

Construction

**Army Military
Construction and
Nonappropriated-
Funded
Construction
Program
Development and
Execution**

Headquarters
Department of the Army
Washington, DC
12 June 2006

UNCLASSIFIED

SUMMARY of CHANGE

AR 415-15

Army Military Construction and Nonappropriated-Funded Construction Program Development and Execution

This major revision, dated 12 June 2006--

- o Combines policy related to the Army Military Construction Program with that for the Nonappropriated-Funded Construction Program throughout.
- o Implements the Army Installation Management Agency concept throughout.
- o Redefines responsibilities and business relationships for both military and nonappropriated-funded construction between the U.S. Army Corps of Engineers and the Assistant Chief of Staff for Installation Management; Headquarters, Installation Management Agency; Installation Management Agency Region directors; major Army Commands; mission commanders; garrison commanders; directors of public works; and other installation tenant units and supported activities (chap 1).
- o Addresses additional details of the mission and makeup of the Construction Requirements Review Committee (para 1-5b).
- o Establishes policy related to construction of contingency facility requirements (para 1-7b (6)).
- o Clarifies reference to current Department of Defense Directive 4270.34 governing Host Nation Funded construction (para 1-12).
- o Establishes the Office of the Assistant Chief of Staff for Installation Management as proponent for the Programming, Administration, And Execution System (para 1-20q).
- o Modifies guidance for Headquarters, Department of the Army staff agency facility proponents (para 1-21c).
- o Reflects modified mission structure and responsibilities of the Office of the Surgeon General (para 1-22).
- o Establishes new responsibilities for U.S Army Corps of Engineers review of Army Military Construction programming documentation (para 1-24).
- o Establishes new responsibilities for garrison commanders related to antiterrorism measures associated with military construction based upon Department of Defense guidance (para 1-31j).
- o Updates Health Facility Planning Affairs mission responsibilities in managing the Medical Military Construction Program (para 2-5).
- o Establishes use of planning charrettes as a planning tool (para 2-6a).

- o Modifies figures 4-1 and 4-2 to reflect the Army's revised military construction and nonappropriated funding process flow and adds figure 4-2 to reflect the Army's Nonappropriated Fund Program structure (chap 4).
- o Updates definitions of design directives and introduces a new design code 7 for design-build procurement (para 5-4b).
- o Clarifies practices for a program execution review by Headquarters, U.S. Army Corps of Engineers with Headquarters, Department of the Army and Installation Management Agency Region directors (para 5-16).
- o Clarifies requirements associated with proposed project scope variations (para 5-18b).
- o Modifies policy related to auxiliary generators (chap 6).
- o Adds clarifying policy related to uninterruptible power supplies (chap 6).
- o Modifies guidance related to funding of information systems (chap 7).
- o Clarifies policy related to the Unspecified Minor Military Construction, Army Program (app B).
- o Clarifies fiscal ceilings for the Unspecified Minor Military Construction, Army Program and Operations and Maintenance, Army construction (app B).
- o Modifies policy for changes to Army Family Housing, Military Construction, Army, and Unspecified Minor Military Construction, Army Program projects (app D).
- o Updates policy related to the Army Facilities Standardization Program (app E).
- o Updates Department of Defense Form 1391 (FY___ Military Construction Program) certification requirements for combating terrorism and physical security measures (app F).
- o Clarifies responsibilities and requirements associated with burden sharing and overseas relocation contributions by foreign allies (app F).
- o Modifies policy related to funding of postal service facilities (app F).
- o Establishes policy related to sustainable design and development (app F).

Effective 12 July 2006

Construction

Army Military Construction and Nonappropriated-Funded Construction Program Development and Execution

By Order of the Secretary of the Army:

PETER J. SCHOOMAKER
General, United States Army
Chief of Staff

Official:


JOYCE E. MORROW
Administrative Assistant to the
Secretary of the Army

History. The publication is a major revision.

Summary. This regulation prescribes new policies, responsibilities, and business practices for Army military construction, including the major military construction, unspecified minor military construction, and Army Family Housing construction programs; nonappropriated-funded construction; and the acquisition of facilities with both military construction and other than appropriated funds. It describes planning, programming, budgeting, and execution of such projects, annual and biennial programs, and related activities. (For various policies associated with morale, welfare, and recreation facilities funded with appropriated funds, see AR 215–1.) It implements Department of Defense Directives 4270.34 and 4270.5, Department of Defense Instruction 7700.18, and Department of Defense Regulation 7000.14–R.

Applicability. The regulation applies to the Active Army, the Army National Guard/Army National Guard of the United

States, and the Army Reserve, unless otherwise stated. It also applies to tenants on Active Army installations.

Proponent and exception authority. The proponent for this regulation is the Assistant Chief of Staff for Installation Management. The proponent has the authority to approve exceptions or waivers to this regulation that are consistent with controlling law and regulations. The proponent may delegate this approval authority, in writing, to a division chief within the proponent agency or its direct reporting unit or field operating agency, in the grade of colonel or the civilian equivalent. Activities may request a waiver to this regulation by providing justification that includes a full analysis of the expected benefits and must include formal review by the activity's senior legal officer. All waiver requests will be endorsed by the commander or senior leader of the requesting activity and forwarded through higher headquarters to the policy proponent. Refer to AR 25–30 for specific guidance.

Army management control process. This regulation contains management control provisions but does not identify key management controls that must be evaluated.

Supplementation. Supplementation of this regulation and establishment of command and local forms are prohibited without prior approval from HQDA, Office of the Assistant Chief of Staff for Installation Management (DAIM–FD), 600 Army Pentagon, Washington, DC 20310–0600.

Suggested improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and

Blank Forms) directly to HQDA (DAIM–FD), 600 Army Pentagon, Washington, DC 20310–0600.

Committee Continuance Approval. The establishment and/or continuance of Army committees are made in accordance with AR 15–1. This regulation requires that (1) the proponent justify establishing and/or continuing the committee(s), coordinate draft publications, and coordinate changes in committee status with the DA Committee Management Office, ATTN: SAAA–RP, Office of the Administrative Assistant, Resources and Programs Agency, 2511 Jefferson Davis Highway, Taylor Building, 13th Floor, Arlington, VA 22202–3926; and (2), if it is determined that an established “group” identified within this regulation later takes on the characteristics of a committee, the proponent will follow all AR 15–1 requirements for establishing and continuing the group as a committee. The Department of the Army Committee Management Officer has reviewed this regulation and concurs in the establishment and/or continuance of committee(s) outlined herein.

Distribution. This publication is available in electronic media only and is intended for command levels C, D, and E for the Active Army, the Army National Guard/ Army National Guard of the United States, and the Army Reserve.

*This regulation supersedes AR 415–15, dated 4 September 1998, and AR 415–19, dated 10 December 1999.

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Glossary

Chapter 1 Introduction

Section I General

1-1. Purpose

a. This regulation prescribes Army policies, responsibilities, and requirements for the development and execution of the Department of the Army (DA) Military Construction (MILCON) program as well as the DA portion of the Nonappropriated-Funded Construction Program during peacetime and mobilization. It also prescribes the means for achieving high-quality, cost-effective military and nonappropriated-funded (NAF) construction for the Army within schedules that meet the needs of the facility users and attain and maintain compliance with Federal, State, local, and host nation environmental laws and regulations. The term MILCON as used in this regulation is limited to Military Construction, Army (MCA), Unspecified Minor Military Construction, Army (UMMCA), Army Family Housing (AFH), Planning and Design, and the Army portion of the Medical Military Construction (MED MILCON) programs.

(1) The scope includes planning, programming, designing, budgeting, and execution of MCA, MCAR, MCANG, UMMCA, MED MILCON, AFH, and NAF projects, acquisition of real estate and demolition requirements related to MILCON, and other supporting activities.

(2) Additional AFH policy is contained in Army Regulation (AR) 210-50.

(3) Policy for minor construction projects costing \$750,000 or less using Operations and Maintenance, Army (OMA) funds is contained in Section 2805, Title 10, United States Code (10 USC 2805(c)).

(4) Additional policy for nonappropriated fund projects is contained in AR 215-1.

b. This regulation also sets forth policies and requirements for integrating the planning, programming, budgeting, and execution (PPBE) process phases of the Army MILCON process, with primary emphasis on the programming and execution phases. The planning (project identification) phase is explained in AR 210-20.

c. Intergovernmental coordination for Army MILCON and NAF programs for installations located in the National Capital Region (NCR) will be accomplished in accordance with AR 210-20 and the published submittal requirements of the National Capital Planning Commission (NCPC) and the Commission of Fine Arts (CFA), as explained in Unified Facilities Criteria (UFC) 2-000-01.

d. Although this regulation does not govern construction programming funded under Base Realignment and Closure (BRAC), many of the principles and guidelines associated with sound planning, design, and construction apply to the BRAC program.

1-2. References

Required and related publications and prescribed and referenced forms are listed in appendix A.

1-3. Explanation of abbreviations and terms

Abbreviations and terms used in this regulation are explained in the glossary.

1-4. Responsibilities

Responsibilities are found in chapter 1, section II.

1-5. Army Planning, Programming, Budgeting, and Execution System

a. Army Planning, Programming, Budgeting, and Execution System (PPBES) is the management process employed by the Army to ensure effective use of resources to establish and maintain the Army's capabilities to accomplish its roles and missions. Guided by policy and direction from the Secretary of Defense (SECDEF), the Army PPBES responds to the Department of Defense (DOD) PPBE process and the Joint Strategic Planning System. The PPBE process is the Army's primary management system that ties strategy, program, and budget together. It builds a comprehensive plan in which budget flows from programs, programs from requirements, requirements from missions, and missions from national security objectives.

b. The PPBE process identifies and accounts for all resources programmed by the Army. It allocates resources by fiscal year totals for manpower and dollars. It covers total obligation authority (TOA) and manpower totals 4 years beyond the end (second year) of the biennial budget (a total of 6 years).

c. Documents produced within the PPBE process support defense decisionmaking. The review and discussions that are part of its development help to shape the outcome.

(1) The Army participates in preparing strategic planning guidance and documents produced by the Joint Strategic Planning System. This participation influences policy, strategy, and force objectives considered by the SECDEF and the Joint Chiefs of Staff, including policies for development, acquisition, and other resource allocations.

(2) Commanders of major Army commands (MACOMs) and combatant commanders similarly influence positions and decisions made by the Secretary of the Army (SA) and the Chief of Staff, Army (CSA).

(a) On behalf of the combatant commander, MACOM commanders serving as Army Component commanders integrate combatant commanders' operational requirements into their program objective memorandums (POMs) and forward the requirements to Headquarters, Department of the Army (HQDA).

(b) MACOM commanders make their views known through periodic commanders' conferences held by the CSA on the proposed plan, program, and budget.

(c) MACOM commanders develop and submit force structure, procurement requirements, command programs, and budget estimates annually.

d. The PPBE process is described in AR 1-1.

1-6. Military construction programming process

a. The MILCON program involves a sequence of reviews by the Office of the SA, the Office of the Secretary of Defense (OSD), Office of Management and Budget (OMB), and Congress. Program changes continue throughout the review until the MILCON program becomes law. DOD 7000.14-R, volume 2B, chapter 6, paragraph 060301.B.2, requires that the design of all construction projects be at least 35 percent complete or, alternatively, that a parametric cost estimate based on a 15-percent-complete design be completed prior to submission to Congress. This allows for submission of an accurate budget estimate based on the project design. There is a deliberate 1-year lag between the Army's normal biennial programming and budgeting system and the MILCON process. MILCON programming, unlike other Army programming, requires an additional year for project design effort. The Army Installation Management Agency (IMA) and MACOMs must identify projects for the first year of its POM a year before it is submitted to HQDA.

b. The Program Review Board (PRB) is a continuing body that assists program managers for the military construction appropriations in preparing their programs.

(1) The MILCON appropriations program managers are—

(a) The Assistant Chief of Staff for Installation Management (ACSIM), for the MCA and AFH appropriations.

(b) The Director, National Guard for the MCA National Guard appropriation.

(c) The Chief, Army Reserve, for the MCAR appropriation.

(2) The PRB also assists the program manager for the Assistant Secretary of the Army (Research, Development, and Acquisition) (ASA(RDA)) in formulating the annual procurement authorization for construction of facilities funded by research appropriations.

(3) The PRB—

(a) Analyzes construction needs of MACOMs, IMA, and Army Staff (ARSTAF) agencies and determines if requests meet objectives, policies, and priorities established in current program guidance directives.

(b) Furnishes recommendations on appropriate funding levels to be incorporated in the POM and the Future Years Defense Program (FYDP).

(c) Reviews, validates, and recommends priorities for all construction projects (excluding NAF projects) at all Army installations. This includes not only those projects funded by the MCA and AFH appropriations but those funded by DOD as well. These DOD funded programs include the medical military construction program as well as other Defense agency construction programs.

(d) Assists in coordinating ARSTAF programs and presenting budget estimates, authorization and appropriation programs, and related legislation in support of DOD, OMB, and congressional committees.

(4) The PRB membership roster for the Active component MILCON program comprises—

(a) The ACSIM, as chairperson and voting member.

(b) One voting representative from each of the following: the Assistant Secretary of the Army (Financial Management and Comptroller) (ASA(FM&C)); the Assistant Secretary of the Army (Acquisitions, Logistics, and Technology) (ASA(ALT)); the Deputy Chief of Staff, G-1 (DCS, G-1); the Deputy Chief of Staff, G-2 (DCS, G-2); the Deputy Chief of Staff, G-3 (DCS, G-3/5/7); the Deputy Chief of Staff, DCS, G-4 (DCS, G-4); the Chief Information Officer/G-6 (CIO/G-6); the Chief of Chaplains; and The Surgeon General (TSG).

(c) One each nonvoting member from Office of the Assistant Secretary of the Army (Installations and Environment) (ASA(I&E)); Office of the Deputy Chief of Staff, G-8); and the U.S. Army Corps of Engineers (USACE).

(d) Various nonvoting members from ACSIM for various appropriations.

c. The MILCON programming process consists of four phases (see fig 4-1).

(1) In the guidance year (GY), HQDA publishes Army guidance that incorporates general instructions, current policy, and resource guidance for facilities from the latest Program Budget Guidance (PBG). The MACOMs and IMA responds by submitting its POM containing updated construction programs for the POM period. First-year projects are reviewed, validated, and recommended for design by the HQDA PRB. This PRB meeting takes place in the March to April time frame of the GY, before the POM submission, to ensure projects programmed for the first year of the biennial budget will be 15 percent (35 percent for NAF Design/Build) designed and cost estimates completed by 1 April of the following design year (DY).

(2) During the DY, as the Army builds its POM for submission to OSD, first-year project designs proceed toward

15 percent (35 percent for NAF Design/Build) designed and cost estimates completed by 1 April of the following (design) year. The PRB will review and validate projects programmed for the second year of the biennial budget. Following the OSD Program Decision Memorandum (PDM), both first- and second-year projects will be included in the Army's Budget Estimate Submission (BES) to OSD in September.

(3) During the budget year (BY), the Army presents each project in the MILCON program before OSD, OMB, and the Congress. OSD reviews the construction projects contained in the Army's BES early in the budget year through the Program Budget Decision (PBD) process. OSD-directed revisions to the program are made by the Army before submission of the President's Budget to the Congress in January. During this year, the final designs and RFPs for Design/Build projects of the first-year projects are completed.

(4) The MILCON program year (also known as the execution year) is the year funds are made available for construction of first year projects. During this year, final design of the second year projects is completed.

d. Regarding the amended and abbreviated budget review, during the even years, HQDA, DOD, and the President submit a 2-year MILCON budget to Congress. Typically, Congress will authorize and appropriate funds for only the first year of that budget. To update and adjust the second year budget, as necessary, an amended budget review is conducted in the odd year.

e. The NCPC requires Army installations located in the NCR to provide an annual submittal in July of each year of the 5-year (short-range) MILCON and NAF programs for incorporation into the 5-year Federal Capital Improvement Program (FCIP). Any land acquisition or development proposal being considered for funding in the next 5 years is to be submitted to NCPC prior to the program year.

1-7. Nonappropriated-Funded Construction Program

The Nonappropriated-Funded Construction Program consists of three phases (see fig 4-2) and involves a sequence of reviews by the Office of the Secretaries of the Army (ASA(I&E) and Manpower and Reserve Affairs (MR&A)) and the Deputy Under Secretary of Defense (DUSD) and Congress. DOD Instruction (DODI) 7700.18 requires that all NAF projects be at least 35 percent complete when submitted to Congress, except design/build or turnkey contracts, which must be at least 15 percent complete. The NAF construction program is submitted to Congress in August of each year by OSD, Army and Air Force Exchange Service (AAFES) and the U.S. Army Community and Family Support Center (USACFSC) must submit their individually planned programs to HQDA for consolidation and submission to OSD by 1 April.

1-8. Appropriations and programs that provide for construction

a. Construction in the Army may be programmed or accomplished under a number of regulations and may be authorized and appropriated by separate acts of the Congress. Construction on military installations may also be supported by nonappropriated funds (see fig 4-2) or private funds.

b. In addition to the programming process described above, construction may also be accomplished through the following:

(1) UMMCA is the part of the annual MILCON authorization and appropriation used for funding unforeseen requirements that cannot be delayed until the next MILCON or MED MILCON cycle. Under 10 USC 2805, the Army may perform MILCON projects costing \$1.5 million or less using this UMMCA account. If the military construction project is intended solely to correct a deficiency, that is a threat to life, health, or safety, 10 USC 2805 specifies that a minor military construction project may have an approved cost equal to, or less than, \$3 million. Policies and requirements governing the UMMCA program are contained in appendix B.

(2) Emergency construction requirements are funded under 10 USC 2803. Under this section, the SA may approve MILCON projects not otherwise authorized by law, that are vital to national security or the protection of health, safety, or quality of the environment and that cannot be delayed until the next MILCON Authorization Act. Funding must be available from unobligated MILCON funds previously appropriated. Policies and requirements governing emergency construction are contained in chapter 5.

(3) Restoration or replacement of damaged or destroyed facilities is covered under section 10 USC 2854, wherein the SA may authorize use of available MILCON funds to restore or replace damaged or destroyed facilities under SA jurisdiction. Funding must be available from unobligated MILCON funds previously appropriated.

(4) The Energy Conservation Investment Program (ECIP) is designed to achieve DOD directed energy conservation goals. Through the ECIP, DOD provides additional MILCON funds to accomplish major retrofit projects (greater than \$750,000) for existing Army energy systems and facilities. Under this program, installations may compete for energy conservation funds. Evaluation is based on economic analyses and investment return ratios of the candidate projects.

(5) The Defense Access Road Program (DARP) allows the Army to participate in the funding of public highway improvements when such improvements are necessary because of sudden or unusual defense-generated actions. Guidance for DARP projects is contained in AR 55-80. Such projects are prepared when major expansions or changes to installations are planned and major public highway impacts will result.

(6) Contingency construction is addressed under 10 USC 2804, wherein the SECDEF is authorized to execute MILCON projects if deferral of the projects until the next budget request is "inconsistent with national security or

national interest.” This authority is generally reserved for projects that support multiservice requirements. The respective service secretary will authorize urgent projects that support only one service as emergency projects under 10 USC 2803. Accordingly, requests for 10 USC 2804 projects are generally submitted by the Unified Commands. The 10 USC 2804 authority is similar to the 10 USC 2803 authority except the Congress provides an annual appropriation for 10 USC 2804 projects. A complete DD Form 1391 (FY ___ Military Construction Project Data) will be prepared for each contingency construction project costing in excess of \$750,000.

(7) Construction authority in the event of a declaration of war or national emergency is covered under 10 USC 2808). Under this section, in the event of a declaration of war or the declaration by the President of a national emergency under 50 USC 1621, the SECDEF, without regard to any other provision of law, may undertake and may authorize the Secretaries of the military departments to undertake MILCON projects not otherwise authorized by law, that are necessary to support such use of the Armed Forces. Funding must be available from unobligated MILCON project funds already appropriated.

(8) The National Foreign Intelligence Program is addressed under the provisions of Executive Order (EO) 12333. By that order, facilities for intelligence activities may be programmed in the National Foreign Intelligence Program. Funds programmed in this manner are additive to Army MILCON following approval by the Deputy Secretary of Defense (DEPSECDEF) and the Director of Central Intelligence. Such funds may be used only for specifically approved projects unless changes are jointly approved by the DEPSECDEF and the Director of Central Intelligence.

(9) Military construction associated with the DOD Chemical and Biological Warfare Program is addressed under the provisions of 50 USC Section 1522.

(a) Requirements pertinent to MILCON cited under subparagraph (d) of 50 USC 1522 are as follows: “(2) Funding requests for the program (other than for activities under the program conducted by the Defense Advanced Research Projects Agency under subsection (c) (2) of this section) shall be set forth in the budget of the Department of Defense for each fiscal year as a separate account, with a single program element for each of the categories of research, development, test, and evaluation, acquisition, and military construction. Amounts for military construction projects may be set forth in the annual military construction budget. Funds for military construction for the program in the military construction budget shall be set forth separately from other funds for military construction projects. Funding requests for the program may not be included in the budget amounts of the military departments.”

(b) Additional guidance for such military construction projects may be obtained from HQDA (DAIM-FD).

c. Acquisition or construction of facilities may also be accomplished with other appropriations under special circumstances.

(1) OMA funds may be used for minor construction costing less than the limit set by 10 USC 2805(c).

(2) Government-owned, contractor-operated ammunition plant facilities may be funded by Procurement Ammunition, Army funds.

(3) Research, development, test, and evaluation (RDTE) funds may be used for minor construction costing \$750,000 or less, the statutory cost limitation (see AR 420-10). At Government-owned installations, construction projects costing over \$750,000 are normally MCA funded; however, the RDTE appropriation may fund construction supporting unique items in research, development, test, or evaluation if facilities are contractor operated and maintained. Congressional notification is required prior to obligation of funds. Using RDTE funds for construction or improvements having general utility is not authorized for projects over \$750,000.

(4) Efforts to execute construction costing more than \$750,000 with Other Procurement, Army (OPA) or RDTE funds normally require congressional notification, and should not be pursued without prior specific project funding approval at the programming level.

(5) OPA funds may be used in lieu of MILCON, RDTE, or OMA funds under special circumstances, for time-sensitive installation of communications-electronics equipment and systems, to include site preparation and construction required to support this equipment. The OPA-funded equipment shelters and support facilities or systems are classified as real property and maintained by the Directors of Public Works (DPWs). These projects must be approved by ACSIM prior to contract award start. Prior to approval projects must meet the following requirements:

(a) The project must support HQDA-directed milestones (usually 18 months or less) for installation of the equipment and systems.

(b) The project need may not be met through the normal MCA or UMMCA process.

(c) Work classification must be approved in advance by HQDA (DAIM-FD).

(d) The construction will be necessary for the installation of communications-electronic equipment or systems, and may not be designed or used to meet space requirements for personnel. If required, this latter construction must be provided by a separate project (OMA or MILCON funded).

(e) Master planning will be performed and site approval obtained through the servicing DPW. Project will conform to Army Standards as outlined in the Army Installation Design Standards.

(f) Final design approval will be obtained from the servicing DPW before awarding a construction contract.

(g) The purchase, installation, maintenance, and repair of communications equipment (personal property) continues to be the responsibility of the tenant, and where DPW services are required and available, must be accomplished on reimbursable basis.

(6) The Transportation Working Capital Fund may be used for minor construction costing \$750,000 or less.

1-9. Army Family Housing construction program

a. Family housing construction is funded by the AFH appropriation. AFH is authorized and appropriated under the same MILCON laws as MCA; however, it is a separate appropriation with unique controls and requirements. AFH construction consists of two broad programs: new construction; and postacquisition construction, which includes improvements, whole neighborhood revitalization, and required investment in support of the Residential Communities Initiative.

b. Policies for AFH new construction are contained in this regulation and AR 210-50. Criteria and standards for new housing and housing improvements are contained in Unified Facilities Criteria (UFC) 2-000-01.

1-10. Defense medical facilities construction program

The Office of the Surgeon General (OTSG) (MCMR-FP) programs all medical projects for the Army. The medical program is funded by the Assistant Secretary of Defense (Health Affairs) (ASD(HA)). The process begins one year earlier than MCA projects for the same program year. Refer to para 2-5 for additional information.

1-11. Army and Air Force Exchange Service facilities construction program

Programming for and construction of AAFES facilities is governed by this regulation.

1-12. Army Environmental Compliance Achievement Program

Army Environmental Compliance Achievement Program projects are in a special category since they are initiated because deficiencies have been identified and Notices of Violation or Administrative Orders have been issued to an installation by regulatory officials. These requirements may not be ignored and must be addressed in the appropriate time frame (see AR 200-1). OMB has identified special requirements for planning, programming, and budgeting for environmental and pollution projects. These requirements are contained in OMB Circular A-11 and addressed in appendix C.

1-13. Host nation funded construction program

Specific guidance for planning, programming, budgeting, developing technical criteria, and executing host nation funded construction program projects under the United States Pacific command is provided by DODD 4270.34.

**Section II
Responsibilities**

1-14. Assistant Secretary of Defense (Health Affairs)

The Assistant Secretary of Defense (Health Affairs) (ASD(HA)) provides central management for the MED MILCON program. Guidance for planning and executing the Army portion of the MED MILCON program is contained in paragraph 2-5 and DA Pamphlet (Pam) 415-15.

1-15. Assistant Secretary of the Army (Installations and Environment)

The ASA (I&E) provides overall policy and program direction for Army construction programs, including the Nonappropriated-Funded Construction Program (NAFCP). Refer to table 1-1 for project controls.

Table 1-1

Project controls

Appropriation program	POM/budget project review	Design release, construction advertisement, and construction award
Military Construction, Army	ASA (I&E)	Deputy Assistant Secretary of the Army (Installation and Housing) (DASA(IH))
Army Family Housing	ASA (I&E)	DASA(IH)
NAFCP	ASA (I&E)	DASA(IH)
	ASA (M&RA)	DASA(IH)

Notes:

¹ At the time of design release, projects may be flagged by the ASA(I&E) that will require further review before award of design contract, construction advertisement, or construction award.

1-16. Assistant Secretary of the Army (Financial Management and Comptroller)

The ASA(FM&C) provides management and policy guidance for Army budgets as provided in AR 1-1 and certifies nonavailability of appropriated funds for Army Lodging construction according to DODI 1015.12.

1-17. Assistant Secretary of the Army (Manpower and Reserve Affairs)

The ASA (M&RA) will review the NAFCP prior to submission to the Deputy Assistant Secretary of the Army (Installation and Housing) (DASA(IH)) and SECDEF.

1-18. Deputy Chief of Staff, G-4

The DCS, G-4 will—

- a. Review, approve, and rank in priority Army commissary store surcharge-funded construction projects.
- b. Chair the Subsistence Review Committee.
- c. Prioritize Army Power Projection Program (AP3) projects.

1-19. Chief Information Officer/G-6

The CIO/G-6 provides overall policy and program management for Army Information Management per AR 25-1.

1-20. Deputy Chief of Staff, G-3/5/7

The DCS, G-3/5/7 will—

- a. Prioritize the Army MILCON revitalization projects.
- b. Establish and promulgate for HQDA review and approval, MILCON-funded range and training land projects and non-MCA (OMA) funded range projects.
- c. Establish policy and guidance for planning, programming, and resourcing major training land acquisition proposals (1,000 acres or more, or \$1 million acquisition costs or more).
- d. Convene, chair, and serve as a principal (voting) member of the Range and Training Land Program (RTLTP) Requirements Review and Prioritization Board and the RTLTP Configuration Control Board.

1-21. Assistant Chief of Staff for Installation Management

The ACSIM executes day-to-day MILCON PPBES responsibilities. The ACSIM, as program manager for MILCON, will—

- a. Prepare MILCON guidance for inclusion in TAP.
- b. Review and evaluate program submissions for compliance with DA policy and guidance, in coordination with the HQDA facility proponent and ARSTAF representatives.
- c. Program and prioritize MILCON requirements in the MACOMs and IMA POM submission.
 - (1) Upon receipt of the prioritized project lists from MACOMs and Headquarters (HQ) IMA, and using guidance provided by Senior Army Leadership, build the draft corporate Army prioritized project listing.
 - (2) Ensure POM management decision packages (MDEPs) have all related facility requirements identified. Resource within available funding.
 - (3) Forward the corporate Army prioritized project listing to the DCS, G-3/5/7.
 - (4) Present requirements to HQDA and assist in presentations to OSD and the Congress.
- d. Serve as chairman and voting member of the Construction Requirements Review Committee (CRRC).
- e. Provide executive management oversight of IMA and associated Region directors.
- f. Provide release authority to USACE for design and construction of MILCON (other than MED MILCON) projects and real estate acquisitions, after DASA(IH) approval.
- g. Provide MILCON programming guidance based on prioritized projects contained in the Army Master Range Program per the DCS, G-3/5/7 (DAMO-TR) and the DA Program Coordinator for Army Training Facilities.
- h. Provide MILCON programming guidance based on prioritized projects contained in the AP3 per the DCS, G-4 (DLAO-FPM).
- i. Prepare and present MCA, AFH, and NAFCP programs and budget estimates for OSD, OMB, and the Congress, as Army program manager.
- j. Participate in the DA Facilities Standardization Program as chairman of the DA Facilities Standardization Committee.
- k. Obtain approvals for reprogramming and cost variations.
- l. Provide authority to the USACFSC and AAFES for design and construction of Morale Welfare and Recreation (MWR) projects after ASA(I&E) approval.
- m. Coordinate NAFCP reports with the ARSTAF. Submit the reports to the ASA(I&E) using the format prescribed by DODI 7700.18.
- n. Present ARSTAF-approved MWR and AAFES construction projects through the ASA(M&RA) to the ASA(I&E) for approval.

- o.* Notify OSD of the Army's intent to test the commercial viability of a commercially financed facility.
- p.* Notify OSD of the Army's intent to award commercially viable projects no less than two weeks prior to award.
- q.* Exercise executive oversight, configuration control, and resource management of the Programming, Administration, and Execution (PAX) System, as proponent.
- r.* Consolidate the annual NAFCP congressional report.
- s.* Ensure that physical security requirements are included in the annual NAFCP congressional report, in accordance with AR 190-13.
- t.* Prepare MILCON budget justification books. Ensure the quality, completeness, and accuracy of each DD Form 1390 and DD Form 1391 included in the budget book by making an independent review of those forms and taking corrective action as required.

1-22. Principal officials of other HQDA staff agencies

Principal officials of other HQDA staff agencies will—

- a.* Review and provide comments on construction issues.
- b.* When designated the functional proponent for a facilities type, will—
 - (1) Provide a representative to serve as a member of the PRB to analyze MILCON and NAFCP construction requirements to determine if requests meet objectives, policies, and priorities established in the current program guidance.
 - (2) Present valid requirements through the programming and budgeting process within Army, OSD, and OMB, as required.
 - (3) Provide policy and guidance to USACE regarding standards for facilities (see app E).
 - (4) Participate in the development, implementation, and revision of standard design/criteria for repetitive facilities under the DA Facilities Standardization Program.
- c.* Serve as proponents for those categories of MILCON projects cited in DA Pam 415-28, appendix B, and all appropriate NAFCP program projects.

1-23. The Surgeon General

The Surgeon General will—

- a.* Provide regional medical commands (RMCs), MEDCOM major subordinate commands (MSCs), and installations with annual programming guidance and criteria for development of Army health facility projects and programs as the Army proponent for such projects and programs.
- b.* Review, coordinate, and prioritize all construction and major alterations of Army Facility Activity Code (FAC) 500 (Health Care Delivery Medical Facilities including Fisher Houses), FAC 31060 (Medical Research Laboratories), and FACs 171 and 179 (facilities associated with medical training) for planning, programming, and budgeting consideration by the ASD(HA) Defense Medical Facilities Office (DMFO), Tricare Management Activity (TMA).
- c.* Ensure that approval of siting for all medical facilities has been obtained.
- d.* Develop and maintain the FYDP for MED MILCON and the Medical Long-Range Construction Program.
- e.* Perform user reviews of Army health facility designs for medical functionality.
- f.* Review Army health facility designs, together with the USACE Medical Facilities Center of Expertise (CEHNC-MX), for compliance with Military Handbook (MIL-HDBK) 1191 and TI 800-01.
- g.* Present the Army health facility program to the CRRC for coordination.
- h.* Submit the proposed Army health facility program to the TMA-DMFO and Medical Military Construction Office (MMCO) for review, approval, and submission to Congress. Assist DMFO/MMCO in presenting projects before Congress, when requested by OSD.
- i.* Ensure that the U.S. Army Communications-Electronics Command (USACECOM) and its subordinate commands formulate information systems requirements for, and participate in, the design of all medical facilities.
- j.* Monitor and analyze medical construction program execution.
- k.* Ensure medical facilities located in the NCR accomplish intergovernmental coordination of the Army MED MILCON program, master plans, and construction project designs in accordance with AR 210-20 and the published submittal requirements of the NCPC and CFA.
- l.* Perform economic analyses of feasible operational and facility alternatives as supporting justification for Army MED MILCON projects.
- m.* Provide guidance and assistance to MEDCOM RMCs and MSCs for the development of health facility master plans.
- n.* Coordinate the annual MED MILCON program with ACSIM.

1-24. Director, U. S. Army Installation Management Agency

The Director, IMA will—

- a.* Provide executive management oversight of IMA region directors, installations, and activities.

- b.* Provide guidance and assistance to IMA region directors, installations, and activities in MILCON program development, per PBG, TAP, and NAFCP.
- c.* Direct preparation of project documentation for the budget years, following review and approval of each installation's Real Property Master Plan (RPMP).
- d.* Direct preparation and completion of NEPA documentation to support execution of the MILCON program.
- e.* Submit prioritized base operations (BASOPS) MILCON requirements in the IMA POM submission to HQDA (DAIM-FD); ensure POM MDEPs have all related facility requirements identified and resourced; and present requirements to HQDA and assist in presentations to OSD and the Congress.
- f.* Promptly advise HQDA (DAIM-FD) of any circumstances that would either cancel a requirement or cause a change in the scope or siting of a proposed MILCON project.
- g.* Ensure IMA participation in the Program including appointment of representatives to various subcommittees, groups, and teams.
- h.* Review, validate, and submit to HQDA (DAIM-FD) unforeseen requirements that cannot wait for programming within the normal MILCON cycle and require funding through the UMMCA portion of the MILCON program (see appendix B).
- i.* Ensure that new construction requirements and projects meet TAP as well as Army Guidance new mission and new equipment requirements for short and long-term objectives.
- j.* Coordinate and endorse user requested changes.
- k.* Serve as a nonvoting member of the PRB.

