

DEPARTMENT OF THE ARMY  
Pacific Ocean Division, Corps of Engineers  
Fort Shafter, Hawaii 96858-5440

PODR 10-1-1

CEPOD-RM

Regulation  
No. 10-1-1

25 Apr 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 Pacific Ocean Division (POD) and Districts.

2. Applicability. This regulation applies to all organizational elements of POD.

3. References.

a. ER 10-1-2, 31 Oct 99, Organization and Functions, U.S. Army Corps of Engineers (USACE) Division and District Offices.

b. ER 5-1-11, 17 Aug 01, USACE Business Process.

c. AR 570-4, 15 May 00, Manpower Management.

4. Mission. Assigned by the Commander, USACE, as shown in Appendix A.

5. Policy.

a. The general policies of the Commander, USACE, are stated in reference 3a. HQ USACE is the approval authority for the standard assignment of functions.

b. The policies of the Commanding General and Division Engineer, POD are:

(1) The Commanding General and Division Engineer is the approving authority for changes in the organization and functions at the Division level and below, except as delegated to District Commanders.

(2) The Commanders, Alaska Engineer District (CEPOA), Far East Engineer District (CEPOF), Honolulu Engineer District (CEPOH), and Japan Engineer District (CEPOJ), are delegated authority to approve organization changes at and below branch level/area office level, and publish District Permanent Orders reflecting the approved organization change, subject to the guidance listed below:

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This regulation supersedes PODR 10-1-1 (C1), 29 Sep 99.

(a) Make proposed organization and function changes IAW the policies stated in ER 10-1-2, PODR 10-1-1, and other guidelines issued by the Chief of Engineers or Commanding General and Division Engineer, POD. Coordinate with the Directorate of Resource Management (DRM) on those proposed changes which the District Commander has not been delegated the authority to approve.

(b) Make improvements to manpower, high grade, funding, supervisor-to-employee ratio, etc., while staying within Division resource authorizations and guidelines.

(c) Use standard titles for organization sub-divisions, i.e., division, branch, etc.

(d) Forward proposals for organization changes involving nonstandard titles or requiring Division allocation of additional resources to POD DRM for coordination, review, and approval.

(e) Utilize format in Appendix T to describe the proposed organization change. All proposals to reorganize above branch or area office level will be submitted to HQ POD for review and approval, or for forwarding to USACE for approval (if applicable).

(3) The POD organization structure and assigned functions will conform as closely as possible to those prescribed by reference 3a.

(4) Proposed changes to organization structure and functional alignments will be approved only after evaluation confirms that a change is economically justified and beneficial to the interests of USACE. HQ POD will conduct an annual review to ensure all approved organization changes are documented on the table of distribution and allowances (TDA).

(5) Justification for proposed organization and function changes will be based on one or more of the following:

(a) Direction of higher authority.

(b) Change in mission, workload, or funding.

(c) More effective use of resources.

(d) Process improvement.

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

(a) As a general rule, supervisory positions should direct no fewer than 14 military or civilian employees. Exceptions to this rule may be in organizations where work is functionally diverse or geographically separated.

(b) Separate organizational elements will not be established solely to obtain organization recognition for lesser activities or higher grades for incumbents of positions involved in the proposed organization change.

(c) Subordinate organizational elements, i.e., directorate/office, division, etc., will not be subdivided to show a single organizational element. A directorate must contain at least two divisions in order to be subdivided.

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

(8) Function statements submitted as part of proposed organization change, transfer of functions, or updates of this regulation will clearly and accurately describe the functions actually assigned to the organization by appropriate authority.

## 6. Responsibilities.

### a. Directors/Chiefs of HQ POD directorates/staff offices:

(1) Prepare proposed organization and function changes IAW guidance contained in paragraph 5 and Appendix T and forward to DRM for review and further processing.

(2) Upon publication of POD Permanent Orders, initiate follow-up actions such as updating the budget, finance and personnel databases, etc., to ensure future reports are consistent with the approved organization change.

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

### b. Commanders, POA, POH, POF, and POJ:

(1) Prepare proposed organization and function changes IAW guidance contained in paragraph 5 and Appendix T.

(2) Ensure the District Corporate Board reviews and approves the proposed organization and function change prior to publishing permanent orders or forwarding proposed change to Commander, POD, ATTN: CEPOD-RM, for review and further processing.

(3) Ensure a District organization and function regulation is published and reviewed on an annual basis to ensure the contents are accurate and complete. Districts will provide POD DRM with document updates when they are published.

(4) Upon publication of POA/POF/POH/POJ Permanent Orders, initiate follow-up actions such as updating the budget, finance and personnel databases, etc., to ensure future reports are consistent with the approved organization change.

(5) Forward a copy of the approved permanent orders to POD DRM for recordkeeping.

c. POD DRM staff:

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

(2) Review all proposed organization and function changes which require the approval of the POD Commanding General and Division Engineer or higher authority, coordinate with appropriate POD staff elements, and provide recommendations on the proposed change.

(3) Prepare and forward to USACE pertinent correspondence requesting authority to deviate from USACE-prescribed organization structure(s) and functional alignment(s), as required, upon receipt of written background information and full justification from the POD element requesting exception to policy.

(4) Initiate and publish POD Permanent Orders documenting organization changes approved by the Commanding General and Division Engineer IAW the provisions of this regulation.

(5) Provide assistance, as required, to directors/chiefs of all organizational elements of HQ POD and Commanders, POA, POH, POF, and POJ, in improving organization structure and alignment of functions.

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

7. Instruction. Each proposal for change to organization and functions will be fully documented prior to submission for approval. Documentation will be prepared in the format provided in Appendix T.

FOR THE COMMANDER:



JAMES K. LIGH  
Director of Information Management

20 Appendices

App A - POD Mission Statement

App B - Office of the Commanding General & Division Engineer

App C - Office of the Chief of Staff

App D - Special Assistants

Appendices: (CONT)

- App E - Office of Counsel
- App F - Safety and Occupational Health Office
- App G - Public Affairs Office
- App H - Contracting Office
- App I - Emergency Management Office
- App J - Equal Employment Opportunity Office
- App K - Internal Review Office
- App L - Security Office
- App M - Deputy for Small Business
- App N - Military and Management Directorate
- App O - Civil Works and Technical Directorate
- App P - Directorate of Resource Management
- App Q - Directorate of Information Management
- App R - Directorate of Logistics Management
- App S - Directorate of Human Resources
- App T - Organizational and Functional Change Request

DISTRIBUTION (POD List 03-1):

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