

**Department of the Army  
Pamphlet 415-15**

**Construction**

# **Army Military Construction Program Development and Execution**

**Headquarters  
Department of the Army  
Washington, DC  
25 October 1999**

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Pamphlet 415-15

## Construction

### Army Military Construction Program Development and Execution

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By Order of the Secretary of the Army:

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*General, United States Army  
Chief of Staff*

Official:



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Secretary of the Army*

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**History.** This printing publishes a new DA pamphlet.

**Summary.** This pamphlet presents guidance for preparation of DD Forms 1390 and 1391 according to the policies given in AR 415-15, Army Military Construction Program Development and Execution.

**Applicability.** This pamphlet applies to the Active Army, and U.S. Army Reserve and the Army National Guard when they are tenants on, or occupy, Active Army installations.

**Proponent and exception authority.**

The proponent of this pamphlet is the Assistant Chief of Staff for Installation Management. The proponent has the authority to approve exceptions to this pamphlet that are consistent with controlling law and regulation. Proponents may delegate the approval authority, in writing, to a division chief within the proponent agency in the grade of colonel or the civilian equivalent.

**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.

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

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# *Summary of Change*

DA Pam 415-15

Army Military Construction Program Development and Execution

This new pamphlet presents guidance for preparing Army military construction programming documentation prescribed by AR 415-15. It also provides for the execution of various aspects of the Army military construction program. Specifically, this pamphlet—

- Describes the information to be entered into the various sections of DD Forms 1391 (electronically generated form) and DD Form 1390, FY -\_\_ Military Construction Program, Parts A and B, respectively.
- Provides guidance supplemental to that contained in AR 415-15 for the programming and execution of the Army military construction program.

## Chapter 1 Introduction

### 1-1. Purpose

- a. *General.* This pamphlet assists installation programmers in preparing and updating Department of Defense (DD) Forms 1390 and 1391 prescribed by AR 415-15, and supplements AR 415-15. It provides information for individuals at all levels who are involved in military construction programming. In addition, this pamphlet explains how to utilize the DD 1391 Processor System (DD 1391 Processor) to document requirements necessary for the submittal of programming requests for military construction projects through the development of DD Forms 1391. It also permits installation programmers to update information used as a basis for prior year submittal of the installation prioritized construction list through updating of DD Forms 1390.
- b. *Programs.* This pamphlet provides sufficient information for a beginning programmer to use as a reference to prepare and update DD Forms 1391 and update DD Forms 1390 for the Army Military Construction (MILCON) program. This program consists of Military Construction, Army (MCA); Army Family Housing (AFH); Medical Military Construction (MED MILCON); Base Realignment and Closure (BRAC); Military Construction, Army Reserve (MCAR); and Military Construction, Army National Guard (MCARNG) program projects, although the latter two elements do not use the DD 1391 Processor system for program preparation. It describes the complete project justification process and the automation capability available through the DD 1391 Processor needed to prepare or update DD Forms 1390 and 1391, as well as essential data and reporting requirements. It will be useful for all persons involved in Army construction program development and execution, from those who assist in providing data to those who make decisions using results of the forms preparation. Procedural guidance contained in this pamphlet will also assist project programmers in preparing DD Forms 1391 for Nonappropriated Funds (NAF) as well as other construction programs.

### 1-2. References

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

### 1-3. Explanation of abbreviations and terms

Abbreviations used in this pamphlet are explained in the glossary.

### 1-4. Requirement for DD Forms 1390 and 1391

Based upon the requirements of Department of Defense Regulation 7000.14-R, AR 415-15 requires that DD Forms 1390 and 1391 be developed for all military construction (MILCON) projects as well as for the Future Years Defense Plan (FYDP).

- a. *Context.* It is necessary to view DD Forms 1390 and 1391 in the context of the MILCON project approval process, since these forms comprise the FYDP, and the individual MILCON project justification at each installation.

- b. *Documentation.* The requirement for a project is normally identified by the user at the installation. This requirement is documented on a project DD Form 1391 and submitted to higher command levels for approval. Project justifications are reviewed at major Army Command (MACOM), U.S. Army Corps of Engineers (USACE), Department of the Army (DA), Office of the Secretary of Defense (OSD), and congressional levels. An exception to this procedure is the Army portion of the Medical Military Construction (MED MILCON) program, whose DD Forms 1391 are initially generated by Office of the Assistant Secretary of Defense, Health Affairs (OASD(HA)).
- c. *Deferrals.* Lack of proper DD Forms 1390 and 1391 in support of programs and projects will result in deferral or elimination of those projects from the MILCON program.

## **Chapter 2**

### **Programming Procedures and Special Requirements**

#### **Section I**

#### **Programming and Budgeting**

##### **2-1. Programming of facilities supporting Army initiatives**

- a. *Appropriations and programs that provide for construction.* Army construction may be programmed under a number of regulations, and may be authorized and appropriated by separate acts of Congress. Construction on military installations may also use nonappropriated or private funds. (See AR 415-19). Projects seldom qualify for more than one type of appropriation. When they do, the procedures for determining the use of the proper appropriation are quite specific. Some areas are governed more by policy than by statute. Among these are community facilities, many of which have been constructed using appropriated or nonappropriated funds, depending on the policies and circumstances at the time. The construction, improvement, and maintenance and repair of Army family housing (AFH) facilities is accomplished with the AFH appropriation (see AR 210-50). For MED MILCON facilities programming procedures, see AR 415-15, appendix E. The acquisition, maintenance, and modernization of facilities may also come under Operations and Maintenance, Army (OMA) (see AR 420-10); Procurement of Ammunition, Army (PAA) (see AR 700-90); or Research, Development, Test, and Evaluation (RDTE) appropriations. (See DODD 4275.5D, and DOD 7000.14-R).
- b. *MILCON guidance and program relationships.* MILCON appropriations provide funds for specific Army construction requirements. These requirements are contained in the Defense Planning Guidance (DPG) as part of the Department of Defense (DOD) Planning, Programming, and Budgeting System (PPBS). The DPG provides a construction program that is consistent with current Army plans, resources, and budget objectives. The DPG is the basis for the more detailed Program Budget Guidance (PBG) that outlines the missions and levels of activities for major Army Commands (MACOMs) and agencies. MACOM commanders, in turn, prescribe strengths and missions to subordinate installations and activities, based on the PBG.
- c. *Unspecified Minor Military Construction, Army (UMMCA) guidance.* Unlike major MCA, AFH, and MED MILCON projects, individual UMMCA projects are not specifically identified in the DPG budgets or programs. They are submitted on an "as required" basis by each programming MACOM. (See appendix B.)

- d. *Project identification and submission.*
- (1) Construction requirements are determined by master planning procedures in AR 210-20. Housing requirements are established by the Army Housing Requirements Program (AHRP). These procedures apply to the following installations:
    - (a) Army installations (or military communities in Europe) whose population strength for the DPG years is included in the Army Stationing and Installation Plan (ASIP).
    - (b) Temporary installations in temporarily garrisoned overseas areas.
  - (2) According to these procedures, installation commanders, assisted by an installation Real Property Planning Board (RPPB), and considering assigned strengths, workloads, and missions--
    - (a) Develop the Master Plan for the installation showing all facilities ultimately needed for its development.
    - (b) Compare total requirements with existing assets by preparing the Tabulation of Existing and Required Facilities (TAB). (The existing facility assets are maintained in the Integrated Facilities System Mini-micro (IFS-M), where available).
    - (c) Calculate total requirements for all categories of projects estimated to cost more than minor construction ceilings for OMA funds. (See AR 420-10).
    - (d) Submit program requirements through command channels to HQDA (DAIM-FD), 600 Army Pentagon, Washington, DC 20310-0600, using the DD Form 1391 Processor System (DD 1391 Processor).
- e. *Program development.* The Planning, Programming, Budgeting, and Execution System (PPBES) allows for the approval of Management Decision Packages (MDEPs) for Army initiatives, including the construction of facilities to support them. Army engineers at all levels contribute to staff and command initiatives to ensure that MDEPs affecting facilities include all related MCA and AFH requirements.
- f. *Supplemental programs.* Contingencies, such as budget fluctuations, may require the development of supplemental construction programs. Special instructions for such programs are provided by DAIM-FD to MACOM commanders.
- g. *Construction programs.* Construction programs (except for medical programs) are prepared by commanders for inclusion in the MACOM prioritized construction list. These programs are prepared using the Construction Appropriation Programming, Control, and Execution System (CAPCES) available in the Programming, Administration, and Execution System (PAX). (See AR 415-15, chap 4, and para 2-25, below.)
- h. *Programming.* Programming will avoid incurring cost for expedited construction (see 10 USC 2858) and will provide complete and usable facilities, or complete and usable increments of facilities or complexes, in a timely manner, without later additions requiring other funds (see 10 USC 2801). The Guidance Year (GY) submission will consist of projects that are of the highest priority plus directed program projects, such as the Energy Conservation Investment Program (ECIP) identified in Army Guidance. (See AR 415-15, para 1-6).

- i. *Deferred projects.* Projects deferred in programs by HQDA, the Office of the Secretary of Defense (OSD), or the Congress are reported to the MACOMs in CAPCES as soon as possible. Deferred projects may be included in future programs, in other appropriations, or canceled, as appropriate.

## **2-2. Construction Requirements Review Committee (CRRC)**

- a. *Purpose.* The purpose of the CRRC, established as a continuing subcommittee of the Program and Budget Committee (PBC) on 12 July 1954, is to assist the program managers for the military construction appropriations in formulating the annual procurement authorization request for construction. These program managers are the Assistant Chief of Staff for Installation Management, for MCA, and AFH construction; Director, Army National Guard for Military Construction, Army National Guard (MCNG); and Chief, Army Reserve, for Military Construction, Army Reserve (MCAR). The CRRC also assists the program manager for the procurement appropriations, the Assistant Secretary of the Army for Acquisition, Logistics, and Technology (ASA(ALT)) in preparing those programs.
- b. *Duties.* The duties of the CRRC include--
  - (1) Analyzing construction needs from major Army commands, Army Staff agencies, and State governors to determine if requests meet objectives, policies, and priorities established in current program guidance directives. The CRRC furnishes recommendations on appropriate funding levels to be incorporated in the Program Objective Memorandum (POM) and the DPG.
  - (2) Reviewing, validating, and recommending priorities for construction projects at Army installations. Included in this would be all MCA, AFH, MCAR, and MCNG construction programs.
  - (3) Assisting in coordinating Army Staff programs and defending budget estimates, authorization and appropriation programs, and related legislation with OSD, Office of Management and Budget (OMB), and congressional committees.
- c. *Composition.* The CRRC is composed of--
  - (1) The Assistant Chief of Staff for Installation Management, who provides six members, a nonvoting member as chairperson and five nonvoting members.
  - (2) Representatives from the Deputy Chief of Staff for Operations and Plans (DCSOPS); Deputy Chief of Staff for Logistics (DCSLOG); Deputy Chief of Staff for Personnel (DCSPER); Assistant Secretary of the Army for Acquisition, Logistics, and Technology (ASA(ALT)); Assistant Secretary of the Army for Financial Management and Comptroller (ASA(FM&C)); Director of Information Systems for Command, Control, Communications, and Computers (DISC4); Deputy Chief of Staff for Intelligence (DCSINT); the Surgeon General of the Army (TSG); and the Chief of Chaplains (CCH) each provide one voting member.
  - (3) The National Guard Bureau (NGB) and Office of the Chief, Army Reserve (OCAR); each provide a voting member when the CRRC considers issues relevant to their programs.
  - (4) Nonvoting members also represent the Office of the Assistant Secretary of the Army for Installations and Environment (OASA (I&E)); and the Office of the Chief of Staff of the Army for Program Analysis and Evaluation (OCSA (PA&E)).

### **2-3. Consideration of alternatives**

The use of existing available facilities owned by DA, DOD, other Federal agencies, State and local governments, commercial establishments, and private entities should be evaluated before submitting requests for new or replacement facilities. All alternatives considered should be identified in the Economic Analysis (Section 11) of the DD Form 1391. (See para 3-27.) Guidance contained in AR 420-70 covers removal or relocation of usable facilities in conjunction with MCA and AFH construction projects.

### **2-4. Upgrading to meet standards**

Small additions or alterations to structures to meet current standards, using MCA or AFH funds and requiring expensive interior changes and utility connections, should be avoided when possible. These projects should be programmed only if they are--

- a. Justified as a military necessity.
- b. Required to comply with safety and accessibility standards of the Occupational Safety and Health Act (OSHA) and the Architectural Barriers Act (PL 90-480).
- c. Justified by energy savings that will be realized.
- d. Justified as a security necessity.

### **2-5. Including maintenance and repair work as part of MCA and AFH projects**

- a. *Combined work.* A MACOM may include backlogged maintenance and repair work in an MCA or deferred maintenance and repair in an AFH project for modernizing, altering, or expanding permanent facilities if--
  - (1) An MCA or AFH project is being programmed for a facility, and--
    - (a) Applicable Operations and Maintenance, Army (OMA) or AFH operations and maintenance (O&M) funds cannot be made available in time to remove maintenance and repair deficiencies before completing the MCA or AFH construction phase, or
    - (b) Economic or operational factors justify combining the maintenance and repair work with the construction work, or
    - (c) Public law requires consolidating of funding.
  - (2) The modernization, alteration or expansion will upgrade the whole facility, or one or more functional components of it, to equal new construction.
- b. *Documentation.* The DD Form 1391, supporting economic analysis, amortization schedule, and alternatives analysis must show all costs included in the project.
- c. *Exclusion.* UMMCA projects are excluded from this guidance. (See para B-3.)

### **2-6. Basic project constraints**

- a. *Construction types.* The basic types of construction are--
  - (1) Permanent construction, to be used for permanent mission functions, as stated in the Army Stationing and Installation Plan (ASIP), to fulfill requirements of the approved master plan. The Support Facility Annex (SFA) in PAX specifies support facility requirements for selected materiel systems. Permanent construction must conform to the requirements cited in Technical Instruction (TI) 800-01, "Design Criteria," available through the National Institute for Building Sciences (NIBS) Construction Criteria Base (CCB) compact disc system. For more information, contact HQUSACE (CEMP-EE), Washington, DC 20314-1000.

- (2) Semipermanent or temporary construction, to be used to meet current facility requirements for which permanent construction is not authorized or is inappropriate. Such construction types will not be used for family housing. (See AR 210-50 and TI 800-01.)
  - (3) For requirements associated with temporary construction during an emergency, also see the TI 800-01.
  - (4) The economic life associated with each classification of facility life expectancies is as follows:
    - (a) Permanent facilities. Facilities designed and constructed to serve a life expectancy of 25 years or more, be energy efficient, and with finishes, materials, and systems selected for low maintenance and low life cycle cost.
    - (b) Semi-permanent facilities. Facilities designed and constructed to serve a life expectancy of more than 5 years, but less than 25 years, be energy efficient, and with finishes, materials, and systems selected for a moderate degree of maintenance using the life cycle approach.
    - (c) Temporary facilities. Facilities designed and constructed to serve a life expectancy of 5 years or less using expedient construction, and with finishes, materials, and systems selected with maintenance factors being a secondary consideration.
- b. *Space criteria.* Allowable space criteria is established according to the following-- Maximum space allowances are given in the TI 800-01. Space planning criteria is available from HQDA (DAIM-MD), 600 Army Pentagon, Washington, DC, 20310-0600. For maintenance facilities, use TM 5-841-2 and the Facilities Planning System (FPS) on the Internet. Maximum criteria will be used only when actually required and justified. For Army aviation facilities, see TM 5-803-7. Space planning criteria for medical facilities will be according to DOD Medical Space Planning Criteria, available from the Defense Medical Facilities Office, OASD (HA), DRMO, 5109 Leesburg Pike, Suite 817, Skyline 6, Falls Church, VA 22041-3201.
- c. *Strength basis.* Strength basis determinations should be according to the following--
- (1) The strength in the ASIP for the last projected fiscal year (FY) determines the permanent construction requirements for each installation. The ASIP is the only authorized source for justification. The source of strength figures will be reflected on the DD Forms 1391. Normally, a construction project should not be included in the GY submission when the ASIP strength does not support the requirement.
  - (2) To determine construction requirements, use the authorized strength shown in the last projected fiscal year adjusted to reflect approved and scheduled activations, inactivations, and redeployments.

## 2-7. Estimating cost

- a. *Preparation.* Cost estimates prepared before issuance of a design directive, whether by the installation or with district office assistance, will be funded by the using agency. The OSD and congressional submissions will include a project concept design (35 percent) or parametric (5 - 15 percent) cost estimate prepared by the design agency. Installations, MACOMs, USACE districts, USACE major subordinate commands (MSCs), and HQDA will monitor costs in the DD 1391 Processor. Questions concerning project costs will be addressed through the chain of command to HQUSACE (CEMP-EE) through the PAX system. (See chap 3). Costs for inclusion of renewable energy sources in DD Forms 1391 are not to be included prior to the 35 percent concept (or 5 - 15 percent parametric) cost estimate where renewable energy sources are deemed feasible. (See AR 415-15, para 5-10.) For minor construction cost estimate guidance, see appendix C.
- b. *Estimate.* The design agency will use the PC-Cost cost estimating software module to create estimates and the ENG3086 module of the DD 1391 Processor to submit project cost estimates to HQUSACE (CEMP-EE). Installations, MACOMs, Army MSCs, USACE districts and MSCs, and HQDA are provided access to and may comment on the estimates. Upon approval by HQUSACE (CEMP-EE), the cost data in the ENG3086 module of the DD 1391 Processor supersedes the cost data shown in section 2 of the DD Form 1391.
- c. *Requirements.* Designs and cost estimates will result in military construction projects, including all military construction work, necessary to produce complete and usable facilities, or complete and usable improvements to existing facilities (or to produce such portions of complete and usable facilities or improvements as are specifically authorized by law). The design economic analysis will include life-cycle costs according to TI 800-01. For specific limitations on the use of other funds for construction, see AR 210-50, AR 215-1, AR 415-19, AR 420-10, and AR 700-90.
- d. *Cost basis.* Costs for all projects in the MACOM prioritized construction list will be estimated for the midpoint of construction based on the FY to which they are assigned. All other projects will be estimated for the last year of the MACOM prioritized construction list.

## 2-8. DD Forms 1391 review

- a. *Purpose.* DD Forms 1391 will be reviewed for technical adequacy and compliance with policy and other requirements of AR 415-15, including applicable references, and revised where required to conform thereto. Review comments must be entered into the DD1391 Processor by insertion into the appropriate block using the "Comment", "Certification", or other capability of the 1391 Processor, or by writing directly on the DD Forms 1391 where "Write Authority" has been granted to the DD 1391 Processor user for that block.
- b. *Technical adequacy.* Technical adequacy reviews are intended to insure that the technical standards, criteria, and cost engineering requirements associated with each project are sufficient to properly design and construct each facility to serve the intended purpose within the programmed amount.

- c. *Compliance.* Compliance reviews are intended to insure that all data required to be included in the project documentation is included, in the correct format and detail, that no conflicts exist within the project documentation, and that funding requests and categories for all real property and equipment-in-place associated with facility acquisition are according to current policy.

## **2-9. Information systems support**

Normally, but with some noted exceptions, MCA, AFH, or other construction funds will be programmed for procurement and installation of installed information systems equipment in and made a part of real property based on the project Information Systems Cost Estimate (ISCE). This work includes installed building equipment as defined in DOD 7000.14-R, both inside and outside the building five-foot line. Information systems equipment not classified as installed equipment is normally acquired with other than construction funds. Detailed guidance pertaining to the proper funding categories for various aspects of information systems is given in AR 415-15, appendix H and appendix L. Detailed costs will be included in section 17 of the DD 1391 Processor, in the ISCE. These estimates will be provided by or through the local Director of Information Management (DOIM) or DOIM supporting activity or other such agency identified by the U.S. Army Communications-Electronics Command (CECOM). If changes in information systems scope or cost are identified during design, the cognizant USACE district office will coordinate these changes with USAISEC or other such agency identified by CECOM, the MACOM, and the installation prior to reflecting new information systems costs in preparing the current working estimate (CWE) for budget purposes for the project.

## **2-10. DD Forms 1391 Certification**

- a. *Certification by USACE.* The USACE MSC commander, or his or her designee (see AR 415-15, para 3-5) will certify to the MACOM that all DD Forms 1391 for the MCA and AFH programs have been reviewed, and it has been determined that sufficient data is available in those DD Forms 1391 for project design to be initiated.
- b. *Certification by MACOMs.* MACOMs will certify projects by selecting and including a statement in DD Forms 1391 that all planning and coordination with appropriate agencies has been accomplished and adequate project documentation is available. The statement will also address project validity, reflect that requirements and scope are according to HQDA guidance, and that siting is according to the MACOM approved installation Real Property Master Plan (RPMP). The statement will also reflect that no major problems exist that should defer the project from programming.
- c. *Certification by USAISEC.* USAISEC (see AR 415-15, para 3-7) will certify to DAIM-FD that the Information Systems Cost Estimates (ISCEs) prepared for all projects in the MCA and AFH programs are correct. (See AR 415-15, para 3-7.)

## **2-11. Program approvals**

- a. *Appropriation criteria.* Appropriation for each major construction project in the MCA and AFH programs must meet the following criteria (see AR 1-1):
  - (1) Prior approval of the Construction Requirements Review Committee (CRRC), Program Budget Committee (PBC), Army Resources Board (ARB) and the Secretary of the Army (SA).
  - (2) Approval in the DOD Budget Request or addition to the DOD Budget Request by the Congress.

- (3) Recommendation by a congressional subcommittee for appropriation.
  - (4) Approval by a full congressional committee for appropriation.
  - (5) Passage by both Houses of the Congress for appropriation.
  - (6) Signed by the President of the United States (Appropriation Act).
- b. *Authorization criteria.* The same process described above is also required for the authority to use the funds (authorization). Therefore, when the MCA and AFH programs are prepared for Congress, each project must be specifically defined. All necessary supporting data must be provided, and the budget estimate must be realistic. During the design year, construction agents must design projects early enough to present valid cost estimates to Congress with the President's Budget submission. To avoid wasted design efforts and funds, and to ensure the project is included in the construction program, the priorities assigned by MACOM commanders should seldom change. MACOMs must promptly advise HQDA (DAIM-FD), 600 Army Pentagon, Washington, DC 20310-0600, if a project priority change is unavoidable.

## **Section II**

### **Program Execution**

#### **2-12. MACOM Program (Execution) Reviews**

Military construction MACOM Program (Execution) Review (MPR) conferences are held one or more times a year for the MCA and AFH programs. These conferences are held in various locations, depending upon the MACOM involved and project location. The MPRs for Defense Agency, Support for Others, Air Force, and Army Reserve programs are scheduled as needed. Attendance is comprised of members of the HQUSACE staff directly involved with the management of the program, representatives from USACE MSCs (plus the cognizant geographic USACE districts responsible for project execution where appropriate), representatives from the Office of the Assistant Chief of Staff for Installation Management for programming input, representatives of USAISEC familiar with program information systems requirements, and representatives from the engineering staffs of the MACOMs.

- a. At these conferences, active design programs and projects under construction are reviewed on a line item basis to identify any problems in project execution. Projects under construction are discussed only if cost and scheduling issues exist which need to be addressed in this forum. Discussions are intended to be candid and result in either on-the-spot resolution of problems or tasking to the responsible organization.
- b. The MPRs normally cover projects in the prior and current years, plus 2 years forward, programs. Projects to be reviewed are identified in advance of each MPR.

#### **2-13. Construction funding availability**

- a. *Apportionment and allocation.* The Army Budget Office of the Assistant Secretary of the Army, Financial Management and Comptroller (ASA (FM&C)), requests apportionment and approves allocation of funds to construction agents. (See DODD 4270.5.) Using services other than DA (such as DOD and the United States Air Force) must obtain construction funds under DOD regulations governing such funding and regulations issued by the using service concerned.

- b. *Limitations.* Any statutory or administrative limitation on the cost of construction must embrace all related costs. For further information, see the Military Construction Codification Act (PL 97-214 et seq.), and annual MILCON authorization and appropriation acts. See also DA Form 1323, Fund Authorization Documents, available at the Resource Management Office of the construction agent.
- c. *Obligation.* Failure to obligate funds for a project during the available authorization period requires an extension of authorization by the Armed Services Committees of Congress. The authorization period is 36 months after 1 October of the authorization year. These requests are included in the MILCON budget submission to Congress each year. When making decisions on the MILCON authorization request, the congressional subcommittees are often limited by projected outlay totals rather than new authorizations. The congressional budget office “scores” (that is, includes) these extensions of authorization in the same way as a new request for determining outlays. The result is that an unawarded project requiring an extension of authorization counts against the committee totals, and new projects which otherwise could have been approved are lost. Therefore, projects must be awarded prior to the expiration of the authorization period to avoid requiring such extensions.

#### **2-14. Transfer of completed work to installation commander**

Upon completion of a project, the construction service transfers the following essential documents, records and materials to the installation commander:

- a. Contract documents, cost data (including design costs), and other pertinent information required for property accountability records.
- b. A complete maintenance manual, to include each major item of equipment; a systems O&M manual where specified; operating and maintenance procedures; copies of all required test data for materials, systems, and equipment; manufacturers' catalogs; a recommended list of spare parts; and a list of suppliers for all major replacement parts. The major items of equipment will be keyed to the project as-built drawings and the actual equipment provided.
- c. Equipment guarantees by the contractor, subcontractors, and material vendors.
- d. Copies of wiring diagrams, records, maps, and complete, legible, as-built drawings and specifications, corrected to show all changes from the originals, including supporting utilities. These items will be made available as soon as possible, but not later than 60 days after the transfer of the facility to the using service.
- e. Specialized keys, handles and tools required for operation of building equipment.
- f. Any other available documents or materials needed for operation and maintenance or future repairs or alterations.
- g. Completed DD Form 1354 (Transfer and Acceptance of Military Real Property). (See AR 420-17.)
- h. For medical facilities, electronic documentation will also be provided when available.

### Section III Specific Facility Guidance

#### 2-15. Information Processing Centers and Information Systems Facilities

- a. *Programming channels.* Information Processing Centers (IPCs) will be programmed through MACOM programming channels in coordination with USAISEC unless prior approval is otherwise obtained from HQDA (SAIS). According to AR 415-15, paragraph K-2, collocation will be considered for projects to house IPCs and Information Systems Facilities (ISFs). Collocating emergency operations centers with IPCs and ISFs will also be evaluated. If collocation is not practical, the economic analysis for the project provided in the DD Form 1391 will show the rationale why consolidation is impractical. (See para 3-27.)
- b. *Programming.* Construction of an IPC will be programmed only after HQDA (SAIS) approves the requirement under AR 70-1. (See AR 415-15, para K-2.). Approval will be obtained before a construction request is included in the GY submission. A copy of the IPC approval document will accompany the DD Form 1391.
- c. *Criteria.* IPC and ISF projects will consist of highly fire resistant buildings that meet specified safety, security, temperature and humidity control requirements. (See AR 420-49 and AR 420-90.) Emergency or uninterruptible power supply (UPS) systems funded by MCA will be fully justified. UPS used to support automation systems and other personal property will not be funded by MILCON programs. (See AR 415-15, appendix L).

#### 2-16. Explosives, toxic chemicals, and ammunition facilities

- a. *Approvals.* The DOD Explosives Safety Board (DDESB) must review and approve the layout and design for new facilities or major alterations to existing facilities for manufacturing, handling, transporting, storing, maintaining, or testing military explosives, toxic chemicals, or ammunition. Other facilities sited so that they are exposed to risks of hazardous material must also be approved by the DDESB. (See AR 415-15, para K-3.) Exemptions to DDESB standards may be authorized according to criteria discussed in AR 385-60. 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. *Content.* The using agency will send site plans, through command channels, to the DOD Explosives Safety Board, 2461 Eisenhower Avenue, Alexandria, VA 22331-0600. (See AR 385-60, para 3-11, and TM 9-1300-206.) The data specified in AR 385-60, para 3-11c(1-4), must be included in the submittal. DDESB will provide Preliminary Siting Approval based on this preliminary submission. The designing agency, with the assistance of the using agency, will prepare all data required and provide it to the installation for submission through command channels to DDESB before submitting the concept level (35 percent complete design) or parametric level (5 - 15 percent complete design) for approval. DDESB final approval, once received by the installation, must be forwarded to the design agent, with a copy furnished to the using agency, before final design can begin. Construction standards for facilities storing or securing arms, ammunition, and explosives are found in DOD 5100.76-M, "Physical Security of Sensitive Conventional Arms, Ammunition and Explosives," and DOD 6055.9-STD, "Ammunition and Explosives Safety Standards."
- c. *Documentation.* For programming purposes, a statement reflecting receipt of DDESB Preliminary Approval will be included section 7 of the DD Form 1391, and the approved site plan will be shown on the MACOM-approved installation real property master plan (RPMP), annotated with the DDESB approval date. (See para 3-23.)

#### **2-17. Hazardous waste facilities**

The construction of hazardous waste facilities on Army installations is discouraged unless no other feasible option exists. (See AR 200-1 and AR 420-49.) When it is determined that construction funding of new hazardous waste facilities is required, the following information must be included in the DD Form 1391 to indicate that the concerns cited below have been adequately addressed:

- a. A determination in section 11, Economic Analysis, that suitable and adequate sites are not available at other nearby Army or other military installations.
- b. Documentation provided in section 12, Criteria for Proposed Construction, that the design capacity of the facility has been adjusted to accommodate waste from nearby installations, where appropriate. Details of this analysis are to be provided in section 11.
- c. Documentation provided in section 12 that a joint-use facility, hosted by the Defense Reutilization and Marketing Service Office, will not satisfy the requirement.
- d. Costs of environmental compliance, closure maintenance, and monitoring will be included in the economic analysis provided in section 11. (See para 3-27.)
- e. Environmental documentation, included in section 15, Environmental Analysis Data, as required by AR 200-2 and AR 415-15, appendix F.

#### **2-18. Food service facilities**

- a. *Criteria.* Construction of new facilities or modernization of existing permanent facilities listed below will be done according to TI 800-01.
  - (1) Enlisted personnel dining facilities.
  - (2) Confinement dining facilities.
  - (3) Cold storage facilities.

- b. *Project reviews and technical support.* The Army Center of Excellence Subsistence, ATTN: ATSM-CES-OE, 1201 22nd Street, Fort Lee, VA 23801-1601, reviews DD Forms 1391 for all appropriation-funded dining facilities and troop issue subsistence activities (TISAs) (see AR 30-18) that support the Army Food Service Program. (See also AR 30-1.) This includes confirmation of requirements and food service technical criteria. Other information may be requested during project programming and design processes. When requested, the ATSM-CES-OE element will also provide food service and TISA technical advice and assistance to commands during project development. Similarly, the Defense Commissary Agency, ATTN: DeCA (DF), Fort Lee, VA 23801-6300, provides the same type of review and technical support for commissaries.

## **2-19. Army Family Housing construction program**

Army Family Housing (AFH) construction is funded by the AFH appropriation. AFH construction is authorized and appropriated under the same MILCON laws as MCA. (See PL 97-214.) However, it is a separate appropriation with unique controls and requirements. (See AR 210-50 and fig 2-1.) AFH construction consists of two programs, new construction and post-acquisition (or improvement) construction.

- a. *New construction.* This program addresses construction of new facilities, and is directly comparable to the MCA program for new construction. Criteria for new construction and renovation is provided in TI 801-02, "Family Housing."
- b. *Post-acquisition construction.* This program addresses post-acquisition (or improvement) construction.
  - (1) The program is used for all construction projects not categorized as new construction. However, it excludes projects within the cost limitations for incidental improvements (\$3,000 per family dwelling unit (DU)/fiscal year (FY), \$15,000 per DU/FY where work supports needs of a physically handicapped exceptional family member, and \$500,000 per project).
    - (a) Incidental improvements projects are funded from the AFH operations and maintenance (O&M) account, not the AFH construction account.
    - (b) Incidental improvements projects are comparable to OMA new construction.
  - (2) The post-acquisition construction program includes all improvement projects, such as revitalizations, renewals, upgrades, modernizations, rehabilitations, alterations, additions, expansions, and extensions. It also includes Energy Conservation Investment Program (ECIP) projects as a congressionally-directed separate subprogram. Other subprograms include the "whole house," or revitalization program, and the Line Item Improvement Program (LIIP), or "nonwhole house" program.
    - (a) AFH improvement program projects that exceed the per DU statutory cost limitation require individual line item approval by Congress and are directly comparable to MCA program projects.
    - (b) Where a project consists of concurrent maintenance and repair and construction improvement work, the total cost of the concurrent work will be considered. Where the total cost exceeds the statutory cost limit, a separate DD Form 1391 will be submitted to Congress for that project.

- (c) Other AFH improvement program projects that fall below the per DU statutory cost limitations and above the incidental improvement limitation are, for comparative purposes, roughly similar to UMMCA program projects. Such projects are submitted to HQDA using DD Forms 1391. HQDA then prepares a consolidated umbrella DD Form 1391 with a descriptive list of projects and their costs for submittal to Congress. Congress then approves a project list and a dollar total for ECIP projects and for regular improvement program projects. Internal reprogramming is authorized, but total dollars are not to be changed for either program. Congress must also be notified semiannually of any project substitutions or reprogramming actions proposed.
  - (d) Construction for General/Flag Officers' Quarters (GFOQ) is intensively managed through a series of unique policies and limitations. AR 210-50 addresses the special requirements related to GFOQ.
- c. *Documentation.* AFH projects will be supported by current Army Housing Requirements Program (AHRP) documentation. A DD Form 1523 (for new construction), an econometric model or Housing Market Analysis (HMA), and economic analysis must be available to support any AFH project. Data in these documents must agree and correlate with data in the real property inventory. Such documentation contains data from the same time period, the same personnel information, and the private housing available within the same community. Consequently, it is necessary that the same office prepare that documentation. The DD Form 1523 is a primary support document for AFH new construction projects. It is prepared at HQDA(DAIM-FD).
  - d. *Programming basis.* AFH may be programmed for up to 90 percent of the long-range programmed housing deficit. (See AR 210-50.)
  - e. *Statutory limitations.* No AFH funds will be expended to increase family housing space beyond statutory limitations. (See AR 210-50.)

## **2-20. Unaccompanied personnel housing and guest housing**

Unaccompanied personnel housing construction is acquired through the MCA appropriation. (See AR 415-15, para K-5.)

- a. *Programming basis.* Unaccompanied personnel housing (UPH) may be programmed as follows:
  - (1) Housing for permanent party personnel and permanent change of station (PCS) students may be programmed for up to 95 percent of the programmable deficit for unaccompanied permanent party personnel. (See AR 210-50.) No permanent party UPH can be programmed for the following--
    - (a) Soldiers for whom family housing is programmable.
    - (b) E-7s and above and officers unless community housing is not available or on-post housing is required due to military necessity. The latter case will apply equally to accompanied soldiers assigned like duties.
    - (c) A soldier married to a soldier, both of whom are assigned to the same installation or within commuting distance.
    - (d) Soldiers authorized Basic Allowance for Quarters (BAQ) at the "with dependent" rate, assigned to CONUS, Alaska or Hawaii, and voluntarily separated. (Where family housing is not available on- or off-post, such soldiers are considered "involuntarily" separated.)

- (e) Reasons of "unit integrity".
  - (2) UPH for temporary duty students (20 weeks or less), to include personnel attending advanced individual training other than one station unit training and other transient personnel, must be programmed on the basis of the projected average daily transient load at the installation. Include the average daily load of hold-over and hold-on students. Normally, this should be based on at least 1 year's experience, modified by known or expected changes at the installation caused by mission or strength fluctuations. The average daily number of Statements of Nonavailability (SNA) issued must be included as a transient requirement.
  - (3) Trainee barracks for initial entry training, to include one station unit training, must be programmed on the basis of the structure load as identified in the ASIP. All other advanced individual training students are considered transient personnel.
- b. *Documentation.* UPH projects must be supported by current AHRP documentation. An economic analysis must be available to support the project. Data in these documents must agree and correlate with data in the real property inventory. As with AFH requirements, such documentation contains data from the same time period, the same personnel information, and the private housing available within the same community. Consequently, it is necessary that the same office prepare that documentation.
  - c. *Justification.* UPH complexes consisting of separate buildings for barracks, dining facilities, battalion command and control buildings, company operations and supply buildings, and recreational facilities require a separate project justification for each primary facility category code. If these functions are combined into a single building or multiple buildings with the same category code, such as a whole barracks renewal or trainee barracks complex, use a single project justification.
  - d. *Alternatives.* A detailed analysis of alternative methods of providing housing must accompany all projects for UPH. (See para 3-27.)
  - e. *Guest houses.* Guest house accommodations and improvements will normally be constructed with nonappropriated funds. (See AR 210-50, AR 415-19, and AR 215-1).

## **2-21. Community facilities**

Guidance related to community facilities is as follows:

- a. Army policy on morale, welfare and recreational (MWR) facilities is given in AR 215-1. Project justification for these facilities must be as specific and as detailed as possible. (See also AR 415-19.)
- b. In evaluations of off-post facilities, state the current use by Army personnel, and provide a detailed comparison of these facilities with Army criteria (size, accessibility, general quality, etc.).
- c. Inadequacy of off-post facilities must be supported by data on travel costs and distance from the troop housing areas.
- d. In areas grossly lacking in community support, state the population of and distance to the nearest city or cities.
- e. The capacity of community facilities must be the minimum required to meet current and projected needs, rather than the maximum authorized.

## 2-22. Construction in floodplains or on wetlands

- a. *Definitions.* Floodplains and wetlands are defined as follows:
  - (1) Floodplains are the lowland and relatively flat areas next to inland and coastal waters including flood prone areas of offshore islands. This includes, at a minimum, that area with a one percent or greater chance of flooding in any given year (the "100 year flood"). For critical facilities where evacuation would be difficult, such as hazardous chemical storage or hospitals, the floodplain will be that area subject to a 0.2 percent or greater chance of flooding in any given year (the "500 year flood").
  - (2) Wetlands are those areas flooded or inundated by surface or ground waters often enough to support aquatic life or vegetation. Wetlands generally include swamps, marshes, bogs, and similar areas, such as sloughs, open or wet meadows, river outflows, mud flats, natural ponds, wet forests, potholes, and riparian areas. They may or may not be located in flood plains.
- b. *Restrictions.* Executive Orders 11988 and 11990 restrict Federal activities in floodplains and wetlands to--
  - (1) Reduce the destruction, loss, or degradation of wetlands.
  - (2) Preserve and enhance the natural and beneficial values of wetlands.
  - (3) Reduce the risk of flood loss and lessen the impact of floods on human safety, health, and welfare.
- c. *Procedures.* The following steps will be accomplished if applicable:
  - (1) During the initial project planning stage, the responsible using service must determine whether or not the project is sited in a flood plain or on wetlands. Guidance may be obtained from the supporting USACE district office or MSC. The Regulatory Functions Branch of the supporting USACE district should be consulted on any borderline wetland determination. Consistent with PL 90-448, the National Flood Insurance Act of 1968 as amended, construction will be prohibited in the floodway as illustrated on the National Flood Insurance Rate Maps (FIRMs). FIRMs are available from the Federal Emergency Management Agency, Field Map Distribution Center, 6930 San Tomas Road, Baltimore, Maryland 21227.
  - (2) If the proposed project site is in a floodplain or wetland, the project may be started only if there is no practical alternative, and a Section 404 (Clean Water Act) permit is obtained. (See AR 415-15, para F-3.) Consider the following alternatives--
    - (a) Construction of the proposed facility at an alternative site.
    - (b) Other means that accomplish the purpose.
    - (c) No action.
  - (3) In evaluating these alternatives, consider mission requirements, economic, environmental, and other pertinent factors. If the project is started, it must be consistent with the intent of the National Flood Insurance program. This means that projects must be designed and carried out to meet all requirements of the flood insurance program, and may deviate only to the extent that standards are demonstrably inappropriate.

- (4) The Coastal Zone Management (CZM) Act, PL 92-583, requires that Federal agencies with activities or development projects directly affecting the coastal zone conform to approved State CZM programs to the maximum extent practicable. (See AR 415-15, para F-3; AR 210-20; and AR 200-3.)
- d. *Notifications.* Before planning or starting a project in a floodplain or on wetland, the sponsoring agency will take the actions below related to public and clearinghouse notices:
- (1) Circulate an explanation of why the proposed project is to be located in the floodplain, early enough in the site selection process (before project submittal) so that public comment is considered in the decision-making. The Federal Register is the proper medium for publicizing projects of national importance. However, local advertising should always be used to assure that those areas most affected are informed. Early on, the public must be given a chance to review the plans and the impacts of the proposed project on the floodplain or wetland. This applies even if the project is not important enough to require an Environmental Impact Statement (EIS) under section 102(2)(c), of the National Environmental Policy Act of 1969. If an EIS is required it must be publicized and reviewed by the public.
  - (2) For programs implemented by AR 210-70, send a notice of three pages maximum to statewide and area wide clearinghouses. The notice will include--
    - (a) Reasons for siting the project in a floodplain.
    - (b) Whether the project conforms to applicable State and local floodplain protection standards.
    - (c) A list of alternatives.
  - (3) After public review of the EIS and coordination required by AR 210-70 have been completed, reevaluate all alternatives. If the decision is made to proceed, send another notice to state-wide and area-wide clearinghouse agencies and to all requestors. State that the decision to proceed has been made and cite the reasons. Allow 15 to 30 days for sending further comments. (See para 3-32.)
- e. *Foreign soil projects.* Construction in foreign countries will be governed by Status of Forces Agreements (SOFAs). (See AR 415-15, para F-3.) However, Executive Order 12114 establishes environmental consideration procedures for Federal actions outside the United States, and 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.

## **2-23. Preservation of historic properties and archaeological sites**

- a. *Criteria.* The National Historic Preservation Act (NHPA) of 1966, PL 89-665 (80 Stat 915, 16 USC 470), as amended, establishes--
- (1) The national policy for preservation of historic properties. (See 16 USC 470-1).
  - (2) A National Register of Historic Places (NRHP) that is maintained by the Secretary of the Interior. (See 16 USC 470a.)

- (3) Procedures for consideration and protection of properties included in or eligible for inclusion in the NRHP. These procedures include the following four citations. 16 USC 470h-2(a)(1) requires that Federal agencies assume responsibility for historic properties owned or controlled by such agencies, and will, to the maximum extent practicable, undertake the preservation of such properties. 16 USC 470h-2(a)(2) requires that Federal agencies will establish a program to identify and nominate properties that appear qualified for inclusion in the NRHP. 16 USC 470f requires that, prior to approving any undertaking, the agency decision makers take into account the effect of the undertaking on property included in, or eligible for inclusion in, the NRHP and afford the Advisory Council on Historic Preservation (ACHP) the opportunity to comment on the undertaking. 16 USC 470a-2 requires that, prior to approving any undertaking outside the United States, the agency decision makers take into account the effect of the undertaking on property on the World Heritage List or on a foreign country's equivalent of the NRHP to avoid or mitigate any adverse effects.
- b. *Compliance.* The specific procedures and criteria necessary for complying with the NHPA, as amended, are in Volume 44, Part IV, Federal Register (published in 36 CFR 800).
- c. *Reviews.* All phases of construction must be reviewed to insure compliance with the public laws cited above. Apply the procedures in 36 CFR 800 to determine if any property listed is on, or eligible for listing on, the NRHP. When a property is eligible (when uncertain, assume that it is eligible), comply with section 106 of 36 CFR 800. Coordinate with the proper State Historic Preservation Officer (SHPO) and the ACHP on proposals to remove or reduce the adverse effect. (See para 3-34.) Detailed instructions for compliance with the historic preservation requirements of 36 CFR 800 are in TM 5-801-1 and TM 5-801-2.
- d. *Archaeological sites within MCA project site areas.*
  - (1) *Investigations.* Investigations to ensure that a military construction project is not located on an archaeological site will be funded from other than MCA funds, as they are advanced planning functions, consistent with the provisions of the Military Construction Codification Act, PL 97-214, and Senate Report 97-474, Military Construction Codification Act. (See also PL93-291.)
  - (2) Guidance covering preservation, recovery, and mitigation of archaeological findings is given in AR 415-15, para F-4.

## **2-24. Maintenance and repair projects**

- a. This pamphlet does not cover maintenance and repair projects, but this brief paragraph provides key facts and references. The following maintenance and repair projects require HQDA approval:
  - (1) OMA projects that exceed MACOM commander approval authority.
  - (2) AFH projects exceeding current CONUS or OCONUS dollar limitations.
- b. These maintenance and repair projects use DD Forms 1391 as support documents in the approval process. However, DD Forms 1391 for maintenance and repair projects have special preparation instructions. AR 420-10 describes the unique requirements for preparing DD Forms 1391 for maintenance and repair projects. (See fig 2-2.)

## **Section IV**

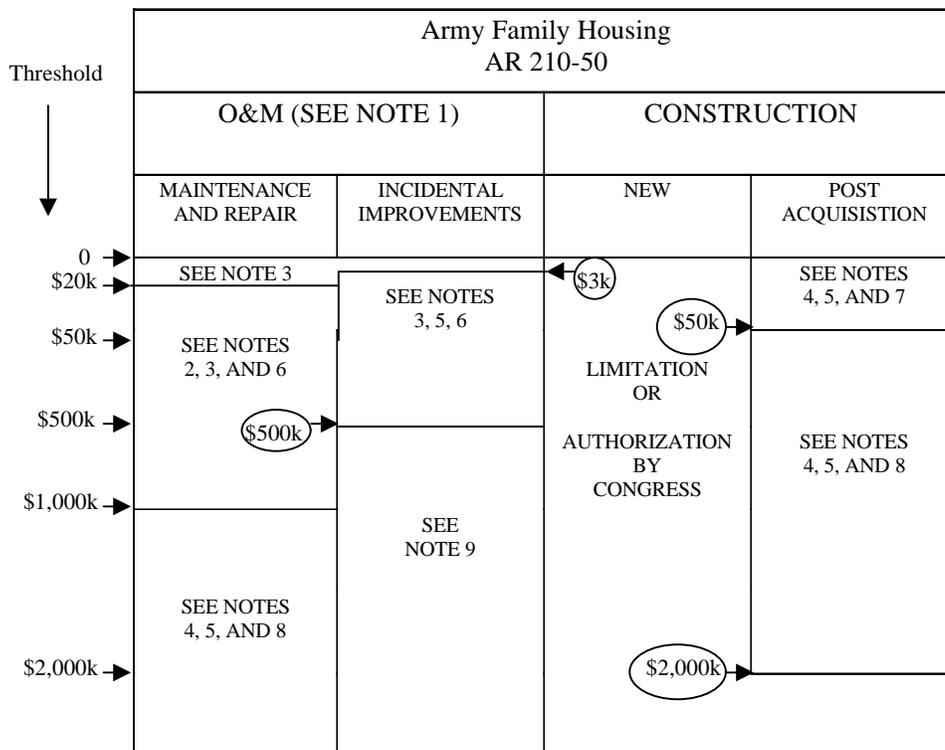
### **Automated Systems Supporting Construction Reporting**

#### **2-25. Construction Appropriation Programming, Control, and Execution System Report System**

The Construction Appropriation Programming, Control, and Execution System Report System (CAPCES) provides status of facility projects during the programming and design processes. PAX users at installations, Army MSCs, MACOMs, USACE elements, and HQDA have access to the Report System in CAPCES. To simplify access to most frequently used reports, the Report System is menu driven. Through the menu, users may obtain reports such as the NAF Report, the Condition Report, the Congressional Report, and the Design Report. For additional information, assistance can be provided by HQUSACE, ATTN: CEMP-MC, WASH DC 20314-1000.

#### **2-26. Program and Project Management Information System**

The Program and Project Management Information System (PROMIS) is the USACE system by which USACE districts and other operating elements manage construction projects. It provides a single source of information for all programs and projects managed within USACE. It not only incorporates critical path network development capability, but includes cost estimate generation, cost comparison, historical record-keeping, and both standard and customized report generation capabilities as well. The principal components of PROMIS are its Work Breakdown Structure (WBS) and Network Analysis System (NAS) features. It also provides for data acquisition, sharing, and review of project status and other information by HQUSACE, USACE MSCs, and customers. For additional information, assistance can be provided by HQUSACE, ATTN: CEMP-M, Washington, DC 20314-1000.



