AR 415-15

Army Regulation 415–15

Construction

Army Military Construction Program Development and Execution

Superseded by AR 415-15 4 Sept 1998

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Headquarters
Department of the Army
Washington, DC
30 August 1994

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SUMMARY of CHANGE

AR 415-15
Army Military Construction Program Development and Execution

This revision--

- Establishes procedures that conform with the Planning, Programming, Budgeting, and Execution System (PPBES) process (para 1-4).
- Changes DD Forms 1390-R, 1391-R, and 1391c-R from reproduction to electronically generated forms (para 1-20a and b).
- Reflects current policies stemming from the Military Construction Codification Act, P.L. 97-214 as codified at 10 USC 2801 et seq. (paras 1-26 and 5-13).
- Establishes design approval authorities (para 5-1b).
- Establishes procedures for executing emergency construction programs (para 5-15).
- Clarifies policies and procedures for the Unspecified Minor Military Construction Army (UMMCA) program (app B).
- Provides statutory authorization for emergency construction (app C).
- Clarifies policies and procedures on restoration or replacement of damaged or destroyed facilities and construction authority in the event of declaration of war or national emergency (app D).
- Incorporates Army procedures for Department of Defense (DOD) medical projects (app E).
- Adds procedures on environmental protection considerations (app F).
- Adds policies and procedures on management of facilities standardization and repetitive designs (app G).
- Updates policy on installed building equipment, personnel property, commissary equipment, and medical and dental equipment (app H).
- Incorporates major Army command and United States Army Corps of Engineers (USACE) certification of DD Form 1391-EF, FY Military Construction Project Data (app I).
- Adds procedures on USACE preparation of DD Form 1390-EF, FY Military Construction Program (app J).
- Adds the specific facilities policy (app K).
- Provides funding sources for information systems support components (app L).

Headquarters
Department of the Army
Washington, DC
30 August 1994

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Effective 30 September 1994

Construction

Army Military Construction Program Development and Execution

By Order of the Secretary of the Army:

GORDON R. SULLIVAN
General, United States Army
Chief of Staff

Official:

MILTON H. HAMILTON
Administrative Assistant to the Secretary of the Army

History. This UPDATE printing publishes a revision of this publication. Because the publication has been extensively revised, the changed portions have not been highlighted.

Summary. This regulation prescribes new policies, responsibilities, and procedures for Army military construction, including major military construction, unspecified minor military construction and Army family housing construction programs, and the acquisition of facilities with military construction funds. It describes planning, programming, budgeting, and execution of military construction projects, annual and biennial programs, and related activities. It implements Department of Defense Directives 4270.5 and 4270.34 and DOD Instructions 7040.4 and 7040.5.

Applicability. This regulation applies to the Active Army and tenants on Active Army installations. It also applies to the Army National Guard and the U.S. Army Reserve when they are tenants on Active Army installations.

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

Internal control systems. This regulation is not subject to the requirements of AR 11-2. It does not contain internal control provisions.

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

Interim changes. Interim changes to this regulation are not official unless they are authenticated by the Administrative Assistant to the Secretary of the Army. Users will destroy interim changes on their expiration dates unless sooner superseded or rescinded.

Suggested improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to HQDA (DAIM–FD), 600 Pentagon, Washington, DC 20310–0600.

Distribution. Distribution of this publication is made per DA Form 12–09–E, block number 3463, intended for command levels C and D for the Active Army, the Army National Guard and the U.S. Army Reserve.

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*This regulation supersedes AR 415-15, 1 December 1983; AR 415-10, 1 March 1984; AR 415-13, 1 April 1984; AR 415-20, 28 March 1974, and AR 415-35, 15 September 1983. It also rescinds DD Form 1391c-R, and DA Form 5259-R, November 1983.

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Glossary

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Chapter 1
Introduction

Section I
General

1–1. Purpose

a. This regulation prescribes policies, procedures, and responsibilities for Department of the Army (DA) military construction (MILCON). It —

(1) Establishes Army policies, responsibilities (see section II), and procedures for the development and execution of Military Construction, Army (MCA) and Unspecified Minor Military Construction, Army (UMMCA) programs during peacetime and mobilization. The scope includes planning, programming, designing, budgeting, construction of MCA and UMMCA projects, acquisition of real estate related to MILCON construction, demolition requirements associated with MILCON construction, and other supporting activities. AR 420–10 provides policy for minor construction projects costing less than $300,000.

(2) Prescribes procedures for planning, programming, budgeting, and executing the design and construction portion of the Army Family Housing (AFH) program. AR 210–50 provides AFH policy.

(3) Includes procedures pertaining to the Army portion of the Military Construction, Defense Medical (MCDM) program.

b. The term MILCON as used in this regulation is limited to MCA, UMMCA, AFH and MCDM. See the glossary for definitions.

c. This regulation sets forth policies and procedures for integrating the planning, programming, and execution phases of the MILCON process, with primary emphasis on the programming and execution phases. The planning (project identification) phase is explained in AR 210–20. Installations in the National Capital Region will submit master plans, construction projects, and their Federal Capital Improvement Program to the National Capital Planning Commission and the Commission of Fine Arts, as appropriate. The procedure is explained in the Architectural and Engineering Instructions (AEI) Design Criteria and is contained in the Design Criteria Information System, a module of the Programming, Administration, and Execution System (PAX).

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

e. This regulation prescribes the goal for achieving high quality, cost effective military construction for the Army within schedules that meet the needs of the facility users and attain and maintain compliance with Federal, State, and local environmental laws and regulations.

1–2. References

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

1–3. Explanation of abbreviations and terms

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

1–4. Army Planning, Programming, Budgeting, and Execution System

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

b. The PPBES identifies and accounts for all resources programmed by the Army. It allocates resources by fiscal year totals for manpower and dollars. On a biennial cycle, PPBES reflects each resource category by prior year (PY), current year (CY), and budget year (BY). It covers total obligational authority (TOA) and manpower totals 4 years beyond the end (second year) of the biennial budget (a total of 6 years beyond the budget year.)

c. Documents produced within the PPBES support defense decision making. The review and discussions that are part of its development help to shape the outcome.

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

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

(a) On behalf of the CINC of a unified command, MACOM commanders serving as Army Component Commanders integrate the CINC's operational requirements into their Program Objective Memorandum (POM) and forward the requirements to Headquarters, Department of the Army (HQDA).

(b) MACOM commanders provide advice through periodic commander's conferences held by the CSA on the proposed plan, program, and budget.

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

d. The PPBES is described in AR 1–1. Figure 1–1 shows the organizational framework for PPBES.

1–5. Military construction programming process

a. MILCON programming involves a sequence of reviews by HQDA, the Office of the Secretary of Defense (OSD), Office of Management and Budget (OMB), and the Congress. Program changes continue throughout the review until the MILCON program becomes law. The DOD Budget Guidance Manual requires the design of all construction projects be at least 35 percent complete when submitted to the Congress. This allows for submission of an accurate budget estimate based on the project concept design. There is a deliberate one year lag between the Army's normal biennial programming and budgeting system and the MILCON process. MILCON programming, unlike other Army programming, requires an additional year for the design effort. MACOMs must identify projects for the first year of their POM a year before it is submitted to HQDA.

b. The MILCON programming process consists of four phases. (See fig 1–2.)

(1) *Guidance year (GY).* In the GY, HQDA publishes the Total Army Plan (TAP) and the Army Planning and Programming Guidance Memorandum that incorporate general instructions, current policy, and resource guidance for facilities from the latest Program Budget and Guidance (PBG). MACOMs respond by submitting their POMs containing updated construction programs for the POM period. As explained above, MACOMs identify projects for the first year of the POM one year before their POM submission. A MACOM's first year projects are reviewed, validated, and recommended for design by the HQDA Construction Requirements Review Committee (CRRC) at the annual Project Review Board. These reviews are scheduled before the MACOM POM submission to ensure projects programmed for the first year of the biennial budget will be 35 percent designed and concept cost estimates completed by 1 August of the following (design) year.

(2) *Design year (DY).* During the DY, as the Army builds its POM for submission to OSD, first year project designs proceed toward 35 percent completion. Around midyear, the CRRC will review, validate, and authorize design of MACOM second year projects programmed for the second year of the biennial budget. Following the OSD Program Decision Memorandum (PDM), both first and second year projects will be included in the Army's Budget Estimate Submission (BES) to OSD in September.

(3) *Budget year (BY).* During the BY, the Army presents each project in the MILCON program before OSD, OMB, and the Congress. OSD reviews the construction projects contained in the Army's BES early in the budget year through the Program Budget Decision (PBD) process. OSD approved revisions to the program are made by the Army before submission of the President's Budget (PB) to the Congress in January. During this year, final design of the first year projects is completed.

(4) *Program year.* The program year, or execution year, is the year funds are made available for construction of first year projects. During this year, final design of the second year projects is completed.

c. During even years of the biennial budget, HQDA, DOD, and the President submit a 2 year MILCON program to the Congress. Typically, the Congress will authorize and appropriate funds for only the first year of that budget. When this occurs, an amended and abbreviated budget review is conducted and an amended and abbreviated budget submission (ABS) is made in the odd year for the second year of the biennial budget submission.

1–6. Appropriations and programs that provide for construction

a. Construction in the Army may be programmed or accomplished under a number of regulations, and may be authorized and appropriated by separate acts of the Congress. Construction on military installations may also be supported by nonappropriated or private funds. (See AR 415–19.)

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

(1) *UMMCA.* Part of the annual MCA authorization and appropriation is for unforeseen requirements that cannot be delayed until the next MCA cycle. Under section 2805, title 10, United States Code (10 USC 2805), the Army may perform MILCON projects costing $1.5 million, or less, using this UMMCA account. Policies and procedures governing the UMMCA Program are contained in appendix B.

(2) *Emergency construction.* Under section 2803, title 10, United States Code (10 USC 2803), the Secretary of the Army (SA) may approve MILCON projects, not otherwise authorized by law, that are vital to national security or the protection of health, safety, or quality of the environment, and cannot be delayed until the next MCA Authorization Act. Funding must be available from unobligated MILCON project funds previously appropriated. Policies and procedures governing Emergency construction are contained in chapter 5. Refer to appendix C for statutory authority.

(3) *Restoration or replacement of damaged or destroyed facilities.* Under section 2854, title 10, United States code (10 USC 2854), the Secretary of the Army may authorize use of available MCA funds to restore or replace damaged or destroyed facilities. Funding must be available from unobligated MILCON project funds previously appropriated. Policies and procedures for restoring or replacing damaged or destroyed facilities are contained in appendix D.

(4) *Energy Conservation Investment Program (ECIP).* ECIP is designed to achieve DOD directed energy conservation goals. Through the ECIP, DOD provides additional MILCON funds to accomplish major retrofit projects (greater than $300,000) for existing Army energy systems and facilities. Under this program, installations can compete for energy conservation measures funds. Evaluation is based on economic analysis and investment return ratios of the candidate projects.

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

(6) *Contingency construction.* The Secretary of Defense is authorized under section 2804, title 10, United States Code (10 USC 2804) to execute MILCON projects if deferral of the projects until the next budget request is "inconsistent with national security or national interest." This authority is generally reserved for projects that support multiservice requirements. Urgent projects that support only one service should be authorized by the respective service secretary as emergency projects under 10 USC 2803. Accordingly, requests for 10 USC 2804 projects are generally submitted by the Unified Commands. The 10 USC 2804 authority is similar to the 10 USC 2803 authority except that Congress provides an annual appropriation for 10 USC 2804 projects.

(7) *Construction authority in the event of a declaration of war or national emergency.* Under section 2808, title 10, United States Code (10 USC 2808), in the event of a declaration of war or the declaration by the President of a national emergency under section 1601, title 50, United States Code (50 USC 1601), the Secretary of Defense may undertake MILCON projects that are necessary to support such use of the armed forces. Funding must be available from unobligated MILCON project funds previously appropriated.

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

(1) Operation and Maintenance, Army (OMA) funds may be used for minor construction costing less than the $300,000 statutory limitation. (See AR 420–10.)

(2) Government–Owned, Contractor–Operated facilities may be funded by Procurement, Army when located on a military installation, and shall be funded by Procurement, Army if located on Government land other than a military installation, or if the facility is an ammunition plant.

(3) Research, development, test, and evaluation (RDTE) funds may be used for minor construction costing less than the $300,000 statutory limitation. (See AR 420–10.) At Government-owned installations, construction projects over $300,000 are normally MCA funded; however, RDTE may fund construction supporting unique items in research, development, test, or evaluation if facilities are contractor operated and maintained. Prior congressional notification is required. Using RDTE funds for construction or improvements having general utility is not authorized for projects over $300,000.

(4) Efforts to execute construction costing more than $300,000 with Procurement, Army or RDTE funds normally require congressional notification, and should not be pursued without prior specific project funding approval at the programming MACOM level.

1–7. Army Family Housing construction program

a. Family housing construction is funded by the Army Family Housing (AFH) appropriation. AFH is authorized and appropriated under the same MILCON laws as MCA, however, it is a separate appropriation with unique controls and requirements. AFH construction consists of two broad programs, new construction and post-acquisition construction that includes improvements and whole neighborhood revitalization.

b. Procedures for AFH new construction are contained in this regulation and AR 210-50. Criteria and standards for new construction of AFH are contained in Military Handbook 1035 and AEI.

1–8. Defense medical facilities construction program

The Office of the Surgeon General (OTSG) (SGFP-ZA) programs all medical projects for the Army. The medical program is funded by the Assistant Secretary of Defense, Health Affairs (ASD(HA)). The process begins 1 year earlier than MCA projects for the same program year. The Army must first submit requirements to ASD(HA). Refer to appendix E for additional information.

1–9. Defense commissary facilities construction program

Programming for and construction of Army commissary projects is determined by and funded by the Defense Commissary Agency (DeCA).

1–10. Army and Air Force Exchange Service facilities construction program

Programming for and construction of Army and Air Force Exchange Service (AAFES) facilities are governed by AR 60–31.

1–11. Army Environmental Compliance Achievement Program

Army Environmental Compliance Achievement Program (ECAP) projects are in a special category since they are initiated because deficiencies have been identified and Notices of Violation or Administrative Orders have been issued to an installation by regulatory officials. These requirements cannot be ignored and must be addressed in the appropriate time frame. (See AR 200–1.) OMB has identified special procedures for planning, programming, and budgeting for environmental and pollution projects. These procedures are contained in OMB Circulars A–11 and A–106, and in appendix F.

1–12. Host nation funded construction program

Specific guidance for planning, programming, budgeting, developing technical criteria, and executing host nation funded construction program projects is provided by DOD. (Refer to the summary statement of this regulation for the DOD implementing instruction.)

Section II
Responsibilities

1–13. The Assistant Secretary of Defense, Health Affairs

The Assistant Secretary of Defense, Health Affairs (ASD(HA)) provides central management for the military construction, defense medical (MCDM) program. Procedures for planning and executing the MCDM program are contained in appendix E.

1–14. The Assistant Secretary of the Army (Installations, Logistics and Environment)

The Assistant Secretary of the Army (Installations, Logistics and Environment) (ASA(IL&E)) provides overall policy and program direction for Army construction programs. Refer to Table 1—1 for project controls.

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

Table 1–1
Project Controls

Appropriation Program	POM/Budget Project Review	Design Releases
Military Construction, Army	ASA(IL&E)	DASA(IH)
Army Family Housing	ASA(IL&E)	DASA(IH)

1–15. The Assistant Secretary of the Army (Financial Management)

The Assistant Secretary of the Army (Financial Management) (ASA(FM)) controls military construction appropriation funds and manages the budget as provided in AR 1—1.

1–16. The Director of Information Systems for Command, Control, Communications, and Computers

The Director of Information Systems for Command, Control, Communications, and Computers (DISC4) provides overall policy and program management for Army Information Management.

1–17. The Assistant Chief of Staff, Installation Management

The Assistant Chief of Staff for Installation Management (ACSIM) executes day-to-day MILCON PPBES responsibilities. The ACSIM's program manager for MILCON will—

a. Prepare MILCON guidance for inclusion in the Army Long Range Planning Guidance (ALRPG) and TAP.

b. Review and evaluate program submissions for compliance with DA policy and guidance in coordination with the HQDA facility proponent, and, as chairman of the CRRC.

c. Provide release authority to the U.S. Army Corps of Engineers (USACE) for design of MILCON (other than MCDM) projects, after ASA(IL&E) approval.

d. Prepare and present MCA and AFH programs and budget estimates to OSD, OMB, and the Congress, as Army program manager.

e. Ensure MACOM and United States Army Information Systems Command (USAISC) representatives are kept informed on the status of MILCON programming and budgeting activities and that they participate in program development.

f. Ensure MACOMs have submitted projects that comply with environmental laws and regulations.

1–18. Principal officials of other HQDA staff agencies

Principal officials of other HQDA staff agencies will—

a. Review and provide comments on construction issues.

b. When designated the functional proponent for a facilities type—

(1) Provide a representative to serve as a member of the CRRC to analyze MACOM construction requirements to determine if requests meet objectives, policies, and priorities established in the current program guidance. DCSOPS prioritizes projects for submission to OSD.

(2) Present valid requirements through the programming and budgeting process within Army, OSD, and OMB, as required.

(3) Provide policy and guidance to Headquarters, U.S. Army Corps of Engineers (HQUSACE) regarding standards for facilities.

(4) Participate in developing and implementing standard designs for repetitive facilities under the DA Facilities Standardization Program.

(5) Obtain approval for MILCON projects when scope or cost variations exceed statutory limits.

c. Proponents for the various categories of MILCON projects are as follows:

(1) Deputy Chief of Staff for Operations and Plans
(a) Aviation facilities (less maintenance facilities)
(b) Air traffic control facilities
(c) Training facilities
(d) Chemical and nuclear storage facilities
(e) Land acquisition for unit training
(f) Individual training facilities
(g) Physical security and law enforcement facilities
(h) Force protection and terrorism counteraction facilities.

(2) Deputy Chief of Staff for Logistics
(a) Maintenance facilities
(b) Supply facilities (other than chemical and nuclear storage facilities)
(c) Dining facilities
(d) Ammunition storage facilities
(e) Transportation and deployment outloading facilities.

(3) Comptroller of the Army Finance and accounting facilities.

(4) Deputy Chief of Staff for Personnel
(a) Unaccompanied personnel housing
(b) Educational facilities

(c) Postal facilities
(d) Publications facilities
(e) Band facilities
(f) Community facilities
(g) Physical fitness facilities
(h) Child development facilities.

(5) Assistant Secretary of the Army for Research, Development, and Acquisition
(a) Army ammunition plants
(b) RDTE facilities, excluding medical research
(c) Production facilities.

(6) The Surgeon General
(a) Health care facilities
(b) Medical research facilities
(c) Medical training facilities.

(7) Deputy Chief of Staff for Intelligence
Intelligence related projects.

(8) Director of Information Systems for Command, Control, Communications and Computers
(a) Communications facilities
(b) Automatic Data Processing Facilities.

(9) Assistant Chief of Staff for Installation Management
(a) Environmental projects
(b) Utilities projects
(c) Energy conservation projects
(d) Roads, bridges, fire stations, and other infrastructure
(e) Army Family Housing.

(10) Chief of Chaplains
(a) Chapels
(b) Other religious facilities.

(11) Chief, Army Reserve Army Reserve projects.

(12) Chief, National Guard Bureau Army National Guard projects.

1–19. The Surgeon General

The Surgeon General (TSG) will—

a. Provide MACOMs, Major Medical Subcommands (MMSCs) and installations with annual programming guidance and criteria for development of medical facility projects and programs.

b. Review, coordinate and, rank, in coordination with host MACOMs, all construction and major alterations of health care facilities (Category Code 500, Health Care Delivery; Medical Research Laboratories under Category Code 310; and Category Codes 171 and 179 (see AR 415–28), facilities associated with medical training), for planning, programming, and budgeting consideration by the Defense Medical Facilities Office.

c. Ensure MACOM approval for siting of all medical facilities.

d. Develop and maintain the Army 6-Year Medical Plan, the medical Long Range Construction Program (LRCP) and the medical mobilization plan.

e. Perform user reviews of Army medical facility designs for medical functionality.

f. Review Army medical facility designs together with HQUSACE (CEMP-E) for compliance with Military Handbook 1191 and Architectural and Engineering Instructions (AEI).

g. Present the Army medical facility program to the CRRC, program budget committee (PBC), CSA, and Secretary of the Army for approval.

h. Submit the proposed Army medical facility program to the ASD(HA) Defense Medical Facilities Office (DMFO) for review, approval, and submission to the Congress. Assist DMFO in presenting projects before the Congress, when requested by OSD.

i. Ensure that USAISC and its field elements formulate requirements for, and participate in, the design of all medical facilities.

j. Monitor and analyze medical construction program execution.

1–20. The Commander, U.S. Army Corps of Engineers

a. The Commander U.S. Army Corps of Engineers (USACE) will—

(1) Serve as DOD Construction Agent responsible for the design and construction of MILCON facilities.

(2) Manage design, construction, and real estate activities associated with the MILCON program. Approve cost and technical aspects of those design, construction, and real estate activities.

(3) Undertake design and construction projects for the organizations listed below (including their authorized representatives), per directives of the Secretary of the Army and agreements with concerned agencies.
(a) Department of the Air Force
(b) DOD
(c) Other Government agencies
(d) Foreign governments.

(4) Ensure DD Forms 1391-EF (FY Military Construction Project Data) for MILCON projects submitted by MACOMs comply with prescribed standards, criteria, and cost engineering requirements. Review project sitings for environmental impacts, floodplain, and wetland concerns. Certify to MACOMs that MILCON project designs can begin.

b. HQUSACE will—

(1) Develop, maintain, and distribute policy and criteria for the architectural and engineering design of MILCON projects.

(2) Develop and implement mandatory DA standard designs for repetitive facilities under the DA Facilities Standardization Program in coordination with the Army Staff(ARSTAF) facility proponent. Review construction programs for projects suitable for standard designs, site adaptations, and similar re-use of design.

(3) Manage concept designs for health care facilities (Category Code 500, Health Care Delivery; Medical Research Laboratories under Category Code 310; and Category Codes 171 and 179 (see AR 415–28), facilities associated with medical training) in cooperation with the Office of The Surgeon General (OTSG), ensuring compliance with Military Handbook 1191 and conforming to design procedures prescribed by the ASD(HA) DMFO.

(4) Provide automation support for MILCON programming and execution activities on a reimbursable basis, as required.

(5) Provide guidance and training for preparation of electronically generated DD Forms 1390-EF (FY Military Construction Program) and 1391-EF (The electronically generated forms must carry the same date, contain all the data elements, and follow the exact format of the current forms.) and Current Working Estimate (CWE) for Budget Purposes.

(6) Develop, maintain, and distribute policy and criteria for MILCON project management.

c. USACE major subordinate command (MSC) commanders and major subordinate commands with operating missions similar to those of USACE districts will—

(1) Develop and maintain expertise on the policy and criteria for architectural and engineering design of Army facilities, per guidance and direction from HQUSACE. Review construction programs for projects suitable for standard designs, site adaptations, and similar re-use of design.

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

(3) Appoint an MSC representative to the USACE committee of the DA facilities standardization program and participate in the program.

(4) Participate in scheduled conferences with HQUSACE and the MACOMs to discuss projects in design and construction.

d. USACE district commanders will—

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

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

(3) Provide value engineering studies on all projects with an estimated construction cost of $2 million or greater.