1-25. U.S. Army Corps of Engineers

- a.* The Commander, USACE will—
 - (1) Serve as DOD construction agent responsible for the design and construction of MILCON facilities in accordance with DODD 4270.5.
 - (2) Manage design, construction, and real estate activities associated with the MILCON program. Approve cost and technical aspects of those design, construction, and real estate activities.
 - (3) Undertake design and construction projects for the organizations listed below (including their authorized representatives), per directives of the SECDEF and agreements with the following concerned agencies:
 - (a)* Department of the Air Force.
 - (b)* DOD.
 - (c)* Other Government agencies.
 - (d)* Foreign governments.
 - (e)* Nonappropriated funded agencies, such as the AAFES and the USACFSC.
 - (4) Develop, maintain, and distribute policy and criteria for the architectural and engineering design of MILCON and NAF projects, except for AAFES and Defense commissary projects.
 - (5) Develop and implement mandatory DA standard design/criteria for repetitive facilities, excluding NAF under the DA Facilities Standardization Program in coordination with the ARSTAF facility proponent and the Office of the ACSIM (OACSIM); review construction programs for projects suitable for standard design/criteria, site adaptations, and similar reuse of existing design; and ensure that standard designs incorporate appropriate antiterrorism protection measures and sustainable design principles.
 - (6) Establish and maintain a Medical Facilities Center of Expertise to manage concept designs and provide technical support during final design and construction for Army FAC 500 (Health Care Delivery Medical Facilities), FAC 310-60 (Medical Research Laboratories), and FACs 171 and 179 (Facilities Associated with Medical Training) in cooperation with the OTSG, ensuring compliance with Military Handbook 1191 requirements and conformance to design procedures prescribed by the ASD(HA) DMFO.
 - (7) Provide automation support for MILCON programming activities as required.
 - (8) Provide guidance and training for preparation of electronically generated DD Form 1390 (FY__ Military Construction Program) and DD Form 1391.
 - (9) Provide limited quality assurance checking of DD Forms 1391 submitted to HQDA for PRB consideration. A representative of the Commander, USACE will attend the meetings of the CRRC to provide comments.
 - (10) Review economic analysis supporting documentation for Army MILCON projects.
 - (11) Develop, maintain, and distribute policy and criteria for MILCON project management.
 - (12) Attend scheduled meetings to discuss projects in design and under construction with OACSIM, IMA, and, for mission support projects, MACOMs.
 - (13) Establish and maintain a Force XXI/Army Force Modernization Program Office, Combat Readiness Support Team, and a mandatory center of expertise (MCX) for standardization, modernization, and centralized program execution management in support of the RTLP MCX.
- b.* The Director of Military Programs will serve as a member on the Department of the Army Facility Standardization Committee.

c. Commanders of USACE MSCs and other USACE elements with operating missions similar to those of USACE MSCs will—

(1) Develop and maintain expertise on the policy and criteria for architectural and engineering design of Army facilities, per guidance and direction from USACE. Review construction programs for projects suitable for standard design/criteria, site adaptations, and similar reuse of existing design and sustainable design and development principles.

(2) Manage assigned portion of Army design, construction, and related real estate activities. Ensure IMA region directors, installations, using services, and other agencies are kept informed about the status of design and construction activities.

(3) Ensure that DD Form 1391 for MILCON projects submitted by IMA region directors/MACOMs comply with prescribed standards, criteria, and cost engineering requirements. Review project-siting data for environmental impacts as well as floodplain and wetland concerns, and ensure that site visits to proposed project sites have been made. Provide certification to the IMA region director that the requirements addressed in paragraph 3–9 have been met.

(4) Participate in USACE scheduled conferences with OACSIM and IMA region directors to discuss projects in design and under construction.

(5) Verify that AT requirements are properly incorporated into DD Form 1391 or that their exclusion is consistent with DOD Antiterrorism Construction Standards.

d. USACE district commanders will—

(1) Execute assigned portions of MILCON design, real estate, and construction programs.

(2) Ensure projects are designed and constructed to current standards and criteria, and the approved scope and cost of the projects as defined on DD Forms 1391.

(3) Provide value-engineering studies on all projects, excluding NAFCP with an estimated construction cost in excess of \$2 million.

(4) Ensure that antiterrorism protection and sustainable design and development considerations are considered as part of standard design practice.

(5) When requested, provide support to installations for real property master planning activities and project documentation preparation, construction contracting, and other activities, on a reimbursable basis.

(6) Participate in the DA Facilities Standardization Program as required.

(7) Review, validate, and approve current working estimates (CWEs) for budget purposes, excluding NAFCP except when requested by the NAFCP program manager.

(8) Evaluate and endorse or reject the director of information management (DOIM) request to perform installation of information technology (IT) work associated with MILCON projects.

(9) Provide CWE for all changes, mandatory and discretionary.

1–26. Commanders of major Army commands and other operating agencies

Commanders of MACOMs and other operating agencies will—

a. Provide guidance and assistance to their senior mission commanders and activities in support of MILCON program development by the IMA, prioritize all MACOM mission projects at each installation, and forward those prioritizations to HQDA (DAIM–FD). MACOMs may also offer suggested prioritization of base operations projects for installations where Senior Mission Commanders report to the MACOM, and forward this suggested prioritization to HQDA (DAIM–FD) and HQ IMA. Ensure all mission MILCON facility requirements have been identified in POM MDEPs.

b. Assist the IMA in the preparation of project documentation for the budget years, following review and approval of installation RPMPs by the IMA Region directors.

c. Present priorities for MACOM mission support projects to HQDA and assist in related presentations to OSD and the Congress.

d. Provide HQ IMA with MACOM requirements for RTLP projects and the AP3.

e. Review project documentation to ensure that MACOM priorities are adequately reflected in the POM; associated requirements are valid; and that such requirements conform to current objectives, policies, and procedures. MACOMs will coordinate with the host service's installation for MILCON projects on other services' installations.

f. Promptly advise the appropriate IMA Region Director and USACE MSC of any circumstances that either cancel a requirement for or would cause a change in the scope or siting of a proposed MILCON project.

g. Appoint a representative to the DA Facilities Standardization Program and participate in the program (see appendix E).

h. Review and comment on the scope and compliance of MILCON project concept or parametric designs, and final design with MACOM mission objectives. Conduct MACOM functional and operational reviews of all proposed NAFCP projects (except for exchanges and commissaries).

i. For tenant activities, ensure that any activity coordinates facility needs with the host garrison commander and that requirements are incorporated into the host installation's RPMP.

j. Establish MACOM policy for RTLP requirements per AR 210–20.

k. Program OMA and OPA required in conjunction with MILCON projects where subordinate units are user or tenant organizations on an installation.

l. For user-requested changes on mission projects, coordinate with IMA region directors.

1–27. The U.S. Army Chief of Military History

The U.S. Army Chief of Military History is the approval authority for policy and regulatory compliance for Army Historical Programs and Army Museums and will provide information, guidance and concurrence for facility design to provide storage, display, conservation and preservation of Army historical artifacts.

1–28. Directors of Installation Management Agency Regions

Directors of IMA Regions will—

a. Provide guidance and assistance to regional installations and activities in MILCON program development, per ALRPG, PBG, and TAP.

b. Direct preparation of project documentation for the budget years, following review and approval of installation RPMPs.

c. Submit prioritized MILCON base operations requirements in the POM submission to HQ IMA and MWR NAFCP projects to the appropriate NAF program manager. Ensure all related MILCON facility requirements have been identified in POM MDEPs.

d. Review requests for banking facilities, per DOD 7000.14–R, volume 5, chapter 34, as well as for other privately funded construction projects.

e. Review MILCON and NAFCP project documentation to ensure—

(1) Requirements are valid and conform to current objectives, policies, and procedures.

(2) Approved project sitings are consistent with the approved installation RPMP.

(3) Suitable standard design/criteria developed under the DA Facilities Standardization Program are used when appropriate (for MILCON projects).

(4) Risk management has been applied to identify and document all potential design and operational hazards, including environmental hazards.

(5) All required certifications (for MCA and AFH projects), MILCON and NAFCP project-related costs, antiterrorism protection, and other information necessary for project programming and execution have been adequately addressed.

(6) All aspects of antiterrorism protection and physical security measures have been adequately addressed.

(7) Review NAF projects (except exchanges and commissaries) costing over \$200,000 (excluding equipment costs and design fees) for functional and operational adequacy prior to submission to the USACFSC.

(8) Ensure all NAF projects are provided clean sites up to 6 inches below grade, in accordance with DODI 1015.15.

f. IMA regional directors will certify to OACSIM that all project planning and related coordination requirements have been accomplished on all budget year projects before submitting such projects to HQ IMA, and that USACE has sufficient information to begin parametric or concept designs before submission of those projects to HQDA. (Note: Projects that fall under the purview of the RTLP and the Integrated Training Area Management Program will be concurrently reviewed and approved. See AR 350–19 for more information.)

g. Obtain USACE certification that the requirements addressed in paragraph 3–9 have been met before submission of a project to HQDA. For NAFCP projects, the exchange general manager, MWR director, or commissary official, as appropriate, as well as the garrison commander, will provide certification that the requirements addressed in paragraph 3–12 have been met before submission of a project to USACFSC.

h. Promptly advise HQDA (DAIM–FD) and the USACE MSC and MACOM of any circumstances that either cancel a requirement for or would cause a change in the scope or siting of a proposed MILCON project.

i. Review scope and compliance of MILCON project parametric or concept designs, and final designs with IMA programming objectives.

j. Approve the siting of tenant projects and ensure tenant facility requests are in accordance with the host-tenant support agreement.

k. When a MACOM activity is a tenant, ensure that the activity coordinates its facility needs with its host installation and that requirements are incorporated into the host installation's RPMP.

l. Review, validate, and submit unforeseen requirements that cannot wait for the normal MILCON programming cycle to HQ IMA. (UMMCA policies and requirements are addressed in appendix B.)

m. Review, approve, and forward DARP need reports to the Commander, Surface Deployment and Distribution Command (SDDC).

n. Ensure that privatization of an exterior utility system is thoroughly evaluated and documented prior to the submission of a project to build, expand, upgrade, or improve an Army-owned system.

o. Ensure military installations located in the NCR accomplish intergovernmental coordination of Army MILCON and NAF construction programs and construction project design, in accordance with AR 210–20 and the published

submittal requirements of NCPC and CFA. Master plans for installations within the NCR will also be coordinated with the NCPC. Further, in this regard, the Northeast Region Director will submit a consolidated FCIP to the NCPC in July of each year, consisting of all projects approved in the FYDP for all installations located within the NCR.

p. Ensure that new ranges are designed and constructed in accordance with TC 25–8 standards to the greatest extent possible.

q. Ensure that new construction requirements and projects meet TAP, as well as Army Guidance, new mission, and new equipment requirements for short- and long-term objectives.

r. Ensure HQ IMA and USACECOM representatives are kept informed on the status of MILCON programming and budgeting activities and participate in program development.

s. Ensure that projects submitted to HQDA comply with environmental laws and regulations.

t. Ensure that projects appropriate for applying the Facility Systems Safety Program have been identified in project documentation.

u. Program OMA and OPA as required in conjunction with BASOPS MILCON projects.

v. Review garrison requests for funding policy waivers for NAFCP projects and furnish written recommendations to USACFSC for approval.

w. Approve NAFCP construction projects costing less than \$750,000 and maintenance and repair projects costing less than \$3 million (excluding equipment and design fees), except for exchange and commissary projects. Validate Army lodging projects costing less than \$750,000 (excluding equipment and design fees) consistent with the Army Lodging Wellness Program. Prior to construction award, submit proposed projects to USACFSC to obtain ASA (I&E) construction release.

x. Serve as NAF program manager for privately funded construction projects costing \$200,000 (excluding equipment and design fees) or more.

y. Ensure that all required documentation (for example, environmental studies, security statements, and technical reviews) and coordination have been completed prior to submission of DD Forms 1391 to HQDA (DAIM–FD) via the DD 1391 Processor module of the PAX System.

z. Ensure that NAF program managers submit project copies of DD Form 1391 to USACE (CECW), Washington, DC 20314–10000, by 1 April of the design year.

1–29. Commander, Training and Doctrine Command

The Commander, Training and Doctrine Command will—

a. Designate an RTLP executive agent.

b. Establish doctrinal standards for ranges and training land by maintaining TC 25–1 and TC 25–8.

c. Assist HQDA (DAMO–TR) in the development of Army Master Range Plan with the DA Program Coordinator of Army Training Facilities.

d. Coordinate targetry installation and range construction completion schedules with the USACE RTLP MCX and the Army Materiel Command (AMC) commodity manager.

e. Participate in meetings and review designs for range projects to ensure training standards and requirements are satisfactorily met per the USACE RTLP MCX.

f. Schedule and conduct Construction Compliance Reviews, Targetry Interface Inspections, and coordinate facility acceptance for range projects.

g. Consolidate MACOM updated submissions on Army range assets, utilization/throughput, and operation and maintenance for inclusion into appropriate DOD and HQDA decision support systems, as required.

h. Ensure that new construction requirements and projects meet TAP, Army Guidance, new mission and new equipment requirements for short and long-term objectives.

1–30. Chief, Army Reserve

For Army Reserve mission support projects, the Chief, Army Reserve, will—

a. Establish RTLP development plans for training land requirements.

b. Establish and implement procedures to validate the adequacy and accuracy of RTLPs.

c. Identify range and training land requirements to support Army Reserve training, per AR 5–9.

d. Advise DA program coordinators of program implications resulting from force structure and stationing changes, initiatives, or congressional actions (for example, for MILCON and non-MILCON program additions).

e. Coordinate applicable MCAR and non-MCAR range and training land requirements with the DA RTLP coordinator.

1–31. Chief, National Guard Bureau

The Chief, National Guard Bureau will—

a. Coordinate applicable Military Construction, National Guard (MCNG), and non-MCNG range and training land requirements with the DA RTLP coordinator.

b. Advise DA program coordinators of program implications resulting from force structure and stationing changes, BRAC initiatives, or congressional actions (for example, for MILCON and non-MILCON program additions).

1–32. Senior mission commanders at host installations

Senior mission commanders at host installations will—

a. Present tenant organizations requests to garrison commanders for the development of DD Forms 1391 and other MILCON-related documentation required to support the parent MACOM's mission requirements at the host installation. Tenant organizations should be prepared to reimburse the garrison commanders for provided support.

b. Prioritize all MILCON projects at an installation provide the prioritized project list to the garrison commander for forwarding to the IMA region director and the MACOM. Manage, approve, and oversee the host installation's RPMP activities in accordance with the provisions of AR 210–20.

c. Approve and submit the host installation's prioritized list of Mission support projects to the IMA region director.

d. Represent the parent MACOM's interests at the host installation.

e. Where a garrison commander performs the senior mission commanders' missions, perform the mission described for garrison commanders (see below).

1–33. Commanders of garrisons

Commanders of garrisons or their appointed representatives will—

a. Prepare completed project documentation on designated MILCON projects per HQ IMA instructions. Prepare separate prioritized listings of BASOPS and Mission support projects to the Senior Mission Commander at the installation for approval and submission to the IMA region director and MACOM as well; ensure all nonconstruction funded requirements including OMA or OPA cost related to these projects have been identified and properly programmed in the appropriate fiscal years to provide facilities, which are ready for the user to commence operation upon beneficial occupancy; and exercise the responsibilities associated with Real Property Master Planning in accordance with the provisions of AR 210–20.

b. Review and approve functional, operability, and maintainability characteristics of all MILCON project concept or parametric designs for their installations and review projects for compliance with Army Installation Design Standards available at the ACSIM homepage (<http://hqda.army.mil/acsimweb/homepage.shtml>).

c. Participate in the development, justification, and execution of all MILCON projects in design and under construction for their installation and, if required, assist in the presentation of all aspects of project planning through the programming and budgeting phases.

d. Advise the IMA regional director of any circumstances that may cancel a MILCON requirement. Request HQ IMA approval, through that region director, to change the scope or siting of a MILCON project that is in design or under construction.

e. Assist tenants in project formulation and documentation per their support agreements, when required. Request parent MACOM determination that tenant mission support projects have been fully planned and coordinated.

f. Ensure proposed project sitings for MILCON projects are reflected in the RPMP and are suitable for submission to the IMA region director for approval.

g. Ensure installation participation in planning, predesign, charrette (architectural term is used to describe any intense, on-the-spot design effort), and design conferences.

h. Include privatization as the first alternative evaluated when building, expanding, upgrading, or improving Army-owned exterior utility systems and provide complete analysis including market survey and documentation in the project submission.

i. Through the installation DOIM and in coordination with USAISEC—

(1) Obtain and submit user information systems requirements, in functional terms, along with an information systems cost estimate (ISCE) for each proposed project.

(2) If USAISEC is responsible for the design of information systems, provide the USACE district with a current ISCE as part of the first project design review. Final cost estimate must be submitted no later than 1 July of the design year.

(3) Witness operational tests and advise installations on acceptance of the information systems portions of the MILCON projects.

(4) Review, markup, and approve design documents for information systems.

j. Ensure proper review of all planning, programming, predesign, concept (or parametric) design, and final design documents for projects that include antiterrorism protection features. Ensure that all AT features beyond those required by regulations, or those not included in a standard design for the type of facility being programmed, are based on risk and threat analyses in a form consistent with the risk and threat analysis procedures of DA Pam 190–51 and Technical Manual (TM) 5–853–1. Ensure that the required antiterrorism feature certifications of the installation director of plans and training; Provost Marshal or security officer; antiterrorism officer; and DPW have been included in the project documentation (see also DA Pam 415–15).

k. Determine the number and types of ranges required based upon missions of tenants and transient training

requirements. Guidance for determining range requirements is contained in Field Manual (FM) 25–100, and Reserve Component training needs per AR 5–9 and AR 210–20.

l. Where their garrisons are located in the NCR:

(1) Submit the 5-year (short-range) MILCON program and the 5-year NAFCP program to the IMA Northeast Region director each year for the FCIP for forwarding to the NCPC prior to the Program Year. Any land acquisition or development proposal being considered for funding in the next five years will be included in these submissions.

(2) Also, submit any change in project scope, or increase or decrease in the amount of funds required for a project of at least 10 percent of the original cost estimate, as well as provide the project documentation for all new projects, to the IMA Northeast Region director for further submission to the NCPC (see para 1–26*o* for annual FCIP submittals to the NCPC for installations within the NCR).

m. For Army installations located in the NCR, program MILCON and NAFCP projects in accordance with a NCPC approved installation master plan. For Army installations located in the District of Columbia, to include Arlington National Cemetery and Fort Myer, VA, such projects will be programmed in accordance with both a NCPC and CFA approved installation master plan.

n. For Army installations located in the NCR, accomplish intergovernmental coordination of the installation MILCON and NAFCP programs, RPMP, and construction project design in accordance with AR 210–20 and the published submittal requirements of both the NCPC and CFA.

o. Accomplish the following specific requirements associated with NAFCP projects:

(1) Determine the need for projects.

(2) Incorporate projects into installation RPMPs.

(3) Prepare siting documentation for projects.

(4) Provide all NAF projects a clean site up to 6 inches below grade IAW with DODI 1015.15. Prepare DD Form 1391 and supporting project documentation for each project (except for AAFES and privately funded projects) in the same manner as for MILCON projects, as well as in accordance with specific guidance provided by the appropriate IMA region director or NAF program manager, and verify accuracy of construction project documentation in the DD 1391 Processor. For Defense Commissary Agency (DeCA) projects, project documentation is developed by DeCA and forwarded to the appropriate installation. DD Form 1391 is prepared by DeCA and forwarded to the installation for coordination and inclusion of specific information and requirements. Although DeCA may not use the DD 1391 Processor, installations may prepare commissary project forms on the DD 1391 Processor, and submit them in hard copy to DeCA provided all DeCA requirements have been met.

(5) Prepare the NAF construction project data sheets required by DA Pam 415–15, if approved by the installation Board of Directors, for funding and submission through IMA the appropriate NAF Program Manager for submission to HQDA and OSD.

(6) Ensure that the signatures of the installation DPW, DOIM, Provost Marshal, and Security Officer appear on DD Form 1391 prior to submission to HQDA (DAIM–FD).

(7) Submit NAFCP siting and justification documents to the IMA region director for approval. Coordinate with the appropriate IMA region director to obtain project-siting approval, and serve as the local proponent for the proposed construction in the preparation and approval of required NEPA documentation for environmental assessment of the proposed construction project (see para F–6).

(8) Execute NAFCP projects costing less than \$200,000 (excluding equipment and design fees, and except for exchange and commissary projects), in accordance with IMA region director guidance.

(9) Coordinate preparation and documentation of required environmental analyses with the OACSIM Director of Environmental Programs.

(10) Ensure that NAFCP ISCEs are complete, accurate, and timely.

(11) Forward requests for commercially financed MWR facilities to the appropriate IMA region director for approval.

(12) Ensure all nonconstruction funded requirements related to these NAFCP projects have been identified and properly programmed in the appropriate fiscal years to provide a clean green site and meet requirements for beneficial occupancy.

1–34. Commander, U.S. Army Medical Command

The commander, U.S. Army Medical Command (MEDCOM) will—

a. Provide regional medical centers, and medical department activities with annual programming guidance and criteria for development of health facility projects and programs. Provide periodic status reports to OTSG, as appropriate.

b. Review, coordinate, and prioritize, in coordination with medical commanders and IMA region directors, all construction and major alterations of Army FAC 500 (Health Care Delivery Medical Facilities); FAC 310 60 (Medical Research Laboratories); and FACs 171 and 179 (facilities associated with medical training), for planning, programming and budgeting consideration by OTSG (Health Facilities Planning Agency) (HFPA).

c. Ensure medical facilities located in the NCR accomplish intergovernmental coordination of Army MILCON projects, master plans, and construction project designs in accordance with AR 210–20 and the published submittal requirements of both NCPC and CFA.

1–35. Commander, Surface Deployment and Distribution Command

The Commander, SDDC will determine DARP eligibility and request HQDA (DAIM–FD) to program MILCON funds for DARP requirements.

1–36. Commander, U.S. Army Information Systems Engineering Command

The Commander, USAISEC, functioning under AMC, will—

a. Plan, program, and budget for the procurement of information systems end instruments and switching equipment from appropriated funds other than MILCON for information systems in support of MILCON-funded construction and in conjunction with Army lodging projects..

b. Review user information systems requirements in functional terms, review the user developed Information Systems Planning and Programming Cost Estimate for each proposed MILCON project submitted, and provide ISCE certification to the IMA Region Director prior to the PRB.

c. Provide the installation and the USACE district with current information systems cost estimates, including costs associated with each appropriation, based on the design documents. (Final estimate must be submitted prior to PRB.)

d. Participate in updating technical specifications for information systems.

e. Monitor quality of information systems during MILCON project design and, upon request of the installation DOIM, construction processes.

f. Participate in the PRB annual project reviews.

g. Provide information systems expertise to USACE during design and construction review meetings with OACSIM and IMA region directors.

h. Prepare information systems requirements in support of MED MILCON projects, including the ISCE.

i. Provide coordination and technical support to sponsoring garrison and MACOM commanders on all matters related to information systems in support of the NAF and Army lodging projects.

1–37. Commander, U.S. Army Community and Family Support Center

The Commander, USACFSC, under the ACSIM, will—

a. Serve as the NAF program manager for all MWR major construction projects costing \$200,000 (excluding equipment and design fees) or more, and review requests for NAF construction for MWR facilities per AR 215–1. DA guidance comes from ACSIM.

b. Plan, program, review, manage, and budget for the entire MWR program, in coordination with garrison and Region Directors.

c. Assist the Commander, USACE, in preparing functional design criteria for UFC for use in developing standard definitive designs and design guides.

d. Review and approve NAFCP documentation (DD Form 1391) for projects costing \$200,000 (excluding equipment and design fees) or more.

e. Forward MWR construction projects to HQDA (DAIM–FD) for submission to the DUSD for Military Communities and Family Policy for congressional approval.

f. Prepare the annual NAF construction report for USACFSC-sponsored projects and submit the final report to HQDA (DAIM–FD), for inclusion in the annual NAFCP report to Congress (see DA Pam 415–5).

g. Coordinate programming and preparation of documents for consolidated facilities, community activity centers, and other Army Lodging facilities funded by both appropriated and nonappropriated funds, or a combination of the two, with the program proponents of each funding source (see DA Pam 415–15).

h. Develop the 5-year NAF major construction program in coordination with garrison and Region Directors.

i. Serve as the proponent for MWR public-private ventures financed facilities, obtaining ASA (M&RA) approvals through HQDA (DAIM–ZS) and the ASA(I&E), and facilitate the development of contractual agreements with qualified private entities.

j. Assist in presentation of the MWR construction programs before Congress.

1–38. Commander, Army and Air Force Exchange Service

The Commander, AAFES, will—

a. Serve as the NAF program manager for exchange facilities construction, and review requests for AAFES-funded construction per this regulation. DA guidance comes from ACSIM.

b. Program, review, plan, manage, budget, administer, and design, in coordination with installation/garrison commanders, all exchange capital projects funded with monies generated from AAFES or private operations.

c. Prepare functional design criteria for exchange facilities.

- d.* Design and construct AAFES projects or commercially financed AAFES-sponsored projects in technical coordination with garrison and Region Directors.
- e.* Award and administer facility design and construction projects for exchange facilities in technical coordination with garrison commanders, including preparation of DD Form 1354 (Transfer and Acceptance of Military Real Property) for transfer of completed of completed construction).
- f.* Assist garrison commanders, as needed, in the completion of NAFCP siting approval justification and documentation.
- g.* Draft NAFCP documentation (DD Form 1391) in coordination with garrison commanders.
- h.* Obtain garrison technical approval for each project estimated to cost \$750,000 (excluding equipment and design fees) or more.
- i.* Develop a 5-year and long-range NAFCP using an AAFES-owned computer database. Coordinate with garrisons and MACOMs to ensure projects are incorporated into the installation RPMP.
- j.* Prepare the annual NAF construction report for AAFES-sponsored projects and submit the final report to USACE for inclusion in the annual NAFCP report to Congress (see DA Pam 415-15).
- k.* Assist in the presentation of AAFES construction programs before Congress.

1-39. The Director, Defense Commissary Agency

The Director, DeCA will—

- a.* Serve as the program manager for commissary facilities construction.
- b.* Program, review, plan, manage, budget, administer, and design, in coordination with garrison commanders, all commissary capital projects funded with monies generated from the 5-percent surcharge on commissary sales.
- c.* Prepare functional design criteria for commissary facilities.
- d.* Design and construct DeCA projects in technical coordination with garrison commanders, including preparation of DD Form 1354 for transfer of completed construction.
- e.* Assist garrison commanders, as needed, in the completion of siting approval, justification, and documentation for DeCA projects.
- f.* Coordinate the Army commissary projects with the ACSIM.
- g.* Prepare the annual construction report for DeCA-sponsored projects and submit the report thru the ASA(I&E) to the DUSD for Military Communities and Family Policy to Congress.

1-40. Commanders of tenant activities

At Army installations with tenant activities, the garrison commander will meet, whenever possible, tenant activity requirements from available facilities. When such is not possible, the tenant's senior mission commander at the installation will request that the garrison commander program all facilities necessary to meet the needs of the tenant activity. However, any such projects will—

- a.* Be carefully coordinated between the garrison and senior mission commanders at the installation and the IMA region director.
- b.* Be included on the approved installation RPMP.
- c.* Have documented project site approval before project design begins.

Section III Authorities

1-41. Authorization and funding

a. Military construction is governed by public law. Every MCA, AFH, and MED MILCON construction undertaking must be specifically authorized and funded in MILCON legislation or performed under special statutory authority (for example, 10 USC 2803 or 10 USC 2854). UMMCA is authorized and appropriated as a single undertaking. Specific UMMCA projects are not separately authorized and appropriated.

b. The Military Construction Codification Act, Public Law (P.L.) 97-214, now 10 USC 2801, unified and codified the statutory constraints and limitations for the MILCON process.

c. In accordance with 40 USC 71D, the NCPC is the central planning agency for Federal agencies in the NCR. The NCPC fulfills its mission through three the principal functions of comprehensive planning, oversight of the Federal capital improvements, and review of Federal construction projects. The NCPC sets long-range policies and goals for future Federal development, historic preservation, environmental protection, and economic development of the NCR. Intergovernmental coordination of the Army MILCON program for installations in the NCR will be accomplished in accordance with AR 210-20 and the NCPC published submittal requirements. The NCPC reviews the Federal construction investment for the NCR through the 5-year FCIP. The NCPC requires an annual submittal in July of each year of the 5-year (short-range) Army MILCON program for incorporation into the 5-year FCIP. The FCIP is submitted to OMB for the President's Annual Budget message to Congress concerning total Federal investment in the NCR. The NCPC also reviews all Federal development projects in the NCR and approves or denies the location and

design of all Federal buildings, museums, memorials, and monuments in the District of Columbia and Arlington National Cemetery. Projects are reviewed for compliance with the Comprehensive Plan for the National Capital, as well as Federal environmental and historic preservation laws. The NCP requires the review and approval of master plans and review and approval of MILCON project designs for Army installations located in the NCR.

d. In accordance with Public Law 71-231 and Public Law 76-248, the Commission of Fine Arts (CFA) is responsible for the design of all public and other proposed developments to be paid in whole or in part from Federal or District of Columbia funds. The CFA regulates the design quality, public interests, and reasonable control of statues, fountains, and monuments in the District of Columbia and Arlington National Cemetery. The CFA also reviews and approves master plans and MILCON project designs for installations in the District of Columbia; Arlington National Cemetery; and Fort Myer, VA. Further, the CFA regulates the exterior architecture of buildings and grounds.

1-42. Environmental compliance

The Congress has largely provided the States with authority to enforce laws and regulations governing the environment. To avoid fines and penalties, authorization and funding for environmental projects must be accomplished in a timely manner. Commanders of military installations and activities are required to fund programs and projects in order to achieve and maintain compliance with Federal, state, and local environmental regulations. Requirements for planning, programming, and budgeting of environmental compliance programs and projects are outlined in EO 13148, section 901, OMB Circular A-11, and 10 USC 2706(b)) (see appendix C).

a. The installation is responsible for the environmental survey and associated documentation of a proposed MILCON site. This work will be funded from other than MILCON.

b. The installation is responsible for the necessary remediation/cleanup of known contaminants on a MILCON site. This work will be funded from other than MILCON unless specifically identified, authorized, and appropriated as part of the MILCON project, or unless environmental restoration funds have, been transferred to the MILCON project for that purpose.

c. The installation is responsible for the remediation/cleanup of environmental contaminants discovered during the execution of a MILCON project. This remediation/cleanup will be funded from other than MILCON unless specifically identified, authorized, and appropriated as part of the MILCON project, or unless environmental restoration funds have, been transferred to the MILCON project for that purpose. Construction contractor costs (such as direct delay costs and unabsorbed or extended overhead) incidental to discovery, remediation, and cleanup, however, will be MILCON funded to the extent it is determined that the Army is responsible and liable for such costs.

d. Non-Army tenants on Army installations are responsible for funding environmental surveys and associated documentation of proposed MILCON sites as well as costs associated with the necessary remediation/cleanup of known or discovered contaminants on a MILCON site the same way as installations do.

e. The IMA region director must certify that the site is ready for construction before concept or parametric design will be authorized.

1-43. Unexploded ordinance

a. The installation, or the Army proponent for programs that centrally fund such work, is responsible for the unexploded ordinance (UXO) survey and associated documentation of a proposed MILCON site. This work will be funded from other than MILCON.

b. The installation, or the Army proponent for programs that centrally fund such work, is responsible for the necessary remediation/cleanup of known UXO on a MILCON site. This work will be funded from other than MILCON unless specifically identified, authorized, and appropriated as part of the MILCON project.

c. The installation, or the Army proponent for programs that centrally fund such work, is responsible for the remediation/cleanup of UXO discovered during the execution of a MILCON project. This remediation/cleanup will be funded from other than MILCON unless specifically identified, authorized, and appropriated as part of the MILCON project. Construction contractor costs (such as direct delay costs and unabsorbed or extended overhead) incidental to discovery, remediation, and cleanup, however, will be MILCON funded to the extent it is determined that the Army is responsible and liable for such costs.

d. Non-Army tenants on Army installations are responsible for funding UXO surveys and associated documentation of proposed MILCON sites as well as costs associated with the necessary remediation/cleanup of known or discovered UXO on a MILCON site the same way as installations do.

e. The IMA region director must certify that the site is ready for construction before concept or parametric design will be authorized.

Chapter 2 Planning Overview

2-1. Real property master planning

a. Installation planners develop RPMPs following planning and funding guidance provided by HQDA, IMA, and garrison commanders. The success of both MILCON and NAFCP projects in programming and budgeting is directly related to the RPMP process. Documentation must demonstrate that planning was completed and the proposed project is the most logical and most cost effective alternative. Installations must ensure costs associated with each alternative are carefully and correctly estimated. The Army RPMP process and its role in support of the PPBE process are described in AR 210-20.

b. Army installations in the NCR will develop RPMPs in accordance with the requirements of AR 210-20 and published NCPC submittal requirements. For installations in the District of Columbia, to include Arlington National Cemetery and Fort Myer, VA, CFA will review and approve RPMPs and Army MILCON project designs.

2-2. Site approval

a. All proposed MILCON and NAF construction projects in the approved RPMP short-range component (SRC) will identify site locations in accordance with the installation RPMP and receive IMA Region director approval per AR 210-20. NAF projects require a clean site up to 6 inches below grade. Site approval denotes that a project's location conforms to land use and sustainable design and development planning principles, the planned development of the installation, and that any special criteria (such as safety or environmental) have been considered and deficiencies either have been or will be rectified, or a waiver therefore will be obtained.

b. Organizations responsible for selecting MILCON sites will conduct an environmental survey, an UXO survey as required, and a site categorization before site selection (see app C).

c. A valid site approval will be maintained on all projects under design.

d. Construction not complying with DOD ammunition and explosives safety standards must be certified by the Service Secretary as necessary because of strategic or other compelling reasons (see para F-3).

e. For Army installations in the NCR, Army MILCON will be shown on an NCPC approved installation master plan. Projects not shown on an approved installation master plan will be delayed until the plan is updated and approved as required by published NCPC submittal requirements. For installations in the District of Columbia, to include Arlington National Cemetery and Fort Myer, VA, projects must be shown on both a NCPC- and CFA-approved master plan or they will be delayed until such a plan is updated and approved as required by published NCPC and CFA submittal requirements.

2-3. Project definition

The RPMP includes both construction and major repair projects.

a. A military construction project is defined as all military construction work, or any contribution authorized by this regulation, necessary to produce a complete and usable facility or a complete and usable improvement to an existing facility (or to produce such portion of a complete and usable facility or improvement as is specifically authorized by law). Generally, construction includes—

- (1) The erection, installation, or assembly of a new facility.
- (2) The addition, expansion, extension, alteration, relocation, or replacement of an existing facility.
- (3) Site preparation, excavation, filling, landscaping, land improvements, utility connections, and installed equipment (See chap 6).

(4) Related real property requirements, such as land acquisitions (see para F-36*b*).

b. Repair means to restore a real property facility, system, or component to such a condition that it may effectively be used for its designated functional purpose. When repairing a facility, the components of the facility may be repaired by replacement, and such replacement may be up to current standards or codes. For example, heating, ventilation, and air conditioning (HVAC) equipment may be repaired by replacement, may be state of the art, and may provide more capacity than the original unit because of increased demands and standards.

c. Additions, new facilities, and functional conversions must be done as construction. Construction projects may be done concurrent with repair projects as long as construction scope is definable from the repair work. The construction scope must be complete and usable even if the repair projects would not be accomplished.

d. Environmental remediation projects that are a part of the Defense Environmental Restoration Program are not military construction, as defined in this regulation.

