Department of the Army
Pamphlet 420–1–2

Facilities Engineering

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

Headquarters
Department of the Army
Washington, DC
2 April 2009

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SUMMARY of CHANGE

DA PAM 420-1-2
Army Military Construction and Nonappropriated-Funded Construction Program Development and Execution

This new Department of the Army pamphlet, dated 2 April 2009--

- Provides guidance for Planning Charrette process (app C).
- Incorporates procedures from DA Pamphlet 415-15 (throughout).
- Provides guidance for the DD Form 1391 Processor entries (throughout).
- Makes administrative changes (throughout).

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***Department of the Army Pamphlet 420–1–2**

Facilities Engineering

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

By Order of the Secretary of the Army:

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General, United States Army
Chief of Staff

Official:

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History. This publication is a new Department of the Army pamphlet.

Summary. This pamphlet provides guidance for preparation of DD Form 1390 and DD Form 1391 according to the policies in AR 420–1.

Applicability. This pamphlet applies to the Active Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve, unless otherwise stated.

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

Army Management Control Process. This pamphlet contains management control provisions and identifies key management controls that must be evaluated (see appendix D).

Suggested improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to Assistant Chief of Staff for Installation Management, (DAIM–ODC), 600 Army Pentagon, Washington, DC 20310–0600.

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

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*This publication supersedes DA Pam 415–15, dated 25 October 1999.

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Glossary

Chapter 1
Introduction

1–1. Purpose

a. General. This pamphlet prescribes Department of Defense (DOD) DD Form 1390 and DD Form 1391 (RCS DD AT&L (A) 1610) for use by installation programmers in preparing and updating these forms as required by Army regulation (AR) 420–1, chapter 4. It provides information for individuals at all levels that are involved in military construction (MILCON) programming. In addition, this pamphlet explains how to utilize the DD Form 1391 Processor System (DD Form 1391 Processor) to document requirements necessary for the submittal of programming requests for MILCON 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 Form 1391 and update DD Form 1390 for the Army 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 Form 1391 Processor for program preparation. It describes the complete project justification process and the automation capability available through the DD Form 1391 Processor, as well as essential data and reporting requirements. It is 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 the results of the forms preparation. Procedural guidance provided in this pamphlet will also assist project programmers in preparing DD Form 1391 for Nonappropriated Funds (NAF) projects as well as other construction programs.

1–2. References

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

1–3. Explanation of abbreviations and terms

Abbreviations and special terms used in this publication are explained in the glossary.

1–4. Requirement for DD Form 1390 and DD Form 1391

Based upon the requirements of DOD 7000.14–R and AR 420–1, chapter 4, DD Form 1390 and DD Form 1391 are used for all MILCON and NAF projects in the Future Years Defense Plan (FYDP).

a. Context. It is necessary to view DD Form 1390 and DD Form 1391 in the context of the MILCON project approval and execution process, since these forms comprise the FYDP; the individual MILCON project justifications for each installation; and for NAF project approval and execution as well.

b. Documentation. The requirement for a project is usually 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 the Installation Management Command (IMCOM), Army Command (ACOM), Army Service Component Command (ASCC), Direct Reporting Unit (DRU), U.S. Army Corps of Engineers (USACE), Department of the Army (DA), Office of the Secretary of Defense (OSD), and congressional levels. Medical MILCON DD Form 1391 is prepared by the installation in coordination with OTSG representative, and reviewed by both HFPA and TRICARE Medical Agency (TMA) as appropriate. The form is then submitted to OSD, OMB, and the Congress.

c. Deferrals. Lack of proper and complete DD Form 1390 and DD Form 1391 in support of programs and projects will result in deferral or elimination of those projects from the MILCON or NAF 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 420–1, chap 4). 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 circumstances at the time.

The construction, improvement, and maintenance and repair (M&R) of AFH facilities are accomplished with the AFH appropriation (see AR 420–1, chap 3 and chap 4). For MED MILCON facilities programming procedures, see AR 420–1, chapter 4. For fuel storage, transfer, and distribution facilities, see DOD 4140.25–M, chapter 8. The acquisition, maintenance, and modernization of facilities may also fall under Operation and Maintenance, Army (OMA) (see AR 420–1, chap 2); Procurement of Ammunition, Army (see AR 700–90); and research, development, test, and evaluation (RDTE) appropriations (see DODD 4275.5D and DOD 7000.14–R).

b. Military construction guidance and program relationships. Appropriations for MILCON provide funds for specific Army construction requirements. These requirements are contained in the Defense Planning Guidance (DPG) as part of the 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 and Budget Guidance (PBG) that outlines the missions and levels of activities for ACOMs, ASCCs, DRUs, and other Army agencies. ACOM, ASCC, and DRU commanders, in turn, prescribe strengths and missions to installations and activities based on the PBG.

c. Unspecified Minor Military Construction, Army guidance. Unlike major MCA, AFH, and MED MILCON projects, individual Unspecified Minor Military Construction, Army (UMMCA) projects are not specifically identified in the DPG budgets or programs. They are submitted on an "as required" basis by each programming ACOM, ASCC, DRU or IMCOM element, depending upon whether the projects are mission support or base operations, respectively (see app B).

d. Project identification and submission.

(1) *Construction requirements.* Construction requirements are determined by master planning procedures contained in AR 210–20. Housing requirements are established as per AR 420–1, chapter 3. These procedures apply to the following installations:

(a) Army installations. Army installations (or military communities, in Europe) whose population strengths for the DPG years are included in the Army Stationing and Installation Plan (ASIP).

(b) Temporary installations. Temporary installations in temporarily garrisoned overseas areas.

(2) *Master planning procedures.* According to these procedures, garrison commanders, assisted by an installation Real Property Planning Board, and in consideration of assigned strengths, workloads, and missions, develop and utilize the following:

(a) The installation Real Property Master Plan (RPMP), showing all facilities needed for its current and future development.

(b) The Tabulation of Existing and Required Facilities (Tab), which compares total requirements with existing assets. Existing facilities assets are maintained in the Integrated Facilities System (IFS).

(c) The total requirements for all categories of projects estimated to cost more than the minor construction ceilings for OMA funds (see AR 420–1, chap 2). Program requirements are submitted through IMCOM, ACOM, ASCC, or DRU channels to HQDA (DAIM–OD), 600 Army Pentagon, Washington DC 20310–0600, using the DD Form 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 HQDA (DAIM–OD) to Headquarters, Installation Command (HQIMCOM) and ACOM, ASCC, or DRU commanders, as appropriate.

g. Construction programs. Construction programs (except for medical programs) are prepared by garrison commanders for inclusion in the IMCOM, ACOM, ASCC, or DRU prioritized construction list. These programs are prepared using the Construction Appropriation, Programming, Control, and Execution System (CAPCES) available in the Programming, Administration, and Execution (PAX) System (see para 2–25 and AR 420–1, chap 4, sec IV).

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 those for the Energy Conservation Investment Program (ECIP) identified in the Army Guidance (see AR 420–1, chap 4).

i. Deferred projects. Projects deferred in programs by HQDA, OSD, or the Congress are reported to HQIMCOM and ACOM, ASCC, or DRUs in CAPCES as soon as possible. Deferred projects may be included in future year programs, in other appropriations, or canceled, as appropriate.

2–2. Military Construction Integrated Planning Team

a. Purpose. The purpose of the MILCON Integrated Planning Team (IPT), established as a continuing subcommittee of the Program and Budget Committee (PBC), is to assist the program managers for the MILCON appropriations in formulating the annual procurement authorization request for construction. These program managers are the Assistant

Chief of Staff for Installation Management (ACSIM), 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 MILCON IPT 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 construction programs.

b. Duties. The duties of the Military Construction Integrated Planning Team include:

(1) Analysis and recommendations. Analyzing construction requests from HQIMCOM, ACOM, ASCC, or DRUs, Army Staff (ARSTAF) agencies, and State governors to determine if requests meet objectives, policies, and priorities established in current program guidance directives. The MILCON IPT furnishes recommendations on appropriate funding levels to be incorporated in the Program Objective Memorandum (POM) and the DPG.

(2) Review and validation. Reviewing, validating, and recommending priorities for construction projects at Army installations. Included here would be all MCA, AFH, MCAR, and MCNG construction programs.

(3) Other. Assisting in coordinating ARSTAF programs and presenting budget estimates, authorization and appropriation programs, and related legislation with OSD, the Office of Management and Budget (OMB), and congressional committees.

c. Constituency and responsibilities. The constituency and detailed responsibilities of the MILCON IPT are provided in AR 420–1, paragraph 4–7b.

2–3. Consideration of alternatives

The use of existing 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 Tab D, Economic Analysis, of the DD Form 1391 (see para 3–6). Guidance contained in AR 420–1, chapter 5, 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. Such projects should be programmed only if they are justified as a military necessity, by energy savings that will be realized, as a security necessity, or are required to comply with safety and accessibility standards of the Occupational Safety and Health Act (OSHA) or the Architectural Barriers Act (PL 90–480).

2–5. Centers of standardization

The Centers of Standardization (COS) is the USACE element assigned to assist the HQDA Facilities Design Team (FDT) in the development of specific Army Standards and Standard Designs. Specifically, the COS represents the architectural, engineering, and construction perspectives in the development and use of facility Army Standards and Standard Designs. Once an Army Standard is approved and facility Standard Design is established, the COS ensures the project designs meet the functional requirements and are consistently applied in construction projects by all Geographic Districts. The COS also tracks and monitors the use of the standard, evaluates the standard for technical sufficiency and responsiveness to user requirements, for assigned facility types, as required. Specifically, the COS:

a. Develops the Standard Designs/Criteria, Unified Facility Criteria (UFC) and defines the mandatory Army Standards, in consultation, with the Army Facility Proponent, HQDA, ACSIM, IMCOM, Army commands, and others on the FDT.

b. Ensures that the design and construction of projects comply with approved Army Standards and Standard Design. The COS serves as the life cycle manager in application, compliance, and update of Army Standards and Standard Designs.

c. Maintains MILCON Transformation documentation (for example, Model Request for Proposals (RFP) and Statements of Work). Within 180 days of ACSIM's approval of the Army Standard, the USACE COS briefs the Army Facilities Standardization Committee on the incorporation of the Army Standard in either —

(1) Appropriate MILCON Transformation documents or

(2) The Standard Design that will be used in procurement documents showing that all of the approved Army Standard criteria have been incorporated.

d. Is responsible for the design and construction of the assigned facilities in coordination with the site preparation provided by the USACE geographic district.

e. Reviews project and site-specific design documents for compliance with facility Standard Design requirements.

f. Maintains regional historical databases of standard design uses to include Fiscal Year, Project Number, location, costs, and lessons-learned in the Building Information Model (BIM) format.

g. Supports the Geographic District Program Manger as an integral member of the MILCON Transformation Project Delivery Team.

h. Participates in planning (DD Form 1391 development) and design charrettes for designated facility types to ensure consistent application of criteria, and to validate scope and cost.

i. Develops RFP to ensure that the Army Standards requirements and standard design criteria intent is maintained through design development.

j. Reviews and endorses, or returns with comments, installation waiver requests to the approved Army Standards and standard design criteria.

k. Maintains a lesson observed/learned system to provide meaningful, detailed information on application of Army Standards and Standard Design to ACSIM, IMCOM, and USACE for use in recommending adjustments to the standards and/or assist installations and design districts in the application of the standards to their project.

l. Attends post occupancy evaluations to ensure that construction meets Army Standard and Standard Design. Also, ensures that completed construction meets the Army sustainable design development (SDD) policy, EPAct05, and EO 13423 .

m. Establishes regional Indefinite Delivery Indefinite Quantity contracts for services associated with assigned facility types by region, for design and construction.

n. Explores, adopts, and implements new technologies (processes, materials, equipment, and methods) that support standards and improve facility management.

2–6. Maintenance and repair work as part of Military Construction, Army and Army Family Housing projects

a. Combined work. The IMCOM or a ACOM, ASCC, or DRU may include backlogged M&R work in a MCA project, or deferred M&R 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 OMA or AFH operation and maintenance funds cannot be made available in time to remove M&R deficiencies before completing the MCA or AFH construction phase, or

(b) Economic or operational factors justify combining the M&R work with the construction work, or

(c) Public law requires consolidation of funding.

(2) The modernization, alteration, or expansion of a facility will upgrade the whole facility, or one or more fundamental components thereof, 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 funding request.

c. Exclusion. Projects funded under the UMMCA program are excluded from this guidance (see para B–3).

2–7. Basic project constraints

a. Construction types. The basic types of construction are—

(1) *Permanent construction.* This type of construction will be used for permanent mission functions, as stated in the ASIP, to fulfill requirements of the approved installation RPMP. The Facility Support Annex in the Programming, Administration, and Execution (PAX) System 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 on the Web at http://www.hnd.usace.army.mil/techinfo/ti/800–01/ti80001a.htm For more information on this subject, contact HQUSACE (CECW–CE), 441 G Street, NW, Washington, DC 20314–1000.

(2) *Semi-permanent or temporary construction.* These types of construction will 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 420–1 chap 3 and TI 800–01). For requirements associated with temporary construction during an emergency, also see TI 800–01.

(3) *Economic life.* The economic life associated with each classification of facility life expectancy is as follows:

(a) Permanent facilities. These facilities are designed and constructed to serve a useful life of 25 years with expectation that recapitalization after that would allow the facility to last for a total of 50 years. Also, the facilities are designed and constructed to be energy efficient; and with finishes, materials, and systems selected for low maintenance and low life cycle cost (LCC).

(b) Semi-permanent facilities. These facilities are designed and constructed to serve a life expectancy of more than five years, but less than 25 years; be energy efficient; with finishes materials, and systems selected for a moderate degree of maintenance using a life cycle approach.

(c) Temporary facilities. These facilities are designed and constructed to serve a life of 5 years or less using expedient construction methods, and with finishes, materials, and systems selected with maintenance and energy consumption factors being secondary considerations. Temporary facilities are not to be confused with relocatable buildings. Relocatable buildings are not considered real property and are covered under separate policy.

b. Space criteria. Maximum space allowances are given in TI 800–01 and the Facilities Planning System (FPS). Space planning criteria are available from HQDA (DAIM–OD), 600 Army Pentagon, Washington DC 20310–0600. Maximum space allowances will be used only when actually required and justified. For space criteria for Army aviation facilities, see UFC 3–260–01. Space planning for medical facilities will be in accordance with the provisions

of the DOD Medical Space Planning Criteria, available on the Web at http://hfpa.otsg.amedd.army.mil/refs/SPC_pdf/index.asp. For more information contact the Tri-Care Management Activity (TMA), Portfolio Planning & Management Division (PPMD), 5111 Leesburg Pike, Suite 810, Falls Church, VA 22041–3258 (Web site http://www.tricare.mil/ocfo/ppmd/index.cfm).

c. Strength basis. Strength basis determinations should be in accordance with the following:

(1) *Strength figures.* The strength in the ASIP for the last projected FY determines the permanent construction requirements for each installation. The ASIP is the only authorized source for such justification. Normally, a construction project should not be included in the GY submission when the ASIP strength does not support the requirement.

(2) *Construction requirements.* To determine construction requirements, use the authorized strength shown in the last projected FY, adjusted to reflect approved and scheduled activations, deactivations, and redeployments.

(3) For expedited stationing actions where the force structure changes have not yet been reflected in the ASIP database, IMCOM should coordinate with the Office of the Assistant Chief of Staff for Installation Management (OACSIM) and the Deputy Chief of Staff, G–3/5/7 (DCS, G–3/5/7) for guidance on force structure/strength to use.

2–8. Estimating costs

a. Preparation. Cost estimates prepared before issuance of a design directive will be prepared by an installation or if prepared by contract, that contract will be funded by the using agency. The OSD and congressional submissions will include a project concept (35 percent complete) or parametric (5–15 percent complete) design cost estimate prepared by the design agency, using planning and design funds. IMCOM, ACOMs, ASCCs, or DRUs, installations, USACE districts, USACE major subordinate commands (MSCs), and HQDA will all monitor project and related costs in the DD Form 1391 Processor. Questions concerning project costs will be addressed through the USACE chain of command to HQUSACE (CECW–CE).

b. Estimate. The design agency should use the "PC–Cost" cost estimating software module of the DD Form 1391 Processor to create project cost estimates. The Design Agency/Corps District will use the "ENG3086" Module to submit project cost estimates to HQUSACE (CECW–CE) and USACE Huntsville Center (HNC). IMCOM, ACOMs, ASCCs, DRUs, installations, Army MSCs, USAISEC, USACE districts and MSCs, and HQDA have access to and may comment upon these estimates. Upon approval by HQUSACE (CECW–CE)/(HNC), the cost data and construction dates in the ENG3086 Module of the DD Form 1391 Processor supersedes the cost data and construction dates shown in Tab A of the DD Form 1391.

c. Requirements. Designs and cost estimates will result in MILCON projects that include all MILCON work necessary to produce complete and usable facilities, or complete and usable improvements to existing facilities, as are specifically authorized by law (see AR 420–1). The economic analysis will include LCCs according to TI 800–01. For specific limitations on the use of other funds for construction, see AR 420–1, chapters 1, 3, and 4; AR 215–1; and AR 700–90.

d. Cost basis. Costs for all projects in the IMCOM and ACOM, ASCC, or DRU prioritized construction lists will be estimated for the midpoint of construction based on the FY to which the projects are assigned. Costs for all other projects will be estimated for the last year of the IMCOM, ACOM, ASCC, or DRU prioritized construction list.

2–9. DD Form 1391 review

a. Purpose. The DD Form 1391 will be reviewed for technical adequacy and compliance with the requirements of AR 420–1, chapter 4, including applicable references, and revised where required to conform thereto. Review comments must be entered into the DD Form 1391 Processor by insertion into the appropriate portion of each form using the "Comment," "Certification," or other capability of the DD Form 1391 Processor, or by writing directly on each DD Form 1391.

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 reviews. Compliance reviews are intended to insure that all required data is included in the project documentation, that it is in the right 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 the facility acquisition conform to current policy.

2–10. Information systems support

Normally, but with some notable exceptions, MCA, AFH, or other construction funds will be programmed for procurement and installation of installed information systems components in and made a part of real property based on the project Information Systems Cost Estimate (ISCE). This work includes real property installed equipment (RPIE) as defined in Volume 2A of DOD 7000.14–R as well as AR 420–1, both inside and outside the building five-foot line. Information systems equipment not classified as RPIE is normally acquired with other than construction funds. Guidance to determine proper funding appropriations for various components of information systems is given in AR 420–1, chapter 4, section VII. Detailed costs for information system requirements will be entered in tab F of the DD Form 1391 Processor (the ISCE). These estimates will be provided by or through the installation Director of

Information Management (DOIM) or DOIM supporting activity or other such agency identified by the USAISEC. If changes in such information systems scope or cost are identified during design, the cognizant USACE district office will coordinate such changes with USAISEC or such other agency identified by USAISEC, IMCOM, the ACOM, ASCC, or DRU, and the installation prior to reflecting the proposed new information systems costs in the project current working estimate for budget purposes.

2–11. DD Form 1391 certifications (Military Construction, Army; Unspecified Minor Military Construction, Army; and Army Family Housing programs only)

a. Certification by USACE. The USACE MSC commander, or designee, will certify to IMCOM regional directors on a by-project basis (see table 3–2 and AR 420–1, para 4–23a) that the DD Form 1391 for each project in the MCA and AFH programs has been reviewed and the project scope complies with Army standards, criteria, and cost estimating requirements; that deviations indicated are justified; and that sufficient information is available to commence concept or parametric design. In addition, issues requiring resolution prior to budget submission will be listed. If a planning charrette was conducted and included USACE participation, the Planning Charrette Validation in the PAX Processor will suffice for the USACE certification.

b. Certification by IMCOM. IMCOM regional directors will certify projects (see figs 3–2 and 3–3 and AR 420–1, para 4–23c) by selecting and including a statement provided by the DD Form 1391 Processor, for each MCA and AFH project in their program, that all planning and coordination with appropriate agencies has been accomplished, and that all requisite project documentation is available. The statement will also address project validity, reflect that requirements and scope conform to HQDA guidance, and that project siting is in accordance with the installation RPMP. The statement will further reflect that no major problems exist that should defer the project from programming (for example, NEPA documentation is on track for completion prior to estimated date of construction contract award). For mission projects, IMCOM Region coordinates with the appropriate ACOM, ASCC, or DRU before certifying the project in the DD Form 1391 processor.

c. Certification by USAISEC. The designated USAISEC element will certify to HQDA (DAIM–OD) (see fig 3–3 and AR 420–1, para 4–23b), as to the adequacy of the technical requirements and costs reflected in ISCEs prepared for all projects in the MCA, AFH, and ChemD programs.

2–12. 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) It must have prior approval of the MILCON IPT, PBC, Army Resources Board, and the Secretary of the Army.

(2) It must be included in the D D budget request or be added to the DOD budget request by the Congress.

(3) It must be recommended by a congressional subcommittee for appropriation.

(4) It must be approved by a full congressional committee for appropriation.

(5) It must be passed by both Houses of Congress for appropriation.

(6) The appropriation act must be signed by the President of the United States.

b. Authorization criteria. The same process described above for appropriation is also required for the authority to use the funds appropriated (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 DY, 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 insure the project is included in the construction program, the priorities assigned to each project by the IMCOM, ACOM, ASCC, or DRU should seldom change. The IMCOM, ACOM, ASCC, or DRU must promptly advise HQDA (DAIM–OD), 600 Army Pentagon, Washington, DC 20310–0600, if a change in project priority is unavoidable.

Section II
Program Execution

2–13. Military Construction Program (Execution) reviews

The annual After Action Review (AAR) is held once a year for all MILCON programs including MCA, AFH Defense Agencies, Air Force, and Army Reserve construction programs. Attendees are comprised of members of the HQUSACE staff directly involved with the management of these programs; representatives from USACE MSCs, plus the cognizant USACE district offices responsible for project execution (where appropriate); representatives from the OACSIM, for programming input; representatives of USAISEC familiar with the information systems requirements; representatives from the IMCOM, and ACOM, ASCC, or DRU (for mission projects) as well as representatives from Defense Agencies, Air Force, and Army Reserve. In addition, HQUSACE and OACSIM personnel conduct monthly execution reviews throughout the year.

a. Project execution. At the AAR and the monthly meetings, 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 for resolution.

b. Scope. These meetings normally cover projects in the prior and current year, plus two years forward, programs. Projects to be reviewed are identified in advance of each meeting.

2–14. 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 Department of Defense Directive (DODD) 4270.5). Using services other than DA, such as DOD and the U.S. Air Force, must obtain construction funds under DOD guidance governing such programs and regulations implemented by the using service concerned.

b. Limitations. Any statutory or administrative limitations on the cost of construction must embrace all related costs. For further information, see the MILCON Codification Act, PL 97–214 (10 USC 2801 et seq), and annual MILCON authorization and appropriation acts. See also DA Form 1323, Funding Authorization Document, available at the Resource Management Office of the construction agent.

c. Obligation of funds. 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 available authorization period is 36 months after 1 October of the authorization year. Where needed, these requests for extension are included in the MILCON budget submission to Congress each year. When making decisions on the total MILCON authorization request, the congressional subcommittees are often limited by projected outlay totals rather than new authorizations. The Congressional Budget Office "scores" in accordance with these extensions of authorization in the same way as a new request for determining outlays. The result is that one or more unawarded projects requiring an extension of authorization count 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.

2–15. Transfer of completed work to the garrison commander

Upon completion of a project, the construction service transfers the following essential documents, records, and materials to the garrison commander (electronic documentation will be provided when available):

a. Accountability records. Contract documents, cost data (including design costs), and other pertinent information required for property accountability records.

b. Maintenance data. A complete maintenance manual, to include at least the following: catalog cuts of each major item of equipment; systems operating and maintenance manuals; 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. All major items of equipment will be keyed to the project as-built drawings and the actual equipment provided.

c. Guarantees and warranties. All equipment guarantees and warranties by and of the contractor, subcontractors, and material vendors.

d. As-built drawings, diagrams and other facility data. Copies of wiring diagrams; records; maps; and complete, legible, as-built drawings and specifications, corrected to show all changes from the originals, including those covering supporting facilities. AR 420–1, paragraph 4–54b, requires that these items be made available as soon as possible, but not later than 60 days after the transfer of the facility to the garrison commander.

e. Specialty items. Specialized keys, handles, tools, and so forth, required for operation of facility equipment.

f. DD Form 1354. A completed DD Form 1354 (Transfer and Acceptance of Military Real Property) (see AR 420–1, chap 4, para 4–54).

g. Medical facilities. For medical facilities, electronic documentation will also be provided when available.

h. Other documentation. Any other available documents or materials needed for facility operation and maintenance, future repairs, or alterations.

Section III
Specific Facility Guidance

2–16. Army Processing Centers, Information Processing Centers, and Information Systems Facilities

As the Army transforms its organizational and operational structure, the requirement, design, and construction of IT facilities require extensive coordination and planning between installations, the ACSIM, USACE, and the Army Chief Information Officer (CIO)/G–6. The U.S. Army Information Systems Engineering Command (USAISEC), in coordination with the CIO/G–6, ACSIM, and application owners will review all floor space requirements intended for IT systems for consistency with Army Processing Center (APC) implementation.

a. Army Processing Centers. The Army has implemented the construction of APC facilities as part of the Army IT

enterprise. APCs consolidate services and facilities to reduce network vulnerabilities and achieve greater cost economies by enabling the Army to operate as an IT enterprise. The APCs avoid expending mission funds, manpower, and time to establish unique computing infrastructure (data centers and server farms) and network connectivity (transport backbone). APC's are defined as environments where computer equipment, information management and information technology services are centrally housed and managed.

b. Programming channels. Information Processing Centers (IPCs) (Category Code 13140) will be programmed through IMCOM programming channels in coordination with USAISEC and CIO/G–6 unless prior approval is otherwise obtained from the HQDA (Assistant Secretary of the Army (Information Systems)). Collocation will be considered for projects to house IPCs and Information Systems Facilities (ISFs) (Category Code 13115) (see AR 420–1, para H–2), with the exception of APCs. 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 Tab D of the DD Form 1391 will reflect the rationale upon which the decision not to collocate such facilities was made.

c. Programming. Construction of an IPC will be programmed only after Army CIO/G–6 approves the requirement under the provisions of AR 70–1 and AR 25–1. Formal approval will be obtained before a construction request is included in the GY submission, and such approval will be reflected in Tab A of the DD Form 1391 as an entry under "Additional". A copy of the IPC approval documentation will be retained at the installation for review upon request.

d. Criteria. Facilities housing IPCs, ISFs, and APCs/IPNs will consist of highly fire-resistant buildings that meet specified safety, security, temperature, and humidity control requirements. (see AR 420–1, chaps 23 and 25) For funding of emergency power generating systems and uninterruptible power supplies, see AR 420–1, chapter 4, section VI.

2–17. 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 the risks of hazardous materials must also be approved by the DDESB (see AR 420–1, para H–3). Exemptions to DDESB standards may be authorized 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 need for the exemption are being pursued.

b. Content. The using agency will send site plans through command safety channels to the Director, Army Technical Center for Explosives Safety (USATCES) and subsequently to DDESB (see DA Pam 385–64, para 8–3, AR 385–64, and Technical Manual (TM) 9–1300–206). The data specified in DA Pam 385–64, paragraph 8–2 must be included in the submittal. DDESB will provide a Preliminary Siting Approval based upon this preliminary submission. The design agent, with the assistance of the using agency, will prepare all data required and provide it to the installation for submission to the DDESB before submitting the concept level (35 percent complete) or parametric level (5–15 percent complete) design for approval. Once the Preliminary Siting Approval provided by the DDESB has been received by the installation, it must be forwarded to the design agent before final design can begin. Construction standards for facilities storing or securing arms, ammunition, or 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 the DDESB Preliminary Siting Approval will be included in Tab C of the DD Form 1391, and the approved site plan will be shown on the approved installation RPMP, annotated with the DDESB approval date (see para 3–5*c*).

2–18. 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 420–1, chap 23). When it is determined that construction funding of new hazardous waste facilities is required, the following information must be reflected in the various DD Form 1391 tabs indicated below to indicate that the concerns cited below have been adequately addressed:

a. A statement of determination will be entered in Tab D, under Economic Analysis, that suitable and adequate sites are not available at any nearby Army or other military installations.

b. Documentation will be entered in Tab C, under Criteria for Proposed Construction, that the design capacity of the facility has been adjusted to accommodate waste from nearby installations, where appropriate. Costs related to the details of this analysis will be addressed in Tab D.

c. Documentation will also be entered in Tab C that a joint-use facility, hosted by the Defense Reutilization and Marketing Service, would not satisfy the requirement.

d. Entries will also be made in Tab D to reflect costs associated with environmental compliance, closure maintenance, and monitoring.

e. Environmental documentation, required by 32 Code of Federal Regulations (CFR) 651 and AR 420–1, appendix E, will be entered in the "Environmental Analysis" portion of Tab J, Regulatory Support Data.

2–19. Food service facilities

a. Criteria. Construction of new food service facilities or modernization of existing permanent food service facilities, listed below, will conform 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 (ATSM–CES–OE), 1201 22nd Street, Fort Lee, VA 23801–1601, reviews DD Form 1391 for all appropriation-funded dining facilities and troop issue subsistence activities (TISAs) (see AR 30–22) that support The Army Food Program. This includes confirmation of requirements and food service technical criteria. Other related information may be requested during project programming and design processes. When requested, ATSM–CES–OE will also provide food service and TISA technical advice and assistance to IMCOM regions during project development. Similarly, the Defense Commissary Agency (DeCA (DF)), Fort Lee, VA 23801–6300, provides the same type of review and technical support for its commissary projects.

2–20. Army Family Housing construction program

The AFH construction is funded by the AFH appropriation. AFH construction is authorized and appropriated under the same MILCON laws as the MCA program (10 USC 2801 et. seq.). However, it is a separate appropriation with unique controls and requirements (see AR 420–1, table 3–3). AFH construction consists of two programs, new construction and post-acquisition (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 are provided in UFC 4–711–01, "Family Housing" and supplement UFC 4–711–02A, "Design: Family Housing."

b. Post-acquisition construction. This program addresses improvement of existing facilities.

(1) The program is used for almost 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)/FY; $20,000 per DU/FY where work supports needs of an exceptional Family member; and $500,000 per project).

(a) Incidental improvement projects are funded from the AFH operation and maintenance (O&M) account, not the AFH construction account.

(b) Incidental improvements projects are comparable to OMA new construction projects.

(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 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) The 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 M&R as well as construction improvement work, the total cost of all concurrent work will be considered. Where the total cost exceeds the statutory cost limitation, 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 limitation and above the incidental improvement limitation are, for comparative purposes, roughly similar to UMMCA program projects. Such projects are submitted to HQDA (DAIM–IS) using DD Form 1391. Subsequently, HQDA (DAIM–IS) prepares a consolidated umbrella DD Form 1391 with a descriptive list of projects and their costs for submittal to Congress. Congress then approves the 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 semi-annually of any project substitutes or reprogramming actions proposed.

(d) Construction of General/Flag Officers' Quarters (GFOQ) is intensively managed through a series of unique policies and limitations. AR 420–1, chapter 3 addresses these special requirements related to GFOQ.

c. Documentation. AFH projects will be supported by current documentation (see AR 420–1, chap 3). A DD Form 1391, DD Form 1523 (for new construction), and econometric model or Housing Market Analysis, 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 for the same time period, using the same personnel information, and the private housing available within the same community. Consequently, it is essential that the same office prepare all such documentation. The DD Form 1523 is a primary support document for AFH new construction projects. It is prepared at HQDA (DAIM–IS).

d. Programming basis. AFH may be programmed for up to 90 percent of the long-range programmed housing deficit (see AR 420–1, chap 3).

e. Statutory limitations. No AFH funds will be expended to increase Family housing space beyond statutory limitations (see AR 420–1, chap 3).

2–21. Unaccompanied personnel housing and guest housing

Unaccompanied personnel housing (UPH) construction is acquired through the MCA appropriation (see AR 420–1, para H–5).

a. Programming basis. Unaccompanied personnel housing may be programmed as follows:

(1) Housing for permanent party personnel and permanent change of station students may be programmed for up to 95 percent of the Real Property Planning and Analysis System (RPLANS) allowance for permanent party personnel (see AR 420–1, chap 3). No permanent party UPH can be programmed for the following:

(a) Soldiers for whom Family housing is programmable.

(b) Personnel in Grade E–6 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 at the "with dependent" rate, assigned within the Continental United States (CONUS), Alaska, or Hawaii, and considered voluntarily separated. (Where Family housing is not available on- or off-post, such Soldiers are considered "involuntarily" separated.)

(e) For reasons of "unit integrity."

(2) 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, UPH must be programmed on the basis of the structure load as identified in the ASIP.

(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. Projects for UPH must be supported by current documentation (see AR 420–1, chap 3). 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. Again, it is essential that the same office prepare all such documentation required.

c. Justification. Complexes for UPH consisting of separate buildings for barracks, dining facilities, battalion command and control buildings, and company operations buildings require a separate project justification for each primary facility category code. If any of 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 project, use a single project justification.

d. Alternatives. A detailed analysis of alternative methods of providing housing must accompany all UPH project requests.

e. Guest Houses. Guest house accommodations and improvements normally will be constructed with nonappropriated funds (see AR 420–1, chaps 3 and 4, and AR 215–1).

2–22. Community facilities

a. Army policy on morale, welfare, and recreational (MWR) facilities is given in AR 215–1. Project justifications for these facilities must be as specific and as detailed as possible. Under no circumstances should MWR facilities be included in projects providing operational mission facilities (see also AR 420–1, chap 4).

b. In evaluations of off-post facilities, state the current use of such facilities by Army personnel, and provide a detailed comparison of these facilities with Army criteria (size, accessibility, general quality, and so forth).

c. Inadequacy of off-post facilities must be supported by data on travel costs and distance from 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.

2–23. Medical projects

a. Programming. All Medical Military Construction (MED MILCON) facilities are programmed by the Portfolio Planning & Management Division (PPMD), under the Office of the Assistance Secretary of Defense, Health Affairs, OASD (HA). The Health Facility Planning Agency (HFPA) is responsible for development of the Army MED MILCON program, and for its submission to PPMD. Details of these procedures are available in AR 420–1, paragraph 4–19.

b. Project documentation. Medical facilities project documentation and program development should be accomplished in the DD Form 1391 Processor and CAPCES, respectively. The document must be clear, concise, logical, and complete, and must effectively describe, justify, and price the project.

2–24. Maintenance and repair projects

a. This pamphlet does not provide guidance related to M&R projects, but this brief paragraph is provided for the

purpose of addressing key facts and references related thereto on an informational basis only. The following M&R projects require HQDA approval:

(1) OMA projects that exceed IMCOM regional director approval authority.

(2) AFH projects that exceed current CONUS or outside continental United States (OCONUS) dollar limitations.

b. These M&R projects use DD Form 1391 as support documents in the approval process. However, DD Form 1391 for M&R projects have unique preparation instructions. AR 420–1, chapter 1 describes the unique requirements for preparing DD Form 1391 for M&R projects.

2–25. Fuel storage, transfer, and distribution facilities

a. Criteria. Construction of new fuel facilities or modernization of existing fuel facilities will conform to UFC 3–460–01.

b. Project approvals and technical support. The U.S. Army Petroleum Center (USAPC), as the Service Control Point for fuels for the Army, must validate requirements, review and approve the DD Form 1391, layout and designs for new fuel storage and distribution facilities or major alterations to existing facilities (see AR 710–2, app C). Designs and specifications shall be submitted to USAPC (AMSTA–LC–CJPB), 8725 John J. Kingman Rd, Stop 6241, Fort Belvoir, VA 22060–6241, for review and approval at all major design milestones. Other related information may be requested during project programming and design processes. When requested, the USAPC will provide technical advice and assistance for project development and design to ACOMs, ASCCs, and DRUs.

c. Programming. The Defense Energy Support Center is the Executive Agency for bulk petroleum and sponsors, through Defense Logistic Agency, the DOD Fuel MILCON program (see DOD 4140.25–M). This program is intended to support current mission MILCON (projects revitalize the existing facility plant by replacing or upgrading existing facilities, alleviating long-standing deficiencies not generated by new missions.) The program also supports Specified Minor Construction and Unspecified Minor Construction programs for DLA/DESC supported facilities. Incidental MILCON in Support of New Mission - Upgrades of a fuel facility which are part of a larger conversion or other Army initiative are to be funded and accomplished by the Army as part of the larger initiative. Based on guidance from DLA/DESC the USAPC will issues data calls to CONUS ACOMs, ASCCs, and DRUs, assist in the development of project documentation, and review, validate and forward to the DLA/DESC MILCON program manager. ACOMs, ASCCs, and DRUs located OCONUS will follow guidance and be supported through the Combatant Command -Joint Petroleum Office (JPO). See AR 710–2 for additional guidance.