(4) When requested, provide support to installation real property master planning activities and project documentation preparation

and review on a reimbursable basis. Planning support for the mobilization component of the real property master planning and preparation of installation support books is provided to installations on a non-reimbursable basis.

1–21. Commanders of major Army commands and other operating agencies

Commanders of major Army commands and other operating agencies will—

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

b. Direct preparation of project documentation for the budget years, following review and approval of the installation Real Property Master Plan (RPMP).

c. Program and prioritize MILCON requirements in the MACOM POM submission. Ensure POM Management Decision Packages (MDEPs) have all related facility requirements identified and resourced. Present requirements to HQDA and assist in presentation to OSD and the Congress.

d. Review project documentation to ensure that requirements are valid and conform to current objectives, policies, and procedures; that approved project sitings are consistent with the approved installation master plan; and that suitable standard designs developed under the DA facilities standardization program are used when appropriate. MACOMs will certify that all planning and related coordination has been accomplished on all budget year projects and that the USACE MSC has sufficient information to begin concept design before submission to HQDA.

e. Obtain USACE certification that sufficient information is available to begin concept design.

f. Promptly advise HQDA (DAIM-FD, 600 Army Pentagon, Washington, DC 20310–0600), and the USACE MSC of any circumstances that either cancel the requirement or would cause a change in the scope or siting of a proposed MILCON project.

g. Appoint a representative to the DA Facilities Standardization Program, and participate in the program. Refer to appendix G for additional information.

h. Review and approve scope and compliance of MILCON project concept designs with MACOM programming objectives.

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

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

k. Review, validate, and submit to HQDA (DAIM-FD) unforeseen requirements that cannot wait for programming. UMMCA policies and procedures are addressed in appendix B.

l. Review, approve and forward Defense Access Road Program need reports to the Military Traffic Management Command.

1–22. Commanders of installations

Commanders of installations will—

a. Prepare and submit completed project documentation on designated projects per MACOM instructions. Ensure all non-construction requirements related to the project have been identified and properly programmed.

b. Review and approve functional, operability, and maintainability characteristics of all MILCON project concept designs for their installations. Review projects for compliance with exterior appearance standards articulated in the Installation Design Guide.

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

d. Advise the MACOM of any circumstances that may cancel the requirement or change the scope or siting of a proposed MILCON project.

e. Assist tenants in project formulation and documentation per their support agreements, when required.

f. Ensure proposed sitings are reflected in the RPMP and submit to the MACOM for approval.

g. Participate in pre-design and design conferences.

h. Through the Director of Information Management (DOIM) and in coordination with USAISC:

(1) Obtain and submit user information systems requirements, in functional terms, along with a detailed Information Systems Cost Estimate (ISCE) for each proposed project.

(2) If USAISC is responsible for the design of information systems, provide the USACE district with a current information systems cost estimate. Final cost estimate must be submitted not later than 1 June of the design year.

(3) Witness operational tests and advise installation on acceptance of the information system portion of the MILCON project.

(4) Review, mark-up, and approve design documents for information systems.

i. Ensure proper review of all programming, pre-design, concept, and final design documents for projects that have security requirements. Ensure that all physical security and combatting terrorism (CBT/T) measures beyond those required by AR 525–13, or those not included in a standard design for the type of facility being programmed, are based upon a threat analysis.

1–23. The Commander, U.S. Army Health Services Command

The commander, U.S. Army Health Services Command (HSC) will—

a. Provide subordinate installations, regional medical centers (MEDCENs), and medical department activities (MEDDACs) with annual programming guidance and criteria for developing medical facility projects and programs. Provide periodic status reports to HQDA (OTSG), as appropriate.

b. Review, coordinate, and prioritize, in coordination with medical commanders and host MACOMs, all construction and major alterations of health care facilities, Category Code 500 (Health Care Delivery), Category Code 310.60 (Medical Research Laboratories), and Category Codes 171 and 179 (facilities associated with medical training) for planning, programming, and budgeting consideration by TSG Health Facility Planning Agency (HFPA).

c. Develop and maintain the HSC Future Years Defense Plan, Long Range Construction Program, and medical mobilization construction plan.

1–24. The Commander, Military Traffic Management Command

The Commander, Military Traffic Management Command (MTMC) will determine DARP eligibility and program MILCON funds for DARP requirements.

1–25. The Commander, U.S. Army Information Systems Command

The Commander, U.S. Army Information Systems Command (USAISC) will—

a. Plan, program, and budget for procurement of information systems end instruments and switching equipment from funds other than MILCON in support of information systems in MILCON funded construction.

b. Submit user information systems requirements, in functional terms, to the installation, along with a detailed ISCE for each proposed MILCON project.

c. Provide the installation and the USACE district with current information systems cost estimates, including associated cost and other appropriations based on the design documents. Final estimate must be submitted no later than 1 June of the design year.

d. Participate in updating technical specifications for information systems.

e. Monitor quality of information systems during design and construction processes.

f. Participate in HQDA reviews for all MACOMS.

g. Provide information systems expertise to USACE design and construction reviews for MACOMs.

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

1–26. Commanders of tenant activities

At Army installations with tenant activities, the installation commander will meet, when possible, tenant activity requirements from available facilities. When not possible, the tenant and its parent command will program new facilities suitable only to the tenant's mission. However, projects will be carefully coordinated with the installation commander and host MACOM, and will be included on the approved RPMP and have project site approval before design begins. The installation commander programs common support projects, such as housing and community facilities.

Section III
Authorities

1–27. Authorization and funding

a. MILCON is regulated by law. Every MCA, Army family housing, and MCDM construction undertaking must be specifically authorized and funded in MILCON legislation or performed under special statutory authority (for example, 10 USC 2803 or 10 USC 2854). Every UMMCA program is authorized and appropriated as a single undertaking. Specific projects are not separately authorized and appropriated.

b. The Military Construction Codification Act, Public Law 97–214 (P.L. 97–214), unified and codified the statutory constraints and limitations for the MILCON process (see section 2801, title 10, United States Code (10 USC 2801) et seq.). The National Capital Planning Act of 1952 (section 171, title 40, United States Code (40 USC 171)), as amended, requires review of master plans and projects in the National Capital Region by the National Capital Planning Commission.

1–28. Environmental compliance

Executive Order (EO) 12088, 3 CFR 1978 and OMB Circulars A-11 and A-106 require funding of projects to correct violations of various Federal, State, and local environmental regulations. Congress has largely provided the States with authority to enforce these laws and regulations. To avoid fines and penalties, authorization and funding for environmental projects must be accomplished in a timely manner.

Legend

AAE	Army Acquisition Executive
AASA	Administrative Assistant to the Secretary of the Army
ACC	Army component command
ACSIM	Assistant Chief of Staff (Installation Management)
ADCSOPS	Assistant DCSOPS
AMC	U.S. Army Materiel Command
ASA	Assistant Secretary of the Army
ASA (CW)	ASA (Civil Works)
ASA (FM)	ASA (Financial Management)
ASA (ILE)	ASA (Installations, Logistics, and Environment)
ASA (MRA)	ASA (Manpower and Reserve Affairs)
ASA (RDA)	ASA (Research, Development and Acquisition)
CAR	Chief, Army Reserve
CBE	Command budget estimate
CBO	Congressional Budget Office
CBRS	Concept Based Requirements System
CC	Chief of Chaplains
CINC	commander in chief, unified or specified command
CJCS	Chairman, Joint Chiefs of Staff
CLL	Chief, Legislative Liaison
CNGB	Chief, National Guard Bureau
COE	Chief of Engineers
CPA	Chief of Public Affairs
CSA	Chief of Staff, U.S. Army
DAB	Defense Acquisition Board, Deputy Assistant Secretary of the Army for Army Budget
DAS	Director of the Army Staff
DCS	Deputy Chief of Staff
DCSINT	DCS for Intelligence
DCSLOG	DCS for Logistics
DCSOPS	DCS for Operations and Plans
DCSPER	DCS for Personnel
DEPSECDEF	Deputy SECDEF
DISC4	Director of Information Systems for Command, Control, Communications, and Computers
DM	Director of Management
DPAE	Director of Program Analysis and Evaluation
DPRB	Defense Planning and Resources Board
EXCOM	Executive Committee
FYDP	Future Years Defense Program
GAO	General Accounting Office
Gen	general
HAC	House Appropriations Committee
HASC	House Armed Services Committee
HBC	House Budget Committee
HQDA	Headquarters Department of the Army
ISC	U.S. Army Information Systems Command
JCS	Joint Chiefs of Staff
JROC	Joint Requirements Oversight Council
LRAMRP	Long-Range Army Materiel Requirements Plan
LRRDAP	Long-Range Research, Development, and Acquisition Plan
MACOM	major Army command
MILCON	military construction
OCE	Office of the Chief of Engineers
OSA	Office of the Secretary of the Army
OSD	Office of the Secretary of Defense
PBC	Program and Budget Committee
PEO	Program Executive Office
PM	project/product manager
POM	Program Objective Memorandum
pri	priority
PSG	Prioritization Steering Group
RDTE	Research, Development, Test, and Evaluation, Army (appropriation)
SA	Secretary of the Army
SAC	Senate Appropriations Committee
SASC	Senate Armed Services Committee
SBC	Senate Budget Committee
SECDEF	Secretary of Defense
SELCOM	Select Committee
SPC	Strategy and Planning Committee
TIG	The Inspector General
TJAG	The Judge Advocate General
TRADOC	U.S. Army Training and Doctrine Command
TSG	The Surgeon General
USA	Under Secretary of the Army
USD (A)	Under Secretary of Defense for Acquisition
VCSA	Vice Chief of Staff, U.S. Army

Figure 1–1. PPBES organizational framework

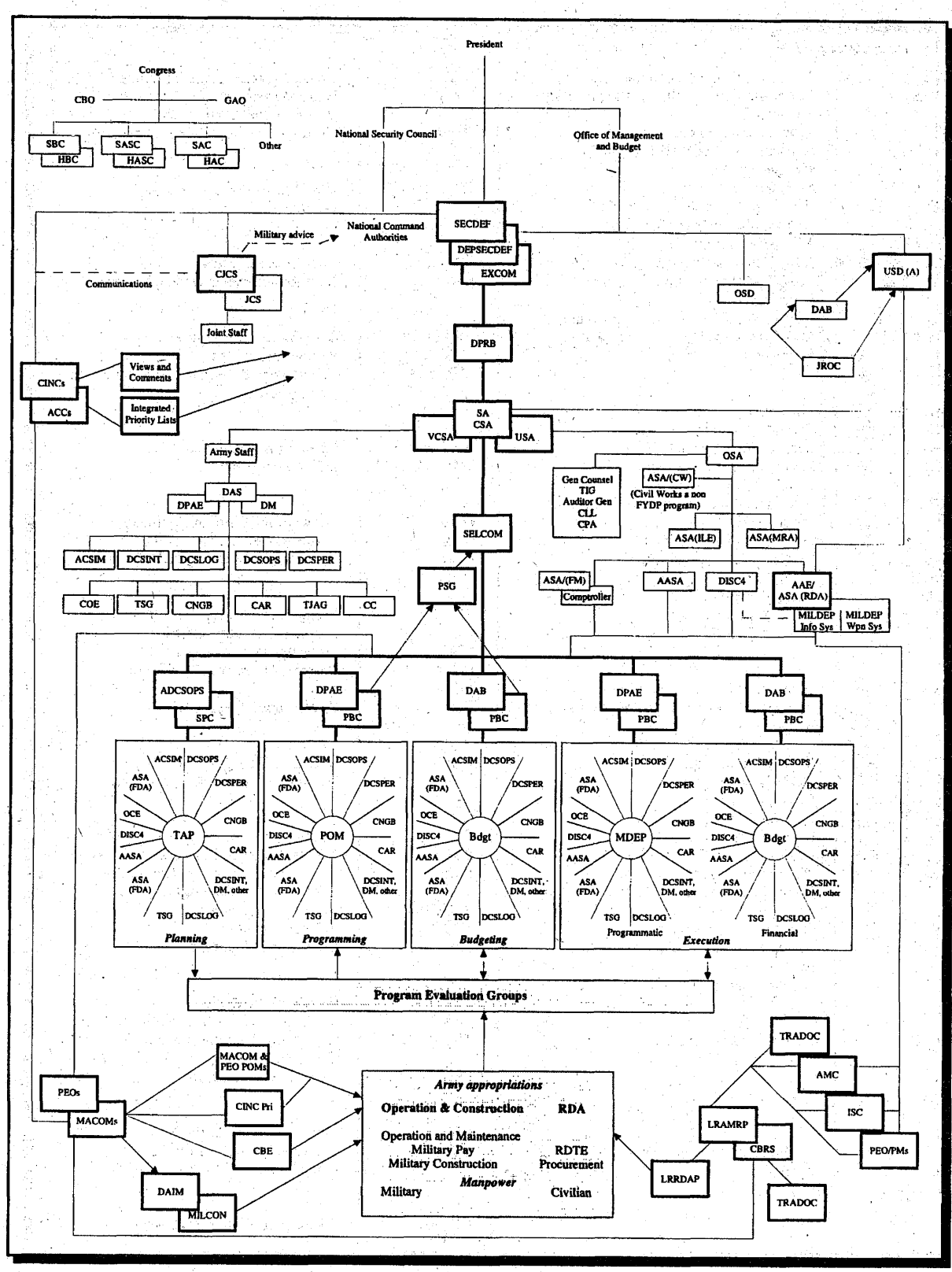


Figure 1–1. PPBES organizational framework—Continued

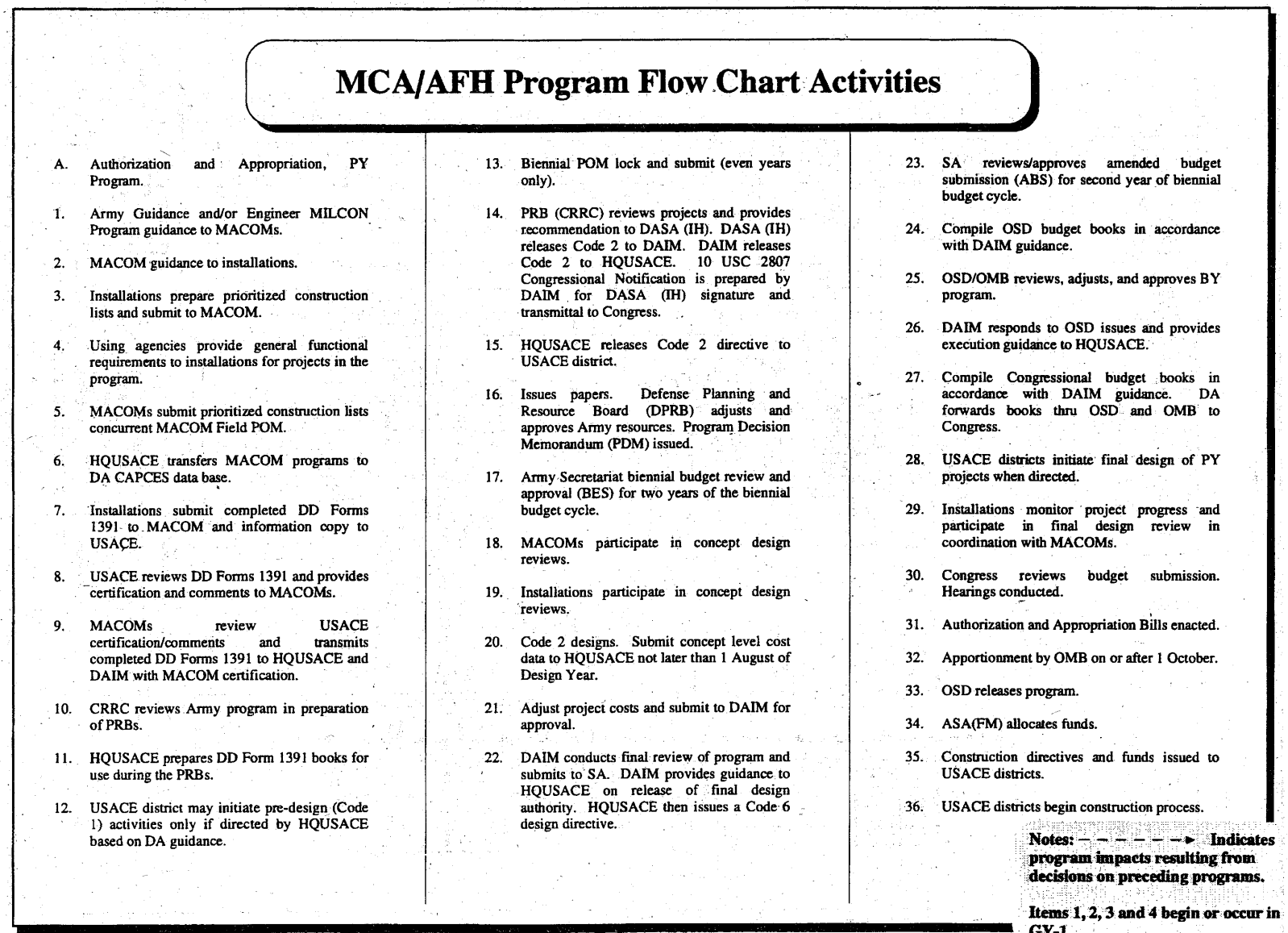


Figure 1-2. MCA/AFH Program Development Flow Chart

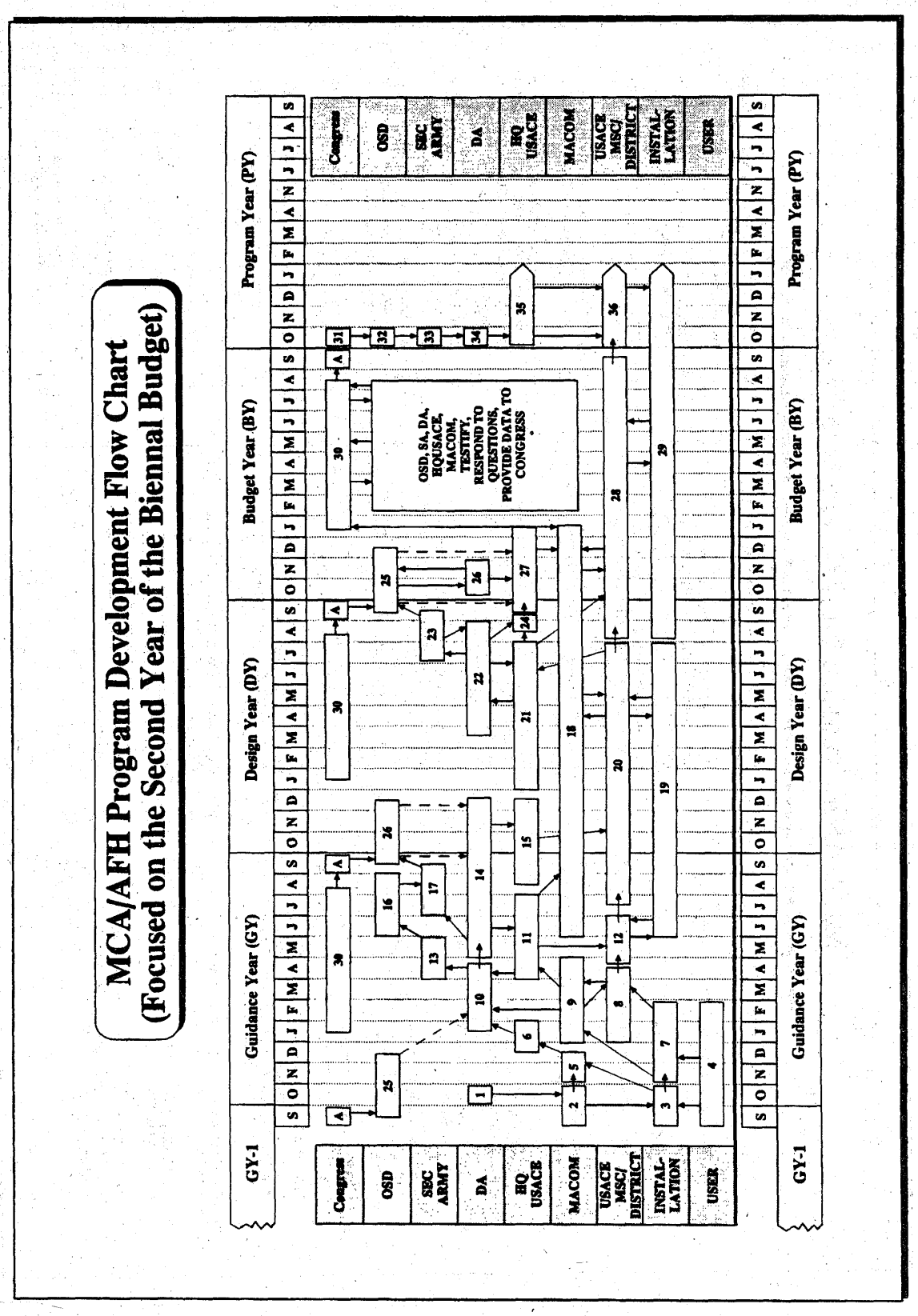


Figure 1–2. MCA/AFH Program Development Flow Chart—Continued

Chapter 2
Planning Overview

2–1. Real Property Master Planning

Installation planners develop Real Property Master Plans (RPMPs), including a Capital Investment Strategy (CIS), following planning and funding guidance provided by HQDA, MACOMs, and local commanders. The success of a MILCON project in programming and budgeting is directly related to the RPMP process. Documentation must demonstrate that planning was completed and the proposed project is the most logical and most cost effective alternative. Installations must ensure costs associated with each alternative are carefully and correctly estimated.

a. The Army RPMP process and its role in support of the PPBES is described in AR 210–20.

b. Master Plans in the National Capital Region will be developed per AEI and AR 210–20.

2–2. Site approval

a. All proposed construction projects in the approved RPMP Short Range Component (SRC) will identify site locations in accordance with the installation RPMP and receive MACOM approval per AR 210–20. Site approval denotes that a project's location conforms to land planning principles, the planned development of the installation, and that any special criteria (such as safety or environmental protection) have been considered and deficiencies have been or will be rectified or a waiver will be obtained.

b. Organizations which select MILCON sites will conduct an environmental survey and categorization before site selection.

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

d. Construction not complying with DOD ammunition and explosives safety standards must be certified by the Service secretary as necessary due to strategic or other compelling reasons.

2–3. Project definition

The RPMP includes both construction and repair projects. A military construction project is a single undertaking that produces a complete and usable facility or a complete and usable improvement to an existing facility. Construction includes:

a. The erection, installation, or assembly of a new facility.

b. The addition, expansion, extension, alteration, relocation, or replacement of an existing facility.

c. Site preparation, excavation, filling, landscaping, land improvements, utility connections, and installed equipment (see app H).

d. Related real property requirements.

2–4. Project programming documentation

a. After the MACOM designates specific MILCON projects for programming in the first 2 years of the POM, the project proponent prepares project programming documentation. The DD Form 1391-EF is the MILCON programming form prescribed by DOD. (See app I for additional information.) It includes the following documentation:

(1) Justification
(2) Analysis of deficiency
(3) Alternatives considered, with related economics
(4) Functional requirements
(5) Criteria to be used
(6) Related acquisitions
(7) Utility impacts
(8) Environmental documentation
(9) Completed and required coordination actions.

b. In addition, family housing projects require a current DD Form 1523, and unaccompanied personnel housing (UPH) projects require submission through the Army Housing Justification Process. Supporting documentation is not required for MCDM projects.

c. The 1391 Processor, part of the PAX System, will be used for project documentation. Classified information will not be entered in the 1391 Processor; an unclassified version of the DD Form 1391-EF will be entered in the 1391 Processor and submitted. A hard-copy classified version, if required, will be prepared and submitted through channels to HQDA (DAIM-FD).