1. Congress approves total M&R for GFOQ of \$25,000 or more per DU in a FY. ASA(I&E) can approve combined O&M for GFOQ of \$50,000 or more per DU in a FY where total M&R is less than \$25,000. MACOM commander can approve combined O&M for GFOQ of less than \$50,000 where total M&R is less than \$25,000. Installation commander can approve combined O&M for GFOQ of less than \$25,000 where total M&R is less than \$25,000.
2. For GFOQ, installation/MACOM commanders are limited to \$20,000 per DU for a single M&R project within a FY. For non-GFOQ, total major M&R work greater than \$20,000 per DU in a FY (cumulative) requires congressional notification. Installation/MACOM commanders are limited to \$1,000,000 per project.
3. Installation/MACOM commanders are limited to \$3,000 per DU (\$20,000 to support exceptional family members) within a FY and \$500,000 per project. ASA(I&E) can approve up to \$60,000 (adjusted by area cost factor) per DU to support an exceptional family member.
4. Annual program is authorized and appropriated by Congress based on projects submitted in the AFH budget. HQDA has authority for reprogramming funds up to \$50,000 per DU (\$35,000 absolute per DU for foreign locations) (adjusted by area cost factor) and \$2 million or 25%, whichever is less, for projects over \$2 million. Funds for GFOQ will not be included in reprogramming.
5. Congress must approve, individually, projects for foreign location when improvements and major M&R work over a three year period exceeds \$35,000 (absolute) per DU.
6. Installation/MACOM commander approval by project.
7. HQDA approval per DU.
8. HQDA approval by project.
9. Prohibited by statute.

**Figure 2-1. Army Family Housing Program Controls**

| Thresholds (\$000) | OMA                      | OMA                       | OMA             | MCA  | MCA                |
|--------------------|--------------------------|---------------------------|-----------------|--|--------------------|
|                    |                          |                           |                 | MINOR                                      | UNSPECIFIED        |
|                    | MAINTENANCE              | REPAIR                    | CONSTRUCTION    | MINOR                                      | MAJOR              |
| 0 ⇒                |                          | SEE NOTE 1                |                 | SEE NOTE 2                                 | SEE NOTES<br>2 & 3 |
| 500 ⇒              |                          |                           | SEE NOTE 6      | APPROVAL<br>BY<br>A SA (I&E)<br>SEE NOTE 5 | SEE NOTE 3         |
| 1,000 ⇒            | A PPROVAL BY<br>MACOM HQ | SEE NOTES<br>1 & 4        | NO<br>AUTHORITY |  |                    |
| 1,500 ⇒            |                          |                           | TO<br>PERFORM   | APPROVAL<br>BY                             |                    |
| 2,000 ⇒            |                          |                           | WORK            | A SA (I&E)<br>SEE NOTE 7                   |                    |
| 3,000 ⇒            | A PPROVAL BY             | OA CSIM                   | SEE<br>NOTE 8   |  |                    |
|                    |                          | APPROVAL BY<br>A SA (I&E) |                 |  |                    |

1. INSTALLATION OR MACOM COMMANDERS HAVE APPROVAL AUTHORITY, WITHIN DELEGATION AUTHORITY AND AVAILABLE FUNDS.
2. PROJECTS COSTING UP TO \$500K ARE NOT NORMALLY ELEGIBLE FOR MCA FUNDING.
3. AMOUNT AS LIMITED OR AUTHORIZED BY CONGRESS.
4. IF THE FUNDED COST OF THE CONSTRUCTION COMPONENT OF REPAIR PROJECT EXCEEDS \$500K OR 50% OF REPLACEMENT COST (\$20/SF FOR W.W.II FACILITIES), HQDA APPROVAL IS REQUIRED.
5. SUBJECT TO 21 DAY ADVANCE NOTIFICATION TO THE ARMED SERVICES AND APPROPRIATIONS COMMITTEES OF BOTH THE SENATE AND HOUSE OF REPRESENTATIVES.
6. SPECIFIC AUTHORITY (\$1 MILLION LIMIT) FOR LIFE/HEALTH/SAFETY PROJECTS.
7. SPECIFIC AUTHORITY (\$3 MILLION LIMIT) FOR LIFE/HEALTH/SAFETY PROJECTS. SUBJECT TO 21 DAY ADVANCE NOTIFICATION TO THE ARMED SERVICES AND APPROPRIATIONS COMMITTEES OF BOTH THE SENATE AND HOUSE OF REPRESENTATIVES.
8. PROHIBITED BY STATUE.

**Figure 2-2. OMA/MCA Program Controls**

## Chapter 3 Preparation of DD Form 1391

### 3-1. Overview

- a. *General.* DD Forms 1391 are the principal Department of Defense (and Army) construction project justification documents. These documents are normally prepared by installation engineers, except for medical facilities projects prepared under the guidance contained in TM 5-838-2. DD Forms 1391 are reviewed by USACE, the cognizant Army MSC, major Army command (MACOM), and Headquarters, Department of the Army (HQDA), and are submitted to the Office of the Secretary of Defense (OSD) and to the Congress of the United States. At every level, each individual form is carefully reviewed and compared with other facility requirements. At every level, an individual project risks elimination or deferral to some future year program. Master planners, engineers, economists, architects, program analysts, financial managers, lawyers, and politicians, among others, REVIEW THE DOCUMENTS AND EVALUATE THEM, VERY OFTEN BASED ON ONLY THE BASIC 2-3 PAGE DD FORM 1391 IN THEIR HANDS, for inclusion in or exclusion from the program. These documents must be clear, concise, logical, and complete in order to effectively describe, justify, and price the project.
  - (1) Part A, Supporting Data, of DD Forms 1391 (FY \_\_\_\_ Construction Project Data) (RCS ENG-240), will be submitted through the DD Form 1391 Processor System (DD 1391 Processor). Information on this system is available from HQUSACE, ATTN: CEMP-IB, WASH DC 20314-1000.
  - (2) The instructions on the preparation of DD Forms 1391 contained in this chapter refer to the form and structure of the data required, rather than the procedure for data entry into the DD 1391 Processor. Instructions on the procedure for data entry are provided in the DD 1391 Processor System Users Manual. Both the DD Form DD 1391 Processor System Users Manual and information on system training are available from the U.S. Army Engineering and Support Center, Huntsville, ATTN: CEHNC-ED-EA, P.O. Box 1600, Huntsville, AL 35807-4301.
- b. *Structure.* The structure of a DD Form 1391 is as follows:
  - (1) The DD Form 1391 itself, consists of two primary groups of information, one being the electronic version of the actual DD Form 1391, which includes items such as a description of the project, construction cost, and project justification, and the other being supporting and backup data. (See fig 3-1.) These are provided for in the DD 1391 Processor in the following sections:
    - (a) Sections 1-4, the actual DD Form 1391 form consisting of the Front Page and continuation pages.
    - (b) Section 5, reserved for Ballistic Missile Defense Organization projects only.
    - (c) Section 6, Planning and design data.
    - (d) Sections 7-24, Additional justification data.
  - (2) General instructions for the completion of the three groups of sections cited in b(1)(a),(c), and (d), above, are contained in paragraphs 3-2, 3-18, 3-21, and 3-22, respectively. Detailed instructions and information for individual blocks are contained in the remaining paragraphs of this chapter.

- c. *Consistency.* The instructions follow the numerical order of sections and blocks as prompted within the DD 1391 Processor. Many of the DD Forms 1391 blocks (Sections 1-4) and the sections containing detailed justification data contain related information. The system automatically inserts information entered in one section into related section(s) where appropriate. However, each time information changes, related blocks and paragraphs must be checked to maintain consistency.
- d. *DD Form 1391 and continuation sheets, DD Forms 1391c.* These forms will normally be prepared at the installation for each project in the Guidance Year (GY) program. Previously submitted projects will be carefully reviewed and updated. Data will be current and accurate as of the date the form is resubmitted.
- e. *Entries.* Make entries in all sections unless these instructions, or those for use of the DD 1391 Processor, state otherwise. The data entered in the system will be in mixed case, using proper grammar and punctuation. This requirement applies to every DD Form 1391 processed in the DD 1391 Processor including, but not limited to, Army Family Housing (AFH), Military Construction, Army (MCA), Production Base Support (PBS), Maintenance and Repair (M&R), Defense Medical Facilities Office (DMFO), Nonappropriated Fund (NAF), Army and Air Force Exchange Service (AAFES), Defense Logistic Agency (DLA), Commercially Financed Facilities (CFF), Shared Energy Savings (SES), US Special Operations Command (SOP), Relocatable Buildings (RB), Payment-in-Kind (PIK), Defense Finance and Accounting System (DFAS), Ballistic Missile Defense Organization (BMDO), and Barracks Upgrade Program (BUP) projects. For BMDO, BUP, RB, and Maintenance and Repair projects, various block entries vary from those indicated below. See table 3-1 for alternative block content for such projects.
- f. *Criteria.* Space planning criteria for use in developing DD Forms 1391 is available from HQDA (DAIM-MD), 600 Army Pentagon, Washington, DC, 20310-0600. Headquarters, U.S. Army Corps of Engineers, HQUSACE (CEMP-ED), Washington, DC, 20314-1000, publishes Architectural and Engineering Instructions (TI 800-01). The TI 800-01 will be used for Army design and construction, and in developing the documentation discussed in this pamphlet. It is also available through the NIBS CCB system.
- g. *Other.* Additional assistance, suggestions, and references for entering data into the DD Form 1391 are available to the user within the DD 1391 Processor and associated Users Manual.
  - (1) For ranges, sample DD Forms 1391 have been developed as part of the Range Modernization Program. These sample forms can be accessed through the DD 1391 Processor, and can be used in developing DD Forms 1391 for range projects. Similarly, the format of these samples may also be useful for assisting users in developing DD Forms 1391 for unique projects that reflect a “footprint” approach from the programming view.
  - (2) “Enacted” forms are those which have been authorized and appropriated and, therefore, are “successful.” A library of enacted project DD Forms 1391 is available through the DD 1391 Processor on the PAX system.

### 3-2. Completion of sections 1 through 4

- a. *Purpose.* The information entered in the actual form (sections 1 through 4 which equate to Blocks 1 through 11 on the printed form) provides a description of the project, cost data, and a summary of the additional detailed justification data. Generally, these blocks, plus selected portions of additional detailed data, comprise the DD Form 1391 document which is furnished to Congress, the OSD, and the Office of Management and Budget (OMB). (See figs 3-2 and 3-3.) See figure 3-4 for a congressional print of a DD Form 1391 for an AFH new construction project and figure 3-5 for the OSD version of an AFH post-acquisition construction (improvement) project.
- b. *Structure.* Block numberings relate to the block identification made in the DD 1391 Processor. Table 3-1 provides a general cross-reference guide between the numbering of sections and blocks in the DD 1391 processor and the numbering of blocks in the actual printed version of a DD Form 1391.
- c. *Units measure.* The DD 1391 Processor first requires the preparer to specify which type of measurement (English or metric system units) will be entered.

### 3-3. Section 1, block 1A, Program Type

This entry will not be printed on the formal DD Form 1391, but will identify the program type for the project, and print in the "reviewer's" print and the "MACOM Book" print. (See fig 3-6 for the MACOM review version of a DD Form 1391.) Valid entries are--

- a. MCA (Military Construction, Army).
- b. PBS (Production Base Support).
- c. NAF (Nonappropriated Funds).
- d. AFH (Army Family Housing).
- e. MR (Maintenance and Repair).
- f. AAFES (Army and Air Force Exchange Service).
- g. MED (Defense Medical Facilities Office).
- h. DLA (Defense Logistics Agency).
- i. CFF (Commercially Financed Facilities).
- j. SOP (Special Operations Program).
- k. S6S (Section 6 Schools).
- l. SES (Shared Energy Savings).
- m. RB (Relocatable Buildings).
- n. PIK (Payment-in-Kind).
- o. DFAS (Defense Finance Accounting System).
- p. BMDO (Ballistic Missile Defense Organization).
- q. BUP (Barracks Upgrade Program).
- r. ChemD (Chemical Demilitarization).
- s. NMD (National Missile Defense).
- t. TMD (Theater Missile Defense).
- u. BCA (Base Closure, Army).
- v. (Other programs as may be periodically added).

#### **3-4. Section 1, block 1B, Component**

The word "Army" is inserted automatically as a default entry by the DD 1391 Processor. It may be changed as necessary for other Defense Agency projects.

#### **3-5. Section 1, block 1C, Fiscal Year**

Enter the 4-digit fiscal year when the project is to be constructed (for example, for a FY 99 project, enter 1999).

#### **3-6. Section 1, blocks 1D1 and 1D2, Construction Start and End Dates**

Projected construction start and end dates, as well as the midpoint of construction, will be automatically generated based on the fiscal year. However, they may be adjusted to satisfy specific projects. (The midpoint of construction date is not assigned a block number.)

#### **3-7. Section 1, blocks 1E1, 1E2 and 1F, Installation, Subpost/Remote Location Name, and Location**

- a. *Installation.* The installation name and location are automatically generated by the DD 1391 Processor based on the preparer's installation's DD 1391 user password. If the preparer is programming for a sub-post or sister installation, a manual entry is required. Enter the official name of the installation. The correct spelling is available, on request, from the DD 1391 Processor.
- b. *Coded names.* Coded installation names may not be used unless--
  - (1) A security name has been assigned.
  - (2) Special arrangements have been made in the system.
- c. *Location.* If the proposed project is not located on the main post, the sub-post and location must be used. Cost and pricing data in the DD 1391 Processor are based on the geographical location of the project.

#### **3-8. Section 1, block 1G, Category Code**

- a. *Source.* Enter a five-digit Category Code (CATCODE) number obtained from DA Pam 415-28, or from the DD 1391 Processor, that applies to the principal use for which the project is required.
- b. *Alterations, additions, and modernization.* For projects involving alterations, additions, modernization, and similar work that does not change the purpose of the facility (as does conversion), enter the category code for the primary facility.
- c. *Conversion.* Projects that "convert" a facility to a different use will be assigned the category code of the resulting primary facility.
- d. *Choices.* When selecting a category code for a project consisting of several facilities, select the category code of the facility having the highest monetary value. A detailed breakdown of secondary category codes should be provided in section 7, block 7A, General Justification, or section 10, Analysis of Deficiencies, at the option of the preparer. (See paras 3-23 and 3-26.)

- e. *Special considerations.* The Office of the Secretary of Defense has established requirements intended to separately identify cost items associated with Antiterrorism/Force Protection (AT/FP) features of MILCON projects. Two unique category codes have been created for AT/FP features of both the primary (88041) and supporting (88042) facilities for such projects, addressing features both inside and outside the building 5-foot line. Also, a definition has been developed in AR 525-13 for “Antiterrorism/Force Protection, Security of Personnel, Information, and Critical Resources”, that is all-inclusive of typical physical security for resources and mission as well as people. See paragraphs 3-17c(1)(j) and 3-17d(8), below.

### **3-9. Section 1, block 1H, Project Title**

After a category code has been selected from AR 415-28 and entered in block 1G, the DD 1391 Processor will automatically provide the corresponding project title in block 1H. This title may be overwritten as necessary. Titles are limited to 32 characters to remain within the field length provided in the DD 1391 Processor. For ECIP projects, select a title from the Army Facilities Energy Plan. The title will always be followed by “ECIP” (for example, “Weatherization--ECIP”). Note: Each time the category code is entered or re-entered, the project title will be overwritten with system values. Check the project title after editing the category code.

- a. *Purpose.* When a structure is to serve more than one purpose, show the principal use in the title.
- b. *Scope.* The scope of a project, or number of buildings, will not be shown in the title. For example, a “Barracks” project will not be shown as “Barracks 2 ea-250 PN.”
- c. *Land acquisition.* Projects with land acquisition estimated to cost more than \$200,000 will include “W/Land” in the title. Land acquisition for the construction of several projects, or for other purposes, will be programmed as a separate project and justified in a separate DD Form 1391.

### **3-10. Section 1, block 1I, Type of Work**

A selection in this block serves several purposes. It adds type of work in the title block, and adjusts the estimating system contingency factor in the DD 1391 Processor. Except for new construction, the system will insert an abbreviation of the type of work in the title block. A question is asked, providing a chance to insert an appropriate statement. Examples are-- “addition” as “Add”, “alteration” as “Alt”, “conversion” as “Conv”, “modernization” as “Mod”, “repair” as “Rep”, and “Other.” If “Other” is selected, the DD 1391 Processor prompts the user for a specific type of work.

### **3-11. Section 1, blocks 1J1 - 1J5. Reserved.**

### **3-12. Section 1, block 1K, Type of Construction**

Add information relative to selection of “Type” here. For definitions of temporary, permanent, and semipermanent construction, see paragraph 2-6. Note that Army family housing construction uses only permanent construction. To manually derive costs for permanent, semipermanent, and temporary construction, multiply facility unit costs by 1.0, 0.9, or 0.6, respectively. For computer-generated cost estimates, the appropriate multiplier is automatically selected and applied to facility unit costs as a result of the user selecting the construction type from a machine prompt.

### **3-13. Section 1, block 1L, Program Element**

The Program Element number is a Department of Defense (DOD) classifier that identifies projects by their mission and purpose. HQDA provides this information, and HQUSACE(CEMP-MA) will make an appropriate entry.

### **3-14. Section 1, block 1M, Permanent Project Number (Form Number)**

The permanent project (form) number from the DD 1391 Processor will be automatically entered in this block.

### **3-15. Section 1, block 1N, Temporary Project Number**

The preparer may enter a temporary project number in this block, for project tracking purposes.

### **3-16. Section 1, block 1O, Preparation Date**

The date the form is prepared is automatically entered by the DD 1391 Processor. It seldom changes, but may be revised when scope and cost are changed to reflect that the project satisfies a different need. The preparation date should not be changed for routine changes such as adding supporting data or similar activities. The DD 1391 Processor automatically provides a revision date for minor changes.

### **3-17. Section 2, Cost Estimates**

- a. *Cost estimates.* Cost estimates in section 2 have three main parts-- blocks 2A1 and 2A2, Primary Facility; blocks 2B1 through 2B9, Supporting Facilities; and blocks 2C through 2F, mark-up and total request.
  - (1) Estimates may be prepared using the DD 1391 Processor. The preparer may estimate costs, using the option of overriding the system to price the work directly, and in some cases must provide cost figures where not available in the system. Recent unit cost data for similar facilities, if available, may be used.
  - (2) For Army family housing new construction, the DOD family housing cost model (Tri-Service Cost Model) will be used in developing costs. It will be submitted with the DD Form 1391 and included with the budget estimate. (See MIL HDBK 1035 and fig 3-7.)
  - (3) When Information Systems (IS) are a part of any project, a detailed ISCE will be developed. (See para 3-33.) A sample ISCE is shown in table 3-4. These ISCEs will be prepared and provided by the Director of Information Management at installations, the Deputy Chief of Staff for Information Management at MACOMs, or other agencies identified by the US Army Communications - Electronic Command (CECOM). (See AR 415-15, chap 1.) Detailed ISCEs will be entered in section 17. Construction funded project IS costs are summarized in block 17D, Information Systems Cost Summary. The component construction funded costs for information systems are displayed in block 2A2 (as a separate line entry under Primary Facility entitled "Building Information Systems", inside the five-foot line), and in block 2B7 (as a separate line entry under Supporting Facilities entitled "Information Systems", outside the five-foot line). (See also fig 3-8, ISCE Interfaces.)

- (4) The DD 1391 Processor provides the user assistance (such as currency type and exchange rates in block 2A0 for foreign locations only, cost escalation indices, area cost factors, and adjusted unit costs) for an individual project's specific location, time frames, and type of construction. The cost escalation indices will be provided by the DD 1391 Processor based on the estimated start, midpoint, and completion dates of construction. These dates will be automatically recorded below the installation commander's signature block when it is entered in the DD 1391 Processor. These dates can also be changed manually when needed.
  - (5) When the design agency submits an ENG3086 Module cost estimate in the DD 1391 Processor, this cost data, once approved, is automatically transferred to section 2 of the DD Form 1391, and replaces the previous project costs and construction schedule, if different.
- b. *Cost item components.* Key elements will be listed, quantified, and priced in six column entries, as follows:
- (1) Column 1, Five-digit category code. Five-digit category codes will be provided for primary facility line items, but are not mandatory for supporting facility line items.
  - (2) Column 2, Description. List the primary and supporting facilities.
  - (3) Column 3, Unit of Measure (UM). Provide the two-character abbreviation for the UM that corresponds to the quantity of the item (for example, SF, SY, M2, or KV). Use lump sum (LS) only when the entering of a specific UM is not feasible. DA Pam 415-28 gives acceptable units of measure and their two character abbreviations for both English and metric measurements.
  - (4) Column 4, Quantity. Enter the number of units that make up the "Description" entry. When "LS" is the unit of measure, no entry is necessary.
  - (5) Column 5, Unit cost. Enter the unit cost for each item when a unit of measure is used. When the unit of measure is "LS," do not enter any figures.
  - (6) Column 6, Cost (\$000).
    - (a) The DD 1391 Processor computes the "Cost" figure when "Quantity" and "Unit Cost" are entered. (It automatically rounds to the nearest thousand dollars.) For lump sum items, "Cost" must be entered manually.
    - (b) On the lines with "Primary Facility" and "Supporting Facilities," the DD 1391 Processor will automatically enter the combined totals of each in column 6, "Cost."
- c. *Section 2, Primary Facility.* Enter the item and columnar data for the primary facility. When a component is within five feet of the main facility, it is part of the primary facility, and the costs are included in primary facility costs. Care will be taken that facilities are planned based on the space allocations in Architectural and Engineering Instructions (TI 800-01).

- (1) *Other items included in the primary facility.* Special conditions or requirements in a project will be highlighted by a separate line entry in block 2A1, General Primary Facilities. Some of these items, if included in the per-square-foot building cost, would distort the unit price. Others are required by Congress, higher headquarters, or because they need special consideration. (See DOD 7000.14-R.) While every unusual feature involving major cost will be entered as a separate line item, following is a partial list of items that must be entered separately when part of a project:
- (a) *Electronic security equipment installation (not acquisition) costs.* This entry requires parallel programming of electronic security equipment acquisition costs from Other Procurement, Army (OPA) funds (which also will be identified in section 13 and included in block 2G, Installed Equipment - Other Appropriations).
  - (b) *Energy monitoring and control systems (EMCS) connections.* These connections of the facility to the existing installation EMCS system are often made through a separate contract by either the Director of Engineering and Housing/Director of Public Works (DEH/DPW) or the construction commander. Separate identification of these requirements avoids a potential oversight no matter how they are acquired contractually.
  - (c) *Relocation requirements.* Relocation requirements, where they exist, will be unique to each project, and will vary accordingly. (See AR 415-15, para K-28.)
  - (d) *Unusual foundations.* Requirements for pilings, grouting of natural rock, and so forth, will be identified separately.
  - (e) *Central energy plants.* When a project includes a central energy plant, by definition, it will serve other facilities than the project, and will be shown separately.
  - (f) *Hazardous and toxic materials (HTM) removal.* Current technology facilitates detection and removal of HTM (for example, asbestos, in demolition). Costs associated with this work can be extraordinarily high, and will be separately identified. (See para 3-31.)
  - (g) *Hardstands/aprons.* These are often high-cost items, and may vary significantly from project to project.
  - (h) *Land acquisitions.* If a project requires land acquisition specifically for the project, and the acquisition is estimated to cost more than \$200,000, the project title will be suffixed with "With Land Acquisition," and the land acquisition will be listed on the DD Form 1391 for that project as an unusual feature. 10 USC 2672 authorizes the acquisition of an interest in land that does not exceed \$200,000. An acquisition estimated to cost \$200,000 or less will be made under this authority, and will not be listed on the DD Form 1391. 10 USC 2662 contains provisions for land acquisitions of any value related to the construction of several projects, or for other purposes unassociated with specific projects. Such acquisitions will be programmed as separate projects, and identified on separate DD Forms 1391. (See AR 415-15, para K-35.)

- (i) *Information Systems Primary Facilities.* Building IS costs vary radically from project to project with “distributed switching”, digital networking and ever-increasing information system requirements. The line item for building information systems will be generated based on information entered in section 17 and automatically entered into block 2A2 by the processor.
  - (j) *Antiterrorism/Force Protection.* (For MILCON projects where discretely costed AT/FP considerations will be implemented under MILCON project authority. See para 3-38c).
- (2) *Installed building equipment (IBE).* Installed building equipment (normally MILCON funded) provided as part of the construction contract, such as cooling, heating, and electrical systems within the five-foot line, will be included as an integral part of the primary facility cost estimate according to the requirements of appendix H, AR 415-15. When unusual features of major cost, such as raised floor systems or protected command posts, are provided in the primary facility, list these features in section 3, block 3A, Description of Proposed Construction, and provide separate entries with associated costs for each such unusual feature in section 2, block 2A1, General Primary Facilities. If it is not feasible to show “UM”, “Quantity”, and “Unit Cost”, enter “LS” in the UM column and show the total cost. When “LS” is used, provide an explanation in section 7, block 7A, General Justification (para 3-22); section 10, Analysis of Deficiencies (para 3-26); section 11, Economic Analysis (para 3-27); or section 19, Energy and Utility Requirements (para 3-35); whichever is most appropriate for the type of project or cost item involved. Primary facility costs will include items of installed building equipment, to be financed by MILCON funds, that will be affixed or built into the facility, and will become an integral part of the facility. Examples of supporting equipment that will be financed with MILCON funds are listed in AR 415-15, paragraph H-1, Installed building equipment (IBE). However, primary facility costs will exclude costs for items in accordance with, and such as, those listed in AR 415-15, paragraphs H-2, Personal property (fixed) not financed by MILCON funds; H-3, Personal property (movable); and H-4, Commissary equipment. (See AR 415-15, appendix E, Army Medical Facilities, and paragraph H-5, Medical and dental equipment, for special guidance related to such facilities. Also, see AR 415-15, paragraph H-6, Equipment installation, for the difference in the treatment of equipment costs in new construction and existing facilities.)
- (3) *Renewable energy provisions.* Costs associated with provisions for renewable forms of energy in a MILCON project, including AFH, will be included as a separate line entry in section 2, block 2A1, only after the determination has been made that renewable energy is to be included in the project. This normally does not occur until the 35 percent concept level (or 5 - 15 percent parametric level) estimate is submitted. Costs will not be shown until the formal determination is made to include renewable energy sources. (See AR 415-15, para K-16.)

- d. *Supporting Facilities.* List those items of construction located outside the five-foot line that are directly related to and required for the support of the primary facility. All entries will be made using the appropriate unit of measure, number of units, and unit costs. The detailed information entered in the DD 1391 Processor will be totaled and entered as "LS" on the front page automatically. For example, projects that require dud clearance (especially true in foreign areas) will show it as a separate item. All off-site costs will be shown as a separate line item in the back-up estimates of block 2B in the DD 1391 Processor. They will also be described in block 3A. (Do not include any primary facility or normal component of a primary facility as a supporting facility.) When cost of supporting facilities exceeds 20 percent (30 percent for family housing) of primary facility costs, or when individual items of supporting facilities are extraordinarily high in cost (for example, lengthy utility runs, excessive cut-and-fill, and removal or relocation of existing structures (see AR 420-70), list the special work involved in block 3A. (See para 3-18.) In block 2B, list the following supporting facility items, as required by the DD 1391 Processor:
- (1) Block 2B1, Electric Service.
  - (2) Block 2B2, Water, Sewer, and Gas.
  - (3) Block 2B3, Steam and or Chilled Water Distribution.
  - (4) Block 2B4, Paving, Walks, Curbs, and Gutters.
  - (5) Block 2B5, Storm Drainage.
  - (6) Block 2B6, Site Improvements/Demolition.
  - (7) Block 2B7, Information Systems. (See section 17.)
  - (8) Block 2B8, Antiterrorism/Force Protection. (For MILCON projects where discretely costed AT/FP considerations will be implemented under MILCON project authority.) (See para 3-38c).
  - (9) Block 2B9, Other.
- e. *Subtotal.* The DD 1391 Processor will enter the sum of the costs shown for all primary and supporting facilities. This line constitutes the Estimated Contract Cost.
- f. *Block 2C, Contingency Factor.* The DD 1391 Processor will enter the contingency percentage and the cost equivalent computed as the stated percentage of the subtotal in the cost column. The user may overwrite the contingency percentage, if necessary.
- (1) Construction contingency is reserved for requirements that cannot be foreseen before the start of construction. Examples of unforeseeable conditions are relocations, undiscovered foundation conditions, uncharted utility lines, or other conditions undiscovered at the time of contract award. Contingency is not an allowance to cover omitted items known to be desired, but for which the quality or quantity has not been included by specific design.
  - (2) The contingency percentage will normally be five percent of the subtotal (subpara e, above), except for the following construction where the percentage may be higher:
    - (a) Renovation and alteration projects where over 50 percent of the work is for modification to existing facilities.
    - (b) Utility or waterfront projects where most of the work is not visible and cannot reasonably be precisely estimated.

- (c) Other projects that are unique in design, involving complex or innovative technology.
- (3) For construction not described in (2) above, requests for more than five percent contingency must be approved by HQUSACE (CEMP-EE) and explained in section 7, block 7A, General Justification. (See para 3-22.)
- g. *Subtotal of project request.* The DD 1391 Processor will enter the subtotal project request at this point, reflecting all funded costs mentioned above.
- h. *Block 2D, Supervision, Inspection, and Overhead (SIOH) Percent.* The DD 1391 Processor will enter the SIOH percentage rate and the equivalent cost. The SIOH rates for MILCON-funded construction are normally 5.7 percent for CONUS and 6.5 percent for OCONUS locations. For O&M-funded construction, the rates are normally 6.5 percent for CONUS and 8.0 percent for OCONUS locations. For Defense Environmental Restoration projects, the CONUS rate is 8.0 percent and the OCONUS rate is 8.5 percent. The user may overwrite the SIOH; however, these fixed rates normally will be used. In any event, modifications to the prevailing rate for the user and location require the approval of the Office of the Chief of Engineers. Such requests will be submitted through the Director of Military Programs, HQUSACE, ATTN: HQUSACE (CEMP-M), Washington, DC 20314-1000.
- i. *Block 2E, Category E Equipment.* For category code series 500 projects, and category code 310, 171, and 179 projects labeled "MED", include Category E equipment costs in this block. Category E equipment is government-furnished and contractor installed medical/dental equipment. Cost estimates for this equipment are provided by OTSG (HFPA). Procurement of Category E equipment is normally delayed until the latest date feasible that will not interfere with project completion, to provide the most current models of equipment available.
- j. *Block 2F, Estimated Project Cost (Rounded).* This data is automatically calculated and displayed by the DD 1391 Processor.
- k. *Total request.* The DD 1391 Processor will enter the sum of the total contract cost, the SIOH, and Category E equipment cost (if applicable). Following the total request, the system will display the "Total Request (Rounded)" in accordance with congressional rounding rules. (This figure will be the same as the entry in block 8 of the printed form.)
- l. *Block 2G, Installed Equipment--Other Appropriations.* The total cost of mission-essential equipment procured with other-than-MILCON funds will be automatically entered in this block. Block 2G will include only the costs of all equipment identified in section 13, Furnishings and Equipment, excluding the Operations and Maintenance, Army (OMA) costs also shown in section 13. If no equipment has been identified in section 13, a "zero" will be entered in block 2G. This figure is not included in the "Total Request" above. Although OMA funds are other-than-MILCON appropriations and will be included in section 13, costs of items procured with OMA funds will not be included in the total inserted in block 2G. (See para 3-29 and fig 3-2.)

### 3-18. Section 3, DD Form 1391 Text Data

These paragraphs are the only written justification furnished to OSD, OMB, and Congress. They must factually and adequately support the construction request. Limit use of acronyms or other Army-peculiar terms that will not be readily understood by non-Army readers. Use acronyms to shorten the text or to avoid awkwardness only when necessary. If an acronym is used, identify it completely on its first use in the text on each page. (See the glossary for a list of acronyms used in this pamphlet.) Answer each question in clear, concise statements. The answer to one question will not be implied or repeated in the answers to other questions. It is imperative that the information in these paragraphs corresponds with the information entered in other sections, of the DD Form 1391.

- a. *Block 3A, Description of Proposed Construction.* Clearly and concisely outline all principal features of work. Begin with a precise description of the primary facility. Avoid presenting design information. For facilities other than buildings, describe each major element required to produce a complete and usable facility.
  - (1) Provide a statement covering utility services, information systems, fire detection and alarm systems, roads, walks, curbs, gutters, storm drainage, parking areas (number of privately owned vehicles), and site improvements, where proposed.
  - (2) Quantify cooling and identify heating, if proposed. State whether heating and cooling will be provided by a central plant or self-contained unit.
  - (3) State if electronic security equipment (to be procured with OPA funds; see AR 415-15, appendix L) is to be installed with MILCON funds.
  - (4) List the special work involved when supporting facility costs in one or more categories are exceptionally high.
  - (5) Specifically state, when fuel conversion is involved, the change in type of fuel and equipment.
  - (6) Describe the changes to be made for projects involving additions, alterations, modernization, or conversions.
  - (7) Identify unusual design requirements (including special space allowances), when such conditions will increase costs.
  - (8) If buildings will be demolished, provide the number of buildings and their total square footage. Do not provide here the tabular information required in section 8, Present Accommodations and Disposition, block 8A. (See para 3-24.)
  - (9) If access for the handicapped will be provided (see para 3-36), include the following statement: "Access for the handicapped will be provided."
  - (10) For family housing new construction, include a breakout of DU by grade grouping, bedroom count, net area, project factor, cost per net area, number of units, and total cost. (See fig 3-3.)
  - (11) Discuss relocation requirements associated with the project as indicated in AR 415-15, paragraph K-28.
  - (12) Discuss measures taken for force protection (physical security and antiterrorism) if required and included in the project. (See AR 415-15, para K-19, and para 3-38, below.)
  - (13) Where comprehensive interior design services are requested for a project, so state.
  - (14) Asbestos or lead abatement.

- (15) Utility relocation.
- b. *Block 3B, Remarks.* A continuity of quantitative data should exist from year to year for each five digit category code at each installation. State the reason when prior year project data does not track with that in current projects. Changes at an installation, such as expansion or reduction of mission, new or revised Table(s) of Organization and Equipment (TOEs), Base Realignment and Closure (BRAC) activities, and redesignation of units, are normal, and they do affect requirements. Identify the authority for the change and reconcile the current project requests with the quantity shown for previous projects.
- c. *Block 3C, Project Description.* Furnish a one sentence statement of what the project will provide. This statement will normally reflect only the major facility category code under which the project is programmed. An exception would be a barracks project with dining and company operations facilities.
- d. *Block 3D, Requirement.*
- (1) Give detailed statements as to precisely why the project is needed. Use positive statements to support the requirement. Avoid using words such as "inadequate," "uneconomical," and "necessary" unless they are fully explained. Similarly, when stating contributing factors, leave no pertinent questions unanswered. For example--
    - (a) If the project will reduce excessive maintenance costs, provide a cost comparison between the existing and proposed facilities.
    - (b) If the project is self-liquidating, provide amortization data.
    - (c) If the facility has deteriorated greatly, describe the effects.
  - (2) List, generically, the units to be served by this project. For example, include additional personnel, vehicles, and aircraft, and new missions or changes in present mission.
  - (3) The requirements statement must demonstrate that maximum use is being made of existing facilities. The preparer will specify the alternatives considered, along with the reasons for their rejection.
  - (4) For unaccompanied personnel housing (UPH), identify both intended (faces) and maximum (spaces) utilization of the facility in terms of the number of persons. An example of an appropriate statement is as follows: "This project will provide housing for a total of 120 enlisted personnel (64 E2-E4, 56 E5-E6). Maximum utilization will be 176 enlisted personnel."
- e. *Block 3E, Current Situation.* Describe how, and under what conditions, the requirement is presently being met. Support the requirement by briefly describing the assets in use. Give reasons why they are not suitable for continued use. Include all compelling reasons for approving the project, for example--
- (1) Unfavorable location.
  - (2) Environmental features.
  - (3) Adverse health and safety conditions. (State the specific conditions.)
  - (4) High maintenance and operating costs. (State how much higher than those of other facilities used for similar purposes.)
  - (5) Violations of Federal, State and or local laws or codes. (State the laws or codes violated.)

- (6) Need to waive existing regulations. (State if a waiver is required or exists, when the waiver expires and whether an extension of the waiver is possible.)
- (7) In the case of a replacement project, state the nature of the present facility that jeopardizes the mission, lives, and or equipment.
- (8) Other pertinent conditions.
- f. *Block 3F, Impact If Not Provided.* Describe the manner and extent that mission accomplishment would be affected if the project is not approved. Information provided in block 3E should not be repeated here. Begin this section with the statement, "If this project is not provided, ...."
- g. *Block 3G, Additional.* General items, from the preparer's point of view, and certain control items will be included here. In addition--
  - (1) Include a statement of economic justification, where at least part of the justification for a project is based upon economics.
  - (2) For AFH construction improvement projects on foreign source DU, identify all improvement and major maintenance work done in the past three years and planned in the following three years. (See AR 210-50.)
  - (3) Include references to antiterrorism/force protection statements provided in section 22 here. (See paras 3-28 and 3-38.)
  - (4) Identify basis for budget estimate.
- h. *Block 3H, NATO Security Investment Funding.* The DD 1391 Processor will prompt for this block only at North Atlantic Treaty Organization (NATO) locations. For NATO projects, include a statement on the NATO Security Investment Funding category.
- i. *Block 3I, Related Projects.* A project is related to another if the two have common functional elements, such that denial of one would prevent the other from being a complete and usable facility. (See para 3-23.) Consider, for example, a barracks project and a utility project, where if the utility project is denied and the barracks project approved, the barracks would not be complete and usable when finished. The utility project is therefore related to the barracks project. Enter the titles, numbers, and fiscal years of all known related projects. For conjunctively funded projects, such as NAF/MCA, where a complete and usable facility would not be produced without the funding provided from other sources, this fact will be stated here, and the relationship of these projects established. (See AR 415-15, para 3-2.) For unit relocation projects, all projects required to accomplish the realignment or relocation goals are related projects.

### **3-19. Section 4, Front Page Discrete Data**

- a. *Block 4A, Type of Design and Drawing Number.* (See para3-21.)
- b. *Block 4B, Scope (UM).* Scope is expressed in construction use unit of measure (UM1) from DA Pam 415-28, based on the category code entered in block 1G. For example, for category code 17804 (record fire ranges), block 4B will be FP (each), while for category code 51010 (Hospital), block 4B will be BD (bed).
- c. *Block 4C, Size (UM).* Size is expressed in area unit of measure where UM1 differs from UM2 in DA Pam 415-28. For example, for category code 17804, block 4C will be LA (lane). Category code 51010 (Hospital), block 4C will be SF (square feet).

- d. *Block 4D, Cooling (Air Conditioning, Evaporation, Mechanical Vent) Capacity and Cost.* If air conditioning is required, indicate estimated tonnage. (General Note: Entries in blocks 4E through 4M must be consistent for each project at an installation and must be supported by a more detailed analysis in section 10, Analysis of Deficiencies.)
- e. *Block 4E, Unit of Measure.* The DD 1391 Processor will enter the UM cited in DA Pam 415-28 for the category code shown in block 1G of the DD Form 1391. Changes to the UM will not be made, except for Energy Conservation Investment Program (ECIP) and Occupational Safety and Health Act (OSHA) projects. The Scope and UM entries for these projects are both "LS". The UM for family housing is FA. The UM for UPH is the maximum number of persons (PN) that could occupy the facility (spaces), as opposed to the number of persons intended to occupy the facility (faces).
- f. *Block 4F, Total Requirement.*
  - (1) Provide the quantity needed to support the assigned missions. The quantity entered will usually be the total installation requirement for the five-digit category code. As an example, additional classrooms proposed for an Army school (category code 17119, Organizational Classroom) and additional classrooms (category code 17120, General Instruction Building) proposed at the same post will be treated as different facilities.
  - (2) For family housing, the total requirement is shown on line 11 of DD Form 1523. The total requirement for housing is based on the total need, that is, the number of families for family housing and the number of personnel for UPH, for which housing is programmable, irrespective of any programming limits. Program limits are applied to determine how much of a deficit may be acquired. (See AR 210-50.)
- g. *Block 4G, Existing Substandard.* Provide the quantity of existing facilities that are substandard, not upgradable (SNU) for the five-digit category code. All UPH assets will be analyzed to determine if they are adequate UPH (which includes substandard UPH [upgradable] or substandard UPH [not upgradable]). For family housing, provide only the number of units that have been officially designated "SUBSTANDARD" via report to Congress prior to FY 74 plus substandard foreign source DUs and Government-owned mobile homes. (These are units identified in block 18e of the DD Form 1410 and real property records.) (Note: For AFH classifications, "substandard" does not preclude upgrading to "adequate".) Facilities will be judged on their adequacy to fulfill their design usage based on DA and DOD policy, and not solely on whether the original construction was temporary, semi-permanent, or permanent.

- h. Block 4H, Existing Adequate.* Provide the quantity of assets that are judged to be adequate for the five-digit category code. Use five-digit category codes for all facilities, excepting AFH, where the three-digit category code will be used. This entry will be consistent with the IFS-M data. Be sure to include in blocks 4G and 4H all space assigned and used to meet the total requirement (block 4B). Do not include related or "borrowed space" in these figures, since space can only be assigned to one activity. For example, do not include unaccompanied personnel housing (category code 72111) with trainee barracks (category code 72181) or vice versa. Even though these facilities are physically very similar, they have somewhat different functions. Likewise, for example, General Instruction Building (category code 17120) and Organizational Classrooms (category code 17119) will not be combined. For AFH projects, use line 12 minus line 12a(2) of DD Form 1523.
- i. Block 4I, Funded, Not In Inventory.* Provide the amount of assets, under currently approved programs, scheduled for or under construction or acquisition, but not yet included in the current inventory. For AFH, use Line 12a(2) of DD Form 1523 minus requirements for projects included in pending programs not yet enacted into law. OMA, NAF, and other non-MILCON projects will be included when applicable.
- j. Block 4J, Adequate Assets.* The DD 1391 Processor will enter the sum of blocks 4H and 4I. For housing renewal/modernization projects, if the existing adequate exceeds the total requirement, an explanation of why the housing is being improved will be provided in block 3D.
- k. Block 4K, Unfunded Prior Authorization (By FY).* Provide the quantity of prior authorization, by fiscal year, that has not been approved for funding by Congress nor rescinded by automatic repeal provisions in authorizing legislation.
- l. Block 4L, Included in Prior Year Program.* Provide, in the proper columns, the scope for authorization and funding requests for projects included in a pending program(s) not yet enacted into law. Include designation of the proper fiscal year(s).
- m. Block 4M, Deficiency.* The DD 1391 Processor will enter the amount of the total requirements (block 4F), minus the adequate assets (block 4J), minus unfunded prior authorization (block 4K), minus the quantity included in the pending Military Construction Programs (block 4L). In the "Funded" column, follow the same procedure in determining a deficiency, except that block 4K will always be zero. Be sure that requirements, assets, and deficiency figures agree with those elsewhere in section 4. When there is only a small remainder because the total deficient quantity is not provided by this project, explain the reason in the "Remarks" section (block 3B). Indicate in section 10, Analysis of Deficiencies, the document(s) used to determine programmable deficit for AFH and UPH projects.
- n. Block 4N, Provisions for Handling Classified Information.* When provisions for storage, handling, or use of classified information are required in a facility, a TEMPEST Risk Assessment will be prepared in accordance with AR 530-4, and appropriate TEMPEST countermeasures incorporated into the project. Recording the need for or the completion of TEMPEST Risk Assessment and date thereof is provided by a prompted sequence in the DD 1391 Processor.

- o. *Block 4O, Signature Block. Name, Rank, Title, Organization of Preparing Official, Signed? (Y/N), Date Signed.* The DD 1391 Processor provides for the installation commander's signature. The installation commander signs all DD Forms 1391 before they are submitted to higher headquarters, indicating the commander's support for the project. In the DD 1391 Processor, when asked if the form is to be signed, answer "yes" only if there is a signed record copy of the form available at the installation DEH/DPW office. A signed copy of the DD Form 1391 will be retained at the DEH/DPW office. The DD Form 1391 will be re-signed whenever there is a major scope, schedule, or cost change to the project.
- p. *Block 4P.*
  - (1) The title of this block will be "Capital Investment Strategy (CIS) Preparation Date" for all program types except PBS projects. Enter the date that the CIS was prepared.
  - (2) For PBS projects, the title of this block will be "Project Development Brochure (PDB) Preparation Date". Enter the date of the completed project PDB.
- q. *Block 4Q, Is DDESB (Department of Defense Explosives Safety Board). Approval Required? (Y/N).* The requirement reflecting Department of Defense Explosives Safety Board (DDESB) approval should be indicated in this block. The date of the approval should also be entered. (See AR 415-15, para K-3, and para 3-23, below.)
- r. *Block 4R, FAA (Federal Aviation Administration). Approval Required? (Y/N).* Indicate whether or not FAA approval is required for the project. If so, indicate the date that such approval was obtained. (See AR 415-15, para K-7.)

**3-20. Section 5--Reserved for Ballistic Missile Defense Organization (BMDO) projects.**

**3-21. Section 6, Planning and Design Data**

The designing agency, usually a USACE district or operating MSC, will complete this block.

- a. *Planning data.* Provide the following actual and estimated planning and related data:
  - (1) Block 6A, Design Start Date, Estimated.
  - (2) Block 6B, Concept Completion Date, Estimated.
  - (3) Block 6C, Design Completion Date, Estimated.
  - (4) Block 6D, Estimated Percent Complete as of 15 September DY (Design Year).
  - (5) Block 6E, Estimated Percent Complete as of 1 January BY (Budget Year).
  - (6) Block 6F, Estimated Percent Complete as of 1 October PY (Program Year).
  - (7) Block 6G, Standard or Definitive Design? (Y/N). When the project can make use of standard or definitive designs, select "yes." When a DA standard design exists for a facility type, its use is mandatory. (See AR 415-15, appendix G.)
  - (8) Block 6H, Installation Where Design Was Last Used. Provide information when "yes" is selected for (7), above.
- b. *Total cost.* Indicate the total Federal cost to be charged to planning and design accounts for the following--

- (1) Block 6I, Contract Architect-Engineer Design Cost, Estimated.
  - (2) Block 6J, In-House Design Cost, Plus Architect-Engineer Supervision and Administration Cost, and Government Forces Design Cost, Estimated. (For contract design, in-house cost is the sum of administrative costs plus overhead and any other charges.)
  - (3) Block 6K, Total Design Cost (entered by the DD 1391 Processor). This figure will be the sum of (1) plus (2), above, which equals the sum of (4) plus (5), below.
  - (4) Block 6L, Production of Plans and Specifications. (Those costs within the six percent statutory cost limitation as stated in 10 USC 4540.)
  - (5) Block 6M, All Other Design Costs.
- c. *Block 6N, Construction Dates.* Provide the construction dates (planned).
- (1) Block 6N1, Construction Start Date.
  - (2) Block 6N2, Construction Complete Date.
- d. *Section 6O, USACE certification.*
- (1) Block 6O1, USACE Certification. The USACE element certifying official will enter detailed information into this block as prompted by the DD 1391 Processor.
  - (2) Block 6O2, Certifying Official's Name and Office Symbol, and Certification Date. Information regarding the USACE element certifying official's name (USACE MSC Commander or designee) and office symbol, plus the certification date and fiscal year used as a basis for certification will be entered here.
- e. *Block 6P, Energy/Life Cycle Statement.*

### **3-22. General requirements for completion of section 7, General Justification Data**

- a. *Purpose.* Projects require more detailed justification than the summary justification entered in sections 3 and 4. HQDA uses this added general justification data as support material for Army witnesses so they can respond to OSD and congressional inquiries. Army witnesses analyze requirements and present MILCON program and budget requests before reviewing authorities and Congress. This added detail also provides for the inclusion of extended analytical, statistical, and justification material; and copies of specific documents to support DD Forms 1391. There are statutory and regulatory requirements for data that must be sent to HQDA and higher authorities with the DD Forms 1391. Projects may require compliance with specific Federal, State, and local laws. (See AR 415-15, para K-14.) Advance approvals may be required, such as those for automation, ammunition storage, hazardous waste management facilities, and medical facilities. Many projects require detailed quantitative data to gain approval. NAF projects require use of section 23 to include a Determination and Certification of Actual Need form, and section 11 for financial data, in accordance with AR 415-19. For ECIP projects, this section of the DD Form 1391 will be used to include the Life Cycle Cost Analysis summary, in accordance with the recommended format shown in the Army Facilities Energy Plan. The DD 1391 Processor also provides references, lists, and standard statement selections to assist in the preparation of the detailed justification sections.

