

Sep 88

MEMORANDUM OF UNDERSTANDING  
Transfer and Warranty Procedures  
Internal Revenue Service, Covington, Kentucky  
TREASURY

1. **PURPOSE.** This memorandum defines the responsibilities of the U.S. Army Corps of Engineers and the Facility Manager, Internal Revenue Service, Cincinnati Service Center, Covington, Kentucky, regarding the transfer and warranty procedures on construction projects completed under the supervision and inspection of the U.S. Army Corps of Engineers, Cincinnati Resident Office.
2. **References:**
  - a. AR 415-10
  - b. AR 420-17
  - c. Form letter establishing warranty period (Encl 1)
  - d. Typical construction contract warranty clause (Encl 2)
3. **Responsibilities:**
  - a. The Resident Engineer will:
    - 1). Provide operation and maintenance manual required in the construction contract documents;
    - 2). Assure that contractor training of the Facility personnel is provided in accordance with the requirements of the construction contract documents;
    - 3). Provide advance notice of final inspection to the FM;
    - 4). Conduct final inspection of completed projects with the user and the FM for the purpose of acceptance;
    - 5). Provide a DD Form 1354, Transfer and Acceptance of Military Real Property, describing the completed work;
    - 6). Notify the FM in writing (Encl 1) of the start date of the warranty process;
    - 7). Assist in enforcing the warranty provisions of the construction contract documents, upon request from the FM if there is an implementation problem;
    - 8). Provide advance notice of four and nine month post-completion or warranty inspections to the FM; and
    - 9). Conduct four and nine month post-completion or warranty inspections with the user and the FM for identifying defects and planning corrective actions.

Personnel Listing for the Corps of Engineers

Points of Contact	Office Symbol	Phone #	Function	Responsibility/Remarks
Gary Chishola	CEORL-ED-M(Industrial)	FTS 352-5387	Project Manager	Status of Technical Design; Original/Revised Cost Estimate for Design; Current Estimate of the Construction Contract Prior to Award
Phil Feger	CEORL-ED-M(PDMS)	FTS 352-6842	Program Analyst	Status of Design Cost
Linda Tackett	CEORL-CO-OC	FTS 352-6453	Budget Analyst	Financial Management of Construction Contract After Award; Status of User-Requested Changes
Bob Hess	Northern Ky Project Office	(513)541-8572	Construction Rep	Construction Representative Responsible for Contractor Compliance with Specifications; Develops Cost Estimate on Contract Changes
Bill Wood	CEORD-FA-L	(513)684-7331	Accounting Supervisor	Supervisor of Accounting Unit Responsible for Costing & Billing of IRS Projects
Tracie Hudson	CEORD-FA-L	(513)684-7326	Accounting Technician	Responsible for Issuance of Monthly SF 1888 Billings
Ruth Jones	CEORL-RM-B	FTS 352-5628	Budget Analyst	Status & Receipt of Funds; Return of Accepted Orders; Return of Excess Funds
Harvin Ormerod	CEORL-RM-B	FTS 352-5628	Budget Officer	Supervisor of Budget Branch, Resource Management Office Responsible for Overall Coordination of Project Funding; Use me as Ombudsman to Resolve Any Questions