2–5. Funding for planning activities

a. Planning tasks related to project identification and formulation will be programmed and funded from other than MILCON appropriations. Project planning is addressed in AR 210–20, chapter 4.

b. Criteria package preparation and design and construction surveillance for host nation sponsored projects will be funded with MILCON planning and design funds.

Chapter 3
Programming

3–1. Army programming

a. Programming translates planning decisions, OSD guidance, and congressional guidance into a comprehensive and detailed allocation of manpower and funds. In the process, the PPBES integrates and balances centrally managed programs for manpower; operations, research, development, and acquisition; stationing; and construction. Concurrently, the PPBES incorporates MACOM requirements for manpower, operation and maintenance, housing, and construction. The Army POM results from programming.

b. The POM presents the Army's proposal for a balanced allocation of resources within specified constraints. OSD reviews the POM and issues a PDM to reflect Secretary of Defense program decisions. As approved by the Secretary of Defense, the POM forms the basis for preparing the Army Budget Estimate.

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

3–2. Major Army command Program Objective Memorandum submission

a. MILCON projects submitted in the MACOM's POM will be identified in an MDEP. MDEPs are resource management tools that indicate program and budget resources by appropriation and program element. Individually, an MDEP describes a particular organization, program, or function and indicates the resources connected with the intended purpose.

b. Specific MILCON projects will be identified in the first 2 years of the Army POM, the budget years. For each project, the MACOM must provide HQDA (DAIM-FD) with the FY, MDEP, OSD Decision Unit, Form Number, Project Description, and Funded Amount. Specific projects will not be identified for the last 4 years of the POM, except those for new missions and projects that are incrementally funded. MILCON in these 4 years will be identified as Current Mission Revitalization Investment Streams for major facility categories.

c. MACOM facility proponents will verify the appropriate MDEP for each MILCON project. Care should be taken to establish a strong relationship between the MILCON project and the MDEP. As the Army builds its POM, MDEPs are used to assess program worth, confirm compliance with policy and plans, and rank resourcing.

d. The POM represents specific programming requirements of the MACOM Commander. MILCON projects or programs submitted to HQDA in the Construction Appropriation, Programming, Control and Execution System (CAPCES) will be updated to reflect the construction program in the MACOM POM. Revisions to the MACOM's MILCON program subsequent to its POM must be approved by the MACOM commander. It is essential to the credibility of the MACOM MILCON program that changes and revisions to requirements be minimal and necessary.

e. Costs associated with MILCON projects contained in the MACOM POM will be current.

f. Incremental funding of projects is limited to facilities costing more than $100 million. All other projects will be funded in a single year appropriation. When submitted to the Congress, incrementally funded construction projects will be based on sound overall scope and cost estimates and include a request for full authorization of all increments.

(1) Each increment need not result in a complete and usable facility. In general, an exception to the complete and usable criteria exists only for contracts in excess of $100 million, where cost-effective contracting would permit obligations in successive fiscal years.

(2) Incremental funding will not be construed as permitting construction of a facility which, after incremental funding is complete, would not be complete and usable. The total requirement must be identified in order for an implied congressional commitment to the entire project to be obtained when the first increment is appropriated.

(3) If mission dictates incremental construction, the request must be identified as "incremental" in the project justification. The requirement will detail the scope, cost, and timing of all other increments. This procedure does not apply to utility projects on major installations where roads, electrical, gas, and water distribution, and sewage and storm water collection can successfully be constructed as portions of a system.

(4) Execution of incrementally funded projects requires an exception to OMB Circular A-11 which requires full funding of the entire cost for construction. Full written justification must be submitted by HQDA (DAIM-FD) to OMB by 1 August of the design year.

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

(1) Use of non-appropriated funds, private funds, defense funds, operation and maintenance (O&M) funds, civil works funds, base realignment and closure (BRAC) funds or other funds in conjunction with MCA funding in a single project is permitted, but requires separate accountability for each type of fund used to fund to a conjunctively funded project. The combination of funding sources will not be used to expand projects or to circumvent statutory limitations. If conjunctive funding is required, this must be stated on the front page of the DD Form 1391-EF. A separate DD Form 1391-EF is required for each funding source. All DD Forms 1391-EF needed to provide for the complete and usable facility will be cross referenced as related projects on the face of each DD Form 1391-EF. The total project cost and the amount required from each source will be provided on DD Form 1391-EF, along with a statement that a complete and usable facility will not be produced by the funds requested from any one source. Conjunctively funded projects normally should be funded in the same fiscal year.

(2) Not all construction projects that include funds from multiple sources are classified as conjunctively funded projects. A project that includes O&M funds with a MILCON project to procure furnishings; Other Procurement, Army (OPA) funds to procure information systems, computer equipment, or flight simulators; and RDTE funds to procure testing equipment is not a conjunctively funded project because the facility would be complete and usable without them. The MILCON funded portion of these examples must provide a complete and usable facility.

3–3. Major Army command project review

a. MACOMs must review the documentation of each MILCON project before submitting the project to HQDA (DAIM-FD) for design authorization or for programming the requirement in the POM to ensure:

(1) The requirement is valid.

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

(3) Project sitings are consistent with the MACOM approved RPMP.

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

(5) Appropriate environmental inventories, consultations, and analyses have been performed to adequately address impacts of site selection on endangered species habitats, historic sites, archaeologically significant areas, wetlands, or floodplains.

(6) The site is free from pollutants, contaminants, and ordnance and explosive waste that would impact start of construction.

(7) Suitable standard designs developed under the DA Facilities Standardization Program are used when appropriate.

b. The MACOM must certify that planning and coordination have been accomplished on all budget year MILCON projects and that the MACOM has obtained the USACE certification as described in paragraph 3–5 below.

c. MACOM facilities proponents must be prepared to justify all aspects of the projects throughout the programming and budgeting process.

3–4. Major Army command military construction project selection

a. Following the latest Army guidance, MACOMs should select MILCON projects for inclusion in the first and second year of their POM. Due to the congressional requirement to have MILCON projects 35 percent designed when submitted to the Congress, first year projects must be submitted to HQDA 8 months before the MACOM POM.

b. For those projects selected, MACOMs will—

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

(2) Inform HQDA (DAIM-FD) with information copies to HQDA facilities proponent which projects were selected. HQDA will revise CAPCES to reflect the MACOM proposed construction program. For each project the following information must be provided:

(a) MACOM priority
(b) Fiscal year
(c) MDEP
(d) Name of installation
(e) DD Form 1391-EF Number
(f) Project description
(g) Facility category code
(h) Funded amount in dollars
(i) Program element

(3) Include new mission requirements in the appropriate MDEP and prioritize projects within the MACOM TOA. For new mission initiatives, MACOMs must secure funds for facilities from the appropriate DA program manager.

3–5. U.S. Army Corps of Engineers review and certification (MCA and AFH projects only)

a. USACE will review project documentation submitted by MACOMs for compliance with prescribed technical standards, criteria, and cost engineering requirements. These reviews should include site visits. MILCON documentation reviews will be funded from O&M appropriations.

b. Once the review has been completed and revisions made, USACE will forward to the MACOM a statement that the project scope complies with Army standards, criteria, and cost engineering requirements, that deviations indicated are justified, and that sufficient information is available to commence concept design. In addition to the above, this statement will list those issues that must be resolved before budget submission to prevent project delay or loss.

c. Issues listed in the certification should be of such magnitude that they would preclude or delay execution of the project. Issues should be resolved to allow issuance of final design authority.

d. If the design or construction of a project is performed by another DOD agent, MACOMs will obtain certification from USACE.

3–6. Major Army Command project certification (MCA and AFH only)

The MACOM will certify projects by forwarding a statement that all planning and coordination with appropriate agencies has been accomplished and project documentation is available. Further, the statement will indicate that the project is valid, requirements and scope comply with HQDA guidance, and siting complies with the MACOM approved installation RPMP. Lastly, the statement will reflect that no major problems exist that should defer the project from programming, and that the project documentation has been reviewed by the appropriate USACE organization and was found to be adequate to begin design.

3–7. Project submission for design authorization

a. After a project's planning and documentation are completed and certified, the MACOM will submit the project to HQDA (DAIM-FD) for review and design authorization, as provided in annual submittal guidance. DD Form 1391-EF will be submitted through the 1391 Processor of the PAX system.

b. MACOMs will submit certified project documentation for the first budget year not later than (NLT) 1 May of the GY. Certified project documentation for the second budget year must be submitted NLT 1 May of the DY.

c. Project costs will reflect comments and concurrence of USACE generated during the certification process.

d. After the MACOM identifies a MILCON program, HQDA (DAIM-FD) will annotate CAPCES and provide the CRRC a project listing by staff proponency. The CRRC will review requirements as individual project documentation is submitted by the MACOM. The staff proponent for the facility will determine if the requirement meets objectives, policies, and priorities established in current program guidance. This initial review will take place before the annual HQDA Project Review Board (PRB) and will normally involve staff proponent counterparts from the MACOM.

e. Deferred projects will be recertified by the MACOM and USACE upon reentry into the program if there are significant changes in cost or scope.

3–8. Army military construction design authorization

a. The MACOM will make a formal presentation of its program to the DA CRRC at the HQDA PRB after requirements for a given program year are submitted. This PRB is held annually in the May through July time frame. The MACOM will brief individual MILCON projects. Facility use data contained in the Headquarters Real Property Planning and Analysis System (HQRPLANS) (an automated real property planning system) is a basis for the CRRC to evaluate a project.

b. At the PRB, HQDA may recommend authorizing concept design. This concept design authorization will be prescribed by the scope and cost (programmed amount) specified on the DD Form 1391-EF. Following DASA(IH) approval, projects are referred to HQDA (DAIM-FD) for program budget execution. For projects with a design cost of $300,000 or less, a design directive will normally be issued by HQUSACE (CEMP-M) within 10 working days of the concept design authorization. For projects with a design cost greater than $300,000 a concept design directive will be issued by HQUSACE (CEMP-M) at the expiration of the 21-day notification period mandated by section 2807, title 10, United States Code (10 USC 2807). Design funds for Architect-Engineer (A-E) contracts must be requested no earlier than 3 days before the obligation date.

c. Projects submitted by the MACOM at the PRB that are not certified will not be authorized for design.

d. HQDA may also initially defer design authorization on a project until a particular concern or issue is resolved. To preserve MILCON obligation objectives, HQDA will defer design authorization indefinitely unless resolution is attained by 1 August of the GY following the HQDA PRB.

e. Projects not authorized or deferred indefinitely for design by HQDA will be returned to the MACOM for reconsideration in another program year. Unneeded MCA funds will be reallocated by HQDA.

3–9. Army program development and review

a. Using the MDEP as a building block, formal program development applies information contained in the Army Planning and Programming Guidance Memorandum (APPGM) and refines and extends the program of the previous PPBES cycle. The resource position shown in the President's Budget and related PBG serves as the baseline for MACOMs and other operating agencies for developing their POMs.

b. HQDA agencies, guided by the APPGM, collect and analyze program information. They review the existing program in light of new requirements, determine program needs, and begin preparing functional programs. Revised estimates for planning and design and UMMCA are included for this review. The agencies incorporate program inputs in the Army POM, consider alternatives directed by the APPGM, and construct a balanced program. In addition to MACOM POMs, the agencies consider Defense Policy Guidance, CINC Integrated Priority Lists, and Army Component Commander developed requirements for supporting the CINCs.

c. Proponent agency program evaluation groups (PEGs), directed and guided by Director, Program Analysis and Evaluation, build the Army program. See AR 1—1 for additional information on PEGs. Each PEG evaluates specific MDEPs based largely on the MDEPs main fiscal appropriation. Both ACSIM and ARSTAF facility proponents are represented in each PEG. The role of each PEG is to support and follow MILCON projects in the PEG review and evaluation process. A MACOM may be required to present its programs to a PEG. PEGs will rank order resourced and unresourced programs submitted by MACOMs and other operating agencies' POMs. MILCON projects not demonstrating a strong relationship to an MDEP, or that are prioritized too low for execution, may be dropped from the Army program during the PEG review.

d. The assembled Army program is reviewed by senior leadership during the second quarter of even years. The Army Commanders' Conference scheduled during this period provides field commanders an opportunity to review and influence program alternatives. Essential MILCON requirements, unresourced by a PEG, should be highlighted by the commander at the conference. Next, the Select Committee (SELCOM), HQDA's senior committee, reviews program alternatives, incorporating the views expressed at the Army Commanders' Conference, and makes its recommendations on alternatives to the Secretary of the Army and Chief of Staff, Army. Finally, through a series of in-process reviews (IPRs), the Secretary of the Army and the Chief of Staff, Army decide on the Army program.

e. In April of even years, the Army submits the POM approved by the Secretary of the Army and the Chief of Staff, Army to OSD for review. HQDA (DAIM-FD) will again revise CAPCES to reflect the construction program in the Army POM.

3–10. Office of the Secretary of Defense program review

a. From April through late July of even years, OSD conducts a program review of the Services' POMs. This review includes Program Review Proposals that recommend alternatives to Services' POMs. Program Review Proposals may be developed by members of the Defense Planning and Resource Board (DPRB), ASD program managers, or CINCs. Each Program Review Proposal recommends program additions and reductions that sum to zero. Major issues are deliberated in the DPRB or with the Deputy Secretary of Defense (DEPSECDEF). Budget issues may be identified for later review by the DOD Comptroller. The Director, Program Analysis and Execution, is the executive agent for the OSD program review.

b. In mid to late July, after the DPRB has resolved all outstanding issues, the DEPSECDEF signs the PDM. The PDM approves the Army POM and the POM becomes the program basis for the Army budget estimate to OSD.

Chapter 4
Budgeting

4–1. Army budget estimates

Budget formulation converts the first 2 years of the MILCON program, approved by the DEPSECDEF in the PDM, into the Army BES. After Secretary of the Army and Chief of Staff, Army approval, the BES undergoes an OSD and OMB budget review before it is incorporated into the President's Budget. The MILCON portion of the BES and the President's Budget consist of DD Forms 1390-EF, FY Military Construction Program and DD Forms 1391-EF, Military Construction Project Data.

4–2. Final revisions to project programming documentation

a. In the months just before the BES, concept designs of projects in the first year of the MILCON program must be completed. Following concept design review and approval by the using agency, installation, and MACOM, the project's cost estimate must be prepared, coordinated with the programming MACOM, and electronically transmitted by the USACE district to HQUSACE (CEMP-E, Washington, DC 20314–1000) not later than 1 August of DY. The project cost will be annotated on the DD Form 1391-EF for the BES requirement. Revisions to the previously approved description of work on the DD Form 1391-EF may also be made at this time.

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

4–3. DD Form 1390-EF, FY Military Construction Program (RCS: ENG-240)

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

b. Appendix J provides additional information on content and instructions for preparing DD Form 1390-EF.

4–4. Army approval of the Budget Estimate Submission

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

b. HQDA (DAIM-FD) will then present proposed revisions, UFRs, and adjustments to the MILCON program to the PBC and SELCOM for review and recommendations.

c. After the SELCOM review, the Director of the Army Budget will present the budget to the Secretary of the Army and Chief of Staff, Army for approval. Once the proposed estimates are approved, the Secretary of the Army will send the Army Budget to the Secretary of Defense. Separately, the Director of the Army Budget will submit a MILCON justification book to OSD. This book contains a DD Form 1391-EF for each requirement in the MILCON program. The requirements are organized by decision units (DUs) as follows:

(1) DU 301.1 Operation Facilities
(2) DU 301.2 Training Facilities
(3) DU 302.1 Maintenance Facilities
(4) DU 302.2 Production Facilities
(5) DU 303.0 Research and Development Facilities
(6) DU 304.0 Supply Facilities
(7) DU 306.0 Administrative Facilities
(8) DU 307.0 Unaccompanied Personnel Housing and Dining Facilities
(9) DU 308.0 Community Facilities
(10) DU 309.0 Utilities and Real Estate
(11) DU 314.0 Planning and Design Program
(12) DU 315.0 Unspecified Minor Military Construction Program
(13) DU 316.0 Environmental Compliance Program.

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

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

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

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

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

4–6. President's budget

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

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

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

4–7. Authorization and appropriation

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

(1) Passage of an authorization bill by both Houses of the Congress.

(2) Signature of the President of the United States on the bill which becomes the Authorization Act.

b. Line item appropriation of funds is required on each project in MCA, MCDM, and AFH programs.

Chapter 5
Execution

5–1. Coordination

a. Effective project development, design management, and cost engineering require close coordination among the using agency, installation, MACOM, USACE, and HQDA.

b. The USACE commander will normally delegate authority to the USACE MSC commander to execute MILCON projects. This authority is typically redelegated to the USACE district commander assigned for military support in a particular geographic region. The USACE MSC and district will normally perform direct management of the design and construction of the MILCON project.

c. MILCON programs should normally be obligated in the first quarter of the program year.

d. Guidance on design of specific facilities is provided in appendix K.

5–2. Design management

a. The cost to complete engineering and design of a project will be in accordance with HQUSACE guidance.

b. DA Standard Designs will be used for design development, if available. Standard designs may be tailored to the specific requirements of the project and adapted to the Installation Design Guide.

(1) DD Forms 1391-EF will indicate if standard designs are being used. If an available DA Standard Design is not to be used, the DD Form 1391-EF will include justification in the supporting paragraphs.

(2) When using a DA Standard Design, deviations from mandatory design elements require a waiver. Requests for such waivers will be addressed to HQUSACE (CEMP-E).

c. Concept designs are governed first by the scope and then by the cost of the project, as defined in the DD Form 1391-EF. Final designs are governed principally by the cost of the project as reflected in DEPSECDEF program approvals during the PBD cycle. Congressional changes will be incorporated by the USACE district and coordinated with the MACOM per instructions issued by HQDA (DAIM-FD) through HQUSACE (CEMP-M).

d. Reviews of project documentation on preliminary, concept, and final designs will be conducted by authorized representatives from MACOMs, installations, using agencies, and USACE.

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

f. A value engineering (VE) study will be made on each project with a programmed amount exceeding $2 million.

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

5–3. Design directives

a. Design directives authorize various stages of project design, indicate project scope and cost, and provide special instructions for the design of the project. The design execution process is managed, in part, by using design codes. Since design funds are centrally managed, only HQUSACE (CEMP-M) has the authority to issue a design code to the appropriate USACE MSC or district.

b. Design codes are defined as follows:

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

(2) *Code 2.* Award of design contract is authorized. Preparation of concept design is authorized. Approved concept design is considered to be 35 percent of the total design effort.

(3) *Code 3.* Project is authorized for a non-traditional acquisition process.

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

(5) *Code 5.* The project is deferred from the program. Do not start design. If concept or final design of the project by USACE district in-house personnel has begun, it will be terminated. If concept or final design is being accomplished by A-E contract, it will be concluded per paragraph 5–4 *d.*

(6) *Code 6.* The project is authorized for final design.

(7) *Code 7.* Not used.

(8) *Code 8.* The project is canceled and if design is being accomplished by A-E contract, it will be concluded per paragraph 5–4 *d.*

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

5–4. Architect-Engineer contracts

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

b. The fee under any A-E contract for services for developing plans and specifications will not exceed 6 percent of the estimated cost of construction. The 6 percent statutory limitation applies only to production and delivery of design plans and specifications for construction. The costs of non-design services, including the following, are exempt from 6 percent limitations:

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

c. If design costs are estimated to exceed $300,000 (the amount specified in 10 USC 2807), award of A-E contract or initiation of in-house design will not be accomplished until HQDA fulfills all congressional notification requirements mandated by Section 2807.

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

e. Projects in the National Capital Region require review by the National Capital Planning Commission or the Commission of Fine Arts, or both. Provision must be made in A-E contracts to accommodate the presentations needed to seek necessary approvals.

5–5. Pre-design activities

a. Pre-design activities will begin when a Code 1 design directive is received from HQUSACE. Unless otherwise directed, pre-design activities require the following documentation before beginning:

(1) MACOM approved DD Form 1391-EF.

(2) Architectural and engineering instructions, or special instructions issued by HQUSACE, if required.

(3) Host MACOM approved site plan to include a MACOM statement that a hazardous and toxic materials survey has been accomplished, indicating the site is suitable for construction.

(4) Installation Design Guide.

(5) Risk analysis provided by the installation (Provost Marshal or Security Officer) for assets to be associated with the project.

b. Pre-design preparation will include the following:

(1) Site surveys.

(2) Site plans.

(3) Preliminary subsurface investigation and analysis.

(4) Preliminary utility investigation and analysis.

(5) Narrative description of structural, electrical, mechanical, power, and heating, ventilating, air conditioning, and cooling (HVAC) systems, and alternative energy systems to be considered.

(6) CWE for Budget Purposes will be prepared for HQUSACE approval (CEMP-E) if cost differs from that shown on the approved DD Form 1391-EF.

(7) A threat analysis and the results of a security engineering survey, where applicable.

(8) Environmental documentation.

(9) Selection and negotiation of an A-E contract.

(10) Development of project management plan.

(11) Preliminary hazard analysis outlining expected operational hazards as prescribed by AR 385–16.

5–6. Concept design

a. Concept design will begin when a Code 2 design directive is received from HQUSACE, and will be based upon the pre-design activities. Where no pre-design activities were accomplished, concept design will include all the requirements of pre-design. Concept design for MCDM projects will comply with the requirements of Military Handbook 1191 and the AEI.

b. Concept design will be limited to the HQDA approved scope as shown on the DD Form 1391-EF. The design will establish all basic features, materials, construction methods, facility systems, fire plans, and related costs of the facility. The USACE district will prepare studies that permit necessary design decisions to be made and justified.

c. MACOMs will immediately notify the design agent and HQDA (DAIM-FD) of any mission changes that may alter the design before concept design completion. Revisions to programming, budgeting, and execution will be evaluated and appropriate guidance provided the MACOM and HQUSACE by HQDA.

d. Concept design, except for MCDM project designs, is to be prepared according to Military Handbook 1191 and the AEI, will consist of, but not be limited to the following:

(1) Thirty-five percent design drawings, which include:

(a) Project site plan.

(b) Area site plan.

(c) Complete subsurface investigation and analysis.

(d) Architectural floor plans that consider functional relationships, work area use, security requirements, and traffic flow patterns.

(e) Building sections.

(f) General interior finish selections.

(g) Exterior elevation drawings showing principal exterior finishes.

(h) General preliminary mechanical, electrical, and information systems layouts, including equipment capacities and sizes.

(i) Fire protection plan.

(j) Exterior utility plans.

(2) Outline specifications.

(3) Thirty-five percent cost estimate (CWE for Budget Purposes).

(4) Basis of design, which includes the following:

(a) Design assumptions.

(b) Design analysis and calculations.

(c) Economic analyses.

(d) List of materials and methods of construction to be used.

(e) Information Systems requirements.

(f) Documentation leading to a Delegation of Procurement Authority for Federal Information Processing Resources (41 CFR 201).

