

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

PODR 415-345-1

CEPOD-CO

Regulation
No. 415-345-1

3 June 1991

Construction
JOBSITE BRIEFINGS

1. PURPOSE. To implement a standard format for briefings at the jobsite level.
2. APPLICABILITY. This regulation applies to all Pacific Ocean Division operating elements.
3. GENERAL. The intent of this regulation is to provide specific guidelines for jobsite briefings to assist in the preparation and delivery of clear, concise and uniform briefings.
4. POLICIES.
 - a. Duration. Briefings should be approximately 5 minutes long followed by a tour of the project.
 - b. Materials: The following charts will be a part of every briefing (See Appendix A).
 - (1) General Data.
 - (2) Site Orientation Plan (Show appropriate floor plans and details as needed).
 - (3) Scheduling (optional).
 - (4) Progress Photos (if appropriate).
 - (5) Safety.
 - c. Briefing. Appendix B is a sample outline and guide of points to be covered during an average briefing. At the discretion of the briefer, other items may be added or existing items expanded, but not to the extent that the presentation will become overly long. Data shown on briefing charts should not be repeated in the briefing, but time should be allowed for reading by the party being briefed. The following are points to remember when presenting a briefing:
 - (1) Be pleasant and make the jobsite visitor feel welcome.
 - (2) Formulate a set plan for your talk and stick to it.
 - (3) Be brief and to the point in all areas. Do not let yourself get off the main topic or into personal problems or "propaganda." The person you are briefing wants to know only the essentials. When you ask for questions, he will let you know if he wants further information in a specific area.

(4) Talk to the visitors and away from the charts. Use the charts to back you up. When one visitor is clearly more senior to others, speak directly to him and focus your attention on that individual throughout the site visit.

(5) Stay calm, and think clearly: Avoid blurting out an answer. The visitor is there to learn, and your job is to teach or inform him.

(6) Plan a quick yet logical tour of the facility. Orient the visitor to the site and where he is located. Describe the route he is to be taken on the tour of the jobsite and point out any items of interest he should look for. Use the briefing charts and site plan to accomplish this. The route should be checked prior to the tour to ensure that all safety hazards are corrected or marked, that the route is clear, and that the contractor's employee knows the route. The briefer should lead the visitors on the tour regardless of rank.

(7) Most senior visitors want to meet contractor's supervisors if they are available.

5. RESPONSIBILITIES.

a. POD operating elements will ensure that all personnel within the command are prepared to give a short briefing at any time. They should require each briefer to give a periodic "dry run" briefing to ensure that he is well prepared and is capable of giving a good briefing.

b. Jobsite personnel will ensure that their briefing charts are up-to-date and that they are properly prepared to give a briefing at any time.

FOR THE COMMANDER:



