DEPARTMENT OF THE NAVY
NAVAL FACILITIES ENGINEERING COMMAND
200 STOVALL STREET
ALEXANDRIA, VA 22832-2300

NAVFACINST 11010.44E Change 1

IN REPLY REFER TO
NAVFACINST
11010.44E CH 1
FAC 200
1 October 1990

From: Commander, Naval Facilities Engineering Command

Subj: CHANGE 1 TO THE SHORE FACILITIES PLANNING MANUAL

Ref: (a) NAVFACINST 11010.44E of 15 Dec 87
(b) OPNAVINST 11000.16A of 28 Apr 87
(c) MCO P11000.12C of 21 Jan 86

Encl: (1) Change 1 to the Shore Facilities Planning Manual

1. Purpose. This change amends and updates information and guidance on the Shore Facilities Planning System (SFPS) contained in reference (a) and provides a new chapter that gives policy and guidance for planning and programming nonappropriated funded projects.

2. Applicability and Scope. The SFPS applies to all activities that are responsible for the planning and programming of land and facility use, acquisitions and disposals, with the following exceptions:

a. Family housing.

b. Family-type supplemental or recreational lodging facilities for short term occupancy, constructed and/or managed by nonappropriated funds.

3. Current Revisions. This chance makes key modifications in the areas outlined below:

a. This change modifies applicability of the instruction to include shore activities commanded by the Commandant of Marine Corps (CMC). This change has been coordinated with CMC staff, and applies to Marine Corps shore activities. Although Marine Corps guidance is not specifically included in the instruction, planning concepts and procedures are similar. Military Construction project documentation procedures are the same with the exception that documentation is forwarded to CMC (LFL) vice Naval Facilities Engineering Command. Specific Marine Corps planning and programming guidance is contained in reference (c).

b. This change includes one new chapter. Chapter 12 outlines the procedures for planning and programming of nonappropriated funded projects.

c. The changes included herein for Chapters 1 through 8 are provided as individual one-for-one replacements of pages in reference (a). Chapters 9, 10, and 11 are complete revisions to their respective charters included in reference (a).

4. Action. In accordance with reference (b), addressees shall comply with the SFPS procedures outlined herein. Enclosure (1) provides changed pages to reference (a). For Chapters 2 through 8, only information marked with border stripes on pages with the change number has been revised or added. Page changes are as follows:

a) Replace pages i through xii with revised respective pages.
b) Replace pages 2-1 and 2-2 with revised respective pages.
c) Replace pages 2-5 through 2-12 with revised respective pages.
d) Replace pages 3-1 through 3-10 with revised respective pages.
e) Replace pages 3-17 through 3-28 with revised respective pages.
f) Replace pages 4-1 through 4-8 with revised respective pages.
g) Replace pages 4-11 through 4-18 with revised respective pages.
h) Replace pages 4-25 through 4-28 with revised respective pages.
i) Replace pages 5-1 through 5-10 with revised respective pages.
j) Replace pages 5-13 through 5-19 with revised respective pages.
k) Replace pages 6-1 through 6-10 with revised respective pages.
1) Replace pages 6-13 and 6-14 with revised respective pages.
m) Replace pages 6-19 and 6-20 with revised respective pages.
n) Replace pages 6-25 through 6-28 with revised respective pages,
o) Replace pages 7-1 through 7-10 with revised respective pages.
p) Replace pages 8-1 and 8-2 with revised respective pages.
q) Replace pages 8-15 through 8-18 with revised respective pages
r) Remove pages 9-1 through 9-34 and replace with revised pages 9-1 through 9-32.
s) Remove pages 10-1 through 10-29 and replace with revised pages 10-1 through 10-27.
t) Remove pages 11-1 through 11-43 and replace with revised pages 11-1 through 11-41.
u) Add pages 12-1 through 12-6 to end of Chapter 11.
v) Remove pages A-1 through A-5 and replace with pages A-1 through A-6.
w) Add pages D-1 through D-7.
x) Add pages KWI-1 through KWI-3.

5. Proponent and User Comments. This change is issued by the Commander, Naval Facilities Engineering Command. Comments should be directed to COMNAVFACENGCOM (Code 200), 200 Stovall Street, Alexandria, VA 22332-2300.

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DEPARTMENT OF THE NAVY
NAVAL FACILITIES ENGINEERING COMMAND
200 STOVALL STREET
ALEXANDRIA, VA 22882-2800

From: Commander, Naval Facilities Engineering Command

NAVFACINST 11010.44E
FAC 200
15 December 1987

Subi: SHORE FACILITIES PLANNING MANUAL: A SYSTEM FOR THE PLANNING OF SHORE FACILITIES

Ref: (a) NAVFACNOTE 5215 of 21 Jan 86
(b) OPNAVINST 11000.16A of 28 Apr 87
(c) NAVFACINST 11010.63B of 20 Oct 82
(d) NAVFACNOTE 11010 of 9 Oct 87

1. Purpose. This Instruction explains the process for the planning of shore facilities. It provides guidance on the preparation of Military Construction MILCON) and Nonappropriated Funded (NAF) project documentation, and for the preparation of site approval documentation required for MILCON, NAF, and special projects.

2. Cancellation. NAVFACINST 11010.44D, Shore Facilities Planning Manual of 19 November 1979 is superseded by this Instruction. (The NAVFACINST 11010.32F, 11010.57C, 11013.38A, and 11100.9B, which were canceled by reference (a) have been incorporated into this Instruction.)

3. Authority and Background. Reference (b), Command Responsibility for Shore Activity Land and Facilities, assigns to the Commander, Naval Facilities Engineering Command (COMNAVFACENGCOM), the responsibility for the development and maintenance of the Shore Facilities Planning Process. This process is comprised of two interrelated subsystems; Facilities Requirements Planning and Installations Planning. This Instruction provides the policy, responsibilities, and procedures of the Facilities Requirements Planning Process, also known as the Shore Facilities Planning System (SFPS). Guidance on the Installation Planning Process, known as the Master Planning Process, is found in reference (c).

4. Applicability and Scope The SFPS applies to all shore activities that are responsible for the planning and programming of land and facility use, acquisitions and disposals, with the following exceptions:

a. Shore activities commanded by the Commandant of Marine Corps (CMC).

b. Family housing.

c. Family-type supplemental or recreational lodging facilities for short term occupancy, constructed and/or managed by nonappropriated funds.

5. Action. In accordance with reference (b), addressees shall comply with the Shore Facilities Planning procedures outlined herein.

6. Current Revisions. This Instruction differs from its predecessor in a number of significant aspects. These are presented below in the order in which they appear in this manual.

a. Basic Facility Requirements (BFRs) are no longer approved by either the Engineering Field Division (EFD) or NAVFACENGCOMHQ. The EFD will certify the accuracy of the BFR as part of the certification of a partial or complete Facilities Requirements Plan (FRP) update. Major Claimants may, at their option, provide comments, concurrence, or require additional review by subclaimants. BFRs without the related Facility Planning Document (FPD) planning actions will not be separately approved.

b. The activities served by the SFPS are identified as either hosts or tenants. The term 'supported units" is no longer used. The term "tenant' is used in its place.

c. The element for "Other (facilities)' on the FPD has been deleted. It was previously used for the listing of GSA-leased space or joint-use facilities owned by a non-Navy activity. Assets in this entry should now be listed under 'Facility Detail" with a "LEASE" planning action.

d. The requirements for Preliminary MILCON project documents have been revised as follows:

(1) Only the two page "Project Data Sheet” (PDS), promulgated by reference (d), and the supporting FPD(s) are required for entering a project into the Military Construction Requirements List (MILCON RL). The Preliminary Environmental Assessment (PEA), cost estimate, and economic analysis will no longer be required with the initial project submission.

(2) Cost estimates shown on the PDS are to be based on unit costs rather than detailed line-item calculations.

(3) PDSs will be submitted directly to the Major Claimant without EFD validation. If the claimant supports the project, the PDS will be forwarded to NAVFACENGCOMHQ for entry into the MILCON RL.

(4) Projects will not be validated by the EFDs until the project is programmed in the FYDP.

e. This Instruction incorporates guidance for preparation and submission of final MILCON project documentation formerly included in NAVFACINST 11010.32F. Also included is guidance for disposition of facilities funded for demolition under Military Construction, formerly in NAVFACINST 11100.9B.

f. The Report 1360 Military Construction Requirements List (MILCON RL) and the Nonappropriated Funded Projects RL will no longer require activity and chain of command action, but will be distributed as project programming status reports.

g. Certain types of projects will require special management review. Chapter 9 discusses projects involving complex processes or hazardous/toxic wastes which may require formation of a Project Acquisition Team.

h. Procedures for obtaining site approvals, formerly in NAVFACINST 11010.57C, have been revised and incorporated in this Instruction.

i. The guidance for the Annual Report of Nonappropriated Funded Projects, formerly in NAVFACINST 11013.38A are included in this Instruction.

7. Availability of Forms. The DD Forms required in this Instruction are available through normal supply channels. Ordering information is as follows:

Form Number	Stock Number
DD Form 1390 (1 Dec 76)	0102-LF-001-3901
DD Form 1390s (1 May 78)	0102-LF-001-3906
DD Form 1391 (1 Dec 76)	0102-LF-001-3910
DD Form 1391c (1 Dec 76)	0102-LF-001-3915
NAVFAC FORM 11010/31	To be determined

8. Proponent and User Comments. This Instruction is issued by the Commander, Naval Facilities Engineering Command. Comments should be sent to COMNAVFACENGCOM (Code 200) 200 Stovall Street. Alexandria, VA 22332-2300.

J. M. DOWHERTY
Deputy Commander for Planning

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Contents

This Instruction includes three major parts, appendices, and a key word index.

Part One: Managerial Overview

Chapters 1 through 3 provide an introduction to the overall planning process and a managerial-level overview of the Shore Facilities Planning System (SFPS).

Part Two: Planning Process Steps

Chapters 4 through 8 contain details on each phase of the SFPS process. Each chapter presents a specific step of the process, the associated products, intended users, and assigned responsibilities.

Part Three: Project Development

Chapters 9, 11, and 12 provide guidance on the development of regular and nonappropriated funded Military Construction project submissions. Military Construction requires authorization and appropriation by the Congress. Nonappropriated funded projects require congressional notification. The procedures detailed in these chapters ensure that projects presented to the Congress represent the Navy's real facility needs. Chapter 10 provides guidance on the site approval process.

Appendices:

Appendix A: Acronyms & Abbreviations for key terms are provided for quick and easy reference.

Appendix B: Related References lists applicable DoD, OPNAV, and NAVFAC Instruction related to facilities planning and programming.

Appendix C: Development of Quick SIR and Quick PVA Economic Analyses contains guidelines to be used in performing the Savings to Investment Ratio (SIR) and Present Value Analysis (PVA) economic analyses.

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Part One: Managerial Overview
Chapter 1 - Introduction

1.1 Instruction’s Objective

This Instruction describes the procedures and techniques necessary for use of the Shore Facilities Planning System.

1.2 Facilities Support the Navy's Mission

The military readiness, effectiveness, and responsiveness of the Navy depends on the availability and condition of its material assets. These assets include not only the Navy's ships, aircraft, and weapons systems, but also its land and shore facilities. The Navy's inventory of ships, aircraft, weapons systems, land, and shore facilities represents a deliberate mix of equally important capital assets. It is important that land and facilities be accorded the same commitment, concern, and support as are ships, aircraft, and weapons systems.

1.3 Mission Readiness Is the Goal

The goal of the facilities planning process is to achieve mission readiness. The design of the overall process, the individual steps, and the documents all enhance the attainment of the goal.

1.4 Planning Process for Shore Facilities Management

To satisfy specific mission requirements, the Navy acquires ships, aircraft, and weapons systems which are kept ready to perform their missions through planned maintenance programs. When these become functionally obsolete or too costly to maintain, the Navy systematically considers them for modernization or retirement. The Navy's process of maintaining land and shore facilities is Through the Shore Activities Land and Facilities Planning Process. This process also ensures the Navy's land and facilities are ready to perform their mission. The Chief of Naval Operations (CNO) uses this planning process to identify issues and implement guidance in the use, maintenance, acquisition, and disposal of land and facilities. The Master Plan (including the Capital Improvements Plan) is the product of this process. The Facilities Requirements Planning process [also known as the Shore Facilities Planning System (SFPS)] is part of this process. It precedes the facility programming, budgeting, funding, and implementation phases necessary for prudent facilities management. The SFPS produces the data base and products that assist commands in making decisions concerning the management of facilities.

1.5 The Planning System Serves 800 Activities

The SFPS process provides facilities planning services and products for approximately *525* regular Navy host and tenant activities and *275* reserve activities. Some tenant activities require planning support from their hosts and are brought into the facilities planning process under the auspices of their hosts. These hosts include the tenants' needs with their own and address them collectively.

1.6 The Planning System is a Process with Products

The SFPS is a process which analyzes facilities needed to perform assigned missions, existing facilities and their condition, existing facility uses, and how to achieve efficient facility utilization. This Instruction describes the steps of the facilities planning process and delineates responsibilities for their achievement. This Instruction illustrates the documents produced and identifies intended uses and users.

1.7 Primary Responsibilities (See Figure 1-1)

A. Chief of Naval Operations

CNO irresponsible for programming and budgeting resources needed to acquire, operate, maintain, and dispose of land and facilities under his command; and for establishing related general policies, responsibilities, and procedures for operation of the Shore Activities Land and Facilities Planning Process.

B. Resource Sponsors

A Resource Sponsor is a Deputy Chief of Naval Operations or a Director, Major Staff Office and is responsible for the programming and the allocation of resources for his area of responsibility (see paragraph 3.3).

C. Major/Sub-Major Claimants

The Major/Sub-Major Claimants exercise primary responsibility for the prudent management of assigned land and facilities. They advise CNO as to the adequacy and material condition of assigned land and facilities (see paragraph 3.4).

D. Commanding Officers of Shore Activities

Activity Commanding Officers are responsible for identifying facility-related resource requirements; for the material condition, safety and appearance of assigned lend end facilities; and for proper and economic utilization of assets. The Activity Commanding Officer has primary responsibility for implementing the proposed planning actions necessary to enhance mission capability.

E. Naval Facilities Engineering Command

Through its Engineering Field Divisions and Public Works Centers, the Naval Facilities Engineering Command provides technical guidance and professional planning services, including development and maintenance of the SFPS and the Master Planning process, to assist the user groups.

1.8 Users

Activity Commanding Officers and their staffs, their Major and Sub-Major Claimants, and their CNO Resource Sponsors must be the principal participants and users of the SFPS and the Master Planning process. These processes are designed to assist them in carrying out their shore facilities management responsibilities.

Figure 1-1 Table of Responsibilities The active participation of all levels of users of the Shore Facilities Planning Process is required. The following table outlines responsibilities for preparation of documentation, funding of studies and plans, provision of special assistance, and review and approval of products of the process. The table also provides a reference as to the automated data bases used in the preparation of documentation. Unless otherwise noted, the products, processes, and data bases are described in more detail in Chapters 4 through 11.

PARTICIPANT	FUNCTION	SPECIAL ASSISTANCE	FUNDED BY	REVIEWED BY	APPROVED/ CERTIFIED	AUTOMATED DATA BASE	SEE CHAPTER
ACTIVITY	1390s (RESERVE ACTIVITIES)	EFD PWC	ACT	FAC	FAC	N/A	11
	1391	EFD PWC	ACT	SMC HST FAC	EFD	MCPMIS	11
	ASSETS EVALUATION (AST)	EFD	EFD	N/A	EFD	NFADB	5
	BACHELOR HOUSING SURVEY		ACT	EFD	FAC	BHS	4
	BASE LOADING REPORT (AST)		CNO	ACT EFD FAC	CNO	FH/BL	4
	BASE MAPS		ACT	N/A	N/A	N/S	3.18
	BFR	EFD PWC	ACT	SMC HST W	EFD	SFPS	4
	DISPOSAL ACTIONS	PWC EFD	N/A	LC	SMC EFD	SFPS	6.7
	FACILITY MANAGMENT		ACT	EFD	N/A	N/A	7
	FACILITY STUDY	EFD PWC	ACT	SMC	EFD	N/A	11
	NAF PROJECT DOCUMENTS	PWC EFD	ACT	EFD	MPC RSS	MCPMIS	9.11
	NFADB UPDATES		ACT	EFD SMC FAC	EFD	NFADB	5
	OTHER IMPLEMENTATION	PWC EFD	N/A	EFD	SMC	SFPS	6.7
	OTHER PROJECT DOCUMENTS*	PWC EFD	ACT	N/A	EFD	N/A	9.10.11
	PROJECT ACQ TEAM (AST)	EFD FAC	ACT	EFD FAC		N/A	9.11
	PROJECT DATA SHEET		ACT	EFD FAC	SMC EFD FAC	MCPMIS	9
	PROJECT REVISIONS	PWC EFD	ACT	HST FAC EFD	EFD FAC	N/A	9.10.11
	REAL PROPERTY UTILIZATION	EFD FAC	ACT	EFD SMC FAC	N/A	N/A	**
	SURV.		ACT	SMC CNO	N/A	BASE REP	3.18
	SHORE BASEREP	PWC	ACT	FAC CNO	EFD FAC	N/A	10
	SITE APPROVAL	PWC EFD	ACT	EFD FAC WLC	SMC FAC	N/A	***
	SPECIAL PROJECTS I&II	PWC EFD	ACT SMC	EFD	N/A	N/A	9.11
	TECHNICAL STUDIES	PWC EFD	ACT SMC	EFD FAC	N/A	N/A	9.11
	PRELIMINARY ENGINEERING STUDY	PWC EFD	ACT SMC	EFD FAC EFD FAC	N/A	N/A	9.11
	PRELIMINARY HAZARDS						
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	PLANNING DIRECTIVE	FAC	CNO	N/A	N/A	N/A	9.11
EFD	ASSETS EVALUATION	ACT	EFD	N/A	EFD	NFADB	5
	BACHELOR HOUSING SURV (AST)		ACT	EFD FAC	N/A	BHS	4
	CENTERS OF EXPERTISE		EFD	N/A	N/A	N/A	9
	FRP		EFD	SMC HST WLC	EFD	SFPS	6
	GEMS MAPPING		ACT	N/A	N/A	GEMS	3.18
	PROJECT ACQ TEAM	ACT FAC	ACT	EFD FAC		N/A	9.11
	MASTER PLAN	PWC	EFD	SMC FAC	CNO	N/A	****
	REGIONAL PLANS		EFD	WLC		N/A	****
NAVFACENGCOM HQ	1390		FAC	N/A	N/A	MCPMIS	11
	PROJECT ACQUISITION TEAM (AST)	EFD ACT	ACT FAC	EFD FAC SMC	 CNO	N/A N/A	9.11 N/A
	MASER PLAN SCHEDULE	RSP	FAC	N/A	N/A	MCPMIS	8
	MILCON REQUIREMENTS LIST		FAC	N/A	N/A	N/A	9.11
	PROJECT GUIDANCE						
MAJOR CLAIMANT	MILCON PRIORITIES		SMC	N/A	RSP	MCPMIS	9.11
	MISSION, FUNCTION, TASK		SMC	N/A	N/A	N/A	4
	PROJECT GUIDANCE (AST)		FAC	N/A	N/A	N/A	9.11

LEGEND:

ACT: ACTIVITY
A-E: ARCHITECT-ENGINEER FIRM
(AST): ASSISTS PARTICIPANT WHO HAS PRIMARY RESPONSIBILITY
BASE REP: SHORE BASE READINESS REPORTING SYSTEM
BHS: BACHELOR HOUSING SURVEY
CNO: CHIEF OF NAVAL OPERATIONS
EFD: ENGINEERING FIELD DIVISION
FAC: NAVFAC
FH/BL: FAMILY HOUSING/BASE LOADING
GEMS: GRAPHIC ENGINEERING AND MAPPING SYSTEM
HST: HOST
MCPMIS: MILITARY CONSTRUCTION PROGRAMMING MANAGEMENT INFORMATION SYSTEM
MPC: NAVAL MILITARY PERSONNEL COMMAND
NFADB: NAVY FACILITY ASSETS DATA BASE
N/A: NOT APPLICABLE
PWC: PUBLIC WORKS CENTER
RSP: RESOURCE SPONSOR
RSS: NAVY RESALE AND SERVICES SUPPORT OFFICE
SFPS: SHORE FACILITIES PLANNING SYSTEM
SMC: SUB/MAJOR CLAIMANT
WLC: WASHINGTON LEVEL COMMANDS
*: See Figure 9-3
**: NAVFACINST 11010.59
***: OPNAVINT 11010.20E
****: NAVFACINST 11010.63B

Chapter 2 The Shore Facilities Planning System Overview

2.1 Planning Responds to Missions

Planning is defined as developing a detailed scheme, program, or method, in advance, to accomplish an objective or goal. For Navy shore activities, planning is the process of providing for the efficient use and orderly development of real estate and facility resources in response to assigned missions, functions, and tasks. The Shore Facilities Planning System (SFPS) determines the facilities necessary for the accomplishment of assigned missions, to ensure optimum utilization and maintenance of existing assets, and to plan for necessary facility disposals and acquisitions.

2.2 SFPS Planning Process Has Five Steps

The SFPS process (as shown in Figure 2-1) consists of five principal steps or phases.

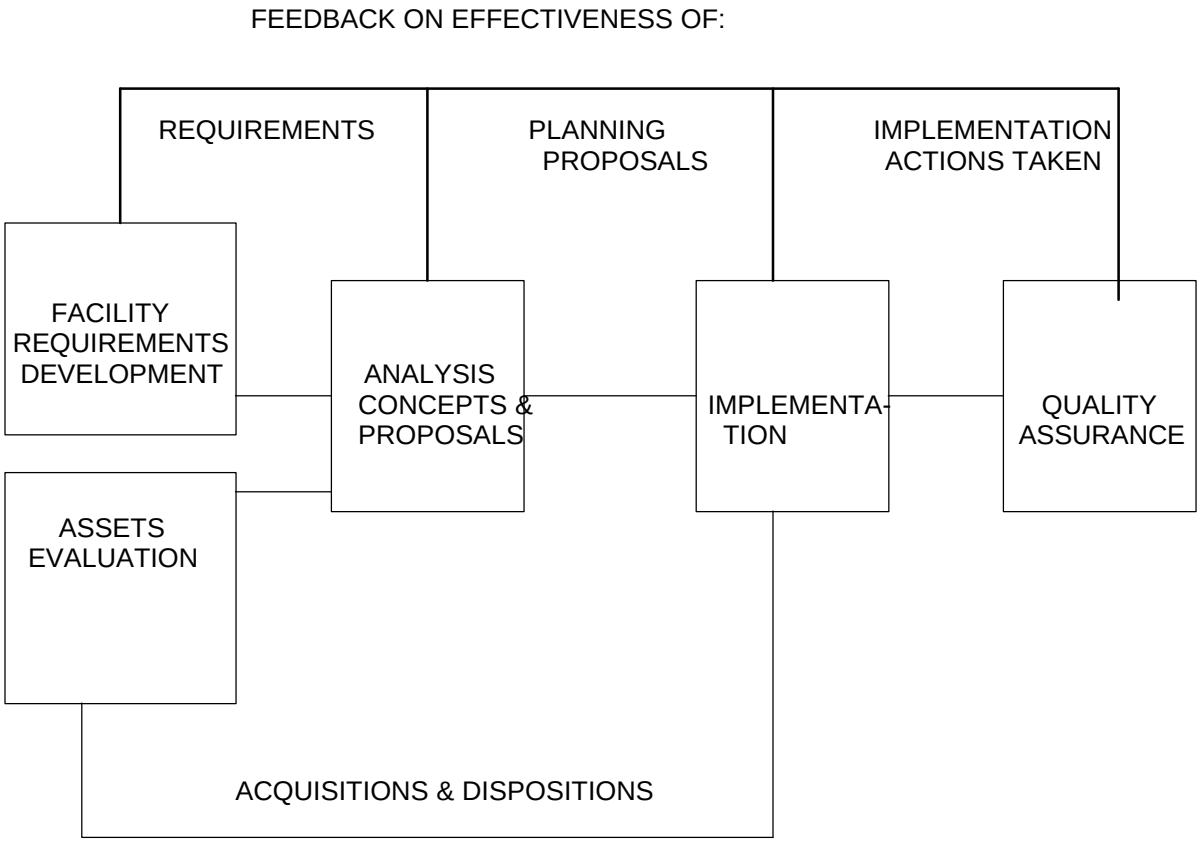
(1) Facility Requirements
(2) Assets Evaluation
(3) Analysis, Concepts and Proposals
(4) Implementation
(5) Quality Assurance

A. Facilities Requirements

The first step of the planning process is to determine what facilities are required to perform the assigned mission. Basic Facility Requirements (BFRs) are developed during the Facility Requirements step. BFRs are the result of an analysis of projected mission and base loading, operational considerations, activity and surrounding community conditions, and sound professional judgment. BFRs are intended to be the minimum facilities necessary for efficient operation and are not directly constrained by anticipated funding levels, individual operational priorities or inefficiencies in existing facilities. These factors may impact on the recommendations for implementation of planning actions proposed in the Facilities Requirements Plan (FRP). Therefore, while preparation of the BFR (see Chapter 4) may occur independently of the Assets Evaluation phase, both phases must be completed and kept current in order to begin the Analysis, Concepts and Proposals stage.

Figure 2-1 Shore Facilities Planning System: Process & Products

P L A N N I N G P R O C E S S



MAJOR PRODUCTS OF EACH PHASE:

* BASIC FACILITY REQUIREMENTS
* FACILITY REQUIREMENTS PLAN
* EFFICIENT USE OF EXISTING ASSETS
* MILCON & NAF PROJECTS REQUIREMENTS LISTS
* PROPERTY RECORDS (REVISED)
* MASTER PLAN
* PROJECT SUBMISSION
* FPD/MILCON RL COMPARISON
* CAPITAL IMPROVEMENTS PLAN
* EXCESSING & DEMOLITION ACTION
* DEMOLITION REPORT

B. Assets Evaluation

The Assets Evaluation step (see Chapter 5) includes an inspection and evaluation of an activity's facility assets. Facilities are evaluated with regard to their existing physical condition, functional adequacy, compliance with applicable safety and siting criteria, and their potential alternative use. Facility dimensions, area, uses, and users are confirmed. This inspection is done periodically by the Engineering Field Division (EFD) in conjunction with the activity. The on- site inspection is called the Engineering Evaluation (EE) and is used to update the Navy Facility Assets Data Base (NFADB). This data base is an inventory of all Navy-owned and leased land and facilities.

C. Analysis, Concepts & Proposals

What is needed (requirements) is compared to what we have (assets) during this phase (see Chapter 6). Facilities are identified for continued use, along with facility deficiencies and surplus. This quantified facility data is further analyzed along with additional planning data including land use constraints. The final product of the Analysis, Concepts and Proposals step is the FRP. The FRP is a display of the results of the previous steps. The FRP illustrates decisions on which facilities are to be retained and used, and on necessary acquisition and disposal actions. These actions can be accomplished in a variety of ways, such as by conversion, rehabilitation, or reassignment as well as by new construction.

D. Implementation

This step involves the initiation of the proposed acquisition and disposition planning actions (see Chapter 7). Implementation is the determination of a specific means for achieving the acquisition or disposition of a facility. It could be the decision to acquire a facility through the Military Construction (MILCON) program and thus require the initiation of preliminary project documentation. The term "implementation" should not be construed to imply actual "construction" in this context

E. Quality Assurance

During this final step, the planning system and its separate phases are evaluated relative to their ability to enhance efficient utilization of existing assets and to improve mission capability (see Chapter 8). Reports are prepared and distributed to activities and Major Claimants to provide the status of their facilities planning and programming.

2.3 Planning Based on Projected Requirements

A. Peacetime Planning

BFRs are based, in large measure, on projected missions and base loadings of people, ships, and aircraft. Base loadings are normally projected five years by the Chief of Naval Operations (CNO). This five year time frame is a Navy standard for all facilities planning and programming. However, firm projections approved in writing by higher authority (activity chain of command, CNO, etc.) which go beyond five years can also be used to develop facility requirements.

B. Special Studies

Operational planning based on CNO, Secretary of the Navy, Department of Defense, etc., initiatives can result in the development of specific facility requirements and the identification of necessary acquisition and/or disposal planning actions. Annotated planning actions based on these preliminary studies can be entered into the SFPS. A note should indicate the specific number of ships, aircraft, and personnel which still require CNO approval. Projects based on these studies can enter the MILCON programming process on a qualified basis.

C. Mobilization Requirements

BFRs generally do not include additional facilities required specifically for mobilization. Facilities planning for mobilization, except as noted herein, is generally accomplished through another system described in OPNAVINST 11010.39, Facilities Planning for Mobilization. BFRs shall be developed in strict compliance with mission/function/task directives issued pursuant to OPNAVINST 5450.171C, Mission. organizations and functions and tasks assigned to shore activities: Responsibility for and OPNAVINST 11010.37, Base Loading projections for shore activities planning and programming. BFRs shall reflect projected base loading, new weapon system acquisitions, and mobilization plans to the extent that certain facilities required for mobilization must be in place prior to M-day (the day mobilization begins). BFRs which in whole or pert represent mobilization plans should be identified on the Facility Planning Document (FPD) in a General Note. (See Chapter 6 for a detailed discussion of the FPD and its components.)

2.4 Products Serve the Users

A. Facilities Requirements Plan is Primary Product

Data associated with the SFPS process is maintained in an automated facilities assets data base. Data is updated via computer terminals. SFPS products are documents derived from the data base and are designed to serve the user. A key product of the SFPS planning process is the FRP (see Chapter 6). The FRP is composed of three primary elements, and optional ones (see Figure 2-2).

1. The Activity General Information (AGI) depicts general data for the particular activity, including Major Claimant, special areas, tenants, etc.

2. The FRP Summary provides a concise overview in summary form of planning information for each category code function. It contains BFRs, existing assets, existing deficiencies and surpluses, and deficiencies and surpluses that would remain after implementation of the planning actions shown on the FPD.

3. An FPD is prepared for each category code related to the mission of the activity, showing the detailed planning information for that particular category code. The data shown includes the BFR, assets information, the deficiency/surplus, and a plan for the use of existing facilities and the resolution of any deficiency and/or surplus. Also included is a section for notes to explain any special conditions.

4. Each FPD is organized into four parts as shown in Figure 2-3. The FPD contains information which is a product of the first three steps of the SFPS as shown in Figure 24.

B. MILCON RL Provides Programming Status

The Military Construction Requirements List (MILCON RL) is a listing of projects that have been submitted by the activity and supported by the activity's chain of command. Based on the priorities established by the Resource Sponsors, this listing of projects is used in the development of annual construction programs. The Nonappropriated Funded (NAF) Projects Requirements List is a similar but separate listing of NAF projects. Both lists are maintained in automated data bases, and reports are generated as necessary to provide managers with a listing of projects and their programming status.

C. FPD/MILCON RL Comparison Report is a Managerial Tool

The FPD/MILCON RL Comparison Report is an automated report that draws from the data bases of the MILCON/NAF Projects RL and the SFPS. It lists all existing deficiencies and proposed adequate surplus facilities for all category codes in an activity's FRP and any other category code with MILCON or NAF projects and allows comparison with a listing of projects included in the MILCON and NAF RLs. This allows planners and decision makers to determine which projects are not supported by the SFPS and what functions may require further analysis to reduce deficiencies or surplus.

Figure 2-2 Facilities Requirements Plan Components

Each of the four components are discussed in detail in paragraphs 6.13 through 6.16, respectively.

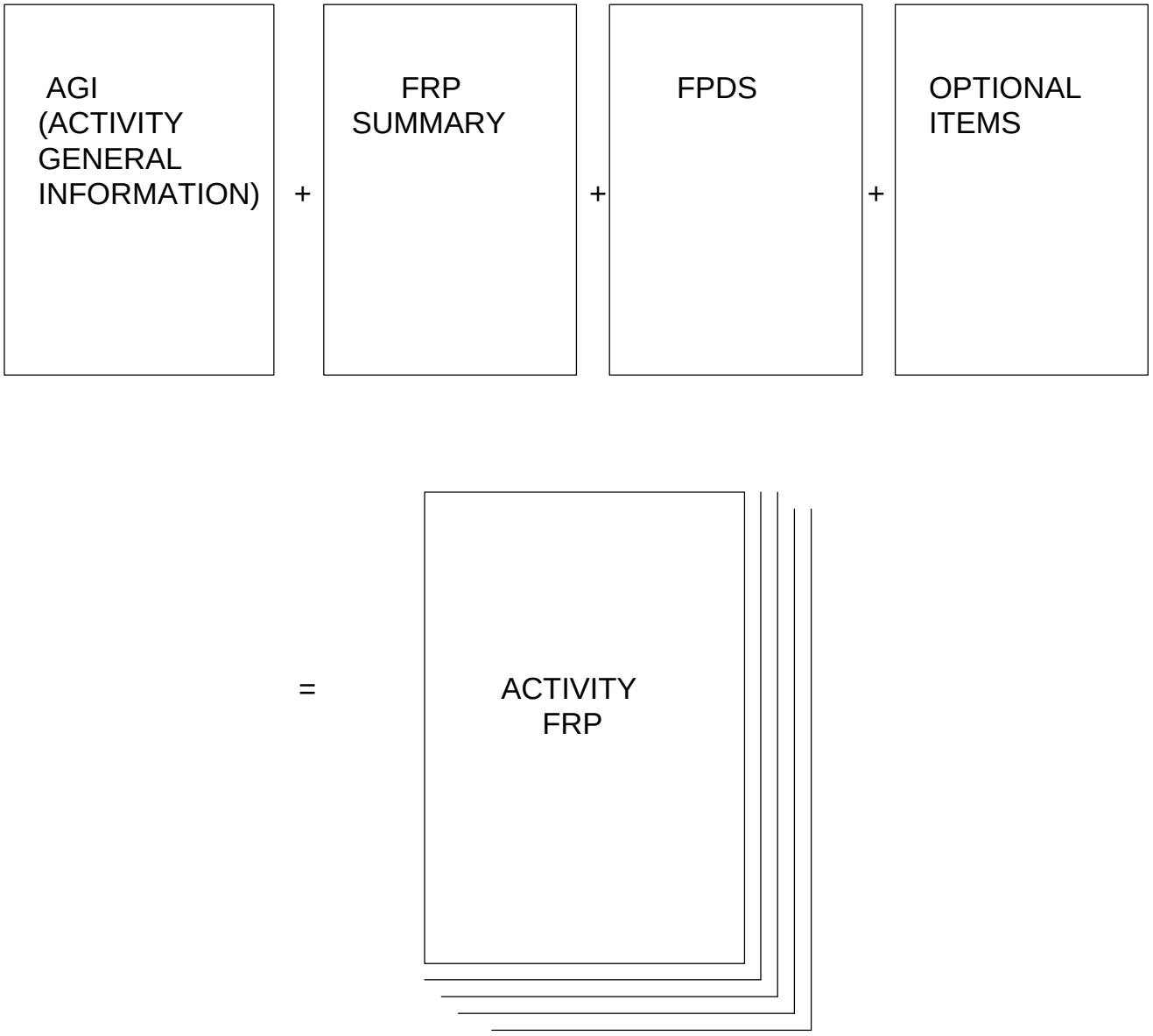


Figure 2-3 Four Part FPD

FACILITY PLANNING DOCUMENT

84JUN17

ACTIVITY UIC...NX1071 NAME...NAS EMERALD POINT

(1) ACTIVITY & FUNCTION IDENTIFICATION

CATEGORY CODE.. 21910 DESCRIPTION.. PUBLIC WORKS SHOP
DATES: BFR..13 APR 84 PART FRP..23 MAY 84 EFD CERT..17 JUN 84

BASIC FAC RQMT	UM	FACILITY ASSETS DATA ADEQUATE	SUBSTNRD	INADEQTE	QUANTITY DEFICIENT	QUANTITY SURPLUS
23200	(SF)	8230	3715	17359	14970	6104

(2) FACILITY REQUIREMENTS & ASSETS

FACILITY DETAIL FAC NO	U	EE	C	ADEQUATE	SUBSTNRD	INADEQTE	DEF CODES	SATISFACTION OF DEF/SURP ACTION ID	D	SCOPE	NT
14	N	83	P	5000				USE	+	5000	
					1700		C11	RENOV P-223	+	1700	01
17	N	83	S		2015		B26	CONVTO 21977	-	2015	05
32	Y	83	P	3230			A27	MODIFY R1484	+	3230	02
53	N	83	S			6605	F01F04B26	OUTG-C	-	6605	06
62	N	83	T			6719	F30	DEMOL P-234	-	6719	04
73	N	83	T			2300	F30	DEMOL	-	2300	03
114	N	83	S			1735	B26F11C40	DISPOS VAC	-	1735	07
ACQ								CONSTR P-234	+	11891	04
ACQ								CONVFR 21777	+	1379	08

(3) FACILITY DETAIL

TOTAL PROPOSED ADEQUATE ASSETS = 23200

NOTES FOR CATEGORY CODE.. 21910
GEN NOTES: REQUIREMENT DERIVATION:

TOTAL REQMT FOR ALL PW SHOPS (259 PN, TABLE 219-10):	28300	SF
LESS 219-20 REQMT:	1200	
LESS 219-10 REQMT:	1800	
LESS SATELLITE PW SHOP @ SPECIAL AREA BA:	2100	
TOTAL REQMT FOR 219-10 AT MAIN SITE	23200	SF

FPD ACTION NOTES:

01 UPGRADE ELECTRICAL SYSTEM FOR INSTALLATION OF NEW EQUIPMENT.
02 SPECIAL PROJECT R14-84 WILL REPAIR ROOF OF BLDG 32.
03 BLDG 73 TO BE DEMOLISHED BY STATION FORCES IN SPRING 89.
04 P-234 TO DEMOLISH BLDG 62 & CONSTRUCT WOODWORKING/PLUMBING SHOPS. (FY-87)
05 CONVERSION IN SUMMER 88, WILL BE ADEQUATE FOR NEW USE.
06 BLDG 53 LEASED TO GRANT CONSTRUCTION UNTIL CONTRACT FOR P-193 IS COMPLETED, BLDG WILL THEN BE DEMOLISHED BY CONTRACTOR.
07 BLDG 114 IS LOCATED ON SITE FOR NEW FIGHTER PILOT SCHOOL (FPS). A STUDY IS BEING CONDUCTED TO SEE IF THE BUILDING CAN BE USED BY FPS. IF NOT, BLDG 114 WILL BE DEMOLISHED AS PART OF P-991, FPS TRAINER.
08 CONVERSION FROM 217-77(BLDG 213) TO COINCIDE WITH MILCON P-285 (FY 89)

(4) NOTES

END DATA FOR CATEGORY CODE 21910

Figure 2-4 Planning Process & the FPD

FACILITY PLANNING DOCUMENT

84JUN17

ACTIVITY UIC...NX1071 NAME...NAS EMERALD POINT

HEADING

CATEGORY CODE..21910 DESCRIPTION..PUBLIC WORKS SHOP
DATES: BFR..13 APR 84 PARTFRP..23 MAY 84 EFD CERT..17 JUN 84

BASIC FAC RQMT	UM	FACILITY ASSETS DATA ADEQUATE	SUBSTNRD	INADEQTE	QUANTITY DEFICIENT	QUANTITY SURPLUS
23200	(SF)	8230	3715	17359	14970	6104

REQ'TS **ASSETS**

FACILITY DETAIL — SATISFACTION OF DEF/SURP

FAC NO	U	EE	C	ADEQUATE	SUBSTNRD	INADEQTE	DEF CODES	ACTION ID	D	SCOPE	NT
14	N	83	P	5000				USE	+	5000	
					1700		C11	RENOV P-223	+	1700	01
17	N	83	S		2015		B26	CONVTO 21977	-	2015	05
32	Y	83	P	3230			A27	MODIFY R1484	+	3230	02
53	N	83	S			6605	F01F04B26	OUTG-C	-	6605	06
62	N	83	T			6719	F30	DEMOL P-234	-	6719	04
73	N	83	T			2300	F30	DEMOL	-	2300	03
114	N	83	S			1735	B26F11C40	DISPOS VAC	-	1735	07
	ACQ							CONSTR P-234	+	11891	04
	ACQ							CONVFR 21777	+	1379	08

TOTAL PROPOSED ADEQUATE ASSETS = 23200

ANALYSIS, CONCEPTS, & PROPOSALS

NOTES FOR CATEGORY CODE..21910
GEN NOTES: REQUIERMENT DERIVATION:

TOTAL REQMT FOR ALL P W SHOPS (259 PN, TABLE 219-10):	28300	SF
LESS 219-20 REQMT:	1200	
LESS 219-25 REQMT:	1800	
LESS SATELLITE P W SHOP @ SPECIAL AREA BA:	2100	
TOTAL REQMT FOR 219-10 AT MAIN SITE:	23200	SF

FPD ACTION NOTES:

01 UPGRADE ELECTRICAL SYSTEM FOR INSTALLATION OF NEW EQUIPMENT.
02 SPECIAL PROJECT R14-84 WILL REPAIR ROOF OF BLDG 32.
03 BLDG 73 TO BE DEMOLISHED BY STATION FORCES IN SPRING 89.
04 P-234 TO DEMOLISH BLDG 62 & CONSTRUCT WOODWORKING/PLUMBING SHOPS. (FY-87)
05 CONVERSION IN SUMMER 88, WILL BE ADEQUATE FOR NEW USE.
06 BLDG 53 LEASED TO GRANT CONSTRUCTION UNTIL CONTRACT FOR P-193 IS COMPLETED, BLDG WILL THEN BE DEMOLISHED BY CONTRACTOR.
07 BLDG 114 IS LOCATED ON SITE FOR NEW FIGHTER PILOT SCHOOL (FPS). A STUDY IS BEING CONDUCTED TO SEE IF THE BUILDING CAN BE USED BY FPS. IF NOT, BLDG 114 WILL BE DEMOLISHED AS PART OF P-991, FPS TRAINER.
08 CONVERSION FROM 217-77 (BLDG 213) TO COINCIDE WITH MILCON P-285 (FY 89).

NOTES

END DATA FOR CATEGORY CODE 21910

2.5 Facilities Requirements Plan is a Component of the Master Plan

A. Companion Planning Documents

1. The FRP is a key product of the SFPS. The FRP provides quantitative analysis of data incorporated into the activity Master Plan. The FRP provides a plan showing projected facility requirements by functional type and proposed planning actions necessary to bring the activity's resources into alignment with the requirements.

2. In addition to the quantitative data found in the FRP, the Master Plan depicts the land uses, constraints, and specific sites associated with these planning proposals. Projects identified and sited in the Master Plan should be supported by the SFPS.

B. FRP Input to Master Planning Process

The FRP provides Master Planners with data on the physical condition of all buildings and structures. BFRs are included in the FRP and should form the basis for the total space program to be accommodated by the land use plans proposed in the Master Plan. The acquisition and disposal planning actions provide the basis of facility site plans to be developed in the Master Plan.

C. Other Master Plan Data Provides Input to FRP

The existing activity Master Plan provides facility planners with a background data source which must be used during the development of BFRs and FRP planning actions. Certain on-station requirements, personnel support facilities for example, are sensitive to the availability of similar functions in the surrounding community. Master Plans contain data on the surrounding community and region. Master Plans provide berthing plans, including water depths and distances between piers. Proposed planning actions must Change 1 consider constraints to activity land uses due to airfield operations, environmental concerns, local community land uses, etc., as well as the proximity of various functions as depicted in the activity land use plans. Planning actions must also be sensitive to the location of historic resources which are identified in the Master Plan. (Advice on available installation planning services and the preparation of associated products, including the Master Plan, is contained in NAVFACINST 11010.63, Planning Services for Navy and Marine Corps Shore Activities.)

2.6 FRP Needs Timely Updating

A. FRP Updates

The dynamics of mission changes, base loadings, and operations dictate the frequency of the FRP update. The update must be part of the update of the Activity Master Plan, the Utility System Assessment, and the Facility Energy Plan (see paragraph SUB). To ensure a well-organized planning process, inputs from each of these efforts must be considered in the development of the others. The OPNAVINST 11000.16, Command Responsibility for Shore Activity Land and Facilities requires an update schedule be developed and revised annually to reflect required changes in the schedule. If an activity wants an FRP update earlier than currently scheduled, it should contact its Major Claimant. The Claimant would then, if it concurred, negotiate a revision to the schedule. (See paragraph 2.6B for I further guidance on Major Claimant input to the schedule. See paragraph 3.7 for a discussion of which activities require an FRP.)

B. NAVFACENGCOMHQ Coordinates Schedule With Major Claimant Input

CNO assigns to the Naval Facilities Engineering Command the responsibility for coordination and scheduling of planning document updates. Through dialogue with the Major Claimants, NAVFACENGCOMHQ ensures changes in mission, base loadings, or operations are identified at an early stage and, if necessary, adjusts the schedule.

1. CNO will solicit from the Major Claimants, prior to 1 December of each year, a proposed schedule for updating Master Plans. The Major Claimants must comment, prior to 1 January of each year, on the schedule of updates for all activities under their clemencies. By 1 April, CNO will provide to the Major Claimants the updated schedule which begins with the next fiscal year's workload.

2. When changing conditions dictate that an FRP be updated earlier than scheduled, a resultant delay in other scheduled FRP updates may occur.

2.7 Automated Data Bases Serve Planners

A. Automation and Professional Judgment

The SFPS is computerized for processing and storing data. The actual planning analysis and proposals are the result of sound professional judgment rather than the automatic consequence of given criteria and formulas. The SFPS data base uses data from three other automated Navy data bases. These systems, which are described below, and the SFPS are located on a computer at the Facilities Systems Office (FACSO), Port Hueneme, CA. (See Figures 2-5 and 2-6.)

1. MAGIC Identifies Activities. The Master Activity General Information and Control (MAGIC) Data Base contains general information (e.g., name, location, command relationships, host/ tenant relationships, etc.) relating to Navy and Marine Corps shore activities and certain units of the operating forces that require significant logistics support from shore activities. Operating procedures for the MAGIC System are described in NAVFACINST 5400.4, Master Activity General Information and Control (MAGIC) System.

2. CCD Defines Functional Facility Types. The Category Code Directory (CCD) is an automated file containing the Navy's facility category codes, category code descriptions, and units of measurement used for identifying, classifying, and quantifying facility requirements and assets. The contents of the CCD are published periodically in NAVFAC P-72, Department of the Navy Facility Category Codes.

3. NFADB Provides Inventory Data. The Navy Facility Assets Data Base (NFADB) is an automated file of inventory data on each existing asset (building, structure, utility, and land) owned or leased by the Navy. The data base includes information such as location, type of construction, acquisition cost, size, function, users, and condition. The operating procedures for the NFADB are provided by NAVFAC P-78, Navy Facility Assets Data Base Procedures Manual. NAVFAC P-164, Detailed Inventory of Naval Shore Facilities, an annual report of facility assets data as of 30 September of each year, is provided to all activities and Major Claimants.

B. Data Quality Critical to SFPS

The quality of the FRP greatly depends on accurate and up-to-date data. Procedures for revising or updating MAGIC, the CCD, and the NFADB are described in their respective manuals. Shore activities and EFDs have the greatest opportunity to be aware of necessary changes to the data bases and to ensure they are effected.

C. Military Construction Program System

The Military Construction Programming Management Information System (MCP/MIS) is a data base which summarizes the planning documents that describe the Navy's MILCON projects. The system maintains information on historic, present, and projected requirements for MILCON and for construction to be financed by nonappropriated funds (see Figure 2-6).

Figure 2-5 Related Automated Data Bases & Major Products

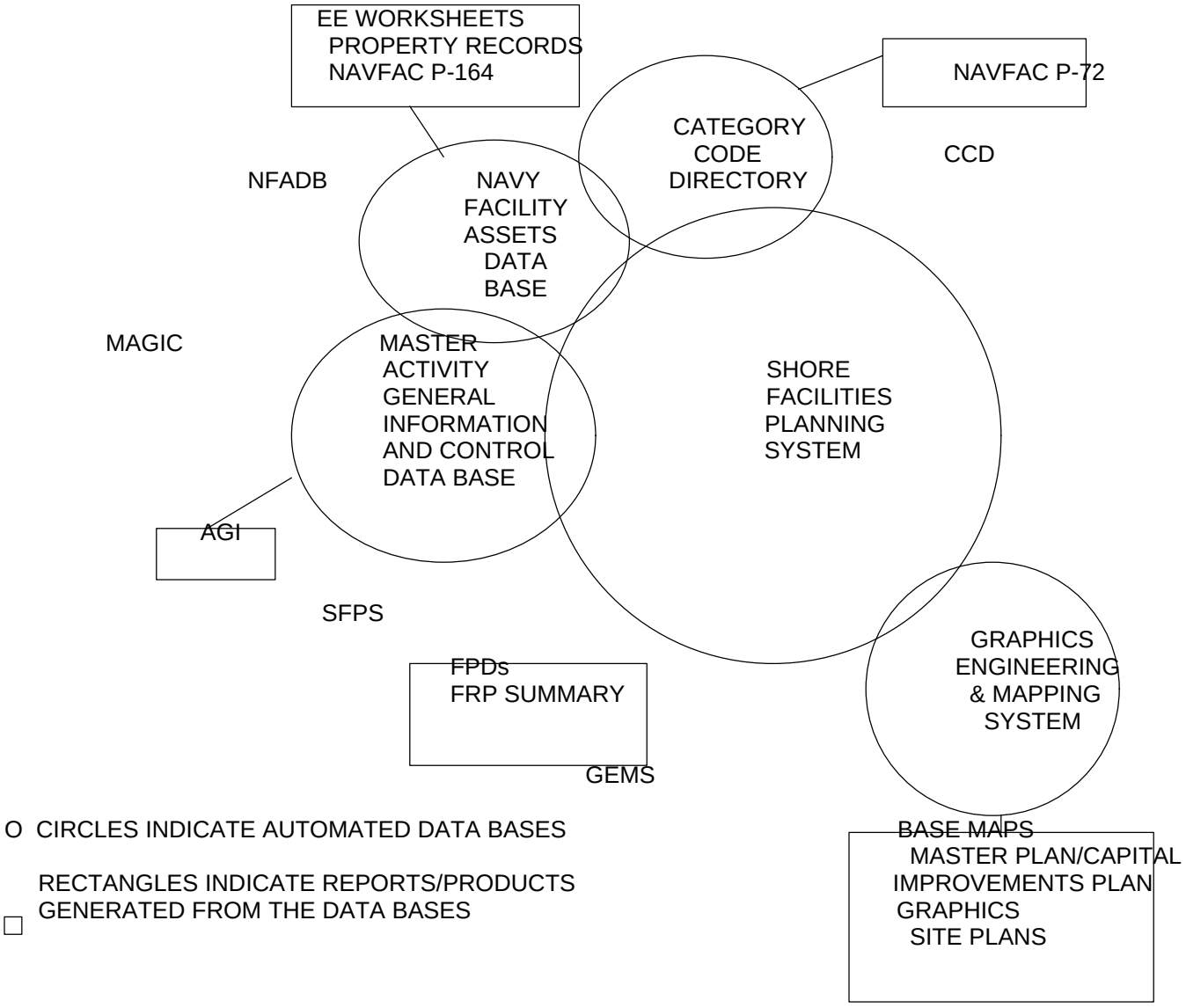
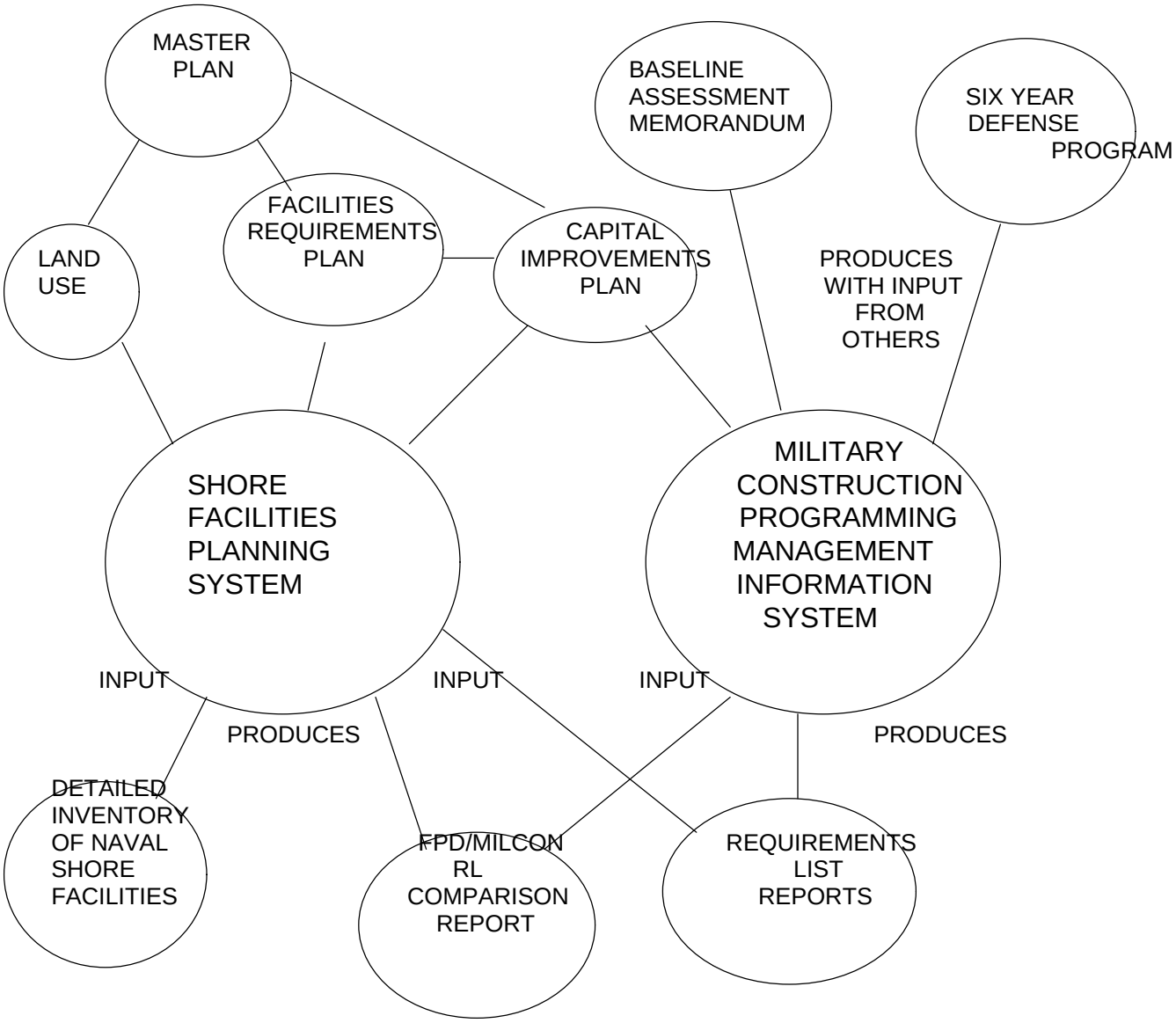


Figure 2-6 Facilities Planning & Programming Data Bases & Products



D. Graphics Engineering and Mapping System

The Graphics Engineering and Mapping System (GEMS) provides interactive computer graphics capability at NAVFACENGCOMHQ, at EFDs, and at Public Work Centers (PWCs). A data base of digital activity maps is being created by the EFDs on a reimbursable basis for activities as new maps are acquired, in accordance with NAVFACINST 111010.63, Planning Services for Navy and Marine Corps Shore Activities. Maps are also teeing entered in preparation for Master Plan updates. The GEMS library contains naval ship and aircraft data. Planners can recall representative figures by a specific type for each ship or aircraft to develop layouts for ship berthing and aircraft parking. The data base will interface with nongraphic data bases, such as the NFADB, to allow analysis and display of facilities with common requested characteristics Graphic displays of existing or planned conditions can be created to support planning actions.

Chapter 3 Participants and Their Responsibilities Section I SFPS Users

3.1 CNO-Established Users of Planning Services

The Chief of Naval Operations (CNO), in OPNAVINST 11000.16, Command Responsibility for Shore Activity Land and Facilities, describes roles of users and providers of planning services. The user role is not passive. There are specific responsibilities that go along with this position. The CNO policy for land and shore facilities management requires the integrated and coordinated effort of all designated parties.

3.2 CNO Assisted by SFPS in Planning Responsibilities

CNO is responsible for programming and budgeting resources needed for the management of Navy shore activities. Proper planning ensures the necessary first step in the overall facilities planning, programming, and budgeting process.

3.3 Resource Sponsors Assisted by SFPS in Programming Project Funds

Prior to the Program Objectives Memorandum (POM)82, (June, 1980) the Deputy Chief of Naval Operations (Logistics) Code OP-04 was the Resource Sponsor for all Military Construction (MILCON). Starting with POM-82, MILCON programming responsibility was transferred to the respective mission Resource Sponsors, except for the certain centrally managed programs which remain under the resource sponsorship of OP-04 and OP-01, Deputy Chief of Naval Operations (Manpower, Personnel & Training).

Figure 3-1 Resource Sponsors of MILCON with OPNAV Codes

Platform Sponsors	
ACNO (Undersea Warfare)	OP-02
ACNO (Surface Warfare)	OP-03
ACNO (Air Warfare)	OP-05
Support Sponsors	
Director of Naval Administration	OP-09B
Oceanographer of the Navy	OP-096
Director of Naval Intelligence	OP-092
Surgeon General	OP-093
Director, Space, Command & Control	OP-094
Director of Research and Development Requirements, Test, and Evaluation	OP-098
DCNO (Manpower, Personnel & Training)/Chief of Naval Personnel	OP-01
DCNO (Logistics)	OP-04

A. Platform & Support Sponsors

A Resource Sponsor is a Deputy Chief of Naval Operations, and Assistant Chief of Naval Operations, or a Director, Major Staff Office There are currently 11 Resource Sponsors of Military Construction; three l Platform Sponsors and eight Support Sponsors. In addition, OP-095 is the sponsor for Military Construction, Naval Reserve (MCNR). The Resource Sponsors are listed in Figure 3-1. An activity can have more than one Resource Sponsor depending on the nature of the project. For example, a project directly related to the operation of a weapons station would be under the sponsorship of OP-04. Another resource sponsor, such as OP-05, could sponsor a missile magazine project.

B. Sponsors Determine Project Priorities

Resource Sponsors are responsible for planning, programming, and budgeting for all appropriations required to support their areas of cognizance. This includes not only MILCON, but other appropriations such as O&MN (Operations and Maintenance, Navy), SCN (Shipbuilding and Conversion, Navy) for OP-03, and APN (Aircraft Procurement, Navy) for OP-05. Their role is to balance these competing interests for resources to develop a program that will provide the appropriate amount of resources required in each area for mission effectiveness.

3.4 Major Claimants Assisted by SFPS in Implementing Missions

The Major Claimants and their Sub-Major Claimants are commands that have broad responsibilities for implementing mission assignments. As such, they have responsibilities for subordinate activities both ashore and afloat, and make policy, provide guidance, and ensure appropriate levels of resources are available for mission effectiveness. They are responsible for representing their activities' requirements for MILCON resources to the appropriate Resource Sponsor. A listing of Major Claimants and their Sub-Major Claimants, who provide direct liaison with the individual activities, is provided as Figure 3-2.

A. Claimants Direct Initiation of Project Documentation

CNO will prepare a "Planning Directive," which will provide to the Major Claimants specific guidance regarding projects which the Resource Sponsors are supporting for inclusion in the next budget submission. Major Claimants will then direct activities under their cognizance to develop final project documentation. Major Claimants should send a copy of this direction to the cognizant Engineering Field Division (EFD) of the Naval Facilities Engineering Command (NAVFACENGCOM). See paragraph 3.8.

Figure 3-2 Major Claimant (MC) Sub-Major Claimant (SMC) Codes

Major Claimants have broad responsibilities for implementing mission assignments. Sub-Major Claimants provide direct liaison with the individual shore activities. The alpha codes were developed for use in the SFPS and the MILCON Programming Management Information System.

