

DEPARTMENT OF THE ARMY  
Corps of Engineers, Portland District,  
P. O. Box 2946  
Portland, Oregon 97208-2946

CENWP-OP  
Regulation  
No. 1-2-20

1 February 2002

Administration  
VISITS BY DISTRICT PERSONNEL TO THE FIELD

**History.** This issue is a revision of NWPR 1-2-20.

**Summary.** This regulation, on visits to the field by Portland District personnel, is revised to more clearly define requirements for notifying the project prior to visit. Changes to the regulation are **bolded** for identification.

1. PURPOSE. The purpose of this regulation is to provide policy and procedures for visits to dredges, survey boats, project offices, field offices and resident offices.
2. APPLICABILITY. This regulation is applicable to all elements of the Portland District (NWP).
3. RESPONSIBILITY. All District personnel planning a visit to the field shall coordinate with appropriate personnel before departing to the field in accordance with the procedures herein.
4. POLICY. To monitor visitors to dredges and field operations and as a courtesy and safety measure, all visitors **will respect and comply with the security requirements of each Project**. Information on current operation/construction, issuing of safety instructions, etc. will be provided to visitors.
5. PROCEDURES.
  - a. Visitor Registers.
    - (1) A register of all visitors, military or civilian, and the visiting public, will be maintained at each resident, field and project office and on dredges and survey boats. The name, office represented, and dates and times in and out of each visitor will be registered at the field site.

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\*This regulation supersedes NWPR 1-2-20, 30 November 1999.

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(2) Note that some construction projects are located within the facilities of an existing project office. When visiting such construction projects, all visitors should sign in at the appropriate resident office rather than the project office and vice versa.

b. Procedure for Visits. In order to coordinate schedules with the field facilities, to allow other District personnel to participate, and to coordinate travel requirements for the proposed visit, the following offices will be notified in advance. Notification may be in person, in writing, by electronic mail, or by telephone, and must contain the purpose of the visit, the date(s) and times requested, the visitors names and the offices they represent as a minimum.

(1) Resident Offices and Construction Field Offices. Notify the Resident Engineer or Team Leader assigned to the project.

(a) Visitors to construction sites will be accompanied by a representative of the Resident Office, who will conduct a safety and occupational health briefing prior to touring the site.

(b) If the purpose of the visit includes an inspection (oversight or otherwise), an exit interview will be held with a representative of the Resident Office, during which any possible discrepancies noted or areas of misunderstanding can be discussed. If requested by the Resident Office, visitors shall prepare a trip report noting any problems or discrepancies observed.

(2) Project and any other Field Offices. Notify the Operations Project/Field Office Manager of the project a minimum of 24 hours in advance of the visit.

(3) Floating Plant. Notify the Chief, Dredge Operations Section, at ext. 5440 at least 24 hours prior to visiting Corps-operated dredge. Notify the Chief, Hydrographic Surveys Section, at ext. 4355 at least 24 hours in advance prior to visiting Corps-operated survey vessels.

FOR THE COMMANDER:

  
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