

10 September 2001

MEMORANDUM FOR SEE DISTRIBUTION

Subject: Technical Services Division Policy No.2,
Independent Quality Control (IQC) Reviews

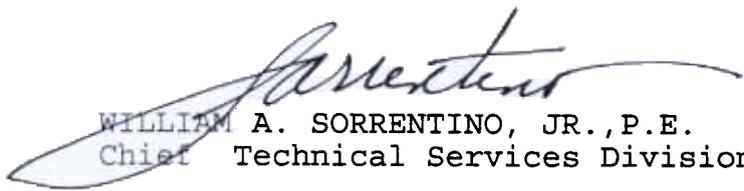
1. Reference is made to Technical Services Division Policy No.1, Independent Technical Reviews dated 25 July 2001.
2. As referenced above, all projects shall have an Independent Technical Review (ITR) as defined by, but not limited to, ER 1110-1-12 (Quality Management), page 7 and ER 1110-345-100 (Engrg & Design - Design Policy for Military Construction), page 8. Thus, to alleviate the concerns, expectations and intent of the NAD Commander, Norfolk District will conduct "Independent Quality Control" reviews for all projects; no exceptions unless justified by written directive from the user(s)/customer(s).
- 3 The following items shall be a part of the IQC reviews
 - a. Branch Chiefs and Design Team Leaders shall ensure the IQC reviewers are identified in the "Quality Control Plan."
 - b. Branch Chiefs and Design Team Leaders shall ensure that IQC review cost estimates are included for all work to be accomplished by TSD.
 - c. IQC Reviewers shall ensure that all contract packages and/or documents are accurate, factual and complete.
 - d. IQC Reviewers shall ensure that all comments made are annotated, responded to, checked for inclusion, and incorporated. Technical issues not resolved between contract/document preparation project delivery team members and the IQC review team members shall be presented to the Chief of TSD or his designated representative for final resolution.

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- e. IQC reviews and annotated replies shall be accomplished using the NAD directed web-based review software, DrChecks.
- f. Upon completion of the IQC reviews, a certification document signed by the IQC team members shall be provided as part of the submission package to the Project Manager.
- g. The aforementioned items and requirements shall be a part of the "Total Army Performance Evaluation System (TAPES)" effective immediately for all team members that assign and accomplish "Independent Quality Control Reviews."

4. My direction is non-discretionary and will be modified by me upon receipt of significant "Lessons Learned" documentation and as a minimum reviewed annually by each Branch Chief.



WILLIAM A. SORRENTINO, JR., P.E.
Chief Technical Services Division

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