Figure 3-2
Major Claimant (MC)/
Sub-Major Claimant (SMC) Codes

MC	SMC	Name	Acronym
A		Department of the Navy Staff Offices	NAVSTAFO
	AA	Judge Advocate General	JAG
	AB	Deputy Comptroller of the Navy	NAVCOMPT
	AD	General Counsel	GENCOUNSEL
	AE	Chief of Information	CHINFO
	AF	Auditor General of the Navy	AUDITORGEN
B		Commander, Naval Reserve Force	NAVRESFOR
C		Space and Naval Warfare Systems Command	SPAWAR
D		Chief of Naval Operations	CNO
	DB	Commander Naval Legal Service Command	NAVLEGSERV
	DC	Commander Naval Security and Investigative Command	INSERV
	DE	Commander Naval Space Command	SPACECOM
E		Commander in Chief U.S. Atlantic Fleet	LANTFLT
	EA	Commander Naval Air Force, Atlantic	AIRLANT
	EB	Commander Submarine Force Atlantic	SUBLANT
	EC	Commander Naval Surface Force Atlantic	SURFLANT
	ED	Commander Oceanographic System Atlantic	OCEANSYSLANT
	EE	Commander Naval Base Charleston	NBCHASN
	EF	Commander Naval Base Norfolk	NBNORVA
	EG	Commander Naval Base Philadelphia	NBPHILA
	EH	Commander Eastern Atlantic	EASTLANT
F		Commander In Chief Pacific Fleet	PACFLT
	FA	Commander Naval Air Force Pacific	AIRPAC
	FB	Commander Submarine Force Pacific	SUBPAC
	FC	Commander Surface Force Pacific	SURFPAC
	FE	Commander Third Fleet	THIRDFLT
G		Commander in Chief, U.S. Naval Forces Europe	NAVEUR
	GA	Commander Fleet Air Mediterranean	FAIRMED
	GB	Commander U.S. Naval Activities United Kingdom	NAVACTUK
H	HA	Chief of Naval Air Training	CNATRA
	HB	Commander Training Command LANTFLT	TRALANT
	HC	Commander Training Command PACFLT	TRAPAC
	HD	Chief of Naval Technical Training	CNTECHTRA

Figure 3-2 (Cont'd)
Major Claimant (MC)/
Sub-Major Claimant (SMC) Codes

MC	SMC	Name	Acronym
I		Chief, Bureau of Medicine and Surgery	BUMED
J		Chief of Naval Personnel	CHNAVPERS
	JA	Commander Naval Military Personnel Command	NAVMILPERSCOM
	JB	Director Naval Civilian Personnel Command	NAVCIVPERSCOM
	JC	Commander Navy Recruiting Command	NAVCRUITCOM
K		Commander U.S. Naval Forces Southern Command	COMUSNAVSO
L		Commander Naval Oceanography Command	COMNAVOCEANCOM
M		Commander Naval Computer and Telecommunications Command	NAVCOMTELCOMCMD
N		Commander Naval Security Group Command	NAVSECGR
O		Commander Naval intelligence Command	NAVINTEL
P		Naval Supply Systems Command	NAVSUP
Q		Naval Air Systems Command	NAVAIR
R		Commandant of the Marine Corps	MARCORPS
	RA	Marine Corps Air Bases Eastern Area	MCABEAST
	RB	Marine Corps Air Bases Western Area	MCABWEST
	RC	4th Marine Aircraft Wing	4TH MAW
	RD	Marine Corps Bases Pacific	MC/BPAC
		4th Marine Division, FMF	4THMARDIV
S		Military Sealift Command	COMSC
T		Naval Facilities Engineering Command	NAVFAC
U		Naval Sea Systems Command	NAVSEA
V		Office of the Chief of Naval Research	OCNR

B. Major Claimants Can Fund Some Projects

Major Claimants can approve the implementation of certain facility acquisition and disposal planning actions without higher level review. The specific planning actions which can be implemented by the Major Claimants are defined by type and amount of funding which are discussed in detail in Chapter 7.

3.5 NAF Sponsors Assisted by SFPS in Programming Project Funds

The Congress appropriates funds for MILCON projects. Certain community and personnel support facilities are frequently constructed with Nonappropriated Funds (NAF). NAF projects have two designated sponsors (see paragraph 3.5A). Their responsibilities are similar to those of OPNAV Resource Sponsors. Additionally, there are some projects funded by private sources. Examples of privately funded projects are banks, credit unions, and thrift shops. NAF construction projects, estimated to cost more than $500,000, are included in an annual report to the Congress. This report of NAF projects, expected to be built in the following year, is prepared by NAVFACENGCOMHQ with the assistance of the designated sponsors. Guidance on the annual report to the Congress on privately funded NAF projects is described in SECNAVINST 11013.29, Nonappropriated and Privately Funded Construction Projects Review and Reporting Procedures and in Chapter 12 of this Instruction.

A. NAF Sponsor Identification

NAF Project Sponsors are the Naval Military Personnel Command (MILPERS) and the Naval Supply Systems Command (NAVSUP) [for all facilities under the management of the Navy Resale and Services Support Office(NAVRESSO) (NAVRESSO)]. The personnel support facilities for which they have cognizance are listed in Figure 3-3. (Note: MILPERS and NAVSUP are also Major Claimants.)

B. NAF & MILCON Project Documentation Is Similar

Initial documentation for NAF projects is identical to that developed for MILCON projects and follow the guidance of Chapter 9. Documentation required to initiate design is less extensive however. A DD Form 1391, described in Chapter 11, is prepared in advance of the funding determination for possible execution by MILPERS or NAVSUP. Some additional data, but not a complete facility study, is required before design can be authorized (see paragraph 12.4). Further guidance , for the submission of NAF projects is described in I Chapter 12.

3.6 Activities Assisted by SFPS in Facilities Management

A. Activity CO Has Planning & Implementation Responsibilities

Activity Commanding Officers have primary responsibility for the efficient management of activity land and facilities assets. They are responsible for the preparation of Basic Facility Requirements (BFRs). They are responsible for ensuring planning actions proposed in the Facilities Requirements Plan (FRP) meet the activity's needs; and that planning actions are developed to resolve facility deficiencies and surplus. They are responsible for documentation for MILCON and NAF projects as well as "Special Projects". (Guidance on the development of Special Projects documentation is in OPNAVINST 11010.20, Facilities Projects Manual).

1. The Activity CO is responsible for the data forwarded for entry into the Navy Facility Assets Data Base (NFADB). (The EFD is responsible for verifying l the data before entering it into the data base.)

2. The Activity CO may be responsible for planning for some tenants depending on the Host/Tenant agreement.

Figure 3-3
Department of Defense Funding Policy on Construction of Community Facilities

Type of Facility (Category Code)	Normal Fund Source: MILCON Approved'	Normal Fund Source: Nonappropriated
Gymnasium (74043)/Fieldhouse (740-50)	X	
Recreation Building (740-54)	X	
Theater (740-56)	X	
Special Services Issue and Office (740-37)/Storage (740-77)		X
Family Services Center (740-25)/ Red Cross/Navy Relief (740-12)	X	
Child Development Center (740-74)	X	
Swimming Pool-Indoor/Outdoor (740-53) (750-30) (750-33) (750-34)	5	
Library (740-76)	X	
Open Mess (Club) (740-60 through 740-70)	2	X (MILPERS)
Exchange Retail Store and Service Outlets (740-01) (740-02) (740-04) (740-05) (740-07) (740-08) (740-09) (740-28) (740-30) (740-31) (740-32)	3	X (NAVRESSO for all category codes) Private funds may also be used for Category Codes 740-04 and 740-05
Exchange Support Facilities (740-03) (740-13) (740-15) (740-16) (741}17) (740-29) (740 85) (740 86)	4	X (NAVRESSO)
Arts & Crafts/Automotive/ Entertainment Workshops (740-36) (740-38) (740 39)		X (MILPERS)
Bank (740-18)	6	X (Private funds)
Credit Union (740-19)		X (Private funds)
Thrift Shop (740-34)		X (Private funds)
Commissary Facilities (740-23) (740-24)		X (Commissary Store Trust Revolving Fund)
Class Vl Package Store (740-71)		X (NAVRESSO)

	Normal Fund Source	
Type of Facility (Category Code)	MILCON Appropriated	Nonappropriated
Gun, Skeet and/or Trap Facilities (740-52) (750-52)		X (MILPERS)
Aero Club Facility (740-7S)		X (NAVRESSO)
Temporary Lodging Facility/ Navy Lodge (740-20)	7	X (NAVRESSO)
		X (MILPERS)
Cabins/Cottage/Recreational Lodge (740-81)		
Outdoor Recreation Pavilion (740-78)/Facility (750-57)		X (MILPERS)
Bowling Facility (740-40)		X (MILPERS)
Skating Rink (Ice or Roller) (740-46)		X (MILPERS)
Youth Center (740-SS)	9	X (MILPERS)
Playing Courts (740-84) ((750-10)/)/ Fields (750-20)	8 & 9	X (MILPERS)
Golf Course ((750-40)) ((750-56)/)/ Club House (740-80)		X ((MILPERS))
Riding Stables (740-79)		X (MILPERS)
Camp Ground (750-S7)		X (MILPERS)
Amateur Radio Facility (740-35)		X (MILPERS)
Bathhouse (740-89)	5	X ((MILPERS))
Marina (750-60) (750-61)/ Boathouse (740-87)		X (MILPERS)
Outdoor Theater (750-50)		X (MILPERS)
Band Stand (750-S4)		X (MILPERS)

Notes:

1. Appropriated funds may be used for all community facility construction related to the establishment, activation, or expansion of a military installation; relocation of facilities for the convenience of the Government; replacement of facilities denied by country-to-country agreements; restoration of facilities destroyed by acts of God, fire, or terrorism; and to correct life safety deficiencies. In the case of installation "expansion," a major increase in authorized and assigned personnel strength over a short period of time is necessary before appropriated fund construction can be programmed. Such expansion must be the result of a mission change or influx of new units or systems. For example, a 25 percent increase in a 2-year timespan satisfies these criteria. In contrast, personnel increase resulting from an evolutionary expansion occurring over several years does not satisfy these criteria.

2. Consolidated Open Mess Facilities (including modular construction) outside the United States.

3. Exchange facilities required in areas of military conflict; or as integral parts of air terminal, hospital, housing, or other construction projects.

4. Exchange administrative/storage/maintenance facilities outside the United States and all laundries, dry cleaning plants, bakeries, dairies, or similar facilities operated by an exchange in support of a military mission.

5. For military training, physical fitness, combat training, therapy.

6. Banks at locations where on-base banking services are required, but where the patronage base is insufficient to provide these services on a self-sustaining basis. (See DoD INST 1000.12, Procedures Governing Banking Offices on DoD -)

7. In support official travel.

8. Playing courts/fields associated with physical conditioning

9. Overseas

Figure 3-4 Host/Tenant Code Summary Chart

H/T Code	Type Activity	Reports Plant Account	FPD/FRP Status	"User UIC" In NFADB
0	Host	Yes	Maintains own FRP	Own UIC
1	Tenant	No	Maintains own FRP	Own UIC
2	Host	Yes	No SFPS Documents (Qualified exemption)	Own UIC
3	Tenant	No	Individual FPDs arc included in Host FRP	Own UIC
4	Tenant	No	No FPDs; Integrated in Host FRP	Own UIC or Host's UIC

3.The Activity CO is responsible for implementing all FRP planning actions for which he has full execution authority as well as for initiating implementation proposals to higher authority for approval as appropriate.

4. The Activity CO comments on the FRP prior to certification by the EFD.

5. Some activity functions (see paragraph 3.20) may be performed by a Public Works Center, but the Activity CO is still responsible for ensuring the accuracy of the documents.

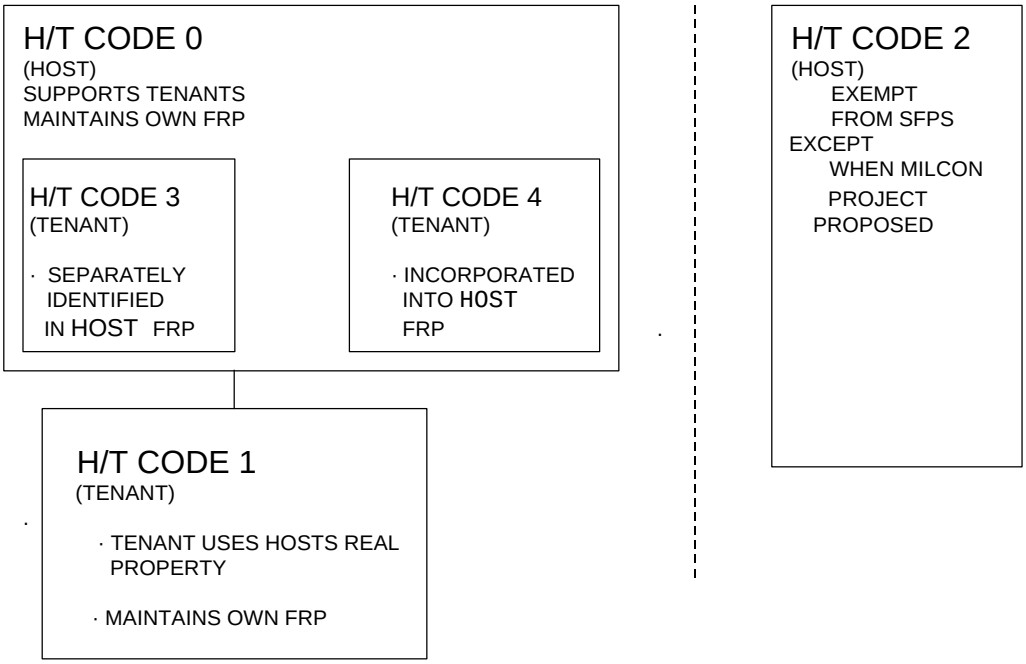
B. Activities and The Planning Process

An "activity" refers to a shore command that occupies Navy-owned or Navy controlled facilities ashore. Using this definition, all activities have some responsibilities under the Shore Facilities Planning System (SFPS). These responsibilities are based on the activity's relationship with other activities or parent commands. The SFPS uses "Host Tenant Codes" (H/ T Codes) to define these relationships and to assign SAPS responsibilities to individual activities. HIT Codes are maintained in the Master Activity General Information and Control (MAGIC) data base and are defined in paragraphs 3.6C through 3.61. A MAGIC record exists for each individual activity with a five character Unit Identification Code (UIC) assigned in NAVCOMPT Manual, Volume 2, Chapter 5. All Navy UICs have an "N" prefix, while Marine Corps activities are identified with an "M" prefix. The SFPS and NFADB use H/T Codes to determine how an activity's requirements and assets will be shown on the FRP and property records.

C. Hosts and Tenants Have Similar Responsibilities

A host activity holds plant account for (reports) Navy class 1 (land) and/or class 2 (buildings, utilities, or structures) property (see paragraph 3.6D). A tenant is an activity or unit that uses facilities held on another activity's (the host) plant account. All host and tenant activities have individual responsibilities in the SFPS, including preparation of BFRs, and are responsible for the development and submission of construction project documentation. Some tenants (H/T Codes 3 and 4 - see paragraphs 3.6G and 3.6H) are assisted by their hosts with the fulfillment of these responsibilities. However, a tenant will only have requirements and construct facilities which are specifically related to its mission. Common support facilities and services are generally provided by the host activity in accordance with a host/tenant agreement (see Figures 3-4 and 3-5).

Figure 3-5 Host/Tenant Code Summary Diagram



D. Host (H/T Code 0) Owns Land and/or Facilities

An activity that holds class 1 and/or class 2 plant account property and participates in the SFPS is assigned H/T Code O (Host). A host's facility requirements and assets are shown on individual Facility Planning Documents (FPDs).

1. The facility requirements of a host will normally include:

a. Facilities needed to support its individual assigned mission and tasks.

b. Facilities required by tenants with H/T Codes 3 or 4.

c. Facility requirements of a "common-use" nature that are used by tenant commands as well as the host. Facilities for personnel support, joint-use runways and taxiways at an air station, and supply functions are examples of facilities that would be included in the host's requirements.

2. A host activity may list property that is noncontiguous to the main site as a Special Area (SA). Each special area is identified in the MAGIC data base with a two letter designation, i.e., SA, and corresponding special area name, i.e. South Annex. Facility requirements and assets at the main site must be distinguished from those at each special area.

E. Tenant (H/T Code 1) Has Planning & Programming Responsibilities

A tenant with a H/T Code 1 is a shore activity that does not own its own facilities, but has its own individual FRP. The FRP for a H/T Code 1 tenant activity should include only those facilities required for its sole or predominant use and operation. Common-use facilities are planned for and provided by the host. A project for a H/T Code 1 tenant is supported by the tenant's chain of command. Once built, the facility is included in the host's real property inventory. A HIT Code I tenant's Major Claimant and Resource Sponsor are generally different from that of its host.

F. Excluded Host (H/T Code 2)

A H/T Code 2 indicates a host that is excluded (on a case-by-case basis) from on-going participation in the SFPS, and therefore does not have an FOP. Activities with government-owned, contractor-operated, or jointly (government and contractor) owned, contractor-operated facilities are examples of H/T Code 2 activities. However, projects for these activities to be built with MILCON funds must be prepared in accordance with this Instruction and be supported by the SFPS.

G. Tenant (H/T Code 3) Is Separately Identified

A H/T Code 3 tenant is an activity, supported unit, detachment, or fleet unit ashore whose facility requirements and assets are planned for and reported by its host, but are separately identified within the host's FRP. A H/T Code 3 tenant does not have an individual FRP. It is responsible for the development of its own facility requirements and reports those requirements to its host. These requirements, and the assets used by the H/T Code 3 tenant, are shown on individual FPDs that will be included within the host's FOP. The host often assists in preparation of the BF11s and provides the engineering support for the preparation of MILCON project documentation required for the H/T Code 3 tenant. The H/T Code 3 tenant is responsible for documenting the justification for the project. The host submits the project via its chain of command.

H. Tenant (H/T Code 4) Is Integrated with Host

The H/T Code 4 tenant has the same responsibilities as those for the H/T Code 3 tenant. The distinction between the two is that the facility requirements and assets of the H/T Code 4 tenant are not separately identified, but rather integrated with those of its host. Therefore, the HIT Code 4 tenant has no FPDs of its own; although the backup justification for the BFR may show the derivation of the requirements separately. The assets used by the H/T Code 4 tenant may show either the UIC of the host or the tenant as the "user UIC" in the NFADB. The computer will, however, "roll up" all the assets for the host and tenant (by category code). The result of this integration of requirements and assets is one FPD per category code with no individual identification of requirements or assets.

I. H/T Code 3 or 4 Designated by Host, EFD, & Parent Activity

The designation of a tenant as a H/T Code 3 or 4 is made jointly by the host, the EFD, and the parent activity based on the need to segregate the planning data associated with the unit. If the need is evident, then H/ T Code 3 is appropriate. If no such distinction is required, then H/T Code 4 should be used.

J. Alternate Host Concept

A Navy activity may have requirements at and use assets of more than one host activity In order to accommodate this situation in the automated SFPS, the alternate host concept has been developed. All activities have a primary host activity, which is normally the location of the activity's headquarters staff. If the activity uses or requires facilities at other host activities (H/T Code 0), the other host(s) are referred to as the "alternate host(s)". An example of this is a Public Works Center, which is a H/T Code 0 activity, generally has satellite shops at a Naval Station that it services. The SFPS data base is designed to allow separate identification of requirements, assets, and planning data for H/T Code 0 or 1 activities at alternate host locations. The SFPS data base cannot accommodate similar situations involving tenants with H/T Code 3 or 4.

1. When a host activity (host "A") or a tenant of that host has facility requirements at another host (host "B") location, host "A" or its tenant is said to have facility requirements at an alternate host (AH) location. The host "B" activity is known as the

"alternate host" and host "A" or its tenant is referred to as being "alternately hosted." The facility assets at the "alternate host" must carry the UIC of host "A" or the tenant as "user" in the NFADB.

2. The FRP for the host "A" activity or the tenant will include individual FPDs showing the facility requirements and assets at the alternate host (host "B") location. The heading information at the top of the FPD will include the host "B" activity name and its UIC in the "AH/Tenant UIC" entry (see Figure 3-6). The alternate host locations and alternately hosted tenants are also shown on the Activity General Information (AGI) sheet included in the FRP.

K. Parent Activity Concept

Parent activities have their choice of including the facility requirements for their detachments, branches, or units in the parent's own FRP, or as requirements included in the FRP of the host of these closely related components. In either case, the parent activity is responsible for the preparation and updating of these individual facility requirements. For example, the Personnel Support Activity, Norfolk is itself a tenant of Naval Station, Norfolk; it is also parent of several Personnel Support Detachments at NAS Norfolk, NAVPHIBASE Little Creek, NAS Oceana, NAVWPNSTA Yorktown, Norfolk Naval Shipyard, etc. As the parent activity, the PERSUPPACT Norfolk is responsible for preparing and updating the facility requirements for these components (see Figure 3-7).

1. Within the SFPS, a component can be listed on the FRP of its parent or be included as a supported tenant of its host. The parent activity chooses the method which displays the planning data in a format that best suits managers needs. The decision should be coordinated with the host activity and the cognizant EFD.

2. If the parent activity wants a single FRP document for all of its components, then the components' requirements and assets should be identified by the parent's UIC number and the alternate host location's UIC. (The parent must have a H/T Code of 0 or I to use this method.) The components' planning documents will then automatically appear in the parent's FRP. The computer will list "alternately hosted" functions separately to distinguish components' planning documents from the parents. (Note: Because the MAGIC system is used with many other data bases, including the Base Loading System, the components may be identified separately in the MAGIC data base. In this case, if the component has a separate UIC in MAGIC, no H/T Code will be assigned.)

a. This technique will result in the components' planning data generating individual FPDs (one for each category code at each alternate host location) that will be included in the parent's FOP. These individual FPDs, reflecting planning data for the component, will show the parent's UIC as the activity and the UIC of the component's host as the "alternate host" location. The parent's UIC must also be shown in the ”user UIC" field of the alternate host's property records (see Figure 38).

b. The components' UICs cannot be shown on Property Records as users of assets in the NFADB, because the assets data would be reflected on the host's, rather than parent's, FRP.

3. If the parent activity does not need a single report for its components, the components' planning data may be incorporated in the hosts' FRPs. The parent activity must provide its component's requirements with backup justification to the host activity. The component must use its own UIC and be assigned a H/T Code of 3 or 4. The H/T Code 3 component's requirements will be separately identified on the host's FRP, while the H/T Code 4 component's will be integrated with the host activity's.

Figure 3-6
FPD With Alternate Host

FACILITY PLANNING DOCUMENT

84 SEP 07

ACTIVITY UIC ... NX7845 NAME.....NAVPHIBSCOLDAVIS BEACH
AH/TEN UIC..... NX1071 NAME.....NAS EMERALD POINT
SPECIAL AREA ..... DA NAME.....OLF EAGLES NEST

CATEGORY CODE..... 17110 DESCRIPTION ACADEMIC INSTRUCTION BLDG

DATES: BFR . 13 84 84 PART JUL 13 EFD 84..... 13 SEP 84

BASIC FACE RQMT	UM	FACILITY ASSETS DATA ADEQUATE	SUBSTNRD	INADEQTE	QUANTITY DEFICIT	QUANTITY SURPLUS
16500	(SF)	12215			4285	
250	PN	200			50	

FACILITY DETAIL

FAC NO	U	EE	C	ADEQUATE	SUBSTNRD	INADEQTE	DEF CODES	SATISFACTION OF DEF/SURPLUS ACTION	ID	D	SCOPE	NT
32	N	83	P	12215				USE			+12215	
ACQ								CONSTR	P-107	+	4285	01

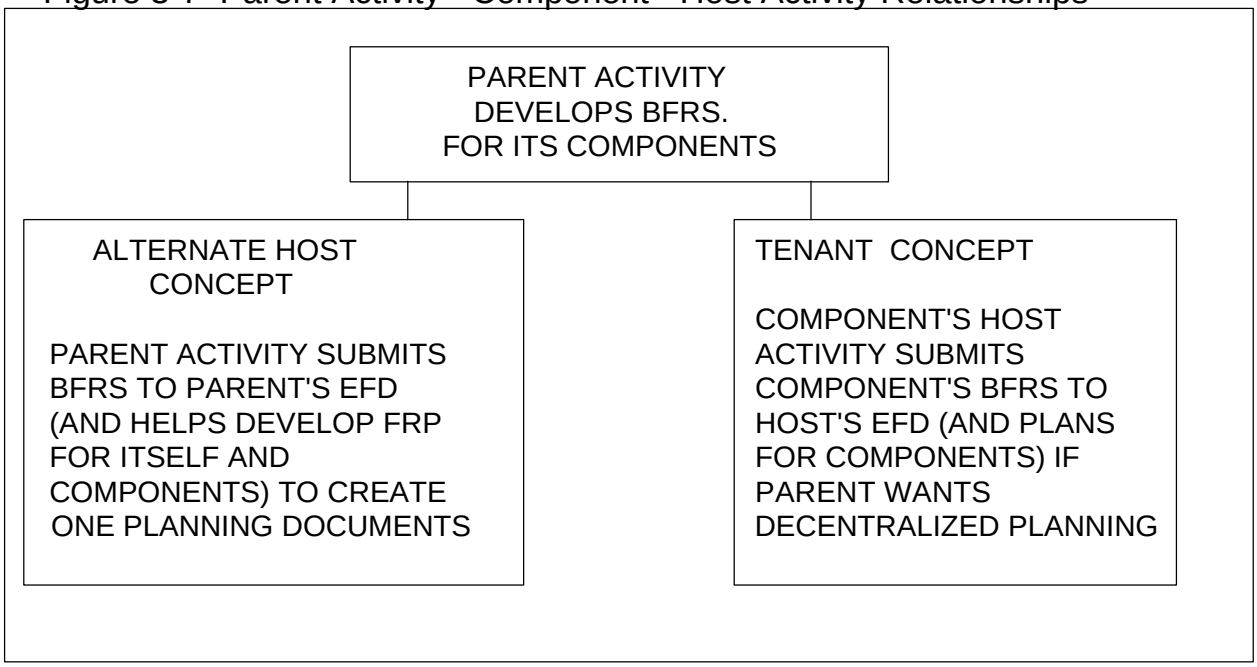
TOTAL PROPOSED ADEQUATE ASSETS = 16500

NOTES FOR CATEGORY CODE.. 17110
GEN NOTES:

FPD ACTION NOTES:
01 PROJECT P-107 TO CONSTRUCT 4285 SF ADDITION TO BLDG 32 TO ACCOMMODATE PROGRAMMED INCREASE IN STUDENT LOADING.

END DATA FOR CATEGORY CODE 17110

Figure 3-7 Parent Activity - Component - Host Activity Relationships



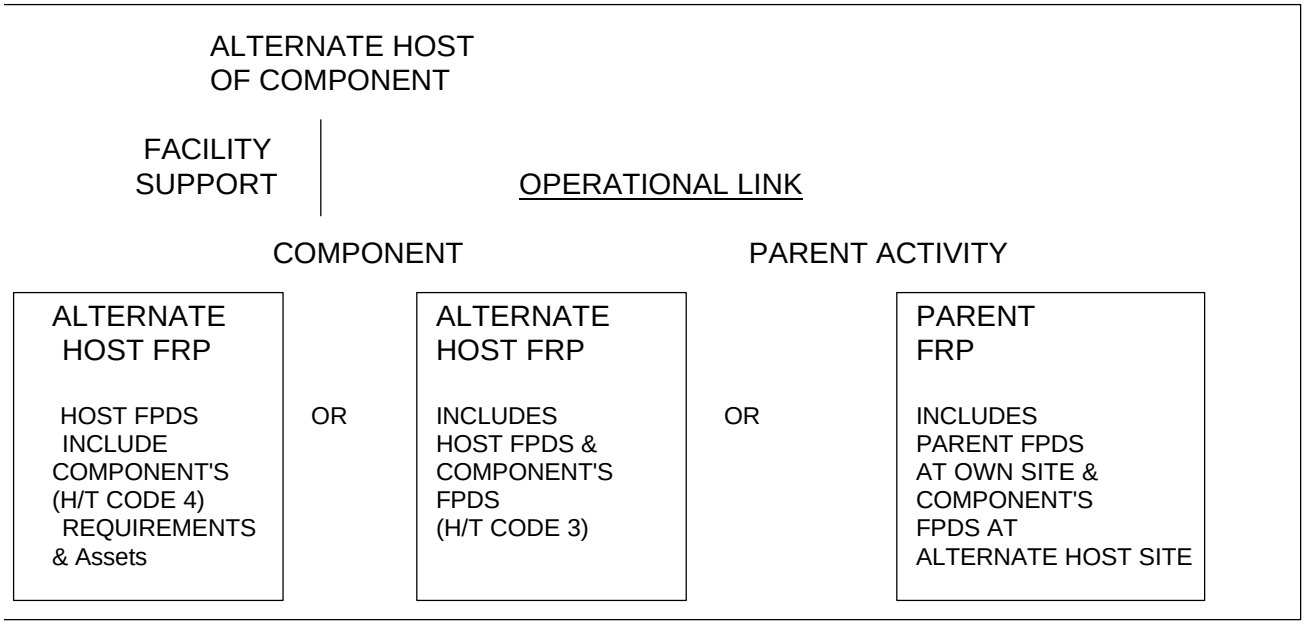
4. In either case, components of a parent activity should not be assigned a HA Code of 0 or 1.

L. Planning Across EFD Lines

1. Special Areas. Requirements at a Special Area (SA) are developed by the activity. Engineering evaluations, FRP development, and project documentation reviews are the responsibility of the EFD whose jurisdiction encompasses the SA. Copies of all planning products and reviews should be provided to the EFD for the activity's main site.

2. Components of Parent Activities. A component of a parent activity, which is alternately hosted by another activity, will have its requirements developed by the parent activity with a copy provided to the component's and alternate host's geographic EFD. The component's geographic EFD has the prime responsibility for engineering evaluations, FRP development, and project documentation reviews. Copies of all planning products and reviews should be provided to the parent activity and the parent activity's EFD.

Figure 3-8 Parent Activity - Component Planning Documents



3.7 Which Activities Require an Individual FRP?

FRPs should be prepared for all shore activities under the cognizance of CNO; specifically all activities included in List F. Standard Navy Distribution List (SNDL) Part 2 and Catalog of Naval Shore Activities. Some activities, not in SNDL List F. do generate a substantial need for planning services, and should also have FRPs prepared. Therefore, the following rules are established for an activity's inclusion in or exclusion from the SFPS (see paragraph 2.6 for a discussion of FRP scheduling).

A. Inclusions

In some cases, FRPs must be prepared for activities not included in SNDL List F. If new activities are established or new situations arise, the activity should submit a request for the preparation of an FRP, via the EFD and the chain of command, to CNO. The situations which warrant preparation of FRPs include:

1. Shore activities which may generate major facility acquisitions. For example, those activities in SNDL Lists E3A (Laboratories under Chief of Naval Research) and B3 (Armed Forces Staff College) will generate substantial facility requirements and should have FRPs.

2. Activities created to combine several smaller activities. For example, Atlantic Fleet, Headquarters Support Activity includes several shore activities and operational units in the Commander in Chief, U.S. Atlantic Fleet compound.

3. Operational units with large facility assets or requirements that are not integrated with those of a shore activity. An example is the Operational Test and Evaluation Force in Norfolk

B. Full Exclusions

This Instruction applies to all command echelons under CNO having custody of land or facilities. It does not l apply to Civil Works functions, Military Assistance Advisory Groups, Defense Attached Offices, Petroleum Reserves, Naval Reserves Officers Training Corps units, Navy Family Housing, or field activities under the Secretary of the Navy as specified in paragraph 3 of OPNAVINST 11000.16.

C. Qualified Exclusions

Some activities in SNDL list F do not have their own SFPS documentation. If they are tenants of another Navy activity, their requirements are included in those of another shore activity. If they are tenants of another federal agency or located in leased space, FRPs may not be required. Activities in space controlled by the General Services Administration (GSA) must adhere to GSA regulations and space criteria. FRPs are not prepared for some Navy host activities, such as government-owned, contractor-operated activities. However, FRPs should be prepared for activities which hold plant account for class 1 and 2 property and who have the potential for generating MILCON projects. FRPs do not have to be prepared for the following types of activities:

1. Shore activities located in space not owned by the Navy, such as leased facilities or space owned by other government agencies, are excluded. Good judgment by the EPD should be used when deciding whether or not to prepare FRPs for this type of activity. First priority of scarce planning resources should go to Navy activities with potential deficiencies which generate the need for additional facilities. If the Navy must program funds for MILCON for an activity in non Navy space, or if there are plans to move all or part of such an activity to Navy-owned or leased space, an FRP must be prepared.

2. Operations in government-owned, contractor operated, or contractor-owned contractor-operated facilities are excluded as long as no MILCON projects are proposed. Since these facilities are usually unique, do not normally generate facility requirements funded through the MILCON program, and contractually are not subject to Navy control of space utilization, FRPs are not required. However, if MILCON funding is requested, an FRP must be prepared.

D. Branches, Detachments, Etc.

Branches, detachments, and other similar activities found in List C of the SNDL Part 2 should not have individual FRPs. The requirements and planning actions for these activities may be handled in two ways:

1. Alternately Hosted Tenants: A detachment's requirements, assets, and planning actions may be shown at alternate host locations of its parent activity. Examples of activities to be handled in this manner are commissary stores and Personnel Support Activity detachments.

2. Tenant of the host activity: In some cases, there are agreements by the Major Claimants of the host and the detachment that the host will provide all facilities and will program any new construction required. The detachment should be shown as a tenant (IVT Code 3 or 4) of the host. Examples of this are the Naval Air Maintenance Training Group Detachments, which are tenants of the air stations where they are located (see Figure 3-9).

E. New Activities

BFRs for planned activities not yet established, or for appreciable changes of existing activities resulting from RDT&E, new development, etc., will be prepared jointly by NAVFACENGCOMHQ/EFD and the cognizant systems command, project manager, Major Claimant, or other commands responsible for planning for shore facilities. The AGI identifies the activity and its special areas (SAs). The activity plans for its requirements at its main location and at the SAs. It also plans for its requirements at alternate host location and at the alternate host's SAs. The host has review/comment responsibilities for the BFRs, FRPs, and project documentation of its H/T Code 1 tenants and alternately-hosted activities. The host is responsible for planning (BFR. FRP, and project documentation preparation) for its H/T Code 3 or 4 tenants as identified on the AGI.

Figure 3-9 Who Gets Planned?" Activity General Information (AGI)

The AGI identifies the activity and its special areas (Sas). The activity plans for its requirements at its main location and at the Sas. It also plans for its requirements at an alternate host location and at the alternate host's Sas. The host has review/comment responsibilities for the BFRs, FRPs, and project documentation of its H/T Code 1 tenants and alternately-hosted activities. The host is responsible for planning (BFR, FRP, and project documentation preparation) for its H/T Code 3 or 4 tenants as identified on the AGI.

CSO RPT SYM/NO. 11016/R2002R01 22 MAR 84

A C T I V I T Y G E N E R A L I N F O R M A T I O N

ACTIVITY UIC	NX1071	NAS EMERALD POINT CA
H/T CODE	0	HOST W/FPD
HOST UIC	NX1071	NAS EMERALD POINT CA
PARENT UIC	NX1071	NAS EMERALD POINT CA
MAJOR CLAIMANT	F	PACFLT
SUB-MAJOR CLAIMANT	FA	AIRPAC
EFD UIC	N62474	WESTDIV
AREA-COORDINATOR	11	NBSDIEGO
AREA COMPLEX		

SPECIAL AREAS

BA	OLF RIWEVIEW
CA	MT TRAVIS HSG AREA

SPECIAL AREA AT ALTERNATE HOST

UIC	SA	
N12379	DA	BAYVIEW HILLS ANNEX
N12389	FA	DONNER VALLEY HSG

ALTERNATE HOST LOCATIONS

UIC	NAME	H/T CODE	SUB-CLAIMANT
N00228	NSC OAKLAND CA	0	KB NAVSUP

TENANTS

UIC	NAME	HIT CODE	SUB-CLAIMANT
N12367	NAVAIRESCEN EMERALD PTCA	1	B NAVRESFOR
N12378	NAVDAF EMERALD PTCA	1	M NAVCOMTELCOM
N12323	NAMTD EMERALD PT CA	3	HD CNET
N12345	NAESU DET EMERALD PT CA	4	FA AIRPAC

ALTERNATELY HOSTED ACTIVITIES

UIC	NAME	HIT CODE	SUB-CLAIMANT
N00228	NSC OAKLAND CA	0	KB NAVSUP
N00619	NAVHOSP OAKLAND CA	0	I BUMED
N68409	NAVDENCLINIC SAN FRANCISCO CA	1	I BUMED
N68607	PERSUPPACT SAN FRANCISCO CA	1	FC SURFPAC

* IDENTIFIES DISESTABLISHED ACTIVITIES

UIC.. NX1071 GENERAL INFORMATION PAGE 1

Section II SFPS Service Groups

3.8 NAVFACENGCOM Provides Professional Technical Support

A. Support Provided Within Geographical Areas

The Naval Facilities Engineering Command (NAVFACENGCOM) through its seven Engineering Field Divisions (EFDs) and nine Public Works Centers (PWCs) provides technical support to activities (hosts and tenants) within their geographical service areas (see figures 3-10 and 3-11). Additionally, the Commander, Naval Facilities Engineering Command directs the execution of the Military Construction (MILCON) Program. The EFDs are:

(1) Northern Division, Philadelphia, PA
(2) Chesapeake Division, Washington, DC
(3) Atlantic Division, Norfolk VA
(4) Southern Division, Charleston, SC
(5) Western Division, San Bruno, CA
(6) Southwest Division, San Diego, CA
(7) Pacific Division, Pearl Harbor, HI

The PWCs are:

(1) PWC Norfolk, VA
(2) PWC Great Lakes, IL
(3) PWC Pensacola, FL
(4) PWC San Diego, CA
(5) PWC San Francisco, CA
(6) PWC Pearl Harbor, HI
(7) PWC Guam
(8) PWC Subic Bay, Philippines
(9) PWC Yokosuka, Japan

B. Engineering Evaluation & Planning Actions

The EFDs have primary responsibility, with the active participation of the activity, for Facilities Planning and for т and Use Planning. These actions include Master I Planning, Engineering Evaluation and the development of planning actions necessary to resolve deficiencies and surplus. The EFD coordinates planning actions with the activity to resolve planning problems. These proposals are part of the Facilities Requirements Plan (FRP). The FRP with the proposals constitutes guidance for individual activity facility management. The proposals and recommendations are subject to change as conditions warrant.

C. Contract Management

The EFDs and the PWCs provide contract management services on a reimbursable basis for activities, as required, to enable them to fulfill their facilities planning responsibilities.

D. SFPS

NAVFACENGCOMHQ manages the operation of the Shore Facilities Planning System (SFPS)and its related data bases to assist user groups. It is responsible for quality assurance within the SFPS.

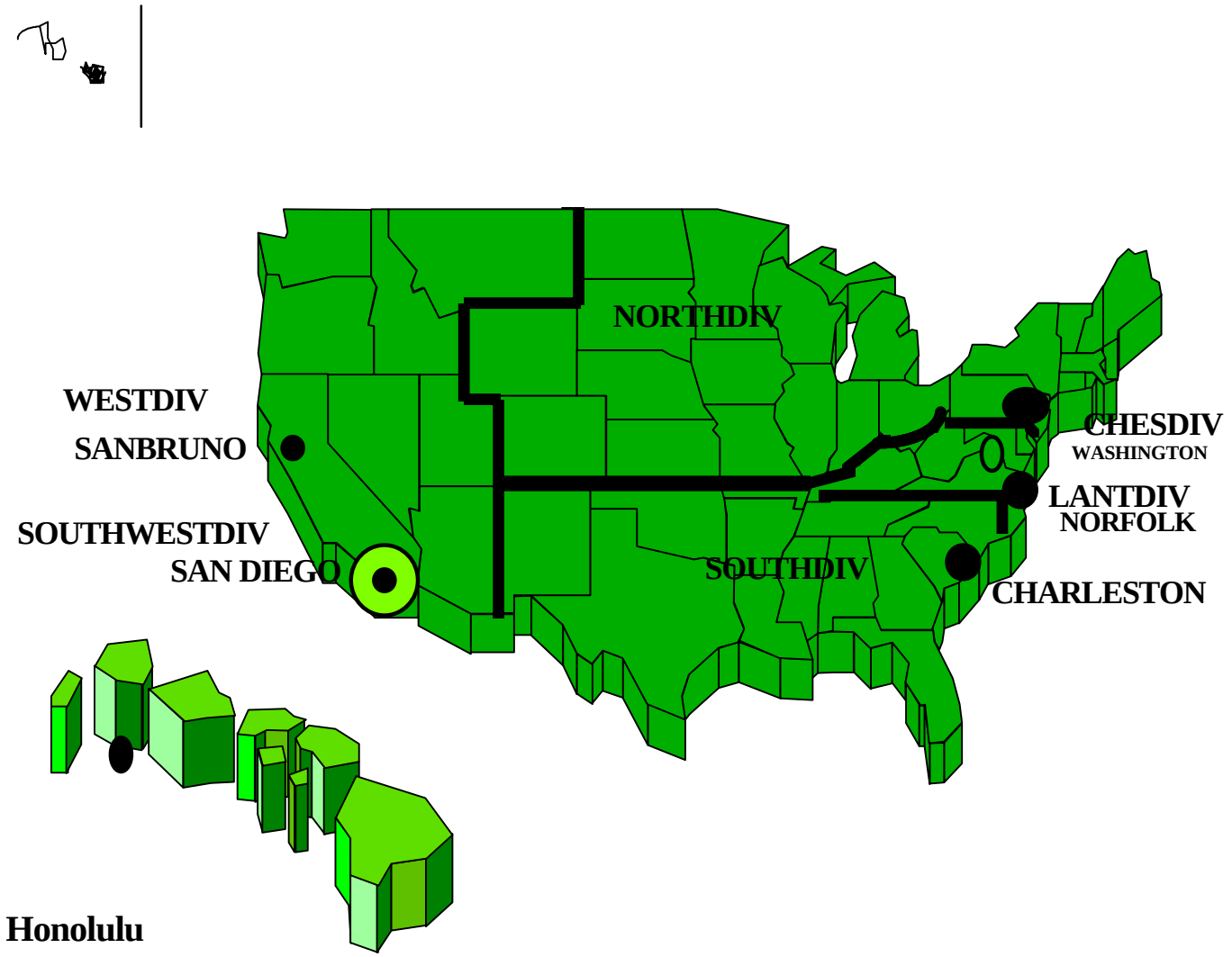
E. Quality Control

NAVFACENGCOMHQ will provide quality control for the SFPS. Planning documents will be reviewed in conjunction with MlLCON project reviews. FRPs will be reviewed as deemed appropriate and necessary and as requested by EFDs or activities to resolve conflicts.

F. Project Validation

Major Claimants review and approve projects for entry into the Military Construction Requirements List (MILCON RL). EFDs validate MILCON project documentation when the projects are included in the Six Year Defense Program (SYDP). EFDs validate Nonappropriated Funded (NAF) projects two years in advance of funding. NAVFACENGCOMHQ performs quality control reviews of projects in the SYDP.

Figure 3-10 Locations of Engineering Field Divisions



The following geographic areas of responsibility arc approximate. See NAVFACINST 5450.73 for specific boundaries.

1. Atlantic Division. The states of West Virginia, Kentucky, Maryland, and Virginia (less those jurisdictions served by the Chesapeake Division and that portion of North Carolina served by Southern Division); also all waters of the Chesapeake Bay including its arms and tributaries except waters within areas served by the Northern and Chesapeake Divisions; the Atlantic Ocean west of 17° E longitude; the Arctic Ocean east of 95° W longitude and west of 100° E longitude, including adjacent land areas; Africa, Central and South America, Southwest Asia, Europe, and the Mediterranean Sea.

2. Pacific Division. The Pacific Ocean including west of 92° W longitude including adjacent land areas except Alaska and the Continental United States; and the Atlantic and Indian Ocean areas east of 17° E longitude (including Antarctica).

3. Chesapeake Division. The Naval District of Washington which includes the District of Columbia, and parts of Maryland and Virginia.

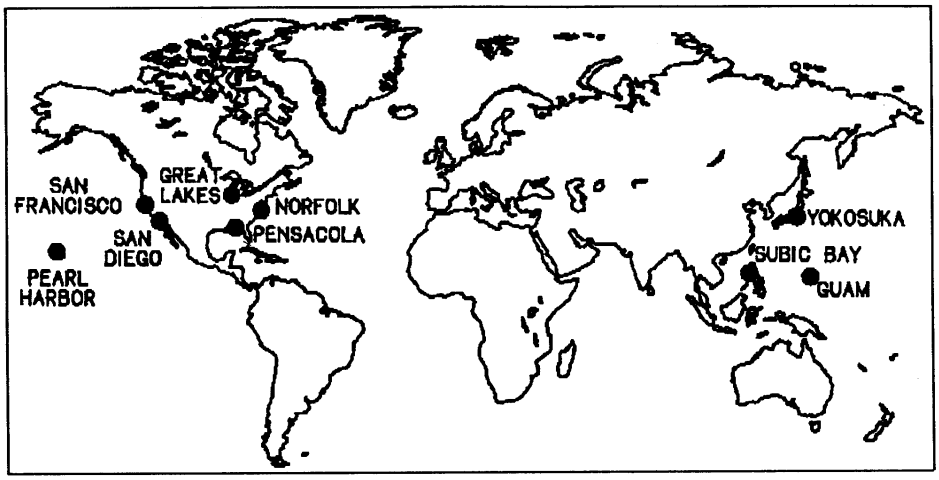
4. Northern Division. The states of Pennsylvania, Delaware, New Jersey, New York, Connecticut, Massachusetts, Rhode Island, New Hampshire, Vermont, Maine, Ohio, Indiana, Michigan, Minnesota, Wisconsin, Iowa, Illinois, Kansas, Missouri, Colorado, North Dakota, South Dakota, Nebraska, and Wyoming.

5. Southern Division. The states of Tennessee, North Carolina (except the portion assigned to Atlantic Division), South Carolina, Mississippi, Alabama, Georgia, Florida, Texas, Oklahoma, Arkansas, Louisiana, and New Mexico.

6. Western Division. Most of California and the states of Arizona, Utah, Nevada, Oregon, Washington, Idaho, Montana, and Alaska.

7. Southwest Division. The City and County of San Diego, and Camp Pendleton and north to the Long Beach Complex.

Figure 3-11 Locations of Public Works Centers



G. Centers of Expertise

Three EFDs are charged with the responsibility to all shore activities for consultations on a number of highly technical areas. They are also responsible for the review of project documentation. The Chesapeake Division has expertise in hyperbaric chambers, ocean facilities, and shore electronics. The Southern Division can provide consultation on aircraft acoustical enclosures and on engine test cells. The Northern Division has weight handling equipment expertise (see paragraph 9.24B).

H. Washington-Level Coordination

Each EFD is responsible for coordinating the Washington-level review of Basic Facilities Requirements (BFRs) and construction project documentation with appropriate commands that have special areas of technical expertise or responsibility.

3.9 Certain Requirements & Projects Are Reviewed by Other Commands

EFDs forward BFRs and project documentation for I certain functions to other commands for technical reviews.

A. Medical Requirements Reviewed by BUMED

Facility requirements for medical facilities (Category Code 500 series) require review and concurrence by the Bureau of Medicine and Surgery (BUMED). By OPNAVINST 11110.3, Planning and Acquisition of Military Health Facilities, BUMED has been assigned technical responsibility for coordination of the Health Care Facilities Program. Therefore, activities should request the assistance of BUMED in the formulation of any project relating to that program. BUMED, as a Major Claimant, will review all projects prior to their being programmed.

B. Medical Projects Approved by ASD(HA)

The programming of health care facilities (Category Code 500 series) projects varies from the procedures established by this Instruction. Review and approval of projects in the Health Care MILCON Program by the Assistant Secretary of Defense [Health Affairs ASD(HA)] is required prior to inclusion in the Department of Defense Annual MILCON Program and is in addition to the regular Navy MILCON Program review promulgated by OPNAVINST 11000.16 and this Instruction. The procedures of this Instruction, however, should be followed in regard to identification of requirements, assessment of existing facilities, and the display of proposed planning actions.

C. Supply Facility Requirements Approved & Projects Reviewed by NAVSUPSYSCOM

Facility requirements for supply facilities (Category Code 430, 440, and 450 series) are approved upon the forwarding of the Supply Facility Management Report (SFMR) by Naval Supply Systems Command (NAVSUPSYSCOM) to NAVFACENGCOMHQ for entry into the SFPS database. Storage facility projects require review and concurrence by NAVSUPSYSCOM (see paragraphs 4.28 and 9.16).

D. Shipyard and SIMA Requirements Reviewed by NAVSEASYSCOM

1. Industrial-type facility requirements for shipyards (Category Code 213 series) should be based on the Naval Sea Systems Command (NAVSEASYSCOM) Industrial Planning System, which is an automated system that uses planned workload to calculate shop space.

2. Requirements for Shore Intermediate Maintenance Activities (SIMAs) require NAVSEASYSCOM review and concurrence.

E. Air Operations Requirements & Projects Reviewed by NAVAIRSYSCOM

Facility requirements and projects for aircraft intermediate and organizational level maintenance facilities and air operational facilities are reviewed by the Naval Air Systems Command (NAVAIRSYSCOM) when they deviate from standards published in NAVFAC P80, Facility Planning Criteria for Navy and Marine Corps Shore Installations. On a case-by-case basis, NAVAIRSYSCOM reviews requirements and projects related to airfield safety clearances, airfield pavements (including lighting systems, fixed point utility systems, and arresting gears), and aircraft fueling facilities. Facility requirements and projects for Naval Aviation Depots (NADEPs) (depot level maintenance) will be reviewed by NAVAIRSYSCOM for certification of workload projections.

F. Religious Facility Requirements & Projects Reviewed by Chief of Chaplains

BFRs and projects for chapels (Category Code 730-83) and religious education facilities (Category Code 73084) are forwarded to the Navy Chief of Chaplains for review and comment.

G. Child Development Center Requirements & Projects Reviewed by MILPERS

BFRs and projects for child development centers (Category Code 740-74) are forwarded to Commander, Naval Military Personnel Command (MILPERS) for review and comment.

H. Brig Requirements & Projects Reviewed by MILPERS

BFRs and projects for brigs (Category Code 730-15) are forwarded to MILPERS for review and comment.

I. Security (TEMPEST)Shielding in Projects Reviewed by CNO or NAVELEXSECCEN

In many cases, use of TEMPEST-approved equipment and installation practices, and/or the provision of adequate control zones around facilities used for processing national security information, will provide the necessary security. Where this is not practical, radio frequency shielding of the facility may be required, The technical aspects of shielding are reviewed by the Naval Electronic Systems Security Engineering Center (NAVELEXSECCEN) Washington, DC. The Chief of Naval Operations (CNO) (OP 09N) validates the actual shielding requirement and develops policy for security shielding.

J. NMCRC Requirements Reviewed by CMC/COMNAVRESFOR

Facility requirements for the Marine Corps portion of Navy Marine Corps Reserve Centers (NMCRC) (Category Code 171-15) are forwarded to Commandant, Marine Corps (CMC) for review and concurrence; I while the Navy portion is sent to Commander, Naval Reserve Force (COMNAVRESFOR).

K. Physical Security Review By CNO (OP-09N)

Shore installations and facility requirements for physical security [e.g., Special Ammunition Storage (SAS), Arms, Ammunition and Explosives (AA&E), Readiness, Assets, Special Access Programs (SAPs), SCI Facilities (SCIFs) will be reviewed by CNO (OP09N).

3.10 Bachelor Housing Conversion/Diversion Reviewed by CNO

CNO must approve the conversion of bachelor housing to other uses or conversion of other buildings to bachelor housing in accordance with OPNAVINST 11103.1. The process should be initiated upon completion of the Facility Planning Document (FPD) proposing such action. A request for CNO approval for conversion/diversion should be forwarded to CNO (OP-15) via the EFD Code 08, Major Claimant, NAVFACENGCOMHQ, and MILPERS with copy to Code 20. In the forwarding endorsement, the EFD should certify the conversion/diversion is in conformance to the FRP and copies of the appropriate FPDs should be provided.

3.11 Warehouse Diversions Reviewed by NAVSUPSYSCOM

Diversion of warehouse space requires approval. Diversions up to 10,000 square feet (SF) at a single activity in one fiscal year can be approved by the Major Claimant. Diversion of more than 10,000 SF in one fiscal year requires NAVSUPSYSCOM review. Diversion of more than 40,000 gross square feet at one installation during one fiscal year requires the prior approval of ASD (Production and Logistics). NAVSUPSYSCOM coordinates such requests for ASD(P&L) per NAVSUPINST4450.21 and NAVSUPINST4450.22. A proposed diversion of warehousing to another use at any activity will be forwarded by NAVFACENGCOMHQ, upon receipt of the preliminary project documentation, to NAVSUPSYSCOM (Navy Warehouse Utilization Program Manager) for review.

3.12 Ordnance Facility Conversion Decontamination Report by EOD

An Explosives Ordnance Disposal (EOD) team must provide a report verifying that an ordnance facility has been decontaminated if it is to be converted to another function. Building areas or building system elements (example, foundations) which cannot be guaranteed are also noted in such a report. This review by an EOD team must be requested by the activity. Review of the actual conversion of an ordnance facility to another function occurs at the activity and EFD level. Explosives safety quantity distances, generated by nearby facilities or operations, should be evaluated to ensure that explosives safety criteria are met.

3.13 Explosives Safety Siting Issues Reviewed by I NAVSEASYSCOM, CNO, and DDESB

Projects involving explosives safety must meet requirements as specified in NAVSEA OP-05, Volume 1, Ammunition and Explosives Ashore and OP-3565, Electromagnetic Radiation (Al. Projects should be submitted for approval as described in Chapter 10.

3.14 Area Coordinators Provide "Horizontal Overview"

Area Coordinators are designated to serve broad geographical areas. They provide a horizontal overview of shore activities and the relationships between such activities. Area Coordinators initiate actions to effect improvements and economies in naval complexes, including the consolidation of common services. Area Coordinators may compel consultation to seek agreement, but do not have the authority to direct implementation. Area Coordinators are not intended to perform continuing operational responsibilities. Specific tasks are generally limited to one time noncontinuing tasks. (OPNAVINST 5400.24 provides guidance on command and area coordination relationships.)

Section Ill Summary of Responsibilities

3.15 Chief of Naval Operations Action

A. Identifies issues and implements guidance in the use, maintenance, acquisition, and disposal of land and facilities.

B. Programs and budgets resources needed to acquire, operate, maintain, and dispose of Navy facilities.

C. Establishes general policies, responsibilities, and procedures for the operation of the Shore Activities Land and Facilities Planning Process.

D. Issues the Base Loading Report annually; includes data on military personnel, aircraft, and ships.

E. Reviews the Shore Base Readiness Report.

F. Reviews and approves Complex and Activity Master Plans.

G. Publishes Planning Directives to advise Major Claimants of revisions/updates to the Military Construction (MILCON) program, and sets milestones and documentation requirements for submittal of projects.

3.16 Resource Sponsor Action

A. Plans, programs, and budgets resources required to support their areas of responsibility.

B. Reviews Major Claimants resource requirements and priorities throughout the planning, programming, and budgeting (PPBS) process.

3.17 Major Claimant Sub-Major Claimant Action

A. Provides guidance to activities including direction for mission, tasks, function, and workload.

B. Participates in the review and approval process for determining land and facilities requirements for Navy activities.

1. Reviews and comments to the Chief of Naval Operations (CNO) (OPEN) on the Base Loading Report for information, planning, and programming.

2. Reviews activity submissions of complete Basic Facility Requirement revisions for consistency with assigned missions, functions and tasks, and provides comments to the Engineering Field Division (EFD) on an exception basis unless directed otherwise by the Major Claimants.

3. Reviews activity submissions of complete partial Facilities Requirements Plan (FRP) revisions for consistency with assigned missions, functions and tasks, and provides comments to the EFD on an exception basis.

4. Reviews EFD certified FRPs and provides written comments to the FED on an exception basis.

C. Ensures adequate resources are made available for mission effectiveness.

D. Participates in comprehensive planning for activities under his command. Participates in regional and complex planning which involve his activities.

E. Comments on proposed schedule of Master Plan updates on an annual basis.

F. Ensures the proper management of land and facilities assets and the disposal of excess property.

1. Advises CNO as to the adequacy and material condition of assets.

2. Approves the implementation of certain land and facility acquisition and disposal planning actions. See Chapter 7 for details.

G. Ensures completeness and currency of project documentation throughout the planning and programming cycle.

1. Reviews MlLCON Requirements List for all activities to ensure compliance with long range plans.

2. Directs activity to develop preliminary and final MILCON project documentation.

3. Reviews activity requirements and forwards projects selected for programming to the EFD for validation.

4. Ensures corrective action on MILCON projects is initiated for any projects with problems or insufficient documentation.

H. Prioritizes, submits projects to resource sponsors for programming, and seeks resources for activity MILCON requirements.

I. In accordance with OPNAVINST 11000.16, budgets and funds for special planning studies and technical studies needed to support activity MILCON projects.

3.18 Activity Commanding Officer Action

A. Participates in comprehensive planning for his activity. Participates in regional and complex planning which involves his activity.

B. Manages land and facility assets efficiently to assure proper maintenance, safety, and appearance.

C. Prepares Shore Base Readiness Report as required by OPNAVINST 3501.167 and evaluates how well facilities meet mission demands.

D. Develops land and facility requirements based on mission, tasks, workload and base loading data.

1. Furnishes data on transient rotational, civilian, reserve, and other service personnel information, including deployment for the Shore Facilities Planning System (SFPS) Base Loading Summary.

2. Reviews and comments annually on the loadings used to develop the SFPS Base Loading Report.

3. Uses the SFPS Base Loading Summary report to develop Basic Facility Requirements (BFRs).

4. Develops dependent count of personnel for establishing certain BFRs.

5. Develops or budgets and funds BFRs and submits to the EFD for use in preparation of the Facilities Requirements Plan (FRP)

6. Ensures land requirements are adequately addressed in the Master Plan, Capital Improvements Plan (CIP) and the annual Real Property Utilization Survey.

E. Assists NAVFAC EFDs to determine the material condition of facility assets. Maintains current base mapping and a data base of land, facility, and infrastructure information.

1. Updates and forwards data for entry into the Navy Facility Assets Data Base (NFADB).

2. Ensures the data developed by the Engineering Evaluation (EE) process is kept current.

3. Maintains current base maps for use in the planning process and provides funding for mapping efforts associated with the Graphic Engineering and Mapping System (GEMS).

F. Recommends planning actions, initiates project documentation preparation, structure demolition, and property disposal plans.

1. Reviews FRP and forwards comments to EFD via chain of command.

2. Advises Major Claimant/Sub-Major Claimant of surpluses and disposal plans.

3. Reviews Military Construction Requirements List (MILCON RL) as directed by the Major Claimant.

G Reviews projects with Major Claimant to request programming support.

1. Prepares all project documentation for MILCON, Nonappropriated Funded (NAF), and Special Projects.

2. Prepares 1391 MILCON documentation when directed by the Major Claimant.

3. Prepares or funds preparation of any necessary supporting environmental documentation, Preliminary Hazards Analysis, and technical studies related to scope definition.

H. Host Activity CO acts for tenant activities in accordance with host/tenant agreements.

.
I. Prepares site approval requests and submits to the EFD.

3.19 Engineering Field Division Action

A. Provides professional planning services for both long range, comprehensive planning and short range, project support. In conjunction with the activity, its Major Claimant, and other interested commends, updates the Activity Master Plan.

1. Provides professional planning services including development and maintenance of the SFPS to assist user groups.

2. Provides specific "Centers of Expertise" as described in Chapter 9.

B. Advises Major Claimants and activities on planning criteria and requirements development

1. Assists activities in preparation of BFRs. The EFD will provide technical guidance to activities without charge. On a reimbursable basis, the EFDs may prepare BFRs or contract for their preparation.

2. Reviews BFRs for consistency to facility sizing guidelines and use of approved loading factors. Forwards BFRs which require Washington-level review (Shipyards, chapels, etc.) to appropriate commands for coordination and approval.

C. Conducts EEs of activity facility assets in cooperation with activity personnel. Reviews and updates the Bachelor Housing Survey data by performing bachelor housing EEs (Code 20 and activity) and Habitability Assessment (Code 08 and activity).

D. Updates FRPs as required to reflect revised requirements, assets, and planning actions

1. Recommends planning actions for land and facility planning deficiencies and surpluses as part of comprehensive planning processes.

2. Certifies FRPs and forwards to activities, host activities, and Major Claimant for review and com ment, if necessary.

3. Ensures coordination and consistency of the FRP and updates of Master Plans and CIPs.

4. Between Master Plan/CIP updates, reviews, coordinates and certifies any interim Facility Planning Document/FRP revisions.

E. Verifies documentation for projects proposed by Major Claimants for programming, including: cost, completeness of documentation, scope based on planning criteria, specific siting constraints, adherence to environmental laws/criteria, and other technical factors.

1. Validates preliminary documentation for MILCON and Nonappropriated Funded projects that are supported by Major Claimants for programming.

2. Certifies final program documents (DD 1391, Facility Study, etc.) for MILCON projects proposed for the following budget year(s). EFD certification will confirm project cost, scope and site approval and that the project is ready to proceed to design.

3. Prepares documentation on a cost reimbursable basis.

4. Conducts Project Acquisition Teams, with participation of the activity, for complex projects or projects which involve hazardous/toxic wastes. (See paragraph 9.23C)

F. Reviews and coordinates with appropriate Washington area commands, and approves siting of projects as specified in Chapter 10.

1. Reviews all sites submitted by activity for consistency with the Master Plan and CIP and planning principles.

2. Reviews for compliance with air, explosive, and electromagnetic safety criteria. Forwards sit approval requests which are affected by those criteria requiring Washington - level review.