(g) Discussion of types and capacities of HVAC systems, including a description of the selected system.

(h) Discussion of types and capacities of primary electrical power, conduit, information systems, lighting, and other systems considered, including a description of the selected systems.

(i) Descriptions of the foundation, including any special requirements such as drilled piers, pilings, and support facilities.

(j) Installation design guides (IDGs).

(k) Operability studies.

(l) Department of Defense Explosives Safety Board (DDESB) site approval, if required by AR 385–60.

(m) Hazard analyses, if required.

(n) Preliminary erosion control analysis.

(o) Preliminary landscaping analysis.

(p) Life-cycle cost analyses.

(q) Building energy simulations, energy conservation studies, and design energy use calculations.

(r) Narrative description of the approach to and basis for physical security and combatting terrorism measures, and a narrative description of those measures.

(s) Fire protection analyses.

(t) Corrosion mitigation plan.

e. The USACE district will finalize and submit a concept design cost estimate (CWE for Budget Purposes), based on the concept design approved by the using agency, installation, and MACOM, to HQUSACE (CEMP-E). The USACE district will ensure compliance with the DASA(IH) approved DD Form 1391-EF. MACOMs will request approval from HQDA (DAIM-FD) for any scope or cost changes. MACOMs will identify program revisions to accommodate cost changes. HQDA (DAIM-FD) will advise HQUSACE (CEMP-M) of scope or cost changes.

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

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

h. The USACE district will forward the drawings, basis of design, outline specifications, and cost estimate data to the using agency, the installation, and the MACOM for comment and appropriate approvals (see paras 1–21h and 1–22b). Any functional design related conflicts between the installation and using agency will be resolved by the respective MACOMs.

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

j. Concept design is not complete until it incorporates all valid comments; is approved by the using agency, installation, and MACOM; the cost estimate is appropriately reviewed and validated; and is approved by HQUSACE (CEMP-E). This must be completed by 1 August of the design year.

5–7. Final design

a. Final design begins when all real estate issues are resolved, any required AR 385-60 DDESB approvals are obtained, and a Code 6 design directive and appropriate funding are received from HQUSACE.

b. Final design is based on approved concept design (in some instances, a concept design may not have been done, for example,

UMMCA). Final designs will be functional, cost effective, and reflect the scope of the DASA(IH) approved DD Form 1391-EF. Final designs for MCDM projects will comply with Military Handbook 1191 and the AEI. Using agency originated changes made subsequent to final design directive, including those occurring during construction, will be incorporated, if approved during the user requested change review and approval process according to HQDA (DAIM-FD) guidance.

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

5–8. Cost estimate

a. Cost estimates supporting MILCON projects will be prepared according to AR 415–17. Appendix L provides guidance for the information systems portion. Design and cost estimates will include life-cycle costs analyses. After HQDA (DAIM-FD) approval, cost data on the CWE for budget purposes will replace cost data on the DD Form 1391-EF.

b. Cost estimates prepared before issuance of a Code 2 design directive, whether prepared by the installation or USACE district, will be funded by the using agency. Cost for including renewable energy sources are not to be included on the DD Form 1391-EF before the 35 percent concept cost estimate where renewable energy sources are deemed feasible.

c. Costs for all projects (including Mobilization Group I) will be estimated for the midpoint of construction based on the FY to which they are assigned. Costs for Mobilization Groups II and III projects in the Mobilization Project List (located in the DD Form 1391 Processor) will be estimated for the first year of the MACOM Future Years Defense Plan.

5–9. Additive bid items

a. Cost limitations can necessitate identifying non-essential additive items that could be deferred if bids are not favorable. Under no circumstances will features essential for a complete and usable facility be included in additive bid items.

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

c. MACOM, installation, and user approval of additive bid lists must be obtained by the USACE district.

5–10. Advertising, award, and obligation

a. Appropriate interest in the real property will be obtained before bids are advertised or construction contracts are awarded.

b. Advertising will not occur until the USACE district—

(1) Satisfactorily resolves MACOM and user review comments and the project has been through the National Capital Planning Commission review process (for projects in the National Capital Region).

(2) Obtains proper procurement authority before acquiring any Federal Information Processing Resources governed by the Federal Information Resources Management regulations.

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

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

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

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

g. Savings realized from favorable bids (for example, currency fluctuations, higher than expected bids, quantity overruns, validated claims) will be used at the discretion of HQDA (DAIM-FD) to fund shortfalls in the MILCON program.

5–11. Project construction

The USACE district commander will—

a. Establish and maintain a safe construction site

b. Ensure the construction complies with the project drawings and specifications to yield a quality product

c. Manage project costs and assess impacts of changes

d. Maintain detailed construction schedules

e. Advise the using agency of project status.

5–12. Cost increases (MCA and AFH)

a. Since MILCON cost estimates provided in the Congressional Justification Books are based on less than 100 percent design, Congress allows the Services certain flexibility to approve cost increases. Per section 2853, title 10, United States Code (10 USC 2853), the Services may approve a cost increase provided it "could not have reasonably been anticipated at the time the project was approved originally by Congress"; and provided that it is "required for the sole purpose of meeting unusual variations in cost." In other words, the cost increase must not be the result of an increase in the authorized scope. The flexibility to increase the cost of a project is generally contingent on the availability of savings from other projects: that is, bid savings or cancellations.

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

c. Increases to the authorized amounts are within the purview of the Armed Services and Appropriations MILCON Subcommittees; whereas increases to the appropriated amounts are strictly within the purview of the Appropriations MILCON Subcommittees. The separate rules for increasing the project authorization and appropriation are discussed in the following paragraphs. If the approval thresholds are different for the authorized and appropriated amounts, the smaller one controls.

d. The Secretary of the Army may approve a "cost variation" (increase of the project authorization) up to 25 percent of the amount appropriated, or 200 percent of the UMMCA threshold (currently $3 million or 2 x $1.5 million), whichever is less (10 USC 2853). The specific cost variation approval thresholds are as follows:

(1) HQUSACE (CEMP-M) can approve up to 15 percent over the amount appropriated, or $1.5 million, whichever is less.

(2) HQDA (DASA(IH)) can approve up to 25 percent over the amount appropriated, or $3 million, whichever is less, with certain

exceptions. Since some cost increases need to be funded promptly to avoid interest or impact costs, 10 USC 2853 provides the Services (DASA(IH) for the Army) with unlimited authority to approve payment of within-scope modifications and meritorious claims provided that Congress is notified promptly of the facts relating to the cost increase.

(3) The Armed Services and Appropriations MILCON Subcommittees approve authorization increases for initial awards greater than 25 percent over the appropriated amount, or $3 million, whichever is less. The award cannot occur until at least 21 calendar days after Congress is notified provided there are no objections.

e. As a matter of policy, the Services may approve a "reprogramming" (increase of the project appropriation) up to 25 percent, or $2 million, whichever is less. (See H. R. Conference Report No. 103–278.) This criteria is more restrictive than 10 USC 2853. Reprogramming limits do not apply to individual UMMCA projects. The specific reprogramming approval thresholds are as follows:

(1) HQUSACE (CEMP-M) can approve up to 15 percent over the amount appropriated, or $1.5 million, whichever is less, except as noted in paragraph 5—12 *e*(3)(b).

(2) HQDA (DASA(IH)) can approve:

(a) Up to 25 percent over the amount appropriated, or $2 million, whichever is less, except as noted in paragraph 5–12 *e*(3)(b), and except for claims and certain AFHI projects.

(b) Because claim settlements must be paid promptly to avoid additional interest costs, the Services (DASA(IH) for the Army) have reprogramming authority to approve payment of meritorious claims.

(c) For out-of-cycle AFHI projects added by the Army, the DASA(IH) can approve cost increases, regardless of the percentage, provided the total project CWE is less than $1.5 million.

(3) Senate and House Appropriation MILCON Subcommittees can approve:

(a) Any increase greater than 25 percent, or $2 million, whichever is less, except for claims and certain AFHI projects (see para 5–12 *e*(2)(b) and 5–12 *e*(2)(c)).

(b) Any increase, regardless of percentage or dollar amount, to a project whose programmed amount has been either increased or decreased (as a funding source) by a previously approved congressional reprogramming action. This limitation does not apply to new projects authorized pursuant to 10 USC 2803 and 10 USC 2854. For the latter projects, the DASA(IH) can approve cost increases up 25 percent or $2 million, whichever, is less.

5–13. Scope variation (MCA and AFH)

a. The Congress must be notified when the project scope is reduced below 75 percent of the scope originally approved by the Congress (10 USC 2853). The award cannot occur until at least 21 calendar days after the Congress is notified and if there are no unresolved objections from the notified committees.

b. Cost variations will not be used as a basis to increase the scope of any MILCON project. However, certain limited scope adjustments are permissible if required for technical reasons, and if approved by HQDA. Coordination with the MILCON Subcommittees may also be required. Requested adjustments are handled on a case-by-case basis.

5–14. Project completion

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

b. Project documentation will be provided to the installation within 60 days of the final transfer of the facility.

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

5–15. Emergency construction

Requests for emergency construction will be executed per procedures listed below. (See app C for statutory authorizations and limitations.)

a. Emergency construction requests will be submitted by MACOMs (signed by a General Officer or equivalent Senior Executive Service (SES) civilian) to HQDA (DAIM-FD), with copies to the CSA and ASA(IL&E). Each request must explicitly state why the project is vital to national security or protection of health, safety or environmental quality, and why it can not be included in the next MILCON budget request. Requests should also include a DD Form 1391-EF and proposed completion date.

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

(1) Agreement by OSD to forward the reprogramming request to the Appropriations Committees

(2) Written approval of the reprogramming by the House and Senate Appropriations Committees

(3) No objections from the House or Senate Armed Services Committees within 21 calendar days after they receive the 10 USC 2803 notification letters from the Army Secretariat.

c. Advertising authority will not generally be provided until an emergency project is approved by the Armed Services and Appropriations Committees. However, if justified, authority to advertise and open bids (subject to the availability of funds) may be provided before congressional approval.

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

Appendix A
References

Section I
Required Publications

AR 200–1
Environmental Protection and Enhancement (Cited in paras 1-11, F-2b, F-2j, K-4, and K-10.)

AR 210–20
Master Planning for Army Installations (Cited in paras 1-1c, 2-1b, 2-5a, F-1c, F-3c and I-1.)

AR 210–50
Housing Management (Cited in paras 1-1a, 1-7b, D-1c and K-5f.)

AR 415–19
Nonappropriated-Funded Construction Project Development and Approval (Cited in paras 1-6a and K-5f.)

AR 415–28
Department of the Army Facility Classes and Construction Categories (Category Codes) (Cited in paras 1-19B, 1-22B, E-3b, and Glossary.)

AR 420–10
Management of Installation Directorates of Engineering and Housing (Cited in paras 1-1a, 1-6c, B-1a, D-1c, and D-1f.)

Section II
Related Publications

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

AR 1–1
Planning, Programming, Budgeting, and Execution System

AR 11–18
The Cost and Economic Analysis Program

AR 25–3
Army Life Cycle Management of Information Systems

AR 50–5
Nuclear and Chemical Weapons and Materiel - Nuclear Surety

AR 55–80
Highways for National Defense

AR 60–31
Equipment and Facilities

AR 190–13
The Army Physical Security Program

AR 200–2
Environmental Effects of Army Actions

AR 210–21
Ranges and Training Areas

AR 210–25
Vending Facility Program for the Blind on Federal Property

AR 210–70
Intergovernmental Coordination of DOD Federal Development Program and Activities

AR 210–135
Banks and Credit Unions on Army Installations

AR 385–10
The Army Safety Program

AR 385–16
System Safety Engineering and Management

AR 385–60
Coordination with Department of Defense Explosives Safety Board

AR 405–10
Acquisition of Real Property and Interests Therein

AR 415–17
Cost Estimating for Military Programming

AR 415–25
Facilities for Research, Development, Test, and Evaluation

AR 420–17
Real Property and Resource Management

AR 420–18
Facilities Engineering Materials, Equipment, and Relocatable Building Management

AR 420–43
Electric Services

AR 420–74
Natural Resources; Land, Forest, Fish and Wildlife Management

AR 525–13
The Army Combatting Terrorism Program

AR 740–1
Storage and Supply Activity Operations

MIL–STD–1691D
Construction and Material Schedule for Military Medical and Dental Facilities

Military Handbook 1191
Medical and Dental Treatment Facilities Design and Construction Facilities

OMB Cir A–11
Preparation and Submission of Budget Estimates

OMB Cir A–106
Environmental Requirements in Connection with Prevention, Control, and Abatement of Environmental Pollution at Existing Federal Facilities

Section III
Prescribed Forms

DD Form 1390–EF
FY__Military Construction Program (RCS: ENG-240) (Cited in paras 1-20, 1-20b(5), 4-3a, and 4-3b.)

DD Form 1391–EF
FY__Military Construction Project Data (RCS: ENG-240) (Cited in paras 1-20a((4), 1-20b(5), 1-20d(2), 2-4a, 2-4c, 3-2g(1), 3-4b(2)(e), 3-7a, 3-8b, 4-2a and b, 4-4c, 4-6b, 5-2b(1), 5-2c, 5-5a(1), 5-5b(6), 5-6b, 5-6e, 5-6f, 5-7b, 5-8b, 5-15a, and 5-15b.)

Section IV
Referenced Forms

DD Form 1354
Transfer and Acceptance of Military Real Property

DD Form 1523
Military Family Housing Justification

Appendix B
Unspecified Minor MCA (UMMCA) Program

B–1. Authorization

a. Under 10 USC 2805 the Army may execute minor construction projects costing $1.5 million or less as follows:

(1) MACOM commanders may delegate approval authority to installation commanders to use O&M funds for minor construction projects costing $300,000, or less. Projects with a funded cost of $300,000 or less will be funded from operating accounts monies available at the installation level. (See AR 420–10.)

(2) Projects costing more than $300,000, but not more than $1.5 million, will be programmed in the annual MCA program as "Projects costing $1.5 million or less."

(3) Projects costing more than $300,000, but not more than $1.5 million, that are unforeseen urgent requirements and that cannot wait for normal programming procedures, may be funded from the UMMCA account at HQDA.

b. Installations will submit UMMCA projects, through their MACOMs, to HQDA as soon as they are identified and documented (DD Form 1391-EF). All projects will be submitted by the 1391 Processor. MACOMs will review the documentation to ensure compliance with this regulation.

c. Approval authority for UMMCA projects is delegated as follows:

(1) Over $300,000 up to and including $500,000 - DAIM-FD

(2) Over $500,000 up to and including $1.5 million - DASA(IH)

(3) UMMCA projects require a congressional notification period of 21 days.

B–2. Procedures

a. UMMCA projects may be submitted at any time. Installations will prepare DD Form 1391-EF, along with the best available cost estimate, and submit the request to the MACOM. MACOMs will thoroughly review the DD Form 1391-EF, to include the scope, technical requirements, site approval, consideration of alternatives, and staff proponency endorsement of the validity and urgency of the requirement.

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

c. The DD Form 1391-EF will be staffed with the appropriate ARSTAF proponent, who is required to provide the following information:

(1) Project number, title, and location

(2) Proponent point of contact

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

(4) A statement indicating the scope is correct

(5) Why the project must be started on time

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

(7) Whether related furnishings and equipment are currently available (if not, are they on order?)

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

d. Concurrent with ARSTAF review of the requirement, HQUSACE (CEMP-E) will perform both technical and cost reviews. HQUSACE (CEMP-E) will determine if a project is complete and usable, conforms to appropriate technical standards for construction, and if other reviews or approvals are required (such as DDESB, real estate actions, information systems support, and related O&M projects). HQUSACE (CEMP-E) will review the cost estimate to establish the Programmed Amount (PA).

e. After the ARSTAF proponent endorses the requirement as urgent, HQUSACE (CEMP-E) will release the DD Form 1391-EF (with a programmed amount of $1.5 million or less) and DASA(IH) will authorize final design. HQDA (DAIM-FD) will then notify HQUSACE (CEMP-M). Final design authority (code 6) will be issued at this time because of the urgency and, usually, simplicity of the requirement. HQUSACE (CEMP-M) will notify the MACOM, the USACE MSC, and installation commander of the design authorization by directive. The USACE district will move as quickly as possible to a final design. To prevent delays, design reviews will be held while design continues. HQUSACE will monitor design progress and inform HQDA (DAIM-FD) of problems, costs, and schedules. After completion of final design, the cost estimate (CWE for Budget Purposes) will be electronically prepared, coordinated with the installation and programming MACOM and transmitted by the USACE district to HQUSACE (CEMP-E) for approval. The DD Form 1391-EF will then be annotated to reflect this cost, and this becomes the programmed amount submitted to the Congress.

f. Before a UMMCA project can be awarded, it must have a CWE of $1.5 million or less and be approved by the appropriate authority. In addition, the Congress must be notified, by DASA(IH), followed by a 21-day waiting period. However, due to limited funding in the program, not all urgent requirements will be approved. The CRRC will review candidate UMMCA projects and the most urgent will be recommended to the PBC for execution. A high MACOM priority or important HQDA/OSD/congressional issue will often help identify projects likely to be selected for funding by the CRRC and Program Budget Committee (PBC).

B–3. Selection process

a. The UMMCA program will be reviewed several times a year to select the most urgent requirements to be funded against the funding level in the program at that time.

b. Before each review, MACOMs will be asked to review and prioritize all unawarded or unadvertised requirements. These priority lists will be assembled and presented to the CRRC for review. The CRRC will recommend projects to be funded within the UMMCA monies available at that time. In addition, the CRRC will select "carry-over" projects that are prioritized and will be executed should a funded project be canceled, delayed, or moved to the next fiscal year. All other requirements will be either continued in design for later UMMCA funding or returned to the MACOM for disposition. (These last two groups vary according to the requirements, design status, and time of year.) A recommended program will then be forwarded to the PBC.

c. The PBC will receive the list (usually within 2 weeks) and the UMMCA program manager will brief the PBC on the program, if requested. Once the review is completed, a message will be sent to the field announcing the program (selected projects), carryover projects, cancellations, and continuations. This list (program) will be executed until the next review.

Appendix C
Emergency Construction

C–1. Statutory authorization

10 USC 2803, Emergency Construction, is reprinted as follows:

"(a) Subject to subsections (b) and (c), the Secretary concerned may carry out a military construction project not otherwise authorized by law if the Secretary determines (1) that the project is vital to national security or to the protection of health, safety or the quality

of the environment, and (2) that the requirement for the project is so urgent that deferral of the project for inclusion in the next Military Construction Authorization Act would be inconsistent with national security or the protection of health, safety or environmental quality, as the case may be.

(b) When a decision is made to carry out a military construction project under this section, the Secretary concerned shall submit a report in writing to the appropriate committees of Congress on that decision. Each such report shall include (1) the justification for the project and the current estimate of the cost of the project, (2) the justification for carrying out the project under this section, and (3) a statement of the source of funds to be used to carry out the project. The project may then be carried out only after the end of the 21-day period beginning on the date the notification is received by such committees.

(c)(1) The maximum amount that the Secretary concerned may obligate in any fiscal year under this section is $30,000,000.

(c)(2) A project carried out under this section shall be carried out within the total amount of funds appropriated for military construction that have not been obligated."

C–2. Congressional guidance

a. In Senate Report 97–474, 17 June 1982, page 14, the Senate Armed Services Committee provided the following guidance: "This authority would not be used for projects denied authorization in a prior military construction authorization Act. No authorization of appropriations would be provided in an annual military construction authorization Act for the use of the authority of this section. Therefore, the use of this authority is dependent upon the availability of savings of appropriations from other military construction projects or through funding obtained by deferring or canceling other military construction projects."

b. House Report 99–275, 18 September 1985, page 23 states: The House Appropriations Committee provided the following guidance: "This authority was provided to give the Department and the Congress flexibility in dire situations. A true emergency project should be confined to facilities without which a critical weapon system or mission could not function. The Committee expects the Secretary of Defense to more closely scrutinize emergency reprogramming requests and only submit those which meet the definition outlined above."

C–3. Military construction, Army program

Although 10 USC 2803 is written broadly to cover all MILCON programs, the Army has used it only for the MCA program because other authorities are available to handle emergency family housing projects. Additionally, emergency construction projects costing $1.5 million or less should be executed under the UMMCA program.

C–4. Funding

Senate Report 97–474 states that no funding is appropriated for emergency construction. Therefore, funds to finance the authorization must be reprogrammed (with congressional approval) from bid savings or from project cancellations or deferrals. Note that the Congress would be reluctant to approve cancellation or deferment of a required project to fund an emergency construction project unless there were a truly dire need.

C–5. Limitation

There is no individual project limitation. However, 10 USC 2803 states that the Secretary of the Army may obligate a maximum of $30 million per fiscal year for emergency construction projects. Also, the additional emergency authorization cannot cause an annual MCA program authorization to be exceeded. Furthermore, since there is no separate emergency construction appropriation, projects carried out under 10 USC 2803 will be completed within the total amount of appropriated MCA funds that have not been obligated.

Appendix D
Restoration or replacement of damaged or destroyed facilities and construction authority in the event of declaration of war or national emergency

D–1. Damaged or destroyed facilities

a. Statutory authorization. 10 USC 2854, Restoration or replacement of damaged or destroyed facilities, is reprinted as follows:

"(a) Subject to subsection (b), the Secretary concerned may repair, restore, or replace a facility under his jurisdiction, including a family housing facility, that has been damaged or destroyed.

When a decision is made to carry out construction under this section and the cost of the repair, restoration, or replacement is greater than the maximum amount for a minor construction project, the Secretary concerned shall notify in writing the appropriate committees of Congress of that decision, of the justification for the project, of the current estimate of the cost of the project, of the source of funds for the project, and of the justification for carrying out the project under this section. The project may then be carried out only after the end of the 21-day period beginning on the date the notification is received by such committees."

b. Congressional guidance. Senate Report 97–474, 17 June 1982, page 24: The Senate Armed Services Committee provided the following guidance: "Subsection (a) permits military departments and defense agencies to respond to natural disasters and acts of arson or terrorism promptly. The committee expects prompt responses to restore mission effectiveness and to preclude further deterioration of damaged facilities. To assure timely responses, operation and maintenance appropriations may be used to temporarily repair or restore damaged facilities. If an economic analysis of life-cycle costs shows that the most cost effective alternative is facility replacement, military construction appropriations may be used to construct the replacement facility. The committee would expect that any replacement facility would use current design and material criteria and may be increased in size to meet current mission and functional requirements."

c. Authorized projects

(1) This authority may be used for MCA restoration or replacement projects costing more than $1.5 million. Projects of this type that cost $1.5 million or less (and more than $300,000) should be submitted as unspecified minor MCA projects if they are urgent and cannot be delayed until the next MCA budget cycle. A facility with a restoration or replacement cost of $300,000 or less will be funded from real property maintenance (O&M) accounts. Note that O&M funds may also be used to repair facilities as provided in AR 420–10. Figure D-1 presents a logic diagram for damaged facility repair, restoration, and replacement.

(2) Family housing units may also be restored or replaced under this authority. However, it is Army policy that 10 USC 2854 be used only for AFH replacement projects (new construction) that are urgent and cannot be delayed until the next AFH budget cycle. Restoration of family housing units, including incidental improvements greater than $15,000 per unit, shall be accomplished as out-of-cycle repair projects. Restoration of family housing units, including incidental improvements less than $15,000 per unit, can be accomplished as either out-of-cycle repair or improvement projects. (See AR 210–50.)

