



**US Army Corps
of Engineers®**

DIRECTOR'S POLICY MEMORANDUM

CIVIL WORKS PROGRAMS

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SUBJECT: Designation of a Lead USACE District for Permitting of Non-USACE Projects Crossing multiple Districts or States

CATEGORY: Directive and Policy

1. **Reference.** Memorandum for Commanders, Major Subordinate Commands and District Commands, "Lead District Initiative (LDI)", dated 22 November 2004.
2. **Purpose.** The purpose of this memorandum is to establish the policy for designating a lead district for non-USACE project permit and permission decisions that cross districts or states boundaries. A non-USACE project is defined as any activity undertaken by a non-USACE entity that requires Section 10/404/103 review(s) and/or Section 408 review(s), as specified in the next paragraph.
3. **Applicability.** This memorandum is applicable to all headquarters USACE elements, divisions, districts, and field operating activities responsible for executing the statutory authorities under the Section 10 of the Rivers and Harbors Act of 1899, Section 404 of the Clean Water Act, Section 103 of the Marine Protection, Research, and Sanctuaries Act of 1972 (Section 10/404/103 reviews), and Section 14 of the Rivers and Harbors Act of 1899 (Section 408 reviews).
4. **Direction.** Effective immediately, one lead district, and its associated division office, will be designated for all for non-USACE projects that cross district or state boundaries (e.g. pipelines, highway projects, electrical transmission projects) and require either Section 10/404/103 review(s), Section 408 review(s), or a combination of both.
 - a. For non-USACE projects served by multiple districts within a single state, the lead district and division will be designated per the attached list.
 - b. It is recognized that requests for Section 10/404/103 review(s) and/or Section 408 review(s) may come into various districts at different times. Districts will be responsible for identifying when a non-USACE project crosses state boundaries and will elevate such non-USACE projects as soon as possible to their respective division office for designation of a lead district.
 - c. The applicable division office(s) will coordinate and designate a lead district within 7 days from the receipt of a complete Section 10/404/103 application or the receipt of the initial submittal requesting Section 408 permission for any point along the non-USACE project, whichever is received first.
 - e. If a lead district is not designated within 7 days as specified above, the division(s) shall immediately notify the HQUSACE, Chief of Operations and Regulatory Division. The HQUSACE, Chief of Operations and Regulatory Division will then designate the lead district no later than 15 days following the receipt of a complete application or receipt of the initial submittal requesting Section 408 permission.
 - f. Designation of the lead district will be documented in a memorandum for record.

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5. Roles and Responsibilities.

a. The lead district, in conjunction with the lead division where applicable, will have the following roles/responsibilities:

- (1) Serve as the single point of contact for the project applicant.
- (2) Form a Project Delivery Team (PDT) consisting of personnel from affected districts and divisions for coordination of reviews and decisions, where applicable.
- (3) Perform all project management duties, including developing a review and decision schedule with milestones, timeline and critical path, coordinating the schedules and providing updates.
- (4) Coordinate necessary requirements to meet review and decision milestones such as the need for a preliminary or approved jurisdictional determination, NEPA class of action, type of permit/permission, and information necessary for interagency reviews (i.e. historic properties, endangered species, state certificates, etc.).
- (5) Ensure consistent review processes among the districts, with consideration for regional variability related to the different ecosystems/resources proposed for impact and/or the diversity of Federal projects and their Congressionally-authorized purposes.
- (6) Be responsible to resolve inconsistencies in accordance with national Regulatory Program and Section 408 Program policies and guidance in a timely manner. Any unresolved issues will be elevated to the HQUSACE Regulatory office or the HQUSACE Section 408 proponent, copying the appropriate HQUSACE Regional Integration Team (RIT), within 7 days from when the PDT identifies the issue.

b. USACE will continue to use a watershed approach and other relevant criteria as basis for assessing site specific and cumulative impacts.

c. Existing criteria established in law, regulations, and policy documents still apply.

d. District/Division Commanders have authority to pursue alternative organizational approaches to enable efficient and effective implementation of this policy.

