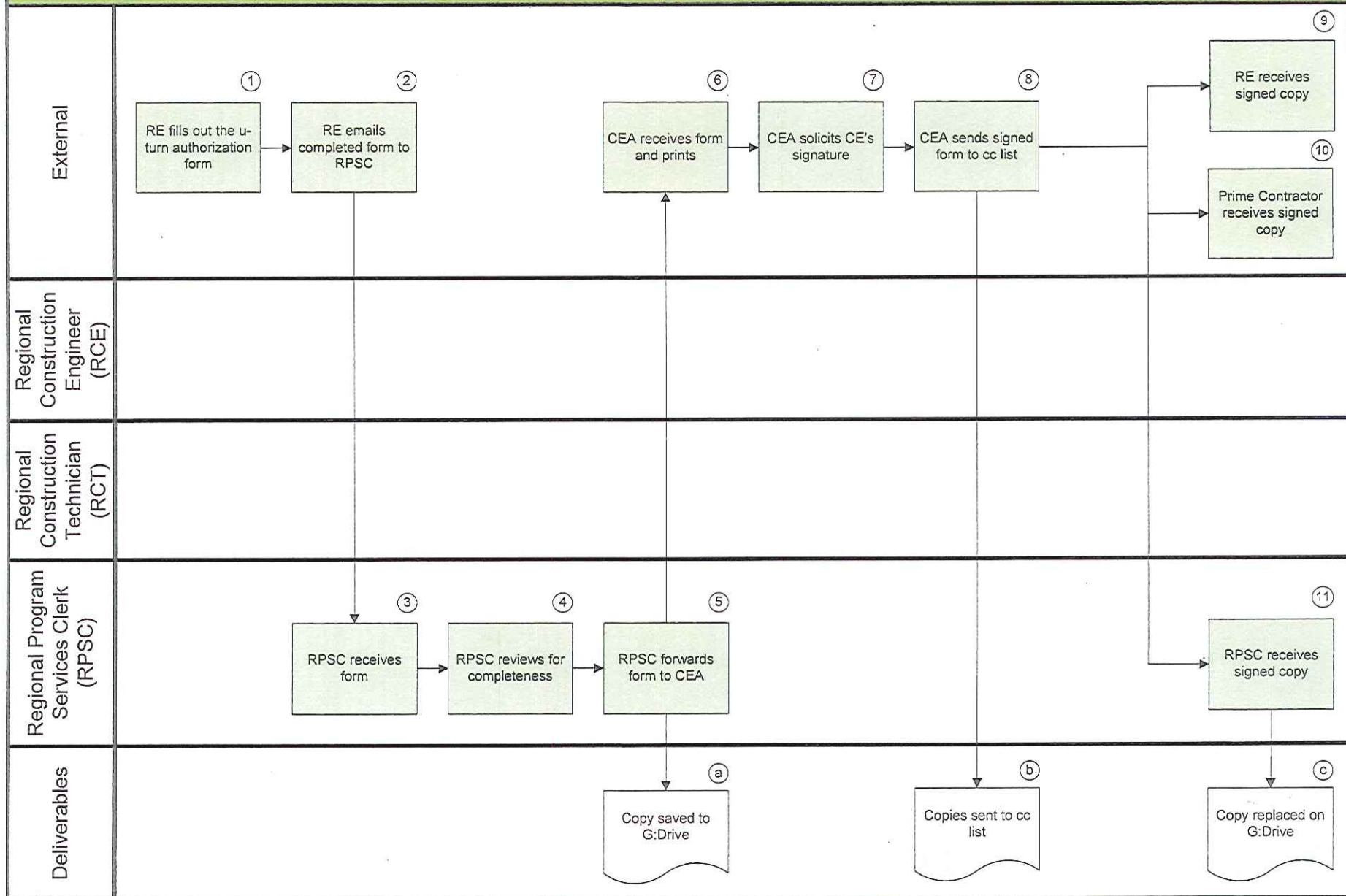


}  
Tab 25  
}

# U-Turn Authorization Process



## U-Turn Authorization Process

### Work Instructions

Revision Date: April 19, 2012

Revision No: 1

Author: NE Region

Process Steps	Available Step Aides	Key Activities	Points of Interest
1. Resident Engineer (RE) fills out the u-turn authorization form		RE fills out the u-turn authorization form	For use on Interstate or other divided highway projects
2. Resident Engineer (RE) emails completed form to Regional Program Services Clerk (RPSC)		RE emails completed form to RPSC	
3. Regional Program Services Clerk (RPSC) receives form		RPSC receives form	
4. Regional Program Services Clerk (RPSC) reviews for completeness		RPSC reviews for completeness	
5. Regional Program Services Clerk (RPSC) forwards form to Construction Executive Assistant (CEA)		RPSC forwards form to CEA	
6. Construction Executive Assistant (CEA) receives form and prints		CEA receives form and prints	
7. Construction Executive Assistant (CEA) solicits Construction Engineer's (CE's) signature		CEA solicits CE's signature	
8. Construction Executive Assistant (CEA) sends signed form to cc list		CEA sends signed form to cc list	

## U-Turn Authorization Process

### Work Instructions

Revision Date: April 19, 2012

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Process Steps (cont'd)	Available Step Aides	Key Activities	Points of Interest
9. Prime Contractor receives signed copy		Prime Contractor receives signed copy	
10. Resident Engineer (RE) receives signed copy		RE receives signed copy	
11. Regional Program Services Clerk (RPSC) receives signed copy		RPSC receives signed form and scans	
Deliverables	Available Step Aides	Key Activities	Points of Interest
a. Copy saved to G:Drive		Copy saved to G:Drive	This document should be saved as "Draft"
b. Copies sent to cc list		Copies sent to cc list	
c. Copy replaced on G:Drive		Copy replaced on G:Drive	The signed document should replace the draft document