2–26. 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, as 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 facilities 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 floodplains.

b. Restrictions. Executive Orders (EO) 11988, as amended, and 11990, as amended, 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 floodplain or on wetlands. Guidance may be obtained from the supporting USACE district 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 is prohibited in the floodway as illustrated on the National Flood Insurance Rate Maps, which are available from the Federal Emergency Management Agency, Field Map Distribution Center, 6930 San Tomas Road, Baltimore, MD 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 420–1, para E–3). Otherwise, consider the following alternatives:

(a) Construction of the facility at an alternative site.

(b) Other means that would accomplish the same purpose.

(c) Taking no action to build the facility.

(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 that 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 420–1, para E–3; AR 210–20; and AR 200–1).

d. Notifications. Before planning or starting a project in a floodplain or on wetlands, the sponsoring agency will take the following actions related to public and clearinghouse notices:

(1) Circulate an explanation of why the proposed project is to be located in the floodplain or on wetlands early enough in the site selection process (before project submittal) so that public comment is considered in the decision-making process. 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 of the population 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 wetlands. 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 or on wetlands.

(b) Whether the project conforms to applicable State and local floodplain or wetland protection standards.

(c) A list of alternatives.

(3) After public review of the EIS and coordination required by AR 210–70 has been completed, reevaluate all alternatives. If the decision is made to proceed, send another notice to statewide and area-wide clearinghouse agencies and to all requestors. State that the decision to proceed has been made and cite the reasons therefore. Allow 15 to 30 days for receiving further comments before proceeding with further project implementation activities.

e. Foreign soil projects. Construction in foreign countries is governed by Status of Forces Agreements (see AR 420–1, para E–3). However, EO 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 such procedures unless exempted under the terms of the Executive Order.

2–27. Preservation of historic properties and archaeological sites

a. Criteria. The National Historic Preservation Act (NHPA) of 1966 (PL 89–665), as amended, establishes:

(1) National policy for the 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:

(a) 16 USC 470h-2(a)(1), which 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.

(b) 16 USC 470h-2(a)(2), which requires that Federal agencies establish a program to identify and nominate properties that appear qualified for inclusion in the NRHP.

(c) 16 USC 470f, which requires that, prior to approving any undertaking, 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.

(d) 16 USC 470a-2, which requires that, prior to approving any undertaking outside the United States, 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 affects on such property.

b. Compliance. The specific procedures and criteria necessary for complying with the NHPA, as amended, are given in Volume 44, Part IV, of the 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 NHRP. When a property is eligible (when uncertain, assume that it is eligible), comply with section 106 of 36 CFR 800. Coordinate with the appropriate State Historic Preservation Officer (SHPO) and the ACHP on proposals to remove or reduce the adverse effect. Detailed instructions for compliance with the historic preservation requirements of 36 CFR 800 are given in TI 800–01.

d. Archaeological sites within MILCON project sites.

(1) Investigations to insure that a MILCON project is not located on an archaeological site will be funded from

other than MILCON funds, as they are advanced planning functions, consistent with the provisions of the MILCON Codification Act, PL 97–214, and Senate Report 97–474, Military Construction Codification Act (see also PL 93–291).

(2) Guidance covering preservation, recovery, and mitigation of archaeological findings is given in AR 420–1, paragraph E–4.

Section IV
Automated Systems Supporting Construction Reporting

2–28. Construction Appropriation Programming, Control, and Execution System Report System

The CAPCES report system, a sub-system of PAX, provides status of facility projects during the programming and design processes. PAX System users at installations, Army MSCs, IMCOM, ACOMs, ASCCs, DRUs, USAISEC, USACE elements, and HQDA have access to this report system via the CAPCES module of the PAX System. To simplify access to most frequently used reports, the report system is menu driven. Through the menu, users may obtain such reports as the NAF Report, the Condition Report, the Congressional Report, and the Design Report. For additional information on CAPCES, assistance can be obtained from HQ, USACE (CEIS), 441 G Street, NW, Washington, DC 20314–1000.

2–29. Project Management Information System

The Project Management Information System/PROMIS Phase II (PROMIS/P2) is the USACE-managed 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/P2 are its Work Breakdown Structure and Network Analysis System features. It also provides for data acquisition, sharing, and review of project status and other information by HQ, USACE, USACE MSCs, and customers. For additional information on PROMIS/P2, assistance can be obtained from HQ, USACE (CEIS), 441 G Street, NW, Washington, DC 20314–1000. In addition, the USACE has available a global Web based system, webCMI (https://ppds.usace.army.mil/ppds/home/). This Web site allows anyone with a Web browser to view data regarding the progress of work performed by any Division/District of the US Army Corps of Engineers for its varied customer base. It provides current and detailed data regarding projects at all Divisions within the Corps of Engineers. Additionally, Web CMI contains links to the various individual Web pages maintained by separate units within each District.

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 the forms for medical facilities projects prepared under the guidance contained in UFC 4–510–01. DD Forms 1391 are reviewed by IMCOM, USACE, the cognizant HQDA element, the ACOM, ASCC, or DRU and Army MSC (for mission projects), and USAISEC for information systems requirements, and are submitted to OSD and the Congress of the United States. At every level, each form is carefully reviewed and compared with other forms for the same type of facility. Projects are constantly at risk of elimination or deferral to a future year because of inconsistencies in documentation, changes to Army and Defense priorities, budget reductions, or other reasons. Master planners, engineers, economists, architects, program analysts, financial managers, lawyers, and politicians, among others, review these documents and evaluate them, very often based on only the basic 2–3 page DD Form 1391 (front pages) 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) DD Forms 1391 (FY __ Construction Project Data) will be submitted through the DD Form 1391 Processor System (DD Form 1391 Processor). Information on this system is available from CDR, U.S. Army Engineering and Support Center, Huntsville (CEHNC–ED–CS–A), P.O. BOX 1600, Huntsville, AL 35807–4301.

(2) The instructions on the preparation of DD Form 1391 contained in this chapter refer to the content, form, and structure of the data required, rather than the procedure for data entry into the DD Form 1391 Processor. The DD Form 1391 Processor is a Web-enabled system permitting access and various password-protected capabilities, including write, review, certify, and so forth, associated with the preparation of DD Form 1391. Instructions on the procedure for such data entry can be found by accessing the DD Form 1391 tutorial on the Web at http://www.hnd.usace.army.mil/paxspt/ or DD Form 1391 Processor System users may access the DD Form 1391 Online Help to gain up-to-date information about the DD Form 1391 Processor and its related applications. For additional system information or

training, contact the U.S. Army Engineering and Support Center, Huntsville via e-mail at paxspt-huntsville@usace.-army.mil or call (256) 895–1838 COMM or 760–1838 DSN.

b. Structure. The structure of a DD Form 1391 is as follows:

(1) The electronic DD Form 1391 is broken into two distinct parts: part 1 is the "Front Page" (TAB A) which contains a project description, scope, cost and justification and cost that is synthesized from part 2 of the DD Form 1391; supplemental (or backup) data. These are provided for in the DD Form 1391 Module under the following tabs:

(a) Tab A, DD Form 1391 Form.

(b) Tab B, Planning & Design Support Data.

(c) Tab C, Miscellaneous Support Data.

(d) Tab D, Economic Analysis Data.

(e) Tab E, Furnishings and Equipment Support Data.

(f) Tab F, Information Systems.

(g) Tab G, Antiterrorism Protection Data.

(h) Tab H, Disposal/Demolition Support Data.

(i) Tab I, Real Property Maintenance Activity Support Data.

(j) Tab J, Regulatory Data.

(k) Tab K, BMDO, National Missile Defense (NMD), and TMD Data or NAF/AAFES data.

(l) Congressional Add Data Sheet.

(m) Attachments.

(2) With the Web based version of the DD Form 1391 Processor, data and text entries in each tab are made using "drop-down" type menu selections, direct manual data entry, or by the "click-on-alternative" method, as appropriate.

c. Consistency. The instructions given below follow the alphabetical order of the tabs provided within the DD Form 1391 Processor. Many of the DD Form 1391 Processor tabs include or require insertion of not only detailed justification data but related information as well. The system automatically inserts information entered in one tab into related areas of other tabs where appropriate. However, each time information changes, those related areas of other tabs should be checked to insure and maintain consistency of information and data within each DD Form 1391.

d. DD Form 1391, including continuation sheet(s), DD Form 1391C. These forms will normally be prepared at the cognizant installation for each project in the Guidance Year (GY) program. Previously submitted projects will be carefully reviewed and updated. Data for these projects will be current and accurate as of the date that the form is resubmitted.

e. Entries. Entries will be made in all portions of all tabs unless these instructions, or those for the use of the DD Form 1391 Processor, state otherwise. The data entered in the system will be mixed case, using proper grammar and punctuation. This requirement applies to every DD Form 1391 processed in the DD Form 1391 Processor whatever the program type (see para 3–3). For some program types, that is, Ballistic Missile Defense Organization (BMDO), Barracks Upgrade Projects (BUP), Relocatable Buildings (RB), and M&R, various tab entries vary from those for the other program types. These entries are addressed in the appropriate tabs of the DD Form 1391 Processor.

f. Criteria. Space planning criteria for use in developing the DD Form 1391 is available from HQDA (DAIM–ODO), 600 Army Pentagon, Room 1E667, Washington, DC 20310–0600. Also, TI 800–01 will be followed for Army project design and construction, and in developing the documentation discussed in this pamphlet.

g. Other. Additional assistance, suggestions, and references for entering data in the DD Form 1391 are also available to the user within the DD Form 1391 Processor itself as well as the associated tutorial referenced above, see paragraph 3–1a(2).

(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 Form 1391 Processor, and can be used in developing the DD Form 1391 for range projects. Similarly, the format of these samples may also be useful for assisting users in developing DD Form 1391 for unique projects that reflect a "footprint" approach from the programming perspective.

(2) "Enacted" forms are those which have been authorized and appropriated and, therefore, have been "successful". A library of enacted project DD Forms 1391 is available through the DD Form 1391 Processor.

3–2. DD Form 1391

a. Purpose. The information entered into what is called the "front pages" of the printed DD Form 1391 via the DD Form 1391 Processor, which equates to blocks 1 through 11 of the printed form, provides a description of the project, cost data, and a summary of the additional detailed justification data. This information is entered in Tabs A, E, F and H of the DD Form 1391. These tabs, plus selected portions of additional detailed data, comprise the portion of the DD Form 1391 document that represent those front pages, that are furnished to Congress, OSD, and OMB (see fig 3–4). Once a project is submitted and approved by Congress, the data and information on the front pages submitted to Congress is the governing and official data for that project regardless of whether data in other tabs of the DD Form 1391 is different.

b. Structure. Tab designations cited herein essentially reflect those provided in the DD Form 1391 Processor.

Further, figure 3–1 provides a general cross-reference guide to the printed DD Form 1391 and the tab designations of the DD Form 1391 Processor.

3–3. Tab A, DD Form 1391 entries in the DD Form 1391 Processor

a. 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 "reviewers" print and the "Program Review Book" print. (See fig 3–5 for the Reviewer's version of a DD Form 1391.) Valid program entries are:

(1) Army and Air Force Exchange Service (AAFES).
(2) Army Family Housing (AFH).
(3) Ballistic Missile Defense Office (BMDO).
(4) Barracks Upgrade Program (BUP).
(5) Base Closure, Army (BCA).
(6) Chemical Demilitarization (ChemD).
(7) Commercially Financed Facilities (CFF).
(8) Defense Finance and Accounting System (DFAS).
(9) Defense Logistic Agency (DLA).
(10) Maintenance and Repair (M&R).
(11) Medical Military Construction (MED).
(12) Military Construction, Army (MCA).
(13) National Missile Defense (NMD).
(14) Nonappropriated Funds (NAF).
(15) Operation and Maintenance, Army-Contingency Construction Authority (OMA–CCA).
(16) Payment In Kind (PIK).
(17) Production Base Support (PBS).
(18) Relocatable Buildings (RB).
(19) Section 6 Schools (S6S).
(20) Special Operations Command Program (SOP).
(21) Theater Missile Defense (TMD).
(22) Other programs as may be added periodically.

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

c. Fiscal year. Enter the 4-digit fiscal year when the project is to be constructed (for example, for a FY 12 project, enter FY 2012).

d. Construction start date assumption, end date assumption, and midpoint. Projected construction start and end dates, as well as the midpoint of construction, will be automatically generated by the DD Form 1391 Processor, based upon the fiscal year entry. However, they may be adjusted to satisfy the needs of specific projects.

e. Installation or sub-post/remote location name and location.

(1) *Installation.* The installation name and location are automatically generated by the DD Form 1391 Processor based upon the preparer's Activity. If the preparer is programming for a sub-post or sister installation, a separate selection is required. Enter the official name of such an installation. The correct spelling is available, on request, from the DD Form 1391 Processor.

(2) *Coded names.* Coded installation names may not be used unless a security name for an installation has been assigned and special arrangements have been made to that effect in the DD Form 1391 Processor.

(3) *Location.* If the proposed project is not located on the main post, the name of the sub-post and location must be used. Cost and pricing data in the DD Form 1391 Processor are based upon the geographical location of each project.

f. Category code.

(1) *Source.* Enter a five-digit category code number obtained from DA Pam 415–28 or from the DD Form 1391 Processor that applies to the principal use for which the project is required.

(2) *Alteration, addition, and modernization.* For, projects involving alteration, addition, modernization, and similar work that does not change the purpose of the facility (as does conversion), enter the category code for the primary facility.

(3) *Conversion.* Projects that "convert" a facility to a different use will be assigned the category code of the resulting primary facility.

(4) *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 and largest square feet (SF). If additional guidance is needed, consult with the supporting IMCOM Region. A detailed breakdown of secondary category codes should be provided in "Analysis of Deficiencies" (see para 3–5g).

(5) *Standard Pre-fill Data.* When selecting a category code that represents a standard facility, users will be able to create a form that has standard, pre-fill data (that is cost, text paragraphs, and so forth)

g. Special considerations. The Office of the Secretary of Defense has established requirements intended to separately identify cost items associated with Antiterrorism (AT) features of MILCON projects. Two unique category codes have been created for AT 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 provided in AR 525–13 for "Antiterrorism" that is all-inclusive of typical physical security for resources and mission as well as people protection.

h. Project title. After a category code has been selected from DA Pam 415–28 or the DD Form 1391 Processor, and entered in Tab A, the DD Form 1391 Processor will automatically enter the corresponding project title. This title may be overwritten as necessary. Project titles should be limited to the basic category code title (for example, Child Development Center, rather than Child Development Center-Under 6 Years of Age) and be general in nature (do not include specific unit names in the title). For ECIP projects, select a title from the Army Facilities Energy Plan. For such projects, the title will always be followed by "- ECIP" (for example, "Weatherization - ECIP"). Note that each time a category code is entered or re-entered, the project title will be overwritten with system values and the Requirement, Substandard, and Adequate fields are cleared. Always check the project title after editing the category code.

(1) *Purpose.* When a structure is to serve more than one purpose, show the principle use in the title (see para f(4) above).

(2) *Scope.* The scope of a project, or a number of buildings, will not be shown in the title. For example, a "Barracks" project will be shown as "Barracks", not "Barracks 2 ea-250 PN."

(3) *Land acquisition.* Projects including land acquisition estimated to cost more than $750,000 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.

i. Type of work. Making a selection from the data field in the Tab A provided for this entry serves several purposes. It inserts the type of work in the title block, and adjusts the estimating system contingency factor in the DD Form 1391 Processor for M&R, BUP except for new construction. 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 Form 1391 Processor prompts the user for a specific type of work.

j. Program element. The Program Element number is a DOD classifier that identifies projects by their mission and purpose and is entered by HQDA.

k. Permanent project number (form number). A permanent project (form) number will be automatically entered by the DD Form 1391 Processor here.

l. Temporary project number. The preparer may enter a temporary project number here for project tracking purposes.

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

n. Cost estimates.

(1) *Cost estimates.* Cost estimates in Tab A have three main parts. These consist of cost data related to the primary facility, supporting facilities, overheads (Corps Supervision, Inspection and Overhead (SIOH), contingencies and design build fees), and total request amounts.

(a) Preparation. Estimates may be prepared using the DD Form 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. Document any costs used from non Army/DOD sources in TAB C (General Justification Data).

(b) Family housing. For AFH new construction, the DOD Family Housing Cost Model (Tri-Service Cost Model) will be used in developing costs. A filled-out copy of that cost model will be submitted with the DD Form 1391 and included with the budget estimate (see fig 3–6 and UFC 4–711–01).

(c) Information systems. When information systems are a part of any project, a detailed ISCE cost estimate will be developed (see para 3–8). These ISCEs will be prepared and provided by the installation DOIM, the IMCOM region CIO, or other agencies identified by the USAISEC (see AR 420–1, chap 4, sec I). Detailed ISCEs will be entered in Tab F. Construction-funded project IS costs are summarized in the Information Systems Cost Summary of Tab F. The construction-funded IS costs within the 5-foot line of the primary facility are displayed in Tab A as a discrete-cost sub-line item entitled "Building Information Systems" under "Primary Facility", while those costs outside the 5-foot line are displayed under Supporting Facilities as "Information Systems".

(d) User assistance. The DD Form 1391 Processor provides the user with such assistance as currency type and exchange rates for foreign locations, cost escalation indices, area cost factors, and adjusted cost units for an individual

project's specific location and time frames. Cost escalation indices provided by the DD Form 1391 Processor are based upon the midpoint of construction. The estimated construction start, midpoint, and completion dates will be automatically recorded below the garrison commander's signature block when it is entered in the DD Form 1391 Processor. These dates can also be manually changed when needed (project costs will update automatically).

(e) Cost estimate. When the design agency enters an ENG Form 3086 cost estimate into the DD Form 1391 Processor, this data, once approved, is automatically transferred to the DD Form 1391 cost data in Tab A, and replaces the previous costs and construction schedule, if different.

(2) *Cost item components.* Key cost elements will be listed, quantified, and priced in six column entries, as follows:

(a) Column 1, Five-digit category code. Five-digit category codes will be provided for primary facility line items, but are not mandatory for supporting facilities line items.

(b) Column 2, Description. List the primary and supporting facilities.

(c) 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). DA Pam 415–28 lists acceptable units of measure and their two-character abbreviations for both English and metric system measurements. Use lump sum (LS), by exception only, when the entering of a specific UM is not feasible.

(d) 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.

(e) Column 5, Unit cost. Enter the unit cost for each item when a unit of measure is used. When "LS" is the unit of measure, no entry is necessary.

(f) Column 6, Cost ($000). The DD Form 1391 Processor computes the "Cost" figure when "Quantity" and "Unit Cost" are entered, automatically rounding cost off to the nearest thousand dollars. For LS items, "Cost" must be entered manually. The DD Form 1391 Processor will also automatically enter the total cost of sub-line items under the "Primary Facility" cost as one entry, and the total under "Supporting Facilities" cost as another entry in Column 6, "Cost".

(3) *Primary Facility.* Enter the item and columnar data for the primary facility. When a component of the project is within five feet of the primary facility, it is part of the primary facility, and its costs are included in primary facility costs. Care will be taken that facilities are planned based on the space allocations in TI 800–01. Items of RPIE (normally MILCON funded) provided as part of the construction contract, such as cooling, heating, and electrical systems within the 5-foot line will be included as an integral part of the primary facility cost estimate according to the requirements of AR 420–1, chapter 4, section VI. When unusual features of major cost, such as raised floor systems or special foundations (like pilings) are provided in the primary facility, list these features in Tab A under the Description of Proposed Construction, and provide separate entries with associated costs for each such unusual feature under "Primary Facility" cost. 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 either the "General Justification Data" or the "Criteria for Proposed Construction" portion of Tab C (see para 3–5), in Tab D (see para 3–5), or Tab H (see para 3–10), whichever is most appropriate for the type of project or cost item involved. Primary Facility costs will include costs for items of RPIE to be financed by MILCON funds, that will be affixed and built into the facility, and will become an integral part of the facility. Examples of such equipment that will be financed with MILCON funds are listed in AR 420–1, paragraph 4–58. However, primary facility costs will exclude costs for items such as those listed in, and in accordance with, AR 420–1, paragraphs 4–59, 4–60, and 4–61. (See also AR 420–1, paragraphs 4–19 and 4–62 for special guidance related to medical facilities and paragraph 6–6 for the difference in the treatment of equipment costs in new construction versus construction associated with existing facilities.) Costs associated with provisions for renewable forms of energy in a MILCON project, including AFH, will be included as a separate line item entry under the primary facility as explained below. Special conditions or requirements in a project will also be highlighted by a separate line entry in Tab A under "Primary Facility" cost. 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, Volumes 2A and 2B). 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 listed and costs entered separately when part of a project:

(a) Under the primary facilities cost, a separate line item will be added labeled "SDD & EPAct05" (under DD Form 1391 category code 00005). The cost will include the actual costs associated with achieving this policy. If the costs are undetermined at the time the DD Form 1391 is developed, they will be programmed at 2 percent of the primary facility cost (facilities with climate control systems only) until they are determined. When the costs exceed 2 percent, an explanation will be provided in the description of the proposed construction under block 10 of the DD Form 1391 describing the SDD, EPAct05, and/or EO 13423 features (such as distributed generation systems including renewable systems, solar electric, solar lighting, geo (or ground coupled) thermal, wind turbines, biomass, as well as other generation systems such as fuel cell, cogeneration, or highly efficient alternatives) included in the design. For DD Forms 1391 with multiple primary facilities, the SDD & EPAct05 primary line item will include sub-line items for each facility's SDD & EPAct05 costs.

(b) 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 must be identified in Tab E and included in the entry for Installed Equipment - Other Appropriations on the front page of the DD Form 1391.

(c) Energy monitoring and control systems (EMCS) connections. These provisions for connecting the facility to the existing installation EMCS are often made through a separate contract by either the installation DPW (or equivalent) or construction agent. Separate identification of these requirements avoids a potential acquisition process oversight no matter how they are acquired contractually.

(d) Relocation requirements. Relocation requirements, where they exist, will be unique to each project, and will vary accordingly (see AR 420–1, para H–29).

(e) Unusual foundations. These include requirements for pilings, grouting of natural rock, and so forth.

(f) Central energy plants. When a project includes a central energy plant, by definition it will serve other facilities than just those provided by the project alone.

(g) Hazardous and toxic materials (HTM) removal. Current technology facilitates detection and removal of HTM (for example, asbestos in demolition, unexploded ordnance (UXO) removal). Cost associated with this type of work can be extraordinarily high (see para 3–12).

(h) Hardstands/aprons. These are also often high-cost items whose costs and scope can vary significantly from project to project.

(i) Land acquisitions. If a project requires land acquisition specifically for the project, and the acquisition is estimated to cost more than $750,000, the project title will be suffixed with "W/Land", and the land acquisition will be separately listed and the cost indicated on the DD Form 1391 for that project as an unusual feature. Note that 10 USC 2672 authorizes the acquisition of an interest in land whose cost does not exceed $750,000. An acquisition estimated to cost $750,000 or less will be made under this authority, and will not be separately listed on the DD Form 1391. In addition, 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 420–1, para H–36).

(4) *Supporting Facilities.* List those items of construction located outside the 5-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 Form 1391 Processor will be totaled and entered as "LS" on the front page of the DD Form 1391 automatically. For example, projects that require "dud" or UXO clearance (especially true in foreign areas) will reflect this as a separate item. All off-site costs will be shown as a separate line item in the backup estimates under supporting facilities. They will also be described under Description of Proposed Construction. Do not include any primary facility or normal component of a primary facility as a supporting facility. When the cost of supporting facilities exceeds 25 percent of primary facility costs (30 percent for AFH), or when individual items of supporting facilities are extraordinarily high in cost (for example, lengthy utility runs, excessive cut-and-fill, or removal/relocation of existing structures (see AR 420–1, chap 5), list the specific work involved under Description of Proposed Construction, as well as the following supporting facility items, under Supporting Facilities:

(a) Electric service.

(b) Water, sewer, and gas.

(c) Steam and/or chilled water system.

(d) Paving, walks, curbs, and gutters.

(e) Storm drainage.

(f) Site improvement/demolition.

(g) Information systems (see para 3–8).

(h) Antiterrorism Measures, for MILCON projects where discrete-cost AT considerations will be implemented under MILCON project authority (see para 3–9).

(i) Other.

(5) *Subtotal.* The DD Form 1391 Processor will enter the sum of the costs shown for all primary and supporting facilities. (This amount constitutes the Estimated Contract Cost.)

(6) *Contingency Percentage.* The DD Form 1391 Processor will enter 5.0 percent as a default value for the project contingency percentage, except for M&R, BUP, and RB projects. For those projects, "10 percent" will be entered, 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. Construction contingency is reserved for requirements that cannot be foreseen before the start of construction. Examples of unforeseeable conditions are some relocations, undiscovered foundation conditions, uncharted utility lines, or other situations undiscovered at the time of contract award. Contingency factors are not allowances to cover omitted items known to be desired or required but for which the quality or quantity has not been included by specific design.

(7) *Subtotal of Project Request.* The DD Form 1391 Processor will enter the subtotal of project request automatically, reflecting all funded costs mentioned above.

(8) *SIOH percentage rate.* The DD Form 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 normally 7.0 percent and the OCONUS rate normally 7.5 percent. The user may overwrite the SIOH for a specific reason for a specific project; however, these fixed rates normally will be used. In any event, modifications to the prevailing SIOH percentage rate for the user and location require the approval of HQUSACE. Such requests will be submitted through the Director of Military Programs, HQ, USACE (CEMP–II), 441 G Street, NW, Washington, DC 20314–1000.

(9) *Category E Equipment.* For Army Category Code 5xx series, 310.60, 171xx series, and 179xx series facility projects labeled "MED", include Category E equipment costs. Category E equipment is government-furnished, contractor-installed medical and dental equipment. Cost estimates for this equipment are provided by Office of the Surgeon General of the Army (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.

(10) Total Request (Rounded). This data is automatically calculated and displayed by the DD Form 1391 Processor.

(11) *Total Request.* The DD Form 1391 Processor will automatically enter the sum of the total contract cost, the SIOH, Design-build cost (if applicable, typically 4 percent), 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 DD Form 1391.)

(12) *Installed Equipment - Other Appropriations.* The total cost of mission-essential equipment to be procured with other-than-MILCON funds will be automatically entered by the DD Form 1391 Processor. These costs will include only the costs identified in Tab E, and will be shown to OSD and Congress only if such costs exceed $1 million, excluding the OMA costs also shown in Tab E. If no equipment has been identified in Tab E, or the applicable costs are less than $1 million, a "zero" will be entered here. This figure is not included in the "Total Request" amount above.

o. DD Form 1391 front page 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. If an acronym must be used, identify it completely the first time that it is used in the text on each page. Only use the acronym to shorten the text or to avoid awkwardness within the paragraph. 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 portions of the DD Form 1391.

(1) *Description of Proposed Construction.* Clearly and concisely outline all principal features of work. Begin with a precise description of the primary facility. State if the facility is a standard design (for example, Construct a standard design Child Development Center). Avoid presenting design specific information such as building materials or stories. For facilities other than buildings, describe each major element required to produce a complete and usable facility.

(a) Statement. Provide a statement covering utility services, information systems, fire detection and alarm systems, roads, walks, curbs, gutters, storm drainage, parking areas (including number of privately owned vehicles), and site improvements, where applicable.

(b) Cooling and heating. Quantify cooling and identify heating, if proposed. State whether heating and cooling will be provided by a central plant or self-contained unit(s).

(c) Electronic security equipment. State if electronic security equipment (to be procured with OPA funds; see AR 420–1, para 4–69.) is to be installed with MILCON project funds.

(d) High costs. List the special work involved when supporting facility costs in one or more categories are exceptionally high.

(e) Fuel conversion. When fuel conversion is involved, specifically state the changes in type of fuel and equipment.

(f) Facility changes. Describe the changes to be made for projects involving additions, alterations, modernizations, or conversions.

(g) Unusual design requirements. Identify unusual design requirements (including special space allowances) when such conditions will increase costs.

(h) Demolition. If buildings are to be demolished, the DD Form 1391 Processor will automatically pull the number of buildings and their total square footage from Tab H, and automatically generate a standard statement that is displayed in this text paragraph.

(i) Access for disabled individuals. If access for disabled individuals will be provided (see para 3–15), include the following statement: "Access for individuals with disabilities will be provided."

(j) Family housing. For Family housing new construction, include a breakout of DUs by grade grouping, bedroom count, net area, project factor, cost per net area, number of units, and total cost.

(k) Relocations. Discuss relocation requirements associated with the project as indicated in AR 420–1, paragraph H–29.

(l) Antiterrorism Measures. State if measures in accordance with the DOD Minimum Antiterrorism for building standards will be provided. (see para 3–9 and AR 420–1, para H–21).

(m) Interior design. Where comprehensive interior design services are requested for a project, so state.

(n) Hazardous materials. Asbestos, lead, or radon abatement will be addressed, as appropriate.

(o) Utility relocation. Utility relocation will be discussed where appropriate.

(2) *Requirement.* Although the following entries are made in this portion of Tab A, they are displayed in Tab C under "Quantitative Data".

(a) Unit of Measure. The DD Form 1391 Processor will enter the UM cited in DA Pam 415–28 for the facility category code previously entered for the project as a default entry. Changes will not be made to this UM, except for ECIP and OSHA projects. For these projects, both the UM and scope entries will be "LS". For AFH projects, the UM will be Family housing unit, entered as "FA". The UM for UPH projects 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). Where a change to the UM is necessary and appropriate, choices can be effected from a "drop down" window in this portion of Tab A.

(b) Requirement. Provide the quantity needed to support the assigned missions. The quantity entered usually will 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 installation will be treated as different facilities. 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 being 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 420–1, chap 3).

(c) Adequate. Provide the quantity of assets that are judged to be adequate for the five-digit category code. This entry will be consistent with the real property data. Be sure to include all space assigned and used to meet the total requirement shown under "Scope" in Tab C here and under "Existing Substandard." 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 are very 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 12a2 of DD Form 1523.

(d) Substandard. Provide the quantity of existing facilities that are substandard, not upgradable for the five-digit category code. All 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. (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 construction.

(3) *Project.* Provide a simple 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 being programmed (for example, "Provide a standard design Dining Facility"). However, for a project with multiple primary facilities, the sentence should include the major facility types. For example, "Provide standard designed Barracks, Dining Facility, and Company Operations Facilities." Enter in parentheses after the statement whether the project is new or current mission "(Current Mission)." New or current mission refers to new or current to the Army, not at the installation.

(4) Requirement (Why is it Needed Now?).

(a) Detailed information. Give detailed statements as to precisely why the project is needed. Use positive statements to support the requirement. Avoid using such words as "inadequate", "uneconomical", and "necessary" unless they are fully explained. Similarly, when stating contributing factors, leave no pertinent questions unanswered. For example, if the project will reduce excessive maintenance costs, provide a cost comparison between the existing and proposed facilities; if the project is self-liquidating, provide amortization data; if the facility has deteriorated greatly, describe the effects. Each MCA and AFH project should be identified as supporting new missions, current mission shortfalls, or replacement/modernization efforts.

(b) Units to be served. List generically the units to be served by this project. For example, include additional personnel, vehicles, and aircraft to be accommodated; and new missions or changes to the present mission. 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 here.

(c) Use of existing facilities. 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 for the purpose.

(d) Facility utilization. For 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."

(5) *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 why the project should be approved, for example:

(a) Unfavorable location.

(b) Environmental issues.

(c) Adverse health and safety conditions. State the specific conditions.

(d) High maintenance and operating costs. State how much higher than those of other facilities used for similar purposes.

(e) Violations of Federal, State, and/or local laws or codes. State the specific laws or codes violated.

(f) The 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 to a specified governing regulatory document.

(g) In the case of a replacement project, state the nature of the present facility that jeopardizes mission, lives, or equipment.

(h) Other pertinent conditions.

(6) Impact If Not Provided. Describe the manner and extent that mission accomplishment would be affected if the project is not approved. Information provided previously elsewhere in the DD Form 1391 should not be repeated here. Begin this entry with the statement: "If this project is not provided..."

(7) Additional.

(a) This section provides a standard statement assistance menu. Based upon your selection, system-generated statements are appended to the end of any user-entered data in the "Additional" field when the DD Form 1391 is printed. The topics from which to select a standard statement are:

1. Physical Security Statements.

2. Antiterrorism Protection Statements based on entries in Tab G.

3. Joint Use Certification Statements. Joint use refers not only to other military services, but also to active component, guard, and reserve as well.

4. A "sustainable principles" integration statement.

5. An Eighth United States Army host nation funding and retention statement.

6. A "Barracks Projects" (excluding Trainee barracks) statement which asks for various barracks projects specific data.

(b) In addition, general items, from the preparer's point of view, and certain control items will also be included here. Information regarding the following area should be included.

1. Foreign-source DU. For AFH 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.

2. Estimate basis. Identify the basis for the budget estimate.

(8) North Atlantic Treaty Organization (NATO) Security Investment Funding. The DD Form 1391 Processor will prompt for this block only at NATO locations. For NATO projects, include a statement on the NATO Security Investment Funding Category.

(9) Signature Block, Name, Rank, Title, Organization of Preparing Official, Signed? (Y/N), Date Signed. The DD Form 1391 Processor provides for the garrison commander's signature. The garrison commander signs all DD Form 1391 before they are submitted to higher headquarters, indicating that commander's support for the project. In the DD Form 1391 Processor, when asked if the form is to be signed, answer "yes" only if there is a signed record hardcopy of the form available at the DPW (or equivalent) office, which will be retained there. The DD Form 1391 will be re-signed whenever there is a major scope, schedule, or cost change to the project.

(10) When a new DD Form 1391 Form is saved, the DD Form 1391 Processor automatically permits read-only access over the form to various activities (that is, design District/Division, Centers of Standardization).

3–4. Tab B, Planning and design supporting documentation entries in the DD Form 1391 Processor

The design agency, usually a USACE office or operating MSC, will complete these entries.

a. Planning data.

(1) Status.

(a) Design start date.

(b) Percent complete as of 15 September DY (Design Year).

(c) Percent complete as of 1 January BY (Budget Year).

(d) Percent complete as of 1 October PY (Program Year).

(e) Concept complete date.

(f) Design complete date.

(g) Type of design contract. Select one of the four selections offered in the dropdown menu provided for this entry. The selections are:

1. Adapt-build. Select adapt-build if the construction design is an adaptation of a standard design to accommodate local site conditions.

2. Design-bid-build. Select design-bid-build if the project delivery method is contracted with separate entities for each the design and construction of a project.

3. Design-build. Select design-build when the design and construction aspects are contracted for with a single entity. Note, if design-build is selected, design costs are automatically added to the cost of the project.

4. Other. If other is selected from the dropdown menu complete the text box requesting a brief explanation of the type of contract used found immediately below this selection.

(2) Basis.

(a) Standard or Definitive Design? (Y/N). When the project can make use of standard or definitive designs, select the "Yes" option. Note that when a DA Standard Design exists for a facility type, its use is mandatory.

(b) Installation Where Design Was Last Used. Provide this information when "Yes" is selected for paragraph (2)(a), immediately above.

b. Cost (Total). Indicate the total Federal cost to be charged to planning and design accounts for the following—

(1) *Contract Architect-Engineer Design Cost, Estimated.*

(2) *In-House Design Cost Plus Architect Engineer Contract Supervision and Administration Cost and Government Forces Design Cost, Estimated.* For contract design, in-house cost is the sum of administrative costs, overhead, and any other charges.