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

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

(5) This authority was not intended for the restoration or replacement of facilities in a serious state of disrepair due to gradual deterioration or lack of maintenance.

d. Funding. No additional funding will be appropriated for projects constructed under 10 USC 2854. Therefore, funds to finance the authorization must be reprogrammed (with congressional approval) from bid savings or from project cancellations or deferrals. Note that the Congress would be reluctant to approve cancellation or deferment of a required project to fund a restoration or replacement project unless there were a truly dire need.

e. Limitation. 10 USC 2854 does not contain any limitation on the cost of an individual project, or total value of projects authorized per FY. However, this does not exempt the restoration or replacement of family housing units from compliance with other statutes that limit per-unit costs (that is, $50,000 times area cost factor). Authorization of restoration or replacement projects cannot cause an annual MCA or AFH program authorization to be exceeded. Furthermore, since there is no separate appropriation for projects carried out under 10 USC 2854, projects must be completed within the total dollar amount of appropriated unobligated MCA or AFH funds.

f. Project submission. Proposed projects will be submitted by MACOMs (signed by a General Officer or equivalent SES) to HQDA (DAIM-FD), with copies to the CSA and SAILE. A request must state explicitly why the project is needed and why it can not be included in the next MCA or AFH budget request. A request should also include a DD Form 1391-EF, proposed completion date, economic analysis (if a replacement facility is proposed), and housing deficit verification (for AFH projects). Repair projects will be submitted as required by AR 420–10.

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

h. Project execution. Advertising authority will generally not be provided until a restoration or replacement project is approved by the Armed Services and Appropriations Committees. However, if justified, authority to advertise and open bids (subject to the availability of funds) may be provided before congressional approval.

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

D–2. Declaration of war or national emergency

10 USC 2808 provides that in the event of a declaration of war or a declaration by the President of a national emergency under 50 USC 1601, the Secretary of Defense may undertake MILCON projects necessary to support use of the armed forces. Funding for all projects must be available from unobligated MILCON funds previously appropriated. Specific guidance will be issued HQDA upon activation of this authority.

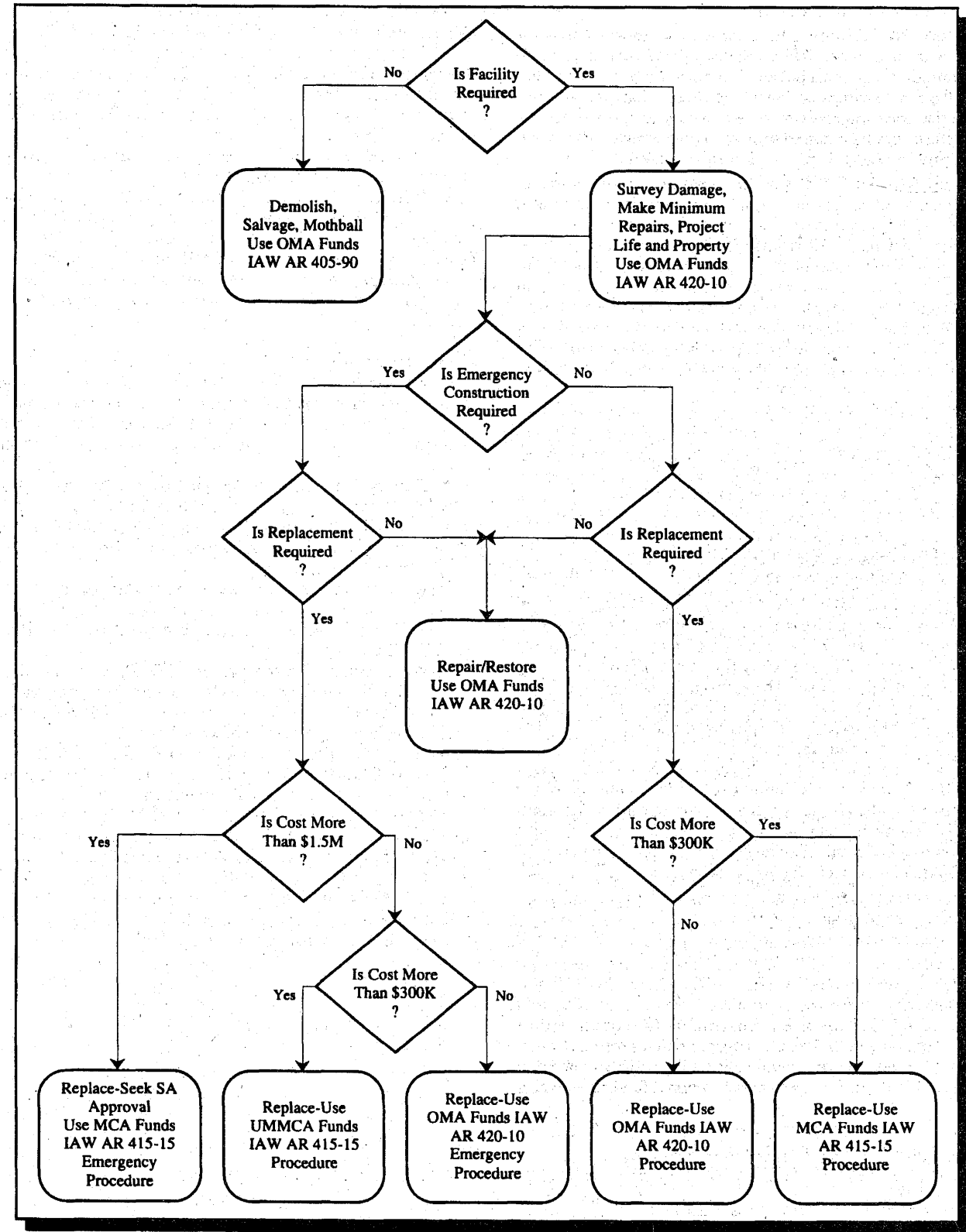


Figure D–1. Damaged Facility Repair/Restoration/Replacement Logic Diagram

Appendix E
Army Medical Facilities

E–1. Background

The Military Construction, Defense Medical (MCDM) program is centrally managed by the Assistant Secretary of Defense, Health Affairs (ASD(HA)). The DMFO plans, develops, and executes the MCDM Future Years Defense Plan for ASD(HA). The programming and design cycle for all medical projects, determined by the DMFO, begins 2 years earlier than MCA projects for the same program year. The Army proponent for MCDM programming is the OTSG (SGFP-ZA).

E–2. Program planning and execution

Defense medical facility construction planning and execution proceeds as follows:

a. The DMFO provides annual programming guidance, performs defense-wide health care facility planning and project programming, and reviews and adjusts projects for scope and cost. The DMFO then prioritizes Defense Department-wide Medical Programs, presents OSD and congressional budget books for submission, and presents medical programs to OSD and Congress. After approval by OSD and the Congress, the DMFO releases projects with funding for design and construction to USACE. The DMFO also maintains program status information in CAPCES, interprets DOD medical space planning criteria and determines official scope of all MCDM projects, and develops economic analyses when required.

b. The Army CRRC reviews and approves the DA Medical program (for submission to ASD(HA) and assures coordination of medical facilities with other Army programs and initiatives.

c. HQUSACE (CEMP) performs programming reviews of DD Forms 1391-EF for cost accuracy and quality of documentation and adjusts, corrects, and incorporates DMFO requirements, and prepares engineering instructions for design. HQUSACE (CEMP) coordinates technical and cost reviews of projects and performs technical reviews of medical projects, and ensures adherence to Military Handbook 1191 and the AEI. HQUSACE (CEMP) also maintains cost control data, design, and construction status in CAPCES, and directs design and construction through the USACE MSC to districts.

d. The OTSG, HFPA submits and presents the Army MCDM program before OSD and Congress as requested, develops and prioritizes the DA MCDM program, and provides MCDM program guidance. HFPA maintains the Army MCDM 6 Year Plan, LRCP, and Mobilization MILCON programs. During design and construction phases of the program, HFPA functions as the user, performs functional design reviews of medical projects, and participates in user requested change reviews and processes. HFPA directs MCDM program performance and analysis, and presents MCDM programs to the CRRC for approval. HFPA also requests USACE to perform technical reviews on DD Forms 1391-EF before submission to DMFO and assures USAISC participation in development of information systems requirements for medical facilities. HFPA also organizes TSG's Program Budget Committee project approval board.

e. Major Medical Subcommands (MMSCs) perform the following program planning and execution procedures:

(1) Develop regional (major medical subcommand) MCDM programs.

(2) Assure technical compliance with regulatory and statutory requirements. Examples include DOD Explosives Safety Board, installation master plan siting approval, host MSC and MACOM support, environmental considerations, historical preservation, archaeological investigations, and all other pertinent data.

(3) For CONUS, HSC coordinates MCDM priorities for HSC subordinate units with host MSC and MACOM.

(4) The Medical Research and Development Command (MED R&D) consolidates all MED R&D projects world-wide into a single OTSG priority list. MED R&D Command coordinates with host MSC/MACOM for MED R&D subordinate units.

(5) Brief projects and installation MED RPMP as required by TSG Program Budget Committee.

(6) Other medical organizations not listed above develop MCDM priorities for their facilities and submit to TSG.

f. The senior installation medical representative coordinates development of medical DD Forms 1391-EF and project information and integration of the MED RPMP with the installation RPMP and submits installation medical project priorities through medical command channels.

g. Host MSCs and MACOMs direct installation planning, siting approval, and project review.

h. Installations coordinate with the MEDDAC to develop DD Form 1391-EF and provide all supporting documentation for medical requirements at the installation, and assist MEDDAC in obtaining project validations. Installations also coordinate with USAISC to provide information systems requirements and cost estimates and perform installation RPMP incorporating the Medical RPMP.

E–3. Programming

a. The OTSG is the Army proponent for all military construction projects classified in Category Code 500 (Health Care Delivery), Category Code 310.60 (Medical Research Laboratories), and Category Codes 171 and 179 (facilities associated with medical training).

b. Facility five-digit code designations will be assigned per AR 415–28. When a Category Code 500 series facility includes functions in addition to those in the Category Code 500 series, the facility will be classified in the 500 series if one of the following conditions is met:

(1) Over 50 percent of the space is in the 500 series.

(2) Over 50 percent of the cost is for 500 series functions.

(3) There is a mutual written agreement between the Army OTSG and the DMFO.

c. Programming for the Army MCDM program will begin 2 years earlier than MCA projects for the same program year.

(1) A flow chart overlay of key events of the MCDM project within the PPBES process is shown in figure E-1.

(2) Project submission will follow medical command lines to the OTSG. Individual medical units will submit project requirements to the senior installation medical representative, who will coordinate the requirement into the Medical RPMP and Medical Capital Investment Strategy (MED CIS). These projects will then be submitted to their respective medical commands. Each Medical Command will submit a prioritized list to OTSG. OCONUS MEDCOMs will submit to OTSG through their MACOM. HSC and other organizations will submit directly to OTSG with information copy to the applicable host MACOMs.

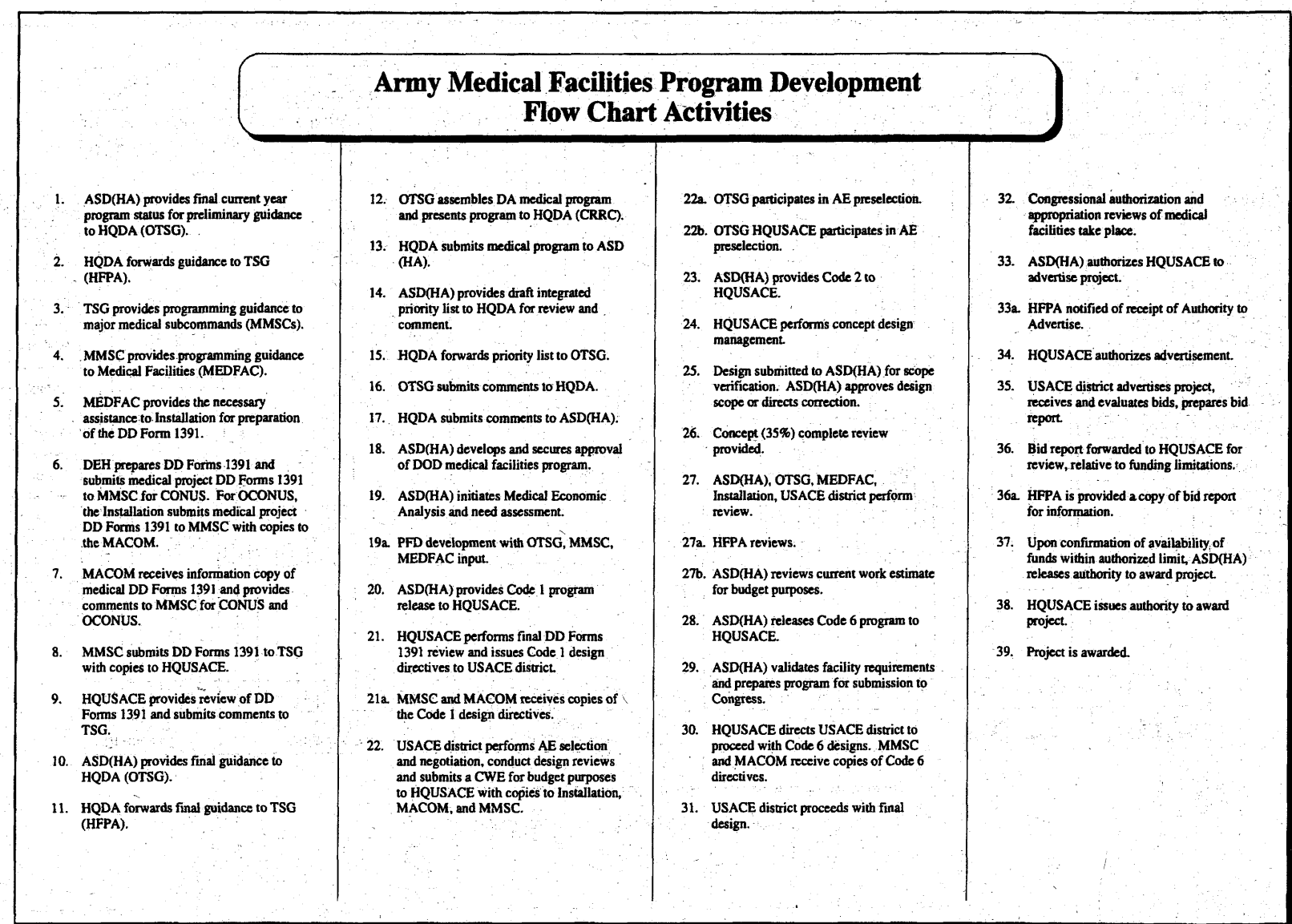


Figure E-1. Army Medical Facilities Program Development Flow Chart Activities

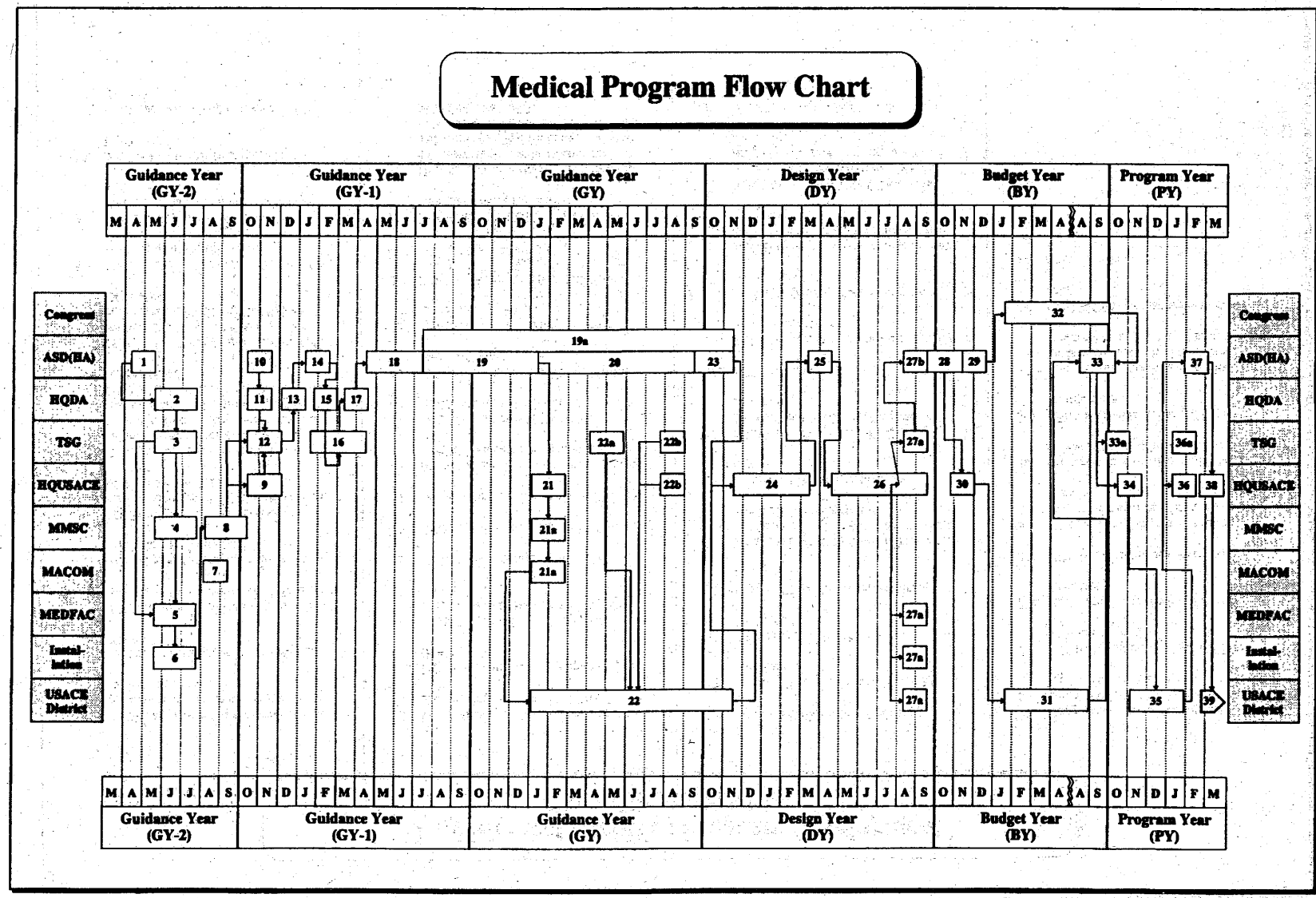


Figure E–1. Army Medical Facilities Program Development Flow Chart Activities—Continued

Appendix F
Environmental Protection

F–1. Background

a. The Army is committed to protecting the environment. This includes protection of land, water, air, biological, cultural, and natural resources. While there is no prohibition against activities which result in environmental impacts, the appropriate processes must be followed so that credible, defensible decisions can be made.

b. AR 210–70 requires Federal agencies to cooperate with State and local governments in the evaluation, review, and coordination of projects. In developing MILCON projects and programs, procedures contained in AR 210–70 will be followed. Some projects must be reviewed by environmental regulatory agencies.

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

F–2. Environmental considerations

a. Environmental quality. The National Environmental Policy Act (NEPA), Public Law 97–190 (PL 91–190), established general Federal policy to protect and enhance the quality of the human environment. NEPA requires a process that results in formal documentation and consideration of the environmental impacts of projects. AR 200-2 implements NEPA in the Army. A number of environmental laws and regulations also govern Army activities. These typically focus on specific media (air, water, solid waste, and so forth). Some laws and regulations govern environmental issues such as protection of endangered plant and animal species.

b. Pollution control. Federal law, as implemented by AR 200-1, requires Army facilities to comply with applicable Federal, State, and local pollution abatement standards. Pollution standards cover control of pollutants in the air, water, and terrain. Pollutants are produced by liquids, gases, solid and hazardous waste, noise, radiation, and hazardous and toxic materials, including pesticides and herbicides.

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

d. Pre-construction site selection. The installation commander arranges for an environmental survey of a proposed site before site selection. The MACOM certifies the site categorization.

e. Site categorization. Sites are classified into the three following categories:

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

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

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

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

g. Documentation. Detailed instructions for compliance with environmental documentation requirements are contained AR 200–2. All projects require preparation of environmental documentation. The USACE district may be requested to support installation environmental documentation efforts.

h. Funding. In accordance with the Military Construction Codification Act (10 USC 2801 *et seq.*), preparation of environmental documentation and investigations associated with their development, are considered advanced planning for projects and will be funded from other than MILCON funds. The installation bears the cost of these site surveys. Non-Army tenants will fund the site survey for MILCON projects where they are the user. Costs of design and construction mitigation measures required as a direct result of MILCON projects will be paid from MILCON funds if included in the cost estimate and description of work on DD Form 1391-EF. These costs will also be included in the environmental documentation of the project. If the condition is known before project approval by HQDA, but not included on DD Form 1391-EF, O&M funds will be used. The MACOM must certify (MACOM certification) that the site is ready for construction before concept design will be authorized.

i. Funding exceptions. Procurement of Ammunition, Army funds will be identified for pollution abatement construction required to build or modernize Army ammunition plants. Minor construction projects within O&M limitations will be financed with O&M funds. Other funding exceptions may be granted by OSD.

j. OCONUS environmental protection and enhancement requirements. Army agencies and activities that construct or operate Federal facilities outside the United States will ensure that the "final governing standards" approved by the appropriate unified command and issued by the DOD appointed executive agent for the host nation are followed, and requests for new facilities or for changes to existing facilities (DD Forms 1391-EF) will provide for such compliance. Pollution abatement construction projects in excess of the O&M limitations on minor construction projects will be proposed for funding with MCA appropriations. Status of Forces Agreements (SOFAs), treaties, or other international agreements that permit or require applicability of standards more stringent than those issued by the executive agent will be considered part of the environmental pollution control standards of general applicability in the host nation or jurisdiction. When appropriate, AR 200-1 will be used to supplement these environmental protection requirements OCONUS.

F–3. Construction in floodplains or on wetlands

a. EO 11988, 3 CFR 1977 and EO 11990, 3 CFR 1977 restrict Federal activities in floodplains and wetlands.

b. During initial project planning, the responsible using Service will determine whether the project is sited in a floodplain or wetlands. Guidance may be obtained from the supporting USACE district. If the proposed 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 per section 1344, title 33, United States Code (33 USC 1344).

c. The Coastal Zone Management (CZM) Act Public Law 92–583 (PL 92–583), requires Federal agencies with activities or development projects directly affecting the coastal zone to conform to approved State CZM programs to the maximum extent practicable. (See AR 210–20 and AR 420–74.)

d. Construction in foreign countries will be governed by SOFAs. However, EO 12114, (3 CFR 1979) requires all Federal agencies, taking major Federal actions having significant effects on the environment outside the United States, to comply with its procedures unless exempted under the terms of the Executive Order.

F–4. Preservation of historic properties and archaeological sites

a. National Historic Preservation Act (NHPA) requirements

(1) The National Historic Preservation Act of 1966, Public Law 89–665 (P.L. 89–665), as amended, establishes:

(a) The national policy for preservation of historic properties.

(b) A National Register of Historic Places (NRHP) maintained by the Secretary of the Interior.

(c) Procedures for consideration and protection of properties included in or eligible for inclusion in the NRHP.

