

SUBMITTING REQUESTS TO THE CORPS

Jason Gipson
Chief, Utah Regulatory Section
U.S. Army Corps of Engineers
Sacramento District

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OBJECTIVES

- Briefly discuss the process for submitting requests electronically to the Sacramento District, Regulatory Division

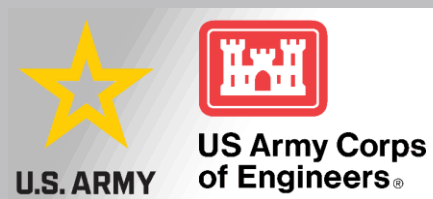
BACKGROUND

- The Sacramento District Regulatory Division went fully electronic January 1, 2018
- Procedures for submitting requests advertised via public notice December 27, 2017
- Purpose: To reduce paper use and streamline information intake and discrimination.
- Established a generic email inbox for all new/initial requests to be submitted (SPKRegulatoryMailbox@usace.army.mil)

SUBMISSIONS METHODS

Order of preference:

1. Submit via email to SPKRegulatoryMailbox.
 - The Corps file limit is 40 MB for individual emails
 - Shrink files. Reduce PDFs, use .zip files as attachments, etc.
 - Send multiple emails (i.e. [Subject] 1 of 2, 2 of 2)
2. Upload documents to the Corps ftp site (DoD SAFE).
 - Requires request to Corps to send link to ftp site
3. Send a CD with all required information to the Regulatory office that services the project area.
4. Mail paper copy
 - Corps will scan/digitize paper copy



SUBMISSION DON'TS

- Don't submit initial requests directly to a Corps Project Manager (PM)
 - Always to SPKRegulatoryMailbox
 - Includes subsequent requests (i.e. delineation [1st], permit application/PCN [2nd])
- Don't send a link to your personal/company ftp site, server, GoogleDrive*
- Don't send a USB flash drive/memory stick*
- Don't combine different files into one PDF (i.e. delineation, application/PCN, historic properties report, etc.).

* DoD cyber security policies prohibit DoD personnel from connecting to servers, ftp sites, etc. outside of the DoD firewall. Also prohibits use of USB flash drives.

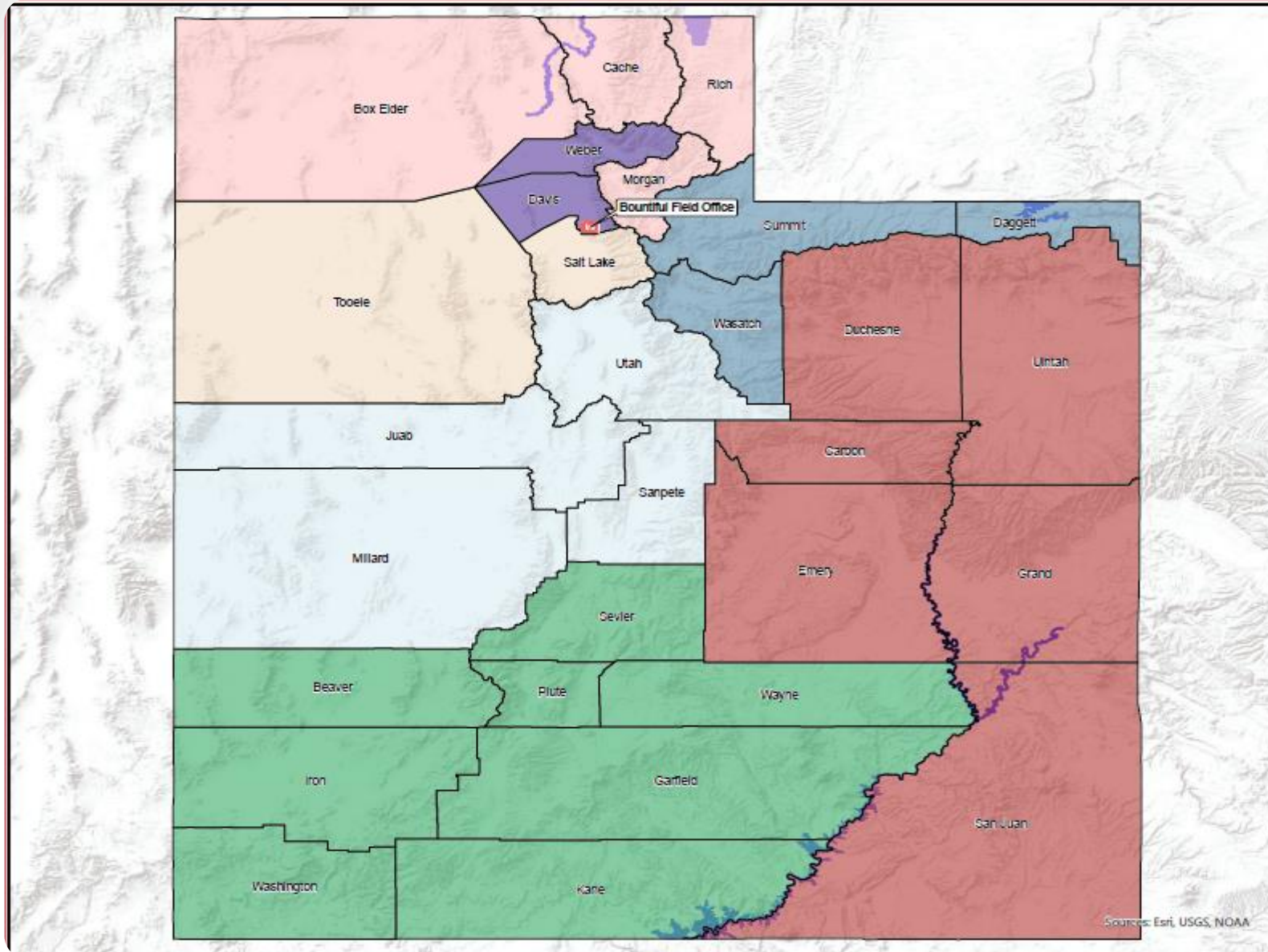
Full electronic submittal instructions can be found at:

<https://www.spk.usace.army.mil/Portals/12/documents/regulatory/references/Revised-Instructions-for-Submitting-Electronic-Request.pdf?ver=2019-01-09-135045-337>



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PROJECT MANGER AREA OF RESPONSIBILITY



Utah Section Contacts

Bountiful Regulatory Office
533 West 3600 South, Suite 150
Bountiful, UT 84010-7744
(801) 395-8380

- Alyssa Schaff, (801) 295-8380 x8319, Alyssa.J.Schaff@usace.army.mil
- Ashley Bernard, (801) 295-8380 x8313, Ashley.C.Bernard@usace.army.mil
- Beth Carlson, (801) 295-8380 x8316, Elizabeth.A.Carlson@usace.army.mil
- Connor Jones, (801) 295-8380 x8317, Connor.D.Jones@usace.army.mil
- Hollis Jencks, (801) 295-8380 x8318, Hollis.G.Jencks@usace.army.mil
- Nicole Fresard, (801) 295-8380 x8321, Nicole.D.Fresard@usace.army.mil
- Trevon Stephens, (801) 295-8380 x8311, Trevon.W.Stephens@usace.army.mil

QUESTIONS?



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