3. Maintains the official Navy record of site approvals.

3.20 Public Works Center Action

Provides to the activities served by the Public Works Center (PWC), those planning services normally performed by activity Public Works Departments, including preparation of BFRs, project documentation and site approval requests. Provides planning services to other activities on a reimbursable basis.

3.21 NAVFACENGCOMHQ Action

A. Provides professional planning consultation services to Resource Sponsors and Major Claimants.

1. Provides professional planning services including development and maintenance of the SFPS to assist user groups.

2. Advises Resource Sponsors of the validation/approval status of MILCON projects.

B. Manages and maintains the NFADB, the SFPS, mapping, and other related data bases. Provides access to data bases to commands and activities.

C. Monitors planning and project documentation, including elements of the SFPS, complex and activity Master Plans, and project documentation to ensure completeness and compliance with accepted criteria and policy.

1. Monitors SFPS products to ensure compliance with policy and criteria.

2. Monitor MILCON project documentation submitted by EFDs. Coordinates with other commands with technical authorities on certain functions (Supply, telecommunications, chapels, etc.)

D. Coordinates with Major Claimants the scheduling of comprehensive planning services to naval complexes and activities.

1. Forwards site approval requests to Department of Defense Explosive Safety Board, CNO, the Naval Sea Systems Command, the Naval Air Systems Command, and the Space and Naval Warfare Systems Command for review and/or comment.

2. Coordinates comments and approvals with EFD.

Part Two: Planning Process
Chapter 4 Facilities Requirements
Section I Introduction to Requirements Development

4.1 Requirements Should Reflect Real Needs

Basic Facility Requirements (BFRs) are those minimum facilities (by category code) necessary to perform the mission of a shore activity.

A. Requirements Must Be justified

The development of valid facility requirements is the foundation for the remaining phases of the planning process. The BFR may be developed by using space criteria which have been developed over time based on the experience of users, non-Navy facilities, and Congressional guidance. It is based on an analysis of the activity's mission, workload, assigned tasks, and base loading (the number of people, ships, aircraft, tons of ordnance, etc.). BFRs are initially unconstrained by costs, available funding, existing assets, or operational priorities. BFRs show what is needed. Other steps of the planning process determine actions needed and how to effect them. Requirements must be accurate and well justified, since requirements amended during the review process may dictate the rework of individual Facility Planning Documents (FPDs). See Figures 4-1 and 4-2.

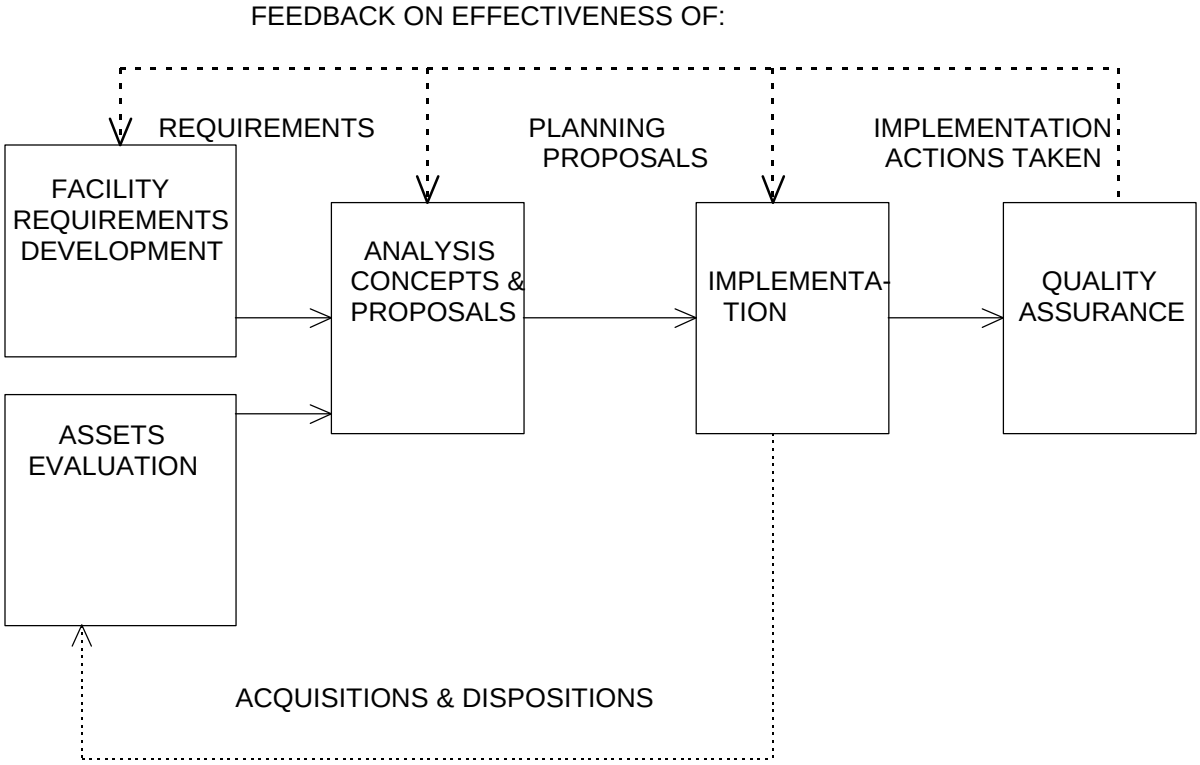
B. Requirements Should Not Be Inflated

Although a BFR is initially based on facilities sizing guidelines and established planning criteria, the resultant maximum allowances should be reviewed noting existing conditions. If the-existing space is sufficient and this amount is less than the initially derived allowance, then the BFR should be reduced. The converse is not true. Requirements should not initially be based on the size of existing assets simply to justify their retention. Initial requirements should not be inflated to accommodate inefficient or oversized existing assets. These conditions can be explained in a not on the FPD (see paragraph 5.6E and 6.15)

Figure 4-1 Facility Requirements Development Phase

The requirements development phase translates the activity's mission, its base loading, and its assigned functions, tasks, and workload into facility requirements. These requirements should represent the minimum facilities necessary to perform its mission. In the SFPS, these requirements are know as Basic Facility Requirements (BFRs). They are listed by the type of function of the facility required. The activity is responsible for BFR preparation.

P L A N N I N G P R O C E S S

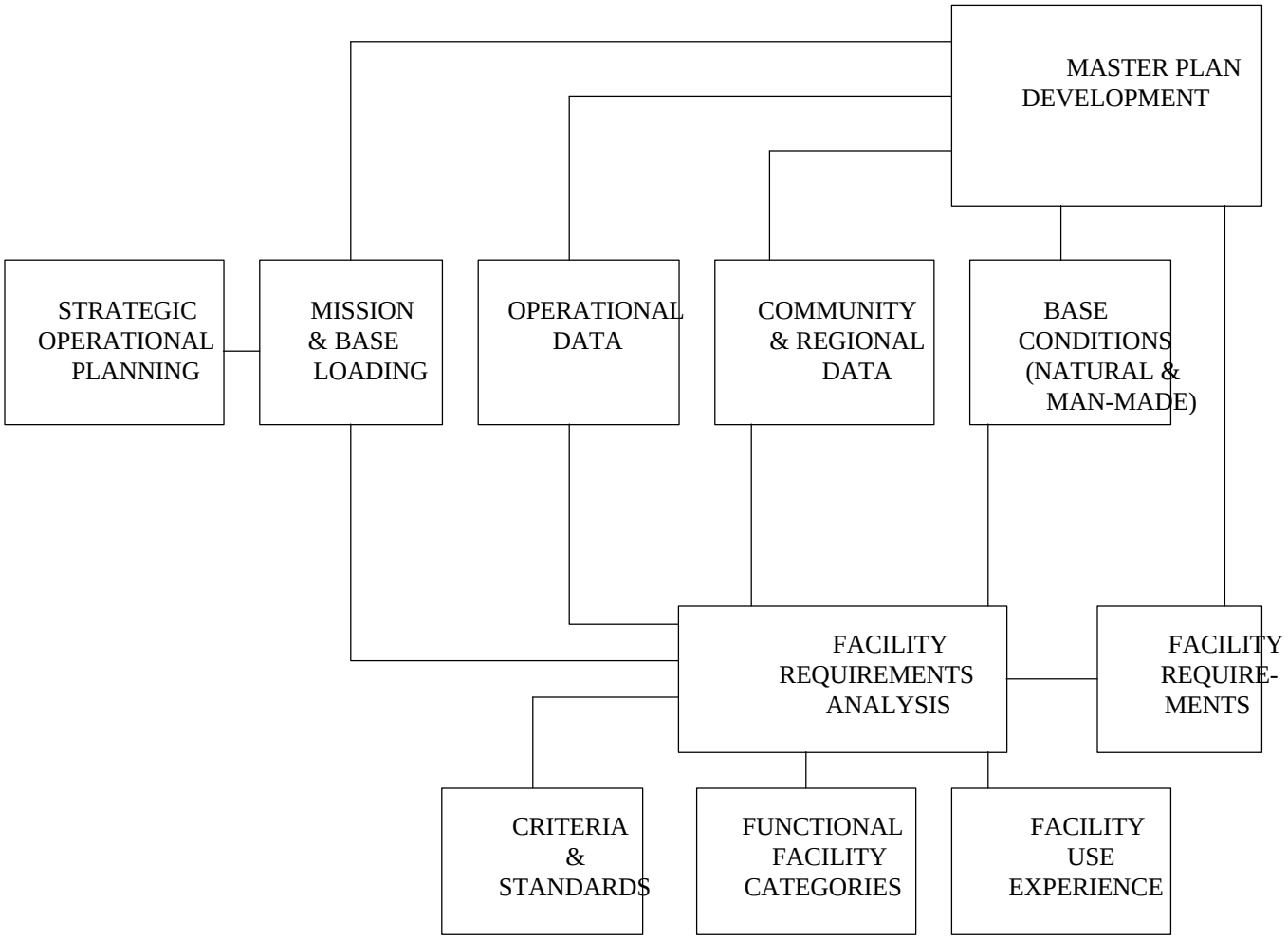


MAJOR PRODUCTS OF EACH PHASE:

* BASIC FACILITY REQUIREMENTS
* FACILITY REQUIREMENTS PLAN
* EFFICIENT USE OF EXISTING ASSETS
* MILCON & NAF PROJECTS REQUIREMENTS LISTS
* PROPERTY RECORDS (REVISED)
* MASTER PLAN
* PROJECT SUBMISSION
* FPD/MILCON RL COMPARISON
* CAPITAL IMPROVEMENTS PLAN
* EXCESSING & DEMOLITION ACTION
* DEMOLITION REPORT

Figure 4-2 Facility Requirements - Detail

Basic Facility Requirements are the result of the sound, professional analyses of operational, logistical and facility data. Data sources include the mission statement of all activities at the installation, the SFPS Base Loading Report, activity records, special studies, and an on-site investigation.



4.2 BFR Development is an Activity Responsibility

BFR preparation is an activity responsibility, whether the activity is a host or a tenant. A host activity coordinates the development of BFRs for some tenants (depending on the host/tenant agreement and as reflected in the host/tenant code). The host or tenant activity requires the support of its chain of command to supply the mission, tasks, workload, and base loadings. BFRs may be prepared by the activity staff, or the Public Works Center (PWC) as part of its mission management responsibilities, or by contract which can be administered by the PWC or the Engineering Field Division (EFD); by the latter on a cost reimbursable basis. The EFD may, as its schedule permits, prepare the BFRs itself with the activity on a reimbursable basis. However, the activity is still responsible for ensuring the completeness of the BFRs as necessary to perform its mission.

A. Technical Studies Funded by Major Claimants

Special technical studies can often lead to the development of specific facility requirements for an activity or a group of activities. Funding for such studies is the responsibility of the Major Claimants directing the studies.

B. EFD Reviews Requirements

The EFD reviews for consistency with published critical and sound planning principles in the development of facility requirements. They are also available on a consultation basis to advise activities on matters of criteria and requirements development.

4.3 Requirements are Organized by Functional Use

The projected mission, workload, and base loading data is translated into facility requirements by applying planning factors and criteria appropriate to each function. The individual requirements are listed by Category Code Number (CCN). The Navy uses five digit category codes to describe various functional uses. For example:

CCN	Description
151-20	General Purpose Berthing Pier
211-05	Aircraft Hangar (high bay area)
441-10	General Warehouse
610-10	Administrative Office
730-83	Chapel

A. NAVFAC P-72 Lists All Category Codes

A complete listing of Navy facility CCNs, their descriptions, and the units by which they are measured (i.e., square feet, gallons pa minute, feet of berthing, etc.) can be found in NAVFAC P-72, Department of the Navy Facility Category Codes.

B. Requirements May Be Developed by the Activity's Organizational Units

Requirements are normally developed by analyzing the needs of individual departments and supported tenants. To facilitate space management, an activity planner may develop individual BFRs for each organizational unit. However, the BFR submission for a given category code must be composed of the aggregation of all the individual BFRs for that CCN (see paragraph 4.25E). Double-counting of requirements is to be avoided.

Section II Mission Statements

4.4 Mission Statement Definition

An activity's mission statement defines, in general terms, the services and tasks it must perform. Current mission statements for the host activity and any tenant should be considered. The Major Claimant defines the activity's mission statement in terms of specific tasks, functions, and workload. The planner must remember, however, that the Shore Facilities Planning System (SFPS) is designed to provide facility support for midrange (five years) facility requirements. Therefore, it is important that input data reflect any scheduled changes approved, in writing, by the chain of command.

4.5 Mission Statement Analysis

A. Identify Major Functional Facility Types

Facilities are needed for mission performance. Mission analysis begins with the identification of major functional elements with their associated facilities. For example:

(1) Operational (airfields, waterfront, and communications)
(2) Logistics (ammunition, fuel, and consumable storage)
(3) Industrial (maintenance and overhaul facilities)
(4) Training (schools, trainers, and ranges)
(5) Personnel support (housing, welfare, and recreational)
(6) Medical (hospitals and clinics)
(7) Administrative Support
(8) Research

B. Consider On- and Off-Base Support

Mission analysis recognizes the possible support provided by the host activity, adjacent civilian communities, and nearby military installations. Such interdependence may have a direct impact on facilities requirements.

1. Services provided to tenants and other military installations can potentially increase facility requirements of the host.

2. Services received from other military installations and/or the local civilian community may reduce or eliminate certain facility requirements.

3. It is also important to recognize that there may be overriding operational, social, or other concerns that would preclude consideration of adjacent military or civilian community assets. The commanding officer has the discretion to decide whether to consider off base community assets.

C. Requirements Refined to Individual Category Codes

Each of the major functional groups can be further subdivided into individual category codes. This level of detail is necessary to translate broad concepts into the framework for the determination of Basic Facility Requirements (BFRs). This translation of the mission, functions, tasks, and workload into detailed individual facility category codes is the primary goal of the mission analysis (see paragraph 4.22).

Section III Base Loading

4.6 Definition

Base loadings are the specific numbers of ships, aircraft, personnel, and equipment assigned to perform the tasks and services of an activity. Base loadings for ships, aircraft, antipersonnel are contained in the Shore Facilities Planning System (SFPS) Base Loading Summary issued annually by the Chief of Naval Operations (CNO). Normal requirements planning will be based on the five-year projections in the Base Loading Summary. Any requirements planning beyond the five-year time frame is acceptable only when the loadings are based on approved CNO initiatives and are fully supported by the Major Claimant. Other loadings and variables must be used to determine certain facilities requirements. These include:

(1) Rotational ships and aircraft present
(2) Homeported ship and aircraft deployment schedules
(3) Equipment assigned
(4) Dependent population (spouses and children)
(5) Retired personnel in the area
(6) Medical patient population
(7) Materials requiring storage
(8) Ordnance requiring storage

4.7 Base Loading System Provides Data on Military & Civilian Personnel, Aircraft, and Ships

The source document for base loading data to be used in calculating Basic Facility Requirement (BFR) quantities is the "Shore Facilities Planning System Base Loading Summary". The Base Loading Summary is a product of the Base Loading System (BLS). The system includes both current and projected loadings for personnel, ships, and aircraft assigned to an installation. This system consolidates base loading data from a number of sources and compiles a series of automated reports, which, when finalized, become the basis for the current and projected strengths for BFRs as well as the Family Housing Survey (FHS) and the Bachelor Housing Survey (BHS). The procedures for the operation and maintenance of the Base Loading Summary are detailed in NAVFAC P-930. OPNAVINST 11010.37 specifically directs Major Claimants to use the SFPS Base Loading Summary along with other BLS reports as the official source of loading information for planning and programming of shore activities under their cognizance. The Base Loading Summary is distributed to host activities, tenant activities, Major Claimants, Sub-Major Claimants, Engineering Field Divisions (EFDs) and Naval Facilities Engineering Command, Headquarters (NAVFACENGCOMHQ). The Base Loading Summary is the of fiscal source of loading information for planning and programming.

4.8 BLS Relies Heavily on CNO & MILPERS for Data

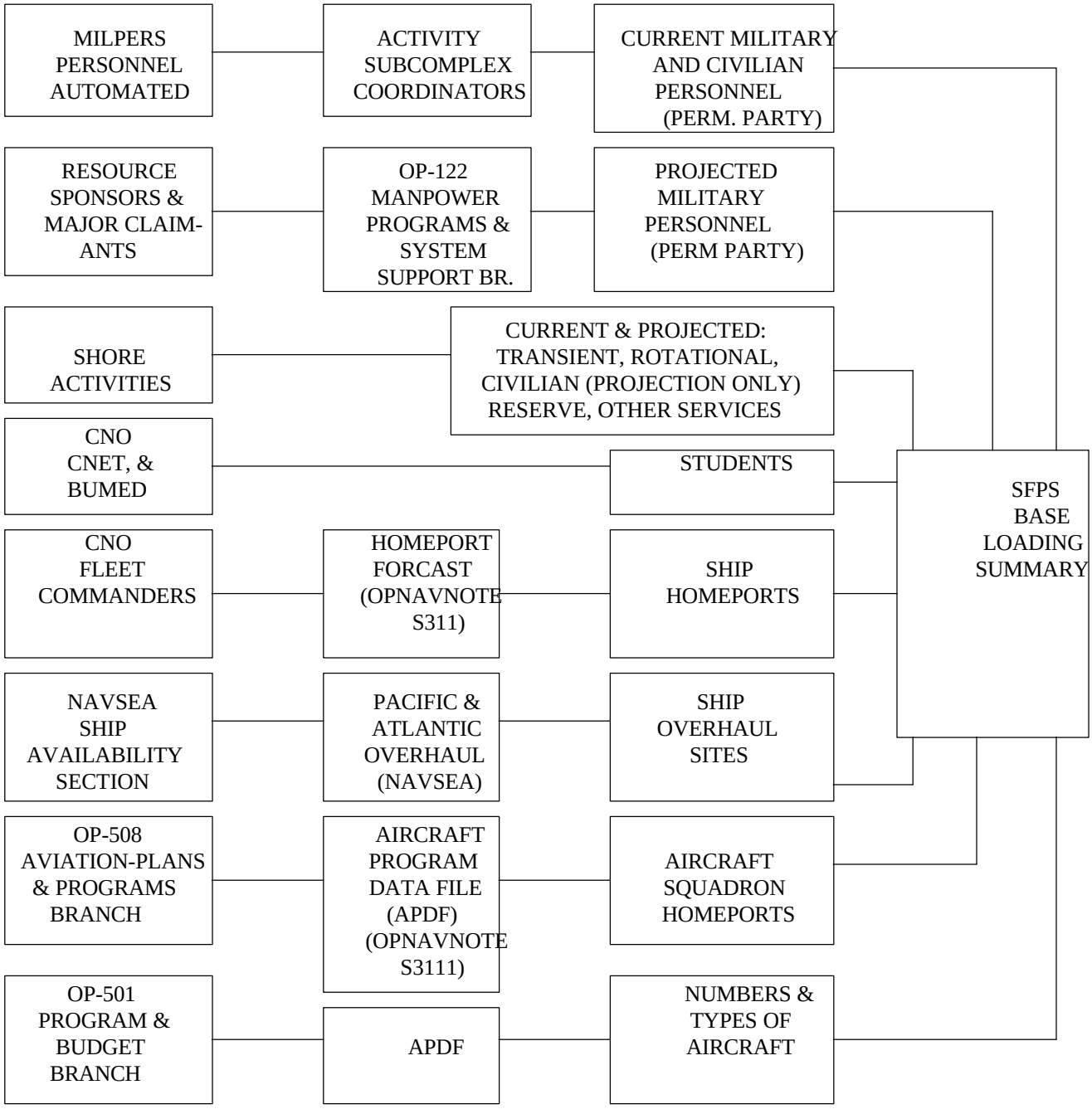
The Base Loading Summary consolidates various sources of personnel data. There is no single source for all types of personnel information required to accurately determine current or projected personnel strengths. While the major source for current data is the Naval Military Personnel Command (MILPERS), and the source for projected data is the CNO, other sources, such as the Chief of Naval Education and Training (CNET), the Bureau of Medicine and Surgery (BUMED), and Navy shore activities provide input to the Base Loading Summary (see Figure 4-3).

4.9 Activities Update Certain Personnel Loadings

While much of the data included in the Base Loading Summary is derived from official loading sources, the accuracy of some of the figures is dependent on activities updating the system's maintenance reports. Activities (housing subcomplex coordinators) are responsible for updating data on civilians, deployed units, and average numbers of transients, rotational, other service, and reserve personnel strengths. As this information is crucial in determining requirements, it is important these areas be carefully reviewed and updated as required. A subcomplex is a Bachelor Housing Survey location within a family housing complex.

Figure 4-3 SFPS Base Loading Summary Data Sources

Various CNO sources and MlLPERS provide most of the data for base loading. In addition, activities provide rotational, transient, civilian reserve and other service personnel counts, while CIVET and BUMED provide | some student counts. Fleet Commanders assist in determining ship homeports.



4.10 Summary Format

A. Each Navy Host and Tenant Has a Base Loading Summary

The SFPS Base Loading Summary (see Figure 4-4) is produced for each Navy host and tenant (Host/Tenant Codes 0 and 1) activity. The report lists the number of current and projected (fifth year of Five Year Defense Plan) personnel by activity type. A host's Base Loading Summary includes associated tenants. The current and projected number and types of aircraft and ships by name and hull number are also listed. The activities are sorted first by Bachelor Housing Activity Type Code (i.e., 03-Host/Tenant, 04-Fleet Air Squadrons, 05-Mobile Units, 06-Large Ships, 07-Small Ships, 08 Two Crew Subs, and 09-Students). Note: Air squadrons may be found under both Activity Type Codes 03 and 04. Those under 03 (Host/Tenant) are squadrons which are not deployable. Those under 04 (Fleet Air Squadrons) are deployable. Bachelor Housing activity types are defined in NAVFAC P-930. Within activity type, the activities are in SFPS Host/Tenant Code order and within Host/Tenant Code, activities are in Unit Identification Code (UIC) order.

B. Personnel Shown by Shore Activity, Ship, and Aircraft Squadron

Shown for each shore activity, ship, antiaircraft squadron is the UIC followed by its Host/Tenant Code. This is followed by the Unit Short Title for the UIC. This information is followed by the current and projected personnel which are broken down by:

Permanent Party (Officer/Enlisted/Civilian)
Students more that 20 weeks (Officer/Enlisted)
Students less than 20 weeks (Officer/Enlisted)
Transients (Officer/Enlisted)
Rotational (Officer/Enlisted)
Reserves (Officer/Enlisted)
Total Personnel (Officer/Enlisted/Civilian)

1. "Permanent Party" is the number of personnel assigned to an activity for permanent duty (See paragraphs 4.10B5 and 4.10F for additions and deletions that will be made later.)

2. "Students M20 Weeks" is the average daily number of personnel assigned to a school on Permanent Change of Station (PCS) orders for 20 weeks or more.

3. "Students L20 Weeks" is the average daily number of personnel on Temporary Duty (TDY) orders to a school for less than 20 weeks.

4. "Transients" are the average daily number of personnel on TDY, awaiting transfer or further assignment, or pending separation who are not permanently assigned to the activity. Other temporary personnel are not included. (Example: Former medical patients released from hospital awaiting PCS assignment)

5. "Rotational" is the average daily number of personnel deployed on a scheduled basis at locations other than their homeport. This normally applies to deployed squadrons or mobile units, which are counted at the activity to which they are deployed.

6. "Reserves" is the average daily number of all personnel assigned to reserve units. (This includes "weekend reservists" as well as personnel on two weeks active duty for training and is computed over a one year period.)

7. "Civilians" is the total number of civilians at the installation who are supported from appropriated and nonappropriated funds, including employees of contractors, exchange personnel, etc. This number does not include foreign nationals at overseas locations. The report provides the number of foreign nationals at overseas locations in note form (see paragraph 4.32).

C. Aircraft Assignments Are by Type and Number

If there are aircraft assigned to an activity, ship, or squadron, the types and numbers will appear below the Projected Personnel line. First is the aircraft type (e.g., C-1A) followed by the current (designated by 'C-') number of that type of aircraft and directly below that is the projected (designated by 'P-') number of that type of aircraft. If there are other types of aircraft, they will continue across the page and on subsequent lines as necessary. After all types have been listed, the total number of current (C-) and projected (P-) aircraft will be shown at the far right on the page.

Figure 4-4 Base Loading Summary For Host and Tenant Activities
See Exhibit 4-1, Using Base Loading Data.

FACSO RPT SYM/NO R96XXR01 SHORE FACILITIES PLANNING SYSTEM-BASE LOADING SUMMARY 27 MAY 82

HOST: N12345 NAS ANYWHERE EFD: WESTDIV MAJOR CLAIMANT: PACFLT

UIC/SA H/T CODE/MNEMONIC	PERM PARTY OFF	ENL	CIV	STUDENTS M20 OFF	ENL	STUDENTSL/20 OFF	ENL	TRANSIENTS OFF	ENL	ROTATIONAL OFF	ENL	RESERVES OFF	ENL	TOTAL PERSON OFF	ENL	CIV
ACTIVITY TYPE (3) HOST/TENANT																
N12345- 0 HOST W/FPD																
NAS ANYWHERE																
CURRENT FY82	10	14	2				2							12	14	2
PROJECTED FY87	12	16	3				1							13	16	3
N67354- 1 TENANT W/FPD																
MARBRKS ANYWHERE																
CURRENT FY82	10	150												10	150	
PROJECTED FY87	10	156												10	156	
N34567- 3 SUP W/SEP ID																
NAVADMINCOM ANYWHERE																
CURRENT FY82	35	200	650				140							175	200	650
PROJECTED FY87	31	206	675				140							171	206	670
ACTY TYPE(3) TOTALS CURR	55	364	652				142							197	364	652
PROJ	53	372	678				141							194	372	678
ACTIVITY TYPE (4) FLT AIR SQDNS																
N45678- OTHER																
VP 999																
CURRENT FY82	84	548					2							86	548	
PROJECTEDFY87	92	600					2							94	600	
TYPE A/C P-3A C- 4 P-3B C-7 P-3C C-11 P-4 P-5 P-13														TOTAL C-22		
ACTY TYPE(4) TOTALS CURR	84	548					2							86	54	
PROJ	92	600					2							94	60	
ACTIVITY TYPE (6) LARGE SHIPS																
N56789- OTHER																
CVN 888 WASHINGTON																
CURRENT FY82	500	9000												500	9000	
PROJECTED FY87	400	8000												400	8000	
ACTY TYPE(6) TOTALS CURR	500	9000												500	9000	
PROJ	400	8000												400	8000	
HOST ACTIVITY TOTALS																
TOTAL CURRENT PERSONNEL:	639	9912	652				144							783	9912	652
TOTAL PROJECTED PERSONNEL:	545	8972	678				143							690	8972	678

NOTES:
CVN 888 UNDERGOING ROH AT NSY SOMEWHERE 11/82-12/83
CVN 888 WILL RETURN TO NAS ANYWHERE UPON COMPLETION OF ROH

Figure 4-4 (Cont'd) Base Loading Summary for Tenant Activity (Host/Tenant Code 1)
See Exhibit 4-1, Using Base Loading Data.

FACSO RPT SYM/NO R96XXR01 SHORE FACILITIES PLANNING SYSTEM-BASE LOADING SUMMARY 27 MAY 82

HOST: N12345 NAS ANYWHERE EFD: WESTDIV MAJOR CLAIMANT: PACFLT

UIC/SA	H/T	CODE/MNEMONIC	PERM PARTY			STUDENTS M20		STUDENTSL/20		TRANSIENTS		ROTATIONAL		RESERVES		TOTAL PERSON		
			OFF	ENL	CIV	OFF	ENL	OFF	ENL	OFF	ENL	OFF	ENL	OFF	ENL	OFF	ENL	CIV
ACTIVITY TYPE (3) HOST/TENANT																		
N12345-	0	HOST W/FPD																
NAS ANYWHERE																		
		CURRENT FY82	10	14	2				2							12	14	2
		PROJECTED FY87	12	16	3				1							13	16	3

Exhibit 4-1 Using Base Loading Data

The Base Loading Summary contains data which must be analyzed in order to determine Basic Facility Requirements. Base loading figures are not amended to exclude deployed personnel. All personnel assigned to the air squadrons would be counted. It is during the requirements determination process that adjustments are made to exclude those personnel.

Example: A Naval Air Station is the homeport for nine deployable squadrons of aircraft. Of these nine squadrons, two are normally on deployment to other locations at any given time. Therefore, when the homeport activity develops their Basic Facility Requirements, a reduction of two squadrons is made in their base loading calculations. The organizational hangar and parking apron requirements would be based on seven squadrons. The personnel count is reduced by the number of personnel assigned to the two squadrons so the requirements that are developed using population count are not based on providing support to those on deployment. However, the dependent of deployed units should be included when calculating personnel support requirements where the criteria specifies that a percentage of the dependents can be included in the loading. The requirements for aviation intermediate maintenance should be based on all aircraft for which the station is assigned an intermediate maintenance function. Normally, this count includes both Homeported and deployed aircraft. However, the planner should be cautious, in that circumstances sometimes dictate that certain intermediate maintenance functions for a particular aircraft may be assigned to another station e.g., all intermediate engine maintenance for a particular aircraft may be assigned to one station that is homeport to the majority of that aircraft type in the fleet.

D. Projections Reflect Location Changes

If an activity, ship, or aircraft squadron will be in a different location in five years, current personnel and aircraft will show at the current location and the projected counts at the projected location. There will be a note at both locations stating when and to or from where the move will be. Notes are also used to explain the status of certain ships. Abbreviations used in these notes are defined as follows:

ROH	Regular Overhaul
ISNAC	Inactive Ships Navy Custody
SLEP	Service Life Extension Program
NDRF	National Defense Reserve Fleet
STRIKE	Decommission
NEWCN	New Construction
PSA	Post Shakedown Availability
NFAF	Navy Fleet Auxiliary Force - Military Sealift Command
NRF	Naval Reserve Force

Note: A ship with an '(R)' preceding the hull number indicates that it is a Naval Reserve Force ship.

E. Subtotals Are Provided by Bachelor Housing Activity Type

After all activities within a Bachelor Housing activity type have been listed, personnel totals for that activity type will be printed before the next activity type begins. After all activities, air squadrons, and ships have been listed, the host activity totals are printed showing totals of current and projected personnel and aircraft.

F. Deployed Units Reduce Some Requirements

Not only must base loading figures be amended to include personnel from supported commands that receive support from the activity preparing the BFR, but also reductions must be made to account for those personnel that should not be included because they are on deployment with units of the operating forces. Activities that support deployable units should make a reduction in base loading (people, ships, aircraft) commensurate with the number of units on deployment at any given time. The deployed units should be counted at the receiving site as appropriate. See paragraph 4.15 for guidance on determining the dependent population when deployed units are assigned to an activity.

4.11 Base Loading Updates Require OPNAV Concurrence

The data source for the SFPS Base Loading Summary is reviewed and updated annually by the activities. This formal cycle is intended to accommodate all necessary changes. Personnel summary reports are distributed annually to Complex/Subcomplex coordinators for review and update of personnel information to ensure completeness and accuracy. Updates must be made when the change in personnel would make a difference of five percent or more to the Subcomplex or Complex total, for any personnel category, e.g., permanent party, students, transients, etc. Changes of less than five percent need not be made. See NAVFAC P-930 for guidance on the updating procedures and for a list of Complex/Subcomplex coordinators.

4.12 Base Loading Summary Is Classified Confidential

Due to the classification of its data sources, the SFPS Base Loading Summary is a classified report. The projected personnel figures are classified "confidential". The individual ship and aircraft projections are also classified "confidential". Projected aircraft counts for a single activity listed by type, in summary, without squadron definition are not classified. Projected ship counts for a single activity listed by type, in summary, without hull numbers, ship names or UICs are not classified. Contractors using the SFPS Base Loading Summary reports will require a "confidential" security clearance.

4.13 Personnel Loading Plan Provides Medical Patient Loadings

The Resource Analysis and Planning System is a DoD contracted service that provides current and projected beneficiary populations for detachment areas associated with military treatment facilities. Data is available through BUMED (BUMED-31).

4.14 ABSLA Provides Ordnance Loadings

Approved Basic Stock Level of Ammunition (ABSLA) is an annual report prepared by the Naval Sea Systems Command on an individual activity basis in accordance with the guidance set forth in OPNAVINST S8010.12D. This data directly affects requirements in the Category Code 420 series, Ammunition Storage.

4.15 Activities Provide Dependent Count

The NAVFAC P-80, Facility Planning Criteria for Navy and Marine Corps Shore Installations, indicates that many of the category codes in the morale, welfare, and recreation field allow for the inclusion of varying percentages of military dependents in the calculation of BFR quantities. The number of dependents used in BFR calculations should be based on the actual count of dependents of assigned military personnel vice projected dependent counts. However, when a significant increase or decrease in loading is projected, ensure that dependent population counts reflect the projected military population. In lieu of actual data on the dependent population, the number of dependents can be estimated using the "Primary Dependency Tabulation Report," distributed by the Naval Military Personnel Command (MILPERS-165) semi-annually. The EFD has this report, or Table 710-A of NAVFAC P-80 may be consulted. These tables contain statistical data on the married and dependent status of all active duty personnel. They allow the planner to estimate the number of families and the dependent population based on Navy-wide averages. While a reduction in the military strength was made to account for those military personnel on deployment, no similar reduction should be made in the calculation of dependent population, as dependents remain at the homeport location.

4.16 DoD Report Provides Retiree Counts

The calculation of certain requirements, especially Category Code series 500 (medical) and 740 series (personnel support) allows the inclusion of military retirees. Active duty personnel are assigned to an activity and normally derive their support from that installation. Military retirees, however, are not assigned to a particular activity, and normally will use a specific activity's personnel support facilities based on convenience. The source for retiree population figures is the DoD Statistical Report on the Military Retirement System. This report includes a number of tables related to the retirement system including a listing of retired military personnel by the first three digits of the zip code where the retirement check is sent. The planner developing the retiree population can use the U.S. Postal Service's Zip Code Directory to see the boundaries of the three-digit code. In areas where there are a number of military installations close to one another, the planner should discuss with these activities the appropriate number of retirees attributable to each military installation. This reduces the likelihood of "double-counting" military retirees by more than one activity.

4.17 Determine Population for Regional Services

A number of activities within a region may provide similar support services such as exchanges, uniform shops, recreational facilities, etc. These facilities can be used by military personnel not specifically assigned to the providing activity and by retirees in the area. The regional population which is used as the basis fore BFR should be clearly defined. If that population includes military personnel assigned to another activity, steps should be taken to coordinate the personnel assignments with the EFD and the Area Coordinator to assure there is no double-counting of those persons elsewhere as the basis for the same type of facility. Retirees are not assigned to any particular installation and their apportionment within a region should be clearly defined. Again, steps should be taken to assure no double counting. The aggregate of similar facilities, with their separate sizes based on individual activity population, may be greater than the total amount allowed when the facility is sized based on the regional population to be served. This reduction is intentional. It reflects the economics of scale.

4.18 Tailor Base Loadings to Particular Requirements

When developing personnel figures to be used in the preparation of the HER, care must be exercised to ensure the appropriate loading figures are used. The planner must be able to determine what population is to be served by the particular requirement being calculated. Normally, the host activity is responsible for providing certain common facilities not only to personnel assigned to the host, but also to other military personnel attached to tenants that are supported by the host activity. These support relationships must be recognized and the base loading figures developed accordingly.

Section IV Criteria

4.19 NAVFAC P-80 Is a Guide

The information in NAVFAC P-80, Facility Planning Criteria for Navy and Marine Corps Shore Installations, is a planning guide and not a regimented list of formulas. The planner must exercise professional judgment in determining requirements. It is impossible to establish absolute planning factors which will fit every circumstance. The planner may need to modify criteria or even develop requirements when no criteria exists.

A. Local Community Facilities Can Reduce Requirements

A military installation is seldom situated where there are no neighboring urban areas or other military activities. Certain support facilities, in the morale, welfare and recreational field, have a general commonality, and the availability of such neighboring assets must be recognized in the planning process. This is accomplished through the application of Environmental Adjustment Factors (EAF). The EAFs are an adjustment based on data collected at many Navy installations across the country. They represent a lower limit of on-base facility requirements. The EAFs assume community support is available, therefore, no further downward adjustment is required. However, depending on the actual assets available in the community and the programs for Morale, Welfare, and Recreation (MOOR) supported by the Base Commander, an upward adjustment of the requirement from the lower limit of the EAF may Rejustified. These factors are described in more detail in NAVFAC P-80 under Category Code series 740.

B. Regional Military Facilities Can Reduce Requirements

Where other military installations are closely situated, some facilities can be planned to accommodate the population of a number of military activities, yielding a more efficient operation than a network of similar, but separate facilities. Such planning should be coordinated with the Engineering Field Division (EFD) and the Area Coordinator to ensure there is no facility duplication.

C. NAVFAC P-80 Is Not An Entitlement

A fundamental aspect of the criteria included in NAVFAC P-80 is that an activity is not automatically "entitled" to the facility allowance, or even the facility itself, simply because it is listed in the publication. The majority of the criteria provide maximum allowances for a particular population range. Based on engineering analysis and judgment, a smaller facility than shown in NAVFAC P-80 may be sufficient to meet the activity's needs. Individual requirements must be tailored to suit the specific circumstances. The planner must analyze the need to accommodate a particular function and develop the requirements to most economically satisfy these needs. These requirements may or may not fit the maximum established by the NAVFAC P-80.

D. NAVFAC P-80 Provides Uniformity

The NAVFAC P-80, provides planning factors, space criteria, and suggested techniques for activities to use in developing their Basic Facility Requirements (BFRs). By providing a standardized methodology for development of requirements, the Navy ensures the existing and planned facilities are appropriately sized to meet mission goals and there is a uniformity of facilities throughout the Navy.

4.20 Planning Factors Are Used

The criteria included in NAVFAC P-80 is organized by functional groupings in category code sequence. Specific planning factors have been developed for many of the category codes, usually presented in tables, as formulas or in fixed allowances. Tables relate the facility size to the number of ships, aircraft, people, or equipment. Fixed allowances are used where a specific facility type is uniform throughout the Navy.

4.21 Unique Facilities Require an Engineering Analysis

For some facilities it is impractical to develop specific planning factors because the requirements vary depending on individual location or it is a one-of-a-kind facility. Requirements for these facilities should be based on an engineering analysis of the operation and the facilities required to support it. The justification should include the step-by-step process by which the requirement was developed and should be able to stand alone when reviewed by others. The planner is responsible for providing a detailed justification of the requirement including the functions to be accommodated, space needed for each function, number and organizational status of personnel, support space requirements, and an industrial engineering analysis of the operations.

A. Two Analytical Techniques Are In Common Use

There are two most commonly accepted techniques of preparing a simplified industrial engineering analysis. One method is to prepare a scale drawing showing each piece of equipment, workbench, desk, or other operational feature and their corresponding required working and/or access spaces. The drawing does not necessarily have to resemble any existing facility, as its purpose is to calculate the space requirement. Another method is to list the above components in columnar form along with their corresponding sizes and with their working and/or access space requirements. The totals obtained from either method plus application of an appropriate net-to-gross conversion factor, yields the requirement for the function to be performed.

B. Thorough Analysis Is Required

The data presented in support of a requirement should demonstrate technical thoroughness. Basing justification merely on facilities currently used by the activity may result in undersized or incorrectly configured facilities, unless the existing operations and facilities are used to establish space factors through one of the above methods. This kind of analysis is often appropriate for shops and research, development, test and evaluation (RDT&E) facilities. However, an analysis based on existing facilities should be done with caution. The existing layout may not be efficient in using space or it may be overcrowded. An analysis should be based on an ideal layout which may not exist. Facilities used by other activities, services, government agencies or private concerns may provide examples that will assist the planners. Caution should also be used in this method. Navy functions may have specialized facility needs, such as special security requirements, that are not required in non-Navy facilities.

4.22 NAVFAC P-80 Is Organized by Facility Types

Chapter I of NAVFAC P-80 contains the introduction, general information, technical guidelines, guidance on criteria application, and definitions of terms. Chapter II contains the specific criteria for various facility types. The information in Chapter II is in category code sequence corresponding to NAVFAC P-72, Department of the Navy. Facility Category Codes.

A. Category Codes Provide Uniformity

The category code system provides uniform identification of all facilities. It is used in every phase of planning, programming, project processing, construction, and inventory of real property assets. The basic concept was implemented by the Office of the Secretary of Defense (OSD) and applies to all services. Under the system, each facility type is given a name and a five digit category code number as provided in NAVFAC P-72. The planner must ensure the correct coding of each particular facility, since an error will cause delays in processing through the planning and programming system. The planner also should make every effort to use the published facility type name unless a more descriptive name improves clarity (see paragraph 5.6A4).

B. Units of Measure Provide Uniformity

The category code system also assigns units of measure for each facility type. Each category code has a prime unit of measure; it is provided after each individual Facility name. The correct prime unit of measure must be used in all planning documentation, project processing, and real property inventory reporting since the planning data processing system will not transact incorrect units. Additional units of measure are provided to facilitate planning analysis. Units of measure used in NAVFAC P-80 are described in NAVFAC P-72.

4.23 Other Planning Guidance Is Available

In addition to NAVFAC P-80, there are other documents and manuals which may be of use to the planner.

A. NAVFAC P-80.2, Naval Mobile Construction Battalion Facilities. This publication provides criteria for facilities required by deployed NMCBs.

B. NAVFAC P-80.3, Airfield Safety Clearances. This publication is instrumental for air installation planning. It provides information on required air space clearances, ground safety zones, minimum distances between airfield components, and similar data.

C. NAVFAC P-970, Planning in the Noise Environment. This is a joint services manual for planning facilities with respect to aircraft and other noise sources.

D. NAVFAC P-272, Definitive Designs for Naval Shore Facilities. This is a portfolio of standard drawings for representative facility types showing typical configurations, interior layouts, and components.

E. NAVFAC DM series (Design Manuals) and ML-HDBKS(Military Handbooks). NAVFACENGCOM is currently expanding the DM and ML-HDBK series by preparing separate design manuals for specific facility types, e.g., brigs, religious facilities, etc. These manuals contain information useful to facility planners.

Section V Facility Requirements Development

4.24 Requirements Are Developed for Most Facilities

Basic Facility Requirements (BFRs) will be developed for any category code (see Figure 4-5) identified in series 100 through 700 of NAVFAC P-72 with the exception of those category codes annotated with a "NO" in the Facilities Requirements Plan Indicator column. All 800 series category codes will have "NO" indicators except for Category Code 852-10, Parking Area, in a future edition of NAVFAC P-72. Requirements for those facilities with "NO" indicators, by their nature, do not require continuous updating, but rather are developed as a part of the project submission process. Requirements for such facilities are necessary when construction funds are to be used. Special emphasis should be given to development of requirements when a project for improvement, replacement, or expansion of those facilities is anticipated.

A. Requirements For Utilities Are Part of Project Submission

Requirements for the Category Code 800 series, utilities, will not be shown, but will be dealt with on a Case-by-case basis in the preparation/review of projects for improvement, replacement, or expansion of those facilities.

B. Requirements Are Not Developed for Land

Facility requirements in the Category Code 900 series (land) will not be shown even though there may be specific land requirement for facility clearance due to ammunition storage, sound/noise interference, electromagnetic interference, etc. These specific land
requirements are considered a normal part of the facility itself and are determined on the basis of facility siting.

C. Requirements Should Be Developed For NAP Projects

Nonappropriated Funded (NAP) projects must have approved BFRs. None of the relevant category codes, except category code 740-20, Navy Lodge, are excluded from the Shore Facilities Planning System (SFPS).

4.25 Requirements Are Based on Analysis

An analysis of the mission statement yields a qualitative list of required functional facility types by category code. The base loading and workload data are the basis for the quantification of the facility types. The criteria in NAVFAC P-80 and elsewhere provide standardized guidelines for quantifying facility needs based on mission, base loading, and workload. The application of the guidelines requires sound professional judgment.

A. Justification Must Be Shown

Requirements for each category code shown must be supported by justification data showing the complete rationale used to determine the requirement. The justification provided may range from calculations based on a table in NAVFAC P-80, to an engineering analysis of space requirements when no planning factor exists. When a table is provided as a check of a more detailed analysis, the detailed analysis is to be performed and presented. Tables are not always rigid, fixed allowances and should not always be used as such. In developing the justification, application of environmental adjustment factors and related regional and community impacts should be given careful consideration.

Figure 4-5 Facility Requirements on FPD

The Basic Facility Requirement (BASIC FAC RQMT).) by the designated unit of measure (UM) for the given category code appears in the upper left of the document. The requirement by an alternate unit of measure would also appear here if appropriate.

FACILITY PLANNING DOCUMENT

84JUN17

ACTIVITY UIC...NX1071 NAME...NAS EMERALD POINT
CATEGORY CODE..21910 DESCRIPTION..PUBLIC WORKS SHOP
DATES: BFR..13 APR 84 PARTFRP..23 MAY 84 EFD CERT..17 JUN 84

BASIC FAC RQMT	UM	FACILITY ASSETS DATA ADEQUATE	SUBSTNRD	INADEQTE	QUANTITY DEFICIENT	QUANTITY SURPLUS
23200	(SF)	8230	3715	17359	14970	6104

REQ'TS

FACILITY DETAIL FAC NO	U	EE	C	ADEQUATE	SUBSTNRD	INADEQTE	DEF CODES	SATISFACTION OF DEF/SURP ACTION ID	D	SCOPE	NT
14	N	83	P	5000				USE	+	5000	
					1700		C11	RENOV P-223	+	1700	01
17	N	83	S		2015		B26	CONVTO 21977	-	2015	05
32	Y	83	P	3230			A27	MODIFY R1484	+	3230	02
53	N	83	S			6605	F01F04B26	OUTG-C	-	6605	06
62	N	83	T			6719	F30	DEMOL P-234	-	6719	04
73	N	83	T			2300	F30	DEMOL	-	2300	03
114	N	83	S			1735	B26F11C40	DISPOS VAC	-	1735	07
ACQ								CONSTR P-234	+	11891	04
ACQ								CONVFR 21777	+	1379	08

TOTAL PROPOSED ADEQUATE ASSETS = 23200

NOTES FOR CATEGORY CODE..21910
GEN NOTES: REQUIERMENT DERIVATION:

TOTAL REQMT FOR ALL P W SHOPS (259 PN, TABLE 219-10):	28300	SF
LESS 219-20 REQMT:	1200	
LESS 219-25 REQMT:	1800	
LESS SATELLITE P W SHOP @ SPECIAL AREA BA:	2100	
TOTAL REQMT FOR 219-10 AT MAIN SITE:	23200	SF

FPD ACTION NOTES:

01 UPGRADE ELECTRICAL SYSTEM FOR INSTALLATION OF NEW EQUIPMENT.
02 SPECIAL PROJECT R14-84 WILL REPAIR ROOF OF BLDG 32.
03 BLDG 73 TO BE DEMOLISHED BY STATION FORCES IN SPRING 89.
04 P-234 TO DEMOLISH BLDG 62 & CONSTRUCT WOODWORKING/PLUMBING SHOPS. (FY-87)
05 CONVERSION IN SUMMER 88, WILL BE ADEQUATE FOR NEW USE.
06 BLDG 53 LEASED TO GRANT CONSTRUCTION UNTIL CONTRACT FOR P-193 IS COMPLETED, BLDG WILL THEN BE DEMOLISHED BY CONTRACTOR.
07 BLDG 114 IS LOCATED ON SITE FOR NEW FIGHTER PILOT SCHOOL (FPS). A STUDY IS BEING CONDUCTED TO SEE IF THE BUILDING CAN BE USED BY FPS. IF NOT, BLDG 114 WILL BE DEMOLISHED AS PART OF P-991, FPS TRAINER.
08 CONVERSION FROM 217-77 (BLDG 213) TO COINCIDE WITH MILCON P-285 (FY 89).

END DATA FOR CATEGORY CODE 21910

UIC..NX1071 FPD CCN..21910 PAGE..1

B. Requirements Shall Be the Minimum

As noted in paragraph 4-19, NAVFAC P-80 is not an entitlement. If the minimum amount of space required to accomplish the mission is less than that calculated using NAVFAC P-80, the smaller amount should be used.

1. Where considerable external support is available within a reasonable distance, it must be considered when determining the facility requirements. See paragraphs 4.19A and 4.19B.

2. Once a requirement has been established it should be checked against existing on-base assets. If the existing facilities adequately meet operational needs, and there are no expected increases in mission, the BFR should be reduced.

C. BFRs May Need Revision During Design

During a project's design it may be determined that even with an efficient layout, the gross square footage exceeds the BFR. The BFR should be revised and a Partial Facilities Requirements Plan (FRP)should be submitted with appropriate justification.. (See paragraph 6.19 for a discussion of Partial FRP submittals and see paragraph 5.6E1 for a discussion of net-to-gross ratio.)

D. Special Area Requirements Should Be Separate

Requirements for “Special Areas” should be separately identified from requirements at the main site. The General Notes section of the Facility Planning Document (FPD) can be used to highlight those category codes for which there will be more than one FPD due to the existence of these "Special Areas". This information can be used later during the planning analysis phase.

E. Requirements Can Be Developed by Activity Divisions

It may be helpful to develop requirements for each principal department or division at the activity. This is particularly recommended for administrative office space requirements so that organizational unit requirements, which are usually in scattered locations, can be readily tracked and updated as individual organizational units change. In this way, the immediate facility users have a direct input into the development of the requirements. However, it is necessary for this data to be summarized by category code since the FRP lists requirements by category codes rather than by activity departments or divisions (see paragraph 4.3B).

F. Requirements for Covered Spaces Should Be Explained

Covered spaces, such as shelters or covered open walkways on the upper floors of bachelor quarters as well as covered walkways between buildings, which are service spaces for larger enclosed area, are not included in the Navy Facility Assets Data Base (NFADB) inventory. Such spaces should not be included in the BFR. In some cases, project documentation must include one-half of the space in the total project scope. Therefore, FPD notes should be used to identify the need for such spaces. The requirement for covered spaces will be reviewed at the time of submission of project documentation.

4.26 Health Requirements Have Special Development Guidelines

The Defense Medical Facilities Office (DMFO) is responsible for reviewing the capability of facilities, identifying facilities most in need of replacement, modernization, or modification, and determining the appropriate sizing for all medical construction projects. DMFO develops space criteria for medical facilities, and is preparing guidance to be used in developing projects.

4.27 Bachelor Quarters Requirements Are Developed From Bachelor Housing Survey

NAVFACENGCOMHQ Code 08, Assistant Commander for Family Housing is responsible for managing bachelor quarters requirements. Code 08 tabulates the Determination of Bachelor Housing Survey annually. The Bachelor Housing Survey is the basic justification for the construction or modernization of bachelor quarters. The programming limits developed from the Bachelor Housing Survey are incorporated as BFRs into the SFPS by NAVFACENGCOMHQ and the assets information is reflected in the NFADB.

4.28 Supply Requirements Are Developed from SFMR

The Supply Facility Management Report (SFMR) is the principal source document for all pertinent BFRs for activities having supply storage facilities under the cognizance of a supply or material department. The data provided by the SFMR relates directly to requirements for Category Code series 430 cold storage, 440 other covered storage, and 450 open storage. However, the storage space reported under the Category Code XXX-77 series and any other non-supply function category code is not included in the totals of this document. Assets data is reported for Category Code series 420, as well as 430,440 and 450. (Requirements for Category Code series 420 are developed using the Approved Basic Stock Level of Ammunition (ABSLA), see paragraph 4.14.) This report is prepared under the direction of the Naval Supply Systems Command (NAVSUPSYSCOM) by all Navy and Marine Corps storage activities having 20,000 or more gross square feet of covered ammunition and/or general supply storage facilities (Total of all BFRs in Category Code series 420,430, and 440). The SFMR is normally processed on an annual basis as of 30 June but interim semi-annual reports, as of 31 December, are processed for some activities on an "as required" basis.

A. Report Prepared by Activity

The SFMR (see Figures 4-6 and 4-7) is prepared at the activity level and submitted to the Navy warehouse utilization program manager at NAVSUPSYSCOM for review and technical approval.

B. NAVFACENGCOMHQ Enters BFR Values

Upon receipt of the technically approved, updated SFMR printout from NAVSUPSYSCOM, the chain of command and Engineering Field Divisions (EFDs) will have 30 days to review SFMR/BFR data and to initiate any action deemed appropriate to clarify/revise such data. Concurrence in SFMR data will be assumed if comments are not received at NAVSUPSYSCOM within the 30 day period. Following the 30 day period or revision based on comments, NAVSUPSYSCOM will forward the technically approved SFMR to NAVFACENGCOMHQ for entry into the SFPS as BFRs for Category Code series 430, 440, and 450.

C. Requirements In Alternate Units of Measure

The SFMR will provide BFR values for TCF (Total Cubic Feet), SH (Stacking Height) and SF (Square Feet, Gross) for entry into the appropriate FPDs as follows:

(1) Line 18e provides TCF
(2) Line 19a or l9b provides SH
(3) Line 22b provides SF

The line 22b values are assumed to be the complete BFR for the reporting activity. (See Exhibit 4-2).

D. Not All Activities Have An SFMR

BFRs for activities which do not report on the SFMR should be developed according to NAVFAC P-80 criteria and guidance. BFRs are submitted to the EFD for approval. Review by NAVSUPSYSCOM is not required, but is available upon request.

Figure 4-6 Supply Facilities Management Report: Lines 1-8 (Partial)

Item (Unit of Measure is in Thousands except for data on Lines preceded by an asterisk (*): See General Note A	Total Covered (Cola C1-H thru G B	Covered General Supply Facilities (430 & 440)						
		Gen Prupose (C1)						Refrige
		Heated 441-10 C1-H	Unheated 441-10 C1-U	Control Humidity 441-20 C2	Flam Hazardous 441-30	Special Ops 441-70 C4		Chill 441-10 D1
Section A - Gross Storage Space - Square Feet (gsf = Inside Dimensions; SF = Outside Dimensions)								
1. Total gsf on Line 2 of Prior 30 Jun Report								
2. Total host-owned gsf This Report (2a minus ext wall)								
a. SF from Real Property Inventory (RPI)								
b. Ingranted DoD and other gsf Used (not Reported on Line 2 or RPI) 1/								
c. Ratio of SF to gsf (2a/2)								
3. Usable gsf								
4. Recoupable gsf in Standby								
5. Total Outgrated gsf (5a+5b) 1/								
a. To Non-DoD Users								
b. To DoD Users								
c. Portion of 5b to Other Navy Users								
6. Portion of 2b Ingrated from Other DoD Activities 1/								
a. Portion of 6 Ingranted from Other Navy Activities								
7. Total gsf Used for Supply Ops (2+2b minus								
a. Gsf of Aisles in Storage Areas (SA)								
b. Gsf of Structural Loss in SA								
c. Total gsf in SA (7a+7b+9)								
d. Total gsf in Support (S) Facilities (7								
*e. Ratio of SA to NS (7c/9)								
*f. Ratio of S to NS (7d/9)								
*g. Ratio of S to TCF (7d/10)								
h. Portion of 7 Used for Non-Stock Accommodation Storage (Detail) in Format								
8. Structural Loss, Aisles & Support (S) Facilities (7 minus 9; also 7a+7b+7d)								
1/ NOTE: detail in Remarks								

Figure 4-7 Supply Facilities Management Report: Lines 18-23 (Partial)

Item (Unit of Measure is in Thousands except for data on Lines preceded by an asterisk (*): See General Note A	General Purpose C1-H+C1-U 441-10 C1	Controlled Humidity 441-20 C2	Flammable Hazardous 441-30 C3	Special Supply Ops 441-70s C4 3/
Section D - Computations in Support of Basic Facility Requirements Docmentation				
18. Projected FYDP M/Ts of Mat'l to be Stored and TCF Allowed: a. Projected Requirements Decimal Multiplier (e.g.: 1.0- no change, and will be assumed by ADP if data not entered; 1.25=25%increase;				
b. Empirical Value of M/Ts of Material to be stored (18a X 13f)				
c. Proposed/Approved BFR Value of M/Ts of Material to be Stored 4/				
d. Empirical Value of TCF Allowed in Bin, Rack & Bulk Areas (78.4 TCF per M/T X 18c or 18b if 18c is blank				
e.Proposed/Approved BFR value of TCF allowed (Based on Above or Personnel/Aircraft Tables)4/				
19. Allowable SH and nsh Values: a. Values for Existing Facilities (nsh form 11d for C4 and H; SH from 10d for other Columns)				
b. Values for "Breakouts" (nsh) and Req'd categories not in 19a (Enter Values of 4 to 10 for nsh and 10 for SH; see NAVFAC P-80				
20. Projected SF/NS Allowed: a. Empirical Value (18a/19a/bor 18d/19a/b) if 18e is blank)				
b. Proposed/Approved BFR Value 4/				
21. Projected SF/NS Multiplier: a. Empirical Value Based on Reporting Activity Data (9d X 2c)				
b. Empirical Value Based on Activity Group Average (See table in the NAVFAC P-80)				
c. Proposed/Approved BFR Value (Normally 21a unless otherwise specified) 4/				
22. Proposed SF Allowed: a. Empirical Value (20b X 21c or 20a X 21c) if 20b is blank)				
b. Proposed/Approved BFR Value 4/				
23. Dates of Approved BFR (Leave Blank if above BFR data are proposed) 5/				

3/ NOTE: Column C4 reflects totals for all 441-70 series codes. Develop "break-outs" by Category Code in Columns on right that reconcile with totals in Column C4.

4/ NOTE: Maintain approved BFR Values withing 10% of empirical values. Include Column 1 with Column H BFR data by transposing M/T requirements via Line 18a or 18c; smiliar transpositions apply to other columns to reflect actual requirements vice current availability by type of space.

5/ NOTE: Insert month/year of BFR approval in each column; (e.g., "0482 = April 1982). Leave blank in any column reflecting proposed/not approved BFR data.

Exhibit 4-2 Supply Storage Requirements

(See Figures 4-6 and 4-7 for a partial display of the SFMR format.)

Tenant Space Requirements Must Be Assigned

A. Line 5b, Facilities Outgranted to DoD Users, of the SFMR, represents a bulk figure and may include more than one tenant. In this case, it is necessary for the tenants, host and EFD to assign portions of the total square footage to the appropriate tenants. Further:

(1) If the SFPS tenant is a host tenant code 1 or 3, the applicable portions of line 5B should be assigned to the tenant's supply storage BFR.

(2) If the tenant is a host tenant code 1 or 3, the applicable portions of line 5B should be added to line 22B, the reporting activity's supply storage requirement.

B. Line 22B, the BFR, of the SFMR includes accommodation storage (line 7H) which is space provided and operated by a reporting activity for another, whether within or outside of the installation boundaries. If more than one activity is served, square foot portions of the space will be identified by the activity and included in the activity's BFR for EFD review and certification.

C. Line 5B, Facilities Outgranted to DoD Users, of the SFMR includes space which may or may not currently be used to support a supply function. Even if it is not now being used for storage purposes, it is included in line 5B if it was supply storage at the time of the outgrant and is recoupable for that purpose. Line 5B then, may represent both current and potential uses. BFRs, on the other hand, are based on peacetime requirements, may represent both current and potential uses. BFRs, on the other hand, are based on peacetime requirements, not on contingency planning. Only those portions of a tenant's assignment which are used for Category Code series 430, 440, 450 are applicable to the pertinent supply storage BFRs. As a result, host and EFD shall determine the applicable portion of line 5B and assign it to the supply storage BFRs. Portions applicable to other category codes should be used for the development of their respective BFRs.

4.29 Requirements May Be Classified

The SFPS automated data base is not secure. No classified information may be entered into the automated file. When requirements are classified, the EFD will enter zeroes in the "BASIC FAC RQMT" field of the FPD and annotate the requirement by the addition of a Standard Note (See paragraph 6.15A).