2-4. Base operations and mission facility projects

a. BASOPS facility projects are those that provide facilities that generally support the entire installation population, or a number of separate tenant organizations. The IMA is the project proponent for BASOPS facility projects. Typical BASOPS projects include—

- (1) Housing and administration facilities such as—

- (a) Family housing.
 - (b) Enlisted unaccompanied personnel housing.
 - (c) Other housing, to include that for unaccompanied personnel, permanent and official transient lodging, bachelor officers, and senior enlisted personnel quarters.
 - (d) Operations/Administrative Facilities.
- (2) Community support facilities such as—
- (a) MWR facilities (recreation facilities, physical fitness facilities, pools, picnic areas).
 - (b) Community facilities such as religious facilities, courthouses, continuing education facilities, and OCONUS postal facilities.
 - (c) Public safety facilities such as those for law enforcement, fire and rescue, and antiterrorism protection.
 - (d) Infrastructure facilities such as DPW complexes and utility systems.
- (3) Multiservice facilities such as—
- (a) Exchange and commissary facilities.
 - (b) Dependent schools.
- b. Mission facility projects are those that support unique or single-tenant needs, and typically serve a smaller population than BASOPS projects. The MACOMs are the project proponents for mission facility projects. Typical mission facility projects include—
- (1) Industrial facilities such as—
 - (a) RDTE facilities.
 - (b) Production facilities.
 - (2) Power projection such as—
 - (a) Airfield facilities, to include navigational aids and aircraft fueling facilities.
 - (b) Airfield pavements.
 - (c) Network railroads.
 - (d) Surfaced roads and trails in training areas.
 - (e) Strategic mobility facilities such as those in support of railroad, trucking, and intermodal capabilities.
 - (f) Supply and storage facilities such as those for ammunition storage, warehouses, and unit fuel supply and storage.
 - (g) Tactical vehicle maintenance facilities such as motor pools and aviation facilities.
- (3) Command and control facilities (when not part of a barracks project such as headquarters buildings and complexes).
- (4) Training support facilities such as—
 - (a) Training ranges for small arms, major weapons systems, and nonlive fire training.
 - (b) Maneuver training lands, including training land access.
 - (c) Simulations and training aids facilities.
 - (d) Training instructional facilities such as those for basic combat and advanced individual training facilities; campuses with associated barracks; noncommissioned officer schools; learning centers; and organizational classrooms.
- c. The list of facility types enumerated above is neither complete nor without exception. It is recognized that some facility types may be either BASOPS or mission support facilities, such as some unit headquarters and training facilities, depending upon such discriminators as the funding source used to perform the service in the facility or the HQDA proponent for the facility. Where questions arise in this area, installations should request clarification or assistance from their IMA region directors in determining the category in which the facility best fits.

2-5. Medical military construction projects

The MED MILCON program is centrally managed by the ASD(HA). The TMA-DMFO plans, develops, and executes the MED MILCON FYDP for the ASD(HA). The programming and design cycle for all medical projects, determined by the DMFO/MMCO, begins 1 year earlier than MCA projects for the same program year. The OTSG (MCMR-FP) is the Army proponent for programming all military construction projects classified in Army FAC Class 500 (Health Care Delivery Medical Facilities), FAC 31060 (Medical Research Laboratories), and FACs 171 and 179 (facilities associated with medical training).

a. The DMFO/MMCO provides annual programming guidance, performs defensewide project programming, and reviews and adjusts projects for scope and cost. The DMFO/MMCO then prioritizes DOD-wide medical programs, presents OSD and congressional budget books for submission, and presents medical programs to OSD and the Congress. After approval by OSD and the Congress, the DMFO/MMCO releases projects with funding for design and construction to USACE. The DMFO/MMCO also maintains program status information in CAPCES, interprets DOD medical space planning criteria, and determines official scope of all MED MILCON projects.

b. The HFPA represents the OTSG throughout the facility life cycle, develops and prioritizes the Army component of the MED MILCON program, and submits the Army MED MILCON program to the DMFO/MMCO. HFPA maintains the Army MED MILCON FYDP and develops economic analyses, when required.

- c. MEDCOM RMCs and MSCs perform the following program planning and execution activities:
- (1) Develop regional MED MILCON programs.
 - (2) Ensure technical compliance with regulatory and statutory requirements. Examples include installation master plan siting approval, host MSC and IMA region director support, environmental considerations, historic preservation, archaeological investigations, and coordinating any location-specific requirements.
 - (3) Brief projects and installation health facility master plans as required by the MEDCOM Program Budget Committee.
- d. The U.S. Army Medical Research and Materiel Command consolidates all medical R&D projects worldwide into a single MEDCOM priority list and coordinates with the host MSC and IMA region director for its subordinate units.
- e. Other medical organizations not listed above develop MED MILCON priorities for their facilities and submit them to HFFPA.

2-6. Project programming documentation (except Medical Command)

a. After HQ IMA and MACOMs designate specific MILCON projects for programming in the first two years of the POM, installations will prepare project programming documentation in coordination with the project proponent as defined above. Planning charrettes are required and will be conducted for all MILCON projects unless a waiver is obtained from HQDA indicating that no planning charrette is required for a given project (see DA Pam 415-15). DD Form 1391 is the MILCON programming form prescribed by DOD (see DA Pam 415-15 for additional information).

(1) DD Form 1391 is the principal DOD and Army construction project justification document. It expresses user facility needs and communicates these needs through the command channel to obtain funds to satisfy requirements. Construction needs are first identified and documented in the RPMP (see AR 210-50). Housing requirements are established by the Army Housing Justification Process. Both processes are conducted by the installation. DD Form 1391 is prepared by the installation, in coordination with the user and, as appropriate, the Senior Mission Commander. USACE, USAISEC, IMA region director, appropriate MACOM for mission projects, and HQDA review it. Medical MILCON DD Form 1391 is prepared by the installation in coordination with an OTSG representative and reviewed by both HFFPA and TRICARE Medical Agency (TMA) as appropriate. The form is then submitted to OSD, OMB, and the Congress. The document must be clear, concise, logical, and complete and must effectively describe, justify, and price the project.

(2) The user must provide detailed project justification. The installation normally develops project programming documentation based upon the justification provided by the user. If the project is directed by higher authority, the user must still justify the project on DD Form 1391.

(3) A DD Form 1391 consists of two primary groups of information—one is the electronic version of the “front page” of the form, which is submitted in hard copy to OSD, OMB, and the Congress and includes information such as a description of the project, construction and related costs, and project justification; the other provides support and backup data for the “front page” submittal. The form has been automated via DD Form 1391 Processor with write, read, comment, permit, certification, and submit options, depending on organizational level and point of time in the submission cycle. Detailed guidance for preparation and submission of DD Form 1391 is contained in DA Pam 415-15.

(4) After the installation completes DD Form 1391, it is submitted to the IMA Region director. The IMA Region director, USAIEC, and USACE review and certify the documentation. For mission projects, the IMA Region director coordinates with respective MACOMs. For DD Form 1391 review agencies for MED MILCON projects, see DA Pam 415-15.

(5) IMA Region directors, USACE, and USAISEC will review and certify projects according to guidance provided in chapter 5. IMA Region directors will submit the project to HQDA (DAIM-FD) per annual submittal guidance for validation and design authorization. DD Form 1391 will be submitted through the 1391 Processor of the PAX system. HQDA will use DD Forms 1391 for project review and validation. For certification, validation, and submission requirements for MED MILCON projects, see DA Pam 415-15.

(6) IMA Region directors will submit certified copies of DD Forms 1391 for the first year of the SRC no later than 1 March of the GY or as directed by ACSIM guidance. Certified copies of DD Forms 1391 for the second year of the SRC must be submitted no later than 1 March of the following year.

(7) After an IMA region director identifies its MILCON program, HQDA (DAIM-FD) will revise CAPCES and provide the PRB a project listing by staff proponent and appropriate segments of the affected installation’s RPMP. The CRRC will review and validate requirements as individual copies of DD Form 1391 are submitted by IMA region directors to HQDA. The Army staff proponent for each project will determine the project’s validity and if the requirement meets objectives, policies, and priorities established in current program guidance. This initial review will take place before the annual HQDA PRB and will normally involve staff proponent counterparts from the IMA region director, and, for MACOM mission support projects, the MACOM. The purpose of this review is to establish a project’s necessity and validity, develop a DA staff sponsor, and obtain answers to planning concerns. USACE review elements will also review projects to determine if a project complies with standards, criteria, and cost guidance.

b. A completed DD Form 1391 includes, as a minimum, the following documentation:

- (1) Justification.
- (2) Analysis of deficiency.
- (3) Alternatives considered with related economics.
- (4) Proposed scope with cost.
- (5) Functional requirements.
- (6) Criteria to be used.
- (7) Related acquisitions.
- (8) Utility impacts.
- (9) Environmental documentation.
- (10) Completed and required coordination actions.
- (11) AT documentation.
- (12) Disposal/demolition to meet Army's one for one policy.

c. DD Form 1390 is used to record each installation's MCA program in relation to personnel strengths, real property improvements, and mission and functions.

(1) A DD Form 1390 accompanies copies of DD Form 1391 for each installation in the Army's MILCON submission to OSD, OMB, and the Congress.

(2) A DD Form 1390 is prepared and submitted electronically, using the DD 1390 module of the 1391 Processor. In preparation for the HQDA submission of the MCA program to OSD, HQDA initiates DD Form 1390. Installations and IMA region directors (MACOMS for mission projects) are then given an opportunity to review the form. Installations update population data, mission statements, outstanding pollution and safety deficiencies, and remarks blocks. IMA region directors also review forms to ensure consistency among copies of DD Form 1390 for MCA and AFH.

d. In addition, family housing projects require a current DD Form 1523 (Military Family Housing Justification); unaccompanied personnel housing (UPH) projects, excluding Army lodging, require submission through the Army Housing Requirements Program (AHRP). Supporting documentation is not required for MED MILCON projects.

e. RTLP projects require submission for review, validation, and prioritization by the HQDA RTLP Requirements Review and Prioritization Board prior to submission by HQ IMA per AR 350-19.

f. The 1391 Processor, a module of the PAX System, will be used for project documentation. Projects reflecting classified information will not be entered in the 1391 Processor. For such projects, an unclassified version of DD

Form 1391 will be entered in the 1391 Processor and submitted. A hard-copy classified version, if required, will be prepared and submitted through channels to HQDA (DAIM-FD).

2-7. Funding for advanced planning activities (except Medical Command)

a. Planning tasks related to project identification and formulation will be programmed and funded from other than MILCON appropriations, including planning charrettes for MILCON projects. RPMP is addressed in AR 210-20 (see 10 USC 2801).

b. Criteria package preparation, design oversight, and construction surveillance for host-nation sponsored projects will be funded with MILCON planning and design funds (see 10 USC 2801).

Chapter 3 Programming

Section I Program Objective Memorandum Process

3-1. Army programming

a. Programming translates planning decisions, OSD guidance, and congressional guidance into a comprehensive and detailed allocation of manpower and funds. The PPBE process integrates and balances centrally managed programs for manpower; operations; research, development, and acquisition; stationing; and construction. Concurrently, the PPBE process incorporates HQ IMA and MACOM requirements for manpower, operations and maintenance (O&M), housing, and construction.

b. The POM represents the Army proposal for a balanced allocation of resources within specified constraints. OSD reviews the POM and issues a PDM to reflect SECDEF program decisions. As approved by the SECDEF, the POM forms the basis for preparing the Army budget estimate.

c. Resources identified for specific MILCON projects, planning and design activities, and unforeseen construction requirements are contained in the Army POM.

3-2. Program objective memorandum submission to Headquarters, Department of the Army

a. MILCON projects submitted by MACOM and HQ IMA will be identified in an MDEP, a resource management

tool that indicates program and budget resources. MDEP describes a particular function or program and indicates all associated resources.

b. Individual MILCON projects will be identified in the Army's POM. For each project, the MACOM and IMA must provide HQDA (DAIM-FD) with the fiscal year (FY), MDEP, project number, project description, and program amount. MACOM and HQ IMA Region directors will verify the appropriate MDEP for each MILCON project. As the Army builds its POM, MDEPs are used to assess program requirements, confirm compliance with policy and plans, and rank resourcing.

c. The POM represents specific programming requirements of MACOMs and HQ IMA. MILCON projects or programs submitted to HQDA via the Project Prioritization System will reflect the current construction program. Revisions proposed to their MILCON program subsequent to POM submission must be approved by the MACOM Commander or Director HQ IMA. It is essential that changes and revisions to requirements be kept to a minimum and necessary.

d. When submitted to Congress, projects will be funded in a single year appropriation unless incrementally funded.

(1) An incrementally funded project is defined as one that does not result in a complete and usable facility in a single year appropriation. If incrementally funded, projects will be based on overall scope and cost estimates, and will include request for full authorization for all increments.

(2) An incrementally funded project is complete and usable when all construction increments are completed.

(3) If mission dictates incremental construction, the request must be identified as "incremental" in the project justification (DD Form 1391). The requirement will detail the scope, cost, and timing of all other increments. This does not apply to utility projects on major installations where roads; electrical, gas, and water distribution systems; and sewage and storm water collection systems may be successfully constructed as portions of an overall system without being complete and usable as such.

(4) Execution of incrementally funded projects requires an exception to OMB Circular A-11, which requires full funding of the entire cost for construction in a given fiscal year. The ASA(FM&C) will provide data to the DUSD (Comptroller)/Chief Financial Officer must submit full written justification for incremental funding by 1 July of the design year. This will be accomplished by HQDA (DAIM-FD).

e. A conjunctively funded construction project is one that requires funding from multiple sources to provide a complete and usable facility.

(1) A project funded to construct a real property facility in conjunction with MCA, nonappropriated, private, defense, O&M, civil works, BRAC, or other funds is permitted. Separate accountability for each type of funds assigned is required. The combination of funding sources will not be used to expand or increment projects or to circumvent statutory limitations. If conjunctive funding is required, this requirement must be stated on the front page of DD Form 1391. A separate DD Form 1391 is required for each funding source, regardless of the individual estimated funded construction costs. The total project cost and the amount required from each source will be provided on DD Form 1391, along with a statement that a complete and usable facility will not be produced by the funds requested from any one source. Conjunctively funded projects should be funded in the same fiscal year.

(a) Construction projects that combine appropriated funding sources and NAF must be submitted separately to HQDA (DAIM-FD), for review and approval to combine funds if the total appropriated fund cost exceeds \$750,000 and the NAF cost exceeds \$200,000 (excluding equipment and design fees). Projects having an appropriated funded cost of less than \$750,000 and a NAF cost of less than \$200,000 (excluding equipment and design fees) may be approved for combined funding by HQ IMA or MACOM delegated construction approval authorities. (See AR 215-1.)

(b) Separate and identifiable projects having different funding sources may be combined into a single construction contract for contracting purposes without prior approval, providing that a separate audit trail for each source of funds is specifically and individually provided for in the administration of such contracts. Appropriated funds may not be expended against a NAF contract.

(2) Not all construction projects that include funds from multiple sources are classified as conjunctively funded projects. A project that includes MILCON funds for a real property facility; OMA funds to procure furnishings; OPA funds to procure information systems, computer equipment, or flight simulators; and RDTE funds to procure testing equipment is not a conjunctively funded project because construction of the real property facility is being funded with only one appropriation (MILCON). The MILCON-funded portion of the project must provide a complete and usable facility.

3-3. Installation Management Agency Region director project review

a. Each IMA Region director must review the documentation of each of its MILCON projects before submission of the project by HQ IMA to HQDA (DAIM-FD) for design authorization or for programming the requirement in the POM to ensure—

(1) The requirement is valid.

(2) It conforms to current objectives, policies, and procedures.

(3) Project sitings are consistent with the IMA Region director-approved RPMP.

(4) A survey of the site has been conducted and available records have been reviewed.

- (5) Appropriate National Environmental Policy Act (NEPA) documentation has been prepared and completed.
 - (6) The site is free from pollutants, contaminants, ordnance and explosive waste that would impact start of construction.
 - (7) For NAF, a clean site up to 6 inches below grade.
 - (8) Suitable standard design/criteria developed under the DA Facilities Standardization Program are used when appropriate.
 - (9) The potential for privatization of an exterior utility system has been thoroughly evaluated and documented.
 - (10) Antiterrorism protection considerations have been addressed as appropriate and documented.
 - (11) USACE and USAISEC certifications have been obtained as described in paragraphs 3–6 and 3–7.
 - (12) A planning charrette was used in the development of DD Form 1391.
 - (13) MACOM concurrence on mission projects.
- b.* The IMA Region director must certify that planning and coordination have been accomplished on all budget year MILCON projects.
- c.* Facilities proponents within IMA Region directors must be prepared to justify all aspects of the projects throughout the programming and budgeting process.

3–4. Installation Management Agency military construction project priorities

a. Following the latest Army guidance, HQ IMA should select MILCON BASOPS projects for inclusion in the first and second year of their POM. Because of the congressional requirement for MILCON project costs to be based upon fully developed concept or parametric designs when submitted to the Congress, first year projects must be submitted to HQDA (DAIM–FD) 8 months before the HQ IMA POM. An information copy of HQ IMA project list will be provided to all affected MACOMs.

b. For those MILCON BASOPS projects selected, including category B facilities, which are projects authorized to be funded with either appropriated or nonappropriated funds (see AR 215–1 for detailed list of category B facilities), HQ IMA will—

(1) Direct installations to complete and submit DD Form 1391 and all supporting documentation for review. Information copies will be provided to the appropriate USACE district, USACE MSC, and USAISEC. All project documentation, supporting documentation, cost estimates, and copies of DD Form 1391 will be prepared, submitted, and reviewed through the 1391 Processor module of the PAX system.

(2) Provide a list of selected projects to HQDA facilities proponents. HQDA (DAIM–FD) will revise CAPCES to reflect the HQ IMA proposed construction program. For each project, the following information must be provided:

- (*a.*) IMA priority.
- (*b.*) Fiscal year.
- (*c.*) MDEP designation.
- (*d.*) Name of installation.
- (*e.*) DD Form 1391 Form Number.
- (*f.*) Project description.
- (*g.*) Primary facility category code.
- (*h.*) Funded amount in dollars.

(3) Include new mission requirements in the appropriate MDEP and prioritize projects.

(4) Category B facilities must compete for appropriated funds before DOD will approve them for NAF funding. Therefore these projects must be ranked by the IMA with all other MILCON requirements.

3–5. Major Army command mission support project priorities

Major Army commands will submit a prioritized list of MACOM mission support projects to HQDA (DAIM–FD) at the same time that HQ IMA submits its project list using the same guidelines used in paragraph 3–4*b*(1–3). An information copy of the prioritized MACOM project list will be provided to HQ IMA.

3–6. Army program development and review

a. Using the MDEP as a building block, formal program development applies information contained in the Army guidance and refines and extends the program of the previous PPBE process cycle. The resource position shown in the President’s Budget and related PBG serve as the baseline for HQ IMA, MACOMs, and other operating agencies for developing their POMs.

b. HQDA agencies, per Army guidance, collect and analyze program information. They review the existing program in light of new requirements, determine program needs, and begin preparing functional programs. Revised estimates for planning and design and UMMCA are included for this review. These agencies incorporate program inputs in the Army POM, consider alternatives directed by Army guidance, and construct a balanced program. In addition to the IMA and MACOM POMs, these agencies consider Strategic Planning Guidance, combatant commanders’ Integrated Priority Lists, and Army component commander-developed requirements for supporting combatant commanders.

c. Proponent agency program evaluation groups (PEGs), directed and guided by the Deputy Chief of Staff for Programs (DAPR-DPD), build the Army program. See AR 1-1 for additional information on PEGs. Each PEG evaluates specific MDEPs based largely on those MDEPs main fiscal appropriation. The role of each PEG is to support and follow MILCON projects in the PEG review and evaluation process. An IMA region director may be required to present its programs to a PEG. PEGs will rank order resourced and unresourced programs submitted by IMA, MACOMs, and other operating agencies' in their POMs. Army MILCON projects not demonstrating a strong relationship to an MDEP or that are prioritized too low for execution may be dropped from the Army program during the PEG review.

d. The assembled Army program is reviewed by senior leadership during the second quarter of even years. The Army Commanders' Conference scheduled during this period will provide field commanders an opportunity to review and influence program alternatives. The commander at the conference will highlight essential MILCON program requirements, unresourced by a PEG. Next, the Army Resource Board (ARB), the senior HQDA committee, reviews program alternatives, incorporating the views expressed at the Army Commanders' Conference, and makes its recommendations on alternatives to the SA and CSA. Finally, through a series of in-process reviews, the SA and the CSA decide on the Army program.

e. The Army submits the POM approved by the SA and the CSA to OSD for review. HQDA (DAIM-FD) will again revise CAPCES as needed to reflect the construction program reflected in the Army POM.

3-7. Office of the Secretary of Defense Program review

a. OSD conducts a program review of the services' POMs. This review includes program review proposals that recommend alternatives to each service's POM. Program review proposals may be developed by members of the Defense Resources Board (DRB), ASD program managers, or combatant commanders. Each program review proposal recommends program additions and reductions that sum to zero. Major issues are deliberated in the DRB or with the DEPSECDEF. Budget issues may be identified for later review by the OSD Comptroller. The Director, Program Analysis and Evaluation, is the executive agent for the OSD program review.

b. After the DRB has resolved all outstanding issues, the DEPSECDEF signs the PDM. The PDM approves the Army POM as adjusted by the program review process. This becomes the program basis for the Army budget estimate.

3-8. Nonappropriated funds public-private venture facilities

Requests for approval to award contracts for NAF public-private venture (PPV) facilities in support of the MWR program may be submitted on an as-needed basis. Such requests will be forwarded from USACFSC through OACSIM to the Office of the ASA(M&RA), which will notify the Undersecretary of Defense (Personnel and Readiness) (USD(P&R)). The USD(P&R) will notify Congress of the Army's intent to award commercially viable projects not less than 2 weeks prior to contract award.

Section II

DD Form 1391 Certification Process

3-9. U.S. Army Corps of Engineers review and certification (Military Construction, Army and Army Family Housing projects only)

a. USACE will review project documentation submitted to IMA region directors to ensure that sufficient technical information is available to commence a concept design (Code 2) or parametric design (Code 3); and that the project scope is in compliance with Army standards, criteria, and cost estimating requirements. These reviews should include site visits. MILCON documentation reviews will be funded from O&M appropriations.

b. Once the review has been completed and comments made, USACE will forward a statement to the IMA region director, via a DD Form 1391 certification entry, that sufficient technical information is available to commence concept or parametric design; the project scope complies with Army standards, criteria, and cost estimating requirements, and having identified justification for any deviations. In addition, this statement will list major issues that must be resolved before budget submission to prevent project delay or loss.

c. Major issues must be resolved prior to issuance of concept or parametric design authorization, or issuance of any RFP for a design-build project.

d. Even if the design or construction of a project is to be performed by another DOD agent, USACE will remain responsible for project certification to the IMA region director.

e. Deferred projects will be recertified by USACE upon reentry of the project into the program if there are significant changes in cost or scope or if the original certification is more than 1 year old.

f. If a planning charrette was conducted and included USACE participation, the planning charrette validation form in the 1391 Processor will suffice for the USACE certification.

3-10. U.S. Army Information Systems Engineering Command certification (Military Construction, Army and Army Family Housing projects only)

The USAISEC will review user provided information systems requirements, cost estimate for technical adequacy, and certify projects to IMA region directors prior to the appropriate PRB.

3-11. Installation Management Agency Region director project certification (Military Construction, Army and Army Family Housing projects only)

Directors of IMA regions will certify projects by selecting and including a standard statement in each DD Form 1391 that all planning and coordination with appropriate agencies have been accomplished, project documentation is available, the project is valid, requirements and scope are in accordance with HQDA guidance, and siting is in accordance with the IMA region director-approved installation RPMP. Also, the certification statement will reflect that no major problems exist that should defer the project from programming, and that the project documentation has been reviewed by the appropriate USACE organization and was found to be adequate to begin design. If the design or construction of a project is performed by another DOD agent, the IMA Region director will still obtain the necessary certification from USACE. Deferred projects will be recertified by IMA Region directors upon reentry of the projects into the program if there are significant changes in cost or scope or if the original certification is more than 1 year old.

3-12. Nonappropriated-Funded Construction Program project certification and project report (RCS DDM (A) 1167)

DUSD(MC&FP) requires supporting documentation to ensure that DD Form 1391 reflects the proper scope and need for the proposed project and that it is based on facility usage, population size, anticipated patronage, community needs, and geographic characteristics.

a. A commercial project validation assessment (PVA) will be conducted for NAFCP estimated to cost \$750,000 (excluding equipment costs and design fees) or more. Garrisons will prepare a DOD commissary surcharge and NAF construction project data sheets and provide certifications for each DD Form 1391 that the project is supported by a PVA, if applicable. Specific requirements for DOD commissary surcharge and NAF construction data sheets and project certifications are contained in DA Pam 415-15. For proposed exchange facilities, AAFES will prepare the appropriate documentation.

b. The NAFCP project report will—

- (1) Demonstrate to the OSD and Congress that nonappropriated funds are being properly used.
- (2) Provide uniform procedures for reviewing and reporting NAFCP projects.
- (3) Serve as the primary document used by the House Army Service Committee (HASC) and Senate Armed Service Committee (SASC) to review the Army NAFCP.

c. Project reporting limitations include the following:

(1) Projects to be reported are only those with construction costs of \$750,000 (excluding equipment costs and design fees) or more programmed for NAF construction award during the 2 years authorized (that is, 2 years following the date of congressional release) and where construction funds have not yet been obligated.

(2) Projects costs will be based on concept project design completion or a parametric estimate, unless design-build or other innovations are being pursued.

(3) Projects for which construction award was not made during the period allowed cited above must be included in subsequent NAFCP reports.

d. The annual NAFCP report will be prepared by NAF program managers. The report is automated, except for the executive summary page. Data for preparing the report will be extracted from the DD 1391 Processor and other databases within the PAX System to create the report in the required congressional format. Reports will consist of an executive summary page, indexes, a summary-by-fund-source cover sheet, and DD Forms 1390 and 1391. Reports will be submitted by 1 April of the year preceding the fiscal year covered by the report (for example, 1 April 2004 for the FY 05 annual report) to HQDA (DAIM-FD), for the August 2004 NAFCP report through the ASA(I&E) for submission through USD(P&R) for Congress. HQDA (DAIM-FD) will coordinate with NAF program managers to ensure that copies of DD Form 1391 are accurate and have been reviewed and approved by the ARSTAF and HQDA (DAIM-FD). HQDA (DAIM-FD) will also consolidate the reports submitted by NAF program managers, and forward the final congressional NAFCP report to the ASA(M&RA) and the ASA(I&E) for submission through Deputy Secretary of Defense, personnel and readiness DUSD(P&R) to Congress.

(1) Each NAF program manager will prepare an executive summary page for inclusion in the annual NAFCP report. The executive summary will present a broad overview of each manager's NAF program. The summary should highlight any special interest projects and identify any issues or problems that may significantly affect projects or program objectives.

(2) The annual NAFCP report will contain—

- (a)* An executive summary of the construction program.
- (b)* Proposed major construction projects for the next fiscal year (October 1 through September 30), to include privately financed banking facilities and projects financed from donations, that require approval of the USD(P&R).

- (c) Minor projects approved since the previous annual report.
 - (d) Status of previously approved major construction projects.
 - (e) Projects canceled since the previous annual report.
 - (f) Projects that were not placed under contract within 1 fiscal year following the fiscal year of approval.
 - (g) Projects that exceed the approved construction cost by more than 25 percent or change the approved scope by more than 10 percent. Previously reported minor construction projects with a construction cost that exceeds \$750,000, based on bids received or revised cost estimates.
 - (h) Projects completed since the previous annual report.
 - (i) A summary of military MWR (including child development, libraries, and physical fitness), civilian MWR, exchange, commissary and lodging construction projects submitted in the President's Budget Request for Military Construction appropriations.
 - (j) A summary listing of proposed PPV projects anticipated for contract award in the upcoming fiscal year.
 - (k) Commissary surcharge fund capital asset obligations and NAF and privately financed expenditures for tangible fixed assets shall be summarized and reported to the USD(P&R), as required.
 - (l) Notification to the Congress of intent to award PPV contracts that result in major construction projects is required. DODI 1015.13 (reference (c)) provides the procedures for executing PPV projects.
- (3) DD Form 1390 will be prepared by HQDA (DAIM-FD) using the DD1390 module of the PAX System. Installations will provide personnel strength, mission or major functions, and outstanding pollution and safety deficiencies data for inclusion in DD Form 1390.
- (4) DD Form 1391 will be prepared for each NAF project using the DD 1391 Processor, and submitted via the PAX system through appropriate channels to HQDA (DAIM-FD).

Section III

Design Authorizations

3-13. Project submission for design authorization

- a. After the planning and documentation for a project are completed and certified, IMA region directors will submit projects to HQDA (DAIM-FD) for review and design authorization, as provided in annual submittal guidance. DD Forms 1391 will be submitted through the 1391 Processor of the PAX system. HQ USACFSC will submit projects to HQDA (DAIM-FD) for review and design authorization.
- b. Certified project documentation will be submitted by IMA region directors to HQDA (DAIM-FD) for the first budget year prior to 1 March of the GY. Certified project documentation for the second budget year must also be submitted prior to 1 March of the DY.
- c. All comments generated during the USACE and USAISEC certifications must be resolved prior to IMA regional director certification.
- d. After IMA region directors identify their MILCON programs, HQDA (DAIM-FD) will annotate CAPCES and provide the PRB a project listing by staff proponent. The PRB will review requirements as individual project documentation is submitted by IMA region directors. The staff proponent for the facility will determine if the requirement meets objectives, policies, and priorities established in current program guidance. This initial review will take place before the annual HQDA PRB and will normally involve staff proponent counterparts from the IMA region director, and, for MACOM mission support projects, the MACOM as well.

3-14. Army military construction design authorization

- a. The MACOMs and HQ IMA will make a formal presentation of its program to the PRB after requirements for a given program year are submitted. This PRB is held annually in the March to April time frame.
- b. The PRB will consider each project presented. The PRB will either recognize the project requirement in the given program year, or defer consideration of the project to a later POM year. HQDA (DAIM-FD) will consolidate projects considered in the given program year for review by the Installation Management Board of Directors and prioritization by the G-3/5/7.
- c. At the PRB, HQDA may recommend authorizing code 2 (35 percent design) or code 3 (parametric design). This design authorization will be prescribed by the scope and cost (programmed amount) specified on DD Form 1391. Following DASA(IH) approval, projects are referred to HQDA (DAIM-FD) for program budget execution. For projects with a design cost of \$1 million or less, a design directive will normally be issued by USACE within 10 working days of the design authorization by HQDA (DAIM-FD). For projects with a design cost greater than \$1 million, a design directive will be issued by USACE at the expiration of the 21-day congressional notification period (14-day period for notification via electronic medium) mandated by 10 USC 2807 and after design authorization by HQDA (DAIM-FD). Design funds for architect-engineer (A-E) contracts must be requested by design districts from USACE no earlier than 3 days before the projected A-E contract obligation date.
- d. Projects submitted by MACOMs and HQ IMA region director at a PRB that are not certified will not be authorized for design.

e. HQDA may also initially defer design authorization on a project until a particular concern or issue is resolved. HQDA will defer design authorization indefinitely unless resolution is attained by 1 August of the GY following the HQDA PRB.

f. Projects not authorized or deferred indefinitely for design by HQDA will be returned to either the MACOMs or HQ IMA for reconsideration in another program year. If required, MCA funds will be reallocated by HQDA accordingly.

Chapter 4 Budgeting

4-1. Army budget estimates

Budget formulation converts the first 2 years of the MILCON program, approved by the DEPSECDEF in the PDM, into the Army BES. After SA and CSA approval, the BES undergoes an OSD and OMB review before it is incorporated into the President's Budget. The MILCON portion of the BES and the President's Budget consists primarily of DD Form 1390 and DD Form 1391.

4-2. Final revisions to project programming documentation

a. By 1 March of the design year, prior to the BES, code 2 or code 3 (concept or parametric) designs of projects in the first year of the MILCON program must be completed. Following concept or parametric design review and approval by the using agency, garrison commander, and IMA Region director, the CWE for budget purposes must be prepared, coordinated with the programming IMA region director, and electronically transmitted by the USACE district to USACE no later than 1 March of the DY. After the CWE for budget purposes is reviewed and approved by USACE and HQDA, the project cost will be annotated on DD Form 1391 for the BES requirement. Revisions to the previously approved description of work on DD Form 1391-EF may also be made at this time.

b. Any change in project scope from that validated at the PRB must be approved by HQDA. The project design shall reflect only the approved scope changes.

c. Prior to submission to OSD, each DD Form 1391-EF project justification is reviewed to ensure the information presented is correct and current, including the analysis concerning privatization, and that narratives justify the project in compelling and unequivocal terms.

4-3. DD Form 1390

a. HQDA will prepare a DD Form 1390 for each installation having projects proposed for inclusion in the MILCON program. Information for this form will be drawn from the Army Stationing and Installation Plan, Headquarters Integrated Facilities System, CAPCES, the Installation Status Report, and the 1391 Processor.

b. Para 2-6 provides additional information on content and instructions for preparing DD Form 1390.

4-4. Army approval of the budget estimate submission

a. Upon receipt of the PDM, the MILCON program submitted in the POM will be adjusted to reflect changes documented in the PDM. With assistance from the Director of the Army Budget, HQDA (DAIM-FD) will develop the MCA budget estimate. Using the latest project cost estimates, minor adjustments in pricing may be made to the program provided costs remain within the total PDM allowance for MILCON. HQDA (DAIM-FD) may also identify additional unfunded requirements that need to be added to the program.

b. HQDA (DAIM-FD) and the ASA (FM&C) will then present proposed revisions, unfunded requirements, and adjustments to the MILCON program to the PBC and ARB for review and recommendations.

c. After the ARB review, the Director of the Army Budget will present the budget to the SA and CSA for approval. Once the proposed estimates are approved, the SA will send the Army Budget to the SECDEF. The Director of the Army Budget will also submit a MILCON justification book to OSD. This book contains a DD Form 1391 for each requirement in the MILCON program. These requirements are organized by decision units (DUs) as follows:

- (1) DU 301.1 Operations Facilities.
- (2) DU 301.2 Training Facilities.
- (3) DU 302.1 Maintenance Facilities.
- (4) DU 302.2 Production Facilities.
- (5) DU 303.0 Research and Development Facilities.
- (6) DU 304.0 Supply Facilities.
- (7) DU 306.0 Administrative Facilities.
- (8) DU 307.0 Unaccompanied Personnel Housing and Dining Facilities.
- (9) DU 308.0 Community Facilities.
- (10) DU 309.0 Utilities and Real Estate.

- (11) DU 314.0 Planning and Design Program.
- (12) DU 315.0 Unspecified Minor Military Construction Program.
- (13) DU 316.0 Environmental Compliance Program.

