



SC Project Assignment Information

Revision and Approval

Revision	Date	Nature of Changes	Approved By
0	12-05-2017	Original Issue	Steve Altman

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Background

This process establishes Structure Construction (SC) roles, responsibilities, and procedures for (1) assigning SC employees to projects or office assignments and (2) what SC employees must do when reporting to a new assignment.

Process Inputs

1. Advertisement of construction project with structure work.
2. Project structure construction support resources established in [VISION](#).
3. Emergency or Director's Orders requiring SC involvement.

Procedure

1. Area Construction Manager (ACM) or Bridge Construction Engineer (BCE) uses [VISION](#) to assess project construction support resources for SC and make project staff assignments as needed.
2. SC staff receives verbal notification of assignment from BCE, followed by an email assignment via [WEAT](#).
3. SC staff complete the necessary notification forms and transmits them to the appropriate parties:
 - a. Structure Representative:

- i. [Form SC-0101](#), *Job Assignment Information* – to METS Materials Administrator, via email address on form.
 - ii. [Form SC-0102](#), *Change of Address for Check Disbursement* – to SC headquarters (HQ).
 - iii. [Form FA-0205A](#), *Authorization to Use Privately-Owned Vehicles on State Business* – to the BCE.
 - iv. [Form FA-1350](#), *Long Term Assignment (LTA) Information and Certification of Subsistence Rates* – to the BCE.
 - v. [Form CEM-6003](#), *Progress Pay Estimate Project Initiation or Update* – to the Resident Engineer (RE). Refer to [BCM C-9](#), *Preparation of Progress Payment Documents*.
- b. Assistant Structure Representative
- i. [Form SC-0102](#), *Change of Address for Check Disbursement* – to SC HQ.
 - ii. [Form FA-0205A](#), *Authorization to Use Privately-Owned Vehicles on State Business* – to the BCE.
 - iii. [Form FA-1350](#), *Long Term Assignment (LTA) Information and Certification of Subsistence Rates* – to the BCE.
- c. Resident Engineer, Resident Engineer/Structure Representative:
- i. [Form CEM-0101](#), *Resident Engineer's Report of Assignment* – to distribution list on Form CEM-0101.

Process Outputs

1. Form SC-0101, *Job Assignment Information*.
2. Form SC-0102, *Change of Address for Check Disbursement*.
3. Form FA-0205A, *Authorization to Use Privately-Owned Vehicles on State Business*.
4. Form FA-1350, *Long Term Assignment (LTA) Information and Certification of Subsistence Rates*.
5. Form CEM-6003, *Progress Pay Estimate Project Initiation or Update*.
6. Form CEM-0101, *Resident Engineer's Report of Assignment*.

Attachments

None