



DEPARTMENT OF THE ARMY  
U.S. ARMY CORPS OF ENGINEERS, SOUTHWESTERN DIVISION  
1100 COMMERCE STREET  
DALLAS, TX 75242-1317

CESWD-ZA

MEMORANDUM FOR District Commanders of Galveston, Fort Worth, and Little Rock

SUBJECT: Request for Alternative (Emergency) Permit Processing Procedures Associated with Hurricane Laura, Galveston, Fort Worth, and Little Rock District Areas of Responsibility (AOR)

1. This is in response to the reference memorandums of 26 August 2020 (Enclosed), requesting approval of emergency permit processing procedures for Department of Army permits in Galveston, Fort Worth and Little Rock Districts Regulatory area of responsibility as a result of **HURRICANE LAURA**.
2. Pursuant to 33 CFR 325.2(e)(4), the districts are approved to follow and implement special, alternative permit processing procedures for Department of Army permits authorized under Section 404 of the Clean Water Act and Section 10 of the Rivers and Harbors Act, for any work requiring emergency action as a result of the referenced **HURRICANE LAURA**. I expect that any work being evaluated under these procedures will be closely coordinated with the appropriate State and Federal resource agencies.
3. This authorization to implement these procedures, under the provisions of 33 CFR 325.2(e)(4), is valid for one calendar year from the date of this memorandum unless modified or rescinded.
4. The point of contact for this action is Mr. Scott Kelly, 469-216-7764 or alternatively Ms. Andrea Murdock-McDaniel, 214-578-5928

BECK.CHRISTOPHER.GARRETT  
HT.1042463899  
Digitally signed by  
BECK.CHRISTOPHER.GARRETT  
RRECHT.1042463899  
Date: 2020.08.27 10:16:12  
-05'00'  
Christopher G. Beck, P.E., PMP  
Brigadier General, USA  
Commanding

SOUTHWESTERN DIVISION (SWD) GUIDELINES  
FOR REQUESTING USE OF EMERGENCY PROCEDURES FOR PERMIT ACTIONS  
UNDER THE AUTHORITY OF SECTION 404 OF THE CLEAN WATER ACT AND  
SECTION 10 OF THE RIVERS AND HARBORS ACT OF 1899

1. The following information is required for each emergency procedure request and must be sent to the Operations Division (CESWD-PDO) by the requesting district in order for SWD to make a decision on use of these procedures.

- a. Name of Applicant and contact information.
- b. Location of Work. Provide a vicinity map marking the location of the project.
- c. Description of the Work. Provide a description of the project and a sketch or drawing, if possible.
- d. Cause of Emergency. Describe when and how the emergency situation occurred.
- e. Urgency of Work. Explain anticipated impacts on life and property if emergency procedures are not used.
- f. Time to Complete the Emergency Work. Estimate when the work will begin and how long it will take to complete the work.
- g. Coordination. Document attempts to contact the appropriate Federal and state agencies and provide a summary of each agency's comments on the emergency work. If the district's recommended action differs from an agency's comments, the district needs to provide an explanation.
- h. Recommended Action. Provide district recommendations on the procedures to be used and how these procedures differ from normal permit review procedures.

2. During normal working hours, requests to use emergency procedures, including the information in paragraphs 1.a.-1.h., above, will first be e-mailed to CESWD-PDO. The district will then immediately notify CESWD-PDO by both email then by telephone (469-487-7059, 7037, 7056, or 7061) of the pending request. Following SWD review of the request by the Chief of Operations Division, CESWD-PDO, the district will be advised by telephone and email whether emergency procedures have been approved for the work. This verbal notification will be followed by written confirmation, signed by the Chief of Operations Division (CESWD-PDO), and emailed to the district.

3. If necessary, during non-workdays and after normal business hours, requests to use emergency procedures may be made by telephone. The required project information outlined in paragraphs 1.a. – 1.h. above will be provided verbally and the SWD representative contacted will make a decision based on that information.

On the next workday, the district will email the required information to the attention of SWD-PDO at the following addresses: [scott.c.kelly@usace.army.mil](mailto:scott.c.kelly@usace.army.mil), and

andrea.l.murdock-mcdaniel@usace.army.mil. The Division will confirm its decision as specified in paragraph 2, above.

4. For emergency procedure requests after normal business hours and on non-workdays, the district will contact SWD-PDO staff in the following order until a response is received:

a. Mrs. Andrea Murdock-McDaniel, Chief, Operations Division, Programs Directorate, andrea.l.murdock-mcdaniel@usace.army.mil, government cell: 214-578-5928;

b. Mr. Scott Kelly, Regulatory Program Manager, scott.c.kelly@usace.army.mil, government cell: 469-216-7764; personal cell: 817-360-7099;

c. Ms. Constance Williams, Deputy Chief, Operations and Regulatory Division, constance.h.williams@usace.army.mil, government cell: 214-803-4033;

d. Mr. Elliott Carman, SWD Regulatory Appeal Review Officer, elliot.n.carman@usace.army.mil, government cell: 214-802-3213.