4–5. Office of the Secretary of Defense and Office of Management and Budget reviews

a. Members of OSD and OMB will jointly review the Army Budget Estimate, focusing on proper pricing, reasonableness, ability to execute, and validity of requirements.

b. When reviewing the MILCON program, the OSD Comptroller may develop recommendations that include alternative courses of action such as deferral of projects for more study or to a later year, reduction in cost or scope, or deletion (loss of TOA). Before a PBD is signed by the DEPSECDEF, the Army is given the opportunity to review a coordinating PBD and contest OSD/OMB proposed alternatives to the OSD Comptroller. If the Army opposes the alternative, a compelling argument must be developed and presented to the OSD Comptroller in order for the alternative to be deleted from the proposed PBD. Earlier emphasis on the importance of sound planning in project development and the Army's heavy reliance on strong justifications in documentation is now apparent. Alternatives to funding MILCON requirements usually result from weaknesses discovered in the project's documentation. OSD Comptroller alternatives unsuccessfully contested by the Army will be presented to the DEPSECDEF with the proposed PBD.

c. The DEPSECDEF will review the recommended adjustments and forward the approved alternatives to the Army as signed PBDs. The Director of the Army Budget will incorporate the approved PBD changes into the budget estimate.

d. During the PBD cycle, the Army may identify pending decrements as major budget issues (MBIs). Such MBIs center on decrements to specific initiatives that would significantly impair the Army's ability to achieve a program's intentions and emphasize the adverse impact should the decrement occur. An MBI that affects a unified command will be coordinated with the affected combatant commander to gain support. At the end of the PBD process, the SA and the CSA will meet with the SECDEF and DEPSECDEF on major unresolved issues. The SECDEF will make the final decisions in the DRB.

e. At the end of the PBD cycle, OSD will issue a PBD incorporating all changes resulting from major budget issue deliberations.

f. For Army installations in the NCR, OMB compares the Army MILCON in the NCR with the FCIP.

4–6. President's Budget

a. Following the review phase, the Army will submit the required budget information in the form of the President's Budget. The MILCON portion of the budget covers prior year outlays and estimates for the current year, plus estimates of the TOA for the BY and the BY plus one (only in even years, not in the amended budget submission year). HQDA (DAIM–FD) will also prepare a justification book for the Congress (known as the "Green Book"). This book contains a DD Form 1391 for each requirement in the President's Budget (BY and BY plus one). Requirements are grouped by continental United States (CONUS) or outside of the continental United States (OCONUS) and indexed by State and installation, and by current or new mission.

b. The above process is basically the same for both the biennial and the amended budget. The amended budget will show only the second year of the original biennial budget.

4–7. Authorization and appropriation

a. Authorization is required to use funds. The two steps in the authorization process are—

- (1) Passage of an authorization bill by both Houses of the Congress.
- (2) Signature of the President of the United States on the bill, which becomes the Authorization Act.

b. Line item appropriation of funds is required on each project in MCA, MCAR, MED MILCON, and AFH programs. The two steps in the appropriation process are—

- (1) Passage of an appropriation bill by both Houses of Congress.
- (2) Signature of the President of the United States on the bill, which becomes the Appropriation Act.

c. The life of specific authorizations and appropriations are—

(1) Appropriation.

(a) Appropriations must be obligated within 5 years (FY+4). MILCON funds less than 5 years old may be used for in scope changes on any current MILCON project.

(b) MILCON funds older than 5 years and less than 10 years old may only be used for in scope changes on projects for which the funds were originally appropriated.

(c) After 10 years, funds are not available for any purpose.

(2) Authorization.

(a) Authorizations are good for 3 years (FY+2).

-
1. Planning charrettes completed prior to installations submitting completed DD Forms 1391.
 2. Army Guidance provided by OACSIM to HQ IMA, MACOM and IMA Regions.
 3. Installations prepare prioritized construction lists and submit to IMA Regions and MACOMs.
 4. IMA Regions submit prioritized BASOPS projects to HQIMA. MACOMs may also submit suggested prioritized BASOPS list to HQ IMA.
 5. MACOMs submit prioritized mission support project lists to OACSIM.
 6. HQ IMA submits prioritized BASOPS project lists to OACSIM.
 7. OACSIM combines IMA and MACOM project lists into one combined priority list. Provides guidance to installations on projects to be briefed at PRB.
 8. Installations submit completed copies of DD Form 1391 to IMA Regions and permit copies to USACE, USAISEC, HQDA, and MACOMs.
 9. USACE and USAISEC review copies of DD Form 1391 and provide certifications and comments to IMA Regions. USACE certifies only if they have not attended a planning charrettes.
 10. IMA Regions review certifications and comments by others, then certify and submit the completed DD Forms 1391 to OACSIM.
 11. Annual PRB.
 12. After PRB meetings, CRRC provides recommendations, DAIM-FD briefs ACSIM, DASA(IH), and proposed prioritization provided to G-3, who prioritizes programs for the Army. OACSIM briefs Installation Management Board of Directors.
 13. DASA(IH) releases design codes 1, 2, or 3 to OACSIM and performs required 10 USC 2807 notifications. OACSIM releases projects to HQ USACE for design.
 14. HQ USACE releases design codes to districts.
 15. Districts perform Code 2 or 3 design. Installations will work with design districts on parametric design process.
 16. Districts submits ENG Form 3086 to HQUSACE 6 months after code release but not later than 1 April of DY.
 17. Copies of ENG Form 3086 reviewed by HQ USACE and OACSIM. When approved, ENG Form 3086 data imported into DD Form 1391 cost block.
 18. OACSIM compiles OSD budget books (BES) in accordance with ASA(FM&C) guidance.
 19. OSD/OMB review and adjust program.
 20. OACSIM adjusts the program in accordance with OSD guidance.
 21. OACSIM compiles congressional budget books and forwards thru OSD and OMB to Congress.
 22. USACE districts initiate final design or RFP design build package of PY projects.
 23. Installations monitor project process and participate in final design review and RFP preparation.
 24. Congress reviews budget submission, conducts hearings, prepare authorization and appropriation bills.
 25. OSD/SA/ACSIM/HQ USACE testify as required.
 26. Authorization and appropriation bills enacted. Any delay in this step (that is, no bills passed and funding provided by continuing resolutions) will push back all subsequent steps accordingly.
 27. Apportionment by OMB after authorization and appropriation bills are enacted (but no earlier than 1 October). OSD releases program for construction.
 28. ASA(FM&C) allocates funds to HQ USACE.
 29. HQUSACE issues construction directives and funds to USACE districts.
 30. USACE districts award contracts and begin construction process.

Figure 4-2. MCA/AFH Program flow chart activities

(AFSS) must approve a waiver. The project DD Form 1391 will include justification in support of that decision in the supporting paragraphs and refer to the previously approved waiver.

(2) When using a DA standard design, deviations from mandatory design elements require a waiver. Requests for waivers from mandatory Army Standard(s) within the standard design require approval from the Department of the Army Facility Standardization Committee.

(3) When using a standard design for all or part of a project the percent of standard design in the total design effort shall be annotated on DD Form 1391 along with the name of the installation where that standard design was recently used.

c. Concept or parametric designs are governed first by the scope and then by the cost of each project, as defined in the project DD Form 1391. Final designs are governed principally by the cost of the project as reflected in DEPSEC-DEF program approvals during the PBD cycle. Congressional changes will be incorporated by the USACE district and coordinated with the IMA region director per instructions issued by HQDA (DAIM-FD) through USACE.

d. Review of project documentation on concept, parametric, and final designs will be conducted by authorized representatives from IMA region directors, MACOMs, installations, using agencies, and USACE.

e. Any deviation in primary facility scope approved at the PRB must be within standards or criteria and must be approved by HQDA (DAIM-FD) in coordination with the DA staff proponent.

f. A value engineering study will be made on each project with a programmed amount exceeding \$2 million excluding NAFCP. Value engineering studies may be waived by the MSC. Value engineering suggestions will not be adopted unless they provide the same or better life cycle cost benefits to the facility as the original design element they are seeking to replace.

g. A project management plan will be developed by the USACE district for each project excluding NAFCP. The project management plan will establish scope, schedule, budgets, interface with the user, and technical performance requirements for the management and control of the project. The plan will provide performance measurement criteria including major milestones. In addition, the plan will document the USACE and user commitments required for project execution.

h. All MILCON project designs shall incorporate current corrosion prevention measures and technologies.

5-4. Design directives

a. Design directives authorize various stages of project design, indicate project scope and cost and provide special instructions for the design of the project. The design execution process is managed in part by using design codes.

b. Design codes are defined as follows:

(1) Code 0-A centrally funded planning charrette, using O&M funds, is authorized.

(2) Code 1-The project is authorized for accomplishment of site investigation work, preparation of predesign cost estimate, and other predesign work to the extent defined by special instructions of individual directives. Selection and negotiation (not award) of an architect-engineer (A-E) contract for design is authorized.

(3) Code 2-Preparation of concept design is authorized. Award of a design contract is authorized, if appropriate. Approved concept design is considered to be 35 percent of the total design effort.

(4) Code 3-Preparation of parametric design is authorized. Award of a design contract is authorized, if appropriate. Approved parametric design is considered to be 5 to 15 percent of the total design effort.

(5) Code 4-The project design is on hold, pending a supplemental design directive.

(6) Code 5-The project is deferred from the program. Do not start design. If design of the project by USACE district in-house personnel has begun, it will be terminated. If design is being accomplished by A-E contract, it will be concluded per paragraph 5-5d.

(7) Code 6-The project is authorized for final 100 percent design.

(8) Code 7-Preparation of an RFP for a design-build project is authorized. Award of an A-E contract to prepare a design-build RFP is authorized, if appropriate. Under Code 7, the design effort is limited to that which is appropriate to award a contract to a single construction contractor to perform both the design and construction of a facility using performance specifications under a firm, fixed-price contract; development of nominal technical project criteria is expected. If a technical design level beyond 30 percent is necessary, prior written approval by HQDA (DAIM-FD) is required.

(9) Code 8-The project is canceled and if design is being accomplished by A-E contract, it will be concluded per paragraph 5-5d.

(10) Code A-The project is authorized to be advertised for a construction contract (or a design-construct contract). This code does not authorize the award of a contract.

(11) Code 9-A construction contract (or design-construct contract) is authorized for award.

c. Normally, projects will be released with Code 3 (parametric design) authority. Subsequently, projects identified for design-bid-build will receive Code 6 (final design) authority. Projects identified for design-build will receive a Code 7 (preparation of an RFP) authority. Projects planned for execution as design-build projects will be identified as early as possible but no later than the submission of the parametric or concept design. Value engineering studies

required for projects must be completed prior to award of any design-build procurement contract (see para 5-3f). Further, the opportunity to make changes to a design-build contract will be severely limited after contract award. After contract award, all discretionary (user-requested) changes, including those that affect the contractor's design, must be approved by HQDA (DAIM-FD). Careful preparation of DD Form 1391 and the use of planning charrettes are essential to the success of the program. Planning charrettes conducted during the preparation of DD Form 1391 will receive full IMA region director and installation support. Detailed reviews of RFPs should be conducted by all organizations that have a vested interest in each project. This includes but is not limited to the user, DOIM, force protection officer, provost marshal, fire marshal, DPW, environmental officer at the installation, concerned IMA Region director staff, USACE center of standardization or MCX, and, for MACOM mission projects, the concerned MACOM staff.

(1) Army planning and design funds will be used for USACE project activities after issuance of a design code (except code 0) until award of a design-build contract. This will include in-house and A-E activities associated with preparation and evaluation of the RFP.

(2) Army MILCON funds will be used for postaward project activities performed by the construction contractor, A-E, and USACE. Design-related activities performed by the design-build contractor will also be MILCON funded. Postaward design review costs will be a direct charge to MILCON funds.

(3) For certain projects, such as some congressional adds, MILCON funds may be used for preaward activities only where such activities are explicitly identified and associated costs specifically shown on DD Form 1391 as being construction-funded.

(4) The requirements of paragraphs 5-4c(1) through (3) do not affect policy for the use of MILCON supervision and administration funds.

5-5. Architect-engineer contracts

a. The contracting officer may contract for A-E services for execution of the design.

b. The fee under any A-E contract for services for developing plans and specifications is limited by statute to a maximum of 6 percent of the estimated cost of construction. The 6 percent statutory limitation applies only to production and delivery of designs, plans, drawings, and specifications for construction. The costs of nondesign services, to include the following, are exempt from the 6 percent limitation:

- (1) Project development.
- (2) Engineering feasibility.
- (3) Deficiency studies.
- (4) Site investigations.
- (5) Subsurface explorations.
- (6) Surveys.
- (7) Shop drawing review.
- (8) Construction inspection.
- (9) Preparation of operating manuals and similar activities.
- (10) Furniture-related interior design.
- (11) Construction cost estimates.
- (12) Economic analyses.
- (13) National pollution discharge elimination system and other environmental permits.
- (14) Hazardous, toxic, and radioactive waste surveys.

c. If design costs are estimated to exceed \$1 million (the threshold amount specified in 10 USC 2807, as amended), award of an A-E contract or initiation of in-house design will not be accomplished until HQDA fulfills 10 USC Section 2807 congressional notification requirements.

d. A deferred or canceled project may require termination of the A-E contract. Work must cease or be completed through the next logical stopping point. If an A-E contract is not terminated, USACE will immediately notify HQDA (DAIM-FD), which, in turn, will notify the DASA(IH).

e. For Army installations in the NCR, Army MILCON designs require approval by NCPC. For installations in the District of Columbia, to include Arlington National Cemetery and Fort Myer, VA, Army MILCON designs require approval by the CFA. Project submittals shall be in accordance with published NCPC and CFA submittal requirements. Provisions will be made in A-E contracts to allow for the milestone requirements to receive NCPC and CFA project design approval.

5-6. Predesign activities and Technical Instruction 800-01

a. Predesign activities and TI 800-01 required efforts will begin when a Code 1 design directive is received from USACE. Unless otherwise directed, predesign activities and TI 800-01 efforts require the following documentation before beginning:

- (1) The IMA region director-approved DD Form 1391 for the project.

- (2) Architectural and engineering instructions, or special instructions issued by USACE, if required.
- (3) Host installation approved site plan to include a statement that a hazardous and toxic materials survey has been accomplished, indicating the site is suitable for construction.
- (4) Development of an installation design guide.
- (5) Risk and threat analysis provided by the installation (Provost Marshal or Security Officer) for assets to be associated with the project.
 - b.* Predesign preparation will include—
 - (1) Site surveys.
 - (2) Site plans.
 - (3) Preliminary subsurface investigation and analysis.
 - (4) Preliminary utility investigation and analysis.
 - (5) Narrative description of structural, electrical, mechanical, power, fire protection, and HVAC systems, and alternative energy systems to be considered.
 - (6) A CWE for budget purposes, which will be prepared for USACE (excluding NAFCP) approval if cost differs from that shown on the approved DD Form 1391.
 - (7) A threat analysis and the results of a security engineering survey, where applicable.
 - (8) Environmental documentation.
 - (9) Selection and negotiation of an A-E contract.
 - (10) Development of project management plan.
 - (11) Preliminary hazard analysis outlining expected operational hazards as prescribed by AR 385-16.
 - c.* Although USACE (excluding NAFCP) is responsible for effectively and efficiently providing a complete and usable facility including MILCON funded information systems (excluding such systems associated with MED MILCON projects), there may be instances where it is advantageous for the installation DOIM to install information systems for a MILCON project. In such instances, proposals by a DOIM to install such systems will be processed project by project in a manner similar to that used for user-requested changes. The installation will obtain written endorsement from the servicing USACE district for such an arrangement, and forward such a request, with endorsement from USACE, through the IMA region director to HQDA (DAIM-FD) for approval. Any IMA region director endorsement of such a proposal to HQDA (DAIM-FD) will include comments on that proposal by the installation, as well as address any funding implications related thereto, especially any deviations from DD Form 1391 cost estimate. Further, any proposed deviations from the Army Installation Information Infrastructure Architecture must be identified and justified at that time, and specific costs associated therewith indicated in that endorsement. HQDA (DAIM-FD) will advise both the appropriate IMA region and USACE of the disposition of each such endorsement, who will, in turn, formally notify all affected subordinate elements accordingly.
 - d.* For Army installations in the NCR, the NCPC is to be contacted to obtain the milestones and submittal requirements for the Army MILCON project design approval. For installations in the District of Columbia, to include Arlington National Cemetery and Fort Myer, Virginia, the CFA will be contacted to obtain the milestones and submittal requirements for the Army MILCON project design approval. Project submittal shall be in accordance with the published NCPC and CFA submittal requirements. As soon as a Code 1 design release is issued, NCPC and CFA will be contacted to establish the submittal requirements.

5-7. Parametric design (Code 3)

- a.* Parametric design begins when a Code 3 directive and appropriate funding is issued by USACE. It incorporates the following elements:
 - (1) Preparation of preliminary sketches of a site plan and area plan showing project features. Examples include proposed buildings, roads, and parking areas.
 - (2) Preparation of predesign level functional relationship diagrams showing functional space arrangements.
 - (3) Review of existing geotechnical data to determine possible impact on cost. If existing data is not available or is insufficient, limited geotechnical investigation should be conducted as required.
 - (4) Identification of probable utility connection points.
 - (5) A summary of environmental issues and identification of required waivers and permits.
 - (6) Preparation of predesign level descriptive narrative for mechanical, electrical, structural, and information systems.
 - (7) Identification of unusual requirements (special foundations, AT requirements, asbestos and lead-based paint abatement, sustainable design features, special considerations, and so on) that will significantly influence the cost.
 - (8) Preparation of a report addressing the basis of design, including estimate assumptions and economic analysis considerations.
 - (9) Preparation of a parametric cost estimate and submission of a CWE for budget purposes to USACE (excluding NAFCP) by 1 March of the DY.
 - (10) Thorough involvement of the user, including input and approval of the user, throughout all steps of the

parametric design process. However, this does not allow deviation from the approval project scope without formal approval by HQDA (DAIM-FD).

b. Parametric design is not complete until it incorporates all valid comments and is approved by the using agency, installation, and IMA region director, and MACOMs as appropriate for mission projects. This must be completed by 1 March of the DY. The cost estimate, reported by the CWE for budget purposes, is reviewed, validated, and approved by USACE (excluding NAFCP) prior to its submission to HQDA (DAIM-FD).

5-8. Concept design (Code 2)

a. Concept design will begin when a Code 2 design directive is received from USACE and will be based upon predesign activities and TI 800-01 required efforts. Where no predesign activities and the TI 800-01 required efforts were accomplished, concept design will include all the requirements of predesign. Concept design for MED MILCON projects will comply with the requirements of MIL-HDBK-1191 and TI 800-01.

b. Concept design will be limited to the HQDA approved scope as shown on DD Form 1391. USACE is responsible for assuring that the authorized scope on DD Form 1391 is not exceeded during design. The design will establish all basic features, materials, construction methods, facility systems, fire plans, and related costs of the facility. The USACE district will prepare studies that permit necessary design decisions to be made and justified.

c. The MACOM will immediately notify the IMA region director, USACE design agent, and HQDA (DAIM-FD) of any mission changes that may alter the design of a project before concept design completion. Revisions to programming, budgeting, and execution will be evaluated and appropriate guidance subsequently provided to the MACOM, IMA region director, and USACE by HQDA.

d. Concept design will be prepared according to TI 800-01. MED MILCON project concept design will also be prepared per MIL-HDBK-1191. Concept design will consist of but not be limited to the following:

- (1) Thirty-five percent design drawings, which include—
 - (a)* Project site plan.
 - (b)* Area site plan.
 - (c)* Complete subsurface investigation and analysis.
 - (d)* Architectural floor plans that consider functional relationships, work area use, security requirements, and traffic flow patterns.
 - (e)* Building sections.
 - (f)* General interior finish selections.
 - (g)* Exterior elevation drawings showing principal exterior finishes.
 - (h)* General preliminary mechanical, electrical, and information systems layouts, including equipment capacities and sizes.
 - (i)* Fire-protection plan.
 - (j)* Exterior utility plans.
 - (2) Outline specifications.
 - (3) CWE for budget purposes.
 - (4) Basis of design, including—
 - (a)* Design assumptions.
 - (b)* Design analysis and calculations.
 - (c)* Economic analyses.
 - (d)* List of materials and methods of construction to be used.
 - (e)* Information systems requirements.
 - (f)* Discussion of types and capacities of HVAC systems, including a description of the selected system.
 - (g)* Discussion of types and capacities of primary electrical power, conduit, information systems, lighting, and other systems considered, including a description of the selected systems.
 - (h)* Descriptions of the foundation, including any special requirements such as drilled piers, pilings, and support facilities.
 - (i)* Site analysis that discusses the opportunities and constraints of the site and includes the recommendations from an installation design guide.
 - (j)* Operability studies.
 - (k)* DDESB site approval, if required by AR 385-64.
 - (l)* Hazard analyses, if required.
 - (m)* Preliminary erosion control analysis.
 - (n)* Preliminary landscaping planting plan and a plant material analysis that reflects the selection of plant material native to the project area.
 - (o)* Life-cycle cost analyses.
 - (p)* Building energy simulations, energy conservation studies, and design energy use calculations.

(q) Narrative description of the approach used and basis for AT measures, and a narrative description of those measures.

(r) Fire-protection analyses.

(s) Corrosion mitigation plan.

e. The USACE district will finalize and submit a concept design cost estimate (CWE for budget purposes), based on the concept design approved by the using agency, installation, and IMA region director, to USACE. The USACE district will ensure compliance with the HQDA (DAIM-FD) approved DD Form 1391. IMA Region directors will request approval from HQDA (DAIM-FD) for any scope or cost changes. IMA Region directors will also identify program revisions required to accommodate cost changes. HQDA (DAIM-FD) will advise USACE of scope or cost changes required.

f. The USACE MSC will ensure concept designs comply with technical requirements of DD Form 1391 and design criteria. The USACE MSC will employ quality verification principles including staff visits, review of district quality control procedures, and technical consultations to accomplish this objective. The USACE MSC will ensure that the district processes support delivery of quality products, on time, and within budget.

g. In addition to the previously described reviews by the installation and IMA region director, the using agency, when a tenant, will also review and comment on the functional aspects of the project during concept design.

h. The USACE district will forward the drawings, basis of design, outline specifications, and cost estimate data to the using agency, the installation, the IMA region director, and MACOMs as appropriate for mission projects and parent USACE MSC for comment and appropriate approvals. Any functional design-related conflicts between the installation and using agency will be resolved by the IMA region director.

i. The USACE district will incorporate valid comments made by review agencies, if practical, provide written rationale to reviewers for comments not incorporated, and obtain final approvals of concept design.

j. Concept design is not complete until it incorporates all valid comments and is approved by the using agency, installation, USAISEC, and IMA region director, and MACOMs as appropriate for mission projects. This must be completed by 1 March of the design year. The cost estimate, reported by the current working estimate, is reviewed, validated, and approved by USACE prior to its submission to HQDA (DAIM-FD).

5-9. Design-build procurement (Code 7)

a. Projects identified for design-build will receive a Code 7 (preparation of an RFP) authority. Projects planned for execution as design-build will be identified as early as possible but not later than submission of the parametric or concept design. For guidance concerning planning charrettes for design-build projects, see paragraph 5-4c.

b. Final request for proposal documents are based on approved concept or parametric designs (in some instances, concept or parametric designs may not have been done, for example, UMMCA). Further, the opportunity to make changes to a design-build contract will be severely limited after contract award. All discretionary (user-requested) changes after contract award must be approved by HQDA (DAIM-FD).

c. USACE will request that the using agency, installation, USAISEC, and IMA Region director review RFP documents that are nearing completion to assure the project conforms to the approved concept requirements for functionality, operability, and maintainability. The USACE MSC will assist in resolving any design related conflicts among the installation, using agency, IMA region director, and the USACE district. The USACE Director of Military Programs will resolve remaining conflicts between the USACE MSC and the IMA region director. Copies of completed final design documents will be provided to the using agency, the installation, and the IMA region director.

d. Army planning and design funds will be used for USACE project activities after issuance of a design code until award of a design-build contract. This will include in-house and A-E activities associated with preparation and evaluation of the RFP.

e. Army MILCON funds will be used for postaward project activities performed by the construction contractor, A-E, and USACE. Design-related activities performed by the design-build contractor will also be MILCON funded. Postaward design review costs will be a direct charge to MILCON funds.

f. For certain projects, such as some congressional adds, MILCON funds may be used for preaward activities only where such activities are explicitly identified and associated costs specifically shown on the congressionally approved DD Form 1391.

g. The requirements of subparagraphs (1) through (3) immediately above do not affect policy for the use of MILCON supervision and administration funds.

5-10. Final design (Code 6)

a. Final design begins when a code 6 design directive and appropriate funding is issued by USACE.

b. USACE will request that the using agency, installation, USAISEC, and IMA Region director and MACOMs as appropriate for mission projects review design documents that are nearing final design to assure the project conforms to the approved concept requirements for functionality, operability, and maintainability. The USACE MSC will assist in resolving any design related conflicts among the installation, using agency, IMA Region director, and the USACE district. The USACE Director of Military Programs will resolve remaining conflicts between the USACE MSC and the

IMA Region director. Copies of completed final design documents will be provided to the using agency, the installation, and the IMA Region director.

5-11. Cost estimate

a. Cost estimates supporting MILCON projects will be prepared in accordance with TM 5-800-4. Chapter 7 provides further guidance for the information systems portion of the cost estimate. Design and cost estimates will include life-cycle cost analyses. After HQDA (DAIM-FD) approval, cost data from CWEs prepared for budget purposes will replace cost data on DD Form 1391.

b. Cost estimates prepared before issuance of a Code 1, 2, or 3 design directives, whether prepared by an installation, a USACE district, or other design agent, will be funded by the using agency. Where renewable energy sources are deemed feasible, costs are not to be included on DD Form 1391 prior to completion of the concept or parametric cost estimate.

c. For all projects, the principles of Sustainable Design and Development (SDD) will be considered during the development of the initial budgetary cost estimate, the concept of parametric design, and to a greater extent during the final design phase. At anytime during those project phases, if a life-cycle cost effective SDD-related product or system is proposed that would cause the project to exceed the OSD facility cost-per-square-foot standard:

(1) An analysis reflecting the following will be formally submitted by the installation or design agent through the IMA region director to HQDA (DAIM-FD) for review and approval:

(a) A listing of each such individual product or system and the product or system it is intended to replace.

(b) The difference in initial cost between each proposed product or system and the product or system it is intended to replace.

(c) The life cycle cost savings associated with each product or system proposed, developed in accordance with AR 11-18.

(2) Any approval by HQDA (DAIM-FD) will be accompanied by a determination of those specific products or systems approved for inclusion in the project design. Approval will also indicate where the costs associated with the acquisition and installation of such products or systems will be reflected in each project DD Form 1391.

(3) Systems or products determined by SDD considerations to have positive life-cycle cost benefits will not be deleted/modified by value engineering suggestions simply to lower construction cost.

5-12. Additive bid items and bid options

a. Cost limitations may necessitate identifying nonessential additive items or bid options that could be deferred if bids are not favorable. Under no circumstances will features essential for a complete and usable facility be included in either additive bid items or bid options. Additionally, additive bid items and bid options may only include scope items described in DD Form 1391.

b. During advertising, bidding, awarding, and construction of a MILCON project, it may be impossible to award all additive bid items or bid options related to a project. This occurs when statutory limitations are reached, when items are prohibitively costly, when the appropriation is critically short of contingency funds, or for other reasons. OMA, AFH (O&M), or other funds available to the installation or tenant may not normally be applied to construction work that was unawardable with MILCON funds or unawardable within MILCON authorization ceilings. To do so may constitute evasion of statutory limitations. This policy does not apply to in-place personal property equipment, furnishings, or work items that may be classified as maintenance and repair.

c. Additive bid items or bid options to be included in a solicitation must be identified during the design process as risk mitigating cost measures, and must be approved by the IMA Region director. For mission projects, the IMA Region must obtain MACOM endorsement.

5-13. Advertising, award, and obligation (excluding the Nonappropriated Fund Construction Program)

a. Appropriate interests in real property will be obtained before bids are advertised or construction contracts are awarded (see AR 405-10).

b. Advertisement will not occur until the USACE district has satisfactorily resolved IMA Region director and user review comments and, for projects in the NCR, projects have been processed through the NCPC and CFA review processes, as appropriate.

c. Award will not occur until the USACE district has satisfactorily addressed all using agency changes approved during the user-requested change review and approval process established by HQDA (DAIM-FD).

d. The USACE district will forward copies of all bidding documents, a notice of intent to advertise for bids, and the proposed date of advertisement to the using agency, the installation, and the IMA Region director.

e. The contracting officer will not normally open bids or award a contract with known material changes required.

f. Funds sufficient to cover the cost of the contract, contingencies, engineering during construction, as-built drawings, and supervision and administration must be available at time of award.

- g.* Savings realized from favorable bids (for example, lower than expected bids, quantity underruns, invalid claims) will be used at the discretion of HQDA (DAIM–FD) to fund shortfalls in the MILCON program.
- h.* USACE will notify Congress prior to contract award.

5–14. Project construction (excluding the Nonappropriated Fund Construction Program)

The USACE district commander will—

- a.* Establish and maintain a safe construction site.
- b.* Provide appropriate quality assurance during execution of the project.
- c.* Provide all necessary contract administration to manage the project.
- d.* Ensure that the construction complies with the project drawings and specifications and with Federal, state, and host nation regulations to yield a quality product.
- e.* Manage project costs and assess impacts of changes.
- f.* Negotiate and issue modifications to the contract when necessary.
- g.* Resolve claims and contract disputes with the contractor.
- h.* Maintain detailed construction schedules.
- i.* Monitor contractor execution and process progress payments.
- j.* Advise the using agency of project status.
- k.* Evaluate the performance of the contractor, and where applicable, the A–E, at the completion of the project.
- l.* Keep USACE and the USACE MSC apprised of the project status.
- m.* Provide CWEs for all discretionary changes and mandatory changes requiring HQDA (DAIM–FD) or higher approval.

5–15. Systems commissioning

Individual operating systems testing to ensure that contractual requirements have been met are not always an adequate process to guarantee overall performance. For projects, which include various large, complex, or interactive utility systems, where significant operational degradation may occur in critical facility processes or in life, health, or safety features of the project if systems do not function as required, it may be necessary to ensure that design intent has been accomplished through the use of the systems commissioning process. Installations will identify and justify all such requirements and program all funds necessary to implement this process, including any MILCON funds required, in the project DD Form 1391, to ensure that appropriate resources are available when needed for each such project selected. IMA region directors will be prepared to support such requirements on a per project basis at HQDA PRB meetings.

5–16. Semiannual review (excluding the Nonappropriated Fund Construction Program)

USACE will meet with HQDA (DAIM–FD) and IMA region directors semiannually to review projects under design and construction, and related execution issues.

5–17. Cost increases (Military Construction, Army and Army Family Housing)

a. Because MILCON cost estimates provided in the congressional justification books are based on less than 100 percent design, the Congress allows the services certain flexibility to approve cost increases. Per 10 USC 2853, a service Secretary may approve a cost increase provided it “could not have reasonably been anticipated at the time the project was approved originally by Congress,” and further provided that it is “required for the sole purpose of meeting unusual variations in cost.” In other words, the cost increase must not be the result of an increase in the authorized scope. (Note that there is no authority under the law for the services to increase the scope of any project approved by Congress.) The flexibility to increase the cost of a project is generally contingent on the availability of savings from other projects such as, bid savings or cancellations.

b. Every MILCON project is treated as if it had a separate authorization and appropriation. For practically all projects, these two Amounts are the same. Most MCA and AFH new construction projects have a line item authorization and appropriation in a particular MILCON budget. Other MCA projects have a special authorization with the appropriation provided either by congressionally approved reprogramming (for example, 10 USC 2803 emergency construction) or from a lump-sum appropriation (for example, 10 USC 2805 UMMCA). Although AHRP projects are authorized and appropriated as a lump sum, for the purpose of cost increases, the authorized and appropriated amounts are considered to be the costs shown in the congressional justification books.

c. Increases to the authorized amounts require notification to the congressional defense authorization subcommittees, whereas increases to the appropriated amounts are strictly within the purview of the congressional defense appropriations subcommittees. The separate rules for increasing the project authorization and appropriation are discussed in the following paragraphs. If the approval thresholds are different for the authorized and appropriated amounts, the smaller one controls.

d. Under the provisions of 10 USC 2853, the Secretary of the Army may approve a “cost variation” (increase of the project authorization) up to 25 percent of the amount appropriated, or 200 percent of the UMMCA threshold (currently

\$3 million, that is, 2 x \$1.5 million; see 10 USC 2805(a)), whichever is less. The specific cost variation approval thresholds are as follows:

(1) USACE may approve up to 15 percent over the amount appropriated, or \$1.5 million, whichever is less.

(2) HQDA (DASA(IH)) may approve up to 25 percent over the amount appropriated, or \$3 million, whichever is less, with certain exceptions. Since some cost increases need to be funded promptly to avoid interest or impact costs, 10 USC 2853(d) provides that the previous discussed limits on cost increases will not apply to cost increases resulting from—

(a) The settlement of a contractor meritorious claim under a contract.

(b) The costs associated with the required remediation of an environmental hazard in connection with a MILCON project, such as asbestos removal, radon abatement, lead-based paint removal or abatement, or any other legally required environmental hazard remediation, if the required remediation could not have been reasonably anticipated at the time the project was approved originally by Congress.

(3) The MILCON authorizations subcommittees must be notified of increases for initial awards greater than 25 percent over the appropriated amount, or \$3 million, whichever is less. Contract award may not occur for at least a 21-calendar-day waiting period, or 14 days for electronic submissions, after the Congress is notified and only if there are no congressional objections.

e. The Army may approve a “reprogramming” (increase of a project appropriation) up to 25 percent, or \$2 million, whichever is less. This criterion is more restrictive than 10 USC 2853. The specific reprogramming approval thresholds are as follows:

(1) The USACE may approve up to 15 percent over the amount appropriated, or \$1.5 million, whichever is less, except as noted in paragraph 5–17d(2)(b).

(2) The DASA(IH) may approve—

(a) Up to 25 percent over the amount appropriated, or \$2 million, whichever is less, except as noted in paragraph 5–17d(2)(b), and except for claims and for certain AHRP projects. The limitation on cost variations reflected above also must conform to the specific additional constraints reflected in para 5–17d(2)(a) and (b), regarding claims and environmental remediation.

(b) Cost increases for out-of-cycle AHRP projects added by the Army, regardless of the percentage, provided the total project CWE is less than \$1.5 million.

(3) Senate and House MILCON appropriations subcommittees must approve in writing any increase greater than 25 percent, or \$2 million, whichever is less, except for claims and certain AHRP projects (see paras 5–17e(2)(a) and (b)).

(4) In instances where a prior approval reprogramming request for a project has been approved by Congress, the reprogrammed programmed amount (PA) for both the project that received the increase as well as the revised PA on the project(s) used as bill payers. This revised PA becomes the new basis for any future increase, or decrease via a below threshold reprogramming, provided the project or account is not a congressional interest item. Any project specifically reduced by Congress in acting on the appropriation request is considered to be a “special interest” project and the reduced PA represents the maximum limit for this project. No one has authority to allow the CWE to increase beyond the PA of such a project. No below-threshold reprogramming is authorized. A congressional reprogramming is the only allowable method to allow the project costs to exceed the PA.