- b. *Applicability.* The DD 1391 Processor contains references and other help for the preparation of the general justification paragraph, each of which requires an entry. Do not enter "NA" or "Not Applicable" for any general justification paragraph. State the reason why a paragraph does not apply to a particular project.
- c. *Presentation.* The general justification data will clearly show the urgency of the military requirement for the project. Present facts and conditions to prove that the requirement is essential to support current and future operations given in the latest installation mission statement. (Energy Conservation Investment Program projects are justified strictly on the basis of economics.) Organize the presentation for easy reading and understanding by following the guidance listed below.
  - (1) Do not use vague, indefinite, or overly technical terms.
  - (2) Support statements with meaningful facts and figures.
  - (3) Limit statistics to significant totals or important trends. Include expanded statistics or an analytical assessment where appropriate.
  - (4) Ensure that information is relevant to the subject in the block title.
  - (5) Do not repeat or paraphrase statements or data in more than one section, thus weakening it.
  - (6) Use of unquantifiable terms such as "inadequate," "unnecessary," and "unacceptable" weakens project justification. For example, to use the term "inadequate," adequacy must be defined and a specific explanation given to show the inadequacy of the situation. Likewise, the term "uneconomical" may not be used without providing an economic analysis to justify its use.
  - (7) Limit the use of acronyms or other Army-peculiar terms that may not be readily understood by Defense Department and congressional readers. Use them to shorten the text or to avoid awkwardness when necessary. Identify each acronym completely when it is first used in the text.
  - (8) Ensure that the overall presentation leaves no pertinent questions unanswered.
- d. *Special Considerations.* Important factors to consider in preparing the general justification data are provided below. The list is not all-inclusive, but does show the kind of information to furnish for specific types of construction categories.
  - (1) *Administrative facilities.* It is difficult to obtain high level approval of administrative facility projects. These projects require rigorous analysis in light of DOD and DA standards and policy. Justify administrative facility projects starting with space requirements by organization, personnel, and type of occupancy (for example, office area, file rooms, storage space, conference and other special purpose rooms). Address the use of existing assets and their possible alterations or improvements. Address the availability and feasibility of leased space. Give specific details of the shortcomings of present facilities.
    - (a) *Inadequate heating or cooling systems.* Provide temperature data, lost time, sick leave, and other data resulting from such inadequacies.
    - (b) *Lack of elevators.* Provide data on number of floors and freight handled. Include average age of work force in the building and information on handicapped persons affected by the lack of elevators.
    - (c) *Insufficient lighting or electrical power.* Provide data on light intensity at desk level and any limitation on the use of office machines.

- (d) *Deficient latrine or toilet facilities.* State distance from offices, number and size, compared to that authorized for the personnel served.
  - (e) *Safety hazards.* Describe and, when possible, cite the safety code(s) violated.
  - (f) *Increased productivity.* When increased productivity is alleged, it must be supported by an economic analysis which quantifies the increase. (See para3-27.)
- (2) *Air Traffic Control (ATC)/airfield projects.* Prior to preparing a DD Form 1391 for an ATC/airfield project, ATC requirements survey assistance will be requested by the installation through their appropriate MACOM to Director, U.S. Army Air Traffic Control Activity (USAATCA), ATTN: ATZQ-ATC-DR, Fort Rucker, AL 36362-5265. Information contained within the resulting documentation provides validated substantive data, for example, airfield traffic activity, clear zones, and so forth, and the fact that such is justified or required by AR 95-2.
  - (3) *Army training centers and schools.* Specify the level and type of training as related to the specific project.
  - (4) *Hospital additions.* Provide dates when original hospital and later additions were built in relation to current and future medical services.
  - (5) *Utility services.* Provide breakdown and interruption history. Cite specific cases, with dates, times, and lengths of interruptions, and their impacts on the installation. In justifying utilities expansion based on load growth, provide a tabulation in Section 10, Analysis of Deficiencies, to show rising demand and consumption. For electrical improvement projects, provide the kilowatt (KW) maximum demand and kilowatt hour (KWH) energy consumption by month for several years. Also include the projected added loads and the dates they will be added to the system. If a utility expansion project involves several utilities (such as water, gas, and electricity), justify each utility completely and separately.
  - (6) *Public health or safety hazard.* Describe the hazard and cite the specific type of violation.
  - (7) *Base closure.* Generally, construction related to base closure activity appears as new mission construction at the receiving installation. Major base closure activities are addressed by specific guidance from appropriate headquarters. For minor base closure activities, state the functions being terminated and the activities being relocated. (See AR 5-10 and 10 USC 2687.) Note that a specific program category for Base Closure, Army (BCA) has been provided in the DD 1391 Processor.
  - (8) *Fuel conversion.* State that the proposed fuel is the most economical based on a life cycle cost (LCC) analysis. (See AR 420-49.)
  - (9) *Animal care.* If required, in whole or in part, to ensure humane treatment of experimental animals, cite compliance with PL 89-544 and PL 91-579 as part of the justification.

- (10) *Maintenance facilities (category codes 211 through 219)*. State the type and level of maintenance required. State the organizational elements and applicable TOE and table of distribution and allowances (TDA) numbers to be supported by the proposed facility. Give computations in section 12, Criteria for Proposed Construction, of operational and training planning factors that will justify the need for the facility. For maintenance facilities that support full or part-time training requirements, identify and explain all required increases in space, equipment, and costs.
- (11) *Supply facilities*. Justification to support storage will include the existing storage space in relation to that authorized or required by DA standards and policy. This includes use of storage devices to permit full stacking height, and use of bins, box pallets, and shelf space to at least 75 percent of the available cubic space.
- (12) *Dental clinics*. When clinics of six or less dental operating rooms are proposed, other than as a part of a combined medical and dental facility, fully explain the need for a separate facility.
- (13) *Environmental pollution projects*. Provide the name of the regulating authority from which the permit is needed (for example, the State). Specify the requirements, standards, and any compliance schedule. Also describe the present conditions that must be corrected.
- (14) *Economic factors*. Summarize the major economic factors involved in any project. If the project is being proposed mainly for economic savings, so state, and provide data to support all references to savings in section 11. The expected savings and the discounted pay-back period must be stated. For all projects, give the alternatives considered and the reasons that the proposed facilities were judged to be the best. Explain special cases when there are no alternatives. When justifying commercial and industrial facilities, refer to AR 700-90, AR 420-70, and this pamphlet. Economic analysis requirements are defined in detail in paragraph 3-27.
- (15) *Housing projects*. Both AFH and UPH projects will be supported with current Army Housing Requirements Program (AHRP) documentation and an economic analysis. (See AR 210-50.)
- (16) *NAF projects*. NAF and privately-funded construction projects will follow procedures in AR 415-19 and AR 215-1.
- (17) *NFIP projects*. National Foreign Intelligence Program projects will follow procedures in AR 415-15.

### **3-23. Specific requirements for completion of section 7, General Justification Data**

Any project justification information not specifically required or logically covered in other sections will be entered in this section. The following is a list of suggested topics for inclusion. Other topics that may help obtain congressional approval will be covered in addition to those below.

- a. *Block 7A, General Justification Data.*

- (1) *Aviation facilities.* For Army aviation facilities, state the types and numbers of aircraft involved. Do not include flying club or privately owned aircraft. List the present and projected authorized inventory of aircraft at the installation. Cite correspondence where the Federal Aviation Administration (FAA) was notified of the proposed project, in accordance with AR 95-2. State whether siting conforms with the MACOM-approved master plan. (See AR 415-15, para 3-3.)
- (2) *Chapels.* State, when applicable, that a chapel project has been coordinated with the Office of the Chief of Chaplains.
- (3) *Collocation of Information Processing Centers (IPCs) and Information Systems Facilities (ISFs).* If it is not feasible to collocate IPCs and ISFs, provide a statement to support programming separate facilities. Include cost and other supporting data.
- (4) *Construction contingency percentage.* When the construction contingency percentage exceeds five percent, provide justification for the higher rate. (See para 3-17.)
- (5) *Exceptions to criteria.* Provide an explanation for the need for project exceptions to, or deviations from, standard criteria.
- (6) *Explosives.* For explosives, toxic chemical agents, ammunition facilities, and non-hazardous facilities that might be exposed to such hazards if not properly located, show that site plans have preliminary approval by the DDESB. (See AR 415-15, para K-3.)
- (7) *Fuel conversions.* Fuel conversions will be based on cost effectiveness as determined by a LCC analysis.
- (8) *Fuel types.* State the type of fuel proposed for use. Indicate that final fuel selection will be the most cost effective based on a LCC analysis.
- (9) *Laundry.* When a laundry or dry-cleaning project is involved, enter the DA agency office symbol that coordinated the action with the Office of the Deputy Assistant Secretary of Defense (Installations).
- (10) *New weapon systems.* If the requirement stems from the deployment of a new weapon system, state the conditions and timing of the weapon system arrival in relation to the project.
- (11) *New missions.* State whether or not the requirement stems from a new or expanded mission. If so, give the scope of the new mission and its relation to the project.
- (12) *Postal projects.* State, when applicable, that a postal project has been coordinated with the U.S. Postal Service Regional Director.
- (13) *Ranges (category code 179).* Indicate that these projects have been coordinated with HQTRADOC and validated by the U.S. Army Engineering and Support Center, Huntsville, ATTN: CEHNC-P, P.O. Box 1600, Huntsville, AL 35807-4301. Range projects will also be pre-coordinated with the Range Requirements Review Board, which verifies the need for range training facilities, equipment, and courses.

- (14) *Related projects.* If a proposed project is directly related to others in one or more prior or future year programs or the current program, clearly show the relationship. This is particularly true for modernization projects. If a project is multi-phased, indicate the total plan, for example, "This is the second of three phases." Block 3I in the DD 1391 Processor (see para 3-18) requires a succinct statement of such project relationships. In this block, the proponent has the opportunity to describe, in some detail, the relationships among the projects.
- (15) *Relocation activities.* Provide an explanation and justification of relocation requirements. (See AR 415-15, para K-28.)
- (16) *Research and development facilities.* If an installation has a number of separate research laboratories, indicate the organization of the affected installation research department and the relationship between its laboratories.
- (17) *Site description and project siting.*
  - (a) Describe the physical location of the project to include the site plan sheet number of the master plan, cross streets, street location, nearest building or significant feature shown on the site plan, and distance and compass direction to the feature. Insert the applicable site contamination statement. (See AR 415-15, appendix F, and para 3-31, below.)
  - (b) Describe the project as sited according to the MACOM-approved RPMP and give the date of the approved RPMP.
  - (c) When the project is not sited in accordance with a MACOM-approved RPMP, provide the letter date for the site approval request in accordance with AR 210-20, or provide the status of pending actions taken to obtain a site approval.
- (18) *Technical facilities.* For laboratory, research, development, and technical maintenance structures, list the missions or functions that require the facility. Clearly explain the missions and functions in terms understood by laymen.
- (19) *Family housing.* For family housing requirements, provide information, or cite source of information requested in paragraph 2-19.
- (20) *Unaccompanied personnel housing.* For UPH requirements, provide information, or cite source of information, requested in paragraph 2-20.
- (21) *Unit strength and Unit Identification Code (UIC).* State the designation (title and UIC) and authorized strength of units or activities to be served by the project. For projects in support of unit activations, give the unit being activated and the date of expected facility occupancy.
- (22) *Urgency.* If project urgency is driven by external factors, state those factors, such as unit activation.
- (23) *Defense Commissary Agency approval.* State, when applicable, that the project has been approved by the Defense Commissary Agency (DeCA).
- (24) *U.S. Base Requirements Overseas (USBRO).* If this project is included in the joint compendium of USBRO as validated by the Joint Chiefs of Staff, so state, and give the number of the plan or plans which include the proposed construction.

- (25) *Secondary category codes.* When selecting a category code for a project consisting of several facilities, select the category code of the facility having the highest monetary value. A detailed breakdown of applicable secondary category codes will be provided in this block (7A) or section 10, Analysis of Deficiencies, at the option of the preparer. (See para 3-26.)
- (26) *Blind vending facility program.* AR 210-25 provides guidance for inclusion of blind vending facilities in new construction or upgrading of existing Army facilities. For facility types covered under AR 210-25, enter a statement regarding consideration of and provision for blind vending facilities. (See AR 415-15, para K-27, and the Randolph/Sheppard Act, PL 74-732.)
- b. *Block 7B, Traffic Analysis.* State whether a traffic analysis applies to the project. If so, provide information on the anticipated vehicular traffic for the facility and the expected impact on existing roads, bridges, parking areas, and so forth. For projects significantly impacting traffic, indicate date of traffic survey and analysis. For all projects, indicate that traffic concerns have been addressed and appropriate actions have been taken to accommodate requirements. If roadways and bridges are geometrically adequate, so state. If not, state what methods will be used to alleviate the problem and support the specified conditions.
- c. *Block 7C, MACOM Certification.*
- (1) *Certification statement.* The MACOM certifying official will certify the information in this standard text block as prompted by the DD 1391 Processor for all MCA, AFH, ChemD, and UMMCA projects.
  - (2) *Certifying official.* Information regarding the MACOM certifying official's name, title, and MACOM, plus the certification date and fiscal year used as a basis for certification, will be entered here.
- d. *Section 7D, Installation Engineer Data.*
- (1) The name of the installation engineer is to be entered in block 7D1.
  - (2) The telephone number of the installation engineer is to be entered in block 7D2.

### **3-24. Section 8, Present Accommodations and Disposition**

- a. *General.* This section provides for a statistical listing of facilities or portions of facilities, regardless of category code, currently accommodating the function requiring the proposed project.
- b. *Block 8A, Present Accommodations Now in Use and Disposition.* This block is automated to simplify data entry and to ensure consistency with related sections. Provide the following information, as required, in the DD 1391 Processor:
- (1) Installation name.
  - (2) Building number.
  - (3) Present category code.
  - (4) Type of construction.
  - (5) Unit of measure.
  - (6) Quantity.
  - (7) Accommodations now in use.
  - (8) Disposal action.
  - (9) Occupied square feet.

- (10) Footnote (text).
- c. *Reuse.* Facilities not designated for disposition. These facilities will have the proposed reassignment and use indicated in the Footnote.
  - d. *No additional facilities.* Additional explanations may be included in the Footnote. If no accommodations are in use for a particular project, so indicate and state the reason in the footnote.
  - e. *Facilities deficiencies.* Evaluation of facility deficiencies will not be included here. Include such information in section 10, Analysis of Deficiencies. (See para 3-26.)
  - f. *Disposal.* Substandard facilities replaced by new construction will be identified for disposition when feasible. Facilities required to be removed, as a result of new construction, will be identified for disposition. HQDA policy regarding repair and retention of World War II (WWII) temporary buildings will be carefully reviewed when identifying buildings to be retained. The DD 1391 Processor provides a total of the square footage listed for disposal; block 3A should reflect this amount.
  - g. *Block 8B, Present Accommodations and Disposition.*
    - (1) In this block, provide an explanation of the data presented in block 8A. The structure proposed for demolition need not be of the same facility class as the proposed new construction. When a construction project has been authorized by Congress, structures proposed for demolition in the project justification will be demolished, and may not be retained without written approval of HQDA, ATTN: DAIM-FD, 600 Army Pentagon, Washington, DC 20310-0600. A copy of the request will be furnished to HQUSACE, ATTN: CEMP-MA, Washington, DC 20314-1000.
    - (2) If a construction project has been justified as a replacement for a facility, and the facility to be replaced is to be retained, state the reasons. State the specific use intended for the retained structure. Provide an explanation when the replaced building is to be retained and no other facility is offered for disposition. Usable permanent buildings normally will not be demolished and replaced until all potential use as replacement for temporary facilities has been explored. If compelling reasons dictate an exception, fully explain the reasons.
    - (3) If the building or structure to be disposed of is included (or eligible for inclusion) in the National Register of Historic Places (NRHP), or is related to a structure or district listed in the NRHP, follow procedures in paragraph 3-34.
    - (4) When disposition costs include removal of asbestos-containing materials (ACM) from existing facilities (whether they are to be disposed of or not), provide an estimate of the extent and impact of same in this block and estimated costs in block 2A1. (See para 3-17.)
    - (5) Funding for disposal of square footage to meet the one-for-one offset requirement of AR 415-15, paragraph K-36, may be programmed from the MILCON account if construction is for a replacement project. MILCON-funded disposition must be on the same installation as the new construction and must be explained on the DD Form 1391. Such disposition is not limited to footprint disposition. Where a choice of locations at the installation are acceptable for project construction, such facilities should be selected for disposition in the following order:
      - (a) Substandard unneeded temporary buildings or structures.
      - (b) Substandard unneeded semi-permanent buildings or structures.

- (c) Substandard unneeded permanent buildings or structures.

### **3-25. Section 9, Real Property Maintenance Activity (Optional)**

- a. *Effective real property management.* Installations and MACOMs will consider construction decisions and operations and maintenance (O&M) requirements at the same time. Integrating construction and O&M requirements will provide a broad approach to facility planning, programming, and budgeting. The Real Property Maintenance Activity (RPMA) analysis will identify the major components of the proposed project as compared to any existing facilities that may be demolished, relocated, or retained as a result of the proposed new construction.
- b. *RPMA analysis.* The DD 1391 Processor provides for automated data entry in section 9. Block 9A provides for inclusion of inventory impacts and for potential backlog of maintenance and repair eliminated. Block 9B provides for workload impacts. Block 9C provides for resource impacts. Block 9D provides for RPMA discussions to explain and define data entered.

### **3-26. Section 10, Analysis of Deficiencies**

- a. Analysis of facility deficiencies is based on the related quantitative data and the condition of existing facilities. This paragraph provides for a complete analysis of the quantitative data provided in blocks 3B, 3I, 4C, and 4F through 4M, plus the statistical data in section 8, Present Accommodations and Disposition. Evaluate the quality of facilities now being used. Determine the physical deficiencies and how they limit the desired performance. Describe how the deficiencies hinder accomplishment of the mission. Be specific. Quantify impact, such as number of dead-lined vehicles for maintenance shops; waiting lists or waiting times for community activities (child development and physical fitness centers, etc.); low stock or parts levels due to lack of storage.
- b. When selecting a category code for a project consisting of several facilities, select the category code of the facility having the highest monetary value. A detailed breakdown of secondary category codes will be provided in section 7, General Justification Data, or this section, at the option of the preparer.

### **3-27. Section 11, Economic Analysis**

- a. *Block 11A, Is Project Exempt From Economic Analysis? (Y/N).* When a project is exempt from economic analysis, indicate "Yes" at the prompt in the DD 1391 Processor, which bypasses block 11B, Economic Analysis Data Options, below. The user must justify and support the conclusion that no economic analysis is required. Otherwise, the requirements of block 11B apply. Note that block 11C is not used at this time. Enter data required by block 11D, Economic Justification Summary, below.
- b. *Block 11B, Economic Analysis Data Option Selection.* When a project is not exempted from economic analysis, the user has the option of retrieving an economic analysis report from the ECONPACK for Windows program (block 11B1), an ECIP report from the Life Cycle Cost in Design (LCCID) Program (block 11B2), or entering a narrative freeform text (block 11B3). At the appropriate Processor prompt, the user should indicate the type of data to enter.
- c. *Block 11C. Reserved.*

- d. *Block 11D, Economic Justification Summary.* This block provides an executive summary of the economics of the project. A brief statement of the project mission objective will be provided, followed by a listing, description, and discussion of the feasibility of the alternatives considered to meet that mission objective. This block will also contain recommendations that reflect the desired alternative and why it was selected.
- (1) The project objective will explain the results to be achieved by the project under study. The objective will be stated in a clear, concise, and unbiased manner.
  - (2) Present evidence that all alternatives have been examined and evaluated. As a minimum, the following alternatives will be addressed, and a statement of feasibility provided:
    - (a) *Status Quo.* The method in which the requirement is currently being met.
    - (b) *Similar on-post facilities.* On-post facilities that could be renovated, expanded, or both, or facilities of a different type that could be converted for appropriate use.
    - (c) *Available off-post facilities.* Off-post facilities that could be leased, or purchased.
    - (d) *Available service/product that could be acquired directly from the civilian sector (on a contract basis).*
    - (e) *Nearby Defense Department facilities.* Facilities located at nearby military installations, where available.
    - (f) *New construction.* Build a facility to meet all or part of an objective.
    - (g) *Summary.* If there are feasible alternatives to the proposed project after a thorough alternatives analysis, prepare a clear and convincing summary of the findings. Viable alternatives will be compared in a formal economic analysis and included in block 11E. Include privatization of Government-owned exterior utility systems as the first alternative evaluated when building, upgrading, or renovating such systems. The completed analysis will include a market survey and related documentation in the project submission. Where such an analysis has already been developed for prior submissions, the data will be updated as necessary for future project submissions.
  - (3) If a formal economic analysis is required in block 11E, then a summary of its results will be provided in block 11D. If a formal economic analysis is not required, the specific reason for not preparing an economic analysis will be documented in block 11D. The results and recommendations provided must support and agree with the discussion of alternatives and the economic analysis.
- e. *Block 11E, Economic Analysis.*
- (1) *General.* A formal economic analysis must support every Army project proposal where more than one alternative exists. The economic analysis will confirm which alternative is in the best business interest of the Army for each project presented to Congress and DOD.
  - (2) *Scope and applicability.* Each proposed MILCON project requires an economic analysis unless only one feasible alternative exists.

- (a) Although this section covers procedural guidance for an economic analysis needed to support the planning and justification phases of most proposed MILCON projects, excluded from such coverage are the planning and justification of AFH projects that are addressed in AR 210-50 and DA PAM 210-6. Also excluded from this coverage are construction projects costing less than the current statutory limit for UMMCA projects.
  - (b) This section also does not cover the economic analysis needed to help justify the selection and arrangement of specific material, equipment, and system alternatives during the project design phase.
- (3) *Policy guidance.* Guidance for economic analyses by and for the Army is given in AR 11-18. Discounting and inflation methodologies for economic analyses are governed by OMB Circular A-94. Supplemental guidance is provided in DA PAM 415-3.
- (4) *Timing of the analysis.* An economic analysis will normally be conducted in two parts, a basic analysis and an update analysis. The basic analysis will be completed before the date of submission of the DD Form 1391 package. The update analysis will be performed upon concept design completion, before OSD submission, and again before submission to Congress in January of the budget year.
- (a) The basic economic analysis will be included in the DD Form 1391 when it is submitted to the MACOM. Although the basic analysis may be conducted anytime before submitting the DD Form 1391 package, the best time is early in the guidance year. By this time, the nature, scope, and cost estimate of the project have become better defined, and there is still enough time to complete the analysis and document the results before the final submission date of the DD Form 1391.
  - (b) Once the project concept or parametric design has been completed, the basic economic analysis will be reviewed to determine if it is still valid. If there have been one or more major changes (such as the availability of an alternative or a major change in the estimated cost of the project), the analysis will be promptly updated. If the results of the updated analysis show that an alternative other than the proposed project is most economical, a report of the findings will be promptly sent to HQUSACE, ATTN: CEMP-EC, Washington, DC 20314-1000, for appropriate action. An additional update will be performed (in December of the budget year) to reflect the scope and cost of the project as approved by OSD, before its submission to Congress.
- (5) *Results of noncompliance.* The economic analysis required by AR 415-15 or by AR 210-50 is an integral part of the Army Planning, Programming, Budgeting, and Execution System (PPBES). It is a vital element of the justification package for a proposed MILCON project. Therefore, no project proposal, except those in subparagraph d, above, is complete unless it is accompanied by an economic analysis that is clear, comprehensive, and follows the provisions of AR 1-18, AR 415-15, or AR 210-50. Projects that do not meet these conditions can seldom be adequately defended during the budget review, and have been routinely slipped to the following years' programs or canceled. Loss of a project during OSD review usually results in the loss of the project dollars from the MILCON program.

- (6) *Assistance.* On request, HQUSACE (CEMP-EE), Washington, DC 20314-1000, will provide analytical assistance to installations that require additional guidance on economic analysis. An economic analysis package, ECONPACK for Windows, is available in a personal computer (PC) software package. The reports generated by ECONPACK, are consistent with the requirements of AR 11-18 and OMB Circular A-94, and can be automatically transported to section 11 of the appropriate DD Form 1391.

f. *Block 11F. Reserved.*

### **3-28. Section 12, Criteria for Proposed Construction**

- a. *Block 12A, Criteria for Proposed Construction.* This block provides for specific identification of regulations, references, criteria such as the TI 800-01, and other guidance material used to develop and support the scope of the proposed project. Paragraph, table numbers, etc., of source documents used for calculations needed to support the proposed project scope will be cited just preceding such calculations. This paragraph is also used for the description of proposed construction entered in block 3A.
  - (1) *Repetitive facilities.* For repetitive facilities, AR 415-15, paragraph 5-3, requires that maximum use be made of DA standard designs. It also requires the design agent to fully justify requests for exceptions to established criteria. Information on available standard designs can be obtained from HQUSACE (CEMP-ED), Washington, DC 20314-1000.
  - (2) *Academic facilities.* For academic or similar facilities, furnish number and size (square feet) of classrooms and student capacity. List courses and student loads as a basis for the requirement. Peak student load data are required. Show how the training capability of the proposed facility relates to overall training requirements for the type of construction involved.
  - (3) *Nonstandard facilities.* Nonstandard, special design projects require data to support their scope. State how the size and capacity of the proposed facility will adequately support requirements. For storage facilities, state generally the types and value of the items to be stored. For projects requiring the storage or handling of ammunition or general supply tonnages at a facility, give the precise number of tons. (See AR 415-15, para K-9.)
  - (4) *Pollution abatement facilities.* For environmental pollution abatement projects in the United States, provide the Federal, State, regional, or local standards on which design is based. For facilities outside the United States, state the applicable controlling standards of the host nation.
  - (5) *Aviation facilities.* For Army aviation facilities, discuss the quantity and the type of aircraft used, and the type and class of pavement required.
  - (6) *Parking for organizational vehicles.* Where appropriate, indicate that the requirement was developed in accordance with the Facility Planning System (FPS). If the requirement was not developed using the FPS and the total authorized vehicles shown in the FPS, provide an explanation, to include vehicle totals by line item number (LIN), and describe the procedure used to determine the requirement.

- (7) *Parking for non-organizational, privately-owned vehicles (POV)*. Where appropriate, indicate that the requirement was developed in accordance with the TI 800-01, and include the total authorized number of permanent occupants from which the parking requirement was derived. If the requirement was not developed by using the TI 800-01, provide an explanation, describe the procedure used to determine the requirement, to include the quantity of each of the following--visitor parking, service vehicle parking, handicapped parking, staff parking, and other special requirements.
- b. *Block 12B, User Discretionary Block*. For PBS projects, this block will include the Project Development Brochure data. For other projects, this block is for users to provide any additional or peculiar criteria or data appropriate to the project in a freeform text format.

### **3-29. Section 13, Furnishings and Equipment**

- a. *General*. This section pertains to furnishings and equipment funded from other-than-MILCON appropriations, as appropriate, that are required for installation or use in the proposed facility. Examples of equipment to be financed from other appropriations include items of furniture such as desks and chairs; telephone switches and instruments; and other items that are not classified as installed building equipment qualifying for construction funding, as defined in DOD 7000.14-R. (See AR 415-15, paras H2 and H-3.)
- b. *Block 13A1, Furnishings and Equipment*. Entries are required in this block for the following--
  - (1) Procurement appropriation.
  - (2) Description.
  - (3) Fiscal year of (procurement) appropriation.
  - (4) Total cost (in thousands of dollars).
  - (5) Procurement status (enter contract number when available).
  - (6) Estimated delivery date.
  - (7) Estimated installation cost (in thousands of dollars).
  - (8) Installing appropriation.
  - (9) Installing appropriation fiscal year.
  - (10) Footnotes, to be provided when explanation is needed.
- c. *Block 13A2, Information Systems Furnishings and Equipment*. The description, procuring appropriation, and total cost data for this block can only be entered in section 17, Information Systems Cost Estimate. Once data is entered in section 17, the appropriate entries applicable to this block are automatically entered in this block by the DD 1391 Processor. All other data for each line item should be entered manually in Section 13A2.

- d. *Block 13B, Furnishings and Equipment Discussion.* This block makes provisions for entering this information in a free-form text format. Requirements for UPH equipment and furnishings will be determined in accordance with AR 210-50 and included in this block. Where comprehensive interior design services are to be requested, this block will contain the following statement: "OMA funds have been programmed in FY \_\_ (insert FY of appropriation) in the amount of \$\_\_\_\_ (insert total cost) for the acquisition and installation of \_\_\_\_ (insert number of units) chairs at a unit cost of \$\_\_\_\_ (insert cost per unit) per chair." Insert similar funding statements for all other types of furniture and furnishings to be included in the request for comprehensive interior design services.

### **3-30. Section 14 Reserved.**

### **3-31. Section 15, Environmental Analysis Data**

- a. *Block 15A, Environmental Documentation.*
- (1) This block provides for the inclusion of environmental documentation required by 40 CFR 1500 through 1508 and AR 200-2. (See fig 3-9.) Include one of the following documents, as appropriate, in this block:
    - (a) The Record of Environmental Consideration (REC).
    - (b) A copy of the Finding of No Significant Impact (FNSI).
    - (c) A copy of the Notice of Intent to prepare an Environmental Impact Statement (EIS).
    - (d) A summary of the EIS.
  - (2) Instructions for preparing the above documents are found in AR 200-2 and 40 CFR 1500 through 1508.
  - (3) Include a list of all environmental permits which have been or will be obtained for this project.
  - (4) Include the appropriate site contamination survey statement. (See AR 415-15, para F-2.)
- b. *Block 15B1, Summary of Environmental Consequences.* All proposed projects will be evaluated for environmental consequences, as required by AR 200-2 and 40 CFR 1500 through 1508. (See para 2-17.) Project documentation will include either a Record of Environmental Consideration or appropriate Environmental Assessment (EA) documentation. (See fig 3-9.) In this section, summarize the environmental consequences of the project.
- c. *Block 15B2, Environmental Standard Text.* Select either the quoted statement in subparagraph (1) or (2), below, which will be generated by the DD 1391 Processor for the condition cited:
- (1) When a proposed project requires no further environmental documentation, as determined in accordance with AR 200-2, include the following statement: "The Record of Environmental Consideration is included. It has been determined that the action (choose (a), (b), or (c) below to complete sentence)--"
    - (a) "is adequately covered in the existing (EA or EIS) entitled \_\_\_\_\_, dated \_\_\_\_\_."
    - (b) "is exempt from National Environmental Policy Act (NEPA) requirements under the provisions of \_\_\_\_\_ (cite superseding law)."
    - (c) "qualifies for categorical exclusion \_\_\_\_\_, AR 200-2."

- (2) When a proposed project requires an EA according to AR 200-2, the EA will result in either a Finding of No Significant Impact (FNSI) or the requirement to prepare an Environmental Impact Statement (EIS). Include one of the following statements, as appropriate:
- (a) "This project has been assessed. A copy of the draft Finding of No Significant Impact, published on (date), is included. A copy of the environmental assessment is available upon request."
  - (b) "This project will have significant environmental impact and (choose one of the following to complete sentence)--"
    - 1. "a copy of the Notice of Intent to prepare an Environmental Impact Statement is included."
    - 2. "a copy of the (draft or final) EIS entitled \_\_\_\_\_, published on \_\_\_\_\_ (date), is included."
- d. *Site categorization.* According to AR 415-15, appendix F, all proposed construction sites will be surveyed and evaluated for potential site contamination and categorized by the installation or host facility. Such work will be accomplished according to guidance contained in the "Construction Site Environmental Survey and Clearance Manual". That guidance and other assistance may be requested from the Commander, U.S. Army Environmental Center (USAEC), ATTN: SFIM-AEC-ERO, Building E4480 Aberdeen Proving Ground, MD 21010-5401. Assistance may also be requested from the USACE Hazardous, Toxic and Radioactive Waste Center of Expertise, ATTN: CENWO-HX, 12565 West Center Road, Omaha, NE 68144-3869. Surveys will be performed prior to project design and accomplished with installation operating funds. When surveys discover limited contaminants which can be cleared prior to construction (for example, clearance or removal of ordinance and exploded weapons), clearance work will be accomplished using installation operating funds prior to design. Determination of categories will be as follows (see AR 415-15, para F-2):
- (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.
- e. *Survey.* Actions required for survey and evaluation of site contamination are given below. The statement following each action will be inserted as a separate subparagraph in block 15B1 to highlight this issue.
- (1) Category I sites require a surface sweep, and records survey as shown below. A physical inspection (walk of the site) will be conducted to establish physical evidence of possible contamination in accordance with the manual referenced in paragraph d, above. A review of the documents cited below will also be made, and a summary of results of the surface sweep and records survey will be recorded in this block. Where no contamination is found, or the results of the surface sweep and records survey indicate that no contamination is expected to be found during construction, add the following statement to this block: "The proposed construction site is not a current or former industrial, test, or other contaminant-producing site and is perceived to be clean and free of contamination. Safety and environmental evaluations of the site and available data show no need for further site surveys."

- (a) Aerial photography related to the proposed site may be obtained from the Environmental Protection Agency, Environmental Photographic Interpretation Center (EPIC), 12201 Sunrise Valley Drive, 555 National Center, Reston, VA 20192. Also, aerial photography related to most sites is commercially available.
  - (b) Initial Installation Assessment and any updates available.
  - (c) Installation historical records.
- (2) Category II sites require the same investigative techniques specified for Category I, plus others given in the manual referenced in subparagraph d, above. Only those techniques appropriate to the type contamination reasonably expected are required. When other than limited contaminants lie within project excavation footprints and require extensive work for clearance, the site will be reclassified Category III. When a location remains a Category II site, add the following statement to block 15B1: "The proposed construction site is a (current/former) (industrial/test/other-specify) site that is perceived to be clean and free of contamination. Safety and environmental evaluations of the site and available data show no need for further site surveys." A site survey plan will be developed in consultation and coordination with USAEC (SFIM-AEC-IRA) and a statement included in block 15B1 to that effect. The statement will include a brief summary of the results and findings of the surveys.
- (3) Category III sites require the same investigative techniques required for Category II plus others given in the manual referenced in paragraph d, above. Construction on Category III sites will be avoided if at all possible. Site cleanup will be accomplished prior to construction using installation operating or Defense Environmental Restoration Act (DERA) funds. In extreme circumstances, MCA funds may be programmed for cleanup as part of the total project; however, such is not encouraged due to funding constraints that will adversely affect the project's competition for funding. When cleanup is authorized for construction funding, clearance work involved will be identified as a separate line item in block 2A1, General Primary Facility. When construction on a Category III site is required, add the following statement to block 15B1: "The proposed construction site is a (current/former) (industrial/test/other-specify) site with a potential for (state what type of) contamination. Safety and environmental evaluations of the site and available data indicated a detailed site survey was advisable and such a survey has been accomplished." A site survey plan will be developed in consultation and coordination with USAEC (SFIM-AEC-IRA), and a statement included in block 15B1 to that effect. Block 15B1 will also include a brief summary of the results and findings of the surveys. Add one of the following statements to that required immediately above:
- (a) "Although previously classified as a Category III site, no contamination was found and there is no reason to believe contamination will be encountered during construction. This site has been reclassified as a Category I site."

- (b) "No contamination was found but there is some potential that contamination may be encountered during construction. Potential contamination is identified to the designer in block 15B1 of the DD Form 1391 and will be reflected in construction contract documents. A separate line item providing for potential clean-up actions is included under the primary facility. Detailed back-up environmental documentation is included in this block."
  - (c) "All contamination found has been cleared and there is no reason to expect further contamination will be encountered during construction."
  - (d) "All contamination found has been cleared. Additional contamination may be encountered during construction and a separate line item providing for potential clean-up actions is included in the primary facility. Detailed back-up environmental documentation is included in this block."
- (4) If a Category I site investigation discovers contaminated conditions (or the possibility thereof), the site will be reclassified as Category II or III as appropriate, and the additional site investigation requirements of the manual referenced in paragraph d, above, for that classification will be followed.
- f. *Contract clause.* USACE district commanders will ensure that construction contracts include a clause specifying the category of the construction site, the Government's analysis of the current site conditions, and the contractual responsibilities of all contractual parties in the event of encounter with contamination.

### **3-32. Section 16, Evaluation of Flood Hazards and Encroachment on Wetlands**

- a. *Block 16A1, Evaluation of Flood Hazards.* When the proposed facility will be located in a floodplain and or will encroach on wetlands, so state. Certify that the provisions of Executive Orders 11988, Flood Plain Management and 11990, Protection of Wetlands; and AR 415-15, paragraph F-3, have been met.
- b. *Block 16A2, Evaluation of Flood Hazards (Standard Text).* Include one of the statements below provided by the Processor. These statements will apply mainly to waterfront structures that must be located in a floodplain or on wetlands to function.
  - (1) "This facility is subject to flooding under certain conditions; however, the mission dictates that it be located as proposed. The facility will be designed and sited to minimize (choose (a) or (b) below to complete the sentence)--"
    - (a) "adverse effects on flood heights and damages to the structure or contents resulting from floods."
    - (b) "possible environmental damages caused by encroachment on the floodplain. No practicable alternative exists to the facility as proposed and sited."
  - (2) "This facility is located on wetlands; however, the mission dictates that it be located as proposed. The facility will be designed to minimize adverse impact on the wetlands. No practicable alternative exists to the facility as proposed and sited."
  - (3) "This project is not sited in a floodplain or wetlands."

### 3-33. Section 17, Information Systems Support

- a. When Information Systems are required for MILCON projects, include the ISCE in this section, according to paragraph 2-9. For other than medical facility projects, this estimate will be provided by the Director of Information Management (DOIM) at the installation; the appropriate OCONUS Information Systems Activity Representative; the Deputy Chief of Staff for Information Management (DCSIM) at MACOMs; or the designated CECOM element, as appropriate. For medical facility projects, see TM 5-838-2.
- b. Include all project information systems requirements, construction funded (CONF), USAISEC funded (ISC) or proponent funded (PROP) in the ISCE. The format consists of four sections. Blocks 17B1 (for installed equipment) and 17B2 (for equipment-in-place) provide for inclusion of primary facility building information systems requirements (inside the five-foot line). Blocks 17C1 (for installed equipment) and 17C2 (for equipment-in-place) provide for inclusion of supporting facility information systems requirements (outside the five-foot line). (See table 3-2.) See AR 415-15, appendix L, for a detailed list of required funding sources for information systems equipment. Blocks 17B3 and 17C3 are provided for entry of primary facility and supporting facilities notes, as appropriate.
- c. CONF funded and other-than-CONF funded IS requirements are summarized in section 17D. When information systems equipment costs are CONF funded, they are automatically included in blocks 2A2 and 2B7 by the DD 1391 Processor when the cost block is not frozen or the project ENG3086 cost estimate represents less than 35 percent concept level (or 5 - 15 percent parametric level) design. The DD 1391 Processor System automatically generates a 5 percent Contingency Factor line item, which is the total of the ISC costs and PROP costs multiplied by 0.05. It also generates a 14 percent Compound Adjustment Factor line item that is optional. This line item is the total of the ISC costs and PROP costs multiplied by 0.14.
- d. Installed equipment from other-than-CONF or other-than-OMA funded appropriations are itemized in block 17E, and their costs automatically reflected in section 13 and block 2G by the DD Form 1391 Processor System when the cost block is not frozen. This includes IS equipment from other-than-CONF and other-than-OMA funded sources. (See para 3-17.) When use of OMA funds is appropriate for information systems requirements, provide an explanation in section 13, Furnishings and Equipment. (See para 3-29.)
- e. Remarks, as appropriate, pertinent to the ISCE but not included in Blocks 17B3 and 17C3, are entered in block 17F, also a freeform text block.
- f. The signature block of the commander of the cognizant CECOM element, installation DOIM, MACOM DCSIM, or OCONUS element representative, as appropriate, is entered into block 17G, stating that information systems requirements in support of a project (both major and minor) have been fully identified and properly programmed, or that no such support is required. For additional information, see figure 3-8. This data will be provided prior to 1 June of the DY. The designing agency will ensure that the ISCE estimates, or estimates based on design and coordinated with the appropriate CECOM major subordinate command, are included in the ENG3086 module of the DD 1391 Processor, provided not later than 1 July of the DY to USACE. The appropriate CECOM major subordinate command is responsible for assuring that the section 17 reflects the latest data on IS costs.

- g. The ISCE preparation and, where appropriate, revision dates, are automatically generated by the DD 1391 Processor System and entered in block 17H.
- h. Block 17I is reserved for USAISEC to indicate that the ISCE for all MCA, AFH, and UMMCA projects have been reviewed and certified. Block 17J is the name, title, organization, and date of the certifying official.
- i. If the fiscal year, construction schedule, or currency exchange rate is revised, the section 17 cost estimate will be automatically updated by the DD 1391 Processor accordingly.

### 3-34. Section 18, Protection of Historic Properties

- a. *Project review procedures.* Installations having historic properties listed in the NRHP and or those historic properties that appear eligible to be nominated to the NRHP, must comply with review procedures of 36 CFR 800. Action will be taken to mitigate any adverse effect the project may have on an historic property. Obtain the official formal comments of the Advisory Council of Historic Preservation (ACHP) before the project is submitted. Projects with impacts to historical and archeological resources will be assessed according to AR 200-2. (See para 2-23, and AR 415-15, para F-4. Also, see EO 11988, EO 11990, and EO 12114.)
- b. *Scheduling.* Reviews by the SHPO and the ACHP resolving an adverse effect may be complex and lengthy. Therefore, action will be taken early enough in the project formulation stage to avoid delay in the review and approval of a proposed project.
- c. *Block 18A, Protection of Historic Properties (Standard Text).* For each project, include one of the following standard text statements supplied by the Processor:
  - (1) "This project has been evaluated for impact on historic and archaeological property and complies with the National Historic Preservation Act (PL 89-665), as amended, and EO 11593."
  - (2) "Review procedures have been implemented for this project in accordance with 36 CFR 800. The review has established that there will be no effect."
  - (3) "Review procedures have been implemented for this project in accordance with 36 CFR 800. The review has established that there will be no adverse effect. The State Historic Preservation Officer (SHPO) concurrence has been granted."
  - (4) "Review procedures have been implemented for this project in accordance with 36 CFR 800. The review has established that there will be an adverse effect or that the State Historic Preservation Officer (SHPO) does not concur with a no adverse effect determination. See copy of request to the Advisory Council on Historic Preservation (ACHP) for comments or copy of the Memorandum of Agreement, included in block 18F (in this section)."
  - (5) "This project is in direct support of a historic property listed in the National Register and meets 'The Secretary of Interior's Standards for Historic Preservation Projects, 1979'."
- d. *Guidance.* Blocks 18B through 18F provide for inclusion of the documentation required by 36 CFR 800. (See para 2-23.) Installations must include the following documents, when appropriate:
  - (1) A detailed statement of the findings of the review.
  - (2) A copy of the SHPO's statement of concurrence sent to the ACHP.

- (3) A copy of the SHPO's statement of nonconcurrency with a no adverse effect determination. In addition, include a copy of the request to the ACHP for its comments when there is a statement of nonconcurrency from the SHPO.
- (4) A copy of the Memorandum of Agreement reached with ACHP when there has been an adverse effect determination or a lack of concurrence with the SHPO.

**3-35. Section 19, Energy and Utility Requirements. (Optional)**

a. Block 19A, Summary of Energy Requirements

- (1) The following instructions for developing an energy requirements appraisal (ERA) meet the requirements for the energy impact statements in AR 11-27 for construction projects costing over \$1 million. Review all projects for their energy requirements and impact on energy resources. Determine the estimated energy consumption increase or decrease by energy type. Use these figures in setting consumption goals for the installation. Prepare an ERA as described below for all projects. Include a summary of the ERA in block 19B, Summary of Utility Support. The ERA summary should not exceed two pages. AR 415-15, paragraph K-15, requires that each project comply with 10 CFR 436.
- (2) *Project description.* Provide a very brief physical description of the project, such as "Permanent four story building, 240,000 square feet." Do not include such information as installation, project number, project title, and geographical location, which are stated elsewhere in the DD Form 1391.
- (3) *Estimated energy consumption.* Describe all interior and exterior systems that consume energy, and provide approximate sizing (for example, 5 MBTU boiler or 115 tons of air conditioning) for the estimated energy consumption.
  - (a) *Heating system.* Provide a statement of need. If the system type can be determined, state type of system and estimated consumption.
  - (b) *Air conditioning system.* Fully describe the existing system and the proposed system. Emphasize consumption and efficiencies. Indicate age and condition of installed equipment. State if project requirements can be met by the present air conditioning installation. Indicate whether the proposed system meets applicable criteria. (See AR 420-49.)
  - (c) *Water supply.* Describe existing and proposed systems. Describe energy requirements, including those for hot water services.
  - (d) *Electrical power.* Same as for (a) above. Describe any unusual power requirements expected.
  - (e) *Sewage system.* Describe the system and energy requirements for its operation. State whether the present system is adequate for expanded needs.
  - (f) *Other.* For all other systems, such as kitchen equipment and medical systems, provide information as in (1) above.
  - (g) *Design energy budget.* Provide the design energy budget (BTU/SF) for the facility.
- (4) *Energy sources.* Describe all energy sources. Comment on projected availability.

- (a) *Heating.* Describe the source of heat. Give plant age and condition. State if project requirements can be met by present plant capacity; the primary fuel to be used; if new heating plant can be integrated into the facility project; if the use of solar energy and or heat pumps is practical. Give overall consumption and estimated availability of supplies.
  - (b) *Electrical power.* Describe existing system. State if present system and contract source can provide project requirements.
  - (c) *Water supply.* Describe existing and proposed systems.
  - (d) *Air conditioning.* State if measures have been included in the project to recover energy from waste air streams; if the use of superheat or rejected heat from air conditioning systems is practical for use in heating water, provide for make-up, reheat, etc.
  - (e) *Other.* State if the use of recovered energy from engine exhausts or other energy sources is practical.
- (5) *Energy use impacts.* Provide a statement on each energy source. Compare capability of present and proposed systems to support project. Indicate if the impact will dictate enlarging existing base supply systems.
  - (6) *Energy conservation.* State what additional energy conservation measures apply to reducing increased demand. Include specific details for energy conservation, as well as guidance for reviewers to determine that these strategies have been analyzed. State how increased project demand on the base system is compatible with Army direction to reduce total energy use. Indicate that passive heat gains/losses have been considered, and the degree to which they apply.
  - (7) *Alternate energy sources.* State alternatives that might reduce total demand or load on critical energy sources.
  - (8) *Energy effects.* Describe any adverse environmental effects created by energy systems, and if more efficient sources could be used if environmental standards were downgraded.
  - (9) *Basis of appraisal.* State that total energy and selective energy have been considered and either included in the appraisal or discarded as inapplicable.
- b. *Block 19B, Summary of Utility Support.* Provide a summary of the project utility requirements. Include statements indicating the adequacy of existing utility systems in the project area at the installation to supply utility requirements, and the degree to which additional capacity or utility extensions are required to adequately support project needs. Justify additional capacity requirements indicated in the summary. If studies have been performed which reflect specific needs for utility extensions and additions to support the project, cite them by title and date. Provide a separate summary section for each utility required by the project.
  - c. *Block 19C, User Discretionary Block.* This block is for users to provide any pertinent additional data or information applicable to the utility systems or needs associated with the project in a freeform text format.

### 3-36. Section 20, Barrier-free Design

- a. *Accessibility standards.* Facility designs will incorporate the applicable provisions of the Architectural Barriers Act of 1968, Public Law 90-480 (PL 90-480), the Uniform Federal Accessibility Standards requirements established by DOD, and the Americans with Disabilities Act Accessibility Guidelines. (See AR 415-15, para K-20 and the TI 800-01.) As a result, design of every facility will include provisions for the handicapped, unless one of the conditions below exists.
  - (1) The intended facility usage is restricted to able-bodied military personnel only.
  - (2) It can be stated with certainty that the function of the facility makes it hazardous for access by handicapped persons.
  - (3) In the case of family housing, there are sufficient DUs available that are accessible or can be readily and easily modified to be accessible to the physically disabled.
- b. *Block 20A, Provisions for the Handicapped (Standard Text).*
  - (1) For all MILCON projects, include one of the following statements to be supplied by the Processor:
    - (a) "The physically handicapped will be provided for (PL 90-480). The estimated count of civilian employees and civilian users is \_\_\_\_\_."
    - (b) "The handicapped will not be provided for in the project since, in the foreseeable future, the facility will be used and operated solely by able-bodied military personnel."
    - (c) "The handicapped will not be provided for since the function of the project makes it hazardous to handicapped persons." (Explain the hazard in block 20B of this section.)
    - (d) "The handicapped will not be provided for since this project does not lend itself to design for the handicapped." Examples of such projects include conservation projects (replacement of windows, insulation, and so forth), and those related to such as fire protection and utility systems.
- c. *Block 20B, Hazards to Handicapped Persons.* List and explain the hazards that would be faced by handicapped persons gaining access to the project that would render such access unsafe.
- d. *Block 20C, Handicap Provisions.* List the features included in the project that make provisions for accessibility by the handicapped and how they affect scope and cost.

