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DEPARTMENT OF THE ARMY  
OFFICE OF THE ASSISTANT SECRETARY  
CIVIL WORKS  
108 ARMY PENTAGON  
WASHINGTON, DC 20310-0108

3 April 2020

MEMORANDUM FOR THE COMMANDING GENERAL, U.S. ARMY CORPS OF ENGINEERS

SUBJECT: Public participation for the Civil Works and Regulatory Programs during the Coronavirus (COVID -19) public health emergency

1. The United States Army Corps of Engineers (USACE) shall immediately establish interim alternate public participation procedures for the Civil Works and Regulatory programs during the COVID-19 public health emergency. The following will be guiding principles:

a. USACE shall consider the health and safety of USACE employees, federal, state and local stakeholders, and the general public during the conduct of all Civil Works planning and Regulatory Program activities to include Regulatory Program enforcement and compliance activities.

b. All public meetings to include, pre-application meetings, site visits, and project delivery team meetings, should be transitioned to virtual meetings, postponed, or cancelled, as deemed appropriate by the respective USACE District Commander.

c. For Regulatory Program permit actions and any required analysis under the National Environmental Policy Act, alternative means of public engagement will be implemented, as deemed appropriate by the respective USACE District Commander, and documented in public participation plans. Virtual meetings may be conducted using online meeting / collaboration tools, tele-conference, social media, or email, as appropriate.

d. Regulatory Program public notices soliciting comment on permit applications and Federal Register notices for Regulatory Program and Civil Works actions will inform the public about the alternative participation procedures and how to obtain materials on the USACE district/project website or through the mail. Public notices and Federal Register notices will provide appropriate contact information that may include phone numbers, email, web site, and mailing addresses.

e. Members of the general public will be encouraged to submit written comments in accordance with established timeframes unless otherwise modified by the District Commander.

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f. Timelines established in existing law and regulation should not be modified unless the USACE District Commander determines extending the timelines is the only way to receive meaningful public input.

g. Project information, including, but not limited to, scoping materials, draft NEPA documents, and comment solicitation requests will be available on district websites. This includes materials normally presented at public meetings.

h. District Commanders will ensure that resource agencies and cooperating agencies are aware of these alternative public participation procedures and request their cooperation in meeting current or newly established timelines.

2. Interim procedures shall be effective immediately and in effect until rescinded in writing.

3. Point of contact for question on these procedures is Ms. Stacey Jensen, (703) 695-6791.

R.D. JAMES  
Assistant Secretary of the Army  
(Civil Works)

CF:  
DCG-CEO, USACE  
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