Section VI Data Submission Procedures & Responsibilities

4.30 Activity Prepares & Submits BFRs

A complete Basic Facility Requirement (BFR) update should precede preparation of a Master Plan. The activity will prepare and submit the complete BFR and detailed backup justification to the Engineering Field Division (EFD), with copies to the Chain of Command, in accordance with the six-year Master Plan update schedule. Partial BFR updates can be submitted at any time as necessary. An activity who wants to be considered for an update ahead of the established Facilities Requirements Plan (FRP) schedule should contact its Major Claimant (see paragraph 2.6). The submission should also include annotated Facility Planning Documents (FPD) sheets and the FRP Summary annotated by the activity to show changed quantities (see Figure 4-8). The EFD is responsible for review of activity BFR submittals for conformance to the Shore Facilities Planning System (SFPS). Comments by the Chain of Command are optional, however, if comments are made, they should be provided directly to the EFD with copies to the activity within 30 calendar days of receipt of the activity submittal. In addition to the submission procedure described above, the following submissions and reviews are also required (see Figure 4-9).

A. Tenant BFRs Submitted to Host

A copy of the BFRs for a tenant (Host/Tenant Code 1) should also be submitted to the host activity. BFRs for tenants (Host/Tenant Code 3 or 4) are coordinated by the host and submitted as a part of the host's requirements.

Figure 4-8 Activity BFR Submission Contents

The BFR is the first step in the planning process. The BFR is a primary input to the development of the FRP which also requires active activity participation.

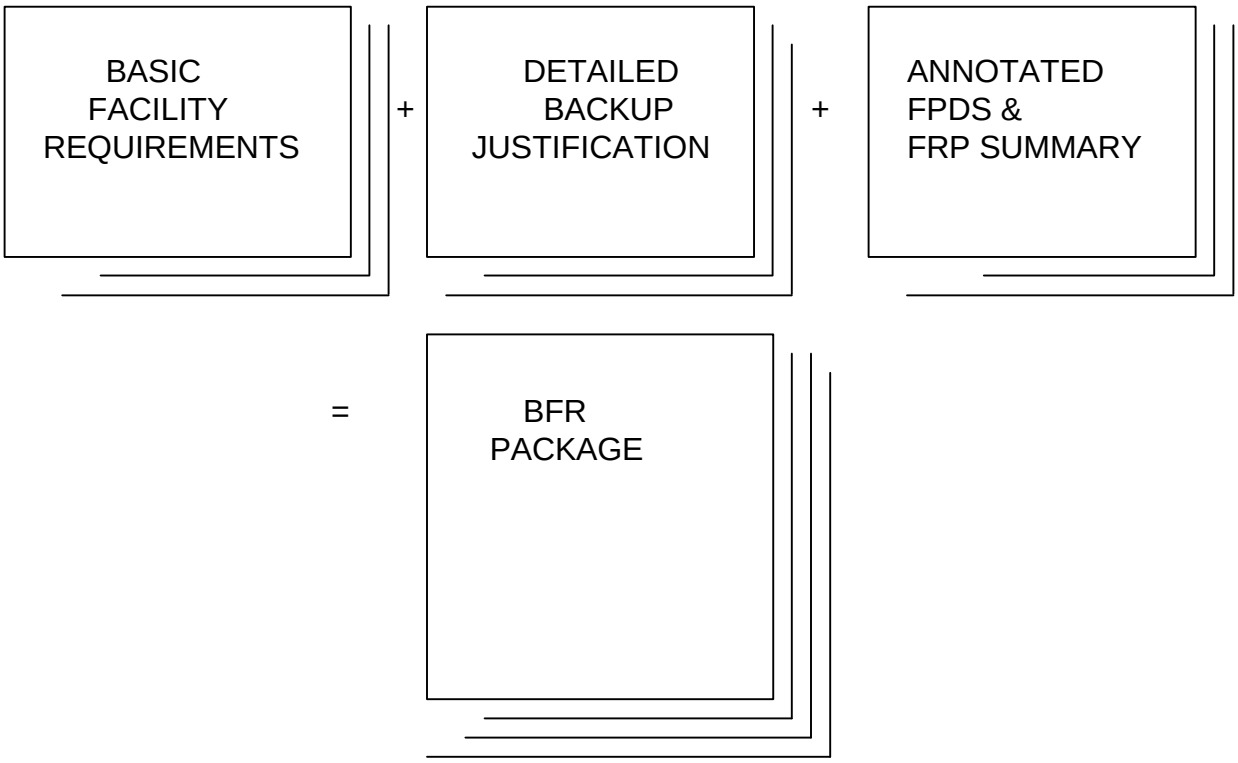
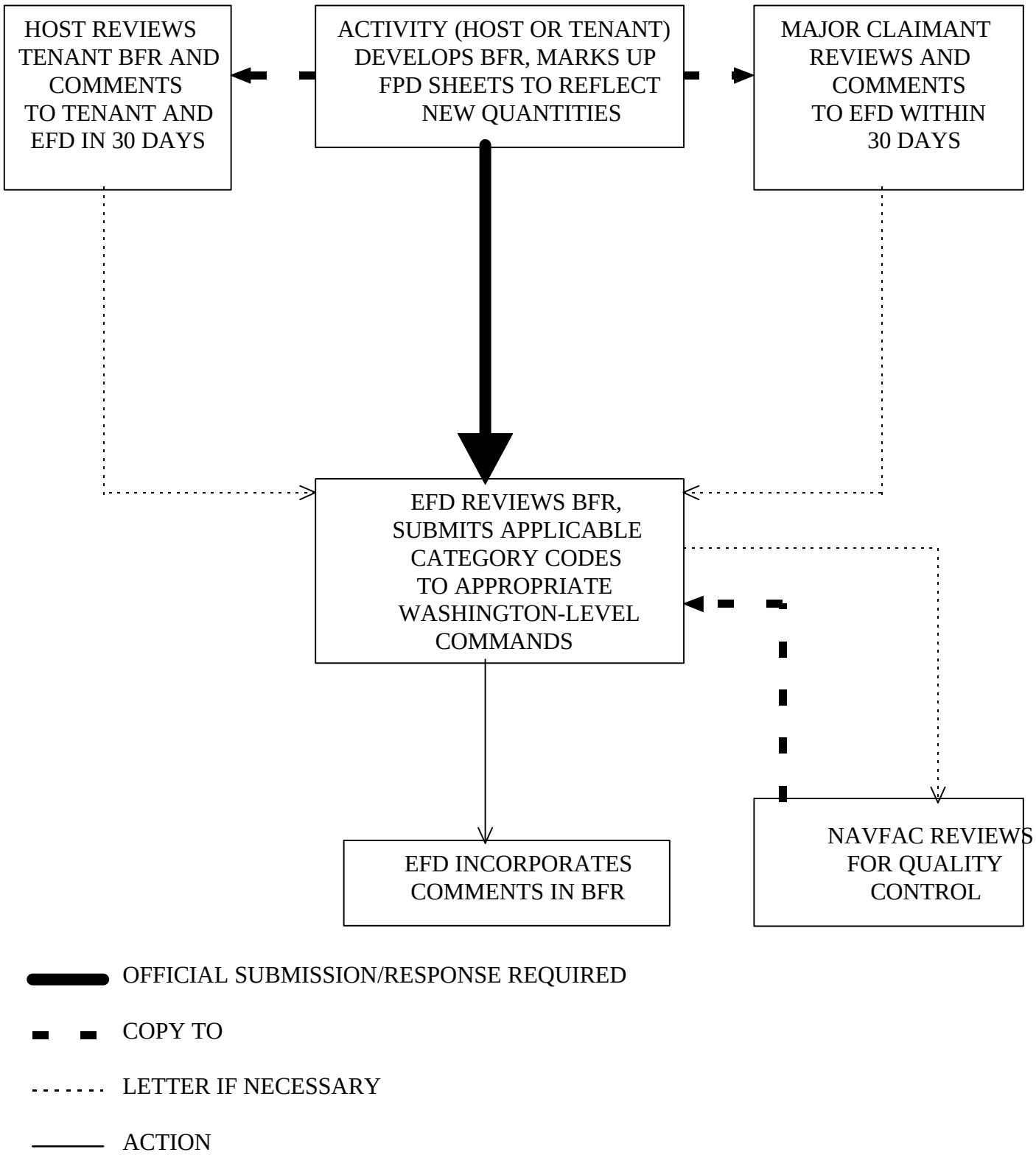


Figure 4-9 BFR Submission Procedure

1. BFRs are developed by the activity.
2. Major Claimants review/comment on an exception basis.
3. The EFD reviews and forwards some BFRs to appropriate commands for Washington-level coordination. EFD incorporates comments and revises BFR for use in developing the FRP.
4. NAVFACENGCOMHQ reviews for quality control. Figures 6-9 and 6-10 illustrate the steps of the planning process which follow development of the BFR.



B. Host of Alternately Hosted Activity Reviews BFRs

The BFRs of an alternately hosted activity should be forwarded to the alternate host for review and comment.

C. Parent Activity Submits Component BFRs

BFRs of detachments, branches, or units which are components of a parent shore activity, and are also tenants at a host activity (different from that of the parent), are submitted by the parent activity to the host activity. When a component is listed on the parent's FRP as alternately hosted, the component's BFRs are submitted to the parent's EFD and to the component's host for review and comment and copy to the host's EFD if different from the parent's EFD (see paragraphs 3.6J and 3.6K).

D. BFRs Certified Only As Part of FRP

BFRs are not approved separately. The EFD certifies them as part of the FRP or partial FRP. NAVFACENGCOMHQ will review some BFRs when conducting quality control reviews of selected FRPs and programmed projects.

E. BFRs May Be Developed By Contract

BFRs may be prepared by activity personnel or by contract. Such contracts can be administered by the EFD on a cost reimbursable basis or by the activity itself, assuming it has contracting authority to do so. If the activity contracts directly for BFR development, the EFD should be afforded the opportunity to review and comment on the scope of work and intermediate Wits of the BFRs. Public Works Centers (PWCs) can provide contract administration of BFR contracts. In these cases, the EFD should still be afforded the opportunity to review and comment on the scope of work and subsequent submittals.

4.31 EFDs Coordinate Washington-Level Reviews

Some requirements, such as those discussed in paragraphs 4.26 through 4.28, require technical review by commands outside the activity's Chain of Command. EFDs will coordinate Washington-level review of these requirements. A list of the category codes that require review is shown in Figure 4-10. A fist of codes that are developed by Washington level commands is shown in Figure 4-11. The EFD will forward the justification and any Major Claimant/host activity comments to the appropriate Washington-level command. The EFD will incorporate comments. NAVFACENGCOMHQ will also be available to discuss, with EFD personnel, individual requirements that may be controversial or to ensure that the justification will be acceptable.

4.32 Projected Contractor Personnel Loadings Require Major Claimant Approval

Any facility to be built or maintained at Navy expense requires a certified FPD which, by definition, contains a certified BFR. In some cases, BFRs must be developed for facilities used wholly or in part by contractors or personnel from other services, agencies, or nations. If these personnel, particularly contractors, are not included in the Base Loading System, BFRs for such facilities should be based on the best available data which would justify the projected personnel counts. The contract itself is a potential source of such personnel numbers. The personnel counts of such BFRs should be forwarded to the Major and Sub-Major Claimants for review and certification prior to the development of the BFR.

Figure 4-1 0 BFRs Requiring Washington Level Coordination

TYPE OF FACILITY	REVIEWING COMMAND
1. BFRs that deviate from/exceed NAVFAC P-80 criteria	NAVFACENGCOMHQ
2. Operational Vehicle Garage (Category Code 143-11)	NAVFACENGCOM 1202
3. Shore Intermediate Maintenance Activity (SIMA)	NAVSEASYSCOM
4. Chapels (Category Code 730-83) and Religious Education facilities (Category Code 730-84)	Navy Chief of Chaplains
5. Child Development Centers (Category Code 740-74)	NAVMILPERSCOM
6. Brigs (Category Code 730-15)	NAVMLPERSCOM
7. Marine Corps portion of Navy and Marine Corps Reserve Centers	Commandant of the Marine Corps
8. POL	Navy Petroleum Office
9. Corrosion Control Hangars (211-03)	NAVAIRSYSCOM
10. Control Tower (141-70)	NAVAIRSYSCOM

Figure 4-11 BFRs Developed by Washington Level Commands

TYPE OF FACILITY	DEVELOPING COMMAND
1. Aviation Depots (Some 211 series Category Codes)	NAVAIRSYSCOM
2. Shipyards (213 Series Category Codes)	NAVSEASYSCOM
3. Bachelor Housing (721/724 series Category Codes)	NAVFACENGCOM
4. Supply Facilities	NAVSUPSYSCOM

Section VII Do's and Don'ts

4.33 Base Loading

A. Do's

1. Do review the Master Activity General Information and Control data to make sure all tenant activities of the host are identified and that the proper Unit Identification Code (UIC) is used.

2. If there is a transient loading not reflected in the Base Loading Summary, do submit detailed justification with the Basic Facility Requirement (BFR). For example, it is recognized that transient aircraft at overseas locations may not be reflected in loading documents, but missions require that maintenance and operations facilities be provided.

3. Do ensure correct base loadings are reflected in the Shore Facilities Planning System (SFPS) Base Loading Summary.

4. Do include specific breakout and type of loading when use of total loading is inappropriate (i.e., the number and type persons requiring administrative space).

5. Do include breakout of personnel loadings into appropriate categories of personnel such as officers, enlisted, civilians, dependents, and retired.

6. Do show computations when number of dependents or breakout of dependents (for example, spouses or school age children) is required to support a requirement.

B. Don'ts

1. Don't use unapproved, out-year Program Objective Memorandum (POM) requests for personnel loading figures.

4.34 Basic Facility Requirements

A. Do's

1. When preparing BFRs, remember they will likely be reviewed by someone who is not totally familiar with the activity or operation. Do provide information in sufficient detail to be understood by the reviewer.

2. BFRs are a method of determining how much space is required to support a function; not a "numbers game". If the BFR justification is of sufficient detail for project documentation, there will be less of a chance of dramatic scope/cost changes which could delay the project.

3. Wherever possible, do consider joint use of facilities such as conference rooms, classrooms, and personnel support facilities.

4. Do provide quantitative as well as qualitative justifications. Be as specific as possible.

5. Do consider outside Navy base support (i.e., local community, other DoD agencies, etc.).

6. Do use the NAVFAC P-80 criteria as a guide for developing requirements and as a check when maximum allowances are stated.

7. Do justify a requirement based on valid mission need and base loadings.

8. Do prepare requirements to satisfy activity-wide need for a particular category code.

9. Do think of a requirement as if all new, efficiently designed facilities were being planned.

10. Do include appropriate loading data with all BFR justifications.

B. Don’ts

1. Don't try to inflate the BFR just to match or balance existing assets.

2. Don't prepare BFRs for parts of a category code. One department may have lost functions or personnel,

while another department is gaining. If the BFR is to be changed, the whole category code should be reviewed and revalidated. Submit the justification for the whole category code, not just the additional space required.

3. Don't create Host/tenant Code 3 requirements indiscriminately.

4. Don't consider "based on experience" to be sufficient justification for a BFR without further clarification or analysis.

5. Don't directly quote NAVFAC P-80 criteria/ descriptive data.

6. Don't justify a requirement by basing the need solely on an existing asset.

7. Don't increase BFR by adding a new requirement to an old requirement without re-validating the existing BFR.

8. Don't include requirements for facilities that the activity does not really need or plan to satisfy.

9. Don't place administrative space required in direct support of a health care facility in Category Code 610-10. Such a function should be in the Category Code 500 series.

Chapter 5 Assets Evaluation
Section I Introduction to Engineering Evaluation

5.1 Engineering Evaluation Updates Facility Data

The Engineering Evaluation (EE) of existing assets is an on-site inspection by the Engineering Field Division (EFD) and activity personnel of buildings and structures at an installation. Facility use, user, dimensions, siting adequacy, physical condition, and other facility characteristics are determined or verified (see Figures 5-1, 5-2, and 5-3). There are two purposes for conducting EEs. The Navy is required by law to maintain an accurate inventory of facility assets. The EE is also one step in data collection efforts for preparation of Master Plans and Facilities Requirements Plans (FRPs).

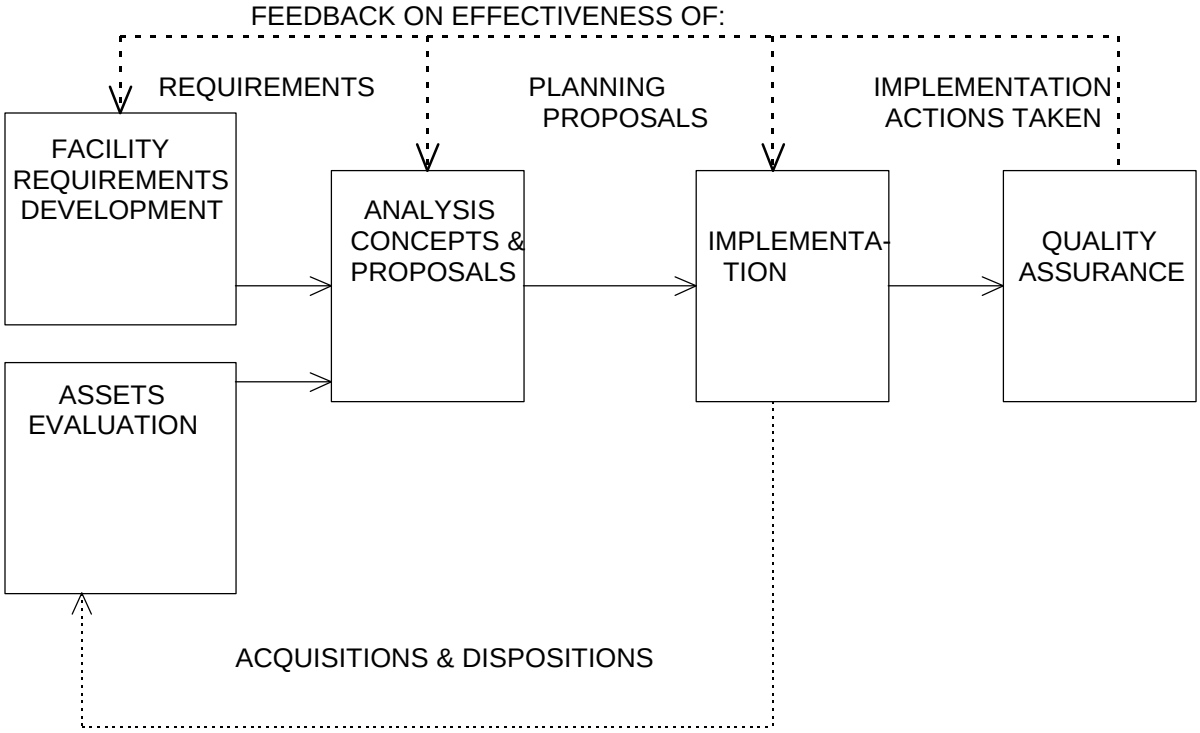
5.2 EE Includes Planning Action Potential

The determination of individual facility potential for various planning actions is part of the EE. The extent to which existing facilities satisfy current Basic Facility Requirements should be determined. Facilities should also be analyzed as to their suitability for other uses along with their renovation potential if conditions warrant. Facilities which are included in category codes which have surplus facilities should be identified. Surplus facilities require the determination of conversion, reassignment, or disposal potential. These steps should not be considered as being separate and distinct from the EE, because the EE is a step in the preparation of the FRP. Such planning action potential assessments should be recorded in field notes to be used during later phases of the planning process, where specific category codes show surplus facilities.

Figure 5-1 Assets Evaluation Phase

Data on existing facility assets Is formally verified and updated by functional type. Once an EE is performed, the activity should ensure the data developed by the EE process is kept current. The evaluation of assets is a continuous procedure. The Navy Facility Assets Data Base, from which inventory data is drawn, is updated as new data is collected by the activities or the EFDs. Periodically, a formal EE is performed as one of the first steps in the development of an FRP. (See paragraph 2.6 for a discussion of scheduling.)

P L A N N I N G P R O C E S S



MAJOR PRODUCTS
OF EACH PHASE:

* BASIC FACILITY REQUIREMENTS
* FACILITY REQUIREMENTS PLAN
* EFFICIENT USE OF EXISTING ASSETS
* MILCON & NAF PROJECTS REQUIREMENTS LISTS
* PROPERTY RECORDS (REVISED)
* MASTER PLAN
* PROJECT SUBMISSION
* FPD/MILCON RL COMPARISON
* CAPITAL IMPROVEMENTS PLAN
* EXCESSING & DEMOLITION ACTION
* DEMOLITION REPORT

Figure 5-2 Assets Evaluation - Detail

The assets evaluation phase examines the activity's existing facility assets considering how these assets can best satisfy the requirements. The primary tasks in the asset evaluation phase are the on-site inspection of the activity's buildings and structures, and the review and analysis of the collected data. This inspection, the Engineering Evaluation, is performed jointly by the EFD and the activity.

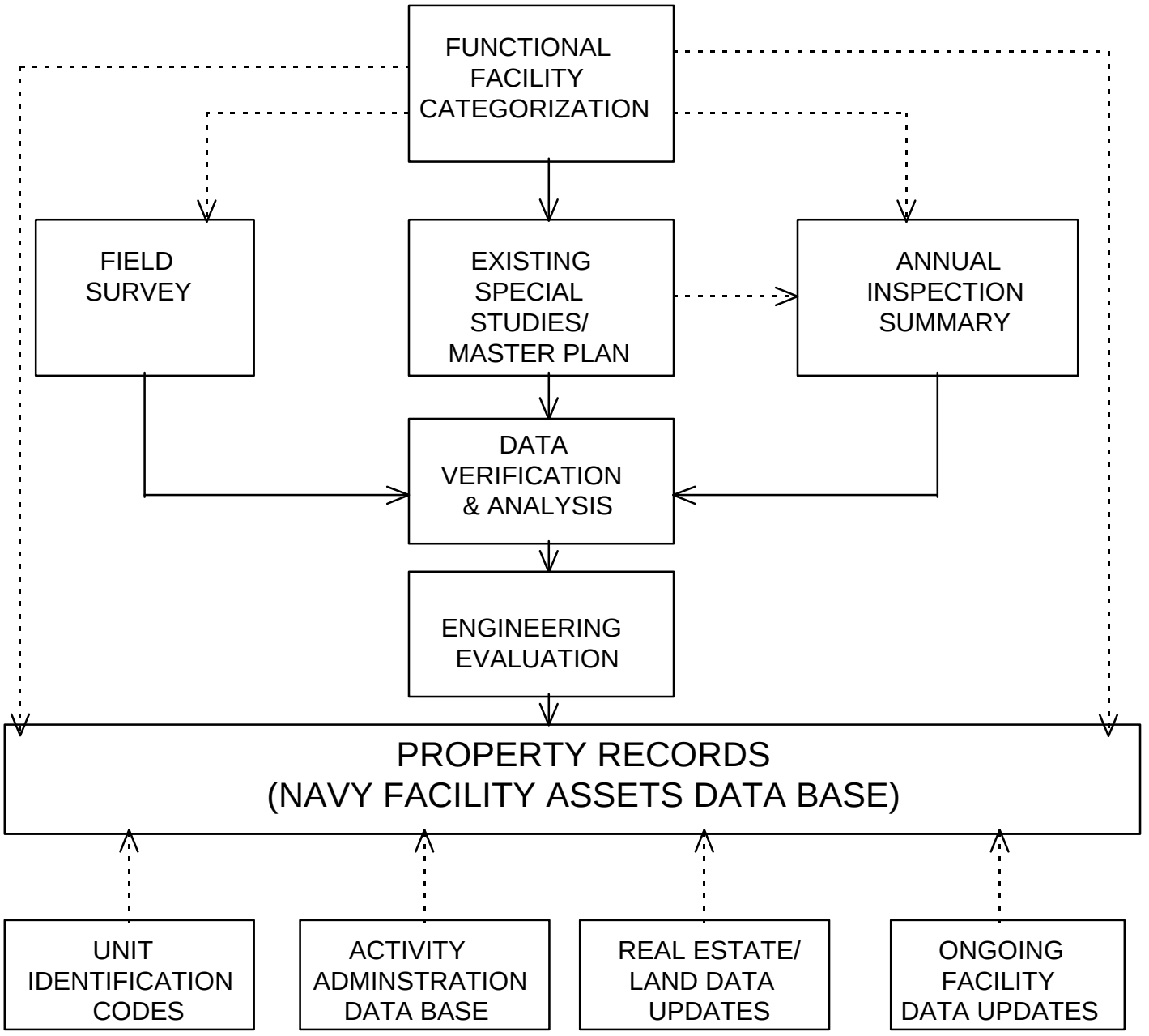


Figure 5-3 Assets Evaluation on FPD

FACILITY PLANNING DOCUMENT

84JUN17

ACTIVITY UIC...NX1071 NAME...NAS EMERALD POINT

HEADING

CATEGORY CODE..21910 DESCRIPTION..PUBLIC WORKS SHOP
DATES: BFR..13 APR 84 PARTFRP..23 MAY 84 EFD CERT..17 JUN 84

BASIC FAC RQMT	UM	FACILITY ASSETS DATA ADEQUATE	SUBSTNRD	INADEQTE	QUANTITY DEFICIENT	QUANTITY SURPLUS
23200	(SF)	8230	3715	17359	14970	6104

ASSETS

FACILITY DETAIL FAC NO	U	EE	C	ADEQUATE	SUBSTNRD	INADEQTE	DEF CODES	SATISFACTION OF DEF/SURP ACTION ID	D	SCOPE	NT
14	N	83	P	5000				USE	+	5000	
					1700		C11	RENOV P-223	+	1700	01
17	N	83	S		2015		B26	CONVTO 21977	-	2015	05
32	Y	83	P	3230			A27	MODIFY R1484	+	3230	02
53	N	83	S			6605	F01F04B26	OUTG-C	-	6605	06
62	N	83	T			6719	F30	DEMOL P-234	-	6719	04
73	N	83	T			2300	F30	DEMOL	-	2300	03
114	N	83	S			1735	B26F11C40	DISPOS VAC	-	1735	07
ACQ								CONSTR P-234	+	11891	04
ACQ								CONVFR 21777	+	1379	08

TOTAL PROPOSED ADEQUATE ASSETS = 23200

NOTES FOR CATEGORY CODE..21910
GEN NOTES: REQUIERMENT DERIVATION:

TOTAL REQMT FOR ALL P W SHOPS (259 PN, TABLE 219-10):	28300	SF
LESS 219-20 REQMT:	1200	
LESS 219-25 REQMT:	1800	
LESS SATELLITE P W SHOP @ SPECIAL AREA BA:	2100	
TOTAL REQMT FOR 219-10 AT MAIN SITE:	23200	SF

FPD ACTION NOTES:

01 UPGRADE ELECTRICAL SYSTEM FOR INSTALLATION OF NEW EQUIPMENT.

02 SPECIAL PROJECT R14-84 WILL REPAIR ROOF OF BLDG 32.

03 BLDG 73 TO BE DEMOLISHED BY STATION FORCES IN SPRING 89.

04 P-234 TO DEMOLISH BLDG 62 & CONSTRUCT WOODWORKING/PLUMBING SHOPS. (FY-87)

05 CONVERSION IN SUMMER 88, WILL BE ADEQUATE FOR NEW USE.

06 BLDG 53 LEASED TO GRANT CONSTRUCTION UNTIL CONTRACT FOR P-193 IS COMPLETED, BLDG WILL THEN BE DEMOLISHED BY CONTRACTOR.

07 BLDG 114 IS LOCATED ON SITE FOR NEW FIGHTER PILOT SCHOOL (FPS). A STUDY IS BEING CONDUCTED TO SEE IF THE BUILDING CAN BE USED BY FPS. IF NOT, BLDG 114 WILL BE DEMOLISHED AS PART OF P-991, FPS TRAINER.

08 CONVERSION FROM 217-77 (BLDG 213) TO COINCIDE WITH MILCON P-285 (FY 89).

END DATA FOR CATEGORY CODE 21910

UIC..NX1071 FPD CCN..21910 PAGE..1

Data in the Facility Planning Document (FPD) which is verified or determined during the EE (using EE Worksheet or Property Records) are shown below. The data includes activity and facility category code identification in the top section and facility assets data in the middle portion of the form. (See Chapter 6 for an item by item explanation of the FPD.)

5.3 EE Performed by EFD with Activity

The EE for an activity is performed by the EFD in close cooperation with the activity. Activity Commanding Officers will assist the EFD by providing personnel, without reimbursement, to aid in the performance of EEs. The collaboration of all activities at an installation is necessary for a successful EE. The host and any tenants who occupy facilities will participate.

Section II Engineering Evaluation Methodology

5.4 Sources of Existing Data

A. Property Records & Engineering Evaluation Worksheets

To record Engineering Evaluation (EE) data, the Engineering Field Division (EFD) may use a Property Record (see Figure 5-4) or an EE Worksheet (see Figure 5-5). This and other data are produced from the Navy Facility Assets Data Base (NFADB), which is available from the Facilities Systems Office (FACSO), Port Hueneme, CA via EFD computer terminal and printer. Use of the index and an existing conditions map can facilitate verification of listings and identification of omissions.

B. System & Special Studies

1. Studies on utility and circulation system conditions should be provided by the activity for consideration at this time. Utility System Assessments (USA) and Computer Assisted Utility Systems Evaluations (CAUSE) provide data on the condition, capacity, and reliability of utility systems as well as their capability to meet present and future requirements. Utility Technical Studies (UTS) focus on deficiencies identified during USAs. Alternatives to correct deficiencies are examined and projects developed as required. (See

Figure 5-4 Property Record (Sample)

STRUCTURE CLASS 2 PROPERTY RECORD

(004) UIC. N00205 (001) PR NO 200017
NAVSUPPACT NEW ORLEANS LA (005) FACILITY NO. 390
(106) SPEC AREA....

(604) EXCESS CODE.
(605) EXCESS DATE..

LOCATION
(101) COUNTRY. US UNITED STATES
(102) STATE 22 LOUISIANA
(103) COUNTY 071 ORLEANS
(104) CITY 1690 NEW ORLEANS
(107) MAP GRID. T26

GENERAL INFORMATION
(007) ACTION CORRECTION
(008) FAM HOUSING NO
(009) EE DATE 03 MAR 83
(011) PR REVIEW DATE.
(010) FACILITY NAME
WHARF BERTHING

ACQUISITION
(201) ESTATE 14 REASSIGN
(202) ACQ CONTRACT...
(203) ACQ DATE 01 MAY 66
(204) GOVT COST $ 911027
(207) LAND CCN 91110

M E A S U R E M E N T S
(301) LENGTH 2040 FT
(302) WIDTH 30 FT
(303) HEIGHT FT
(304)/(308) AREA/UM 6800 SY
(305) STORIES
(307) IRREGULAR NO

CONSTRUCTION
(401) YEAR BUILT 1943 (404) ABMP CODE
(402) CONSTRUCTION TYPE..S SEMI-PERMANENT (409) PROJECT NO.....
(403) YEAR IMPROVED 1975 (410) HISTORIC IND

MAINTENANCE
(701) MAINTUIC. N00205 (702) PRIME USE 15220 (703) MFC B O&M,N

STATUS/UTILIZATION
(502) CATEGORY CODE 15220 (501) USE GENL PURP/BERTHING WHARF
(510) USER-UIC N00205 ... NAVSUPPACT NEW ORLEANS LA

AREA/ SY		OTHER/ FB*		ALT/ DW		DEF CODES
ADEQ(515)		(516)		(517)	(524)	
SBST(518)		(519)		(520)	(525)	
INAD(521)	6800.00	(522)	2040.00	(523) 30.00	(526)	F30
TOTAL	6800.00		2040.00	30.00		

Figure 5-5 EE Worksheet (Sample)

FACSO RPT/SYM NO. 11016/R8181R01 DATE 11 JUL 85

ENGINEERING EVALUATION WORKSHEET

ACTIVITY NAME AND LOCATION NAVSUPPACT NEW ORLEANS LA
SPECIAL AREA ACTIVITY UIC. N00205

FAC NO.. 71 PR NO. 200263 AREA/UM...13,500 SF GRID R28 TYPE BERMAN

CATEGORY CODE	FACILITY DESCRIPTION		AREA	U/M	USER UIC OUTGR	ID	DEFICI CODES	COND
44110	GENERAL WAREHOUSE NAVY	AREA	12,500	SF*	N00205			ADEQ
		OTHR		TC				
		ALT	16	SH				
44172	SERVMART	AREA	1,000	SF*	N00205			ADEO
		OTHR	500	TC				
		ALT	20	SH				
	AREA TOTAL		13,500	SF				
	OTHR TOTAL		500	TC			EE.03 MAR 83	

FAC NO.. 80 PR NO. 200264 AREA/UM.. 3,644 SF GRID O27 TYPE.PERMANENT

CATEGORY CODE	FACILITY DESCRIPTION		AREA	U/M	USER UIC OUTGR	ID	DEFICI CODES	COND
74030	EXCHGE AUTO REPAIR STA	AREA	3,644	SF*	N00205	A27		ADEO
		ALT	8	OL				
	AREA TOTAL		3,644	SP				
	ALT TOTAL		8	OL			EE.03 MAR 83	

FAC NO.. 81 PR NO. 20026S AREA/UM.. 252 SF GRID L26 TYPE..PERMANENT

CATEGORY CODE	FACILITY DESCRIPTION		AREA	U/M	USER UIC OUTGR	ID	DEFICI CODES	COND
21977	PW MAINTENANCE STORAGE	AREA	252	SF*	N00205	A23		SUBS
	AREA TOTAL		252	SF			EE.03 MAR 83	

FAC NO.. 101 PR NO. 200271 AREA/UM.. 15,084 SF GRID Q26 TYPE..SEMI-PERM

CATEGORY CODE	FACILITY DESCRIPTION		AREA	U/M	USER UIC OUTGR	ID	DEFICI CODES	COND
21910	PUBLIC WORKS SHOP	AREA	11,540	SF*	N00205	A30C26		SUBS
61010	ADMINISTRATIVE OFFICE	AREA	2,544	SF*	N00205	B26C26		SUBS
21925	PW EXPENDBL/WORK IN PROCE	AREA	1,000	SF*	N00205	A30		SUBS
	AREA TOTAL		15,084	SF			EE.07 MAR 85	

NAVFACINST 11300.37, Energy and Utilities Policy.) Facility Energy Plans identify and quantify opportunities to minimize energy use by facilities. Specialized Energy Studies provide more detailed recommendations. Energy Conservation (Energy Technology Applications Program and Energy Conservation Investment Program) projects are identified.

2. Special studies, such as Underwater Facilities Inspections and Navy Assessments and Control of Installation Pollutants (NACIP) Studies, for example, should also be provided by the activity. The former studies provide conditions data on waterfront structures. The latter show potentially contaminated sites.

C. Annual Inspection Summary

The Annual Inspection Summary (AIS), a year-end (30 September) listing of real property maintenance and repair deficiencies identified by an activity, should be provided by the activity. This report is based on continuous identification of deficiencies and monitoring of maintenance and repair projects to correct the deficiencies. The AIS excludes family housing, antennas and antenna fields, communication lines, and fleet
moorings.

D. Master Plan

The Activity Master Plan is a source of data on land use constraints such as explosives safety quantity distance arcs, potential electromagnetic radiation hazards, and airfield noise and safety.

5.5 Determine Facilities to be Inspected

At the initiation of an EE, the EFD team will review with the Public Works Of ricer or activity planner, the information contained on the EE Worksheet/Property Records, the latest AIS, and the available studies to determine those facilities winch might not require inspection. Examples of facilities that may not require an inspection are listed in Exhibit 5-1.

5.6 Evaluate Facilities Using Variety of Factors

The facilities to be evaluated should be analyzed and updated to reflect current conditions as follows:

A. Use/Users

1. Using Activity, by Unit Identification Code (UIC)

Verify the activity or activities using the facilities by their UICs. Identify all users, including those not previously identified.

2. Users and Host/Tenant Relationships

A host (H/T Code 0) has its own Facilities Requirements Plan (FRP) as do tenants with H/T Code 1 and therefore, they must be shown as the users of assets. Tenants (H/T Code 3) who do not have their own FRPs are identified on separate Facility Planning Documents (FPDs) of the host and must be shown as the user of assets. Tenants (H/T Code 4) whose requirements and assets are integrated info those of the host have an option of indicating either the host’s UIC or the tenant's UIC as the user of assets. The computer will incorporate the assets for the H/T Code 4 tenants and the host on the respective FPDs. A General Note can be used to provide ing information on the breakdown of assets if desired.

3. Current Functional Use/Uses, by Category Codes

Identify all uses including those not previously documented. Spaces occupied by supporting functions such as corridors, toilets, mechanical equipment rooms, etc., arc to be allocated among the various uses.

4. Local Use Description

A detailed description of the individual data elements in the NFADB is provided in NAVFAC P-78. Note that data clement (501), local facility use, does not appear on the FPD, but does appear on the EE Worksheet and Property Records. Use of this data elements optional.

Exhibit 5-1 Facilities That May Not Require An Inspection

The following facilities may not require an inspection. The determination of the facilities to be inspected should be made at the initiation of the EE (see paragraph 5.5).

A facility coded as substandard or inadequate on the last EE for which no improvement or change in use has been made. Facilities of the same usage, approximate age, and receiving similar maintenance/repair levels, etc. (Example: warehouses at a supply center or magazines at an ordnance activity.) Depending on the situation, one or more typical facilities could be inspected vice each facility.

Facilities classified as adequate inappropriate, the activity concurs in its continued adequacy, and the AIS does not indicate any problem areas. Verify use only.

New construction completed since the last EE and the activity concurs in its adequacy. Verify use and entry into the NFADB only.

Outleased facilities where near-term recovery and use by activity is not anticipated.

Family housing assets are carried in the NFADB for inventory purposes. However, their condition is not evaluated during an EE as family housing is excluded from the Shore Facilities Planning System (SFPS.) (Assets constructed by family housing funds under category codes for which criteria is found in NAVFAC P-80 are part of the SFPS. These facilities are carried in the NFADB and their condition should be assessed as Dart of the EE.)

Facilities scheduled for demolition.

B. Size & Location

1. Inclusion in the NFADB

a. If a facility is not shown on the EE Worksheet or Property Records, the necessary steps to insert the facility into the NFADB must be taken. (See NAVFAC P-78.) Conversely, if a facility listed in the NFADB no longer exists, determine the disposal date and method code and delete the facility from the NFADB. (See NAVFAC P-78.) Both actions should be coordinated with the activity Real Property Inventory Specialist.

b. Class 3 Relocatable facilities are not included in the NFADB, and will not appear in the EE Worksheets or on FPDs. If the use of Relocatable buildings has an effect on the facilities planning for a specific function, the activity or Major Claimant can indicate use of Relocatable facilities on the FPD. In that case, the area and other relevant information should be identified in the planners' field notes, and included in the FPD with a Relocatable planning action. See paragraph 6.9C for a discussion of the available planning actions relative to Relocatable facilities.

2. Correctness of Quantities, Capacities, Etc.

The prime unit of measure as designated in NAVFAC P-72 must be used in all cases to quantify existing assets. If the category code has a requirement in an "alternate" or "other" unit of measure, then assets in the NFADB should also reflect these units of measure.

3. Accuracy of Location on Current Existing Conditions Map

Verify that the Existing Conditions Maps accurately depict facilities as they are at the time of the field investigation. Note building acquisitions, additions, and demolition’s which have not yet been recorded on the maps. Activities are responsible for maintaining current base maps for use in the planning process. (See OPNAVINST 11000.16).

Exhibit 5-2 Definition of Building Construction Types

Permanent:

A building constructed with: a highly durable exterior; structural framing of substantial building materials such as masonry, concrete, or steel; finished interior (where normally applicable); and expected to be useful for its designed function with minimum maintenance for a period of 25 or more years.

Semi-Permanent:

A building constructed with: a moderately durable exterior; structural framing of substantial building materials such as masonry, concrete, or steel; interior finished or unfinished; and expected to be useful for its function with moderate or high maintenance for 25 years, but not less than 10 years.

Temporary:

A building constructed with: a nondurable exterior; structural framing of lesser grades such as wood or light gauge steel; nonexistent or low grade interior finishes; and expected to provide minimum facilities for five years without regard to the degree of maintenance.

Safety Criteria

A facility's site must respect air operations safety and noise criteria as well as ordnance and electromagnetic radiation hazards safety criteria These criteria are sensitive to either a change in operations at the origin point (flight paths, types of aircraft, frequency of flights, types and amounts of ordnance, etc.) or a change in use at the potentially affected facility (uninhabited to inhabited, low to high density concentration of people, road realignments, etc.). Facilities must be reviewed as to how their operations affect other base operations and also as to how other operations affect them.

5. Functional Adequacy for Current Use

Facilities should be assessed as to how well they enable the functions within to be performed. Evaluation factors should include space configuration, access To spaces, material flow, equipment clearances, etc.

C. Physical Condition

1. Permanent, Semi-Permanent, or Temporary Construction

Verify the type of building construction. See Exhibit 5-2 for definitions of permanent, semi-permanent, and temporary construction.

2. Is It Adequate, Substandard, or Inadequate?

The assessment of a facility's physical condition is made relative to its current use. See paragraph 5.7 for definitions of these terms.

3. Identify Deficiencies Which Impact Suitability for Current Use

The determination of a facility's physical condition is based on identified deficiencies. See paragraph 5.7D for a discussion of deficiency codes and see Figures 56 and 5-7 for the listing.

Figure 5-6 Deficiency Codes (Decoding)

All changes/additions are shown underscored. Use this figure to determine the exact deficiency represented by a deficiency code on an EE or FPD.

First Character - Deficient Because of:

A. Physical Condition
B. Functional or Space Criteria
C. Design Criteria
D. Location or Siting Criteria
E. Nonexistent
F. Total Obsolescence or Deterioration
G. Inadequate Capacity/Coverage

Second and Third Characters: Area of Deficiency

01. Heating System
02. Ventilation/Exhaust
03. Air conditioning/Environmental Control
04. Plumbing/Piping/Fixtures
0S. Fire Deterrent Systems
06. Fuel Systems/Piping
07. Refrigeration Systems
08. Elevators/Escalators/People Movers
09. Sewerage/Wastes
10. Lighting/Fixtures
11. Power Capacity
12. Wiring/Feeders
13. Alarm Systems
14. Communications
15. Facility Location
16 Flood Plain/Environmental Incompatibility
17 Hazardous Material
18 Site Characteristics
19 Accessibility
20. Foundation
21. Slab/Floor Decking
22. Columns/Support System
23. Walls-Exterior
24. Roof Support/Trusses
25. Piling
26. Building Interior/Configuration
27. Roof
28. Soundproofing
29. Waterproofing
30. Building or Structure (Total)
31. Fencing
32. Drainage
33. Landscaping
34. Stabilization
35. Paved Surfacing
36. Explosives Quantity Distance
37. Airfield Safety Clearance
38. Pollution Abatement
39. Excessive Noise
40. OSHA Deficiency
41. Toilets (Bachelor Housing)
42. Fender Systems
43. Rails/Tracks
44. Cold Iron
45. Seismic Design
46. Depth of Water
47. Facility Characteristics
48. Ceiling Height
49. Energy Efficiency
50. Facility Components
51. Ceiling
52. Doors
53. Interior Partitions
54. Stairs/Stairwells
55. Windows
56. Safety Standards
57. Explosives Hazard
58. Fire Codes
59. Hazardous Waste
60. Radiation Hazard
61. Lightning Protection
62. Environmental Systems
63. Electrical Systems
64. Standby Power Supply
65. Piping Systems
66. Support Systems
67. Energy Monitoring/Control
68. Security/Intrusion
69. Telephone
70. Convening Systems
71. Material Handling Systems
72. Physical Security

Figure 5-7 Deficiency Codes (Encoding)

All changes/additions are shown underscored. The deficiency codes are organized for use in the preparation of an EE.

First Character - Deficient Because of:
A. Physical Condition
B. Functional or Space Criteria
C. Design Criteria
D. Location of Siting Criteria
E. Nonexistent
F. Total Obsolescence or Deterioration
G. Inadequate Capacity/Coverage

Second and Third Characters: Area of Deficiency (May be specific or general; if multiple, specific deficiencies within a single general heading are appliable. The general heading itself may be used.)

15. Facility Location
    - 37. Airfield Safety Clearance
    - 39. Excessive Noise
    - 36. Explosives Quantity Distance Arc
    - 16. Flood Plain/Environmental Incompatibility
    - 17. Hazardous Material

18. Site Characteristics
    - 19. Accessibility
    - 46. Depth of Water
    - 32. Drainage
    - 31. Fencing
    - 33. Landscaping
    - 34. Stabilization

47. Facility Characteristics
    - 26. Building Interior/Configuration
    - 30. Building or Structure (Total)
    - 48. Ceiling Height
    - 49. Energy Efficiency
    - 45. Seismic Design
    - 28. Soundproofing
    - 41. Toilets (Bachelor Housing)
    - 29. Waterproofing
    - 72. Physical Security

50. Facility Components
    - 51. Ceiling
    - 22. Columns/Support System
    - 52. Doors
    - 42. Fender Systems
    - 20. Foundation
    - 53 Interior Partitions
    - 35. Paved Surfacing
    - 25. Piling
    - 27. Roof
    - 24. Roof Support/Trusses
    - 21. Slab/Floor Decking
    - 54. Stairs/Stairwells

    - 23. Walls-Exterior
    - 56. Safety Standards
    - 57. Explosives Hazard
    - 58. Fire Codes
    - 59. Hazardous Waster
    - 40. OSHA Deficiency
    - 60. Radiation Hazard
    - 61. Lightning Protection

<u>Mechanical Systems</u>

62. Environmental Systems
    - 03. Air Conditioning/Environmental Control
    - 01. Heating
    - 38. Pollution Abatement
    - 02. Ventilation/Exhaust

63. Electrical Systems
    - 10. Lighting/Fixtures
    - 11. Power Capacity
    - 64. Standby Power Supply
    - 12. Wiring/Feeders

65. Piping Systems
    - 05. Fire Deterrent Systems
    - 06. Fuel Systems/Piping
    - 04. Plumbing/Piping/Fixtures
    - 07. Refrigeration System
    - 09. Sewerage/Wastes
    - 66. Support Systems
    - 13. Alarm Systems
    - 44. Cold Iron
    - 14. Communications
    - 67. Energy Monitoring/Control
    - 68. Security/Intrusion
    - 69. Telephone

70. Conveying Systems
    - 08. Elevators/Escalators/People Movers
    - 71. Material Handling Systems
    - 43. Rails/Tracks

4. Suitability for Other Uses

Some category codes may have more space assigned to them than required (surplus facilities). Other category codes may be deficient relative to their approved requirements. Facilities in category codes with surplus facilities should be evaluated for their suitability to provide space for functions with facility deficiencies. Also, operational inefficiencies may be corrected by an exchange of facilities among category codes. The suitability of key facilities for other uses should be documented in field notes.

D. Potential for Planning Actions

1. Renovation

Inadequate facilities should be evaluated on the basis of whether they can be made adequate for another use. Similarly, substandard facilities should be evaluated for their renovation potential as an alternative to new construction. See Chapter 6 for a discussion of this planning action.

2. Conversion

The potential conversion of a facility from one category code to another, to reduce or eliminate a surplus or to satisfy a deficiency, should be considered. See Chapter 6 for a discussion of this planning strategy.

3. Reassignment

The reassignment of a facility from one activity to another can help resolve one activity's facility surplus and the other activity's deficiency. Reassignments are discussed in Chapter 6.

4. Disposal

Inadequate buildings which are not suitable for another use should be considered for disposal. Vacant buildings may be similarly considered. Buildings that are considered surplus and have not been identified for any other use, may be declared excess (see NAVFAC P-73, Real Estate Procedural Manual) and transferred to another agency. This and other disposition actions are discussed in Chapter 6.

E. Optional Factors Relating to Surplus Facilities

1. Net to Gross Ratio and Conversion Factor

Building efficiency should be considered when conducting the EE. The areas included in the property records are gross areas (including hallways, walls, utility rooms, etc.). Some functions require more of this type of space than others. Therefore, when a building's function changes from that for which it was originally constructed, the assets may exceed the ideal requirement for the new function. In order to account for this difference, the building space utilization can be calculated in net square feet then compared with existing gross square footage of the building. The net area that is required functionally, divided by the gross area is the net-to-gross ratio. This net-to-gross ratio is a decimal value which essentially indicates the efficiency of the building to supply usable space. An alternative efficiency indicator, the net-to-gross conversion factor, is the reciprocal of the net-to-gross ratio. The net-to-gross conversion factor can be calculated by dividing the gross area by the net area. This process yields a number greater than 1.0. It is a conversion factor that is multiplied by the net area needed to obtain the gross building area that is in use. A low net-to-gross ratio or a high net to gross conversion factor is not a justification for an increase in the Basic Facility Requirement (BFR). The BFR is based on need exclusive of currently occupied facilities. However, the net-to-gross ratio or conversion factor can be recorded in the FPD Action Notes to explain a surplus. For those buildings with multi-use situations, this information may be repeated in the FPD for each category code.

2. Mobilization Requirements

BFRs generally do not reflect mobilization requirements, except those for facilities which are necessary to have in place prior to M-day. Facilities retained for mobilization, but which are not required to be in place prior to M-day may contribute to or create a surplus. Such a surplus should be explained with a note on the FPD.

5.7 Definition of Adequate, Substandard & Inadequate

The facility assets are entered on the EE Worksheet or Property Records under three basic condition standards. All conditions relate to the adequacy of the facility for its current use. A facility inadequate for one use may be adequate or substandard for another.

A. Adequate

1. An adequate facility is fully capable of supporting its current use without modifications or repairs which normally require approval and funding beyond the authority of the Activity's Commanding Officer. This means the facility should be within the limits and restrictions of planning criteria, satisfy structural, electrical and mechanical criteria, and does not conflict with operational requirements or safety restrictions.

2. Facilities that are barely satisfactory, but acceptable will be considered adequate.

B. Substandard

1. A substandard facility is capable of supporting its current use, but requires modifications or repairs, which normally require approval and funding beyond the authority of the Activity Commanding Officer, to make the facility adequate for its function.

2. A substandard facility can be made adequate through necessary repairs or renovation. A facility is substandard if deterioration will result in deficiencies which will render it so within the next five years, given the current and projected maintenance levels.

3. A substandard facility can be converted, or redesignated to another functional use, if it can be economically justified (see paragraph 5.7C1). This may result in the facility being considered adequate for its new use.

4. A facility coded substandard should not be considered for total replacement. Only under unusual circumstances and only when supported by an economic analysis should such action be considered.

C. Inadequate

1. An inadequate facility cannot tee made adequate for its present use through "economically justifiable means." An inadequate facility may be or may be made, adequate or substandard for a use other than the current one.

2. The fine line that separates a substandard facility from an inadequate one lies in the interpretation of "economically justifiable means". As a general guideline, when the rehabilitation of a facility will cost in excess of 75 percent of the cost for equivalent new construction, such a facility should be classified inadequate. Conversely, a facility that can be made adequate for its present use by rehabilitation at less than 75 percent of the cost for new construction, should be classified substandard. If a proposed repair project's cost is greater than $200K and greater than 50 percent of the replacement cost, the project is subject to review by the Assistant Secretary of the Navy, Installations and Environment. The 50 percent point is not a "cutoff", but rather a trigger for a higher level review. It is not in conflict with the 75 percent guideline given above. (For further guidance on repair projects, see OPNAVINST 11010.20.) The repair of facilities listed or eligible for listing on the National Register of Historic Places is exempt from this guidance.

3. Deficiencies which prohibit, or will prohibit, the use of the facility for its designated function within the next five years due to expected deterioration will be cause for the facility to be inadequate. The degree and nature of deficiencies will determine whether the facility can or cannot be made adequate for other uses.

D. Deficiency Codes

The determination of deficiency codes for a facility is the responsibility of the EE team exercising sound professional judgment. Deficiency codes must be entered for all substandard or inadequate facilities. An adequate facility may have deficiency codes, if appropriate. Figures 5-6 and 5-7 list current deficiency codes.

5.8 Revised Data Entered by EFD

Upon completion of the Engineering Evaluation (EE), and concurrence by the activity, the Engineering Field Division (EFD) will process the revised data via computer terminal into the Navy Facility Assets Data Base (NFADB). All data entered into the computerized files must be unclassified. Certain data from the revised NFADB file (use, user, condition, and deficiencies) is automatically reflected on the appropriate Facility Planning Documents (FPDs). See paragraphs 5.2 and 5.3 and Figure 5-8 for identification of assets data contained on the FPD. Master Activity General Information and Control (MAGIC) data used by the NFADB can be updated by the EFD via established procedures. Tentative planning actions identified during the EE process may also be entered on the FPDs at this time. (See paragraph 2.7 for a description of the data bases.)

5.9 Activity Shares Responsibility for Accurate EEs

EFDs have primary responsibility for the accuracy or the EE. However, Activity Commanding Of ricers are equally responsible for maintaining the accuracy of the facilities assets data. Between EEs, the activity should annotate proposed revisions on copies of the appropriate Property Records and forward them to the EFD (Code 20) for concurrence and data entry. Use and user data elements are subject to more frequent changes than building condition data. A change in function may result in a change in condition, but a facility rarely deteriorates between EFD visits to the extent that a change in condition is warranted. However, if a natural disaster or unusual deterioration occurs, the activity should submit documentation describing the reason for the proposed change. The deficiencies of the facility and how they impair or prohibit its use for its designated function should be fully explained. The attachment of photographs is encouraged. A statement should be included to indicate the deficiencies are included in the activity's current Annual Inspection Summary (AIS). Partial evaluations may be required for those category codes included in projects programmed in early years of the Military Construction (MILCON) Program.

Figure 5-8 Data Systems Use on FPD

FACILITY PLANNING DOCUMENT

84JUN17

ACTIVITY UIC...NX1071 NAME...NAS EMERALD POINT **MAGIC**

CATEGORY CODE..21910 DESCRIPTION..PUBLIC WORKS SHOP **CCD**

DATES: BFR..13 APR 84 PARTFRP..23 MAY 84 EFD CERT..17 JUN 84

BASIC FAC RQMT	UM	FACILITY ASSETS DATA ADEQUATE	SUBSTNRD	INADEQTE	QUANTITY DEFICIENT	QUANTITY SURPLUS
23200	(SF)	8230	3715	17359	14970	6104

CCD **ASSETS**

FACILITY DETAIL

FAC NO	U	EE	C	ADEQUATE	SUBSTNRD	INADEQTE	DEF CODES
14	N	83	P	5000			
					1700		C11
17	N	83	S		2015		B26
32	Y	83	P	3230			A27
53	N	83	S			6605	F01F04B26
62	N	83	T			6719	F30
73	N	83	T	**NFADB**		2300	F30
114	N	83	S			1735	B26F11C40
	ACQ						
	ACQ						

SATISFACTION OF DEF/SURP

ACTION ID	D	SCOPE	NT
USE	+	5000	
RENOV P-223	+	1700	01
CONVTO 21977	-	2015	05
MODIFY R1484	+	3230	02
OUTG-C	-	6605	06
DEMOL P-234	-	6719	04
DEMOL	-	2300	03
DISPOS VAC	-	1735	07
CONSTR P-234	+	11891	04
CONVFR 21777	+	1379	08

REMAINDER IN SFPS TOTAL PROPOSED ADEQUATE ASSETS = 23200

NOTES FOR CATEGORY CODE..21910

GEN NOTES: REQUIERMENT DERIVATION:

TOTAL REQMT FOR ALL P W SHOPS (259 PN, TABLE 219-10):	28300	SF
LESS 219-20 REQMT:	1200	
LESS 219-25 REQMT:	1800	
LESS SATELLITE P W SHOP @ SPECIAL AREA BA:	2100	
TOTAL REQMT FOR 219-10 AT MAIN SITE:	23200	SF

FPD ACTION NOTES:

01 UPGRADE ELECTRICAL SYSTEM FOR INSTALLATION OF NEW EQUIPMENT.

02 SPECIAL PROJECT R14-84 WILL REPAIR ROOF OF BLDG 32.

03 BLDG 73 TO BE DEMOLISHED BY STATION FORCES IN SPRING 89.

04 P-234 TO DEMOLISH BLDG 62 & CONSTRUCT WOODWORKING/PLUMBING SHOPS. (FY-87)

05 CONVERSION IN SUMMER 88, WILL BE ADEQUATE FOR NEW USE.

06 BLDG 53 LEASED TO GRANT CONSTRUCTION UNTIL CONTRACT FOR P-193 IS COMPLETED, BLDG WILL THEN BE DEMOLISHED BY CONTRACTOR.

07 BLDG 114 IS LOCATED ON SITE FOR NEW FIGHTER PILOT SCHOOL (FPS). A STUDY IS BEING CONDUCTED TO SEE IF THE BUILDING CAN BE USED BY FPS. IF NOT, BLDG 114 WILL BE DEMOLISHED AS PART OF P-991, FPS TRAINER.

08 CONVERSION FROM 217-77 (BLDG 213) TO COINCIDE WITH MILCON P-285 (FY 89).

END DATA FOR CATEGORY CODE 21910

UIC..NX1071 FPD CCN..21910 PAGE..1

"NAME" is extracted from the MAGIC file and the data can be updated by the EFD. Category code "DESCRIPTION'. and "UM" (unit of measure) for the particular category code are taken from the Category Code Directory. "FACILITY ASSETS DATA" are extracted directly frown the Navy Facility Assets Data Base. Paragraph 2.7 and Figure 2-6 describe the data bases. "FACILITY ASSETS DATA" and "FACILITY DETAIL" are defined in paragraph 6.15 and Figure 6-8.

Section IV Bachelor Quarters Condition Assessment Methodology

5.10 BEQ/BOQ Engineering Evaluations by EFD Code 20 & Activity

Because there are habitability considerations included in the determination of condition for bachelor quarters [Bachelor Enlisted Quarters (BEQ) and Bachelor Officer Quarters (BOQ)], this responsibility is shared by the Engineering Field Division (EFD) Codes 20 (Planning) and 08 (Housing). The EFD Code 20 has joint responsibility, with the activity, for determining physical/structural conditions and the adequacy of building systems (electrical/mechanical), as they would for any facility.

5.11 BEQ/BOQ Habitability Assessment by NAVFACENGCOM Code 08 & Activity

The activity reviews and updates the Bachelor Housing Survey annually upon receipt from NAVFACENGCOMHQ Code 08. The activity is responsible for reporting the adequacy of existing bachelor quarters assets with respect to habitability standards (e.g., room capacities, bathrooms, etc.). See NAVFAC P-930 for a discussion of habitability standards.

5.12 Joint EFD Codes 08 & 20 BEQ/BOQ Certification Required

The activity submits the Bachelor Housing Survey data to NAVFACENGCOMHQ Code 08 via the EFD Code 08. The EFD Code 08 coordinates with the EFD Code 20 for its review of the facility assets data. The EFD Code 20 certifies the data for which it is responsible (building systems condition). The EFD Code 08 reviews the activity submittal relative to habitability standards and certifies the data for which it is responsible prior to submission of the joint EFD Codes 08 and 20 certified report to NAVFACENGCOMHQ Code 08.

5.13 BEQ/BOQ Data Input by EFD Code 20 & NAVFACENGCOMHQ Code 08

EFD Code 20 will enter bachelor quarters assets information (condition and unit of measure by category code only) into the Navy Facility Assets Data Base (NFADB). NAVFACENGCOMHQ Code 08 will process changes to habitability data. Other changes to the NFADB (e.g., buildings numbers, category code changes except within and among BEQ and BOQ codes, building size, etc.) should be done as part of the Engineering Evaluation process.

Section V Do's & Don'ts

5.14 EEs
A. Do's

1. Do make enough notes during the Engineering Evaluation (EE) to determine other possible uses for facilities. When developing the planning analysis, surplus facilities can be considered for other uses.

2. Do make small sketches of buildings, showing exterior dimensions. When the next EE is done, the sketches can be used to check for additions or demolition’s.

3. Do compare the estimated cost to rehabilitate a facility to the estimated replacement cost (using standard cost/square feet values) as a way to determine whether a building is substandard or inadequate.

4. Do check all information on the Property Records when doing the EEs.

5. If there is a deficiency in a multi-use facility that extends through more than one category code, do make sure that the deficiency is reflected on the EE for all affected category codes, and not just the largest one.

6. Do consider buildings which violate air safety or ordnance safety-criteria as inadequate, if there are no plans to change the facility that generates the hazard. Permanent waivers for such conditions, if they have been granted by appropriate authority, can be mentioned in a note on the Facility Planning Document (FPD).

7. If space is too good for a current function, i.e., it is not being put to its "highest and best use," it is still considered adequate. However, do include a note on the FPD indicating that the space should be converted to the more appropriate use if there is a deficiency in the other category code. A corresponding note should be placed on the FPD for the more appropriate function, showing that space should be converted from the current use.

8. Do ensure all areas for individual use/users equal the data element for total building area.

9. Do make sure the total area data element reflects all additions or changes to the building.

10. Do get a copy of the activity's Annual Inspection Summary (AIS) in advance of an EE so that the EE Worksheet or Property Records can be annotated with potential problems to be evaluated during the EE walk through.

11. Do make sure that a knowledgeable activity person accompanies the EE team to point out problem areas.

12. Do initiate appropriate acquisition documentation when a building or structure is found to be Navy owned and not included in the inventory or disposition documentation when one is not found that is included in the inventory. The EFD should identify and provide minimal documentation; the activity should complete the documents and submit them in accordance with NAVFAC P-78.