(2) Detailed instructions for compliance with the historic preservation requirements are contained in AR 420–40, TM 5–801–1, and TM 5–801–2.

b. Archaeological sites within MILCON project site areas.

(1) *Advance planning.* Preparation of archaeological surveys and investigations associated with development are considered advance

planning for projects and will be funded from other than MILCON funds.

(2) *Preservation, recovery, and mitigation.* Protecting or preserving known or suspected archaeological objects or findings, gathering data, reporting, and similar tasks, will be accomplished before award of military construction contracts, when feasible. Public Law 93–291 permits the use of up to one percent of the MILCON project program amount to protect, preserve, and mitigate damage to previously unknown archaeological objects or findings discovered during construction. This temporary protection will continue until such time as appropriate investigations and site clearances can be conducted by the installation using other than MILCON funds. This one percent of the project amount is also intended to be used for compensating the construction contractor for contractual impacts and delays resulting from discovery of previously unknown archaeological objects or findings during construction. Military construction projects will not be proposed for sites which contain known or suspected archaeological findings until those sites have been properly cleared of such objects or findings.

F–5. Endangered species protection

With respect to the Endangered Species Act of 1973, section 1531, title 16, United States Code (16 USC 1531), the goal of the Army is to ensure that actions are not likely to jeopardize the continuing existence of threatened or endangered species, or result in adverse modification of the critical habitat of such species. AR 420–74 provides guidance.

Appendix G
Facilities standardization and repetitive designs

G–1. Standardization

The term "standardization" is often misunderstood to mean complete duplication of a facility's design and construction from site to site.

a. Army facilities standardization is a formal process for developing requirements and designs for facilities to be used as the Army standard for construction. The process includes reviewing and updating approved facility standards to ensure their continued technical quality and responsiveness to Army requirements.

b. Standard and repetitive designs provide an informal process to reuse successful designs. This process will make the maximum use of existing, standard, or definitive designs, as well as other existing guidance to shorten the time and lower the cost for design.

G–2. Department of the Army Facilities Standardization Program

a. The overall objective of the facilities standardization program is to achieve savings and benefits in planning, programming, design, and construction of Army facilities. Specifically, this objective includes, but is not limited to, the following:

(1) Increased credibility with the Congress through more consistent construction program development.

(2) Consistency in facility types with equal treatment among MACOMs, installations, and users.

(3) Improved early planning and simplified construction programming activities, including the preparation of DD Forms 1391-EF.

(4) Improved site planning.

(5) Improved design quality and the promotion of design excellence.

(6) Consistent local architectural themes at Army installations.

(7) Simplified design project management.

(8) Reduced design costs and time.

(9) Consistent application of local construction materials and methods.

(10) Reduced construction costs and time.

(11) Reduced change orders during construction.

(12) Improved maintenance and repair activities.

(13) Increased customer satisfaction through better and more consistent functional and operational requirements.

b. DA standard designs have been developed and implemented through the DA Facilities Standardization Program. Use of DA Standard Designs is required. Exceptions will only be addressed during the DD Form 1391-EF approval process. Deviations from mandatory design elements of a standard design will not be made unless a waiver is granted. Requests for such waivers will be addressed to HQUSACE (CEMP-E).

(1) True standard design drawings are sufficient in detail to serve as construction drawings after modification for site-specific requirements.

(2) Definitive design drawings delineate space allocations, functional layouts, and configuration of facilities, but serve only as guides in developing specific design and construction drawings. To provide the flexibility needed to meet the varying needs of the Army, the thrust of the DA Facilities Standardization Program is to develop "Army Standard Designs" in the form of definitive design drawings.

(3) Design guides normally contain a combination of written and graphic material for a specific facility type, accompanied by several example designs.

c. Implementation instructions on the use of standard designs developed under the DA facilities standardization program will be accomplished through the design directive process, the 1391 Processor, and the Design Criteria Information System (DCIS).

G–3. Repetitive designs

Repetitive designs are designs which have not been incorporated in the Army Facilities Standardization Program but may be appropriate for reuse. The following apply:

a. Standard or definitive designs, if available, will be used for design development.

b. Existing designs for similar projects will be considered for site adaptation if a DA Standard Design does not exist. This consideration will include designs prepared in other USACE MSCs and districts. This information will be provided in the special design instructions.

c. If a standard or definitive design, or a mandatory DA standard design does not exist, suitable existing designs for similar projects will be considered for site adaptation. This consideration will not be limited to local designs. Designs prepared in, or for, other USACE districts or divisions will be considered. Factors to be evaluated when considering an existing design will include:

(1) Operational and functional requirements of users.

(2) Compliance with the current version of AEI, design criteria, and other applicable criteria.

(3) Environmental factors, including architectural appearance, theme, and character.

(4) Ease of site adapting the existing project design to the specifics of the current project.

G–4. Management

HQUSACE (CEMP-E) will coordinate and manage day-to-day operation of the standardization program.

a. DA Facilities Standardization Committee. This committee is chaired by the Director of Military Programs, HQUSACE, and consists of one voting General Officer who is supported by one nonvoting point of contact from each DA Staff office and MACOM with facility proponent responsibility.

b. Subcommittees for specific facility types. Only one world-wide subcommittee is established for each facility type or group of facility types to be standardized. Specific working teams may be established as necessary within each subcommittee to address specific elements, or geographical and regional variations, of the facility type. Each subcommittee will consist of representatives from the ARSTAF and MACOM that are facility proponents. In addition, members may represent subordinate commands, Army installation using organizations, and other activities involved with the type of facility. For the purpose of decision making, the subcommittees are chaired by

representatives from the ARSTAF or MACOM that are the proponents for the facility types, or by Army functional and operational experts designated by the ARSTAF or MACOM.

c. USACE Committee. This committee consists of one representative from each of the USACE Major Subordinate Commands (MSCs) having military construction responsibilities. This committee coordinates among district commands and provides them the opportunity to participate in development and use of Army standard facility designs. Specifically, this committee represents the architectural, engineering, and construction perspective in the development and use of standard facility designs. The committee coordinates the proposed standard facility designs with other USACE district commands to ensure applicability and constructibility throughout the intended geographical area where the standard will be used. The committee also coordinates architectural, engineering, and technical feedback, and resolves technical conflicts.

d. Centers of standardization. Centers of standardization consist of USACE MSC or district organizations that support the subcommittees on specific facility types to develop DA standard design packages for specific Army facility types. Once a DA standard is established, a center of standardization tracks and monitors the use of the standard, evaluates the standard for technical sufficiency and responsiveness to user requirements, and provides technical support to other design agencies for assigned facility types, as required.

Appendix H
Equipment installation

H–1. Installed building equipment (IBE)

Installed building equipment (IBE) includes items of real property affixed to or built into a facility which are an integral part of the facility. IBE is normally provided as part of construction and costs are included in the construction cost estimate. Primary facility costs that include items of IBE are financed with MILCON funds. Examples of supporting IBE are listed below.

–Antenna (master antennas for non-paid-subscriber entertainment television systems)
–Bedside headwall units
–Bleachers (built-in)
–Benches (built-in)
–Boilers
–Bookcases (built-in)
–Cabinets (built-in)
–Carpet (wall to wall)
–Chapel seating, baptisteries, altars, pulpits, communion rails and tables, and raised platforms (built-in)
–Closets
–Desks and tables (built-in)
–Dishwasher equipment (built-in)
–Drinking water coolers (built-in)
–Electrical components (built-in electric lighting fixtures and power utilization, and distribution equipment)
–Elevators and elevator doors
–Escalators
–Exhaust systems
–Fire alarm and detection systems
–Food service equipment (built-in)
–Gas fittings
–Hardware and fixtures for handicapped access
–Heating, ventilating, and air conditioning equipment, and control systems.
–Hoists (crane and crane rails)
–Incinerators
–Jail equipment
–Key control systems
–Laboratory sinks, tables, and benches (built-in)
–Lockers (built-in)
–Meat cutting equipment
–Medical gas systems
–Medical automated box conveyors
–Medical material handling systems
–Nurse call systems
–Paging systems
–Panelboards
–Plumbing
–Pneumatic tube systems
–Pot and pan washing equipment
–Protective construction features
–Refrigeration equipment (built-in)
–Storm sash and doors
–Screens
–Shelving and racks (built-in)
–Signage
–Sprinklers
–Sterilizers (built-in)
–Storage bins (built-in)
–Telecommunication systems (major construction projects)
–Theater and auditorium railings
–Theater stage and fire curtain
–Traffic railings
–Utility monitoring and control systems
–Vaults
–Vehicle and pedestrian traffic control, and direction signs
–Venetian blinds and window shades
–Wardrobes (fixed)
–Waste disposers
–Other similar non-severable items

H–2. Personal property (fixed)

Personal property (fixed) (normally not MILCON funded) consists of capital equipment and other equipment of a movable nature that has been fixed in place or attached to real property, but may be severed or removed from buildings without destroying the usefulness of the facilities. Acquisition and installation of personal property is an unfunded project cost and should be funded from other than MILCON appropriations. However, under special circumstances, this equipment may be financed from construction funds. In such cases a proposal to fund personal property from MILCON funds must be fully justified. The equipment items will be clearly identified and costed separately. This includes an itemized listing of equipment, quantity, unit of measure, and cost. When this type of equipment is not proposed for MILCON funding and will be a part of the construction contract, commanders will take appropriate programming actions. These non-MILCON requirements must be programmed for timely procurement and accomplishment with the MILCON project. Examples of personal property for primary facilities normally not financed by MILCON funds are listed below.

–Antennas and antenna towers for point-to-point communication
–Banking equipment
–Blast furnaces
–Blasters and roto blasters
–Bleachers (portable)
–Chain and tractor equipment
–Conveyor systems
–Dies
–Drills
–Dryers
–Electronic repair laboratory and shop equipment
–Fixed navigational aids
–Fixed facilities for radio and meteorological stations
–Fixed target range systems
–Forges
–Frequency converters
–Grinders
–Heat treating machines
–Jigs
–Lathes
–Laundry equipment
–Medical and dental equipment
–Metal plating equipment

–Microscopes (fixed)
–Molders
–Organs
–Ovens and furnaces
–Paint sprayers
–Photographic equipment
–Planners
–Power conditioning equipment
–Presses
–Pre-wired workstations (see definition in Glossary)
–Printing presses and related equipment
–Punches
–Riveters
–Scientific measuring instruments
–Sewing machines
–Sheet metal equipment
–Stamping and cleaning equipment
–Steam cleaning equipment
–Stills
–Stitchers
–Telescopes
–Testing equipment
–Training equipment and simulators
–Vats
–Wash tanks
–Welding machines
–Woodworking equipment

H–3. Personal property (movable)

Equipment that is movable and not affixed as an integral part of the facility is generally accounted for as personal property rather than real property. Normally, these items should not be financed from MILCON funds. This does not apply to telecommunications systems and equipment items that are MILCON funded for major military construction projects. Information systems, including telecommunication systems are addressed in appendix L. Examples of items not financed with MILCON funds are listed below.

–Automated data processing equipment
–Dental chairs and pedestal units
–Filing cabinets and portable safes
–Food service equipment (portable)
–Furnishings, including rugs
–Furniture (such as chairs, tables, beds, desks, and partitions)
–Intrusion detection systems
–Office machines
–Photographic equipment (portable)
–Shop equipment
–Training aids and equipment, including simulators
–Wall clocks

H–4. Commissary equipment

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

H–5. Medical and dental equipment

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

H–6. Equipment installation

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

H–7. Automatic box conveyor system

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

a. An installed track system, including switches and controls, normally designed to fit a particular facility and integrated into the building's fire protection and mechanical systems. If removed, the system will require major modification before it can be reused. This installed track system is IBE.

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

H–8. Prefabricated indoor offices

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

a. Owned and accounted for by the user.
b. Maintained and repaired with user's operating funds.
c. Made for and used indoors.

d. Movable and attached to the real property and capable of being severed or removed without destroying the usefulness of the building.

H–9. High Altitude Electromagnetic Pulse (HEMP) and TEMPEST shielding

Shielding may protect all or part of a facility. The following differentiation holds for both new facilities and the renovation of existing facilities.

a. Global shielding (to include the actual shield, the filters, and the waveguides) installed as an overall shield to encompass the entire facility shall be procured and installed with construction funds when part of a MILCON project. See Military Handbook 423, High Altitude Electromagnetic Pulse (HEMP) Protection for Fixed and Transportable Ground Based C4I Facilities.

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

H–10. Auxiliary generators

Auxiliary generators shall be installed to support only those facilities or activities listed in AR 420–43. Generators affixed as a permanent part of a facility that provide power to facility electrical loads are considered to be installed building equipment (real property) and should be funded with MILCON funds. Generators that solely support equipment-in-place shall not be MILCON funded.

Appendix I
DD Form 1391-EF, FY__Military Construction Project Data (RCS: ENG-240)

I–1. Background

DD Form 1391-EF, FY__ Military Construction Project Data, is the principal DOD (and Army) construction project justification document. It expresses user facility needs and communicates these needs through the command channel to obtain funds to satisfy requirements. Construction needs are identified and documented in the Capital Investment Strategy (see AR 210–20). Housing requirements are established by the Army Housing Justification Process. Both processes are conducted by the installation. The DD Form 1391-EF is prepared by the user and reviewed by USACE, the MACOM, and HQDA. The form is then submitted to OSD, OMB, and the Congress. The document must be clear, concise, logical, and complete, and must effectively describe, justify, and price the project.

I–2. Justification

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

I–5. Content

DD Form 1391-EF contains four primary categories of information: description of the project, construction cost, justification, and backup data. The form has been automated (1391 Processor) with write, read, comment, permit, and submit options depending on organizational level and point of time in the submission cycle.

I–6. Review

After the user completes DD Form 1391-EF, it is submitted to the MACOM. Both the MACOM and USACE review the documentation.

I–7. Certification and submission

a. The MACOM and USACE will review and certify projects according to guidance provided in chapter 4. The MACOM will submit the project to HQDA per DAIM-FD annual submittal guidance for validation and design authorization. DD Forms 1391-EF will be submitted through the 1391 Processor of the PAX system. HQDA will use DD Forms 1391-EF for project review and validation.

b. MACOMs will submit certified DD Forms 1391-EF for the first year of the SRC NLT 1 May of the GY. Certified DD Forms 1391-EF for the second year of the SRC must be submitted NLT 1 May of the following year.

c. After the MACOM identifies an MCA program, HQDA (DAIM-FD) will revise CAPCES and provide the CRRC a project listing by staff proponency and appropriate segments of the affected installation's CIS. The CRRC will review and validate requirements as individual DD Forms 1391-EF are submitted by the MACOM to HQDA. The staff proponent for each project will determine the project's validity and if the requirement meets objectives, policies, and priorities established in current program guidance. This initial review will take place before the annual HQDA Project Review Board (normally in May and June) and will normally involve staff proponent counterparts from the MACOM. The purpose of this review is to establish a project's necessity and validity, develop a DA staff sponsor, and obtain answers to planning concerns. HQUSACE review elements may also review projects to determine if a project is in compliance with standards, criteria, and cost guidance.

Appendix J
FY__Military Construction Program, DD Form 1390-EF (RCS: ENG-240)

J–1. Background

DD Form 1390-EF (FY__ Military Construction Program) is used to record each installation's MCA program in relation to personnel strengths, real property improvements, and mission and functions. DD Form 1390-EF accompanies DD Form 1391-EF (FY__ Military Construction Project Data) for each installation in the Army's MILCON submission to OSD, OMB, and the Congress.

J–2. Creation of DD Form 1390-EF

DD Form 1390-EF is prepared and submitted electronically, using the DD 1390-EF module of the DD Form 1391 Processor. In preparation for the HQDA submission of the MCA program to OSD, HQUSACE (CEMP-M) initiates DD Form 1390-EF. Installations and MACOMs are then given an opportunity to review the form. Installations update population data, mission statement, outstanding pollution and safety deficiencies, and remarks blocks. MACOMs ensure consistency of DD Forms 1390-EF for MCA and AFH.

Appendix K
Specific Facility Policy

K–1. U.S. Army Reserve and Army National Guard facilities on Army installations

a. At all active, semi-active, and inactive installations, capital improvements needed to meet mobilization requirements are programmed, budgeted, and funded by the active Army when it is the proponent. At installations where facilities are jointly used by the active Army, U.S. Army Reserve (USAR) components, or Army National Guard (ARNG) components, capital improvements to meet training requirements are normally funded by MCA or other active Army sources. USAR or ARNG components will fund construction of facilities for which they are the sole user.

b. If active military forces must displace or relocate permanently housed units or activities of USAR or ARNG components that are not mobilized, the active military forces will provide replacement facilities equal to those from which the units or activities are removed.

K–2. Information Processing Centers (IPCs) and Information Systems Facilities (ISFs)

a. Collocation will be considered for projects to house IPCs and ISFs. Collocating emergency operations centers with IPCs and ISFs will be evaluated.

b. Construction of IPCs and ISFs will be programmed only after HQDA approves the requirement per AR 25–3.

K–3. Explosives, toxic chemicals, and ammunition facilities

a. Site layout and design. DDESB must review and approve site layout and design of new facilities or major alterations to existing facilities for manufacturing, handling, transporting, storing, maintaining or testing military explosives, toxic chemicals, or ammunition. Site layout and design of other facilities exposed to risks from hazardous material must also be approved by DDESB. Exemptions to DDESB standards may be authorized per criteria discussed in AR 385–60. Normally, exemptions will be granted only under the following conditions:

(1) When immediate corrective measures are impractical.

(2) Where impairment of the overall defense posture would result.

(3) When positive programs for eventual elimination of the exemption's need are being pursued.

b. The using agency will forward site plans, through command channels, to DDESB. Data specified in AR 385–60 will be included in the submission. DDESB will provide preliminary siting approval based on this submission. The designing agency, with the assistance of the using agency, will prepare all data required and provide it to the installation commander for submission through command channels to DDESB before the concept design review (35 percent complete design) for approval. Before final design can begin, DDESB final approval must be forwarded by the installation commander to the design agent, with copies to HQUSACE (CEMP-EA) and the using agency.

K–4. Hazardous waste storage facilities

The construction of hazardous waste storage facilities on Army installations is discouraged unless no other feasible option exists (see AR 200–1).

K–5. Unaccompanied personnel housing and guest housing

a. The UPH program provides for new construction and revitalization of existing substandard UPH (upgradable) facilities to adequate UPH facilities.

b. UPH may be modernized to approach new construction criteria, when justified by long-range manpower strengths, adequacy standards, and the physical condition of facilities. Choosing between renovation and new construction in the MILCON program will be based on the results of a life-cycle cost economic analysis, per AR 11–18. Modernization projects at installations whose UPH utilization rate is below 90 percent will be intensively reviewed before being accepted for inclusion in a budget request.

c. Projects to restore to UPH use facilities diverted from UPH to other uses will identify the number of enlisted living spaces and the amount of square footage recovered as well as other uses the recovered space was put to during its diversion.

d. Legislative policy contained in section 2856, title 10, United States Code (10 USC 2856) requires the Secretary of Defense to establish maximum allowable net square feet per occupant for new permanent barracks. Instructions are provided in AEI Design Criteria. Scopes for barracks projects will be supported by grade intended and maximum utilization and criteria.

e. UPH projects will be supported by current Army housing justification procedure documentation.

f. New guest housing facilities and improvements to existing facilities will normally be constructed with non-appropriated funds. AR 210–50, AR 215–1, and AR 415–19 provide additional information.

K–6. Community facilities

a. Army policy on morale, welfare, and recreational (MWR) facilities is contained in AR 215–1.

b. Public schools on Army installations in the fifty states, the District of Columbia, Puerto Rico, Guam, American Samoa, and Virgin Islands will be provided from other than MCA appropriated funds. DOD will program dependent school facilities overseas under the Defense Agencies Title of the Military Construction Acts.

c. Community facilities, such as youth centers, pools, and community centers, that are integral to a family housing area and serve only these residents and their guests, will be programmed within the AFH appropriation.

d. Commissary, exchange, and certain morale, welfare, and recreation (MWR) facility construction will normally be funded from revenue generated by these operations. Use of MCA funds will require special justification based on activation of a new installation or loss of an existing facility, as a result of transfer to active Army use for other purposes or reasons.

e. The U.S. Postal Service will provide CONUS postal service facilities under an agreement with the DOD. OCONUS postal service facilities may be funded with MCA funds.

f. Banks and credit unions are privately funded. Project development procedures are contained in AR 210–135.

g. Community facilities, such as child development centers funded from MCA appropriations, require commercial market research and analysis and needs analysis as specified in AR 215–1 and AR 415–19 in addition to the requirements for MCA projects.

h. Religious facilities will be funded from MCA appropriations. The needs analysis will be based on the AEI design criteria, population served, and commander's master religious program.

K–7. Aviation, operational, and training facilities

a. Army aviation facilities will be planned in coordination with the Federal Aviation Administration and U.S. Army Aeronautical Services Agency (USAASA), MOAS-AI, included in the MACOM approved CIS/RPMP, and approved by HQUSACE (CEMP-E).

b. OCONUS U.S. Army Intelligence and Security Command (INSCOM) operational facilities will be collocated with other DOD security facilities when practical.

c. Training ranges and outdoor maneuver areas will be planned according to AR 210-21 and Field Manual (FM) 25 series guidance.

K–8. Research, development, test, and evaluation facilities

RDTE facilities (Category Code 300 series) can be constructed with MCA or RDTE funds following procedures in this regulation. Procedures and requirements for construction funded by RDTE appropriation are contained in AR 415–25.

K–9. Supply and storage facilities

a. Supply facilities. Programming for facilities to receive, store, preserve, and issue materials in the Army supply system will be justified per AR 740-1 and this regulation. Hazardous materiel facilities will be justified per AR 740–1 and TM 38–410.

b. Special weapons storage facilities. Special weapons storage facilities will be planned as follows:

(1) Consider modification of conventional storage and maintenance facilities.

(2) Locate facilities on or next to existing military installations. Ensure locations are consistent with operational requirements and economic and engineering considerations. Avoid undue target buildups.

c. Nuclear weapons storage

(1) Facilities intended mainly to store and maintain nuclear weapons will conform to the criteria in the following publications:

(a) AR 50–5.

(b) AR 190–13.

(c) AR 385–60.

(d) TM 39-series.

(2) Facilities in areas not under U.S. control will conform to any restrictive understandings or agreements with the host nations.

K–10. Maintenance and hardstand facilities

a. Maintenance facilities. Maintenance facilities for tracked and wheeled vehicles (Category Code 214) will be planned according to information contained in the Facility Planning System (FPS).

b. Hardstand facilities. Space allowances for shop hardstands (Shop Category Codes 123, 214, and 442) will be planned in accordance with the FPS.

K–11. Utilities, Defense Access Road Program, and site improvements

a. Utilities. Supporting utilities, as well as roads and parking areas, will be programmed as MILCON at the same time as construction of primary facilities to prevent shortages when new facilities are completed.

b. Defense Access Road Program (DARP). DARP actions will be initiated as soon as new facility requirements or installation mission changes are identified, if the changes are likely to cause a significant impact that requires public highway construction improvements.

c. Site improvements. The cost of landscape development, planting, and screening, erosion control, and seeding will be included in the MILCON funding of the facility.