(5) Reprogramming limits do not apply to individual UMMCA projects. Cost increases for UMMCA projects are handled by reapproving the project at a higher amount pursuant to 10 USC 2805.

5–18. Scope and cost reductions (Military Construction, Army and Army Family Housing)

a. Per 10 USC 2853, the SA must approve and notify Congress when the project scope is reduced below 75 percent of the scope originally approved by the Congress. The award may not occur until at least 21 calendar days after the Congress is notified or if there are objections.

b. Cost variations will not be used as a basis to increase the scope of any MILCON project (see 10 USC Chapter 169). After approval by Congress, each DD Form 1391 scope has a statutory basis that may not be increased without congressional approval. The scope shown on DD Form 1391 approved by Congress is the maximum allowable scope for the project, and must be reflected in all phases of project design as well as design-build requests for proposal subsequent to that approval. Once a project is approved by Congress, design reviews and value engineering studies will also include a verification statement to the effect that the project scope conforms to that of DD Form 1391. For projects submitted to HQDA in the POM, but not yet approved by Congress, certain limited scope adjustments are permissible if required for technical reasons, and if approved by HQDA (DAIM–FD), or TRICARE Management Activity (TMA) for MED MILCON projects. IMA region directors must submit any proposed DD Form 1391 scope change to HQDA (DAIM–FD) for approval as a user-requested change. Requested adjustments are handled case by case and may require coordination with the MILCON subcommittees. Consequently, design agents are not authorized to incorporate any such scope changes into any project design or RFP without formal approval from HQDA.

c. When determining the extent of a reduction in the scope of work, the reductions in dollars as well as engineering

based attributes (for example, square footage (SF) reductions) will be used to determine the 25 percent scope change threshold reflected in 10 USC 2853(b).

5–19. Project approval

a. Department of the Army policy regarding funding sources for construction of MWR facilities is contained in AR 215–1. Policy regarding funding sources for construction of Army lodging facilities is contained DODI 1015.12 and AR 210–50. Requests for exceptions to such policy will be prepared by the garrison commander and submitted through the IMA Region director for review and endorsement, to include IMA region director rationale for such requests, and forwarded through USACFSC for review and processing to the DUSD (Military Community and Family Policy) (MC&FP), who will prepare requests for exceptions to such policy.

b. For projects estimated to cost more than \$750,000 (excluding equipment costs and design fees) that experience a change in scope of 10 percent (up or down), or where the cost will exceed the reported cost by 25 percent or more, the NAF program manager will submit a variance request to HQDA (DAIM–FD) for submission through the ASA(M&RA) and the ASA(I&E) to the DUSD (Personnel and Readiness) (P&R). The DUSD(P&R) will then notify both the HASC and SASC of the reason for the variance. No contract commitment may occur until 15 days after notification of the HASC and SASC and written notification is received from DUSD(P&R).

c. For projects estimated to cost between \$200,000 and \$750,000 (excluding equipment costs and design fees) that experience a cost increase where the new cost is estimated to be \$750,000 (excluding equipment costs and design fees) or more, the NAF program manager will submit a variance request to HQDA (DAIM–FD) for submission through the ASA(M&RA) to the ASA(I&E) to the DUSD(P&R).

d. For projects estimated to cost less than \$200,000 (excluding equipment costs and design fees) that experience a cost increase where the new cost is estimated to be \$200,000 (excluding equipment costs and design fees) or more, but less than \$750,000 (excluding equipment costs and design fees), the NAF program manager will report it as a NAF minor construction project to HQDA (DAIM–FD) for inclusion in the next annual budget submission.

e. For all the cost variance requests cited above, currency fluctuations will have no impact on reporting requirements for approvals.

5–20. Approvals for Nonappropriated Fund Construction Program program projects

Approved projects estimated to cost less than \$200,000 that meet the requirements of AR 215–1, DODI 1015.12, and AR 210–20 will not be placed under contract without the approval of the appropriate IMA Region Director. The IMA Region Director will not approve commissary construction without DeCA approval, or exchange construction without AAFES approval.

5–21. Project completion

a. Physically complete MILCON and NAF projects will be transferred to the installation by DD Form 1354.

b. As-built drawings will be provided to the installation within 60 days of the final transfer of the facility.

c. Fiscal closeout of the project will occur within 60 days after physical completion. However, fiscal closeout may be delayed by pending changes and claims.

5–22. Emergency construction (10 USC 2803)

a. Requests for emergency construction will be executed as described below (see para 5–22*b* for statutory authorizations and limitations).

(1) Emergency construction requests will be submitted by IMA Region directors (signed by a general officer or equivalent Senior Executive Service (SES) civilian) after coordination with the appropriate MACOMs for mission projects to HQDA (DAIM–FD), with copies to the CSA and the ASA(I&E). Each request must explicitly state why the project is vital to national security or protection of health, safety or environmental quality, and why it may not be included in the next MILCON budget request. Requests should also include a DD Form 1391 and proposed completion date.

(2) HQDA (DAIM–FD) will request approval of an emergency project from the Army Secretariat after it is validated by the HQDA proponent, provided funding is available. If approved by the Army Secretariat, HQDA (DAIM–FD) will issue a design release to USACE. The appropriate congressional correspondence will be submitted after a reliable cost estimate is prepared and DD Form 1391 is revised, as necessary. Note that ultimate approval of the project is contingent on the following:

(a) Agreement by OSD to forward the reprogramming request to the House and Senate appropriations committees.

(b) Written approval of the reprogramming by the House and Senate appropriations committees.

(c) No objections from the House or Senate Armed Services Authorization Committee within 21 calendar days after receiving the 10 USC 2803 notification letters and reports from the Army Secretariat in hard copy, or 7 calendar days for electronic notification.

(3) Advertising authority will not generally be provided until an emergency project is approved by the authorization

and appropriations committees. If justified, authority to advertise and open bids (subject to the availability of funds) may be provided by the DASA(IH) before congressional approval.

(4) The project dollar amount shown on a 10 USC 2803 congressional notification and reprogramming request will be treated as a normally authorized and appropriated project. Consequently, the Army has reprogramming flexibility up to 25 percent or \$2 million, whichever is less, provided additional funding is available.

b. The pertinent text of 10 USC 2803 found at subsections (a) through (c).

c. This authority would not be used for projects denied authorization in a prior military construction authorization Act.

(1) No authorization of appropriations would be provided in an annual military construction authorization Act for the use of the authority of this section.

(2) The use of this authority is dependent upon the availability of savings of appropriations from other military construction projects or through funding obtained by deferring or canceling other military construction projects.

(3) No funding is appropriated for emergency construction. Therefore, funds to finance the authorization must be reprogrammed (with congressional approval) from unobligated MILCON funds. Note that the Congress would be reluctant to approve cancellation or deferment of a required project to fund an emergency construction project unless there was a truly dire need.

d. This authority was provided to give the Department and the Congress flexibility in dire situations. A true emergency project will be confined to facilities without which a critical weapon system or mission could not function.

e. Additionally, emergency construction projects costing \$1.5 million (up to \$3 million to correct threats to life, health, or safety) or less will be executed under the UMMCA program.

f. There is no individual project limitation. However, 10 USC 2803 states that the SA may obligate a maximum of \$45 million per fiscal year for emergency construction projects. Also, the additional emergency authorization may not cause an annual MCA program authorization to be exceeded. Furthermore, since there is no separate emergency construction appropriation, projects carried out under the provisions of 10 USC 2803 authority may be completed only within the total amount of appropriated MCA funds that have not been obligated.

5–23. Restoration or replacement of damaged or destroyed facilities (10 USC 2854)

a. The pertinent text of 10 USC 2854 is cited at subsections (a) and (b).

b. Subsection (a) of 10 USC 2854 permits military departments and defense agencies to respond to natural disasters and acts of arson or terrorism promptly. This authority is to be used for prompt responses to restore mission effectiveness and to preclude further deterioration of damaged facilities. To assure timely responses, operation and maintenance appropriations may be used to temporarily repair or restore damaged facilities. If an economic analysis of life-cycle costs shows that the most cost-effective alternative is facility replacement, military construction appropriations may be used to construct the replacement facility. Any replacement facility would use current design and material criteria and may be increased in size to meet current mission and functional requirements.

c. This authority may be used for MCA restoration or replacement projects that exceed the minor construction cost limitation.

d. Family housing units may also be restored or replaced under this authority. However, it is Army policy that 10 USC 2854 be used only for AFH replacement projects (new construction) that are urgent and may not be delayed until the next AFH budget cycle. Refer to AR 210–50 for further guidance.

e. O&M funds may be used to temporarily repair or restore facilities while funding approval for a permanent solution is being obtained if there is a compelling urgency. Examples of compelling urgency might be prevention of additional significant deterioration of the facility, mitigation of a serious life safety hazard, or avoidance of severe degradation of a critical mission.

f. A damaged facility or family housing unit may be replaced under this authority, in lieu of being restored, if replacement is supported by a life-cycle economic analysis. A replacement facility or family housing unit should use current design and material criteria and may be increased to statutory size limits by pay grade to meet current mission and functional requirements.

g. This authority is provided for “natural disaster and acts of arson or terrorism” and is not intended for the restoration or replacement of facilities in a serious state of disrepair due to gradual deterioration or lack of maintenance (see AR 420–70).

h. No additional funding will be appropriated for projects constructed under 10 USC 2854. Therefore, construction funds necessary to finance the authorization must be reprogrammed (with congressional approval) from unobligated MILCON funds. Note that the Congress would be reluctant to approve cancellation or deferment of a required project to fund a restoration or replacement project unless there was a truly dire need.

i. 10 USC 2854 does not contain any limitation on the cost of an individual project, or total value of projects authorized per FY. However, this does not exempt the restoration or replacement of family housing units from compliance with other statutes that limit per-unit costs (that is, \$50,000 times area cost factor). Authorization of restoration or replacement projects may not cause an annual MCA or AFH program authorization to be exceeded.

Furthermore, because there is no separate appropriation for projects carried out under the provisions of 10 USC 2854, projects must be completed within the total dollar amount of appropriated unobligated MCA or AFH funds.

j. Proposed project requests will be submitted by HQ IMA or MACOMs, depending upon whether a project is a BASOPS or mission support project (signed by a general officer or equivalent SES) to HQDA (DAIM-FD), with copies to the CSA and the ASA(I&E). A request must state explicitly why the project is needed and why it may not be included in the next MCA or AFH budget request. A request should also include a DD Form 1391, proposed project completion date, economic analysis (if a replacement facility is proposed), and housing deficit verification (for AFH projects). Repair projects will be submitted as required by AR 420-10.

k. HQDA (DAIM-FD) will request approval from the Army Secretariat for a restoration or replacement project after it is validated by HQDA proponent staff, and provided funding is available. If approved by the Army Secretariat, HQDA (DAIM-FD) will issue a design release. The appropriate congressional correspondence will be submitted after a reliable cost estimate is prepared and DD Form 1391-EF is reviewed and validated, as necessary. Note that ultimate approval of the project is contingent on the following: agreement by DOD to forward the reprogramming request to the appropriations committees, written approval of the reprogramming by the House and Senate appropriations committees, and no objections from the House National Security Committee or Senate Authorization Committee within 21 calendar days after receipt of the 10 USC 2854 notification letters from the Army Secretariat, or 7 calendar days for electronic medium notification.

l. Advertising authority will generally not be provided until a restoration or replacement project is approved by the authorization and appropriations committees. However, if justified, authority to advertise and open bids (subject to the availability of funds) may be provided before congressional approval.

m. The project amount shown on a 10 USC 2854 congressional notification and reprogramming request will be treated as a normally authorized and appropriated project. Consequently, the Army has reprogramming flexibility up to 25 percent or \$2 million, whichever is less, provided additional funding is available.

n. O&M, Army appropriations are the appropriate funding source for acquisition of materials and/or cost of erection of structures during combat or contingency operations that are clearly intended to meet a temporary operational requirement to facilitate combat or contingency operations (see 10 USC 101(a)(13)). Such facilities may not be used for the purpose of satisfying requirements of a permanent nature at the conclusion of combat or contingency operations. MCA appropriations will be used for such purposes in all other situations, including construction used after the termination of military operations necessitating the construction, except those minor construction projects authorized pursuant to 10 USC 2805(c).

5-24. Construction authority in the event of declaration of war or national emergency (10 USC 2808)

This authority provides that in the event of a declaration of war or a declaration by the President of a national emergency under 50 USC 1601, the SECDEF may undertake MILCON projects necessary to support use of the armed forces. Funding for all projects must be available from unobligated MILCON funds previously appropriated. Specific guidance will be issued by HQDA upon activation of this authority.

Chapter 6 Equipment Installation

6-1. Installed building equipment

Real property installed equipment (RPIE) includes items of real property affixed to or built into a facility that are an integral part of the facility. RPIE is normally provided as part of construction and their costs are included in the construction cost estimate. Primary facility costs that include items of RPIE are financed with either MILCON or NAFCP funds, for MILCON and NAF projects, respectively. See chapter 7 for additional detailed funding policy related to information systems acquired in support of MILCON projects. Examples of supporting RPIE are listed below.

- a.* Bedside headwall units.
- b.* Bleachers (built-in).
- c.* Benches (built-in).
- d.* Boilers.
- e.* Bookcases (built-in).
- f.* Cabinets (built-in).
- g.* Carpet (wall to wall).
- h.* Chapel seating, baptisteries, altars, pulpits, communion rails and tables, and raised platforms (built-in).
- i.* Closets.
- j.* Correctional facility equipment.
- k.* Desks and tables (built-in).

- l.* Dishwasher equipment (built-in).
- m.* Drinking water coolers (built-in).
- n.* Electrical components (built-in electric lighting fixtures and power utilization, and distribution equipment).
- o.* Elevators and elevator doors.
- p.* Escalators.
- q.* Exhaust systems.
- r.* Fire alarm and detection systems, including built-in cabinets.
- s.* Food service equipment (built-in).
- t.* Gas fittings.
- u.* Hardware and fixtures for disabled personnel access.
- v.* Heating, ventilating, and air-conditioning equipment, and control systems.
- w.* Hoists (crane and crane rails).
- x.* Incinerators.
- y.* Key control systems.
- z.* Kitchenette units.
- aa.* Laboratory sinks, tables, and benches (built-in).
- ab.* Lockers (built-in).
- ac.* Meat cutting equipment.
- ad.* Panel boards.
- ae.* Plumbing.
- af.* Pot and pan washing equipment.
- ag.* Protective construction features.
- ah.* Refrigeration equipment (built-in).
- ai.* Storm sash and doors.
- aj.* Screens.
- ak.* Shelving and racks (built-in).
- al.* Signage.
- am.* Sprinklers.
- an.* Sterilizers (built-in).
- ao.* Storage bins (built-in).
- ap.* Theater and auditorium railings.
- aq.* Theater Seating (bolted in place).
- ar.* Theater stage and fire curtain.
- as.* Traffic railings.
- at.* Utility monitoring and control systems.
- au.* Vaults.
- av.* Vehicle and pedestrian traffic control, and direction signs.
- aw.* Venetian blinds and window shades.
- ax.* Wardrobes (fixed).
- ay.* Waste disposers.
- az.* Other similar nonseverable items.

6–2. Personal property (fixed)

Personal property (fixed) (normally not MILCON or NAF funded) consists of movable capital equipment and other equipment that has been fixed in place or attached to real property, but may be severed or removed from buildings without destroying the usefulness of the facilities. Acquisition and installation of personal property are unfunded project costs and will be funded from other than MILCON appropriations. See chapter 7 for funding policy related to information systems acquired in support of MILCON projects. Any proposal to fund personal property from MILCON funds must be fully justified and submitted to HQDA (DAIM–FD) for approval. The equipment items will be clearly identified and all associated costs reflected separately. Such requests for approval will be accompanied by an itemized listing of each item of equipment, quantity required, unit of measure, and cost. When this type of equipment is proposed for MILCON funding and will not be a part of the construction contract, commanders will take appropriate programming actions. Examples of personal property for primary facilities normally not financed by MILCON funds are—

- a.* Banking equipment.
- b.* Blast furnaces.
- c.* Blasters and roto-blasters.

- d.* Bleachers (portable).
- e.* Chain and tractor equipment.
- f.* Conveyor systems.
- g.* Dies.
- h.* Drills.
- i.* Dryers.
- j.* Electronic repair laboratory and shop equipment.
- k.* Electronic security equipment.
- l.* Fixed navigational aids.
- m.* Fixed facilities for radio and meteorological stations.
- n.* Fixed target range systems.
- o.* Forges.
- p.* Grinders.
- q.* Heat treating machines.
- r.* Jigs.
- s.* Lathes.
- t.* Laundry equipment.
- u.* Metal plating equipment.
- v.* Microscopes (fixed).
- w.* Molders.
- x.* Organs.
- y.* Ovens and furnaces.
- z.* Paint sprayers.
- aa.* Photographic equipment.
- ab.* Planners.
- ac.* Power conditioning equipment, frequency converters, and power line filters.
- ad.* Presses.
- ae.* Printing presses and related equipment.
- af.* Punches.
- ag.* Riveters.
- ah.* Scientific measuring instruments.
- ai.* Sewing machines.
- aj.* Sheet metal equipment.
- ak.* Stamping and cleaning equipment.
- al.* Steam cleaning equipment.
- am.* Stills.
- an.* Stitchers.
- ao.* Telescopes.
- ap.* Testing equipment.
- aq.* Training equipment and simulators
- ar.* Vats.
- as.* Wash tanks.
- at.* Welding machines.
- au.* Woodworking equipment.

6–3. Personal property (movable)

Equipment that is movable and not affixed as an integral part of the facility is generally accounted for as personal property rather than real property. Normally, these items should not be financed from either MILCON or NAF funds. See chapter 7 for funding policy related to information systems acquired in support of MILCON projects. These items, when procured in support of NACFP, are normally financed with NAF when authorized APF is not available. Examples of items not financed with MILCON or NAF funds are—

- a.* Automated data processing equipment.
- b.* Filing cabinets and portable safes.
- c.* Fire extinguishers (portable).
- d.* Food service equipment (portable).
- e.* Furnishings, including rugs.
- f.* Furniture (such as chairs, tables, beds, desks, and partitions).

- g.* Office machines.
- h.* Photographic equipment (portable).
- i.* Prewired workstations (see the glossary).
- j.* Shop equipment.
- k.* Training aids and equipment, including simulators.
- l.* Wall clocks.

6-4. Commissary equipment

Commissary projects specifically included in the MILCON program by the DeCA and commissary store equipment, both movable and fixed or built in as an integral part of a facility, will normally not be financed from MILCON funds, or included in the project cost.

6-5. Medical and dental equipment

Procedures for planning and budgeting for medical and dental supporting equipment are contained in MIL-STD-1691E. Guidance on construction-funded equipment for medical projects is also contained in MIL-STD-1691E.

6-6. Equipment installation

a. Equipment affixed and built into a facility (real property) as an integral part of the facility is “construction” and will be funded as a construction cost.

b. Costs associated with installing movable equipment not affixed as an integral part of existing real property facilities is “nonconstruction” and will not be funded as a construction cost. The cost of this equipment and the costs related to its procurement (including transportation, packing, unpacking, assembly, attachment, and so forth) are not construction and are funded from the owning property book holder with the same appropriation that bought the equipment when the installation is in an existing building or facility. Some typical examples are as follows:

(1) Installation and relocation of prefabricated interior screens, partitions, and dividers mainly unattached. Movable screens or detachable panels that are temporarily held in place by light braces and screws and are readily removable without impairing or defacing either the panels or the floors, walls, or ceilings of the structure.

(2) Installation of false floors and platforms required solely to allow operating equipment to be installed.

(3) Installation of required shielding for electromagnetic radiating devices. Structural changes, including new partitions related to installing shielding, are construction.

(4) Temporary removal and reinstallation of items such as portions of walls, roof, and utility systems to permit installation of equipment. Reinstallation may involve rerouting or relocation of some items.

(5) Installation of special foundations, pads on slab-on-grade or pits in facilities. Installations of floors other than slab-on-grade are limited to bases needed to spread load and to secure equipment in place. Increase in load bearing capacity of these floors by additional or larger structural components is construction.

(6) Installation of secondary utility work to connect equipment to utility services within a facility. This work lies between the utilities primary entry or source within the structure and the equipment to be served; for example, utility work from the existing main electrical service panel or for equipment requiring primary voltage from the building primary bus.

(7) Installation of air conditioning under the following circumstances:

(a) To meet manufacturer’s specifications for equipment temperature, humidity, particulate matter, and air circulation.

(b) In clean rooms installed in non-air conditioned spaces or when the building central system cannot meet the temperature and humidity requirements of the clean room operations.

(c) For operator occupied areas where installed equipment will increase the temperature or humidity beyond safety levels in the immediate area of equipment. Under this policy, air conditioning may be provided only in bona fide equipment spaces related directly to the equipment and not in administrative or other working spaces.

(8) Installation of mechanical ventilation and separate exhaust systems when needed for personnel safety or for proper functioning of the equipment as required by the manufacturer.

(9) Installation of specialty fire extinguishing systems for rooms that contain substantial amounts of automatic data processing (ADP) equipment.

c. When installed in new facilities, items listed in paragraphs 6-6*b*(2), (3), (6), (7), (8), and (9) are construction. Related costs are properly chargeable to a construction project as a funded cost.

6-7. Automatic box conveyor systems

Automatic box conveyor (ABC) systems are transportation systems designed to move or convey small items from one area to another within a facility. ABC systems consist of two parts:

- a.* An installed track system, including switches and controls, normally designed to fit a particular facility and

integrated into the building's fire protection and mechanical systems. If removed, the system will require major modification before it can be reused. This installed track system is RPIE.

b. Conveyor carts and containers that can be removed from the conveyor track system. These items are personal property.

6-8. Prefabricated indoor offices

Users may purchase and install indoor prefabricated offices with equipment funds (as personal property) provided the equipment is—

- a.* Owned and accounted for by the user.
- b.* Maintained and repaired with user's operating funds.
- c.* Made for and used indoors.
- d.* Movable and attached to the real property and capable of being severed or removed without destroying the usefulness of the building.

6-9. High-altitude electromagnetic pulse and TEMPEST shielding

High-altitude electromagnetic pulse and TEMPEST shielding may protect all or part of a facility. The following differentiation holds for both new facilities and the improvement of existing facilities.

a. Global shielding (to include the actual shield, the filters, and the waveguides) installed as an overall shield to encompass the entire facility will be procured and installed with construction funds when part of a MILCON project (see MIL-HDBK-423).

b. Subglobal or component-level shielding and hardening will be procured with the same funds used to buy the equipment being protected.

6-10. Auxiliary generators

a. Generators affixed as a permanent part of a facility that provide power to facility electrical loads are considered to be installed building equipment (real property) and should be funded with MILCON funds. Generators that solely support personal property will not be MILCON funded. Generators that support a combination of both real and personal property are considered real property and will be funded with MILCON funds.

b. Requests for auxiliary generators to be used in support of facilities and systems other than those listed below will be processed through command channels to HQDA (DAIM-FD) for approval. Auxiliary generators funded by MILCON appropriations are authorized only for the following facilities and systems:

- (1) Air and sea navigational aids, both visual and electronic.
- (2) Air traffic control towers.
- (3) Aircraft and aircrew alert facilities.
- (4) Central fire stations, including associated communications and central station equipment.
- (5) Cold storage warehouses and major refrigerated storage areas.
- (6) Command and control facilities.
- (7) Information systems facilities, such as dial central offices, information processing centers, and information systems facilities.
- (8) Mission-critical computer and information processing systems.
- (9) Mission-critical munitions and research processing systems, including associated safety, alarm, and shutdown systems.
- (10) Mission-critical utility plants.
- (11) One dining facility per OCONUS installation.
- (12) DPW control centers.
- (13) Disaster preparedness and emergency operations centers.
- (14) Fire protection and alarm systems.
- (15) Hospitals.
- (16) Law enforcement and security police facilities, including associated information processing systems, and confinement facilities.
- (17) Specific requirements required by law, such as for some sewage lift stations.
- (18) Mission, property, and life support facilities and systems at remote and not readily accessible sites for aircraft warning and surveillance systems.
- (19) Nuclear power plants and storage and operating facilities for nuclear and chemical surety materials (see AR 50-5, AR 50-6, and AR 190-54 for special features that apply to generators).
- (20) Photographic laboratories providing mission-critical and essential support to tactical missions.
- (21) Petroleum, oils, and lubricants storage and dispensing facilities.
- (22) Security lighting, surveillance, and warning systems.

- (23) Weapons systems.
- (24) Weather stations.

6-11. Uninterruptible power supplies

Installation of uninterruptible power supplies (UPS) may be authorized to support some mission-critical personal property equipment, such as certain computer systems, where interruption of normal electrical power would result in damage to that equipment or loss of data critical to special mission accomplishment. In such cases, UPS serving personal property will be funded from the appropriate personal property account. UPS are not authorized for support of real property equipment, such as HVAC systems, lighting, and so on. Such systems are adequately served by automatic-start auxiliary power generators where the established need exists for such capability (see AR 420-49).

6-12. Electronic security systems

Detailed funding guidance covering the acquisition and installation of various components of electronic security systems, including, but not limited to, electronic entry control, closed-circuit television (CCTV), and intrusion detection systems equipment is provided in chapter 7. Most significantly, other than MILCON funds will always be used to acquire electronic security systems equipment. However, MILCON funds may be programmed to install such electronic security systems equipment where required in conjunction with a MILCON project. In such cases, funds required for equipment installation will be indicated as a separate line item under the "Primary Facilities" portion of the project DD Form 1391. Further, the other than MILCON funds required to acquire such equipment will be identified separately under the "Furnishings and Equipment" portion of DD Form 1391 as well (see chap 3, DA Pam 415-15).

Chapter 7 Information systems support

7-1. Funding Sources

Funding sources for information systems and associated equipment and systems supporting AR 415-15 construction-funded projects are listed in table 7-1.

7-2. Funding of information systems components

Table 7-1 applies to funding for information systems where those systems are associated with AR 415-15 MILCON projects. Costs related to such functions as repair, replacement, expansion, operation, and maintenance unassociated with MILCON projects are not to be construction funded.

- a. Construction funded items listed in Table 7-1 will be funded by MILCON funds.
- b. ISC funded items listed in Table 7-1 will be programmed and funded by ISEC-FDED.
- c. Proponent funded items listed in Table 7-1 will be programmed by the using agency for mission projects, or the garrison commander for BASEOPS projects.

7-3. Explanation of table 7-1 columns

- a. Column one, system component, lists the information system components for both information and associated equipment systems supporting construction-funded projects.
- b. Column two, ISCE, identifies if the system component is included in the ISCE (Tab F of DD Form 1381).
- c. Columns three and four, "Funding Source," identify specific funding sources for procurement and installation of information systems cabling or components. This does not necessarily reflect that maintenance, operation, repair, or replacement of such items is funded by the DPW. (For those items of information systems for which maintenance, operation, repair, or replacement costs or activities are funded by the DPW, see AR 420-49.)
- d. "Y" indicates that the cost estimate for each item in column one that is included in Tab F is validated by USAISEC, the agency that provides the standards, criteria, and design for that item. The aggregate costs of "Y" items represent the total Tab F/ISCE estimate. "N" indicates the cost estimate for each item in column one is included as part of the per-square-foot cost; it is developed by USACE, the agency that provides the standards, criteria, and design for that item. The aggregate cost appears in the per-square-foot cost of the primary facility. Where "N" items include cabling or equipment installed beyond the facility 5-foot line, a separate line item entry, in addition to that entitled "Information Systems," will be made in Block 9B, the Supporting Facilities section of DD Form 1391 for those items. One example of this condition would be entertainment television cabling run between buildings in a UPH complex.
- e. Abbreviations used in table 7-1 are defined in the legend at the end of the table.

**Table 7–1
Funding of information systems support components**

System component	ISCE	Funding sources	
		Procure	Install
1. PDS–AII MILCON ^{1, 10}			
Communications equipment rooms (CERs) ²	Y	CONF	CONF
Cable paths, protected ³	Y	CONF	CONF
Cables ⁴	Y	CONF	CONF
Application-specific electrical components: ^{5, 6}			
<i>Attached device—common user service</i>	Y	CONF	CONF
<i>Attached device—personal demand service</i>	Y	PROP	PROP
Signal line filters—PDS secure systems:			
<i>Installed on signal lines procured with CONF project funds</i>	Y	CONF	CONF
<i>Installed on signal lines procured with other than CONF project funds</i>	Y	PROP	PROP
2. Telephone system, administrative (common user voice service using DOD approved technology)			
Central office equipment upgrade/expansion/replacement: ⁷			
<i>MILCON</i>	Y	ISC	ISC
<i>Medical MILCON</i>	Y	CONF	CONF
<i>Not associated with MILCON</i>	N	ISC	ISC
Telephone instruments, common user: ⁸			
<i>MILCON</i>	Y	ISC	ISC
<i>Medical MILCON</i>	Y	CONF	CONF
Telephone instruments, all others: ⁹			
<i>MILCON</i>	Y	PROP	PROP
<i>Medical MILCON</i>	Y	CONF	CONF
Other attached devices:			
<i>MILCON</i>	Y	PROP	PROP
<i>Medical MILCON</i>	Y	CONF	CONF
3. Telephone system, nonadministrative (individual subscriber)—AFH, barracks, bachelor officer and enlisted quarters, and so on ^{10, 11}			
Telephone instruments and other attached devices	N	SUB	SUB
Outside plant infrastructure, cable, equipment and equipment shelter ¹¹	N	SUB	SUB
4. Local area networks (LANs)			
I3A compliant data switches and edge devices:			
<i>Common user—nonsecurity Internet protocol router network (NIPRNET) systems</i> ¹²	Y	ISC	ISC
<i>User specific—other than NIPRNET data systems: that is, secret Internet protocol router network, GCCS–A, and so on</i>	Y	PROP	PROP
Other LAN/data network devices—terminals, printers, keyboards, peripheral equipment, and so on	Y	PROP	PROP
5. Outside cable plant (OSP) ^{11, 13}			
Expand/upgrade/replace OSP, as a direct result of MILCON:			
<i>Cable pathway—manholes, handholes, duct, poles, pedestals, and so on</i>	Y	CONF	CONF

**Table 7-1
Funding of information systems support components—Continued**

<i>Cables</i>	Y	CONF	CONF
Line equipment:			
<i>Wired-in—required to complete the cable path</i>	Y	CONF	CONF
<i>Personal property—user application-specific electrical components</i>	Y	PROP	PROP
Expand/upgrade/replace outside cable plant not a direct result of MILCON	N	PROP	PROP
6. Entertainment television systems			
Government-owned master antenna ^{10, 14}			
Television (master antenna television) systems ¹⁶	Y	CONF	CONF
Cabling, interior ¹⁵	N	CONF	CONF
Cabling, exterior ¹⁵	N	CONF	CONF
Antennas, dipole and loop, fixed	N	CONF	CONF
Antennas, dish, non-medical facility	N	PROP	PROP
Antennas, dish, medical facility	N	CONF	CONF
Amplifiers, splitters, couplers, etc	N	CONF	CONF
Receivers, nonmedical facility	N	PROP	PROP
Receivers, medical facility	N	CONF	CONF
Commercially owned cable company ¹⁰			
Entertainment television systems not Government owned/operated			
Cable path/access systems ³	N	CONF	CONF
Cabling, interior inside the 5-foot line ¹⁵	N	CONF	CONF
Cabling, exterior outside the 5-foot line ¹⁵	N	SUB	SUB
Set-up and recurring fees and charges	N	SUB	SUB
7. Audio-video system, nonentertainment, common equipment (nonmedical, noninstallation design standards)			
Common system items			
Cable paths, protected ³	Y	CONF	CONF
Cables, coaxial ¹⁵	Y	CONF	CONF
Cables, PDS ⁴	Y	CONF	CONF
Amplifiers, splitters, couplers, line drivers, and so on	Y	CONF	CONF
Application-specific electrical components installed externally to the cable path: ^{5, 6}			
<i>Attached device, common user service (impedance matching devices, and so on</i>	Y	CONF	CONF
<i>Attached device, personal demand service (adapters for user unique devices)</i>	Y	PROP	PROP
Signal line filters:			
<i>Installed on signal lines procured with project funds</i>	Y	CONF	CONF
<i>Installed on signal lines procured with other than CONF project funds</i>	Y	PROP	PROP
Monitors	Y	PROP	CONF
Cameras	Y	PROP	CONF
Sound subsystems	Y	PROP	PROP
Video projectors	Y	PROP	PROP
Video recorders (VCR and so on) and video playback systems	Y	PROP	PROP
Antennas	Y	PROP	PROP

Table 7-1
Funding of information systems support components—Continued

Closed-circuit television (CCTV) for training and surveillance purposes			
Common system items—see Common system items			
Operating consoles and other head-end equipment	Y	PROP	CONF
Mission orientated visual information systems for stand-alone briefing rooms, auditoriums, command and control facilities, conference rooms, and other applications not addressed elsewhere in this table			
Common system items—see Common system items			
Operating consoles and other head-end equipment	Y	PROP	PROP
Video information projection systems			
Common system items—see Common system items			
Computer workstations	Y	PROP	PROP
Teleconferencing			
Common system items—see Common system items			
Screens	Y	PROP	PROP
Coding and decoding equipment	Y	PROP	PROP
Computer subsystems	Y	PROP	PROP
Educational television systems			
Common system items—see Common system items			
Head-end transmitters	Y	PROP	PROP
Computer-aided instruction systems			
Common system items—see Common system items			
Learning station equipment	Y	PROP	PROP
Computer subsystems	Y	PROP	PROP
8. Audio/video system, nonentertainment, common equipment (medical facilities)			
Common system items			
Cable paths, protected ³	N	CONF	CONF
Cables, coaxial ¹⁵	Y	CONF	CONF
Cables ⁴	N	CONF	CONF
Amplifiers, splitters, couplers, and so on	N	CONF	CONF
Monitors and cameras	N	PROP	PROP
Sound subsystems	N	CONF	CONF
Antennas	N	PROP	PROP
CCTV for medical facilities			
Common system items: see Common system items			
Operating consoles and other head-end equipment	N	PROP	PROP

Table 7-1
Funding of information systems support components—Continued

Composite medical information system			
Common system items: see Common system items			
Operating consoles and other head-end equipment	N	PROP	PROP
9. AM-FM radio and public address system, complete	N	CONF	CONF
10. Antennas and antenna towers for point-to-point communication	N	PROP	PROP
11. Cellular telephone instruments ¹⁸	Y	PROP	PROP
12. Central clock, complete	N	CONF	CONF
13. Central dictation, complete			
Cabling	N	CONF	CONF
Dictation equipment	N	PROP	PROP
14. Electronic navigational aids: terminal very high frequency omnidirectional range, tactical air navigation (TACAN), and so on	N	PROP	PROP
15. Fire alarm and detection system, complete	N	CONF	CONF
16. Fixed and portable facility equipment for radio and meteorological stations ¹⁷	N	PROP	PROP
17. Intercommunication (intercom) systems complete	A	CONF	CONF
18. Intrusion detection system, all AR 415-15 MILCON			
Cable paths, protected ³	N	CONF	CONF
Cables ⁴	B	CONF	CONF
Sensors	N	PROP	CONF
Operating consoles and other head-end equipment	N	PROP	CONF
Amplifiers, splitters, couplers, and so on	N	CONF	CONF
Assessment cameras and monitors	N	PROP	CONF
Application-specific electrical components installed externally to the cable path: ^{5, 6}			
<i>Attached device, common user service (impedance matching devices, and so on)</i>	N	CONF	CONF
<i>Attached device, personal demand service (adapters for user unique devices)</i>	N	PROP	PROP
19. Nurse call, complete	N	CONF	CONF
20. Official telecommunication center record traffic equipment (teletype, facsimile, terminal, and so on)			
Common user	Y	ISC	ISC
Dedicated/special purpose	Y	PROP	PROP
21. Operating and malfunction alarms associated with CONF equipment	N	CONF	CONF

**Table 7-1
Funding of information systems support components—Continued**

22. Organs and other musical instruments	N	PROP	PROP
23. Pneumatic tube, complete	N	CONF	CONF
24. Portable clock (battery or plug in)	N	PROP	PROP
25. Radio paging systems, complete ¹⁷	N	CONF	CONF
26. Real-time clock			
Energy Monitoring and Control System (EMCS)	N	CONF	CONF
Non-EMCS	N	PROP	PROP
27. Reproduction, photographic, printing and similar hard copy developing and processing equipment	N	PROP	PROP
28. Testing, diagnostic equipment (TMDE), and special tools			
Dedicated to fixed CONF-procured and installed systems and components ¹⁹	N	CONF	CONF
Dedicated to fixed ISC-procured and -installed systems and components ¹⁹	Y	ISC	ISC
Other TMDE	N	PROP	PROP
29. Trunk radio set			
Trunk radio set, nonmedical facility ²⁰	Y	PROP	PROP
Trunk radio set, medical facilities ²¹	N	CONF	CONF
30. UPS			
Used in support of equipment procured with CONF project funds	N	CONF	CONF
Used in support of equipment procured with ISC funds	Y	ISC	ISC
Used in support of equipment procured with other than CONF project or ISC funds	N	PROP	PROP
Used in support of a combination of equipment, some of which is procured with CONF project funds and some with other than CONF project funds	N	CONF	CONF
31. Utility monitoring and control system (UMCS)/EMCS			
UMCS/EMCS, ECIP, with maintenance management subsystem	N	CONF	CONF
UMCS/EMCS, ECIP, without maintenance management subsystem	N	CONF	CONF
UMCS/EMCS maintenance management subsystem in conjunction with ECIP-funded UMCS/EMCS	N	PROP	PROP

Table 7-1
Funding of information systems support components—Continued

Legend for Table 7-1:

CONF: Construction funded costs; funded by the project

ISC: Information systems cost; funded using NONCONF funds (MDEP MU1U (OPA) funds)

PROP: Proponent funded costs; funded using NONCONF funds (MDEP MS4Z (OPA) or other funds)

SUB Subscriber funded costs; funded using NONCONF funds

Y: Information systems(IS)/IT items to be included in DD Form 1391, ISCE (Tab F/ISCE)

N: IS/IT items not to be included in the ISCE (see para L-3)

A: Where intercommunication capability is provided integrally with the administrative telephone system, that capability will be funded integrally with the telephone system and included in the ISCE When this capability is a separate system, it will not be in the ISCE

B: When cabling is common user, it will be included in the ISCE, otherwise it will not be included in the ISCE

Notes:

¹ PDS includes all voice and data information system infrastructure requirements associated with the MILCON project, including infrastructure support for nonsecure internet protocol router, secret internet protocol router, telemetry, and son on, as validated by the IMA-Region/MACOM. Representative features include CERs, horizontal and backbone cable path infrastructure, installed communications cables, and cable management equipment and devices PDS will be design, installed, and tested in accordance with Telecommunications Industry Association (TIA)/Electronic Industry Association (EIA) 568-B, TIA/EIA-569-A, and the I3A Technical Guide.