(3) *Total Design Cost (Automatically entered by the DD Form 1391 Processor.)* This figure will be the sum of the costs reflected in paragraphs (1) and (2), immediately above, plus the sum of paragraphs (4) and (5), immediately below.

(4) *Production of Plans and Specifications.* This entry represents those costs allowed within the six percent statutory cost limitation for these items in 10 USC 4540.

(5) All Other Design Costs.

c. Construction dates. Provide the following planned construction dates:

(1) *Construction contract award.* Generally, this date should not be before December of the program year (PY).

(2) *Construction start date.*

(3) *Construction completion date.*

d. Leadership in Energy and Environmental Design (LEED) Rating (at Design). Select the appropriate entry; gold, silver or other. If "other" is selected provide an explanation in the free-form text box provided.

e. Energy/Life Cycle Statement. Select the appropriate standard statement, or elect to input free-form text.

f. USACE Certification. The USACE certifying official will input detailed information in this portion of the DD Form 1391 as prompted by the DD Form 1391 Processor.

3–5. Tab C, Miscellaneous supporting documentation entries in the DD Form 1391 Processor

Note that the entries made pursuant to paragraphs 3–5*a*(5) through 3–5*a*(14), below, must be consistent for each project at an installation and must be supported by a more detailed analysis under "Analysis of Deficiencies" (see para 3–5i).

a. Quantitative data.

(1) *Type of design.* Indicate if there will be the need for extra design effort on this project.

(2) *Drawing number.* Insert the appropriate DA Standard Design number here, if applicable.

(3) *Scope (UM1).* Scope is expressed in construction use unit of measure (UM1) taken from DA Pam 415–28, based on the category code entered in Tab A. For example, for category code 17804 (record fire ranges), this entry will be FP (firing point), while for category code 51010 (hospital), it will be BD (bed). Should match the primary facility scope that is based upon greatest value, greatest square footage, or project intent as listed in TAB A.

(4) *Size (UM2).* Size is expressed in area unit of measure area where UM1 differs from UM2 in DA Pam 415–28. For example, for category code 17804, this entry will be LA (lane), while for category code 51010 it will be square feet.

(5) *Cooling (Air Conditioning, Evaporation, Mechanical Ventilation) Capacity and Cost.* If air conditioning is required, the estimated tonnage and cost will be entered here. Where entries are made for evaporative cooling and/or mechanical ventilation (optional), indicate capacity and estimated cost here as well.

(6) *Unit of Measure.* This data is automatically displayed here even though the data was entered in Tab A under "Quantitative Data".

(7) *Requirement.* This data is automatically displayed here even though the data was entered in Tab A under "Quantitative Data".

(8) *Adequate.* This data is automatically displayed here even though the data was entered in Tab A under "Quantitative Data".

(9) *Substandard.* This data is automatically displayed here even though the data was entered in Tab A under "Quantitative Data".

(10) *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. Projects funded from OMA, NAF, and other non-MILCON funds will be included when applicable.

(11) *Adequate Assets.* The DD Form 1391 Processor will enter the sum of the amounts entered as per subparagraphs 3–5a(9) and (10), above. For housing revitalization/renewal projects, if the "existing adequate" assets exceed the total requirement, an explanation of why the housing is being improved will be provided in the "Requirement" portion of the DD Form 1391 (see para 3–3o(4)).

(12) *Unfunded Prior Authorization (By FY).* Provide the quantity of prior authorization, by fiscal year, which has not been approved for funding by Congress nor rescinded by automatic repeal provisions in authorizing legislation.

(13) *Included In Prior Year Program.* Provide, in the proper columns, the scope of 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).

(14) *Deficiency.* The DD Form 1391 Processor will automatically enter the amount of the total requirement minus the adequate assets minus unfunded prior authorization minus the quantity included in the pending MILCON programs. In the "funded" column, follow the same procedure in determining a deficiency, except that "Unfunded, Prior Authorization" will always be zero in such cases. Be sure that requirements, assets, and deficiency figures agree with those shown elsewhere herein. When there is only a small remainder because the total deficient quantity is not provided by this project, explain the reason under "Remarks" in Tab A. Indicate under "Analysis of Deficiencies" the documents used to determine the programmable deficit for AFH and UPH projects.

b. Additional Requirements.

(1) *Provisions for Handling Classified Information.* When provisions for storage, handling, or use of classified are required in a facility, a TEMPEST Risk Assessment will be prepared in accordance with AR 25–2 and appropriate TEMPEST countermeasures incorporated into the project. The need for such an assessment is prompted by the DD Form 1391 Processor.

(2) *Date of TEMPEST Risk Assessment.* Recording of the completion date of the TEMPEST Risk Assessment is also provided by a prompted sequence in the DD Form 1391 Processor.

c. General Justification Data.

(1) *Capital Investment Strategy/Project Development Brochure.* Capital Investment Strategy (CIS) or Project Development Brochure (PDB) Preparation Date. For all except PBS projects, enter the date that the CIS was prepared. For PBS projects, enter the date that the PDB was prepared.

(2) *DDESB Approval.* "Is DDESB (Department of Defense Explosive Safety Board) Approval Required? (Y/N)" (see AR 420–1, para H–3). The requirement reflecting DDESB approval should be indicated at the prompt provided by the DD Form 1391 Processor. The date of DDESB approval will also be entered where prompted.

(3) *Federal Aviation Administration (FAA) Approval.* "FAA Approval Required? (Y/N)." (see AR 420–1, para H–7) The requirement reflecting FAA approval should be indicated at the prompt provided by the DD Form 1391 Processor. The date of FAA approval will also be entered where prompted.

d. Other general requirements for completion of General Justification Data.

(1) *Purpose.* Projects require more detailed justification than the summary justification entered in the "front pages" of DD Forms 1391. That additional information is used by HQDA as support material for Army witnesses so that they can respond to OSD and congressional inquiries. Army witnesses analyze project requirements and present MILCON programming and budget requests prior to appearing 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 those DD Forms 1391. Projects may require compliance with specific Federal, State, and local laws (see AR 420–1, para H–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. For ECIP projects, a LCC analysis summary conforming to the requirements of the Army Facilities Energy Plan is required, which must also be included in this portion of the DD Form 1391. The DD Form 1391 Processor also provides references, lists, and standard statement selections to assist in the preparation of the detailed justification data.

(2) *Applicability.* The DD Form 1391 Processor contains various references and other help for the preparation of the detailed justification data paragraphs required, 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.

(3) *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. (Note that ECIP projects are justified strictly on the basis of economics.) Organize the presentation for easy reading and understanding by following the guidance below.

(a) Terminology. Do not use vague, indefinite, or overly technical terms.

(b) Data. Support statements with meaningful facts and figures.

(c) Statistics. Limit statistics to significant totals or important trends. Include expanded statistics or an analytical assessment where appropriate.

(d) Relevancy. Ensure that information is relevant to the subject in the project title.

(e) Repetition. Do not repeat or paraphrase statements or data in more than one area of the DD Form 1391, thus weakening it.

(f) Definitive terms. 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.

(g) Acronyms. Limit the use of acronyms or other Army-peculiar terms that may not be readily understood by OSD and congressional readers and staff. Use them only to shorten the text or to avoid awkwardness when necessary. Identify each acronym completely when it is first used in the text.

(4) *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.

(a) Administrative facilities. It is difficult to obtain high-level approval of administrative facilities 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 (such as office space, file rooms, storage space, conference rooms, and other special purpose rooms). Address the use of existing assets and their possible alterations and improvements. Address the availability and feasibility of the use of leased space. Give specific details of the shortcomings of present facilities. Where heating or cooling systems are inadequate, provide temperature data, lost time, sick leave usage, or other data demonstrating such inadequacies. Where lack of elevators is a problem, provide data on the number of floors and freight handled, and include such data as that related to the average age of the work force in the building, information on disabled individuals affected by the lack of elevators, and so forth Where lighting or electrical power is insufficient, provide data on lighting intensities at desk level and any limitation on the use of office equipment. If latrine or toilet facilities are deficient, state such elements as distances of such facilities from offices and the number and size of such facilities compared to that currently authorized for the personnel served. If safety hazards are a concern, describe and, when possible, cite the safety code(s) violated. When increased productivity is used as part of the justification, it must be supported by an economic analysis that quantifies the alleged increase.

(b) 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 IMCOM region to Director, U.S. Army Air Traffic Control Activity (USAATCA) (ATZQ–ATC–DR), Fort Rucker, AL, 36362–5265. Information contained within the resulting documentation provides validated substantive data related to such items as air traffic activity, clear zones, and so forth, and the fact that such is justified or required by AR 95–2.

(c) Army training centers and schools. Specify the level and type of training as it relates to the project.

(d) Hospital additions. Provide dates when original hospital and later additions were built in relation to current and future medical services.

(e) 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 utility expansion based on load growth, provide a load growth tabulation under "Analysis of Deficiencies", to show rising demand and consumption. For electrical improvement projects, provide the kilowatt maximum demand and kilowatt-hour 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 expansion completely and separately.

(f) Public health or safety hazards. Describe the hazard(s) and cite the specific type of violation.

(g) BRAC. Generally, construction related to BRAC activity appears as new construction at the receiving installation. Major BRAC activities are addressed by specific guidance from appropriate headquarters. For minor BRAC 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 Form 1391 Processor.

(h) Fuel conversion. State that the proposed fuel is the most economical based upon a LCC analysis (see AR 420–1, chap 23).

(i) Animal care. If required, in whole or in part, to ensure humane treatment of experimental animals, cite compliance with PL 89–544 as part of the justification.

(j) Maintenance facilities (category codes 211 through 219). State the type and level of maintenance required. State the organizational elements and table of distribution and allowances numbers to be supported by the proposed facility. Give computations of operational and training factors that will justify the need for the facility under the entry for "Criteria for Proposed Construction" in paragraph 3–5h, below. For maintenance facilities that support full or part-time training requirements, identify and explain all required increases in space, equipment, and costs.

(k) Supply facilities. Justification to support storage will include the existing storage space in relation to that

authorized 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.

(l) Dental clinics. When clinics of six or less operating rooms are proposed, other than as a part of a combined medical and dental facility, fully explain the need for a separate facility.

(m) 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.

(n) Economic factors. Summarize the major economic factors involved in any project. If the project is being proposed mainly for economic reasons, so state, and provide data to support all references to savings in Tab D, Economic Analysis. The expected savings and the discounted payback 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 420–1, chapter 5; and this pamphlet. Economic analysis requirements are defined in detail in paragraph 3–5h, below.

(o) Housing projects. Both AFH and UPH projects will be supported with current Army Housing Requirements Program (AHRP) documentation and an economic analysis (see AR 420–1, chap 3).

(p) NAF projects. Nonappropriated Fund and privately funded projects will follow the policy guidance provided in AR 420–1, chapter 4 and AR 215–1.

(q) National Foreign Intelligence Program (NFIP) projects. NFIP projects will follow procedures in AR 420–1, chapter 4, paragraph 4–8.

e. Specific requirements for completion of General Justification Data. Any project justification information not specifically required or logically covered in other portions of the DD Form 1391 will be entered in this portion of the DD Form 1391 Processor. The following is a list of suggested topics for inclusion. Other topics that may help obtain congressional approval will also be covered in addition to those below.

(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 FAA was notified of the proposed project, in accordance with AR 95–2. State whether siting conforms to the approved installation RPMP (see AR 420–1, para 4–16).

(2) *Chapels.* State, when applicable, that a chapel project has been coordinated with the Office of the Chief of Chaplains.

(3) *Collocation of IPCs and 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.* Where a construction contingency percentage is authorized, use of a higher rate than that indicated by the DD Form 1391 Processor must be fully justified.

(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, and ammunition facilities and non-hazardous facilities that might be exposed to such hazards if not properly located, show that site plans have preliminary approval of the DDESB (see AR 420–1, para H–3).

(7) *Fuel conversions.* Fuel conversion 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 Assistant Secretary of Defense (Installations).

(10) *New weapons 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 new 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.* Postal facilities in CONUS will be provided by the U.S. Postal Service. Postal facilities OCONUS will be provided using MCA funds (see AR 420–1, para H–6).

(13) *Ranges (category codes 178XX and 179XX).* Indicate that these projects have been coordinated with HQTRADOC Capabilities Manager, Live (TCM–L) and validated by the U.S. Army Engineering and Support Center, Huntsville (CEHNC–IPS–MI), 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. (See AR 350–19, Army Sustainable Range Program.)

(14) *Relocation activities.* Provide an explanation and justification of relocation requirements impacting the project (see AR 420–1, para H–29).

(15) *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.

(16) *Site description and project siting.* Describe the physical location of the project, to include the site plan sheet

number and date of the IMCOM-approved RPMP, 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 420–1, app H, and para 3–12). When the project is not sited in accordance with an 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 site approval.

(17) *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 readily understood by laymen.

(18) *Family housing.* For Family housing requirements, provide information, or cite source of information, indicated in paragraph 2–19.

(19) *Unaccompanied personnel housing.* For UPH requirements, provide information, or cite source of information, indicated in paragraph 2–20.

(20) *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, cite the unit being activated and the date of facility occupancy.

(21) *Urgency.* If project urgency is being driven by external factors, state those factors, such as unit activation schedules.

(22) *Defense Commissary Agency (DeCA) approval.* State, when applicable, that the project has been approved by DeCA.

(23) U.S. Base Requirements Overseas (USBRO). If a 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.

(24) *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 and largest square feet. A detailed breakdown of applicable secondary category codes will be provided in either this portion of Tab C or under "Analysis of Deficiencies", below, at the option of the preparer.

(25) *Blind vending facility program.* Guidance for the inclusion of blind vending facilities in new construction or upgrading of existing Army facilities is provided in AR 210–25. For facility types covered by AR 210–25, enter a statement regarding consideration of and provision for blind vending facilities. (Also, see AR 420–1, paragraph H–28 and the Randolph/Sheppard Act, PL 74–732.)

f. 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 the date of the traffic survey and analysis. For all projects, indicate that traffic concerns have been addressed and appropriate actions have been taken to accommodate requirements. If roads and bridges are geometrically adequate, state this fact. If not, state what methods will be used to alleviate the problem and support the specified conditions.

g. Analysis of Deficiencies.

(1) *Basis.* The analysis of facility deficiencies is based on the related quantitative data on the condition of existing facilities. This entry in the DD 1391 Processor provides for a complete analysis of the quantitative data provided in entries in paragraphs 3–3*o*(2), 3–3*o*(9), 3–5*a*(4), and 3–5*a*(7) through 3–5*a*(14), above, plus the statistical data to be entered in Tab H as indicated below. Evaluate the quality of the 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 (such as child development and physical fitness centers, and so forth); and low stock or parts levels due to lack of storage, and its impact.

(2) *Secondary category codes.* After having selected a category code for a project consisting of several facilities, list a breakdown of the various secondary category codes either here or in the General Justification Data portion of this Tab.

h. Criteria for Proposed Construction. These entries provide for specific identification of regulations, references, criteria such as TI 800–01, Facility Planning System, Standard Designs, and other guidance material used to develop and support the scope of the proposed project. Refer to paragraph and table numbers, and so forth, of source documents used for calculations needed to support the proposed project scope just preceding such calculations. This portion of the DD Form 1391 is also used as the basis for the description of the proposed construction entered in Tab A.

(1) *Repetitive facilities.* For repetitive facilities, AR 420–1, paragraph 4–35(2), requires that maximum use be made of DA Standard Designs. It also requires the design agent to submit waiver requests for exceptions to established criteria. Information on available standard designs can be obtained from HQUSACE (CECW–CE), 441 G Street, NW, Washington, DC, 20314–1000.

(2) *Academic facilities.* For academic and 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.

(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 stored or handled (see AR 420–1, para H–9).

(4) *Pollution abatement facilities.* For environmental pollution abatement projects in the U.S., provide the Federal, State, regional, or local standards on which the design is based. For facilities outside the U.S., cite the applicable controlling standards of the host nation.

(5) *Aviation facilities.* For Army aviation facilities, discuss the quantity and 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 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 and describe the procedure used to determine the requirement.

(7) *Parking for non-organizational, privately-owned-vehicles.* 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 using TI 800–01, provide an explanation and describe the procedure used to determine the requirement. This explanation will include the quantity of each of the following: visitor parking, service vehicle parking, parking for disabled individuals, staff parking, and other special requirements.

i. Determination and Certification of Actual Need. For MWR and Commissary programs, enter information specified in AR 420–1, chapter 4.

j. Related projects.

(1) If a proposed project is directly related to others in one or more prior or future fiscal year programs or the current program, clearly show the relationship. This is particularly essential for modernization projects. If a project is multi-phased, indicate the total fielding plan, for example, "This is the second of three phases." Provide a succinct statement of such project relationships. The proponent has the opportunity to describe, in some detail, the relationships among the projects.

(2) A project is related to another if the two have common functional elements, such that the denial of one would prevent the other from being a complete and usable facility. Consider, for example, a barracks project and a utility project, where, if the utility project is denied and the barracks project is approved, the barracks project 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 a project requiring both NAF and MCA funds, 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 420–1, para 4–22b). For unit relocation projects, all projects required to accomplish the realignment or relocation goals are related projects.

k. Remarks. Although this block is reserved for information that should not be listed elsewhere in the DD Form 1391, it should only be used by exception. A continuity of quantitative data should exist from year to year for each five-digit facility 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, BRAC activities, and re-designation of units are normal and they do reflect requirements. Identify the authority for the change and reconcile the current project requests with the quantity shown for previous projects. This section of the form may also be used by the USACE Centers of Standardization to provide specific notes to the preparer to aid him/her in preparing a DD Form 1391 for a standard facility type.

l. Special Requirements. This portion of Tab C is reserved for data to be entered by HQDA, and is not to be used for providing additional supporting or justificatory data from the field.

m. Installation Engineer Data.

(1) The name of the installation engineer (or person who can provide HQDA or Congressional staffs project details) will be entered in this portion of Tab C.

(2) The telephone number of the installation engineer will be as a separate data entry on this portion of Tab C.

n. Planning Charrette Validation. The conduct of a planning charrette is required. Validation of the charrette is provided by completing the Planning Charrette Validation. If the project is exempt from the conduct of a planning charrette the "Exempt From Planning Charrette" selection at the top of the statement should be selected and reasoning for the exemption mentioned in the "Planning Charrette Discussion" text box located at the bottom of the Planning Charrette Validation screen. For a discussion of the planning charrette process see appendix C.

o. Future Occupant Concurrence.

p. COS/MCX/CX Access. Master Planner installation personnel selects the facility type from the list provided, multiple selections may be made. Then selected facilities will automatically be permitted to the appropriate USACE COS, MCX, or CX.

q. Region Certification.

(1) *Certification statement.* The IMCOM region certifying official will certify the information in this standard text entry as prompted by the DD Form 1391 Processor for all MCA, AFH, ChemD, and UMMCA projects (see figs 3–2 and 3–3).

(2) *Certifying official.* Information regarding the name, title, and region of the IMCOM certifying official, plus the certification date and fiscal year used as a basis for certification will also be entered here.

3–6. Tab D, Economic Analysis supporting documentation entries in the DD Form 1391 Processor

a. Economic Analysis. An economic analysis is required for all projects costing more than $2 million, as well as for those projects where two or more alternatives are feasible in that they meet the project objective without regard to cost. A Consideration of Analysis satisfies the economic analysis requirement even though only one (1) course of action is feasible (see Department of Defense Instruction 7041.3).

b. Economic Analysis Package (ECONPACK). ECONPACK is used to create the economic analysis report that serves as the Army's economic justification document.

c. Economic Summary Reports. This portion of ECONPACK provides for an executive summary of the project economics. A brief statement of the project objective will be provided here, followed by a listing, description, and discussion of the feasibility of the alternatives considered to meet that project objective. This portion of ECONPACK also must contain recommendations that reflect the desired alternative and why it was selected.

(1) *Project objective.* The project objective will explain the results to be achieved by the project being proposed, and will be stated in a clear, concise, and unbiased manner.

(2) *Alternatives considered for this analysis.* Present evidence that all alternatives have been examined and evaluated. As a minimum, the following alternatives will be addressed, and a statement of viability provided.

(a) Status quo. The method in which the requirement is presently 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 acquisition. Describe any available service or 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 a part of an objective.

(g) Summary of viable alternatives. If there are viable alternatives to the proposed project after a thorough alternative analysis, prepare a clear and convincing summary of the findings. Viable alternatives will be compared in a formal Economic Analysis, and included under the "Life Cycle Elements" entry portion of ECONPACK. 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 and will be re-submitted, the data will be updated as necessary for each future project submission.

(3) Results and Recommendations. If a full EA is required (see para 3–6d) a summary of its results will be provided in this portion of ECONPACK. If a full EA is not required, the specific reason(s) for not preparing an EA will be documented here as well. The results and recommendations provided must support and agree with the discussion of alternatives and the EA.

d. Full Economic Analysis. A full EA must be provided to support every Army MILCON project proposal where more than one viable alternative exists. The EA will confirm which alternative is in the best interest of the Army for each project presented to DOD and Congress.

(1) Scope and applicability.

(a) Exclusions. Although Tab D covers procedural guidance for an EA needed to support the planning and justification phase of most proposed MILCON projects, excluded from such coverage are the planning and justification of AFH projects that are addressed in AR 420–1, chapter 3 and DA Pam 210–6. Also excluded here are construction projects costing less than the prevailing statutory limit for UMMCA projects.

(b) Design selections. Tab D also does not cover the EA needed to help justify the selection or arrangement of specific material, system, and equipment alternative selections made during the design phase of a project.

(2) 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 in this area is provided in DA Pam 415–3.

(3) Timing of the analysis. An EA will normally be conducted in two parts, a basic analysis and an update analysis. The basic analysis will be completed before the submission date of the DD Form 1391 package (see para 3–6d(3)(a)). The update analysis will be performed subsequent to the project concept design completion, before the submission of the project to OSD in August of the DY, and again just before project submission to Congress in January of the BY (see para 3–6d(3)(b)).

(a) Basic economic analysis. The basic EA will be included in the DD Form 1391 when it is submitted to the IMCOM region. Although the basic analysis may be conducted anytime before submitting the DD Form 1391 package

to the IMCOM region, the best time is early in the GY. 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 EA and document the results before the final submission date of the DD Form 1391.

(b) Updated economic analysis. Once the project concept or parametric design has been completed, the basic EA will be reviewed to determine if it is still valid. If there have been one or more major changes to the EA, such as the availability of an alternative or a major change in the estimated project cost, the EA will be promptly updated. If the results of the updated EA show that an alternative other than the proposed project is most economical, a report of findings will be promptly sent to HQUSACE (CECW–CE), 441 G Street NW, Washington, DC 20314–1000, for appropriate action. An additional update will be performed in December of the BY to reflect the scope and cost of the project as approved by OSD before submission of the project to Congress.

(4) Results of noncompliance. The EA required by AR 420–1, chapters 3 and 4 is an integral part of the Army PPBES. It is a vital element of the justification package for a proposed MILCON project. Therefore, no project proposal requiring an EA is complete unless it is accompanied by an EA that is clear, comprehensive, and follows the provisions of AR 11–18; AR 420–1, chapter 3; or 420–1, chapter 4, except where provided otherwise in paragraph 3–6c. Projects that do not meet these conditions can seldom be adequately defended during the budget review, and have been routinely slipped to the following year's programs or canceled. Loss of a project during OSD review usually results in the loss of the project dollars from the MILCON program.

(5) Assistance. On request, HQUSACE (CECW–CE), 441 G Street NW, Washington DC, 20314–1000, will provide analytical assistance to installations that require additional guidance on economic analyses. ECONPACK is available in a personal computer (PC) software package from HQUSACE (CECW–CE). The reports generated by ECONPACK are consistent with the requirements of AR 11–18 and OMB Circular A–94, and can be automatically imported into Tab D of the appropriate DD Form 1391.

3–7. Tab E, Furnishings and Equipment supporting documentation entries in the DD Form 1391 Processor

a. General. This tab of the DD Form 1391 Processor 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 RPIE qualifying for construction funding, as defined in DOD 7000–14.R (see also AR 420–1, paras 4–59, 4–60, and 4–61).

b. Furnishings and equipment. Entries are required in this portion of Tab E for each category or item of equipment to be provided:

(1) Description of items to be procured.

(2) Total estimated acquisition cost (in thousands of dollars).

(3) Fiscal year of (procurement) appropriation.

(4) Procurement appropriation.

(5) Estimated delivery date.

(6) Procurement status (enter contract number when available).

(7) Total estimated installation cost (in thousands of dollars).

(8) Installation appropriation fiscal year.

(9) Installation appropriation.

(10) Footnotes, to be provided when any explanation is needed.

c. Information systems furnishings and equipment. The description, procuring appropriation, and total cost data for these entries can only be entered in Tab F, Information Systems Cost Estimate (see para 3–8). Once this data is entered in Tab F, the appropriate other entries applicable to this portion of Tab E (see data required by paragraphs 3–7b(3), (5), (6), and (10)) are automatically entered here by the DD Form 1391 Processor. Any and all other supporting data for each line item should be manually entered here as well.

d. Totals by appropriation type ($000). Insert total cost figures for OMA, OMN, 3400, and OM DHP funds required here. Separately indicate total cost for information systems furnishings and equipment here as well, and lastly, provide a total cost for all related furniture and equipment. Note that these entries in Tab E in and of themselves do not result in the necessary funds being programmed in MDEPs other than MILCON. Both the installation and user/proponent must insure that OMA and OPA funds required to support a project are programmed in the correct amount via the appropriate MDEP in the appropriate FY, and include the necessary justifications there for in the supporting documentation for those MDEPs.

e. Furnishings and equipment discussion. This portion of Tab E makes provisions for entering information in a free-form text format. Requirements for UPH equipment and furnishings will be determined in accordance with AR 420–1, chapter 3 and included here. State the requirement for estimating furnishings, using the best information available (that is, Construction Cost percentage, Average Cost / Sq Foot for Facility Code, Description of Occupants / Functional Areas, or detailed furnishings listing). The recommended minimum requirement for estimating furnishings includes occupancy functions (that is, XX number of occupants at estimated furnishings costs of $____, YY number of

conference room sets at estimated furnishings costs of $____, and so forth). Where comprehensive interior design services are to be requested, the following example statement would be included here: "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.

3–8. Tab F, Information Systems Support supporting documentation entries in the DD Form 1391 Processor

When information systems are required in support of a MILCON project, data from PC-based ISCE software will be automatically populated here. This software may be downloaded from the DD Form 1391 Processor System, plus is available from the U.S. Army Engineering and Support Center, Huntsville (CEHNC–ED–SC–A), P.O. Box 1600, Huntsville, AL, 35807–4301. For other than medical projects, this estimate will be provided by the DOIM at the installation; the appropriate OCONUS Information Systems Activity (ISA) representative; the Regional Chief Information Officer (RCIO) at the IMCOM region; or the designated USAISEC element, as appropriate. For medical facility projects, see UFC 4–510–01. See AR 420–1, chapter 4, table 4–2, for a detailed list of required funding sources for IS equipment, systems, and materials.

a. Information Systems Cost Estimate content and format. Include all project IS requirements in the ISCE, whether construction funded (CONF), USAISEC funded (ISC), or proponent funded (PROP). The format consists of project header data, four sections related to entering a detailed cost estimate for all IS equipment and materials, a cost summary section, a signature and certification section, and a free-form text format section. Content of each of these sections is as follows:

(1) *Header data.* The header section provides entry capability for project-specific data, such as project number, FY, and so forth

(2) *Section I data.* Section I data provides for CONF, ISC, or PROP installed equipment included under the Primary Facility, inside the five-foot line.

(3) *Section II data.* Section II data provides for CONF, ISC, or PROP equipment-in-place included under the primary facility, inside the five-foot line.

(4) *Section III data.* Section III data provides for CONF, ISC, or PROP installed equipment, included under Supporting Facilities, outside the five-foot line.

(5) *Section IV data.* Section IV data provides for CONF, ISC, or PROP equipment-in-place, included under Supporting Facilities, outside the five-foot line.

(6) *Cost summary data.* Cost summary data provides a display of the total costs within the Primary Facility and Supporting Facilities for all CONF, ISC, and PROP funded IS materials and equipment required for the proposed project. There is also a "check box" entry for any additional factors applied to these costs in the ISCE, such as a Contingency Factor, Area Cost Factor, Inflation, and so forth The check boxes on the summary page only reflect cost adjustment in effect within the software's modeling feature; the check boxes do not allow the user to select or unselect these adjustments.

(7) *Signature/Certification data.* The signature block of the commander of the cognizant USACECOM element, installation DOIM/DCSIM, IMCOM RCIO, or OCONUS ISA representative, as appropriate, is entered here as well as whether the signature block has actually been signed. The DD Form 1391 Processor automatically enters the date that the ISCE was prepared or revised. Further, there is also a certification entry block for the USAISEC reviewing official, with provisions for certifying (or not certifying) that the ISCE for the project has been reviewed, and addressing the adequacy of the ISCE provided by the preparing organization. Also, the contact information for the Tab F preparer will be annotated in the existing block of the Tab F under the signature block. See figures 3–2 and 3–3.

(8) *Text.* Free-form text format entries are permitted for primary notes, supporting notes, and remarks made by the ISCE preparer.

b. Cost entries for IS support in other sections of the DD Form 1391. Costs for IS equipment and materials entered here that are provided from other-than-construction and other-than-OMA funds are automatically entered into Tab E, Furnishings and Equipment, by the DD Form 1391 Processor. When use of OMA funds is appropriate for such purposes, provide an explanation in Tab E as well.

c. Dates. The ISCE will be provided in the DD Form 1391 Processor prior to 1 June of the DY. The design agency will ensure that the ISCE, or an estimate based upon the specific project design (and coordinated with the appropriate U.S. Army Communications and Electronics Command (USACECOM) element) is included in the ENG3086 Module of the DD Form 1391 Processor not later than 1 July of the DY. The appropriate USACECOM element is also responsible for assuring that the ISCE reflects the latest data on IS costs.

d. Other. If the FY, construction schedule, or currency exchange rate is revised, the ISCE will be automatically updated by the DD Form 1391 Processor accordingly.

3–9. Tab G, Antiterrorism Protection Measures Data supporting documentation entries in the DD Form 1391 Processor

All projects will be reviewed by the installation Provost Marshal, Director of Public Works, and Force Protection Officer for required AT measures (see AR 420–1, para H–21; AR 190–13; and AR 190–30).

a. Parameters for Minimum AT Standards for Buildings. Identify building type in the box provided. After posting the building type, select the appropriate building category (Primary Gathering, Inhabited, Uninhabited, Billeting, or Combination) from the drop down menu provided in the next box. For a definition of the building categories see appendix A UFC 4–010–01. If the building has different uses, list each use separately. Complete the "Controlled Perimeter?", "Meets Conventional Construction Standoff?", and "Building Three Stories or More?" blocks with yes or no as appropriate. Note the "Meets Conventional Construction Standoff?" distances are those distances set forth in UFC 4–010–01, Table B1.

b. AT (standard text). Select one of the following standard paragraphs (supplied by the DD Form 1391 Processor) to attest that required measures have been provided where warranted:

(1) *Paragraph one.* "This project has been coordinated with the installation AT plan. Risk and threat analyses have been performed in accordance with DA Pam 190–51 and TM 5–853–1, respectively. Only protective measures required by regulation and the minimum standards as required by UFC 4–010–01 "Department of Defense Minimum Antiterrorism Standards for Buildings" are needed. These requirements are included in the description of construction and cost estimate."

(2) *Paragraph two.* "This project has been coordinated with the installation's antiterrorism plans. Risk and threat analyses have been performed in accordance with DA Pam 190–51 and TM 5–853–1, respectively. Protective measures required by regulation and additional protective measures, above the minimum required by UFC 4–010–01 "Department of Defense Minimum Antiterrorism Standards for Buildings", are needed to mitigate the threat. These requirements are included in the description of construction and cost estimate."

(3) *Paragraph three.* "This project has been coordinated with the installation's antiterrorism plans. Risk and threat analysis have been performed in accordance with DA Pam 190–51 and TM 5–853–1, respectively. Only protective measures required by regulation apply. UFC 4–010–01 "Department of Defense Minimum Antiterrorism Standards for Buildings" does not apply to this project."

c. Automatic permits. If either optional paragraph one or two, above, is selected for entry, the DD Form 1391 Processor will provide automatic permits of the project DD Form 1391 to the U.S. Army Engineering and Support Center, Huntsville (the USACE Center of Expertise for Electronic Security) and the U.S. Army Engineer District, Omaha, (the USACE Center of Expertise for Protective Design), as follows:

(1) Upon completion of Tab G, the user will be given the opportunity to have the form automatically permitted to the centers cited above, even though the form has not yet been submitted to higher authority.

(2) Upon submission of the DD Form 1391, if the option in paragraph (1) immediately above is not exercised, the form will be automatically permitted to the centers cited above upon submission of the DD Form 1391 to higher authority.

d. Risk Analysis and Threat Analysis complete (Y/N) and date.

e. Summary of Risk And Threat Analyses and Description Of Any Protective Measures That Are Required. List AT measures included in the project to meet defined threats. Show costs for these measures associated with the primary facility as a separate entry under "Primary Facility", for both new and modernization of existing facilities. List specific measures proposed in Tab C under "Analysis of Deficiencies". Provide detailed, informative statements as to why the AT measures are needed, such as vulnerability to terrorist threats (reference applicable threat/vulnerability assessment) in Tab D. Include costs associated with such work outside the five-foot line in Tab A under "Supporting Facilities" as a separate "Antiterrorism" cost entry.

(1) *Primary Facility costs.* Primary Facility cost features that should be captured here are the following:

(a) Not in unit cost. Those features that are generally not already reflected in the unit cost for the primary facility category code of the basic facility whose category code is given on the front page of the DD Form 1391.

(b) Standard or definitive designs. For projects using DA Standard or Definitive designs, those features that are based on requirements of traditional physical security regulations that are not already included in such designs.

(c) People protection. Those features that are provided based on risk and threat analyses and/or which are primarily for the increased protection of people. However, there also may be features required that are based on theater-specific AT construction standards that must also be included in the project, and whose costs will be shown separately. The fundamental basis for identifying AT requirements and costs is to permit a determination as to whether or not the primary function of those measures is people protection. Each project will have its own unique considerations in this area.

(d) Land Acquisition. Land acquisition costs solely associated with AT concerns.

(2) *Special requirements.* Some specific examples of AT reportable cost items are listed below for both the primary facility and supporting facilities secondary category codes cited:

(a) Category code 88041 (with cost shown separately under Primary Facility cost):

1. Upgrade construction requirements for walls, doors, floors, roofs, windows, and building frames for increased ballistics, blast, or forced entry resistance.

2. Upgrade electronic security system requirements, including electronic entry control, closed-circuit television (CCTV), and intrusion detection systems (IDS) equipment. Such equipment costs themselves are not MILCON funded. For IDS, funds are "parallel" programmed using OPA funds in the appropriate future year when installation in a MILCON project is anticipated. However, real property requirements, such as space requirements, cables, and raceway access systems for such non-MILCON-funded equipment are MILCON funded (see AR 420–1, chap 4, table 4–2).

3. Weapons or explosives detection equipment, including X-ray equipment, magnetometers, portals, and so forth, for checking people, packages, mail, and supplies. Equipment costs themselves are usually not MILCON funded, but related real property requirements, including space for the equipment and processing areas are MILCON funded (see AR 420–1, chap 4, sec VI).

4. Special mechanical system or plumbing requirements to address protection from chemical and biological attack.

(b) Category code 88042 (with cost shown separately under Supporting Facilities cost):

1. Passive vehicle barriers, such as berms, planters, cable reinforcement for fences, vegetation used as barriers, and so forth

2. Active vehicle barriers, such as crash beams, pop-up bollards, pop-up drum barriers, or sliding crash gates.

3. Fences or perimeter walls.

4. Entry control points.

5. Exterior lighting, including perimeter, area, and parking lot lighting; and lighting for CCTV security applications. If such lighting is primarily for the protection of people, the cost should be included under this category code (88042). However, if the lighting is for the protection of other-than-people, such as for materiel in an arms, ammunition, or explosives storage area, or motor pools or storage yards, the cost should not be included under category code 88042. Further, the cost for additional parking lot lighting for barracks, headquarters facilities, or similar facilities where the purpose is primarily for people protection would be included under category code 88042.