K–12. Utilities in phased construction projects

When planning and programming a phased construction project, the first phase will include all utility work related to those utilities where fragmentation of utility replacement could cause hazards to health and life safety. Funds will be programmed to:

a. Perform complete utility construction (for example, electrical, gas, water, and so forth) for each such utility in the first phase of a phased construction project.

b. Remove a section of all such utility lines that are to be abandoned in place at a location adjacent to the cutoff point, to ensure complete disconnection from all sources of supply.

c. Remove portions of such utilities that would otherwise be abandoned in place beneath new structures, to preclude accidental entry of hazardous materials into those structures.

K–13. Coordination of Army developments with other government organizations

a. AR 210–70 requires Federal agencies to cooperate with State and local governments in the evaluation, review, and coordination of Federal assistance programs and projects. In developing MILCON projects and programs, follow procedures contained in AR 210–70.

b. Pursuant to the National Capital Planning Act of 1952, as amended, the RPMP and designs for proposed construction projects in the National Capital Region (NCR) must be submitted to the National Capital Planning Commission for appropriate reviews and approvals. Public Law 61–181 (PL 61–181), as amended; EO 1259, 25 October 1910; and EO 1862, 28 November 1913, require similar submissions to the Commission of Fine Arts for comment and advice. Specific guidance for submissions to these organizations is contained in the AEI, Design Criteria.

K–14. Energy conservation measures

a. Managers in the project development and acquisition process will ensure that the energy efficiency of buildings, building components, and utilities systems is considered at all phases of project development. The most energy efficient design, based on least life-cycle cost and operational requirements, will be used. All energy conservation measures determined to be life cycle cost effective, (10 CFR 436) will be implemented in all new facilities and modernizations of permanent existing facilities.

b. Solar (active, passive, and photovoltaic) and other renewable forms of energy will be considered for all MILCON projects. If life-cycle cost-effective, solar or other renewable forms of energy will be included in program documents and in the construction. Cost of including renewable energy provisions in construction contracts will be shown on DD Form 1391-EF and in the design concept (35 percent), and later cost estimates when feasibility has been ascertained.

K–15. Mitigation of seismic risks

a. New facilities will be designed to provide the level of seismic protection required by TM 5–809–10 and TM 5–809–10–1. The addition or extension of an existing structure is considered new construction for the purpose of this regulation. When TM 5–809–10–1 requires that a dynamic analysis be done, the procedure in TM 5–809–10–1 will be used. Buildings being altered or improved for reasons, other than seismic risk mitigation, will have a seismic evaluation performed when:

(1) A change in the building's use causes a change in the occupancy category, as defined in TM 5–809–10, to a category of greater importance (lower category number).

(2) The improvement or alteration to the building causes the capacity of the structural system or components to be reduced to 90 percent or less of its' original stability and strength.

(3) A project significantly extends the building's useful life or significantly increases the building's value and the cost of construction exceeds 50 percent of the current replacement value.

b. Guidance for the seismic evaluation of existing structures is given in TM 5-809-10-2. The minimum level of seismic protection for structures is life safety. If the facility has a Category I, II, or III occupancy, as defined in TM 5–809–10, and a higher level of seismic protection or post-earthquake performance or both is required, it will be considered in the evaluation.

c. Existing buildings may be exempted from the seismic evaluation requirements given above if:

(1) The original design was done according to the provisions of the 1982 or later edition of TM 5–809–10, or the 1988 or later edition of TM 5–809—1.

(2) Replacement is scheduled within 5 years.

d. Additionally, existing nonessential or standard (Category IV in TM 5-809-10) buildings may be exempted from a seismic evaluation if:

(1) Intended only for minimal human occupancy, and occupied by persons for a total of less than 2 hours a day.

(2) A one or two family dwelling, two stories or less, is located in zone 1 or 2, as shown in TM 5–809–10.

(3) The gross area is less than 3000 square feet (275 square meters).

e. If the seismic evaluation indicates the resistance of the structure does not meet the established life safety or higher performance standard, a structural rehabilitation must be considered. Guidance for the rehabilitation design is in TM 5–809–10 or TM 5–809–10–1. Rehabilitation will include remedial strengthening to provide seismic resistance per the current standards for the established level of protection.

K–16. Occupational safety and health

AR 385–10 requires using Occupational Safety and Health Act (OSHA) criteria during planning and development of new facilities or upgrading of existing facilities. When workplaces must be safe in industrial, commercial, maintenance, and other facilities to comply with OSHA requirements, the cost to upgrade or modernize will be included in the cost of any construction project.

K–17. Combatting terrorism and physical security measures

a. CBT/T and physical security measures other than those required by AR 525–13 or those included as part of a standard design will be provided as standard design practice, when required by the existing or potential threat and current vulnerabilities, to deter terrorists from attacking personnel, facilities, and equipment, and minimize loss or damage in the event of such an attack.

(1) To ensure that CBT/T and physical security construction requirements are identified, the installation Director of Plans and Training (DPT), or equivalent, as the proponent for CBT/T, and the installation Provost Marshal, as the proponent for physical security, will be fully involved in the facility planning, programming, budgeting, and review process.

(2) CBT/T requirements for MCA and AFH projects designated as Mission Essential Valuable Areas (MEVAs), identified as high

probability risk targets, or frequented by personnel designated as High Risk Personnel, will be coordinated with the installation DPT, and reviewed by the installation Force Protection Committee (FPC).

(3) Special attention will be given to ensure that proposed CBT/T and physical security measures are developed according to existing fire and life safety standards, and that such measures, based on a threat analysis, are responsible, prudent, and cost effective.

b. The DPT will chair the FPC and work closely with the Provost Marshal and the Director of Engineering and Housing/Director of Public Works (DEH/DPW) to ensure new facilities and upgrades to existing facilities meet appropriate CBT/T and physical security standards. The DEH/DPW serves as a member of the FPC, and is charged to review all proposed construction to ensure that appropriate CBT/T and physical security measures have been included.

c. All DD Forms 1391-EF must include certification by the installation Provost Marshal or Security Officer that security and CBT/T measures have been addressed. This certification should be entered in Section 22 of the DD Form 1391-EF by adding one of two statements with a brief, general explanation of any additional improvements. The applicable statement will be followed by the signature block and telephone number of the Provost Marshal or Security Officer. A signed paper copy of the DD Form 1391-EF will be maintained locally in the project documentation file. Verification of the signature should be designated on the automated form by including an /s/ above the signature block. Further, the selected statement will be repeated in Section 3G "Additional" without the certification. These statements refer to security or anti-terrorism measures other than those required by regulation or those included in a Corps of Engineers standardized design for the type of facility being programmed. The statements refer to the security improvements that have a significant cost impact on the project and that address specific vulnerabilities established based on threat analysis. The two statements are as follows:

(1) This project has been coordinated with the installation physical security plan and all required physical security or CBT/T measures established on the basis of a threat analysis are included.

(2) This project has been coordinated with the installation physical security plan and no physical security or CBT/T measures other than those required by regulation, or included in Corps of Engineers standardized designs for this type facility are required.

K–18. Barrier-free design

a. Facilities will be barrier-free, with as few obstacles (for example, doors, elevation, grade changes) as possible. The Architectural Barriers Act of 1968, Public Law 90–480 (PL 90–480), requires certain Army facilities be accessible to and usable by handicapped persons. These provisions will be part of the project cost. Only facilities operated and used solely by able-bodied military or civilian personnel, or where great hazards exist, may be exempt from this requirement.

b. At least 5 percent of the total military family housing inventory and guest housing inventory constructed since 7 August 1984 (no less than one unit of each) of an installation will be designed and built to be either accessible, or readily and easily modifiable to be accessible, to the physically disabled.

c. The AEI provides implementing instructions for Uniform Federal Accessibility Standards (UFAS). If a waiver to the UFAS criteria is needed, a waiver request including sufficient data to analyze the request will be submitted to HQUSACE (CEMP-E). Waivers will be granted only in extraordinary circumstances.

K–19. Permanent signs

The cost of interior and exterior permanent signs to identify new facilities or areas having constant or fixed use will be included in the project. Traffic signs and markings required due to alterations, extensions, and additions to road networks or paved areas will be included in the project cost.

K–20. Radon mitigation

Radon mitigation techniques will be incorporated in construction plans to prevent excessive radon migration into new structures. See AR 200–1 for additional information.

K–21. Fire protection

Fire protection will be provided for facilities per the AEI and MIL-HDBK 1008. Special fire protection features provided solely to protect user provided equipment housed or stored in a facility (that is, flight simulators, computer equipment, and similar items), and not required to provide fire protection for the facility itself, will be funded by the user.

K–22. Host nation-funded construction program

a. It is DOD policy to actively seek host nation support for DOD construction requirements in the Facilities Improvement Program (FIP) in Japan, the Combined Defense Improvement Program (CDIP) in Korea and Republic of Korea Funded Construction (ROKFC), before MILCON funds are requested. If host nation funding is denied or will not satisfy U.S. requirements soon enough, or if there are other compelling reasons to proceed, the U.S. MILCON program will be the acceptable funding source.

b. A project funded by the host nation may not be included in the MILCON budget. (If necessary, a project to be funded by a host nation may be included in programs submitted to Congress to obtain authorization.) Programming of projects in both MILCON programs and Host Nation-Funded Construction Programs (HNFCPs) is only authorized beyond the first 2 years of the current POM.

c. HNFCP projects will normally be designed and constructed to meet U.S. MILCON program criteria and standards for reliability, maintainability, functionality, personnel health, safety, and environment. Pollution abatement procedures at Federal facilities outside the United States will be implemented per AR 200–1, chapter 1, and the final governing standards developed by the DOD appointed executive agent for the host nation.

d. United States MILCON projects will be programmed to complement host nation funded projects, as required, to provide for total usable facilities.

e. DOD components and military departments will submit plans for host nation funded projects or modification of fixed or movable ammunition and explosives facilities to the DDESB for review and approval. Projects which may be affected by proximity to such explosive and ammunition operations are also subject to this approval process.

K–23. Burden sharing contributions by other nations

The Secretary of Defense may accept cash contributions from other nations for military construction projects of the DOD under provision of Title 10, United States Code, section 2350j.

a. Authorization for military construction. Contributions credited to an appropriation account of the DOD may be used:

(1) By the Secretary of Defense to carry out a military construction project that is consistent with the purposes for which the contributions were made and is not otherwise authorized by law; or

(2) By the Secretary of a military department, with the approval of the Secretary of Defense, to carry out such a project.

b. Notice and wait requirements. When a decision is made to carry out a military construction project under this provision, the Secretary of Defense shall submit a report to the congressional defense committees explaining the need for the project, the then-current estimate of the cost of the project, and a justification for carrying out the project under this provision.

c. Commencement of work. The Secretary of Defense or the Secretary of a military department may not commence a military construction project under this provision until the end of the 21-day period beginning on the date on which the Secretary of Defense submits the report to the Congress regarding the project.

K–24. Vending facility program for the blind on Federal property

AR 210–25 implements the Randolph Sheppard Act, Public Law 74–732 (P.L. 74–732) and presents Army policy for the blind vending facility program. If there is construction, substantial alteration, or renovation of Army facilities, satisfactory sites will be provided for the blind to operate vending facilities. Based on negotiations between the installation and the State licensing agency, the installation will define the functions or requirement. This includes space, locations, and other aspects. The cost of these provisions will be part of the project cost.

K–25. Relocation of an operation incident to MILCON construction

a. When MILCON projects require operations to be relocated permanently or temporarily, the cost of relocation and of providing austere but adequate accommodations may be funded by MILCON appropriations as follows:

(1) Permanent relocation of an operation from a facility to be altered, renovated, or demolished.

(2) Temporary relocation of an operation from a facility to be altered, renovated, or demolished for construction site clearance, with later return to the facility.

b. MILCON funding limitations for relocation are as follows:

(1) Under the condition described in *a*(1) above, only the costs of initial transfer and relocation of operations will be chargeable to the project.

(2) Relocation costs will be included on DD Form 1391-EF as a separate line item under Primary Facilities. Relocation items will be described and a justification and explanation included.

(3) The relocation will not interfere with execution of the approved installation real property master plan.

(4) Only minimum provisions may be made for a displaced operation in a temporary location. The following costs are authorized:

(a) Cost for removing and returning the operation to its permanent location and placing it in an operating condition.

(b) Cost for restoring the interim facility to its original condition.

(5) Recurring costs of operating at a temporary location are not chargeable to the project but to the appropriate O&M accounts.

(6) When an operation is relocated, only existing equipment (or its equivalent) will be relocated and installed in the interim facility, and returned and reinstalled in its permanent location.

K–26. Manufactured or pre-engineered buildings

Many types of facilities can readily be constructed using totally manufactured or pre-engineered components and systems. These alternatives offer potential savings by reducing labor requirements at the construction site. However, an important factor in determining the degree of economy gained is the number of competing manufacturers and their proximity to the construction site. The economic analysis (E/A) for this type of construction will not differ from that for permanent type construction.

K–27. Relocatable buildings

a. Relocatable buildings may be included in an MCA project when:

(1) Projected need for the facility is less than 5 years after the program year. Overseas missions have an undetermined lifespan.

(2) Total cost of construction exceeds authorized limits for operation and maintenance funded construction.

b. Classification of relocatable buildings as equipment rather than real property is described in AR 420–18.

c. An E/A comparing the total life-cycle cost of an austere permanent facility with the total life-cycle cost of the proposed relocatable facility will be completed. The following conditions will apply to the life-cycle cost analysis:

(1) Assume the functional life of the permanent building or the expected life of the installation to be 25 years, whichever is shorter. If the life of the installation is unknown, use 15 years for overseas installations and 25 years for CONUS installations.

(2) Assume the functional life of a relocatable building to be 15 years.

(3) Total life-cycle cost of the relocatable building will include a move to the nearest operational installation of the MACOM at the end of 5 years. Include the total cost for disassembly, transportation, and reassembly.

(4) Compare the total cost for each alternative at the end of 15 years or when the installation is expected to be terminated, whichever is sooner. A relocatable building will be programmed if, at that point, its total cost is equal to or less than that of an equivalent permanent building.

K–28. Construction of field offices

a. It is Army Policy that field office facilities be funded by the sponsor of the construction work. Waivers or exceptions to this policy must be approved by DASA(IH).

b. On military installations, the USACE District commander, or his or her agent will request, in writing, suitable facilities (specifying what facilities are needed) from the installation commander. The installation commander will provide such facilities for the conduct of USACE operations, if available. If suitable facilities are not available, acceptable alternatives for providing them are as follows:

(1) When facilities that can be made suitable are available, necessary improvements may be provided for in one of two ways. The installation commander may initiate a minor O&M project to upgrade the facilities; or, the upgrade may be included in a DD Form 1391-EF for the project to be supported.

(2) If the installation commander cannot provide facilities, temporary facilities may be identified as a requirement in the DD Forms 1391-EF in one of two ways. Temporary office space, for example, trailers, and other facilities, may be provided under the construction contract on-post, under conditions and siting mutually approved by the installation and the district commander; or, when no on-post accommodations can be made, temporary facilities may be provided in the construction contract by off-post rentals.

(3) In cases where the construction mission at or near the installation has sufficient economic justification based upon AR 11–18, the construction of a suitable, permanent facility on the installation is permitted. Provisions for constructing such a facility on the installation may be included in an appropriate DD Form 1391-EF by mutual agreement between the installation commander and the district commander, or HQUSACE may program a separate MCA or UMMCA project.

K–29. Transfer of completed work to installation commander

a. After a construction project is completed, the USACE district will prepare a DD Form 1354, per AR 420–17, to formally transfer the completed work to the installation commander. Provide the installation a DD Form 1354 on the day the user beneficially occupies the premises. The USACE district will provide the installation as-built drawings, warranties, and operational manuals not later than 60 days following the occupancy date.

b. Transfer to the installation commander will be accomplished as follows:

(1) *Joint inspection of completed work.* Upon receipt of written notice from the USACE district that a project is ready for use, the installation commander, using service (tenant), and USACE district representatives will jointly inspect the facility or portion of the completed facility. All known major construction deficiencies will be corrected before this inspection. This inspection will also include a concurrent review of as-built drawings, project cost data, and data for real property records. Written notice of the joint inspection will be forwarded to the MACOM, the operating agency commander of the using service or tenant agency commander or both so they might take part in the inspection. Minor construction deficiencies will not delay the transfer. These deficiencies will be listed on the reverse side of the transfer forms for correction by the USACE district. The date for correction of minor deficiencies will be agreed upon by the using service and the USACE district before final acceptance by the using service.

(2) *Acceptance by the installation commander.* The installation commander will accept the completed work when the USACE district certifies that it is complete and usable for its designed purpose, except for noted minor deficiencies, under the terms of the contract documents. The installation commander will report such acceptance to the MACOM commander of the Army using service and include comments on the work and on deficiencies.

(3) *Transfer.* Transfer of completed work to other departments and agencies will be as agreed upon by DA and the department or agency for which the work was accomplished.

K–30. Follow-on contractor performed operation and maintenance services

Installations may request the USACE district to include follow-on contractor performed operation and maintenance services for installed equipment after completion of construction of a MILCON facility. This service may be especially appropriate for complex, sensitive facilities or facilities components. Some examples include hospitals, sewage treatment plants, incinerators, alarm systems, HVAC systems, and material handling systems. If the installation desires follow-on service, it must identify services desired at the earliest phase of the MILCON development process so that they may be included in the design scope and contract for the construction of the MILCON facility. Funding of the necessary design, actual contractor performance, and contract administration will normally be provided by the installation using normal O&M operating funds.

K–31. Real estate acquisition

a. AR 405–10 governs land acquisition.

b. Real property access required for construction purposes will be cleared before access is gained. The concerned USACE district will obtain title, right of entry for construction, or right of possession to real estate upon request of the installation commander or his or her authorized representative and receipt of appropriate funding. Land acquisition OCONUS, however, is processed through the MACOM under SOFA procedures (see AR 405–10.).

c. MILCON of a permanent nature will be placed only on land that meets the requirements outlined in AR 405–10.

d. When UMMCA funds are used for land acquisition, section 2672a(a), title 10, United States Code (10 USC 2672a(a)) will be cited as the authority.

K–32. Facilities Reduction Program

a. The facility reduction program (FRP) requires the Army to dispose of one square foot of facilities to offset each square foot of new construction added to the inventory. Facilities demolished may come from the inventory of the host MACOM on whose installation the construction will occur or from the inventory of a tenant MACOM. This requirement will not reduce the Army facility inventory, but will preclude the growth of existing inventories.

(1) Disposal square footage needed to meet the one-for-one offset requirements will be added to the FRP reduction targets for the programming MACOMs 2 years after the project's appropriation year. Additional square footage to meet offset requirements for non-landholding tenant construction will be added to the host MACOM's FRP target 2 years after the appropriation year of the project.

(2) Temporary, semi-permanent, or permanent facilities may be demolished under the FRP. MACOMs should select these facilities based on condition.

(3) Funding for disposal of square footage to meet the one-for-one offset requirement may be programmed from the MILCON account if construction is for a replacement project. Demolition must be on the same installation as the new construction and must be explained on the DD Form 1391-EF. MILCON funded disposal is not limited to footprint demolition. If funds from the base closure accounts are used, demolition is limited by the footprint.

b. Changes in project scope or completion date (delay in appropriation) will result in adjusted size and schedule of offset reductions required.

c. Buildings identified for demolition against one construction project may not be identified for demolition against another construction project, unless an exception to demolish has been approved.

(1) Changes in project scope, project cancellations, or project resiting will be the only acceptable reasons for requests for substitution or exception to demolition.

(2) Approval of requests for exception will not reduce the FRP requirement to demolish one square foot of existing facilities for each square foot of new construction.

(3) Demolition identified on DD Forms 1391-EF is considered a formal commitment by the Army to the Congress. Requests for substitution or exception to demolition policy will be submitted to HQDA (DAIM-FD).

d. New construction for AFH, Defense Logistics Agency depots, production plants, sewage treatment facilities, transformer stations, and similar infrastructure facilities and chemical demilitarization facilities (when the facility is intended to be demolished at the conclusion of its use) are exempt from the offset disposal requirement. However, disposal associated with construction of these types of facilities is encouraged. Tenant construction requires demolition of an equivalent amount of square footage to be constructed. This demolition must be identified by the MACOM on whose installation the construction will occur. However, actual facilities nominated for reduction may be negotiated among MACOMs and may actually come from the tenant MACOM inventory.

e. Demolition associated with AFH will be funded and accomplished according to the appropriation's guidance and not the FRP guidance above.

Appendix L
Information systems support

L–1. Funding sources

Funding sources for information and associated equipment and systems supporting construction funded projects are listed in Table L-1.

L–2. Funding of information systems components

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

L–3. Explanation of table columns

a. Column one lists the information system component of information and associated equipment systems supporting construction funded projects.

b. Funding sources for procurement and installation (columns two, three, and four) of information systems cabling or components by the MILCON account does not necessarily reflect that maintenance, operation, repair, or replacement of such items is funded by the DEH/DPW. For those items of information systems for which maintenance, operation, repair, or replacement costs or activities are funded by the DEH/DPW, see AR 420-43.

c. The letter "Y" indicates that the cost estimate for each item in column one is developed by USAISC, the agency which provides the standards, criteria, and design of that item. The cost is included in the ISCE. The aggregate costs of "Y" items represent the ISCE total cost estimate. The letter "N" indicates that the cost estimate for each item in column one is developed by USACE, the agency which provides the standards, criteria, and design of that item. The aggregate cost appears in the per-square-foot cost of the primary facility. Where "N" items include cabling or equipment installed beyond the facility 5-foot line, a separate line item entry, in addition to that entitled "Building Information Systems," will be made in Block 9B of DD Form 1391-EF for those items. One example of this condition

would be government-owned entertainment television cabling run between buildings in a UPH complex.