13. Do take photographs and make field notes when possible during the EE. These will help the planner recall the facility when developing the planning analysis.

14. Do try to make effective use of time. Where an activity has a number of like facilities that are of similar design and construction (e.g., ordnance storage facilities, warehouses, BEQs, etc.) evaluate a sampling of these and apply your findings to all. Check the AIS with the activity representative to ensure there are no additional deficiencies in those facilities you do not inspect using this method.

15. Do ensure deficiency codes support condition assessment (adequate, substandard, inadequate).

16. Do realize there are iterative aspects to the EE. As the Facilities Requirements Plan is prepared, changes to the EE may be required. This should be considered when estimating costs and schedules for contracts or reimbursable work.

17. Do consider utility systems' capacity and availability.

B. Don'ts

1. Don't rigidly adhere to the guidance that in order to be inadequate, the cost to bring to adequacy must be above a certain percentage of the building's replacement value. Other factors should be considered. For instance, physical constraints, such as being improperly located under an explosives safety quantity distance arc, would make it impossible to improve the existing facility without adjusting the arc's length.
2. The EE does not duplicate the AIS. Don't dwell on minor maintenance or repair problems. However, if there is some major problem that impacts on the functional adequacy or which will generate a construction project, this should be reflected in the EE.
3. Don't include portable mezzanines in the Property Record. This space should be indicated on the FPD only in the planning actions. Record the asset as any other Relocatable facility.
4. Don't approve changes to the EE submitted by the activity without sufficient justification. Make a note to confirm activity-initiated changes at the next scheduled EE or activity visit.
5. Don't lump functionally dissimilar types of paved areas at an activity on one Property Record.

Chapter 6 Analysis, Concepts, and Proposals

Section I Introduction

6.1 FRP is the Major Product

The final Shore Facilities Planning System (SFPS) product of the Analysis, Concepts and Proposals step is the Facilities Requirements Plan (FRP). See Figure 61. The FRP is a display of the data generated by the previous steps. It provides a statement of facility requirements; lists assets by their current use and condition; lists the existing deficiencies and surplus facilities; displays future plans to use, acquire, or dispose of assets; and lists total adequate assets that will result from the plan's recommendations. The FRP forms the basis for the Activity Master Plan/Capital Improvements Plan.

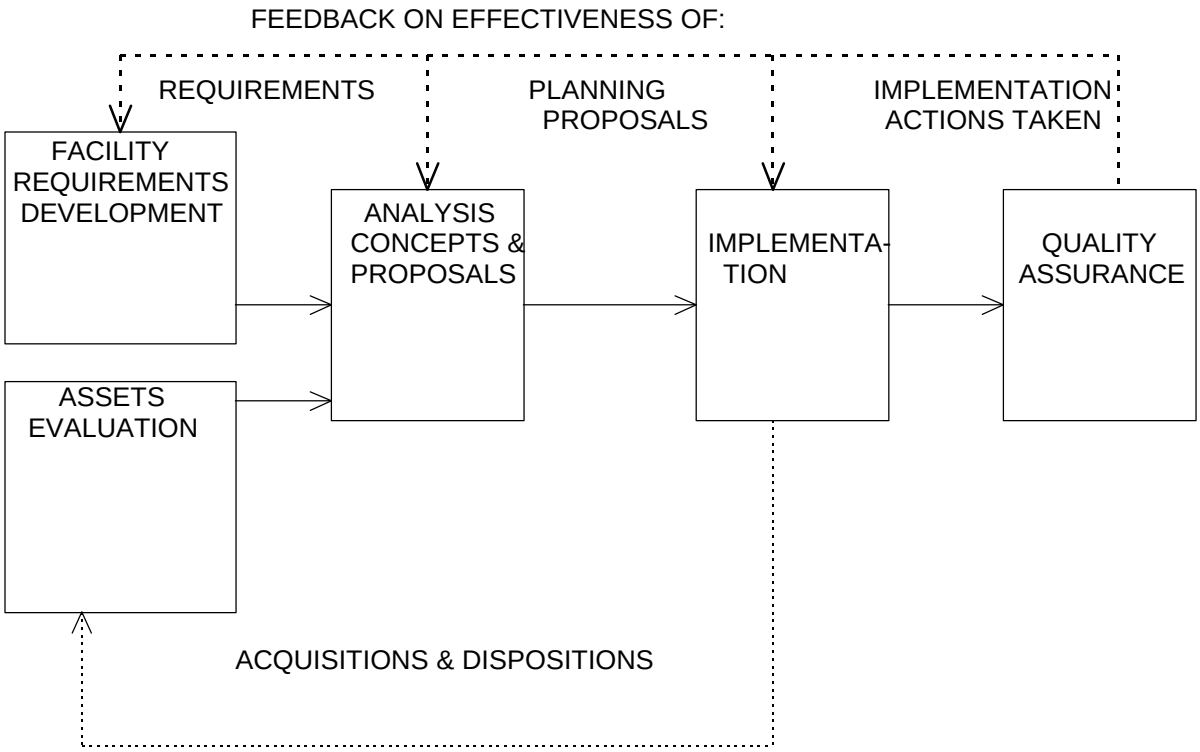
6.2 Planning Strategies

The Basic Facility Requirements (BFRs) previously developed and the assets previously evaluated are compared in this phase of the SFPS process. Deficiencies and surplus quantities are calculated. The results are then analyzed along with other planning data obtained from previous approved Master Plans, special planning studies, and activity-provided data The planning actions should identify a plan for optimum use of existing facilities, disposition of surplus facilities, and satisfaction of deficiencies. Decisions are made on which facilities to continue to use for their present functions. Recommendations are made on other planning actions, including conversions, reassignments, renovations, new construction, leases, disposals, and demolition necessary to resolve the deficiencies and surplus. The development of planning actions is the final step in the FRP. The plan's proposals should show equal concern for acquisitions and disposals (see Figures 6-2 and 6-3).

Figure 6-1 Analysis, Concepts & Proposals Phase

The analysis of the collected and calculated data should result in a definition of the planning issues. both broad and specific in nature. Concepts are to be developed to resolve the major issues. Planning action proposals should address the detailed issues.

P L A N N I N G P R O C E S S



MAJOR PRODUCTS OF EACH PHASE:

* BASIC FACILITY REQUIREMENTS
* FACILITY REQUIREMENTS PLAN
* EFFICIENT USE OF EXISTING ASSETS
* MILCON & NAF PROJECTS REQUIREMENTS LISTS
* PROPERTY RECORDS (REVISED)
* MASTER PLAN
* PROJECT SUBMISSION
* FPD/MILCON RL COMPARISON
* CAPITAL IMPROVEMENTS PLAN
* EXCESSING & DEMOLITION ACTION
* DEMOLITION REPORT

Figure 6-2 Analysis, Concepts & Proposals - Detail

Requirements and assets are compared] yield deficiencies and surplus facilities. These results ashen combined with planning data from other category codes and qualitative data, such as departmental relationships, existing land use, etc., for a facility planning analysis. This analysis should resolve deficiencies and surplus facilities with acquisition and disposal planning actions. Disposal and use/retain decisions directly affect facility maintenance levels.

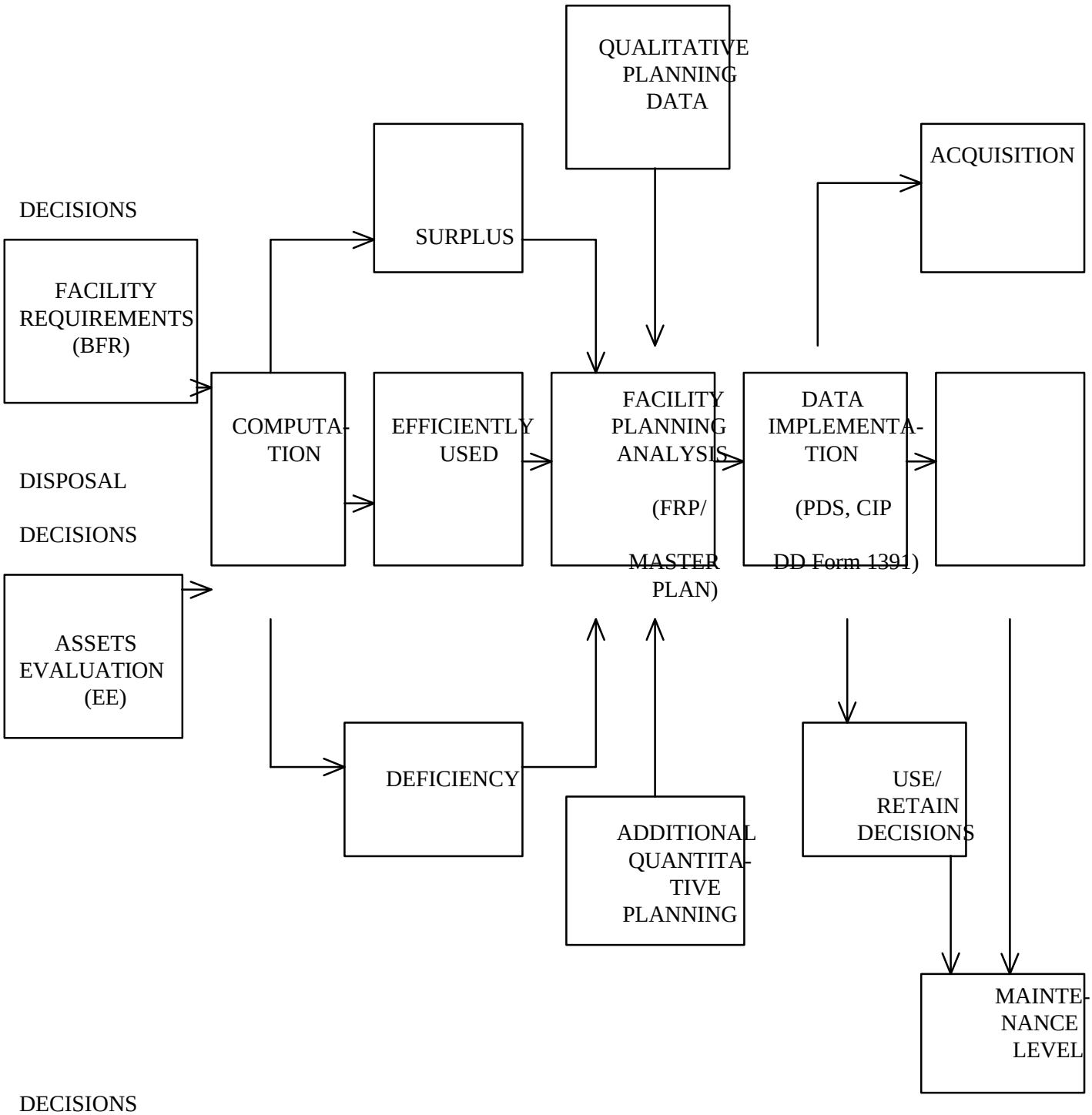


Figure 6-3 Analysis Concepts, & Proposals on FPD

FACILITY PLANNING DOCUMENT

ACTIVITY UIC... NX1071 NAME... NAS EMERALD POINT

CATEGORY CODE.. 21910 DESCRIPTION.. PUBLIC WORKS SHOP
DATES: BFR...13 APR 84 PART FRP..23 MAY 84 EFD CERT..17 JUN 84

BASIC FAC RQMT	UM	FACILITY ASSETS DATA ADEQUATE	SUBSTNRD	INADEQTE	QUANTITY DEFICIENT	QUANTITY SURPLUS
23200	(SF)	8230	3715	17359	14970	6104

FACILITY DETAIL

FACNO	U	EE	C	ADEQUATE	SUBSTNRD	INADEQTE	DEF CODES
14	N	83	P	5000			
						1700	C11
17	N	83	S		2015		B26
32	Y	83	P	3230			A27
53	N	83	S			6605	F01F04B26
62	N	83	T			6719	F30
73	N	83	T			2300	F30
		03					
114	N	83	S			1735	B26FI IC40
	ACQ						
	ACQ						

SATISFACTION OF DEF/SURP

ACTION ID	D	SCOPE	NT
USE	+	5000	
RENOV P-223	+	1700	01
CONVTO 21977	-	2015	05
MODIFY R1484	+	3230	02
OUTG-C	-	6605	06
DEMOL P-234	-6719		04
DEMOL	-	2300	
DISPOS VAC-	1735		07
CONSTR P-234	+	11891	04
CONVFR 21777	+	1379	08

TOTAL PROPOSED ADEQUATE ASSETS = 23200

ANALYSIS, CONCEPTS, & PROPOSALS

NOTES FOR CATEGORY CODE.. 21910
GEN NOTES. REQUIREMENT DERIVATION:

TOTAL REQMT FOR ALL P W SHOPS (259 PN, TABLE 219-10):	28300 SF
LESS 219-20 REOMT:	1200
LESS 219-25 REQMT:	1800
LESS SATELLITE P W SHOP SPECIAL AREA BA:	2100
TOTAL REOMT FOR 219-10 AT MAIN SITE:	23200 SF

FPD ACTION NOTES:
01 UPGRADE ELECTRICAL SYSTEM FOR INSTALLATION OF NEW EQUIPMENT.
02 SPECIAL PROJECT R14-84 WILL REPAIR RO()F OF BLDG 32.
03 BLDG 73 TO BE DEMOLISHED BY STATION FORCES IN SPRING 89.
04 P-234 TO DEMOLISH BLDG 62 & CONSTRUCT WOODWORK INC/PLUMBING SHOPS. (FY-87)
05 CONVERSION IN SUMMER 88, WILL BE ADEQUATE FOR NEW USE.
06 BLDG 53 LEASED TO GRANT Construction UNTIL CONTRACT FOR P-193 IS COMPLETED, BLDG WILL THEN BE DEMOLISHED BY CONTRACTOR
07 BLDG 114 IS LOCATED ON SITE FOR NEW FIGHTER Pilot SCHOOL (FPS). A STUDY IS BEING CONDUCTED TO SEE IF THE BUILDING CAN BE USED BY FPS. IF NOT, BLDG 114 WILL BE DEMOLISHED AS PART OF P-991, FPS TRAINER.
08 CONVERSION FROM 217-77(BLDG 213) TO COINCIDE WITH MILCON P-285 (FY 89).

END DATA FOR Category CODE 21910

A. Explore Alternatives to New Construction

As a facility management system, one of the primary precepts of the SFPS is to reduce facility deficiencies and surplus facilities by the most efficient means available. The SFPS is often viewed as a vehicle to justify and validate the Navy's annual Military Construction (MILCON) Program. Indeed, the SFPS is used for this purpose, but its goals are much broader in scope. The SFPS allows the facility planner to explore various alternatives to the satisfaction of facility deficiencies without resorting to new construction. An economic analysis of various alternatives, performed following NAVFAC P 442 guidance, will assist in the decision making process. However, when the process leads to the conclusion that new construction is required to satisfy a facility deficiency, the SFPS provides the means to accurately identify the appropriate scope of the project in consideration of the facility requirements and available existing assets.

B. Consider Using Surplus Facilities to Satisfy Deficiencies in Other Category Codes

When examining facility deficiencies that need to be satisfied, the planner should first look to those category codes which show a surplus of facilities. Many facility deficiencies can be resolved by committing other underutilized assets to the deficient function. This action helps reduce not only the facility deficiency, but also reduces the surplus of the other category code. The deficiencies and surplus facilities may be within the same activity or at two separate activities. Such facilities may be converted to another use or reassigned for use by another activity.

C. Evaluate Upgrading of Substandard Facilities

A facility that is substandard for its current use may be upgraded through the commitment of resources to improve it at substantially less cost than required to replace the facility through MILCON.

D. Assess Use of Inadequate Facilities for Other Functions

A facility that is inadequate for its current use may be upgraded to substandard or adequate for another category code by the commitment of lesser resources than required for replacement. (By definition an inadequate facility cannot be improved for its current use.)

E. Plan Disposal of Unneeded Facilities

The disposal of facility surplus facilities is as important in the development of the "planning analysis" as the satisfaction of facility deficiencies. Unused or underutilized facilities cost the Navy scarce resources each year in operations and maintenance funds. Frequently, those facilities that contribute to a surplus are of such condition that they require substantial resources to maintain and operate. During the planning analysis, these facilities should be critically examined to determine if they can fulfill other facility requirements and, if not, appropriate disposal measures should be taken.

F. Consider Funding Potential As Planning Actions Are Developed

Planning actions included on Facility Planning Documents (FPDs) should reflect a realistic funding environment This environment includes both the level of funding availability which is expected, and the priority of the specific action. If this funding environment points to the likelihood that the project could not receive funding, then another planning action may be more appropriate.

1. Alternatives other than MILCON (such as special projects for repair, equipment installation, or minor construction) offer definite advantages over MACON. These advantages include the potential for more rapid execution, and the lack of a requirement for Congressional project approval. However, the lower funding levels provide a limitation of project scope. For many large projects, MILCON is the only feasible alternative, because it is not constrained by the funding limitations which limit other types of projects. MILCON has some flexibility such that several types of funding are included. These include regular

MILCON, special investment programs, minor construction, emergency construction, and contingency construction (see paragraph 7.2).

2. Funding potential is increased by the preparation of a supporting economic analysis. It affords the Major/Sub-Major Claimants and Resource Sponsors a means for evaluating competing projects.

6.3 FRP Format Is Designed to Meet Client Needs

The FRP must include the following three elements at a minimum. Other items can be included as appropriate. These are discussed in paragraph 6.16.

A. Activity General Information

This element depicts general data for the particular activity, including Major Claimant, special areas, tenants, etc.

B. FRP Summary

The summary is a concise overview, by category code, of BFRs, existing assets, existing deficiencies and surplus facilities, and deficiencies and surplus facilities that would remain after implementation of the planning actions proposed in the individual FPDs.

C. Facility Planning Document

An FPD is prepared for each category code related to the defined mission of the activity. The FPD shows the BFR, detailed asset information, the existing deficiency or surplus if any, and a plan for resolution of the deficiency and/or surplus. A notes section is used to provide explanations of any special conditions. An FPD is also created for category codes for which there is no requirement, but for which there are assets listed in the Navy Facility Assets Data Base. Action should be taken to develop and justify a requirement for such a function or a planning proposal should be developed to dispose of the assets.

Section ll Deficiencies & Surplus Facilities

6.4 Each Calculated Two Ways

Deficiencies and surplus quantities are each calculated in two ways. Existing deficiencies indicate the lack of adequate assets and do not include substandard or inadequate assets towards satisfying the Basic Facility Requirement (BFR). If existing deficiencies exist, then acquisition planning actions should be developed. Existing surplus quantities reflect all facilities, regardless of condition or degree of ownership. If a surplus exists, then disposition planning actions should be developed.

Separate calculations are made for proposed deficient and surplus quantities. The Shore Facilities Planning System (SFPS) encourages that planning actions be proposed to make substandard facilities adequate or to reassign or convert them to another user or use for which they will be adequate or made adequate. The SFPS also requires planning actions which dispose of inadequate facilities. Therefore, "penalties" are assessed in the calculation of proposed deficiencies and surplus for the planned continued use of such facilities. The "penalty" is the inclusion of such facilities towards the satisfaction of the BFR.

Specifically, a proposed deficiency is based on using Total Proposed Adequate Assets (TPAA) to satisfy the BFR. TPAA is the sum of all quantities with a"+" designator on the Facility Planning Document (FPD). The "+" reflects the planned use of an adequate or substandard facility (see paragraph 6.12 and Figure 64). A proposed surplus includes the TPAA plus scopes with an "0" planning action designator. This reflects the planned use, retention, outgrant retrieval, or modification of inadequate facilities.

Figure 6-4 FPD Planning Actions Summary

ADEQ = Adequate
SUBS = Substandard
INAD = Inadequate
ACQ = Acquisition

FPD Planning Action	ID	Designators for Facility Condition ADEQ	SUBS	INAD	ACQ	DEFINITION
STATUS QUO PLANNING ACTIONS:						
USE		+	+	0		Continue to use.
RETAIN		+	+	0		Retain for Contingency.
OUTG-C		-	-	-		Outgrant, continue. (Also Planned Future Outgrants)
ACQUISITION PLANNING ACTIONS:						
LEASE					+	Lesser interest (Other than fee simple).
CL3-U					+	Class 3 (Relocatable) to meet temporary requirement.
CL3-I					0	Class 3 (Relocatable)interim pending permanent facility.
OUTG-R		+	+	0		Outgrant, plan to retrieve.
CONVFR	(CCN)				+	Conversion from another category code. The previous category code should be shown in the ID column.
REASFR	(UIC)				+	Reassignment from another activity. The UIC of the previous activity should be shown in the ID column.
RENOV	PROJ#		+			Renovation (improvement of the condition). Show project number of renovation should be in ID column.
MODIFY	PROJ#	+	+	0		Modification (will not change overall condition). Show project number of modification in the ID column..
CONSTR	PROJ#				+	New Construction. The project number of the associated MILCON should be shown in the ID column.
DISPOSITION PLANNING ACTIONS:						
CONVTO	(CCN)	-	-	-		Convert to another category code. The receiving category code should be shown in the ID column.
REASTO	(UIC)	-	-	-		Reassign to another activity. The UIC of the receiving activity should be shown in the ID column.
OUTG-C		-	-	-		Outgrant, continue. This planning action is also used to show a status quo situation.
DISPOS		-	-	-		Disposable asset, but actual disposition technique has not been decided.
DEMOL	PROJ#	-	-	-		Demolition. If demolition is a part of a MILCON project, show project number in the ID column.
DEM___C (DEM90C)	PROJ#	-	-	-		Demolition associated with a funded MILCON project, as identified in project number in the ID column.
CL3-D					-	Class 3 (Relocatable) facilities are in place, but will be removed.

6.5 Deficiencies Are Unmet Requirements

A. Existing Quantity Deficiencies

Existing "Quantity Deficit (Deficient)" is calculated by computer for each unit of measure entered for each category code for which requirements or assets have been entered in the SFPS. It appears on both the Facilities Requirements Plan (FRP) Summary and the FPD. The deficiency is defined as follows:
Requirement-Adequate=Existing Quantity Deficient

1. This deficiency does. not reflect substandard or inadequate assets.

2. The planning analysis of the deficiency may indicate that a Military Construction (MILCON) project would be the appropriate planning action. As additional data is collected on operational details, it may become clear that the projected operations can be adequately supported by a project which doesn't meet the full deficiency or by existing assets alone. If this is the case, the BFR was too great and should be reduced accordingly. Acquisition planning actions to meet facility deficiencies are discussed in paragraphs 6.8 and 6.9, and are summarized in Figure 64.

B. Proposed Quantity Deficiencies

"Proposed Quantity Deficit" is also computer-generated and reflects the proposed planning actions. This deficiency reflect the planned use of substandard and inadequate assets towards satisfying the BFR. It appears only on the FRP Summary. The substandard assets should either be made adequate or used to satisfy some other deficit. The inadequate assets are disposed by one of several methods. This deficiency is defined as follows:
Requirement (BFR) - Total Proposed Adequate Assets (TPAA) = Proposed Quantity Deficient

6.6 Surplus Facilities Occur When Existing Facilities Exceed Requirements

Surplus facilities are all assets above the BFR quantity for each category code. Disposition planning actions to resolve the surplus are discussed in paragraph 6.10 and are summarized in Figure 6-4.

A. Existing Quantity Surplus Facilities

Existing "Quantity Surplus" is calculated by computer for each unit of measure entered for each category code for which requirements or assets have been entered into the SFPS. It appears on both the FRP Summary and the FPD. The existing surplus, unlike the Existing Quantity Deficient, does resent substandard and inadequate assets as defined below:

(Adequate + Substandard + Inadequate) - Requirement (BFR) = Existing Quantity Surplus

B. Proposed Quantity Surplus Facilities

"Proposed Quantity Surplus" is a computer generated quantity which reflects the proposed planning actions. It is an indication of how substandard and inadequate assets are resolved by the planning actions. It appears only on the FRP Summary. It is defined as follows:

(TPAA + Scope Quantities with "O" designator) - Requirement (BFR) = Proposed Quantity Surplus

For "O" designators, see Figure 6-4.

Section III Plan Development

6.7 Status Quo Planning Actions

These status quo planning actions do not require the expenditure of any construction dollars. Status quo planning actions are summarized in Figure 6-4.

A. Continued Utilization

When a facility should remain in use for its existing function and user, the Facility Planning Document (FPD) planning action to reflect this plan is "USE". This plan, which involves no approvals other than the agreement of the activity and the Engineering Field Division (EFD), is the default option which appears in the absence of other planning actions.

B. Retention

When a facility is not currently required, but would be required for planned mission expansion, or in the event of mobilization, then "RETAIN" is the FPD planning action to be used. To use this planning action, the planned expanded mission should be a Chief of Naval Operations (CNO) - approved mission change/expansion acknowledged by the Major Claimant and/or the facility must be a part of an approved Logistic Support and Mobilization Plan as outlined in OPNAVINST S3061.1. The Navy Capabilities and Mobilization Plan (NCMP).

C. Outgrants - Continue

An outgranted facility is one which is owned by the Navy, but is rented, leased, or otherwise assigned to another service or government agency. I f there are no plans to terminate the outgrant, use the planning action symbol for outgrants - continue, "OUTG-C".

6.8 Acquisition Planning Actions

The acquisition planning actions are summarized in Figure 64. Keep in mind that implementation of any of these acquisition planning actions normally involves an expenditure of funds, and should only be recommended when absolutely necessary. When acquisition of additional facilities is necessary, economic analysis of all options should help determine which type of action to pursue. The funds needed to implement acquisition planning actions may come from various sources. Activities and their Major Claimants should explore all possible funding options, since the resources of each specific funding source are limited. The funding sources which may be available include annual Operations and Maintenance, Special Projects, Unfunded Military Construction (MILCON) (including Emergency Construction, Restoration of Damaged Facilities, and Contingency Construction), and Funded MILCON (including Unspecified Minor Construction and regular MILCON). Each program has specific qualifying criteria, funding limitations, and approval authorities. These types of funding are described in derail in OPNAVINST 11010.20 and are discussed in Chapter 7 of this Instruction.

A. Lease

Fee purchase of real property (land and permanent improvements attached to land) is not always required to satisfy Navy real estate requirements. These requirements can sometimes be satisfied by using other federally-owned property or by acquiring so-called "lesser interests" in private property. Use of real properly controlled by other federal agencies can be obtained through host-tenant real estate agreements, public land withdrawals, or permits. Use of private property can be obtained under leases or easements. The Navy acquires these lesser interests when it is unnecessary or impractical to purchase fee ownership. For example, a lease would be used to satisfy a short term space requirement, and an easement would be used to run Navy utility lines across private property. FPD planning actions to acquire nearby leased facilities or the use of facilities owned by other DoD or federal agencies, are recorded as "LEASE", even though there may be no formal lease agreement. This is "LEASE" as defined for the Shore Facilities Planning System (SFPS) purpose. This procedure permits non-Navy owned assets which are, by definition not in the Navy Facility Assets Data Base (NFADB), to be used for facilities planning purposes. FPD planning actions to reflect relocatable (class 3) facilities depend upon the plan for using the Relocatable facility. If the plan is to use the Relocatable facility on a permanent basis in lieu of permanent facilities, then "CL3-U" (Class 3 - Use) is the FPD planning action shown. If the plan is to use the Relocatable facilities on an interim basis until other planned new facilities become available, then "CL3-I" (Class 3 - Interim) is the FPD planning action shown.

B. Outgrant - Retrieve

When a Navy facility which is outgranted could be used to satisfy a Navy deficiency, then it may be advantageous to retrieve the outgranted facility. On FPDs, retrieval of an outgrant is recorded as "OUTG-R" (Outgrant - Retrieve).

C. Conversion

.

The process of putting a facility (which is no longer required for its current use or may not represent the "highest and best" use) to a new use by the same user is known as a conversion. The planning action which appears on the FPD of the gaining category codes is "CONVFR" (convert from), and is further defined with the losing category code number. Likewise, on the FPD of the losing category code, the planning action "CONVTO" (Convert to) should appear, further defined with the gaining category code. Conversions are a means for achieving an optimum utilization of existing assess often at little or no cost

1. Conversions can result in facilities being converted from inadequate to adequate or substandard dependent on the new function and the degree of satisfaction they provide.

2. A facility may be converted, then require renovation. Should such a case occur, the conversion (CONVTO) must be implemented before the planning action can reflect renovation (RENOV). Until the conversion on the Property Record is complete, the renovation action should be detailed in the FPD Action Notes.

3. CNO must approve the conversion of bachelor housing facilities to other uses or the conversion of other buildings to bachelor housing. See paragraph 3.10. The proposed conversion of warehousing must be forwarded to Naval Supply Systems Command (NAVSUPSYSCOM) for review. See paragraph 3.11 for overall NAVSUPSYSCOM responsibilities, Exhibit 4-2 on recoupment policy, and paragraph 9.16 on project reviews.

D. Reassignment

The process of enabling a facility which is no longer required by ins current user to be used by another Navy user (either for the same or a different use), is known as a reassignment. The principal definition of the term involves the reassignment of an asset from one property record holder to another. The term can also refer to a change in user with no change in the property record holder. The planning action which appears on the FPD of the gaining activity is "REASFR" (reassign from), and is further defined with the Unit Identification Code (UIC) of the losing activity. Similarly, "REASTO" (reassign to) appears on the FPD of the losing activity as the planning action and is further defined with the UIC of the gaining activity.

1. Reassignments can be made to various users of a host's facilities (tenants with Host/Tenant Codes 1 or 3). Reassignment to another host is appropriate where the property includes land which can be easily separated from the other real estate holdings of the original host. An example is where the host has a special area that is surplus to its needs, and the requesting activity can show a valid requirement for the property. The reassignment of the property means the plant accountability will change from the original host to the requesting activity.

2. In effecting such a transfer between two host activities, the creation of "islands of property" within existing land parcels should be avoided. This fragmentation of property is the result of a reassignment of a facility without associated land, or a parcel of land (with or without improvements) completely encompassed by other land holdings of the releasing activity. This situation can result in additional administrative costs and increased expenditures for operations and maintenance due to separate plant property accountability. This fragmentation of property can be avoided by the host retaining plant property accountability of the property with the requesting activity as user. This is accomplished through the alternate host concept which is described in paragraph 3.6J.

Figure 6-5 Renovation Vice New Construction

As facilities increase in age, it may no longer be economical to continue or to increase the level of repairs for an indefinite period of time or to embark on a major renovation. Factors to consider in assessing the merits of renovation vice new construction are listed below. An evaluation of acquisition planning actions which affect facilities on or eligible listing on the National Register of Historic Enlaces should recognize their historic status.

Factor	Renovation	Construction
Facility Life Cycle	15 years	30 - 50 years
Energy Consumption	No change required	40% reduction required
Functional Efficiency	Existing building size and structure tend to limit improvements	Maximum efficiency possible

E. Renovation/Modification

The process of correcting physical or functional deficiencies to restore a facility to complete adequacy for its existing use is known as renovation. Renovations will restore a substandard facility to full adequacy, while modification will simply provide alteration to an already adequate, substandard, or inadequate facility. On FPDs, "RENOV" and "MODIFY" are the planning actions shown. These planning actions are generally identified by the project number of the associated project.

1. Renovation can only be used for a substandard facility, as it implies an upgrading of condition to adequate. An inadequate facility cannot be renovated since inadequate has been defined as a facility that cannot have its condition upgraded for its present use through "economically justifiable means" (see Figure 6-5). An inadequate facility can, however, be converted to ("CONVTO") another use (category code) and then be renovated ("RENOV") to upgrade its condition if it was substandard for the new use.

2. A Navy Occupational Safety and Health project, a type of modification project, corrects a safety hazard, but may or may not result in an otherwise adequate facility.

F. New Construction

The FPD reflects new construction as "CONSTR", and is identified by the P- number of the MILCON, Nonappropriated Funded (NAF), or special project. (See paragraph 6.11 for a discussion of planning action identifiers.) While new construction is the primary means by which new facilities are added to an activity, all other options should be explored first to determine if other alternatives are feasible.

G. Land Purchase

Purchase of land based on current requirements is usually given preference over a proposal based on potential future needs and mobilization requirements. There are no FPDs for land category codes.

H. Acquisitions and National Register of Historic Places Properties

NAVFACINST 11010.70, Facility Planning and the Protection of Cultural Resources, should be consulted if renovation, modification, new construction, or conversion is planned that will affect any property listed or eligible for listing on the National Register of Historic Places.

6.9 Relocatable Facilities Are For Specific Uses

DoD INST 4165.56, Relocatable Buildings, defines Relocatable buildings as facilities that are designed to be easily and economically moved, erected, disassembled, stored, and reused. Some pre-engineered buildings or modular buildings which are designed to be quickly installed at a site, but left in place for long periods of time do not meet this definition. Relocatable facilities can have inflatable or fabric structures. Generally, Relocatable facilities are considered personal property, but due to the potential for circumvention of Congressional authority, DoD INST 4165.56 requires military departments to place stricter controls on Relocatable facilities than on other types of personal property. Under OPNAVINST 11010.33, Procurement. Lease and Use of Relocatable Buildings, trailers are considered Relocatable facilities.

A. Short Term and Overseas Uses Are Appropriate

1. Relocatables may be used as interim facilities pending completion of a programmed MILCON or Minor Construction, rehabilitation, or repair project. The period of intended use should normally be three years or less.

2. Relocatables may be used for short term requirements for which no permanent facilities will be required.

3. Relocatables may be used overseas in areas when permanent construction is not an option.

B. Certain Uses Are Inappropriate

1. Because of the three year limitation, Relocatable facilities should only be used when a permanent solution is programmed in the near future. Merely having an unprogrammed project in the MILCON Requirements List is not sufficient.

2. Relocatables may not be used to avoid minor construction funding limitations.

3. Relocatables should not be used as a substitute for good, timely facilities planning or for timely programming of permanent facilities.

4. In some circumstances, facilities acquired as equipment under Relocatable facilities policies may be converted to real property and included in the NFADB. In accordance with OPNAVINST 11010.33, the conversion must be approved by CNO, and congressional notification is required. Only Relocatable buildings of substantial qualify should be converted.

5. To avoid the appearance of circumventing congressional approval, service contracts for Relocatable facilities should require the contractor to remove the facilities when the contract is completed.

C. Relocatable Facilities Planning Actions

1. Planning Action "CL3-I" is appropriate when Relocatables are to be used as interim facilities pending new construction, rehabilitation of existing facilities, or temporary mission increase. It can be used for leased or owned Relocatable facilities.

2. Planning Action "CL3-U" should be used in situations where Relocatables have been in place for a long time and the activity does not have a plan to replace them. This action should only be used as a last resort. The activity should make plans to replace them with permanent facilities or dispose of them as soon as possible.

3. Planning action "CL3-D" should be used when unapproved Relocatable facilities are in place, but the activity has a plan to dispose of them.

6.10 Disposition Planning Actions

Disposition planning actions are summarized in Figure 64, as are all the other planning actions. Disposition actions should be considered whenever any surplus exists. Facilities which are unneeded, or which are beyond their economic life and are in disrepair, are economic burdens upon the Navy. One caveat to this guidance involves facilities listed, or eligible for listing on the National Register of Historic Places, which may require additional approvals prior to either or alteration. See NAVFACINST 11010.70, Facility Planning and the Protection of Cultural Resources. Another caveat concerns the disposal or conversion of bachelor housing which requires the approval of CNO OP-01, and the disposal or conversion of warehouse space of sufficient scope which requires the approval of NAVSUPSYSCOM. See paragraphs 3.10, 3.1 1, and 6.7C.

A. Disposition Planning Actions Which Result in Re-Use of Facilities

The following planning actions dispose of a surplus facility in a manner which results in the satisfaction of other facility deficiencies. This process is to be encouraged whenever possible.

1. Outgrants. See paragraph 6.8B.

2. Conversion. See paragraph 6.8C.

3. Reassignments. See paragraph 6.8D.

B. Disposition Planning Actions Which Result in Elimination of Facilities

The following planning actions remove facilities, which are economic burdens, from the Navy plant account. All of these disposal actions involve both the planning and real estate departments at EFDs, as well as the activity.

1. Disposal. The planning action used to address many surplus facilities is "DISPOS" (disposable assets). Various methods of disposal are discussed in NAVFAC P-73. This planning action can reflect a plan to dispose of the facility in a specific method, which should be described in an FPD Note. This planning action can also react a general plan to dispose of the facility in an unspecified manner. The status of the disposition will be recorded in the NFADB, as directed by NAVFAC P-78.

2. Demolition. When a facility is either deteriorated beyond economic repair, unable to satisfy anyone's requirements, or demolition is required for the siting of a MILCON project based on economics or an operational requirement, it may be demolished. The planning action "DEMOL" (Demolish) or "DEM_C" (Demolish as part of an approved MILCON Project) appears on the FPD to reflect this plan. The planning action can be further identified by the project number in the "ID" column or in a note.

3. Replace. For those inadequate facilities which are being used, but should be replaced, for which a project has not been submitted, the planning action "REPLCE" (Replace) is optionally available for use on an FPD. An acquisition planning action (CONSTR) should be included with any replacement planning action.

4. If a Relocatable facility is in place, but is planned to be disposed of, then "CL3-D" (Class 3 - Dispose) is the FPD Planning Action shown.

6.11 Planning Action Identifiers

FPD planning action identifiers (ID) are used to provide additional information to explain the planning action. There is no limitation as to what identifiers may be used on FPDs (a five character space is available). However, several identifiers are used frequently and are expected to be used when appropriate. The following are flee identifiers which are most commonly used on FPDs.

Vacant. The identifier “VAC" is used to identify space which is vacant.

UIC. The five digit UIC of an activity is used to identify who will receive "reassign to" assets, and where "reassign from" assets will come.

CCN. The category code number is used to identify where "convert to" assets will go to, and where "convert from" assets will come from.

Project Number. The project number (e.g., P-001) is used to describe a specific project that is planned. Project numbers should reflect type of funding (i.e., PMILCON, it-Repair, C-Construction by Special Project, N-NATO.)

6.12 Planning Action Designators

All planning actions have listed beside them a designator (D) which shows whether the action results in the satisfaction of a facility requirement, or the disposition of a facility surplus. The designators which apply to each FPD planning action are shown in Figure 6~ and their location on the FPD is shown on Figure 6-8. These designators are as follows.

Positive (+). The positive designator reflects an adequate or substandard facility or a planned acquisition which can satisfy a requirement. The scope associated with this action is included in the calculation of Total Proposed Adequate Assets (TPAA).

Negative (-). The negative designator reflects the disposition of a facility for that particular use and user. Therefore, the facility is not included in the Total Proposed Adequate Assets (TPAA).

Neutral (O). The neutral designator results in continued use of a facility which cannot be made adequate for its function, and therefore cannot contribute to the satisfaction of a facility requirement. The facility can be surplus to the activity's facility requirement, but does not count towards the TPAA. The neutral designator is applied when the continued use, retention, modification, or retrieval of the outgrant of an inadequate facility is planned (see paragraph 6.6B). It is also used when the acquisition of a Class 3 Relocatable facility is planned for interim use ("CL3-I") until a permanent facility is available.

6.13 Activity General Information

The Activity General Information (AGI) provides specific data on activities as illustrated in Figure 6-6. Special areas, alternate hosts, tenants with HIT Codes, and alternately hosted activities are all identified. Corrections to the AGI are made by the EFD through established procedures for correcting Master Activity General Information Control (MAGIC) data.

Figure 6 - Activity General Information

CSO RPT SYM/NO. 11016/R2002R01 22 MAR 84

ACTIVITY GENERAL INFORMATION

ACTIVITY UIC..... NX1071 NAS EMERALD POINT CA
H/T CODE..... 0 HOST W/FPD
HOST UIC..... NX1071 NAS EMERALD POINT CA
PARENT UIC..... NX1071 NAS EMERALD POINT CA
MAJOR CLAIMANT.F PACFLT
SUB-MAJ CLAMNT..FA AIRPAC
EFD UIC..... N62474 WESTDIV
AREA-COORDINATOR11 NBSDIEGO
AREA COMPLEX

SPECIAL AREAS

BA	OLF RIDGEVIEW
CA	MT TRAVIS HSG AREA

SPECIAL AREA AT ALTERNATE HOST

UIC	SA	
N12379	DA	BAYVIEW HILLS ANNEX
N12389	FA	DONNER VALLEY HSG

ALTERNATE HOST LOCATIONS

UIC	NAME	H/T CODE	SUB-CLAIMANT
N00228	NSC OAKLAND CA	0	KB NAVSUP

TENANTS

UIC	NAME	H/T CODE	SUB-CLAIMANT
N12367	NAVAIRESCEN EMERALD PT CA	1	B NAVRESFOR
N12378	NAVDAF EMERALD PT CA	1	DA NAVDAC
N12323	NAMTD EMERALD PT CA	3	HD CNET
N12345	NAESU DET EMERALD PTCA	4	FA AIRPAC

ALTERNATELY HOSTED ACTIVITIES

UIC	NAME	H/T CODE	SUB-CLAIMANT
N00228	NSC OAKLAND CA	0	KB NAVSUP
N00619	NAVHOSP OAKLAND CA	0	I NAVMED
N68409	NAVDENCLINIC SAN FRANCISCO CA	1	I NAVMED
N6B607	PERSUPPACT SAN FRANCISCO CA	1	FD LOGPAC

* IDENTIFIES DISESTABLISHED ACTIVITIES

6.14 FRP Summary Is An Overview of Deficiencies, Surplus Facilities & Proposals

The Facilities Requirements Plan (FRP) Summary (see Figure 6-7) provides an overview of existing and proposed planning conditions by category code for an activity. The summary includes, for each category code, the approved BFR quantity; the existing assets, by facility condition; the existing surplus and deficient quantities, based on existing conditions; and the proposed quantities surplus and deficient, based on the planning actions shown on the FPD. The FRP Summary provides activity and EFD planners, Activity Commanding Officers, Major Claimants, and other interested parties a vehicle to quickly determine existing surplus facilities and deficiencies and whether proposals have been formulated to reduce them. It allows planners to locate facility surplus facilities that may be appropriate to help satisfy other facility deficiencies.

6.15 Facility Planning Documents Provide Details

Each FPD (see Figure 6-8) is a record of planning data for a particular category code at an activity. A properly prepared FPD will provide proposals for optimum use of existing assets, and will provide a plan to satisfy deficiencies and dispose of surplus facilities. The Notes Section is a means for documenting planning data, analyses, and proposals in detail.

A. Standard Notes

Standard Notes are used by the EFDs and NAVFACENGCOMHQ to provide information on the BFR shown on the FPD. The format of these notes is predetermined. The notes are included on the FPD by inserting the corresponding note number. The following Standard Notes are available.

01 Quantity Deferred For More Information
02 Waiver Of OSD Criteria Required
04 FRP Approval Pending Washington-Level Review
05 Difference Between BFR And Total Proposed
Adequate Assets (TPAA) Is Negligible; No Further Action Taken
13 Quantity Classified
15 When Planning This CON, Refer To All FPDs In This CCN
16 Expanded Fleet Requirement, Based On Tentative Loadings
33 FY83* Bachelor Housing Survey
34 FY 84* Bachelor Housing Survey
35 FY85* Bachelor Housing Survey
36 FY 86* Bachelor Housing Survey
37 FY 87* Bachelor Housing Survey
38 FY 88* Bachelor Housing Survey
(* A new note is added for each fiscal years' survey)

B. General Notes

The General Notes section of the FPD should be used as a means to further describe data included on the document. The capacity of the General Notes section is 99 lines. It provides adequate space for a narrative discussion on data included on the FPD. The General Notes do not have a note number associated with them.

C. Planning Action Notes

FPD Action Notes are used to provide further description of specific FPD planning actions. Each note must have a two-digit number that corresponds to a note number listed in the note column of the satisfaction of Deficiency/Surplus section of the FPD. The capacity of each FPD Planning Action Note is l lines per note. There may be one note per planning action listed.

D. Notes Information

The key to the development of a good FPD is the anticipation of questions that may be asked by those reviewing and using the document. The General and FPD Action notes sections should be used to further describe the requirements, assets, or planning analysis shown on the FPD. Samples of information that could be included in the notes sections are

1. One unit of measure of the requirement may be met; however, another unit of measure is deficient. A note can explain the impact.

Figure 6-7 Facilities Requirements Plan Summary & Definitions

The host/tenant code of the tenant listed on the FP Summary is a 3. The planning information for any H/ T Code 3 tenant is shown at the appropriate category code number. A H~ Code 4 requirement would be included with the host's and a H/T Code 1 activity would have its own FRP.

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FACILITIES REQUIREMENTS PLAN SUMMARY

ACTIVITY UIC. N-X1071 ACTIVITY NAME. NAS EMERALD POINT CA 19 APR 84

EFD CERTIFICATION DATE: 05 OCT 84

CCN	CATEGORY CODE DESCRIPTION	UM	BASIC FACILITY REQUIREMENT	ASSETS ADEQUATE A SUBSTNRD S INADEQTE I	EXISTING QUANTITY SURPLUS + DEFICENT-	PROPOSED QUANTITY SURPLUS + DEFICENT
171-10	ACD/GEN INS BLD	SF	1800	1000 A	800	
171-20	APP INSTR BLDG	SF	89200	72000 A 2400 S	17200 -	256+
TENANT...N12323		SF	45251	27151 A 15143 S 2593 I	18100	
CATEGORY CODE 171-20 TOTAL		SF	134451	99151 A 17543 S 2593 I	35300 -	256+
171-34	OP TRAINER BLDG	SF	5000	6200 A	1200 +	
171-77	TRNG MATRL STRG	SF	560	780 A	220 +	220+
211-05	MAINT HNGR-OH S	SF	124320	67240 A 59310 S 22110 I	24230 + 57080 -	2230+
211-06	MAINTHNGR-01 S	SF	54200	21143 A 17495 S 15762 I	33057	
211-07	MAINTHNGR-02S	SF	54000	27643 A 28520 S 16324 I	18487 + 26357 -	
211-08	AIRFRAMES SHOP	SF	6400	7100 S `	700 + 6400 -	
211-15	LINK MAINTSHEL	SF	1200	1200 A		
211-21	ENG MAINT SHOP	SF	19688	15910 A	3778 -	
21140	ELEC,COMM,& ARM	SF	10767	4395 S 6400 S	28 + 6372 -	28+

UIC..N-X107I SUMMARY PAGE 1

Figure 6-7-7(Cont'd) Facilities Requirements Plan Summary & Definitions

Shown at the end of the planning information for the main site is the planning information for "alternate host" locations and "special areas."

ACTIVITY UIC ACTIVITY NAME	The unit identification code and name of the activity.
EFD CERTIFICATION DATE	The date EFD certified the complete FRP. Unless comments were received, this date is 30 days from the date the EFD forwarded the FRP to the Activity, Chain of Command, and Host activity.
CON	The category code number (CCN).
CATEGORY CODE DESCRIPTION	The NAVFAC P-72 description.
UM	The unit of measure from NAVFAC P-72.
BASIC FACILITY REQUIREMENT	The approved BFR quantity in the prime unit measure (UM).
ASSETS ADEQUATE A SUBSTNRD S INADEQTE I	The total assets for each category code by facility condition. Each quantify | is followed by an A, S. or I to indicate the condition (adequate, substandard, or inadequate) of the asset.
EXISTING QUANTITY SURPLUS DEFICIENT	The quantities surplus (denoted by a "+") and deficient (denoted by a "-") + based on existing adequate and other assets and the approved BFR - quantity. These quantities ate calculated as follows. See paragraphs 65A and 6.6A. (Adequate + Substandard + Inadequate) - Requirement (BFR) = Existing Quantity Surplus Requirement (BFR) - Adequate = Existing Quantity Deficient Note: The "+" and "-" symbols refer here to surplus and deficiencies respectively. Their use here is distinct from the use of these symbols on the FPD to denote applicability of the assets towards satisfying the BFR.
PROPOSED QUANTITY SURPLUS DEFICIENT-	This column shows the quantities surplus (denoted by a "+") and deficient (denoted by a "-") based on the proposed planning actions shown on the FPD for the particular category code. These quantities ate calculated as follows. See paragraphs 6.5B and 6.6B. Total Proposed Adequate Assets (TPAA) + Scope quantities with' designator - Requirement (BFR) = Proposed Quaintly Surplus Requirement (BFR) - Total Proposed Adequate Assets (TPAA) = Proposed Quantity Deficient

Figure 6-8 Facility Planning Document & Definitions

* One check of two of The planning actions would be to review the FPDs for category codes 217-77 and 219-77 to see if there are corresponding "CONVFR" and "CON VTO" planning actions and also to see if there is agreement between the BFRs and the Total Proposed Adequate Assets for those category codes.

FACILITY PLANNING DOCUMENT

ACTIVITY UIC NX1071 NAME NAS EMERALD POINT
AH UIC N12356 NAME NAS NOWHERE
SPECIAL AREA DB NAME REMOTE ANNEX

CATEGORY CODE .21910 DESCRIPTION.. PUBLIC WORKS SHOP
DATES: BFR..13 APR 84 PART FRP...23 MAY 84 EFD CERT...17 JUN 84

BASIC FAC RQMT	UM	FACILITY ASSETS DATA ADEQUATE	SUBSTNRD	INADEQTE		QUANTITY DEFICIENT	QUANTITY SURPLUS
23200		(SF)	8230	3715	17359	14970	6104

FACILITY DETAIL — SATISFACTION OF DEF/SURP

FAC NO	U	EE	C	ADEQUATE	SUBSTNRD	INADEQTE	DEF CODES	ACTION ID		D	SCOPE	NT
14	N	83	P	5000				USE	+	5000		
					1700		C11	RENOV P-223	+	1700	01	
17	N	83	S		2015		B26	CONVTO 21977	-	2015	05*	
32	N	83	P	3230			A27	MODIFY R1484	+	3230	02	
53	N	83	S			6605	F01F04B26	OUTG-C	-	6605	06	
62	N	83	T			6719	F30	DEMOL P-234	-	6719	04	
73	N	83	T			2300	F30	DEMOL	-	2300	03	
114	N	83	S			1735	B26F11C40	DISPOS VAC	-	1735	07	
	ACQ							CONSTR P-234	+	11891	04	
	ACQ							CONVFR 21777	+	1379	08	
							TOTAL PROPOSED ADEQUATE ASSETS=			23200		

NOTES FOR CATEGORY CODE.. 21910

GEN NOTES. REQUIREMENT DERIVATION	28300 SF
TOTAL REQMT FOR ALL P W SHOPS (259 PN, TABLE 219-10):	1200
LESS 219-20 REQMT:	1800
LESS 219-25 REQMT:	2100
LESS SATELLITE P W SHOP @ SPECIAL AREA BA:	23200 SF
TOTAL REQMT FOR 219-10 A-T MAIN SITE:	

FPD ACTION NOTES

01 UPGRADE ELECTRICAL SYSTEM FOR INSTALLATION OF NEW EQUIPMENT.
02 SPECIAL PROJECT R14-84 WILL REPAIR ROOF OF BLDG 32.
03 BLDG 73 TO BE DEMOLISHED BY STATION FORCES IN SPRING 89
04 P-234 TO DEMOLISH BLDG 62 & CONSTRUCT WOODWORKING/PLUMBING SHOPS.(FY-87)
05 CONVERSION IN SUMMER 88, WILL BE ADEQUATE FOR NEW USE.
06 BLDG 53 LEASED TO GRANT CONSTRUCTION UNTIL CONTRACT FOR P-193 IS COMPLETED, BLDG WILL THEN BE DEMOLISHED BY CONTRACTOR.
07 BLDG 114 IS LOCATED ON SITE FOR NEW FIGHTER PILOT SCHOOL (FPS). A STUDY IS BEING CONDUCTED TO SEE IF THE BUILDING CAN BE USED BY FPS. IF NOT, BLDG 114 WILL BE DEMOLISHED AS PART OF P-991, FPS TRAINER.
08 CONVERSION FROM 217-77(BLDG 213) TO COINCIDE WITH MILCON P-285 (FY 89)..

END DATA FOR CATEGORY CODE 21910

UIC...NX1071 FPD CCN..21910 PAGE 1

Figure 6-8 (Cont'd) Facility Planning Document & Definitions

ACTIVITY UIC NAME	The unit identification code and name of the activity.
AH/TENANT UIC NAME	The "Alternate Host" location activity's unit identification code and name or the "Supported Tenant" (HIT Code 3) activity's unit identification code and name.
SPECIAL AREA NAME	The "Special Area" two-letter designation and name.
CATEGORY CODE DESCRIPTION	The "category code number" and NAVFAC P-72 "Description" for the facility's function.
DATES	
BFR	The date the EFD certifies the Basic Facility Requirement
PART FRP	The date a Partial FRP is certified for that category code if applicable
EFD CERT	The date EFD certified the FRP.
BASIC FAC RQMT	The Basic Facility Requirement quantity and UM appropriate unit(s) of measure. The BFR is tentative if Standard Note 04 appears.
FACILITY ASSETS DATA ADEQUATE SUBSTNRD INADEQTE	The total quantity of facilities for each condition (and unit of measure) for all assets within the given category code (see paragraph 5.7).
QUANTITY DEFICIENT QUANTITY SURPLUS	Computer-generated existing quantities for each unit of measure and calculated as shown below (see paragraphs 6.5A and 6.6B). Quantity Deficient =BFR Quantity - Adequate Assets Quantity Surplus = (Adequate Assets + Substandard Assets + Inadequate Assets - BFR Quantity)
FACILITY DETAIL	
FAC NO	Assigned building or structure number from the NFADB, when no number is assigned the property record number is shown.
U	Multi-use designator to show whether the facility has more than one category code ("Y" for yes) or only a single category code ("N" for no).
EE	The year of the latest Engineering Evaluation.
C	The type of construction for the facility, denoted by P (permanent), S (semi-permanent), or T (temporary). See Exhibit 5-2.
ADEQUATE SUBSTNRD INADEQTE	The quantity of assets (prime unit of measure only) by condition for each facility listed (see paragraph 5.7).

Figure 6-13 (Cont'd) Facility Planning Document & Definitions

DEF CODES	Appropriate deficiency codes for each facility (see paragraph 5.7D and Figures 5-6 and 5-7).
SATISFACTION OF DEF/SURP	This is the heading for the "planning analysis" section of the FPD.
ACTION	Proposed planning actions for each facility. Planning actions are discussed in paragraphs 6.7 through 6.10.
ID	The identifier column further describes the proposals for a particular facility e.g., a MILCON project number or if a facility is vacant, it should be so noted here with a "VAC" entry. Appropriate entries for the ID column are further discussed in paragraph 6.11.
D SCOPE	The "designator column" indicates how the particular planning action and associated "SCOPE" will affect the "Total Proposed Adequate Assets" displayed on the FPD. See paragraph 6.12 for the discussion on planning action designators. Designators are as follows:
(+)	Scope associated with the planning action is additive to the TOTAL PROPOSED ADEQUATE ASSETS.
(-)	Quantity in the scope column will have no effect on the TOTAL PROPOSED ADEQUATE ASSETS.
(0)	Quantity in the scope column will have no effect on the TOTAL PROPOSED ADEQUATE ASSETS, but does impart the Proposed Quantity Surplus listed in the FRP Summary.
NT	This column provides the note number for associated FPD Action Notes listed in the Notes section of the FPD.
ACQ	This designation is included when an acquisition planning action is included in the planning analysis section.
TOTAL PROPOSED ADEQUATE ASSETS	This quantity is the summation of all the quantities in the "SCOPE" column above, that have a "+" designator associated with them as shown in Figure 64.
NOTES FOR CATEGORY CODE	General title to identify pertinent category code.
STD NOTES	Standard Notes are included to provide further information on the BFR quantity. They are limited to two notes per category code.
GEN NOTES	The general notes section provides the capability to further explain any aspect of the planning for a particular category code.
FPD ACTION NOTES	These notes are further explanation of a particular planning action and are keyed by the note number shown in the "Nip' column above.

2. Current use of an older facility or adaptive reuse of a facility may result in an unusually large net-to-gross factor, and therefore, an apparent surplus of assets when compared to requirements. A note should explain the apparent inefficient utilization of assets.

3. A note can explain why a particular asset is considered substandard or inadequate in some detail.

4. Detailed descriptions of proposed MILCON and special projects and how they will satisfy deficiencies or eliminate deficiency codes can be included in a note. A listing of the category codes included in the project and any special circumstances such as rehabilitation of existing assets and new construction may be shown.

5. The derivation of the requirement may be included in the notes section.

6. References to other FPDs, particularly when conversion planning actions are shown can be made in a note.

7. A note can explain why a surplus may not be appropriate for conversion to another category code. For example, a surplus representing half the space within an ordnance magazine is not a likely candidate for reuse.

8. The difference between the requirement and Total Proposed Adequate Assets may be negligible to the point that no further planning actions are appropriate. The Standard Note recognizing this should be included on the FPD.

9. Information on the demolition of facilities can be explained in a note.

10. Background information on proposed reassignment or conversion planning actions can be provided.

11. Siting problems associated with existing assets, i.e., Air Installations Compatible Use Zones, airfield safety, explosives safety, hazardous wastes sites, etc., can be discussed in a note.

12. Background information on vacant assets can be included in a note.

13. Local descriptions of a facility, if it is more appropriate than the Category Code Directory descriptions, can be included in a note.

6.16 Basic FRP Contents Can Be Augmented

As discussed in paragraph 6.3, the FRP must contain the AGI, the FRP Summary, and the individual FPDs. Additional data may be provided which will facilitate either review or use and implementation of the plan's recommendations or both. Optional additional items are as follows. The order does not reflect position within the FRP. Such additional planning services are available as EFD resources permit and on a cost reimbursable basis.

A. Executive Summary

This summary could serve as an introduction to the entire FRP for activity managers and their chains of command.

1. The methodology used to develop the FRP could be presented to demonstrate the depth and quality of the SFPS as well as the uses of the FRP.

2. The analysis of the activity's mission statement, tasks, functions, and workload determine the groups of category codes required. FRP review would be facilitated with easy access to this background information.

3. A summary of the analysis, concepts and proposals upon which the FRP is based could provide insight into the facilities planning problems that were identified and the solutions in the FRP.

B. Facility Requirements Summary by Activity Departments

Requirements are often developed by a careful analysis of the needs of individual departments and/or divisions at an activity as well as by studying the activity as a whole. These individual requirements are then combined under their respective category codes which are the organizational framework of the FRP. It can be extremely helpful for the individual departments to appreciate how their individual needs are reflected in the FRP. This can be achieved if the requirements are sorted primarily by department rather than by category code as in the FRP.

C. Background Data Can Facilitate FRP Review

1. The projected activity base loadings for personnel, aircraft, and ships are one of the prime factors in the development of the BFRs in the FRP. The inclusion of unclassified base loadings used will facilitate FRP review by the chain of command as well as future FRP updates.

2. Maps and photographs of the region, community, activity, site areas, or individual buildings are helpful for an appreciation of the overall environment and local conditions. Areas with planning problems and areas which are successful can be shown.

3. Diagrams depicting the activity's functional relationships and/or departmental relationships assist the activity facility managers and their chains of command in assessing if the FRP addresses the activity and its operational facility needs.

4. For activity use only, the latest activity portion of NAVFAC P-164, Detailed Inventory of Naval Shore Facilities, may be provided by the EFD to the activity to document their assets in the NFADB. It is not necessary to forward this item to the chain of command for review.

5. Also for activity use only, the Property Records could be provided by the EFD to the activity to document individual facility assets in the NFADB in detail. Again, this item need not be provided to the chain of command for review.

6.17 Partial FRP May Be Necessary

A Partial FRP consists of one or more FPDs which do not equal the total FRP. The Partial FRP usually consists of FPDs that are submitted in support of a project which require a BFR update or a change to the planning actions included on the FPD. Any BFR update must trigger a revised planning analysis, which, in turn, will generate a new FPD. The submission, review, and approval procedures for the Partial FRP are described in paragraph 6.19 and Figure 6-10.

