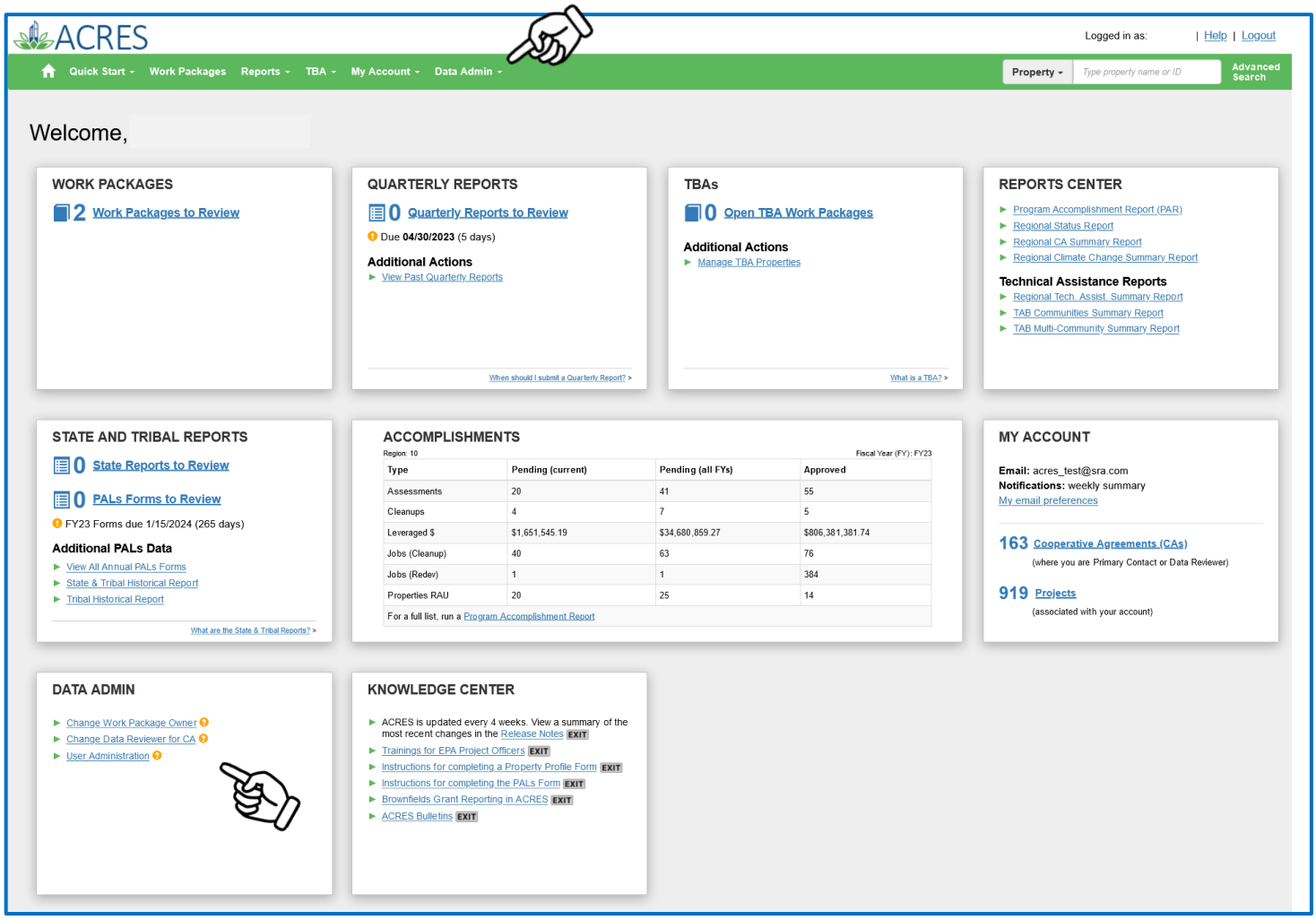
How to Reassign a Project Officer

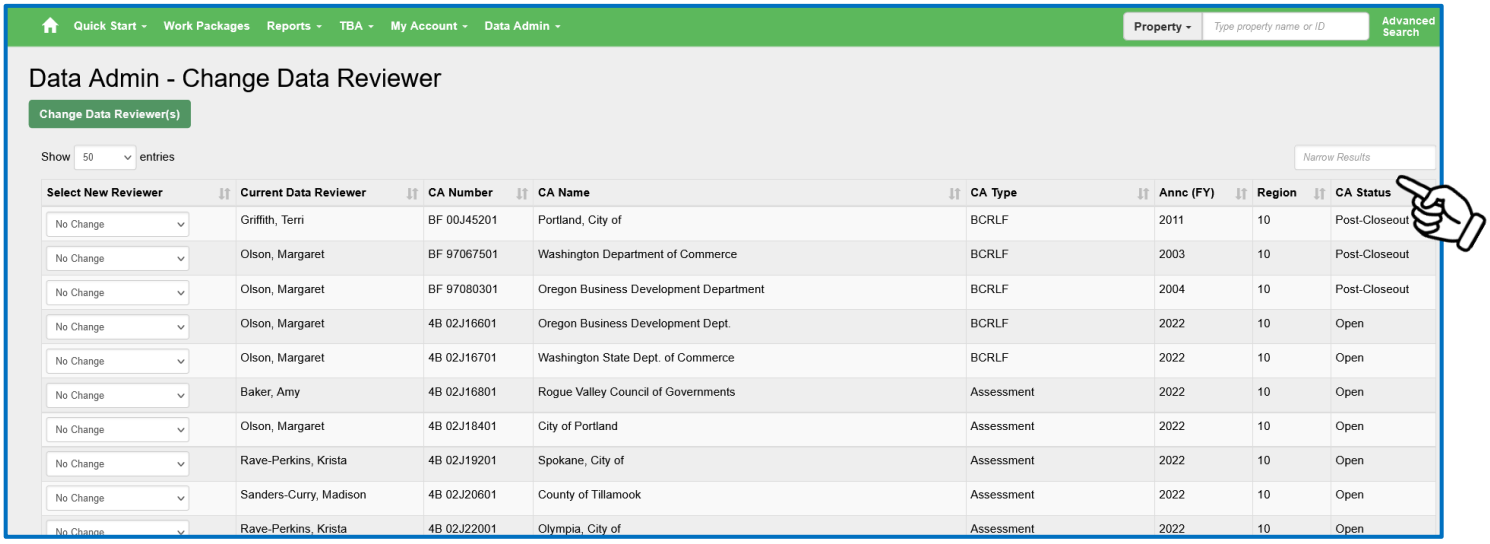
Regional Data coordinators have the ability to change the Project Officer/Data Reviewer for Cooperative Agreements (CAs) in their region. This option is for use when the assigned project officer no longer works on the project, for historic data approval or other valid reasons.

Note: Any work packages already in progress for the CA will be reassigned to the new reviewer.