Table L–1
Funding of Information Systems Support Components

System Component	ISCE	Funding Sources Procure	Install
1. Telephone, administrative, major CONF and projects $1.5M or less.			
Cabling. [1]	Y	CONF	CONF
plain old telephone system (POTS), dual tone multi-frequency (DTMF), explosion proof, weatherproof, and multi-line telephone sets. [2]	Y	ISC	ISC
Telephone instruments other than those cited immediately above (e.g., call directors, key systems, integrated voice/digital terminals, and secure systems). [2]	Y	PROP	PROP
Modems.	Y	PROP	PROP
Voice/data switching equipment including line and trunk cards. [2,3]	Y	ISC	ISC
Line equipment. [1]			
Fiber optic line drivers, fiber optics multiplexer (MUX), interface devices, etc. (real property).	Y	CONF	CONF
Fiber optic line drivers, fiber optic MUX, interface devices, etc. (personal property).	Y	PROP	PROP
2. Telephone, administrative, unspecified UMMCA.			
Cabling.	Y	PROP	PROP
POTS, DTMF, explosion proof, weatherproof, and multi-line telephone sets.	Y	PROP	PROP
Instruments other than those cited immediately above (e.g., call directors, key systems, integrated voice/digital terminals, and secure systems).	Y	PROP	PROP
Modems.	Y	PROP	PROP
Voice data switching equipment including line and trunk cards.	Y	PROP	PROP
Line equipment.			
Fiber optic line drivers, fiber optic MUX, interface devices, etc. (real property).	Y	PROP	PROP
Fiber optic line drivers, fiber optic MUX, interface devices, etc. (personal property).	Y	PROP	PROP
3. Telephone, non-administrative, (individual subscriber).			
Cabling, BEQ/BOQ/troop billets/family housing [1]	Y	CONF	CONF
Telephone instruments and other equipment.	N	SUB	SUB
4. Intercommunication systems, complete.	A	CONF	CONF
5. Outside cable plant (outside five-foot line. [1]			
Expansion as a direct result of new construction (includes fiber optics cable and associated electronics as indicated in 1, above).	Y	CONF	CONF
Upgrade/replacement of existing outside cable plant not associated with new construction.	N	ISC	ISC
Ducting, conduit, manholes, poles, etc. [4]	Y	CONF	CONF
6. Telephone central office equipment			
Upgrade/expansion as a direct result of new construction. [2]	Y	ISC	ISC
Modernization/replacement not associated with new construction.	N	ISC	ISC
7. Conduit, raceway, ductwork, riser system, etc., associated with new construction. [4]	Y	CONF	CONF
8. AM-FM radio and public address systems, complete.	N	CONF	CONF
9. Government-owned master antenna television (MATV) systems. [5]			
Cabling. [1]	N	CONF	CONF
Antennas, dipole and loop, fixed.	N	CONF	CONF
Antennas, dish. [2]	N	PROP	PROP
Amplifiers, splitters, couplers, etc.	N	CONF	CONF
Receivers. [2]	N	PROP	PROP
10. Nurse call, complete.	N	CONF	CONF
11. Radio paging systems. [6]	N	CONF	CONF
12. Utility/Energy monitoring and control system (UMCS/EMCS).			
UMCS/EMCS, non-energy conservation investment program (ECIP), with maintenance management subsystem.	N	CONF	CONF
UMCS/EMCS, ECIP, without maintenance management subsystem.	N	CONF	CONF
UMCS/EMCS maintenance management subsystem in conjunction with ECIP-funded UMCS/EMCS.	N	PROP	PROP
13. Local area networks (LANs), major			

Table L–1
Funding of Information Systems Support Components—Continued

System Component	ISCE	Funding Sources: Procure	Funding Sources: Install
CONF, and projects $1.5M and less.			
Cabling. [1]	Y	CONF	CONF
Information and data processors.			
Common user.	Y	ISC	ISC
User specific.	Y	PROP	PROP
Terminals, printers, key-boards and other peripheral equipment.	Y	PROP	PROP
Tapes, disks, etc.			
Common user.	Y	ISC	ISC
User specific.	Y	PROP	PROP
Line equipment [1]			
Fiber optic line drivers, fiber optic MUX, interface devices, etc. (real property).	Y	CONF	CONF
Fiber optic drivers, fiber optic MUX, interface devices, etc. (personal property).			
Common user.	Y	ISC	ISC
User specific.	Y	PROP	PROP
14. LANs UMMCA.			
Cabling.	Y	PROP	PROP
Information and data processors.	Y	PROP	PROP
Tapes, disks, etc.	Y	PROP	PROP
Line equipment.			
Fiber optic line drivers, fiber optic MUX, interface devices, etc. (real property).	Y	PROP	PROP
Fiber optic line drivers, fiber optic MUX, interface devices, etc. (personal property).	Y	PROP	PROP
15. Reproduction, photographic, printing and similar hard-copy developing and processing equipment.	N	PROP	PROP
16. Intrusion detection, major CONF and projects $1.5M and less. [8]			
Cabling. [1]	B	CONF	CONF
Sensors.	N	PROP	CONF
Operating consoles and other head-end equipment	N	PROP	CONF
Amplifiers, splitters, couplers, etc.	N	CONF	CONF
Assessment cameras and monitors.	N	PROP	CONF
Line equipment (fiber optic signal line conditioners (SLCs), MUX, etc.). [1]			
Fiber optic line drivers, fiber optic MUX, interface devices, etc. (real property).	N	CONF	CONF
Fiber optic line drivers, fiber optic MUX, interface devices, etc. (personal property).	N	PROP	PROP
17. Intrusion detection, UMMCA. [8]			
Cabling.	N	PROP	PROP
Sensors.	N	PROP	PROP
Operating consoles and other head-end equipment	N	PROP	PROP
Amplifiers, splitters, couplers, etc.	N	PROP	PROP
Assessment cameras and monitors.	N	PROP	PROP
Line equipment (fiber optic SLCs, MUX, etc.).			
Fiber optic line drivers, fiber optic MUX, interface devices, etc. (real property).	N	PROP	PROP
Fiber optic line drivers, fiber optic MUX, interface devices, etc. (personal property).	N	PROP	PROP
18. Pneumatic tube, complete.	N	CONF	CONF
19. Central clock, complete.	N	CONF	CONF
20. Portable clock (battery or plug-in).	N	PROP	PROP
21. Real-time clock.			
EMCS.	N	CONF	CONF
Non-EMCS.	N	PROP	PROP
22. Fire alarm and detection, complete.	N	CONF	CONF
23. Operating and malfunction alarms associated with CONF equipment.	N	CONF	CONF
24. Central dictation system.			
Cabling.	N	CONF	CONF
Dictation equipment.	N	PROP	PROP

Table L–1
Funding of Information Systems Support Components—Continued

System Component	Funding Sources		
	ISCE	Procure	Install
25. Antennas and antenna towers for point-to-point communication.	N	PROP	PROP
26. Electronic navigational aids terminal VHF omnidirectional range (TVOR), tactical air navigation (TACAN), etc.).	N	PROP	PROP
27. Fixed and portable facility equipment for radio and meteorological stations.	N	PROP	PROP
28. Organs and other musical instruments.	N	PROP	PROP
29. Closed-circuit television (CCTV) for training and surveillance purposes unassociated with intrusion detection system assessment purposes or medical facilities.			
Cabling. [1]	Y	CONF	CONF
Amplifiers, splitters, couplers, line drivers, etc.	Y	CONF	CONF
Monitors and cameras.	Y	PROP	CONF
Antennas.	Y	PROP	CONF
Operating consoles and other head-end equipment.	Y	PROP	CONF
Line equipment			
Fiber optic line drivers, fiber optic MUX, interface devices, etc. (real property). [1]	Y	CONF	CONF
Fiber optic line drivers, fiber optic MUX, interface devices, etc. (personal property).	Y	PROP	PROP
30. CCTV for medical facilities.			
Cabling. [1]	N	CONF	CONF
Amplifiers, splitters, couplers, etc.	N	CONF	CONF
Monitors and cameras.	N	PROP	PROP
Antennas.	N	PROP	PROP
Operating consoles and other head-end equipment.	N	PROP	PROP
31. Mission orientated visual information systems for stand-alone briefing rooms, auditoriums command and control facilities, conference rooms, and other applications not addressed elsewhere in this table.			
Cabling. [1]	Y	CONF	CONF
Amplifiers, splitters, couplers, etc.	Y	CONF	CONF
Monitors, cameras, video projectors, camera record and playback facilities etc.	Y	PROP	PROP
Antennas.	Y	PROP	PROP
Operating consoles and other head-end equipment.	Y	PROP	PROP
Line equipment.			
Fiber optic line drivers, fiber optic MUX, interface devices, etc. (real property). [1]	Y	CONF	CONF
Fiber optic line drivers, fiber optic MUX, interface devices, etc. (personal property).	Y	PROP	PROP
Sound subsystems.	Y	PROP	PROP
32. Video Information Projection Systems.			
Cabling.	Y	CONF	CONF
Amplifiers, splitters, couplers, etc.	Y	CONF	CONF
Monitors and cameras, VCRs, video projectors, etc.	Y	PROP	PROP
Computer workstations.	Y	PROP	PROP
Antennas (all).	Y	PROP	PROP
33. Teleconferencing.			
Cabling.	Y	CONF	CONF
Amplifiers, splitters, couplers, etc.	Y	CONF	CONF
Monitors, cameras, VCRs, video projectors, etc.	Y	PROP	PROP
Screens.	Y	PROP	PROP
Coding and decoding equipment.	Y	PROP	PROP
Audio subsystems.	Y	PROP	PROP
Computer subsystems.	Y	PROP	PROP
34. Educational Television Systems.			
Cabling.	Y	CONF	CONF
Amplifiers, splitters, couplers, etc.	Y	CONF	CONF
Monitors, cameras, VCRs, video projectors, etc.	Y	PROP	PROP
Audio subsystems.	Y	PROP	PROP
Head-end transmitters.	Y	PROP	PROP
35. Computer-Aided Instruction Systems.			

Table L–1
Funding of Information Systems Support Components—Continued

System Component	ISCE	Funding Sources: Procure	Funding Sources: Install
Cabling.	Y	CONF	CONF
Amplifiers, splitters, couplers, etc.	Y	CONF	CONF
Learning station equipment.	Y	PROP	PROP
Computer subsystems.	Y	PROP	PROP
36. Composite medical information system.			
Cabling. [1]	N	CONF	CONF
Amplifiers, splitters, couplers, etc.	N	CONF	CONF
Monitors and cameras.	N	PROP	PROP
Antennas.	N	PROP	PROP
Operating consoles and other head-end equipment.	N	PROP	PROP
37. Testing, measuring, and diagnostic equipment (TMDE), and special tools.			
TMDE and special tools dedicated to fixed CONF-procured and installed systems and components. [7]	N	CONF	CONF
TMDE and special tools dedicated to fixed USAISC-procured and -installed systems and components. [7]	Y	ISC	ISC
Other TMDE.	N	PROP	PROP
38. Official record traffic equipment (teletype, facsimile, computers, etc.).			
Common user.	Y	ISC	ISC
Dedicated/special purpose.	Y	PROP	PROP
39. Signal line filters.			
Installed on signal lines procured with CONF project funds.	Y	CONF	CONF
Installed on signal lines procured with other than CONF project funds.	Y	PROP	PROP
40. Uninterruptible power supplies.			
Used in support of equipment procured with CONF project funds.	N	CONF	CONF
Used in support of equipment procured with USAISC funds.	Y	ISC	ISC
Used in support of equipment procured with other than CONF project or USAISC funds.	N	PROP	PROP
Used in support of a combination of equipment, some of which is procured with CONF project funds and some with other than CONF project funds.	N	CONF	CONF

Legend:

Abbreviation—Definition

CONF—Construction-funded
MCA—MCA funds (for UMMCA projects)
ISC—USAISC NON-CONF funds
PROP—Proponent of CONF project NON-CONF funds
SUB—Subscriber NON-CONF funds
Y—Shall be included in DD Form 1391–EF, Section 17 (ISCE) (See Footnote 3).
N—Not to be included in ISCE. (See para L–3.)

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

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

Notes:

[1] Cabling includes cable and the fittings, connectors, terminal strips, and similar devices needed to install cable. Cabling also includes wired-in equipment such as multiplexers and interface devices built into the system up to the outlet device plate when required to complete the transmission path to the user outlet. Cabling does not include servers, routers, brouters, gateways, and other user-specific equipment associated with LANs and WANs. Plug-in and other devices and wiring external to the user outlet are personal property, not CONF.

[2] For Defense Medical Facility (DMF) projects, the funding categories for "procure" and "install" will be CONF in lieu of that shown, in both columns.

[3] Voice or data switching equipment including line and trunk cards will not be included in the CONF cost of the facility in which they are located. Costs for such equipment will be listed as a separate line item entry under Section 17 of DD Form 1391–EF as USAISC or proponent funded equipment, as indicated.

[4] Conduit and tubing, junction and outlet boxes, under-floor duct systems, manholes, and so forth, comprising access systems for Information Systems are considered an integral part of a CONF facility, and are both procured and installed using construction funds.

[5] Funding sources shown apply to Government-owned, -operated, and -maintained entertainment television systems.

[6] For Army hospitals, fixed and portable radio paging equipment covered under SYSTEM/COMPONENT Item No. 11, radio paging systems, are authorized to be procured and installed with CONF funds, as an exception to the funding guidance shown for other radio systems.

[7] Testing, measuring, and diagnostic equipment (TMDE) and special tools, necessary to operate and maintain systems and equipment that are both procured and installed with construction funds, and which remain within the facility in which the construction funded systems and equipment are fixed, may be funded with construction funds. For example, diagnostic equipment for energy monitoring control system hardware or special wrenches required for a specific make and model diesel engine, for which no generic equipment or tool exists for use with other makes and models of systems or equipment. Basically, the source of funds used to acquire the equipment will also be used to acquire the TMDE and special tools needed to support that equipment.

[8] Costs associated with intrusion detection systems (IDS), although not included in Section 17 of DD Form 1391–EF cost displays, are to be included in Section 13 of DD Form 1391–EF for "other appropriations" cost display.

Glossary

Section I
Abbreviations

AAFES
Army and Air Force Exchange Service

ACSIM
Assistant Chief of Staff for Installation Management

ADP
automatic data processing

A-E
architect-engineer

AEI
Architectural and Engineering Instructions

AFH
Army family housing

ALRPG
Army long-range planning guidance

APPGM
Army Planning and Programming Guidance Memorandum

ARNG
Army National Guard

ARSTAF
Army staff

ASA(IL&E)
Assistant Secretary of the Army for Installation, Logistics and Environment

ASA(FM)
Assistant Secretary of the Army for Financial Management

ASD(HA)
Assistant Secretary of Defense, Health Affairs

ASIP
Army Stationing and Installation Plan

BES
budget estimate submission

BRAC
base realignment and closure

BY
budget year

CAPCES
Construction Appropriation, Programming, Control, and Execution System

CAR
Chief, Army Reserve

CBT/T
combatting terrorism

CCH
Chief of Chaplains

CCTV
closed circuit television

CFR
Code of Federal Regulations

CINC
commander in chief

CONUS
continental United States

CRRC
Construction Requirements Review Committee

CSA
Chief of Staff, United States Army

DA
Department of the Army

DASA
Deputy Assistant Secretary of the Army

DEH
Director of Engineering and Housing

DEPSECDEF
Deputy Secretary of Defense

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

DMFO
Defense Medical Facilities Office

DOD
Department of Defense

DOIM
Director of Information Management

DPT
Director of Plans and Training

DU
decision unit

DY
design year

EA
economic analysis

ECAP
Environmental Compliance Achievement Program

ECIP
Energy Conservation Investment Program

EMCS
Energy Monitor and Control System

EO
Executive Order

FM
Field Manual

FY
fiscal year

GY
guidance year

HEMP
high-altitude electromagnetic pulse

HFPA
Health Facility Planning Agency

HQDA
Headquarters, Department of the Army

HQRPLANS
Headquarters Real Property Planning and Analysis System

HSC
United States Health Services Command

IDG
installation design guide

INSCOM
Intelligence and Security Command

IPR
in-process review

ISF
information systems facilities

MACOM
major Army command

MBI
major budget issue

MCA
Military Construction, Army

MEDCEN
medical center

MEDCOM
Medical Command

MEDDAC
medical department activity

MEVA
mission essential or valuable area

MILCON
military construction

MSC
major subordinate command

MTMC
Military Traffic Management Command

MWR
morale, welfare, and recreation

NCR
National Capital Region

NEPA
National Environmental Policy Act

NLT
Not later than

OCONUS
outside of the continental United States

O&M
operation and maintenance

OMA
Operations and Maintenance, Army

OMB
Office of Management and Budget

OSD
Office of the Secretary of Defense

OSHA
Occupational Safety and Health Act

OTSG
Office of The Surgeon General

PAX
Programming, Administration, and Execution System

PBC
Program Budget Committee

PBD
program/budget decision

PBG
program budget guidance

PDM
program decision memorandum

POM
program objective memorandum

PPBES
planning, programming, budgeting, and execution system

PPBS
planning, programming, and budget system

PY
program year

RDTE
research, development, test, and evaluation

RPMP
Real Property Master Plan

SA
Secretary of the Army

SECDEF
Secretary of Defense

SELCOM
Select Committee

SES
Senior Executive Service

SOFA
Status of Forces Agreement

TAP
Total Army Plan

TM
technical manual

TOA
total obligational authority

TSG
The Surgeon General

UFAS
Uniform Federal Accessibility Standards

UFR
unfinanced requirement

UMCS
utility management and control system

UMMCA
Unspecified Minor Military Construction, Army

UPH
unaccompanied personnel housing

USACE
United States Army Corps of Engineers

USAISC
United States Army Information Systems Command

USAR
United States Army Reserve

USC
United States Code

VE
value engineering

Section II
Terms

Army Long-Range Planning Guidance (ALRPG)
The vision of the Army leadership that describes a framework for defining future requirements. The document analyzes national security objectives against a range of potential threats. It lays out planning assumptions and lists underlying conditions likely to hold true over the 30-year period. It examines political, military, economic, and technological events. The examination identifies trends and determines a range of possible results that bound the future operating environment. It then draws implications for future missions and achieving required capabilities. The ALRPG helps commands and agencies translate leader vision into long-range plans which guide preparation of the TAP.

Army Stationing and Installation Plan (ASIP)
The official document and database that reflects the authorized planning populations for Army installations.

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

Environmental compliance
Any activity designed to correct deficiencies in order to comply with existing environmental standards and costs to meet new standards, and other environmental compliance, prevention and conservation costs.

Environmental restoration
Any activity designed to investigate and remediate pollution from past operations, primarily at sites on the National Priorities List.

Facility
Any interest in land, structure, or complex of structures together with any supporting road and utility improvements necessary to support the functions of an Army activity or mission. A facility includes the occupiable space it contains. The class of facility is identified by a five digit construction category code. (Refer to AR 415–28.)

Installation
An aggregation of contiguous or near contiguous, common mission supporting real property holdings under the jurisdiction of DOD or a State, the District of Columbia, territory, commonwealth, or possession controlled by and at which an Army unit or activity (active, USAR, or ARNG) is permanently assigned.

Installation commander
Commanding officer of an installation. The commander of a military table of organization and equipment or table of distribution and allowance unit or activity who does not otherwise have responsibility for land, buildings, and fixed improvements is not an installation commander.

Installation Design Guide (IDG)
A document prepared by an installation that provides specific guidance on the exterior and

interior design parameters for the installation. All installation RPMA improvements, renovation projects, and new construction must comply with the IDG. It may be as simple or as comprehensive as desired to achieve aesthetically pleasing working and living environments.

Integrated Facilities System (IFS)
An automated information evaluation system that encompasses life cycle management of real property resources.

Master Planning Instructions (MPI)
Master planning implementing information published by USACE that prescribes supplemental guidance and procedures for the development of RPMPs.

Military Construction (MILCON)
Any construction, development, conversion, or extension of any kind carried out with respect to a military installation.

Military Construction, Army (MCA)
An appropriation for Army facilities which are planned, programmed, designed, budgeted, constructed, and disposed of during peacetime and under mobilization conditions. The program also includes the acquisition of real estate and other supporting activities.

Military construction project
All military construction work, or any contribution authorized by this regulation, necessary to produce a complete and usable facility or a complete and usable improvement to an existing facility.

Phasing of construction
The process of breaking a complete project into sequential tasks, such as foundation, superstructure, exterior and interior finish work, and site improvement. One "phase" without companion "phases" will not produce a complete and usable project. This is not to be confused with incremental construction.

Planning, Programming, Budgeting, and Execution System (PPBES)
The Army's primary resource management system that is now in a biennial cycle. It constitutes a major decision making process. It ties planning, programming, and budgeting together. It forms the basis for building a comprehensive plan in which budgets flow from programs, programs flow from requirements, requirements from missions, and missions from national security objectives. The patterned flow, from end purpose to resource cost, defines requirements in progressively greater detail. The system integrates centrally managed programs for manpower; research, development, and acquisition; and stationing and construction. The system also integrates the O&M budgets of the MACOMs and operating agencies, and MACOM needs for manpower, housing, and construction. It supports budget preparation from installation to departmental level. It reviews execution of the approved program budget by both headquarters and field organizations. During execution, it provides feedback to the planning, programming, and budgeting process.

Pre-wired workstations
A workstation which should include posts, panels, partitions, wiring for electricity and communications, task lighting, and partition-hung components to support individual and group efforts. Both panel-to-panel and post-to-panel systems are acceptable. Additional system components are ambient lighting and partition supported files. A pre-wired workstation should, at a minimum, provide for the following functions: (1) An accoustically treated enclosure defining the limits of an individual or a shared use workstation. (2) Adequate work surfaces to accommodate the individual's equipment, writing, and work layout needs. (3) Storage space for individual files and supplies. (4) Task lighting and electrical and communications outlets to support the individual's equipment. Pre-wired workstations do not include movable furniture and furnishings such as chairs, stand alone file cabinets, coat hooks or racks, name tags, in and out file trays, and other similar accoutrements.

Program and budget guidance
Resource guidance for MACOMs, program executive offices, and other operating agencies. The guidance covers force structure and associated manpower, appropriations of immediate interest, such as O&M, MCA, and AFH, procurement appropriations, and construction using trust funds and nonappropriated funds. It is published five or six times during the biennial PPBES cycle; in January soon after the PB goes to the Congress, in the spring following publication of the TAP, and in the fall to record results of resource management updates and probable fiscal guidance. In the second year of the PPBES cycle, the President may submit an amended budget, and if so, HQDA will issue a PBG with updates. A PBG reflecting the new program follows submission of the POM in the spring, and a fall PBF reflects Army budget estimates.

Real Property Master Plan (RPMP)
The installation commander's plan for management and development of the installation's real property resources. It analyzes and integrates the plans prepared by the installation and other garrison and tenant activities, higher headquarters, and neighboring communities to provide for orderly development of real property resources. A complete RPMP forms the foundation for the development for all peacetime facility management and construction development activities on the installation.

Tenant unit, agency, or activity
A unit, agency, or activity of one command that occupies facilities on an installation of another command and receives support services from that installation.

Total Army Plan
A plan that documents Army policy and provides resource guidance. It outlines national military strategy and security policy for the Army, states the Army's priorities within expected resource levels and guides development of the total Army program and budget. It records the Army objective force and provides additional guidance for bridging the gap between the planning force and the programmed force.

Section III
Special Abbreviations and Terms

ABC
automatic box conveyor

ABS
amended or abbreviated budget submission

AFHI
Army family housing improvements

CDIP
combined defense improvement program

CEMP
Corps of Engineers Directorate of Military Programs

CIS
capital investment strategy

CWE
current working estimate

CZM
Coastal zone management

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

DARP
Defense Access Road Program

DCIS
Design Criteria Information System

DDESB
Department of Defense Explosive Safety Board

DeCA
Defense Commissary Agency

DPRB
Defense Planning and Resource Board

DPW
Director of Public Works

FIP
Facilities Improvement Program

FPC
Force Protection Committee

FPS
Facility Planning System

FRP
Facilities reduction program

HNFCP
Host Nation Funded Construction Program

HQIFS
Headquarters Integrated Facilities System

HQUSACE
Headquarters, United States Army Corps of Engineers

HTRW
hazardous, toxic, and radioactive waste

HVAC
heating, ventilating, air conditioning, and cooling

IBE
installed building equipment

I&H
installations and housing

IPC
Information Processing Center

ISCE
information systems cost estimate

LRCP
long-range construction program

MCDM
Military Construction, Defense Medical

MDEP
management decision package

MMSC
Major Medical Subcommand

MPI
master planning instructions

NHPA
National Historic Preservation Act

NPDES
National Pollution Discharge Elimination System

NRHP
National Register of Historic Places

OPA
Other Procurement, Army

PA
programmed amount

PB
President's Budget

PEG
program evaluation group

PRB
project review board

ROKFC
Republic of Korea funded construction

SA(FM)
Assistant Secretary of the Army (Financial Management)

SRC
short-range component

TN
technical notes

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