Section IV Submission Procedures & Responsibilities

6.18 Facilities Requirements Plan Certified by EFD

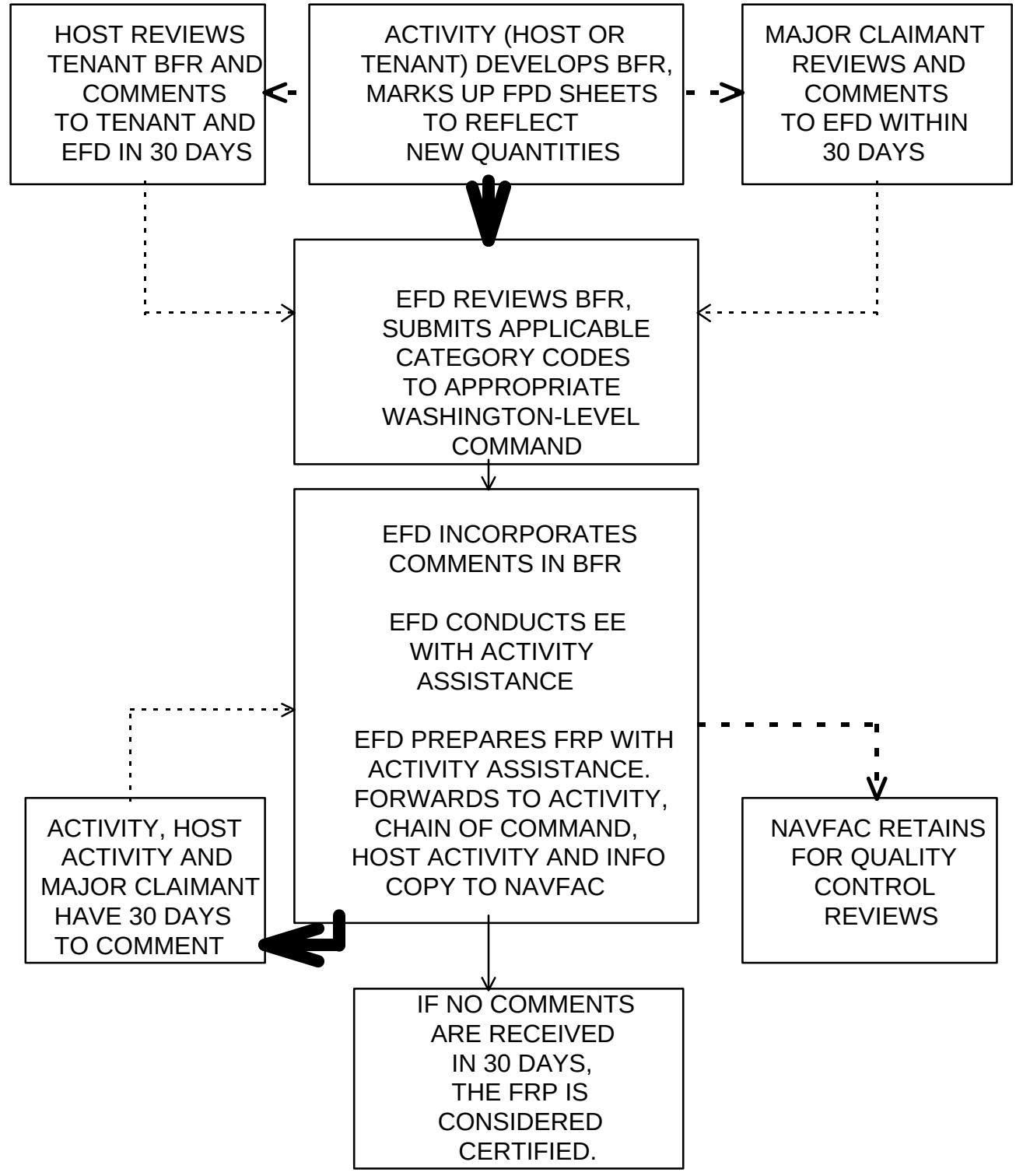
A. FRP Is Developed by the EFD

The Facilities Requirements Plan (FRP) is developed by the Engineering Field Division (EFD) with the participation of the activity. The plan's recommendations should represent the sound, professional judgment of the EFD. The completed FRP represents a product of the EFD. Plans shall be complete and proposals shall be executable and economically viable.

B. EFD Forwards FRP to Activity and Chain of Command

The FRP package should include all Basic Facility Requirement (BFR) justifications if any changes were made by the EFD or Washington area commands to the original activity BFR submission package. The documentation will be forwarded by the EFD to the activity and the Sub-Major and Major Claimants with a copy to NAVFACENGCOMHQ. A copy of the FRP for a tenant (Host Tenant Code 1) should be forwarded to the host activity. Similarly, that portion of an FRP for an alternately hosted activity which pertains to the host should be forwarded to the host for review and comment. Any activity or chain of command comments, with backup justification as necessary, on the plan should be provided to the EFD within 30 days of receipt. If no comments are received, the FRP is considered "certified" (see Figure 6-9).

Figure 6-9 FRP Update as Part of Facilities Requirements Planning



6.19 Interim FRP Changes can be Certified by EFD

In some cases, changes must be made to one or more category codes in an FRP. This is often the case when a new mission or change in loading generates the need for shore facilities for their support. The activity generally initiates action by developing a BFR and annotating changes to Facility Planning Document (FPD) planning actions (see Figure 6-10).

1. The activity submits the BFR with detailed backup justification (and annotated FPDs) to the EFD with a copy to the Sub-Major and Major Claimants.

2. Sub-Major and Major Claimants may review the documents and provide comments to the EFD within 30 calendar days of receipt.

3. The EFD reviews the Partial FRP and submits the applicable category codes (FPDs and BFR justification) to NAVFACENGCOMHQ for Washington area coordination.

4. The EFD incorporates any comments and forwards revised documents to the activity, chain of command, and host activity.

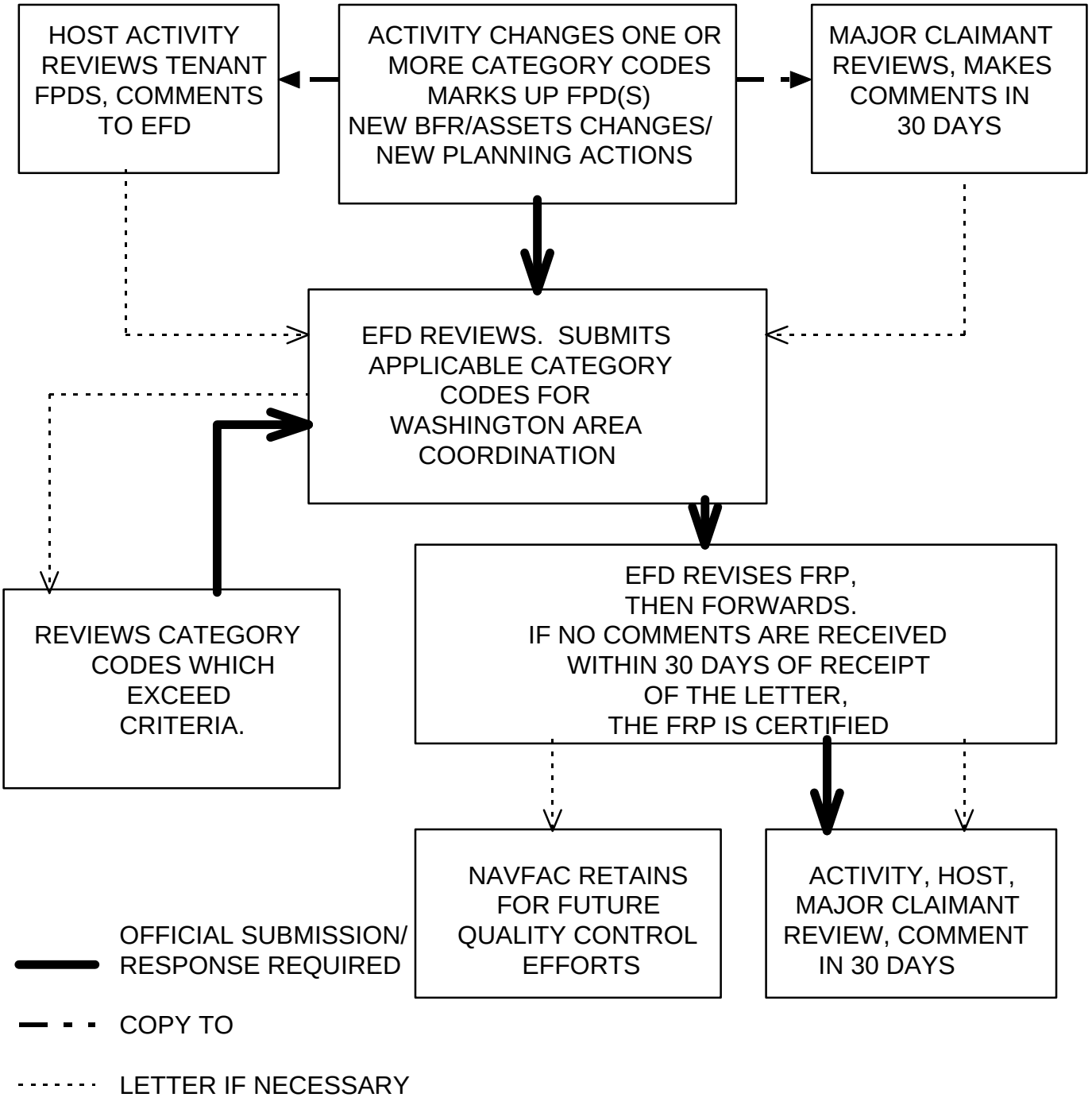
5. If no comments are received within 30 days, the Partial FRP is considered "certified."

6. The EFD forwards a copy of the package to NAVFACENGCOMHQ.
BFRs will not be separately approved, but will be certified as pan of the FPP or Partial FRP.

6.20 NAVFACENGCOMHQ and CNO May Resolve FRP Issues

The EFD will make every effort to incorporate comments of activities and Major Claimants. However, if differences cannot be resolved, the EFD will submit the disputed documents to NAVFACENGCOMHQ. If agreement still cannot be obtained, NAVFACENGCOMHQ will submit the documents to the Chief of Naval Operation.

Figure 6-10 Interim Changes to the FRP



Section V Do's & Don'ts
6.21 Facility Planning Document

A. Do's

1. Do reduce the Basic Facility Requirement (BFR) quantity if a sizable deficiency exists and the existing assets are sufficient. If there is some reason for the requirement to remain at a higher level. a general note should be added to the Facility Planning Document (FPD).

2. Do explain, in a note on the FPD, why the surplus facilities are retained if there is a legitimate reason to do so. The building configuration may not allow use of the extra space for another function, or security or safety considerations may preclude use of the buildings for other functions.

3. Do ensure REASTO and CONVTO planning actions have corresponding REASFR and CONVFR planning actions. Do ensure a reassignment or conversion is not going to create a surplus somewhere else.

4. Do make sure the quantities shown under the assets conditions match the quantities in the action column.

5. Do make sure planning actions use the prime unit of measure.

6. Do show information, such as the building numbers of conversions and the names of the activities involved in reassignments, in the Planning Action Notes if possible.

7. Do be sure the proposed use is consistent with the building condition.

8. Do include any known proposed construction project (MILCON or Minor) in the planning actions. This helps the activity keep track of planning actions, and helps higher authorities respond to questions.

9. Do explain any proposed actions that may be out of the ordinary, in the Notes.

10. Do show the total scope of a proposed multiple category code construction project in the Notes of the primary category code FPD, and refer to it on other FPDs. The user can thus quickly find all parts of a project without having to search through the FPDs.

11. Do keep the information up to date. If a project changes scope, enter the new scope on the FPD.

12. Do ensure all required units of measure are accurately reflected.

13. Do use Planning Action Notes to explain planning action Ids such as "CONSTR XXX" or "???" when planning project development.

14. Do identify MILCON scope projects with a specific project number, rather than P-XXX. This will reduce confusion when project documents are prepared and submitted and the project is entered into the MILCON RL.

15. Do use planning Action Notes to explain planning actions involving timing, or phasing as appropriate.

16. Do employ appropriate disposition planning actions on assets assigned to a category code for which there is no requirement.

B. Don'ts

1. Don't propose minor construction and large repair projects because that's what has always been done. As buildings age, such actions may be uneconomical. An economic analysis should consider various alternatives.

2. Don't hesitate to propose new construction if needed just because the new facility will be smaller than an existing inadequate facility which is larger than the BFR.

3. Don't use "CONSTR XXX" or "???" to show satisfaction of remaining deficiencies when the activity has no plan to submit the project.

4. Don't assume each deficiency and surplus, when they are small, can be resolved. It is not unusual for a small deficiency or surplus to exist, especially if the requirement was rounded.

5. Don’t plan for use of an adequate building scheduled for demolition, or an inadequate building to be rehabilitated, unless there are special circumstances. Any special circumstances should be explained in the FPD Notes.

6. Don't propose new construction when existing assets equal or exceed the requirement.

6.22 Facilities Requirements Plans

A. Do's

1. Do include the Activity General Information (AGI) sheet, the FRP Summary and the FPDs in an FRP at a minimum.

2. Do check HA codes in the Master Activity General Information Control (MAGIC) before updating the FRP and change as necessary. Be sure all data entered is in agreement with the host/tenant arrangements.

3. Do submit the FRP as hard copy. A record copy is necessary; not all reviewers have on-line access to the Shore Facilities Planning System.

B. Don'ts

1. Don't substitute the computer-generated "Associated Tenants for a Host Activity" report for the AGI. They are not the same!

2. Don't include computer-terminal screen copies in the FRP submission. Use remote job entry (RJE) printouts.

3. Don't use large computer tab stock. Use 8-112 inch x 11 inch paper for which the FRP documents were designed.

Chapter 7 Implementation

Section I Introduction

7.1 Implementation Also Requires Planning

The Facilities Requirements Plan (FRP) contains recommended planning actions which should enhance mission capability. The next step in the planning process (see Figure 7-1) is planning for implementation. Each type of planning action has an associated implementation procedure, monetary limitations, and varying levels of command responsibilities (see Figure 7-2).

7.2 Implementation Is Initiated by Activities, Claimants & Resource Sponsors

The activity and its chain of command have primary responsibility for implementation of planning actions. The Engineering Field Divisions (EFDs) and Public Works Centers act as technical consultants and review actions for compliance with the Shore Facilities Planning System.

A. Acquisition Implementation

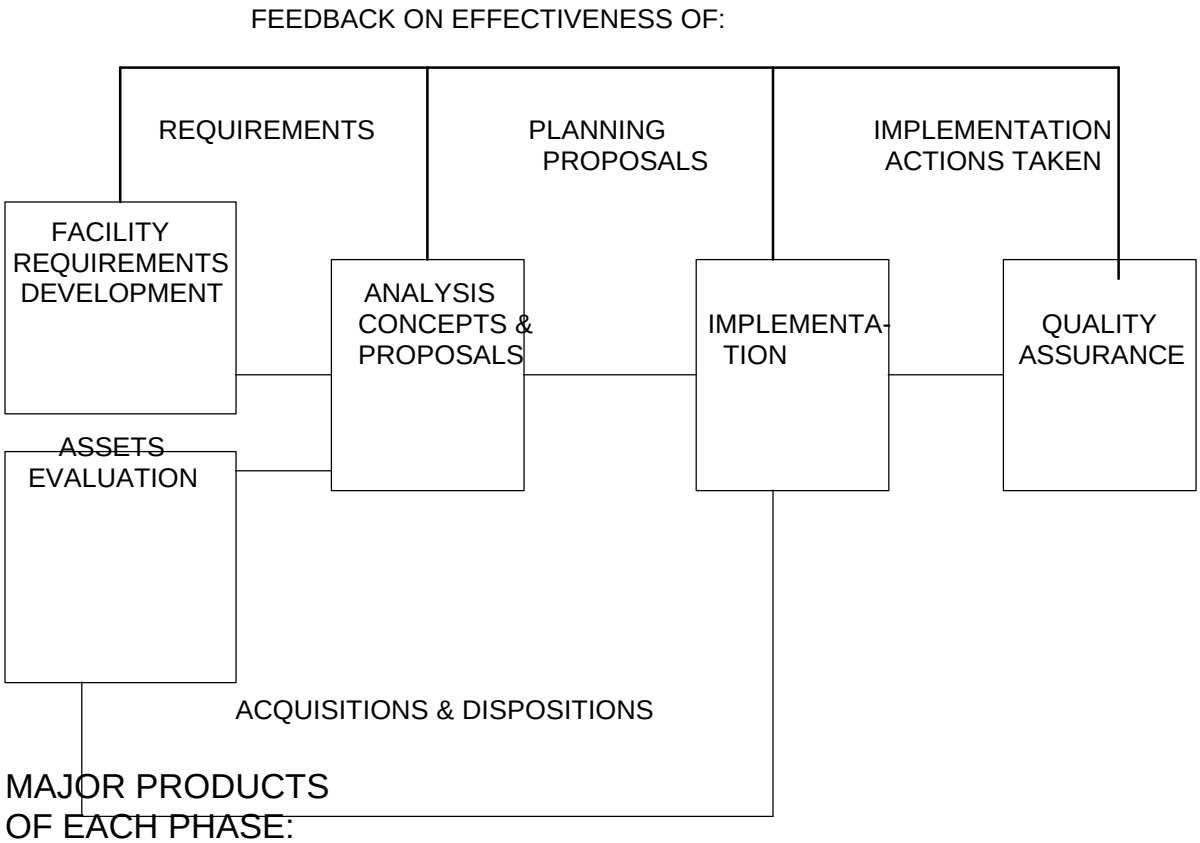
When acquisition is necessary, an economic analysis of all options should help determine which type of action to pursue. The funds needed to implement acquisition planning actions may come from various sources. Activities, their Major Claimants, and their Resource Sponsors should explore all possible funding options, since the resources of each specific funding source are limited. Each of the following programs have specific qualifying criteria, funding limitations, and approval authorities. These types of funding are described in detail in OPNAVINST 11010.20.

1. Allocation of annual Operations and Maintenance, Navy and Special Project funds are approved either at the activity or within its chain of command through the Major Claimant level.

Figure 7-1 Implementation Phase

A test of planning actions is whether or not they are implemented. Planning actions need to be sufficiently realistic to be capable of being effected. The activity and its chain of command must plan for the implementation of the planning actions in the FRP.

P L A N N I N G P R O C E S S



MAJOR PRODUCTS OF EACH PHASE:

* BASIC FACILITY REQUIREMENTS
* FACILITY REQUIREMENTS PLAN
* EFFICIENT USE OF EXISTING ASSETS
* MILCON & NAF PROJECTS REQUIREMENTS LISTS
* PROPERTY RECORDS (REVISED)
* MASTER PLAN
* PROJECT SUBMISSION
* FPD/MILCON RL COMPARISON
* CAPITAL IMPROVEMENTS PLAN
* EXCESSING & DEMOLITION ACTION
* DEMOLITION REPORT

Exhibit 7-1 Unforeseen Military Construction Program Identification

There are provisions in the Military Construction Codification Act, P.L. 97-214, to take care of emergencies which arise entirely unforeseen, requiring construction which cannot be delayed until the next available regular program. All of these authorities require congressional notification for oversight purposes.

Unspecified Minor Construction

The Codification Act has revised the Minor Construction authority, effective in FY 1983. There are now two basic types of minor MILCON. Annual Minor MILCON consists of projects in the $200,000 to $1,000,000 range and is approved by Congress in the normal Authorization and Appropriation Acts. Unspecified Minor Construction is similar to the former "exigent minor construction". Congress provides annual lump-sum authorization end appropriations to meet unforeseen requirements which arise during the year and cannot be delayed until the next regular program. Projects costing $200,000 to $500,000 will be approved by OPNAV; $500,000 to $1,000,000 by the Assistant Secretary of the Navy Installations and Environment). Congress is also notified in advance of all projects. A DD Form 1391/Facility Study is prepared for an
Unspecified Minor Construction project.

Emergency Construction

The Secretary of the Navy is authorized by the Military Construction Codification Act to approve emergency construction projects made necessary by changes in Navy missions and responsibilities. The projects arc funded from savings or from cancellation of regular MILCON projects up to a total of $30 million per year. To qualify, projects must be directly related to national security and arise from an unforeseen requirement.

Restoration of Damaged Facilities

Continuing authority has been provided in Title 10, U.S. Code 2854 for replacement of damaged facilities in the event of fire or other catastrophe. Funds for replacement of damaged facilities and for the Emergency Construction Authority must be developed by congressional approval or a reprogramming action.

SECDEF Contingency

The Secretary of Defense is authorized by the Military Construction Codification Act to approve contingency projects certified as "Vital to the National Security".

2. Nonappropriated funds are available for specific functions and facilities.

3. Emergency funding programs include Unspecified Minor Construction, Emergency Construction, Restoration of Damaged Facilities, and SECDEF (Secretary of Defense) Contingency (see Exhibit 7-1).

4. Military Construction (MILCON) programs include regular MILCON, Minor MILCON, Military Construction Naval Reserve, Minor Military Construction Naval Reserve, and Navy Family Housing (see Exhibit 7-2).

5. Special funding programs are available for specific functions and facilities. Exhibit 7-3 lists two in effect at the time of this Instruction's issuance. Users should verify current availability prior to initiating implementation actions.

B. Disposal Procedures

Disposal procedures are detailed in NAVFAC P-73, Volume I, Real Estate Operations Procedural Manual. NAVFAC P-73 requires NAVFACENGCOMHQ (Code 204) and the EFD (Code 24) to coordinate disposal actions. However, the EFD (Code 20) has the primary responsibility for identifying surplus facilities and ensuring that proposed disposition actions are in conformance to the Facilities Requirements and Master Plans (see Exhibits 7-1, 7-2, and 7-3).

Figure 7-2 Responsibilities for Implementation of FPD Planning Actions

* Congress notified of project.

** These are the funding limits in effect at the time of this Instruction's issuance. Users should verify current applicable limits prior to initiating implementation actions.

*** Military Construction Naval Reserve (MCNR) Minor Construction projects have an upper limit of $400,000. MCNR Unspecified Minor Military Construction (MILCON) projects have a funding range of $100,000 to $400,000.

Action Taken:

D Develops
R Reviews
A Approves
- None

Command Involved:

ACTY	Activity
SMC	Sub-Major Claimant
MC	Major Claimant
EFD	Engineering Field Division
NAVFAC	NAVFACENGCOMHQ
RS	Resource Sponsor
CNO	Chief of Naval Operations
SECNAV	Secretary of the Navy
OSD	Secretary of Defense
CONGRESS	Congress of the U. S.

TYPE ACTION	SPECIFIC ACTION	PROCEDURE/ PROGRAM	MONETARY LIMITATIONS **	Command: ACTY	SMC	MCD	EFD	ARIC	SCNO	NAVSEA	OSD	CONGRESS
Status Quo	Use	N/A	N/A	D	-	-	D	-	-	-	-	-
	Retain	Mobilization Plan	N/A	D	R	A	D	R	-	-	-	-
	Outgrant - Continue	See "Outgrant-Retr"	N/A									
Acquisition	Lease	Domestic Leasing	Under $1 K / Yr.	A	R	R	R	R	-	-	-	-
			$1 K - $100 K/Yr.	D	R	A	R	R	-	-	-	-
			Over $100 K/Yr.	D	R	R	R	R	-	R	-	A
		Foreign Leasing	Under $1 K/Yr.	A	R	R	R	R	-	-	-	-
			$1 K - $100 K/Yr.	D	R	A	R	R	-	-	-	-
			$100K -$250K/Yr.	D	R	R	R	R	-	A	-	-
			Over $250K/Yr.	D	R	R	R	R	-	R	-	A
	Class 3 - Utilize	Relocatable Facilities	N/A	D	R	R	R	R	-	A	-	-
	Class 3 - Interim	Relocatable Facilities	See "Class 3-Util"									
	Outgrant - Retrieve	Letter of Termination	N/A	See Paragraph 7.5:								
	Convert From	N/A	See"Construction"									
	Reassign Form	Reassignment	N/A	D	R	R	A	-	-	-	-	-
	Renovate/Modify	See"Construction"	See"Construction"									
	Construction	Minor Construct/Alter (Operations & Maintenance Funds)	Under $100 K	A	-	-	-	-	-	-	-	-
			$100K -$200 K***	D	R	A	R	-	-	-	-	-
		Annual Minor MILCON	$200-$1,000 K	D	R	R	R	R	R	R	R	A
		Unspecified Minor Construction	$200 K-$500 K***	D	R	R	R	R	-	A	-	-
			$500 K-$1,000K	D	R	R	R	R	-	R	A	-	*
		Annual MILCON Program	Over $1,000K	D	R	R	R	R	R	R	R	A
		Restoration of Damaged Facilities	Over $200 K	D	R	R	R	R	-	R	A	-	*
		Emergency (SENAV)	Over $200 K	D	R	R	R	R	-	R	A	-	*
		Contingency (SECDEF)	Over $200 K	D	R	R	R	R	-	R	R	A	*
Disposition	Convert to	N/A	See"Construction"									
	Reassign to	Reassignment	Within Host Acty	D	-	-	A	-	-	-	-	-
			Between Hosts	D	R	R	A	-	-	-	-	-
	Demolish	Regular	See "Disposal"									
		MIL CON	See "Construction"									
	Disposal	Disposal	Value Under $1 K	D	R	A	R	-	-	-	-	-
			Value $1K-$100K	D	R	A	R	-	-	-	-	-
			Value Over $100K	D	R	R	R	R	-	R	-	A
	Class 3 - Dispose	Relocatable	See "Class 3-Util"									

Exhibit 7-2 Military Construction Program Definitions

MILCON - Military Construction

A broad term which includes all the military construction programs of the three Military Departments, plus the Defense Agencies. In the Navy, it includes all three of the construction programs listed below.

MCON - Military Construction, Navy

The basic or "regular" construction program which provides the bulk of the facilities in the shore establishment of the Navy. Note: The terms MCON and MILCON have come to be used interchangeably over time. The definitions are provided here for informational purposes, but the term MILCON is used consistently throughout this Instruction to conform to common usage.

MCNR - Military Construction, Naval Reserve

Program source of facilities in support of Reserve Programs, such as Reserve Training Centers and facilities at air stations which train Reserves.

NFH - Navy Family Housing

Source of facilities for Navy Family Housing Requirements.

NAF - Nonappropriated Fund

The Congress appropriates funds for military construction projects. Certain community and personnel support facilities are frequently constructed with nonappropriated funds. NAF projects have two designated Navy sponsors. Some NAF projects are funded by private sources (see paragraph 3.5).

Exhibit 7-3 Special Funding Programs

Defense Environmental Restoration Program

Section 211 of the Super fund Amendments and Reauthorization Act of 1986 (Public Law 99-499)established the Defense Environmental Restoration Program (DERP) and the Defense Environmental Restoration Account (DERA). The goals of the DERP include:

a. The identification, investigation, research and development, and cleanup of contamination from hazardous substances, pollutants, and contaminants.

b. Correction of other environmental damage which creates an imminent and substantial endangerment to the public health or welfare or to the environment.

c. Demolition and removal of unsafe buildings and structures.

Funds for program functions are appropriated into DERA, a central transfer account which is administered by The Deputy Assistant Secretary of Defense (Environment) (DASD(E)). DASD(E) transfers funds from DERA to the Navy each year based on the Navy's DERA budget submission for environmental restoration projects. Funds are transferred into the appropriate accounts (i.e. O&M,N, OPN, RDT&E, and MCON) as specified by the Navy. DASD(E) provides management guidance for execution of the program, including The types of activities which are eligible and ineligible for DERA funding.

Two types of activities are currency eligible for DERA funding:

a. Installation Restoration (JR) activities to identify, investigate, assess, control and/or remove contamination by toxic and hazardous substances and wastes resulting from past disposal practices and spills on Navy installations. This includes site investigations and cleanups of past contamination from underground storage tanks, but not tank testing or replacement.

b. Other Hazardous Waste (OHW) operations in the Navy's Hazardous Waste Minimization Program. This program includes projects to develop and implement waste minimization technologies in such areas as hazardous material substitution, process changes recycling, and waste treatment.

Because of Congress' intent chat DERA be focused on cleanup of past hazardous waste disposal sites and budget constraints, DASD(E) is no longer funding building demolition/debris removal projects.

NAVFACENGCOMHQ Code 181 administers DERP and centrally manages DERA funds for CNO (OP45). The EFD has primary responsibility, in consultation with the activity, for initiating projects in accordance with NAVFACINST 6240.3 Responsibility and Guidance on Reporting of Department of the Navy Pollution Control Reports.

DERA funded IR projects are producing information on hazardous waste disposal sites and contamination which can greatly affect land uses. Planning and Real Estate personnel should use this information in the Shore Facilities Planning process and consult with appropriate environmental Program personnel when specific sites are proposed for construction or other special uses. The proposed project may have to be moved because of contamination or a DERA funded IR project may be able to clean up due contamination so that the site can be used. If there is insufficient time to clean up the site as part of the IR program, then the proposed project would have to nay for the cleanup.

Section II Acquisition Implementation Procedures & Responsibilities

7.3 Lesser Interests

A. Lesser Interests Described in NAVFAC P-73

As discussed in paragraph 6.8A, Navy facility requirements may sometimes be met through use of facilities that are not government-owned. General purpose space in urban centers (except the National Capital Region) may be assigned to the Navy by the General Services Administration (GSA). Other facilities may be leased directly by the Navy. NAVFAC P-73, Volume I, Real Estate Operation Procedural Manual, devotes separate chapters to the so-called "lesser interests" in real property that the Navy may acquire to satisfy mission requirements. Chapter 13 of NAVFAC P-73, Volume I, covers leases of foreign and domestic real property to meet Navy requirements. Chapter 14 covers acquisition of permits from other federal agencies to use their land and facilities. Public land withdrawals of public domain land controlled by the Department of Interior are covered in Chapter 15. No separate chapter is provided for in-easements. However, these are treated procedurally like fee simple purchases, which are discussed in detail in Chapters 3 through 12 of NAVFAC P-73, Volume I.

B. Definitions

1. Lease: An agreement by which the Navy obtains occupancy of real property not owned by the United States of America for a stated period of time and for a stated consideration.

2. Space Assignment: An administrative action which authorizes the occupancy and use of building space and incidental land areas by a federal agency or other eligible entity.

3. General Purpose Space: Space in buildings and incidental land under the assignment responsibility of the GSA which is suited for the use by agencies generally, as determined by GSA. There are three broad categories of general purpose space: office, storage, and special.

4. Special Purpose Space: Space in buildings and incidental land which is wholly or predominantly used for special purposes of an agency and is not generally suitable for the use of other agencies. Housing is an example of special purpose space.

C. DoD Policy Considers Use of Leased Facilities an Interim Solution

1. The Navy uses, whenever practicable, government owned property rather than leased property. Therefore, all suitable and available government owned real property, including property of other services and federal agencies must be surveyed in order to determine whether such property can be used before leasing is initiated. Due to the costliness of long-term leasing, leasing should be considered as an interim solution pending acquisition of government-owned facilities.

2. There are two primary situations where leased facilities are desirable:

a. The geographic location of an activity is vital to the performance of the activity's mission and there are no suitable government-owned facilities at the location. Examples of this are recruiting stations, housing, and Reserve facilities.

b. The cost of altering, renovating, rehabilitating, and repairing available government-owned real property, together with moving costs, is out of proportion to the cost of acquiring or remaining in leased real property for an interim period. A long term solution of acquisition of government-owned facilities should still be planned and programmed through normal construction procedures.

3. The following reasons are not sufficient for acquiring leased real property:

a. Desirability (as opposed to mission necessity) of locating in an urban area.

b. Reduced travel time for employees or business representatives.

c. Nominal savings in transportation costs.

d. Environmental considerations such as noise or traffic.

e. Desirability of consolidating personnel and functions in one location.

D. Navy Policy for Leasing Real Property

Real property may be acquired by lease or general purpose space may be acquired through GSA leasing when the following conditions are satisfied:

1. The real property is needed to meet an approved military requirement and the activity requesting the space has certified the need for the property; and the activity's Facilities Requirements Plan (FRP) has been prepared and certified and a project for a permanent solution has been submitted.

2. There is no government-owned real property available which can adequately support the requirement.

3. It is more advantageous to the government to lease the property than to acquire any other interest therein.

4. Funds are available for payment of the rent and other related charges.

5. The acquisition is accomplished with maximum practical competition.

6. Lease is for a period of not in excess of 12 months. Leases of structures and other incidental real property in foreign countries may be for a period not to exceed five years. Leases of housing facilities in foreign countries for assignment as family housing may be for any period not to exceed ten years. All leases may provide for annual priced renewals at the option of the government

7. Leased buildings must conform to the DoD standards to ensure accessibility to the handicapped.

8. Leased facilities should not be considered as a permanent solution to space needs. Efforts should continue to locate or acquire suitable government owned space. EFDs shall periodically review the inventory of available space for the purposes of relocating activities from leased space.

E. Documentation Required for Lease Requests

All requests for leased space (SF-8 1) should be concurrent with or refer to prior official action to attempt to obtain a permanent solution. Submission of construction project documentation and an economic analysis should accompany the lease request. Refer to NAVFAC P-73 for additional requirements and procedures.

7.4 Relocatables

A. Relocatable Requests Approved by Major Claimant

Requests for the lease or use of relocatable facilities must be approved by the activity's Major Claimant. The claimants will develop their own guidelines for approval, but they must be consistent with OPNAVINST 11010.33, Procurement. Lease. and Use of Relocatable Buildings. Engineering Field Divisions may, upon request, assist the claimants with the evaluation of requests. A site approval request should be submitted separately in accordance with Chapter 10.

B. Site Approval Process Same As for Permanent Construction

Relocatable facilities are subject to the same siting constraints as permanent construction. They may not be located in Explosives Safety Quantity Distance arcs, Air Safety Zones, or Electromagnetic Hazard areas without specific review and approval from Department of Defense Explosives Safety Board, CNO, Naval Air Systems Command, or Space and Naval Warfare Systems Command, as appropriate. See Chapter 10.

C. Funding Considerations

Relocatable facilities may be purchased as equipment, acquired as real property with construction funds, or leased through a service contract. The specific rules vary among the three sources, and are described in detail in OPNAVINST 11010.33.

D. Relocatables Acquired As Equipment Must Fulfill Valid Need

Relocatable facilities may be used as interim facilities pending construction or conversion of permanent facilities. The requirement for space should be supported by Shore Facilities Planning System Documents (See Chapter 6). Relocatable Facilities may also be used to support temporary mission increases or short term requirements for which no permanent facilities are planned. NAVFAC P-80 criteria can be used to determine the space requirement to be housed in relocatable facilities.

E. Some Relocatable Facilities Are Class 2 Property

1. Relocatable facilities may be included in military construction or minor construction projects. The DD Form 1391 for Military Construction projects must clearly state in block 10 that relocatable facilities will be used. If relocatable facilities are included in minor construction projects, the applicable funding limitations cannot be exceeded (See Figure 7-2).

2. If relocatable facilities are acquired with Military Construction (MACON) funds, they are considered class 2 property and should be incorporated in the Navy Facility Assets Data Base (NFADB). Only facilities normally designated "Pre-Engineered" or "Modular" or similar quality should be purchased in this manner. House trailers, particularly used ones transferred from another agency, should not be included in the NFADB.

F. Some Relocatable Facilities Are Exempt

1. Some types of relocatable facilities have been excluded from the short term use restrictions normally applied to these types of facilities. The exclusions are listed in OPNAVINST 11010.33 paragraph 5. They included mobile homes used for family housing and facilities whose operation requires relocatability, such as communications vans.

2. These type of facilities are often exempt from preparation of SFPS documents. See NAVFAC P-80 and NAVFAC P-72 for specific exemptions.

G. Leasing Considerations

1. Leases should not be broken up into several requests to avoid funding limits. Congressional notification is Still required if the sum of the leases exceeds funding limits placed on leasing of permanent spaces.

2. The contracting officer should ensure that leased relocatable facilities meet the DoD definition of relocatable buildings found in DoD INST 4165.56 and OPNAVINST 11010.33A.

3. Leases should not be written to state that the relocatable building becomes the property of the government upon termination of the lease. This is an improper means of purchasing relocatables, which is forbidden by DoD and OPNAV instructions. It could also be viewed as circumvention of congressional authority to approve construction funds or as a means of avoiding construction funding limits, (see Figure 72 for monetary limitations).

7.5 Outgrant- Retrieve

Most outgrants provide for unilateral termination by the government at any time without notice. In such a case, the EFD terminates the outgrant with the approval of the Activity Commanding Officer and, in some cases, the Major Claimant's approval. However, some outgrants (long term leases, etc.) only provide for termination in the event of a presidentially-declared national emergency; such outgrants require SECNAV approval for termination. NAVFAC P-73, Chapter 19, describes the procedures for terminating an outgrant.

7.6 Conversion

A conversion which requires no renovation or modification can be agreed upon by an activity and the EFD. Conversions of bachelor housing must be reviewed and approved by CNO as discussed in paragraph 3.10. Conversions of supply facilities (Category Code series 430,440, and 450) to other functions must be reviewed end approved by the Naval Supply Systems Command, as is discussed in paragraph 3.11.

7.7 Reassignment

A. Host to Host

A reassignment can involve a conveyance of ownership of the facility from one host to another. Both the gaining and losing activities, and the Major Claimants of each, must all approve the conveyance. The reassignment letter, initiated by either activity, must include the names and unit identification codes (UICs) of both the releasing and accepting activities and be addressed to the EFD via the chains of command. It must identify the property and facilities to be conveyed, provide justification for the reassignment, and include a map. After screening the reassignment for conformance to the SFPS, the EFD, which acts as coordinator between the Major Claimants, executes the change of ownership. If the reassignment involves land, EFD Code 24 should receive copies of the reassignment package to allow for adjustment of real estate records.

B. Host to Other Tenant

A reassignment from one tenant to another tenant of the same host can involve a change in "USER UIC", but not a change in plant property accountability, since a tenant, by definition, cannot hold property. This scenario would also occur anytime the user of a facility changes, but the original host-owner retains ownership. If the transaction involves only a host and its own tenants, then the change in user may be handled locally, as described in paragraph 7.6.

7.8 Renovation/Modification

A renovation or modification is generally part of the MILCON Program. A special review is required if this action is planned for a facility, or for a facility near a facility, on or eligible for listing on the National Register of Historic Places. See NAVFACINST 11010.70, Facility Planning and the Protection of Cultural Resources.

7.9 New Construction

New construction is usually funded through either the MILCON Program, the Nonappropriated Funded (NAP) Project Program, or with Special Project funding. See Chapter 9 for guidance on the preparation of preliminary MILCON or NAF project submittals.

7.10 Land Purchase

When land must be purchased, the purchase becomes a part of the MILCON program. Additional guidance on land purchases is given in NAVFAC P-73, Chapter 3.

Section III Disposition Implementation Procedures & Responsibilities

7.11 Conversion

See paragraph 7.6.

7.12 Reassignment

See paragraph 7.7.

7.13 Outgrant

When an outgrant planning action is used, the outgrantee and the expiration date of the outgrant should be indicated by a Facility Planning Document (FPD) Action Note. Specific legal details of outgranting are described in detail in NAVFAC P-73, Chapter 19. Specific types of outgrants described in NAVFAC P-73 include leases, easements, and licenses. Submission of appropriate acquisition or disposition documentation is necessary to enter an outgrant transaction into the Navy Facility Assets Data Base (NFADB) as described in NAVFAC P-78.

7.14 Disposal

"DISPOS" is a temporary planning action which is replaced by a more descriptive one, once a method of disposal (demolition, excess, etc.) has been determined.

7.15 Demolition

A. Funding As A MILCON or Special Project

Depending upon the nature of the demolition, funding is either as a special project or as a Military Construction (MILCON) project. Further guidance on demolition is given in NAVFAC P-73, Chapter 23 and OPNAVINST 11010.20E, Chapter 4. A project solely for demolition, without any replacement facility, can be identified as a repair project and is subject to repair funding levels.

B. Demolition by Contract

Demolition by a sale and removal contract involves sale of the facility to a contractor who will remove it from the site. If no acceptable bid is received, alternate methods of disposal must be used. Destruction by station forces requires the availability of both station personnel and station funds. Demolition by contract involves bids which may provide either for payment to the government (for the salvage value of the facility) or payment to the contractor by the government (for the demolition efforts). This method of disposal includes contracts for demolition only, and contracts that provide for demolition as a part of a MILCON project.

C. Demolition of Historic Facility Requires Special Review

The demolition of a facility, or of a facility near a facility, on or eligible for listing on the National Register of Historic Places requires a special review. See NAVFACINST 11010.70, Facility Planning and the Protection of Cultural Resources.

D. Demolition Doesn't Begin Until All Necessary Approvals are Received

Demolition may not be effected until all necessary approvals have been obtained.

1. For demolition not included in a project, the approval requirements are found in NAVFAC P-73.

2. For demolition included in a project, MILCON or Special Project approval must be obtained.

7.16 Replace

The planning action "REPLCE" (Replace) indicates that the existing facility in use is inadequate and will be disposed of when a new replacement facility is constructed. See paragraph 7.9 for a discussion on new construction funding. See paragraph 7.15 regarding demolition and the protection of cultural resources.

Chapter 8 Quality Assurance

Section I Introduction to Quality Control

8.1 Feedback Is Essential to Planning

A. Quality Assurance Requires Feedback

The planning process results in recommendations that have a primary goal of enhancing mission capability. The degree to which the system is properly used, to which its recommended actions are implemented, and its goal achieved, is a measure of its quality. Feedback after each step in the process is necessary to permit this multi-level qualitative assessment of the planning process and its effectiveness (see Figure 8-1).

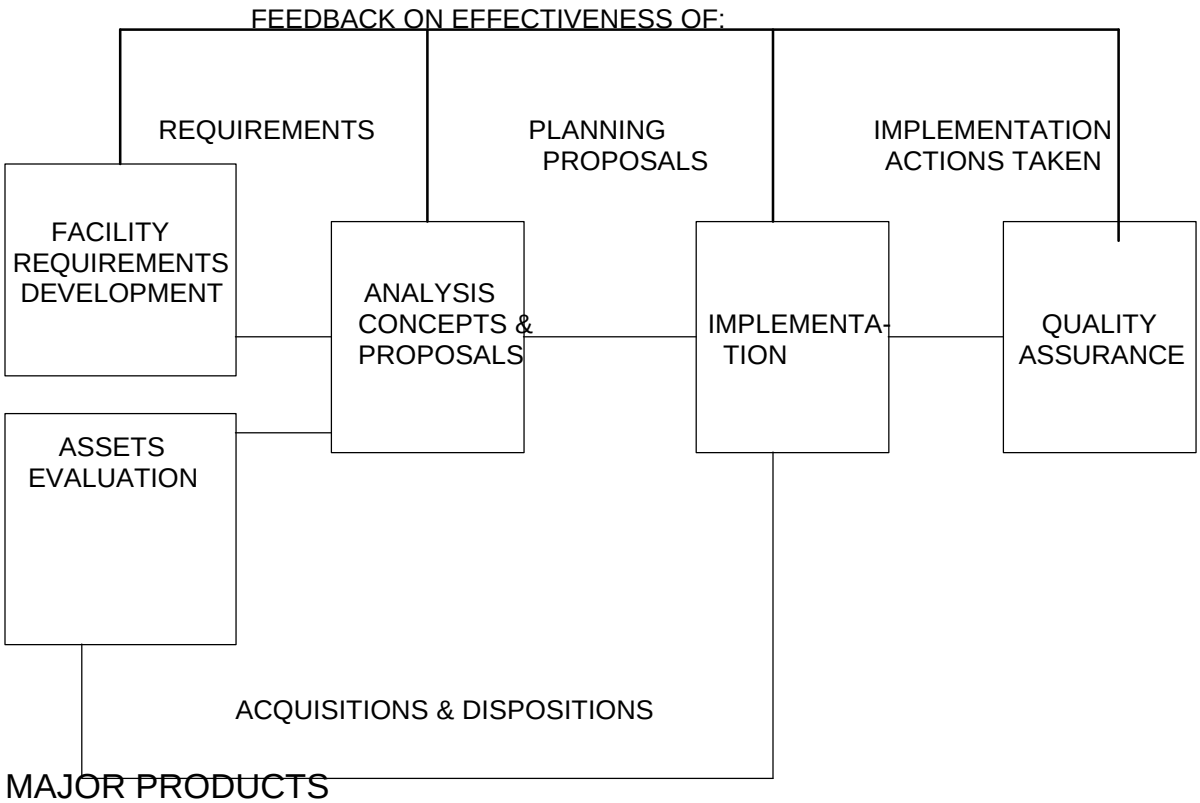
B. Data Quality Must Be Maintained

Feedback is also necessary to improve the quality of the information contained in the data bases of the planning system. As the manager of the Shore Facilities Planning System (SFPS), NAVFACENGCOMHQ has the principal responsibility for maintaining the integrity and quality of the planning process and in assessing its usefulness. NAVFACENGCOMHQ prepares, distributes, and analyzes a number of managerial reports throughout each year as part of this quality assurance responsibility. It is important that these reports are reviewed and updated to maintain the integrity of the data bases (see Figure 8-2).

Figure 8-1 Quality Assurance Phase

Quality assurance is a continuing step of the SFPS. All participants involved in the other steps of the planning process contribute to this step as well.

P L A N N I N G P R O C E S S

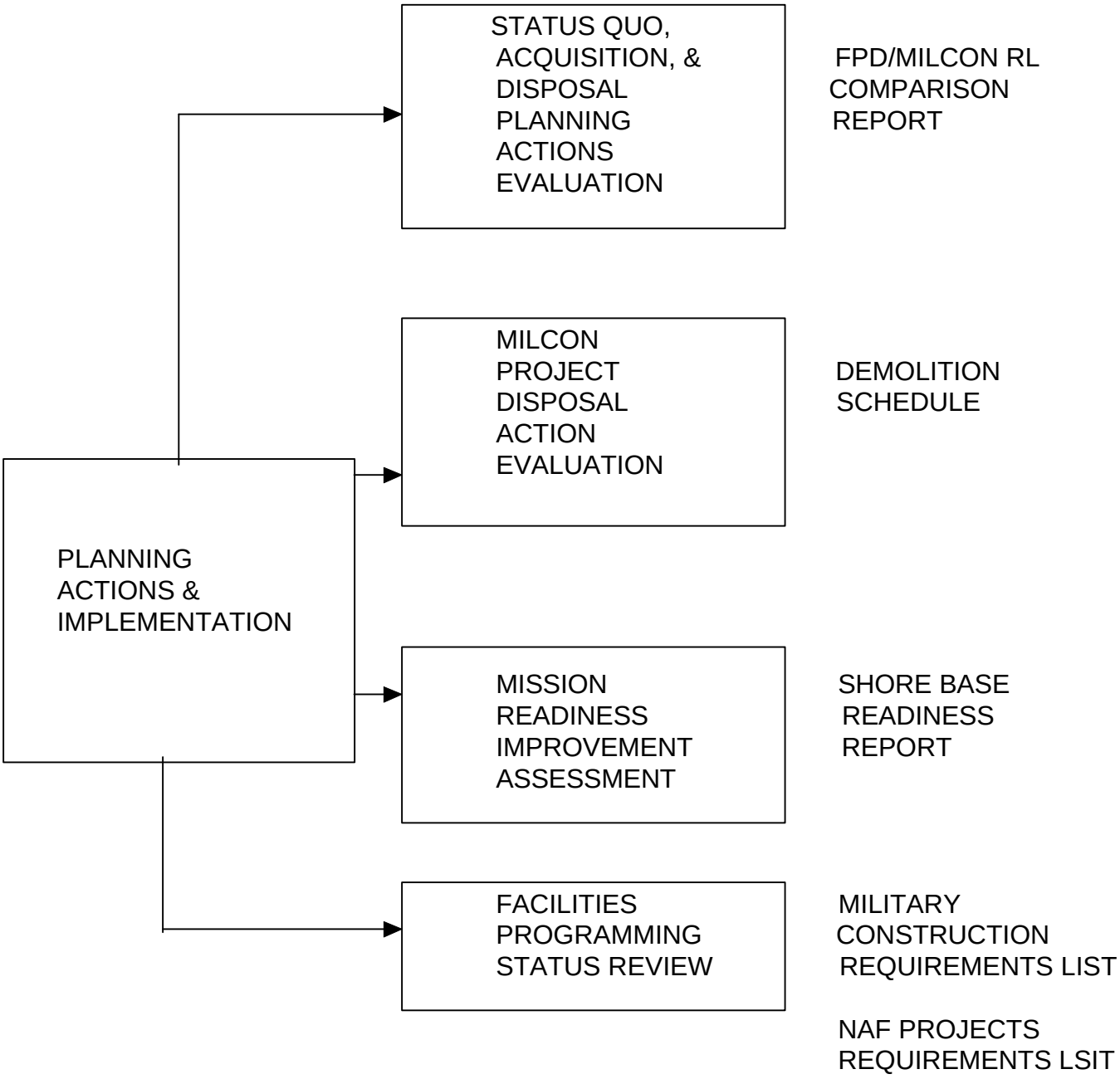


MAJOR PRODUCTS OF EACH PHASE:

* BASIC FACILITY REQUIREMENTS
* FACILITY REQUIREMENTS PLAN
* EFFICIENT USE OF EXISTING ASSETS
* MILCON & NAF PROJECTS REQUIREMENTS LISTS
* PROPERTY RECORDS (REVISED)
* MASTER PLAN
* PROJECT SUBMISSION
* FPD/MILCON RL COMPARISON
* CAPITAL IMPROVEMENTS PLAN
* EXCESSING & DEMOLITION ACTION
* DEMOLITION REPORT

Figure 8-2 Quality Assurance-Detail

All reports can be used to evaluate the effectiveness of both the planning system itself and proposed planning actions. The reports permit evaluation of the stated elements. They do not provide such analyses directly.



8.2 Reports Go to Activities, Major Claimants & CNO

A. FPD/MILCON RL Comparison Report Identifies Necessary Planning Actions

The Facility Planning Document/Military Construction Requirements List (FPD/MLCON RL) Comparison Report identifies existing deficiencies and proposed surplus facilities for comparison with programming information in the MLCON RL (See paragraph 8.2B). It is generated annually by NAVFACENGCOMHQ for activities (hosts and tenants) and for Major Claimants. The reports highlight whether or not necessary planning actions have been identified relative to surplus facilities or deficiencies, and whether these planning actions are proposed with respect to documented (valid) deficiencies or surpluses (see paragraph 8.4).

B. Requirements Lists Show Programmed & Unprogrammed Projects

The MLCON RL and the Nonappropriated Funded Projects List are lists of planned projects, the need for which have been validated by the Major Claimant. Project information is entered into the Military Construction Program Management Information System (MCP/MIS). Some data is extracted in a format titled "Report 1360," which is forwarded to activities and Major/Sub-Major Claimants at leas/annually. Review of the list will indicate the degree to which construction acquisition planning actions are progressing within the context of the larger planning, programming, and budgeting system (see paragraph 8.4 and Section III).

C. BASE REP Assesses Mission Capability

A Shore Base Readiness Report (BASE REP) is an assessment by an Activity Commanding Of ricer of the base's capability to perform its assigned mission. These reports go directly to the Chief of Naval Operations for review. Evaluation of successive reports will provide a source of how well the SFPS is achieving its goal of enhancing mission capability through proper facilities management (see paragraph 8.5).

D. Demolition Report Tracks Demolition

The Demolition Report displays the demolition and retention status of those facilities reported to Congress as planned for demolition as part of a Military Construction (MLCON) project, as well as facilities proposed for demolition in the Facilities Requirements Plan (see paragraph 8.6).

Section II The Reports are Status Reports

8.3 FPD/MILCON RL Comparison Report Identifies Deficiencies & Related Planning Actions

This report contains both a summary of the information found on the Facility Planning Documents (FPDs) and an extract of the Military Construction (MILCON) and Nonappropriated Funded (NAF) Projects Requirements Lists. This report should be closely reviewed by the activity to ensure the activity has properly developed the Shore Facilities Planning System (SFPS) and Requirements Lists information. This report should be reviewed to ensure the SFPS information on file reflects the actual condition found at each activity and that any projects in the MILCON RL are fully supported; i.e., if a project is shown as being in the MILCON RL, but a deficiency has not been documented, further planning must be initiated to either update the justification contained in the SFPS, modify, or delete the project (see Figure 8-3).

8.4 Report 1360 Identifies Project Programming Status

The SFPS makes recommendations on facilities acquisition through planning action proposals. One well known and well-used planning proposal is construction by MILCON. To be implemented, a proposed project must enter the programming and budgeting arena and become part of a larger process. Access to the programming phase and a project's status within it can be monitored using the Report 1360, Military Construction Requirements List (MILCON RL). The Nonappropriated Funded (NAF) Projects Requirements List (Report 1360 NAF) provides similar information for projects to be funded with nonappropriated funds. The reports are issued annually to the activities, the Engineering Field Divisions (EFDs), and the Major Claimants. Activities which require more frequent project programming status information should contact either the cognizant EFD or their Major Claimants. The reports are available through the on-line print function of the EFDs' Facility Systems Of rice (FACSO) terminals.

A. RL Reports Are Project Status Reports

Reports have been developed to provide the activity and other interested commands with a display of project data and programming status. One report is for regular MILCON projects and another is for NAF projects. The RLs are a computerized data base listing projects submitted by the activity, reviewed by the chain of command, and required to satisfy deficiencies identified by a Facilities Requirements Plan (FRP). The annual Report 1360 contains projects submitted by an activity and validated by the Major Claimant for a period of eight years proceeding the date of the reports except for projects that have previously been funded or projects dropped from the RLs for other reasons. The report contains two types of data:

1. The project data includes the basic project planning data contained on the activity-submitted Project Data Sheet (PDS) and any changes made during the chain of command review process.

2. The programming status of a project identifies the tentative fiscal year that MILCON funding is to be requested for a project The programming status is determined through the multi-year programming procedures involving Major Claimant project priorities and Chief of Naval Operations Resource Sponsor inputs that result in the Five Year Defense Plan (FYDP). The FYDP is continuously refined while developing the annual budget year request and identifies projects in the RL tentatively programmed for the five fiscal years following the current "budget" year. Projects not identified in the FYDP are shown as "Unprogrammed". Programming status does not apply to nonappropriated funded projects. Funding status of these projects is determined by Naval Supply Systems Command (NAVSUPSYSCOM) and Navy Military Personnel Command (MILPERS) [see paragraph 3.5].

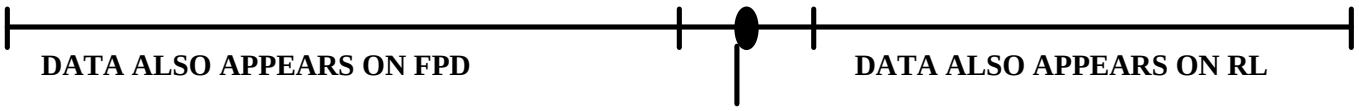
Figure 8-3 FPD/MILCON RL Comparison Report & Definitions

This report is developed for activities with HIT Code 0 or 1. All category codes from the FRP plus any other category code with a planned MILCON project in the MILCONRL are listed here.

FACSO RPT SYM NO. R2006R01 FPD / MILCON RL COMPARISON REPORT 01 AUG 84

ACTIVITY UIC… N-12345 ACTIVITY LOCATOR …… EUREKA CA NAS
MAJOR CLAIMANT (CODE F)……. CINCPACFLT
SUB MAJOR CLAIMANT (CODE FA).. AIRPAC
ENGINEERING FIELD DIVISION……. WESTNAVFACENGCOM SAN BRUNO CA

	BASIC	F A C I L I T Y A S S E T S					EXIST	PROPOSED			S				
	FACILITY	----- ----------					QTY	ADEQUATE			C				
CODE	REQUIRMT	ADQUAT	SUBSTAND	INADEQTE	UM	DEFT	SURPLUS	PROJECT DESCRIPTION	PROJ	F	QTY	UM/I	PY	CC	
211-05	119808	99840	39936	28560	SF	19968		MAINT HANGAR - OH SPACE	121		19968	SF	UP	3B	
211-06	61356	51130	20452	12050	SF	10226		MAINT HANGER - 01 SPACE	121		10226	SF	UP	3B	
211-07	51840	43200	17280	12000	SF	8640		MAINT HANGAR - 02 SPACE	121		8640	SF	UP	3B	
216-10	0	0	9000	0	SF	9000									
219-10	24300		10000		SF	24300		PW SHOP	407		24300	SF	85	1B	
219-20	1800				SF	1800		PW PAV/GRNDS EQUIP SHOP	407		1800	SF	85	1B	
219-25	2200				SF	2200		PW SHOP STORAGE	407		2200	SF	85	1B	
219-77	21800				SF	21800		PW MAINT STORAGE	407		21800	SF	85	1B	
441-10	0	5000	0	0	SF	5000									
740-01	64120		1000		SF	64120		EXCHANGE RETAIL STORE	803		64120	SF	UP	1B	



DATA ALSO APPEARS ON FPD

DATA ALSO APPEARS ON RL

DATA ELEMENT DEVELOPED FOR THIS REPORT (INCLUDES ANY ADEQUATE OR SUBSTANDARD FACILITY WITH A “+” DESIGNATOR)

The report includes requirements and assets data, existing quantity deficient, and proposed adequate quantity surplus, along with corresponding project data for each category code number. It allows the reviewer to determine what projects are supported by existing deficiencies, what projects would result in surplus facilities and deficiencies for which no projects are planned. (NAP projects are currently not listed in this report.)

The "Existing Quantity Deficient" indicates if a planning action is required to resolve it. A MILCON project is one such way. The individual FED for that category code has to be reviewed to determine if a planning action other than MILCON has been developed. 'Proposed Adequate Surplus" when compared to an associated MILCON project indicates if the proposed project is larger than the necessary scope.

Figure 8-3 (Cont'd) FPD/MILCON RL Comparison Report & Definitions

The following data elements are included in the FPD/MLCON RL Comparison Report.

Heading

Heading Information includes activity UIC, activity name and location, Sub-Major Claimant, and Major Claimant.

Titles

1. CATCODE (Category Code). All category codes with SFPS information and/or MILCONRL projects are listed on this report.

2. BASIC FACILITY REQUIREMENT. Basic Facility Requirements, as shown on the FPD.

3. FACILITY ASSETS, as shown on the FPD, in prime unit of measure (IJM) are either Adequate, Substandard, or Inadequate.

4. EXISTING QUANTITY DEFICIENT, is the Basic Facility Requirement minus Adequate and Other Assets. Substandard and Inadequate assets are not considered in this quantity.

5. PROPOSED ADEQUATE SURPLUS, is the proposed Adequate Assets minus Basic Facility Requirements. Proposed Adequate Assets is defined as the amount of Adequate Assets which would result from accomplishment of all Planning Actions with an associated "+" designator shown on the FPD. These planning actions should include the projects shown on the right side of this report, but some may not yet have been entered into the SFPS data base.

6. PROJECT DESCRIPTION. Self-explanatory.

7. PROJ (Project Number). All projects shown on the MILCON RL are included.

8. SCF (Supplementary Category Flag), is shown for projects with multiple category codes.

9. QUANTITY. Project Quantity with Unit of Measure (UM). Self-explanatory.

10. PY (Program Year). The fiscal year of the FYDP in which MACON funding is anticipated as the date of the MACON RL. If the project is not in the FYDP, the entry in this field will be "UP" or unprogrammed.

11. Construction Code indicates the nature of construction, i.e., new, rehabilitation, alteration, replacement, addition, conversion, etc., (see Figure 9-6).

12. VI. Validation Indicator, indicates that the project has already been identified as being invalid for some reason. See paragraph 9.26 and Figure 9-7 for a description of the validation indicators.

B. There are Two Report 1360

1. The Report 1360 is the Military Construction Requirements List (MILCON) RL and contains projects that require congressional approval and funding (see Figure 8.4).

2. The Report 1360 NAP is the Nonappropriated Funded Projects Requirements List (NAP Projects RL) and contains projects requiring submittal to Congress, but which are funded by NAVSUPSYSCOM or MILPERS (see paragraph 3.5).

C. Entry After Chain Of Command Review

Facility deficiencies are identified on the activity's FRP. These deficiencies are then refined by the activity into projects that are submitted using the PDS with appropriate FPDs. After review and validation by the chain of command, projects are entered in the Requirements List by NAVFACENGCOMHQ.

D. EFD Reviews Projects When They are Programmed

The EFD will only review projects that Major Claimants have identified for programming in the FYDP. The EFD will review the project and note problems that must be addressed in the 1391 and Facility Study. If the EFD validates the entire project, enter the name of the validating official and date in the RL data base. If the EFD questions portions of the project, other validation indicators will be entered.

1. Projects in the RL are sometimes annotated with validation indicators that may require activity action for the project to proceed normally through the approval and funding process. Validation indicators identify projects in the RL that are not supported by an approved FRP or are lacking complete backup documentation. See Figure 9-7 for a fishing of validation indicators.

2. FPDs are attached to the PDS submission. Normally, projects that are not supported by the FPDs should not be authorized entry into the RL by the Major Claimant

3. If, due to a revision of the FRP caused by changes to mission, loading, or workload, a previously valid project already in the RL is no longer adequately supported by the FRP the project should be recommended for deletion from the RL (see paragraph 8.4H).

E. Many RL Projects Do Not Mean More Funds

A common misconception is that a large number of projects will assist the activity or claimant in obtaining funding for more projects. However, the multi-year programming system is designed primarily to benefit Major Claimants based on the quality of their input. In addition, projects of poor quality have the negative effect of diminishing the Navy's credibility. For example, one project whose needs are overstated or not properly supported casts suspicion on the validity of other projects submitted by the same activity and its Major Claimant.

F. Projects Are Deleted Annually

1. Eight Year Old Unprogrammed Projects Are Deleted
Prior to the annual distribution of the RL Reports, projects are deleted that have remained unprogrammed for eight years. This process ensures the timeliness of the projects contained in the RL and the overall integrity of the data base through deletion of aged projects that have low priority and have not been placed into a program year of the FYDP.

2. Unprogrammed Projects With "B" Are Subject To Deletion

Unprogrammed projects that are not supported by an approved FRP and are annotated with a "B" validation indicator are subject to deletion. The "B" indicates that the project scope is not currently supported by an approved FRP, but the EFD knows that an FRP update is underway. The project will be retained in the RL Report for one annual distribution. If action to remove the "B" is not completed prior to the next annual distribution, the project will be automatically deleted from the second report.