### 3-37. Section 21, Commercial Activities

- a. *Block 21A, Commercial Activities (CA) Analysis Conclusions.*
  - (1) When a CA analysis is required by DA policy, provide data in this block to show the conclusions drawn in the actual analysis and computations, or include a copy of the formal analysis. Block 21B will contain an executive summary of the CA analysis.
  - (2) Include enough data in this block so that a competent analyst can affirm the conclusions drawn by the project proponent. Support the adequacy of the analytical procedures used.
- b. *Block 21B, Executive Summary of the CA Analysis.*

- (1) Include an executive summary of the formal CA analysis, when required, in this paragraph.
- (2) *New start.* A new start or expansion requires a capital investment in facilities or equipment in excess of minimum dollar thresholds established by DA. It will meet the requirements for Government (versus contractor) ownership. The following information is required for each new start or expansion:
  - (a) Identify new start or expansion threshold.
  - (b) Discuss Government (versus contractor) ownership, including cost effectiveness, personnel requirements, and response time.
  - (c) When Government ownership is justified based on no commercial source available, address efforts to obtain same. (See AR 5-20.)
  - (d) When Government ownership is justified based on national defense requirements, address impact on combat and combat support units, rotation base or Skill Imbalanced Military Occupational Specialty (SIMOS). (See AR 5-20.)
  - (e) When the project is an expansion of an existing CA that falls below the 20 percent increase in operational cost and capital investment thresholds, indicate previous and proposed operational cost and capital investment.
  - (f) When the project is needed solely to comply with the requirements of environmental laws or OSHA, so state.
- (3) *Nonapplicability justification.* If the provisions of AR 5-20 do not apply, so state. Give the specific reasons why a "New Start expansion" is not required.

**3-38. Section 22, Antiterrorism/Force Protection Data**

Antiterrorism/Force protection measures. All projects will be reviewed by the installation Provost Marshal (PM) or Security Officer, and the Director of Plans and Training (DPT), or equivalent, for required antiterrorism/force protection measures, respectively. (See AR 415-15, para K-19, AR 190-13 and AR 190-30.)

- a. *Block 22A, Antiterrorism/Force Protection (Standard Text).* Include one of the following statements to be supplied by the Processor to attest that required measures have been provided where warranted:
  - (1) This project has been coordinated with the installation antiterrorism force protection (AT/FP) plan. Risk and threat analyses have been performed according to DA Pamphlet (Pam) 190-51 and Technical Manual (TM) 5-853-1, respectively. Only AT/FP protective measures required by AR 190-11, AR 190-51, and other physical security (190 series) regulations are included in the project. These measures are specifically identified in the cost estimate and description of construction.
  - (2) This project has been coordinated with the installation antiterrorism force protection (AT/FP) plan. Risk and threat analyses have been performed according to DA Pam 190-51 and TM 5-853-1, respectively. Both AT/FP protective measures required by AR 190-11, AR 190-51, or other physical security (190 series) regulations and additional protective measures required to mitigate the identified threat have been included in the project. These measures are specifically identified in the cost estimate and description of construction.

- (3) This project has been coordinated with the installation antiterrorism force protection (AT/FP) plan. Risk and threat analyses have been performed according to DA Pam 190-51 and TM 5-853-1, respectively. No AT/FP measures are required.
- b. *Automatic permits.* If the standard paragraph quoted in paragraph 3-38a(1) or 3-38a(2) above is selected for Block 22A, the Processor will provide automatic permits of DD 1391 to the U. S. Army Engineering and Support Center (the Center of Expertise for Electronic Security) and to the U. S. Army Engineer District, Omaha, (the Center of Expertise for Protective Design) as follows:
    - (1) The user will be given the opportunity to have the form automatically permitted at the time section 22 is completed.
    - (2) The form will be automatically permitted upon submission of the form by the installation user.
  - c. *Block 22B, Summary of Risk and Threat Analysis and Description of Any Protective Measures That Are Required.* List antiterrorism/force protection measures included in the project to meet defined threats. Show costs for these measures associated with the primary facility as a separate item under block 2A1, General Primary Facility, for both new and modernization of existing facilities. List specific measures proposed under block 10. Provide detailed, informative statements as to why the antiterrorism/force protection is needed (for example, vulnerability to terrorist threats (reference applicable threat/vulnerability assessment)) in block 11. Include costs associated with such work outside the five-foot line in block 2B8, Antiterrorism/Force Protection, under Supporting Facilities.
    - (1) The primary facility cost features that should be captured are the following:
      - (a) Those features which are generally not already reflected in the unit cost for the primary facility category code of the basic facility whose category code is given in Block 1G of the DD 1391 Processor.
      - (b) For projects using DA Standard or Definitive designs, those features that are based upon requirements of traditional physical security regulations that are not already included in such designs.
      - (c) Those features that are provided based upon risk and threat analyses and or which are primarily for the increased protection of people. (However, there may also be features required that are based on theater-specific AT/FP construction standards which must also be included in a project and costed accordingly.)
      - (d) The fundamental basis for identifying AT/FP requirements and costs is whether or not the primary function is to protect people. Each project will have its own consideration.
      - (e) Land acquisition costs solely associated with AF/FP concerns.
    - (2) Some specific examples of AT/FP reportable cost items are listed below for both the primary facility and supporting facilities secondary category codes given in paragraph 3-38e, below:
      - (a) Category Code 88041.
        1. Upgraded construction requirements for walls, doors, floors, roofs, windows and building frames for increased ballistics, blast, or forced entry resistance.

2. Upgraded electronic security system requirements, including electronic entry control, closed circuit television, and intrusion detection equipment. (Equipment costs themselves are usually not MCA funded, but related requirements, including space requirements, cable, and raceway, are MCA funded. See AR 415-15.)
3. Weapons or explosives detection equipment, including X-ray, magnetometers, portals, etc., for checking people, packages, mail, and supplies. (Equipment costs themselves are usually not MCA funded, but related requirements, including space for the equipment and processing areas, are MCA funded).
4. Special mechanical system or plumbing requirements to address protection from chemical and biological attack.

(b) Category Code 88042.

1. Passive vehicle barriers, such as berms, planters, cable reinforcement for fences, vegetation used as barriers, etc.
2. Fences or perimeter walls.
3. Active vehicle barriers, such as crash beams, pop-up bollards, pop-up drum barriers, or sliding crash gates.
4. Entry control points.
5. Exterior lighting, including perimeter, area, and parking lot lighting and lighting for Closed Circuit TV (CCTV) security applications. If such lighting is primarily for the protection of people, then the cost should be under 88042. However, if the lighting is for the protection of other than people, such as for the materiel in an arms, ammunition, or explosives storage area, or motor pool or storage yard lighting, the cost is not to be included under category code 88042. Further, the costs for items for additional parking lot lighting for barracks, headquarters facilities, or similar facilities where the purpose is primarily for people protection, would be included under 88042.
6. Exterior electronic security systems, including electronic entry control, intrusion detection systems, and CCTV if the primary purpose of the such systems is for protection of people, and not property or materiel.

(3) As mentioned in paragraph 3-38.c(1)(d) for other secondary codes, above, these two AT/FP category codes should be included in the detailed breakdown of secondary category codes provided in either block 7A or section 10.

- d. *Block 22C1, Provost Marshal Name, Rank, Title, Organization of Preparing Official, Signed? (Y/N), Date Signed.* This block provides for entry of the name, rank, title and organization of the preparing official.
- e. *Block 22C2, Director of Public Works, Name, Rank, Title, Organization of Preparing Official, Signed? (Y/N), Date Signed.* This block provides for installation confirmation by the DPW of the threat analysis. The name, rank, title, and organization of the preparing official will be prompted, as well as signature and date thereof.
- f. *Block 22D, Director of Plans and Training (or Representative) Name, Rank, Title, Organization of Preparing Official, Signed? (Y/N), Date Signed.* This block provides for the name, rank, title, and organization of the installation DPT or representative, as well as signature and date thereof.

- g. Retention of Force Protection Documentation.* Copies of the signed statements cited above will be retained at the installation.

**3-39. Section 23, Special Additional Data Requirements**

This section is reserved for MWR, commissary and Ballistic Missile Defense Organization projects.

**3-40. Section 24, Miscellaneous Data**

Section 24 is reserved for HQDA use and is not to be used for supporting data requirements from the field.

**Table 3-1  
Relationship between DD 1391 Processor System Blocks and the Actual (Printed) Version of a DD Form 1391**

| <b>DD 1391 Processor Block Number</b> | <b>DD 1391 Processor Block Title or Content</b>   | <b>Printed DD Form 1391 Block Number or Location If Applicable</b> | <b>Printed DD Form 1391 Support Documentation Location If Applicable</b> |
|---------------------------------------|---|--|--|
| 1A                                    | Program Type  | Item 1A  | N/A  |
| 1B                                    | Component   | Block 1  |  |
| 1C                                    | Fiscal Year   | Top center (no block number)                                       |  |
| 1D1                                   | Construction Start Date Assumption  | After front page text  |  |
| 1D2                                   | Construction End Date Assumption  | After front page text  |  |
| N/A                                   | Construction Midpoint   | After front page text  |  |
| 1E1                                   | Installation Name   | Block 3  |  |
| 1E2                                   | Subpost/Remote Location Name  | Block 3  |  |
| 1F                                    | Location  | Block 3  |  |
| 1G                                    | Category Code   | Block 3  |  |
| 1H                                    | Project Title   | Block 4  |  |
| 1I                                    | Type of Work  | If other than "new", indicated in project title                    |  |
| 1J1                                   | Reserved  |  |  |
| 1J2                                   | Reserved  |  |  |
| 1J3                                   | Reserved  |  |  |
| 1J4                                   | Reserved  |  |  |
| 1J5                                   | Reserved  |  |  |
| 1K                                    | Type of Construction  |  | Item 1K  |
| 1L                                    | Program Element   | Block 5  |  |
| 1M                                    | Permanent Project Number (Form Number)  | Block 7  |  |
| 1N                                    | Temporary Project Number  |  | Item 1N  |
| 1O                                    | Preparation Date  | Block 2  |  |
| 2A0                                   | Currency Type/Exchange Rate   | Block 9  |  |
| 2A1                                   | General Primary Facilities  | Block 9  |  |
| 2A2                                   | Information Systems Primary Facilities  | Block 9  |  |
| 2B1 - 2B9                             | Supporting Facilities   | Block 9  |  |
| 2C                                    | Contingency Factor  | Block 9  |  |
| 2D                                    | SIOH Percent  | Block 9  |  |
| 2E                                    | Category E Equipment (\$000)  | Block 9  |  |
| 2F                                    | Estimated Project Cost (Rounded)  | Blocks 8 and 9   |  |
| 2G                                    | Installed Equipment<br>-Other Appropriations<br>Associated Construction Cost (For BUP and MR Projects Only)<br>Relocatable Building Cost (For RB Projects Only) | Block 9  |  |
| 3A                                    | Description of Proposed Construction<br>Project Description (For BUP, MR, & RB Projects Only)   | Block 10   |  |

**Table 3-1  
Relationship between DD 1391 Processor System Blocks and the Actual (Printed) Version of a DD Form 1391**

| <b>DD 1391 Processor Block Number</b> | <b>DD 1391 Processor Block Title or Content</b>  | <b>Printed DD Form 1391 Block Number or Location If Applicable</b> | <b>Printed DD Form 1391 Support Documentation Location If Applicable</b> |
|---------------------------------------|--|--|--|
| 3B                                    | Remarks Project Justification (For MR & RB Projects Only)                                | Block 11   | After Section 11   |
| 3C                                    | Project Description  | Block 11   |  |
| 3D                                    | Additional Information (For BUP, MR, & RB Projects Only) Requirement                     | Block 11   |  |
|                                       | Impact if Not Provided (For BUP, MR, & RB Projects Only)                                 |  |  |
| 3E                                    | Current Situation  | Block 11   |  |
|                                       | Associated Project Scope (For BUP, MR, & RB Projects Only)                               |  |  |
| 3F                                    | Impact If Not Provided   | Block 11   |  |
| 3G                                    | Additional   | Block 11   |  |
| 3H                                    | NATO Infrastructure  | Block 11   |  |
| 3I                                    | Related Projects   |  | After Section 11   |
| 4A                                    | Type of Design   |  | Item 4A  |
|                                       | Drawing Number   |  |  |
| 4B                                    | Scope (UM)   |  | Item 4B  |
| 4C                                    | Size (UM)  |  | Item 4C  |
| 4D                                    | Cooling (Air Conditioning, Evaporation, Mechanical Vent) Capacity                        |  | Item 4D  |
|                                       | Cost   |  |  |
| 4E                                    | Unit of Measure  |  | Item 4E  |
| 4F                                    | Total Requirement  | Block 11   |  |
| 4G                                    | Existing Substandard   | Block 11   |  |
|                                       | Existing Substandard to be Corrected by This Project (For BUP, MR, and RB Projects Only) |  |  |
| 4H                                    | Existing Adequate  | Block 11   |  |
| 4I                                    | Funded, Not in Inventory   |  | Section 11   |
| 4J                                    | Adequate Assets  |  | Section 11   |
| 4K                                    | Unfunded Prior Authorization (By FY)   |  | Section 11   |
| 4L                                    | Included in Prior Year Program   |  | Section 11   |
|                                       | Fiscal Year  |  |  |
|                                       | Authorized   |  |  |
|                                       | Funded   |  |  |
| 4M                                    | Deficiency   |  | Section 11   |
|                                       | Authorized   |  |  |
|                                       | Funded   |  |  |

**Table 3-1  
Relationship between DD 1391 Processor System Blocks and the Actual (Printed) Version of a DD Form 1391**

| <b>DD 1391 Processor Block Number</b> | <b>DD 1391 Processor Block Title or Content</b>  | <b>Printed DD Form 1391 Block Number or Location If Applicable</b> | <b>Printed DD Form 1391 Support Documentation Location If Applicable</b> |
|---------------------------------------|--|--|--|
| 4N                                    | Provisions for Handling Classified Information<br>Date of TEMPEST Risk Assessment  |  | After Section 11   |
| 4O                                    | Signature Block<br>Name, Rank, Title, Organization of Preparing Official, Signed? (Y/N),<br>Date Signed                              | After front page text  |  |
| 4P                                    | Capital Investment Strategy (CIS)<br>Preparation Date<br>Project Development<br>Brochure Preparation<br>Date (For PBS projects Only) |  | Item 4P  |
| 4Q                                    | Is DDESB (Department of Defense Explosives Safety Board) Approval Required? (Y/N)<br>DDESB Approval Date                             |  | Item 4Q  |
| 4R                                    | Is FAA (Federal Aviation Administration) Approval Required? (Y/N)<br>FAA Approval Date   |  | Item 4R  |
| 5                                     | Reserved for Ballistic Missile Defense Organization (BMDO) Projects  |  | Section 5  |
| 5A                                    | Design Start Date, Estimated   |  | Item 6A  |
| 6A                                    | Design Start Date, Estimated   |  | Item 6A  |
| 6B                                    | Concept Completion Date, Estimated   |  | Item 6B  |
| 6C                                    | Design Completion Date, Estimated  |  | Item 6C  |
| 6D                                    | Estimated Percent Complete as of 15 September DY (Design Year)<br>30% Complete as of (MMM YYYY) (For BMDO Projects Only)             |  | Item 6D  |
| 6E                                    | Estimated Percent Complete as of 1 January BY (Budget Year)<br>60% Complete as of (MMM YYYY) (For BMDO Projects Only)                |  | Item 6E  |
| 6F                                    | Estimated Percent Complete as of 1 October PY (Program Year)<br>90% Complete as of (MMM YYYY) (For BMDO Projects Only)               |  | Item 6F  |
| 6G                                    | Standard or Definitive Design? (Y/N)   |  | Item 6G  |

**Table 3-1  
Relationship between DD 1391 Processor System Blocks and the Actual (Printed) Version of a DD Form 1391**

| <b>DD 1391 Processor Block Number</b> | <b>DD 1391 Processor Block Title or Content</b>  | <b>Printed DD Form 1391 Block Number or Location If Applicable</b> | <b>Printed DD Form 1391 Support Documentation Location If Applicable</b> |
|---------------------------------------|--|--|--|
| 6H                                    | Installation Where Design was Last Used  |  | Item 6H  |
| 6I                                    | Contract Architect-Engineer Design Cost, Estimated   |  | Item 6I  |
| 6J                                    | In-house Design Cost plus Architect Engineer Contract Supervision and Administration Cost and Government Forces Design Cost, Estimated |  | Item 6J  |
| 6K                                    | Total Design Cost  |  | Item 6K  |
| 6L                                    | Production of Plans and Specifications   |  | Item 6L  |
| 6M                                    | All Other Design Costs   |  | Item 6M  |
| 6N                                    | Construction Start Date  |  | Item 6N  |
| 6O1                                   | USACE Certification<br>Design/Construction Agent's Certification (For BMDO, NMD, and TMD Projects Only)                                |  | Item 6O1   |
| 6O2                                   | Certifying Official's Name and Office Symbol, and Certification Date   |  | Item 6O2   |
| 7A                                    | General Justification Data<br>Operational Necessity Statement (For BUP, MR, and RB Projects Only)                                      |  | Item 7A  |
| 7B                                    | Traffic Analysis   |  | Item 7B  |
| 7C                                    | MACOM Certification  |  | Item 7C  |
| 7D1                                   | Installation Engineer Name   |  | Item 7D  |
| 7D2                                   | Installation Engineer Phone Number   |  | Item 7D2   |
| 8A                                    | Present Accommodations Now In Use and Disposition  |  | Item 8A  |
| 8B                                    | Present Accommodations and Disposition   |  | Item 8B  |
| 9A                                    | Inventory Impact   |  | Item 9A  |
| 9B                                    | Workload Impact  |  | Item 9B  |
| 9C                                    | Resource Impact  |  | Item 9C  |
| 9C1                                   | Total Change (Added)   |  | Item 9C1   |
| 9C2                                   | Total Change (Removed)   |  | Item 9C2   |
| 9D                                    | RPMA Discussion  |  | Item 9D  |
| 10                                    | Analysis of Deficiencies   |  | Section 10   |
| 11A                                   | Is Project Exempt from Economic Analysis? (Y/N)  |  | Item 11A   |
| 11B1                                  | Retrieve Data from ECONPACK  |  | Item 11B1  |
| 11B2                                  | ECIP Report from LCCID   |  | Item 11B2  |
| 11B3                                  | User-Generated Data  |  | Item 11B3  |

**Table 3-1  
Relationship between DD 1391 Processor System Blocks and the Actual (Printed) Version of a DD Form 1391**

| <b>DD 1391 Processor Block Number</b> | <b>DD 1391 Processor Block Title or Content</b>                               | <b>Printed DD Form 1391 Block Number or Location If Applicable</b> | <b>Printed DD Form 1391 Support Documentation Location If Applicable</b> |
|---------------------------------------|---|--|--|
| 11C                                   | Reserved  |  |  |
| 11D                                   | Economic Justification Summary  |  | Item 11D   |
| 11E                                   | Economic Analysis<br>Decision Analysis (For MR, BUP,<br>and RB Projects Only) |  | Item 11E   |
| 11F                                   | Reserved  |  |  |
| 12A                                   | Criteria for Proposed Construction  |  | Item 12A   |
| 12B                                   | User Discretionary Block  |  | Item 12B   |
| 13A1                                  | Furnishings and Equipment   |  | Item 13A1  |
| 13A2                                  | Information Systems Furnishings<br>and Equipment                              |  | Item 13A2  |
| 13B                                   | Furnishings and Equipment Discus-<br>sion                                     |  | Item 13B   |
| 14                                    | Reserved  |  |  |
| 15A                                   | Environmental Documentation   |  | Item 15A   |
| 15B1                                  | Summary of Environmental Conse-<br>quences                                    |  | Item 15B1  |
| 15B2                                  | Environmental Standard Text   |  | Item 15B2  |
| 16A1                                  | Evaluation of Flood Hazards   |  | Item 16A1  |
| 16A2                                  | Evaluation of Flood Hazards (Stan-<br>dard Text)                              |  | Item 16A2  |
| 17                                    | Information Systems Support   | N/A  | N/A  |
| 17A1                                  | Installation  |  | Item 17A1  |
| 17A2                                  | Permanent Project Number  |  | Item 17A2  |
| 17A3                                  | Fiscal Year   |  | Item 17A3  |
| 17A4                                  | MACOM   |  | Item 17A4  |
| 17A5                                  | USACE District  |  | Item 17A5  |
| 17A6                                  | Project Title   |  | Item 17A6  |
| 17A7                                  | Capability Request Number/RS  |  | Item 17A7  |
| 17A8                                  | Information Systems Design<br>Agency  |  | Item 17A8  |
| 17A9                                  | Contingency Factor for ISC and<br>PROP  |  | Item 17A9  |
| 17A10                                 | Apply 14% Compound Adjustment<br>Factor? (CAF)                                |  | Item 17A10   |
| 17A11                                 | Program Type  |  | Item 17A11   |
| 17B1                                  | Primary Facility, Inside the 5-Foot<br>Line - Installed Equipment             |  | Item 17B1  |
| 17B2                                  | Primary Facility, Inside the 5-Foot<br>Line - Equipment-in-Place              |  | Item 17B2  |
| 17B3                                  | Primary Facility Notes  |  | Item 17B3  |
| 17C1                                  | Supporting Facilities, Outside the 5-<br>Foot Line - Installed Equipment      |  | Item 17C1  |
| 17C2                                  | Supporting Facilities, Outside the 5-<br>Foot Line - Equipment-in-Place       |  | Item 17C2  |

**Table 3-1  
Relationship between DD 1391 Processor System Blocks and the Actual (Printed) Version of a DD Form 1391**

| <b>DD 1391 Processor Block Number</b> | <b>DD 1391 Processor Block Title or Content</b>   | <b>Printed DD Form 1391 Block Number or Location If Applicable</b> | <b>Printed DD Form 1391 Support Documentation Location If Applicable</b> |
|---------------------------------------|---|--|--|
| 17C3                                  | Supporting Facilities Notes   |  | Item 17C3  |
| 17D                                   | Information Systems Cost Summary  |  | Item 17D   |
| 17E                                   | Enter Section 13 Procuring APRN for PROP Cost Data  |  | Item 17E   |
| 17F                                   | Remarks   |  | Item 17F   |
| 17G                                   | (DOIM/DCSIM) Signature Block, Name Title, (DOIM/DCSIM) Organization of Preparing Official, Signed? (Y/N), Date Signed |  | Item 17G   |
| 17H                                   | Date Prepared   |  | Item 17H   |
| 17I                                   | Information Systems Certification (Standard Text)   |  | Item 17I   |
| 17J                                   | Information Systems Cost Estimate Certifying Official   |  | Item 17J   |
| 18A                                   | Protection of Historic Properties (Standard Text)   |  | Item 18A   |
| 18B                                   | Detailed Statement of Review Findings   |  | Item 18B   |
| 18C                                   | State Historic Preservation Officer (SHPO) Statement of Concurrence   |  | Item 18C   |
| 18D                                   | State Historic Preservation Officer (SHPO) Statement of Non-Concurrence   |  | Item 18D   |
| 18E                                   | Request to Advisory Council on Historic Preservation (ACHP)   |  | Item 18E   |
| 18F                                   | Memorandum of Agreement   |  | Item 18F   |
| 19A                                   | Summary of Energy Requirements  |  | Item 19A   |
| 19B                                   | Summary of Utility Support  |  | Item 19B   |
| 19C                                   | User Discretionary Block  |  | Item 19C   |
| 20A                                   | Provisions for the Handicapped (Standard Text)  |  | Item 20A   |
| 20B                                   | Hazards to Handicapped Persons  |  | Item 20B   |
| 20C                                   | Handicap Provisions   |  | Item 20C   |
| 21A                                   | CA Analysis Conclusions Engineering Analysis With Consideration of Economic Factors (For MR and RB Projects Only)     |  | Item 21A   |
| 21B                                   | Executive Summary of the CA Analysis  |  | Item 21B   |
| 22A                                   | Antiterrorism/Force Protection (Standard Text)  |  | Item 22A   |
| 22B                                   | Antiterrorism/Force Protection  |  | Item 22B   |

**Table 3-1  
Relationship between DD 1391 Processor System Blocks and the Actual (Printed) Version of a DD Form 1391**

| <b>DD 1391 Processor Block Number</b> | <b>DD 1391 Processor Block Title or Content</b>  | <b>Printed DD Form 1391 Block Number or Location If Applicable</b> | <b>Printed DD Form 1391 Support Documentation Location If Applicable</b> |
|---------------------------------------|--|--|--|
| 22C1                                  | Provost Marshal Name, Rank, Title, Organization of Preparing Official, Signed? (Y/N), Date Signed                                    |  | Item 22C1  |
| 22C2                                  | Threat Analysis-Installation Confirmation Name, Rank, Title, Organization of Preparing Official, Signed? (Y/N), Date Signed          |  | Item 22C2  |
| 22D                                   | Director of Plans and Training (or Representative) Name, Rank, Title, Organization of Preparing Official, Signed? (Y/N), Date Signed |  | Item 22D   |
| 23A                                   | Determination and Certification of Actual Need<br>Special Additional Data Requirements (For NAF and AAFES Projects Only)             |  | Item 23A   |
| 23B1-23B7                             | Similar Facility Data (For BMDO and COMM Projects Only)  |  | Items 23B1 - 23B7  |
| 23B8                                  | Explanation of Why These Facilities Are Not Available (Freeform Text Block)  |  | Item 23B8  |
| 23C                                   | Space Criteria Allowance (Freeform Text Block)<br>Inflation Correction Factor Index Has Been Updated                                 |  | Item 23C   |
| 23C1 - 23C10                          | Space Criteria Allowance (For BMDO and COMM Projects Only)   |  | Items 23C1 - 23C10   |
| 23D1 - 23D2                           | Waiver Requirements (For BMDO and COMM Projects Only)  |  | Items 23D1 - 23D2  |
| 23E                                   | Project Certification (Standard Text)  |  | Item 23E   |
| 23F                                   | Project Certification (Freeform Text)  |  | Item 23F   |
| 24A                                   | Special Requirements Paragraph Reserved for HQDA   |  | Item 24A   |
| 24B                                   | Special Requirements Paragraph Reserved for HQDA   |  | Item 24B   |
| 24C                                   | Special Requirements Paragraph Reserved for HQDA   |  | Item 24C   |

**Note.**

The data shown above reflects the data which appears on the printed DD Form 1391 and the corresponding blocks of the 1391 Processor. However, note that some block titles in the prompting sequence will not appear on the printed form for all versions of the printed form.

**Table 3-2.**  
**DD Form 1391 Certification Activities (MCA, AFH, ChemD, and UMMCA Only)**

| DD 1391<br>Processor<br>Block<br>Number | DD 1391<br>Processor Block Title or Content | USACE<br>Role | MACOM<br>Role      |
|---|---|---------------|--------------------|
| 1A                                      | Program Type                                | N/A           | N/A                |
| 1B                                      | Component                                   | N/A           | Review             |
| 1C                                      | Fiscal Year                                 | Check         | Review             |
| 1D1                                     | Construction Start Date Assumption          | Review        | Check              |
| 1D2                                     | Construction End Date Assumption            | Review        | Check              |
| N/A                                     | Construction Mid-Point                      | Review        | Check              |
| 1E1                                     | Installation Name                           | Check         | Review             |
| 1E2                                     | Subpost/Remote Location Name                | Check         | Review             |
| 1F                                      | Location                                    | Check         | Review             |
| 1G                                      | Category Code                               | Check         | Review             |
| 1H                                      | Project Title                               | Check         | Review             |
| 1I                                      | Type of Work                                | Use           | Review             |
| 1J1                                     | Reserved                                    |               |                    |
| 1J2                                     | Reserved                                    |               |                    |
| 1J3                                     | Reserved                                    |               |                    |
| 1J4                                     | Reserved                                    |               |                    |
| 1J5                                     | Reserved                                    |               |                    |
| 1K                                      | Type of Construction                        | Check         | Review             |
| 1L                                      | Program Element                             | N/A           | N/A                |
| 1M                                      | Permanent Project Number (Form Number)      | Use           | Use                |
| 1N                                      | Temporary Project Number                    | N/A           | N/A                |
| 1O                                      | Preparation Date                            | N/A           | N/A                |
| 2AO                                     | Currency Type/Exchange Rate                 | Review        | Check              |
| 2A1                                     | General Primary Facilities                  | Review        | Review             |
| 2A2                                     | Information Systems Primary Facilities      | Review        | Review             |
| 2B1-2B6,<br>2B8, &<br>2B9               | Supporting Facilities                       | Review        | Review             |
| 2B7                                     | Information Systems Supporting Facilities   | Check         | Review             |
| 2C                                      | Contingency Factor                          | Review        | Check              |
| 2D                                      | SIOH Percent                                | Review        | Check              |
| 2E                                      | Category E Equipment (\$000)                | Check         | Review or<br>Check |
| 2F                                      | Estimated Project Cost (Rounded)            | Check         | Check              |
| 2G                                      | Installed Equipment (other appropriations)  | Check         | Review             |
| 3A                                      | Description of Proposed Construction        | Review        | Review             |
| 3B                                      | Remarks                                     | Use           | Review             |
| 3C                                      | Project Description                         | Use           | Review             |
| 3D                                      | Requirement                                 | Check         | Review             |
| 3E                                      | Current Situation                           | N/A           | Review             |
| 3F                                      | Impact If Not Provided                      | N/A           | Review             |
| 3G                                      | Additional                                  | N/A           | Review             |
| 3H                                      | NATO Infrastructure                         | N/A           | Review             |
| 3I                                      | Related Projects                            | Check         | Review             |
| 4A                                      | Type of Design                              | Use           | Review             |
|   | Drawing Number                              | Use           | Use                |

**Table 3-2.**  
**DD Form 1391 Certification Activities (MCA, AFH, ChemD, and UMMCA Only)**

| DD 1391<br>Processor<br>Block<br>Number | DD 1391<br>Processor Block Title or Content  | USACE<br>Role     | MACOM<br>Role           |
|---|--|-------------------|-------------------------|
| 4B                                      | Scope (UM)   | Use               | Use                     |
| 4C                                      | Size (UM)  | Use               | Use                     |
| 4D                                      | Cooling (Air Conditioning, Evaporation, Mechanical Vent) Capacity<br>Cost  | Check             | Check                   |
| 4E                                      | Unit of Measure  | Use               | Review                  |
| 4F                                      | Total Requirement  | N/A               | Review                  |
| 4G                                      | Existing Substandard   | N/A               | Review                  |
| 4H                                      | Existing Adequate  | Use               | Review                  |
| 4I                                      | Funded, Not in Inventory   | N/A               | Review                  |
| 4J                                      | Adequate Assets  | N/A               | Check                   |
| 4K                                      | Unfunded Prior<br>Authorization (By FY)  | N/A               | Check                   |
| 4L                                      | Included in Prior Year Program<br>Fiscal Year<br>Authorized<br>Funded  | N/A<br>N/A<br>N/A | Check<br>Check<br>Check |
| 4M                                      | Deficiency<br>Authorized<br>Funded   | N/A<br>N/A        | Check<br>Check          |
| 4N                                      | Provisions for Handling Classified Information<br>Date of TEMPEST Risk<br>Assessment   | Check<br>Check    | Review<br>Review        |
| 4O                                      | Signature Block Name, Rank, Title, Organization of<br>Preparing Official, Signed? (Y/N), Date Signed                           | N/A               | Review                  |
| 4P                                      | Capital Investment Strategy Preparation Date<br>Project Development Brochure Preparation Date<br>(For PBS projects Only)       | N/A               | N/A                     |
| 4Q                                      | Is DDESB (Department of Defense Explosives<br>Safety Board) Approval Required? (Y/N)<br>DDESB Approval Date                    | Review            | Review                  |
| 4R                                      | Is FAA (Federal Aviation Administration) Approval<br>Required? (Y/N) FAA Approval Date   | Review            | Review                  |
| 5                                       | Reserved for Ballistic Missile Defense Organization<br>(BMDO) Projects   |                   |                         |
| 6A                                      | Design Start Date, Estimated   | *Review           | N/A                     |
| 6B                                      | Concept Completion Date, Estimated   | *Review           | N/A                     |
| 6C                                      | Design Completion Date, Estimated  | *Review           | N/A                     |
| 6D                                      | Estimated Percent Complete as of 15 September<br>DY (Design Year)<br>30% Complete as of (MMM YYYY) (For BMDO<br>Projects Only) | *Review           | N/A                     |
| 6E                                      | Estimated Percent Complete as of 01 January BY<br>(Budget Year)<br>60% Complete as of (MMM YYYY) (For BMDO<br>Projects Only)   | *Review           | N/A                     |

**Table 3-2.  
DD Form 1391 Certification Activities (MCA, AFH, ChemD, and UMMCA Only)**

| DD 1391<br>Processor<br>Block<br>Number | DD 1391<br>Processor Block Title or Content  | USACE<br>Role | MACOM<br>Role |
|---|--|---------------|---------------|
| 6F                                      | Estimated Percent Complete as of 01 October PY<br>(Program Year)<br>90% Complete as of (MMM YYYY) (For BMDO<br>Projects Only                 | *Review       | N/A           |
| 6G                                      | Standard or Definitive Design? (Y/N)   | *Review       | N/A           |
| 6H                                      | Installation Where Design was Last Used  | *Review       | N/A           |
| 6I                                      | Contract Architect-Engineer Design Cost, Esti-<br>mated  | *Review       | N/A           |
| 6J                                      | In-house Design Cost plus Architect Engineer<br>Contract Supervision and Administration Cost and<br>Government Forces Design Cost, Estimated | *Review       | N/A           |
| 6K                                      | Total Design Cost  | *Review       | N/A           |
| 6L                                      | Production of Plans and Specifications   | *Review       | N/A           |
| 6M                                      | All Other Design Costs   | *Review       | N/A           |
| 6N                                      | Construction Start Date  | *Review       | N/A           |
| 6O1                                     | USACE Certification  | Certify       | Check         |
| 6O2                                     | Certifying Official's Name and Office Symbol, and<br>Certification Date  | Certify       | Check         |
| 7A                                      | General Justification Data   | Check         | Review        |
| 7B                                      | Traffic Analysis   | N/A           | Review        |
| 7C                                      | MACOM Certification  | N/A           | Certify       |
| 7D1                                     | Installation Engineer Name   | N/A           | Check         |
| 7D2                                     | Installation Engineer Phone Number   | N/A           | Check         |
| 8A                                      | Present Accommodations Now In Use and Dispo-<br>sition   | Use           | Review        |
| 8B                                      | Present Accommodations and Disposition   | Use           | Review        |
| 9A-9D                                   | Real Property Maintenance Activity (RPMA)  | N/A           | N/A           |
| 10                                      | Analysis of Deficiencies   | N/A           | Review        |
| 11A-11E                                 | Economic Analysis  | N/A           | Review        |
| 11F                                     | Reserved   | N/A           | N/A           |
| 12A                                     | Criteria for Proposed Construction   | Review        | Review        |
| 12B                                     | User Discretionary Block   | Review        | Review        |
| 13A1                                    | Furnishings and Equipment  | Check         | Review        |
| 13A2                                    | Information Systems Furnishings and Equipment  | Check         | Review        |
| 13B                                     | Furnishings and Equipment Discussion   | Check         | Review        |
| 14                                      | Reserved   |               |               |
| 15A                                     | Environmental Documentation  | Check         | Review        |
| 15B1                                    | Summary of Environmental Consequences  | Check         | Review        |
| 15B2                                    | Environmental Standard Text  | Check         | Review        |
| 16A1-                                   | Evaluation of Flood Hazards  | Check         | Review        |
| 16A2                                    |  |               |               |
| 17A1-                                   | Information Systems Cost Estimate Preparation  | Check         | Review        |
| 17A11                                   | Data   |               |               |
| 17B1-                                   | Primary Facility Information Systems Cost Data   | Check         | Review        |
| 17B3                                    |  |               |               |
| 17C1-                                   | Supporting Facilities Information Systems Cost   | Check         | Review        |
| 17C3                                    | Data   |               |               |

**Table 3-2.  
DD Form 1391 Certification Activities (MCA, AFH, ChemD, and UMMCA Only)**

| DD 1391<br>Processor<br>Block<br>Number | DD 1391<br>Processor Block Title or Content  | USACE<br>Role | MACOM<br>Role |
|---|--|---------------|---------------|
| 17D                                     | Information Systems Cost Summary   | Check         | Review        |
| 17E                                     | Enter Section 13 Procuring APRN for PROP Cost Data   | Check         | Review        |
| 17F                                     | Remarks  | Check         | Review        |
| 17G                                     | (DOIM/DCSIM) Signature Block, Name Title, (DOIM/DCSIM) Organization of Preparing Official, Signed (Y/N), Date Signed | Check         | Review        |
| 17H                                     | Date Prepared  | Check         | Review        |
| 17I                                     | Information Systems Certification (Standard Text)  | Check         | Review        |
| 17J                                     | Information Systems Cost Estimate Certifying Official  | Check         | Review        |
| 18A-18F                                 | Protection of Historic Properties  | Check         | Review        |
| 19A-19C                                 | Energy and Utility Requirements  | Check         | Review        |
| 20A-20C                                 | Provisions for the Handicapped   | Check         | Review        |
| 21A-21B                                 | Commercial Activities Analysis   | Check         | Review        |
| 22A-22D                                 | Antiterrorism/Force Protection   | Check         | Review        |
| 23A-23F                                 | Special Additional Data Requirements   | Check         | Review        |
| 24                                      | Miscellaneous Data   | N/A           | N/A           |

***Certification Activity Definitions:***

Review: Examine and evaluate (subject of certification).

\*Review: Section to be completed by USACE after Design Code 2 is issued and prior to 1 July of the DY

Check: Use and question if not clear.

Use: Use information, but do not question accuracy.

N/A: No action required.

Certify: Responsible agent certifies project data or provides signature in this block.

**Table 3-3  
DD Form 1391 ISCE Certification Activities (MCA, AFH, and UMMCA Only)**

| <b>DD 1391 Processor Block Number</b> | <b>DD 1391 Processor Block Title or Content</b>   | <b>USAISEC Role</b> | <b>MACOM Role</b> |
|---------------------------------------|---|---------------------|-------------------|
| 1A-2A1                                | General Project Data  | Check or N/A        | See Table 3-2     |
| 2A2                                   | Information Systems Primary Facilities  | Prepare or Review   | Review            |
| 2B1-2B6, 2B8, & 2B9                   | Supporting Facilities   | Review or NA        | See Table 3-2     |
| 2B7                                   | Information Systems Supporting Facilities   | Prepare or Review   | Review            |
| 2C-2F                                 | General Project Data  | Check or N/A        | See Table 3-2     |
| 2G                                    | Installed Equipment - Other Appropriations  | Review              | See Table 3-2     |
| 3A-4D                                 | General Project Data  | Check or N/A        | See Table 3-2     |
| 4E                                    | Unit of Measure   | Use                 | See Table 3-2     |
| 4F-4R                                 | General Project Data  | Check or N/A        | See Table 3-2     |
| 5                                     | Reserved for Ballistic Missile Defense Organization (BMDO) Projects   |                     |                   |
| 6A-16A2                               | General Project Data  | Check or N/A        | See Table 3-2     |
| 17A1                                  | Installation  | Use                 | Review            |
| 17A2                                  | Permanent Project Number  | Use                 | Review            |
| 17A3                                  | Fiscal Year   | Use                 | Review            |
| 17A4                                  | MACOM   | Check               | Review            |
| 17A5                                  | USACE District  | Use                 | Review            |
| 17A6                                  | Project Title   | Use                 | Review            |
| 17A7                                  | Capability Request Number/RS  | Use                 | Review            |
| 17A8                                  | Information Systems Design Agency   | Use                 | Review            |
| 17A9                                  | Contingency Factor for ISC and PROP   | Use                 | Review            |
| 17A10                                 | Apply 14% Compound Adjustment Factor? (CAF)   | Use                 | Review            |
| 17A11                                 | Program Type  | Use                 | Review            |
| 17B1                                  | Primary Facility, Inside the 5-Foot Line – Installed Equipment  | Prepare or Review   | Review            |
| 17B2                                  | Primary Facility, Inside the 5-Foot Line – Equipment-in-Place   | Prepare or Review   | Review            |
| 17B3                                  | Primary Facility Notes  | Prepare or Review   | Review            |
| 17C1                                  | Supporting Facilities, Outside the 5-Foot Line – Installed Equipment  | Prepare or Review   | Review            |
| 17C2                                  | Supporting Facilities, Outside the 5-Foot Line – Equipment-in-Place   | Prepare or Review   | Review            |
| 17C3                                  | Supporting Facilities Notes   | Prepare or Review   | Review            |
| 17D                                   | Information Systems Cost Summary  | Prepare or Review   | Review            |
| 17E                                   | Enter Section 13 Procuring APRN for PROP Cost Data  | Use or Review       | Review            |
| 17F                                   | Remarks   | Prepare or Review   | Review            |
| 17G                                   | (DOIM/DCSIM) Signature Block, Name Title, (DOIM/DCSIM) Organization of Preparing Official, Signed? (Y/N), Date Signed | Check               | Review            |
| 17H                                   | Date Prepared   | Prepare or Review   | Review            |
| 17I                                   | Information Systems Certification (Standard Text)   | Certify             | Review            |

**Table 3-3  
DD Form 1391 ISCE Certification Activities (MCA, AFH, and UMMCA Only)**

| DD 1391 Processor Block Number | DD 1391 Processor Block Title or Content                 | USAISEC Role | MACOM Role    |
|--------------------------------|--|--------------|---------------|
| 17J                            | Information Systems Cost Estimate<br>Certifying Official | Certify      | Review        |
| 18A-24                         | General Project Data                                     | Check or N/A | See Table 3-2 |

***Certification Activity Definitions:***

- Prepare: Develop and enter data into the 1391 Processor block indicated.
- Review: Examine and evaluate (subject of certification).
- Check: Use and question if not clear.
- Use: Use information, but do not question accuracy.
- N/A: No action required.
- Certify: Responsible agent certifies project data in this block.

**Table 3-4.  
Information Systems Cost Estimate (ISCE)**

**DISPLAY FORMAT (SECTION 17)**

| Block Number | Block Description  |
|--------------|--|
| 17           | INFORMATION SYSTEMS SUPPORT                                    |
| 17A          | INFORMATION SYSTEMS COST ESTIMATE (ISCE)                       |
| 17A1         | INSTALLATION =>  |
| 17A2         | PERMANENT PROJECT NUMBER =>                                    |
| 17A3         | FISCAL YEAR =>   |
| 17A4         | MACOM =>   |
| 17A5         | USACE DISTRICT =>  |
| 17A6         | PROJECT TITLE = Whole Barracks Complex Renewal-PH2             |
| 17A7         | CAPABILITY REQUEST NUMBER/RS                                   |
| 17A8         | INFORMATION SYSTEMS DESIGN AGENCY (USACE)                      |
| 17A9         | CONTINGENCY FACTOR FOR ISC AND PROP = 5.00                     |
| 17A10        | APPLY 14% COMPOUND ADJUST FACTOR? (Y/N) = N                    |
| 17A11        | PROGRAM TYPE = MCA   |
| 17A12        | Area Cost Factor (ACF) =                                       |
| 17B1         | PRIMARY FACILITY, INSIDE THE 5-FOOT LINE – INSTALLED EQUIPMENT |

|     | Description                     | UM | Quantity | Unit Price | Total Cost | FT |
|-----|---------------------------------|----|----------|------------|------------|----|
| (1) | EMT 3/4in W/HDW (SGL RJ45 & TV) | LF | 3600     | 4.25       | 15300      | C  |
| (2) | EMT 1in W/HDW (DUAL OUTLETS)    | LF | 56250    | 5.10       | 286875     | C  |
| (3) | EMT 4in W/HDW (BACKBONE CABLE)  | LF | 415      | 23.55      | 9773       | C  |
| (4) | BACKBOARD: 4'x8'x3/4in          | EA | 10       | 62.99      | 630        | C  |
| (5) | CABLE TRAY (12in WIDE)          | LF | 2000     | 19.09      | 38180      | C  |
| (6) | CABLE TRAY (6in WIDE)           | LF | 4000     | 16.25      | 65000      | C  |

|                 | CONF COST  | ISC COST | PROP COST | TOTAL COST |
|-----------------|--|----------|-----------|------------|
| <b>SUBTOTAL</b> | 415,758  | 0        | 0         | 415,758    |
| 17B2            | PRIMARY FACILITY, INSIDE THE 5-FOOT LINE -EQUIPMENT-IN-PLACE |          |           |            |

|      | Description                      | UM | Quantity | Unit Price | Total Cost |   |
|------|----------------------------------|----|----------|------------|------------|---|
| (1)  | RSU: 1000 LINES                  | EA | 1        | 738081.65  | 738082     | I |
| (2)  | SET, 2500 TYPE (DESK OR WALL)    | EA | 540      | 71.68      | 38707      | I |
| (3)  | SET, MULTI-LINE                  | EA | 40       | 466.31     | 18652      | I |
| (4)  | SET, WEATHER-PROOF               | EA | 4        | 852.77     | 3411       | I |
| (5)  | FO ST PATCH PNL 96 MM PORTS      | EA | 30       | 2000.81    | 60024      | C |
| (6)  | FO ST PATCH PNL 12 SM PORTS      | EA | 9        | 325.08     | 2926       | C |
| (7)  | FO ST PATCH PNL 48 SM PORTS      | EA | 2        | 1000.41    | 2002       | C |
| (8)  | FO ST PATCH PNL 96 SM PORTS      | EA | 2        | 2000.81    | 4002       | C |
| (9)  | MDF CONN: 100 PR W/60 FT STUB    | EA | 3        | 1525.39    | 4576       | C |
| (10) | MDF: STANDARD DBL-SIDED 8' VER   | EA | 1        | 444.95     | 445        | C |
| (11) | MDF JUMPER WIRE: WRAPPED         | EA | 1168     | 3.32       | 3878       | C |
| (12) | OUTLET: SGL RJ45 W/CBL           | EA | 40       | 122.62     | 4905       | C |
| (13) | OUTLET: DUAL RJ45/2-ST W/CBL     | EA | 1250     | 511.98     | 639975     | C |
| (14) | OUTLET: SGL CCTV, F-TYPE W/CABLE |    | 40       | 145.54     | 5822       | C |
| (15) | PATCH PANEL, RJ45: 96 PROT, CA   | EA | 33       | 1114.28    | 36771      | C |
| (16) | PATCH CORD, RJ45: 5 FT, CAT 5    | EA | 584      | 14.72      | 8596       | C |
| (17) | EQUIPMENT RACK & HARDWARE        | EA | 36       | 475.78     | 17128      | C |
| (18) | BLOCK: 110 TYPE, 100 PR RACK M   | LF | 3        | 110.46     | 331        | C |
| (19) | CABLE, RISER: 100 PR ISP         | LF | 785      | 3.02       | 2371       | C |

**Table 3-4.  
Information Systems Cost Estimate (ISCE)**

|                 |                                |                  |                 |                  |                   |   |
|-----------------|--------------------------------|------------------|-----------------|------------------|-------------------|---|
| (20)            | PATCH CORD: ST, DUPL, MM, 5 FT | LF               | 1250            | 148.96           | 186200            | C |
| (21)            | PATCH CORD: ST, DUPL, SM, 5 FT | LF               | 198             | 179.12           | 35466             | C |
| (22)            | FO CBL DC DIELEC SM 12 STR     | LF               | 785             | 7.01             | 5503              | C |
| (23)            | PROTECTED TERM: 100 PR         | EA               | 3               | 1454.10          | 4362              | C |
| (24)            | LAN JUB: LARGE                 | EA               | 1               | 46713.67         | 46714             | I |
| (25)            | 5.00% Contgy Factor            | LS               | 0               | 00               | 42278             | I |
|                 |                                | <b>CONF COST</b> | <b>ISC COST</b> | <b>PROP COST</b> | <b>TOTAL COST</b> |   |
| <b>SUBTOTAL</b> |                                | 1,025,282        | 887,844         | 0                | 1,913,126         |   |

17B3 PRIMARY FACILITY  
NOTES

Approximately [\_\_\_\_\_] personnel will ultimately require telephone service in this facility; immediate requirement for telephone service is for [\_\_\_\_\_] personnel. [LAN system is required as follows: [ specify LAN hub requirements by service type [10Base-T, 10Base-F, FDDI, FDDI Bridge, etc.] and LAN network interface requirements by type \_\_\_\_]. [ A requirement for fiber optic LAN connectivity has been identified for [\_\_\_\_\_] personnel. [A standard outlet density of one outlet per 80 square feet is required in this facility.] [A modified outlet density of one outlet per [\_\_\_\_\_] square feet is required in this facility.] [\_\_\_\_\_] new telephone sets are required. [ [\_\_\_\_\_] special feature telephone sets, [ specify type-\_\_], are required. CATV/CCTV requirements include: [ specify CATV/CCTV requirements \_\_]. Special requirements include: [ specify special requirements \_\_]

Phase I (PN 33901) will provide basic infrastructure support, that is, manhole and duct system/feeder cable for this and phase III of the combined effort.