² CERs include equipment cabinets, equipment racks, cable box enclosures, telephone terminal backboards, protective blocks, cable terminations/cross-connect blocks, cable patch panels, cable management hardware, patch cords, electrical power outlets with ancillary hardware and fittings

³ Communications cable paths include cable trays, cable raceways (enclosed duct), cable conduits, surface raceway, pull boxes, cable consolidation point, cable transition point, outlet boxes and installed cable pull cords along with ancillary hardware and fittings extending from the CERs to the outlet boxes Paths may be placed within the overhead utility space, within or on the walls, and within or under the floor

⁴ Communications cables will consist of recognized TIA/EIA-568-B horizontal and backbone transmission media; support the voice, data, and building management systems; and be installed within the PDS cable paths. Application-specific electrical components will not be installed as part of the cable path.

⁵ Application-specific electrical components will be attached externally to the TIA/EIA-568-B cable Typical items include impedance matching devices, connector/jack adapters, and so on.

⁶ Application-specific electrical components exclude local-area network, MAN, and wide-area network devices such as servers, routers, data switches, edge devices, modems and other service-specific attached devices.

⁷ Central office equipment provides circuit-switched voice service IAW the current US Army Installation Information Infrastructure Architecture (I3A) for users authorized telephone service in accordance with AR 25-1. This equipment includes dial central office, remote switching unit, remote switching cabinets, expanded port node, and when appropriate, electronic private automated branch exchange, and key systems. MILCON procured equipment will be compliant/compatible with the installation's current voice switching architecture. Equipment not compliant/compatible with the installation's current voice switching architecture is the responsibility of the proponent to procure and install.

⁸ Telephone instrument, common user, includes "plain old telephone system" dual-tone multifrequency series 2500 type, explosion-proof, weatherproof, and multiline telephone sets Common-user telephone provides basic telephone service in support of official use, safety, courtesy and convenience.

⁹ Telephone instruments, all-other, includes call directors, key systems unique sets, integrated voice/digital terminals, ISDN sets, secure terminal/instruments systems, and so on. Noncommon user telephones provide features in excess of that considered essential for basic service; they are considered personal property.

¹⁰ For AFH, provide TIA/EIA-570 compliant telephone outlets in the kitchen, dining room, family room, living room, and all bedrooms; in addition, cable TV outlets will be installed, as a minimum, in the living room, family room and all bedrooms. PDS conduit is not required in AFH unless the project consists of multifamily or apartment style units; in those cases, PDS conduit would be installed from the building utility entrance point to each unit/apartment, but not throughout the unit (a minimal amount of conduit). For officer and bachelor enlisted quarters, provide TIA/EIA-570 compliant telephone outlets and cable TV outlets in the living room and bedrooms (if separate rooms). For permanent party troop billets, (excluding billets associated with basic entry training): provide a single connector TIA/EIA-568-B compliant telephone outlet and a single connector cable TV outlets will be provided for each potential sleeping area. For student troop billets: provide a dual connector TIA/EIA-568-B compliant telephone outlet may be substituted for the single connector telephone outlet to support in-billet training LAN services.

¹¹ AR 25-1 paragraph 63n(18) requires AAFES to provide all external communications services in support of troop billet requirements MILCON, therefore, will not provide communications cabling, for voice or data services, in support of troop billets.

¹² MILCON support to the common user LAN—that is, the nonsecure internet protocol router data network—is limited to these situations: Providing the data interface between the facility/separate functional area and the existing installation data network; providing a data switch to interconnect facilities in a multiple building project; and providing a network management solution to manage the data system assets. Typical devices include I3A compliant data switches, edge devices, and when appropriate, xDSL (digital subscriber loop service) modems for smaller facilities.

¹³ The outside cable plant includes the cable support infrastructure (underground, direct buried and/aerial) and the installed communications cables required to interconnect the MILCON project with its voice, data and video service points Spare cable paths will be routinely engineered as part of all MILCON Line equipment may be required to complete the cable path; representative line equipment includes wired-in equipment such as voice multiplexers and synchronous optical network terminals Line equipment does not include LAN, CAN, MAN, and WAN devices or other user application-specific electrical components

¹⁴ For medical facilities that use a commercial CATV signal as the source of entertainment channels, the complete head-end, distribution system, and connection to the CATV source shall be CONF.

¹⁵ Cabling includes cable and the fittings, connectors, termination panels, and similar devices needed to install cable Cabling may also includes wired-in equipment such as amplifiers, splitters, directional; couplers, pads, and interface devices built into the system up to the outlet device faceplate when required to complete the transmission path to the user outlet Plug-in and other devices, user application-specific electrical components, and wiring external to the user outlet are personal property, equipment-in-place, not CONF.

¹⁶ Funding sources shown apply to Government-owned, -operated, and -maintained entertainment television systems Commercial cable television systems, whose services are procured on a subscriber basis, to include all system components and associated connection charges, are not CONF.

¹⁷ For Army hospitals, fixed and portable radio paging equipment are authorized to be procured and installed with CONF funds, as an exception to the funding guidance shown for other users radio systems.

¹⁸ Cellular telephone sets are considered personal property; their procurement, activation, and any monthly recurring service charges are the responsibility of the proponent/user If USAISEC-Ft. Detrick Engineering Directorate (FDED) determines that it is advantageous to the government to use cellular telephones as a substitute for wired-in telephone service: USAISEC-FDEO will fund for the procurement and activation of the cellular telephone instruments with basic service The proponent/user remains responsible for any monthly recurring service charges.

Table 7-1
Funding of information systems support components—Continued

¹⁹ Testing and diagnostic equipment and special tools, necessary to operate and maintain systems and equipment that are both procured and installed with construction funds, and remain within the facility in which the construction funded systems and equipment are fixed, may be funded with construction funds. For example, diagnostic equipment for EMCS hardware or special wrenches required for a specific make and model diesel engine, for which no generic equipment or tool exists for use with other makes and models of systems or equipment.

²⁰ Trunk radio sets are considered personal property; their procurement, activation, and any monthly recurring service charges are the responsibility of the proponent/user. If USAISEC-FDED determines that it is advantageous to the government to use trunk radio sets as a substitute for wired-in telephone service; USAISCE-FDED will fund for the procurement and activation of the trunk radio sets with basic service. The proponent/user remains responsible for any monthly recurring service charges.

²¹ Hospital facilities must support the use of hand held trunk radio transceivers for post-emergency operators center and disaster preparedness teams therefore RF repeating equipment will be installed in the hospital to insure adequate RF transmission into and out of the hospital is provided to insure operation of these units.

Appendix A References

Section I Required Publications

Department of Defense publications are available at <http://www.dtic.mil/whs/directives>. United States Code is available at www.gpoaccess.gov/uscode. UFC publications are available at www.hnd.usace.army.mil/techinfo/engpubs.htm.

AR 25-1

Army Knowledge Management and Information Technology Management. (Cited in paras 1-19, table 7-1.)

AR 70-1

Army Acquisition Policy. (Cited in para F-2*b*.)

AR 200-1

Environmental Protection and Enhancement. (Cited in para 1-12.)

AR 200-3

Natural Resources—Land, Forest, and Wildlife Management. (Cited in para C-5.)

AR 200-4

Cultural Resources Management. (Cited in para C-4.)

AR 210-20

Real Property Master Planning for Army Installations. (Cited in paras 1-1*b*, 1-23*k*, 1-26*j*, 1-28*o*, 1-32*b*, 1-33, 1-34*c*, 1-41*c*, 2-1*b*, 2-1*a*, 2-2*a*, 2-6*a*, 5-20.)

AR 210-50

Housing Management. (Cited in paras 1-1*a*, 1-9, 2-6, 5-9, 5-23.)

AR 215-1

Morale, Welfare and Recreation Activities and Nonappropriated Fund Instrumentalities. (Cited in paras 1-1, 1-37*a*, 3-2, 3-4, 5-19, 5-20.)

AR 415-28

Real Property Category Codes. (Cited in para 1-21.)

AR 420-10

Management of Installation Directorates of Public Works. (Cited in paras 1-8, 5-23.)

AR 420-49

Utility Services. (Cited in paras 6-11, 7-3*c*.)

AR 420-70

Buildings and Structures. (Cited in para 5-23*c*.)

DA Pam 190-51

Risk Analysis for Army Property. (Cited in para 1-33*j*.)

TC 25-1

Training Land. (Cited in para 1-29*b*.)

TC 25-8

Training Ranges. (Cited in paras 1-28*p*, 1-29*b*.)

TI 800-01

Design Criteria. (Cited in paras 1-23*f*, 5-6, 5-8.) (Available at www.hnd.usace.army.mil/techinfo/ti.htm.)

TM 5-853-1

Security Engineering Project Development. (Cited in para 1-33j.) (Available at <http://www.usace.army.mil/usace-docs/armytm>.)

UFC 1-200-01

Design, General Building Requirements. (Cited in para 1-1.)

UFC 2-000-01

Army Planning and Design Execution in the National Capital Region. (Cited in paras 1-1c, 1-9b.)

UFC 3-600-01

Design: Fire Protection Engineering for Facilities. (Cited in para F-24.)

UFC 4-010-01

DOD Minimum Antiterrorism Standards for Buildings 08 April 2002. (Cited in para F-20.)

UFC 4-020-01FA

Security Engineering: Project Development. (Cited in F-20a.)

DFAS-IN Manual 37-1

Finance and Accounting Policy Implementation. (Cited in para B-4b(4) and (5).) (Available at <https://dfas4dod.dfas.mil>.)

DODD 2000.12

DOD Antiterrorism/Force Protection (AT) Program. (Cited in para F-20a.)

DODI 2000.16

DOD Antiterrorism Standards. (Cited in para F-20a.)

DODI 7700.18

Commissary Surcharge, Nonappropriated Fund (NAF), and Privately Financed Construction Reporting Procedures (Cited in paras 1-7, 1-20m.)

DOD 7000.14-R

Financial Management Regulation. (Cited in paras 1-6a, 1-28d.)

MIL-HDBK-423

High Altitude Electromagnetic Pulse (HEMP) Protection for Fixed and Transportable Ground- Based C 4I Facilities, vol. 1, Fixed Facilities. (Cited in para 6-9a.) (Available at http://assist.daps.dla.mil/quicksearch/quicksearch_query.cfm.)

MIL-STD-1691E

Construction and Material Schedule for Military Medical and Dental Facilities. (Cited in para 6-5.) (Available at http://assist.daps.dla.mil/quicksearch/quicksearch_query.cfm.)

EO 13123

Greening the Government through Efficient Energy Management. (Cited in para F-15.) (Available at <http://www.archives.gov/research/index.html>.)

EO 13148

Greening the Government Through Leadership in Environmental Management (Cited in para 1-42.) (Available at <http://www.archives.gov/research/index.html>.)

10 USC 101

General Military Law, Organization and General Military Powers, Definitions. (Cited in para 5-23j.)

10 USC Chapter 169

Military Construction and Military Family Housing. (Cited in para 5-18b.)

10 USC 2672

Acquisition: interests in land when cost is not more than \$500,000. (Cited in paras F-36c, F-36e.)

10 USC 2673

Acquisition of certain interests in land: availability of funds. (Cited in para F-36c.)

10 USC 2706

Annual reports to Congress. (Cited in para 1-42.)

10 USC 2801

Military construction: Scope of chapter; definitions. (Cited in paras 1-41b, 2-7.)

10 USC 2803

Emergency construction. (Cited in paras 1-8b(2) and (6), 1-41a, 5-17b, 5-22.)

10 USC 2804

Contingency construction. (Cited in para 1-8b(6).)

10 USC 2805

Unspecified minor construction. (Cited in paras 1-1a(3), 1-8, 5-17b, 5-23j.)

10 USC 2807

Architectural and engineering services and construction design. (Cited in paras 3-14c, 5-5c.)

10 USC 2808

Construction authority in the event of a declaration of war or national emergency. (Cited in paras 1-8b(7), 5-24.)

10 USC 2851

Supervision of military construction projects. (Cited in para 5-1.)

10 USC 2853

Authorized cost variations. (Cited in paras 5-17, 5-18.)

10 USC 2854

Restoration or replacement of damaged or destroyed facilities. (Cited in paras 1-8b(3), 1-41a, 5-23.)

10 USC 2856

Limitations on barracks space by pay grade. (Cited in para F-5e.)

16 USC 469

Preservation of historical and archeological data threatened by dam construction or alterations of terrain. (Cited in para C-4c(2).)

16 USC 470

National Historic Preservation: Short title; Congressional finding and declaration of policy. (Cited in para C-42.)

16 USC 1455

Administrative grants. (Cited in para C-3c.)

16 USC 1456

Coordination and cooperation (Cited in para C-3c.)

16 USC 1653

The Endangered Species Act of 1973. (Cited in para C-5.)

20 USC 107

Operation of vending facilities. (Cited in para F-28.)

31 USC 1341

Limitations on expending and obligating amounts. (Cited in para B-42.)

33 USC 403

Obstruction of navigable waters generally; wharves; piers, etc.; excavations and filling in (Rivers and Harbor Act of 1899).

33 USC 404

Establishment of harbor lines; conditions to grants for extension of piers, etc.

33 USC 1344

Permits for dredged or fill material. (Cited in para C-3*b*.)

39 USC 401

General powers of the Postal Service. (Cited in para F-6*e*.)

40 USC 71D

Proposed Federal and District developments and projects. (Cited in para 1-41*c*.)

40 USC 3131

Bonds of contractors of public buildings or works. (Cited in para F-27*c*.)

40 USC 8701

Physical Development of National Capital Region: Findings and purposes. (Cited in para F-14.)

40 USC 9101

Commission of Fine Arts: Establishment, composition, and vacancies. (Cited in para F-14*b*.)

50 USC 1522

Conduct of Chemical and Biological Warfare Program. (Cited in paras 1-8*b*, 1-9*a*.)

50 USC 1601

Termination of existing declared emergencies. (Cited in para 5-24.)

50 USC 1621

Declaration of national emergency by President; publication in Federal Register; effect on other laws; superseding legislation. (Cited in para 1-8*b*(7).)

Section II

Related Publications

A related publication is a source of additional information. The user does not have to read it to understand this publication.

AR 1-1

Planning, Programming, Budgeting, and Execution System

AR 5-9

Area Support Responsibilities

AR 11-18

The Cost and Economic Analysis Program

AR 15-1

Boards, Commissions, and Committees—Committee Management

AR 15-6

Procedures for Investigating Officers and Boards of Officers

AR 50-5

Nuclear and Chemical Weapons and Materiel - Nuclear Surety

AR 50-6

Chemical Surety

AR 55–80

DOD Transportation Engineering Program

AR 140–483

Army Reserve Land and Facilities Management

AR 190–13

The Army Physical Security Program

AR 190–54

Security of Nuclear Reactors and Special Nuclear Materials

AR 200–2

Environmental Effects of Army Actions

AR 210–25

Vending Facility Program for the Blind on Federal Property

AR 350–19

The Army Sustainable Range Program

AR 385–10

The Army Safety Program

AR 385–16

System Safety Engineering and Management

AR 385– 64

US Army Explosives Safety Program

AR 405–10

Acquisition of Real Property and Interests Therein

AR 415–15

Army Military Construction Program Development and Execution

AR 415–19

Nonappropriated-Funded Construction Project Development and Approval

AR 415–32

Engineer Troop Unit Construction in Connection With Training Activities

AR 420–18

Facilities Engineering Materials, Equipment, and Relocatable Building Management

AR 525–13

Antiterrorism

AR 740–1

Storage and Supply Activity Operations

DA Pam 415–3

Economic Analysis: Description and Methods

DA Pam 415–15

Army Military Construction Program Development and Execution

DA Pam 415–28

Guide to Army Real Property Category Codes

DA Pam 420-11

Project Definition and Work Classification

I3A Technical Guide

Army Corps of Engineers. (Available from www.hnd.usace.army.mil/paxspt/isce/pubs.aspx.)

TM 5-800-4

Programming Cost Estimates for Military Programs

TI 809-04

Seismic Evaluation and Rehabilitation for Buildings

UFC 1-300-08

Criteria for Transfer and Acceptance of Military Real Property

UFC 3-310-03A

Design: Seismic Design for Buildings

DODD 1015.11

Lodging Resource Policy

DODD 4270.34

Host Nation-Funded Construction Programs in the U.S. Pacific Command Area of Responsibility

DODD 4270.5

Military Construction

DODI 1015.12

Lodging Program Resource Management

DODI 1015.13

DOD Procedures for Implementing Public-Private Ventures (PPVs) for Morale, Welfare and Recreation (MWR), and Armed Services Exchange Category C Revenue-Generating Activities

DODI 1015.15

Procedures for Establishment, Management, and Control of Nonappropriated Fund Instrumentalities And Financial Management Of Supporting Resources

DODI 7700.18

Commissary Surcharge, Nonappropriated Fund (NAF), and Privately Financed Construction Reporting Procedures

MIL-STD-1691E

Construction and Material Schedule for Military Medical and Dental Facilities. (Available at http://assist.daps.dla.mil/quicksearch/quicksearch_query.cfm.)

MIL-HDBK-1191

Department of Defense Medical Facilities Design and Construction. (Available at http://assist.daps.dla.mil/quicksearch/quicksearch_query.cfm.)

10 CFR 436

Federal Energy Management and Planning Programs. (Available from <http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&tpl=%2Findex.tpl>.)

EO 11988

Floodplain management (Available from www.archives.gov.)

EO 11990

Protection of wetlands

EO 12333

United States Intelligence Activities

OMB Cir A-11

Preparation and Submission of Budget Estimates

P.L. 71-231

An Act Authorizing the erection of a sanitary fireproof hospital at the National Home for Disabled Volunteer Soldiers at Togus, Maine. (Available at the National Archives.)

P.L. 76-248

To include Lafayette Park within the provisions of the Act entitled "An Act to regulate the height, exterior design and construction of private and semiprivate buildings in certain areas of the National Capital. (Available at the National Archives.)

10 USC 2350j

Burden sharing contributions by designated countries and regional organizations

10 USC 2350k

Relocation within host nation of elements of armed forces overseas

42 USC 4321

National Environmental Policy

42 USC 4151

Design and Construction of Public Buildings to Accommodate Physically Handicapped (Architectural Barriers Act of 1968).

Section III**Prescribed Forms**

The following forms are available on the APD Web site (www.apd.army.mil) unless otherwise stated. DD forms are available from the Office of the Secretary of Defense Web site (www.dtic.mil/whs/directives/infomgt/forms/formsprogram.htm).

DD Form 1390

FY __ Military Construction Program. (Cited in chapters 1, 2, 3, and 5.)

DD Form 1391

FY __ Military Construction Project Data. (Cited in chapters 1, 2, 3, 4, and 5.)

Section IV**Referenced Forms****DA Form 4283**

Facilities Engineering Work Request

DD Form 1354

Transfer and Acceptance of Military Real Property

DD Form 1523

Military Family Housing Justification

ENG Form 3086

Current Working Estimates for Budget Purposes. (This form is part of the electronic DD Form 1391 Processor System.)

RCS DDM (A) 1167

Requirements Control Symbol action required.

Appendix B Unspecified Minor MCA Program

B-1. Authorization

a. Under 10 USC 2805, the Army may execute a UMMCA project costing more than \$750,000 but not in excess of \$1.5 million but up to \$3 million if the project is intended solely to correct deficiencies that threaten life, health, or safety.

b. Construction projects submitted for approval with the intent to correct a facility deficiency that threatens health, life, or safety must include the following justification in DD Form 1391 for UMMCA projects over \$1.5 million and in DA Form 4283 (Facilities Engineering Work Request) for operation and maintenance projects over \$750,000:

(1) A description of when the requirement was determined and why deferral of the project until the next Military Construction Act poses an unacceptable and imminent risk to personnel.

(2) A description of ongoing actions and temporary work-arounds to mitigate risk and safeguard lives.

(3) An explanation why the facility deficiency cannot be repaired or corrected by other means.

(4) An assurance that the military construction project is intended primarily to correct the facility deficiency that threatens the life, health, or safety of personnel.

c. Projects costing more than \$750,000 may be programmed in the annual MCA program. Unforeseen urgent requirements that cannot wait for the normal MILCON programming cycle may be funded from the UMMCA account by HQDA.

d. Installations will submit UMMCA projects through their IMA region directors, or appropriate MACOM for mission projects, to HQDA as soon as they are identified and documented in individual DD Forms 1391. All projects will be submitted through the 1391 Processor. IMA region directors will review the documentation to ensure compliance with this requirement.

e. UMMCA projects require a congressional notification period of 21 days subsequent to approval by the DASA(IH) prior to award, or 7 calendar days for electronic notification.

f. Medical unspecified minor military construction requirements are funded under the MED MILCON program. Projects are subject to the same cost and scope constraints as other UMMCA projects described above. Projects must be submitted through medical command channels to OTSG (MCMR-FP) for coordination by DMFO and submission to ASD(HA).

B-2. Project processing

a. A UMMCA project may be submitted at any time. An installation will prepare a DD Form 1391, along with the best available cost estimate, and submit the request to the IMA Region director. The IMA Region director will review and approve DD Form 1391, after coordination with the appropriate MACOM for mission projects, including the scope, technical requirements, site approval, consideration of alternatives, and Army staff proponent endorsement of the validity and urgency of the requirement, and submit the project to HQDA (DAIM-FD).

b. HQDA (DAIM-FD) will screen the project programming documentation to determine if the requirement appears in the current MCA program. If the project appears in the MCA program, it will be removed from that program if appropriate. A project may not be included in both the MCA and UMMCA program simultaneously. If conditions dictate, the project may be returned to the MCA program and removed from the UMMCA program.

c. The DD Form 1391 will be staffed with the CRRC and the appropriate ARSTAF proponent for comments. The ARSTAF proponent is required to provide the following information:

(1) Project number, title, and location.

(2) Proponent point of contact.

(3) A statement that the project is a valid requirement.

(4) A statement indicating the scope is correct.

(5) Why the project must be started on time.

(6) Any recent, concurrent, or future projects related to this project (if so, give the title, FY and project number).

(7) Whether related furnishings and equipment are currently available, and if not, if they have been ordered.

(8) Any congressional history, economics, or other information not stated on DD Form 1391 that supports the requirement.

d. Concurrent with PRB review of the requirement, USACE will determine if a project is complete and usable, conforms to appropriate technical standards for construction, and if other reviews or approvals are required (such as DDESB, real estate actions, information systems support, and related O&M projects). At the same time, USACE will review the cost estimate to validate the PA.

e. After the PRB review, UMMCA projects are submitted to the DCS, G-3/5/7 for prioritization and to the DASA(IH) for approval. If approved, the DASA(IH) will authorize final design. HQDA (DAIM-FD) will then notify USACE. Final design authority (Code 6) or authority to prepare a request for proposal (Code 7) will be issued at this time because of the urgency and, usually, simplicity of the requirement. USACE will notify the IMA region director,

MACOM, USACE MSC, and garrison commander of the design authorization by directive. The USACE district will move as quickly as possible to a final design. To prevent delays, design reviews will be held while design continues. Project design review elements will be responsive and timely in their review of design so as not to delay award of the construction contract. USACE will monitor design progress and inform HQDA (DAIM–FD) of problems, costs, and schedules. After completion of final design, the cost estimate (CWE for budget purposes) will be electronically prepared, coordinated with the installation, programming IMA Region director, appropriate MACOM, and transmitted by the USACE district to USACE for approval. The DD Form 1391 will then be annotated to reflect this cost, which then becomes the programmed amount.

f. Before a UMMCA project may be awarded, it must have a CWE of over \$750,000 but no more than \$1.5 million (\$3 million if project is intended to correct a deficiency that threatens health, life, or safety) and be approved by the appropriate authority. This CWE must contain the full 5 percent contingencies and full supervision, inspection, and overhead cost. Reducing the contingency or supervision, inspection, and overhead cost to keep the full CWE below a threshold will not be allowed. Also before award, the Congress must be notified by the DASA(IH), followed by a 21-day waiting period, or 7 calendar days for electronic notification.

B–3. Selection process

The UMMCA program will be reviewed several times a year to list the most urgent requirements to be funded against the funding level in the program at that time. If necessary, project lists will be assembled and presented to the PRB for review, to the DCS, G–3/5/7 for reprioritization, and the DASA(IH) for approval.

B–4. Exceeding statutory threshold on O&M funded minor military construction projects (new construction)

a. The monetary ceiling on O&M funded unspecified minor military construction (10 USC 2805c(1)) represent a statutory limit, and any obligation or expenditure in excess of the ceiling violates 31 USC 1341a(1) of the Anti-deficiency Act and is prohibited.

b. When a project executed under this authority exceeds or is expected to exceed the current statutory limit:

(1) All work on the project will be halted immediately.

(2) The scope of the project will be reviewed to validate both the work classification and that only necessary work is included.

(3) Consideration will be given to deleting any unnecessary work in such a manner to avoid project splitting and incrementing. If deletion of unnecessary work would reduce the project cost to less than the statutory limit, such work may be deleted, and the project progress continued after IMA/MACOM concurrence. The remaining work will be completed under strict cost controls and project oversight. Only truly unnecessary work is to be deleted, because adding the deleted work as a separate project(s) at a later date could be considered project splitting or incrementing and thus a statutory violation.

(4) If at this point, it is still apparent that the projected total funded cost will exceed the statutory limit, then the procedures of AR 420–10 and Defense Finance and Accounting System–Indianapolis (DFAS–IN) Manual 37–1 will be followed.

(5) The installation DPW will immediately notify the installation Director of Resource Management, or the person holding the equivalent position, who will immediately notify the garrison commander, who will follow the directions of DFAS–IN Manual 37–1 (for example, send a “flash report” to the ASA(FM&C) and appoint an investigating officer in accordance with AR 15–6).

(6) The installation DPW will notify the IMA region director engineer of the project and expedite action to submit the project under UMMCA authority in accordance with this regulation.

(7) The IMA region director engineer will notify HQDA (DAIM–FD) of the project and the requirement for funding the project as UMMCA.

Appendix C Environmental Protection

C–1. Background

a. Army garrison and activity commanders have been entrusted with the stewardship of the land, water, and natural and cultural resources associated with performing the Army mission. These resources must be expertly managed in order to properly balance the short- and long-term needs of both the Army and our Nation. In so doing, Army commanders ensure that properties and facilities under their care are capable of sustaining current needs as well as the future needs of our national defense.

b. AR 210–20 requires Federal agencies to cooperate with State and local governments in the evaluation, review,

and coordination of projects. In developing MILCON projects and programs, procedures contained in AR 210–20 will be followed. Some projects must be reviewed by environmental regulatory agencies.

c. As part of the RPMP, the installation should identify environmentally sensitive areas. This information will be reflected in the installation environmental overlays as required by AR 210–20.

C–2. Environmental considerations

a. Public Law 91–190, NEPA, established general Federal policy to protect and enhance the quality of the human environment. The NEPA requires a process that results in formal documentation and consideration of the environmental impacts of projects, as implemented by AR 200–2. A number of environmental laws and regulations also govern Army activities. These typically focus on specific media (air, water, solid and hazardous waste, and so forth). Various laws and regulations govern environmental issues such as protection of endangered plant and animal species.

b. Federal law, as reflected in AR 200–1, requires Army facilities to comply with applicable Federal, State and local pollution abatement standards. Pollution standards cover control of pollutants in the air, water, and terrain. Pollutants are produced by such things as, but not limited to liquids, gases, solid and hazardous waste, noise, radiation, and hazardous and toxic materials, including pesticides and herbicides.

c. Federal facilities will comply with both procedural and substantive pollution abatement regulations for air and water pollution control and for solid and hazardous waste management.

d. The garrison commander is responsible for the environmental survey including an unexploded ordnance survey, and associated documentation of a proposed MILCON or NAF construction site before site selection. The IMA Region director is responsible for certifying the site categorization. Preparation of environmental documentation and site survey is considered advance planning and will be funded from other than NAF or MILCON appropriations.

(1) When selecting a proposed site, the installation should consider locations that avoid unnecessary environmental remediation/costs.

(2) If a proposed project must be sited in a known environmentally sensitive area where an Army cleanup program has already cleaned to current or reasonably anticipated future land use, any additional mitigation or cleanup must be funded by the installation.

(3) Non-Army tenants on Army installations are responsible for funding environmental surveys and associated documentation of proposed MILCON/NAF construction sites where they are the user

e. The IMA is responsible for certifying the site categorization. Sites are classified as follows:

(1) Category I: There is no reason to suspect contamination will be encountered during construction.

(2) Category II: There is no known contamination; there remains some potential that contamination may be encountered during construction.

(3) Category III: The site is known to be contaminated or there is a strong suspicion contamination will be encountered during construction.

f. The installation is responsible for the necessary remediation/cleanup of known contaminants at a MILCON site. MILCON appropriations will not be used for the remediation of known environmental contamination. Where the project necessitates a change in land use, HQDA must be notified to determine if there may be an exception to this policy. Installations will fund these environmental requirements unless specifically identified, authorized, and appropriated as part of the MILCON project, or unless environmental funds have been transferred to the MILCON project for that purpose

g. If historical research of a prospective site indicates the possibility of the presence of ordnance and explosives, the site will be classified as Category III. Even though the site is classified as Category III, it may still be a feasible construction site because of the nature of the ordnance and explosives (for example, inert) or the capability to clear the construction site.

h. Detailed instructions for compliance with environmental documentation requirements are contained in AR 200–2. All MILCON projects require preparation of environmental documentation. The USACE design district may be requested to support installation environmental documentation efforts on a reimbursable basis.

i. Specific guidance regarding responsibility for the investigation, documentation, and remediation/cleanup efforts associated with environmental contaminants on MILCON sites is given in para 1–40.

j. Exceptions to the funding guidance provided include:

(1) Procurement of ammunition, Army funds will be identified for pollution abatement construction required to build or modernize Army ammunition plants.

(2) Minor construction projects within O&M limitations will be financed with O&M funds.

(3) Other funding exceptions may be granted by OSD.

k. In OCONUS areas, Army agencies and activities that construct or operate Federal facilities will ensure that the “final governing standards” approved by the appropriate unified command and issued by the DOD-appointed executive agent for the host nation are followed, and requests for new facilities or for changes to existing facilities (DD Forms 1391) will provide for such compliance. Pollution abatement construction projects in excess of the O&M limitations on minor construction projects will be proposed for funding with MCA appropriations. Status of Forces Agreements, treaties, or other international agreements that permit or require applicability of standards more stringent than those

issued by the executive agent will be considered part of the environmental pollution control standards of general applicability in the host nation or jurisdiction. When appropriate, AR 200-1 will be used to supplement these environmental protection requirements in OCONUS.