3. Report On Deleted Projects Is Prepared

Any projects deleted from the MILCON RL in accordance with these procedures will be identified on a separate report that will be included with the annual RL Reports distribution to all affected activities. Any projects so deleted may be reinserted into the RL by submission and approval of a PDS.

G. Reports are Distributed Annually

The applicable parts of the RL Reports are mailed to all activities that have unfunded MILCON and/or NAP projects in the RL Reports. Copies of applicable portions relating to tenants are sent to host activities. Applicable portions are also sent to the EFDs and Major Claimants as part of the annual distribution. The activities may use the reports to determine the status of projects. Questions should be addressed to the Major Claimants for resolution. In addition, Major Claimants may require additional reviews to assist in management of the RLs.

H. Review Allows For Project Verification

1. The 1360 report can provide managers a tool for verification and correction of project data in the RL. This includes the deletion of projects no longer needed due to changed mission or workload, or no longer competitive for funding due to relative priority of need.

2. If a previously submitted project does not appear on the subsequent RL, the distribution also serves to alert the activity. The missing project should be traced through the review chain of command and resubmitted if necessary. Occasionally, projects are held during the review process due to the need for additional data or additional review effort.

I. Activities and Major Claimants Ensure Projects Still Needed

The 1360 reports are provided as status reports, and no official submissions or corrections are required. However, activities and Major Claimants may still wish to consider the following:

1. Any projects that are no longer required due to changes in the FRP that were caused by mission, loading, or workload changes made since the projects were submitted should be deleted.

2. Ensure that necessary action is taken to remedy the condition(s) identified by any validation indicators.

3. Correct any clerical or machine errors.

4. Identify any projects that are or may be affected by proposed base closings, changed missions, or planned changes in base loading. Projects known to be no longer required should be deleted from the RL Reports. Projects affected by reduced loading should be reduced in scope. Project scopes can be increased provided the increase is justified by a current FPD for the original category code. Any increase in scope will impact the project cost which should be re-evaluated by the activity and certified by the EFD.

8.5 BASE REP Assesses Mission Capability

The Shore Base Readiness Report (BASE REP) is an assessment of a shore activity's mission capability. Shore base readiness is the degree to which an individual shore activity is staffed, constructed, equipped, and maintained to accomplish its mission. Readiness is expressed in terms of how fully its mission has been fulfilled. Facilities are evaluated along with other assets (personnel and equipment) as to how well they meet the demands of the mission. The principal goal of the SFPS is the enhancement of mission capability through prudent facilities management. Reviews of successive BASE REPs will provide an insight into how well the goal is being met. The BASE REP is also used to develop projects to be funded under the Shore Facilities Life Extension Program (see paragraph 9.15). Further information on BASE REPs can be found in OPNAVINST 3501.167B.

Figure 8-4 Military Construction Requirements List & Definitions

This report is issued annually and represents the programming status of projects at a point in time. The programming process is very dynamic. Current programming status is available to the activity from the chain of command which receives periodic updates during the year (see paragraph 8.4).

MILITARY CONSTRUCTION PROGRAMMING
MILCON RL - 1360 REPORT

UIC...N00000 WHITEHALL CA NAS APPN MCON
AH….ALL SA….ALL SU….ALL PROJS WITH CAT CODE ALL

P-0001	ENTD/REV	IP:99	IC:18			SIR	_____COSTS_____		
AH	SA SU	—QTY—		UM	—VI—	CC	EY 1968	PY 1968	
*85110	BLVD UNDERPASS	1400		LF	** ** **	2B	2500	2500	
P-0104	ENTD/REV 05 SEP 85	IP:32	IC:05			SIR 0.0	_____COSTS_____		
AH	SA SU	—QTY—		UM	—VI—	CC	EY 1987	PY 1987	
*17120	HELICOPTER TRAINING FACS	16870		SF	** ** **	1A	1600	1570	
17110	APPLIEDINSTTRNGNTD	2615		SF	** ** **	1A	(270)		
17120	HELICOPTER TRAINING FACS	14255		SF	** ** **	1A	(1480)		
P-0520	ENTD/REV 10 OCT 85	IP:99	IC:06			SIR 0.0	____COSTS_____		
AH	SA SU	—QTY—		UM	—VI—	CC	EY 1988	PY 1990	
*21105	HELICOPTER HANGARSII	116502		SF	B1 D1 **	1A	12350	12369	
21105	HELICOPTER HANGARS II	59904		SF	** ** **	1A	(4014)		
21106	HELICOPTER01 SPACE	30678		SF	B1 ** **	1A	(2055)		
21107	HELICOPTER 02 SPACE	25920		SF	** ** **	1A	(1787)		
P-0698	ENTD/REV 11 FEB 76	IP:99	IC:08			SIR 0.0	____COSTS_____		
AH	SA SU	—QTY—		UM	—VI—	CC	EY 1985	PY 1985	
*21860	AIRCRAFT GND SUP EQP SHOP	76850		SF	** ** **	3B	4500	3600	
21860	AIRCRAFTGNDSUPEQUIPSHOP	46910		SF	** ** **	3B	(2584)		
21106	GSESHED	29940		SF	** ** **	3B	(916)		
P-0721 ENTD/REV 30 SEP 83		IP:15	IC:15			SIR 0.0	____COSTS_____		
AH	SA SU	—QTY—		UM	—VI—	CC	EY 1988	PY 1990	
*72111	BEQ (600 PN)	123120		SF	** ** **	1B	12000	13400	
72111	BEQ E1 -E4 (552 PN)	104880		SF	** ** **	lB	( )		
72112	BEQE5-E6(48PN)	18240		SF	** ** **	1B	( )		
P-0932 ENTD/REV 10 OCT 78		IP:99	IC:05			SIR 0.0	___COSTS_____		
AH SA	LF SU N00192	—QTY—		UM	—VI—	CC	EY 1981	PY 1981	
*17135	REMOTE OPRATNLTRNR	15760		PN	** ** **	lA	1550	1550	
17120	APPLIED DISTR FAC	11075		SF	** ** **	1A	(970)	1550	
17135	OPERATIONAL TRNR	6605		SF	** ** **	1A	(630)		

Figure 8-4 (Cont'd) Military Construction Requirements List & Definition

Heading

Information includes the date of the computer run, activity UIC, activity name and location, Sub-Major Claimant, cognizant Engineering Field Division. The appropriation type (i.e., MCON for Military Construction Navy, MCNR for Military Construction, Navy Reserve Forces, or blank for Nonappropriated Funded (OAF) projects) is also included.

Titles

1. PROJ (Project). The project "P" number assigned by the activity on the Project Data Sheet (PDS). This number cannot be changed except by deletion of the total project and submission of a new PDS.

2. ENTR/REV (Date Entered or Revised). The date the project was first entered into the RL Reports or the date that the project was subsequently revised through the submission of a revised PDS.

3. IP (Investment Program). A two character code that identifies the Investment Program of a project as designated on the PDS. (See Figure 9-5 for a list of Investment Programs.)

4. IC (Investment Category). This number corresponds to a standard Navy grouping, by category code, of individual functions for programming purposes. The IC is computer-generated, based on the category code of the project submitted.

5. SIR (Savings to Investment Ratio). Indicates the SIR values from 1.1 to 9.9 for projects that are based on a Type I Economic Analysis. If a Type II Economic Analysis has been prepared for the project, a "II" will be entered in this field.

6. COSTS

a. EY (Estimate Year). The projected year of construction for which the cost shown on the latest PDS was based. The costs shown below this number are the estimated project cost from the PDS (in S000).

b. PY (Program Year). The fiscal year of the FYDP in which the resource sponsor anticipates MILCON funding as of the date of the MILCON RL. If the project is not in the FYDP, the entry in this field will be "UP" (unprogrammed). This information is not applicable for NAF projects. The cost shown below this is the anticipated cost of the project (in thousands) if it is built in the PY. The cost includes applicable inflation factors and is computer-generated. This cost may not be changed.

7. AH (Alternate Host). UIC of the alternate host location at which the project is sited (if applicable).

8. SA (Special Area). Two letter designation, as appropriate, for the special area where the project is to be located.

9. SU (Supported Unit). The UIC of the Supported Tenant, for whom the project is to be constructed.

10. QTY UM (Quantity and Unit of Measure). The category code(s), description, scope and corresponding unit of measure for the project as designated on the PDS. A separate line is provided for each category code associated with the project. If there is more than one category code, the first line is the summary line, and is distinguished by an asterisk (*) before the first number of the category code. The summary line's category code is always the primary category code of the project. The UM should be the primary unit of measure for the category code as contained in NAVFAC P-72 unless the quantity can only be expressed as lump sum (LS).

11. VI (Validation Indicator). An alpha-numeric code used to annotate projects that may require positive activity action for the project to proceed normally through the approval end funding process. The number is an aging indicator showing the number of years the project has carried the alphabetic Validation Indicator. (See Figure 9-7 for definition of specific Validation Indicators.)

12. CC (Construction/Mission Code). A two character code that identifies the type of planned construction and the relationship of the proposed project to the activity's mission. This code is as shown on the PDS. (See Figure 9-6 for definition of codes.)

8.6 MILCON Demolition Schedule Shows Status of Facilities Proposed for Demolition

Projects are often justified on the basis of the need to replace old or obsolete facilities. The estimated cost of demolition of these facilities is provided in project documentation. However, experience shows that many facilities approved and funded for demolition have been retained and utilized even when in an advanced state of disrepair. The retention of such facilities is not economical and places an unwarranted burden on activity maintenance and operations funds. For these reasons, the Congress has expressed concern regarding the costly continued use and retention of these facilities. This reflects on the credibility of the justification originally provided by the Navy in seeking MILCON funds. To ensure the intent of Congress is carried out, NAVFACENGCOMHQ maintains a Demolition Schedule.

A. Demolition Schedule Maintained by NAVFACENGCOMHQ

The Demolition Schedule (see Figure 8-5) is maintained by NAVFACENGCOMHQ for the purpose of monitoring and maintaining a current status of all demolition actions proposed, as well as those approved and funded by the Congress under the MILCON program. It provides an overview of demolition over the past eight years.

1. NAVFACENGCOMHQ compiles the schedule by geographical EFD, with each appropriate activity within the geographical area listed alphabetically. The projects, for which some demolition action was proposed, are listed under the activity in fiscal year order in which the appropriation was granted by Congress. Facilities for which the specific year of demolition is not shown in the FRP, such as demolition included in special projects or unprogrammed MILCON projects, will be listed last under the activity, in building number order.

2. The report is extracted from the SFPS data base. The report extracts data related to facilities which have "DEM C" or "DEMOL" FPD planning actions. (See Figure 6-4.)

3. The facilities identified with the "DEM_ _C" planning actions are those which appear in Block 10 (Description of Proposed Construction) of the DD Form 1391, Facility Study for the project, described in Chapter 11, or other witness data prepared in support of the project. NAVFACENGCOMHQ enters these planning actions on the FPDs, including the year that the project was funded, in the blanks. For example, an FY-90 demolition would be indicated "DEM9OC."

4. The EFD enters the DEMOL planning actions and planning action notes when preparing the FRP.

5. The Demolition Schedule may include facilities which have been demolished or for which a request for retention has been approved or is pending. When action is taken to remove a demolished facility from the Navy Facility Assets Data Base (NFADB), the facility and associated planning action will be removed from the FRP and the Demolition Schedule. Procedures for removal of facilities from the NFADB are described in NAVFAC P-78. The activity and the EFD should review the planning actions for facilities approved for retention and revise the FRP as necessary (see paragraph 8.6D).

6. Report Symbol 11100 is assigned to this reporting requirement.

B. Approved Navy MILCON Related Demolition Status Monitored

All facilities that were identified for demolition in the witness data for congressional approved and funded MILCON projects are included in the demolition schedule. These facilities are closely monitored with respect to the status of demolition. As MACON programs are enacted into law, those facilities funded for demolition are added to the Schedule and monitored for completion of demolition. The retention of a facility will not be permitted unless completely justified by a changed, expanded, or added mission of the activity requesting retention of the facility. Any such retention of Navy facilities (except Naval Reserve and Marine Corps facilities - see paragraph 8.6E) will require the approval of Chief of Naval Operations (CNO) (OP 44). If a temporary retention is granted by CNO, it should be noted in the planning action note on the FPDs, which will be included in the Demolition Schedule. If retention is approved, the "DEM__C" action will be removed by NAVFACENGCOMHQ.

C. EFD Revises Demolition Schedule Annually

NAVFACENGCOMHQ will send a revised Demolition Schedule to the EFDs for annual updating. The EFDs will review and revise the schedule, and return it to NAVFACENGCOMHQ within 30 days of receipt, with copies to the Major Claimants or Sub-Major Claimants. Figure 8-5 is provided as a sample of the report format. All items in the Demolition Schedule are to be reviewed. The "Remarks" column must be revised in sufficient and specific detail.

1. If the facility has been demolished, so state. Ensure that action has been initiated by the activity to remove it from the NFADB in accordance with NAVFAC P-78.

2. If demolition is currently included in a construction contract or in a separate demolition contract, so state, providing estimated month and year of completion.

3. If demolition is to be included in a planned future construction or demolition contract, so state, providing estimated month and year of award.

4. If retention has been authorized since the last report, so state.

5. If a reason exists for retention, and retention authority has not been granted, a request for retention approval should be initiated by separate correspondence in accordance with this Instruction. Indicate on the schedule the proposed use and state the date the retention request was submitted or will be submitted.

6. If the facility is to be disposed of by some means other than demolition, indicate disposal method. Any disposal other than demolition must receive approval in accordance with procedures described herein.

D. Retention Requests Are Submitted by Activities

If retention of a facility scheduled for demolition is requested by an activity, an FPD must accompany the letter of request for retention and shall include complete justification for the proposed use. The following procedures are to be followed:

1. Identify the MILCON project under which the demolition of a facility was proposed and provide all other data pertaining to the facility proposed for retention, as contained in the demolition schedule.

2. Describe the circumstances or course of events which led to the proposal to retain the facility in lieu of demolishing it, as originally planned. Indicate whether the activity mission has been changed, expanded, or whether an additional mission has been assigned to the activity.

3. Provide a complete justification for retaining the facility, indicating its support of functions to be performed, how they are being performed now, projected workload, and impact if the facility is not retained.

4. Indicate whether the retention will satisfy a deficiency as identified by the FPD. If not, attach any necessary change to the Basic Facility Requirement(s) along with the required supporting data.

5. Describe the present physical condition of the facility and the period of time it is to be utilized for the intended purpose.

6. If future programming includes a replacement for this facility, indicate the year.

7. Describe the modification or alterations to the facility required to perform proposed functions and the estimated cost. Indicate the source of funds that will be used for this purpose.

8. Provide an estimate of the annual maintenance funds required to keep this facility in good physical, useable condition.

9. The Activity Commanding Officer will initiate the request and submit it to CNO (OP44) via the activity chain of command, the EFD, and NAVFACENGCOMHQ. The EFD and NAVFACENGCOMHQ will provide a technical evaluation and review of shore facilities planning implications.

Figure 8-5 Demolition Schedule & Definitions

MILITARY CONSTRUCTION PROGRAM - NAVY
DISPOSITION - DEMOLITION SCHEDULE

WESTERN DIVISION

ACTIVITY. . N12345, NAS EMERALD POINT

PROJ NO	FY	FACILITY NUMBER	YEAR BUILT	C	CAT CODE	COND	SCOPE	NOTES
P-001	1979	459	1942	P	21105	I	20,000 SF	01
					21106	I	10,000 SF	01
					21107	I	10,000 SF	01

01 DEMOLITION RETENTION REQUEST APPROVED BY CNO 5/31/81 PENDING RELOCATION OF SQUADRON VQ-191

P-002	1983	4151	1960	T	21196	I	4000 SF	01

01 DEMOLITION BY FUTURE CONTRACT

C1-87		1000	1960	T	14377	I	200 SF	

ACTIVITY. . N54321, HAS NEVERFLY

PROJ NO	FY	FACILITY NUMBER	YEAR BUILT	C	CAT CODE	COND	SCOPE	NOTES
P-999		2222	1939	S	61010	S	10000 SF	02

02 BUILDING IS IN THE CLEAR ZONE FOR THE NEW RUNWAY

Figure 8-5 (Cont'd) Demolition Schedule & Definitions

1. ACTIVITY: UIC and name of activity on whose planning documents the facility appears. If the project was funded for another activity, this should be explained in the notes. For example, if the Facility has more than one user, the demolition of the portions of the facility will be separately listed under each users' UIC. The planning action notes for each user should indicate the name of the activity that sponsored the project which funded demolition of the facility.

2. PROJECT NUMBER: The P-number, special project number or other number which is listed in the ID column on the FPD.

3. FY: The Fiscal Year in which the appropriation for the project was enacted. This is derived from the DEM C planning action entered by NAVFACENGCOMHQ. For facilities with DEMOL planning actions, this column will be blank.

4. FACILITY NUMBER: The number of the facility proposed, derived from the Navy Facility Assets Data Base (NFADB).

5. CAT CODE: The 5 digit category code of the FPD on which the DEM C planning action is found.

6. C: Type of Construction; permanent (P), semipermanent (S), or temporary (T) from the NFADB.

7. YEAR BUILT: Year built from the NFADB.

8. CONDITION: Adequate (A), Substandard (S), or Inadequate (I) from the NFADB. If an adequate or substandard facility is to be demolished, the reason for demolition should be explained in a planning action note.

9. SCOPE: The scope associated with the DEM C or DEMOL planning action. All or part of the facility may be demolished. If the whole facility is not going to be demolished, a separate planning action indicating the future use of the remaining facilities will be required. If the whole facility is to be demolished, and the property record has more than one use/user, DEMOL/DEM C planning actions should be included on all FPDs which include that facility.

10. NOTES: FPD action notes, from the FPD.

E. Reserve and Marine Corps Facilities Retention Requests have Separate Approval Procedures

1. Demolition of buildings/structures associated with Navy Reserve funded MILCON (MCNR) projects are not included on the Demolition Schedule. Retention requests should be forwarded through the activity chain of command via the EFD and NAVFACENGCOMHQ to CNO (Code OP-095).

2. Specific requests for retention of facilities at Marine Corps activities under the Commandant of the Marine Corps, shall be processed in accordance with applicable Marine Corps directives.

Section III Quality Assurance Program

8.7 NAVFACENGCOM Reviews FRPs

A. FPDs and FRP Reviewed with Project Submissions

Facility deficiencies are identified in the activity's Facilities Requirements Plan (FRP). Some of these deficiencies may be planned to be resolved with MILCON projects. The activity initiates the transition from facility planning to programming with the development and submission of the Project Data Sheet (PDS). When the project is selected for programming in the Six Year Defense Program (SYDP), the activity will forward additional information to the ~L,. The Engineering Field Division (EFD) forwards the package to NAVFACENGCOMHQ for review and revision of the information in the RL.

1. At this time, NAVFACENGCOMHQ will review the planning documents which support the project. Individual Facility Planning Documents and/or the entire FRP may be reviewed.

2. EFDs will be notified of planning issues which require resolution. The scope and nature of the issues will determine if the project needs revisions.

3. When a project is selected for programming in the first two years of the SYDP, the activity will submit the Facility Study and DD Form 1391. The EFD will review and submit the information to NAVFACENGCOMHQ. The information will again be reviewed prior to authorization for design.

B. Other Quality Assurance Reviews May be Performed

In addition to reviews with projects, FPDs for similar category codes from a group of activities or FRPs for similar types of activities may be reviewed as determined by NAVFACENGCOMHQ as part of its formal quality assurance program. Such reviews may be triggered by a large number of similar projects in the FYDP or by higher level facility development initiatives. The reviews may include activities in more than one EFD.

C. Master Plans/Capital Improvement Plans Reviewed

The Master Plan uses the proposals of the FRP to develop the Land Use Plan. The Master Plan also includes the Capital Improvements Plan (CIP) which provides specific information on construction projects required to meet the activity's mission. The CIP includes both size (scope) and site (location) of proposed projects.

1. NAVFACENGCOMHQ reviews the Master Plan to ensure that the proposals are consistent with the FRP and are supported by the SFPS.

2. Between updates of the Master Plan, the CIP is updated biennially as a tool for programming. NAVFACENGCOMHQ also reviews the CIP updates for consistency.

Section IV Do's and Don'ts

8.8 Do's & Don'ts

A. Do's

1. Do verify that all projects in Requirements List (RL) Reports are supported by a certified Facilities Requirements Plan (FRP) and are still required.

2. Do delete projects in the RLs that are no longer required.

3. Do submit Project Data Sheets (PDSs) for additional or revised projects for chain of command review.

4. Do trace projects not entered in the RL Reports that were submitted and appear to be lost.

5. Do review validation indicators for accuracy and provide comments in the forwarding letter or endorsement.

6. Do update FRPs to reflect current project scope data if appropriate.

7. Do adjust the estimated costs and associated fiscal year for the Estimate Year (KY) cost column in the RL, if appropriate.

8. Do update the planning documents if changes are required which cannot be made via the Report 1360 review.

9. Submit a PDS for each project appearing in the RL Reports whose project number has a "Z" suffix (lacks project documentation).

B. Don'ts

1. Don't enter additional projects in RL Reports by trying to mark up the RL.

2. Don't change project scope by marking up RL Reports unless the change is supported by the FPD for the original category code.

3. Don't be upset if a recently submitted project is not in a RL Report. (The review process may take several months.)

4. Don't attempt to adjust program year or program cost data in the RL— these are controlled by NAVFACENGCOMHQ.

Part Three: Project Development

Chapter 9 Project Submission - Section I Introduction

9.1 Project Submittals for the Military Construction Program

A. Objective

When the need for a Military Construction (MILCON) Project is determined by the Shore Facilities Planning System (SFPS), or by the Integrated Logistics Support (ILS) system, or by a requirement that is generated outside of the regular planning system, the project must be entered into the Military Construction Requirements List (MILCON RL). This is the means by which the need, scope, cost, location, and other factors specific to the project may be presented to the appropriate chain of command. Nonappropriated Fund (NAF) projects are treated in a manner similar to MILCON projects, but as detailed in Chapter 12.

B. Program and Budget Process

Figure 9-1 depicts the normal process by which MILCON projects are submitted to the Congress for authorization and funding. An identified requirement for projects is submitted by the Major Claimants to the Shore Facilities Programming Board (SFPB). At the board, projects are directed to the attention of the resource sponsors, to be included in the Sponsor Proposed Program (SPP). The accepted SPP is the basis for the Navy six year Program Objectives Memorandum (POM) and for the Department of Defense Six Year Defense Program (SYDP). From the approved DoD program, projects are developed for the President's annual budget.

C. Project Submittals

Figure 9-2 shows, in three columns, the three paths required for different levels of project submittal which will be required of the activity and chain of command to carry a MILCON project from conception through programming and into design and submittal to Congress. Figure 9-3 shows the documentation required during various stages of project development and review.

Figure 9-1 The Navy Program Objectives Memorandum Process

The Program Objectives Memorandum (POM) Process evaluates competing requirements Navy-wide. See paragraph 9.1B for a description of the process and participants.

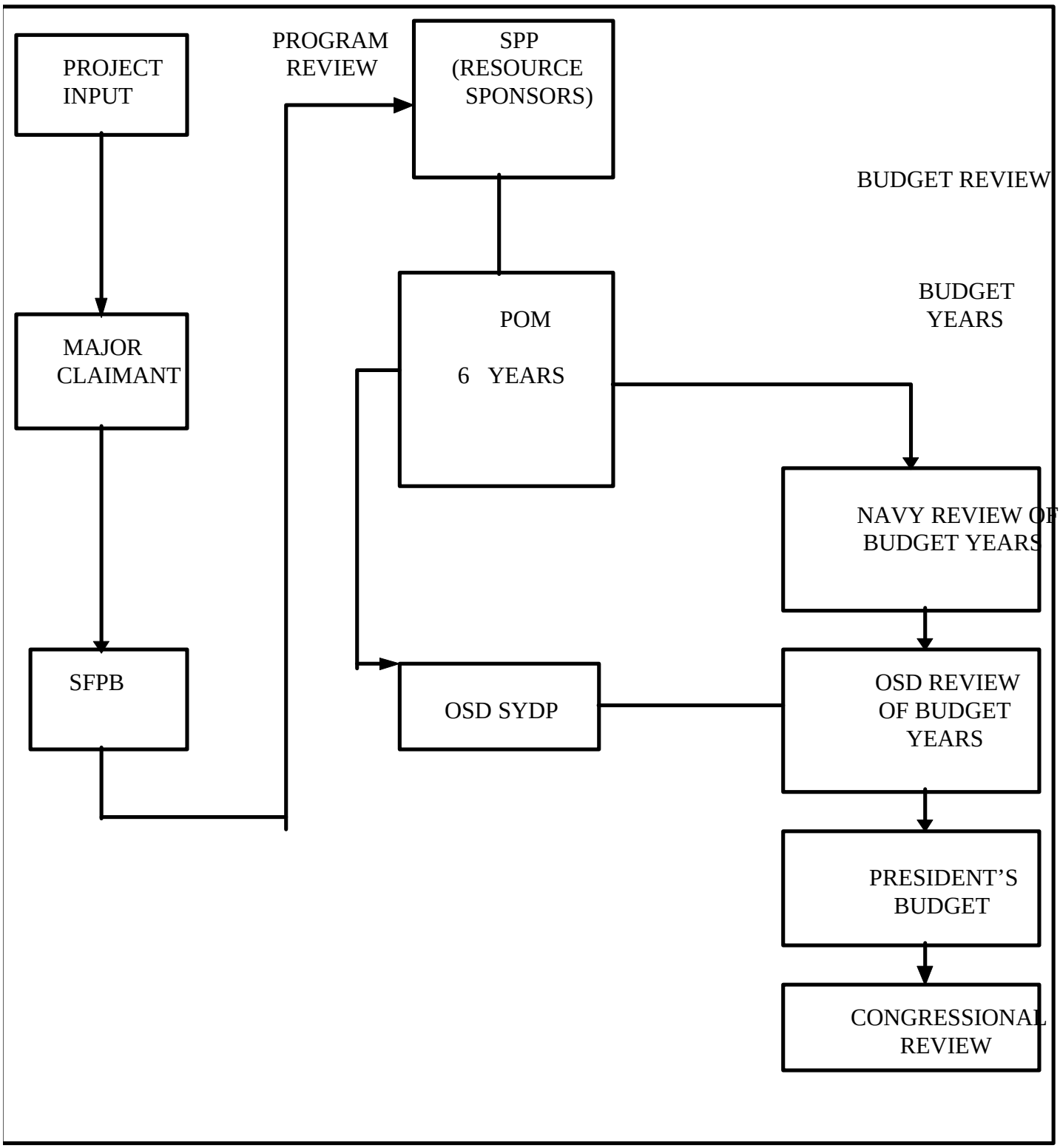
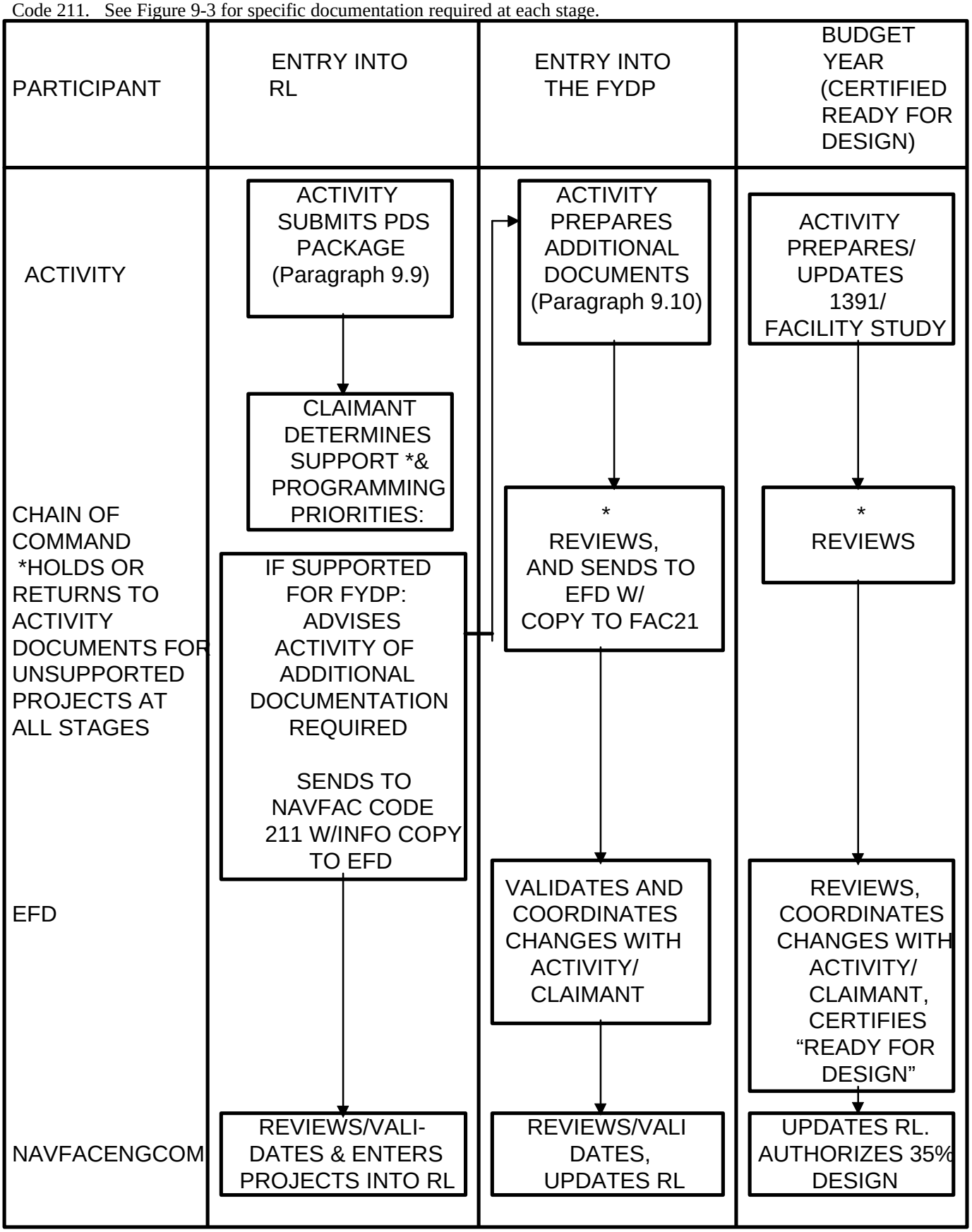


Figure 9-2 Project Submission Routes

Activities should forward copies of PDSs for projects to Centers of Expertise ~ NAVELEXSECCEN as required. (See paragraphs 9.23 and 9.24). Claimants should forward copies of all supported projects to the EFD and NAVFACENGCOMHQ Code 211. See Figure 9-3 for specific documentation required at each stage.



1. The first column of Figure 9-2 is "Entry of a Project Into the RL". The need for a project, regardless of how it is discovered, is entered into the MILCON RL, where the project gains visibility and can be managed at all levels. At this beginning level, the project is submitted as a Project Data Sheet (PDS), with accompanying information. This initial submittal is through the chain of command to NAVFACENGCOMHQ, with a copy to the Engineering Field Division (EFD) and other interested commands. Upon endorsement by the chain of command, the project will be entered into the MILCON RL. At this entry level, the project will be "Unprogrammed", and will not be reviewed by the EFD.

2. The second column is "Entry Into the SYDP". Projects which are recognized by the Major Claimant as a high priority for accomplishment will be forwarded by the chain of command to NAVFACENGCOMHQ for entry into the RL. Concomitantly, the activity will be directed to prepare additional documentation that is needed for higher level review, and send the project back through the chain of command. In this instance, the project will be reviewed by the EFD to ensure compliance with the planning system in general, and with applicable regulations, such as the Navy Occupational Safety and Health (NAVOSH) or environmental considerations, among others. At this point the Major Claimant has requested that the resource sponsor program the project within the POM and SYDP

3. The last column is "Budget Year (Certified Ready for Design)". This is a further refinement of and addition to information provided in the first two columns, and includes material described in Chapter 11 that is needed before 35 percent design can be authorized.

D. Accelerated Submittals

On frequent occasions the activity will be required to forgo the steps required in column one of Figure 9-2, and proceed with the column two level of project documentation, or possibly with the last column. The Major Claimant will advise activities when this is necessary. Normally the accelerated submittal will be demanded by circumstances that were unforeseen in the normal. planning and programming cycles, such as base closures, starting up new bases, or weapons system changes. Sound advanced planning at all levels of command, and attentiveness to ILS considerations can minimize the need for accelerated submittals.

9.2 Projects Must Satisfy Real Needs

Although existing Facility Planning Documents (FPDs) (See Chapter 6) may support a project, care must be taken to ensure the approved requirements are current. Projects must be free from embellishment and must show evidence that their continued deferral will result in diminished mission capability. It is vital that all projects placed in the MILCON RL be validated from SFPS and technical standpoints; but more importantly, the facilities proposed must meet a rigid test of real world need, based on common sense and engineering judgment. The quantity (scope) of the project must be supported by the FPD and be within applicable criteria. Reviewing officials often need quantitative information and analyses of the economic consequences of their programming decisions. The best methods available to present the quantitative information and analyses are described in detail in NAVFAC P-442, Economic Analysis Handbook. An economic analysis, to be useful, is needed at the earliest possible stage of project development.

9.3 Directed Program Project Submittals Are Like Other Project Submittals

Directed programs and new weapons support programs are initiated by the Chief of Naval Operations (CNO) to meet specific requirements of the naval establishment. Some examples are pollution abatement and safety standards imposed by the Occupational Safety and Health Act. Additionally, there are directed programs for new missions, acquisition of ships, aircraft, and other weapons systems. Projects to implement directed programs shall be submitted in the same manner as for any other project to ensure inclusion into the MILCON RL. Current directed programs, also known as Investment Programs (IP), are shown in Figure 9-5.

Figure 9-3
Components of Project Documentation

LEGEND

C: ALREADY COMPLETE: RESUBMIT ONLY IF DATA HAS CHANGED
CSMC: ALREADY COMPLETE: SUBMIT COPY TO MAJOR CLAIMANT W/PDS
E: EFD ACTION
S: SUBMIT TO EFD, COPY TO NAVFAC CODE 211
SMC: SUBMIT TO MAJOR CLAIMANT, COPY TO NAVFAC CODE 211
X: COMPLETED AT PREVIOUS STAGE: NO RESUBMISSION REQUIRED
*: MAY NOT BE REQUIRED FOR ALL PROJECTS
**: SUBMISSION REQUIRED AT THIS TIME FOR PROJECTS REQUIRING WASHINGTON-LEVEL SIT APPROVAL.

DOCUMENTATION REQUIRED	ENTRY INTO RL	PDS REVIEW BY EFD FOR PROJECTS IN THE SYDP	BUDGET YEARS (CERTIFIED READY FOR DESIGN)
BFR IN SFPS	C	C	C
CURRENT EE	C	C	C
FPD	CSMC	C	C
PDS	SMC	C	C
ENVIRONMENTAL ASSESSMENT		S	C
PRELIMINARY COST ESTIMATE	(Para 9.10B)	C	X
RISK ASSESSMENT CODE		S	X
QUICK SIR/PVA		S*	X*
SITE APPROVAL REQUEST		S**	S
LIFE CYCLE COST ANALYSIS SUMMARY			S* C*
ECIP COST/ENGINEERING DATA		S*	C*
POLLUTION CONTROL REPORT		S*	C*
OSH CONTROL REPORT		S*	C*
EQUIVALENCY STATEMENT		S*	C*
MEDICAL ECONOMIC ANALYSIS		S*	C*
MEDICAL SPACE PROGRAM		S*	C*
NAF SUPPLEMENTAL INFORMATION	SMC*	X*	X*
FACILITY STUDY			S
DETAILED COST ESTIMATE		(Paragraph 9.10B)	C
COLLATERAL EQUIPMENT LIST			S
BESEP/EQUIPMENT STUDY		S*	C*
1391			S
1390s (RESERVES)			S
ENVIRONMENTAL ANALYSIS			S*
PRELIMINARY HAZARDS ANALYSIS			S*
TYPE I/II ECONOMIC ANALYSIS			S*
COST CERTIFICATION/ARCHITECTURAL PROGRAMMING/2 STEP PLANNING/ DESIGN			E

9.4 Initial NAP Project Submittals Are Like Other Project Submittals

Nonappropriated Funded (NAP) projects are sponsored by the Naval Military Personnel Command, the Navy Resale and Services Support Office, and occasionally by private sources and processed as indicated in Chapter 12. This is similar to all other MILCON.

9.5 Projects Must Provide Completely Independent & Usable Facilities

MILCON projects must provide complete, usable facilities. Certain types of proposed facilities, because of their magnitude or cost, may require separation into two or more projects, for incremental funding. Such projects should be independent and usable portions, constructed separately over a period of years until the total scope is accomplished. For example, three piers or three barracks buildings could be built in three programs, because each is complete and usable for the function. This is distinct from phasing of a project, such as a large, costly power plant. Phasing does not provide completely independent and usable portions. Phasing requires special justification, including notification of Congress, disclosing the proposed multi-year funding. Determination of the need for phasing is made at the Washington level. Another type of project is a "related" project. A related project is one that must be accomplished in the same fiscal year as another project. For example, if a building is in the program that will use more water than is available at the site, a larger water main may be needed, at a cost that is too great to be included as a supporting facility within the project. A separate project may be submitted for the water main, which is an "infrastructure" project that provides water for other facilities at the installation. It is a related project that is needed in the same year as the building. The relationship must be shown in the justification for each of the two projects.

9.6 Responsibilities for Review

At all levels of submittal, the PDS will be reviewed by the chain of command and NAVFACENGCOMHQ Code 20. NAVFACENGCOMHQ Code 21 shall receive advance copies of all PDS documentation. The EFD will review and validate the project after the Major Claimant supports it in the POM/SYDP.

Section II Initial Project Documentation

9.7 Documentation Overview

The goal of project documentation is to provide information to justify, program, design, and construct a facility which allows the activity to accomplish its mission in the most efficient manner. As a project progresses through the planning, programming, and design stages, the need for detailed information increases.

9.8 Initial Project Submission Contents

The information contained in the Project Data Sheet (PDS) is the minimum necessary for review and entry into the Military Construction (MILCON) or Nonappropriated Funded (NAP) Projects Requirements List (RL). The initial project submission must include the PDS with all data on page 1 plus the site information on page 2 (see Figure 94), and supporting Facility Planning Documents (FPDs).

9.9 Project Data Sheet Form

The PDS format is shown on Figure 94. Essential information is described in the following paragraphs. (Note: This is a format to be followed, not a form. No form will be distributed.)

A. The document title should be the phrase "PROJECT DATA SHEET" in capital letters.

B. "COMPONENT" is NAVY.

C. "ESTIMATE YEAR" is the fiscal year on which the cost estimate was based.

D. "DATE" is when the activity prepared the PDS. Subsequent revisions should reflect new dates.

E. For `"INSTALLATION AND LOCATION", enter the activity name and location. Avoid abbreviations, except for states. For installations within the United States, enter the city and state location. For installations outside the United States, enter the city, island, island chain, political area, or other identifying location, with the name of the country. Use code names or designations only when it is necessary to avoid security classification or when an official name is not available.

F. "PROJECT TITLE" is normally the nomenclature from NAVFAC P-72 for the predominant category code of the project. In lieu of standard nomenclature, a local description of the proposed project may also be used if it improves clarity. In all cases, limit title to 42 characters and spaces.

1. Except for new construction, include the type of work in the project title such as: "addition", "conversion", "alteration", "extension", or "modernization"; e.g., "Hangar Addition", "Dry Dock Conversion", "Taxiway Extension", or "Bachelor Enlisted Quarters Modernization". The inclusion of more than one primary facility in a project is discouraged; however, where necessary, indicate the presence of a number of primary facilities; e.g., "Recruit Processing Facilities", "Personnel Support Facilities", "Bachelor Enlisted Quarters Complex", etc.

2. Avoid including the scope of a project or number of buildings involved as a part of the title; e.g., do not title a project as "2-250 Person Bachelor Enlisted Quarters Facility".

3. If a project requires the acquisition of land as well as construction, include in the project title the phrase "W/Land Acq." The land portion will be removed from the project at NAVFACENGCOMHQ and submitted under an omnibus land project; so include scope and cost separately to facilitate the removal. Land acquisition for the construction of several projects, or for other purposes, requires a separate project, (e.g., land for RADHAZ or ESQD clearances, not actually involving construction of facilities).

Figure 9-4 Project Data Sheet (PDS)

(For entry into the RL or SYDP)

The Project Data Sheet is not a form.

NOTES
1/ DEFAULTS TO COMPUTER GENERATED DATA IF THERE IS NO ENTRY IN THIS BLOCK
2/SHOULD BE THE TITLE IF NO ENTRY IS MADE
3/FOR NAP PROJECTS, ENTER NAP FUNDED COLLATERAL (EVEN THOUGH IT IS NOT "OTHER APPROPRIATIONS")

PROJECT DATA SHEET

COMPONENT	ESTIMATE YEAR	DATE
NAVY1/	1994	10/07/89 1/

INSTALLATION AND LOCATION	PROJECT TITLE
NAVAL AIR STATION EMERALD PT, CA 1/	AMMUNITION REWORK FACILITIES

PROGRAM ELEMENT	CATEGORY CODE	PROJECT NUMBER	CURRENT COST ($000)
1/	216.10	P-136	7,400

Item	U/M	Quantity	Unit Cost	Cost ($000)
PRIMARY FACILITY	SF	60,000	97	5,820
SUPPORTING FACILITY	LS			858
SUBTOTAL				6,678
CONTINGENCY (5%)				334
TOTAL CONTRACT COST				7,012
SUPERVISION, INSPECTION, & OVERHEAD (6.0%)				421
TOTAL REQUEST				7,433
TOTAL REQUEST ROUNDED				7,400
EQUIPMENT FROM OTHER APPROPRIATIONS 3/				(NON-ADD)

DESCRIPTION OF PROPOSED CONSTRUCTION: Two single story concrete masonry buildings, explosion proof lighting, fire protection, grounding, utilities, equipment relocation, air conditioning. Two standard type B high explosives magazines and one inert storage facility.
REQUIREMENT: The activity does all ammunition overhaul and maintenance for the tenth fleet. Due to transportation restrictions, this work must be done at nearby Naval Station Neversail, Quantity Ammunition Segregation area. Two existing rework and overhaul shops have been shut down due to Explosive Safety Quantity Distance and design criteria violations. A economic analysis indicated that it would not be cost-effective to rehabilitate the existing facilities. Separate buildings art required for operational and safety reasons. Existing inefficient and unsafe magazines on the site will be replaced.

PROGRAMMING DATA ACTIVITY UIC:NXXXXX ALTERNATE HOST:NYYYYY SUP UNIT:NZZZZZ
SPEC AREA: QA INVESTMENT PROGRAM: 99 SIR: 3.1 RESOURCE SPONSOR: O4
MAJ/SUBCLAIMANT CODE:FA 1/ INVESTMENT CATEGORY: 06 1/ MOBILIZATION INDICATOR:N
ACTIVITY PRIORITY:01 CLAIMANT PRIORITY:12 FLEP PRIORITY:H READINESS RATING: C4
AREA COST FACTOR: ____ FOREIGN EXHANGE RATE: ____

PROJECT DETAIL DATA:

CATEGORY CODE	DESCRIPTION	SCOPE	U/M	CC	VALIDATION INDICATOR
*21610	AMMO REWORK/OVERHAUL SHOP2/	60,000	SF	3B	D
21610	AMMO REWORK/OVERHAUL SHOP2/	35,500	SF	3B	
42122	HIGH EXPLOSIVES MAGAZINE2/	9,424	SF	3B	
42132	INERT STOREHOUSE2/	15,076	SF	3B	H

REQUIREMENT CERTIFICATION:
ACTIVITY (NAME) DATE:
MAJOR CLAIMANT (NAME) DATE:
NAVFACENGCOMHQ (NAME) DATE:

Figure 9-4 (Cont'd) Project Data Sheet (PDS)

LOCATION AND SITE PLAN

PLACE DRAWING HERE

SITING RATIONALE: Buildings sited outside the ammunition wharf Explosive Safety Quantity Distance Arc and adjacent to another Rework Facility, Building 2054, implementing the plan for consolidation of operating line buildings. Magazines will be sited near existing magazines in accordance with NAVSEA OP-5. explosive Limit for each Rework Building is 80,000# NEW Class 1.1, limit for each magazine is 30,000# NEW Class 1.1.

EFD REVIEW/ANALYSIS:

REQUIRES FURTHER ACTION?	:NO	:YES	:COMMENTS
Explosives Safety		X	Requires DDESB approval
Airfield Safety	X		
Electromagnetic Radiation	X		
AICUZ Violation		X	
Chance to Approved Master Plan/CIP			Shown in latest approved MP

NOTE: THESE ARE EXAMPLES. THE EFD WILL ENTER THE REQUIRED FACTORS DURING THE EFD REVIEW AND ANALYSIS

Preliminary Hazards Analysis		X	If RAC is a 1 or 2
Other (List)			

(Above are examples. The EFD is to review the PDS and insert special requirements to comply with law, regulations, or CRD data. See Figures 9-3 and 11-9.)

EFD Validation:
Site Approved: ____Yes ____No Deferred
Project Supported BUFFS: Yes_____ No _____
Name: _____ Date: _____

G. "PROGRAM ELEMENT" may be left blank.

H. "CATEGORY CODE" is the category code of the predominant use. The category code must be a five digit category code found in NAVFAC P-72. If the project has many category codes, select only one, usually the most costly.

I. "PROJECT NUMBER" is an identification number consisting of the letter "P" and three digits, e.g., P-123. This number will serve to identify a project throughout its life, and is to be retired when a project is completed or deleted from the program. Related but separate, complete and usable facilities, constructed over more than one year, should be considered distinct projects each with its own P-number. When phased construction (not a complete and usable facility) is proposed, use the same project number for each phase with an alphabetical suffix (A, B. C, etc.). Each activity, with a separate Unit Identification Code (UIC) may use any P number from 001 to 999, but the number may only be used once for the UIC.

J. "CURRENT COST ($000)" is the estimated cost if the project were to be built in the ESTIMATE YEAR. The derivation of this cost is to be described in more detail in the block below. The cost includes the primary facility, any known costs for supporting facilities, unusual features, contingency, and Supervision, Inspection, and Overhead (SIOH). The cost does not include equipment funded from other appropriations.

1. "PRIMARY FACILITY": Use unit cost, preferably in whole dollars. The Unit of Measure (U/M) should normally be the one shown in parentheses in NAVFAC P-72. (For bachelor quarters see Paragraph 9.18.) If the project has more than one category code with more than one unit of measure, they may be listed separately. (For example, if the project is for an aircraft hangar with parking apron, subtotal all the category codes with square feet as the U/M and enter as one line item. The parking apron, with a U/M of square yards, would be listed as a separate line item. The entry on the PDS would be:

Item	U/M	Quantity	Unit Cost	Cost ($000)
PRIMARY FACILITY		LS		5,820
AIRCRAFT HANGAR	SF	60,000	90	(5,400)
PARKING APRON	SY	10,000	42	(420)

2. "SUPPORTING FACILITIES": Provide costs for supporting facilities, such as utilities or unusual foundation features required at the site, if available. A factor of 15 percent may be used in developed areas or 20 percent in undeveloped areas, if there are no detailed estimates for supporting facilities. Unusual features, such as noise attenuation, blast protection, HEMP, TEMPEST, CATHODIC PROTECTION, etc. are included in the primary facility and the cost is identified separately.

3. "SUBTOTAL": The sum of the Primary Facility and Supporting Facility.

4. "CONTINGENCY": 5.0 percent of the SUBTOTAL.

5. "TOTAL CONTRACT COST": The sum of the SUBTOTAL and CONTINGENCY lines.

6. "SUPERVISION, INSPECTION AND OVERHEAD (SIOH)": 6.0 percent of the TOTAL CONTRACT COST. Use 6.5 percent for overseas projects.

7. "TOTAL REQUEST": Sum of the TOTAL CONTRACT COST and SIOH lines.

8. "TOTAL REQUEST ROUNDED": Use the rounding guidance in MIL HDBK-1010, but not more then three significant digits.

9. "EQUIPMENT FROM OTHER APPROPRIATIONS ": If known, include the cost of equipment to be funded from other appropriations that will be associated with the project. This information is not required until the DO Form 1391 (see Chapter 11) is prepared, but it may assist the chain of command in reviewing and recommending the project for programming. For NAF projects, the collateral equipment cost, which is NAF funded, is shown here.

K. "DESCRIPTION OF PROPOSED CONSTRUCTION": NAVFACENGCOMHQ will use this information to Synopsize, Slate, and Select (S/S/S) when the project is programmed in a budget year. Provide the best available data to describe the proposed construction. More detailed descriptions may be required when the DD Form 1391 is prepared.

L. "REQUIREMENT": At the PDS stage of project documentation, this information Will be used by the activity chain of command to determine priority. Show the date construction is needed. Show factual data, such as the number of additional personnel,

weapons, equipment, courses, or students that the project will accommodate. If a project is needed to house equipment that is being procured, indicate the schedule that must be met. If a new mission or weapons system is involved, indicate what the system is, and the directive that established it. Include economic justification, if it is relevant and can be proven with statistical data. Include project phasing considerations, if they will assist in determining programming priorities. Avoid jargon and terms that will not be understood by a person from outside your activity.

M. "PROGRAMMING DATA"
1. "UIC": The unit identification code of the submitting activity.

2. "ALTERNATE HOST": This entry relates to the similar entry on the FPD. It is used to indicate the UIC of the alternate host, if applicable.

3. "SUPPORTED UNIT": This entry relates to the similar entry on the FPD. It is used to indicate the UIC of the supported tenant, if applicable.

4. "SPECIAL AREA". If the project is to be located at a special area, enter the two letter designation for that special area.

5. "INVESTMENT PROGRAM": Enter the two character code to designate the appropriate investment program. These codes are shown in Figure 9-5.

6. "SAVINGS/INVESTMENT RATIO": If a Type I Quick SIR economic analysis has been performed, (see Appendix C) enter the two digit savings/ investment ratio (not to exceed 9.9). If a Type II Quick PVA economic analysis has been performed, enter a "II". When an economic analysis is not appropriate, enter "N/A".

7. "RESOURCE SPONSOR": The numerical code of the resource sponsor who will provide funds for the project (See Figure 3-1).

8. "MAJOR CLAIMANT/SUBCLAIMANT CODE". The one or two letter code for the Major Claimant/Subclaimant found in Figure 3-2.

9. "INVESTMENT CATEGORY": This information is computer generated, based on category code.

10. "MOBILIZATION INDICATOR": This indicates whether or not construction of the project will be required during mobilization. The information will be used to plan SEABEE workload. "Yes" means that construction will be required during mobilization; "No" means it will not. The activity commanding officer provides this data, and the Major Claimant reviews it.

11. "ACTIVITY PRIORITY": (Optional)Numerical priority for this project.

12. "CLAIMANT PRIORITY": (Optional) Integrated priority for this project.

13. "FLEP PRIORITY": This data is required for projects in the Shore Facility Life Extension Program (Shore FLEP). The PDS for a FLEP project must include a Quick SIR, as detailed in Appendix C. Priority codes are H (high), M (medium), and L (Low). See paragraph 9.15 and OPNAVINST 11100.3, Shore Facilities Life Extension Program, for additional information.

14. "READINESS RATING": The readiness rating is derived from the Shore Base Readiness Report (see paragraph 8.5), and is required for projects in the Shore FLEP. The following numerical ratings are used to describe existing facility assets:
C1 The current asset fully meets all demands placed on it.
C2 The asset substantially meets all demands placed on it with only minor difficulties.
C3 The asset has only marginally met the demands of the mission category with major difficulty.
C4 The asset has not met vital demands of the mission category.

15. "PROJECT DETAIL DATA":
a. "CATEGORY CODE": Enter the appropriate category codes. This block affords an opportunity to display the various category codes and scopes that were not included in the estimate as the primary category. Incidental site work and utilities do not have to be itemized separately. However, if there is a significant addition to the utility system, the category codes should be listed separately. The Asterisk (*) in the left hand column of the first line denotes the primary category code. If a project is for a single category code, enter data on the line with the "*". For multicategory code projects, the predominant category code is listed on this line and the total scope of the project is shown. On the following line the predominant category code is repeated and the scope associated with only that category code is listed. Subsequent lines provide data on other category codes included in the project. Use each category code only once. Combine new construction and renovation into a single entry.

b. "DESCRIPTION": On the first line (denoted by "*") include the project title as shown on the top of the page. Subsequent entries in this column usually reflect the NAVFAC P-72 nomenclature for the given category code.

c. "SCOPE": The entry for the first line is the total scope of the project in the appropriate unit of measure. Where appropriate, "Lump Sum" ("LS") may be used. For a multicategory code project, the subsequent lines should include the scope associated with each category code included in the project.

d. "U/M": Enter the appropriate abbreviation for the prime unit of measure (shown in parentheses) from NAVFAC P-72 for each category code.

e. "CC": This column shows the construction/ mission code for each category code of the project. Enter the appropriate two-character code for each category code. Construction/mission codes are provided in Figure 9-6.

f. "VI": This column is for use by the Engineering Field Division (EFD) or NAVFACENGCOMHQ to show validation indicators for the project. Validation indicators highlight the need for additional information and/or documentation. See paragraph 9.26 and Figure 9-7.

16. "REQUIREMENT CERTIFICATION": The certification statements for the activity, Major Claimant, EFD if appropriate, and NAVFACENGCOMHQ must be signed and dated by the appropriate representative at each level.

17. "LOCATION AND SITE PLAN": The second part of the PDS begins with a site plan. The site plan is for cost estimating purposes as well as for a site review. It may be a portion of the Existing Conditions Map, the Master Plan, Capital Improvements Plan, or a scaled, single line site plan can be developed for the project. All site plans should contain:

a. Location of proposed construction.

b. Location of any proposed demolition.

c. Location of existing and proposed utility lines (mechanical, electrical, water, sewage, telephone service etc.).

d. Existing and proposed paved areas such as parking lots (if they are significant cost items).

e. Existence of safety hazards such as Explosives Safety Quantity Distance arcs, Air Installations Compatible Use Zones, land fills with hazardous substances, electromagnetic hazards, etc.

f. Existence of nearby properties listed or eligible for listing on the National Register of Historic Places.

g. Presence and location of threatened or endangered species, migratory bird nests and wetlands.

h. Other information requested by the EFD.

i. When it is not possible to show the site in the space allowed on the PDS sheet, include a separate drawing.

j. Projects requiring Washington-level site approval will require the additional documentation discussed in Chapter 10.

18. "SITING RATIONALE": This block should explain why the project is sited in the proposed location. This is especially important when a site violates safety or other siting criteria; or is not the same as shown in Master Plan or Capital Improvements Plan (CIP). For example, the project may contain equipment that supports an adjacent operational facility, and for security reasons, the facilities must be co-located. Indicate any special siting considerations that will assist the reviewer.

19. "EFD REVIEW/ANALYSIS": The EFD enters a list of critical factors which are associated with the site or the project design. The check list shown in Figure 9~ may be revised or amended as necessary. The list must include long lead items, items with high planning interest such as Base Electronics System Engineering Plan (BESEP)], and those that may prove controversial.

20. "EFD VALIDATION": When the EFD reviews the PDS, the project scope and site will be validated. The authorized signature and date will be entered on the form.

Figure 9-5 Investment Program Codes & Titles

The Investment Program (IP) code number is used to group projects with common characteristics such as supporting the same weapon system, abating pollution, saving energy, etc., such that analysts, Resource Sponsors, and Major Claimants can manage the programs concerned. Individual projects can be assigned one IP number only. Those not "fitting' into a group are designated IP 99. IP numbers are assigned by NAVFACENGCOMHQ Code 21, after consultation with MILCON Appropriation Sponsor, OP-44. This list is current as of the time of printing of this Instruction.

01 Strike U/Top Gun Facilities
02 Shipyard Modernization
03 Naval Aviation Depot
04 Pollution Abatement (H)
05 Pollution Abatement
06 Pollution Abatement - Noise (H)
07 Medical/Health Support Facilities
08 Physical Security
09 Public Works Center Modernization
10 Supply Center Modernization
11 Land Acquisition
12 CH - 53
13 MV - 22 (OSPREY)
14 LAV (Light-Armored Vehicle)
15 Bachelor Quarters
16 Chapels and Religious Education
17 General Defense Intelligence Program
18 KC - 130 (Tank Transport)
19 F/A-18 (New or Expanded Mission only)
20 F-14
21 A-7
22 Submarine Launched Weapons
23 S-3A
24 688 Class Submarine
25 Airborne MCM
26 C31 (Incl combined OPS & Fleet OPCON Centers)
27 Wholesale Consolidation (H)
28 PAY/PERS Admin Support System (PASS)
29 Harrier AV8-B
30 ORD FACS Modernization
31 P - 3 LRACCA
32 SH - 60 LAMPS
33 Air Intermediate Maintenance Facilities
34 Tring Base Expan (new or expanded miss; excl new weapons sys)
35 TRIDENT
36 Ashore Communications
37 Fire Protection
38 RDT&E Facilities
39 Morale, Welfare & Recreation
40 Non Appropriated Funds (NAF)
41 Oceanographic Facilities
42 Shore IMA (Incl Supships; SRF's & TRI REFIT; exe IP- 35)
44 AE/AOE Homeporting
45 Base Realignment and Closure
46 Ocean Surveillance Systems (Force Structure Only)
47 NAVDAC
48 M- 1 (Tank)
49 Mess Halls
50 AH - 1W (COBRA)
52 Strategic Cruise Missile - Tomahawk
53 East Coast Relocation Site (H)
54 AEGIS
55 Explosive Safety
56 Training (Base Modn; exclude Force Structure)
57 Cryptological
58 NAVOSH
59 Repair by Replacement (H)
60 Utilities Upgrade
61 Navy Yard Upgrade
62 POL Modernization
63 Coal Conversion (H)
64 SATCOM Facilities
65 Strategic Homeporting
66 Drugs/Alcohol Rehab Center
67 Brig Facility Upgrade
68 ASW OPS Centers (ASWOC)
69 Non Fenced CRYPTO
70 Energy Conservation
71 Air-Launched Missile Support
72 Surface Weapons Support
73 General Airfield Support
74 General Waterfront Support
75 DDG-51
76 A-6
77 Child Development Center
80 C4 Backbit (FBM) (H)
81 Engr Management Ctrs (Excl Non - Industrial Acts)
82 Productivity Improvement
83 LTWGT Combat Air-Cushioned Vehicle (LCAC)
84 Special Warfare
85 Relocatable OTH Radar (ROTHR)
86 Data Processing Center (Exclude NARDAC's)
88 Indian Ocean Littoral (Excl. Diego Garcia)
89 Prof Mil Ed (Ex projs going in other IP's, EG IP-60)
90 Diego Garcia
91 Sealift Support
92 E-6A
95 MARCORPS Noncentrally Managed
96 A&E Services; Construction Design; & NATO
97 Special Intelligence-Classic Wizard
98 SSN - 21
99 General

Figure 9-6 Construction/Mission Codes

Construction/Mission Codes are assigned to each category code number. Projects with more than one construction/ mission code: the code which is assigned to the project as a whole is the one code which applies to the greatest portion of the project

CONSTRUCTION CODES

1. Construction; New Facility Erection, installation or assembly of new facility which will appreciable increase the total assets at an activity

2. Modernization; Rehabilitation; Alteration Primary purpose to accomplish major repairs or alter the physical characteristics of an existing facility, with no change in its functional purpose (category code), and no appreciable change in quantity (size). Will change the condition of the facility from SUBSTANDARD to ADEQUATE.

3. Construction; Replacement To replace a facility which had been, or is to be destroyed, damaged or deteriorated beyond economical repair and will serve the same functional purpose (category code) with no appreciable change in quantity (size).

4. Construction; Addition Erection, installation, or assembly which will appreciably increase the size of an existing facility.

5. Conversion Primary purpose to accomplish major repairs or alter the physical characteristics of an existing facility which will change the functional purpose (category code).

6. Real Estate; Realty Rights For the purchase or other acquisition of additional class I real property.

MISSION CODES
(Suffix to Construction Code)

A. New or Expanded Mission. The project is in direct support of new or expanded missions that are scheduled to be activated at an installation during the budget or subsequent years. This also includes projects required in direct support of equipment changes and those projects generated by the transfer of functions and/or personnel from one installation to another because of base closures.

B. Current Mission. The Project is in direct support of missions already in place on an installation within the current year and not a BASEREP C-3 or C4 readiness condition.

C. Current Mission/BASEREP C-3. The project is in direct support of mission already in place on an installation within the current year, and the most recent BASEREP indicates that this project is required to correct a C-3 readiness condition.

D. Current Mission/BASEREP C4. The project is in direct support of mission already in place on an installation within the current year, and the most recent BASEREP indicates that this project is required to correct a C4 readiness condition.

Figure 9-7 Validation Indicators

See Paragraph 9-26 for discussion on usage.