17C1 SUPPORTING FACILITIES, OUTSIDE THE 5-FOOT LINE - INSTALLED  
EQUIPMENT

|                 | DESCRIPTION                   | UM               | QUANTITY        | UNIT PRICE       | TOTAL COST        | FT |
|-----------------|-------------------------------|------------------|-----------------|------------------|-------------------|----|
| (1)             | MANHOLE PRECAST: 6'x12'x7'    | EA               | 1               | 7492.69          | 7493              | C  |
| (2)             | UNDGND DUCT: 9 WAY            | LF               | 615             | 27.04            | 16630             | C  |
| (3)             | UNDGRD DUCT: 9-WAY CONC-ENC   | LF               | 113             | 37.12            | 4195              | C  |
| (4)             | INTERDUCT 4-in                | LF               | 750             | 4.31             | 3233              | C  |
| (5)             | GIP 4in 2-WAY BORING/PUSHING  | LF               | 70              | 62.53            | 4377              | C  |
| (6)             | TRENCH: BACKHOE 24x36 (DUCTS) | LF               | 690             | 1.90             | 1131              | C  |
| (7)             | TRENCH: HANDDIG 24x36 (DUCTS) | LF               | 38              | 7.63             | 290               | C  |
| (8)             | CUT & RESURFACE ASPHALT 4in   | LF               | 113             | 8.30             | 938               | C  |
| (9)             | CUT & RESURFACE CONCRETE 4in  | SF               | 56              | 10.17            | 570               | C  |
| (10)            | CONC CORE DRILL 4in DIA       | EA               | 9               | 152.39           | 1373              | C  |
|                 |                               | <b>CONF COST</b> | <b>ISC COST</b> | <b>PROP COST</b> | <b>TOTAL COST</b> |    |
| <b>SUBTOTAL</b> |                               | 40,410           | 0               | 0                | 40,410            |    |

17C2 SUPPORTING FACILITIES, OUTSIDE THE 5-FOOT LINE - EQUIPMENT-IN-PLACE

|                 | DESCRIPTION                | UM               | QUANTITY        | UNIT PRICE       | TOTAL COST        | FT |
|-----------------|----------------------------|------------------|-----------------|------------------|-------------------|----|
| (1)             | UNDGRD: 300 PR, 24 AWG     | LF               | 2750            | 4.45             | 12238             | C  |
| (2)             | FO CBL DC DIELEC SM 48 STR | LF               | 2750            | 7.90             | 21725             | C  |
|                 |                            | <b>CONF COST</b> | <b>ISC COST</b> | <b>PROP COST</b> | <b>TOTAL COST</b> |    |
| <b>SUBTOTAL</b> |                            | 33,963           | 0               | 0                | 33,963            |    |

17C3 SUPPORTING FACILITIES NOTES

**Table 3-4.  
Information Systems Cost Estimate (ISCE)**

cable Telephone service can be had [\_\_\_\_\_] feet from the project site at location: [\_\_ specify the locations, i.e.: manhole, pedestal, etc.]. Fiber optic LAN/WAN cable service can be had [\_\_\_\_\_] feet from the project site at location: [\_\_ specify the location, i.e.: manhole, pedestal, etc.]. [New copper cable(s) will be required as follows: [\_\_ specify the required copper cable plant required include for each cable the number of copper pairs and the cable length(s) \_\_].] [New fiber optic cables(s) will be required as follows: [\_\_ specify the required fiber optic cable plant required include for each cable the number of fiber strands and fiber type [singlemode / multimode] and the cable length.]] [\_\_\_\_\_] manhole(s) are required; buried duct is required as follows: [\_\_ specify size and length of buried duct required \_\_].] Special requirements include: [\_\_ specify special requirements \_\_].

| 17D INFORMATION SYSTEMS COST SUMMARY: |         |        |      |         |
|---------------------------------------|---------|--------|------|---------|
|                                       | CONF    | ISC    | PROP | TOTAL   |
| <b>PRIMARY FACILITY</b>               | 1441040 | 887844 | 0    | 2328884 |
| <b>SUPPORTING FACILITIES</b>          | 74373   | 0      | 0    | 74373   |
| <b>TOTAL</b>                          | 1515413 | 887844 | 0    | 2403257 |

17E ENTER SECTION 13 PROCURING APRN FOR PROP COST DATA (i.e. OPA, OMA, etc.) = OPA

17F REMARKS

This project is associated with MCA Project Number: [\_\_\_\_\_] . The outside plant in the projects also supports requirements associated with MCA Project Number: [\_\_\_\_\_] . [local agreements require that the government provide [\_\_ specify and local agreement that impact the information systems, that is, government provide assess to outside plant manhole and duct system for commercial telephone and /or CATV service; government does/does not cable barracks telephone/CATV outlets; etc.]. Special requirements include: [\_\_ specify special requirements \_\_].

17G (DOIM/DCSIM) SIGNATURE BLOCK

NAME =

TITLE = Director of Information Mgmt.

(DOIM/DCSIM) ORGANIZATION OF PREPARING OFFICIAL = DOIM

SIGNED (Y/N) = N

17H DATE PREPARED = 02/26/1997

17I INFORMATION SYSTEMS CERTIFICATION:

"This project has been reviewed by USAISEC to determine the adequacy of its Information Systems Cost Estimate. This project is certified "adequate as submitted".

17J INFORMATION SYSTEMS CERTIFYING OFFICIAL:

Certifying Official = George Gaffney

Title of Certifying Official = TELECOM SPEC, GS12

Organization of Certifying Official = USAISEC - FREO

Certification Date = 5/29/1997

| 1998  | 38674E                             | REVISION DATE: 12 MAR 1997 |        |                |
|---|------------------------------------|----------------------------|--------|----------------|
| ARMY  | MCA (AS OF 10/30/1997 AT 11:14:29) | 22 JUL 1991                |        |                |
| LAF=.97 UM=E  |                                    |                            |        |                |
| <b>Fort Huachuca Arizona</b>  |                                    |                            |        |                |
| <b>Whole Barracks Complex Renewal</b>   |                                    |                            |        |                |
| 85796A  | 721 11                             | 38674                      | 20,000 |                |
| <b>PRIMARY FACILITY</b>   |                                    |                            |        | <b>15,152</b>  |
| Barracks  |                                    | m2                         | 9,058  | 1,372 (12,424) |
| Soldier Community Building  |                                    | m2                         | 1,468  | 1,161 (1,704)  |
| Energy Plant Expansion  |                                    | LS                         | --     | -- (670)       |
| EMCS  |                                    | LS                         | --     | -- (32)        |
| Building Information Systems  |                                    | LS                         | --     | -- (322)       |
| <b>SUPPORTING FACILITIES</b>  |                                    |                            |        | <b>2,692</b>   |
| Electric Service  |                                    | LS                         | --     | -- (224)       |
| Water, Sewer, Gas   |                                    | LS                         | --     | -- (145)       |
| Steam and or Chilled Water Distr  |                                    | LS                         | --     | -- (1,067)     |
| Paving, Walks, Curbs and Gutters  |                                    | LS                         | --     | -- (298)       |
| Storm Drainage  |                                    | LS                         | --     | -- (88)        |
| Site Imp ( 451) Demo ( 287)   |                                    | LS                         | --     | -- (738)       |
| Information Systems   |                                    | LS                         | --     | -- (132)       |
| <b>ESTIMATED CONTRACT COST</b>  |                                    |                            |        | <b>17,844</b>  |
| <b>CONTINGENCY PERCENT (5.00%)</b>  |                                    |                            |        | <b>892</b>     |
| <b>SUBTOTAL</b>   |                                    |                            |        | <b>18,736</b>  |
| <b>SUPERVISION, INSPECTION &amp; OVERHEAD (6.00%)</b>   |                                    |                            |        | <b>1,124</b>   |
| <b>TOTAL REQUEST</b>  |                                    |                            |        | <b>19,860</b>  |
| <b>TOTAL REQUEST (ROUNDED)</b>  |                                    |                            |        | <b>20,000</b>  |
| <b>INSTALLED EQT-OTHER APPROPRIATIONS</b>   |                                    |                            |        | <b>(54)</b>    |
| Construct standard-design barracks, soldier community building, and equipment storage. Expand central heating and cooling plant. Connect to expanded central heating and cooling plant. Connect to energy monitoring and control system (EMCS). Project includes living/sleeping rooms, semi-private baths, walk-in closets, storage, dayroom, laundry facilities, and bulk storage. Supporting facilities include utilities; electric service; exterior lighting; fencing; fire protection and alarm systems; paving, walks, curbs and gutters; road upgrades and parking; storm drainage; water distribution lines; outside recreation facilities (lighted basketball and volleyball courts, etc.) And bus shelters; information systems; and site improvements. Access for the handicapped will be provided. Air conditioning; 400 tons. |                                    |                            |        |                |

**Figure 3-1. Development of DD Form 1391**

|              |      |                                    |                            |  |
|--------------|------|------------------------------------|----------------------------|--|
|              | 1998 | 38674E                             | REVISION DATE: 12 MAR 1997 |  |
| ARMY         |      | MCA (AS OF 10/30/1997 AT 11:14:29) | 22 JUL 1991                |  |
| LAF=.97 UM=E |      |                                    |                            |  |

**Fort Huachuca Arizona**

**Whole Barracks Complex Renewal**

Demolish three barracks buildings (12,047 SM) to include asbestos and lead base paint abatement and restore site. Comprehensive interior and furnishings related design services are required.

|          |                |          |         |        |
|----------|----------------|----------|---------|--------|
| 11. REQ. | 2,138 PN ADQT: | 1,501 PN | SUBSTD: | 637 PN |
|----------|----------------|----------|---------|--------|

**PROJECT:**

Construct standard-design enlisted barracks complex, soldier community building and upgrade existing central energy plant. Relocate administrative space within the existing barracks buildings to other facilities. (Current Mission)

**REQUIREMENT:**

This project is required to provide barracks that comply with current Army standards for bachelor housing, improve living conditions, and increase individual privacy and security. Intended utilization 280 persons. Maximum utilization is 318 persons.

**CURRENT SITUATION:**

Existing rolling pin style barracks buildings, built in 1958, are three-story masonry structures with central latrines, and typical two or three person living/sleeping rooms. The buildings have deteriorated and are in dire need of major repairs. Interior and exterior finishes are deteriorated. Interiors reflect a patchwork of repairs. Built-in furnishings show their age and the effects of rippled surface effects of repeated paintings. Interior lighting is insufficient to overcome the dim and dungeon-like look of corridors and rooms. The bathrooms are antiquated. The rooms lack sufficient electrical receptacles to accommodate typical modern soldier amenities like televisions, video cassette recorders (VCRs), stereo systems, or personal computers. The heating, ventilating and cooling systems are inefficient.

**IMPACT IF NOT PROVIDED:**

If this project is not provided, Fort Huachuca soldiers will continue to live in inadequate barracks that impact their morale and well being and undermines efforts to retain quality Army soldiers. Overloaded electrical circuits are a safety concern and possible fire hazard. The inefficient heating and cooling systems will continue to waste energy and dollars.

**ADDITIONAL:**

This project has been coordinated with the installation physical security plan, and all required physical security and or combating terrorism (CBT/T) measures are included. This project complies with the scope and design criteria of DOD 4270.1-M, Construction Criteria, that were in effect 1 January 1987, as implemented by the Army's Architectural and Engineering Instructions (AEI), Design Criteria, dated 3 July 1994. An economic analysis has been prepared and utilized in evaluating this project. Parametric estimates have been used to develop project costs. During the past two years, \$4.2 million has been spent on RPM for unaccompanied enlisted personnel housing at Fort Huachuca. Upon completion of this project, the remaining permanent party requirement is 318 spaces at this installation.

/S/ Charles W. Thomas  
Brigadier General USA  
Commanding

**Figure 3-1. Development of DD Form 1391--Continued**

| 1998                                |       | 38674E                             | REVISION DATE: 12 MAR 1997 |             |           |              |
|-------------------------------------|-------|------------------------------------|----------------------------|-------------|-----------|--------------|
| ARMY                                |       | MCA (AS OF 10/30/1997 AT 11:14:29) |                            | 22 JUL 1991 |           |              |
| LAF=.97 UM=E                        |       |                                    |                            |             |           |              |
| Fort Huachuca Arizona               |       |                                    |                            |             |           |              |
| Whole Barracks Complex Renewal      |       |                                    |                            |             |           |              |
| ESTIMATED CONSTRUCTION START:       |       | MAR 1998                           | INDEX:                     | 2062        |           |              |
| ESTIMATED MIDPOINT OF CONSTRUCTION: |       | MAR 1999                           | INDEX:                     | 2108        |           |              |
| ESTIMATED CONSTRUCTION COMPLETION:  |       | MAR 2000                           | INDEX:                     | 2154        |           |              |
| 2.A PRIMARY FACILITY.               |       |                                    |                            |             |           |              |
| 2.A1 GENERAL                        |       |                                    |                            |             |           |              |
|                                     |       |                                    | U/M                        | Qty         | Unit Cost | Cost (\$000) |
| 1.0)                                | 72111 | Barracks                           | m2                         | 9,058       | 1,372     | (12,424)     |
| 1)                                  |       | Substructure                       | m2                         | 9,058       | 67.60     | 612          |
| 2)                                  |       | Superstructure                     | m2                         | 9,058       | 184.60    | 1,672        |
| 3)                                  |       | Exterior Closure                   | m2                         | 9,058       | 249.94    | 2,264        |
| 4)                                  |       | Roofing                            | m2                         | 9,058       | 37.78     | 342          |
| 5)                                  |       | Interior Construction              | m2                         | 9,058       | 240.79    | 2,181        |
| 6)                                  |       | Interior Finishes                  | m2                         | 9,058       | 114.64    | 1,038        |
| 7)                                  |       | Plumbing                           | m2                         | 9,058       | 128.41    | 1,163        |
| 8)                                  |       | HVAC                               | m2                         | 9,058       | 222.38    | 2,014        |
| 9)                                  |       | Fire Protection Systems            | m2                         | 9,058       | 29.82     | 270          |
| 10)                                 |       | Electric Power and Lighting        | m2                         | 9,058       | 77.93     | 706          |
| 11)                                 |       | Electrical Systems                 | m2                         | 9,058       | 8.50      | 77           |
| 12)                                 |       | Equipment                          | m2                         | 9,058       | 4.63      | 42           |
| 13)                                 |       | Furnishings                        | m2                         | 9,058       | 4.63      | 42           |
| 2.0)                                | 74033 | Soldier Community Building         | m2                         | 1,468       | 1,161     | (1,704)      |
| 1)                                  |       | Substructure                       | m2                         | 1,468       | 90.52     | 133          |
| 2)                                  |       | Superstructure                     | m2                         | 1,468       | 144.45    | 212          |
| 3)                                  |       | Exterior Closure                   | m2                         | 1,468       | 74.49     | 109          |
| 4)                                  |       | Roofing                            | m2                         | 1,468       | 72.23     | 106          |
| 5)                                  |       | Interior Construction              | m2                         | 1,468       | 35.52     | 52           |
| 6)                                  |       | Interior Finishes                  | m2                         | 1,468       | 32.08     | 47           |
| 7)                                  |       | Plumbing                           | m2                         | 1,468       | 51.56     | 76           |
| 8)                                  |       | HVAC                               | m2                         | 1,468       | 115.82    | 170          |
| 9)                                  |       | Fire Protection Systems            | m2                         | 1,468       | 26.37     | 39           |
| 10)                                 |       | Electric Power and Lighting        | m2                         | 1,468       | 372.54    | 547          |
| 11)                                 |       | Electric Systems                   | m2                         | 1,468       | 43.81     | 64           |
| 12)                                 |       | Equipment                          | m2                         | 1,468       | 100.86    | 148          |
| 13)                                 |       | Furnishings                        | m2                         | 1,468       | .54       | 1            |
| 3.0)                                | 72111 | Energy Plant Expansion             | LS                         | --          | --        | (670)        |
| 1)                                  |       | Plumbing                           | LS                         | --          | --        | 12           |
| 2)                                  |       | HVAC                               | LS                         | --          | --        | 658          |
| 4.0)                                | 89220 | EMCS                               | LS                         | --          | --        | (32)         |
| 2.A2 INFORMATION SYSTEMS            |       |                                    |                            |             |           |              |
| 1.0)                                | 80800 | Building Information Systems       | LS                         | --          | --        | (322)        |
| 2.B SUPPORTING FACILITIES.          |       |                                    |                            |             |           |              |
| 2.B1 Electric Service               |       |                                    |                            |             |           |              |
| 1)                                  |       | Exterior Electrical Distribution   | LS                         | --          | --        | (224)        |
| 2)                                  |       | Exterior Lighting                  | LS                         | --          | --        | 194          |
|                                     |       |                                    |                            |             |           | 30           |

Figure 3-1. Development of DD Form 1391--Continued

**Fort Huachuca Arizona**

**Whole Barracks Complex Renewal**

|                                       |    |        |        |         |
|---------------------------------------|----|--------|--------|---------|
| 2.B2 Water, Sewer, Gas                | LS | --     | --     | (145)   |
| 1) Water Supply & Distribution        | m  | 908.30 | 123.69 | 112     |
| 2) Sanitary Sewer Systems             | m  | 295.66 | 66.04  | 20      |
| 3) Natural & Propane Gas Distribut    | m  | 274.32 | 48.56  | 13      |
| 2.B3 Steam and or Chilled Water Distr | LS | --     | --     | (1,067) |
| 1) Cooling Distribution Systems       | m  | 923.54 | 592.52 | 547     |
| 2) Heating Distribution Systems       | m  | 923.54 | 563.26 | 520     |
| 2.B4 Paving, Walks, Curbs and Gutters | LS | --     | --     | (298)   |
| 1) Roadways                           | m2 | 1,254  | 17.65  | 22      |
| 2) Parking Lots (Incl Curbs)          | VE | 217    | 830.70 | 180     |
| 3) Walks, Steps, Ramps & Terraces     | m2 | 2,542  | 37.54  | 95      |
| 2.B5 Storm Drainage                   | LS | --     | --     | (88)    |
| 1) Storm Sewer Systems                | LS | --     | --     | 88      |
| 2.B6 Site Improvement/Demolition      | LS | --     | --     | (738)   |
| 1) Site Clearing                      | ha | 3.84   | 18,575 | 71      |
| 2) Site Demolition & Relocation D     | LS | --     | --     | 287     |
| 3) Site Earthwork                     | m3 | 2,408  | 16.92  | 41      |
| 4) Site Development                   | LS | --     | --     | 254     |
| 5) Landscaping                        | m2 | 16,388 | 5.15   | 84      |
| 2.B7 Information Systems              | LS | --     | --     | (132)   |
| 1) 80800 Information Systems          | LS | --     | --     | 132     |

**QUANTITATIVE DATA  
(U/M PN )**

|    |   |       |  |
|----|---|-------|--|
| A. | TOTAL REQUIREMENT                                 | 2,138 |  |
| B. | EXISTING SUBSTANDARD                              | 637   |  |
| C. | EXISTING ADEQUATE                                 | 1,501 |  |
| D. | FUNDED, NOT INVENTORY                             | 452   |  |
| E. | ADEQUATE ASSETS FUNDED                            | 1,953 |  |
|    | ////////////////////////////////////// AUTHORIZED |       | FUNDED                                 |
|    |   |       | ////////////////////////////////////// |
| F. | UNFUNDED PRIOR AUTHORIZATION                      |       |  |
| G. | INCLUDED IN FY PROGRAM                            |       |  |
| H. | DEFICIENCY (A-E-F-G)                              | 185   | 185                                    |

REMARKS:

This project is required to provide adequate Unaccompanied Enlisted Personnel Housing of 456 spaces (maximum utilization). Alteration of the existing buildings to the new Army standards is not economically feasible. The existing administrative space within the existing barracks building will be relocated to other facilities.

**Figure 3-1. Development of DD Form 1391--Continued**

Fort Huachuca Arizona  
 Whole Barracks Complex Renewal

**SECTION 6--PLANNING AND DESIGN DATA (ESTIMATE)**

**1. STATUS**

|  |          |
|--|----------|
| A. DESIGN START DATE.....                            | NOV 1995 |
| B. PERCENT COMPLETE AS OF 15 SEP 1996 (DSGN YR)..... | 15.00    |
| C. PERCENT COMPLETE AS OF 01 JAN 1997 (BDGT YR)..... | 40.00    |
| D. PERCENT COMPLETE AS OF 01 OCT 1997 (PROG YR)..... | 100.00   |
| E. CONCEPT COMPLETE DATE.....                        | DEC 1996 |
| F. DESIGN COMPLETE-DATE.....                         | JUN 1997 |

**2. BASIS**

- A. STANDARD OR DEFINITIVE DESIGN (YES/NO) Y.....
- B. WHERE DESIGN WAS MOST RECENTLY USED:  
 Fort Huachuca.....

**3. COST (TOTAL \$000)**

|  |       |
|--|-------|
| A. PRODUCTION OF PLANS AND SPECS.....          | 900   |
| B. ALL OTHER DESIGN COST.....                  | 300   |
| C. TOTAL DESIGN COST = (A)+(B) OR (D)+(E)..... | 1,200 |
| D. CONTRACT.....                               |       |
| E. IN HOUSE.....                               | 1,200 |

**4. CONSTRUCTION START DATE (PLANNED)                      MAR 1998**

601 USACE CERTIFICATION:  
 Project scope is in compliance with Army standards, criteria and cost estimating requirements.  
 Any deviations are justified. Sufficient information is available to commence concept design.  
 There are no unresolved issues.

CERTIFIED BY:     BRUCE K. SCOTT  
                            Commander  
                            South Pacific Division  
                            11 Apr 1995

This certification based on FY 1998.

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**Figure 3-1. Development of DD Form 1391--Continued**

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**SECTION 7--GENERAL**

**7A GENERAL**

This project is required to provide adequate Unaccompanied Enlisted Personnel Housing for 421 personnel who currently occupy these buildings (some are NCO s who are authorized two spaces) and scattered in other buildings.

This project is in compliance with the Installation Land Use Plan.

The new barracks will sit on the general site of the existing buildings and do not require site approval. The Central Plant has already received site approval.

The new construction will bring the barracks into conformance with the Installation Design Guide.

**7B TRAFFIC ANALYSIS (TEXT)**

This project does not require a traffic analysis. It is a replacement of existing buildings and will only change traffic patterns minimally. The project will result in the creation of 315 paved parking spaces which currently do not exist (the personnel park on an unpaved vacant lot across the street). This will greatly lessen the likelihood of an accident because the personnel will no longer have to cross the street to get to their vehicles.

**7C MACOM CERTIFICATION**

"All planning and coordination with appropriate agencies has been accomplished and project documentation is available. The project is valid, requirements and scope are in accordance with HQDA guidance and siting is in accordance with the MACOM approved Installation Real Property Master Plan. No major problems exist that should defer the project from programming. The project documentation has been reviewed by USACE and found adequate to begin design."

CERTIFIED BY: Robert M. Fernandez  
COL, EN, TRADOC Engineer  
TRADOC  
10 May 1995

This certification based on FY 1998

Installation Engineer: Steve Thompson

Phone Number: (520) 533-3141

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**Figure 3-1. Development of DD Form 1391--Continued**

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|  | 1998         | 38674E  | REVISION DATE: 12 MAR 1997 |       |           |        |           |        |               |       |
|--|--------------|---|----------------------------|-------|-----------|--------|-----------|--------|---------------|-------|
| ARMY   |              | MCA (AS OF 10/30/1997 AT 11:14:29)              | 22 JUL 1991                |       |           |        |           |        |               |       |
|  |              |   | LAF=.97 UM=E               |       |           |        |           |        |               |       |
| <b>SECTION 8--PRESENT ACCOMMODATIONS AND DISPOSITIONS</b>  |              |   |                            |       |           |        |           |        |               |       |
| 8A ACCOMMODATIONS NOW IN USE AND DEMOLITIONS   |              |   |                            |       |           |        |           |        |               |       |
| ARLOC  | INSTALLATION | BLDG NO   | PRES CAT CODE              | TC    | TOTAL QTY | UM     | AREA OCPD | DSF    | PLAN CAT CODE |       |
| 1)   | 04289        | Fort Huachuca                                   | 31122                      | 72111 | P         | 5,999  | m2        | 5,999  | R             | 72111 |
| 2)   | 04289        | Fort Huachuca                                   | 51001                      | 72111 | P         | 4,710  | m2        | 4,710  | R             | 72111 |
| 3)   | 04289        | Fort Huachuca                                   | 51005                      | 72111 | P         | 21,735 | m2        | 21,735 | R             | 72111 |
| 4)   | 04289        | Fort Huachuca                                   | 52106                      | 72111 | P         | 4,025  | m2        | 4,025  | D             |       |
| 5)   | 04289        | Fort Huachuca                                   | 52108                      | 72111 | P         | 3,996  | m2        | 3,996  | D             |       |
| 6)   | 04289        | Fort Huachuca                                   | 52109                      | 72111 | P         | 4,025  | m2        | 4,025  | D             |       |
| 7)   | 04289        | Fort Huachuca                                   | 52204                      | 72111 | P         | 4,792  | m2        | 4,792  | R             | 72111 |
|  |              | TOTAL NUMBER OF BUILDINGS TO DEMOLISH = 3       |                            |       |           |        |           |        |               |       |
|  |              | TOTAL NUMBER OF BUILDINGS TO RETAIN             |                            |       |           |        |           |        |               |       |
|  |              | = 4   |                            |       |           |        |           |        |               |       |
|  |              | TOTAL AREA OF BUILDINGS TO DEMOLISH = 12,047 m2 |                            |       |           |        |           |        |               |       |
|  |              | TOTAL AREA OF BUILDINGS TO RETAIN = 37,236 m2   |                            |       |           |        |           |        |               |       |
| 8B PRESENT ACCOMMODATIONS AND DISPOSITIONS   |              |   |                            |       |           |        |           |        |               |       |
| Demolish 129670 SF; replacement construction 93,216 SF. Net real property facilities reduction is 36,454 SF. |              |   |                            |       |           |        |           |        |               |       |

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**Figure 3-1. Development of DD Form 1391--Continued**

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|   |                                    |                            |
|---|------------------------------------|----------------------------|
| 1998  | 38674E                             | REVISION DATE: 12 MAR 1997 |
| ARMY  | MCA (AS OF 10/30/1997 AT 11:14:29) | 22 JUL 1991                |
| LAF=.97 UM=E  |                                    |                            |
| <b>SECTION 9--REAL PROPERTY MAINTENANCE ACTIVITY (RPMA) AND ENVIRONMENTAL COMPLIANCE</b>  |                                    |                            |
| 9D RPMA DISCUSSION  |                                    |                            |
| Although not quantified at this time the increased efficiency of the Heating and Cooling systems should reduce Real Property Management (RPMA) costs. |                                    |                            |

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**Figure 3-1. Development of DD Form 1391--Continued**

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|      |                                    |                            |
|------|------------------------------------|----------------------------|
| 1998 | 38674E                             | REVISION DATE: 12 MAR 1997 |
| ARMY | MCA (AS OF 10/30/1997 AT 11:14:29) | 22 JUL 1991                |

LAF=.97 UM=E

**SECTION 10--ANALYSIS OF DEFICIENCIES**

These barracks buildings, constructed with concrete foundation and roof, and concrete masonry unit (CMU) walls, in 1958, still serve as barracks. The buildings have reached their life expectancy. The structures are in dire need of major repairs. Both the interior and exterior are unattractive causing the buildings to have an institution like look. The floor covering is mismatched, the built-in furnishings are painted a drab color and the lighting is inadequate to overcome these deficiencies. The bathrooms are antiquated. The rooms lack sufficient electrical receptacles to accommodate the many electrical appliances (TV, VCR, Stereo System, Personal Computer) that the modern soldier enjoys. The heating, ventilating and cooling systems are so unbalanced that personnel leave open, or close, front doors, hallway doors, or windows to provide for circulation, creating a highly inefficient heating/cooling system. None of the rooms have individual heating/cooling controls so there is no way to turn off the system in rooms, which for one reason or another, are not occupied. This is a prime example of energy abuse.

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**Figure 3-1. Development of DD Form 1391--Continued**

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**SECTION 11--ECONOMIC ANALYSIS DATA**

11D ECONOMIC JUSTIFICATION SUMMARY

PROJECT OBJECTIVE : To provide 97,500 square feet of housing for 319 personnel, new 1+1 barracks space

ALTERNATIVES CONSIDERED FOR THIS ANALYSIS:

OTHER ON-POST FACILITIES: Fort Huachuca has a total inventory of 3408, 90 net square foot Unaccompanied Enlisted Personnel Housing (UEPH) spaces; of this total 2016 are adequate (2+2) spaces and the balance 1392 are substandard. The utilization rate for the balance 2016 (2+2) spaces for the FY 97/98 is projected at 95% fill. Three hundred of the 1392 substandard spaces have been transferred to the Reserve Component for use and maintenance. Current demand (permanent party personnel) against 1092 substandard spaces is 875 or 81% utilization. Phased barracks replacement; FY 96 (276 1+1 spaces), FY 98 (312 1+1 spaces), and FY 2000/01 (192 1+1 spaces), totaling 780 spaces of new facility construction. By FY 2000, demand for permanent adequate barracks spaces is projected to be down to 780; balance of substandard spaces will be converted to Organizational administrative space or demolished.

OTHER OFF-POST FACILITIES: No off-post housing exists in sufficient quantities within adjacent communities to meet current and projected facility demand. Off-post housing of enlisted personnel is not a reasonable alternative to new facility construction.

REPAIR BY REPLACEMENT (NEW CONSTRUCTION): Existing UEPH buildings 52106/08/09, totaling 129,670 gross square feet will be demolished and new 1+1 (three buildings total 97,500 square feet plus 15,800 community building) will be constructed in foot of existing buildings.

September 1993, Fort Huachuca Real Property Planning Board approved a Phased Permanent Party Barracks Renovation Plan. Plan is consistent with Headquarters Training and Doctrine Command (HQ TRADOC) guidance to bring all permanent part barracks to current liveability standards (1+1) and program said requirements into specific Fiscal Years (FY) for construction funding.

RENOVATION TO CURRENT LIVEABILITY STANDARD (1+1): As identified, barracks buildings 52106/08/09, were constructed in calendar year 1958. These facilities have exceeded their economic life.

**RESULTS AND RECOMMENDATIONS:**

|   | ALTERNATIVE NAME      | NPV          | EUAC        |
|---|-----------------------|--------------|-------------|
| 1 | REPAIR BY REPLACEMENT | \$22,805,563 | \$1,686,082 |
| 2 | RENOVATION            | \$32,201,055 | \$2,380,718 |

DISCUSSION:

Based on guidance from HQ TRADOC and HQ USACE, due to age and condition of barracks buildings 52106/08/09, facilities should be demolished and replaced with Standard Design barracks and core buildings. Repair by Replacement, in the long term, would prove to be least cost to the Army.

ACTION OFFICER: John D. Wickizer

ORGANIZATION: ATZS-EHE (Directorate of Engineering and Housing)

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**Figure 3-1. Development of DD Form 1391--Continued**

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|              |                                    |                            |
|--------------|------------------------------------|----------------------------|
| 1998         | 38674E                             | REVISION DATE: 12 MAR 1997 |
| ARMY         | MCA (AS OF 10/30/1997 AT 11:14:29) | 22 JUL 1991                |
| LAF=.97 UM=E |                                    |                            |

**SECTION 12 - CRITERIA FOR PROPOSED CONSTRUCTION DATA**

**12A CRITERIA FOR PROPOSED CONSTRUCTION**

Standard design barracks. Renovate by replacement Unaccompanied Enlisted Personnel Housing (UEPH), Buildings 52106, 52108, and 52109 in accordance with barracks standards contained in

TI 800-01, dated 20 July 1998. The existing administrative space within these buildings will be relocated to Building 52204. These buildings will be connected to a new Central Heating/Cooling Plant being constructed to serve all the facilities in this general area. This Plant is being constructed so as to be able to service the remaining Fort Huachuca UEPH facilities requiring renovation as they come due. The Fort Huachuca Installation Design Guide will be adhered to.

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**Figure 3-1. Development of DD Form 1391--Continued**

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| 1998   |                 | 38674E                             |                 | REVISION DATE: 12 MAR 1997 |             |            |
|--|-----------------|------------------------------------|-----------------|----------------------------|-------------|------------|
| ARMY   |                 | MCA (AS OF 10/30/1997 AT 11:14:29) |                 | 22 JUL 1991                |             |            |
| LAF=.97 UM=E                                       |                 |                                    |                 |                            |             |            |
| <b>SECTION 13--FURNISHINGS AND EQUIPMENT</b>       |                 |                                    |                 |                            |             |            |
| SECTION 13A1 FURNISHINGS AND EQUIPMENT             |                 |                                    |                 |                            |             |            |
| LINE   | DESCRIPTION     | TOTAL COST                         | PROC APPR<br>FY | PROC APPR                  |             |            |
| 1)   | EMCS Monitors   | 33                                 | 1998            | OPA                        |             |            |
| 2)   | Furnishings     | 1,552                              | 1998            | OPA                        |             |            |
| LINE   |                 | EST. DELIVERY<br>DATE              | PROC<br>STATUS  | EST. INSTL<br>COST         | INSTL<br>FY | INSTL APPR |
| 1)   | (CONT D)        | 03/1998                            |                 | 0                          | 0000        |            |
| 2)   | (CONT D)        | 03/1998                            |                 | 0                          | 0000        |            |
| 13A2 INFORMATION SYSTEMS FURNISHINGS AND EQUIPMENT |                 |                                    |                 |                            |             |            |
| LINE   | DESCRIPTION     | TOTAL COST                         | PROC APPR<br>FY | PROCI APPR                 |             |            |
| 1)   | Info Sys - ISC  | 19                                 | 0000            | OPA                        |             |            |
| 2)   | Info Sys - PROP | 2                                  | 0000            | OPA                        |             |            |
| LINE   |                 | EST. DELIVERY<br>DATE              | PROC<br>STATUS  | EST. INSTL<br>COST         | INSTL<br>FY | INSTL APPR |
| 1)   | (CONT D)        | 0                                  | 0000            |                            |             |            |
| 2)   | (CONT D)        | 0                                  | 0000            |                            |             |            |
| <b>TOTALS BY APPROPRIATION TYPE:</b>               |                 |                                    |                 |                            |             |            |
| TOTAL OMA:   |                 |                                    |                 | 1,552                      |             |            |
| INSTALLED EQUIPMENT - OTHER APPROPRIATIONS:        |                 |                                    |                 | 45                         |             |            |
| TOTAL RELATED FURNITURE & EQUIPMENT                |                 |                                    |                 | 1,606                      |             |            |

**Figure 3-1. Development of DD Form 1391--Continued**

| 1998  | 38674E                             | REVISION DATE: 12 MAR 1997 |                     |
|---|------------------------------------|----------------------------|---------------------|
| ARMY  | MCA (AS OF 10/30/1997 AT 11:14:29) | 22 JUL 1991                |                     |
| LAF=.97 UM=E  |                                    |                            |                     |
| 13B FURNISHINGS AND EQUIPMENT DISCUSSION                |                                    |                            |                     |
| FURNISHINGS   |                                    |                            |                     |
| This is based on 386 Enlisted spaces and 35 NCO spaces. |                                    |                            |                     |
| ENLISTED FURNISHINGS ITEM                               |                                    |                            |                     |
|   | QUANT                              | COST/EACH                  | COST/TOTAL          |
| Single Bed  | 386                                | \$304.02                   | \$117,352.87        |
| Mattress  | 386                                | 115.92                     | 44,745.12           |
| Drop Lid Desk   | 386                                | 760.06                     | 293,382.18          |
| Chair   | 386                                | 330.46                     | 127,557.47          |
| Bachelor Chest  | 386                                | 297.41                     | 114,800.26          |
| Mirror  | 386                                | 99.14                      | 38,267.41           |
| Nightstand w/2 Drawers                                  | 386                                | 178.45                     | 68,881.03           |
| Computer Desk   | 386                                | 264.37                     | 102,045.97          |
| Lamps   | 386                                | 59.48                      | 22,960.34           |
| Drapes  | 386                                | 198.28                     | 76,534.48           |
| <b>Subtotal</b>   |                                    |                            | <b>\$961,826.75</b> |
| EM SERVICE AREA ITEM                                    |                                    |                            |                     |
|   | QUANT                              | COST/EACH                  | COST/TOTAL          |
| Dining Table  | 193                                | \$264.36                   | \$51,021.48         |
| Chair   | 386                                | 330.46                     | 127,557.56          |
| Microwave Oven  | 193                                | 229.89                     | 44,367.81           |
| Refrigerator  | 193                                | 229.89                     | 44,367.81           |
| Garbage Disposal  | 193                                | 114.94                     | 22,183.91           |
| <b>Subtotal</b>   |                                    |                            | <b>289,498.56</b>   |
| NCO FURNISHINGS ITEM                                    |                                    |                            |                     |
|   | QUANT                              | COST/EACH                  | COST/TOTAL          |
| Double Bed  | 35                                 | \$304.02                   | \$10,640.80         |
| Double Mattress/Springs                                 | 35                                 | 264.37                     | 9,252.95            |
| Drop Lid Desk   | 35                                 | 760.06                     | 26,602.01           |
| Chair   | 35                                 | 330.46                     | 11,566.09           |
| Bachelor Chest  | 35                                 | 297.41                     | 10,409.48           |
| Mirror  | 35                                 | 99.14                      | 3,469.82            |
| Nightstand w/2 drawers                                  | 35                                 | 178.45                     | 6,245.69            |
| Dining Table  | 35                                 | 264.36                     | 9,252.87            |
| Chair   | 35                                 | 330.46                     | 11,566.09           |
| Cart or Desk  | 35                                 | 528.74                     | 18,505.75           |
| Loveseat  | 35                                 | 660.20                     | 23,132.18           |
| Lounge Chair  | 35                                 | 528.74                     | 18,505.75           |
| End Tables  | 35                                 | 105.75                     | 3,701.15            |
| Lamps   | 70                                 | 66.09                      | 4,626.44            |
| Drapes  | 70                                 | 198.28                     | 13,879.31           |
| <b>Subtotal</b>   |                                    |                            | <b>\$52,500.34</b>  |

Figure 3-1. Development of DD Form 1391--Continued

| 1998  | 38674E                                    | REVISION DATE: 12 MAR 1997 |                     |  |
|---|---|----------------------------|---------------------|--|
| <b>ARMY</b>   | <b>MCA (AS OF 10/30/1997 AT 11;14;29)</b> | <b>22 JUL 1991</b>         |                     |  |
| <b>LAF=.97 UM=E</b>   |   |                            |                     |  |
| <b>NCO SERVICE AREA ITEM</b>  | <b>QUANT</b>                              | <b>COST/EACH</b>           | <b>COST/TOTAL</b>   |  |
| Dining Table  | 35  | \$264.36                   | \$9,252.87          |  |
| Chair   | 70  | 330.46                     | 23,132.18           |  |
| Microwave Oven  | 35  | 229.89                     | 8,046.15            |  |
| Refrigerator  | 35  | 229.89                     | 8,046.15            |  |
| Garbage Disposal  | 35  | 114.94                     | 4,022.99            |  |
| Subtotal  |   |                            | 52,500.34           |  |
| <b>SOLDIER COMMUNITY SPACE</b>  |   |                            |                     |  |
| <b>ITEM</b>   |   |                            | <b>COST/TOTAL</b>   |  |
| Exercise Equipment  |   |                            | \$11,494.25         |  |
| Sofas, Tables, Chairs   |   |                            | 28,735.63           |  |
| Games (Pool, Etc.)  |   |                            | 34,482.76           |  |
| Kitchen Amenities   |   |                            | 5,747.13            |  |
| Ice Machines  |   |                            | 4,597.70            |  |
| 300#, Fan Cooled  |   |                            |                     |  |
| Washers   | 30  | 804.60                     | 24,137.93           |  |
| Double Dryers   | 21  | 1,609.20                   | 33,793.10           |  |
| <b>Subtotal</b>   |   |                            | <b>118,850.47</b>   |  |
| <b>Total</b>  |   |                            | <b>1,585,526.80</b> |  |
| This total is for Initial Issue furnishings which are centrally procured; funded by OMA.H account by HQDA.  |   |                            |                     |  |
| The Army Chief of Staff implemented a program in FY 92 to upgrade and standardize the UPH interior design and furnishings. The program (originally called the push package ) includes central funding and procurement of initial issue furnishings of each MCA project. The ACSIM (Army Housing Division) has responsibility for programming and budgeting the necessary funds (OMA.) to provide these furnishings. (excerpt from Memo, DAIM-FDH-M, 18 Mar 94, subj: Standards for Initial Issue Barracks Furniture). |   |                            |                     |  |

**Figure 3-1. Development of DD Form 1391--Continued**

**SECTION 15--ENVIRONMENTAL ANALYSIS**

15A ENVIRONMENTAL DOCUMENTATION

RECORD OF ENVIRONMENTAL CONSIDERATION

PROJECT TITLE: PN 38674, Barracks Rehab Ph II

BRIEF DESCRIPTION: Replacement of 129,000 SF of barracks buildings with new construction. Construction includes 14,000 SY of paved parking and roads, landscaping, utilities and buildings. The demolition will require asbestos and lead based paint abatement.

ANTICIPATED DATE AND OR DURATION OF PROPOSED ACTION: Start April 1997; Completion April 1998.

DETERMINATION: This project is categorically excluded under the provision of Categorical Exclusion A-7, AR 200-2, appendix A, (and no extraordinary circumstances exist as defined in para. 4-3) because the facility is being constructed in the existing cantonment area and does not alter existing land uses. The A/E firm selected to design this project will be required to perform an asbestos and lead based paint inspection and design a remediation plan by 35 percent design.

CONCURRENCE: /S/ THOMAS G. COCHRAN  
Environmental Coordinator  
Date: 13 September 1993

CONCURRENCE: /S/ STEPHEN G. THOMPSON  
Director, Engineering and Housing  
Date: 13 September 1993

15B1 SUMMARY OF ENVIRONMENTAL CONSEQUENCES

Statement on Site Contamination Category: Theses sites are Category I sites. They are located in a traditional nonhazardous location within the existing Cantonment area. The Installation has no reason to suspect contamination.

Status of Intergovernmental Coordination: Not applicable.

Summary of Environmental Documentation: This project will only have a minimal effect on the environment, primarily creation of small amounts of dust, debris and noise during construction.

15B2 ENVIRONMENTAL STANDARD TEXT

The Record of Environmental Consideration (REC) is included. It has been determined that the action: Qualifies for categorical exclusion A-7, AR 200-2.

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**Figure 3-1. Development of DD Form 1391--Continued**

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|              |                                    |                            |
|--------------|------------------------------------|----------------------------|
| 1998         | 38674E                             | REVISION DATE: 12 MAR 1997 |
| ARMY         | MCA (AS OF 10/30/1997 AT 11:14:29) | 22 JUL 1991                |
| LAF=.97 UM=E |                                    |                            |

**SECTION 16--EVALUATION OF FLOOD HAZARD AND ENCROACHMENT ON WETLANDS**

16A1 EVALUATION OF FLOOD HAZARD AND ENCROACHMENT

This facility is not located on a known flood plain and does not encroach on wetlands.

16A2 EVALUATION OF FLOOD HAZARDS (STANDARD TEXT)

This project is not sited in a flood plain or wetlands.

