



RIGHT OF WAY MANUAL DIRECTIVE

RWMD NUMBER:

22-01

ISSUANCE DATE:

02-07-2022

EFFECTIVE DATE:

Immediately

APPROVED BY:

Jeffrey A. Purdie

JEFFREY A. PURDIE

Chief

Office of Project Delivery

SUBJECT:

Early Acquisition vs. Advance Acquisition and Delegation for Approval

PURPOSE:

The RWMD is necessary to provide clarity on delegations specific to Early Acquisition and Advance Acquisition (specifically Protection parcel acquisition).

REFERENCE:

Right of Way Manual Chapter 5, Section 5.04.01.00.

BACKGROUND:

Chapter 5 of the Right of Way Manual provides guidance on Early Acquisition and Advance Acquisition. As currently written, there is an inconsistency in the delegation for Advance Acquisition for Protection Parcels.

RIGHT OF WAY MANUAL DIRECTIVE (Cont.)

RWMD 22-01

EXISTING POLICY OR PROCEDURE:

Section 5.04.01.00 references Section 5.01.03.00 which is specific to requesting Headquarters approval to proceed with **early** acquisition (not protection acquisition):

“The DDD R/W shall approve each protection request. (See Section 5.01.03.00.)”

NEW POLICY OR PROCEDURE:

The incorrect reference to 5.01.03.00 will be removed when the manual is updated in July.

In addition, a statement will be added to clarify that Headquarters review and approval is not required for Hardship and Protection Acquisition.

RESPONSIBILITIES:

Early Acquisitions always require Headquarters Right of Way and Land Surveys approval. Conversely, Advance Acquisitions (Hardship and Protection) are delegated to the District (DDD-R/W) and can be subdelegated to District Supervising Right of Way Agents. Advance Acquisitions do not require Headquarters approval.

LINKS/RESOURCES:

- [Right of Way Manual Chapter 5](#), Section 5.04.01.00

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