6. Exterior electronic security systems, including electronic entry control, IDS, and CCTV, if the primary purpose of such systems is for the protection of people, and not property or materiel.

(3) Breakdown of secondary category codes. As applicable, these two AT secondary category codes should be included in the detailed breakdown of secondary category codes provided in Tab C, under either "General Justification Data", or "Analysis of Deficiencies".

f. Required Signatures.

(1) Provost Marshal or Security Officer Name, Rank, Title, Organization, Signed? (Y/N), Date Signed. This entry provides for entry of the data listed immediately above.

(2) Director of Public Works Name, Rank, Title, Organization, Signed? (Y/N), Date Signed. This entry provides for entry of the data listed immediately above, as well as installation confirmation of the threat analysis.

(3) Antiterrorism Officer Name, Rank, Title, Organization, Signed? (Y/N), Date Signed. This entry provides for entry of the data listed immediately above.

g. Retention of Signed AT Documentation. Copies of the signed statements cited in paragraph d, immediately above, will be retained at the installation.

3–10. Tab H, Disposal/Demolition of Facilities supporting documentation entries in the DD Form 1391 Processor

This tab provides for a statistical tabular listing of facilities or portions of facilities, regardless of category code, currently accommodating the function requiring the proposed project. Army policy requires the reduction of unneeded, substandard, and temporary facilities in an effort to reduce overall operation and maintenance costs, and to retain only those facilities required to meet mission requirements. As a result, one square foot of unneeded, substandard, and/or temporary facilities will be demolished for each square foot of new construction. All MILCON projects will be reviewed for compliance with this policy. Garrison commanders will ensure that demolition is properly annotated and programmed with the new construction of facilities. The commitment of buildings for demolition in the DD Form 1391 results in a statutory commitment when the project is authorized by Congress. As a result, those structures so noted cannot be retained without DA approval.

a. Required Information. Provide the following information as required by the DD Form 1391 Processor for all existing buildings that are within the footprint of the new construction including any/all dilapidated facility(ies) outside the new construction footprint that are intended to be replaced by the new construction and subsequently demolished as part of the MILCON project:

(1) Installation name.

(2) Facility number.

(3) Design Use Category Code - from Real Property Records.

(4) Type of construction - from Real Property Records.

(5) Quantity.

(6) Unit of measure.

(7) Disposition Code - “D” for Demolition.

(8) Facility in footprint (FP) of new project Y/N.

(9) Disposition Year.

(10) Footnote - Note anything special or unique about the facility.

b. Description of Proposed Construction Tab A Rollover. The DD Form 1391 Processor will automatically roll the number of facilities, and their corresponding combined square footage, into the Description of Proposed Construction portion of Tab A (Block 10).

c. Is Demo Credit Needed?. Note that if there is insufficient inventory on an installation to meet the square foot for square foot requirement, the installation must request use of the "demolition bank" to cover the remaining one for one SF off-set for each project. For "New Mission" projects that are new footprint, the one for one policy doesn’t have to be met. Facilities included in this Demolition Bank consist of those that the Army has already demolished with other than MILCON funds, but has not previously counted towards one-for-one demolition. The preparer will identify the amount of square footage required from the Demolition Bank in this Tab.

d. Demolition within the Footprint of the Project. The DD Form 1391 Processor requires annotation if a facility proposed for demolition is within the footprint of the project. Costs associated with demolition of facilities within the project footprint must be listed as a separate sub-line item under the Primary Facility so that if project costs are subsequently reduced, or demolition becomes centrally managed, decision makers will know not to remove the funding required to provide a clear site. If demolition from the Demolition Bank is required, no cost for such facilities should be included in the project cost estimate in Tab A.

e. Protection of Historic Property. Note that if a building or structure to be disposed of is included (or eligible for inclusion) in the NRHP, or is related to a structure or district listed in the NRHP, follow procedures in Tab J under “Protection of Historic Properties” (see paras 3–13 and 3–10f(2)).

f. Asbestos removal. When disposition costs include removal of asbestos containing materials from existing facilities (whether they are to be disposed of or not), provide an estimate of the extent and impact of same here, and reflect its estimated cost as a separate line item entry in Tab A under “Primary Facility costs” (see para 3–3n(3)(f)).

g. Mandatory Explanations and Justification. Mandatory explanations and justifications for the following must be provided in Tab H in a free form text.

(1) Demolition of permanent buildings while temporary buildings will be retained.

(2) Disposal of a building eligible for or on the National Register of Historic Places.

(3) Compliance with the Stewart B. McKinney Homeless Assistance Act.

3–11. Tab I, Real Property Maintenance supporting documentation entries in the DD Form 1391 Processor

Entries in this tab are in the free-form text format.

a. Effective real property management. Installations and IMCOM regions will consider construction decisions and O&M requirements at the same time. Integration of construction and O&M requirements will provide an effective approach to facility planning, programming, and budgeting. The real property maintenance activity (RPMA) analysis provided in this tab (see below) 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 Form 1391 Processor provides for automated data entry for various topics, such as:

(1) Inventory impacts and potential backlog of M&R eliminated.

(2) Workload impacts.

(3) Resource impacts.

(4) RPMA discussions that explain and define the data entered above.

3–12. Tab J, Regulatory Data, Environmental Analysis supporting documentation entries in the DD Form 1391 Processor

a. Environmental Documentation.

(1) *Environmental.* This portion of Tab J provides for the inclusion of environmental documentation required by 40 CFR 1500 through 1508 and 32 CFR 651, which include instructions for preparing that documentation. The assistance of the installation Environmental Officer in the preparation of this paragraph will be obtained by the DPW. Include one of the following documents, as appropriate, here:

(a) A copy of a Categorical Exclusion or Record of Environmental Consideration (REC).

(b) A copy of an environmental assessment and Finding of No Significant Impact (FNSI).

(c) A copy of the Notice of Intent (NOI) to prepare an EIS.

(d) A summary of the EIS or Record of Decision. In some cases, the environmental information may be contained in an installation-wide EIS or environmental assessment in support of the installation Master Plan.

(2) *Environmental permits.* Include a list of all environmental permits that have been or will be obtained for the proposed project.

(3) *Site contamination survey statement.* Include the appropriate site contamination survey statement (see AR 420–1, para E–2).

b. Summary of Environmental Consequences. All proposed projects will be evaluated for environmental consequences, as required by 32 CFR 651, and 40 CFR 1500 through 1508 (see para 2–17). Note that 32 CFR 651 contains several categorical exclusions that may apply to the project. Project documentation will include either a REC or appropriate EA documentation. Summarize the environmental consequences of the project in this portion of Tab J.

c. Environmental standard text. Select one of the two optional standard text statements reflected in subparagraphs (1) and (2) immediately below, which will be generated by the DD Form 1391 Processor:

(1) *No further documentation required.* When a proposed project requires no further environmental documentation, as determined in accordance with 32 CFR 65, select the following optional statement: "The Record of Environmental Consideration (REC) is included. It has been determined that the action..." [select (a), (b), or (c), below to complete the sentence].

(a) "Is adequately covered in the existing (select either EA or EIS) entitled ____ dated ____ (mm/dd/yyyy)."

(b) "Is exempt from NEPA requirements under the provisions of ____ (cite superseding law).".

(c) "Qualifies for categorical exclusion ____, 32 CFR 651."

(2) *Further documentation required.* When a proposed project requires an environmental assessment according to 32 CFR 651, the environmental assessment will result in either a FNSI or the requirement to prepare an EIS. Select one of the following standard text statements, as appropriate.

(a) "This project has been assessed. A copy of the draft Finding of No Significant Impact, published on ____ (mm/dd/yyyy) is included. A copy of the environmental assessment is available upon request."

(b) "This project will have significant environmental impact and (select one of the following to complete the sentence): "a copy of the Notice of Intent to Prepare an Environmental Impact Statement is included", or, "a copy of the (draft or final) EIS entitled ____, published on ____ (mm/dd/yyyy) is included."

(c) "This project is being assessed. A copy of the draft FNSI is expected to be published on ____. Preliminary assessment (if available) is included in the Environmental Documentation Paragraph above. Final environmental findings are expected on ____ (mm/dd/yyyy)."

d. Site categorization. All proposed construction sites are required to be surveyed and evaluated for potential site contamination and categorized by the installation or host facility by AR 420–1, appendix E. 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 form the Commander, U.S. Army Environmental Center (USAEC) (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 (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 that can be cleared prior to construction (for example, clearance or removal of ordnance and exploded weapons), clearance work will be accomplished using installation operating funds prior to project design as well. Determination of site categories will be as follows (see AR 420–1, para E–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 quoted statement within the appropriate subparagraph below will be inserted verbatim as a separate subparagraph within the "Summary of Environmental Consequences" to highlight the issue:

(1) *Category I sites.* Category I sites require a surface sweep and records survey. A physical inspection (walk of the site in accordance with USAEC recommendations) will be conducted to establish physical evidence of possible contamination in accordance with the manual referenced in subparagraph d, immediately above. A review of the documents listed in subparagraphs (a) through (c) below will also be made, and a summary of results of the surface sweep and records survey will be included in the Summary of Environmental Consequences. 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 there as well: "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 surveys." However, 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 subparagraph d, immediately above, will be followed for the new classification.

(a) Aerial photography related to the proposed site may be obtained from the Environmental Protection Agency,

Environmental Photographic Interpretation Center, 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.* Category II sites require the same investigative techniques specified for Category I sites, plus others given in the manual referenced in subparagraph d, immediately above. Only those techniques appropriate to the type of 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 to Category III. When a location remains a Category II site, add the following statement to the Summary of Environmental Consequences: "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 the Summary of Environmental Consequences to that effect. The statement will include a brief summary of the results and findings of the surveys.

(3) *Category III sites.* Category III sites require the same investigative techniques specified for Category II sites, plus others given in the manual referenced in subparagraph d, immediately above. Construction on Category III sites will be avoided if at all possible. Where such cannot be avoided, site cleanup will be accomplished prior to construction using installation operating or Defense Environmental Restoration Act funds. MILCON funds for cleanup as part of the total project may be programmed; however, such is not encouraged, due to funding constraints that will adversely affect the project's ability to compete for funding in the overall program. Further in this regard, DA policy reflects that cleanup of contaminated sites is an OMA funded cost and must be completed before the MILCON project can begin. Any requests for such funding as a MILCON project cost must be pre-approved by HQDA (DAIM) through IMCOM channels. When such site cleanup is authorized for MILCON project construction funding, clearance work involved will be identified as a separate line item under "Primary Facility" cost. Also, when construction on a Category III site is required, add the following statement to the Summary of Environmental Consequences: "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 the Summary of Environmental Consequences to that effect. Also included therein will be a brief summary of the results and findings of the surveys. Add one of the following additional statements to that quoted immediately above.

(a) "No contamination was found and there is no reason to believe contamination will be found during construction.".

(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 Tab J, under Summary of Environmental Consequences, and will be reflected in construction contract documents. A separate line item providing for potential cleanup actions is shown under primary facility cost. Detailed backup environmental documentation is included in this tab.

(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." Detailed backup environmental documentation to that effect will be included in this tab as well.

f. Required signatures. This section of Tab J requires the signatures of the Installation Environmental Officer and the Director of Public Works.

g. 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 an encounter of contamination at the site.

3–13. Tab J, Regulatory Data, National Environmental Protection Act Documentation Status supporting documentation entries in the DD Form 1391 Processor

The HQIMCOM is required to report the National Environmental Protection Act (NEPA) status of each project to the Deputy Assistant Secretary of the Army for Installations and Housing (DASA (I&H)). Further, USACE uses such data to validate the NEPA documentation status prior to construction project award. As a result, NEPA documentation for each project will be updated quarterly, including after a DD Form 1391 has been submitted by the installation.

a. Select one of the following document types provided by the DD Form 1391 Processor; Record of Environmental Consideration (REC), environmental assessment, or Environmental Impact Statement (EIS).

b. Select from the dropdown menu provided if the REC, environmental assessment, or EIS was performed by in-house personnel or by a contractor.

c. Cost to Perform Documentation. Indicate the cost to perform the REC, environmental assessment, or EIS rounded to the nearest thousandth.

d. NEPA Timelines. Enter the scheduled NEPA start and completion dates and the actual start and completion dates upon completion of the documentation.

e. Do the Following Items Pertain to this Project.

(1) *Indicate if the any of the following five items pertain to the project by selecting Yes or No.*

(a) NHPA Section 106 Consultation.

(b) NHPA Agreement Document.

(c) Endangered Species Act (ESA) Section 7 Consultation.

(d) Wetlands Permitting.

(e) Unexploded Ordinance (UXO).

(2) *If "Yes" is selected for any of these items indicate the scheduled start and completion dates and upon completion enter the actual start and completion dates in the boxes provided.*

f. Earliest Contract Award Date. Enter appropriate date.

g. Point of Contact. Enter name, title, and phone number.

h. Remarks/Explanation. Complete the text box with information you feel pertinent to the NEPA documentation and that HQDA should be aware of.

3–14. Tab J, Regulatory Data, Protection of Historic Properties supporting documentation entries in the DD Form 1391 Processor

a. Installations having historic properties listed in the NRHP or those historic properties that appear to be eligible to be nominated to the NRHP must comply with the 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 ACHP before the project is submitted to higher authority. Projects with impacts on historical and archaeological resources will be assessed according to 32 CFR 651. The assistance of the installation Environmental, Archaeological, or Historical Officer in the preparation of this paragraph will be obtained by the DPW (see para 2–23; AR 420–1, para E–4; and EOs 11990 and 12114).

b. 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. For each project, select one of the following standard text paragraphs provided by the DD Form 1391 Processor:

(1) "This project has been evaluated for impact on historic and archaeological property and complies with the National Historic Preservation Act as amended (16 USC 470aa et seq)."

(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 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 SHPO does not concur with a "no adverse effect" determination. See copy of request to the ACHP for comments or copy of the Memorandum of Agreement, included in this Tab."

(5) "This project is in direct support of a historic property listed in the National Register and meets 'The Secretary of the Interior's Standard for Historic Preservation Projects, 1979."

d. Guidance. Additional free-form text blocks in this tab provide information to be entered manually addressing the following documentation required by 36 CFR 800:

(1) Detailed Statement of Review Findings.

(2) SHPO Statement of Concurrence.

(3) SHPO Statement of Non-Concurrence.

(4) Request to ACHP.

(5) Memorandum of Agreement.

e. Additional. Any documented reviews of the historic or archaeological impacts are also to be included in this Tab. Note that costs associated with preparation of archaeological or historic surveys and the actual protection or relocation of assets will be OMA funded by the installation. Also note that PL 93–291 does permit the use of up to one percent of a MILCON project PA to be used to protect, preserve, and mitigate damage to previously unknown archaeological objects or findings discovered during project construction. Project contingencies will be used to fund such efforts.

3–15. Tab J, Regulatory Data, Evaluation of Flood Hazards and Wetlands supporting documentation entries in the DD Form 1391 Processor

a. Evaluation of Flood Hazards. When the proposed facility will be located in a floodplain or will encroach on wetlands, so state. Certify in free-form text format that the provisions of EO 11988, Flood Plain Management; and EO 11990, Protection of Wetlands; and AR 420–1, paragraph E–3 have been met.

b. Evaluation of Flood Hazards (Standard Text). For each project, select one of the following standard text paragraphs provided by the DD Form 1391 Processor. These statements will apply mainly to waterfront structures that must be located in a floodplain or on wetlands or both in order to function:

(1) "This project is not sited in an area known to be subject to flooding (100-year or 500-year flood, as applicable); nor does it encroach on wetlands". If the project is located in either a floodplain or wetland related area, but not both, a statement should be entered to that effect, such as "This project is sited in an area known to be subject to flooding (100-year or 500-year flood, as applicable); however, it does not encroach on wetlands" or vice versa. If both conditions exist, then they should be reflected in the statement "This project is sited in an area known to be subject to flooding (100-year or 500-year flood, as applicable) and will encroach on wetlands."

(2) "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... (Note: Select (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 practical alternative exists to the facility as proposed and sited."

(3) "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 practical alternative exists to the facility as proposed and sited."

c. A certification must be provided that the provisions of EOs 11988 and 11990 have been, or are being, complied with. The USACE design district will verify impact on flood plain and wetland areas at the pre-design stage, to include a site visit, if appropriate.

3–16. Tab J, Regulatory Data, Accessibility Standards supporting documentation entries in the DD Form 1391 Processor

a. Provisions for Individuals with Disabilities. Facility designs will incorporate the applicable provisions of the Architectural Barriers Act of 1968, PL 90–480; the Uniform Federal Accessibility Standards (UFAS) requirements established by DOD; and the Americans With Disabilities Act Accessibility Guidelines (see AR 420–1, para H–22 and TI 800–01). As a result, design of every facility will include provisions for disabled individuals, unless one of the following conditions described 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 to disabled individuals.

(3) In the case of Family housing, there are sufficient DUs available that are so accessible or can be readily and easily modified to be accessible to disabled individuals.

b. Provisions for Individuals with Disabilities (Standard Text). For each project, select one of the following standard text paragraphs provided by the DD Form 1391 Processor.

(1) "This project will be designed for accessibility and usability by individuals with disabilities. The estimated count of civilian employees and civilian users is ____."

(2) "This project will not be designed for accessibility and usability by individuals with disabilities as the facility will be used and operated solely by able-bodied military personnel without disabilities."

(3) "This project will not be accessible to individuals with disabilities due to the inherent hazards created by the function of the project. (Explanation provided below)."

(4) "This project does not lend itself to design for individuals with disabilities."

c. Additional provisions. In addition, buildings and facilities need not be accessible to individuals with disabilities for which the U.S. contributes a portion of the construction cost but does not control the design criteria (for example, NATO funded facilities). Buildings and facilities either funded by host nations or leased by the U.S. in other countries also need not be accessible. However, in such situations, every effort should be made to obtain the cooperation required to provide accessibility in those buildings and facilities that ordinarily would be governed by the UFAS in the United States. If a waiver to the UFAS criteria is required, such a request will be forwarded to HQUSACE (CECW–CE) for consideration that will include sufficient data to analyze the full particulars. The purpose of the supporting documentation is to ensure that the programmer has evaluated the project for potential access by individuals with disabilities. Failure to adequately assess and provide features for individuals with disabilities, where required, may result in enormously expensive retrofit modifications to bring the project into compliance with statutory requirements. As a result, such waivers will be granted only in extraordinary circumstances.

3–17. Tab J, Regulatory Data, Commercial Activities supporting documentation entries in the DD Form 1391 Processor

Regulatory support data for Commercial Activities is not required to be included in DD Form 1391. (See AR 5–20 and DA Pam 5–20 for information on Commercial Activities on Army installations.) However, where it is determined that

the inclusion of such data within a DD Form 1391 is appropriate for informational or other purposes, use the following as guidance:

a. Commercial Activities Analysis Conclusions.

(1) Commercial Activities Analysis (CAA): Where such an analysis is appropriate, provide free-form text data in this portion of Tab J to show the conclusions drawn in the actual analysis and computations, or include a copy of the formal analysis.

(2) Include enough data in this text block so that a competent analyst can affirm the conclusions drawn by the project proponent. Support the adequacy of the analytical procedures used.

b. Executive Summary of the CAA.

(1) *Executive summary.* Include an executive summary of the formal CAA, when required, in this free-form text block.

(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 appropriate for each new start or expansion.

(a) Identify the 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 being 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 (see AR 5–20).

(e) When the project is an expansion of an existing Commercial Activity 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 the OSHA, so state.

c. Non-applicability justification. If the provisions of AR 5–20 do not apply to the project, state this fact. Give the specific reasons why a "new start expansion" is not required.

3–18. Tab J, Regulatory Data, Energy and Utility Requirements supporting documentation entries in the DD Form 1391 Processor

This tab provides three free-form text blocks for data entry, as described below.

a. Summary of Energy Requirements.

(1) There is no need to provide a detailed project description. Address only the major facilities to be provided by the project, not support buildings or structures. However, energy requirements for support buildings or structures must be included in the determination of the overall estimated utility consumption and demand. Example: "Permanent four story building, 240,000 square feet." Do not include such information as installation name, project number or title, or geographical location, which are stated elsewhere in the DD Form 1391. Using simple rule-of-thumb criteria, estimate the anticipated energy consumption of the project. Also note that AR 420–1, paragraph H–16, requires that each project comply with 10 CFR 436.

(2) *Estimated energy consumption.* Describe all interior and exterior systems that consume energy, and provide approximate sizing (for example, 5 MBTU (million BTU) 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 or has been determined at this point in project development, state the system type and estimated energy 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's requirements can be met by the existing air conditioning installation. Indicate whether the proposed system meets applicable criteria (see AR 420–1, chap 3).

(c) Water supply. Describe existing and proposed systems. Describe energy requirements, including those for hot water.

(d) Electrical power. Provide the same data as required for (a), immediately above. Describe any unusual power requirements expected.

(e) Sewage system. Describe the system and energy requirements for its operation. State whether the system is adequate for expanded needs.

(f) Other. For all other systems, such as kitchen equipment, laundry equipment, and medical systems, provide energy consumption requirements and energy type required for each item of equipment, or like group of equipment items.

(3) *Energy sources.* Describe all energy sources required to support the project. Comment on projected availability of those sources.

(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; and if the use of solar energy or heat pumps is practical. Give overall energy consumption and estimated availability of supplies.

(b) Electrical power. Describe the existing system. State if existing 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, or if the use of superheat or rejected heat from air conditioning systems is practical for use in heating water, provide for make-up, reheat, and so forth.

(e) Other. State if the use of recovered energy from engine exhausts or other energy sources is practical.

(4) *Energy use impacts.* Provide a statement on each energy source. Compare capability of existing and proposed systems to support the project. Indicate if the impact will necessitate enlarging existing base supply systems.

(5) *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 energy systems 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.

(6) *Alternate energy sources.* State alternatives that might reduce total demand or load on critical energy sources.

(7) *Energy effects.* Describe any adverse environmental effects created by energy systems, and if more efficient sources could be used if environmental standards were downgraded.

(8) *Basis of appraisal.* State that total energy and selective energy have been considered and either included in the appraisal or discarded as inapplicable.

(9) *Attention to sustainability.* This criteria should be considered when planning heating, ventilation, and air conditioning and other utility systems. The mandatory EPAct05 and EO 13423 requirements must be followed.

(10) *Programming duties.* The programmer should also note if individual utility systems are Government or contractor owned. When a system is contractor owned, the utility provider and its Contracting Officer or Contracting Officer's Representative should attend any planning and design charrettes. The utility provider should be prepared to provide their requirements and any associated costs, such as a connection fee, to the programmer for inclusion in the project cost in the proper field under Supporting Facilities of the DD Form 1391.

b. 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 on 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 this summary. If studies have been performed which reflect specific needs for utility extensions or additions to support the project, cite them by title and date. Provide a separate summary section for each utility required for the project.

c. 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.

3–19. Tab K, Ballistic Missile Defense Organization/National Missile Defense/Theater Missile Defense Data or Non-appropriated Funds/Army Air Force Exchange Service supporting documentation entries in the DD Form 1391 Processor

The DD Form 1391 Processor was originally used to assist users in preparing, submitting, reviewing, editing, printing, and archiving DD Form 1391 for MILCON projects and associated data. Over time, it has been modified and capabilities added to accommodate projects for a number of other construction program appropriations, such as for the BMDO, NMD, TMD, NAF, and AAFES. The guidance for preparing the DD Form 1391 for the day-to-day MILCON program described in this pamphlet are generally applicable to preparing DD Form 1391 for these and other added programs as well. There are differences in various areas, such as the use of NAF funds for both the construction and furnishings and equipment provided for AAFES projects versus the requirement to use OMA or OPA for such equipment with a MILCON funded project. This module of the DD Form 1391 Processor can be used for such programs, and will provide the same benefits to the user for those programs as it does for MILCON.

3–20. Congressional Add Module entries in the DD Form 1391 Processor

a. General. Several months after the President's Budget is submitted, Congress requests information from the Services, including potential Congressional Adds (CA) DD Form 1391, and a Screening Sheet, regarding construction projects that they may choose to add to the budget. CA Forms 1391 are available to congressional staffers by account and log-in. Screening Sheets include status of environmental documentation, design status, cost expended to date on the project, and the ability of the Service to execute the project if it is added to the budget. The first choice of projects provided to congressional staffers during their visits to an installation should be from those that are in the Army's FYDP, not the installation's FYDP. It must be remembered that in order to obligate funds in the appropriation FY, Congressional Adds are usually implemented using the design-build strategy. As a result, the design-build PA will need

to be increased to reflect a 4 percent cost for a contractor to complete the project design effort. Further, in order to add projects, the U.S. Senate must follow the McCain Rule to add projects, that is:

(1) The project must be consistent with Base Closure laws.

(2) The project is in the FYDP.

(3) The project is necessary for National Security.

(4) A construction contract can be awarded in the appropriation FY.

b. Functionality. As a CA Form 1391 is prepared for a project, data from Tabs A, B, E, F, and H of the associated DD Form 1391 populate the CA Form 1391. Once a CA Form 1391 is prepared, HQDA can modify entries from Tabs A, B, E, F, and H that were automatically populated by the CA 1391 Module into the CA Form 1391, as well as entries in the CA Data Sheet.

c. Features.

(1) *Printing of CA Forms 1391 is performed at HQDA.* Optional print commands include the ability to print a Congressional View, Standard, or Reviewers print, use of either English or metric units, and with or without the word "DRAFT" on each form.

(2) *Other commands available include "Rank," "Delete," "Freeze/Unfreeze," and "Approve/Copy."* The "Approve/Copy" command should be used when a project has been determined to be a true Congressional Add project. This command will also overwrite the data in the CA Form 1391 into the corresponding portions of the companion DD Form 1391. This overwrite action will occur even if the DD Form 1391 is frozen. Further, if the DD Form 1391 was not yet frozen, the system will automatically freeze that form after the overwriting occurs.

(3) *Once the "Approve/Copy" form has been issued, HQDA can access the DD Form 1391 Processor to print the MCA, BCA, or AFH Congressional Budget Book.* Since the Congressional Budget Book interfaces with the CAPCES Module of the DD Form 1391 Processor, CAPCES itself may need to be changed to reflect any modifications made to the project in the CA Form 1391 Module.

DD1391 Processor Tab Designation	DD1391 Processor Entry Title or Content	Printed DD Form 1391 Block Number or Location If Applicable
Tab A	Program Type	N/A
	Component	Block 1
	Fiscal Year	Top center (no block number)
	Construction Start Date Assumption	After Front Page text
	Construction End Date Assumption	After Front Page text
	Construction Midpoint	After Front Page text
	Installation Name	Block 3
	Sub-Post/Remote Location Name	Block 3
	Location	Block 3
	Category Code	Block 3
	Project Title	Block 4
	Type of Work	If other than "new" indicated above project title
	Program Element	Block 5
	Permanent Project Number (Form Number)	Block 7
	Temporary Project Number	N/A
	Preparation/Revision Date	Block 2
	Currency Type/Exchange Rate	Block 9
	Primary Facility	Block 9
	Building Information Systems	Block 9
	Supporting Facilities	Block 9
	Subtotal (Estimated Contract Cost)	Block 9
	Contingency Percentage and Amount	Block 9
	Subtotal	Block 9
	SIOH Percentage Rate and Amount	Block 9
	Design/Build - Design Cost % and Amount	Block 9
	Category E Equipment	Block 9
	Total Request	Blocks 8 and 9
	Total Request (Estimated Project Cost, Rounded)	Blocks 8and 9

Figure 3–1. Relationship between DD Form 1391 processor system Tab entries and the actual (printed) version of a DD 1391

	Installed Equipment – Other Appropriations	Block 9
	Description of Proposed Construction	Block 10
	Project Description	Block 11
	Requirement (Why is it needed now?)	Block 11
	Current Situation	Block 11
	Impact If Not Provided	Block 11
	Additional	Block 11
	NATO Security Investment	Block 11
	Signature Block	After Front Page text
Tab B	NOTE: ALL TAB B DATA IS LOCATED AFTER FRONT PAGE TEXT	
	STATUS:	
	Design Start Date	
	Percent Complete as of 15 September DY (Design Year)	
	Percent Complete as of 1 January BY (Budget Year)	
	Percent Complete as of 1 October PY (Program Year)	
	Concept Complete Date	
	Design Complete Data	
	Type of Design Contract	
	BASIS:	
	Standard or Definitive Design? (Y/N)	
	Installation Where Design Was Most Recently Used	
	Percentage of Design Utilizing Standard design	
	COST:	
	Contract Architect-Engineer Cost, Estimated	
	In-House Design Cost Plus Architect-Engineer Contract Supervision and Administration Cost and Government Forces Design Cost, Estimated	
	Total Design Cost	
	Production of Plans and Specifications	
	All Other Design Costs	
	Construction Contract Award	
	Construction Start Date	
	Construction Completion Date	
	LEED Rating (at Design)	
	Energy/Life Cycle Statement	
	USACE Certification	

Figure 3–1. Relationship between DD Form 1391 processor system Tab entries and the actual (printed) version of a DD 1391–continued

Tab C	NOTE: ALL TAB C DATA, EXCEPT WHERE NOTED OTHERWISE, IS LOCATED AFTER FRONT PAGE TEXT	
	Type of Design	
	Drawing Number	
	Scope (UM1)	
	Size (UM2)	
	Cooling (Air Conditioning, Evaporation, Mechanical Ventilation) Capacity and Cost	
	Unit of Measure	Block 11
	Requirement	Block 11
	Adequate	Block 11
	Substandard	Block 11
	Funded, Not In Inventory	
	Adequate Assets	
	Unfunded Prior Authorization (By FY)	
	Included In Prior Year Program	
	Deficiency	
	Provisions for Handling Classified Information	
	Date of TEMPEST Risk Assessment	
	Capital Investment Strategy/Project Development Brochure	
	DDESB Approval	
	FAA Approval	
	Traffic Analysis	
	Analysis of Deficiencies	
	Criteria for Proposed Construction	
	Determination and Certification of Actual Need	
	Related Projects	
	Remarks	
	Special Requirements	
	Installation Engineer Data	
	Planning Charrette Validation	
	IMCOM Certification	
	Future Occupant Concurrence	
	COS/MCX/CS Access	
Tab D	NOTE: ALL TAB D DATA IS LOCATED AFTER FRONT PAGE TEXT	
	Economic Justification Summary	
	Economic Analysis	
Tab E	NOTE: ALL TAB E DATA IS LOCATED AFTER FRONT PAGE TEXT	
	Furnishings and Equipment	

Figure 3–1. Relationship between DD 1391 processor system Tab entries and the actual (printed) version of a DD 1391–continued

	Information Systems Furnishings and Equipment Totals By Appropriation Type Furnishings and Equipment Discussion
Tab F	NOTE: ALL TAB F DATA IS LOCATED AFTER FRONT PAGE TEXT Information Systems Cost Estimate and Format Header data Section I data Section II data Section III data Section IV data Cost summary data Signature / Certification data Text Cost entries for IS support in other sections of the DD Form 1391 Dates Other
Tab G	NOTE: ALL TAB G DATA IS LOCATED AFTER FRONT PAGE TEXT Parameters for Minimum AT Standards for Buildings Antiterrorism standard text Risk Analysis? Threat Analysis? Summary of Risk and Threat Analysis and Description of Any Protective Measures That Are Required Required Signatures
Tab H	NOTE: ALL TAB H DATA IS LOCATED AFTER FRONT PAGE TEXT Disposal/Demolition Facility List IS Demo Credit Needed? (and Amount of SF Needed) Disposal/Demolition Data
Tab I	NOTE: ALL TAB I DATA IS LOCATED AFTER FRONT PAGE TEXT RPMA Discussion
Tab J	NOTE: ALL TAB J DATA IS LOCATED AFTER FRONT PAGE TEXT Environmental Documentation NEPA Documentation Status Performed by Cost to Prepare Documentation

Figure 3–1. Relationship between DD 1391 processor system Tab entries and the actual (printed) version of a DD 1391–continued

NEPA Timelines
Do the Following Items Pertain to this Project
Point of Contact
Remarks/Explanation
Summary of Environmental
Consequences
Environmental standard text
Required signatures
Protection of Historic Properties
standard text
Detailed Statement of Review
Findings
Statement of Concurrence by State
Historic Preservation Officer (SHPO)
Statement of Non-Concurrence by State
Historic Preservation Officer (SHPO)
Request to Advisory Council on
Historic Preservation (ACHP)
Memorandum of Agreement
Evaluation of Flood Hazards
And Encroachment on Wetlands
Evaluation of Flood Hazards
And Encroachment on Wetlands
standard text
Provisions for Individuals with Disabilities
standard text
Explanatory Data (where Provisions for Individuals
With Disabilities is not provided)
Commercial Activities Analysis
Conclusions
Executive Summary of the
Commercial Activities Analysis
Summary of Energy Requirements
Summary of Utility Support
User Discretionary Block

Note:

The entries shown above reflect the data that appears on the printed DD Form 1391 and in the corresponding Tabs of the DD1391 Processor. However, note that some entries in the prompting sequence of the DD1391 Processor will not always appear on the printed DD Form 1391 for all versions of the printed form.