ARLOF D. HEWSON
Director, Information Management

2 Appendices
App A - Briefing Charts (5)
App B - Outline

DISTRIBUTION: (List 90-1)
B, C

CONTRACT DATA

CONTRACT NAME: _____

CONTRACT NUMBER: _____

CONTRACTOR: _____

USING SERVICE: _____

FUNDING: _____

ARCHITECT - ENGINEER: _____

CONTRACT AMOUNT: (ORIGINAL) _____

(CURRENT) _____

NOTICE TO PROCEED: _____

CCD: _____

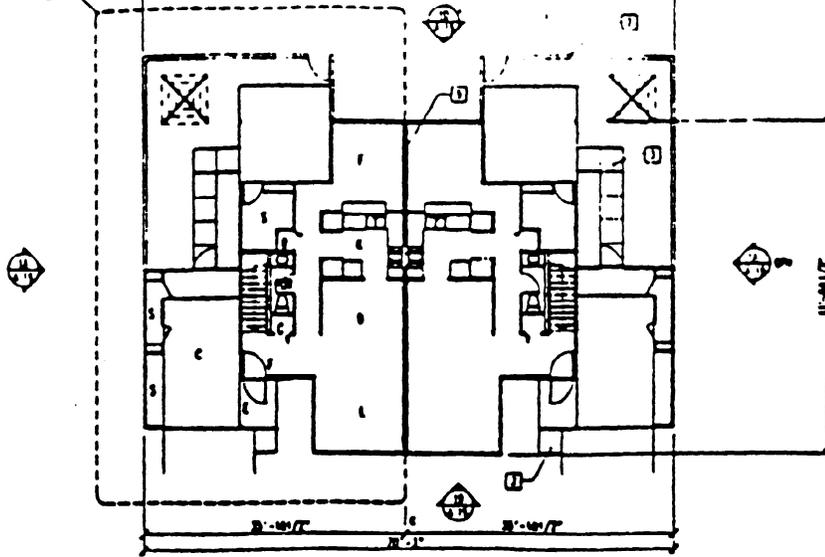
ESTIMATED CD: _____

MODIFICATIONS PROCESSED: _____

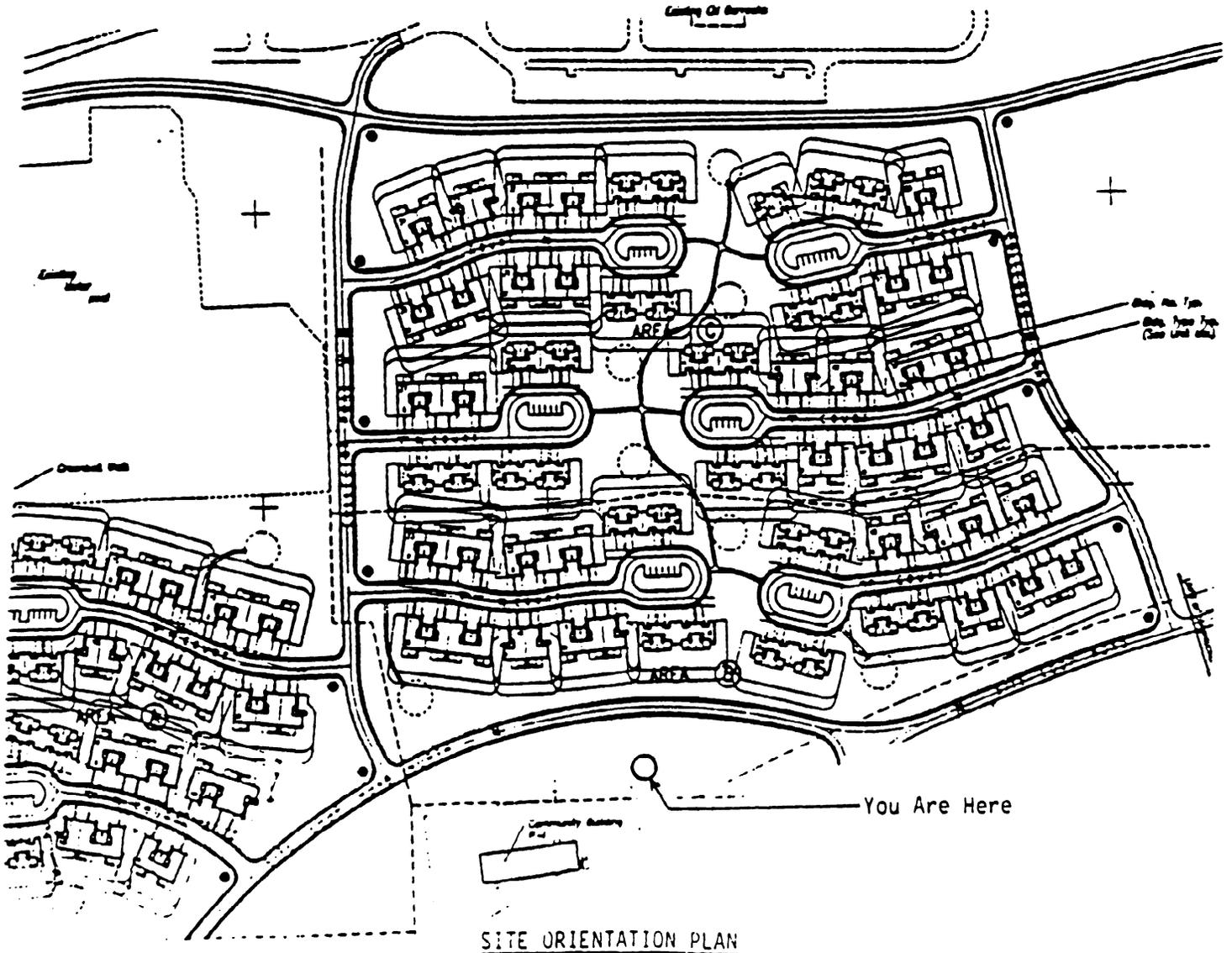
PENDING: _____

COMPLETION AS OF _____

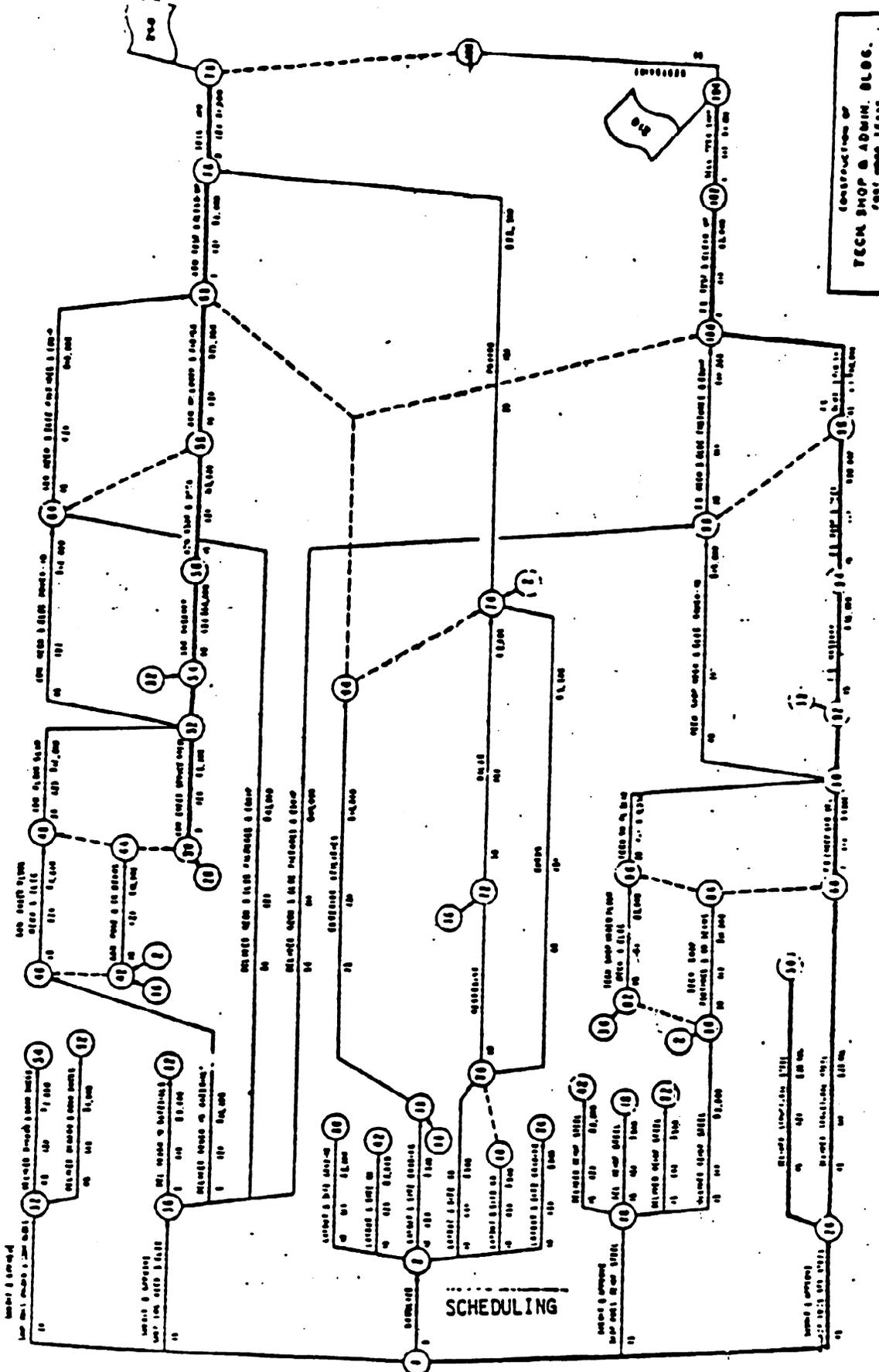
% SCHEDULED _____ % ACTUAL _____



FLOOR PLAN



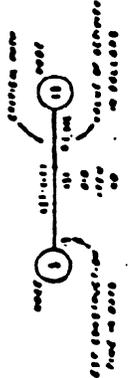
SITE ORIENTATION PLAN



CONSTRUCTION OF
TECH SHOP & ADMIN. BLDG.
PODR 415-345-1

NETWORK SCHEDULE:
MUSIT CONSTRUCTION CO
PODR 415-345-1

Handwritten signature and date:
2-1-6



SCHEDULING

PROGRESS PHOTOS

(must be dated)