C-3. Construction in waters, floodplains and wetlands

- a. EO 11988 and EO 11990 restrict Federal activities in floodplains and wetlands.
- b. During initial project planning, the installation will review project siting. If a project is located in a flood plain, or impacts waters of the United States, defined as lakes, rivers, streams, wetlands and other aquatic sites, the local USACE district will be contacted to determine if the project requires a section 404 permit. If the proposed work would occur in a waterway of the United States, which includes wetlands, the project must receive authorization from USACE per 33 USC 1344. Analysis of practical alternatives to the siting of the project in a waterway of the United States may be required per 33 USC 404 guidelines prior to authorization. If the project involves work or structures in a navigable waterway as defined in the Rivers and Harbors Act of 1899 (33 USC 403). If the proposed work would occur in a navigable waterway of the United States, and it could affect the course, condition or capacity of the waterway, the project must receive authorization from the USACE per section 10 of the RHA”.
- c. Federal activities that affect any land or water use or natural resource within a costal zone that is the subject of an approved State management program, must be consistent with the State management program promulgated 16 USC 1455, to the maximum extent practicable. Where the relevant State has an approved State management program, any costal actions requiring a federal license will not receive the required Federal license or permit unless the State concurs with the application (see 16 USC 1456(c)(3)).
- d. Construction in foreign countries will be governed by SOFAs. However, EO 12114 requires all Federal agencies taking major Federal actions having significant effects on the environment outside the United States to comply with its procedures unless exempted under the terms of the Executive Order.

C-4. Preservation of historic properties and archaeological sites

- a. The National Historic Preservation Act of 1966, 16 USC 470., establishes—
 - (1) The national policy for preservation of historic properties.
 - (2) A National Register of Historic Places maintained by the Secretary of the Interior.
 - (3) Procedures for consideration and protection of properties included in or eligible for inclusion in the National Register of Historic Places.
- b. Detailed instructions for compliance with the historic preservation requirements are contained in AR 200-4.
- c. With regard to archaeological sites within MILCON project site areas:
 - (1) Preparation of archaeological surveys and investigations associated with project development are considered advance planning and will be funded from other than MILCON funds.
 - (2) Protection or preservation of known or suspected archaeological objects or findings, gathering data, reporting, and similar tasks, will be accomplished before award of military construction contracts, when feasible, using other than MILCON funds. However, the Archeological and Historic Data Preservation Act, 16 USC 469., permits the use of up to 1 percent of the MILCON project program amount to protect, preserve, and mitigate damage to previously unknown archaeological objects or findings discovered during construction. This temporary protection will continue until such time as appropriate investigations and site clearances may be conducted by the installation using other than MILCON funds. This 1 percent of the project amount is also intended to be used for compensating the construction contractor for contractual impacts and delays resulting from discovery of previously unknown archaeological objects or findings during construction. Military construction projects will not be proposed for sites that contain known or suspected archaeological findings until those sites have been properly cleared of such objects or findings using other than MILCON funds.

C-5. Endangered species protection

The goal of the Army is to ensure that actions are not likely to jeopardize the continuing existence of threatened or endangered species, or result in adverse modification of the critical habitat of such species. See AR 200-3 and 16 USC 1653, The Endangered Species Act of 1973.

Appendix D

Authority for Approval of Changes to Military Construction Projects Funded by MCA, UMMCA, HFGA, and AFH Appropriations

D-1. Changes associated with Military Construction, Army and Army Family Housing projects after budget lock

There are two types of changes associated with MCA, UMMCA, and AFH projects:

a. Mandatory changes are unavoidable changes required to provide a complete and usable facility. Such changes are caused by unforeseen factors discovered during design or construction (e.g. design oversights and errors, mandatory criteria changes, construction site conditions, or unavailability of materials). These changes include those necessary for completion of the project; but not those justified by improved efficiency of operation, maintainability, function or appearance.

b. Discretionary changes are those not absolutely required to provide a complete and usable facility that meets operational requirements. This includes any criteria changes that are not mandatory for ongoing projects and changes that would improve the efficiency, maintainability, functionality, or appearance of the facility. Any change that is not necessary is considered discretionary. Table D–1 summarizes the approval authorities for changes to MCA, UMMCA, and AFH projects.

D–2. Approval of mandatory changes

Approval follows USACE command lines to HQDA and the Congress, as appropriate, for the funding authority required for mandatory changes.

D–3. Approval of discretionary changes prior to budget lock

An IMA Region director may approve changes during concept design (35 percent) or parametric design (5 to 15 percent) to incorporate user requirements prior to budget lock for the OSD BES (1 August), as long as such changes meet the intent, scope, and cost approved by the PRB. For mission projects, discretionary changes shall be coordinated with and concurred on by the appropriate MACOM before the IMA region approves any change. Discretionary changes that also require a waiver from an Army Standard or a standard design/criteria will include all waiver request requirements outlined in appendix E.

D–4. Approval of discretionary changes after budget lock and prior to construction contract award

An IMA region director may approve discretionary changes, after budget lock and before construction contract award (but preferably before project advertisement), provided all conditions below are met. For mission projects, discretionary changes shall be coordinated with and concurred on by the appropriate MACOM before the IMA region approves any change. If any condition below is not met, the change must be approved by HQDA (DAIM–FD).

a. Such changes are in accordance with technical criteria (normally published in USACE technical publications or Army technical manuals) and Army standards (standard design/criteria, and so on).

b. Such changes do not cause the CWE to exceed 95 percent of the PA.

c. Such changes are within the scope of DD Form 1391 presented to the Congress with the budget justification and do not cause a change in the scope of the project.

d. Incorporation of such changes does not cause the scheduled award date to slip.

e. The total of discretionary changes does not cause any increase in the original design cost budget for the project.

f. Coordination and concurrence with the appropriate MACOM on mission projects.

g. A waiver approval has been granted if the change requested would effect either an Army Standard or a mandatory design element of standard design/criteria (see app E).

D–5. Approval of discretionary changes after construction contract award

All discretionary changes after construction contract award, including those related to sources of funding, will be submitted by an installation through the appropriate IMA region director to HQDA (DAIM–FD) for approval. The IMA region director will validate each such request prior to forwarding it to HQDA (DAIM–FD). Change request must include an approved waiver if the change requested would effect either an Army Standard or a mandatory design element of a standard design/criteria (see app E). This includes coordinating with the appropriate MACOM and receiving their concurrence. Where such approvals are granted, USACE will issue directive authorizations and funds to the appropriate USACE districts for implementation of those changes. All change requests submitted to HQDA (DAIM–FD) shall include a current CWE from the USACE district using the approved USACE CWE format.

D–6. USACE involvement in discretionary changes

The IMA region director and installation are required to obtain USACE district evaluation of proposed changes to include cost and time estimates and impacts. The USACE district evaluation and estimates, recommended source of funds, the current project CWE using the approved USACE CWE format, and a list of all known pending changes and claims not yet approved must be included as supporting documentation for any request. HQDA (DAIM–FD) may require USACE to provide additional technical review on requested changes. Funds for HQDA–approved changes will be issued by USACE to USACE districts at the time of approval. Where a change request involves a waiver to an Army Standard or a standard design/criteria, the USACE Center of Standardization will be contacted to provide input and concurrence.

D–7. Relationship to Army approved Army Standards and standard design/criteria

Any changes that would cause a deviation from an Army Standard or a mandatory design element in a Standard Design

must be identified in the change request package. The change request package shall also contain a request for a waiver that will be processed in accordance with the procedures of the Army Facility Standardization Program (app E). If a waiver to an Army Standard or mandatory design element in a standard design/criteria is not approved, that portion of the change request will also be disapproved, regardless of any other merits the change may provide.

D-8. HFPA

Any changes in design or construction in a MED MILCON project must be evaluated and be approved by USAHFPA or TMA as appropriate.

**Table D-1
Approval authority for MILCON change management for MCA, UMMCA, USAHFPA, and AFH projects**

Approval authority	Design changes (after budget lock)		Construction changes, including design changes to design-build contracts after award	
	Mandatory	Discretionary	Mandatory	Discretionary
USACE District	All changes in accordance with technical criteria, within approved scope, and within 95 percent of the approved PA.	No approval authority (provides analysis to installations).	All changes in accordance with technical criteria and within HQDA/ USACE-approved CWE and project scope. Forwards proposed changes that would cause the approved CWE to be exceeded.	No approval authority (provides analysis to installations).
USACE Division	No approval authority. Evaluates and forwards to USACE.	No approval authority.	No approval authority. (Evaluates and forwards to USACE all changes that exceed the approved CWE.	No approval authority.
USACE	Approves changes either not in accordance with technical criteria; or cause the project CWE to exceed PA by no more than 15 percent or \$1.5M, whichever is less, in coordination with MACOM and DAIM-FD.	No approval authority.	Approves changes either not in accordance with technical criteria or cause the project CWE to exceed PA by no more than 15 percent or \$1.5M, whichever is less. For all changes, directive authorization and funds will be provided to the USACE district upon approval of the change in coordination with DAIM-FD.	No approval authority
HFPA (for MED MILCON)	HFPA approves all changes.	HFPA approves all changes.	HFPA approves all changes.	HFPA Approve all changes.
User and/or Installation	No approval authority.	No approval authority. (Initiates request through Installation to IMA Region director).	No approval authority.	No approval authority. (Initiates request through Installation to IMA Region director).
IMARegion Director	No approval authority.	Approves changes in accordance with technical criteria, and within 95 percent of the approved PA & approved scope in coordination with DAIM-FD. See paragraph D-4.	No approval authority.	No approval authority.
HQDA and/or DASA(IH)	Approves changes which are not within the approved scope, or that cause the project CWE to exceed PA by more than 15 percent or \$1.5M, whichever is less.	Approves changes which are not in accordance with technical criteria, not within the approved scope, or which cause the project CWE to exceed the PA.	Approves changes which are not within the approved scope, or which cause the project CWE to exceed PA by not more than 25 percent or \$2M, whichever is less.	Must approve all discretionary changes.

Table D-1
Approval authority for MILCON change management for MCA, UMMCA, USAHFPA, and AFH projects—Continued

Congress	Not applicable	Not applicable	Approves changes that cause CWE to exceed PA by 25 percent or \$2M, whichever is less.	Approves reprogramming that results from changes that cause CWE to exceed PA by 25 Percent or \$2M, whichever is less.
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Notes:

¹ If a waiver from an Army Standard or a standard design/criteria is required, waiver approval from the AFSC or AFSS as described in appendix E is required prior to approval at any approval authority level from this table.

Appendix E

Facilities Standardization

E-1. Standardization

a. “Standardization” in Army facilities across all of our installations provides a sense of community, order, tradition, and pride in our facilities as our infrastructure becomes based on proven designs and construction features that consistently ensure our facilities serve the specific needs of the Army, meet the mandatory requirements established by functional proponents, and allow application of best practices learned in the repetitive use of proven designs and construction practices. Standardization allows specific guidance to be developed for the consistent use of approved criteria through cost-effective resource investment instructions. Ultimately, standardization achieves a higher degree of sustainability, reliability, and efficiency in all of our facilities.

b. The overall objective of the Army Facilities Standardization program is to provide quality facilities that consistently include the fundamental features, components, and criteria required by the Army for real property of the same facilities category code. Facilities constructed or undergoing major renovations will be accomplished in compliance with Army Standards and standard design/criteria to achieve savings and benefits in planning, programming, design, construction, operation and maintenance of Army facilities. The specific tasks of the Army Facilities Standardization Program include, but are not limited to, the following:

- (1) Set mandatory Army Standards for all facility types constructed or undergoing major renovation.
- (2) Establish new and/or modify existing Army facility standard design/criteria for all facility types.
- (3) Provide guidance on cost effective resource investment.
- (4) Apply Army Standards and standard design/criteria to the processes used to plan, program, build, and maintain sustainable, reliable, and efficient facilities.
- (5) Improve early planning and simplified construction programming activities, to include the preparation of DD Form 1391 and improved site planning thereby reducing the initial planning and design costs.
- (6) Improve design quality, promote proven efficient designs, simplify planning charrettes, design, and project management, and increase flexibility to allow adaptability to future force structure changes.
- (7) Minimize design waivers/changes, construction modifications, and long-term facility operation and maintenance costs.
- (8) Respond to evolving functional requirements; regulatory and policy requirements; Federal mandates; lessons learned; and technological advances in materials, equipment, systems, and methods.
- (9) Increase consideration of budgeting impacts resulting from changes in existing space utilization criteria.
- (10) Increase customer satisfaction through better and more consistent functional and operational requirements and by establishing a sense of community, order, tradition, and pride in Army installations.
- (11) Increased credibility with the Congress through more consistent construction program development.

E-2. Army Facilities Standardization Program

The Department of the Army Facilities Standardization Program is a formal process for developing Army Standards and standard design/criteria that define the requirements and functional criteria for facilities that will be used in project programming, design, and construction for both new facilities and major renovations. Compliance with Army Standards and use of standard designs/criteria are mandatory.

a. Army Standards are the immutable, unchanging, required facility elements and criteria that define the fundamental purpose and function of a facility’s design and construction. Army Standards define the facility key components, features, and characteristics that must be included in the design and construction and/or major renovation of all facilities of the same type regardless of location, available funding, command preferences, or installation mission. They are criteria and/or performance based and usually narrative or tabular. The degree of detail depends on the type of facility. They are developed in coordination with the Army functional proponent for the applicable facility and approved by the Army Facilities Standardization Committee (AFSC). Local commanders may not waive criteria established in an Army Standard. Installations may deviate from established Army Standards only by obtaining a

waiver to specific criteria from the AFSC (see E-4). Current Army Standards are maintained on the Army Installation Design Standards (IDS) Web site.

b. Standard design/criteria are developed to ensure the specific needs, criteria, and functionality required by the Army functional proponent for a specific facility type are consistently provided through the incorporation of applicable Army Standards and the judicious application of sound engineering principals in the design process. Standard design/criteria are drawings and/or written criteria that delineate space allocations, functional layouts, and basic configuration of a facility that must be used in developing design and construction drawings for a specific project. They include the mandatory criteria that must be included when adapting the design to specific sites. Standard design/criteria must be followed for the design, construction, or major renovation of all similar facilities but are developed to allow limited flexibility to meet the needs of local conditions. Standard design/criteria are implemented through the DA Facilities Standardization Program, are maintained by the designated Center of Standardization (COS) for that facility type, and are disseminated thru the IDS Web site. Exceptions to the use of mandated criteria in a standard design/criteria must be obtained from the AFSC (see E-4).

c. Implementation instructions on the use of standard design/criteria developed under the Army Facilities Standardization Program will be included in the design phase of site-specific projects through the HQ USACE design directive process and the 1391 Processor. Design Directives at the Design Code 1/2/3 must include a statement that the design complies with the applicable Army Standards and the facility standard designs/criteria must be used where they exist for the facility type, unless the installation has obtained the proper waiver approval.

E-3. Management

The AFSC is responsible for the overall Army Facilities Standardization program. It directs the activities of the AFSS, the Facility Design Group (FDG), the Technology Standards Group, and the various design teams that develop and recommend the Army Standards and standard design/criteria.

a. AFSC. The ACSIM chairs the committee. Voting members include the Director, HQ IMA, and the Director of Military Programs, USACE. The AFSC will meet at least quarterly to review and establish Army Standards and consider requests for waivers from specific Army Standards requested by installations. The voting members of the AFSC review the actions of the Army Facility Standardization Subcommittee, provide guidance to the FDG and individual Facility Design Teams (FDTs), establish unique functional criteria for Army Standards, and direct additions, changes, or deletions from the IDS.

b. AFSS. The Director, ACSIM Facilities and Housing Directorate, chairs this subcommittee. Voting members include the Deputy Director, IMA, and the Chief of Engineering and Construction, HQ USACE. The AFSS meets at least quarterly to review and approve standard design/criteria, recommend Army Standards for AFSC approval, and set priorities for new Facility standard design/criteria and Army Standards. The AFSS directs the activities of the FDG and the Technology Standards Group; oversees the budget for development of Army Standards, standard design/criteria, and technology evaluations; establishes and monitors the activities of the various FDTs; adjudicates waivers requested by Installations to mandatory criteria of approved standard design/criteria; and recommends additions, changes, or deletions from the IDS.

c. FDG. This group comprises OACSIM, HQ IMA, and HQ USACE representatives, and is responsible for ensuring execution of the FDTs. OACSIM Facilities Policy Division chairs the group. The FDG will meet as required, but at least quarterly, to review the progress of the FDTs, identify and prioritize requirements, and recommend facility standard design /criteria and Army Standards for presentation at scheduled AFSS and/or AFSC meetings. This group coordinates among ARSTAF, MACOMs, and FDTs providing them with the opportunity to participate in development and approval process of standard design/criteria and Army Standards.

d. Technology Standards Group. This group comprises OACSIM, HQ IMA, and HQ USACE (ERDC) representatives and is responsible for ensuring execution of the technology evaluations and the technology transfer program. The Technology Standards Group facilitates the adoption of emerging and proven technologies as Army Standards for use in new construction, major renovations, and overall Operations and Maintenance activities. OACSIM Facilities Policy Division chairs the group. The Technology Standards Group will meet as required, but at least quarterly, to review the progress of technology evaluations; identify and prioritize requirements; leverage opportunities for technology transfer into MILCON and OMA projects; and recommend Army Standards for presentation at scheduled AFSS and/or AFSC meetings. This group coordinates among ARSTAF, MACOMs, and evaluation teams to ensure their participation in the development and approval of Army Standards for appropriate technology in Army facilities. Generally, Army Standards developed by the Technology Standards Group are applicable across many facility types.

e. FDT. The AFSS establishes an FDT for each facility type, or group of facility types, to be standardized. Specific working teams may be established as necessary within each team to address specific elements, or geographical and regional variations of the facility type. Members may include representatives of offices on the ARSTAF, subordinate commands, Army installation using organizations, and other activities involved with the type of facility. Each FDT is co-chaired by a representative from the OACSIM and a representative from the ARSTAF element and/or MACOM that are the proponents for the facility types, or by Army functional and operational experts designated by the ARSTAF and/or MACOM proponent. Each team includes a designee from the assigned USACE COS. The FDT recommends the Army Standards for the required facility type to the AFSC. The Army Standards functional requirements for the

facility are independent of the construction methods used (for example, modular or traditional MCA). The team develops flexible/adaptable standards that accommodate an evolving force structure and changing functional requirements. When the Army Standards are approved by the AFSC, the FDT may then fully develop the complete standard design/criteria. The FDTs conduct coordination among the MACOMs, ARSTAF, IMA, and USACE. These teams are also responsible for coordinating functional, and technical feedback, and resolving conflicts. Normally, the FDT will present the recommended Army Standards for updates or approval by the AFSC at 35% completion of the standard design/criteria. The package of Army Standards and standard design/criteria and possible modifications to the Army Standards will be completed and approved within 18 months. Standard design/criteria development must include an estimated unit cost of a facility constructed that meets all of the Army Standards and standard design/criteria elements. The package must also include a statement on the effects this new data will have on Army space criteria.

f. COS. The COS is the USACE element assigned to assist the FDT in the development of specific Army Standards and facility standard designs/criteria. Specifically, the COS represents the architectural, engineering, and construction perspectives in the development and use of facility Army Standards and standard design/criteria. Once a facility standard design/criteria is established, a COS tracks and monitors the use of the standard, evaluates the standard for technical sufficiency and responsiveness to user requirements, and provides technical support to other design agencies, on a reimbursable basis, for assigned facility types, as required. Specifically, the COS will—

(1) participate in the development of the standard design/criteria, and associated Army Standards, in consultation with HQDA (DAIM–FD), HQ IMA, the Army Facility Proponent, MACOM, and others on the FDT.

(2) Participate in planning and design charrettes for designated facility types to ensure consistent application of criteria, and to validate scope and cost.

(3) Review and endorse, or return with comments, installation waiver requests to Army Standards and standard design/criteria.

(4) Review project and site-specific design documents for compliance with facility standard design/criteria requirements.

(5) Maintain historical database of standard design uses to include fiscal year, project number, and location.

(6) Maintain a lesson observed/learned system to provide meaningful, detailed information on application of Army Standards and standard design/criteria for use in recommending adjustments to the standards and/or assist installations and design districts in the application of the standards to their project.

(7) Attend post occupancy evaluations to ensure that construction meets Army Standard and standard design/criteria.

(8) Ensure that the design and construction of projects comply with approved Army Standards and standard design/criteria.

E–4. Waivers

Installations may request a waiver from an existing Army Standard or standard design/criteria as outlined below. The status of waiver requests will be tracked electronically on the Army IDS Web page.

a. Waiver request documentation must include—

(1) Waiver request memorandum signed by the garrison commander.

(2) Explanation of situation and justification for why waiver is required (for example explain the unique functions or organization’s mission and equipment requirements that make it infeasible to use the Army Standard or standard design/criteria feature(s)).

(3) Square footage deviations must be clearly explained and justified.

(4) Installation level proponent concurrence/coordination.

(5) COS coordination/recommendation.

(6) Cost and scope impacts (design and construction) on project.

(7) Time impacts

(8) IMA Region recommendation.

(9) Appropriate MACOM concurrence (if applicable).

(10) Supporting graphics (optional).

b. All voting members of the AFSC must approve any waiver to an Army Standard in accordance with the following procedures.

(1) The request is initiated by the installation, facility user/owner, or USACE Design District. USACE COS, in coordination with an FDT, advises the garrison commander whether a waiver is required for a specific project. The garrison commander submits the waiver request to IMA Region. Special installations submit waiver requests to their MACOM Engineer Office.

(2) The IMA Region, in coordination with the applicable MACOM, reviews and either recommends approval of the request to HQ IMA or returns the request to the installation for further action.

(3) HQ IMA, or MACOM responsible for special installations, reviews the waiver request. If HQ IMA or the MACOM do not support the waiver request, the request is returned to the installation without action. Otherwise, HQ IMA or MACOM will forward the request to the appropriate FDT co-chairs. The FDT co-chairs will coordinate with

HQDA (DAIM–FD) to assess the impact of waiver on scope, schedule, and cost to the MCA project (including additional planning and design costs). The FDT also ensures that the Army functional proponent supports the waiver. The FDT co-chair presents waiver request thru the AFSS to the AFSC.

(4) The installation will be advised of the decision of the AFSC as soon as possible thru the IMA chain of command or appropriate MACOM. The COS will assess approved waivers for possible permanent change to the Army Standard.

c. All voting members of the AFSS must approve a waiver to the mandatory features of standard/design criteria. In addition, AFSS approval is required for any adjustment from the standard design/criteria that involves modifying the square footage of the project more than 5 percent of the building gross square feet or more than 500 gross square feet, whichever is less, even if the change is to nonmandatory features of the design. Other features of standard design/criteria may be waived by the COS, in coordination with the FDT. The following procedures will be followed for standard design/criteria waivers.

(1) The COS, in coordination with the design district and the appropriate FDT, advises the garrison commander whether a standard design/criteria waiver is required for a specific project. The garrison commander submits the waiver request to the appropriate IMA Region. Special installations submit waiver requests to their MACOM Engineer Office.

(2) The IMA Region, in coordination with the applicable MACOM, reviews and either recommends approval of the request to HQ IMA or returns the request to the installation for further action.

(3) HQ IMA, or MACOM responsible for special installations, reviews the waiver request. If HQ IMA or the MACOM do not support the waiver request, the request is returned to the installation without action. Otherwise, HQ IMA or MACOM will forward the request to the appropriate FDT co-chairs. The FDT co-chairs will coordinate with HQDA (DAIM–FD) to assess the impact of waiver on scope, schedule, and cost to the MCA project (including additional planning and design costs). The FDT also ensures that the Army functional proponent supports the waiver. The FDT co-chair presents waiver request to the AFSS.

(4) The installation will be advised of the decision of the AFSS as soon as possible thru the IMA chain of command or appropriate MACOM. The COS will assess approved waivers for possible permanent change to the current standard design/criteria.

d. Waiver requests submitted after construction start (including the contractor's design phase in a design-build contract).

(1) Any waiver to an Army Standard or standard design/criteria after the award of a construction contract will be treated as either a mandatory or a discretionary change and will be submitted in accordance with appendix D. The waiver may also be included as part of a larger change request that contains items not associated with the waiver (that is, multiple change requests submitted in one package).

(2) Waivers requests to Army Standards or standard design/criteria submitted as a part of a construction change package will be reviewed, and coordinated with the FDT and FDG in accordance with the procedures outlined in this appendix. However, review by the AFSS and AFSC will be accomplished in an expedited manner. The change request will be concurrently reviewed for technical merits, and coordinated with the approval authority IAW Appendix D. Upon approval of both the waiver package and the change request, HQDA (DAIM–FD) will inform USACE, and USACE will issue directive authorizations and funds to the appropriate districts for implementation of those changes.

(3) The goal is to minimize the need for waivers after construction. Accordingly, besides the documentation required in paragraph a above, all waivers submitted after construction must provide detailed explanation for why the waiver could not be submitted prior to construction, lessons learned, impacts to construction schedule, and a cost-benefit analysis.

Appendix F Specific Facility Guidance

F–1. Army Reserve and Army National Guard facilities on Army installations

a. At active, semiactive and inactive installations, capital improvements needed to meet mobilization requirements are programmed, budgeted, and funded by the active Army when it is the proponent. At installations where facilities are jointly used by the active Army, Reserve Component, or Army National Guard (ARNG) components, capital improvements to meet training requirements are normally funded by MCA or other active Army sources. Army Reserve or ARNG components will fund construction of facilities for which they are the sole user, based on their specific regulations and requirements.

b. If active military forces must displace or relocate permanently housed units or activities of USAR or ARNG components that are not mobilized, the active military forces will provide replacement facilities equal to those from which the units or activities are removed.

F-2. Information processing centers and information systems facilities

a. Collocation will be considered for projects to house information processing centers (IPCs) and information systems facilities (ISFs). Collocating emergency operations centers with IPCs and ISFs will be evaluated.

b. Construction of IPCs and ISFs will be programmed only after HQDA (SAIS) approves the requirement per AR 25-1 and AR 70-1.

F-3. Explosives, toxic chemicals, and ammunition facilities

a. The DDESB must review and approve site layout and design of new facilities or major alterations to existing facilities for manufacturing, handling, transporting, storing, maintaining, or testing military explosives, toxic chemicals, or ammunition. Site layout and design of other facilities exposed to risks from hazardous material must also be approved by the DDESB. Exemptions to DDESB standards may be authorized per AR 385-64. Normally, exemptions will be granted only under the following conditions:

- (1) When immediate corrective measures are impractical.
- (2) Where impairment of the overall defense posture would result.
- (3) When positive programs for eventual elimination of the exemption's need are being pursued.

b. The using agency will forward site plans, through command channels, to DDESB. Data specified in AR 385-64 will be included in the submittal. DDESB will provide preliminary site approval based on this submission. The designing agency, with the assistance of the using agency, will prepare all data required and provide it to the garrison commander for submission through command channels to DDESB for approval before the concept design review (35 percent design) or the parametric design review (10 to 15 percent design). Before final design may begin, DDESB final approval must be forwarded by the garrison commander to the design agent, with copies to USACE, the appropriate IMA region director, and the using agency.

F-4. Hazardous waste storage facilities

The construction of hazardous waste storage facilities on Army installations is discouraged unless no other feasible option exists (see AR 200-1).

F-5. Unaccompanied personnel housing and guest housing

a. The UPH program provides for new construction and revitalization of existing substandard UPH (upgradeable) facilities to adequate UPH facilities.

b. UPH may be modernized to approach new construction criteria when justified by long-range manpower strengths, adequacy standards, and the physical condition of facilities. Decisions between modernization and new construction in the MILCON program will be based on the results of a life-cycle cost economic analysis per AR 11-18.

c. Modernization projects at installations whose UPH utilization rate is below 90 percent will be intensively reviewed before being accepted for inclusion in a budget request.

d. Projects to restore to UPH facilities diverted from UPH use to other uses will identify the number of enlisted living spaces and the amount of square footage recovered as well as other uses the recovered space was put to during its diversion.

e. 10 USC 2856 requires the SECDEF to establish maximum allowable net square feet per occupant for new permanent barracks. Instructions are provided in TI 800-01.

f. UPH projects will be supported by current AHRP procedure documentation.

g. In accordance with DODI 1015.12, AR 210-50, and AR 215-1, in the absence of appropriated funds, category A lodging will be constructed consistent with the Army Lodging Wellness Program priorities.

F-6. Community facilities

a. Army policy on morale, welfare, and recreational (MWR) facilities is contained in AR 215-1.

b. Public schools on Army installations in the 50 states, the District of Columbia, Puerto Rico, Guam, American Samoa, and the Virgin Islands will normally be programmed from other than Army MILCON funds. DOD will program dependent school facilities overseas under the Defense Agencies Title of the Military Construction Acts.

c. Community facilities, such as physical fitness facilities, youth centers, pools, and community centers integral to a family housing area and serve only these residents and their guests will be programmed within the AFH appropriation.

d. Commissary, exchange, and certain MWR facility construction will normally be funded from revenue generated by these operations. Use of MILCON funds will require special justification based on activation of a new installation or loss of an existing facility, as a result of transfer to active Army use for other purposes.

(1) When an installation offers a site for a NAFCP project, it means that the site is no longer required for other mission or BASOPS-related functions. All improvements to and contamination within that site will be removed before it is released for such other purposes.

(2) Appropriated funds (.M0000 Account) will be used to fund demolition and removal of existing site improvements down to six inches below grade; and site contamination (to include unexploded ordnance) in accordance with applicable Federal, State, and local environmental laws in the United States and Status of Forces Agreements and host

country environmental laws at OCONUS locations. Site improvements to be removed with .M0000 Account funds will be as identified and agreed upon between the NAF program manager for the facility and the garrison commander or his authorized representative.

(3) Nonappropriated funds and commissary store surcharge funds will be used for relocation of utility mains running through the site, and removal of site improvements as agreed upon by the NAF program manager for the facility and the garrison commander or his authorized representative.

(4) Appropriated funds (.L0000 Account or MILCON, as appropriate) will be used to fund access roads, curbing, parking lots, and utilities that contribute to overall installation development, in accordance with the installation RPMP. Such utilities will be sized to meet the needs of future projects. However, access roads, curbing, and utilities that serve only NAF or commissary store surcharge funded facilities will be funded from NAF or commissary store surcharge funds, respectively.

e. The U.S. Postal Service will provide CONUS postal service facilities in accordance with 39 USC 401. OCONUS postal service facilities may be funded with MCA funds.

f. All MWR community facilities, funded from MILCON appropriations, require commercial market research and analysis and needs analysis as specified in AR 215-1, in addition to the normal documentation requirements for MILCON projects.

g. Religious facilities will be funded from MILCON appropriations. The needs analysis will be based on the TI 800-01, population served, and commander's master religious program.

F-7. Aviation, operational, and training facilities

a. Army aviation facilities will be planned for in coordination with the Federal Aviation Administration and the U.S. Army Aeronautical Services Agency, Military Operations Aviation Services-Aeronautical Information, and will be included in the IMA Region director-approved RPMP.

b. OCONUS U.S. Army Intelligence and Security Command operational facilities will be collocated with other DOD security facilities when practical.

c. Training ranges and outdoor maneuver areas will be planned according to AR 350-19 and FM 25 series guidance.

F-8. Research, development, test, and evaluation facilities

RDTE facilities (FAC Class 300 series) may be constructed with MILCON or RDTE funds following the business processes contained in this regulation. Medical Research Laboratories (FAC Class 310 60) may also be constructed with MED MILCON funds following the business processes contained in this regulation.

F-9. Supply and storage facilities

a. Supply facilities. Programming for facilities to receive, store, preserve, and issue materials in the Army supply system will be justified per AR 740-1 and this regulation. Hazardous materiel facilities will be justified per AR 740-1. Special weapons storage facilities will be planned as follows:

(1) Consider modification of conventional storage and maintenance facilities.

(2) Locate facilities on or next to existing military installations. Ensure locations are consistent with operational requirements and economic and engineering considerations. Avoid undue target buildups.

b. Nuclear weapons storage.

(1) Facilities intended mainly to store and maintain nuclear weapons will conform to the criteria in the following publications:

(a) AR 50-5.

(b) AR 190-13.

(c) AR 385-64.

(d) TM 39-series.

(2) Facilities in areas not under U.S. control will conform to any restrictive understandings or agreements with the host nations.

F-10. Maintenance and hardstand facilities

a. Maintenance facilities for tracked and wheeled vehicles (FAC 214) will be planned according to information contained in the Facility Planning System (FPS).

b. Space allowances for shop hardstands (FACs 123, 214, and 442) will be planned in accordance with the FPS.

F-11. Defense Access Road Program

DARP actions will be initiated as soon as new facility requirements or installation mission changes are identified, if the changes are likely to cause a significant impact that requires public highway construction improvements.

F-12. Utilities, roads, parking areas, and site improvements

Utilities, roads, parking areas, and site improvements, to include landscape plant material, turf, seeding, screening, and

erosion control requirements, will be programmed as MILCON at the same time as construction of primary facilities to prevent shortages when new facilities are completed. Further, the cost of such items will be included in the MILCON funding request for the facility.

F-13. Utilities in phased construction projects

When planning and programming a phased construction project, the first phase will include all utility work related to those utilities where fragmentation of utility replacement could cause hazards to health and life safety. Where such utility systems will be Government owned, funds will be programmed to—

- a.* Perform complete utility construction (for example, electrical, gas, water, and so forth) for each utility in the first phase of a phased construction project.
- b.* Remove a section of all such utility lines that are to be abandoned in place at a location adjacent to the cutoff point, to ensure complete disconnection from all sources of supply.
- c.* Remove portions of such utilities that would otherwise be abandoned in place beneath new structures, to preclude accidental entry of hazardous materials into those structures.

F-14. Coordination of Army developments with local government organizations

a. AR 210-20 requires Federal agencies to cooperate with State and local governments in the evaluation, review, and coordination of Federal programs and projects. In developing MILCON projects and programs, follow procedures contained in AR 210-20.

b. Per 40 USC 8701, the RPMP and designs for proposed construction projects in the NCR must be submitted to the NCPC for appropriate reviews and approvals. Per 40 USC 9101, similar submissions must be made to the CFA for comment and advice. Specific guidance for submissions to these organizations is contained in UFC 2-000-01.

F-15. Sustainable design and development

SDD is the systematic consideration of current and future impacts of an activity, product, or decision on the environment, energy use, natural resources, the economy, and quality of life. It is Army policy that the concept and principles of SDD will be incorporated into installation planning and infrastructure projects. Sustainable design principles and practices will be integrated into the design, development, and construction of each project and reflected in DD Form 1391 in accordance with the provisions of EO 13123 and Army SDD policy. All Army facility projects will meet the Army Sustainable Project Rating Tool rating during programming, design, and construction.

F-16. Energy conservation measures

Managers in the project development and acquisition process will ensure that energy efficiency of buildings, building components, and utilities systems is considered at all phases of project development. The most energy efficient design, based on least life-cycle cost and operational requirements, will be used. All energy conservation measures determined to be life-cycle cost effective, per 10 CFR 436, will be implemented in all new facilities and modernization of permanent existing facilities.

F-17. Renewable energy cost provisions

Solar (active, passive, and photovoltaic) and other renewable forms of energy will be considered for all MILCON projects. If life-cycle cost effective, solar or other renewable forms of energy considerations will be included in program documents and in the construction. (Cost of including renewable energy provisions in construction contracts will be shown on DD Form 1391 and in the concept design (35 percent), parametric design (5-15 percent), and later cost estimates when feasibility has been ascertained.)

F-18. Mitigation of seismic risks

a. New facilities and additions to or extensions of existing facilities will be designed to provide the level of seismic protection required by UFC 1-200-01 and UFC 3-310-03A.

b. For specific requirements on seismic evaluations, exceptions, rehabilitations, and new work requirements, see AR 420-70.

