

External Procedure for Electronic Document Submission
Attachment A

The purpose of this attachment is to specify which documents must be submitted in hardcopy, and which may be submitted electronically (on a CD-ROM), to apply for a Nationwide Permit (NWP) 12 or 14. Electronic documents must be submitted in Adobe Acrobat PDF or Microsoft Office Word format.

1. Hardcopy (printed) information required to accompany the electronic submittal:
 - a. A cover letter that references the attached CD-ROM, and a specific request for action.
 - b. A list of files loaded on the CD-ROM, referenced as a Table of Contents. The name of each document file should be listed in the Table of Contents.
 - c. The applicant's transmittal letter, if applicable.
 - d. An agent authorization letter, signed by the applicant, if an agent is submitting the request on an applicant's behalf. This must include an original signature. A scanned signature will not be accepted.
 - e. Any other documents that contain original signatures (i.e., an ENG 4345 form or cover letter that designates an agent).

2. Files loaded onto a CD-ROM:
 - a. An electronic version of the Table of Contents should be saved on the CD-ROM and named with the same file name as listed on the "Table of Contents for Electronic Submission".
 - b. Create, and save, the attachments (i.e., contents of a PCN package) as separate files, in PDF or MS Word format.
 - c. Load application materials onto a CD-ROM, as separate files, to reduce file size. Each file should not exceed 20 MB, including project plans.
 - d. Documents should be formatted to be printed on 8.5x11 inch paper.
 - e. Load all archaeology surveys and report information on a separate CD-ROM. This information is not released for Freedom of Information Act (FOIA) requests.
 - f. All attachments for pre-construction notification (PCN) packages must be in accordance with 33 CFR 325 and 33 CFR 330 for completeness determinations and NWP General Condition 31(d) for contents of a PCN.

3. If proprietary information is submitted to the Corps, for review, submit this information on a separate CD-ROM. Properly label the CD-ROM as proprietary information. This information may, or may not, be released for Freedom of Information Act (FOIA) requests, depending on the contents. Release of information is determined by the Corps Office of Counsel.