1. From the top of your ACRES Home page, start by clicking **Change Data Reviewer for CA** on the **Data Admin** card. You can also access the tool by clicking the **Data Admin** drop down menu and selecting **Change Data Reviewer for CA**. This tool allows you to view and change CA assignments.



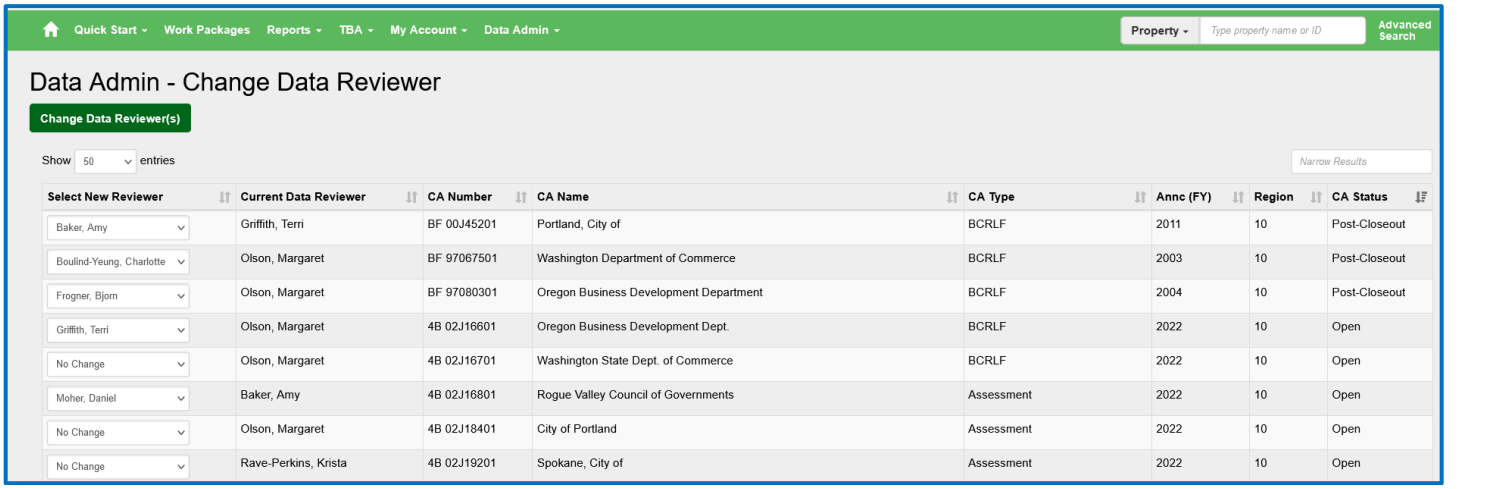
2. Find the CA you would like to reassign by entering the CA# or the Recipient name in the **Narrow Results** box, located at the top right of the page.