F-19. Occupational safety and health

AR 385-10 requires that Occupational Safety and Health Act criteria be followed during planning and development of new facilities or upgrading of existing facilities. When workplace safety features are required in industrial, commercial, maintenance, and other facilities to comply with OSHA requirements, the cost to upgrade or modernize will be included in the cost of any construction project.

F-20. Antiterrorism protection measures

a. Antiterrorism protection measures will be provided in accordance with DOD antiterrorism construction standards (see DODD 2000.12, DODI 2000.16, and UFC 4-010-01). These standards include minimum construction requirements that must be incorporated into inhabited (as defined by these DOD standards) MILCON, NAFCP, and PPV

projects, regardless of the findings of a risk and threat analysis, as well as additional measures to be taken to mitigate specific concerns identified in the risk and threat analysis (see UFC 4-020-01FA and DA PAM 190-51). Operational measures must also be considered in the threat mitigation program for each project.

b. To ensure that antiterrorism construction requirements for each project are identified, the installation Director of Plans and Training (DPT), or equivalent, Provost Marshal or Security Officer, and the Force Protection Officer, along with the DPW, will be fully involved in the facility planning, programming, budgeting, and review process.

c. Antiterrorism protection requirements for MCA, UMMCA, and AFH projects designated as mission essential and vulnerable areas, identified as high probability risk targets, or frequented by personnel designated as mission-critical or high-risk personnel, will be coordinated with the installation DPT and reviewed by the installation Force Protection Committee. Measures incorporated in such projects to address antiterrorism requirements will not be deleted during the design process without coordination with the installation DPW, DPT, and Provost Marshal.

d. A DD Form 1391 must include certification by the installation DPW, Provost Marshal or Security Officer, and Force Protection Officer that security and antiterrorism measures have been addressed. Further, the cost and scope of effort associated with antiterrorism measures, as well as the risk and threat analysis, must be specifically identified and addressed in the project documentation.

F-21. Barrier-free design

a. Facilities will be barrier free, with as few obstacles (for example, doors, elevation, grade changes) as possible. The Architectural Barriers Act of 1968, Public Law 90-480, requires certain Army facilities be accessible to and usable by disabled individuals. These provisions will be part of the project cost. Only facilities operated and used solely by able-bodied military or civilian personnel, or where great hazards exist, may be exempt from this requirement.

b. DOD policy requires that, in addition to meeting the Uniform Federal Accessibility Standards (UFAS) requirements, the Americans with Disabilities Act Accessibility Guidelines requirements that provide equal or greater accessibility than those of the UFAS must also be met in the facilities subject to UFAS.

c. Army buildings and facilities involving new construction, additions, or alterations worldwide that are open to the public, or which may be visited by the public, will be accessible to disabled individuals. This includes MWR facilities, other NAF facilities, or any facilities where civilian workers may be employed. Every building and facility will be designed to ensure such accessibility, unless the facility is restricted to use by able-bodied military and civilian personnel, or classified as a facility housing hazardous occupations.

d. At least 5 percent of the total military family housing inventory, guest housing inventory, and Army Lodging constructed since 7 August 1984 (no less than one unit of each) of an installation will be designed and built to be either accessible, or readily and easily modifiable to be accessible, to disabled individuals.

e. TI 800-01 provides implementing instructions for UFAS and Americans with Disabilities Act Accessibility Guidelines. If a waiver to these criteria is needed, a waiver request including sufficient data to analyze the request will be submitted to HQDA (DAIM-FD and will be granted only in extraordinary circumstances).

F-22. Permanent signs

The cost of interior and exterior permanent signs to identify new facilities or areas having constant or fixed use will be included in the project. Traffic signs and markings required due to alterations, extensions, and additions to road networks or paved areas will be included in the project cost.

F-23. Radon mitigation

Radon mitigation techniques will be incorporated in construction plans to prevent excessive radon migration into new structures (see AR 200-1 for additional information).

F-24. Fire protection

Fire protection will be provided for facilities per TI 800-01 and UFC 3-600-01. Special fire protection features provided solely to protect user-provided equipment housed or stored in a facility (that is, flight simulators, computer equipment, and similar items), and not required to provide fire protection for the facility itself, will be funded by the user.

F-25. Use of fiber optic cable for military construction projects

For new cable runs, excluding AFH projects, optical fiber and twisted pair cable for both the outside plant and building premises will be installed per Army Installation Information Infrastructure Architecture standards. This includes cable from the main distribution frame, through intermediate distribution frames, to the communications distribution room. Fiber optic cable will be installed to the outlet during construction if the user, or proponent, has a validated current requirement for fiber optic connectivity.

F-26. Host Nation Funded Construction Program

a. It is DOD policy to actively seek host nation support for DOD construction requirements in the Facilities Improvement Program in Japan, the Combined Defense Improvement Program in Korea, Republic of Korea Payment

In-Kind Projects in Germany, or like programs before MILCON funds are requested. If host nation funding is denied or will not satisfy U.S. requirements soon enough, or if there are other compelling reasons to proceed, the U.S. MILCON program will be the acceptable funding source (see AR 415–32 for additional guidance).

b. A project funded by the host nation may not be included in the MILCON budget. (If necessary, a project to be funded by a host nation may be included in programs submitted to the Congress for the purpose of obtaining authorization.) Programming of projects in both MILCON programs and host nation funded construction programs is authorized only beyond the first 2 years of the current POM.

c. HNFC program projects will normally be designed and constructed to meet U.S. MILCON program criteria and standards for reliability, maintainability, functionality, personnel health, safety, and environment. For Host Nation-funded construction, the procurement and installation of Information System items listed in Table 7–1 as ISC funded shall be programmed by the appropriate activity. Pollution abatement procedures at Federal facilities outside the U.S. will be implemented per AR 200–1, and the final governing standards developed by the DOD-appointed executive agent for the host nation.

d. U.S. MILCON projects will be programmed to complement host nation funded projects, as required, to provide for total usable facilities.

e. DOD components and military departments will submit plans for host nation funded projects or modification of fixed or movable ammunition and explosives facilities to the DDESB for review and approval. Projects that may be affected by proximity to such explosive and ammunition operations are also subject to this approval process.

F–27. Burden sharing and overseas relocation contributions by other nations

The SECDEF may accept cash contributions from other nations for military construction projects of the DOD under provisions of 10 USC 2350j for Burden sharing contributions, and 10 USC 2350k for Overseas Relocation contributions.

a. Contributions credited to an appropriation account of the DOD may be used—

(1) By the SECDEF to carry out a military construction project that is consistent with the purposes for which the contributions were made and is not otherwise authorized by law; or

(2) By the Secretary of a military department, with the approval of the SECDEF, to carry out such a project.

b. When a decision is made to carry out a military construction project under either of these provisions, the SECDEF will submit a report to the congressional defense committees explaining the need for the project, the then-current estimate of the cost of the project, and a justification for carrying out the project under that provision.

c. The SECDEF or the Secretary of a military department may not commence a military construction project under this provision until the end of the 21-day period beginning on the date on which the SECDEF submits the report to the Congress regarding the project or, if earlier, the end of the 14-day period beginning on the date on which a copy of the notification is provided in an electronic medium pursuant to 40 USC 3131.

d. Administrative and notification requirements and responsibilities are described in DOD 7000.14–R, volume 12, chapter 24.

F–28. Vending facility program for the blind on Federal property

AR 210–25 implements sections The Randolph Sheppard Act, 20 USC 107, and presents Army policy for the blind vending facility program. If there is construction, substantial alteration, or improvement of Army facilities, satisfactory sites will be provided for the blind to operate vending facilities. Based on negotiations between the installation and the State licensing agency, the installation will define the functions or requirement. This will include space, locations, and other aspects. The cost of these provisions will be part of the project cost.

F–29. Relocation of an operation incident to a military construction project

a. *Permanent or temporary relocation.* When MILCON projects require operations to be relocated permanently or temporarily, the cost of relocation and of providing austere but adequate accommodations may be funded by MILCON appropriations under the following conditions:

(1) Permanent relocation of an operation from a facility to be altered or demolished.

(2) Temporary relocation of an operation from a facility to be altered or demolished for construction site clearance, with later return to the altered or replacement facility.

b. *MILCON funding limitations for relocation.*

(1) Under the condition described in subparagraph F–29a(1), only the costs of initial transfer and relocation of operations will be chargeable to the project.

(2) Relocation costs will be included on DD Form 1391 as a separate line item under Primary Facilities. Relocation items will be described and a justification and explanation included.

(3) The relocation will not interfere with execution of the approved installation RPMP.

(4) Only minimum provisions may be made for a displaced operation in a temporary location. Costs for the following are authorized:

(a) Removing and returning the operation to its permanent location and placing it in an operating condition.

- (b) Restoring the interim facility to its original condition.
- (5) Recurring costs of operating at a temporary location are not chargeable to the project but to the appropriate O&M accounts.
- (6) When an operation is relocated, only existing equipment (or its equivalent) will be relocated and installed in the interim facility, and returned and reinstalled in its permanent location.

F-30. Manufactured or pre-engineered buildings

Many types of facilities can readily be constructed using totally manufactured or pre-engineered components and systems. These alternatives offer potential savings by reducing labor requirements at the construction site. However, an important factor in determining the degree of economy gained is the number of competing manufacturers and their proximity to the construction site. The economic analysis for this type of construction will not differ from that for permanent type construction.

F-31. Relocatable buildings

- a. Relocatable buildings may be included in an MCA project when—
 - (1) The projected need for the facility is less than 3 years after the program year. Overseas missions have an undetermined lifespan.
 - (2) Total cost of construction exceeds authorized limits for O&M funded construction.
- b. Classification of relocatable buildings as equipment rather than real property is described in AR 420-18.
- c. An economic analysis comparing the total life-cycle cost of an austere permanent facility with the total life cycle cost of the proposed relocatable facility will be completed. The following conditions will apply to the life-cycle cost analysis:
 - (1) Assume the functional life of the permanent building or the expected life of the installation to be 25 years. If the life of the installation is unknown, use 15 years for overseas installations and 25 years for CONUS installations.
 - (2) Assume the functional life of a relocatable building to be 15 years.
 - (3) Total life-cycle cost of the relocatable building will include a move to the nearest operational installation of the IMA region director at the end of 5 years. Include the total cost for disassembly, transportation, and reassembly.
 - (4) Compare the total cost for each alternative at the end of 15 years or when the installation is expected to be terminated, whichever is sooner. A relocatable building will be programmed if, at that point, its total cost is equal to or less than that of an equivalent permanent building.

F-32. Construction of field offices

- a. It is Army policy that field office facilities be funded by the sponsor of the construction work. Waivers or exceptions to this policy must be approved by the DASA(IH).
- b. On military installations, the USACE district commander or a selected agent will request, in writing, suitable facilities (specifying what facilities are needed) from the garrison commander. The garrison commander will provide such facilities for the conduct of USACE operations, if available. If suitable facilities are not available, acceptable alternatives for providing them are as follows:
 - (1) When facilities are available that can be made suitable, necessary improvements may be provided for in one of two ways:
 - (a) The garrison commander may initiate a minor O&M project to upgrade the facilities.
 - (b) The upgrade may be included in a DD Form 1391 for the project to be supported.
 - (2) If the garrison commander cannot provide facilities, temporary facilities may be identified as a requirement on DD Form 1391 in one of two ways:
 - (a) Temporary office space (for example, trailers, and other facilities) may be provided under the construction contract on-post, under conditions and siting mutually approved by the installation and the USACE district commander.
 - (b) When no on-post accommodations can be made available, temporary facilities may be provided in the construction contract by off-post rentals.
 - (3) In cases where the construction mission at or near the installation has sufficient economic justification, the construction of a suitable, permanent facility on the installation is permitted. Provisions for constructing such a facility on the installation may be included on DD Form 1391 by mutual agreement between the garrison commander and the USACE district commander, or USACE may program a separate MCA or UMMCA project.

F-33. Shelters or other facilities for smoking

Use of MILCON funds for construction of shelters or other facilities for smoking is not authorized.

F-34. Transfer of completed work to the garrison commander

- a. After a construction project is completed, the USACE district will prepare a DD Form 1354, per UFC 1-300-08, to formally transfer the completed work to the garrison commander and provide that DD Form 1354 to the DPW on the day the user beneficially occupies the premises. The USACE district will provide the DPW the as-built

drawings, warranties, and operational manuals not later than 60 days following the beneficial occupancy date. The USACE role as outlined here is the role of the NAFCP.

b. Transfer to the garrison commander will be accomplished as follows:

(1) *Joint inspection of completed work.* Upon receipt of written notice from the USACE district that a project is ready for use, the garrison commander, using service (tenant) and USACE district representatives will jointly inspect the facility or portion of the completed facility. All known major construction deficiencies will be corrected before this inspection. This inspection will also include a concurrent review of as-built drawings, project cost data, and data for real property records. Written notice of the joint inspection will be forwarded to the IMA Region director, the operating agency commander of the using service or tenant agency commander, or both so they might take part in the inspection. Minor construction deficiencies will not delay the transfer to the garrison commander. Any deficiencies will be coordinated with USACE district, the installation, and the user for correction. These deficiencies will be listed on the reverse side of the transfer forms for correction by the USACE district. The date for correction of minor deficiencies will be agreed upon by the using service and the USACE district before final acceptance by the using service.

(2) *Acceptance by the garrison commander.* The garrison commander will accept the completed work when the USACE district certifies that it is complete and usable for its designed purpose, except for noted minor deficiencies, in accordance with the terms of the contract documents. The garrison commander will report such acceptance to the IMA Region director, and include comments on the work.

(3) *Transfer.* Transfer of completed work to other departments and agencies will be as agreed upon by DA and the department or agency for which the work was accomplished.

F-35. Execution of follow-on construction projects after completion of a military construction project

Once a MILCON project is complete and usable, execution of follow-on construction projects using other appropriations such as OMA, OPA, or RDTE may proceed. There is no required waiting period. However, each such follow-on project must address a newly identified requirement, to preclude project splitting or incrementing, which would be a violation of 10 USC 2801.

F-36. Real estate acquisition

a. AR 405-10 governs land acquisition.

b. Funds for land acquisition in conjunction with a MILCON project will be included in the MILCON project request and will not be programmed as a separate project or action.

c. Land costing no more than \$750,000 (exclusive of administrative cost and deficiency judgments) may be purchased at the discretion of the installation, and funded with appropriations available for maintenance or construction (see 10 USC 2673).

d. Land costing more than \$750,000 may be funded with a congressional MCA reprogramming action provided it is authorized pursuant to 10 USC 2672a. By this statute, the SA is authorized to acquire any land, provided—

- (1) It is needed in the interest of national defense.
- (2) It is needed to maintain the operational integrity of an installation.
- (3) It is so urgent, it may not wait for the next annual MILCON budget request.
- (4) Congress is notified 30 days before the acquisition.

e. For land costing more than \$750,000, and which does not meet the stringent criteria of 10 USC 2672a, authorization and funding must be obtained through the annual MILCON Authorization and Appropriations Acts. Although 10 USC 2801 does not define military construction to include land acquisitions, there is ample statutory precedent to show that MILCON funds should be used for such a capital investment as land. Accordingly, programming and execution of land acquisitions should be in accordance with this regulation.

f. Real property access required for construction purposes will be cleared before access is gained. The concerned USACE district will obtain title, right of entry for construction, or right of possession to real estate upon request of the garrison commander, or authorized representative, and receipt of appropriate funding. Land acquisition OCONUS, however, is processed through the IMA region director under SOFA procedures (see AR 405-10).

g. MILCON assets of a permanent nature will be placed only on land that meets the requirements outlined in AR 405-10.

h. UMMCA may not be used for land acquisition.

F-37. Army Disposal/Demolition Program

a. The Army Disposal/Demolition Program will control the growth of existing facility inventories, assist the Army in providing adequate sustainment funding, and improve the Army's recapitalization rate by offsetting new footprint construction. The program requires the disposal of one square foot of existing facilities to offset each square foot of new construction added to Army installations, and has been designated as the one-for-one policy. Disposal eliminates funding responsibility from the Army, while demolition eliminates the physical asset being funded. Temporary, semipermanent, or permanent facilities may be disposed of under this program. The requirement to dispose of equal or greater square footage (SF) applies to all new construction unless specifically prohibited by statute. Demolition will

include required environmental abatement, proper disposal of hazardous wastes, and must meet established Army goals for recycling and landfill diversion of construction debris.

b. New footprint construction is the acquisition of a new facility to offset a space or capacity deficiency, and includes complete new facilities and additions to existing facilities not undergoing complete restoration or modernization.

(1) New footprint construction may be reported as an investment in existing footprint by disposal of an equal amount of existing SF as required by the one-for-one policy. The offset may be funded by the MILCON project (the preferred method) or by applying credit for disposal/demolition that have been previously identified in a disposal/demolition bank.

(2) When disposal/demolition is funded by the MILCON project but the offsetting disposal/demolition will occur at a different Army/USAR installation (State, for the ARNG), the disposal location and SF must be reflected in paragraph 10 of Tab A the project DD Form 1391. In addition, Tab H of DD Form 1391 must list the installation (State, for the ARNG) for each facility, by SF, of disposal/demolition. Demolition indicated on a DD Form 1391 is considered a formal commitment by the Army to the Congress. When MILCON will fund offsetting demolition at an Army installation other than that of the site of the new construction, such a connection must be explained on DD Form 1391. Further, disposal/demolition listed in Tab H must agree with planned disposal/demolition cited in the IFS, or Planning Resource for Infrastructure Development and Evaluation—PRIDE—database for the ARNG.

c. Such reductions in the inventory (SF credits) through disposal/demolition may be banked for five years following their removal from the inventory. Disposal by transfer to the Residential Communities Initiative, Host Nation Turnback, sales, loss, outgrants, and other authorized disposals, BRAC 05 SF not replaced with BRAC funds, or MILCON and O&M funded demolition may be used to offset new footprint construction. No demolition costs will be included in any MILCON project for such transfers. The Disposal/Demolition Bank for recording such credit is the IFS for the Active Component and the U.S. Army Reserve, and the Planning Resource Infrastructure Development Evaluation (PRIDE) database for the Army National Guard.

d. Restoring, modernizing, and converting an existing facility or replacing an existing facility by new construction require no offsetting disposal/demolition.

e. The policy reflected above also applies to MILCON construction by others, such as projects funded under MILCON appropriations. In such cases, the construction proponent must conform to the one-for-one policy and pay for the cost of offsetting disposals/demolition unless prohibited by statute.

f. Although not governed by this regulation, it is also important to note in this context that applicable “buyout” costs for energy savings performance contracts must be programmed and funded by O&M funds in the fiscal year of disposal/demolition. Further, the IMA will manage O&M funded demolition for IMA installations, and non-IMA installations will meet the one-for-one policy using their appropriate construction or O&M finds, as applicable.

g. Installations, MACOMs, and the IMA will not approve changes that involve deletion or revision to facilities scheduled for demolition in the project. Any changes that reduce the SF of demolition below that identified in a DD Form 1391 will be submitted through the IMA to HQDA (DAIM-FD) for approval.

F-38. Obligation rates for foreign currency transactions

Funding of Army MILCON projects executed by foreign currency contracts will be limited to the year of appropriation. If it is necessary to fund such a project from other than its year of appropriation, prior approval in writing must be obtained from HQDA (DAIM-FD). As a general rule—

a. The budgeted currency exchange rate in effect when funds are appropriated by the Congress will be uniformly applied to foreign currency obligations made throughout the life of that appropriation, regardless of the year in which the obligations, including in-scope adjustments, are actually recorded.

b. Split-funded foreign currency projects will be obligated using the budget exchange rates associated with each cited fiscal year’s appropriation.

c. Obligations, which have been partially or fully liquidated, will not be revalued. Previously recorded disbursement transactions should not be adjusted to change obligation values.

Glossary

Section I Abbreviations

AAFES

Army and Air Force Exchange Service

ABC

automatic box conveyor

ACSIM

The Assistant Chief of Staff for Installation Management

A-E

architect-engineer

AFH

Army Family Housing

AFSC

Army Facilities Standardization Committee

AFSS

Army Facilities Standardization Subcommittee

AHRP

Army Housing Requirements Program

AMC

Army Materiel Command

AP3

Army Power Projection Program

AR

Army Regulation/Army Reserve

ARB

Army Resource Board

ARNG

Army National Guard

ARSTAF

Army staff

ASA(FM&C)

Assistant Secretary of the Army (Financial Management and Comptroller)

ASA(I&E)

Assistant Secretary of the Army (Installations and Environment)

ASA(M&RA)

Assistant Secretary of the Army (Manpower and Reserve Affairs)

ASD(HA)

Assistant Secretary of Defense (Health Affairs)

BASOPS

basic operations

BES

budget estimate submission

BRAC

base realignment and closure

BY

budget year

CAPCES

Construction Appropriation, Programming, Control, and Execution System

CCTV

closed circuit television

CERS

communications equipment rooms

CES

center of standardization

CFA

Commission of Fine Arts

CFR

Code of Federal Regulations

CIO/G-6

Chief Information Officer/G-6

CONUS

continental United States

CRRC

Construction Requirements Review Committee

CSA

Chief of Staff, Army

CWE

Current working estimate

DA

Department of the Army

DARP

Defense Access Road Program

DASA(IH)

Deputy Assistant Secretary of the Army (Installations and Housing)

DCS, G-1

Deputy Chief of Staff, G-1

DCS, G-2

Deputy Chief of Staff, G-2

DCS, G-3/5/7

Deputy Chief of Staff, G-3/5/7

DCS, G-4

Deputy Chief of Staff, G-4

DDESB

Department of Defense Explosives Safety Board

DeCA

Defense Commissary Agency

DEPSECDEF

Deputy Secretary of Defense

DFAS

Defense Finance and Accounting System

DMFO

Defense Medical Facilities Office

DOD

Department of Defense

DODI

Department of Defense Instruction

DOIM

Director of Information Management

DPT

Director of Plans and Training

DPW

Director of Public Works

DRB

Defense Resources Board

DU

decision unit; dwelling unit

DUSD

Deputy Under Secretary of Defense

DY

design year

ECIP

Energy Conservation Investment Program

EMCS

Energy monitoring and control system

EO

Executive Order

FAC

Facility Activity Code

FCIP

Federal Capital Improvements Program

FDG

facility design group

FDT

facility design team

FM

Field Manual

FY

fiscal year

FYDP

Future Years Defense Program

GY

guidance year

HASC

House Armed Services Committee

HFPA

Health Facilities Planning Agency

HQ

Headquarters

HVAC

heating, ventilating, and air conditioning

IDS

Army Installation Design Standards

IMA

Installation Management Agency

IPC

Information Processing Center

ISCE

information systems cost estimate

ISF

information systems facility

IT

Information technology

LAN

Local area network

MACOM

major Army command

MBI

major budget issue

MCA

Military Construction, Army

MCAR

Military Construction, Army Reserve

MC&FP

Military Community and Family Policy

MCNG

Military Construction, National Guard

MCX

Mandatory center of expertise

MDEP

management decision package

MEDCOM

Medical Command

MED MILCON

medical military construction

MILCON

military construction

MIL-HDBK

Military Handbook

MMCO

Medical military construction office

MSC

major subordinate command

MWR

morale, welfare, and recreation

NAF

Nonappropriated funds, nonappropriated funded

NAFCP

Nonappropriated-funded construction projects

NCPC

National Capital Planning Commission

NCR

National Capital Region

NEPA

National Environmental Policy Act

OACSIM

Office of the ACSIM

OCONUS

outside of the continental United States

O&M

operations and maintenance

OMA

Operations and Maintenance, Army

OMB

Office of Management and Budget

OPA

Other Procurement, Army

OSD

Office of the Secretary of Defense

OTSG

Office of the Surgeon General

P&R

Personnel and Readiness

PA

programmed amount

Pam

Pamphlet

PAX

Programming, Administration, and Execution System

PPBE

Planning, programming, budgeting, and execution process

PBD

Program budget decision

PBG

Program budget guidance

PDM

Program decision memorandum

PDS

Premises distribution system

PEG

program evaluation group

POM

Program objective memorandum

PPV

Public-private venture

PRB

Project review board

PVA

Project validation assessment

PY

Program year

RDTE

Research, development, test, and evaluation

RFP

Request for proposal

RMC

regional medical command

RPIE

Real property installed equipment equipment

RPMP

Real property master plan

RTLTP

Range and training land program

SA

Secretary of the Army

SASC

Senate Armed Services Committee

SDD

Sustainable design and development

SDDC

Surface Deployment and Distribution Command

SECDEF

Secretary of Defense

SES

Senior Executive Service

SF

Square footage

SRC

Short-range component

TI

Technical instruction

TM

Technical manual

TMA

TRICARE management activity

TOA

Total obligation authority

TSG

The Surgeon General

UFAS

Uniformed Federal Accessibility Standards

UFC

Unified Facilities Criteria

UMCS

Utility monitoring and control system

UMMCA

Unspecified Minor Military Construction, Army

UPH

Unaccompanied personnel housing

UPS

Uninterruptible power supplies

USACE

U.S. Army Corps of Engineers

USACECOM

U.S. Army Communications-Electronics Command

USACFSC

U.S. Army Community and Family Support Center

USAISEC

U.S. Army Information Systems Engineering Command

USC

United States Code

USD (P&R)

Under Secretary of Defense for Personnel and Readiness

UXO

Unexploded ordnance

Section II**Terms****Army installation**

As used in this regulation, an aggregation of contiguous or near contiguous, common mission supporting real property holdings under the jurisdiction of the DOD or a State, the District of Columbia, territory, commonwealth, or possession, controlled by and at which an Army unit or activity (active, Army Reserve, or ARNG) is permanently assigned.

Army SPiRiT

A self-assessing system designed to help the Army achieve facilities that meet the needs of current missions and accommodate future missions in a sustainable cost-effective, environmentally friendly manner.

Army Stationing and Installation Plan (ASIP)

The official document and database that reflects authorized planning populations for Army installations.

Beneficial occupancy date

The date agreed upon by an installation DPW, USACE, and tenant organization when administrative control of a facility under construction is transferred from USACE to the garrison commander via DD Form 1354. At this time, although all construction efforts at the facility construction site may not be completed (for example, punch-list items and other relatively minor construction activities may still be required for facility construction to be considered complete), and USACE may need to continue administering the final stages of the project construction contract until such completion, the user may begin to occupy all or agreed upon parts of the facility and use it for its intended purpose.

Construction

The erection, installation or assembly of a new facility. The acquisition, expansion, extension, alteration, conversion or replacement of an existing facility. The relocation of a facility from one installation to another. Installed equipment made a part of the facility, related site preparation, excavation, filling, landscaping, or other land improvements.

Design charrette

A design charrette is an intensive concept design work session, usually at the customer's site (including the NAF contracting officer for NAF construction projects). The charrette lasts for several days and is attended by the customer, designer (either in-house or Architect-Engineer), possibly representatives from regulatory agencies, and the USACE district project management team. The charrette process consists of a series of onsite interviews with the purpose of fully developing and quantifying the functional and technical requirements of the project, including cost estimates. The information obtained at the charrette is used in the project definition submittal.

Discretionary changes

Changes not absolutely required to provide a complete and usable facility that meets operational requirements, or any change that is not absolutely necessary is considered discretionary. This includes any criteria changes that are not mandatory for ongoing projects and changes that would improve the efficiency, maintainability, functionality, or appearance of the facility.

Environmental compliance

Any activity designed to correct deficiencies in order to comply with existing environmental standards and costs to meet new standards; and other environmental compliance, prevention and conservation costs.

Environmental restoration

Any activity designed to investigate and remediate pollution from past operations, primarily at sites on the National Priorities List.

Facility

As specifically authorized by law, a building, structure, or other improvement to real property. As used in this regulation, it includes any interest in land, structure, or complex of structures together with any supporting road and utility improvements necessary to support the functions of an Army activity or mission. A facility includes the occupiable space it contains. The class of facility is identified by a five-digit construction Army facility category code (see to AR 415-28).

Garrison commander

Commanding officer of a garrison. The commander of a military table of organization and equipment or table of distribution and allowance unit or activity who does not otherwise have responsibility for land, buildings, and fixed improvements is not a garrison commander.

Installation

A fixed location, together with its land, buildings, structures, utilities, and improvements, that is under Department of the Army control and used by Army organizations. In U.S. Army Europe and Seventh Army, the term community equates to installation for the purposes of this regulation.

Installation design guide (IDG)

A document prepared by an installation that provides specific guidance on the exterior and interior design parameters for the installation. All installation modernization and new construction projects must comply with the IDG. It may be as simple or as comprehensive as desired to achieve aesthetically pleasing working and living environments.

Integrated Facilities System (IFS)

An automated information evaluation system that encompasses life cycle management of real property resources. It is also the source of the installation real property inventory.

Mandatory changes

Unavoidable changes required to provide a complete and usable facility. Such changes are caused by unforeseen factors discovered during design or construction (for example, design oversights and errors, mandatory criteria changes, construction site conditions, or unavailability of materials). These changes include those absolutely necessary for completion of the project; but not those justified by improved efficiency of operation, maintainability, function, or appearance.

Master planning instructions (MPI)

Master planning implementing information published by USACE that prescribes supplemental guidance and procedures for the development of RPMPs.

Military construction (MILCON)

Any construction, development, conversion, or extension of any kind carried out with respect to a military installation under the provisions of the Military Construction Codification Act (see 10 USC 2801).

Military Construction, Army (MCA)

The program, by which Army facilities are planned, programmed, designed, budgeted, constructed, and disposed of during peacetime and under mobilization conditions. The program also includes the acquisition of real estate and other supporting activities.

Military construction project

All military construction work, or any contribution authorized by this regulation, necessary to produce a complete and usable facility or a complete and usable improvement to an existing facility (or to produce such portion of a complete and usable facility or improvement as is specifically authorized by law).

National Capital Region

The National Capital Region is defined as the District of Columbia; Montgomery and Prince George's Counties in Maryland; Arlington, Fairfax, Loudoun, and Prince William Counties in Virginia; and all cities and towns within the geographic area bounded by the outer boundaries of these counties.

Nonappropriated funds (NAF)

Cash and assets other than appropriated by Congress. Nonappropriated funds are used for the collective benefit of those who generate them: military personnel, family members, and other authorized civilians.

Nonappropriated funds program manager

The proponent or executive agent for the Army for the NAF or private fund construction program (e.g., the AAFES, USACFSC, and DeCA). The IMA region directors will serve as the NAF program manager for privately funded construction projects. For the purposes of this regulation, the NAF program manager is the highest Army office responsible and is defined differently from the installation and IMA region director NAF administrators.

Phasing of construction

The process of breaking a complete project into sequential tasks, such as foundation, superstructure, exterior and interior finish work, and site improvement. One "phase" without companion "phases" will not produce a complete and usable project. This is not to be confused with incremental construction.

Planning charrette

A planning charrette is an intensive on-site project planning workshop attended by an interdisciplinary team to produce a quality, technically sound DD Form 1391 and a facility requirements sketch. The charrette lasts for several days, and the planning team consists of representatives of the installation using agency, DPW, DOIM, and others as appropriate; the USACE MSC and district; the IMA region director; and others, depending upon the project type. The user's needs and expectations are accurately defined in terms of functional and technical requirements; the facility and site requirements are described in sufficient detail to develop a project scope; and the project planning estimate are based on those requirements to provide a reliable project cost.

Planning, programming, budgeting, and execution (PPBE) process

The Army's primary resource management system that is now in a biennial cycle. It constitutes a major decision making process. It ties planning, programming, and budgeting together. It forms the basis for building a comprehensive plan in which budgets flow from programs, programs flow from requirements, requirements from missions, and missions from national security objectives. The patterned flow, from end purpose to resource cost, defines requirements in progressively greater detail. The system integrates centrally managed programs for manpower; research, development, and acquisition; and stationing and construction. The system also integrates the O&M budgets of the IMA, MACOMs, and other operating agencies, and the needs for manpower, housing, and construction. It supports budget preparation from installation to departmental level. It reviews execution of the approved program budget by both headquarters and field organizations. During execution, it provides feedback to the planning, programming, and budgeting process.

Pre-wired workstations

A workstation which will include posts, panels, partitions, wiring for electricity and communications, task lighting, and

partition-hung components to support individual and group efforts. Both panel-to-panel and post-to-panel systems are acceptable. Additional system components are ambient lighting and partition supported files. A prewired workstation should, at a minimum, provide for the following functions: An acoustically treated enclosure defining the limits of an individual or a shared use workstation; adequate work surfaces to accommodate the individual's equipment, writing, and work layout needs; storage space for individual files and supplies; and task lighting and electrical and communications outlets to support the individual's equipment. Prewired workstations do not include movable furniture and furnishings such as chairs, stand alone file cabinets, coat hooks or racks, name tags, in and out file trays, and other similar accouterments.

Private funds

This term refers to the construction of facilities that are funded by a private group, organization, commercial enterprise, or company, hereafter referred to as the private sector. The private sector uses its own resources to finance, design, construct, and operate facilities located on Army-owned or controlled property. Privately funded projects include such facilities as banks, museums, bus terminals, and monuments.

Program and budget guidance

Resource guidance for HQ IMA, MACOMs, program executive offices, and other operating agencies. The guidance covers force structure and associated manpower, appropriations of immediate interest, such as OMA, MCA, and AFH, procurement appropriations, and construction using trust funds and non-appropriated funds. It is published five or six times during the biennial PPBE process cycle; in February soon after the PB goes to the Congress, in the spring following publication of TAP, and in the fall to record results of resource management updates and probable fiscal guidance. In the second year of the PPBES cycle, the President may submit an amended budget, and if so, HQDA will issue a PBG with updates. A PBG reflecting the new program follows submission of the POM in the spring, and a fall PBG reflects Army budget estimates.

Project splitting

Programming a project in separate increments solely to reduce the project Programmed Amount (PA) below an approval threshold or a construction appropriation ceiling amount, which would result in programming an other-than complete and usable facility. (Project splitting is a statutory violation. See 10 USC 2801.)

Public-private venture agreement

An agreement between a DOD NAFI and a non-Federal entity whereby the non-Federal entity provides goods, services, or facilities to authorized MWR and exchange patrons. The non-Federal entity may, through the PPV, provide a portion or all of the financing, design, construction, equipment, staffing, and operation of a program for goods, services, or facilities.

Real property master plan (RPMP)

The garrison commander's plan for management and development of the installation's real property resources. It analyzes and integrates the plans prepared by the installation and other garrison and tenant activities, higher headquarters, and neighboring communities to provide for orderly development of real property resources. A complete RPMP forms the foundation for the development for all peacetime facility management and construction development activities on the installation.

Real Property Master Plan Digest

The Real Property Master Plan Digest is an extract of the most important master planning concepts, details, and facts of the installation Real Property Master Plan.

Tenant unit, agency, or activity

A unit, agency, or activity of one command that occupies facilities on an installation of another command or agency and receives support services from that installation.

Section III

Special Abbreviations and Terms

This section contains no entries.

UNCLASSIFIED

PIN 003261-000

USAPD

ELECTRONIC PUBLISHING SYSTEM
OneCol FORMATTER WIN32 Version 235

PIN: 003261-000

DATE: 06-12-06

TIME: 11:04:18

PAGES SET: 95

DATA FILE: C:\wincomp\r415-15.fil

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