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**Figure 3-1. Development of DD Form 1391--Continued**

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1998                      38674E                      REVISION DATE: 12 MAR 1997  
 ARMY                      MCA (AS OF 10/30/1997 AT 11:14:29)                      22 JUL 1991

LAF=.97 UM=E

**SECTION 17--INFORMATION SYSTEMS COST ESTIMATE (ISCE):**

INSTALLATION--Fort Huachuca                      YEAR--1998                      FNO--38674  
 PROGRAM TYPE--MCA                      PROJECT NO.--38674  
 USACE DISTRICT--SPK                      MACOM--TRADOC  
 CAPABILITY REQUEST NUMBER/RS--  
 PROJECT TITLE--Whole Barracks Complex Renewal  
 PRIMARY PROPONENT FUND TYPE--OPA                      CONTGY FACTOR--5.00  
 INFO SYS DESIGN AGENCY--USACE                      CAF FACTOR--14.00

**SECTION I. PRIMARY FACILITY, INSIDE THE 5 FOOT LINE -  
 INSTALLED EQUIPMENT (SEE AR 415-15, APPENDIX L)**

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| DESCRIPTION                       | UM | QUANTITY | UNIT PRICE | TOTAL COST    | F T |
|-----------------------------------|----|----------|------------|---------------|-----|
| 1) Cable Tray (6 IN Wide)         | m  | 366      | 68.10      | 24924         | C   |
| 2) EMT 3/4 IN w/Hardware          | m  | 12040    | 14.27      | 171825        | C   |
| 3) EMT 1 IN w/Hardware            | m  | 91       | 17.04      | 1551          | C   |
| 4) EMT 3 IN w/Hardware            | m  | 183      | 53.93      | 9870          | C   |
| 5) Backboard 4 FT X 4 FT X 3/4 IN | EA | 24       | 31.43      | 754           | C   |
| 6) Backboard 4 FT X 8 FT X 3/4 IN | EA | 5        | 51.09      | 255           | C   |
| <b>TOTAL</b>                      |    |          |            | <b>107594</b> |     |

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**Figure 3-1. Development of DD Form 1391--Continued**

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**SECTION II. PRIMARY FACILITY, INSIDE THE 5 FOOT LINE -  
EQUIPMENT IN PLACE (SEE AR 415-15, APPENDIX L)**

| DESCRIPTION                       | UM | QUANTITY | UNIT PRICE | TOTAL COST | F T |
|-----------------------------------|----|----------|------------|------------|-----|
| 1) Set 2500 Type Desk             | EA | 10       | 86.54      | 865        | I   |
| 2) FO ST Patch PNL 12 SM w/Couple | EA | 1        | 1021.16    | 1021       | C   |
| 3) RJ45 Single TW Installed       | EA | 466      | 29.65      | 13817      | C   |
| 4) RJ45 Dual TW & FO (2ST) inst   | EA | 6        | 56.31      | 338        | C   |
| 5) Single TV (F Conn) Installed   | EA | 460      | 45.56      | 20958      | C   |
| 6) TW STA CBL Instld (4 PR)       | m  | 396      | .72        | 286        | C   |
| 7) LVL 5 Unshld TW Pair (4PR)     | m  | 457      | .95        | 435        | C   |
| 8) Equip Rack & HDW               | EA | 1        | 424.82     | 425        | C   |
| 9) Block 110 100PR w Conn Block   | EA | 21       | 128.93     | 2708       | C   |
| 10) ST Patch CORD DUPL SINGM 1    | EA | 4        | 134.50     | 538        | C   |
| 11) Additional Feet DUPL SM       | EA | 16       | 1.32       | 21         | C   |
| 12) Protected Terminal 100 PR     | EA | 9        | 973.92     | 8765       | C   |
| 13) Directional Coupler 8 Output  | EA | 57       | 32.39      | 1846       | C   |
| 14) Directional Coupler 4 Output  | EA | 1        | 20.26      | 20         | C   |
| 15) Splitter 2-Way Hybrid         | EA | 17       | 12.60      | 214        | C   |
| 16) Amplifier 1-Way               | EA | 29       | 717.82     | 20817      | C   |
| 17) Connector Fiber, ST Type      | EA | 12       | 10.59      | 127        | C   |
| 18) MMAC-12E ETHERNET HUB         | EA | 1        | 4215.35    | 4215       | I   |
| 19) 10BASE-T Workstation Card     | EA | 4        | 429.31     | 1717       | P   |
| 20) UPS for LAN Equipment         | EA | 1        | 1561.39    | 1561       | I   |
| 21) RG-6 Coaxial Cable for CATV   | m  | 16862    | 1.31       | 22128      | C   |
| 22) Coaxial Patch Panel           | EA | 20       | 159.20     | 3184       | C   |
| 23) 5.00% Contgy Factor           | LS | 0        | .00        | 332        | I   |
| 24) 5.00% Contgy Factor           | LS | 0        | .00        | 86         | P   |
| 25) 14.00% CAF                    | LS | 0        | .00        | 930        | I   |
| 26) 14.00% CAF                    | LS | 0        | .00        | 240        | P   |

**Figure 3-1. Development of DD Form 1391--Continued**

**SECTION III. SUPPORTING FACILITIES, OUTSIDE THE 5 FOOT LINE -  
INSTALLED EQUIPMENT (SEE AR 415.15, APPENDIX L)**

| DESCRIPTION                       | UM | QUANTITY | UNIT PRICE | TOTAL COST    | F T |
|-----------------------------------|----|----------|------------|---------------|-----|
| 1) M/H Precast 6 FT X 12 FT X 7 F | EA | 8        | 6075.51    | 48604         | C   |
| 2) H/H Precast 4 FT X 4 FT X 4 FT | EA | 4        | 2427.37    | 9709          | C   |
| 3) UG Duct 2 way Conc Enc         | m  | 1067     | 31.75      | 33880         | C   |
| 4) Innerduct 2 - 1 IN Inst        | m  | 1067     | 13.12      | 14000         | C   |
| <b>TOTAL</b>                      |    |          |            | <b>106193</b> |     |

SECTION 17 - INFORMATION SYSTEMS COST ESTIMATE (ISCE):

**SECTION IV. SUPPORTING FACILITIES, OUTSIDE THE 5 FOOT LINE -  
EQUIPMENT IN PLACE (SEE AR 415-15, APPENDIX L)**

| DESCRIPTION                       | UM | QUANTITY | UNIT PRICE | TOTAL COST   | F T |
|-----------------------------------|----|----------|------------|--------------|-----|
| 1) Upgrade Station Cards          | EA | 10       | 829.77     | 8298         | I   |
| 2) Cable 1 DC 24GA 100PR          | m  | 1067     | 5.45       | 5810         | C   |
| 3) Splice Case Total UNDR GND     | EA | 1        | 136.84     | 137          | C   |
| 4) UNDR GND Pairs Spliced         | EA | 100      | 1.14       | 114          | C   |
| 5) FO CBL I DC CU/Steel SM 12 STR | m  | 1067     | 11.78      | 12565        | C   |
| 6) Xconnect NO. 1, 100 Pairs      | EA | 1        | 1,361.50   | 1362         | C   |
| 7) 5.00% Contgy Factor            | LS | 0        | .00        | 415          | I   |
| 8) 14.00% CAF                     | LS | 0        | .00        | 1162         | I   |
| <b>TOTAL</b>                      |    |          |            | <b>29863</b> |     |

INFORMATION SYSTEMS COST SUMMARY:

|                         | CONF          | ISC          | PROP        | TOTAL         |
|-------------------------|---------------|--------------|-------------|---------------|
| PRIMARY FACILITY        | 306827        | 7903         | 2043        | 316773        |
| 5% SMALL ORDER COST (P) | 15341         | 395          | 102         | 15838         |
| SUPPORTING FACILITIES   | 126181        | 9875         | 0           | 136056        |
| 5% SMALL ORDER COST (S) | 6309          | 494          | 0           | 6803          |
| <b>TOTAL</b>            | <b>454658</b> | <b>18667</b> | <b>2145</b> | <b>475470</b> |

RONALD V. MILLER  
C PMO  
ATZS-IMP

09/29/1992

**Figure 3-1. Development of DD Form 1391--Continued**

**SECTION 18--PROTECTION OF HISTORIC PROPERTIES**

18A HISTORIC AND ARCHEOLOGICAL SITES (STANDARD TEXT)

This project has been evaluated for impact on historic and archeological property and complies with the National Historic Preservation Act (PL 89-665), as amended, and EO 11593.

18B DETAILED STATEMENT OF REVIEW FINDINGS

Project site is not located within a Historic Preservation District; buildings to be displaced with new facility construction are less than 50 years old.

**SECTION 19 --ENERGY AND UTILITY REQUIREMENTS**

19A SUMMARY OF ENERGY REQUIREMENTS

- 1 PROJECT DESCRIPTION: Barracks Rehab Ph II, Project Number 38674, Fort Huachuca.  
Project consists of the replacement of 129,008 SF of barracks buildings with new construction, and expansion of a Central Heating/Cooling Plant. Construction includes 14,000 SY of paved parking and roads, landscaping, utilities and buildings.
- 2 ESTIMATED ENERGY CONSUMPTION: These facilities will be hooked up to a Central Heating/Cooling Plant.
  - a. Heating System: Gas fired hot air from a Central Heating Plant. Approximately 5,500 MBTU s will be required for these facilities.
  - b. Air Conditioning System: Cooling will be from a Central Cooling Plant and require 7,972 MWH of electricity per year.
  - c. Electrical Power: Primary distribution will be 13.8 KV, 3 phase, 5 wire, 60 hertz. Total connected load for this project will be approximately 248 MWH.
  - d. Water System: Water requirements will be for restrooms, laundry facilities, and incidental cleaning use. Approximately 20,075,000 gallons per year will be required.
  - e. Sewage System: Sanitary sewer System will be required for restrooms and laundry facilities. Approximately 20,075,000 gallons per year will be required.
- 3 ENERGY SOURCE:
  - a. Heating: Natural gas is provided to the installation by Southwest Gas Corporation from well fields in Texas. Gas distribution system on the installation is Government owned. The existing system can supply all requirements for these facilities. Solar will be used where practical.
  - b. Electrical Power: Power is provided by Tucson Electric Power Company. Distribution system on the installation is Government owned. The present system and source can supply requirements.
  - c. Water Supply: Water for the installation is supplied from deep wells on the installation. Water supply and distribution systems are Government owned. The existing system can supply all requirements for these facilities.
  - d. Sewage System: Sanitary sewer system is government owned and operated and adequate to support this project.
- 4 ENERGY USE IMPACTS: The present water, gas electrical, and sewer systems have the capacity to meet the requirements of the proposed facilities. No enlargement of existing utility systems is required.

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**Figure 3-1. Development of DD Form 1391--Continued**

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- 5 ENERGY CONSERVATION: Buildings will be designed for use of solar energy where practical. Buildings will be designed to make maximum use of natural climate, ventilation, and lighting, as well as use of energy efficient windows and building insulation. The facilities will be constructed in compliance with DOD criteria to conserve energy where possible.
- 6 ENERGY ALTERNATIVE: Solar energy for this facility will be used where practical. There are no economical alternatives to the use of electricity.
- 7 ENERGY EFFECT: There will be no adverse environmental effects through use of the energy systems indicated for use in this project. Systems indicated are the most efficient available at present.
- 8 BASIS OF APPRAISAL: In consideration of energy requirements, total energy and selective energy have been considered and discarded as inapplicable.

**19B SUMMARY OF UTILITY SUPPORT**

Project has been reviewed for energy consumption potential and estimated changes in installation totals have been included in appraisal.

ENERGY ALTERNATIVES: Active and passive solar energy will be considered and included if cost effective. Additional funding for solar features will be shown on the budget estimate based on thirty-five percent design if they result in increased construction cost.

**SECTION 20--PROVISIONS FOR THE HANDICAPPED**

**20A PROVISION FOR THE HANDICAPPED (STANDARD TEXT)**

The handicapped will not be provided for in the project since, in the foreseeable future, the facility will be used and operated solely by able-bodied military personnel.

**20C HANDICAP PROVISIONS**

Provisions for the physically handicapped will only be provided in the Community Facilities Building.

**SECTION 21--COMMERCIAL ACTIVITIES**

**21A CA ANALYSIS CONCLUSIONS**

Not applicable under DA Circular 235-2, 1 Feb 80. This project is neither a new start nor an expansion since the proposed work is not directly related to an increase in the productive capacity of an in-house function. Construction will be by civilian contractors.

**21B EXECUTIVE SUMMARY OF THE CA ANALYSIS**

Not applicable under DA Circular 235-1, 1 Feb 80. This project is neither a new start nor an expansion, since the proposed work is not directly related to an increase in the productive capacity of an in-house function. Construction will be by civilian contractors.

**SECTION 22--PHYSICAL SECURITY DATA**

**22A PHYSICAL SECURITY (STANDARD TEXT)**

This project has been coordinated with the installation physical security plan, and all required physical security and or combating terrorism (CBT/T) measures are included.

**22C1 PROVOST MARSHALL**

/S/Judyann Carroll  
LTC MP  
Dir Public Safety  
03 JAN 1994

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**Figure 3-1. Development of DD Form 1391--Continued**

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|  |  |   |                            |  |  |          |           |               |
|--|--|---|----------------------------|--|--|----------|-----------|---------------|
| 1. COMPONENT<br>ARMY   |  | FY 19 98 MILITARY CONSTRUCTION PROJECT DATA |                            |  | 2. DATE<br>31 JAN 1997   |          |           |               |
| 3. INSTALLATION AND LOCATION<br>Fort Huachuca<br>Arizona   |  |   |                            | 4. PROJECT TITLE<br>Whole Barracks Complex Renewal |  |          |           |               |
| 5. PROGRAM ELEMENT<br>85796A   |  | 6. CATEGORY CODE<br>100                     | 7. PROJECT NUMBER<br>38674 |  | 8. PROJECT COST (\$000)<br>Auth. \$20,000.00<br>Approp \$20,000.00 |          |           |               |
| 9. COST ESTIMATES  |  |   |                            |  |  |          |           |               |
| ITEM   |  |   |                            |  | U/M  | QUANTITY | UNIT COST | COST (\$000)  |
| PRIMARY FACILITY   |  |   |                            |  |  |          |           | 15,152.00     |
| Barracks   |  |   |                            |  | m2   | 9,058    | 1,372.00  | 12,427,576.00 |
| Soldier Community Building   |  |   |                            |  | m2   | 1,468    | 1,161.00  | 1,704,348.00  |
| Energy Plant Expansion   |  |   |                            |  | LS   | 0        | 0.00      | 670.00        |
| EMCS   |  |   |                            |  | LS   | 0        | 0.00      | 32.00         |
| Building Information Systems   |  |   |                            |  | LS   | 0        | 0.00      | 322.00        |
| SUPPORTING FACILITIES  |  |   |                            |  |  |          |           | 2,692.00      |
| Electric Service   |  |   |                            |  | LS   | 0        | 0.00      | 224.00        |
| Water, Sewer, Gas  |  |   |                            |  | LS   | 0        | 0.00      | 145.00        |
| Stream and/or Chilled Water Distr  |  |   |                            |  | LS   | 0        | 0.00      | 1,067.00      |
| Paving, Walks, Curbs and Gutters   |  |   |                            |  | LS   | 0        | 0.00      | 298.00        |
| Storm Drainage   |  |   |                            |  | LS   | 0        | 0.00      | 88.00         |
| Site Imp ( 451) Demo ( 287)  |  |   |                            |  | LS   | 0        | 0.00      | 738.00        |
| Information Systems  |  |   |                            |  | LS   | 0        | 0.00      | 132.00        |
| ESTIMATED CONTRACT COST  |  |   |                            |  |  |          |           | 17,844.00     |
| CONTINGENCY PERCENT (5.00%)  |  |   |                            |  |  |          |           | 892.00        |
| SUBTOTAL   |  |   |                            |  |  |          |           | 18,736.00     |
| SUPERVISION, INSPECTION & OVERHEAD (6.00%)   |  |   |                            |  |  |          |           | 1,736.00      |
| TOTAL REQUEST  |  |   |                            |  |  |          |           | 19,860.00     |
| TOTAL REQUEST (ROUNDED)  |  |   |                            |  |  |          |           | 20,000.00     |
| INSTALLED EQT-OTHER APPROPRIATIONS   |  |   |                            |  |  |          |           | ( )           |
| 10. DESCRIPTION OF PROPOSED CONSTRUCTION<br>Construct standard-design barracks, soldier community building, and equipment storage. Expand central heating and cooling plant. Connect to expanded central heating and cooling plant. Connect to energy monitoring and control system (EMCS). Project includes living sleeping rooms, semi-private baths, walk-in closets, storage, dayroom, laundry facilities, and bulk storage. Supporting facilities include utilities; electric service, exterior lighting, fencing; fire protection and alarm systems; paving, walks, curbs and gutters; road upgrades and parking; storm drainage; water distribution lines; outside recreation facilities (lighted basketball and volleyball courts, etc.) and bus shelters; information systems; and site improvements. Access for the handicapped will be provided. Air conditioning; 4000 tons. Demolish three barracks buildings (12,047 SM) to include asbestos and lead base paint abatement and restore suite. Comprehensive interior and furnishings related design services are required. |  |   |                            |  |  |          |           |               |
| 11. REQ  |  | 2.138 PN ADQT                               |                            | 1,501 PN SUBSTD:                                   |  | 637 PN   |           |               |
| PROJECT: Construct standard-design enlisted barracks complex. soldier community building and upgrade existing central energy plant. Relocate administrative space within the existing barracks buildings to other facilities. (Current Mission)  |  |   |                            |  |  |          |           |               |

DD FORM 1391, DEC 76

PREVIOUS EDITIONS MAY BE USED INTERNALLY  
UNTIL EXHAUSTED

PAGE NO. 5

**FOR OFFICIAL USE ONLY**  
(WHEN DATA IS ENTERED)**Figure 3-2. Congressional Version DD Form 1391 (MCA)**

|  |   |  |   |
|--|---|--|---|
| 1. COMPONENT<br>ARMY                                   | FY <u>1998</u> <b>MILITARY CONSTRUCTION</b><br><b>PROJECT DATA</b> (Continuation) | 2. DATE<br>(YYYYMMDD)<br>1997/01/31                | REPORT CONTROL<br>SYMBOL<br>DD-A&T(A)1610 |
| 3. INSTALLATION AND LOCATION<br>Fort Huachuca, Arizona |   | 4. PROJECT TITLE<br>Whole Barracks Complex Renewal |   |
| 5. PROGRAM ELEMENT                                     | 6. CATEGORY CODE  | 7. PROJECT NUMBER<br>38674                         | 8. PROJECT COST (\$000)                   |

**REQUIREMENT:** This project is required to provide barracks that comply with current Army standards for bachelor housing, improve living conditions, and increase individual privacy and security. Intended utilization 280 persons. Maximum utilization is 318 persons.

**CURRENT SITUATION:** Existing rolling pin style barracks buildings, built in 1958, are three-story masonry structures with central latrines, and typical two or three person living/sleeping rooms. The buildings have deteriorated and are in dire need of major repairs. Interior and exterior finishers are deteriorated. Interiors reflect a patchwork or repairs. Built-in furnishings show their age and the effects of rippled surface effects of repeated paintings. Interior lighting is insufficient to overcome the dim and dungeon-like look of corridors and rooms. The bathrooms are antiquated. The rooms lack sufficient electrical receptacles to accommodate typical modern soldier amenities like televisions, video cassette recorders (VCRs), stereo systems, or personal computer. The heating, ventilating and cooling systems are inefficient.

**IMPACT IF NOT PROVIDED:** If this project is not provided, Fort Huachuca soldiers will continue to live in inadequate barracks that impact their morale and well being and underline efforts to retain quality Army soldiers. Overloaded electrical circuits are a safety concern and possible fire hazard. The inefficient heating cooling systems will continue to waste energy and dollars.

**ADDITIONAL:** This project has been coordinated with the installation physical security plan, and all required physical security and/or combating terrorism (CBT/T) measures are included. This project complies with the scope and design criteria of DOD 4270.1-M, Construction Criteria, that were in effect 1 January 19887, as implemented by the Army's architectural and engineering Instructions prepared and utilized in evaluating this project. Parametric estimates have been used to develop project costs. During the past two years, \$4.2 million has been spent on RPM for unaccompanied enlisted personnel housing at Fort Huachuca. Upon completion of this project, the remaining permanent party requirement is 318 spaces at this installation.

**12. SUPPLEMENTAL DATA:**

A. Estimated Design Data:

- (1) Status:
- |   |          |
|---|----------|
| (a) Date Design started.....                              | NOV 1995 |
| (b) Parametric cost Estimating Used to Develop Costs..... | YES      |
| (c) Percent Complete As of January 1997.....              | 40       |
| (d) Date 35% Designed.....                                | DEC 1996 |
| (e) Date Design Complete .....                            | JUN 1997 |

(2) Basis:

- (a) Standard or Definitive Design - (YES/NO) Y  
(b) Where Design Was Most recently Used Fort Huachuca

**Figure 3-2. Congressional Version DD Form 1391 (MCA)--Continued**

| 1. COMPONENT<br>ARMY   |                            | FY <u>1998</u> MILITARY CONSTRUCTION<br>PROJECT DATA (Continuation) |  | 2. DATE<br>(YYYYMMDD)<br>1997/01/31 | REPORT CONTROL<br>SYMBOL<br>DD-A&T(A)1610 |  |     |                                 |     |                       |       |                   |  |                   |       |                           |                            |   |                 |    |  |  |  |
|--|----------------------------|---|--|-------------------------------------|---|--|-----|---------------------------------|-----|-----------------------|-------|-------------------|--|-------------------|-------|---------------------------|----------------------------|---|-----------------|----|--|--|--|
| 3. INSTALLATION AND LOCATION<br>Fort Huachuca, Arizona   |                            |   | 4. PROJECT TITLE<br>Whole Barracks Complex Renewal |                                     |   |  |     |                                 |     |                       |       |                   |  |                   |       |                           |                            |   |                 |    |  |  |  |
| 5. PROGRAM ELEMENT   | 6. CATEGORY CODE           | 7. PROJECT NUMBER   | 8. PROJECT COST (\$000)                            |                                     |   |  |     |                                 |     |                       |       |                   |  |                   |       |                           |                            |   |                 |    |  |  |  |
| <p>(3) Total Design Cost (c) = (a) + (b) or (d) + (e): (\$000)</p> <table> <tr> <td>(a) Production of Plans and specification.....</td> <td>900</td> </tr> <tr> <td>(b) All Other Design costs.....</td> <td>300</td> </tr> <tr> <td>(c) Total Design.....</td> <td>1,200</td> </tr> <tr> <td>(d) Contract.....</td> <td></td> </tr> <tr> <td>(e) In-house.....</td> <td>1,200</td> </tr> </table> <p>(4) Construction Start..... MAR 1998</p> <p>B. Equipment associated with this project which will be provided from other appropriations:</p> <table> <thead> <tr> <th>Equipment<br/>Nomenclature</th> <th>Procuring<br/>Appropriation</th> <th>Fiscal Year<br/>Appropriated<br/>or Requested</th> <th>Cost<br/>(\$000)</th> </tr> </thead> <tbody> <tr> <td colspan="4" style="text-align: center;">NA</td> </tr> </tbody> </table> |                            |   |  |                                     |   | (a) Production of Plans and specification..... | 900 | (b) All Other Design costs..... | 300 | (c) Total Design..... | 1,200 | (d) Contract..... |  | (e) In-house..... | 1,200 | Equipment<br>Nomenclature | Procuring<br>Appropriation | Fiscal Year<br>Appropriated<br>or Requested | Cost<br>(\$000) | NA |  |  |  |
| (a) Production of Plans and specification.....   | 900                        |   |  |                                     |   |  |     |                                 |     |                       |       |                   |  |                   |       |                           |                            |   |                 |    |  |  |  |
| (b) All Other Design costs.....  | 300                        |   |  |                                     |   |  |     |                                 |     |                       |       |                   |  |                   |       |                           |                            |   |                 |    |  |  |  |
| (c) Total Design.....  | 1,200                      |   |  |                                     |   |  |     |                                 |     |                       |       |                   |  |                   |       |                           |                            |   |                 |    |  |  |  |
| (d) Contract.....  |                            |   |  |                                     |   |  |     |                                 |     |                       |       |                   |  |                   |       |                           |                            |   |                 |    |  |  |  |
| (e) In-house.....  | 1,200                      |   |  |                                     |   |  |     |                                 |     |                       |       |                   |  |                   |       |                           |                            |   |                 |    |  |  |  |
| Equipment<br>Nomenclature  | Procuring<br>Appropriation | Fiscal Year<br>Appropriated<br>or Requested                         | Cost<br>(\$000)                                    |                                     |   |  |     |                                 |     |                       |       |                   |  |                   |       |                           |                            |   |                 |    |  |  |  |
| NA   |                            |   |  |                                     |   |  |     |                                 |     |                       |       |                   |  |                   |       |                           |                            |   |                 |    |  |  |  |

Figure 3-2. Congressional Version DD Form 1391 (MCA)--Continued

|   |                         |   |  |                        |  |
|---|-------------------------|---|--|------------------------|--|
| 1. COMPONENT<br>ARMY  |                         | FY 19 98 MILITARY CONSTRUCTION PROJECT DATA |  | 2. DATE<br>31 JAN 1997 |  |
| 3. INSTALLATION AND LOCATION<br>Fort Huachuca<br>Arizona  |                         |   | 4. PROJECT TITLE<br>Whole Barracks Complex Renewal |                        |  |
| 5. PROGRAM ELEMENT<br>85796A  | 6. CATEGORY CODE<br>100 | 7. PROJECT NUMBER<br>38674                  | 8. PROJECT COST (\$000)<br>\$20,000.00             |                        |  |
| 9. COST ESTIMATES   |                         |   |  |                        |  |
| ITEM  | U/M                     | QUANTITY                                    | UNIT COST  | COST (\$000)           |  |
| PRIMARY FACILITY  |                         |   |  | 15,152.00              |  |
| Barracks  | m2                      | 9,058                                       | 1,372.00   | 12,427,576.00          |  |
| Soldier Community Building  | m2                      | 1,468                                       | 1,161.00   | 1,704,348.00           |  |
| Energy Plant Expansion  | LS                      | 0   | 0.00   | 670.00                 |  |
| EMCS  | LS                      | 0   | 0.00   | 32.00                  |  |
| Building Information Systems  | LS                      | 0   | 0.00   | 322.00                 |  |
| SUPPORTING FACILITIES   |                         |   |  | 2,692.00               |  |
| Electric Service  | LS                      | 0   | 0.00   | 224.00                 |  |
| Water, Sewer, Gas   | LS                      | 0   | 0.00   | 145.00                 |  |
| Stream and/or Chilled Water Distr   | LS                      | 0   | 0.00   | 1,067.00               |  |
| Paving, Walks, Curbs and Gutters  | LS                      | 0   | 0.00   | 298.00                 |  |
| Storm Drainage  | LS                      | 0   | 0.00   | 88.00                  |  |
| Site Imp ( 451) Demo ( 287)   | LS                      | 0   | 0.00   | 738.00                 |  |
| Information Systems   | LS                      | 0   | 0.00   | 132.00                 |  |
| ESTIMATED CONTRACT COST   |                         |   |  | 17,844.00              |  |
| CONTINGENCY PERCENT (5.00%)   |                         |   |  | 892.00                 |  |
| SUBTOTAL  |                         |   |  | 18,736.00              |  |
| SUPERVISION, INSPECTION & OVERHEAD (6.00%)  |                         |   |  | 1,736.00               |  |
| TOTAL REQUEST   |                         |   |  | 19,860.00              |  |
| TOTAL REQUEST (ROUNDED)   |                         |   |  | 20,000.00              |  |
| INSTALLED EQT-OTHER APPROPRIATIONS  |                         |   |  | ( )                    |  |
| 10. DESCRIPTION OF PROPOSED CONSTRUCTION  |                         |   |  |                        |  |
| <p>Construct standard-design barracks, soldier community building, and equipment storage. Expand central heating and cooling plant. Connect to expanded central heating and cooling plant. Connect to energy monitoring and control system (EMCS). Project includes living sleeping rooms, semi-private baths, walk-in closets, storage, dayroom, laundry facilities, and bulk storage. Supporting facilities include utilities; electric service, exterior lighting, fencing; fire protection and alarm systems; paving, walks, curbs and gutters; road upgrades and parking; storm drainage; water distribution lines; outside recreation facilities (lighted basketball and volleyball courts, etc.) and bus shelters; information systems; and site improvements. Access for the handicapped will be provided. Air conditioning; 4000 tons. Demolish three barracks buildings (12,047 SM) to include asbestos and lead base paint abatement and restore suite. Comprehensive interior and furnishings related design services are required.</p> |                         |   |  |                        |  |
| II. REQ   | 2.138 PN ADQT           | 1,501 PN SUBSTD:                            | 637 PN   |                        |  |
| PROJECT: Construct standard-design enlisted barracks complex. soldier community building and upgrade existing central energy plant. Relocate administrative space within the existing barracks buildings to other facilities. (Current Mission)   |                         |   |  |                        |  |

DD FORM 1391, DEC 76

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Figure 3-3. OSD Version DD Form 1391 (MCA)

|   |   |  |   |                              |          |   |     |  |    |                            |          |                               |          |
|---|---|--|---|------------------------------|----------|---|-----|--|----|----------------------------|----------|-------------------------------|----------|
| 1. COMPONENT<br>Army  | FY <u>98</u> <b>MILITARY CONSTRUCTION</b><br><b>PROJECT DATA (Continuation)</b> | 2. DATE<br>(YYYYMMDD)<br>1997/JAN/ 31              | REPORT CONTROL<br>SYMBOL<br>DD-A&T(A)1610 |                              |          |   |     |  |    |                            |          |                               |          |
| 3. INSTALLATION AND LOCATION<br>Fort Huachuca, Arizona  |   | 4. PROJECT TITLE<br>Whole Barracks Complex Renewal |   |                              |          |   |     |  |    |                            |          |                               |          |
| 5. PROGRAM ELEMENT  | 6. CATEGORY CODE  | 7. PROJECT NUMBER<br>38674                         | 8. PROJECT COST (\$000)                   |                              |          |   |     |  |    |                            |          |                               |          |
| <p><b>REQUIREMENT:</b> This project is required to provide barracks that comply with current Army standards for bachelor housing, improve living conditions, and increase individual privacy and security. Intended utilization 280 persons. Maximum utilization is 318 person.</p> <p><b>CURRENT SITUATION:</b> Existing rolling pin style barracks buildings, built in 1958, are three -- story masonry structures with central latrines, and typical two or three person living/sleeping rooms. The buildings have deteriorated and are in dire need of major repairs. Interior and exterior finishers are deteriorated. Interiors reflect a patchwork of repairs. Built-in furnishings show their age and the effects of rippled surface effects of repeated paintings. Interior lighting is insufficient to overcome the dim and dungeon-like look of corridors and rooms. the bathrooms are atiquated. The rooms lack sufficient electrical receptacles to accomodate typical modern soldier amnities like televisions, video cassette recorders (VCRs), stereo systems, or personal computers. The heating, ventilating and cooling systems are inefficient.</p> <p><b>IMPACT IF NOT PROVIDED:</b> If this project is not provided, Fort Huachuca soldiers will continue to live in inadequate barracks that impact their morale and well being and undermine efforts to retain quality Army soldiers. Overloaded electrical circuits are a safety concern and possible fire hazard. The inefficient heating and cooling system will continue to waste energy and dollars.</p> <p><b>ADDITIONAL:</b> This project has been coordinated with the installation physical security plan, and all required physical security and/or combating terrorism (CBT?T) measures are included. This prokect complies with the scope and design criteria of DOD 4270.1-M, Construction Criteria, that were in effect 1 January 1987, as implemented by the Army's Architectural and Engineering instructions prepared and utilized in evaluating this project. Parametric estimates have been used to develop project costs. During the past two years, \$4.2 million has been spent on RPM for unaccompanied enlisted personnel housing at Fort Huachuca. Upon completion of this project, the remaining permanent party requirement is 318 spaces at this installation.</p> <p><b>12. SUPPLEMENTAL DATA:</b></p> <p>A. Estimated Design Data:</p> <p>(1) Status:</p> <table border="0"> <tr> <td>(a) Date Design Started.....</td> <td>NOV 1993</td> </tr> <tr> <td>(b) Parametric Cost Estimating Used to Develop Costs.....</td> <td>YES</td> </tr> <tr> <td>(c) Percent Complete As of January 1997.....</td> <td>10</td> </tr> <tr> <td>(d) Date 35% Designed.....</td> <td>DEC 1996</td> </tr> <tr> <td>(e) Date Design Complete.....</td> <td>JUN 1997</td> </tr> </table> <p>(2) Basis:</p> <p>(a) Standard or Definitive Design - (YES)/NO) Y</p> <p>(b) Where Design Was MOst recently Used<br/>Fort Huachuca</p> |   |  |   | (a) Date Design Started..... | NOV 1993 | (b) Parametric Cost Estimating Used to Develop Costs..... | YES | (c) Percent Complete As of January 1997..... | 10 | (d) Date 35% Designed..... | DEC 1996 | (e) Date Design Complete..... | JUN 1997 |
| (a) Date Design Started.....  | NOV 1993  |  |   |                              |          |   |     |  |    |                            |          |                               |          |
| (b) Parametric Cost Estimating Used to Develop Costs.....   | YES   |  |   |                              |          |   |     |  |    |                            |          |                               |          |
| (c) Percent Complete As of January 1997.....  | 10  |  |   |                              |          |   |     |  |    |                            |          |                               |          |
| (d) Date 35% Designed.....  | DEC 1996  |  |   |                              |          |   |     |  |    |                            |          |                               |          |
| (e) Date Design Complete.....   | JUN 1997  |  |   |                              |          |   |     |  |    |                            |          |                               |          |

Figure 3-3. OSD Version DD Form 1391 (MCA)--Continued

| 1. COMPONENT<br>ARMY   | FY <u>1998</u> <b>MILITARY CONSTRUCTION</b><br><b>PROJECT DATA</b> (Continuation) |   | 2. DATE<br>(YYYYMMDD)<br>1997/01/31                | REPORT CONTROL<br>SYMBOL<br>DD-A&T(A)1610 |  |     |                                 |     |                       |       |                   |  |                   |       |                           |                            |   |                 |    |  |  |  |
|--|---|---|--|---|--|-----|---------------------------------|-----|-----------------------|-------|-------------------|--|-------------------|-------|---------------------------|----------------------------|---|-----------------|----|--|--|--|
| 3. INSTALLATION AND LOCATION<br>Fort Huachuca, Arizona   |   |   | 4. PROJECT TITLE<br>Whole Barracks Complex Renewal |   |  |     |                                 |     |                       |       |                   |  |                   |       |                           |                            |   |                 |    |  |  |  |
| 5. PROGRAM ELEMENT   | 6. CATEGORY CODE  | 7. PROJECT NUMBER<br>38674                  | 8. PROJECT COST (\$000)                            |   |  |     |                                 |     |                       |       |                   |  |                   |       |                           |                            |   |                 |    |  |  |  |
| <p>(3) Total Design Cost (c) = (a) + (b) or (d) + (e): (\$000)</p> <table border="0"> <tr> <td>(a) Production of Plans and specification.....</td> <td>900</td> </tr> <tr> <td>(b) All Other Design costs.....</td> <td>300</td> </tr> <tr> <td>(c) Total Design.....</td> <td>1,200</td> </tr> <tr> <td>(d) Contract.....</td> <td></td> </tr> <tr> <td>(e) In-house.....</td> <td>1,200</td> </tr> </table> <p>(4) Construction Start..... MAR 1998</p> <p>B. Equipment associated with this project which will be provided from other appropriations:</p> <table border="0"> <thead> <tr> <th>Equipment<br/>Nomenclature</th> <th>Procuring<br/>Appropriation</th> <th>Fiscal Year<br/>Appropriated<br/>or Requested</th> <th>Cost<br/>(\$000)</th> </tr> </thead> <tbody> <tr> <td colspan="4" style="text-align: center;">NA</td> </tr> </tbody> </table> |   |   |  |   | (a) Production of Plans and specification..... | 900 | (b) All Other Design costs..... | 300 | (c) Total Design..... | 1,200 | (d) Contract..... |  | (e) In-house..... | 1,200 | Equipment<br>Nomenclature | Procuring<br>Appropriation | Fiscal Year<br>Appropriated<br>or Requested | Cost<br>(\$000) | NA |  |  |  |
| (a) Production of Plans and specification.....   | 900   |   |  |   |  |     |                                 |     |                       |       |                   |  |                   |       |                           |                            |   |                 |    |  |  |  |
| (b) All Other Design costs.....  | 300   |   |  |   |  |     |                                 |     |                       |       |                   |  |                   |       |                           |                            |   |                 |    |  |  |  |
| (c) Total Design.....  | 1,200   |   |  |   |  |     |                                 |     |                       |       |                   |  |                   |       |                           |                            |   |                 |    |  |  |  |
| (d) Contract.....  |   |   |  |   |  |     |                                 |     |                       |       |                   |  |                   |       |                           |                            |   |                 |    |  |  |  |
| (e) In-house.....  | 1,200   |   |  |   |  |     |                                 |     |                       |       |                   |  |                   |       |                           |                            |   |                 |    |  |  |  |
| Equipment<br>Nomenclature  | Procuring<br>Appropriation  | Fiscal Year<br>Appropriated<br>or Requested | Cost<br>(\$000)                                    |   |  |     |                                 |     |                       |       |                   |  |                   |       |                           |                            |   |                 |    |  |  |  |
| NA   |   |   |  |   |  |     |                                 |     |                       |       |                   |  |                   |       |                           |                            |   |                 |    |  |  |  |

Figure 3-3. OSD Version DD Form 1391 (MCA)--Continued

|  |                         |   |  |                        |           |               |
|--|-------------------------|---|--|------------------------|-----------|---------------|
| 1. COMPONENT<br>ARMY   |                         | FY 19 98 MILITARY CONSTRUCTION PROJECT DATA |  | 2. DATE<br>31 JAN 1997 |           |               |
| 3. INSTALLATION AND LOCATION<br>Fort Hood, Texas   |                         |   | 4. PROJECT TITLE<br>Family Housing Replacement Construction        |                        |           |               |
| 5. PROGRAM ELEMENT<br>88741A   | 6. CATEGORY CODE<br>100 | 7. PROJECT NUMBER<br>23495                  | 8. PROJECT COST (\$000)<br>Auth. \$18,000.00<br>Approp \$18,000.00 |                        |           |               |
| 9. COST ESTIMATES  |                         |   |  |                        |           |               |
| ITEM   | U/M                     | QUANTITY                                    | UNIT COST  | COST (\$000)           |           |               |
| PRIMARY FACILITY   |                         |   |  | 10,879.00              |           |               |
| Family Housing   | FA                      | 130   | 83,308.00  | 10,830,040.00          |           |               |
| Building Information Systems   | LS                      | 0   |  | 49.00                  |           |               |
| SUPPORTING FACILITIES  |                         |   |  | 6,012.00               |           |               |
| Electric Service   | LS                      | 0   | 0.00   | 718.00                 |           |               |
| Water, Sewer, Gas  | LS                      | 0   | 0.00   | 1,153.00               |           |               |
| Paving, Walks, Curbs and Gutters   | LS                      | 0   | 0.00   | 715.00                 |           |               |
| Storm Drainage   | LS                      | 0   | 0.00   | 346.00                 |           |               |
| Site Imp ( 1,147) Demo ( 1,693)  | LS                      | 0   | 0.00   | 2,840.00               |           |               |
| Information Systems  | LS                      | 0   | 0.00   | 240.00                 |           |               |
| ESTIMATED CONTRACT COST  |                         |   |  | 16,891.00              |           |               |
| CONTINGENCY PERCENT (5.00%)  |                         |   |  | 845.00                 |           |               |
| SUBTOTAL   |                         |   |  | 17,736.00              |           |               |
| SUPERVISION, INSPECTION & OVERHEAD (6.00%)   |                         |   |  | 1,064.00               |           |               |
| TOTAL REQUEST  |                         |   |  | 18,800.00              |           |               |
| TOTAL REQUEST (ROUNDED)  |                         |   |  | 19,000.00              |           |               |
| INSTALLED EQT-OTHER APPROPRIATIONS   |                         |   |  | (0)                    |           |               |
| 10. DESCRIPTION OF PROPOSED CONSTRUCTION   |                         |   |  |                        |           |               |
| <p>Whole neighborhood revitalization by demolition of 130 two and three bedroom junior and senior enlisted family quarters in Chaffee Village (Built in 1955-58), and construction of 130 four and five bedroom junior noncommissioned officer (NCO) family dwelling units. Replacement construction will be on a new site and consist of variously configured multi-units and/or single buildings. Dwelling units will be factory built/manufactured houses and/or conventionally on-site constructed houses. The design includes wood frame construction, brick veneer, or pre-finished siding. The dwelling units will be heated and air conditioned, and include all required utility services (including natural gas), communications, paving, walks, landscaping, recreation facilities and site improvements. Passive solar energy conservation measures will be utilized where shown to be cost effective. Project will provide appliances, washer and dryer connections, garbage disposal, water heater and smoke detectors. At least five percent of the quarters will be constructed such that they will be accessible and easily modifiable to accommodate the requirements of the handicapped. Neighborhood amenities include bus stop shelters, roadway repairs, upgraded play grounds (tot-lots), multi-purpose courts, sidewalks, recreation fields, and a physical fitness trail. The proposed site lacks roadway access. One hundred thirty existing units in Chaffee Village will be demolished, requiring lead based paint, asbestos, and chlordane abatement as required.</p> |                         |   |  |                        |           |               |
| Grade  | Bedrooms                | Net Area (SQ M)                             | Project Factor   | Unit Cost              | No. Units | (\$000) Total |
| JRNCO  | 4                       | 125.4                                       | 0.864  | 722                    | 73        | 5,710         |
| JRNCO  | 5                       | 144.0                                       | 0.864  | 722                    | 57        | 5,120         |
| Total  |                         |   |  |                        | 130       | 10,830        |

DD FORM 1391, DEC 76

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**Figure 3-4. Congressional Version DD Form 1391 (AFH)**

|   |  |   |                                     |   |
|---|--|---|-------------------------------------|---|
| 1. COMPONENT<br>ARMY  | FY <u>1998</u> <b>MILITARY CONSTRUCTION</b><br><b>PROJECT DATA</b> ( <i>Continuation</i> ) |   | 2. DATE<br>(YYYYMMDD)<br>1997/01/31 | REPORT CONTROL<br>SYMBOL<br>DD-A&T(A)1610 |
| 3. INSTALLATION AND LOCATION<br>Fort Hood, Texas  |  | 4. PROJECT TITLE<br>Family Housing Replacement Construction |                                     |   |
| 5. PROGRAM ELEMENT  | 6. CATEGORY CODE   | 7. PROJECT NUMBER<br>23495                                  | 8. PROJECT COST (\$000)             |   |
| <p><b>PROJECT:</b> Whole neighborhood revitalization by replacement of 130 enlisted family dwelling units and supporting facilities located in the Chaffee Village area with 130 four and five bedroom units on a new site. (Current Mission)</p> <p><b>REQUIREMENT:</b> This project is required to improve existing living conditions for junior noncommissioned officer family quarters, neighborhood amenities and supporting infrastructure by providing quarters that meet current standards of quality of life, energy conservation, size, habitability and safety. Existing units are deteriorated to the extent that they cannot be economically improved to meet current standards.</p> <p><b>CURRENT SITUATION:</b> These 130 dwellings were constructed in 1955-58 and lack carports and adequate bulk storage. Many have only one and one-half baths which are deteriorated. Kitchens do not provide adequate storage or counter space, and the heating and air conditioning system are inefficient and require excessive maintenance. Frequent repairs cause significant inconvenience to occupants and increasing costs to the government. The energy efficiency of the quarters is very low by today's standards, causing increased utility consumption and costs.</p> <p><b>IMPACT IF NOT PROVIDED:</b> If this project is not provided, service members will continue to reside in inadequate quarters, and deterioration of the facilities will continue to accelerate. This adversely affects the health, safety and quality of life for these enlisted personnel and their families. Maintenance and energy costs will continue to accelerate, and the President's energy reduction goal will not be met.</p> <p><b>ADDITIONAL:</b> This project has been coordinated with the installation physical security plan, and no physical security and/or combating terrorism (CBT/T) measures are required. This project complies with the scope and design criteria of DOD 4270.1-M, Construction Criteria, as implemented by the Army's Architectural and Engineering Instructions (AEI), "design Criteria", dated 2 October 1995. The life cycle cost analysis shows replacement construction to be more cost effective than all other feasible alternatives.</p> <p style="text-align: center;">Installation Engineer: Colonel Albert G. Bungard<br/>Phone Number: 817/287-5707</p> |  |   |                                     |   |

Figure 3-4. Congressional Version DD Form 1391 (AFH)--Continued

|  |                         |  |   |                        |               |               |
|--|-------------------------|--|---|------------------------|---------------|---------------|
| 1. COMPONENT<br>ARMY   |                         | FY 19 <u>98</u> MILITARY CONSTRUCTION PROJECT DATA |   | 2. DATE<br>31 JAN 1997 |               |               |
| 3. INSTALLATION AND LOCATION<br>Camp Swift Tx, Texas   |                         |  | 4. PROJECT TITLE<br>Family Housing Replacement Construction |                        |               |               |
| 5. PROGRAM ELEMENT<br>88741A   | 6. CATEGORY CODE<br>100 | 7. PROJECT NUMBER<br>23495                         | 8. PROJECT COST (\$000)<br>\$18,000.00                      |                        |               |               |
| 9. COST ESTIMATES  |                         |  |   |                        |               |               |
| ITEM   |                         | U/M  | QUANTITY  | UNIT COST              | COST (\$000)  |               |
| PRIMARY FACILITY   |                         |  |   |                        | 10,879.00     |               |
| Family Housing   |                         | FA   | 130   | 83,308.00              | 10,830,040.00 |               |
| Building Information Systems   |                         | LS   | 0   |                        | 49.00         |               |
| SUPPORTING FACILITIES  |                         |  |   |                        | 6,012.00      |               |
| Electric Service   |                         | LS   | 0   | 0.00                   | 718.00        |               |
| Water, Sewer, Gas  |                         | LS   | 0   | 0.00                   | 1,153.00      |               |
| Paving, Walks, Curbs and Gutters   |                         | LS   | 0   | 0.00                   | 715.00        |               |
| Storm Drainage   |                         | LS   | 0   | 0.00                   | 346.00        |               |
| Site Imp ( 1,147) Demo ( 1,693)  |                         | LS   | 0   | 0.00                   | 2,840.00      |               |
| Information Systems  |                         | LS   | 0   | 0.00                   | 240.00        |               |
| ESTIMATED CONTRACT COST  |                         |  |   |                        | 16,891.00     |               |
| CONTINGENCY PERCENT (5.00%)  |                         |  |   |                        | 845.00        |               |
| SUBTOTAL   |                         |  |   |                        | 17,736.00     |               |
| SUPERVISION, INSPECTION & OVERHEAD (6.00%)   |                         |  |   |                        | 1,064.00      |               |
| TOTAL REQUEST  |                         |  |   |                        | 18,800.00     |               |
| TOTAL REQUEST (ROUNDED)  |                         |  |   |                        | 19,000.00     |               |
| INSTALLED EQT-OTHER APPROPRIATIONS   |                         |  |   |                        | (0)           |               |
| 10. DESCRIPTION OF PROPOSED CONSTRUCTION   |                         |  |   |                        |               |               |
| <p>Whole neighborhood revitalization by demolition of 130 two and three bedroom junior and senior enlisted family quarters in Chaffee Village (Built in 1955-58), and construction of 130 four and five bedroom junior noncommissioned officer (NCO) family dwelling units. Replacement construction will be on a new site and consist of variously configured multi-units and/or single buildings. Dwelling units will be factory built/manufactured houses and/or conventionally on-site constructed houses. The design includes wood frame construction, brick veneer, or pre-finished siding. The dwelling units will be heated and air conditioned, and include all required utility services (including natural gas), communications, paving, walks, landscaping, recreation facilities and site improvements. Passive solar energy conservation measures will be utilized where shown to be cost effective. Project will provide appliances, washer and dryer connections, garbage disposal, water heater and smoke detectors. At least five percent of the quarters will be constructed such that they will be accessible and easily modifiable to accommodate the requirements of the handicapped. Neighborhood amenities include bus stop shelters, roadway repairs, upgraded play grounds (tot-lots), multi-purpose courts, sidewalks, recreation fields, and a physical fitness trail. The proposed site lacks roadway access. One hundred thirty existing units in Chaffee Village will be demolished, requiring lead based paint, asbestos, and chlordane abatement as required.</p> |                         |  |   |                        |               |               |
| Grade  | Bedrooms                | Net Area (SQ M)                                    | Project Factor  | Unit Cost              | No. Units     | (\$000) Total |
| JRNCO  | 4                       | 125.4  | 0.864   | 722                    | 73            | 5,710         |
| JRNCO  | 5                       | 144.0  | 0.864   | 722                    | 57            | 5,120         |
| Total  |                         |  |   |                        | 130           | 10,830        |

DD FORM 1391, DEC 76

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**Figure 3-5. OSD Version DD Form 1391 (AFH)**

|  |                  |  |   |                                     |   |
|--|------------------|--|---|-------------------------------------|---|
| 1. COMPONENT<br>ARMY   |                  | FY 1998 MILITARY CONSTRUCTION<br>PROJECT DATA (Continuation) |   | 2. DATE<br>(YYYYMMDD)<br>1997/01/31 | REPORT CONTROL<br>SYMBOL<br>DD-A&T(A)1610 |
| 3. INSTALLATION AND LOCATION<br>Camp Swift Tx, Texas   |                  |  | 4. PROJECT TITLE<br>Family Housing Replacement Construction |                                     |   |
| 5. PROGRAM ELEMENT   | 6. CATEGORY CODE | 7. PROJECT NUMBER<br>23495                                   |   | 8. PROJECT COST (\$000)             |   |
| 11. REQ: 20,793 FA ADQT: 22,134 FA SUBSTO: None  |                  |  |   |                                     |   |
| <p><b>PROJECT:</b> Whole neighborhood revitalization by replacement of 130 enlisted family dwelling units and supporting facilities located in the Chaffee Village area with 130 four and five bedroom units on a new site. (Current Mission)</p> <p><b>REQUIREMENT:</b> This project is required to improve existing living conditions for junior noncommissioned officer family quarters, neighborhood amenities and supporting infrastructure by providing quarters that meet current standards of quality of life, energy conservation, size, habitability and safety. Existing units are deteriorated to the extent that they cannot be economically improved to meet current standards.</p> <p><b>CURRENT SITUATION:</b> These 130 dwellings were constructed in 1955-58 and lack carports and adequate bulk storage. Many have only one and one-half baths which are deteriorated. Kitchens do not provide adequate storage or counter space, and the heating and air conditioning system are inefficient and require excessive maintenance. Frequent repairs cause significant inconvenience to occupants and increasing costs to the government. The energy efficiency of the quarters is very low by today's standards, causing increased utility consumption and costs.</p> <p><b>IMPACT IF NOT PROVIDED:</b> If this project is not provided, service members will continue to reside in inadequate quarters, and deterioration of the facilities will continue to accelerate. This adversely affects the health, safety and quality of life for these enlisted personnel and their families. Maintenance and energy costs will continue to accelerate, and the President's energy reduction goal will not be met.</p> <p><b>ADDITIONAL:</b> This project has been coordinated with the installation physical security plan, and no physical security and/or combating terrorism (CBT/T) measures are required. This project complies with the scope and design criteria of DOD 4270.1-M, Construction Criteria, as implemented by the Army's Architectural and Engineering Instructions (AEI), "design Criteria", dated 2 October 1995. The life cycle cost analysis shows replacement construction to be more cost effective than all other feasible alternatives.</p> |                  |  |   |                                     |   |
| 12. SUPPLEMENTAL DATA:   |                  |  |   |                                     |   |
| A. Estimated Design Data:  |                  |  |   |                                     |   |
| (1) Status:  |                  |  |   |                                     |   |
| (a) Design Start Date.....   |                  |  |   |                                     |   |
| (b) Percent Complete As Of 15 Sep 1996 (DSGN YR).....  |                  |  |   |                                     |   |
| (c) Percent Complete As of 01 Jan 1997 (BDGT YR).....  |                  |  |   |                                     |   |
| (d) Percent Complete As of 01 Oct 1997 (PROG YR).....  |                  |  |   |                                     |   |
| (e) Concert Complete Date.....   |                  |  |   |                                     |   |
| (f) design Complete Date.....  |                  |  |   |                                     |   |
| (2) Basis:   |                  |  |   |                                     |   |
| (a) Standard or Definitive Design - (YES/NO)   |                  |  |   |                                     |   |
| (b) Where design Was Most Recently Used  |                  |  |   |                                     |   |
| (3) Total Design Cost (c) = (a) + (b) OR (d) + (e): (\$000)  |                  |  |   |                                     |   |
| (a) Production of Plans and Specifications.....  |                  |  |   |                                     |   |
| (b) All Other Design Costs.....  |                  |  |   |                                     |   |
| (c) Total Design Cost.....   |                  |  |   |                                     |   |
| (d) Contract.....  |                  |  |   |                                     |   |
| (e) In-house.....  |                  |  |   |                                     |   |
| (4) Construction Start.....  |                  |  |   |                                     |   |
| month & year   |                  |  |   |                                     |   |