Figure 3–1. Relationship between DD 1391 processor system Tab entries and the actual (printed) version of a DD 1391–continued

DD1391 Processor Tab Designation	DD1391 Processor Entry Title or Content	USACE Role	IMCOM Role
Tab A	Program Type	N/A	N/A
	Component	N/A	Review
	Fiscal Year	Check	Review
	Construction Start Date Assumption	Review	Check
	Construction End Date Assumption	Review	Check
	Construction Midpoint	Review	Check
	Installation Name	Check	Review
	Sub-Post/Remote Location Name	Check	Review
	Location	Check	Review
	Category Code	Check	Review
	Project Title	Check	Review
	Type of Work	Use	Review
	Program Element	N/A	N/A
	Permanent Project Number (Form Number)	Use	Use
	Temporary Project Number	N/A	N/A
	Preparation/Revision Date	N/A	N/A
	Currency Type/Exchange Rate	Review	Check
	Primary Facility	Review	Review
	Building Information Systems	Review	Review
	Supporting Facilities	Review Applicable Portions	Review Applicable Portions
	Subtotal (Estimated Contract Cost)	Review	Review
	Contingency Percentage and Amount	Review	Check
	Subtotal	Review	Check
	SIOH Percentage Rate and Amount	Review	Check
	Design/Build - Design Cost	Review	Check
	Category E Equipment	Check	Review or Check
	Total Request (Estimated Project Cost, Rounded)	Check	Check
	Installed Equipment – Other Appropriations	Check	Review
	Description of Proposed	Review	Review

Figure 3–2. DD 1391 certification activities (MCA, AFH, ChemD, and UMMCA projects only)

	Construction		
	Project Description	Use	Review
	Requirement	Use	Review
	Requirement (Why is it needed now?)	Check	Review
	Current Situation	N/A	Review
	Impact If Not Provided	N/A	Review
	Additional	N/A	Review
	NATO Security Investment	N/A	Review
	Signature Block	N/A	Review
Tab B	Design Start Date	*Review	N/A
	Percent Complete as of 15 September DY (Design Year)	*Review	N/A
	Percent Complete as of 1 January BY (Budget Year)	*Review	N/A
	Percent Complete as of 1 October PY (Program Year)	*Review	N/A
	Concept Complete Date	*Review	N/A
	Design Complete Data	*Review	N/A
	Type of Design Contract	*Review	N/A
	Standard or Definitive Design? (Y/N)	*Review	N/A
	Installation Where Design Was Most Recently Used	*Review	N/A
	Percentage of Design Utilizing Standard Design	*Review	N/A
	Contract Architect-Engineer Design Cost, Estimated	*Review	N/A
	In-House Design Cost Plus Architect-Engineer Contract Supervision and Administration Cost and Government Forces Design Cost, Estimated	*Review	N/A
	Total Design Cost	*Review	N/A
	Production of Plans and Specifications	*Review	N/A
	All Other Design Costs	*Review	N/A
	Construction Contract Award	*Review	N/A
	Construction Start Date	*Review	N/A
	Construction Completion Date	*Review	N/A
	LEED Rating (At Design)	Check	Review
	Energy/Life Cycle Statement	*Review	N/A
	USACE Certification	Certify	Check
Tab C	Type of Design	Use	Review
	Drawing Number	Use	Use
	Scope (UM1)	Use	Use

Figure 3–2. DD 1391 certification activities (MCA, AFH, ChemD, and UMMCA projects only) –continued

	Size (UM2)	Use	Use
	Cooling (Air Conditioning, Evaporation, Mechanical Ventilation) Capacity and Cost	Check	Check
	Unit of Measure	Use	Review
	Requirement	N/A	Review
	Adequate	Use	Review
	Substandard	N/A	Review
	Funded, Not In Inventory	N/A	Review
	Adequate Assets		
	Unfunded Prior Authorization (By FY)	N/A	Check
	Included In Prior Year Program	N/A	Check
	Deficiency		
	Provisions for Handling Classified Information	Check	Review
	Date of TEMPEST Risk Assessment	Check	Review
	Capital Investment Strategy/Project Development Brochure	N/A	N/A
	DDESB Approval	Review	Review
	FAA Approval	Review	Review
	Traffic Analysis	N/A	Review
	Analysis of Deficiencies	N/A	Review
	Criteria for Proposed Construction	Review	Review
	Determination and Certification of Actual Need	Review	Review
	Related Projects	Check	Review
	Remarks	Check	Check
	Special Requirements	Review	Review
	Installation Engineer Data	N/A	Review
	Planning Charrette Validation Form	Review	Review
	IMCOM Certification	N/A	Certify
	Future Occupant Concurrence	Check	Review
	CSO/MCX/CX Access	N/A	N/A
Tab D	Economic Justification Summary	N/A	Review
	Economic Analysis	N/A	Review
Tab E	Furnishings and Equipment	Check	Review
	Information Systems Furnishings and Equipment	Check	Review
	Totals By Appropriation Type	Check	Review
	Furnishings and Equipment Discussion	Check	Review
Tab F	Information Systems Cost Estimate	Check	Review

Figure 3–2. DD 1391 certification activities (MCA, AFH, ChemD, and UMMCA projects only) –continued

	and Format		
	Header data	Check	Review
	Section I data	Check	Review
	Section II data	Check	Review
	Section III data	Check	Review
	Section IV data	Check	Review
	Cost summary data	Check	Review
	Signature / Certification data	Check	Review
	Text	Check	Review
	Cost entries for IS support in other sections of the DD Form 1391	Check	Review
	Dates	Check	Review
	Other	Check	Review
Tab G	Parameters for Minimum AT Standards for Buildings	Check	Review
	Antiterrorism standard text	Check	Review
	Risk Analysis?	Check	Review
	Threat Analysis?	Check	Review
	Summary of Risk and Threat Analysis and Description of Any Protective Measures That Are Required	Check	Review
	Required Signatures	Check	Review
Tab H	Disposal/Demolition Facility List	Use	Review
	Is Demo Credit Needed? (Amount of SF Needed)		
	Disposal/Demolition Data		
Tab I	RPMA Discussion	N/A	Review
Tab J	Environmental Documentation	Check	Review
	NEPA Documentation Status		
	Summary of Environmental Consequences	Check	Review
	Environmental standard text	Check	Review
	Required Signatures	Check	Review
	NEPA Document Type	Check	Review
	Performed By	Check	Review
	Cost to Prepare Documentation	Check	Review
	NEPA Timelines	Check	Review
	Items Pertain to this Project	Check	Review
	Point of Contact		
	Remarks/Explanation	Check	Review
	Protection of Historic Properties standard text	Check	Review

Figure 3–2. DD 1391 certification activities (MCA, AFH, ChemD, and UMMCA projects only) –continued

Detailed Statement of Review Findings	Check	Review
Statement of Concurrence by State Historic Preservation Officer (SHPO)	Check	Review
Statement of Non-Concurrence by State Historic Preservation Officer (SHPO)	Check	Review
Request to Advisory Council on Historic Preservation (ACHP)	Check	Review
Memorandum of Agreement	Check	Review
Evaluation of Flood Hazards And Encroachment on Wetlands	Check	Review
Evaluation of Flood Hazards And Encroachment on Wetlands standard text	Check	Review
Provisions for Individuals with Disabilities standard text	Check	Review
Explanatory Data (where Provisions for Individuals With Disabilities is not provided)	Check	Review
Commercial Activities Analysis Conclusions	Check	Review
Executive Summary of the Commercial Activities Analysis	Check	Review
Summary of Energy Requirements	Check	Review
Summary of Utility Support	Check	Review
User Discretionary Block	Check	Review

Certification Activity Definitions:

Review:	Examine and evaluate (subject of certification).
*Review:	Section to be completed by USACE after Design Code 2 is issued but 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 and signs form.

Figure 3–2. DD 1391 certification activities (MCA, AFH, ChemD, and UMMCA projects only) –continued

DD1391 Processor Tab	DD1391 Processor Entry Title or Content	USAISEC Role	IMCOM Role
Tab A	DD1391 Form	Check or N/A	See figure 3-2
Tab B	Planning and Design Support Data	Check or N/A	See figure 3-2
Tab C	Miscellaneous Support Data	Check or N/A	See figure 3-2
Tab D	Economic Analysis Support Data	Check or N/A	See figure 3-2
Tab E	Furnishings and Equipment Support Data	Review or N/A	See figure 3-2
Tab F	Project Number	Use	Review
	Program Type	Use	Review
	Active Army / Reserve / National Guard Installation Facility Sites	Use	Review
	Fiscal Year	Use	Review
	Information Systems Design Agency	Use	Review
	IMCOM region	Check	Review
	USACE District	Use	Review
	Project Title	Use	Review
	Primary Proponent Fund	Use	Review
	Cost Model ACF	Use	Review
	Primary Facility, Inside the 5-Foot Line – Installed Equipment	Prepare or Review	Review
	Primary Facility, Inside the 5-Foot Line – Equipment-in-Place	Prepare or Review	Review
	Supporting Facilities, Outside the 5-Foot Line – Installed Equipment	Prepare or Review	Review
	Supporting Facilities, Outside the 5-Foot Line – Equipment-in-Place	Prepare or Review	Review
	Information Systems Cost Summary	Prepare or Review	Review
	DOIM/G-6 Signature Block	Check	Review
	Signed (Y/N?)	Check	Review
	Certification	Certify	Review
	Primary Notes	Prepare or Review	Review
	Supporting Notes	Prepare or Review	Review
	Remarks	Prepare or Review	Review
Tab G	Antiterrorism Support Data	Check or N/A	See figure 3-2
Tab H	Disposal/Demolition Support Data	Check or N/A	See figure 3-2
Tab I	RPMA Support Data	Check or N/A	See figure 3-2

Figure 3–3. Tab F, DD Form 1391, ISCE certification activities (MCA, AFH, ChemD, and UMMCA projects only)

Tab J	Regulatory Data	Check or N/A	See figure 3-2

Certification Activity Definitions:

Prepare:	Develop and enter data into the appropriate DD1391 Processor Tab.
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 and signs form.

Figure 3–3. Tab F, DD Form 1391, ISCE certification activities (MCA, AFH, ChemD, and UMMCA projects only) –continued

1.COMPONENT	FY 2009 MILITARY CONSTRUCTION PROJECT DATA	2.DATE
ARMY		01 MAR 2007

3.INSTALLATION AND LOCATION	4.PROJECT TITLE
Fort Example CONUS	Child Development Center-Under 6 Years Age

5.PROGRAM ELEMENT	6.CATEGORY CODE	7.PROJECT NUMBER	8.PROJECT COST ($000)
	740	68398	Auth 7,200 Approp 7,200

9.COST ESTIMATES

ITEM	UM (M/E)	QUANTITY	UNIT COST	COST ($000)
PRIMARY FACILITY				5,065
Child Development Center	m2 (SF)	2,259 (24,316)	1,905	(4,304)
Playground	m2 (SF)	1,407 (15,150)	126.94	(179)
Special Foundations	LS	--	--	(232)
IDS Installation	LS	--	--	(22)
Install Video Surveillance/Secu	LS	--	--	(32)
Total from Continuation page				(296)
SUPPORTING FACILITIES				1,200
Electric Service	LS	--	--	(181)
Water, Sewer, Gas	LS	--	--	(71)
Paving, Walks, Curbs & Gutters	LS	--	--	(313)
Storm Drainage	LS	--	--	(23)
Site Imp(167) Demo(248)	LS	--	--	(415)
Information Systems	LS	--	--	(88)
Antiterrorism Measures	LS	--	--	(109)
ESTIMATED CONTRACT COST				6,265
CONTINGENCY PERCENT (5.00%)				313
SUBTOTAL				6,578
SUPV, INSP & OVERHEAD (5.70%)				375
DESIGN/BUILD - DESIGN COST				263
TOTAL REQUEST				7,216
TOTAL REQUEST (ROUNDED)				7,200
INSTALLED EQT-OTHER APPROP				()

10.Description of Proposed Construction Construct a Standard Design 303-child capacity Child Development Center (CDC) for children ages six weeks to 5-years. The primary facilities include outdoor playground, installation of intrusion detection and video surveillance systems, building information systems, and connection to energy monitoring and control system. Heating and air-conditioning will be provided by self-contained systems. Air conditioning is estimated to be approximately 70 tons. Supporting facilities include all utilities, paving, curbs and gutters, exterior lighting, storm drainage, information systems, and landscaping. Access for individuals with disabilities will be provided. Special foundation is required because of poor soil conditions on the site. Measures required by Department of Defense Minimum Antiterrorism Standards will be provided. Comprehensive building and furnishings related interior design is required. Demolish 3 Buildings at Fort Example, CN (TOTAL 2,327 m2/25,050 SF).

11. REQ: 33,533 m2 ADQT: 6,261 m2 SUBSTD: NONE

PROJECT: Construct a standard design Child Development Center (303 child capacity). (Current Mission)

DD FORM 1 DEC 76 1391 PREVIOUS EDITIONS MAY BE USED INTERNALLY UNTIL EXHAUSTED PAGE NO. 3

Figure 3–4. Congressional Version DD Form 1391 (MCA)

1. COMPONENT	FY 2009 MILITARY CONSTRUCTION PROJECT DATA	2. DATE
ARMY		01 MAR 2007

3. INSTALLATION AND LOCATION

Fort Example, CONUS

4. PROJECT TITLE	5. PROJECT NUMBER
Child Development Center-Under 6 Years Age	68398

9. COST ESTIMATES (CONTINUED)

Item	UM (M/E)	QUANTITY	Unit COST	Cost ($000)
PRIMARY FACILITY (CONTINUED)				
EMCS Connection	LS	--	--	(39)
Antiterrorism Measures	LS	--	--	(207)
Building Information Systems	LS	--	--	(50)
			Total	296

REQUIREMENT: This project is required to provide child care services to support Army stationing initiatives resulting in an increase in population. The facility will provide staff with the ability to provide consistent, safe and nurturing environments. Facility includes features that makes the child activity rooms appropriate for specific age groups. Project is required to enhance mission readiness and performance by reducing lost duty time due to conflict between parental responsibilities and unit mission requirements. The project will provide safe, secure, and age-appropriate indoor and outdoor activity spaces that meets DoD certification and National Accreditation standards.

CURRENT SITUATION: The services available cannot meet the current demand for hourly care. Childcare services available in civilian centers and preschools, none of which are nationally accredited, are full with long waiting lists or no spaces for infants, toddlers, hourly care or special needs children. Currently, childcare is being provided in four dedicated facilities located in three areas on Fort Exampel. There are two permanent buildings at Cold Creek that provide 276 full day and part day spaces; one permanent building at Fort Example that provides 294 full day and hourly spaces; one permanent building at Apache that provides 246 full day and hourly spaces. The locations of these buildings make it difficult to satisfy the needs of the entire military community at Fort Example, which is spread over a distance of approximately 14.6 miles. In the communities near Fort Example, civilian childcare centers and day homes provide spaces for 7,904 children. The centers comparable to on post centers, none of which are nationally accredited, are generally full with long waiting lists for infants and pre-toddlers. Off-post homes are only registered, not licensed, by the state regulatory agency and afford military families limited assurances of minimum compliance with child care standards. In FY 04, 22% of the patrons were single parent Soldiers and dual military couples. Fort Example Medical Treatment Facility is experiencing an increase in the birth rate and anticipates it will remain upwards of 330 births per month. This will further increase the waiting for an available infant space for dual and single military Soldiers and dual working parents. An increase in hourly care demand has occurred and is expected to continue to rise with the additional troop/family population and continued deployments.

IMPACT IF NOT PROVIDED: If this project is not provided, the installation

PAGE NO. 4 PREVIOUS EDITIONS MAY BE USED INTERNALLY UNTIL EXHAUSTED DD FORM 1 DEC 76 1391C

Figure 3–4. Congressional Version DD Form 1391 (MCA) –continued

1.COMPONENT	FY 2009 MILITARY CONSTRUCTION PROJECT DATA	2.DATE
ARMY		01 MAR 2007

3.INSTALLATION AND LOCATION

Fort Example, CONUS

4.PROJECT TITLE	5.PROJECT NUMBER
Child Development Center-Under 6 Years Age	68398

IMPACT IF NOT PROVIDED: (CONTINUED)
will not be able to adequately meet the child care needs of this community with accredited facilities, which will adversely impact quality of life for soldiers and family members arriving at Ft. Example due to the Army's stationing initiatives.
ADDITIONAL: In the event that a utility system is privatized (under 10 USC 2688 or other authority) prior to award of this project or during construction of this project, MILCON funds appropriated for the MILCON project herein may be transferred to the utility privatization contractor involved for the utility infrastructure. Title to the utility infrastructure constructed as a result of this MILCON project may be transferred to the utility privatization contractor notwithstanding any other provision of law. A parametric cost estimate was used to develop this budget estimate. This project has been coordinated with the installation physical security plan, and all physical security measures are included. All required antiterrorism protection measures are included. Alternative methods of meeting this requirement have been explored during project development. This project is the only feasible option to meet the requirement. The Deputy Assistant Secretary of the Army (Installations and Housing) certifies that this project has been considered for joint use potential. The facility will be available for use by other components. Sustainable principles will be integrated into the design, development, and construction of the project in accordance with Executive Order 13123 and other applicable laws and Executive Orders.

12. SUPPLEMENTAL DATA:

A. Estimated Design Data:

(1) Status:

(a)	Date Design Started	SEP 2006
(b)	Percent Complete As Of January 2008	20.00
(c)	Date 35% Designed	FEB 2009
(d)	Date Design Complete	APR 2009
(e)	Parametric Cost Estimating Used to Develop Costs	YES
(f)	Type of Design Contract: Design-build	

(2) Basis:

(a) Standard or Definitive Design: YES
(b) Where Most Recently Used:
Fort Stewart

(3) Total Design Cost (c) = (a)+(b) OR (d)+(e):

		($000)
(a)	Production of Plans and Specifications	275
(b)	All Other Design Costs	49
(c)	Total Design Cost	324
(d)	Contract	259
(e)	In-house	65

DD FORM 1 DEC 76 1391C PREVIOUS EDITIONS MAY BE USED INTERNALLY UNTIL EXHAUSTED PAGE NO. 5

Figure 3–4. Congressional Version DD Form 1391 (MCA) –continued

1. COMPONENT	FY 2009 MILITARY CONSTRUCTION PROJECT DATA	2. DATE
ARMY		01 MAR 2007

3. INSTALLATION AND LOCATION

Fort Example, CONUS

4. PROJECT TITLE	5. PROJECT NUMBER
Child Development Center-Under 6 Years Age	68398

12. SUPPLEMENTAL DATA: (Continued)

A. Estimated Design Data: (Continued)

(4) Construction Contract Award..... DEC 2008

(5) Construction Start..... MAR 2009

(6) Construction Completion..... DEC 2009

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

Equipment Nomenclature	Procuring Appropriation	Fiscal Year Appropriated Or Requested	Cost ($000)
	NA		

Installation Engineer: Mr. Shigfried Fujinati
Phone Number: 555-555-5555

PAGE NO. 6 PREVIOUS EDITIONS MAY BE USED INTERNALLY UNTIL EXHAUSTED DD FORM 1 DEC 76 1391C

Figure 3–4. Congressional Version DD Form 1391 (MCA) –continued

2009 68398 Q REVISION DATE: 08 FEB 2007
ARMY MCA (AS OF 02/08/2007 AT 16:38:55) 25 MAY 1989
LAF=1.00 UM=E

Fort Example
CONUS Child Development Center-Under 6 Years

740 17 68398 7,200

PRIMARY FACILITY				5,065
Child Development Center	SF	24,316	177.00	(4,304)
Playground	SF	15,150	11.79	(179)
Special Foundations	LS	--	--	(232)
IDS Installation	LS	--	--	(22)
Install Video Surveillance/Security	LS	--	--	(32)
Total from Continuation page(s)				(296)
SUPPORTING FACILITIES				1,200
Electric Service	LS	--	--	(181)
Water, Sewer, Gas	LS	--	--	(71)
Paving, Walks, Curbs And Gutters	LS	--	--	(313)
Storm Drainage	LS	--	--	(23)
Site Imp(167) Demo(247)	LS	--	--	(415)
Information Systems	LS	--	--	(88)
Antiterrorism Measures	LS	--	--	(109)

ESTIMATED CONTRACT COST	6,265
CONTINGENCY PERCENT (5.00%)	313
SUBTOTAL	6,578
SUPERVISION, INSPECTION & OVERHEAD (5.70%)	375
DESIGN/BUILD - DESIGN COST (4.0000%)	263
TOTAL REQUEST	7,216
TOTAL REQUEST (ROUNDED)	7,200
INSTALLED EQT-OTHER APPROPRIATIONS	(420)

Construct a Standard Design 303-child capacity Child Development Center (CDC) for children ages six weeks to 5-years. The primary facilities include outdoor playground, installation of intrusion detection and video surveillance systems, building information systems, and connection to energy monitoring and control system. Heating and air-conditioning will be provided by self-contained systems. Air conditioning is estimated to be approximately 70 tons. Supporting facilities include all utilities, paving, curbs and gutters, exterior lighting, storm drainage, information systems, and landscaping. Access for individuals with disabilities will be provided. Special foundation is required because of poor soil conditions on the site. Measures required by Department of Defense Minimum Antiterrorism Standards will be provided. Comprehensive building and furnishings related interior design is required. Demolish 3 Buildings (25,050 Total SF).

Figure 3–5. Reviewer's Version DD Form 1391 (MCA)

2009 68398 Q REVISION DATE: 08 FEB 2007
ARMY MCA (AS OF 02/08/2007 AT 16:38:55) 25 MAY 1989
LAF=1.00 UM=E

Fort Example
CONUS

Child Development Center-Under 6 Years of Age 68398

9. COST ESTIMATES (CONTINUED)

Item	U/M	Qty	Unit Cost	Cost ($000)
PRIMARY FACILITY (CONTINUED)				296
EMCS Connection	LS	--	--	(39)
Antiterrorism Measures	LS	--	--	(207)
Building Information Systems	LS	--	--	(50)

11. REQ: 360,950 SF ADQT: 67,395 SF SUBSTD: NONE
PROJECT:
Construct a standard design Child Development Center (303 child capacity). (Current Mission)

REQUIREMENT:
This project is required to provide child care services to support Army stationing initiatives resulting in an increase in population. The facility will provide staff with the ability to provide consistent, safe and nurturing environments. Facility includes features that makes the child activity rooms appropriate for specific age groups. Project is required to enhance mission readiness and performance by reducing lost duty time due to conflict between parental responsibilities and unit mission requirements. The project will provide safe, secure, and age-appropriate indoor and outdoor activity spaces that meets DoD certification and National Accreditation standards.

CURRENT SITUATION:
The services available cannot meet the current demand for hourly care. Childcare services available in civilian centers and preschools, none of which are nationally accredited, are full with long waiting lists or no spaces for infants, toddlers, hourly care or special needs children. Currently, childcare is being provided in four dedicated facilities located in three areas on Fort Exampel. There are two permanent buildings at Cold Creek that provide 276 full day and part day spaces; one permanent building at Fort Example that provides 294 full day and hourly spaces; one permanent building at Apache that provides 246 full day and hourly spaces. The locations of these buildings make it difficult to satisfy the needs of the entire military community at Fort Example, which is spread over a distance of approximately 14.6 miles. In the communities near Fort Example, civilian childcare centers and day homes provide spaces for 7,904 children. The centers comparable to on post centers, none of which are nationally accredited, are generally full with long waiting lists for infants and pre-toddlers. Off-post homes are only registered, not licensed, by the state regulatory agency and afford military families limited assurances of minimum compliance with child care standards. In FY 04, 22% of

Figure 3–5. Reviewer's Version DD Form 1391 (MCA) –continued

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                    2009          68398 Q          REVISION DATE: 08 FEB 2007
    ARMY                   MCA (AS OF 02/08/2007 AT 16:38:55)      25 MAY 1989
                            LAF=1.00      UM=E
Fort Example
CONUS


Child Development Center-Under 6 Years of Age                          68398


CURRENT SITUATION:   (CONTINUED)
the patrons were single parent Soldiers and dual military couples. Fort
Example Medical Treatment Facility is experiencing an increase in the birth
rate and anticipates it will remain upwards of 330 births per month. This will
further increase the waiting for an available infant space for dual and single
military Soldiers and dual working parents. An increase in hourly care demand
has occurred and is expected to continue to rise with the additional
troop/family population and continued deployments.

IMPACT IF NOT PROVIDED:
If this project is not provided, the installation will not be able to
adequately meet the child care needs of this community with accredited
facilities, which will adversely impact quality of life for soldiers and
family members arriving at Ft. Example due to the Army's stationing
initiatives.

ADDITIONAL:
   In the event that a utility system is privatized (under 10 USC 2688 or
other authority) prior to award of this project or during construction of this
project, MILCON funds appropriated for the MILCON project herein may be
transferred to the utility privatization contractor involved for the utility
infrastructure. Title to the utility infrastructure constructed as a result of
this MILCON project may be transferred to the utility privatization contractor
notwithstanding any other provision of law. A parametric cost estimate was
used to develop this budget estimate. This project has been coordinated with
the installation physical security plan, and all physical security measures
are included. All required antiterrorism protection measures are included.
Alternative methods of meeting this requirement have been explored during
project development. This project is the only feasible option to meet the
requirement. The Deputy Assistant Secretary of the Army (Installations and
Housing) certifies that this project has been considered for joint use
potential. The facility will be available for use by other components.
Sustainable principles will be integrated into the design, development, and
construction of the project in accordance with Executive Order 13123 and other
applicable laws and Executive Orders.


                                  /S/   Garold Skuloski
                                        COL, EN
                                        Commanding
```

Figure 3–5. Reviewer's Version DD Form 1391 (MCA) –continued

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                    2009          68398 Q           REVISION DATE: 08 FEB 2007
   ARMY                     MCA (AS OF 02/08/2007 AT 16:38:55)      25 MAY 1989
                             LAF=1.00      UM=E
Fort Example
CONUS


Child Development Center-Under 6 Years of Age                          68398


 ESTIMATED CONSTRUCTION START:           JAN 2009                 INDEX: 2464
 ESTIMATED MIDPOINT OF CONSTRUCTION:     JUL 2009                 INDEX: 2490
 ESTIMATED CONSTRUCTION COMPLETION:      JAN 2010                 INDEX: 2516
```

Figure 3–5. Reviewer's Version DD Form 1391 (MCA) –continued

2009 68398 Q REVISION DATE: 08 FEB 2007
ARMY MCA (AS OF 02/08/2007 AT 16:38:55) 25 MAY 1989
LAF=1.00 UM=E

Fort Example
CONUS

Child Development Center-Under 6 Years of Age 68398

			U/M	Qty	Unit Cost	Cost ($000)
PRIMARY FACILITY.						
GENERAL.						
1.0)	74017	Child Development Center	SF	24,316	177.00	(4,304)
1)		Child Development Center (Ages	SF	24,316	177.00	4,304
2.0)	75018	Playground	SF	15,150	11.79	(179)
1)		Playground (Ages 0-5)	SF	15,150	10.15	154
2)		Chain Link 4 FT High, coated	LF	880	25.21	22
3)		Gates - 24 ft pair	EA	2	1,351	3
3.0)	74017	Special Foundations	LS	--	--	(232)
1)		Special Foundations	SF	24,316	9.56	232
4.0)	88040	IDS Installation	LS	--	--	(22)
1)		IDS Installation	SF	21,346	1.04	22
5.0)	88040	Install Video Surveillance/Secu	LS	--	--	(32)
1)		Video Surveillance/Security Sys	SF	24,316	1.30	32
6.0)	89220	EMCS Connection	LS	--	--	(39)
1)		EMCS Connection	SF	24,316	1.59	39
7.0)	88041	Antiterrorism Measures	LS	--	--	(207)
1)		Antiterrorism/Force Protection	SF	24,316	8.50	207
INFORMATION SYSTEMS.						
1.0)	80800	Building Information Systems	LS	--	--	(50)
SUPPORTING FACILITIES.						
Electric Service			LS	--	--	(181)
1)		Reroute Electrical Overhead	FT	1,450	28.42	41
2)		300 KVA Transformer	EA	1	21,562	22
3)		Transformer Pad-Concrete	EA	1	2,228	2
4)		UG Elec Conductors-Primary	FT	425	17.41	7
5)		2-Way Ductbank 4" Primary	FT	300	40.48	12
6)		UG Elec Conductors-Secondary	FT	200	20.17	4
7)		4-Way Ductbank 4" Secondary	FT	100	36.20	4
8)		Parking Lot Lighting	EA	8	4,959	40
9)		Access Road Lighting	EA	7	6,576	46
10)		Manholes	EA	1	3,233	3
Water, Sewer, Gas			LS	--	--	(71)
1)		2" Gas Line	FT	600	13.55	8
2)		Gas Regulator/Meter	EA	1	5,228	5
3)		6" Fire Protection Water Ln	FT	550	27.70	15
4)		6" Fire Water Hydrant	EA	3	2,743	8
5)		6" Fire Wtr Post Indicator Vlv	EA	1	2,115	2

Figure 3–5. Reviewer's Version DD Form 1391 (MCA) –continued

2009 68398 Q REVISION DATE: 08 FEB 2007

ARMY MCA (AS OF 02/08/2007 AT 16:38:55) 25 MAY 1989

LAF=1.00 UM=E

Fort Example

CONUS

Child Development Center-Under 6 Years of Age 68398

		U/M	Qty	Unit Cost	Cost ($000)
6)	4" Potable Water Line	FT	100	26.13	3
7)	6" Sanitary Sewer Line	FT	550	33.28	18
8)	Sanitary Sewer Manhole	EA	2	1,798	4
9)	Misc Valves, Boxes, Etc	LS	--	--	8
Paving, Walks, Curbs And Gutters		LS	--	--	(313)
1)	Sidewalks	SF	7,500	4.50	34
2)	POV Parking	SY	6,090	25.46	155
3)	Curb/Gutter 6" X 8"	LF	880	14.99	13
4)	Entrance/Exit Roads	SY	3,850	27.21	105
5)	Concrete Headwalls	EA	4	1,457	6
Storm Drainage		LS	--	--	(23)
1)	18" Storm Drain	FT	360	51.74	19
2)	Drop Inlets	EA	5	873.02	4
Site Improvement/Demolition		LS	--	--	(415)
1)	Bldg Demo - Footprint D	SF	13,812	9.88	136
2)	Bldg Demo - Non-Footprint D	SF	11,238	9.88	111
3)	Clearing/Site Preparation	AC	4	2,087	8
4)	Over Excavation & Backfill	CY	3,000	16.00	48
5)	Remove Service Road	SY	1,500	8.21	12
6)	Landscaping	SY	11,000	6.47	71
7)	Remove Electrical Overhead	FT	2,000	13.62	27
Information Systems		LS	--	--	(88)
1) 80800	Information Systems	LS	--	--	88
Antiterrorism Measures		LS	--	--	(109)
1)	Active Barriers	LS	--	--	60
2)	Passive Barriers	LS	--	--	50

Figure 3–5. Reviewer's Version DD Form 1391 (MCA) –continued

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                    2009          68398 Q          REVISION DATE: 08 FEB 2007
                           MCA (AS OF 02/08/2007 AT 16:38:55)      25 MAY 1989
                               LAF=1.00        UM=E
DATE 25 MAY 1989              FY 2009 PROGRAM
PROJECT NUMBER:  68398
PROJECT TITLE:   Child Development Center-Under 6 Years of Age
INSTALLATION:    Fort Example
LOCATION:        CONUS


 TAB B - PLANNING AND DESIGN DATA (ESTIMATE)

       1. STATUS
          A. DESIGN START DATE........................... SEP 2006
          B. PERCENT COMPLETE AS OF 15 SEP 2007 (DSGN YR)    15.00
          C. PERCENT COMPLETE AS OF 01 JAN 2008 (BDGT YR)    20.00
          D. PERCENT COMPLETE AS OF 01 OCT 2008 (PROG YR)    25.00
          E. CONCEPT COMPLETE DATE....................... FEB 2009
          F. DESIGN COMPLETE DATE........................ APR 2009
          G. TYPE OF DESIGN CONTRACT:  Design-build

       2. BASIS
          A. STANDARD OR DEFINITIVE DESIGN (YES/NO) Y
          B. WHERE DESIGN WAS MOST RECENTLY USED:
              Fort Stewart
          C. PERCENTAGE OF DESIGN UTILIZING STANDARD DESIGN  75.00

       3. COST (TOTAL $000)
          A. PRODUCTION OF PLANS AND SPECS...............      275
          B. ALL OTHER DESIGN COST.......................       49
          C. TOTAL DESIGN COST (C) = (A)+(B) OR (D)+(E)..      324
          D. CONTRACT....................................      259
          E. IN HOUSE....................................       65

       4. CONSTRUCTION CONTRACT AWARD................... DEC 2008

       5. CONSTRUCTION START DATE (PLANNED)............. MAR 2009

       6. CONSTRUCTION COMPLETION DATE.................. DEC 2009

       7. LEED RATING (at Design)....................... SILVER
```

Figure 3–5. Reviewer's Version DD Form 1391 (MCA) –continued

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                    2009          68398 Q           REVISION DATE: 08 FEB 2007
                           MCA (AS OF 02/08/2007 AT 16:38:55)      25 MAY 1989
                               LAF=1.00        UM=E
DATE 25 MAY 1989              FY 2009 PROGRAM
PROJECT NUMBER:  68398
PROJECT TITLE:   Child Development Center-Under 6 Years of Age
INSTALLATION:    Fort Example
LOCATION:        CONUS


TAB C - QUANTITATIVE DATA

  TYPE OF DESIGN:  This facility does not include unusual
  construction features that require extra design effort.


  UNIT OF MEASURE:  SF

  A.   TOTAL REQUIREMENT                    360,950
  B.   EXISTING SUBSTANDARD                       0
  C.   EXISTING ADEQUATE                     67,395
  D.   FUNDED, NOT INVENTORY                      0
  E.   ADEQUATE ASSETS                       67,395
  ////////////////////////////////////////AUTHORIZED      FUNDED
  F.   UNFUNDED PRIOR AUTHORIZATION               0  ///////////////////////
  G.   INCLUDED IN FY PROGRAM                     0
  H.   DEFICIENCY (A-E-F-G)                 293,555      293,555
```

Figure 3–5. Reviewer's Version DD Form 1391 (MCA) –continued

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                    2009          68398 Q           REVISION DATE: 08 FEB 2007
                           MCA (AS OF 02/08/2007 AT 16:38:55)      25 MAY 1989
                               LAF=1.00        UM=E
DATE 25 MAY 1989              FY 2009 PROGRAM
PROJECT NUMBER:  68398
PROJECT TITLE:   Child Development Center-Under 6 Years of Age
INSTALLATION:    Fort Example
LOCATION:        CONUS
```

TAB C - GENERAL JUSTIFICATION DATA

GENERAL

The troop strength at Fort Example will increase by 4,200 soldiers, plus their family members, in FY05, as a result of Modularity, to an all time high of 200,000. The Child & Youth Services mission is to provide adequate services and facilities to support readiness and well-being of families by reducing conflict between mission requirements and parental child care responsibilities.

Currently there are three Childhood Development Centers (CDC) on the installation, Fort Example. Fort Example has an FY04 serviceable population of 136,414; of which 17,014 are the dependents, age six and under, of active duty personal. The three CDC's currently have 750 children enrolled, but can accommodate 809 children. Fort Example expects an increase in adult population, 4,200 additional soldiers. This population increase is expected to bring an estimated 1,872 new children to the base. In addition, Fort Example expects an increase in the birth rate of its current population, due to soldiers deploying and returning from the war in Iraq. Based on the ratio of enrolled children to total dependents, Fort Example will need enough space to accommodate 83 additional enrollments. This leaves a shortage of 24 enrollment spaces. In addition, the current shortage of space available is particularly acute in the infant and pre-toddler age group. This shortage currently forces parents to go on a waiting list or seek care from an off post facility. The incoming population to Fort Example would exacerbate the already existing infant and pre-toddler shortages. Fort Example does not endorse any off post facilities. The current facilities are inadequate for future needs.

The proposed project is located at the northwest corner of Somewhere Avenue and Nowhere Place. This site has been approved by the Fort Example Real Property Planning Board and is included in the approved Real Property Master Plan.

TRAFFIC ANALYSIS (STANDARD TEXT)

A Traffic Analysis does not apply to this project.

ANALYSIS OF DEFICIENCIES

Figure 3–5. Reviewer's Version DD Form 1391 (MCA) –continued

2009 68398 Q REVISION DATE: 08 FEB 2007
MCA (AS OF 02/08/2007 AT 16:38:55) 25 MAY 1989
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DATE 25 MAY 1989 FY 2009 PROGRAM
PROJECT NUMBER: 68398
PROJECT TITLE: Child Development Center-Under 6 Years of Age
INSTALLATION: Fort Example
LOCATION: CONUS

TAB C - GENERAL JUSTIFICATION DATA (CONTD).

ANALYSIS OF DEFICIENCIES (CONTD)..

The child development centers on Fort Example that currently meet the health and life safety codes are buildings 113 (Ft Example), 4819 & 4820 (Cold Creek), and 52024 (Apache). These facilities provide 809 child care spaces compared to a documented demand for approximately 1,150. The scattered locations of all these buildings make it difficult to satisfy the needs of the military community of this installation. Also, there are no provisions for the physically handicapped.

CRITERIA FOR PROPOSED CONSTRUCTION

A Planning Charrette was conducted for this project. The following criteria and references were used to develop the project scope.

1. Criteria: The scope of this project was developed based on the Department of the Army Standard Design for Child Development Centers. This standard contains various sizes based on the capacity of children served. Fort Example requires a center for 303 Children. This facility size is contained in Document Number DEF 740-14-05. The facility size is 24,316 square feet.

Participants from the Center of Standardization for Child Development Centers (Hunstville Engineering Center) and the Child and Youth Program Manager from IMCOM assisted in determining the project scope. A floor plan reflecting the proposed facility was developed at the planning charrette and is attached in the Attachment Tab of this form.

2. Reference/Resource Information: In addition the following items are required for successful completion of this project.

* Comprehensive interior and furnishings related interior design services are required.

* Project design should include the principles and requirements of the Installation Design Guide.

* Sustainable design principles shall be integrated into the design and construction of this project in accordance with Executive Order 13123 and other applicable guidance, laws and Executive Orders. The goal of this project

Figure 3–5. Reviewer's Version DD Form 1391 (MCA) –continued

```
                    2009          68398 Q           REVISION DATE: 08 FEB 2007
                           MCA (AS OF 02/08/2007 AT 16:38:55)      25 MAY 1989
                               LAF=1.00        UM=E
DATE 25 MAY 1989              FY 2009 PROGRAM
PROJECT NUMBER:  68398
PROJECT TITLE:   Child Development Center-Under 6 Years of Age
INSTALLATION:    Fort Example
LOCATION:        CONUS


TAB C - GENERAL JUSTIFICATION DATA     (CONTD).


