



**US Army Corps  
of Engineers®  
Headquarters**

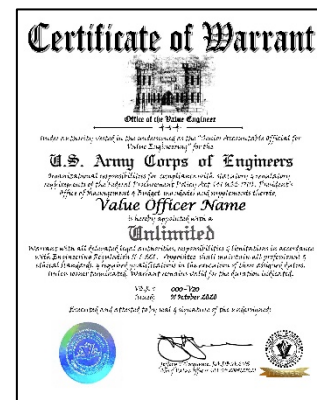


**COVE POLICY LETTER # 2020-03 Rev 1**

**April 30, 2020**

**SUBJECT:** Value Program Warrant Authority

1. **Purpose:** This policy letter is issued to define the warrant authority levels for the USACE Value Program.
2. **Background:** Office of Management and Budget Circular No. A-131, Value Engineering, states “Agencies subject to the Chief Financial Officers Act of 1990 (Public Law 101-576) (CFO Act) shall designate a senior accountable official (SAO) at a level with sufficient authority within the Department or Agency to coordinate, oversee, and ensure the appropriate consideration and use of VE. SAO responsibilities... may be delegated to appropriate agency officials.” SAO responsibility was assigned by LTG Robert Van Antwerp, 3 Feb. 2011, to the HQ Chief Value Officer (CVO), for all assigned mission areas of the U.S. Army Corps of Engineers.
3. **Warrants (formerly Appointments):** For the USACE Value Program, a warrant is a document issued to a District Value Officer (DVO) or Regional Value Officer (RVO) by the CVO delegating legal signature authority for approval of Value Management Plan (VMP) determinations.
  - a. **Authority to Appoint:** As the SAO, the CVO has sole authority to appoint a DVO/RVO by granting them a warrant. Any change to a DVO/RVO warrant authority (e.g., suspension or termination) will also be executed by the CVO.
  - b. **Warrant Authority Levels:** Effective immediately, the following warrant authority levels will be used for the appointment of a DVO/RVO:
    - i. **Limited Warrant:** Grants DVO/RVO signature authority for approval of all VMP determinations with no limit to contract amount. A designation letter from the District Commander (DVO) or Division Commander (RVO) and qualification as an Apprentice in Value Management (AVM) are required to be appointed at this level. This authority will expire four (4) years after entry into Value Officer position.
    - ii. **Unlimited Warrant:** Grants DVO/RVO signature authority for approval of all VMP determinations with no limit to contract amount. A designation letter from the District Commander (DVO) or Division Commander (RVO) and qualification as a



Specialist in Value Management (SVM) are required to be appointed at this level. This authority does not expire.

**Warrant Authority Levels Summary**

WARRANT LEVEL	REQUIREMENTS	CONTRACT AMOUNT	EXPIRATION OF AUTHORITY
Limited	DL + AVM	No Limit	4 years after entry into Value Officer position
Unlimited	DL + SVM	No Limit	None

- c. **Low Opportunity Determinations:** A warrant (Limited or Unlimited) grants signature authority for approval of all Low Opportunity (LO) Bridge/Scan VMP determinations, regardless of contract amount, and LO Only VMP determinations on contracts up to \$5M, with no additional approval required. For LO Only VMP determinations on contracts up to \$10M, the CVO delegates VMP signature approval authority and accountability to the RVO. LO Only VMPs for contracts \$10M and greater require RVO and CVO signature approval.

**Summary of Signature Approvals Required**

Contract Amount	Level of Effort		
	Study	LO Bridge/Scan	LO VMP Only
<\$2M	Not Required		
\$2M - \$5M	DVO	DVO	DVO
\$5M - \$10M	DVO	DVO	RVO
\$10M+	DVO	DVO	RVO, CVO

- Notes: 1. DVO/RVO must possess a Limited or Unlimited Warrant to sign VMPs.
- 2. If DVO does not possess a warrant, RVO may sign as DVO.

- d. **Approvals Beyond a Value Officer’s Authority:** Approvals must be made by staff with the proper warranted authority. VE strategy approvals made without the proper authority will be considered invalid and depending on magnitude, may be cause for termination, suspension, audit, or inspection by the proper authority.
- e. **Termination of Warrant Authority:** The CVO has sole authority to terminate a warrant, whether for reassignment to a position not requiring a warrant, termination of employment, or retirement. If the warrant is not terminated for cause or suspension, the original warrant will not be returned to the CVO and may be retained by the individual formerly holding the warrant authority; however, the warrant may no longer be publicly displayed in the workplace. If a warrant is terminated for unsatisfactory performance or failure to fulfill Value Officer duties as set forth in ER 11-1-321 and the Value Program Manual of Practice, the original warrant must be returned to the CVO.
- f. **Warrant Suspension:** Warrants may be suspended by the CVO in lieu of immediate termination. A warrant may be suspended for technical or ethical violations, including when a Value Officer is under a Performance Improvement Plan or when a Value Officer’s actions are under review or investigation. A suspended warrant may be retained by the warrant holder; however, the warrant may not be publicly displayed in the workplace until resolution of the adverse action results in reinstatement of the

warrant by the CVO. If the suspension becomes a termination of the warrant, the original warrant must be returned to the CVO.

4. **Implementation:** Effective immediately, warrant authority will be issued to those Value Officers with an approved Value Qualifications Record (VQR) that meet the requirements defined in this COVE policy letter. Any questions should be directed to the undersigned through the Office of Value Expertise (OVx) at [CDL-All-OVx@usace.army.mil](mailto:CDL-All-OVx@usace.army.mil).

A handwritten signature in black ink, appearing to read 'Jeffery T Hooghouse', with a long horizontal stroke extending to the right.

Jeffery T Hooghouse, RA, DBIA, CVS  
Chief Value Officer & SAO  
US Army Corps of Engineers, HQ