



United States Department of the Interior

FISH AND WILDLIFE SERVICE
Washington, D.C. 20240

IN REPLY REFER TO:

DIRECTOR'S ORDER NO. 171

Subject: Field Station Support of Construction Inspection

Sec. 1 What is the purpose of this Order? This Order provides guidance on the use of field station personnel as field inspectors in support of Service construction or engineering supported deferred maintenance projects.

Sec. 2 What is the scope of this Order? This Order applies to Servicewide construction and engineering supported deferred maintenance projects.

Sec. 3 Does this Order amend other Service directives? This Order amends 360 FW 4 and the Construction Inspection Handbook.

Sec. 4 What terms do I need to know?

a. **Field Inspector.** Field station personnel who serve as construction representatives and perform inspection and observation activities on behalf of a Regional/CNO contracting officer or construction project manager.

b. **Construction Project Manager.** Regional/CNO engineering personnel selected to serve as the assigned contracting officer's technical expert on the construction project.

Sec. 5 When is field inspection support used? We will use field station personnel as field inspectors when project funds or time constraints do not permit Service engineers or contracted inspectors to perform this function.

Sec. 6 Who decides whether or not to use field inspectors? Regional Directors and the Manager, California/Nevada Operations Office (CNO) will determine when to use field inspection support.

Sec. 7 Who appoints field inspectors? The construction project manager and station manager will select a field station employee who is available for the duration of the project to conduct field inspection duties. When considering personnel, prior construction experience should be considered, but is not mandatory. After selection, the contracting officer will provide the field inspector and station manager an appointment letter. The station manager and field inspector will sign and return the appointment letter to the contracting officer prior to the start of construction.



Sec. 8 What duties do field inspectors perform? Field inspectors perform inspection and observation activities on common construction activities including framing, form construction/concrete work, and earthwork/excavation.

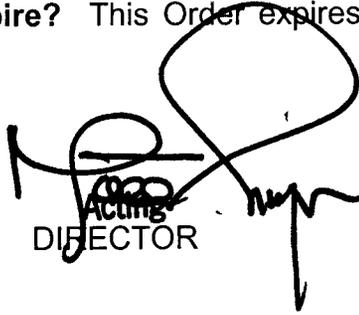
Sec. 9 Are there any training requirements for field inspectors? Prior to the start of construction, all field inspectors must complete the Fish and Wildlife Service Construction Safety course (SAF 4000) and the DOI University Course: Contracting Officer's Representative Basic Certification (FAM-151), and review project and training materials provided by the construction project manager. The construction project manager must ensure that the field inspector is aware of each upcoming phase of construction and understands the inspection and observation tasks to be completed.

Sec. 10 What training materials are available? The construction project manager will use a variety of training materials to prepare the field inspector, and will provide the materials prior to the beginning of construction or in phases throughout the construction. He/she will tailor the training materials to each project and to the needs of each field inspector. Each Regional/CNO Engineering Office will maintain a variety of training materials including at least one copy of the following:

- a. Framing.
 - (1) Framing - How to Guide (Video, Sunrise Productions).
 - (2) The Framing of Wood Studs Walls (Video and Workbook, International Code Council).
 - (3) Basic Engineering for Builders (Text, by Max Schwartz).
 - (4) Wood-Frame House Construction (Text, by L.O. Anderson).
- b. Form Construction/Concrete/Re-bar Placement.
 - (1) What to Expect When You're Inspecting, Part 1; Before Concrete Arrives (Video, Portland Cement Assoc.).
 - (2) What to Expect When You're Inspecting, Part 2; After Concrete Arrives (Video, Portland Cement Assoc.).
- c. Earthwork/Excavation.
 - (1) Earthwork Construction (Video, Pennsylvania Department of Transportation).
 - (2) Sites and Soils (Video, International Code Council).
 - (3) Bureau of Reclamation Earth Manual (Chapter III: Control of Earth Construction, Pages 165-326).
- d. Construction Inspection Handbook, Fish and Wildlife Service.

Sec. 11 When is this Order effective? This Order is effective immediately. We will incorporate its contents into 360 FW 4 and the Service Construction Inspection Handbook.

Sec. 12 When does this Order expire? This Order expires June 30, 2005, unless amended, superseded, or rescinded.



Acting
DIRECTOR

Date: **MAY 21 2004**