  CRITERIA FOR PROPOSED CONSTRUCTION (CONTD)..

  is to achieve a minimum of a silver rating, using the LEED-NC Project Rating
  Tool. During the Planning Charrette, a preliminary plan was developed on what
  features would be included in this project to obtain a Silver rating. This
  assessment is included in the Planning Charrette documentation and is
  available in the Attachment Tab of this form. The proposed Sustainability Plan
  has a point score a 36, resulting in a Silver rating level.


  Installation Engineer:  Mr. Shigfried Fujinati
  Phone Number:  555-555-5555
```

Figure 3–5. Reviewer's Version DD Form 1391 (MCA) –continued

2009 68398 Q REVISION DATE: 08 FEB 2007
MCA (AS OF 02/08/2007 AT 16:38:55) 25 MAY 1989
LAF=1.00 UM=E
DATE 25 MAY 1989 FY 2009 PROGRAM
PROJECT NUMBER: 68398
PROJECT TITLE: Child Development Center-Under 6 Years of Age
INSTALLATION: Fort Example
LOCATION: CONUS

TAB C - PLANNING CHARRETTE VALIDATION FORM

REGION: Southeast Region Office
PROJECT SPONSOR:
BASOPS:
DESCRIPTION OF LOCATION:
Northwest corner or Somewhere Street and Nowhere Ave.
LEED RATING (at Planning Charrette):
DATE OF CHARRETTE: 10/24/2005

Planning Charrette Team Members:

Members listed below participated in the planning charrette team and concur with the DD Form 1391 developed for this project. All requirements for development of the project have been met, environmental documentation has been started/completed or will be completed prior to budget year, all known costs have been identified and are included in the project estimate.

NAME	TITLE	PHONE	SIGNED
MASTER PLANNER LEAD:			
Phil Planner	Master Planner	(555)555-5555	Y
USER/PROJECT SPONSOR REP:			
Mary User	Child Dev Specialist	(555)555-5555	Y
DPW OR EQUIVALENT REP:			
Tom Director	Director of Public Works	(555)555-5555	Y
FORCE PROTECTION OFFICER:			
John Force	Force Protection Officer	(555)555-5555	Y
PROVOST MARSHAL OFFICER:			
Larry Marshal	Provost Marshal	(555)555-5555	Y
ENVIRONMENTAL OFFICER:			
Teresa Tree	Environmental Officer	(555)555-5555	Y
INFO SYSTEMS PLANNER:			
Susan Fax	Info Systems Planner	(555)555-5555	Y
USACE CHARRETTE REP:			
Jerry Corp	Planning Charrette Lead	(555)555-5555	Y
USACE PM:			
Terry Manager	USACE Ft. Example PM	(555)555-5555	Y
USACE CX:			
Norman Design	CDC CX Architect	(555)555-5555	Y

Figure 3–5. Reviewer's Version DD Form 1391 (MCA) –continued

P420-1-2F3-5M.EPS
width = 6.77 in. depth = 2.00 in.

Figure 3–5. Reviewer's Version DD Form 1391 (MCA) –continued

2009 68398 Q REVISION DATE: 08 FEB 2007
MCA (AS OF 02/08/2007 AT 16:38:55) 25 MAY 1989
LAF=1.00 UM=E
DATE 25 MAY 1989 FY 2009 PROGRAM
PROJECT NUMBER: 68398
PROJECT TITLE: Child Development Center-Under 6 Years of Age
INSTALLATION: Fort Example
LOCATION: CONUS

ECONOMIC ANALYSIS

PROJECT TITLE: Fort Example Child Development Center
PROJECT OBJECTIVE:
Provide child care services, for 303 children, to the soldiers and employees of Fort Example that meet the current Department of the Army Standards, including accredidation by the National Assocication for the Education of Young Children (NAEYC).

ALTERNATIVES CONSIDERED FOR THIS ANALYSIS:
Alternative 1: Status Quo

Currently there are three Childhood Development Centers (CDC) on the installation, Fort Example. Fort Example has an FY04 serviceable population of 136,414; of which 17,014 are the dependents, age six and under, of active duty personal. The three CDC's currently have 750 children enrolled, but can accommodate 809 children. Fort Example expects an increase in adult population 4,200 additional soldiers. This population increase is expected to bring an estimated 1,872 new children to the base. In addition, Fort Example expects an increase in the birth rate of its current population, due to soldiers deploying and returning from the war in Iraq. Based on the ratio of enrolled children to total dependents, Fort Example will need enough space to accommodate

83 additional enrollments. This leaves a shortage of 24 enrollment spaces. In addition, the current shortage of space available is particularly acute in the infant and pre-toddler age group. This shortage currently forces parents to go on a waiting list or seek care from an off post facility. The incoming population to Fort Example would exacerbate the already existing infant and pre-toddler shortages. Fort Example does not endorse any off post facilities. The current facilities are inadequate for future needs.

Alternative 2: New Construction
A new CDC facility will provide space for an additional 303 enrollments. Fort Example projects to have 18,886 dependents of active duty personnel in the coming years. The CDC will be approximately 24,050 square feet and will meet commercial and Army standards.

Alternative 3: Renovation
All CDC sites are currently in use and near capacity. Renovating an existing facility is not viable as there are not adequate facilities to accommodate the displaced children nor can existing facilities be renovated to

Figure 3–5. Reviewer's Version DD Form 1391 (MCA) –continued

2009 68398 Q REVISION DATE: 08 FEB 2007
MCA (AS OF 02/08/2007 AT 16:38:55) 25 MAY 1989
LAF=1.00 UM=E
DATE 25 MAY 1989 FY 2009 PROGRAM
PROJECT NUMBER: 68398
PROJECT TITLE: Child Development Center-Under 6 Years of Age
INSTALLATION: Fort Example
LOCATION: CONUS

accommodate future demand.

Alternative 4: Expansion
Expansion of the existing CDCs is not viable due to the fact that the existing facilities are near capacity and were built prior to 2001. Expanding the existing facilities would add approximately 81 children to each existing CDC. To meet the needs of the base, this expansion would have to encompass the infant and pre-toddler segments of the existing

CDCs. In addition, since the CDCs are near capacity, area cannot be taken from one demographic group to provide for another without causing any additional childcare shortages. Also, existing facilities can not be modified so as to include the appropriate stand off distances that are required under the current anti-terrorism and force protection guidance.

Alternative 5: Lease on/off post
There are no facilities on or off post available for lease that would meet the needs of the base. There are no facilities available for lease that have the required square footage and meet the standard design as specified in AR 608-10.

Alternative 6: Other DoD Facility
The closest Federal facility to Fort Example is approximately 150 miles from Fort Example. Estimated round trip travel time is 4 hours. These facilities do not have adequate facilities to accommodate

overflow from Fort Example. This was not considered to be a viable option.

Alternative 7: Contract Services
Fort Example is located in a sparsely populated area. Contracting with the local off post child care facilities was considered. The local off post child care facilities do not meet Army standards and have the appropriate certifications. Since the Contract services alternative could not meet the stated object, it was not considered further.

RESULTS AND RECOMMENDATIONS
The only viable alternative is new construction of a Child Development Center (CDC). This alternative meets the project objective. Therefore it is

Figure 3–5. Reviewer's Version DD Form 1391 (MCA) –continued

```
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                           MCA (AS OF 02/08/2007 AT 16:38:55)      25 MAY 1989
                               LAF=1.00        UM=E
DATE 25 MAY 1989              FY 2009 PROGRAM
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INSTALLATION:    Fort Example
LOCATION:        CONUS


recommended that a CDC be constructed at Fort Example.


ACTION OFFICER:  Ima Analyst
PHONE NUMBER  :  555-555-5555
EMAIL ADDRESS :  Ima.Analyst@us.army.mil
ORGANIZATION  :  USACE
```

Figure 3–5. Reviewer's Version DD Form 1391 (MCA) –continued

```
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                           MCA (AS OF 02/08/2007 AT 16:38:55)      25 MAY 1989
                               LAF=1.00        UM=E
DATE 25 MAY 1989              FY 2009 PROGRAM
PROJECT NUMBER:  68398
PROJECT TITLE:   Child Development Center-Under 6 Years of Age
INSTALLATION:    Fort Example
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TAB E - FURNISHINGS AND EQUIPMENT

  FURNISHINGS AND EQUIPMENT


                                                          PROC
                                                 TOTAL    APPR    PROC
  LINE    DESCRIPTION                            COST     FY      APPR
 ------   -----------                            -----    ----    ----
     1)   CCTV System                               55    2008    OMA
     2)   Furniture                                720    2008    OMA
     3)   Furnishings                               38    2008    OMA
     4)   Equipment                                210    2008    OPA
     5)   IDS Equipment                            200    2008    OPA


                     EST.
                     DELIVERY PROC              EST.          INSTL  INSTL
  LINE               DATE     STATUS            INSTL COST    FY     APPR
 ------              -------- ------            ----------    -----  -----
     1)   (CONT'D)                                       0   0000
     2)   (CONT'D)                                       0   0000
     3)   (CONT'D)                                       0   0000
     4)   (CONT'D)                                       0   0000
     5)   (CONT'D)                                       0   0000


  INFORMATION SYSTEMS FURNISHINGS AND EQUIPMENT
                                                          PROC
                                                 TOTAL    APPR    PROC
  LINE    DESCRIPTION                            COST     FY      APPR
 ------   -----------                            -----    ----    ----
     1)   Info Sys - ISC                            10    2010    OPA
     2)   Info Sys - PROP                           21    2010    OMA


                     EST.
                     DELIVERY PROC              EST.          INSTL  INSTL
  LINE               DATE     STATUS            INSTL COST    FY     APPR
 ------              -------- ------            ----------    -----  -----
     1)   (CONT'D)                                       0   0000
     2)   (CONT'D)                                       0   0000
```

Figure 3–5. Reviewer's Version DD Form 1391 (MCA) –continued

```
                    2009          68398 Q           REVISION DATE: 08 FEB 2007
                           MCA (AS OF 02/08/2007 AT 16:38:55)      25 MAY 1989
                               LAF=1.00        UM=E
DATE 25 MAY 1989              FY 2009 PROGRAM
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LOCATION:        CONUS


TAB E - FURNISHINGS AND EQUIPMENT

  INFORMATION SYSTEMS FURNISHINGS AND EQUIPMENT  (CONTD..)


        TOTALS BY APPROPRIATION TYPE:
            TOTAL OMA/OMN/3400/OM DHP:                                 834
            INSTALLED EQUIPMENT - OTHER APPROPRIATIONS:                420
            TOTAL RELATED FURNITURE & EQUIPMENT AMOUNT:              1,254
```

Figure 3–5. Reviewer's Version DD Form 1391 (MCA) –continued

```
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DATE 25 MAY 1989              FY 2009 PROGRAM
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PROJECT TITLE:   Child Development Center-Under 6 Years of Age
INSTALLATION:    Fort Example
LOCATION:        CONUS


TAB F - INFORMATION SYSTEMS COST ESTIMATE (ISCE):

  INSTALLATION - Fort Example                      YEAR - 2009    FNO - 68398

  PROGRAM TYPE - MCA                               PROJECT NO. - 68398

  USACE DISTRICT - Savannah District               MACOM - SERO

  PROJECT TITLE - Child Development Center-Under 6 Ye

  PRIMARY PROPONENT FUND TYPE - OMA                CONTGY FACTOR -  5.00
```

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

	DESCRIPTION	UM	QUANTITY	UNIT PRICE	TOTAL COST	F T
1)	CABLE TRAY (9" WIDE)	LF	95	16.94	1609	C
2)	EMT 3/4" W/HDW (SGL RJ45 & TV)	LF	2160	3.48	7517	C
3)	EMT 1" W/HDW (DUAL OUTLETS)	LF	2165	4.16	9006	C
4)	EMT 4" W/HDW (BACKBONE CABLE)	LF	55	19.27	1060	C
5)	BACKBOARD: 4' X 8' X 3/4"	EA	2	51.56	103	C
				TOTAL	19295	

Figure 3–5. Reviewer's Version DD Form 1391 (MCA) –continued

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INSTALLATION: Fort Example
LOCATION: CONUS

TAB F - INFORMATION SYSTEMS COST ESTIMATE (ISCE): (CONTD).

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 OR WALL)	EA	28	69.01	1932	I
2)	SET, MULTILINE	EA	1	449.03	449	I
3)	SET, WEATHER-PROOF	EA	1	830.13	830	I
4)	FO SC/ST PATCH PNL 12 SM PORT	EA	1	266.08	266	C
5)	FO SC/ST PATCH PNL 24 SM PORT	EA	2	429.25	859	C
6)	MDF CONN: 100 PR W/60 FT STUB	EA	1	1248.51	1249	C
7)	MDF: STANDARD DBL-SIDED 8' VER	EA	1	364.18	364	C
8)	MDF JUMPER WIRE: WRAPPED	EA	60	2.72	163	C
9)	OUTLET: SGL RJ45 W/CBL	EA	8	101.35	811	C
10)	OUTLET: DUAL RJ45 W/CBL	EA	48	191.87	9210	C
11)	OUTLET: SGL CATV, F-TYPE W/CBL	EA	40	126.02	5041	C
12)	PATCH PANEL, RJ45: 96 PORT, CA	EA	4	557.73	2231	C
13)	PATCH CORD, RJ45: 5 FT, CAT 6	EA	50	5.49	275	C
14)	EQUIPMENT RACK & HARDWARE	EA	4	389.41	1558	C
15)	BLOCK: 110 TYPE, 100PR RACK MT	EA	1	90.41	90	C
16)	CABLE, RISER: 100 PR ISP	LF	105	2.48	260	C
17)	PATCH CORD: SC/ST, DUPL, SM, 5	LF	30	146.59	4398	C
18)	FO CBL DC DIELEC SM 12 STR	LF	105	5.29	555	C
19)	PROTECTED TERM: 100 PR	EA	1	1190.18	1190	C
20)	SWT: 24 10/100BS-TX, 2 ATM W/U	EA	2	9619.94	19240	P
21)	5.00% Contgy Factor	LS	0	.00	161	I
22)	5.00% Contgy Factor	LS	0	.00	962	P
				TOTAL	52094	

PRIMARY FACILITY NOTES:
Approximately ì_____ø personnel will ultimately require telephone service in this facility; immediate requirement for telephone service is for ì_____ø personnel. ìLAN system is required as follows: ì--specify LAN hub requirements by service type ì10Base-T, 10Base-F, FDDI, FDDI Bridge, etc.ø and LAN network

Figure 3–5. Reviewer's Version DD Form 1391 (MCA) –continued

```
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TAB F - INFORMATION SYSTEMS COST ESTIMATE (ISCE):     (CONTD).

  interface requirements by type--_____ø. ì A requirement for fiber optic LAN
  connectivity has been identified for ì_____ø personnel. ìA standard outlet
  density of one outlet per 80 square feet is required in this facility.ø ìA
  modified outlet density of one outlet per ì_____ø square feet is required in
  this facility.ø ì_____ø new telephone sets are required. ìì_____ø special
  feature telephone sets, ì_specify type-__ø, are required. CATV/CCTV
  requirements include: ì__--specify CATV/CCTV requirements--__ø. Special
  requirements include: ì__--specify special requirements--__ø

  ____________________________________________________________________________

              SECTION III. SUPPORTING FACILITIES, OUTSIDE THE 5 FOOT LINE -
                 INSTALLED EQUIPMENT (SEE AR 415-15, APPENDIX L)

  ____________________________________________________________________________

                                                        UNIT        TOTAL   F
     DESCRIPTION                        UM   QUANTITY  PRICE       COST    T

   1) UNDERGRND DUCT  6 WAY             LF       1640      13.32     21845 C
   2) MANHOLE PRECAST: 6'X12'X7'        EA          4    6132.71     24531 C
   3) INNERDUCT 4-1"                    LF       2000       3.52      7040 C
   4) GIP 4" 2-WAY BORING/PUSHING       LF         60      51.18      3071 C
   5) TRENCH: BACKHOE 24"X 36" (DUCT LF          1840       6.36     11702 C
   6) TRENCH: HANDDIG 24"X 36" (DUCT LF           100       5.74       574 C
   7) CUT & RESURFACE ASPHALT  4"       SF        428       6.78      2902 C
   8) CUT & RESURFACE CONCRETE 4"       SF        214       8.30      1776 C
   9) CONC CORE DRILL 4" DIAMETER       EA          4     124.88       500 C

                                                        TOTAL     73941
```

Figure 3–5. Reviewer's Version DD Form 1391 (MCA) –continued

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PROJECT TITLE: Child Development Center-Under 6 Years of Age
INSTALLATION: Fort Example
LOCATION: CONUS

TAB F - INFORMATION SYSTEMS COST ESTIMATE (ISCE): (CONTD).

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) CARD: STA VOICE, 1 PORT	EA	30	188.57	5657	I
2) UNGRD: 100 PR, 24 AWG (B1)	LF	100	1.74	174	C
3) UNDGRD: 100 PR, 24 AWG (OSP)	LF	1900	1.74	3306	C
4) FO CBL DC DIELEC SM 24 STR (OS	LF	2000	3.42	6840	C
5) 5.00% Contgy Factor	LS	0	.00	283	I
			TOTAL	16260	

SUPPORTING FACILITIES NOTES:
Telephone cable service can be had ì_____ø feet from the project site at location: ì__--specify the location, i.e.: manhole, pedestal, etc.ø. Fiber optic LAN/WAN cable service can be had ì_____ø feet from the project site at location: ì__--specify the location, i.e.: manhole, pedestal, etc.ø. ìNew copper cable(s) will be required as follows: ì__--specify the required copper cable plant required -- include for each cable the number of copper pairs and the cable length(s)--__ø.ø ìNew fiber optic cable(s) will be required as follows: ì__--specify the required fiber optic cable plant required -- include for each cable the number of fiber strands and fiber type ìsinglemode / multimodeø and the cable length.ø ìì_____ø manhole(s) are required; buried duct is required as follows: ì__-- specify size and length of buried duct required--__ø.ø Special requirements include: ì__-- specify special requirements--__ø.

Figure 3–5. Reviewer's Version DD Form 1391 (MCA) –continued

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INSTALLATION: Fort Example
LOCATION: CONUS

TAB F - INFORMATION SYSTEMS COST ESTIMATE (ISCE): (CONTD).

INFORMATION SYSTEMS COST SUMMARY:

	CONF	ISC	PROP	TOTAL
PRIMARY FACILITY	47815	3372	20202	71389
5% SMALL ORDER COST (P)	2391	169	1010	3570
SUPPORTING FACILITIES	84261	5940	0	90201
5% SMALL ORDER COST (S)	4213	297	0	4510
TOTAL	138680	9778	21212	169670

REMARKS:
This project is associated with MCA Project Number: ì_____ø. The outside plant in this projects also supports requirements associated with MCA Project Number: ì_____ø. ìLocal agreements require that the government provide ì__--specify any local agreement that impact the information system, i.e.: government provide access to outside plant manhole and duct system for commercial telephone and/or CATV service; government does/does not provide cable barracks telephone/CATV outlets; etc.ø. Special requirements include: ì__-- specify special requirements--__ø.

/S/ Susan Fax 12/07/2006
Director of Information Management
DOIM

Figure 3–5. Reviewer's Version DD Form 1391 (MCA) –continued

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INSTALLATION: Fort Example
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TAB G - ANTITERRORISM PROTECTION REQUIREMENTS DATA WITH SIGNATURES

PARAMETERS FOR MIMIMUM AT STANDARDS FOR BUILDINGS

BUILDING TYPE	BUILDING CATEGORY	CONTROLLED PERIMETER	MEETS CONVEN CONST STANDOFF	BUILDING THREE STORIES OR MORE
Child Development Center	Primary Gathering	Y	Y	N

ANTITERRORISM PROTECTION MEASURES

This project has been coordinated with the installation's antiterrorism plans. Risk and threat analyses have been performed in accordance with DA PAM 190-51 and TM 5-853-1, respectively. Only protective measures required by regulation and the minimum standards as required by UFC 4-010-01 "Department of Defense Minimum Antiterrorism Standards for Buildings" are needed. These requirements are included in the description of construction and cost estimate.

RISK ANALYIS = YES Dated 07 DEC 05
THREAT ANALYSIS = YES Dated 07 DEC 05

SUMMARY OF RISK AND THREAT ANALYSES AND DESCRIPTION OF ANY PROTECTIVE MEASURES THAT ARE REQUIRED.

Child Development Center Security Requirements

References

a. Army Regulation 190-51, Security of Unclassified Army Property, 30 September 1993 b. Army Regulation 608-10, Child Development Services, 30 September 1993 c. Technical Manual 5-853-1, Security Engineering Project Development, May 1994 d. Unified Facilities Criteria, DOD Minimum Antiterrorism Standards For Buildings, 8 October 2003

Requirement 1 Standoff Distances

Figure 3–5. Reviewer's Version DD Form 1391 (MCA) –continued

```
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TAB G - ANTITERRORISM PROTECTION REQUIREMENTS DATA WITH SIGNATURES


  SUMMARY OF RISK AND THREAT ANALYSES AND DESCRIPTION OF ANY PROTECTIVE  (CONTD)
  MEASURES THAT ARE REQUIRED.


     New construction of a primary gathering building requires a minimum of 45
  meters (148 feet) from a controlled perimeter. A 2 feet high concrete block
  wall will be added around the building perimeter at a standoff distance of 25
  meters (82 feet). Backfill will be placed along the wall on the secure side.

     Standoff distance from parking and roadways within a controlled perimeter
  for a primary gathering building, assuming a low level of protection with
  conventional construction, is 25 meters (82 feet). Effective standoff distance
  is 10 meters (33 feet).

     Exceptions for Drive-Up/Drop-Off Areas: Refer to paragraph B-1-3 of
  reference d for compensatory measures.

     Refer to paragraph B-1.1 in reference d if these minimum standoff distances
  cannot be achieved.

     Please refer to Table B-1 and Figure B-1 from Reference d above for
  additional information.

     Landscaping features or other features greater than one foot in height,
  which potentially provide concealment for aggressors or bombs, will be kept at
  least thirty feet from the facility. Refer to paragraph 3-20 of reference a
  for additional details.

     Requirement 2 Intrusion Detection System

     Contractor/builder furnished and contractor/builder installed intrusion
  alarms will be installed on all corridor exit doors leading to an uncontrolled
  unfenced area or directly onto a street (with the exception of the front
  entrance) to preclude entry of unauthorized individuals and to alert CDS
  personnel to potential unauthorized removal of children or îwandering
  childrenî. An audible alarm will sound when activated.

     (Provide dedicated fiber for connection to the installation local area
  network.)
```

Figure 3–5. Reviewer's Version DD Form 1391 (MCA) –continued

```
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TAB G - ANTITERRORISM PROTECTION REQUIREMENTS DATA WITH SIGNATURES


  SUMMARY OF RISK AND THREAT ANALYSES AND DESCRIPTION OF ANY PROTECTIVE  (CONTD)
  MEASURES THAT ARE REQUIRED.

     Install a duress alarm at the workstation of the front entrance
  receptionist.

     Refer to paragraph 5-34 of reference b for specific instructions.

     Strongly recommend that a closed circuit television system, linked to door
  alarms and monitored by CSD personnel, be provided. Provides a capacity to
  immediately assess intrusion alarm activation.

     Requirement 3 Doorbell

     A doorbell will be installed in all facilities that remain open after 2000
  hours. Panic hardware on exit discharge doors will remain operable (without
  padlocks and chains) to permit immediate egress.

     Refer to paragraph 5-34 of reference b for specific instructions.

     Requirement 4 Window Coverings

     Windows in the facility will be covered with 4-mil reflective fragment
  retention film backed up by heavy (or blast resistant) drapes.

     Requirement 5 Exterior Walls

     Exterior walls will be constructed of reinforced concrete or reinforced
  concrete masonry or brick.

     Prepared 20 October 2004 by

     Luke Watchman Physical Security Specialist Fort Example Physical Security
  Branch 555-555-5555 Luke.Watchman@us.army.mil
```

Figure 3–5. Reviewer's Version DD Form 1391 (MCA) –continued

```
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                           MCA (AS OF 02/08/2007 AT 16:38:55)      25 MAY 1989
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TAB G - ANTITERRORISM PROTECTION REQUIREMENTS DATA WITH SIGNATURES

  REQUIRED SIGNATURES:

  PROVOST MARSHAL



                          /S/  Larry Marshal

                               Provost Marshal
                               03 JUN 2005

  DIRECTOR OF PUBLIC WORKS



                          /S/  Tom Director

                               Director of Public Works
                               03 JUN 2005

  FORCE PROTECTION OFFICER



                          /S/  John Force

                               Force Protection Officer
                               03 JUN 2005
```

Figure 3–5. Reviewer's Version DD Form 1391 (MCA) –continued

```
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  TAB H - DISPOSAL/DEMOLITION SUPPORT DATA


                   DISPOSAL/DEMOLITION FACILITY LIST

                                     DESIGN                      D
                              FAC    USE      T    TOTAL         S  In the  DISP
     ARLOC INSTALLATION        NO    CATCODE  C    QTY     UM    F  FP?     FY

  1) 00000 Fort Example       56471  72210    P     11,238 SF    D     N
  2) 00000 Fort Example       03482  72115    P      9,054 SF    D     Y
  3) 00000 Fort Example       03825  74017    P      4,758 SF    D     Y

  TOTAL NUMBER OF BUILDINGS FOR DISPOSAL/DEMO (funded by this project) = 3
  TOTAL AREA OF BUILDINGS FOR DISPOSAL/DEMO (funded by this project) = 25,050 SF


IS DEMO CREDIT NEEDED?  NO

DISPOSAL/DEMOLITION DATA

Two buildings located in the proposed project footprint, totaling 13,812 SF,
will be demolished. One building located outside the proposed project
footprint, totaling 11,238 SF, will be demolished.
```

Figure 3–5. Reviewer's Version DD Form 1391 (MCA) –continued

```
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LOCATION:        CONUS

 TAB I - REAL PROPERTY MAINTENANCE ACTIVITY (RPMA) AND ENVIRONMENTAL COMPLIANCE

  RPMA DISCUSSION

     A. Physical Impact:
  UNITS    ADDED     REMOVED     NET CHANGE
  SF       24,316       0        +24,316
  SY        9,940       0        + 9,940
  TONS         70       0        +    70
     B. Operations and Maintenance (O&M) Impact.
     OLD (O&M)   YEAR        NEW (O&M)     NET CHANGE
           0        2008(BOD)   $ 68800      +$ 68800
           0        2009        $ 71552      +$ 71552
           0        2010        $ 74414      +$ 74414
  SRM will increase as a result of this project. The additional building square
  footage, playgrounds, POV parking will increase annual sustainment costs. It
  is estimated that $68.8K will be needed to support annual sustainment for this
  facility. Demolition for the required 1-for-1 sqaure footage will reduce the
  requirement for Annual sustainment funding but not at the same rate as the
  increase. Child Development facilities require considerably higher annual SRM
  funding based on the criticality of national accreditation for safe real
  property environments than do the buildings removed from the real property
  inventory. Backlog or deferred maintenance is not allowed because of the
  annual accreditation requirements.

     No temporary facilities will be replaced by this project.
```

Figure 3–5. Reviewer's Version DD Form 1391 (MCA) –continued

```
                    2009          68398 Q           REVISION DATE: 08 FEB 2007
                           MCA (AS OF 02/08/2007 AT 16:38:55)      25 MAY 1989
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TAB J - ENVIRONMENTAL ANALYSIS


ENVIRONMENTAL DOCUMENTATION

A current copy of the signed Record of Environmental Considertation dated 10
November 2004 is attached in the Attachments Tab for review.
```

Figure 3–5. Reviewer's Version DD Form 1391 (MCA) –continued

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INSTALLATION: Fort Example
LOCATION: CONUS

TAB J - NEPA DOCUMENTATION STATUS

NEPA DOCUMENT TYPE:
PERFORMED BY:
COST TO PREPARE DOCUMENTATION ($000): 0

NEPA TIMELINES:

Scheduled NEPA Start Date:
Scheduled NEPA Completion Date:

Actual NEPA Start Date:
Actual NEPA Completion Date:

THE FOLLOWING ITEMS PERTAIN TO THIS PROJECT:

	SCHEDULED		ACTUAL	
	Start	Complete	Start	Complete
NHPA Section 106 Consultation	N/A	N/A		
NHPA Agreement Document	N/A	N/A		
ESA Section 7 Consultation	N/A	N/A		
Wetlands Permitting	N/A	N/A		
UXO	N/A	N/A		

EARLIEST CONTRACT AWARD DATE:

Various Dates last modified on:

POINT OF CONTACT
NAME:
TITLE:
PHONE NUMBER:

Figure 3–5. Reviewer's Version DD Form 1391 (MCA) –continued

```
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LOCATION:        CONUS


TAB J - PROTECTION OF HISTORIC PROPERTIES


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.
```

Figure 3–5. Reviewer's Version DD Form 1391 (MCA) –continued

```
                    2009          68398 Q           REVISION DATE: 08 FEB 2007
                           MCA (AS OF 02/08/2007 AT 16:38:55)      25 MAY 1989
                               LAF=1.00        UM=E
DATE 25 MAY 1989              FY 2009 PROGRAM
PROJECT NUMBER:  68398
PROJECT TITLE:   Child Development Center-Under 6 Years of Age
INSTALLATION:    Fort Example
LOCATION:        CONUS


TAB J - EVALUATION OF FLOOD HAZARDS AND ENCROACHMENT ON WETLANDS


EVALUATION OF FLOOD HAZARDS (STANDARD TEXT)

This project is not sited in a floodplain or wetlands.
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Figure 3–5. Reviewer's Version DD Form 1391 (MCA) –continued

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                    2009          68398 Q           REVISION DATE: 08 FEB 2007
                           MCA (AS OF 02/08/2007 AT 16:38:55)      25 MAY 1989
                               LAF=1.00        UM=E
DATE 25 MAY 1989              FY 2009 PROGRAM
PROJECT NUMBER:  68398
PROJECT TITLE:   Child Development Center-Under 6 Years of Age
INSTALLATION:    Fort Example
LOCATION:        CONUS


TAB J - ACCESSIBILITY STANDARDS


ACCESSIBILITY STANDARDS (STANDARD TEXT)

This project will be designed for accessibility and usability by individuals
with disabilities The estimated count of civilian employees and civilian users
is 40.
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Figure 3–5. Reviewer's Version DD Form 1391 (MCA) –continued

```
                    2009          68398 Q           REVISION DATE: 08 FEB 2007
                           MCA (AS OF 02/08/2007 AT 16:38:55)      25 MAY 1989
                               LAF=1.00        UM=E
DATE 25 MAY 1989              FY 2009 PROGRAM
PROJECT NUMBER:  68398
PROJECT TITLE:   Child Development Center-Under 6 Years of Age
INSTALLATION:    Fort Example
LOCATION:        CONUS


TAB J - COMMERCIAL ACTIVITIES


CA ANALYSIS CONCLUSIONS

Contract solicitations will be limited to GOGO and GOCO since 96 percent of the
users of the child care center are children of military assigned on post.
Present national accreditation and training standards coupled with enhanced
security requirements result in child development and primary care services
retained as a government in nature function. A76 does not apply under these
circumstances.

EXECUTIVE SUMMARY OF THE CA ANALYSIS
```

Figure 3–5. Reviewer's Version DD Form 1391 (MCA) –continued

2009 68398 Q REVISION DATE: 08 FEB 2007
MCA (AS OF 02/08/2007 AT 16:38:55) 25 MAY 1989
LAF=1.00 UM=E
DATE 25 MAY 1989 FY 2009 PROGRAM
PROJECT NUMBER: 68398
PROJECT TITLE: Child Development Center-Under 6 Years of Age
INSTALLATION: Fort Example
LOCATION: CONUS

TAB J - ENERGY AND UTILITY REQUIREMENTS

SUMMARY OF ENERGY REQUIREMENTS

1.PROJECT DESCRIPTION: Construct a 24,316 GSF Child Development Center for Fort Example.

2. ESTIMATED ENERGY CONSUMPTION:

a. Heating/Air Conditioning Systems: Preliminary planning intent is to provide heating and cooling, approximately 70 tons, using self- contained units. Heating demand is estimated to be 5441.5 MBTU/YR.

b. Electrical Power: Preliminary planning intent is to provide electric power of 13.8KV primary overhead and underground line to a new pad mounted 300KVA transformer. Secondary service is 480/277V 3-phase underground line. Estimated demand is 451 MVA/YR. Electricity is provided to Fort Example by ABC Power via government owned transmission lines.

c. Natural Gas Service: Preliminary planning intent is to provide a 2" natural gas line. Natural Gas is provided by DEF Gas Company via governmental owned distribution lines.

d. Water: The planning intent is to provide water by a 6" water line which will be installed for fire protection, drinking, and HVAC chiller and boiler to the facility. Water demand is estimated to be 1.42 MG/YR. Water is provided by the Boiling Springs aquifer and is treated on the installation and distributed via government owned water lines.

e. Sanitary Sewer: The primary planning intent is to provide sanitary Sewer service via a 6" lines. Sanitary demand is estimated to be 1.12 MG/YR. Sanitary services are provided via an onsite wastewater treatment plant located 3 miles from the project site by a 2" line.

4. ENERGY USE IMPACTS: Existing utilities are considered adequate to support the project and the energy sources and providers predict adequate resources will be available in the future.

5. ENERGY CONSERVATION: This facility 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 facility must comply with the Energy Policy Act of 2005 (EPACT), Section 109, which sets new energy performance standards for federal buildings, as a matter of law. New facilities must be designed to

Figure 3–5. Reviewer's Version DD Form 1391 (MCA) –continued

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                    2009          68398 Q           REVISION DATE: 08 FEB 2007
                           MCA (AS OF 02/08/2007 AT 16:38:55)      25 MAY 1989
                               LAF=1.00        UM=E
DATE 25 MAY 1989              FY 2009 PROGRAM
PROJECT NUMBER:  68398
PROJECT TITLE:   Child Development Center-Under 6 Years of Age
INSTALLATION:    Fort Example
LOCATION:        CONUS


TAB J - ENERGY AND UTILITY REQUIREMENTS


SUMMARY OF ENERGY REQUIREMENTS   (Contd..)

achieve energy consumption levels that are at least 30 percent below the levels
established in the current version of the ASHRAE Standard 90.1 or the
International Energy Conservation Code, as appropriate. All equipment going into
new or renovated facilities must be Energy Star rated or on the Federal Energy
Management Program (FEMP) approved list. All new facilities constructed or
renovated shall be metered for all utilities using advanced meters as defined by
FEMP. Sustainable design principles are applied to the siting, design, and
construction of all new and replacement buildings.

   6. ENERGY ALTERNATIVE: Active and passive solar energy will be considered and
included, if cost effective.

   7. ENERGY EFFECTS. The potential for any adverse environmental effects to be
created by the addition of any new energy systems associated with the new
facility will be determined by environmental documentation. Systems indicated
are the most efficient available at present. Air pollution abatement apparatus
may be required depending on type and grade of fuel selected.

   8. BASIS OF APPRAISAL. In consideration of energy requirements, total energy
and selective energy have been considered and discarded as inapplicable.

