

USACE Schedule Compliance Checklist: Baseline & Update Requirements for Prime Contractors

Introduction

This checklist is designed to support prime contractors delivering projects under the U.S. Army Corps of Engineers (USACE) supervision. It provides a structured reference for baseline development, schedule updates, compliance verification, and documentation discipline.

Purpose of This Checklist

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Importance of USACE Schedule Compliance

USACE schedule compliance is not only a planning requirement but a contractual obligation. Non-compliant schedules may result in rejection, payment delays, audit scrutiny, and weakened contractual position in delay claims or disputes.

Baseline Schedule Requirements

- Work Breakdown Structure (WBS) aligns with contractual scope.
- Activities properly grouped and logically sequenced.
- No open ends (no missing predecessors or successors).
- Critical path clearly defined and traceable.
- SDEF coding fully applied and validated.
- Cost loading aligned with CLIN structure.
- Milestones aligned with contractual dates.

Schedule Update Requirements

- Progress accurately recorded and status date consistent.
- Critical path changes reviewed and explained.
- Float variations analyzed and documented.
- Out-of-sequence progress identified and justified.
- Narrative report clearly explains delays or logic revisions.
- CLIN progress reflected accurately in reporting.

Common Compliance Risks

- Incomplete SDEF coding or inconsistent activity classification.
- Artificial float suppression or hidden logic constraints.
- Missing procurement or submittal logic.
- Unjustified critical path shifts.
- Insufficient narrative documentation.
- Lack of traceability between schedule and cost reporting.

Final Self-Audit Checklist (Pre-Submission Review)

- ■ All activities properly coded and aligned with SDEF.
- ■ Logic network free of open ends.
- ■ Critical path validated and documented.
- ■ Float values reviewed and justified.
- ■ Narrative report completed and reviewed.
- ■ CLIN and cost alignment verified.
- ■ All contractual milestones confirmed.