6. Proponent. The proponent for this memorandum is Mr. Thomas P. Smith, P.E., Chief, Operations and Regulatory Division, at 202-761-1983.



JAMES C. DALTON, P.E.
Director of Civil Works

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Designated Lead Districts by State

State	State Capitol	District	Division(s)	Lead District
Alabama	Montgomery	SAM LRN	SAD LRD	SAM
Alaska	Juneau	POA	POD	POA
Arizona	Phoenix	SPL	SPD	SPL
Arkansas	Little Rock	SWL MVM MVK	SWD MVD	SWL
California	Sacramento	SPL SPK SPN	SPD	SPK
Colorado	Denver	NWO SPA SPK	NWD SPD	SPA
Connecticut	Hartford	NAW	NAD	NAE
Delaware	Dover	NAP	NAD	NAP
Florida	Tallahassee	SAJ	SAD	SAJ*
Georgia	Atlanta	SAS	SAD	SAS
Hawaii	Honolulu	POH	POD	POH*
Idaho	Boise	NWW	NWD	NWW
Illinois	Springfield	LRC LRL MVR MVS MVM	LRD MVD	MVR
Indiana	Indianapolis	LRL LRE	LRD	LRL
Iowa	Des Moines	MVR	MVD	MVR
Kansas	Topeka	NWK SWT	NWD SWD	NWK
Kentucky	Frankfort	LRL LRH LRN MVM	LRD MVD	LRL
Louisiana	Baton Rouge	MVN MVK SWF SWG	MVD SWD	MVN
Maine	Augusta	NAE	NAD	NAE
Maryland	Annapolis	NAB	NAD	NAB*
Massachusetts	Boston	NAE	NAD	NAE
Michigan	Lansing	LRE	LRD	LRE
Minnesota	St. Paul	MVP	MVD	MVP
Mississippi	Jackson	MVK MVM SAM	MVD SAD	MVK

Designated Lead Districts by State (pg.2)				
State	State Capitol	District	Division(s)	Lead District
Missouri	Jefferson City	SWL MVM MVS MVR NWK	SWF MVD NWD	NWK
Montana	Helena	NWO	NWD	NWO
Nebraska	Lincoln	NWO	NWD	NWO
Nevada	Carson City	SPK	SPD	SPK
New Hampshire	Concord	NAE	NAD	NAE
New Jersey	Trenton	NAP NAN	NAD	NAP
New Mexico	Santa Fe	SPA	SPD	SPA
New York	Albany	LRB NAN	LRD NAD	NAN
N Carolina	Raleigh	SAW	SAD	SAW
N Dakota	Bismarck	NWO	NWD	NWO
Ohio	Columbus	LRH LRP LRL LRB	LRD	LRH
Oklahoma	Oklahoma City	SWT	SWD	SWT
Oregon	Salem	NWP	NWD	NWP
Pennsylvania	Harrisburg	LRP NAB NAP	LRD NAD	NAB
Rhode Island	Providence	NAE	NAD	NAE
S Carolina	Columbia	SAC	SAD	SAC
S Dakota	Pierre	NWO	NWD	NWO
Tennessee	Nashville	LRN MVM	LRD MVD	LRN
Texas	Austin	SWG SWF SWT SPA	SWD SPD	SWG
Utah	Salt Lake City	SPK	SPD	SPK
Vermont	Montpelier	NAE	NAD	NAE
Virginia	Richmond	NAO	NAD	NAO
Washington	Olympia	NWS	NWD	NWS
W Virginia	Charleston	LRH LRP	LRD	LRH
Wisconsin	Madison	MVP	MVD	MVP
Wyoming	Cheyenne	NWO	NWD	NWO

*SAJ serves Puerto Rico and the US Virgin Islands; POH serves Guam, American Samoa, and the Northern Mariana Islands; NAB serves the District of Columbia