Figure 3-5. OSD Version DD Form 1391 (AFH)--Continued

|  |  |   |   |
|--|--|---|---|
| 1. COMPONENT<br>ARMY                                 | FY <u>1998</u> <b>MILITARY CONSTRUCTION</b><br><b>PROJECT DATA</b> <i>(Continuation)</i> | 2. DATE<br><i>(YYYYMMDD)</i><br>1997/01/31                  | REPORT CONTROL<br>SYMBOL<br>DD-A&T(A)1610 |
| 3. INSTALLATION AND LOCATION<br>Camp Swift TX, Texas |  | 4. PROJECT TITLE<br>Family Housing Replacement Construction |   |
| 5. PROGRAM ELEMENT                                   | 6. CATEGORY CODE   | 7. PROJECT NUMBER<br>23495                                  | 8. PROJECT COST <i>(\$000)</i>            |

B. Equipment associated with this project which will be provided from other appropriations:

| Equipment<br>Nomenclature | Procuring<br>Appropriation | Fiscal Year<br>Appropriated<br>Or Requested | Cost<br>(\$000) |
|---------------------------|----------------------------|---|-----------------|
|---------------------------|----------------------------|---|-----------------|

None

**Figure 3-5. OSD Version DD Form 1391 (AFH)--Continued**

DES% ACE REL 2807 ASA-- CONG HQDA DATE TYPE FUNDS CERT (M)  
 100 6 01/10/1997 Y 10/18/1995--10/25/1995 07/14/1995 MCA 05/10/1995

|  |                            |   |  |                                       |               |
|--|----------------------------|---|--|---------------------------------------|---------------|
| 1. COMPONENT<br>ARMY   |                            | FY 19 <u>98</u> <b>MILITARY CONSTRUCTION PROJECT DATA</b><br>MCA (AS OF 10/30/1997 AT 11:36:14) |  | 2. DATE<br>12 MAR 1997<br>12 JUL 1991 |               |
| 3. INSTALLATION AND LOCATION<br>Fort Huachuca<br>Arizona   |                            |   | 4. PROJECT TITLE<br>Whole Barracks Complex Renewal |                                       |               |
| 5. PROGRAM ELEMENT<br>85796A   | 6. CATEGORY CODE<br>721 11 | 7. PROJECT NUMBER<br>38674  | 8. PROJECT COST (\$000)<br>\$20,000.00             |                                       |               |
| 9. COST ESTIMATES  |                            |   |  |                                       |               |
| ITEM   |                            | U/M   | QUANTITY   | UNIT COST                             | COST (\$000)  |
| PRIMARY FACILITY   |                            |   |  |                                       | 15,152.00     |
| Barracks   |                            | m2  | 9,058  | 1,372.00                              | 12,427,576.00 |
| Soldier Community Building   |                            | m2  | 1,468  | 1,161.00                              | 1,704,348.00  |
| Energy Plant Expansion   |                            | LS  | 0  | 0.00                                  | 670.00        |
| EMCS   |                            | LS  | 0  | 0.00                                  | 32.00         |
| Building Information Systems   |                            | LS  | 0  | 0.00                                  | 322.00        |
| SUPPORTING FACILITIES  |                            |   |  |                                       | 2,692.00      |
| Electric Service   |                            | LS  | 0  | 0.00                                  | 224.00        |
| Water, Sewer, Gas  |                            | LS  | 0  | 0.00                                  | 145.00        |
| Stream and/or Chilled Water Distr  |                            | LS  | 0  | 0.00                                  | 1,067.00      |
| Paving, Walks, Curbs and Gutters   |                            | LS  | 0  | 0.00                                  | 298.00        |
| Storm Drainage   |                            | LS  | 0  | 0.00                                  | 88.00         |
| Site Imp ( 451) Demo ( 287)  |                            | LS  | 0  | 0.00                                  | 738.00        |
| Information Systems  |                            | LS  | 0  | 0.00                                  | 132.00        |
| ESTIMATED CONTRACT COST  |                            |   |  |                                       | 17,844.00     |
| CONTINGENCY PERCENT (5.00%)  |                            |   |  |                                       | 892.00        |
| SUBTOTAL   |                            |   |  |                                       | 18,736.00     |
| SUPERVISION, INSPECTION & OVERHEAD (6.00%)   |                            |   |  |                                       | 1,736.00      |
| TOTAL REQUEST  |                            |   |  |                                       | 19,860.00     |
| TOTAL REQUEST (ROUNDED)  |                            |   |  |                                       | 20,000.00     |
| INSTALLED EQT-OTHER APPROPRIATIONS   |                            |   |  |                                       | ( )           |
| 10. DESCRIPTION OF PROPOSED CONSTRUCTION<br>Construct standard-design barracks, soldier community building, and equipment storage. Expand central heating and cooling plant. Connect to expanded central heating and cooling plant. Connect to energy monitoring and control system (EMCS). Project includes living sleeping rooms, semi-private baths, walk-in closets, storage, dayroom, laundry facilities, and bulk storage. Supporting facilities include utilities; electric service, exterior lighting, fencing; fire protection and alarm systems; paving, walks, curbs and gutters; road upgrades and parking; storm drainage; water distribution lines; outside recreation facilities (lighted basketball and volleyball courts, etc.) and bus shelters; information systems; and site improvements. Access for the handicapped will be provided. Air conditioning; 4000 tons. Demolish three barracks buildings (12,047 SM) to include asbestos and lead base paint abatement and restore suite. Comprehensive interior and furnishings related design services are required. |                            |   |  |                                       |               |
| 11. REQ  |                            | 2.138 PN ADQT   |  | 1,501 PN SUBSTD:                      |               |
|  |                            |   |  | 637 PN                                |               |
| PROJECT: Construct standard-design enlisted barracks complex, soldier community building and upgrade existing central energy plant. Relocate administrative space within the existing barracks buildings to other facilities. (Current Mission)  |                            |   |  |                                       |               |

DD FORM 1391, DEC 76

PREVIOUS EDITIONS MAY BE USED INTERNALLY  
UNTIL EXHAUSTED

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USAPPC V1.10

**FOR OFFICIAL USE ONLY**  
(WHEN DATA IS ENTERED)

Figure 3-6. MACOM Review Version DD Form 1391 (MCA)

|  |  |  |   |
|--|--|--|---|
| 1. COMPONENT<br>ARMY                                   | FY <u>1998</u> <b>MILITARY CONSTRUCTION</b><br>PROJECT DATA (Continuation) | 2. DATE<br>(YYYYMMDD)<br>1997/03/12                | REPORT CONTROL<br>SYMBOL<br>DD-A&T(A)1610 |
| 3. INSTALLATION AND LOCATION<br>Fort Huachuca, Arizona |  | 4. PROJECT TITLE<br>Whole Barracks Complex Renewal |   |
| 5. PROGRAM ELEMENT                                     | 6. CATEGORY CODE   | 7. PROJECT NUMBER<br>38674                         | 8. PROJECT COST (\$000)                   |

**REQUIREMENT:** This project is required to provide barracks that comply with current Army standards for bachelor housing, improve living conditions, and increase individual privacy and security. Intended utilization 380 persons Maximum utilization is 318 persons.

**CURRENT SITUATION:** Existing rolling pin style barracks buildings, built in 1958, are three-story masonry structures with central latrines, and typical two or three person living/sleeping rooms. The buildings have deteriorated and are in dire need of major repairs. Interior and exterior finishers are deteriorated. Interiors reflect a patchwork of repairs. Built-in furnishings show their age and the effects of rippled surface effects of repeated paintings. Interior lighting is insufficient to overcome the dim and dungeon-like look of corridors and rooms. The bathrooms are antiquated. The rooms lack sufficient electrical receptacles to accommodate typical modern soldier amenities like televisions, video cassette recorders (VCRs), stereo systems, or personal computers. The heating, ventilating and cooling systems are inefficient.

**IMPACT IF NOT PROVIDED:** If this project is not provided, Fort Huachuca soldiers will continue to live in inadequate barracks that impact their morale and well being and undermine efforts to retain quality army soldiers. Overloaded electrical circuits are a safety concern and possible fire hazard. the enefficient heating and cooling systems will continue to waste energy and dollars.

**ADDITIONAL:** This project has been coordinated with the installation physical security plan, and all required physical security and/or combating terrorism (CBT/T) measures are included. This project complies with the scope and design criteria of DOD 4270-1-M, Construction Criteria, that were in effect 1 January 1987, as implemented by the Army's Architectural and Engineering Instructions prepared and utilized in evaluating this project. Parametric estimates have been used to develop project costs. During the past two years, \$4.2 million has been spent on RPM for unaccompanied enlisted personnel housing at Fort Huachuca. Upon completion of this project, the remaining permanent party requirement is 318 spaces at this installation.

/s/ Charles W. Thomas  
Brigadier General, USA  
Commanding

**Figure 3-6. MACOM Review Version DD Form 1391 (MCA)--Continued**

| <b>TRI-SERVICE FAMILY HOUSING COST MODEL</b> |                                 |                         |                  |
|--|---------------------------------|-------------------------|------------------|
| <b>SERVICE: DA</b>                           | <b>LOCATION: Ft Example, EG</b> | <b>O'SEAS: (Y/N) N</b>  | <b>YEAR:(96)</b> |
| <b>BASELINE</b>                              |                                 |                         | <b>(\$000)</b>   |
| ( 260 )                                      | ( 400 )                         | ( 144 )                 | = \$14,976       |
| ( # OF UNITS )                               | ( AVG NET SM )                  | ( \$/NSM )              | = 5' LINE        |
| <b>PROJECT FACTORS:</b>                      |                                 |                         |                  |
| ( 1.08 )                                     | ( .98 )                         | ( .99 )                 | = 1.048          |
| ( ACF )                                      | ( PROJ SIZE FAC )               | ( UNIT SIZE FA )        | = PROJ FAC       |
| <b>HOUSING COST:</b>                         |                                 |                         |                  |
|  | (\$14,976)                      | (1.048)                 | = \$15,695       |
|  | (5' LINE COST)                  | (PROJECT FACTOR)        | = HSG COST       |
| ( \$2,000 )                                  | ( 1.08 )                        | ( 260 )                 | = \$562          |
| ( /UNIT SOLAR )                              | ( ACF )                         | ( UNITS )               | = T. SOLAR       |
| ( \$15,695 )+                                | ( \$562 ) /                     | ( 260 )                 | = 62.527         |
| ( HSG COST )+                                | ( SOLAR COST ) /                | ( UNITS )               | = AVG UNIT       |
| <b>SUPPORTING COST:</b>                      |                                 |                         |                  |
| PAVING AND SITE IMPROVEMENTS                 |                                 |                         | 3,220            |
| UTILITIES                                    |                                 |                         | 2,147            |
| LANDSCAPING                                  |                                 |                         | 787              |
| RECREATION                                   |                                 |                         | 172              |
| SPECIAL CONSTRUCTION FEATURES                |                                 |                         | 644              |
| DEMOLITION                                   |                                 |                         | 120              |
|  |                                 | <b>SUPPORT COST:</b>    | <b>\$7,090</b>   |
| <b>SUMMARY:</b>                              |                                 |                         |                  |
| ( \$15,695 ) +                               | ( \$562 ) +                     | ( \$7,090 )             | = 23,347         |
| ( HSG COST ) +                               | ( SOLAR COST ) +                | ( SUPPORT COST )        | = SUBTOTAL       |
| ( \$23,347 ) +                               | ( \$1,167 ) +                   | ( \$1,471 )             | = 25,985         |
| ( SUBTOTAL ) +                               | ( CONTINGENCY ) +               | ( SIOH )                | = PROJ TOTAL     |
|  |                                 | ( ROUND: )              | = 25,990         |
| ( \$25,985,000 ) /                           | ( 260 ) /                       | ( 419.2 )               | = \$238.41       |
| ( PROJECT COST ) /                           | ( UNITS ) /                     | ( ANSM*PROJ FAC )       | = PROJ \$/NSM    |
| <b>PROJECT SITE FACTOR</b>                   |                                 | <b>UNIT SIZE FACTOR</b> |                  |
| <b>(= OF UNITS)</b>                          |                                 | <b>(AVG NSM)</b>        |                  |
| 1 - 49                                       | = 1.05                          | 88 - 97                 | = 1.00           |
| 50 - 99                                      | = 1.02                          | 98 - 106                | = 0.99           |
| 100 - 199                                    | = 1.00                          | 107 - 116               | = 0.98           |
| 200 - 499                                    | = 0.98                          | 117 - 125               | = 0.97           |
| 500 +  | = 0.95                          | 126 +                   | = 0.96           |

**Figure 3-7. Tri-Service Family Housing Cost Model**

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**INFORMATION SYSTEMS COST ESTIMATE (ISCE) INTERFACES**

---

|                               | <b>CONF</b> | <b>PROP</b> | <b>CECOM</b> |
|-------------------------------|-------------|-------------|--------------|
| <b>INSIDE FIVE-FOOT LINE</b>  | CI          | PI          | II           |
| <b>OUTSIDE FIVE-FOOT LINE</b> | CO          | PO          | IO           |

---

KEY: CI: CONSTRUCTION FUNDED COSTS INSIDE FIVE-FOOT LINE (CONF ONLY)  
 CO: CONSTRUCTION FUNDED COSTS OUTSIDE FIVE-FOOT LINE (CONF ONLY)  
 PI: PROPONENT COSTS INSIDE FIVE-FOOT LINE (OPA PLUS O&M ONLY)  
 PO: PROPONENT COSTS OUTSIDE FIVE-FOOT LINE (OPA PLUS O&M ONLY)  
 II: CECOM FUNDED COSTS INSIDE FIVE-FOOT LINE (OPA PLUS O&M ONLY)  
 IO: CECOM FUNDED COSTS OUTSIDE FIVE-FOOT LINE (OPA PLUS O&M ONLY)

ISCE PREPARER ENTERS COSTS IN SECTION 17. COST ELEMENTS CI,CO,PI,PO,II AND IO ARE AUTOMATICALLY TOTALED AND APPEAR IN THE FOLLOWING BLOCKS OR SECTIONS WHEN THE DD FORM 1391 IS EITHER READ OR PRINTED:

---

| <b>BLOCK 2</b>                                   | <b>SECTION 13</b>   |
|--|---|
| BLOCK 2A2<br>CI APPEARS AS A (LS)<br>(CONF ONLY) | II PLUS IO APPEAR AS ONE SUBTOTAL (TOTAL OF ALL OPA AND O&M FUNDS REQUIRED FROM CECOM APPEARS HERE )    |
| BLOCK 2B7<br>CO APPEARS AS A (LS)<br>(CONF ONLY) | PI PLUS PO APPEAR AS ONE SUBTOTAL (TOTAL OF ALL OPA AND O&M FUNDS REQUIRED FROM PROPONENT APPEARS HERE) |

---

**SECTION 17**

CI PLUS PI PLUS II APPEAR AS ONE SUBTOTAL (TOTAL OF ALL FUNDS REQUIRED INSIDE THE FIVE-FOOT LINE APPEARS HERE FROM ALL APPROPRIATIONS: CONF, OPA AND O&M)  
 CO PLUS PO PLUS IO APPEAR AS ONE SUBTOTAL (TOTAL OF ALL FUNDS REQUIRED OUTSIDE THE FIVE-FOOT LINE APPEARS HERE FROM ALL APPROPRIATIONS: CONF, OPA AND O&M)

---

**SECTION 13**

PI (OPA) PLUS PO (OPA) PLUS II (OPA) PLUS IO (OPA) APPEAR AS ONE SUBTOTAL AS (LS) (TOTAL OF ALL REQUIRED O&M FUNDS ONLY APPEARS HERE)  
 PI (O&M) PLUS PO (O&M) PLUS II (O&M) PLUS IO (O&M) APPEAR AS ONE SUBTOTAL AS (LS) (TOTAL OF ALL REQUIRED O&M FUNDS ONLY APPEARS HERE)

---

**BLOCK 2G**

PI (OPA) PLUS II (OPA) PLUS PO (OPA) PLUS IO (OPA) APPEAR AS ONE SUBTOTAL AS (LS) (TOTAL OF ALL REQUIRED OPA FUNDS ONLY APPEARS HERE)  
**NOTE:** REFERENCE ENTRIES FOR SECTIONS 13 & 17 CITED ABOVE:  
 ENTRIES HAVE BEEN SHOWN UNDER PROPONENT AND CECOM COST ELEMENTS FOR OPA AND O&M APPROPRIATIONS ONLY, IN THESE EXAMPLES. WHERE APPROPRIATIONS OTHER THAN OPA OR O&M ARE REQUIRED (SUCH AS ARMY INDUSTRIAL FUNDS [AIF], PRODUCTION BASE SUPPORT FUNDS [PBS], ETC.), A SEPARATE COST ITEM WILL NEED TO BE ADDRESSED IN THE ISCE FOR EACH SUCH APPROPRIATION, AND A SEPARATE LINE ITEM WILL AUTOMATICALLY APPEAR IN THESE PARAGRAPHS.

---

**Figure 3-8. Information Systems Cost Estimate (ISCE) Interfaces**

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# Environmental Documentation Logic Diagram

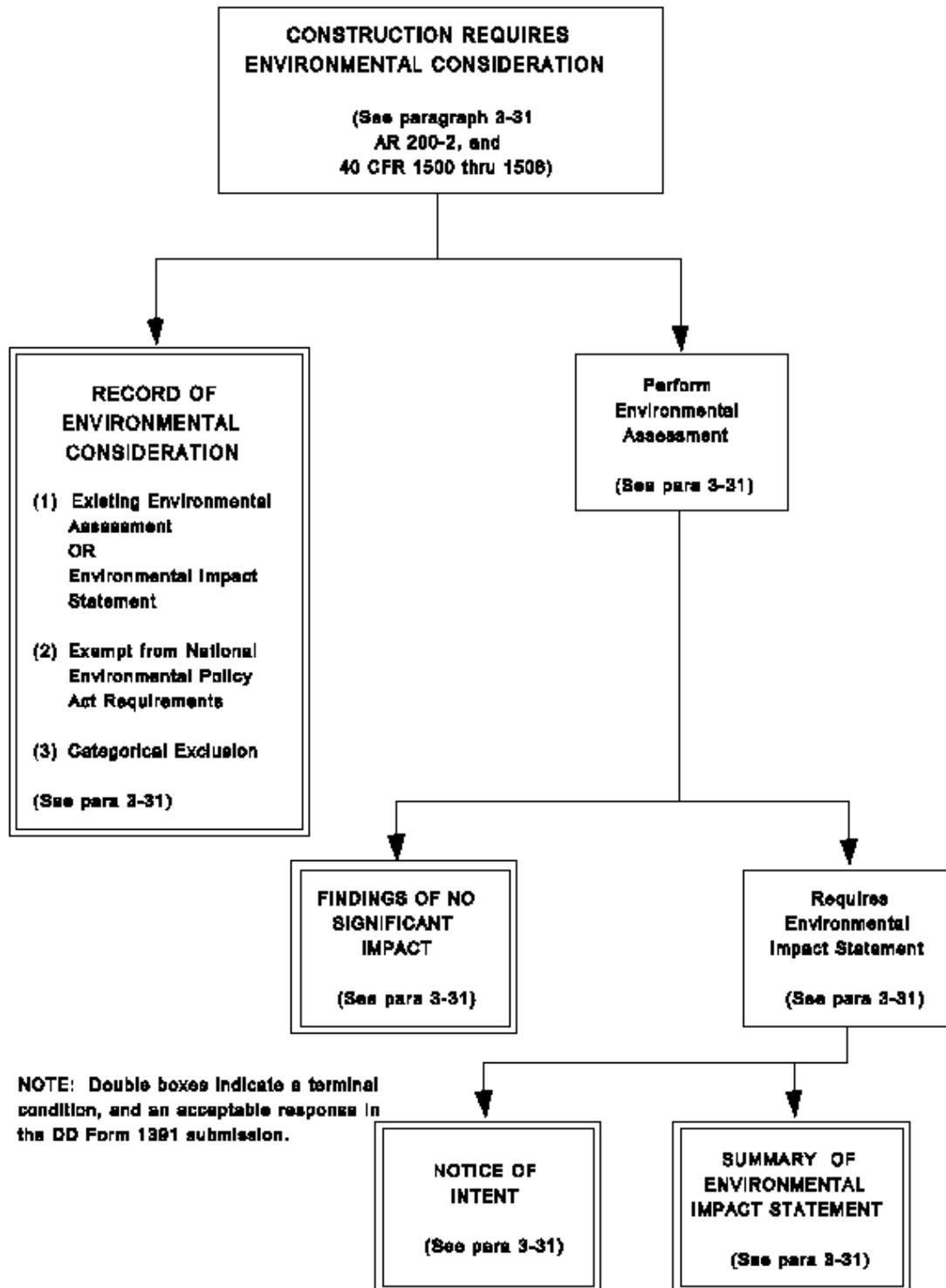


Figure 3-9. Environmental Documentation Logic Diagram

## **Chapter 4**

### **Preparation of DD Form 1390**

#### **4-1. General**

Department of Defense (DD) Form 1390 (FY \_\_\_\_ Military Construction Program) (RCS ENG-240), Part B, is used to record the Military Construction Programs of individual installations in relation to personnel strengths, real property, real property improvements, and installation missions and functions. Each FYDP, as presented on DD Form 1390-EF, includes the following:

- a. A request for authorization for new projects in the budget submittal.
- b. A request for funding for the new authorization.
- c. A list of the highest priority projects for the following year, plus major projects for five additional years.

#### **4-2. Completion of DD Forms 1390**

DD Forms 1390-EF are prepared and submitted electronically, using the DD 1390 Module in the DD 1391 Processor. The 1391 Process Manager (1391 PM) initiates the creation of DD Forms 1390. The system automatically enters information in blocks 1 through 9 of the DD Forms 1390, from data contained in the Construction Appropriation Programming, Control, and Execution System (CAPCES) database, DD 1391 Processor, Army Stationing and Installation Plan (ASIP), and the Headquarters Integrated Facilities System (HQ IFS). Installations provide information in blocks 10 and 11, and block 12, "Remarks". All data entered from CAPCES will be automatically updated immediately before submission to Congress. DD Forms 1390 for the NAF and MED MILCON programs have the same format, which is different from the common format used for the MCA, BRAC, and AFH construction programs. MCA, BCA, and AFH DD Forms 1390-EF may also have different block titles for Blocks 7, 8, and 9 if the forms have been prepared during a biennial budget year. The DD1390 Module performs special processing to determine whether the forms are 5-year or 6-year DD1390s.

|  |  |   |          |          |          |                               |              |           |   |           |        |
|--|--|---|----------|----------|----------|-------------------------------|--------------|-----------|---|-----------|--------|
| 1. COMPONENT<br>ARMY   |  | FY 19 97 MILITARY CONSTRUCTION PROGRAM  |          |          |          |                               |              |           | 2. DATE<br>March 1996                   |           |        |
| 3. INSTALLATION AND LOCATION<br>Schofield Barracks Hawaii  |  |   |          |          |          | 4. COMMAND<br>US Army Pacific |              |           | 5. AREA CONSTRUCTION COST INDEX<br>1.73 |           |        |
| 6. PERSONNEL STRENGTH  |  | PERMANENT                               |          |          | STUDENTS |                               |              | SUPPORTED |   |           | TOTAL  |
|  |  | OFFICER                                 | ENLISTED | CIVILIAN | OFFICER  | ENLISTED                      | CIVILIAN     | OFFICER   | ENLISTED                                | CIVILIAN  |        |
| a. AS OF 30 SEP 1995   |  | 2,209                                   | 12,960   | 2,473    | 34       | 121                           | 0            | 166       | 1,903                                   | 3,756     | 23,622 |
| b. END FY 19 99  |  | 2,259                                   | 12,873   | 4,343    | 26       | 149                           | 0            | 153       | 1,860                                   | 3,809     | 25,472 |
| 7. INVENTORY DATA (\$000)  |  |   |          |          |          |                               |              |           |   |           |        |
| a. TOTAL ACREAGE .....   |  |   |          |          |          |                               |              |           |   | 21,457    |        |
| b. INVENTORY TOTAL AS OF .....   |  |   |          |          |          |                               |              |           |   | 2,523,816 |        |
| c. AUTHORIZATION NOT YET IN INVENTORY .....  |  |   |          |          |          |                               |              |           |   | 81,649    |        |
| d. AUTHORIZATION REQUESTED IN THIS PROGRAM .....   |  |   |          |          |          |                               |              |           |   | 10,000    |        |
| e. AUTHORIZATION INCLUDED IN FOLLOWING PROGRAM .....   |  |   |          |          |          |                               |              |           |   | 39,000    |        |
| f. PLANNED IN NEXT THREE PROGRAM YEARS .....   |  |   |          |          |          |                               |              |           |   | 0         |        |
| g. REMAINING DEFICIENCY .....  |  |   |          |          |          |                               |              |           |   | 60,000    |        |
| h. GRAND TOTAL .....   |  |   |          |          |          |                               |              |           |   | 2,706,065 |        |
| 8. PROJECTS REQUESTED IN THIS PROGRAM  |  |   |          |          |          |                               |              |           |   |           |        |
| CATEGORY CODE  |  | PROJECT TITLE                           |          |          | SCOPE    |                               | COST (\$000) |           | DESIGN STATUS<br>START COMPLETE         |           |        |
| 711  |  | Family Housing Replacement Construction |          |          |          |                               | 10,000       |           | TURNKEY                                 |           |        |
| TOTAL  |  |   |          |          |          |                               | 10,000       |           |   |           |        |
| 9. FUTURE PROJECTS   |  |   |          |          |          |                               |              |           |   |           |        |
| a. INCLUDED IN FOLLOWING PROGRAM   |  |   |          |          |          |                               |              |           |   |           |        |
| CATEGORY CODE  |  | PROJECT TITLE                           |          |          |          |                               | COST (\$000) |           |   |           |        |
| 711  |  | FAMILY HOUSING REPLACEMENT CONSTRUCTION |          |          |          |                               | 30,000       |           |   |           |        |
|  |  | TOTAL                                   |          |          |          |                               | 30,000       |           |   |           |        |
| b. PLANNED IN NEXT THREE YEARS (NEW MISSION ONLY) NONE   |  |   |          |          |          |                               |              |           |   |           |        |
| 10. MISSION OR MAJOR FUNCTIONS   |  |   |          |          |          |                               |              |           |   |           |        |
| The primary mission of Schofield Barracks is to sustain the readiness status of the 25th Infantry Division. Schofield Barracks is one of the primary family housing sites for Army personnel, and also provides administration, unaccompanied housing, support and training facilities for the Army in Hawaii. |  |   |          |          |          |                               |              |           |   |           |        |
| 11. OUTSTANDING POLLUTION AND SAFETY DEFICIENCIES (\$000)  |  |   |          |          |          |                               |              |           |   |           |        |
| A. AIR POLLUTION   |  |   |          |          |          |                               | 0            |           |   |           |        |
| B. WATER POLLUTION   |  |   |          |          |          |                               | 0            |           |   |           |        |
| C. OCCUPATIONAL SAFETY AND HEALTH  |  |   |          |          |          |                               | 0            |           |   |           |        |

Figure 4-1 Completed Sample of DD Form 1390 .

## Chapter 5 Military Construction Program Data Submission

### 5-1. General

- a. *Program basis.* Military Construction Program Data (MCPD) (RCS-ENG-240), Part C, contains all Military Construction, Army (MCA); Army Family Housing (AFH); Nonappropriated Fund (NAF); and MED MILCON facility projects. The MCPD submission is the basis for the construction portion of the FYDP, and is prepared and submitted via the Programming, Administration, and Execution (PAX) System.
- b. *Instructions.* Detailed instructions for preparing and submitting the MCPD are provided in paragraphs 5-2 through 5-5.

### 5-2. The MACOM prioritized construction list

- a. *Program submission.* The MACOM prioritized construction list will be submitted electronically according to the Army Guidance.
- b. *Costs.* All projects in the MACOM prioritized construction list will be costed in dollars adjusted for the year the project is listed.

### 5-3. Medical facilities programming

- a. *Programming.* All Medical Military Construction (MED MILCOM) facilities are programmed by the Defense Medical Facilities Office (DMFO), under the Assistant Secretary of Defense (Health Affairs), ASD(HA). The HFPA (SGFP-ZA) is responsible for development of the Army MED MILCON program, and for its submission to DMFO. Details of these procedures are available in AR 415-15, appendix E.
- b. *Project formulation.* Medical facilities project formulation and program development should be accomplished in the DD 1391 Processor and CAPCES, respectively.

### 5-4. Program status

- a. *Biennial budget.* Biennially, the Army submits to Congress a two-year budget program for Military Construction. In alternate years, Congress requires the submission of the previous second-year program from the biennial submission. This is called the "Amended Budget Submission." HQDA (DAIM-FO) will make available for each installation and MACOM, updated listings of the Budget Year (BY) Program, the Design Year (DY) Program, and the current DA FYDP. This information is established by the HQDA CRRC and approved by Headquarters, Department of the Army (HQDA) and higher authority, and provided by HQDA (DAIM-FD) in the CAPCES system.
- b. *Priority listings.* The MCPD submission is used as the basis upon which DA develops priority listings for the various programs included. This information is maintained in the CAPCES database.

### 5-5. Submission requirements and schedule

- a. *Instructions for use.* Detailed instructions for preparation of the MACOM prioritized construction list are provided "on-line" in the system.
- b. *Submission schedule.* A schedule of project submissions is provided in chapter 6.

## 5-6. Availability of status information

The status of projects from planning through construction is available in CAPCES to engineers throughout the Army. The report system is menu driven. Through the menu, users may obtain information on the MILCON program.

## Chapter 6

### Project Submission Schedule

#### 6-1. Schedule of submissions

- a. *Planning.* (See AR 415-15, chap 2.) The scheduling of work and submission of documents for each biennial year, with alternate-year amended budget submissions, requires prior planning and timely completion of tasks. Graphic outlines of activities are shown in Figure 1-1 of AR 415-15, showing the sequence of key events during the Guidance Year - 1 (GY-1) through the Program Year (PY). Military construction program submissions are required as shown below.
- b. *Program development.* Between October and December of the GY, installations, Army MSCs, and MACOMs develop and submit their prioritized construction lists to Headquarters, Department of the Army (HQDA).
- c. *Components.* The prioritized construction lists should be based on instructions provided in the Army Guidance, engineering program guidance, and the following:
  - (1) A complete, prioritized, integrated MCA and AFH construction project list is prepared for the Army POM. Specific projects are not identified for the last 4 years of the POM, except for new missions and projects that are incrementally funded. MILCON in those 4 years is identified as Current Mission Revitalization Investment Streams for major facility categories. All projects, including projects for the special "fenced" programs, for which guidance is provided (for example, ECIP and APAP) programmed within the Program Objective Memorandum (POM) plus one year, regardless of cost or purpose, will be integrated into the overall command priority list. The list will reflect available program guidance. Projects that cannot be programmed within the POM plus one year guidance, due to dollar limitations, will be included in the MACOM prioritized construction list.
  - (2) A separate prioritized sub-list will be provided for each fenced program. The priorities will be numbered consecutively through the POM plus one year period and through each sub-list. The lists will be broken down by Management Decision Packages (MDEPs) according to HQDA guidance.
  - (3) For projects in support of unit activations, indicate the unit size, type, name, and Unit Identification Code (if known), date of activation and directing DA documentation in the Mission or Initiative Supported block of the DD Form 1391. In addition, each MCA and AFH project should be identified as supporting either new missions, current mission shortfalls, or replacements/modernization efforts.
- d. *Submission date.* Prior to 1 June of the GY, MACOMs must submit full DD Forms 1391 for each project in the fiscal years identified in the Army Guidance.

#### 6-2. Late submission of DD Forms 1391

- a. *Sequence of events.* The success of the engineers in meeting the Army's facility requirements depends, in the first place, on receiving fully documented DD Forms 1391 prior to 1 May of the GY. Hundreds of projects must be--

- (1) reviewed,
  - (2) rank ordered by the Construction Requirements Review Committee (CRRC),
  - (3) reported to the Army leadership and to Congress where required,
  - (4) released, and
  - (5) directed for design to USACE MSCs and districts.
- b. *Late projects.* All of these processes are scheduled to be completed in a few short months. Projects that are submitted late, risk being left out of the programs and delayed until the next year's programs. The quality and maintainability of facilities is, in a very real sense, dependent upon providing designers and builders sufficient time to do their work properly. Late start projects are problems from their beginning. MACOMs must make every effort to submit their projects prior to 1 June of the GY, and must carefully consider deferring any project that is not ready for submission by that date. (See AR 415-15, para 3-8.)

### **6-3. Supplemental data submission**

The Office of the Secretary of Defense (OSD) and Congress of the United States have specified that projected planning and design costs and schedules be provided with each project submission. This supplemental design data is entered into the DD 1391 Processor directly by the designing offices. All projects in the Design Year (DY) program must have planning and design data provided not later than 1 July of DY. This information is used in submission to the OSD. Design offices are then required to correct and update planning and design information not later than 15 December for submission to Congress. The requirement for this information is scheduled as late as possible to provide the most recent and correct data, therefore slippage in providing this data will seriously impact the OSD and presidential budget submissions.

### **6-4. Submission of DD Forms 1390**

DD Forms 1390 are electronically created at HQUSACE, using the DD Form 1390 Module of the DD 1391 Processor System in PAX, and placed in each installation's directory by 1 July of the Budget Year. Installation DEHs/DPWs and MACOMs must review and comment as appropriate on the forms. The MACOM-reviewed and -approved DD Forms 1390 must then be reviewed and validated at DA level. DA submits the DA-approved DD Forms 1390 to OSD by 1 October of the BY. The OSD-approved forms are then included in the "Green Book" as part of the Congressional Budget Submission.

## **Appendix A References**

### **Section I Required Publications**

#### **AR 11-18**

The Cost and Economic Analysis Program. (Cited in para 3-27.)

#### **AR 11-27**

Army Energy Program. (Cited in para 3-35.)

#### **AR 30-1**

The Army Food Service Program. (Cited in para 2-18.)

#### **AR 30-18**

Army Troop Issue Subsistence Activity Operating Policies. (Cited in para 2-18.)

#### **AR 70-1**

Army Acquisition Policy. (Cited in para 2-15.)

#### **AR 95-2**

Air Traffic Control, Airspace, Airfields, Flight Activities, and Navigational Aids. (Cited in paras 3-22 and 3-23.)

#### **AR 190-13**

The Army Physical Security Program. (Cited in para 3-38.)

#### **AR 200-1**

Environmental Protection and Enhancement. (Cited in paras 2-17 and B-5.)

#### **AR 200-2**

Environmental Effects of Army Actions. (Cited in paras 2-10, 2-17, 3-31, and 3-34.)

#### **AR 200-3**

National Resources - Land, Forest and Wildlife Management.

#### **AR 210-20**

Master Planning for Army Installations. (Cited in paras 2-1, 2-22, and 3-23.)

#### **AR 210-50**

Housing Management. (Cited in paras 2-1, 2-6, 2-8, 2-19, 2-20, 3-18, 3-19, 3-22, 3-27, 3-29, and glossary, under Incidental improvement, Nonwhole house project, and Revitalization.)

#### **AR 210-135**

Banks and Credit Unions on Army Installations. (Cited in para 2-1.)

#### **AR 215-1**

Nonappropriated Fund Instrumentalities and Morale, Welfare, and Recreation Activities. (Cited in paras 2-1, 2-7, and 2-20.)

#### **AR 385-60**

Coordination with Armed Services Explosives Safety Board. (Cited in paras 2-16 and B-4.)

**AR 405-10**

Acquisition of Real Property and Interests Therein. (Cited in para B-5.)

**AR 405-45**

Inventory of Army Military Real Property. (Cited in para B-12.)

**AR 415-15**

Army Military Construction Program Development and Execution. (Cited on title page, under Summary, and in paras 1-1, 1-4, 2-1, 2-7 through 2-10, 2-15 through 2-17, 2-20, 2-22, 2-23, 3-17 through 3-19, 3-21 through 3-24, 3-27 through 3-29, 3-31 through 3-33, 3-35, 3-36, 3-38, 3-39, 5-3, 6-1, 6-2, B-1, B-3, B-4, B-6, B-10, and B-12.)

**AR 415-25**

Facilities for Research, Development, Test, and Evaluation (RDTE). (Cited in paras 2-1, 2-7, and B-5.)

**AR 420-17**

Real Property and Resource Management. (Cited in para 2-14.)

**AR 420-49**

Utility Services. (Cited in paras 2-15, 2 17, 3-22 and 3-35.)

**AR 420-70**

Buildings and Structures. (Cited in paras 2-3, 3-17, and 3-22.)

**AR 700-90**

Army Industrial Base Program. (Cited in paras 2-1, 2-7, and 3-22.)

**DA PAM 210-6**

Economic Analysis of Army Housing Alternatives - Concepts, Guidelines and Formats. (Cited in para 3-27.)

**DA PAM 415-3**

Economic Analysis, Description and Methods. (Cited in para 3-27.)

**DA PAM 415-28**

Real Property Category Codes. (Cited in paras 3-8, 3-9, 3-17, 3-19, and 3-25; and glossary, under real property facility.)

**DOD 6055.9-STD**

The DOD Explosives Safety Board. (Cited in para 2-16.). Available on the World Wide Web at the following address: <http://web7.whs.osd.mil/>

**DOD 7000.14-R**

DOD Financial Management Regulation. (Cited in paras 1-4, 2-1, 2-9, 3-17, and 3-29.). Available on the World Wide Web at the following address: <http://web7.whs.osd.mil/>

**DOD Publication**

Medical Space Planning Criteria. (Cited in para 2-6.). Available from OASD(HA), DRMO, 5109 Leesburg Pike, Suite 817, Skyline 6, Falls Church, VA 22401-3201.

**DODD 4270.5**

Military Construction Responsibilities. (Cited in para 2-13.). Available on the World Wide Web at the following address: <http://web7.whs.osd.mil/>

**10 CFR 435, Subpart A**

Energy Conservation Voluntary Performance Standards for New Commercial and Multi-family High Rise Residential Buildings, Mandatory For Federal Buildings. (Cited in para 3-35.)

**36 CFR 800**

Protection of Historical and Cultural Properties. (Cited in paras 2-23 and 3-34.)

**40 CFR 1500 through 1508**

Council On Environmental Quality Regulation. (Cited in para 3-31.)

**Section II****Related Publications**

A related publication is merely 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 5-10**

Management Reduction and Realignment Actions.

**AR 5-20**

Commercial Activities Program.

**AR 190-30**

Military Police Investigations.

**AR 210-25**

Vending Facility Program for the Blind on Federal Property.

**AR 210-70**

Intergovernmental Coordination of DOD Federal Development Programs and Activities.

**AR 215-1**

Administration of Army Morale, Welfare and Recreation Activities and Nonappropriated-Fund Instrumentalities.

**AR 380-5**

Department of the Army Information Security Program.

**AR 380-19-1**

Control of Compromising Emanations.

**AR 415-19**

Nonappropriated-Funded Construction Project Development and Approval.

**AR 415-32**

Engineer Troop Unit Construction in Connection With Training Activities.

**AR 420-10**

Management of Installation Directorates of Public Works.

**AR 420-90**

Fire Emergency Services.

**DA PAM 37-100-xx**

Account Code Structure. (xx represents fiscal year number of the edition of the AR.)

**DOD 5100.76-M**

Physical Security of Sensitive Conventional Arms, Ammunition and Explosives.

**DODD 1015.1**

Establishment, Management, and Control of Nonappropriated Funds Instructions.

**DODD 4275.5D**

Acquisition and Management of Industrial Resources.

**EO 11593**

Protection and Enhancement of the Cultural Environment.

**EO 12114**

Environmental Effects Abroad of Major Federal Actions.

**EO 12148**

Floodplain Management.

**EO 12608**

Protection of Wetlands.

**OMB Circular A-94**

Guidelines and Discount Rates for Benefit-Cost Analysis of Federal Programs.

**PL 74-732**

Randolph Sheppard Act.

**PL 89-544**

Animal Welfare Act.

**PL 89-665**

Preservation of Historic Properties.

**PI 90-448**

National Flood Insurance Act of 1968.

**PL 90-480**

Architectural Barriers Act.

**PL 91-190**

National Environmental Policy Act.

**PL 91-579**

Animal Welfare Act.

**PL 92-583**

Coastal Zone Management Act.

**PL 93-291**

Archaeological and Historical Preservation Act of 1974.

**PL 97-214**

Military Construction Codification Act.

**Senate Report 97-474**

Military Construction Codification Act.

**TM 9-1300-206**

Ammunition and Explosive Standards.

**10 CFR 435, Subpart A**

Energy Conservation Voluntary Performance Standards for New Commercial and Multi-family High Rise Residential Buildings, Mandatory For Federal Buildings.

(Cited in para 3-35.)

**36 CFR 800**

Protection of Historical and Cultural Properties. (Cited in paras 2-23 and 3-34.)

**40 CFR 1500 through 1508**

Council On Environmental Quality Regulation. (Cited in para 3-31.)

**10 USC 2662**

Real Property Transactions: Reports to Congressional Committees.

**10 USC 2672**

Acquisition: Interests in Land When Cost Is Not More Than \$200,000.

**10 USC 2687**

Base Closures and Realignments.

**10 USC 2801**

Definitions.

**10 USC 2803**

Emergency Construction.

**10 USC 2805**

Unspecified Minor Construction.

**10 USC 2807**

Architectural and Engineering Services and Construction Design.

**10 USC 2854**

Restoration or Replacement of Damaged or Destroyed Facilities.

**10 USC 2858**

Limitations on the Use of Funds for Expediting a Construction Project.

**10 USC 4540**

Architectural and Engineering Services.

**16 USC 470**

National Historic Preservation; Congressional Finding and Declaration of Policy. National Historic Preservation Act.

**MIL-STD-1691D**

Construction and Material Schedule for Military Medical and Dental Facilities.

**MILITARY HANDBOOK 1191**

Medical and Dental Treatment Facilities Design and Construction Facilities

**Section III**

**Prescribed Forms**

This section contains no entries.

**Section IV**

**Referenced Forms**

**DD Form 1354**

Transfer and Acceptance of Military Real Property.

**DD Form 1390**

FY\_\_ Military Construction Program (RCS ENG-240) Part B.

**DD Form 1391**

FY\_\_ Military Construction Project Data (RCS ENG-240) Part C.

**DD Form 1391c**

FY\_\_ Military Construction Project Data (RCS ENG-240) Part C, continuation sheet.

**DD Form 1410**

Inventory and Occupancy of Military Owned and Controlled Family Housing Units.

**DD Form 1411**

Statement of Facilities and Assignment.

**DD Form 1523**

Military Family Housing Justification.

**DD Form 2085**

Unaccompanied Personnel Housing (UPH) Inventory and Utilization Data.

## **Appendix B**

### **Unspecified Minor Military Construction, Army**

#### **B-1. General**

This appendix supplies Army guidance pertaining to Unspecified Minor Military Construction, Army (UMMCA) covered in AR 415-15. The UMMCA program provides for the construction of new facilities and construction improvements to existing facilities with a funded cost of greater than \$500,000 and \$1.5 million or less (up to no more than \$3 million where the purpose of the project is solely to correct health, life, or safety deficiencies per 10 USC 2805 as amended). No UMMCA project may be started without authorization from HQDA (DAIM-FD), 600 Army Pentagon, Washington, DC 20310-0600. This authorization is contingent on design completion, cost, HQUSACE and DASA (I&H) approval, prioritization by ODCSOPS, PBC approval for funding, and expiration of the congressional notification period (21 days). (See AR 415-15, appendix B.)

#### **B-2. Methods of Funding**

All UMMCA projects will be accomplished under the authority of 10 USC 2805. Funding for projects costing \$1.5 million or less (up to no more than \$3 million where the purpose of the project is solely to correct health, life, or safety deficiencies per 10 USC 2805 as amended) will be done in one of the following ways:

- a. Projects with a funded cost of \$500,000 or less (\$1 million where the purpose of the project is solely to correct health, life, or safety deficiencies) will normally be financed from the OMA appropriation. Use of MCA funds to finance projects in this category requires advance approval from HQDA (DAIM-FD), 600 Army Pentagon, Washington, DC 20310-0600.
- b. Projects with a funded cost of greater than \$500,000 and \$1.5 million or less (up to no more than \$3 million where the purpose of the project is solely to correct health, life, or safety deficiencies per 10 USC 2805 as amended) may be separately financed from that portion of the annual MCA program allotted for unforeseen (out-of-cycle) requirements.

#### **B-3. Project Costs**

When UMMCA construction and maintenance and repair (OMA) work are combined in a single, integrated contract, each will be treated as a separate project for cost accounting purposes. Engineering estimates may be used to allocate the costs between construction, and maintenance and repair. This will determine project approval authority. Where the work is so integrated that separation of construction from maintenance and repair is not possible, the entire project will be funded as construction.

- a. Funded costs, which will be used to reimburse other appropriations for all such costs initially financed by those other appropriations, include--
  - (1) Government-owned real property materials, supplies, services, or items applicable to the project.
  - (2) Installed capital equipment except as indicated below. This includes installed building equipment. (See DOD 7000.14-R.)
  - (3) Transportation costs applicable to materials, supplies, real property items, installed capital equipment, and Government-owned equipment.
  - (4) Labor costs of construction units composed of foreign nationals. U.S. military labor cost is excluded.

- (5) Supervision, inspection, and overhead (SIOH) costs charged by the Corps of Engineers and the Naval Facilities Engineering Command.
  - (6) Travel and per diem costs for troop labor directly related to the project. (See fig B-1.)
  - (7) Costs for maintenance and operation of Government-owned equipment (including organic troop unit equipment).
  - (8) Costs for preparation of operation and maintenance manuals for installed systems.
  - (9) Site preparation costs.
  - (10) The cost of installing equipment-in-place in new facilities. (See AR 415-15, para H-6.)
- b. Unfunded costs are limited to:
- (1) Costs financed from military personnel appropriations.
  - (2) Depreciation of Government-owned equipment. (Exception--Depreciation cost of plant owned by capital working funds is a funded cost.)
  - (3) Materials, supplies, and items of installed capital equipment that have been obtained for the project on a nonreimbursable basis. (When such items become available as excess distributions from other Government agencies, their value will be at Federal Supply Catalog prices or estimated replacement value.) (See AR 415-15, para H-6, and AR 37-60.)
  - (4) Cost of real property items relocated on an installation, except for their transportation and relocation costs associated with the project.
  - (5) Planning and design costs.
  - (6) Costs for licenses and permits required by State or local laws for pollution abatement or by Status of Forces Agreement (SOFA) requirements overseas.
  - (7) Maintenance and repair costs not directly related to the project.
  - (8) Costs associated with installing equipment in existing real property that is movable in nature and not an integral part of the facility. (See AR 415-15, appendix H and appendix L.)

#### **B-4. Project Qualifications**

A UMMCA project is a single undertaking at a military installation. It includes all construction necessary to produce a complete and usable facility or a complete and usable improvement to an existing facility. The approved project maximum cost must not exceed the amount specified by law for a UMMCA project. (See 10 USC 2805.) The following conditions apply to UMMCA projects:

- a. Such projects must be consistent with the MACOM-approved installation real property master plan.
- b. No existing facilities exist which would satisfy the installation's needs.
- c. The installation or portion of one where the work is to be performed has not been declared excess to Army needs (see AR 5-10, chap 1).
- d. The work will not be otherwise authorized under any currently effective law or in any existing military program.
- e. The scope of work will meet the definition for construction given in AR 415-15 and listed in the glossary.

