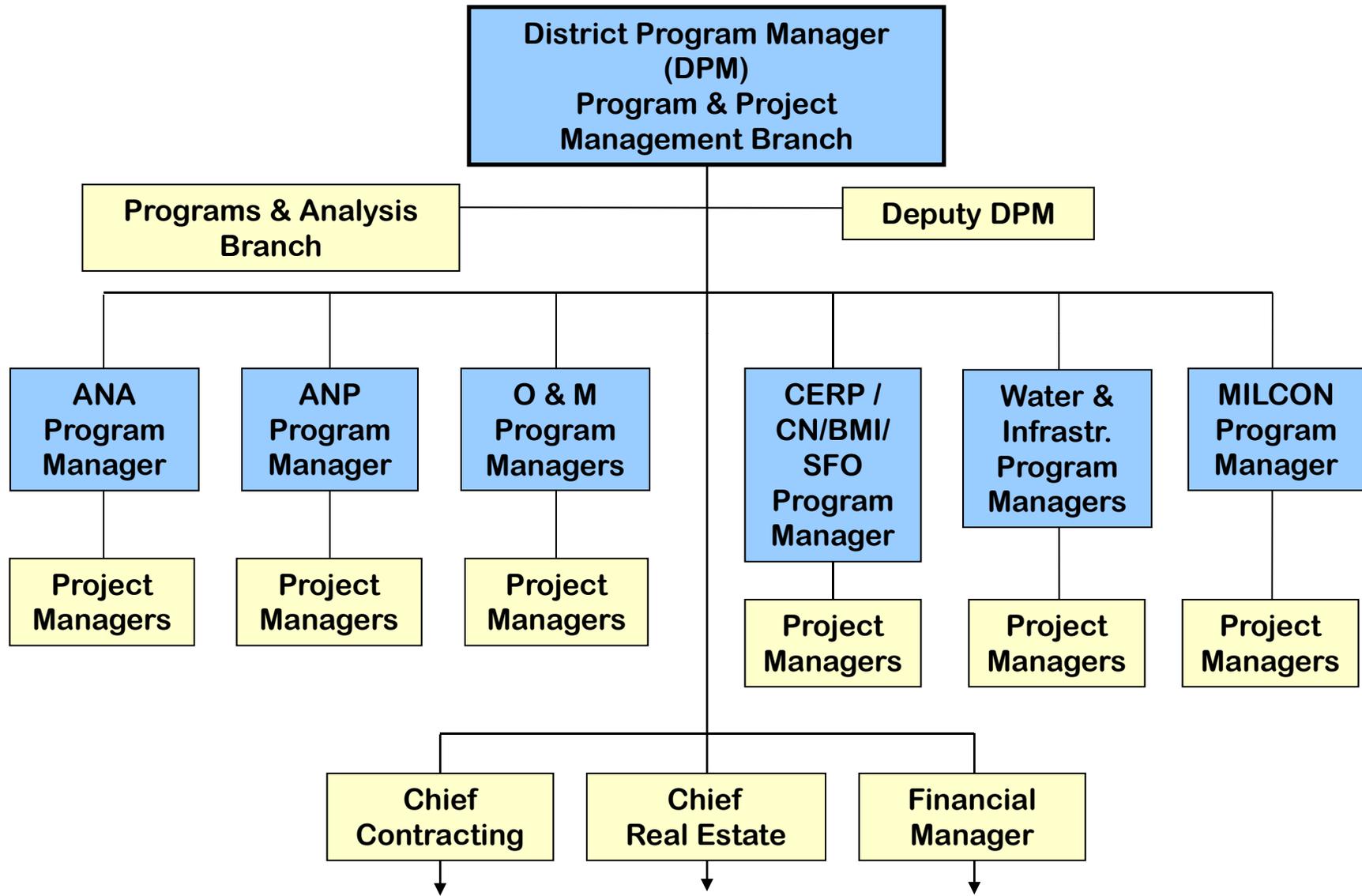


# ***Afghanistan Engineer District Organization and Responsibilities***

# Executive Office Organization



# Project and Program Management



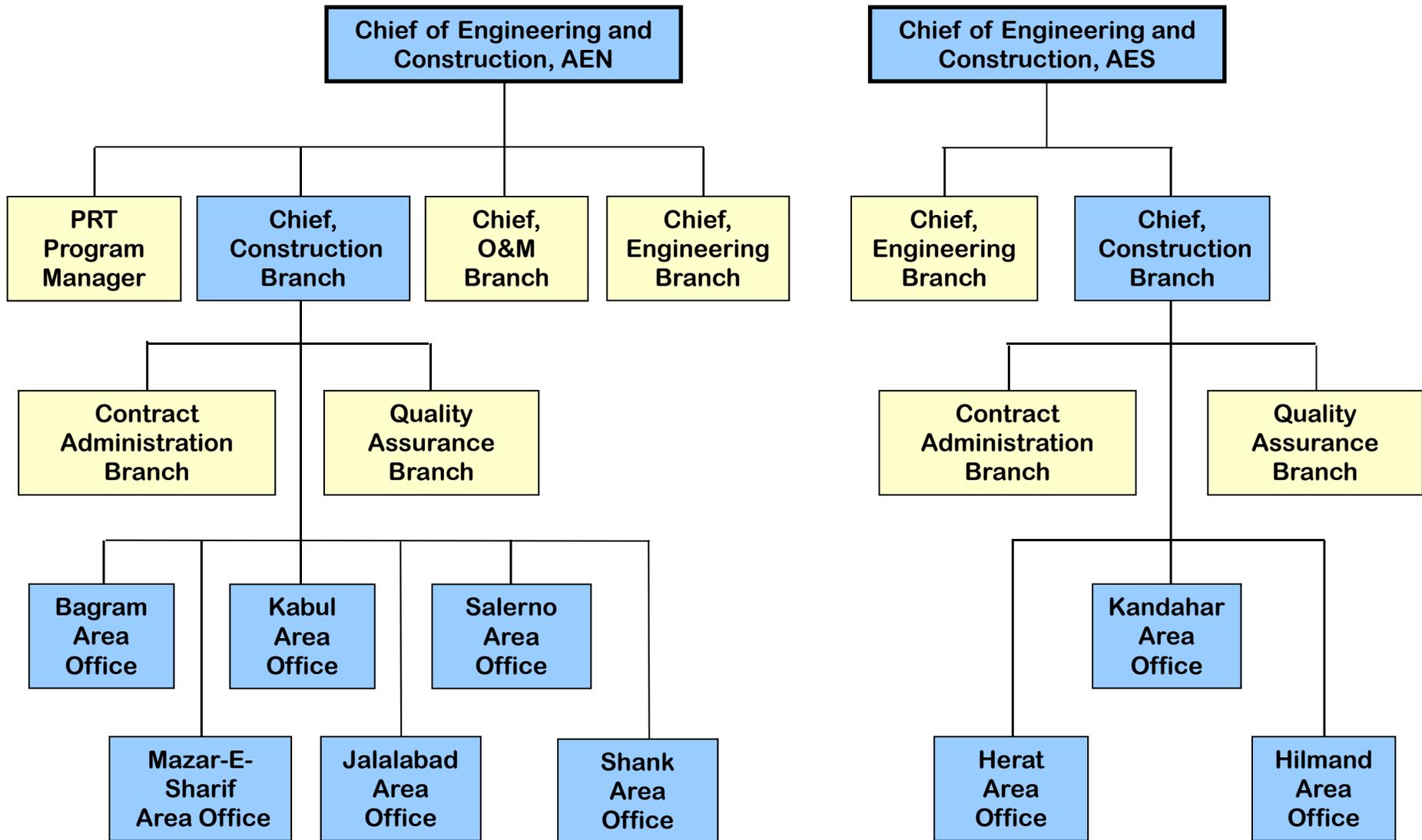
# Project/Program Manager



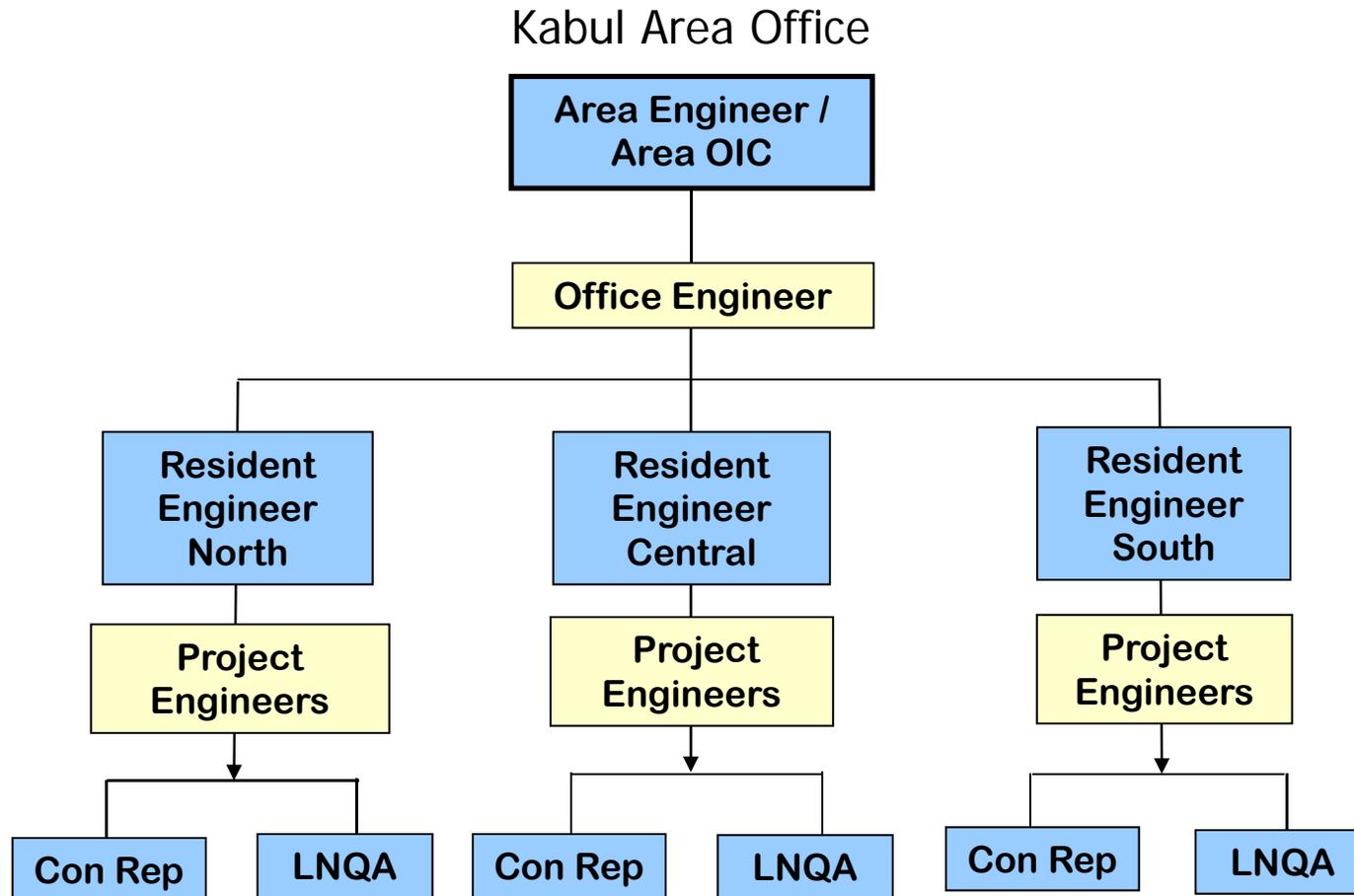
- Leader of Project Delivery Team (PDT)
- Leads preconstruction efforts, including:
  - scope of work, design, cost estimation, and schedule
- Reports progress and status to the Commander and DPM
- Serves as the primary point of contact with the customer



# Engineering and Construction



# Typical Area Office



# Contractual Responsibilities



- Contracting Officer (KO)
  - Signs contracts, contract changes, and terminations
- Administrative Contracting Officer (ACO)
  - Supposed to be one in each area office
  - Authority like KO, but only up to \$500,000
- Contracting Officer's Representative (COR)
  - Represent KO in day-to-day activities
  - Approve or disapprove contractor invoices