SUMMARY OF UTILITY SUPPORT

   Adequate utility commodity is available to support this project.
```

Figure 3–5. Reviewer's Version DD Form 1391 (MCA) –continued

TRI-SERVICE FAMILY HOUSING COST MODEL				
SERVICE: DA	LOCATION: Ft Example, EG	O'SEAS: (Y/N) N		YEAR:(96)
BASELINE				($000)
(260)	(400)	(144)	=	$14,976
(# OF UNITS)	(AVG NET SM)	($/NSM)	=	5' LINE
PROJECT FACTORS:				
(1.08)	(.98)	(.99)	=	1.048
(ACF)	(PROJ SIZE FAC)	(UNIT SIZE FA)	=	PROJ FAC
HOUSING COST:				
	($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
SUPPORTING COST:				
PAVING AND SITE IMPROVEMENTS				3,220
UTILITIES				2,147
LANDSCAPING				787
RECREATION				172
SPECIAL CONSTRUCTION FEATURES				644
DEMOLITION				120
		SUPPORT COST:		$7,090
SUMMARY:				
($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

PROJECT SITE FACTOR (= OF UNITS)					UNIT SIZE FACTOR (AVG NSM)				
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 3–6. Tri-Service Family Housing Cost Model

Chapter 4
Preparation of DD Form 1390

4–1. General

Department of Defense (DD) Form 1390 (FY ____ Military Construction Program), 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 includes the following:

a. A request for authorization for new projects in the budget submittal.

b. A request for funding 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 Form 1390

a. DD Form 1390 is prepared and submitted electronically, using the DD Form 1390 module in the DD Form 1391 Processor. The 1391 Process Manager (1391 PM) initiates the creation of the DD Form 1390. The system automatically enters information in form blocks 1 through 9 of the DD Form 1390 from data contained in CAPCES, the DD Form 1391 Processor, the ASIP, and the Headquarters Integrated Facilities System (HQ IFS). DD Forms 1390 are placed in a directory for each installation by 1 July of the BY. Installation DPWs and IMCOM regions must review, approve, and, where appropriate, provide comments on these forms. The IMCOM-region-reviewed and -approved forms must then be reviewed and validated at HQDA prior to submission to OSD and eventual inclusion in the "Green Book" as part of the Congressional Budget Submission. All data entered from CAPCES will be automatically updated immediately before submission to Congress. DD Forms 1390 for the NAF and MED MILCON programs may have a slightly different format from that used for the MCA, AFH, and BCA construction programs. DD Forms 1390 for the MCA, AFH, and BCA programs may also have different block titles for form blocks 7, 8, and 9 if the forms have been prepared during a biennial BY. The DD Form 1390 module also performs special processing to determine whether the forms are 5-year or 6-year forms. Form blocks 1 through 9 mentioned immediately above are as follows:

(1) Block 1, Component.

(2) Block 2, Date.

(3) Block 3, Installation and Location.

(4) Block 4, Command.

(5) Block 5, Area Construction Cost Index.

(6) Block 6, Personnel Strength.

(7) Block 7, Inventory Data.

(8) Block 8, Project Appropriations Requested in FY ____ Program.

(9) Block 9, Future Project Appropriations.

b. Installations provide information for inclusion in form blocks 10 and 11, described below:

(1) Block 10, Mission or Major Functions.

(2) Block 11, Outstanding Pollution and Safety Deficiencies.

c. Appropriate remarks in a free-format text block may also be inserted in this module of the DD Form 1391 Processor. These remarks can be created as well as displayed for review.

d. The DD Form 1390 module also provides the capability for the user to grant and revoke access to the form to another user.

1. COMPONENT ARMY	FY 2011 MILITARY CONSTRUCTION PROGRAM	2. DATE 05 AUG 2008
3. INSTALLATION AND LOCATION Fort Sample USA	4. COMMAND US Army Installation Management Command	5. AREA CONSTRUCTION COST INDEX 0.93

6. PERSONNEL STRENGTH:

	PERMANENT			STUDENTS			SUPPORTED			
	OFFICER	ENLIST	CIVIL	OFFICER	ENLIST	CIVIL	OFFICER	ENLIST	CIVIL	TOTAL
A. AS OF 30 SEP 2009	1796	14969	1705	0	168	0	198	1067	3430	23,333
B. END FY 2015	1851	15641	1703	0	234	0	198	1067	3430	24,124

7. INVENTORY DATA ($000)

A. TOTAL AREA.....	115,360 ha (285,060 AC)	
B. INVENTORY TOTAL AS OF 30 SEP 2009.....		4,359,870
C. AUTHORIZATION NOT YET IN INVENTORY.....		1,229,212
D. AUTHORIZATION REQUESTED IN THE FY 2011 PROGRAM.....		125,150
E. AUTHORIZATION INCLUDED IN THE FY 2012 PROGRAM.....		139,400
F. PLANNED IN NEXT THREE YEARS (NEW MISSION ONLY).....		2,600
G. REMAINING DEFICIENCY.....		9,114,328
H. GRAND TOTAL.....		14,970,560

8. PROJECT APPROPRIATIONS REQUESTED IN THE FY 2011 PROGRAM:

CATEGORY CODE	PROJECT NUMBER	PROJECT TITLE	COST ($000)	DESIGN STATUS START	DESIGN STATUS COMPLETE
178	67166	Modified Record Fire Range	4,000	04/2009	05/2011
211	69830	Aviation Unit Operations Complex	35,000	04/2009	05/2011
550	70482	Health Clinic	34,000	04/2009	05/2011
171	71138	General Instruction Building	3,250	04/2009	05/2011
171	71126	General Instruction Building	3,250	04/2009	05/2011
171	71125	General Instruction Building	3,250	04/2009	05/2011
141	71583	Battalion Complex	23,000	04/2009	05/2012
178	72188	Automated Multipurpose Machine Gun Range	7,300		
141	72190	Training Aids Center	6,300	04/2009	10/2010
178	72189	Automated Infantry Platoon Battle Course	5,800		
		TOTAL	125,150		

9. FUTURE PROJECT APPROPRIATIONS:

CATEGORY CODE	PROJECT TITLE	COST ($000)
A. INCLUDED IN THE FY 2012 PROGRAM:		
172	Battle Simulation Center	27,000
214	Vehicle Maintenance Shop	17,400
510	Hospital Add/Alt Ph 2	95,000
	TOTAL	139,400
B. PLANNED NEXT THREE PROGRAM YEARS (NEW MISSION ONLY):		
178	25 Meter Zero Range	2,600
	TOTAL	2,600
C. DEFERRED SUSTAINMENT, RESTORATION, AND MODERNIZATION (SRM):		N/A

DD FORM 1 DEC 76 1390 PREVIOUS EDITIONS MAY BE USED INTERNALLY UNTIL EXHAUSTED PAGE NO. 3

Figure 4–1. Completed DD Form 1390

1. COMPONENT ARMY	FY 2011 MILITARY CONSTRUCTION PROGRAM	2. DATE 05 AUG 2008

INSTALLATION AND LOCATION: Fort Sample, USA

10. MISSION OR MAJOR FUNCTIONS:

Fort Sample Mission: Provide the nation's Armed Forces with a sustaining base and a power projection platform in support of National Security Objectives. Major functions include: exercise command and control; provide for public safety and security; provide sound stewardship of installation resources and the environment; provide services/programs to enable readiness; execute community and family support services and programs; maintain and improve installation infrastructure.

11. OUTSTANDING POLLUTION AND SAFETY DEFICIENCIES:

	($000)
A. AIR POLLUTION	0
B. WATER POLLUTION	0
C. OCCUPATIONAL SAFETY AND HEALTH	0

PAGE NO. 4 PREVIOUS EDITIONS MAY BE USED INTERNALLY UNTIL EXHAUSTED DD FORM 1 DEC 76 1390C

Figure 4–1. Completed DD Form 1390 –continued

Chapter 5
Construction Budget Submission

5–1. Biennial Budget submission

Biennially, the Army submits a two-year budget program for military construction to Congress. In alternate years, Congress requires the submission of the previous second-year program from the biennial submission, called the "Amended Budget Submission (ABS)." As a result, HQDA (DAIM–OD) provides updated listings of the BY program, the DY program, and the current DA FYDP in CAPCES for each installation and IMCOM region.

5–2. Submission schedules

a. Planning. The scheduling of work and submission of documents for each biennial year, with its associated alternate-year ABS, requires prior planning and timely completion of tasks. Graphic outlines of all related activities are shown in AR 420–1, figure 4–1. That figure shows the sequence of key events from the Guidance Year -1 (GY–1) through the Program Year (PY).

b. Prioritized construction lists.

(1) Between October and December of the GY, installations and IMCOM regions and, for mission projects, ACOMs, ASCCs, or DRUs, develop and submit their prioritized construction lists to HQDA.

(2) Prioritized construction lists should be based on instructions provided in the Army Guidance, engineering program guidance, and the following:

(a) A complete, prioritized, integrated MCA and AFH construction project list is prepared for the Army POM. Specific projects are not identified for the last four years of the POM, except for new missions and projects that are incrementally funded. MILCON in that four-year package is identified as Current Mission Revitalization Investment Streams for major facility categories. All projects, including those for special "fenced" programs (such as ECIP) for which guidance is provided and programmed within the POM plus one year, regardless of cost or purpose, will be integrated into the overall HQIMCOM construction priority list. The list will reflect available program guidance. Further, projects that cannot be programmed within the POM plus one year guidance due to dollar limitations will also be included in the HQIMCOM construction priority list.

(b) A separate prioritized sub-list will be provided for each fenced program. Their priorities will be numbered consecutively through the POM plus one year period and throughout each sub-list. These lists will be broken down by MDEP according to HQDA guidance.

c. Submission date. Prior to 1 June of the GY, IMCOM regions must submit full DD Forms 1391 for each project in the fiscal years identified by the Army Guidance.

5–3. Late submission of DD Form 1391

It is essential that a fully documented DD Form 1391 be received prior to 1 May of the GY. Hundreds of projects must be reviewed, rank ordered by the MILCON IPT, reported to the Army leadership and Congress where required, released, and directed for design to USACE. All of these processes are scheduled for completion in a few months. Projects that are submitted late risk being left out of the program and delayed until the next budget submittal. Late-start projects are problems from the beginning. It is important to note that the quality and maintainability of facilities is, in a very real sense, dependent upon providing facility designers and builders sufficient time to do their work properly. As a result, IMCOM regions must make every effort to submit their projects prior to 1 June of the GY, and should carefully consider deferring any project that is not ready for submission by that date (see AR 420–1, para 4–24b).

5–4. Supplemental data submission

Congress and OSD 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 Form 1391 Processor directly by the designing offices. All projects in the DY program must have planning and design data provided not later than 1 July of the DY. This is the information used in the submission to OSD. Design offices are then required to correct and update planning and design information not later than 15 December of the DY, for submission to Congress. The requirement for such information is scheduled as late as possible to provide the most recent and correct data for each submission. As a result, slippage in providing this information will seriously impact the OSD and President's Budget Submission to Congress.

Chapter 6
Special Guidance for Certification of Nonappropriated-Funded and Commissary Surcharge Funded Projects

6–1. Project Construction Data Sheet

The project Construction Data Sheet will contain the following information:

a. Service (Army, Navy, Air Force).

b. Name and location of the installation.

c. Organization (AAFES, MWR Support Activity, and so forth).

d. Project title. Except for new construction, the type of work, such as "addition," "conversion," "alteration," or "modernization" will be used in the title.

e. MWR category.

f. Project number.

g. Project cost. The cost, in thousands of dollars, for the primary facility (to include fixed equipment and land acquisition), supporting facilities, contingency, and SIOH, regardless of funding source.

h. Funding source(s). Itemize the amount of each funding source supporting the project cost.

i. Economic analysis. For all projects, identify the initial investment (the cost, in thousands of dollars, of project construction cost plus equipment cost plus the total cost of architectural and engineering support services); describe the economic analysis or rationale for the project; and discuss the operating projections. For revenue generating projects, identify the quantitative method(s) used to evaluate the return on the initial investment (such as internal rate of return, net present value, payback), the decision criteria (for example; interest rate, useful life, and the present value results of the analysis).

j. Operating information. Describe the operations, programs, or activities the facility will house, how the facility will be operated, the incremental NAF and appropriated fund expenses, incremental NAF and appropriated funded personnel, and whether the project updates, replaces, or creates a new program or service.

k. Prospective customers. Describe who is expected to use the facility, the expected number of customers, the reason why they are expected to use the facility, and when and how they were identified.

l. Locale. Describe why the specific location was selected; the adjacent community type facilities; whether other facilities are proposed that need separate funding or approval; how many similar facilities will continue to operate on the installation; the number and dollar amount of commissary or NAF projects under design, construction, or proposed for the installation; the sensitivity or significant public interest in the project; and the number of military installations within the commuting area.

m. Alternatives. Describe the alternative methods of delivering the service that were considered and the rationale used for discarding them. Give the estimated useful life of the facility, whether the facility could easily be converted to other uses, whether the project qualifies for other funding, and the reason it is considered worth the investment.

n. Importance. Discuss the priority the garrison commander and the Service give the project compared to all other identified needs. How do the patrons rate this type of project? What is the position of the Service Board of Directors? Describe the market, program, or financial indicators that will be used to measure success.

o. Timing. Give the project timeline (date design started, date design completed, projected construction start date if the project is approved).

6–2. Project certification

Certification of DOD commissary surcharge and NAF construction projects will include the following information:

a. Project location.

b. Project title.

c. Project number.

d. Certification statement: "The undersigned accepts fiduciary responsibility for this project, certifying that the project complies with applicable policies and directives concerning:

(1) The project is based on actual need and not solely on authorized space criteria.

(2) All known requirements have been identified in the project and there is no incremental construction or "project splitting."

(3) Analysis of revenue generating facilities forecasts a positive return on investment of ___ percent and a payback in ____ years.

(4) The site selection is the most appropriate location.

(5) The work proposed is properly classified as construction, maintenance, or repair.

(6) The correct funding source is used.

(7) Quality standards are reasonable for building systems, finishings, furnishings, and fixtures.

(8) Where the project combines more than one funding source, separate contracts will be awarded or if a single contract is awarded, separate accounting schedules are required.

(9) Project documentation identifies all maintenance, repair, and construction projects being done in conjunction with this project, regardless of funding source.

e. Signature and date. The certification will be signed and dated by the exchange general manager, MWR director, or commissary official, and the garrison commander.

Appendix A
References

Section I
Required Publications

The following publications are available on the APD Web site (www.apd.army.mil) unless otherwise stated. Department of Defense (DOD) Issuances are available at the Washington Headquarters Services Web site (http://www.dtic.mil/whs/directives/). Executive Orders are available at the National Archives Web site (http://www.archives.gov/federal-register/executive-orders/disposition.html). Public Laws numbered from 101 (101st Congress) onward are available at the Library of Congress Web site (http://thomas.loc.gov/bss/) and Public Laws numbered 100 and below are available from any Federal Depository Library (locations identified at the GPO Access Services Web site (http://www.gpoaccess.gov/libraries.html)). Unified Facilities Criteria (UFC) documents are available at the Whole Building Design Guide (WBDG) UFC Web site (http://dod.wbdg.org/). Volumes of the U.S. Code (USC) and the Code of Federal Regulations (CFR) are available at the Government Printing Office (GPO) Access Services Web site (http://www.gpoaccess.gov/cfr/index.html). DD forms are available from the OSD Web site (http://www.dtic.mil/whs/directives/infomgt/forms/formsprogram.htm).

AR 11–18
The Cost and Economic Analysis Program (Cited in para 3–6.)

AR 25–1
Army Knowledge Management and Information Technology (Cited in para 2–16.)

AR 30–22
The Army Food Program (Cited in para 2–18.)

AR 70–1
Army Acquisition Policy (Cited in para 2–16 and B–5.)

AR 95–2
Airspace, Airfields, Heliports, Flight Activities, Air Traffic Control and Navigational Aids (Cited in para 3–5.)

AR 190–13
The Army Physical Security Program (Cited in para 3–9.)

AR 200–1
Environmental Protection and Enhancement (Cited in paras 2–17, 2–22, and B–5.)

AR 210–20
Real Property Master Planning for Army Installations (Cited in paras 2–1, 2–22, and 3–5.)

AR 215–1
Military Morale, Welfare, and Recreation Programs and Nonappropriated Fund Instrumentalities (Cited in para 2–7 and 2–20.)

AR 420–1
Army Facilities Management (Cited in paras 1–1, 1–4, 2–1, 2–3, 2–6, 2–7 through 2–10, 2–14 through 2–17, 2–19, 2–20, 2–22, 2–23, 3–3, 3–5 through 3–10, 3–12 through 3–14, 3–16, 5–2, 5–3 and glossary.)

AR 525–13
Antiterrorism (Cited in para 3–3.)

AR 700–90
Army Industrial Base Process (Cited in paras 2–1, 2–8, and 3–5.)

AR 710–2
Supply Policy Below the National Level (Cited in para 2–18.)

DA Pam 190–51
Risk Analysis for Army Property (Cited in para 3–9.)

DA Pam 210–6
Economic Analysis of Army Housing Alternatives - Concepts, Guidelines and Formats (Cited in para 3–6.)

DA Pam 385–64
Ammunition and Explosive Safety Standards (Cited in para 2–16.)

DA Pam 415–3
Economic Analysis: Description and Methods (Cited in para 3–6.)

DA Pam 415–28
Real Property Category Codes (Cited in paras 3–3 , glossary.)

TM 5–800–4
Programming Cost Estimates for Military Construction (Cited in para 1–2.)

DoD 4140.25–M
DOD Management of Bulk Petroleum Products, Natural Gas, and Coal (Cited in para 2–18.)

DOD 6055.9–STD
DOD Ammunition and Explosives Safety Standards (Cited in para 2–16.)

DOD 7000.14–R
DOD Financial Management Regulation (Cited in paras 1–4, 2–1, 2–9, 3–3, 3–7.)

DOD Publication
Medical Space Planning Criteria (Cited in para 2–6.) (Available from Defense Medical Facilities Office, Portfolio Planning & Management Division (PPMD), 5111 Leesburg Pike, Suite 810, Falls Church, VA 22041–3258. Available on the Web site at http://www.tricare.mil/ocfo/ppmd/index.cfm.)

DODD 4270.5
Military Construction. (Cited in para 2–13.)

UFC 3–260–01
Airfield and Heliport Planning and Design (Cited in para 2–6.) (Available on the Web site at http://www.wbdg.org/ccb/DOD/UFC/ufc_3_260_01.pdf.)

UFC 3–460–01
Design: Petroleum Fuel Facilities (Cited in para 2–18.) (Available on the Web site at http://www.wbdg.org/ccb/DOD/UFC/ufc_3_460_01.pdf.

UFC 4–020–01FA
Security Engineering: Project Development (Cited in para 3–9.) This document is For Official Use Only and is available from the USACE Protective Design Center. (see Web site https://pdc.usace.army.mil/.

UFC 4–510–01
Design: Medical Facilities (Cited in paras 3–1 , 3–8.) (Available on the Web site at http://www.wbdg.org/ccb/DOD/UFC/ufc_4_510_01.pdf.)

UFC 4–771–01
Design: Family Housing (Cited in para 3–3.) (Available on the Web site at http://www.wbdg.org/ccb/DOD/UFC/ufc_4_711_01.pdf.)

10 CFR 436
Energy Conservation Voluntary Performance Standards for New Commercial and Multi-Family High Rise Residential Buildings, Mandatory For Federal Buildings (Cited in para 3–16.)

32 CFR 651
Environmental Analysis of Army Actions (Cited in paras 2–17, 3–12, and 3–13.)

36 CFR 800
Protection of Historical and Cultural Properties (Cited in paras 2–23, 3–13.)

40 CFR 1500 through 1508
Council on Environmental Quality Regulation (Cited in para 3–12.)

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. The following publications are available on the APD Web site (www.apd.army.mil) unless otherwise stated. Department of Defense (DOD) Issuances are available at the Washington Headquarters Services Web site (http://www.dtic.mil/whs/directives/). Executive Orders are available at the National Archives Web site (http://www.archives.gov/federal-register/executive-orders/disposition.html). Public Laws numbered from 101 (101st Congress) onward are available at the Library of Congress Web site (http://thomas.loc.gov/bss/) and Public Laws numbered 100 and below are available from any Federal Depository Library (locations identified at the GPO Access Services Web site (http://www.gpoaccess.gov/libraries.html)). Unified Facilities Criteria (UFC) documents are available at the Whole Building Design Guide (WBDG) UFC Web site (http://dod.wbdg.org/). Volumes of the U.S. Code (USC) and the Code of Federal Regulations (CFR) are available at the Government Printing Office (GPO) Access Services Web site (http://www.gpoaccess.gov/cfr/index.html).

AR 1–1
Planning, Programming, Budgeting, and Execution System

AR 5–10
Stationing

AR 5–20
Competitive Sourcing

AR 11–2
Management Control

AR 25–2
Information Assurance

AR 190–30
Military Police Investigations

AR 210–25
Vending Facility Program for the Blind on Federal Property

AR 350–19
Army Sustainable Range Program

AR 405–10
Acquisition of Real Property and Interest Therein

AR 405–45
Real Property Inventory Management

AR 600–20
Army Command Policy

DoD 5100.76–M
Physical Security of Sensitive Arms, Ammunition, and Explosives

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 13423
Strengthening Federal Environmental, Energy, and Transportation Management

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
National Historic Preservation Act

PL 90–448
National Flood Insurance Act of 1968

PL 90–480
Architectural Barriers Act

PL 91–190
National Environmental Policy Act

PL 92–583
Coastal Zone Management Act

PL 93–291
Archaeological and Historic 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 USC 2662
Real Property Transactions: Reports to Congressional Committees

10 USC 2672
Acquisition: Interest in Land When Cost is Not More Than 200,000

10 USC 2687
Base Closures and Realignments

10 USC 2801
Scope of Chapter; Definitions

10 USC 2805
Unspecified Minor Construction.

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

RCS DD AT&L (A) 1610
FY ____Military Construction Project Data

Section III
Prescribed Forms
DD forms are available from the OSD Web site (http://www.dtic.mil/whs/directives/infomgt/forms/formsprogram.htm).

DD Form 1390
FY ____ Military Construction Program (RCS ENG–240) Part B (Prescribed in paras 1–4, 4–1, and 4–2.)

DD Form 1391
FY ____ Military Construction Project Data (CSNG240) Part C (Prescribed in paras 1–1, 1–4, 4–2*a*, 4–2*c*, 5–2*c*, 5–3, 5–4, chap 2, and chap 3.)

DD Form 1391C
FY ____ Military Construction Project Data (CSNG240) Part C, continuation sheet (Prescribed in para 3–1*d*.)

Section IV
Referenced Forms
DD forms are available from the OSD Web site (http://www.dtic.mil/whs/directives/infomgt/forms/formsprogram.htm).

DA Form 1323
Funding Authorization Document

DD Form 1354
Transfer and Acceptance of Military Real Property

DD Form 1523
Military Family Housing Justification

CA Form 1391
Congressional Adds Module (Available on the Web site at https://pax.mech.disa.mil/.)

ENG Form 3086
Current Working Estimates for Budget Purposes (This form is part of the DD Form 1391 Processor System in the Program Administration and Execution Automated system.)

Appendix B
Unspecified Minor Military Construction, Army

B–1. General
This appendix provides additional guidance pertaining to Unspecified Minor Military Construction, Army (UMMCA) projects than that provided in AR 420–1, chapter 4, appendix D. For fiscal thresholds and other policy applicable to the programming, development, and execution of UMMCA projects, also see AR 420–1, appendix D.

B–2. Implementing Unspecified Minor Military Construction, Army project funding
All UMMCA projects will be accomplished under the authority of 10 USC 2805. Funding for projects costing $2

million or less (up to $3 million where the purpose of the project is solely to correct health, life, or safety deficiencies per 10 USC 2805 as amended). The National Defense Authorization Act of 2008 provides temporary authority expiring September 30, 2012 to allow revitalization and recapitalization of laboratories using unspecified minor military construction costing $4 million or less.

a. Projects with a funded cost of $750,000 or less ($1.5 million where the purpose of the project is solely to correct health, life, or safety deficiencies) will normally be financed from the OMA appropriation. However, in the event that it is proposed to use MCA funds to finance a project in this category, an advance request for implementing such a proposal must be formally submitted to and approved by HQDA (DAIM–OD), 600 Army Pentagon, Washington, DC 20310–0600.

b. The National Defense Authorization Act of 2008 provided temporary authority expiring September 30, 2012 to allow the use of operations and maintenance funds for revitalization and recapitalization of laboratories using construction projects costing not more than $2,000,000. During this period of temporary authority UMMCA funds will normally not be used for these construction projects. However, in the event that it is proposed to use MCA funds to finance a project in this category, an advance request for implementing such a proposal must be formally submitted to and approved by HQDA (DAIM–OD), 600 Army Pentagon, Washington, DC 20310–0600.

c. Projects with a funded cost greater than $750,000 up to $2 million (up to $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 financed from that portion of the annual MCA program allotted for unforeseen (out-of-cycle) requirements.

B–3. Project cost accounting

When UMMCA-funded construction and OMA-funded M&R work are combined into a single, integrated contract, each type of work will be treated as a separate project for cost accounting purposes. Engineering estimates may be used to allocate the costs between those two types of work. This allocation will determine project approval authority. Where the work is so integrated that separation of construction work from M&R work is not possible, the entire project will be financed 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 RPIE (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) SIOH costs charged by USACE and the Naval Facilities Engineering Command (NAVFACENGCOM).

(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) Cost of installing equipment-in-place in new facilities (see AR 420–1, para 4–63).

b. Unfunded costs are limited to:

(1) Costs financed from military personnel appropriations.

(2) Depreciation of government-owned equipment. (Exception: Depreciation cost of plant equipment acquired 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 non-reimbursable basis. (When such items become available as excess distributions form other government agencies, their value will be at Federal Supply Catalog prices or estimated replacement value.)

(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 purposes or to satisfy Status of Forces Agreement requirements overseas.

(7) M&R costs not directly related to the project.

(8) Costs associated with installing equipment that is movable in nature and not an integral part of the facility in a real property facility (see AR 420–1, chap 4, secs VI and VII).

B–4. Project qualifications

A UMMCA project is defined as a single undertaking at a military installation that includes all construction necessary to produce a complete and usable facility or a complete and usable improvement to an existing facility whose approved project cost does not exceed the amount specified by law for a UMMCA project (see 10 USC 2801 and 2805). The following conditions apply to UMMCA projects:

a. Such projects must be consistent with the IMCOM-approved installation RPMP.

b. No existing facilities must exist which could satisfy the installation's needs to be provided by the project.

c. The installation or portion thereof where the work is to be performed must not have 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 must meet the definition of construction given in AR 420–1, chapter 4 and listed in the glossary, below.

f. Construction work required for the 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 420–1, paragraph D–1.

g. The work to be done on an existing facility must be consistent with the character and remaining life of the facility.

h. Construction of facilities for manufacturing, handling, transporting, or testing of military explosives or ammunition requires DDESB approval (see DA Pam 385–64 and AR 420–1, para H–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, any of which may constitute a statutory violation of public law:

b. A planned acquisition or improvement of a real property facility through a series of UMMCA projects.

(1) The subdivision of a project to arbitrarily reduce costs to a level that meet the statutory limitation. The "splitting" (see glossary) of the costs of a project to reduce project costs below an approval threshold or the UMMCA ceiling amount.

(2) The 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.

c. Limitations affecting UMMCA programming include the following—

(1) The minor construction authority must not be used to begin or complete major construction projects contained in an annual MILCON Authorization Act. Also, it must not be used as a vehicle to complete projects financed under other authorizations when available funding is lacking. In rare instances, a minor construction project may precede a major MCA project when it meets a specific need during a specific time frame, and the project is specifically approved in advance by HQDA as such. A minor construction project may follow a major construction project when new mission requirements arise following approval of the major construction project, and the project is specifically approved in advance by HQDA as such.

(2) Laboratories desiring a minor construction project to be funded within UMMCA authority, should first consider accomplishing the project under the temporary Department of Defense Laboratory Revitalization Demonstration Program authority using operation and maintenance funds for projects costing over $750,000, but less than $2,000,000. Organizations identified as laboratories are research, engineering, and development centers; test and evaluation activities; and other organizations identified with the assistance of ASA (AL&T) and DASA (I&H).

(3) All land acquisition included in UMMCA projects must be approved by HQDA (DAIM–OD) in advance. Environmental documentation (either an assessment or impact statement), (see para 3–12) is 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 in conjunction with appropriated funds for construction projects if the work to be done for each type of effort can be identified for its own intended purpose. A combination of such funds must not be used to achieve a single intended purpose.

(5) No UMMCA project may be used for BRAC actions until the terms of the National Environmental Policy Act (PL 91–190) have been met (see para 2–17 and AR 200–1, chap 2).

(6) No UMMCA funds may be used for construction where an activity is moved to another installation without prior notification to both 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 Working Capital Funds (DWCF) will be used to finance minor military construction projects and real property improvement projects in support of industrial fund operation. The threshold for Army industrial funds construction is the same as that for operation and maintenance accounts. The minor construction threshold limitation for DFCW is $750,000. DFCW must be available prior to execution of minor construction projects costing no more

than $750,000. Construction projects costing in excess of $750,000 are to be funded within the Military Construction Appropriation, UMMCA is a potential subset of this appropriation.

B–6. Project approval authorities

See AR 420–1 paragraph D–1, for project approval authorities. Approved projects should be resubmitted for re-approval prior to award if significantly revised following initial approval by DASA (I&H) and prior to congressional notification.

B–7. Project development and approval

Development and approval of a UMMCA project will be as described below. Project development is funded from installation operating accounts.

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 includes the following (see Senate Report 97–474, p. 17):

(1) Developing the requirement for a project.

(2) Developing an associated revision to the installation RPMP.

(3) Performing alternative site studies.

(4) Developing and validating project documentation prior to commencing project design.

(5) Preparing engineering analyses and studies to develop technical design parameters (excluding such analyses and studies required during project design).

(6) Preparing environmental assessment and impact statements.

c. Budgetary planning occurs once the project requirements have been defined, and the installation prepares budgetary estimate data for submission to HQDA–OD. Prior to project approval, budgetary planning expenses must be limited to costs associated with determining project scope, cost, and justification.

d. Requests for approval of UMMCA projects are submitted to HQDA (DAIM–OD) via the DD Form 1391 Processor. Specific instructions related to project supporting data are given in paragraph B–14. Tenant unit requests should be submitted through the parent ACOM, ASCC, or DRU to the IMCOM region or as specified in the host-tenant agreement.

B–8. Project selection process

a. Minor construction program reviews are held periodically to select the most urgent requirements that can be funded against the funding level available in the program at that time.

b. Before each review, IMCOM regions prepare a priority list for all their unawarded/unadvertised project requirements. These priority lists are assembled by HQDA (DAIM–OD) and presented to the MILCON IPT for review, which recommends projects (not prioritized) to be funded within the UMMCA fund amount available at that time. In addition, the MILCON IPT selects "carry-over" projects, a prioritized list of projects that should be implemented if a "recommended" project is delayed to the next FY or canceled. All other requirements are either continued in design for later UMMCA funding or returned to the IMCOM region for disposition (note: these last two project groupings vary with the requirements, design status, and time of year). A recommended program is then forwarded to the office of the DCS, G–3/5/7, for prioritization, and then to DASA (I&H), for approval.

c. Once the program has been approved, IMCOM regions are notified by message which projects have been selected for funding, which are carry-over projects, and which will continue.

B–9. Project review

UMMCA projects are reviewed for both technical and administrative sufficiency.

a. Technical sufficiency reviews are performed at the IMCOM region level for projects designed by an installation. Such reviews may be performed on a reimbursable basis by a USACE district or MSC if so requested by the IMCOM region or installation.

b. Administrative sufficiency reviews are performed at both the IMCOM region and HQDA levels. Project documentation must clearly show that the need was urgent, unforeseen, and could not await inclusion in a regular MCA program.

B–10. Project design

Project design is an unfunded cost. Projects to be constructed with MCA funds will utilize MCA funds for design. Projects to be constructed with other than MCA funds will have design funded from the appropriation bearing the cost of construction. A project design costing more than $50,000 normally will be authorized only 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. See AR 420–1, paragraph 4–37, for an explanation of the statutory limitation on Architect and Engineer fees.

B–11. Project execution

a. Minor construction projects funded with OMA funds and approved by IMCOM region directors must not exceed $750,000 ($1.5 million where the sole purpose of the project is to correct health, life, or safety deficiencies) (see AR 420–1, chap 2). If, during construction, it becomes apparent that the funded cost of an OMA project will exceed the statutory limitation, work must be stopped. A new DD Form 1391 must then be submitted via the DD Form 1391 Processor for approval requesting MCA authorization and funds.

b. Congressional committee guidance requires congressional approval to award a UMMCA project costing over $2 million (over $3 million where the sole purpose of the project is to correct health, life, or safety deficiencies). Obtaining approval for such an award is extremely difficult, and, considering historical congressional committee guidance, is highly unlikely.

c. If a low bid on a project is more than 115 percent of the approved programmed amount, contract award must be approved by HQDA. HQUSACE will request detailed justification before forwarding such a request for approval to HQDA.

d. Project re-approval and congressional notification are required if the low bid increases the project cost over the statutory limitation, or increases a project cost approved at no more than $750,000 to an amount more than $750,000.

B–12. Project costs

a. Calculation of the costs of a completed project for the purpose of posting to installation real property records must be accomplished in accordance with AR 405–45.

b. Project costs must be determined by use of the costing criteria contained in TM 5–800–4. The following expenses are excluded from 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 accounts. (See DFAS–IN Manual 37–100–XX, where XX = current FY. Available on the Web at http://www.asafm.army.mil/secretariat/document/dfas37–100/dfas37–100.asp.).

(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 related to the installation of personal property in real property facilities when expenses qualify as non-construction costs (see AR 420–1, chap 4, sec VI).

B–13. Progress monitoring

When construction is executed by other than a USACE district or MSC, progress should still be reported in the PROMIS/P2 system by the geographic USACE district or MSC. Further in this regard, the constructing commander should report excess funds to the geographic USACE district or MSC upon project completion, so that these funds can be promptly withdrawn.

B–14. Supporting data for Unspecified Minor Military Construction, Army projects executed by other than the geographic U.S. Army Corps of Engineers supporting district

a. Project justification data sheets will include statements addressing whether:

(1) The project will satisfy a total construction requirement. Related major MILCON projects that precede(d) or follow the requested work must be identified.

(2) Directives from higher headquarters created the project need.

(3) All reasonable design alternatives have been explored, and if the installation or a USACE agency (identify by name) other than the geographic USACE supporting district is to perform the design and construction.

(4) Any related M&R projects are to be done along with the project. Operation and Maintenance, Army, financed costs are to be identified where applicable.

(5) The project contract will be awarded during the FY requested. The forecast design completion date is to be identified, obtained from the appropriate design agent, stated in terms of months from the date of design directive issuance, as well as the contract award date.

b. Cost estimates will provide sufficient detail to adequately describe the scope of work, quantities, and unit costs.

(1) LS 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 troop construction units.

(3) The contingency factor used in UMMCA project estimates will follow the guidance provided in paragraph 3–3n(6) of this DA Pam.

(4) Detailed cost estimates for UMMCA projects will be entered in the DD Form 1391 Processor.

c. Government costs for SIOH performed by USACE, either in-house or by contract, will normally be applied by the DD Form 1391 Processor as described in paragraph 3–3n(8) of this DA Pam.

d. Factors that result in high project cost estimates due to unusual conditions must be explained and justified. Such factors include:

(1) Rock in areas to be excavated or graded.

(2) Water in the area to be excavated.

(3) The 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.

Threshold ($000)	TROOP PROJECTS		
	COST CATEGORIES See Note 1		TRAINING
	FUNDED See Note 2	UNFUNDED See Note 3	MISSION FUNDS (P2) See Note 4
0	OMA	NOTE: NO APPROVAL LIMIT, HOWEVER COST ARE RECORDED AS PROJECT DOCUMENTATION	NOTE: NO APPROVAL LIMIT, BUT MUST BE WITHIN AVAILABLE FUNDS AND MUST RELATE DIRECTLY TO EXERCISE. MUST BE REPORTED TO OSD IF OVER $100K. COSTS ARE NOT RECORDED AS PROJECT DOCUMENTATION
750	MINOR MCA		
2000	MCA CONGRESSIONAL APPROVAL		

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

Figure B–1. Troop Project Program Controls

Appendix C
Planning Charrette Process

C–1. Purpose

The purpose of the planning charrette process is to produce a draft MILCON project DD Form 1391 ready for the signature of the garrison commander and certification by cognizant IMCOM, ACOM, ASCC, or DRU (as applicable for BMDO, TMD, and NMD and other mission projects), USAISEC, and USACE elements.

C–2. Definitions

a. DD Form 1391 preparation planning charrette process. The planning charrette process includes the time frame for preparation, planning, on-site workshop, and completion of a DD Form 1391. Planning charrette participants are an interdisciplinary team brought together to reach consensus on the site selection, scope development, and cost estimate for a MILCON project. There is broad participation by the user, installation staff, USACE staff, technical criteria specialists, and others with vested interests in the project. At this time, the needs and expectations of the user are accurately defined as functional and technical requirements. The facility and site requirements are described in sufficient detail to develop a project scope. Costs are based on these requirements to provide a reliable project cost. The deliverable is a complete draft DD Form 1391, to include Tab A through Tab J, ready for signatures and certifications.

b. On-site planning charrette. This is an intensive effort taking place over several days. A successful on-site workshop requires significant investment in preparation time for all involved.

