

DATA ITEM DESCRIPTION

Title: Project Planning Documents

Number: HNC-001.01

Approval Date: 20150211

AMSC Number:

Limitation:

DTIC Applicable: No

GIDEP Applicable: No

Office of Primary Responsibility: CEHNC-EDC-E

Applicable Forms:

Use/Relationship: Project Planning Documents will be used to describe the goals, methods, procedures, and personnel used for field activities for all Munitions Response remedial or removal responses and other munitions related actions.

Requirements:

1. Format. Project Planning Documents shall be printed on standard size (e.g., 8 ½ by 11 inch) white paper, with drawings folded, if necessary, to this size or to fit within pockets of this size. Pages shall be sequentially numbered. Drawings shall be of engineering quality in drafted form with sufficient detail to show interrelations of major features. When drawings are required, data may be combined to reduce the number of drawings. All attachments shall be identified and referenced in the text of the document. The document shall be legible and suitable for reproduction.

1.1 Chapters shall be numbered sequentially. Within each chapter, each page shall be numbered sequentially, starting with the specific chapter number. Within each chapter, the paragraphs shall be numbered sequentially starting with the chapter number and using a decimal system, with each section and paragraph having a unique decimal designation. Within each chapter, any figures, tables, and charts shall be numbered sequentially starting with the chapter number. Documents shall be bound in a three-ring binder. Binders shall hold pages firmly while allowing easy removal, addition, or replacement of pages.

1.2 Appendices shall be lettered alphabetically. Within each appendix, each page shall be numbered sequentially starting with the appendix letter.

1.3 A title sheet will be provided on the front of the binder and also inside the binder which includes the name of the project (site), contractor's name and address, the Corps of Engineers' contract number, Task Order number, and project number, the date of the document, and the title of the document. The contractor's name shall not dominate the title sheet. The title sheet shall identify the contracting agency and shall name the Geographical Corps District where the project is located. The Corporate Quality Management representative shall sign the title sheet. The version of the document (i.e., draft, final, etc.) shall be clearly identified on the title sheet. The contractor shall not place a company logo on Project Planning Documents.

1.4 Each page of the document shall contain a date footer and the Corps of Engineers' contract/Task Order number. When revisions to the document are required, a revision date, revision number, Corps of Engineers' contract/Task Order and amendment/modification number (if applicable) shall be included in the date footer. A dated summary page listing all revised pages shall be submitted with each revision. This summary page shall be identified as such and placed directly behind the title page.

2. Project Planning Documents shall be organized by chapters and or sub plans unless specifically excluded by the Task Order. When an issued Task Order does not require a specific chapter or sub plan, the chapter or sub plan heading shall be retained with a declaration that the chapter or sub plan is not required by the task order. EM 200-1-15, Chapter 4 provides description of chapter or sub plan contents. All sub plans shall also comply with applicable DIDs. Project Planning Documents shall be organized per EM 200-1-15 requirements.

2. End of DID HNC-001.01.