  - Primary person for correspondence

# Area Engineer / Area OIC



- **Area Engineer:**
  - Serves as ACO
  - Overall management of construction contracts
  - Sets QA standards and ensures implementation
  - Ensures payments to Ktr are fair and justified
- **Area OIC:**
  - Manages the area office
  - Coordinates with military
  - Safety and welfare
  - Movement

# Office Engineer



- Works directly for the Area Engineer
- Technical expert on contract administration
- Liaison with the CAB and the Engineering Branch
- Primary reviewer of bid documents (RFPs; Request For Proposals)
- Assists in negotiations of contract modifications
- Project close-outs



# Resident Engineer / ROIC



- Serves as COR on most contracts
- Ensures QA procedures are implemented
- Participates in pre-construction and MU (Mutual Understanding) Meetings
- Ensures proper use of RMS
- Processes payment requests
- Close-out documents



# Project Engineer



- Manages projects from NTP (notice to proceed) to final closeout
- COR or alternate COR for assigned projects
- Reviews submittals and RFIs (request for info.)
- Reviews and processes Ktr payment requests
- Conducts pre-construction and MU Meetings
- Mentors contractors to succeed



# Construction Representative



- Can serve as COR on assigned projects
- Inspects jobsite for safety
- Participates in inspections
- Ensures that Ktr tracks deficiencies
- Monitors QC testing
- Reviews daily QC reports



# Afghan Quality Assurance Reps



- Completes daily QA reports for inputting into RMS
- Documents & photographs construction progress
- Reviews payment percentages for accuracy
- Coordinates with CQC Staff
- Attends inspections of mechanical, electrical and structural systems as required
- Thorough punch-list inspections
- Assures worker safety



# Summary



AE / AOIC	Management, communicators
Office Engineer	Technical consultant
Resident Engineer / ROIC	Payments, closeouts, COR
Project Engineer	Shares duties with both RE and ConRep
ConRep / LNQAR	Field person

# Discussion