Select New Reviewer	Current Data Reviewer	CA Number	CA Name	CA Type	Annc (FY)	Region	CA Status
No Change	Griffith, Terri	BF 00J45201	Portland, City of	BCRLF	2011	10	Post-Closeout
No Change	Olson, Margaret	BF 97067501	Washington Department of Commerce	BCRLF	2003	10	Post-Closeout
No Change	Olson, Margaret	BF 97080301	Oregon Business Development Department	BCRLF	2004	10	Post-Closeout
No Change	Olson, Margaret	4B 02J16601	Oregon Business Development Dept.	BCRLF	2022	10	Open
No Change	Olson, Margaret	4B 02J16701	Washington State Dept. of Commerce	BCRLF	2022	10	Open
No Change	Baker, Amy	4B 02J16801	Rogue Valley Council of Governments	Assessment	2022	10	Open
No Change	Olson, Margaret	4B 02J18401	City of Portland	Assessment	2022	10	Open
No Change	Rave-Perkins, Krista	4B 02J19201	Spokane, City of	Assessment	2022	10	Open
No Change	Sanders-Curry, Madison	4B 02J20601	County of Tillamook	Assessment	2022	10	Open
No Change	Rave-Perkins, Krista	4B 02J22001	Olympia, City of	Assessment	2022	10	Open

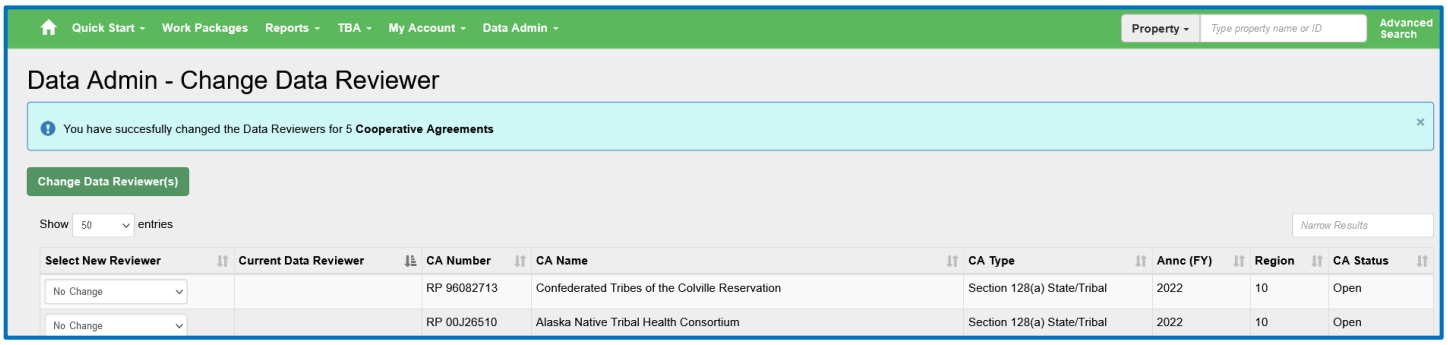
3. Once you have located the CA, select the new Project Officer from the dropdown menu on the **Select New Reviewer** column.

4. After the new Project Officer has been selected from the dropdown, click the Change Data Reviewer(s) button.



Select New Reviewer	Current Data Reviewer	CA Number	CA Name	CA Type	Annc (FY)	Region	CA Status
Baker, Amy	Griffith, Terri	BF 00J45201	Portland, City of	BCRLF	2011	10	Post-Closeout
Boulind-Yeung, Charlotte	Olson, Margaret	BF 97067501	Washington Department of Commerce	BCRLF	2003	10	Post-Closeout
Frogner, Bjorn	Olson, Margaret	BF 97080301	Oregon Business Development Department	BCRLF	2004	10	Post-Closeout
Griffith, Terri	Olson, Margaret	4B 02J16601	Oregon Business Development Dept.	BCRLF	2022	10	Open
No Change	Olson, Margaret	4B 02J16701	Washington State Dept. of Commerce	BCRLF	2022	10	Open
Moher, Daniel	Baker, Amy	4B 02J16801	Rogue Valley Council of Governments	Assessment	2022	10	Open
No Change	Olson, Margaret	4B 02J18401	City of Portland	Assessment	2022	10	Open
No Change	Rave-Perkins, Krista	4B 02J19201	Spokane, City of	Assessment	2022	10	Open

5. After the Data Reviewer has been updated, you will receive a confirmation message at the top of the Data Admin - Change Data Reviewer page.



ACRES Help Desk	
Email	**Acres_help@epa.gov**
Phone	**703-284-8212**
Day/Time	**Mon – Thurs/ 9am -5pm EST**