c. Internal control responsibilities of the garrison. The Planning Charrette Team can not execute internal control responsibilities of the garrison. These include project site approval; required signatures; information systems cost estimate; anti-terrorism analysis; and the environmental assessment. These items are normally completed after the on-site planning charrette and provided to the garrison planning charrette execution officer prior to final submittal of the DD Form 1391.

d. Project site approval. Project site approval through the installation's Real Property Planning Board is required prior to the on-site planning charrette. Site selection is not the normal responsibility of the Planning Charrette Team.

C–3. Functions

a. OACSIM.

(1) Prepares MILCON programming guidance for the central funding of the Planning Charrette process.

(2) Directs which projects will receive central funding for the Planning Charrette process.

b. Headquarters, U.S. Army Corps of Engineers (HQUSACE).

(1) Provides a list to HQDA for those projects identified in the FYDP ranking the condition of DD Form 1391 development to date.

(2) Provides a cost estimate for each Planning Charrette.

(3) Manages the HQDA funds provided for the Planning Charrette process.

(4) Provides accurate feedback to HQDA for funding expenditures and progress.

(5) Provides policy and guidance for Planning Charrette execution.

(6) Establishes a communication strategy that provides clear and concise understanding of program requirements.

(7) Assigns participation by the appropriate Corps Center of Standardization (COS) or Center of Expertise (CX).

(8) Performs quality assurance of the program.

c. U.S. Army Engineering and Support Center (CEHNC–IPS–MI).

(1) Coordinates and schedules Army defined priorities to conduct pre-charrette coordination to ensure conformance to published policy and guidance.

(2) Prepares annual funding requirements.

(3) Provides monthly funding status reports.

(4) Works closely with installation, USACE Region Office and District partners to ensure MCA Planning Charrettes are executed in accordance with published policy and guidance.

(5) Coordinates implementation of published policy and guidance and provide assistance for execution of MCA Planning Charrettes.

(6) Uses expertise provided by:

(a) Huntsville trained and certified District master planners.

(b) USACE CX, MCX, and COS.

(7) Reviews programming documentation results for compliance with published guidance and standards.

(8) Manages and distributes funding for planning charrette program execution.

(9) Provides monthly status reports to OACSIM, HQIMCOM, HQUSACE, USACE Divisions, IMCOM Regions, USACE Districts, and installations. These reports include the schedule reflecting Planning Charrettes.

(10) Obtains, develops, and publishes lessons learned, schedules, and points of contacts and provides electronic repository for programming policy, guidance, and documentation.

(11) Reviews and validates minutes of planning charrette meetings to ensure charrette was conducted in accordance with OACSIM and HQUSACE guidance.

(12) Reviews DD Form 1391 and supporting documentation and coordinates any recommended changes and updates with applicable installation, IMCOM Region Office, and USACE District.

(13) Certifies forms and notifies OACSIM, HQIMCOM, HQUSACE, IMCOM Regions, USACE Districts, and installations.

d. USACE Major Subordinate Command (MSC).

(1) Appoints a primary Point-of-Contact (POC) for Planning Charrettes.

(2) Provides a suggested list of projects considered appropriate for district Planning Charrette support.

(3) Provides quality control of Planning Charrette products.

e. USACE District. If the district executes the Planning Charrette the following applies:

(1) *Project Manager*. Appoints a Project Manager as the Planning Charrette process leader for requested Corps services.

(2) *Cost Engineer*. May appoint a cost engineer to attend the on-site Planning Charrette and develop and update cost information electronically at the charrette.

(3) *Other District Support.* Other disciplines and criteria specialists may be included as justified by the project.

(4) *Report Planning Charrette Progress via PROMIS/P2.* Shows the authorized phase of Planning Charrette activities authorized using OMA funds.

(5) *Planning Charrette Cost Estimate for USACE Services.* When directed by HQUSACE (CEMP–I), the Project Manager reviews the current draft DD Form 1391 (if in existence) to determine suggested support, and then meets with the installation POC to establish the level of support required (if any). After determination has been made as to services required by the installation POC, the Project Manager assembles a scope and funds request broken down by the following work items:

(a) Provides an expert facilitator at the Planning Charrette workshop.

(b) Coordinates Planning Charrette workshop location, invites participants, arranges for hotel accommodations and materials (projectors, paper, telephone, and so forth), and provides other administrative support as necessary.

(c) Accomplishes a site visit. Determines the project requirements. Resolves site issues.

(d) Schedules and conducts Pre-Planning Charrette workshop activities, to include interviews and questionnaires, information and policy assembly, rehearsals, homework preparation and assignment, checklists, and so forth

(e) Develops a sketch site layout.

(f) Coordinates support from the appropriate COS, CX (Directory of Expertise (DX) and Mandatory Center of Expertise (MCX)), and HQUSACE.

(g) Develops or updates existing DD Form 1391.

(h) Reviews the draft DD Form 1391 prior to and after the Planning Charrette workshop and provides comments.

(i) Coordinates participants' review of draft DD Form 1391 during and after the Planning Charrette workshop.

(j) Inputs data directly into the DD Form 1391 Processor during the Planning Charrette workshop and makes adjustments as a result of Planning Charrette workshop participant review comments.

f. CX to include COS, DX, and MCX. The scope of work may include teleconferencing or actual Planning Charrette workshop participation and review of the draft DD Form 1391. In general, CX services are reimbursable and are funded by the district from funds received from HQUSACE.

g. Installation Management Command (IMCOM) Region.

(1) Coordinates with OACSIM to provide a draft prioritized list for those projects identified in the FYDP.

(2) Attends the Planning Charrette, when possible.

(3) Provides quality control to insure that the installations have the expertise and funds to execute the work.

h. Garrison commander. The garrison commander is the lead for organizing, conducting, and facilitating the Planning Charrette and, even though requesting the services of the Corps of Engineers to provide some or all of these functions, retains the overall lead responsibility.

(1) *Functions.*

(a) Appoints an Installation Project Manager to be responsible for all Planning Charrette activities and for delegation of responsibilities to USACE.

(b) Coordinates with the USACE district on the Planning Charrette process.

(c) Assists tenants in project formulation and documentation.

(d) Identifies an approved site.

(2) *Minimum Charrette participation.* As a minimum, the following agencies under the garrison commander participate in the Planning Charrette.

(a) Installation Project Manager.

(b) DPW.

(c) Installation Master Planner.

(d) Environmental Officer.

(e) Force Protection Officer.

(f) Provost Marshal.

(g) DOIM.

(3) *Participation if required.* The following agencies under the garrison commander should participate in the Planning Charrette if required.

(a) Director of Housing.

(b) Director of Community Activities.

(c) Fire Marshal.

(d) Safety Officer.

(e) DPW staff to represent all utilities, base operations and engineering.

i. Primary User/ Tenant.

(1) Participates in the Planning Charrette process.

(2) Coordinates the project with the installation, IMCOM region, and parent ACOM, ASCC, or DRU where appropriate.

j. USAISEC. Teleconferences or participates at the Planning Charrette workshop providing information systems expertise.

C–4. Process

The DD Form 1391 Planning Charrette is a process that includes the preparation, planning, on-site workshop, and time required to complete the DD Form 1391. The Planning Charrette participants are an interdisciplinary team who are brought together by the designated lead and may be guided by the expertise of the geographic district. There is broad participation by the user, installation staff, USACE staff, USACE CX, DA component, technical criteria specialists, USAISEC and others with vested interests in the project. The user's needs, expectations and special mission or locality requirements are reviewed against standard designs and current criteria. The facility and site requirements are determined in sufficient detail to develop a project scope. The costs evaluations are based on the need to provide a reliable project cost for inclusion in the President's Budget.

a. Team Members. Team members are determined by the functional requirements of the project or as warranted by specific conditions. All team members should be authorized to make binding decisions for their organizations. The team members collect all background data, maps, materials and references; and identify points of contact. Planning Charrette Team responsibilities include (but are not limited to):

(1) Analyze alternatives.

(2) Conduct economic analyses.

(3) Prepare project justification.

(4) Develop cost estimates.

(5) Develop information systems costs.

(6) Develop environmental and AT requirements.

(7) Ensure project site is approved and on the Installation RPMP.

(8) Identify and cost one-for-one demolition in accordance with AR 420–1 and Army policy.

(9) Identify OMA and OPA items required for the project.

(10) Enter project documentation into the DD Form 1391 Processor (Tabs A through J).

(11) USACE, IMCOM Region, and USAISEC should review and concur with the draft DD Form 1391 if not team participants.

(12) Obtain the garrison commander's signature on the DD Form 1391 and Planning Charrette Validation statement.

b. Facilitator. Select an experienced facilitator early to facilitate the Planning Charrette workshop. The facilitator, in coordination with the Project Manager, executes the schedule and maintains focus; establishes the goals and objectives for the Planning Charrette workshop; and establishes the rules towards achieving those goals.

c. Preparation. To maximize the benefits and minimize the cost of the Planning Charrette process, the following requirements should be considered prior to the Planning Charrette workshop.

(1) Gather the sources of information that are needed to determine facility requirements (see AR 420–1, chap 4).

(2) Schedule interviews with the user prior to the Planning Charrette workshop. A questionnaire or survey may be

used as a tool to identify the requirements or needs. A well-designed questionnaire should stimulate discussion and become part of the interview.

(3) Prepare a comprehensive checklist of items to include or resolve.

(4) Identify participants and schedule their time. Ensure the participants can make decisions for their agency. Control the quantity of Planning Charrette workshop attendees.

(5) Assign homework so the participants attend the meeting with the information needed. Resolve as many issues as possible prior to the Planning Charrette workshop.

(6) Consider a rehearsal to create the agenda, identify the decision points and accommodate realistic presentation timelines.

d. Site Visit. Accomplish a site visit. Determine the project requirements defined by the user/customer as being compatible with the existing site conditions and adjacent land uses. Resolve site issues.

e. Planning Charrette Workshop. This is an intensive effort, which takes place over several days at the project site or as near to the site as possible. A successful Planning Charrette workshop requires a significant investment in preparation time. The workshop brings together the experts so that the DD Form 1391 can be developed or modified, and checked at the workshop.

f. Cost Engineer. A critical part of the DD Form 1391 is the development of an accurate cost estimate. The Cost Engineer should be present at the Planning Charrette workshop and, having access to the 1391 Processor (via laptop computer), input cost items as they are developed and adjusted. Cost estimates may be prepared using PC–Cost or the 1391 Processor program.

C–5. Deliverables

The Planning Charrette process results in three mandatory deliverables, the complete draft DD Form 1391, the site sketch, and the Planning Charrette Validation to include meeting minutes as well as an optional deliverable covering design intent.

a. DD Form 1391 (Mandatory). The complete draft DD Form 1391 includes the front page and supporting documentation Tab A through Tab J.

b. Facility Sketch (Mandatory). The sketch should be no more developed than to display general areas and their relationships to each other. It should show the footprint of the proposed primary and supporting facilities, utilities, and any AT setback information. The facility sketch should be coordinated with the RPMP.

c. Planning Charrette Validation and Meeting Minutes (Mandatory). Planning charrette validation is performed in three steps.

(1) First a written statement containing the information listed below as a minimum will be completed with signatures of the participants and signed off on by the installation DPW or equivalent and the garrison commander. This statement is retained by the appropriate installation office.

(a) Project Number (DD Form 1391 Number):

(b) Project Title:

(c) Installation:

(d) Region:

(e) ACOM, ASCC, and DRU (if sponsoring project):

(f) Project Description (no more than 5 sentences):

(2) Secondly, the Planning Charrette Validation screen in Tab C of the 1391 Processor will be completed.

(3) Thirdly the meeting minutes will be placed within the Attachment Tab of the form in the DD Form 1391 Processor.

d. Planning Charrette Validation Exemption. Request for Planning Charrette Validation exemption will be developed in a memorandum and contain the information below. The request should be processed via electronic means by the garrison commander through the IMCOM Region and IMCOM Headquarters to HQDA (DAIM–OD).

(1) Request for Exemption: (with one of the following statements):

(a) Design is underway/completed and the DD Form 1391 is complete (indicate date completed).

(b) Project has met the following conditions for planning charrette exemption: Project has been:

1. Presented at a MILCON IPT (indicate date).

2. Programmed in the Army's Future Years Defense Program (FYDP) in FY (indicate the year).

(2) Reviewed and certified by the IMCOM Region, USACE, and USAISEC (indicate date(s)).

C–6. Coordination

a. In addition to the agencies mentioned above, the project may require coordination with other agencies to determine facility requirements.

b. A few of these agencies follow:

(1) Defense Commissary Agency (DeCA).

(2) Army and Air Force Exchange Service (AAFES).

(3) U.S. Army Aeronautical Services Agency (USAASA).
(4) TRADOC Capabilities Manager, Live (TCM–L), Army Training Modernization Directorate (ATMD).
(5) U.S. Army Information Systems Engineering Command (USAISEC).
(6) U.S. Army Petroleum Center (USAPC).

C–7. Project definition

To maximize the benefits and minimize the cost of a Planning Charrette, the following sources of information are to be used for determining the Project definition. The team members should coordinate with the points of contact to obtain this information.

a. Installation RPMP. Installation RPMP products include the following:

(1) CIS defining the garrison commander's plan for investing in real property to satisfy the total requirement.

(2) Topographic map showing two-foot contours.

(3) Site Plan or area map showing the proposed project location.

(4) Land use and circulation analyses.

(5) Building Constraints Map showing wetlands, environmentally sensitive areas, explosive safety distances, noise contour, and all compatible use zones.

(6) Utility maps showing all the utility lines in the area of the project site. The utilities include water, sanitary sewer, natural gas, electrical, industrial waste, communications, energy distribution, and storm drainage.

b. Strength Reports. This information may include the Standard Installation/Division Personnel System (SIDPERS) and the ASIP.

c. Existing Facility Information. This information may include the Installation Status Report (ISR), IFS, real property inventory (RPI), Building Information Schedule (BIS), and RPLANS.

d. Utilization Reports, Housing Market Analysis, Military Family Housing Justification and Workload Projections.

e. Installation Design Guide (IDG). The IDG is a component of the installation long-range RPMP, which is required by AR 210–20, Master Planning for Army Installations.

f. Department of the Army (DA) Facilities Standardization Program.

g. AT Risk and Threat Analysis.

Appendix D
Management Control Checklist for Nonappropriated Fund Projects

D–1. Function

The function covered by this checklist is NAF construction project development and approval.

D–2. Purpose

The purpose of this checklist is to assist DPWs and NAF administrators in evaluating the key management controls listed below. It is not intended to cover all controls.

D–3. Instructions

Answers provided to questions asked in the checklist must be based on the actual testing of key management controls (such as document analysis, direct observation, sampling, and simulation). Answers which indicate deficiencies must be explained and corrective actions to be taken must be indicated in supporting documentation. These management controls must be evaluated at least once every five years. Certification that such an evaluation has been conducted must be accomplished on DA Form 11–2–R (Management Control Evaluation Certification Statement). A copy of DA Form 11–2–R is available on the Army Electronic Library CD–ROM and on the USAPA Web site (www.usapa.army.mil).

D–4. Checklist questions

Questions to be answered are given below, followed by the organization(s) required to answer same in parentheses.

a. Have proposed NAF construction projects been checked against the installation master plan to insure inclusion? (Installation.)

b. Have NAF construction projects estimated to cost less than $500,000 been reviewed for technical compliance by the IMCOM region? (IMCOM region.)

c. Were alternatives to construction examined, evaluated, and rejected before requests for new or replacement facilities were submitted on DD Form 1391 (including use of existing or replacement facilities owned by DA, DOD, other federal agencies, state and local governmental agencies, and commercial establishments)? (Installation.)

d. Has statistical data on accommodations now in use been analyzed, validated, and included on the DD Form 1391? (Installation.)

e. Were analyses of existing facility deficiencies based on quantitative data and the actual condition of the facility? (Installation.)

f. Are sizes proposed for MWR facilities based on actual need as opposed to maximum space allowance contained in TI 800–01? (Installation.)

g. Was a DOD commissary surcharge and NAF Construction Data Sheet prepared and an economic analysis showing all feasible alternatives included in the DD Form 1391? (Installation and IMCOM region.)

h. Was a DOD commissary surcharge and NAF Construction Data Sheet prepared showing a return-on-investment analysis for each income-generating NAF project? (Installation and IMCOM region.)

i. Has the local DOIM activity commander verified and signed a statement to the effect that all information systems requirements have been fully identified and properly programmed? (Installation.)

j. Has the need for physical security and AT measures for each NAF project been evaluated and approved by the installation Provost Marshal or Security Officer? (Installation and IMCOM region.)

k. Have separate DD Forms 1391 been prepared for collocated projects that use a combination of appropriated funds and NAF funds in a single contract? (Installation and IMCOM region.)

l. Have construction projects that combine funding sources been sent to the HQDA (DAIM–OD) for review and approval to combine funds if the total appropriated funds exceed $200,000? (IMCOM region.)

m. Has the OACSIM NAFCP report to Congress been approved by the Assistant Secretary of the Army for Manpower and Reserve Affairs (ASA (M&RA)) and the Assistant Secretary of the Army for Installations and Environment (ASA (I&E)) prior to submission through the Assistant Secretary of Defense for Personnel Support, Family, and Education (ASD (PS, F&E)) to the House Armed Services Committee (HASC) and the Senate Armed Services Committee (SASC)? (OACSIM.)

n. Has notification of approval been received from the HASC, SASC, ASD (PS, F&E), and ASA (I&E) prior to awarding a NAF construction contract in excess of $500,000? (Installation.)

o. Have DD Forms 1391 been prepared and executed by the construction agent for appropriated fund and NAF construction? (Installation.)

Glossary

Section I
Abbreviations

AAFES
Army and Air Forcer Exchange Service

AAR
After Action Review

ABS
amended budget submission

ACHP
Advisory Council on Historic Preservation

ACOM
Army Command

ACSIM
Assistant Chief of Staff for Installation Management

AFH
Army Family Housing

AHRP
Army Housing Requirements Program

AR
Army regulation

ARNG
Army National Guard

ARSTAF
Army Staff

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 (RD&A)
Assistant Secretary of the Army (Research, Development, and Acquisition)

ASCC
Army Service Component Command

ASD (PS, F&E)
Assistant Secretary of Defense (Personnel Support, Family, and Education)

ASIP
Army Stationing and Installation Plan

AT
antiterrorism

ATC
air traffic control

BCA
Base Closure, Army

BIS
Building Information Schedule

BMDO
Ballistic Missile Defense Organization

BRAC
base realignment and closure

BSB
Base Support Battalion

BTU
British Thermal Unit

BUP
Barracks Upgrade Program

BY
Budget Year

CA
Congressional Add

CAA
Commercial Activities Analysis

CAPCES
Construction Appropriation Programming, Control, and Execution System

CCTV
closed-circuit television

CECOM
U.S. Army Communications-Electronics Command

CFR
Code of Federal Regulations

CIDC
U.S. Army Criminal Investigation Command

CIS
Capital Investment Strategy

CONF
construction funded

CONUS
continental United States

COS
Centers of Standardization

CX
Centers of Expertise

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)

DCS, G–3/5/7
Deputy Chief of Staff, G–3/5/7

DDESB
Department of Defense Explosives Safety Board

DeCA
Defense Commissary Agency

DESC
Defense Energy Support Center

DFAS
Defense Finance and Accounting Service

DLA
Defense Logistics Agency

DOIM
Director of Information Management

DOD
Department of Defense

DODD
Department of Defense Directive

DPG
Defense Planning Guidance

DPW
Director of Public Works

DRU
Direct Reporting Unit

DU
dwelling unit

DWCF
Defense Working Capital Funds

DX
Directory of Expertise

DY
Design Year

EA
Economic Analysis

ECAP
Army Environmental Compliance Achievement Program

ECIP
Energy Conservation Investment Program

ECONPACK
Economic Analysis Package

EIS
Environmental Impact Statement

EMCS
energy monitoring and control systems

EO
Executive Order

EUSA
Eighth United States Army

FAA
Federal Aviation Administration

FNSI
finding of no significant impact

FORSCOM
Army Forces Command

FPS
Facility Planning System

FY
fiscal year

FYDP
Future Years Defense Program

GFOQ
General/Flag Officers' Quarters

GOCO
government-owned, contractor-operated

GY
Guidance Year

HASC
House Armed Services Committee

HFPA
Army Health Facility Planning Agency

HQ
headquarters

HQDA
Headquarters, Department of the Army

HQIFS
Headquarters Integrated Facilities System

HQIMCOM
Headquarters, Installation Management Command

HQUSACE
Headquarters, U.S. Army Corps of Engineers

HTM
hazardous and toxic materials

IDG
Installation Design Guide

IDS
intrusion detection system

IFS
integrated facilities system

INSCOM
U.S. Army Intelligence and Security Command

IPC
Information Processing Center

IPT
Integrated Planning Team

ISA
Information Systems Activity

ISC
USAISEC funded

ISCE
Information Systems Cost Estimate

ISF
information systems facility

ISR
installation status report

LCC
life cycle cost

LEED
Leadership In Energy and Environmental Design

LIIP
Line Item Improvement Program

LS
lump sum

MCA
Military Construction, Army

MCAR
Military Construction, Army Reserve

MCNG
Military Construction, Army National Guard

MCPD
Military Construction Program Data

MDEP
Management Decision Package

MDW
U.S. Army Military District of Washington

MEDCOM
U.S. Army Medical Command

MED MILCON
Medical Military Construction

MILCON
military construction

MILCON IPT
MILCON Integrated Planning Team

MPR
MILCON Program (Execution) Review

M&R
maintenance and repair

MSC
major subordinate command

MWR
morale, welfare, and recreation

NAF
nonappropriated fund

NATO
North Atlantic Treaty Organization

NEPA
National Environmental Policy Act

NFIP
National Foreign Intelligence Program

NHPA
National Historic Preservation Act

NMD
National Missile Defense

NRHP
National Register of Historic Places

O&M
operation and maintenance

OACSIM
Office of the Assistant Chief of Staff for Installation Management

OASA (I&E)
Office of the Assistant Secretary of the Army (Installations and Environment)

OASD (HA)
Office of the Assistant Secretary of Defense (Health Affairs)

OCONUS
outside continental United States

OMA
Operation 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

PAX (System)
Programming, Administration, and Execution System

PBC
Program and Budget Committee

PBG
Program and Budget Guidance

PBS
production base support

PC
personal computer

PDB
Project Development Brochure

PIK
payment in kind

PL
public law

PM
process manager

PN
person(s)

POM
Program Objective Memorandum

PPBES
Planning, Programming, Budgeting, and Execution System

PPBS
Planning, Programming, and Budgeting System

PROMIS/P2
Project Management Information System/PROMIS Phase II

PROP
proponent funded

PY
Program Year

RB
relocatable building

RCIO
Regional Chief Information Officer

RDTE
Research, Development, Test, and Evaluation

REC
Record of Environmental Consideration

RPI
real property inventory

RPIE
real property installed equipment

RPLANS
Real Property Planning and Analysis System

RPMA
Real Property Maintenance Activity

RPMP
Real Property Master Plan

SASC
Senate Armed Services Committee

SF
square foot

SHPO
State Historic Preservation Officer

SIOH
Supervision, Inspection, and Overhead

Tab
Tabulation of Existing and Required Facilities

TEMPEST
telecommunication eletronics material protected from emanating spurious transmissions

TI
technical instruction

TISA
Troop Issue Subsistence Activity

TM
technical manual

TMA
Tri-Care Management Activity

TMD
theater missile defense

TRADOC
U.S. Army Training and Doctrine Command

UFAS
Uniform Federal Accessibility Standards

UIC
Unit Identification Code

UM
unit of measure

UMMCA
Unspecified Minor Military Construction, Army

UPH
unaccompanied personnel housing

USAATCA
U.S. Army Air Traffic Control Activity

USACE
U.S. Army Corps of Engineers

USACECOM
U.S. Army Communications and Electronics Command

USAEC
U.S. Army Environmental Center

USAISEC
U.S. Army Information Systems Engineering Command

USAPC
U.S. Army Petroleum Center

USAR
U.S. Army Reserve

USAREUR
U.S. Army, Europe

USBRO
U.S. Base Requirements Overseas

USC
U.S. Code

Section II
Terms

Addition
A change to a real property facility that adds to its overall exterior dimensions.

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

Army command (ACOM) commander
As used herein, the term ACOM commander applies to Commanders of the following units:
a. Army Forces Command (FORSCOM).
b. Army Materiel Command (AMC).
c. Army Training and Doctrine Command (TRADOC).

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

Army Environmental Compliance Achievement Program (ECAP)
A program directed by the Secretary of the Army to correct active violations of environmental standards. An ECAP project is a construction effort to correct active violations of the Clean Air Act (42 USC 4201 et seq), the Clean Water Act (33 USC 1251 et seq), the Resource Conservation and Recovery Act (42 USC 6901 et seq), the Comprehensive Environmental Response, Compensation and Liability Act (42 USC 9601), the Noise Control Act (42 USC 4901), the Endangered Species Act (16 USC 1531 et seq), the Safe Drinking Water Act (42 USC 1441 et seq), the Toxic Substances Control Act (42 USC 2601), and the Archaeological and Historic Data Preservation Act (16 USC 469 et seq). Corrective actions for potential violations (inactive sources of pollution) are not to be programmed as ECAP projects. Potential violations are defined as the 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 insure that the source will be 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 senior Army Staff committee that reviews, coordinates, and integrates PPBES actions. The committee may dispose of an action on its own authority or recommend an action to the Army 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 budgets. The board primarily employs the following four permanent committees in deliberations related to construction, each associated with one of the PPBES functions:
a. Strategy and Planning Committee.
b. Program and Budget Committee.
c. Prioritization Steering Group.
d. Study Program coordination committee.

Army Service component command (ASCC) commander
As used herein, the term ASCC commander applies to the following persons:
a. Commander in Chief, U.S. Army Europe.
b. Commanders:
(1) Eighth U.S. Army (EUSA).
(2) Military Surface Deployment and Distribution Command (SDDC).
(3) United States Army, Central (USARCENT).
(4) United States Army, North (USARNORTH)
(5) United States Army, Pacific (USARPAC).
(6) United States Army, South (USARSO).
(7) United States Army Space and Missile Defense Command (SMDC).
(8) United States Army Special Operations Command (USASOC).

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.

Base Support Battalion (BSB) (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 to or residing in a BSB who is eligible for command as defined in AR 600–20.

Budget Year (BY)
The year immediately before the PY and immediately after the DY. 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. For example, during FY 2009, the BY program is FY 2010.

Capital investment
The acquisition cost of capital property and real property (see DOD 7000.14–R).

Commercial Activities
Commercial (and industrial) facilities that are government-owned and government-operated, or 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, may be included in a group of facilities, or 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 stage" levels 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 420–1, para 4–40).

Construction
Any of the following activities:
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 a 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 a facility. Usually, it is a USACE district commander or operating MSC commander for Army MILCON.

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

DD Form 1391 Processor System (within the PAX System)
A computer-based system that assists in the electronic preparation, review, and printing of DD Forms 1391 and 1390. The main functions of the system are:

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 costs for primary and supporting facilities and equipment, 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 installations to the staff and secretariat levels within DA.

e. Facilitate the preparation, submission, and review of DD Forms 1391 and 1390 throughout the Army.

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

DD 1391 Process Manager (DD Form 1391 PM or 1391 PM)
A DD Form 1391 PM is required for each program included in the DD Form 1391 Processor System. DD Form 1391 PMs have oversight responsibility for managing the computer system to support the functional requirements of their program. Special data manipulation programs are available to these PMs, including purge commands and other security and protective devices. Additional information is available on this subject from the DD Form 1391 Processor Reference Guide, available from within the DD 1391 Processor System or the U.S. Army Engineering and Support Center, Huntsville (CEHNC-ED-SC-A), P.O. Box 1600, Huntsville, AL 35807-4301.

DD 1391 Processor
See DD 1391 Processor System.

Demolition
The removal of existing structures and utilities.

Design agency
The agency designated with responsibility for design of a MILCON project. Normally, a USACE district.

Design Year (DY)
The year immediately before the Budget Year (BY) and immediately after the Guidance Year (GY). For example, if the BY is 2010, the Design Year is 2011 and the GY is 2012.

Direct Reporting Unit (DRU) commander
As used herein, the term DRU commander applies to commanders of the following:

a. Intelligence and Security Command (INSCOM).

b. Military District of Washington, U.S. Army (MDW).

c. United States Army Corps of Engineers (USACE).

d. United States Army Criminal Investigation Command (CIDC).

e. United States Army, Network Enterprise Technology Command (NETCOM).

f. United States Army, Medical Command (MEDCOM).

g. United States Army, Test and Evaluation Command (ATEC).

h. United States Army Reserve Command (USARC).
i. United States Army Acquisition Support Center (USAASC).
j. United States Military Academy (USMA).

Directed (fenced) programs
Programs that have been ordered by 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 ECAP.

Director of Public Works (DPW)
Director of an installation facilities engineering organization. These functions may also be represented under a Director of Installation Support.

District Engineer
Commander of a USACE district.

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

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

Energy Conservation and Investment Program (ECIP)
A MILCON-funded, directed program for retrofitting energy conservation features into existing DOD facilities in the most effective and cost efficient manner. These projects qualify for inclusion in the MILCON program based upon cost amortization within the economic life of the facility, considering energy (BTUs) saved.

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

Extension
See Addition.

Fenced programs
See Directed (fenced) programs.

Final Design (Code 6, 100 percent design)
Normally, a Code 6 design directive is the final design directive issued for MILCON projects, and which authorizes full and complete design of projects to make them ready to advertise (see AR 420–1, para 4–42).

Foreign areas
All areas outside the United States and its possessions.

Guidance year (GY)
The year immediately before the design year (DY). For example, if the guidance year is 2012, the DY is 2011.

Host Nation-Funded Construction Program
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 to a facility within the cost limitations of the AFH O&M program (see AR 420–1, chap 3).

Incremental funding of a construction project
An incrementally funded project is defined as one that does not result in a complete and usable facility in a single year appropriation. If incrementally funded, projects will be based on overall scope and cost estimates, and will include

request for full authorization for all increments. An incrementally funded project is complete and usable when all construction increments are completed.

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 of the United States, controlled by and at which an Army unit or activity (Active Army, USAR, or ARNG) is permanently assigned.

IMCOM, ACOM, ASCC, or DRU Prioritized Construction List
A program that contains data from the Guidance Year and five succeeding fiscal years, as submitted by IMCOM regions or an ACOM, ASCC, or DRU commander and evaluated by DA.

Management Decision Package
A resource management tool consisting of a 9-year package of dollar and manpower resources needed to support a given program or function (see AR 1–1).

Major construction
Construction projects having a funded cost in excess of the statutory 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, was not considered a major facility for the purpose of this definition because it was a collection of smaller projects.

MILCON Integrated Planning Team (IPT)
A HQDA subcommittee of the PBC that assists the MILCON Appropriation Managers (Assistant Chief of Staff for Installation Management, for Military Construction, Army, and AFH; Chief, National Guard Bureau, for Military Construction, Army National Guard (MCNG); and Chief, Army Reserve, for Military Construction, Army Reserve (MCAR)) in preparing their programs. The IPT also assists the Program Manager for the Procurement Appropriations (ASA (ALT)) in formulating their annual authorization requests for construction.

Military Construction Program Data
Military Construction Program Data (MCPD) (RCS ENG-240), Part C, includes all data associated with MCA, AFH, 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 PAX System. It is also the basis on which DA develops priority listings for the various program requirements it reflects. It includes the IMCOM, ACOM, ASCC, and DRU prioritized construction lists, and is maintained in the CAPCES database.

Military 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 as is specifically authorized by law. A Military Construction project includes all construction work, land acquisition, supervision, inspection, and overhead costs, and procurement and installation of specific types of built-in (installed) equipment necessary to make a facility complete and usable.

New start
See AR 5–20, 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 420–1, chap 3).

Parametric Design (Code 3, 5 - 15 percent design)
One of two “first stage” levels of design used in the MILCON programming and execution process, the other being the concept design level. Issuance of a Code 3 design directive authorizes the design contracting officer to proceed through the 5 - 15 percent design stage (see AR 420–1, para 4–39).

Phased construction projects
Phased construction projects are defined as two or more projects where each phase provides complete and usable facilities. Each phase will include a request for full authorization and appropriation for that phase.

Planning and Design Management System
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, and clear responsibility and authority assignment for management activities during the planning, programming, design, budgetary, and execution phases of the MILCON program. The system does not apply to category code 500 projects.

Planning, Programming, and Budgeting System
An integrated system that establishes, maintains, and revises Defense Programs and the DOD budget.

Post acquisition construction
Construction projects performed on existing Family housing facilities that improve structures, installed equipment, or auxiliary support facilities. It includes ECIP projects.

Primary facility
The main facility or facility complex required for accomplishing an essential mission or function.

Program and Budget Committee (PBC)
A PPBES committee that oversees the programming, budgeting, and execution phases of the PPBES, including 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 Army proposals for resource allocation in consonance with program guidance. The POM describes all aspects of Army programs needed to increase the operational readiness of the total Army. It highlights forces, manpower, and materiel acquisitions. It also addresses the equipment distribution and logistical support required to meet the strategy and objectives specified by the Secretary of Defense.

Programming, Administration, and Execution (PAX) System
A teleprocessing capability available worldwide, providing up-to-the-minute information and a variety of computerized programs to support Army engineers in executing their responsibilities. It includes the DD Form 1391 Processor and CAPCES systems modules, among others.

Program year (PY)
The year that funds are made available for construction projects. It is the first year of the execution phase of each MILCON program. It follows the Budget Year, and is the "current" fiscal year. For example, if the budget year is 2010, the Program year is 2009.

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.

Real Property Master Plan (RPMP)
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.

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

Relocatable Building (RB)
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 communications 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, pavement, airstrips, or similar facilities.

Replacement
The complete reconstruction of a facility that has been destroyed or damaged beyond the point where 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.

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 supporting 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 Architect-Engineer contracts for the production and delivery of designs, plans, drawings, and specifications for MILCON projects. This limitation is imposed by Congress and is based on the estimated cost of construction (see 10 USC 2540).

Splitting
Improper programming of a project by increments solely to artificially reduce the cost below an approval threshold or the construction ceiling amount, which would result in an incomplete and unusable facility (see 10 USC 2801 et seq). 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 five-foot line of the structure, including storm drainage, roads and parking, plant materials, site improvements, demolition, relocation, and recreational facilities.

Table of Distribution and Allowances
Authorization document for non-combat, non-deployable units. Each document is unique to a particular unit, predominantly general support units.

Table of Organization and Equipment
A table that prescribes the normal mission, organizational structure, and personnel and equipment requirements for a military unit. It is the basis for an authorizations document.

Total Obligational Authority
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 $1 million each, that represents a Total Obligational Authority of $10 million.

United States (U.S.)
The fifty states plus the District of Columbia, 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 the 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, the Virgin Islands, the Trust Territory of the Pacific Islands, American Samoa, Wake and Midway Islands, and Guam.

Whole House project
A comprehensive project for revitalizing, renovating, or rehabilitating a DU by doing all required work (maintenance, repair, and improvement) at one time. A Whole House project is normally used where DU 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 overall costs, less down time on DUs, improved service to residents, and better housing for families.

Section III
Special Abbreviations and Terms
This section contains no entries.