- f. Construction work required for replacement of damaged or destroyed facilities as authorized by 10 USC 2854 may be done as OMA minor or UMMCA construction when the funded cost does not exceed the amounts cited in AR 415-15, para B-1.
- g. The work to be done on an existing facility will be consistent with the character and remaining economic life of the facility.
- h. Construction of facilities for manufacturing, handling, transporting, or testing military explosives or ammunition requires DDESB approval. (See AR 385-60 and AR 415-15, para K-3.)
- i. In rare instances, a UMMCA project may precede or follow a major MILCON project provided adequate justification exists. (See para B-5b(1).)

#### **B-5. Prohibitions and Limitations**

- a. Prohibitions affecting UMMCA programming include the following, which may constitute a statutory violation of public law--
  - (1) Planned acquisition or improvement of real property facilities through a series of UMMCA projects.
  - (2) Subdivision of a project to reduce costs to a level that meet the statutory limitation. "Splitting" (see glossary) the cost of a project to reduce costs below an approval threshold or the UMMCA ceiling amount.
  - (3) Development of a minor construction project solely to reduce the cost of an active MCA project below the level where Congress would be informed of any cost overrun.
- b. Limitations affecting UMMCA programming include the following--
  - (1) The minor construction authority must not normally be used to begin or complete major construction projects contained in the annual Military Construction Authorization Act. Also, it must not normally be used as a basis to complete projects financed under other authorizations when available funding is lacking. In rare instances, a minor MCA project may precede a major MCA project when it meets a specific need during a specific time frame. A minor project may follow a major project when new mission requirements arise following the major project's approval.
  - (2) All UMMCA projects funded by Research, Development, Test, and Evaluation appropriations for non-mission-related community-type facilities must be approved by the Office of the Assistant Secretary of the Army for Acquisition, Logistics, and Technology (ASA(ALT)). (See AR 415-25.)
  - (3) All land acquisition included in UMMCA projects must be approved in advance. An environmental document (assessment or impact statement) is generally required for any land acquisition action as part of the decision-making process. (See AR 405-10, chap 1, and AR 5-10, chap 3.)
  - (4) Nonappropriated funds may be used with appropriated funds for construction projects if the work to be done can be identified for a different intended purpose. A combination of these funds must not be used to achieve a single intended purpose.
  - (5) No UMMCA project may be used for base realignment or closure actions until the terms of the National Environmental Policy Act (PL 91-190) have been met. (See AR 200-1, chap 2, and para 2-17.)

- (6) No UMMCA funds may be used for construction where an activity is moved to another installation, without prior notification to congressional appropriations committees.
- (7) Any project proposed under UMMCA authority that has been previously denied authorization by Congress must be approved by the SA or his or her designee.
- (8) Project cost limitations governed by 10 USC 2805 in effect at the time of approval of a minor construction project remain in effect throughout the life of the project. Any subsequent change in project cost limitations cannot be applied to a previously approved UMMCA project.
- (9) Defense Business Operating Funds (DBOF) will be used to finance UMMCA projects and real property improvement projects in support of industrial fund operations. The threshold for Army industrial construction is intended to be the same as that established for operation and maintenance accounts. The minor construction limitation for DBOF is \$500,000. Minor construction projects costing \$500,000 and less for such purposes are to be accomplished from DBOF provided funds are available before the projects are executed. Minor construction projects costing in excess of \$500,000 are to be funded with appropriated funds.

#### **B-6. Project Approval Authorities**

See AR 415-15, paragraph B-1, for UMMCA project approval authorities. Approved projects should be resubmitted for reapproval prior to award, if significantly revised following congressional notification. Requests for reapproval must be sent to HQUSACE (CEMP-MA) by the design agent, and must include justification for revisions to be considered.

#### **B-7. Project Processing**

Project processing describes the evaluation and approval of a minor construction project, and is funded from installation operating accounts. (See 10 USC 2807.)

- a. Initial planning is performed at the installation level, where the project functional requirements are prepared.
- b. Advance planning includes tasks essential to project development, and will be funded from the installation operating accounts. It includes such functions as the following--
  - (1) Developing the master plan revision.
  - (2) Developing the requirement for a MILCON project.
  - (3) Performing alternative site studies.
  - (4) Developing and validating project documentation prior to the start of project design.
  - (5) Preparing engineering analyses and studies, excluding such analyses and studies required during design.
  - (6) Preparing environmental impact assessments and statements.
- c. Budgetary planning occurs once the project requirement has been defined, and the installation prepares budgetary estimate data for submission to HQDA. Prior to project approval, budgetary planning expenses must be limited to costs for determining project scope, cost and justification.

- d. Requests for approval of UMMCA projects are submitted to HQDA (DAIM-FD) on the DD 1391 Processor. Specific instructions related to supporting project data are in appendix C. Tenant unit requests should be submitted through the host MACOM or as specified in the host/tenant agreement. (See fig B-2.)

#### **B-8. Project Selection Process**

- a. Generally, more UMMCA projects are submitted by the MACOMs than can be supported by the funding available. To ensure that limited UMMCA funds are spent on only the most urgent requirements, HQDA (DAIM-FD) periodically reviews all unawarded UMMCA projects submitted by the MACOMs at specific HQDA CRRC meetings. (See para 2-2.) The CRRC recommendations are forwarded to DCSOPS for prioritization and to ASA(IH) for approval. (See fig B-3.)
- b. Project Selection occurs as follows:
  - (1) UMMCA program reviews are periodically held to select the most urgent requirements to be funded against the funding level in the program at that time.
  - (2) Before each review the MACOMs are asked to review and prioritize all their unawarded/unadvertised requirements. These priority lists are assembled at HQDA (DAIM-FD) into a draft listing and presented to the CRRC for review. Using the draft listing, the CRRC recommends projects (not prioritized) to be funded within the UMMCA funds available at that time. In addition, the CRRC selects "carry-over" projects which are a prioritized list of projects which will be done should a "selected" project be delayed to the next FY or canceled. All other requirements are either continued in design for later UMMCA funding or returned to the MACOM for disposition (these last two groups vary on the requirements, design status and time of year). A recommended program is then forwarded to the DCSOPS for prioritization and ASA(IH) for approval.
  - (3) Once the PBC approves the program, the MACOMs are notified by message which projects have been selected for funding, which are carryover projects, which have been identified for cancellation and which will continue. This list or program is executed until the next review. This procedure is used to ensure the Army's most urgent minor MCA requirements are satisfied.

#### **B-9. Project Review**

UMMCA projects are reviewed for both technical and administrative sufficiency.

- a. Technical review is an engineering review of the proposed project plans, specifications, cost estimate, and basis of design and is the responsibility of the design agent. It is done at the MACOM level for projects designed by the installation. USACE districts or MSCs may also perform technical review of installation designs if requested by the MACOM or installation.
- b. Administrative review is conducted at both the MACOM and HQDA level. The project documentation must clearly show that the need was unforeseen and cannot await inclusion in a regular MCA program.

#### **B-10. Project design**

Projects to be constructed with MCA funds will use MCA funds for design. Design is an unfunded project cost. Projects to be done with other than MCA funds will have design funded from the appropriation bearing the cost of construction.

- a. Design on projects costing more than \$500,000 will normally be authorized after project validation by the HQDA staff proponent. Design may be done by in-house forces or by contract using appropriate design funds provided by HQDA.
- b. See AR 415-15, paragraph 5-5, for an explanation of the statutory limit on Architect and Engineer fees.

#### **B-11. Project execution**

- a. Minor construction projects funded with OMA funds and approved by MACOM commanders must not exceed \$500,000 (\$1 million where the purpose of the project is solely to correct health, life, or safety deficiencies). See AR 420-10. If, during construction, it becomes apparent that the funded cost of the OMA project will exceed the statutory \$500,000 (or \$1 million, see above) limit, work must be stopped. New project documentation (DD Form 1391) must then be submitted to HQDA (DAIM-FD) for approval using MCA authorization and funds.
- b. If the low bid current working estimate (CWE) for budget purposes is within 120 percent of the approved programmed amount, the Secretary of the Army has authority to approve the increase and authorize award of the project. Authority to approve cost increases up to 115 percent of the approved programmed amount has been delegated to HQUSACE. Congressional committee guidance requires congressional approval to award a UMMCA project over \$1.5 million (over \$3 million where the purpose of the project is solely to correct health, life, or safety deficiencies per 10 USC 2805 as amended) regardless of the percentage of cost overrun. Obtaining approval for award over \$1.5 million (over \$3 million where the purpose of the project is solely to correct health, life, or safety deficiencies per 10 USC 2805 as amended) is extremely difficult, and, considering historical congressional committee guidance, is highly unlikely.
- c. If the low bid is more than 115 percent of the approved programmed amount, HQUSACE will request detailed justification before forwarding the request for approval to DA.
- d. Project reapproval and congressional notification are required if the low bid--
  - (1) Increases the project cost to over \$1.5 million (over \$3 million where the purpose of the project is solely to correct health, life, or safety deficiencies per 10 USC 2805 as amended) and exceeds 120 percent of the approved project cost.
  - (2) Increases the project cost approved at less than \$500,000 to an amount more than \$500,000.

#### **B-12. Project Costs**

- a. Calculation of the value of a completed project, for the purpose of posting to installation property records, must be according to AR 405-45.
- b. Project costs must be determined by use of costing criteria contained in TM 5-800-4. The following expenses are excluded as project costs:
  - (1) Budgetary planning expenses.
  - (2) Construction activity expenses paid from OMA appropriations not directly identifiable with the project.
  - (3) Initial planning and estimating expenses chargeable to .L0000 or .M6000 (see DA PAM 37-100-xx, where xx = current FY).

- (4) Expenses incurred by other than the construction activity for services that are already available (for example, technical review).
- (5) Cost of personal property as defined in DOD 7000.14-R.
- (6) Expenses for installation of personal property in real property facilities when expenses qualify as non-construction costs. (See AR 415-15, appendix H.)

**B-13. Progress monitoring**

When construction is executed by other than a USACE district or MSC, progress should still be reported in the Program and Project Management Information System (PROMIS) by the geographic USACE district or MSC. When construction is executed by other than a USACE district or MSC, the constructing agency commander should report excess funds to the geographic USACE district or MSC at the completion of the project, so that those funds may be promptly withdrawn.

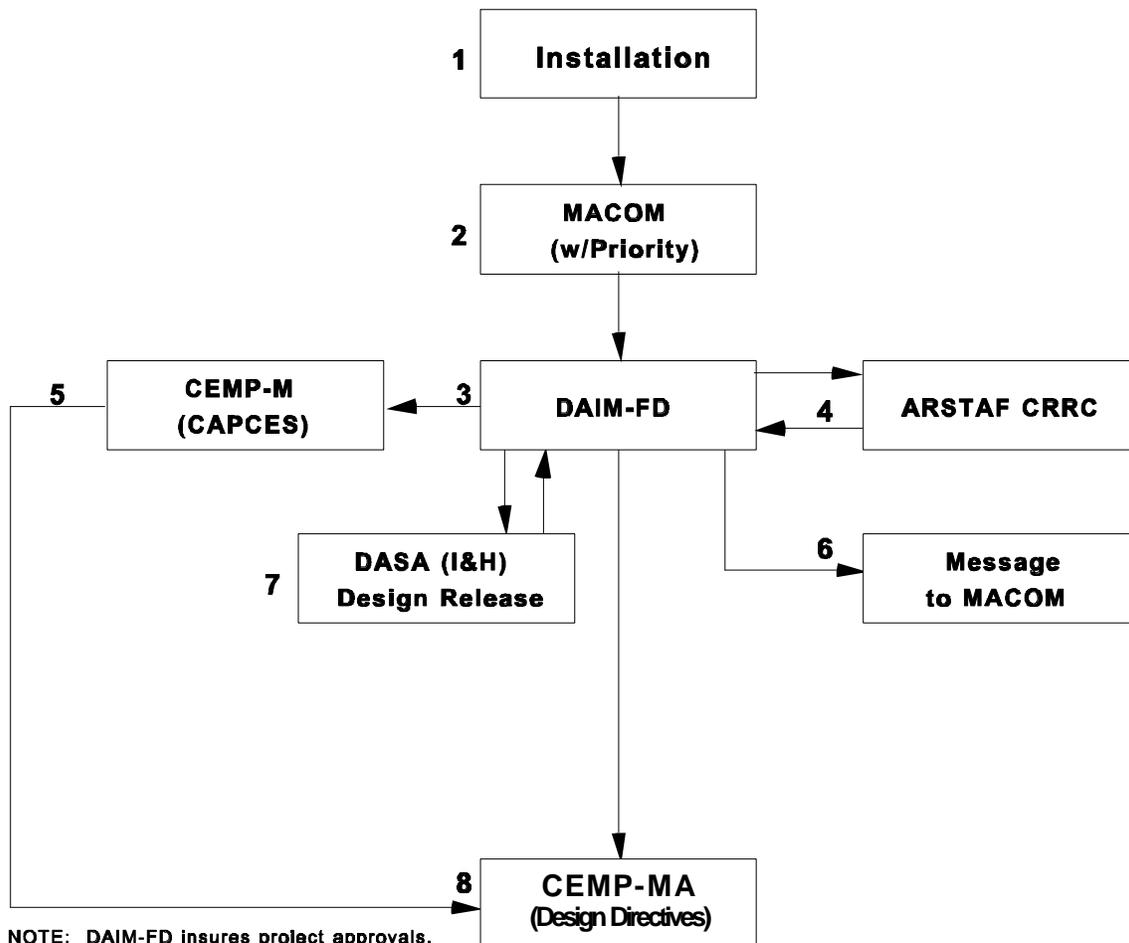
| TROOP PROJECTS |  |  |
|----------------|--|--|
| Threshold      | COST CATEGORIES<br>See Note 1            | TRAINING   |
| (\$000)        | FUNDED<br>See Note 2                     | UNFUNDED<br>See Note 3   |
| 0              | OMA                                      | NOTE:<br>NO APPROVAL LIMIT,<br>BUT MUST BE WITHIN<br>AVAILABLE FUNDS<br>AND MUST RELATE<br>DIRECTLY TO EXERCISE.<br>MUST BE REPORTED TO<br>OSD IF OVER \$100K.<br>COSTS ARE NOT<br>RECORDED AS PROJECT<br>DOCUMENTATION. |
| 500            | MINOR<br>MCA                             |  |
| 1500           | MCA<br><br>CONGRESSIONAL<br><br>APPROVAL |  |
|                |  | MISSION FUNDS (P2)<br>See Note 4   |

1. PROJECT COSTS ARE DIRECTLY RELATABLE TO CONSTRUCTION OF COMPLETE AND USABLE FACILITIES.
2. MATERIAL/SUPPLIES, TRAVEL, PER DIEM, EQUIPMENT MAINTENANCE, TRANSPORT OF SUPPLIES AND MATERIALS, INSTALLED CAPITAL EQUIPMENT, USACE OVERHEAD COSTS.
3. TROOP LABOR, EQUIPMENT, DEPRECIATION, PLANNING & DESIGN.
4. COST OF SUPPLIES, CLASS I RATIONS, CLASS III POL, CLASS IV REPAIR PARTS, CLASS V AMMO, OTHER COSTS NECESSARY FOR TRAINING UNIT.

**Figure B-1. Troop Project Program Controls**

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## Unspecified Minor MCA Project Submission Flow Chart



NOTE: DAIM-FD insures project approvals, Congressional notifications, and related issues are completed in time for scheduled award.

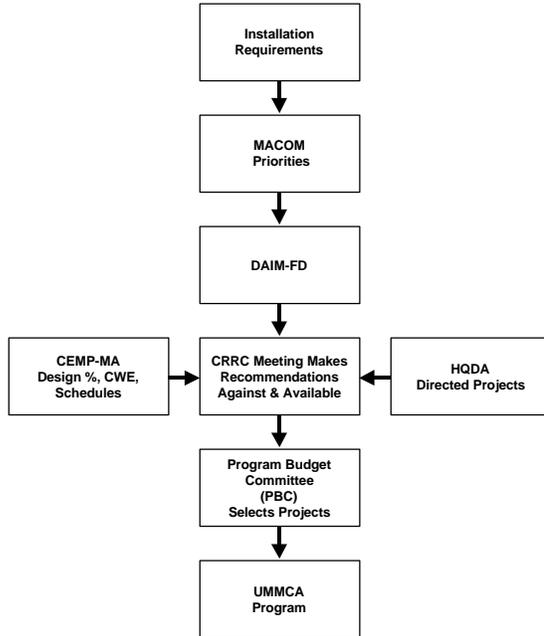
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Figure B-2. Unspecified Minor MCA Project Submission Flow Chart

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**Unspecified Minor MCA  
Project Selection Process**



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**Figure B-3. Unspecified Minor MCA Project Selection Process**

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## **Appendix C**

### **Supporting Data for Unspecified Minor Military Construction, Army Projects**

#### **C-1. General**

This appendix contains guidance for documentation required with project data justification sheets applicable only to UMMCA projects.

#### **C-2. Special Statements Required for UMMCA**

Project justification data sheets will include statements addressing whether--

- a. The project will satisfy a total construction requirement. Major related military construction projects that precede(d) or follow the requested work must be identified.
- b. Directives from higher headquarters created the project need.
- c. All reasonable design alternatives have been explored, and if the installation or an engineer agency (identify by name) is to perform the design and construction.
- d. Any related maintenance and repair projects are to be done along with the project. Operations and Maintenance, Army financed costs must be identified where applicable.
- e. The project will be placed under contract award during the year requested. The forecast design completion date is to be identified. It is to be obtained from the appropriate design agent. (This is to be stated in terms of months from the date of design directive issuance. The forecast project award date, as obtained from the construction agent, is to be included.)

#### **C-3. Auxiliary generators in UMMCA**

Projects requiring auxiliary (standby) electric generators will include full details on the critical nature of the reserve power mission requirement.

#### **C-4. Preparation of cost estimates for UMMCA**

- a. Cost estimate requirements vary according to project complexity.
- b. Cost estimates will provide sufficient detail to adequately describe the scope of work, quantities, and unit costs. Such detailed cost estimates will use either the format of the ENG3086 module of the DD 1391 Processor or a similar format providing the same level of detail as the ENG3086 module.
  - (1) Lump sum entries will not be used except for minor ancillary requirements.
  - (2) The average troop labor per diem rate should be used for construction performed by Army field construction units under UMMCA.
  - (3) Contingency costs for UMMCA project estimates will be as described in paragraph 3-17.
  - (4) Detailed cost estimates for UMMCA projects will be entered in Section 2 of the automated DD Form 1391.
- c. Government costs for supervision, inspection and overhead (SIOH) performed by the Corps of Engineers, either in-house or by A-E contract, will normally be applied by the DD 1391 Processor as described in paragraph 3-17.
- d. High cost factors that result in high project cost estimates due to unusual factors must be explained and justified. High cost factors include--
  - (1) Rock in areas to be excavated or graded.

- (2) Water in the excavated area.
- (3) Need for deep utility or foundation excavation.
- (4) Unfavorable climatic conditions that limit the construction period.
- (5) Remoteness of the installation from labor markets or material sources.

## **Glossary**

### **Section I Abbreviations**

#### **AAFES**

Army and Air Force Exchange Service

#### **ABS**

Amended Budget Submission

#### **ACM**

asbestos-containing material

#### **ACHP**

Advisory Council on Historic Preservation

#### **ACSIM**

Assistant Chief of Staff for Installation Management

#### **ACTS**

Army Criteria Tracking System

#### **AEC**

Army Environmental Center

#### **AFH**

Army Family Housing

#### **AHRP**

Army Housing Requirements Program

#### **AMC**

Army Materiel Command

#### **APA**

aircraft procurement, Army

#### **APAP**

Army Pollution Abatement Program

#### **APC**

air pollution control

#### **APRN**

appropriation

#### **AR**

Army regulation

#### **ARB**

Army Resources Board

#### **ARNG**

Army National Guard

#### **ASA**

Assistant Secretary of the Army

**ASA(FM&C)**

Assistant Secretary of the Army (Financial Management and Comptroller)

**ASA(I&E)**

Assistant Secretary of the Army (Installations and Environment)

**ASA(ALT)**

Assistant Secretary of the Army (Acquisition, Logistics, and Technology)

**ASC**

Army Signal Command

**ASD(HA)**

Assistant Secretary of Defense, Health Affairs

**ASIP**

Army Stationing and Installation Plan

**ATC**

Air Traffic Control; Air Training Command (See context)

**AT/FP**

Antiterrorism/Force Protection

**A-E**

Architect-engineer

**BAQ**

basic allowance for quarters

**BD**

bed

**BMDO**

Ballistic Missile Defense Organization

**BOD**

beneficial occupancy date

**BRAC**

Base Realignment and Closure

**BTU**

British thermal units

**BUP**

Barracks Upgrade Program

**BY**

budget year

**CA**

commercial activities

**CAA**

commercial activities analysis

**CAPCES**

Construction Appropriation Programming, Control, and Execution System

**CAR**  
Chief, Army Reserve

**CATCODE**  
category code

**CCB**  
Construction Criteria Base

**CCH**  
Chief of Chaplains

**CECOM**  
U.S. Army Communications-Electronics Command

**CERE**  
HQ, U.S. Army Corps of Engineers, Real Estate Directorate

**CFF**  
Commercially Financed Facilities

**CFR**  
Code of Federal Regulations

**CFSC**  
Community and Family Support Center

**CIDC**  
U.S. Army Criminal Investigation Command

**COE**  
Chief of Engineers

**COMM**  
commissaries

**CONF**  
construction funded

**CONUS**  
continental United States

**CRRC**  
Construction Requirements Review Committee

**CWE**  
current working estimate

**CZM**  
Coastal Zone Management

**DA**  
Department of the Army

**DAIM**  
Department of the Army, Assistant Chief of Staff for Installation Management

**DASA(I&H)**  
Deputy Assistant Secretary of the Army (Installations and Housing)

**DBOF**  
Defense Business Operating Funds

**DCA**  
Defense Communications Agency

**DCS**  
Deputy Chief of Staff

**DCSENG**  
Deputy Chief of Staff, Engineer

**DCSINT**  
Deputy Chief of Staff for Intelligence

**DCSIM**  
Deputy Chief of Staff for Information Management

**DCSLOG**  
Deputy Chief of Staff for Logistics

**DCSOPS**  
Deputy Chief of Staff for Operations and Plans

**DCSPER**  
Deputy Chief of Staff for Personnel

**DDESB**  
Department of Defense Explosives Safety Board

**DeCA**  
Defense Commissary Agency

**DERA**  
Defense Environmental Restoration Act

**DFA**  
Director of Finance and Accounting

**DFAS**  
Defense Finance and Accounting Service

**DIS**  
Director of Installation Support

**DISC4**  
Director of Information Systems for Command, Control, Communications, and Computers

**DISCOM**  
Division Support Command

**DLA**  
Defense Logistics Agency

**DMFO**  
Defense Medical Facilities Office

**DNA**  
Defense Nuclear Agency

**DOIM**  
Director of Information Management

**DOD**  
Department of Defense

**DODD**  
Department of Defense directive

**DODI**  
Department of Defense instruction

**DPG**  
Defense Planning Guidance

**DPT**  
Director of Plans and Training

**DPW**  
Director of Public Works

**DU**  
dwelling unit

**DY**  
Design Year

**EA**  
Environmental Assessment--each--Economic Analysis (See context)

**ECIP**  
Energy Conservation Investment Program

**ECONPACK**  
Economic Analysis Package

**EIRS**  
Engineering Improvement Recommendation System

**EIS**  
Environmental Impact Statement

**EMCS**  
Energy Monitoring and Control Systems

**EO**  
executive order

**EPIC**  
Environmental Photographic Interpretation Center

**ERA**  
energy requirements appraisal

**EUSA**  
Eighth United States Army

**FA**  
family housing unit

**FAA**

Federal Aviation Administration

**FIRM**

flood insurance rate map

**FM**

financial management; Family (Housing) Maintenance (Account)--(See context)

**FNSI**

finding of no significant impact

**FORSCOM**

Forces Command

**FPS**

Facilities Planning System

**FY**

fiscal year

**FYDP**

Future Years Defense Program

**Gen**

general

**GFOQ**

General/Flag Officers' Quarters

**GOCO**

Government-owned, contractor-operated

**GOGO**

Government-owned, Government-operated

**GY**

Guidance Year

**HFPA**

Health Facility Planning Agency

**HNFCP**

Host Nation-Funded Construction Program

**HMA**

Housing Market Analysis

**HQ**

headquarters

**HQDA**

Headquarters, Department of the Army

**HQ IFS**

Headquarters Integrated Facilities System

**HQUSACE**

Headquarters, United States Army Corps of Engineers

**HTM**

Hazardous and Toxic Materials

**IBE**

Installed Building Equipment

**IFS-M**

Integrated Facilities System Mini-micro

**INSCOM**

Intelligence and Security Command

**IPC**

Information Processing Center

**IS**

information systems

**ISCE**

Information Systems Cost Estimate

**ISEC**

Information Systems Engineering Command

**ISF**

Information Systems Facilities

**KVA**

kilovolt ampere

**KW**

kilowatt

**KWH**

kilowatt hour

**LA**

lane

**LCC**

Life-cycle cost

**LCCID**

Life Cycle Cost in Design

**LIIP**

Line Item Improvement Program

**LIN**

line item number

**LS**

lump sum

**LSD**

late start date

**MACOM**

major Army command

**MCA**  
Military Construction, Army

**MCAR**  
Military Construction, Army Reserve

**MCARNG**  
Military Construction, Army National Guard

**MCPD**  
Military Construction Program Data

**MDEP**  
Management Decision Package

**MDW**  
Military District of Washington, U.S. Army

**MED**  
Defense Medical Facilities program

**MEDCOM**  
U.S. Army Medical Command

**MED MILCON**  
Medical Military Construction

**MILCON**  
military construction

**MPR**  
MACOM Program Review

**MR**  
maintenance and repair

**MSC**  
major Subordinate Command

**MTMC**  
Military Traffic Management Command

**MTMC-EA**  
Military Traffic Management Command-Eastern Area

**MWR**  
morale, welfare, and recreation

**NAF**  
nonappropriated fund(s)

**NAS**  
Network Analysis System

**NATO**  
North Atlantic Treaty Organization

**NEPA**  
National Environmental Policy Act

**NFIP**

National Foreign Intelligence Program

**NGB**

National Guard Bureau

**NHPA**

National Historic Preservation Act

**NRHP**

National Register of Historic Places

**NIBS**

National Institute for Building Sciences

**O&M**

operations and maintenance

**OASA(I&E)**

Office of the Assistant Secretary of the Army for Installation, and Environment

**OASD(HA)**

Office of the Assistant Secretary of Defense, Health Affairs

**OCAR**

Office of the Chief of Army Reserve

**OCONUS**

outside continental United States

**OCSA**

Office of the Chief of Staff of the Army

**OMA**

Operations and Maintenance, Army

**OMB**

Office of Management and Budget

**OPA**

Other Procurement, Army

**OSD**

Office of the Secretary of Defense

**OSHA**

Occupational Safety and Health Act

**OTSG**

Office of The Surgeon General

**PA&E**

Program Analysis and Evaluation

**PAA**

procurement of ammunition, Army

**PAX**

Programming, Administration, and Execution System

**PBC**  
Program and Budget Committee

**PBG**  
Program and Budget Guidance

**PBS**  
Production Base Support

**PC**  
personal computer

**PCS**  
permanent change of station

**PDB**  
Project Development Brochure

**PDMS**  
Planning and Design Management System

**PE**  
program element

**PIK**  
Payment-in-Kind

**PL**  
public law

**PM**  
Provost Marshal; process manager--(See context);program manager

**PN**  
person(s)

**POM**  
program objective memorandum

**POV**  
privately owned vehicle

**PPBES**  
Planning, Programming, Budgeting, and Execution System

**PPBS**  
Planning, Programming, and Budgeting System (OSD)

**PROMIS**  
Program and Project Management Information System

**PROP**  
proponent funded

**PSG**  
Prioritization Steering Group

**PY**  
program year

**RB**  
Relocatable Building

**RDTE**  
Research, Development, Test, and Evaluation

**REC**  
Record of Environmental Consideration

**ROD**  
required occupancy date

**RPMA**  
Real Property Maintenance Activity

**RPMP**  
Real Property Master Plan

**RPPB**  
Real Property Planning Board

**S6S**  
Section Six Schools

**SA**  
Secretary of the Army

**SAIS**  
Assistant Secretary of the Army, Information Systems

**SECDEF**  
Secretary of Defense

**SES**  
Shared Energy Savings

**SF**  
square feet

**SFA**  
Support Facility Annex

**SHPO**  
State Historic Preservation Officer

**SIMOS**  
Skill Imbalanced Military Occupational Specialty

**SIOH**  
supervision, inspection, and overhead

**SNA**  
statement of nonavailability

**SNU**  
substandard, not upgradable

**SOFA**  
Status of Forces Agreement

**SOP**  
Special Operations Program

**SPC**  
Strategy and Planning Committee

**SPCC**  
Study Program Coordination Committee

**TAB**  
Tabulation of Existing and Required Facilities

**TDA**  
tables of distribution and allowances

**TECOM**  
United States Army Test and Evaluation Command

**TISA**  
Troop Issue Subsistence Activities

**TM**  
technical manual

**TOA**  
total obligational authority

**TOE**  
table(s) of organization and equipment

**TRADOC**  
United States Army Training and Doctrine Command

**TSG**  
The Surgeon General

**UIC**  
Unit Identification Code

**UM**  
unit of measure

**UMMCA**  
Unspecified Minor Military Construction, Army

**UPH**  
unaccompanied personnel housing

**UPS**  
uninterruptible power supply

**USAAA**  
United States Army Audit Agency

**USAATCA**  
United States. Army Air Traffic Control Activity

**USACE**  
United States Army Corps of Engineers

**USACFSC**

United States Army Community Family Support Center

**USACPW**

United States Army Center for Public Works

**USAEC**

United States Army Environmental Center

**USAR**

United States Army Reserve

**USAREUR**

United States Army, Europe

**USARJ**

United States Army, Japan

**USARPAC**

United States Army, Pacific

**USARSO**

United States Army, South

**USARSPACE**

United States Army Space Command

**USASDC**

United States Army Strategic Defense Command

**USBRO**

United States Base Requirements Overseas

**USC**

United States Code

**USMA**

United States Military Academy

**WBS**

Work Breakdown Structure

**WPC**

water pollution control

**WWII**

World War II

**Section II****Terms****Addition**

A change to a real property facility that adds to its overall external dimension.

**Alteration**

A change to interior or exterior facility arrangements to improve its current purpose. This includes installed equipment made a part of the existing facility. Additions, expansions, and extensions are not alterations.

### **Army Guidance**

A series of planning and programming guidance documents, revised biennially, and used in preparing the Army Program Objective Memorandum (POM). The Army Guidance outlines parameters and concept for program and budget development, identifies total Army goals, presents Army leadership guidance, Army objectives, and priorities.

### **Army Pollution Abatement Program (APAP)**

A program directed by the Secretary of the Army to correct active violations of environmental requirements. An APAP project is a construction effort to correct active violations of the Clean Air Act (42 USC 7401 et seq), the Clean Water Act (33 USC 1251 et seq), the Resource Conservation and Recovery Act (RCRA) (42 USC 6901 et seq), the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA) (42 USC 9601), the Noise Control Act (42 USC 4901), the Endangered Species Act, the Safe Drinking Water Act (42 USC 1441 et seq), the Toxic Substances Control Act (42 USC 2601), and the Archaeological and Historic Preservation Act. Corrective action for potential violations (inactive sources) are not to be programmed as APAP. Potential violations are defined as inability of certain inactive sources to operate in compliance with applicable discharge/emission standards on start up. Corrective actions for these projects will be programmed as mission support MCA, or in the case of Government-owned, contractor-operated (GOCO) facilities, will be programmed as modernization and or expansion efforts. Projects will be programmed sufficiently in advance to ensure the source is in compliance on start up. Start up dates will be supported by a production workload schedule given in the latest FYDP or DA-approved mission change.

### **Army Resources Board**

The Army Staff's senior committee that reviews, coordinates, and integrates PPBES actions. The committee may dispose of action on its own authority or recommend action to the Chief of Staff and Secretary of the Army. Among its specific functions, the board considers and interprets guidance from the Secretary of Defense and Secretary of the Army and reviews overall Army policy, programs, and budget. The board primarily employs the following four permanent committees in deliberations related to construction, each associated with one of the PPBES functions--Strategy and Planning Committee (SPC), Program and Budget Committee (PBC), Prioritization Steering Group (PSG), and the Study Program Coordination Committee (SPCC).

### **Army Stationing and Installation Plan (ASIP)**

The official document and database that reflects the authorized planning populations for Army installations.

### **Authorization**

The basic substantive legislation enacted by Congress that sets up or continues the legal operation of a Federal program or agency. Such legislation is normally a prerequisite for subsequent appropriations, but does not usually provide budget authority.

### **BSB (Base Support Battalion) (in Europe)**

A geographic area encompassing a specified metropolitan area identified within the boundary of the United States Army, Europe (USAREUR). The term "Military BSB" equates to the term "installation" as used in Army regulations.

### **BSB Commander (in Europe)**

Normally, the senior U.S. Army general officer (or, Colonel, O-6 when no general officer is assigned) assigned or residing in a BSB, who is eligible for command, as defined in AR 600-20.

**Budget Year (BY)**

Precedes the Program Year in which funds are made available for construction and follows the design year. The year in which the Army presents the Military Construction Program before OSD, OMB, and the Congress, and the year final design is to be substantially completed. During FY 1991, the Budget Year program is FY 1992.

**Capital Investment**

The acquisition cost of capital property and real property. (See DOD 7000.14-R.)

**Commercial Activities (CA)**

Commercial and industrial facilities that are Government-owned, and Government-operated (GOGO), or Government-owned and contractor-operated (GOCO) that provide a product or service used primarily by the Government. Included are laundries, central kitchens, central pastry kitchens, central bakeries, meat cutting facilities serving more than one dining facility, and manufacturing, maintenance and distribution facilities. The "commercial activity facility" may be a single facility, or may be included in a group of facilities, or it may be only a part of a facility that is not wholly devoted to commercial type activities.

**Concept Design - (Code 2, 35 Percent Design)**

One of two "first stages" of design used in the MILCON programming and execution process, the other being the parametric design level. Issuance of a Code 2 design directive authorizes the design contracting officer to proceed through the 35 percent design stage. (See AR 415-15, para 5-7.)

**Construction**

- a. The erection, installation, or assembly of a new facility.
- b. The addition, expansion, extension, alteration, conversion, or replacement of an existing facility.
- c. The relocation of a facility from one installation to another.
- d. Installed equipment made a part of the facility, related site preparation, excavation, filling, landscaping, or other land improvements.

**Construction Activity**

The activity responsible for construction contract award or execution of the work by other means.

**Construction Commander**

The officer commanding the organization responsible for the design and construction of the facilities. Usually it is a USACE district commander or operating MSC commander.

**Construction Project**

A single undertaking to effect all Military Construction work 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. A construction project includes all construction work, land acquisition, supervision, inspection and overhead costs, and procurement and or installation of specific types of built-in (installed) equipment necessary to make a facility complete and usable.

### **Construction Requirements Review Committee (CRRC)**

A HQDA subcommittee of the PBC that assists the Military Construction Appropriation Program Managers (Assistant Chief of Staff for Installation Management - Military Construction, Army (MCA) and Family Housing; Chief, National Guard Bureau - Military Construction, Army National Guard (MCARNG); and Chief, Army Reserve - Military Construction, Army Reserve (MCAR)) in preparing their programs. The CRRC also assists the Program Manager for the procurement appropriations (ASA, (ALT)) in formulating the annual procurement authorization request for construction.

### **Conversion**

A change to interior or exterior facility arrangements so that the facility may be used for a new purpose. This includes installed equipment made a part of the existing facility.

### **DD 1390 Module**

The DD Form 1390 Module found within the DD 1391 Processor System allows users to electronically prepare, review, and print out DD Forms 1390.

### **DD Form 1391 Processor System**

An interactive computer-based teleprocessing system that assists in the preparation and review of DD Forms 1391. The main functions are to--

- a. Provide interactive teleprocessing assistance in preparing and editing DD Forms 1391, and submission and distribution of forms electronically.
- b. Calculate space allowances, estimate the cost for primary facilities and verify project requirements using data files stored in the system.
- c. Provide for on-line retrieval and updating of background data files.
- d. Provide a single source of official DD Forms 1391 for all concerned organizations from the installation to the staff and secretariat level of DA.
- e. Facilitate the preparation, submission, and review of DD Forms 1391 throughout the Army.

### **DA Standard Designs**

DA standard designs are those that have been developed under the DA Facilities Standardization Program that was directed by the Vice Chief of Staff, Army. These designs were developed, approved, and implemented with Army-wide input and are mandatory for use in planning, programming, designing, and constructing projects for the facility types they were developed for throughout the Army.

### **Demolition**

The removal of existing structures and utilities.

### **Design Agency**

Agency designated with responsibility for design of a MILCON project. Normally a USACE district or operating MSC.

### **Design Year (DY)**

The year immediately before the budget year and immediately after the guidance year.

### **Directed Programs (Fenced Programs)**

Programs that have been ordered into a program by the DA or higher authority. Money for these programs is usually set aside in the program guidance to be used if valid projects can be identified and construction can be awarded during the fiscal year that funds are available. Examples of directed programs are ECIP and APAP.

**Director of Public Works (DPW)**

Commander of the installation facilities engineering organization. These functions may also be represented under the Director of Installation Support (DIS).

**District Engineer**

Commander of a USACE district.

**Division Engineer**

Commander of a USACE division, also referred to as a USACE MSC.

**Economic Analysis**

A systematic method for identifying, analyzing, and comparing costs and benefits of various alternatives to find the most efficient (economical) solution.

**Energy Conservation Investment Program (ECIP)**

A Military Construction funded program for retrofitting energy conserving features into existing DOD facilities in the most cost effective and efficient manner. ECIP projects qualify for inclusion in the construction program, based on cost amortization within the facility's economic life and energy saved (BTUs).

**Expansion**

A change to a real property facility that adds to its overall external dimension.

**Extension**

See Addition.

**Final Design (FD) - (Code 6, 100 percent design)**

Normally, a code 6 design directive is the final design directive for military construction projects, which authorizes full and complete design of projects ready to advertise.

**Foreign Areas**

All areas outside the United States.

**Guidance Year (GY)**

Precedes the design year and follows the planning year.

**Host Nation-Funded Construction Program (HNFCP)**

Any construction program providing facilities in direct support of DOD personnel or programs that is funded partially or totally by the host nation in which DOD personnel are stationed.

**Improvement**

A substitution or modernization that increases the aesthetic appeal or functional use of a facility.

**Incidental Improvement**

Minor improvement made within the cost limitations of the AFH O&M program. (See AR 210-50).

**Incremental Construction**

The construction of a project in usable segments. For example, a project to completely upgrade the paving of an airfield could be broken into increments such as the runway itself, taxiways or parking apron. Each increment is complete and usable, but the total project is not complete until all increments are completed and the total requirement is satisfied. (See also phasing of construction project.)

**Installation**

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, USAR, or ARNG) is permanently assigned.

**MACOM Prioritized Construction List**

A program that contains data from the Guidance Year and five succeeding fiscal years, as submitted by the commanders and evaluated by DA.

**Management Decision Package (MDEP)**

A resource management tool consisting of an 9-year package of dollar and manpower resources to support a given program or function. (See AR 1-1.)

**MACOM Commander**

As used herein, the term MACOM commander applies to the following persons:

- a. Commander in Chief, U.S. Army, Europe and Seventh Army (USAREUR)
- b. Commanders--
  - (1) Army Forces Command (FORSCOM)
  - (2) Army Medical Command (MEDCOM)
  - (3) Army Materiel Command (AMC)
  - (4) Army Training and Doctrine Command (TRADOC)
  - (5) Eighth U.S. Army (EUSA)
  - (6) Intelligence and Security Command (INSCOM)
  - (7) Military District of Washington, U.S. Army (MDW)
  - (8) Military Traffic Management Command (MTMC)
  - (9) United States Army Corps of Engineers (USACE)
  - (10) United States Army Criminal Investigation Command (USACIDC)
  - (11) United States. Army, Japan (USARJ)
  - (12) United States Army, Pacific (USARPAC)
  - (13) United States Army, South (USARSO)
  - (14) United States Army Space and Missile Defense Command (SMDC)
  - (15) United States Army Special Operations Command (USASOC)
  - (16) United States Army Strategic Defense Command (USASDC)
  - (17) United States Military Academy (USMA)

**Major Construction**

Construction projects having a funded cost in excess of the statutory cost limitations on minor construction projects that are, or are intended to be, authorized and appropriated under MCA and AFH laws.

**Major Facility**

For the purposes of determining suitability for incremental construction, a major facility is any single facility costing more than \$100 million. Examples include hospitals or large research facilities. The National Training Center, by contrast, would not be considered a major facility for this purpose because it is a collection of smaller projects.

**Master Plan**

An integrated series of documents that presents in graphic, narrative, and tabular form the present composition of an installation. Included is the plan for the installation's orderly and comprehensive development over a 20-year period.

**Military Construction Program Data (MCPD)**

Those documents that represent all unsatisfied facility requirements (except Family Housing) regardless of funding source. The data includes the MACOM Prioritized Construction List.

**Minor Construction Program**

Those MCA construction projects subject to the dollar limitation established by Congress in the Military Construction Authorization Act for the fiscal year in question. (See 10 USC 2805.) There is no minor construction program in AFH.

**New Start**

See AR 5-20 (Commercial Activities Program), for new start criteria, definitions, geographic application, and dollar thresholds.

**Nonwhole House Project**

An AFH project that addresses the maintenance, repair, and or improvement only of a specific component or components of a DU. Also referred to as a line-item improvement program (LIIP) project. (See AR 210-50.)

**Parametric Design - (Code 3, 5 - 15 Percent Design)**

One of two "first stages" of design used in the MILCON programming and execution process, the other being the concept design level. A Code 3 design directive authorizes the design contracting officer to proceed through the 5 - 15 percent design stage. (See AR 415-15, para 5-8.)

**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. Not to be confused with incremental construction.

**Planning and Design Management System (PDMS)**

A system designed to improve the delivery of new or remodeled facilities. This is accomplished through decentralized control, greater discipline of planning and programming processes, clear responsibility and authority assignment for management activities during the planning, programming, design, budgetary and execution phases of the Military Construction Program. The system does not apply to category code 500 facilities.

**Planning, Programming, and Budgeting System (PPBS)**

An integrated system that establishes, maintains, and revises the Defense Program and the DOD budget.

**Post acquisition construction**

Construction projects performed on existing family housing which improve the structure, installed equipment, and auxiliary support facilities. Includes ECIP projects.

**Primary facility**

Main facility or facility complex required to perform an essential mission or function.

**Program and Budget Committee (PBC)**

A PPBES committee which oversees the programming, budgeting and execution phases of the PPBES, including information feedback among the phases. The PBC serves in both a coordinating and executive-advisory role. It provides a continuing forum in which program and budget managers review, adjust and decide issues.

**Program and Budget Guidance (PBG)**

Information regarding availability of dollar and manpower resources. Provides general guidance and expresses HQDA views on various programs and identifies programs to be included in the MDEP under the MCA and AFH appropriation.

**Program Objective Memorandum (POM)**

A formal document submitted to OSD containing the Army proposals for resource allocation in consonance with program guidance. The POM describes all aspects of Army programs to increase the operational readiness of the total Army. It highlights forces, manpower, and material acquisition. It also addresses the equipment distribution and logistics support required to meet the strategy and objectives specified by the Secretary of Defense.

**Programming, Administration, and Execution System (PAX)**

A teleprocessing capability available worldwide providing up-to-the-minute information and a variety of computerized programs to support Army engineers executing their responsibilities. It includes the DD 1391 Processor and the CAPCES system, among others.

**Program Year (PY)**

The year funds are made available for construction of projects. It is the first year of the execution phase of each Military Construction Program and follows the Budget Year. It is the current fiscal year.

**Project, Minor Construction**

A single MCA undertaking at a military installation with an approved cost less than the statutory limit provided by the annual Military Construction Authorization Act. It will include all work needed to produce a complete and usable facility or improvement to an existing facility. (See Construction project).

**Real Property Facility**

A separate and individual building, structure, utility system, or other real property improvement identifiable in the three-digit Category Codes listed in DA Pam 415-28.

**Related Furnishings and Equipment**

Those items not to be included in the MCA and AFH project costs, but to be identified during planning so that appropriate funds can be programmed for procurement and delivery of items so as not to delay full use of the facility upon completion of construction.

**Relocatable Building**

A building designed for the specific purpose of being readily moved, erected, disassembled, stored, and reused. This includes all types of buildings designed to provide relocatable capabilities and building forms such as trailers (trailer-type buildings). Specifically excluded from this definition are building types and forms that are provided as an integral part of a mobile equipment item and that are incidental portions of such equipment components such as communication vans or trailers.

**Relocation**

The movement of a building or structure that is either intact or disassembled, from one site to another. It includes movement of utility lines, but excludes relocation of roads, pavements, airstrips, or similar facilities.

**Replacement**

The complete reconstruction of a facility that has been destroyed or damaged beyond the point at which it could have been economically repaired. It also refers to a new facility designed to take the place of an existing facility.

**Revitalization**

A major, comprehensive, systematic undertaking to completely modernize, renovate, rehabilitate, or, in some cases, replace, an existing facility. (See also AR 210-50.)

**Roads and Parking**

All roads, streets, and parking associated with a project, including integral curbs and gutters, traffic control devices, signs, and sidewalks.

**Site Improvement**

Site related construction items that are not considered an integral part of other support facilities such as walks, walls and fences, site furnishings, grading, and so forth.

**Six Percent Statutory Cost Limitation**

The limitation on fees to be paid under A-E contracts for the production and delivery of designs, plans, drawings, and specifications for Military Construction projects. This limitation is imposed by Congress and is based on the estimated cost of construction.

**Splitting**

Programming a project by increments solely to reduce the cost below an approval threshold or the construction ceiling amount, which results in an incomplete and unusable facility. (See 10 USC 2801). Splitting is a statutory violation.

**Supporting Facilities**

Items of construction directly related to the primary facility, such as utilities, information systems, and facilities outside the 5-foot line of the structure including, storm drainage, roads and parking, plant materials, site improvements, demolition, relocation, and recreational facilities.

**Tables of Distribution and Allowances (TDA)**

Authorization document for non-combat, non-deployable units. Each document is unique for a particular unit, predominately general support units.

**Tables of Organization and Equipment (TOE)**

A table which prescribes the normal mission, organization structure, and personnel and equipment requirements for a military unit, and is the basis for an authorization document.

**Total Obligational Authority (TOA)**

A measure used by DOD that refers to the value of the direct Defense program for each year. For example, if it is proposed to fund 10 MCA projects at a cost of \$1M each, that is \$10 million in TOA.

**United States (U.S.)**

The fifty states, the District of Columbia, plus territories and possessions.

**Usable Increment**

The part of a proposed facility that, if the whole facility were not constructed, could be put to use.

**U.S. Overseas**

For purposes of this pamphlet, Alaska, Hawaii, and U.S. territories and possessions.

**U.S. Territories and Possessions**

Outlying areas of the U.S. including Puerto Rico, Virgin Islands, Trust territory of the Pacific Islands, American Samoa, Wake and Midway Islands, and Guam.

**Whole House Project**

A comprehensive project for revitalizing, modernizing, renovating, or rehabilitating a dwelling unit by doing all required work (maintenance, repair, and or improvement) at one time. A whole house project is normally used where dwelling unit age has either caused failed or failing systems and components or resulted in obsolete amenities inconsistent with those found in contemporary housing. Such a project results in lower costs, less down time on dwelling units, improved service to residents, and better housing for families. (See also revitalization.)

**1391 Process Manager (DD 1391 PM)**

A DD 1391 Process Manager is required for each program included in the DD Form 1391 Processor System. The DD 1391 PMs have oversight responsibility for managing the computer system to support functional requirements. Special data manipulation programs are available to the PMs including purge commands and other security protective devices. Additional information is available in the DD 1391 Processor Users Manual.

**DD 1391 Processor**

See DD 1391 Processor System.

**Section III****Special Abbreviations and Terms**

This section contains no entries.

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