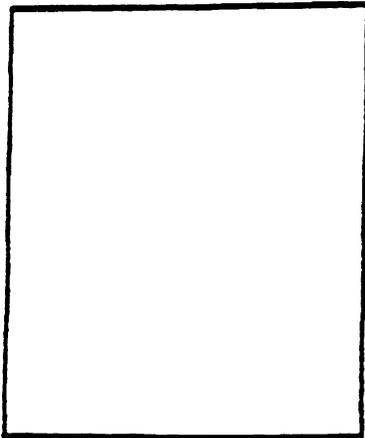


Photo 1

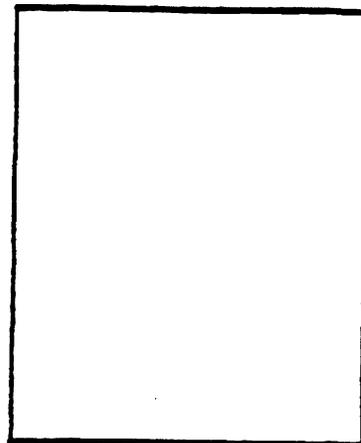


Photo 2

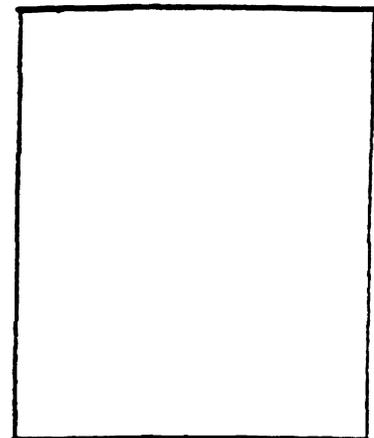


Photo 3

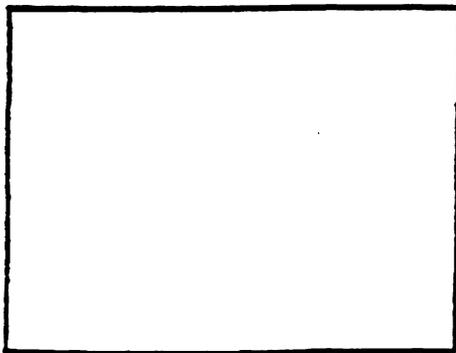


Photo 4

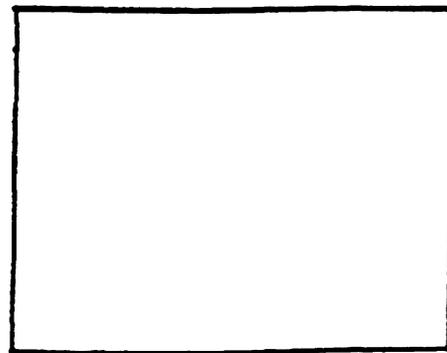


Photo 5

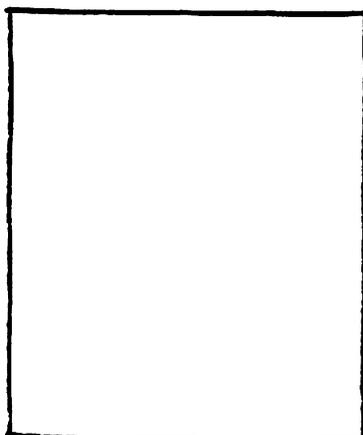


Photo 6

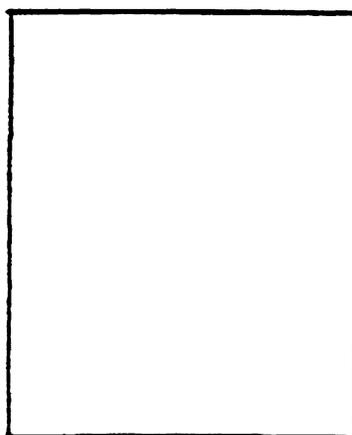


Photo 7

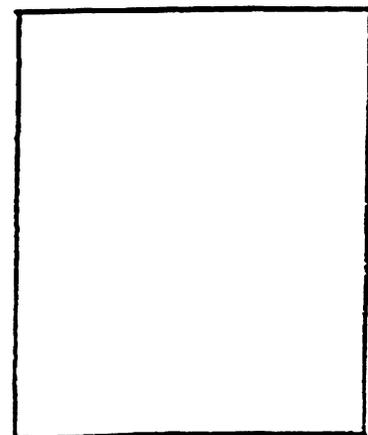
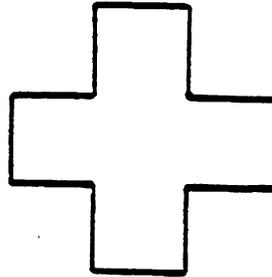


Photo 8



S A F E T Y

DATE: _____

TOTAL MAN-HOURS: _____

TOTAL DAYS: _____

NUMBER OF ACCIDENTS: _____

TOTAL DAYS LOST: _____

JOB HAZARD ANALYSIS

CURRENT PHASE: _____

(This chart can be one-half size of the other chart.)

Appendix B
Briefing Outline

1. General Data

- a. Describe the project/facility in general detail (type of construction, square footage, purpose, tenant agency). If a unit cost is appropriate, show cost per square foot or cost per unit of family housing, etc.
- b. Explain how contract modifications have affected costs and time.
- c. Value Engineering (note whether VE or VECP; describe action and furnish cost).
- d. Stress Achievements and unique construction features. Do not address problems unless specifically brought up by visitors.
- e. Funding (note program year, program amount, CWE, and any other action on funding), if considered important.

2. Site Orientation

Site layout (use site plan and orient visitor to his present location with respect to the project office and the facility to be toured).

3. Schedule

- a. Explain if progress is based on NAS or bar chart.
- b. If project is behind schedule, provide explanation for delays.

4. Safety

Explain the cause of any accidents. Discuss current phase or phases of job hazard analysis and contractor actions being taken to avoid hazards.

5. Conclusion

- a. Ask for and answer questions.
- b. Tour of jobsite.