B.	PROJECT SCOPE CONSIDERED VALID BY EFD; SFPS UPDATE REQUIRED
C.	UNREASONABLE COST ESTIMATE
D.	INSUFFICIENT ENVIRONMENTAL ASSESSMENT DOCUMENTS
E.	UNREALISTIC OR MISSING ECONOMIC ANALYSIS
F.	NO SITE APPROVAL, ADDITIONAL SAFETY REVIEW REQUIRED, OR UNRESOLVED SITE PROBLEM
H.	MULTIPLE VALIDATION INDICATORS
M.	ONE OF MULTIPLE IMPROVEMENT PROJECTS; PROJECT VALID
N.	NATURAL RESOURCES IMPACT NOT ADEQUATELY ADDRESSED
P.	PROJECT HAS PDS BUT NO EFD REVIEW
Q.	PROJECT HAS A PDS BUT NO EFD NOR NAVFAC CODE 20 VALIDATION
W.	EXCEEDS CRITERIA, WAIVER REQUIRED
X.	SPECIAL REVIEW EXCLUSION
Y.	NO RISK ASSESSMENT CODE (RAC) OR INVALID RAC
Z.	PROJECT HAS NO PDS BUT IS SUPPORTED BY RESOURCE SPONSOR FOR ENTRY INTO THE REQUIREMENTS LIST FOR PROGRAMMING IN THE POM

9.10 Additional Documentation is Required

The Engineering Field Division (EFD) will review the Project Data Sheet (PDS) when the Major Claimant recommends the project for inclusion in the Six Year Defense Plan (SYDP). At that time, the Major Claimant will direct the activity to prepare additional documentation. At a minimum, the following additional documents will be required: an Environmental Assessment (EA), a detailed cost estimate, and, where applicable, a Preliminary Hazard Analysis (PHA) and a Quick SIR/PVA (Savings to Investment Ratio/Present Value Analysis). Projects for certain programs or for certain functions have special additional documentation requirements. If appropriate, the Major Claimant may also direct the activity to prepare the DD Form 1391 and Facility Study (see chapter 11). When the claimant receives the documentation, the complete package should be forwarded to the EFD for review. In order to minimize preparation and review of documentation, the Major Claimants should only forward projects to the EFD that are seriously considered for inclusion in the Program Objectives Memorandum (POM)/SYDP.

A. Environmental Review

1. Master Plan Conformance Review Required

The proposed project and site should be reviewed for conformance to the Master Plan, which includes an analysis of on-base and surrounding community natural and man-made environmental data.

2. Environmental Assessment Required

An EA is not required with submittal of the PDS for entry into the Requirements List, since the initial PDS is not reviewed by the EFD. When a PDS is submitted with other documentation for EFD review or for a "Certified Ready for Design" package, the EA is required. The EA will reduce chances of a serious reversal when design is initiated. Considerations should include ecological, social economical, and cultural consequences of the project; with a view towards eliminating a surprise disclosure that would prove detrimental to the project when an Environmental Impact Statement (EIS) or 35 percent design is prepared.

3. Natural Resources Must be Considered

Compliance with legal prohibitions and procedural requirements protecting threatened/endangered species, migratory birds, and wetlands is necessary to avoid criminal penalties, costly delays, or project cancellation. Consult with the EFD Natural Resources Branch before submitting a project when there is any doubt concerning compliance. For additional guidance, see NAVFAC P-73, Volume II, Natural Resources Management Procedural Manual.

B. Cost Estimate

MIL HDBK - 1010 provides guidance for preparation of the cost estimate. The format for the preliminary cost estimate in the PDS is the same as the detailed cost estimate that is used with a DD Form 1391 except the preliminary uses a 15 or 20 percent factor of the "Primary Facility" to derive cost of "Supporting Facilities", and has less detail in the "Primary Facility" cost. The detailed estimate will be a reconfirmation, and contains costs developed in Figures 10, 11, and 12 of MIL HDBK - 1010, with detail of the supporting facilities.

1. Cost Estimate Plus Assumptions Are A Minimum

Assumptions made in the estimate should be clearly stated so that costs can be verified. Historical unit cost and composite cost information can be used for the estimate. A lump sum cost is not acceptable unless there is no other appropriate unit of measure. The basis for the unit costs, or any other more specific facility.

2. Primary Facility Cost Items
The Primary Facility includes all construction items inside the building's "five foot" line. An exception is special foundation features of significant cost, unique to the building because of location, that are to be included under Supporting Facilities. The Primary Facility cost should include the following:
a. Buildings or Structures. Projects with multiple buildings or structures should have separate line item entries for each building or structure. Buildings with two or more functional areas of significantly different unit costs should have a separate line item entry for each functional area

b. Built-in Equipment. Built-in equipment, like elevators and escalators, is inseparable from the structure and is part of the real property facility. Much of the built-in equipment is common to all similar type facilities and is included in the historical building unit cost. Other built-in equipment may not be common to similar type facilities and should be explained as a variance. See Section 7 of MIL HDBK - 1010.

c. Land acquisition. See paragraph 9.9F3.

d. Category E Medical Equipment. See paragraph 11.8.5.

3. Primary Facility Cost Data Sources
The cognizant EFD (Code 04) or NAVFACENGCOMHQ (Code 04) should be consulted as necessary to obtain guidance and information. Costs of the primary facility may be found in the following sources:
a. Locally developed prices from recent, similar projects, obtained from or verified by the EFD Code 407.

b. NAVFACENGCOMHQ cost guidance.

c. MIL HDBK - 1010, Historical Cost Data.

d. EFD Code 04 historical cost data

4. Adjust the Unit Cost Factors
a. Adjust for size of project. Factors are obtained from the size adjustment chart shown in MIL HDBK 1010, Figure 8. An increase in size generally results in some decrease in unit cost

b. Adjust the historical cost data for geographical differences, using MIL HDBK - 1010, Section 4: AREA COST FACTORS or OSD-approved area cost Actors.

c. Escalate data from current cost data to the projected fiscal year of construction (assume 1 April as the anticipated date of contract award or one third point of construction for certain designated foreign areas) using OSD-approved escalation rates or MIL HDBK 1010, Figure 9.

5. Supporting Facility Cost Items
Supporting facilities include all construction items outside the building's five-foot line and all special foundation features. For the detailed cost estimate, support item entries include the following major categories:
a. Special Foundation Features include requirements such as engineered fill, piling, drilled piers, vibro flotation, and dewatering.

b. Electrical and communication utilities include electrical distribution, substations, emergency power generators, fire alarms, exterior lighting, telephone distribution, etc., beyond the five-foot line.

c. Mechanical utilities include those utilities outside the five-foot line such as gas, steam, water supply, sanitary sewers, etc.

d. Roads, parking, sidewalks include all exterior paving, curbs, sidewalks, and associated items, such as subgrade preparation, subbase etc.

e. Site improvements including seeding, sodding, rip-rap, landscaping, fencing, and other site enhancements. Do not include normal excavation which is within the five foot line.

f. Demolition includes major building or structure demolition only. Utility, pavement, or other miscellaneous demolition should be included with the applicable trade category (e.g., electrical demolition with electrical utilities, steam line demolition with mechanical utilities, paving demolition with roads, parking, and sidewalks, etc.).

C. Systems Safety Engineering

Give the Risk Assessment Code (RAC) as defined in Chapter 12 of OPNAVINST 5100.23, Navy Occupational Safety and Health (NAVOSH) Program Manual. The RAC is to be derived by a safety and health professional within the activity or chain of command and validated by the EFD. If the code is a "l" or "2", which usually will apply to industrial type and other facilities involving hazardous operations or materials, system safety engineering must be applied to the project. As the initial step, per OPNAVINST 5100.24, Navy System Safety Program, the activity/claimant is responsible for conducting a Preliminary Hazard Analysis (PHA) and including it as a part of the Facility Study to be submitted with the DD Form 1391. The PHA can be conducted in-house by the activity/claimant or funds can be given to the EFD to have it done through contract. See Exhibit 9-1 for category codes of facilities which normally require analyses. Every effort should be made to submit the PHA with the PDS for projects in the SYDP. Analyses for prior projects that are similar can be helpful in developing an analysis for a new project.

D. Economic Analysis

An Economic Analysis (EA) is required for proposals which involve a choice or trade-off between two or more options, often when one of the options is to maintain the status quo. A carefully prepared EA increases the chances of project approval. If there is only one method to satisfy a deficiency, explain the processes that led to that conclusion. Supporting commands or Major Claimants may also request EAs for Nonappropriated Funded Projects.

1. Benefits and Costs

Navy EAs must comply with the procedures of NAVFAC P-442, Economic Analysis Handbook. Submissions justifying MILCON investment must include the appropriate summary DoD Formats A, A1, or B shown in NAVFAC P-442 appendices. Energy Conservation Investment Program (ECIP) projects must have EAs. NAVFAC P-442 describes the EA process and the present value analysis techniques. The analysis entails investigating life cycle implications (in terms of total costs and benefits) for each proposed alternative.

2. EA Process

The EA process consists of the following six steps:

(1) Define the objective
(2) Generate alternatives
(3) Formulate assumptions
(4) Determine costs and benefits
(5) Compare costs and benefits and rank alternatives
(6) Perform sensitivity analysis

In a fundamental economic justification, alternative methods for satisfying an installation's facility requirements are identified. Generally, alternatives will include Military Construction (MILCON) as well as the status quo and other options, (e.g., leasing or paying Basic Allowance for Quarters).

3. Use "Quick SIR" Method for Type I Projects

Type I projects are economically advantageous projects which show a payback by improving current operations, i.e., construction/mission codes 1B through SB. These projects are often justified by a Type I EA. The proposed project may be recommended primarily on the basis of payback period and the savings investment ratio. The abbreviated Type I EA, known as "Quick SIR" (Savings Investment Ratio) analysis may be submitted to demonstrate a simplified Savings Investment Ratio (SIR) analysis. (See paragraph 11.8.10.) The "Quick SIR" description and format, given in Appendix C of this Instruction, is for projects which replace, rehabilitate, or alter existing facilities.

4. Use "Quick PVA" Method for Type II Projects

Type II EAs are used for projects which support an operational mission. Projects of this type are required to fulfill military operational requirements, and economics are a secondary consideration. Economic arguments do not seek to demonstrate that the function needs to be done; the secondary or Type II analysis shows that the proposed project is the least cost alternative. An abbreviated analysis, known as "Quick PVA" (Present Value Analysis) may be submitted for Type II evaluations. (See Appendix C.)

Exhibit 9-1 Category Codes of Facilities Which May Require a Preliminary Hazards Analysis

179-45	Fire Fighting Trainer
211	Maintenance - Aircraft
212	Maintenance - Guided Missiles
213	Maintenance- Ships/Spares
216	Maintenance - Ammunition, Explosives, Toxics
219	Maintenance - Installation Repair and Operation
411 -30	Hazardous and Flammable Storehouse
831-15	Industrial Waste Treatment Facility

E. Site Approval Requests Required for Projects Involving Safety Criteria

The sites for many projects will be approved in a Capital Improvements Plan (CIP). Projects which involve explosive safety, airfield, or electromagnetic radiation hazards will require additional review and approval, which must be completed before design can begin. For these projects, the site approval request should be submitted after the project has been included in a specific program year in the SYDP. See Chapter 10.

Section IV Special Considerations

9.11 Energy Conservation Investment Program

The Energy Conservation Investment Program (ECIP) provides for the maximum reduction in energy consumption for the dollar invested while satisfying the goals of annual cost savings for energy and decreased dependence on potentially unreliable energy sources. Projects that provide documented energy cost savings may be eligible for Military Construction (MILCON) funding under the ECIP. ECIP funding is appropriate for any MILCON-eligible retrofit of an existing energy system or building. New construction or replacement of facilities will not be included in the ECIP.

A. Projects Require a SIR Above 1.0

ECIP projects require a Savings to Investment Ratio (SIR) that is greater than 1.0 based on a life cycle cost analysis. Project funding priority is based on the calculated payback indicated by the SIR. Life cycle cost analysis should be performed using the mode of analysis required by NAVFAC P 442, Economic Analysis Handbook and the methods and sources of data available from the EFD Code 11.

B. Standard Project Title Must Be Used

All MILCON projects submitted under ECIP will use the appropriate generic title from the list in Exhibit 9-2.

C. Documentation Assistance Available

Special documentation required for ECIP projects that is in addition to regular MILCON project documentation is available from Code 11 at the EFDs and includes:

1. "Life Cycle Cost Analysis Summary" forms for complete project or for discrete portions of projects.

2. Summary energy data to support cost analysis.

3. Supporting engineering calculations.

D. Special EMCS Project Documentation Required

Energy Monitoring and Control Systems (EMCS) projects must compare the economics of the centralized system with local control alternatives. A mandatory commitment to provide EMCS staff is also required (see paragraph 11.8.7). The first year maintenance contract should be identified as an EMCS project requirement This contract will be funded by activity Operations and Maintenance, Navy (O&M,N) funds.

9.12 Pollution Abatement Program

Executive Order 12088 of 13 October 1978 requires all Navy facilities to be designed, operated, maintained, and monitored to conform to all applicable standards for pollution abatement. Corrective actions for pollution deficiencies identified in existing facilities may be eligible for MILCON funding. A centrally managed fund was available for Pollution Abatement Projects, but projects not already included in that program must be programmed through normal MILCON procedures.

A. Standard Project Titles Must Be Used

All MILCON projects submitted for pollution abatement funding will use the appropriate generic title from the list in Exhibit 9-3.

Exhibit 9-2 Standard ECIP Project Titles

1. "Energy Monitoring and Control Systems (EMCS)" identifies projects to install systems that include a central processing unit which actuates control systems according to a programmed strategy to decrease energy demands and consumption.

2. "Steam and Condensate Systems" identifies projects to install Condensate return lines, cross connect lines, distribution system loops, and rehabilitate existing lines including improved insulation and steam flow metering and controls.

3. "Boiler Plant Modifications" identifies projects to repair, modify, or replace boilers or boiler plant auxiliary equipment to improve overall plant efficiency.

4. "Heating, Ventilation, Air Conditioning (HVAC)" identifies projects to install more efficient HVAC systems including replacing inefficient and wasteful controls, adding controls where there are none, and replacing entire system.

5. "Weatherization" identifies projects to install storm windows, insulation, or weather-stripping in existing buildings.

6. "Lighting Systems" identifies projects to replace inefficient fixtures with sources such as high pressure sodium vapor, which has a higher light output per watt. Includes installation of selective controls, timers, and photoelectric cells.

7. "Facility Energy Improvements" identifies projects which contain work of more than one energy category, or projects not falling into one of these categories, such as air curtains.

8. "Energy Recovery Systems" identifies projects to install systems to recover and reuse energy that would otherwise be lost to the environment.

9. "Electrical Energy Systems" identifies projects to install systems to reduce electrical energy consumption including motor replacement and consolidation of motor/transformer loads.

10. "Solar" identifies projects to install equipment to collect and apply solar energy to domestic hot water, space heating, and low temperature process.

Exhibit 9-3 Standard Pollution Abatement Project Titles

Air Pollution Abatement:

1. "Air Emission Control System" identifies projects to improve air quality. Examples include boiler plant precipitators, vapor emissions controls, and sand blasting controls.

2. "Solid Waste Disposal System" identifies projects to improve solid waste disposal operations like incinerators, heat recovery units, closing an existing landfill, or opening a new landfill.

Water Pollution Abatement:

1. "Sanitary Wastewater System" identifies projects to construct or upgrade sewerage systems including pier sewers and associated facilities, treatment plants, sewers, sludge disposal, etc.

2. "Municipal Sewer Connection" identifies projects to provide Navy's share (connection charge) of construction or upgrading a portion of municipal sewerage system. Includes any necessary on-base construction.

3. "Industrial Wastewater System" identifies projects to construct or upgrade industrial waste systems including pretreatment facilities, treatment plants, and associated sewers.

4. "Hazardous Waste Storage and Transfer Facility" identifies projects to bring activities into compliance with the Resource Conservation and Recovery Act (RCRA). Facilities could include transfer and/or storage buildings/areas.

5. "Used Oil and Solvent Facility" identifies projects to construct facilities to recycle used oils and solvents from ships and shore activities.

6. "Oil Spill Control Modifications" identifies projects to briny facilities into compliance with 40 CFR 112 and/or transportation related Coast Guard regulations concerning oil spill control.

7. "Oily Wages Treatment Facility" identifies projects to construct treatment/reclamation plants for oily wastes.

8. "Oil Spill Response Facility" identifies projects to bring activities into compliance with 40 CFR 300, provide storage, launching, and cleaning facilities for oil spill response equipment.

9. "Water Treatment Facility" identifies projects to bring activities into compliance with the Safe Drinking Water Act through the construction of water treatment facilities.

B. Pollution Control Report Required

All projects for pollution abatement require the submittal of a Pollution Control Report (PCR). The PCR is prepared to identify and initiate proposed corrections to sources of pollution that constitute a deficiency or violation of an applicable legal standard. It is also used to establish funding requirements. The required PCR is in addition to all the documentation normally required for O&M,N Special Projects or MILCON projects. See OPNAVINST 11010.20 regarding O&M,N Special Projects. See NAVFACINST 6240.3, Department of the Navy Pollution Control Reports: Responsibility and Guidance on Reporting of for sample PCR form and instructions.

C. Additional Guidance Is Available

For additional information and guidance see OPNAVINST 5090.1, Environmental Protection and Natural Resources Manual.

9.13 NAVOSH Deficiency Abatement Program Ashore

The Navy Occupational Safety and Health (NAVOSH) Program provides for identification and correction of safety and health deficiencies in the workplace. The program includes oversight inspections by the Navy Inspector General, workplace monitoring and health record surveillance by the Bureau of Medicine and Surgery, and the Deficiency Abatement Program Ashore administered by NAVFACENGCOMHQ.

A. Risk Assessment Code Required

Identified NAVOSH deficiencies are assigned a Risk Assessment Code (RAC) that is an expression of the risk which combines the elements of hazard severity and mishap probability. The RAC is assigned by the originating activity. See OPNAVINST 5100.23, Navy Occupational for guidance on deriving RACs that range from I for "critical" risk to 5 for "negligible" risk.

B. Deficiency Abatement Program/ Management Information System (DAP/MIS) Form Required

Projects for correction of NAVOSH deficiencies, both projects of O&M,N scope and MILCON scope, require completion of a Deficiency Abatement Program/ Management Information System (DAP/MIS) form for each hazard category to be corrected. The DAP/ MIS data is used to assign a Hazard Control Assessment (HCA) that is used for assigning funding priority. The HCA is a computer generated priority number that is based on data contained on the completed DAP/ MIS. The relative risk, identified by the RAC, is part of the data used to develop the HCA.

C. Detailed Project Requirements

In addition to satisfying normal special projects or MILCON project requirements, all NAVOSH projects must:

1. Correct a valid occupational safety and health deficiency. Projects that are for maintenance, repair, or operationally required construction shall not be submitted.

2. Correct a NAVOSH deficiency in the workplace. Safety and health deficiencies identified for personnel support facilities will be corrected by regular special or MILCON projects.

3. Have an RAC of 1, 2, or 3 as defined by OPNAVINST 5100.23.

4. Include completed DAP/MIS form. See NAVFACINST 5100.14, Navy Occupational Safety and Health (NAVOSH) Deficiencies Abatement Program Ashore, for sample form and instructions.

D. Standard Project Titles Must Be Used

NAVOSH deficiency abatement program ashore projects will use the appropriate generic title from the list in Exhibit 9-4.

Exhibit 9-4 Standard NAVOSH Project Titles

1. "Industrial Ventilation Hazard Abatement" identifies projects to construct or improve ventilation systems to reduce the airborne concentrations of toxic or hazardous materials to levels complying with OSHA requirements.

2. "Hazardous/Flammable Storage Facility" identifies projects to construct or upgrade facilities for the safe storage and handling of hazardous materials in order to comply with OSHA requirements. Hazardous materials involved include acids, caustics, compressed gases, and flammable and combustible liquids.

3. "Electrical Hazard Abatement" identifies projects to correct electrical hazards in accordance with OSHA standards. Projects include such work as installation of upgraded electrical systems and correction of explosion-proof wiring violations.

4. "Fire Life Safety Hazard Abatement" identifies projects to alert personnel of a fire in the building and provide means of egress. Such projects include fire alarms and smoke detector systems, but not sprinkler installations.

5. "Asbestos Control" identifies projects to ensure that personnel are not exposed to air-borne concentrations of asbestos in excess of OSHA standards. Examples include "delagging" facilities and corrective action to prevent air-borne asbestos contamination from insulating material.

6. "Noise Hazard Abatement" identifies projects to reduce noise levels from both continuous and impact sources to levels complying with OSHA standards.

7. "Breathing Air System Hazard Abatement" identifies projects to provide personnel with a safe and adequate supply of breathing air as required by OSHA standards. An example is the replacement of oil lubricated compressors.

8. "Radiation Hazard Abatement" identifies projects to prevent personnel exposure to harmful doses of ionizing and nonionizing radiation in accordance with OSHA standards. Projects will include radiation monitoring and warning systems.

9. "Hazard Warning System" identifies projects to prevent accidents by warning of dangerous tests or operations in progress. Projects include items like gates, flashing lights, alarm systems, etc.

10. "Antenna System Hazard Abatement" identifies projects to prevent accidents and ensure the safety of personnel working on antennas. Projects include installing protective railings, platforms, and fall prevention devices.

11. "Safety/Health Hazard Abatement" identifies projects encompassing more than one kind of work listed above.

9.14 DoD Productivity Program

A. Program Supports Efficiency Increases

The DoD Productivity Program's Productivity Investment Fund (PIF) provides for early funding of projects that increase the efficiency with which an organization utilizes resources to produce final outputs. Candidate productivity enhancement projects should be entered in the MILCON RL under Investment Program (IP) 82. Provide an advance copy of MILCON project submissions to the NAVFACENGCOMHQ Program Manager in accordance with Chapter 11.

B. Projects Require Economic Analyses

The payback period for productivity enhancement projects must be three years or less. An economic analysis is required to justify the required payback period. Procedures of NAVFAC P442 should be followed in developing an economic analysis that shows the required payback.

C. Additional Guidance Is Available

DoD Directive 5010.31, Productivity Program, DoD Directive 5010.36, Productivity Enhancing Capital Investments, and the Chief of Naval Operations (CNO) ltr 5200 Ser 04JC/6U39034 of 28 Apr 1986 established policy for the productivity enhancement program. Additional information on project requirements can be obtained by contacting NAVFACENGCOMHQ Program Manager, Code 21, Assistant Commander for MILCON Programming.

9.15 Shore Facilities Life Extension Program

The Shore Facilities Life Extension Program (Shore FLEP), was developed to improve the readiness of the Navy's shore activities through targeted use of Replacement and Modernization MILCON and Maintenance of Real Property projects to correct critical maintenance and repair deficiencies. It provides specific goals and priorities for the improvement of the shore activities physical condition. OPNAVINST 11100.3, Shore Facilities Life Extension Program, gives priorities, by investment category or facilities category code, of types of facilities projects for correction of deficiencies. In programming projects, emphasis will be placed on selecting projects with high SIRs. To be included in the Shore FLEP, a preliminary economic analysis using the Quick SIR format of Appendix C shall be prepared to justify the economic feasibility. When the project is programmed in a budget year, a complete Economic Analysis shall be submitted with the Facility Study. See paragraph 9.9M for Project Data Sheets (PDS) data elements required for Shore FLEP projects.

9.16 Warehousing & Other Storage Facilities

New construction projects for supply storage facilities (Category Code series 430,440, and 450) and projects involving 7,000 or more square feet of non-supply storage facilities require Naval Supply Systems Command (NAVSUPSYSCOM) Navy Warehouse Utilization Program Manager validation and technical approval prior to validation. This review is coordinated by NAVFACENGCOMHQ after the Major Claimant recommends the project for an annual program.

A. Alternate Units of Measure Are Used

Facility deficiencies are generally computed on the basis of gross square feet (SF). However, warehousing facilities are based on the quantity of material that can be stored as measured in Total Cubic Feet (TCF). For explanation of these terms and computation methods see NAVFAC P-80, Facility Planning Criteria for Navy and Marine Corps Shore Installations.

B. Equivalency Statement Required

An appropriate "Equivalency Statement" as defined in Section 440C of NAVFAC P-80 is required to ensure that a proposed project provides for the approved requirement The Equivalency Statement reconciles Basic Facility Requirements (BFR)/deficiency values with MILCON values, as submitted in the project. There is no specific form required for the equivalency statement. A short, one paragraph format as described in NAVFAC P-80 is adequate. The statement must be retained in Block 11 on the final version of the DD Form 1391 that is forwarded to higher authority for budget review/approval.

C. SFMR and FPD Should Agree

Although similar data (BFR minus assets equals deficiencies) is required for all proposed projects, supply warehousing projects must be reconciled with the Supply Facility Management Report (SFMR) as well as the Facility Planning Document (FPD). The SFMR and the FPD should contain equivalent information that support the required project. See NAVSUPINST 4450.22, Supply Facility Management Reporting. Requirements Planning and Acquisition Justification System, for applicability and guidance on maintaining the SFMR (see paragraph 4.28).

D. Additional Assistance Is Available

NAVSUPSYSCOM has developed a computerized model to assist in the planning of warehouse projects to identify the most effective alternative; based on the guidance in NAVSUP Publication 529, Warehouse Modernization and Layout Planning Guide.

9.17 Health Facilities

Health care facilities (500 series category codes) are programmed by the Defense Medical Facilities Office (DMFO). Development of initial facility requirements and project documentation continues to be the responsibility of the activity. After programming the project
in a specific year, but prior to initiation of design, DMFO will direct the preparation of a special economic analysis for those medical projects where the retired population accounts for five present or more of the workload of the facility. The final scope of medical facilities projects must be predicated on an Assistant Secretary of Defense (Health Affairs) approved space program. Design cannot be authorized until the space program is approved. Medical space programs are directed by DMFO and prepared by Bureau of Medicine and Surgery (BUMED-43). Therefore, it is essential that any Major Claimant other than BUMED which is supporting a medical/dental project include BUMED early in the planning process.

9.18 Bachelor Enlisted/Officer Quarters

A. Use Two Units of Measure

NAVFAC P-72 indicates the primary unit of measure for bachelor quarters is PN (persons). This allows for comparison with the Bachelor Housing Survey which also uses persons as the unit of measure. However, in order to prepare the cost estimate, the square footage’s involved must be determined. Hence, the project should be defined in both units of measure. The grade mix by category code should be included on the DD Form 1391 c used as the PDS. A sample category code listing follows. (A complete listing would include some space for mechanical equipment.)

Category Code	Project Description	Scope	UM	CC	VI
*	721-11 BEQ (150 PN)	41,800	SF		1A
	721-11 BEQ E1-E4 (100 PN)	19,000	SF		1A
	721-12 BEQ E5-E6 (40 PN)	15,200	SF		1A
	721-13 BEQ E7-E9 (10 PN)	7,600	SF		1A

B. Bachelor Housing Projects Validated for Total Programming Limit

Bachelor housing requirements are based on the Bachelor Housing Survey and the "Total Programming Limit" therein, which is 90 percent of the "Total Effective Requirement".

9.19 Naval Air Reserve Components

Based on DoD policy and congressional authorization acts, CNO has established a Navy policy that common use facilities (including bachelor housing) required for naval air reserve components located at a regular naval air station will be provided in one of two ways.

1. At an installation where there is an existing air station deficiency as well as a deficiency of the reserve component, the reserve component needs shall be added to the total requirement for project development facility programming purposes.

2. At an installation where there is no corresponding air station deficiency, the reserve activity will develop its own projects as necessary.

9.20 NAF Projects Require Supplemental Information

See Chapter 12 for special requirements to be included in the Nonappropriated Funded (NAP) project submittals.

9.21 Official Service Museum

The Congress has agreed to allow each military service to designate one museum at one location to be the official service museum. SECNAVINST 5755.1 designates the Naval Memorial Museum, Washington Navy Yard, Washington, DC as the Navy's official museum. Appropriated funds may only be sought for this one museum. Even for this facility, the Navy is expected to make every attempt to fund related construction through private, nonfederal sources. Federal funds will not be used for construction, additions, or alterations for other museums at other Navy installations.

9.22 Navy Food Service Systems Office Available for Consultation on Projects for Enlisted Dining Facilities

At the request of an activity or an Engineering Field Division (EFD), the Navy Food Service Systems Office (NAVFSSO) will make an "assistance visit" to provide advice on facilities improvements or management. The EFD may request an assistance visit be made in conjunction with a construction project. When a project for an Enlisted Dining Facility is included in the Six Year Defense Plan (SYDP), NAVFACENGCOMHQ will forward a copy of the PDS and other documentation to NAVFSSO to keep them apprised of facility programming status. NAVFSSO will review the 35 percent designs and inspect new facilities upon completion of construction.

Section V Submission Procedures & Responsibilities

9.23 Activities Initiate Project Documentation

A. Projects Submitted to Chain of Command

Activities will initiate the project Data Sheet(PDS) for projects that are critical to the needs of the activity and are supported by a certified or partial Facilities Requirements Plan (FRP), or directed by the activity's Major Claimant. (Refer to Figures 34 and 3-5.)

1. Both Host/Tenant (H/T) Code 0 and I activities will develop their own project documentation, unless the host/tenant agreement provides for host activity support to the tenant in this area. All tenants (H/T Codes 1, 3, and 4) are still responsible for documenting the project justification while the host provides engineering support.

2. The PDS documentation package is to be submitted through the chain of command. H/T Codes 0 and 1 activities will submit via their respective chains of command. H/T Code 1 tenants and alternately hosted activities should provide copies to their host activities at the time of submission. Projects for H/T Codes 3 and 4 activities will be submitted by the host activity via the host's chain of command.

3. Documentation for projects for an alternately hosted activity is submitted to the alternately hosted activity's chain of command, with a copy to the alternate host.

4. Documentation for projects for detachments, branches, or units of a parent activity which are included in the parent's FRP is submitted to the parent activity's chain of command, with a copy to the component's host activity. Documentation for a component which is a supported tenant (H/T Code 3 or 4) is submitted by the host activity through the host's chain of command, with either a copy to the parent activity or via the parent activity, as directed by the parent activity.

5. PDSs prepared as part of a Capital Improvements Plan (CIP) update are forwarded to the chain of command in the same manner.

6. The chain of command will keep the activities advised as to status of projects and programming priorities. In addition, the Engineering Field Division (EFD) will provide on-going technical assistance through the development of the FRP and Master Plan to ensure that the
planning proposals represent the best means for satisfying deficiencies.

7. When Major Claimants propose to support projects for inclusion in the Program Objectives Memorandum (POM) and Six Year Defense Plan (SYDP), they direct the activities to prepare the additional documentation listed in the "Projects In SYDP" column of Figure 9-3. The activity submits documentation to the cognizant EFD via the chain of command. Projects for branches and detachments should be submitted to the EFD of their host activity, not the EFD of the Parent activity. Alternately hosted tenants will submit projects to the EFD of the Alternate Host activity.

8. PDSs that are prepared with a CIP are not to be assumed to be placed in the Military Construction Requirements List (MILCON RL) automatically. After the CIP is complete, the activity shall send projects that are not in the RL, or projects that are substantially changed from the RL, through the regular PDS submittal chain. Site approval will be deemed to have been granted on the date of approval of the CIP, unless Washington-level review is required prior to site approval.

B. Security (TEMPEST) Shielding Requirements

Activities will send copies of the project documentation for all potential or recognized projects requiring TEMPEST shielding as indicated below.

Section V Submission Procedures & Responsibilities

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1. Both Host/Tenant (NUT) Code 0 and I activities will develop their own project documentation, unless the host/tenant agreement provides for host activity support to the tenant in this area. All tenants (H/T Codes 1, 3, and 4) are still responsible for documenting the project justification while the host provides engineering support.

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3. Documentation for projects for an alternately hosted activity is submitted to the alternately hosted activity's chain of command, with a copy to the alternate host.

4. Documentation for projects for detachments, branches, or units of a parent activity which are included in the parent's FRP is submitted to the parent activity's chain of command, with a copy to the component's host activity. Documentation for a component which is a supported tenant (HIT Code 3 or 4) is submitted by the host activity through the host's chain of command, with either a copy to the parent activity or via the parent activity, as directed by the parent activity.

5. PDSs prepared as part of a Capital Improvements Plan (CIP) update are forwarded to the chain of command in the same manner.

6. The chain of command will keep the activities advised as to status of projects and programming priorities. In addition, the Engineering Field Division (EFD) will provide on-going technical assistance through the development of the FRP and Master Plan to ensure that the planning proposals represent the best means for satisfying deficiencies.

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8. PDSs that are prepared with a CIP are not to be assumed to be placed in the Military Construction Requirements List (MILCON RL) automatically. After the CIP is complete, the activity shall send projects that are not in the RL, or projects that are substantially changed from the RL, through the regular PDS submittal chain. Site approval will be deemed to have been granted on the date of approval of the CIP, unless Washington-level review is required prior to site approval.

B. Security (TEMPEST) Shielding Requirements

Activities will send copies of the project documentation for all potential or recognized projects requiring TEMPEST shielding as indicated below.

1. For projects which provide space for electrically processed classified data or communications in plain text (not encoded), TEMPEST shielding may be needed. Operations, message, computer, and communications centers have potential security shielding requirements.

2. Safeguarding electronic processing of classified data can be done in several ways. The method depends on various factors (e.g., the amount of equipment to be shielded, its location within a building, whether the building is on a base or in a commercial development, economic considerations.) Impact on cost can be considerable, so identify and define TEMPEST needs early in developing a project.

3. Activities will send copies of project documentation for potential or recognized projects requiring TEMPEST shielding to the following (concurrently with the submittal to the EFD):

a. Naval Electronic Systems Security Engineering Center (NAVELEXSECCEN) (Dept 04), 3801 Nebraska Avenue NW, Washington, DC 20390-5270, concerning systems handling classified data. NAVELEXSECCEN may be consulted during preparation of documentation (See paragraph 3.9I).

b. Chief of Naval Operation (CNO) (OP-09N), Washington, DC 20388-5026 for systems handling SCI data (OP-09N establishes TEMPEST policy). (See paragraph 11.8.23.)

c. Industrial Facilities Involving Complex Processes or Hazardous Toxic Materials May Require a PAT Complex industrial projects, or projects which involve hazardous or toxic materials will require special attention. Identify potential problem areas early on in project development. To help manage these projects, NAVFACENGCOMHQ established the Project Acquisition Team (PAT) concept. Candidates for a PAT are projects subject to regulation by local, state, or federal authorities. Affected facilities may include, but are not limited to; dry-docks, power plants, industrial waste treatment plants, electroplating shops, metal finishing facilities, pipe shops, and paint stripping operations.

1. NAVFACENGCOMHQ will advise the appropriate EFD of a project's candidacy for management according to NAVFACINST 4862.5, Industrial Facilities Acquisition Projects which Involve Complex Processes or Hazardous/Toxic Materials.

2. If required, the EFD Code 09A2 will form a PAT, having members from the activity, the EFD Codes 09A, 09B, and 02, and possibly NAVFACENGCOMHQ. The PAT will initiate a Preliminary Engineering Study (PES), to help the activity planner prepare final project documents discussed in Chapter 11. See NAVFACINST 4862.5.

D. Physical Security Projects Reviewed By CNO (OP-09N)

Projects requiring physical security review (e.g., AA&E, Special Access Programs (SAPs), IDS systems) will be reviewed by CNO (OP-09N) Washington, DC 20388-5024. Physical security is discussed in OPNAVINST 5530.14, Physical Security and Loss Prevention. The activity should send a copy of the project submission package to OP-09N, who will comment directly to the chain of command, EFD, and NAVFACENGCOMHQ. Upon request, the Naval Investigative Service Command (NISCOM) (Code 24) will assist activities in preparing a request for concept approval for establishing an accredited Sensitive Compartment Information Facility (SCIF). Once prepared, the request for concept approval is forwarded from the activity to Naval Intelligence Command (NIC-043), the Navy SCI accreditation authority.

E. Automated Data Processing Projects Reviewed By Naval Computer and Telecommunications Command

Projects involving administrative types of ADP equipment (as opposed to tactical) shall be reviewed by the Naval Computer and Telecommunications Command (NCTC) to assure complete utilization of existing administrative ADP capabilities within the Naval Regional Data Automation Centers (NARDACs) or other nearby ADP facilities. If the submitting activity determines that existing ADP is not adequate, an economic analysis must be prepared to show proof of inadequacy.

9.24 Major Claimants Endorse Need For Projects

A. Major Claimants Review Activity Submissions

Major Claimants review project submissions to ensure that projects to inserted into the MILCON and Nonappropriated Funded (NAP) RLs are necessary. Major Claimants review the narrative justification and modify it as required. As required by DoD INST 4100.33, each project should be reviewed for conformance to Office of Management and Budget Circular A-76. Major Claimants, as a means of coordinating with the cognizant Resource Sponsors, may forward a copy of the project documentation to the Sponsor.

B. Certain Projects Are Reviewed by Centers of Expertise

When projects are to be included in the Six Year Defense Plan (SYDP), a copy should also be sent to the Center of Expertise for technical review and comment if the project's function is supported by the Center. The Center of Expertise must forward its comments to the EFD and a copy to NAVFACENGCOMHQ (Code 20) within 30 days of receipt of the documentation.

1. Documentation for any facility whose primary or secondary purpose involves air systems for diving and hyperbaric chambers (man-rated or not) will typically require certification, and shall be forwarded to the Chesapeake Division NAVFACENGCOM (Code FPO-1). Examples of such facilities include diver recompression chambers, diver training facilities such as diver lockout chambers in free assent towers, diver or hyperbaric breathing gas supply systems, high pressure test chambers and pressure vessels, and ocean simulation facilities.

2. Documentation for ocean facilities involving an off-shore structure or facility subject to wave action, or an underwater facility, should be forwarded to the Chesapeake Division NAVFACENGCOM (Code FPO-1) for review and comment. Examples of such facilities include underwater ranges, underwater sensor systems, off-shore towers and specialized moorings. (This list is not all inclusive.)

3. Shore electronics projects involve a significant installation of electronic equipment with special considerations such as special air conditioning, power, shielding, grounding, flooring, etc. Project documentation should be forwarded to the Chesapeake Division NAVFACENGCOM (Code FPO-2) for review and comment.

4. The Southern Division NAVFACENGCOM (Code 403) will review and comment on projects for aircraft acoustical enclosures and for engine test cells.

5. The Northern Division NAVFACENGCOM (Code 09W) will review projects which include weight handling equipment, such as interior or exterior cranes.

6. Atlantic Division NAVFACENGCOM (Code 403) will review fire fighting training facilities.

9.25 NAVFACENGCOMHQ Enters Project Data in RL

Upon receipt of the project submission and endorsements, NAVFACENGCOMHQ will review the project documentation to determine that all actions as required above have been completed. NAVFACENGCOMHQ will enter or modify all data included on the PDS in the automated Military Construction Programming Management Information System (MCP/MIS) for programming consideration.

9.26 EFDs Validate Projects

The EFD has the responsibility to validate the technical data related to each project that has been included in the SYDP. If a validated project is dropped from the SYDP, it must be revalidated when it is reprogrammed. If one or more data items cannot be validated, the EFD works with the activity to resolve the problems. In exceptional cases, where the discrepancy cannot be resolved with the activity, the project will be entered into the RL as invalid, using a Validation Indicator code selected from Figure 9-7. The EFD, will request that the additional information be prepared before the DD Form 1391 and Facility Study are submitted.

9.27 Depot Level Maintenance Projects

MILCON projects involving depot level maintenance facilities for aircraft, ships, or weapons require a review which should be initiated when the requirement is first submitted for insertion into the RL. The review is performed by the Joint Service Depot Review Panel. Procedures for submittals are provided in OPNAVINST 4790.14, Logistics. Depot Maintenance. Interservice. Ultimately, each DD Form 1391 submitted to DoD for these projects must be annotated to confirm that the review has been performed.

Section VI Do's & Don'ts

9.28 Project Data Sheets

A. Do's

1. Do include special area, alternate host, tenant, and Construction/Mission codes.

2. Do consider preparing an economic analysis even where economy isn't the primary consideration. Often, when operational necessities are competing for resources, an economic analysis may help promote the project.

3. Do ensure that all required documents are included.

4. Do submit Facility Planning Documents (FPDs) for a category code for all Host/Tenant (Hi) Code 3 tenants for when a project for any one H/T Code 3 tenant is planned.

5. Do make sure that a validated Risk Assessment Code (RAC) has been assigned and shown on the project documentation.

6. Do target needs and benefits in the justification statement. Use statements that demonstrate hard core needs or severe deficiency, such as "we have 400 children on the waiting list for the existing child development center." Provide hard quantitative data. Give specific examples of deterioration problems, such as "the structural members are termite-ridden."

B. Don'ts

1. Don't use terms such as "varies" or "200-XX" for the primary category code for a project with many category codes.

2. Don't use buzz words in the write-up. Write plainly.

3. Don't use economic justification unless there is something that can be quantified. Follow NAVFAC P-442.

4. Don't submit the project unless it is supported by all necessary FPDs; preferably ones that are already approved.

5. Don't use the justification "failure to provide the project will have a severe impact on morale or the present facility is beyond economical repair." Use hard, quantifiable, supportable facts.

Chapter 10 Site Approval/ Explosives Safety Certification

Section I Introduction

10.1 Policy

Site approval is required for active and reserve Navy facilities, whether permanent, semi-permanent, temporary or relocatable. Site approval is required for all Military Construction (MILCON) and Nonappropriated Funded (NAF) projects. Site approval is also required for projects from other funding sources, as detailed in Paragraph 10.4. The approval of an activity Capital Improvements Plan (CIP) constitutes site approval for all projects sited therein, excepting projects which are encumbered by safety criteria (ammunition and explosives, electromagnetic radiation hazard, or airfield safety criteria). Projects not site approved in the CIP shall be approved using the procedures outlined herein. Marine Corps activities require site approvals, but they are obtained as directed in Marine Corps Order P11000.12.

10.2 Reasons for Site Approval

A. Site approval verifies that a project site conforms to the natural resources considerations, land use, and facility development concepts of the activity Master Plan.

B. The site approval process is the vehicle used to ensure that safety criteria have been considered and properly applied to all projects which have a safety criteria implication. Safety certification is a part of the site approval evaluation for safety criteria encumbered projects.

C. Site approval is required prior to the allocation of design funds. Site approval requests for Special Projects should be submitted with the Step II documentation.

D. MILCON projects are reviewed prior to sending the MILCON budget to the Congress to ensure a current site approval.

10.3 Definitions

A. Site Approval

Site approval denotes that a project conforms with established land planning principles, is in agreement with the planned development of the activity, and that any criteria infractions relative to siting and land use have been or will be properly rectified. Site approval does not constitute approval of a project, its scope or funding, or a safety criteria waiver.

B. Safety Certification

Safety certification provides for review of the site approval request by the Washington level commands who have established specific safety criteria for Navy shore activities. Safety certification means that the project site is in conformance with safety criteria

C. Final Safety Review

A final safety review is a separate Department of Defense Explosives Safety Board (DDESB) review and approval of the architectural/engineering design of an ammunition/explosives project

D. Explosives Safety Certification

Explosives safety certification relates to maintenance and repair projects located under the Explosives Safety Quantity Distance (ESQD) arc for which no site approval is needed (see paragraphs 10.22 through 10.24). It is a review to assess the safety hazard and to establish appropriate safety measures.

E. Interim Construction Waiver

An interim construction waiver is the approval of the temporary increase in the number of non-operational people exposed to an ammunition and explosives hazard. It is granted as a condition of the project site approval or explosives safety certification of a project to permit construction workers to be within the unbarricaded intraline distance (K=18) portion of an ESQD arc during project construction. (See Chapter 5 of NAVSEA OP 5, Vol. 1 for further explanation.)

Section II Site Approval Submission Procedures and Responsibilities

10.4 Projects Requiring Site Approval

A. Funding Sources

Site approval is required when:

1. The project involves or is encumbered by ammunition and explosives safety criteria The project is funded by NATO or similar sources and involves facilities where U.S.-titled munitions may be handled or stored,

2. The project may create or is in an area illuminated by electromagnetic radiation,

3. The project affects or is in an area affected by air safety or Air Installations Compatible Use Zone (AICUZ) criteria,

4. The project changes the use of a facility,

5. The project changes or has the potential to change the land use or physical layout of the activity.

B. Family Housing Projects

Site approval for family housing is required on a project basis rather than individual housing units. Both on and off station sites must be in accordance with the activity’s land use and proposed development plans, and be in compliance with planning and safety criteria

10.5 When To Request Project Site Approval

Site approval action for Military Construction (MACON) programming is limited to projects in the Capital Improvement Plan (CIP) or which have been included in the DoD Six Year Defense Program (SYDP) and Navy six year Program Objectives Memorandum (POM), or concurrent with CIP development.

A. Safety Criteria Encumbered Projects

Site approval requests for projects which involve Washington level review prior to approval should be forwarded for action immediately when the activity is notified by the claimant of the projects' inclusion in the updated SYDP.

B. Projects Not Approved Via the CIP

Site approval requests for MILCON projects which are not sited in the approved CIP, or sites which are different than the CIP shall be attached to the Facility Study when it is forwarded to the EFD. (See Chapter 11.) Non Appropriated Funded (NAP) projects must have site approval before design can be authorized. Other non-MILCON projects should be submitted at an equivalent stage of planning corresponding to the stage of planning appropriate for a MILCON funded project.

C. Family Housing Projects

Site selection for family housing projects is initiated by the EFD upon receipt of the preliminary planning letter from the Assistant Commander for Family Housing, Naval Facilities Engineering Command. Approval of family housing sites is issued by the Engineering Field Division (EFD) on Form 11010/31, page 1, before initiating the Site Engineering Investigation (SEI).

10.6 Who Requests Site Approval

A. Activity Responsibilities

Site approval action is initiated by the commanding officer of the activity responsible for developing and submitting the project.

B. Navy Projects On Non-Navy Land

If Navy facilities are located on non-Navy land, approval for the project site is the responsibility of the host activity. Approval may also be obtained through Navy channels, when established site approval procedures are unavailable to the non-Navy host. The project originator shall obtain the concurrence of the host activity, then forward the site approval request to the cognizant EFD for processing as a Navy site approval request.

C. Non-Navy Projects On Navy Land

For non-Navy facilities located on Navy land such as other Department of Defense activities, other government agencies, or non-government entities, site approval shall be processed like any other Navy project.

10.7 Who Grants Site Approval

A. The EFD grants site approval. For purposes of site approval, within this chapter, the Engineering Field Activity, Northwest is included as an EFD. When land use and functional relationship are the primary factors, no referral to Washington level reviewers is needed.

B. Washington level review and comment is required for projects which involve ammunition and explosives safety, airfield safety, and electromagnetic radiation hazards. Upon satisfactory review, the EFD provides approval.

10.8 Routing of Site Approval Request

A. Activity Responsibility

Navy activities request site approval from the EFD. Tenant commands shall send the site approval request via the host activity to the EFD. Navy Reserve requests are sent to the EFD with copy to the Commander, Naval Reserve Forces in addition to the host activity. See Paragraph 10.21.

B. EFD Responsibilities

The principal review of all site approval requests will be conducted by the cognizant EFD. The EFD will review each project location, as applicable, in relationship to (1) compatibility with the activity Master Plan, (2) conformance to sound land planning principles and practices, (3) operational and functional relationships relative to existing and planned facilities, and (4) safety criteria. In all instances, the EFD shall ascertain the appropriateness and soundness of the siting proposal. When Washington level review is required, EFDs will review site approval requests, and forward them to the appropriate System Commands. A copy of all correspondence and enclosures should be forwarded to NAVFACENGCOMHQ Code 200.

1. For explosive safety site approvals, transmit the request to Commander, Naval Sea Systems Command (NAVSEASYSCOM) Code 6651. One copy of all ammunition and explosives safety encumbered projects site approval requests is forwarded to the cognizant Naval Sea Support Centers (NAVSEACENLANT or NAVSEACENPAC) for comment at the same lime the site approval request is submitted. NAVSEACEN comments on site approval requests will be forwarded to NAVSEASYSCOM with copy to the EFD and NAVFACENGCOMHQ. The review comments needed for approval will be transmitted by NAVSEASYSCOM to the EFD.

2. For Electromagnetic Radiation (EMR) site approvals involving Hazards of Electromagnetic Radiation to Personnel (HERP), or to fuels (HERF), or Electromagnetic Interference (EMI), EFDs may approve the site if the transmitter is less than 7 watts average power and antenna gain is less than 6 dB, providing that no personnel are within 3 feet of the antenna and there are no fueling operations within 50 feet. Otherwise, submit the request to Commander, Space and Naval Warfare Systems Command

(SPAWARSYSCOM), Code 3214. One copy of all electromagnetic radiation hazard encumbered projects site approval requests is forwarded to Naval Electronic Systems Engineering Center (NAVELEXSYSENGCEN), Charleston or to the Naval Electronic Engineering Activity, Pacific (NEEACTPAC), as appropriate. NAVELEXSYSENGCEN or NEEACTPAC comments are forwarded to SPAWARSYSCOM with a copy to the EFD and NAVFACENGCOMHQ. The review comments upon which to base approval will be transmitted by either NEEACTPAC, NAVELEXSYSENGCEN, or SPAWARSYSCOM to the EFD.

3. For EMR approvals involving Hazards of Electromagnetic Radiation to Ordnance (HERO), submit the request to Naval Surface Weapons Center (NSWC) Dahlgren, Code H22, with copy of the forwarding letter to NAVSEASYSCOM Code 6652. Note that projects that require HERF, HERP, and EMI approvals frequently require HERO approval. These are separate approvals, when needed, and must be submitted to both SPAWARSYSCOM and NSWC, Dahlgren, separately. HERO site approval comments will be transmitted to the EFD by NSWC, Dahlgren. Fire alarm radio transmitters of I watt power or less, and located at least 10 feet from HERO Unsafe, or 5 feet from HERO Susceptible ordnance, need not be submitted for NSWC review.

4. Small arms range site approvals arc submitted to Chief of Naval Operations (CNO) (OPT 10) via NAVSEASYSCOM (Code 6651). EFD (Code 04) shall review the requests for small arms ranges to ensure conformance to design criteria. The EFD (Code 04) comments will be forwarded with the site approval request. Approval will be granted by CNO (OP410) to the EFD.

5. For airfield safety projects, site approval requests are to be submitted to Commander, Naval Air Systems Command (NAVAIRSYSCOM) Code 4223. The EFD may approve the site after NAVAIRSYSCOM reviews and comments on projects indicating that an airfield safety waiver will be considered favorably. (See Paragraph 10.15)

C. NAVFACENGCOMHQ Responsibilities

NAVFACENGCOMHQ provides guidance to EFDs on procedures and answers specific technical questions related to site approvals. Prior to submittal of requests, questions regarding sites should be directed to NAVFACENGCOMHQ. After submittal, the EFDs may deal directly with the Systems Commands. Commands performing technical reviews will forward correspondence directly to the EFDs with a copy to NAVFACENGCOMHQ Code 200.

D. Disagreement Over Site Approval Decision

If the activity commanding officer does not concur with the final action taken on a request for project site approval, NAVFACENGCOMHQ will resolve the issue in cooperation with the Major Claimant. In the event an agreement cannot be reached, the matter will be submitted by NAVFACENGCOMHQ to CNO (OP44) for resolution.

10.9 Distribution

A. A permanent file of all site approvals within the EFD's area of responsibility is maintained by the EFD. For those projects that do not require safety certification, the file copy shall consist of the Project Data Sheet from the CIP or NAVFAC Form 11010t3 1 with a small scale plan showing the site. For projects requiring a safety certification, the minimum file shall contain the NAVFAC Form 11010/31, a map that indicates the site, safety certification, and Washington level review comments. The file will be maintained in accordance with paragraph 11012 (1a) of SECNAVINST 5212.5, Disposal of Navy and Marine Corps Records, except that it may be retained in hard copy, or an electronic or micro-fiche file.

B. A copy of each site approval issued by the EFD shall be sent by the EFD to the originating activity. In addition, the EFD will track future actions, as appropriate, to ensure compliance with the conditions of the site approval.

10.10 Life of a Site Approval

Site approvals are granted on the circumstances shown in the approval request, and become invalid if the project is recited. Approvals based on safety certifications become invalid if the project scope or location is altered in any manner from that upon which the safety certification was issued.

10.11 Review Prior to Submittal of Site Approval Request

A. Air Space Clearance

The activity commanding of ricer must coordinate and consult with the cognizant Navy Representative (NAVE) in the Federal Aviation Administration (FAA) Regional Office on all projects with potential impact on air-space utilization. FAA concurrence must be submitted with the request for project site approval. Copies of FAA correspondence, and of correspondence from or forwarded to CNO (OP-554), shall be attached to the site approval request.

B. Nuclear Berthing Facilities

If a project involves facilities for use by nuclear powered ships the EFD must determine, from the fleet Commander in Chief, whether the port is certified for use by nuclear powered ships (OPNAVINST 3000.8). An EFD may act upon projects located within certified ports. For projects in uncertified ports, the EFD should contact NAVFACENGCOMHQ Code 200 for coordination with NAVSEASYSCOM Code 08 or other Washington level authority for clearances. These are case-by-case circumstances that will require individual guidance.

10.12 Classified Site Approval

Classified projects must be submitted for site approval and follow the same procedures as unclassified requests except that classified material is handled in accordance with OPNAVINST 5510.1, Department of the Navy Information and Personnel Security Program Regulation.

Section III Safety Certification

10.13 Safety Certification With Site Approval

Safety certification is integral to site approvals for projects involved with or encumbered by ammunition and explosives, airfield safety, and electromagnetic radiation safety criteria. Safety is reviewed and certified by the cognizant command or office responsible for enforcing safety criteria. Site approval cannot be issued by the Engineering Field Division (EFD) without the review and certification. A project may require one or more of the following safety reviews and certifications.

10.14 Safety Certification for Ammunition & Explosives Criteria

A. Background

The Department of Defense Explosives Safety Board (DDESB) is a Joint Service Activity of the Department of Defense with responsibility to establish safety standards related to ammunition and explosives. The Board reviews and approves, from an explosives standpoint, all locations for facilities involving ammunition or explosives, or structures in the vicinity of, or affected by explosives safety criteria. The Chief of Naval Operations (CNO) (OP-410) is the official Navy point of contact with the DDESB and determines if a project location requires DDESB review and approval. CNO has designated Naval Sea Systems Command (NAVSEASYSCOM) as the Navy's agent on technical matters relating to ordnance and explosives safety. In this capacity, NAVSEASYSCOM reviews the sitings of all projects encumbered by ammunition and explosives and provides review comments to CNO. CNO then seeks explosives safety certification from DDESB or grants certification if the action is within CNO approval authority.

B. Projects for Which Certification is Required

All ammunition and explosives encumbered projects, except routine maintenance and repair projects, must be submitted to NAVSEASYSCOM for site approval or explosives safety certification. The explosives safety certification is part of every site approval when ammunition and explosives are involved. However, for projects such as maintenance and repair which do not require a site approval but, generate a safety hazard, only an explosives safety certification is required (See Section V of this chapter.)

10.15 Safety Certification for Airfield Criteria

A. Background

Naval Air Systems Command (NAVAIRSYSCOM) has developed airfield safety criteria and regulations for siting facilities in the vicinity of runways with respect to lateral and vertical clearances. The purpose of this criteria is to provide a reasonably safe operating environment at Naval Air installations. New facilities, including temporary, permanent, and mobile structures, must be located and constructed in accordance with these criteria. In exceptional cases, where compliance with the airfield safety criteria is difficult or impractical, NAVAIRSYSCOM will grant waivers for deviations from airfield safety criteria. Waivers are not issued until the degree of violation of criteria an be precisely documented and the prospect of last minute design changes minimized. A waiver must be requested by the Activity Commanding Officer from NAVAIRSYSCOM, approximately 60 days before the start of construction. The airfield safety waiver is a condition of the site approval.

B. Projects for Which Certification is Required

Projects that may be affected by airfield safety criteria must be submitted to NAVAIRSYSCOM for site review or air safety certification even though is it not immediately evident that an airfield hazard will be created or involved.

10.16 Safety Certification for Electromagnetic Radiation

A. Background

Radio and radar transmitting equipment produce high intensity electromagnetic fields. Such fields can cause premature initiation of electro-explosive devices (EEDs) contained in ordnance systems. These fields can also cause biological injury to personnel. Sparks and arcs caused by high intensity fields are also a potential source of ignition for fuel-air mixtures. Finally, some electronics equipment, like computers and sensitive test equipment, can be damaged or interfered with by electromagnetic emitters which are too powerful or too near. The EFD, as part of the site approval process will obtain an electromagnetic radiation (EMR) safety certification from either Space and Naval Warfare Systems Command (SPAWARSYSCOM) or Naval Sea Systems Command (NAVSEASYSCOM). SPAWARSYSCOM is responsible for the review and EMR certification of projects involving sensitive equipment, personnel, and fuel. NAVSEASYSCOM is responsible for projects involving ordnance. The EMR safety certification ensures that potential problems have been identified and resolved prior to site approval.

B. Projects for Which Certification is Required

Site approval requests must be submitted for all ashore transmitter antenna installations and facilities housing or supporting EMR equipment. In addition, all planned personnel, fueling, explosives/ordnance, or other electronic sensitive facilities which are proposed for location in an area illuminated by EMR must be submitted for review.

Section IV Documentation for Project Site Approval Requests

10.17 Request Contents

A. Project Site Approval

NAVFAC Form 11010/31, Part I (see Figure 10-1) is required for site approval requests for projects that are not shed via the Capital Improvements Plan (CIP) and for all projects encumbered by safety criteria. If the project is encumbered by safety criteria the request must also contain Part II Division A, B. or C (see Figures 10-2, 10-3, and 104) as appropriate.

B. Explosives Safety Certification

A separate explosives safety certification is required for projects located under an Explosives Safety Quantity Distance (ESQD) arc even though a site approval is not needed, e.g., maintenance and repair projects. Submit NAVFAC Form 11010/31 Part I and Part II Division A, along with project location maps, the same as for a site approval.

10.18 Basic Information

Use the space provided on the forms for project write up. If additional space is required extend the data on

Figure 10-1 NAVFAC FORM 11010/31 Part I

REQUEST FOR PROJECT SITE APPROVAL/EXPLOSIVES SAFETY CERTIFICATION NAVFAC 11010/31 (REV.4-87)

PART I

INSTRUCTIONS ON REVERSE AND NAVFACINST 11010.44E

SECTION A

1. To:			**2. From:**	
3. Program Year:	4. Cost ($000):	5. Type Funding:	6. Activity UIC:	7. Date:
8. Category Code				9. Project Number:

10. Type of Project:

- ☐ New Construction
- ☐ Change Use
- ☐ Addition to Existing Facility
- ☐ Major Modification to Existing Facility
- ☐ Relocation of Structure
- ☐ Maintenance and/or Repairs
- ☐ Repair By Replacement
- ☐ Other

11. Type of Request:

- ☐ Site Approval
- ☐ Explosives Safety Certification
- ☐ Resubmittal

12. Project Description:

13. ____Sets of Project Maps Attached 14. ____Sets Part II Division(s) _____Attached

SECTION B

1. Name/Code/Phone No. of Reviewer:	2. Date Received:

3. Evaluation:

4. EFD Action: (check appropriate box(es))

- ☐ Site Approved
- ☐ Site Disapproved
- ☐ Returned
- ☐ Additional Data
- ☐ Requires NAVFACHQ Approval
- ☐ Explosives Safety
- ☐ Airfield Safety
- ☐ Electromagnetic Radiation Safety

5. Date Approval/Forwarding:	6. Signature of Approving/Forwarding Official:

SECTION C

1. Name and Code of Reviewer:	2. Date Received:
3. Safety Review Requested: (check appropriate box(es))	4. Date:

☐ NAVSEA ☐ CNO ☐ DDESB ☐ SPAWAR ☐ NAVAIR ☐ OTHER

5. Date of Safety Certification: _____ _____ _____ _____ _____ _____

NAVSEA CNO DDESB SPAWAR NAVAIR OTHER

SECTION D

1. Approvals:
   - ☐ Site Approved
   - ☐ Site Disapproved
   - ☐ Deferred/Returned
   - ☐ Explosives Safety Certification Approved
   - ☐ Explosives Safety Certification DISAPPROVED
   - ☐ Interim Construction Waiver Approved

2. Certification Identification:

3. Remarks:

4. Other Approvals Required:
   - ☐ Airfield Safety Waiver Required
   - ☐ Final Explosives Safety Review Required

5. Approving Official:

6. Date:

Figure 10-2 NAVFAC FORM 11010/31 Part II Division A

REQUEST FOR PROJECT SITE APPROVAL/EXPLOSIVES SAFETY CERTIFICATION NAVFAC 11010/31 (REV 4-87)

PART II DIVISION A - EXPLOSIVES SAFETY

INSTRUCTIONS ON REVERSE AND NAVFACINST 11010.44E

1. NEW/Class/Division/ESQD arcs * of project:

2. CNO Waivers and Exemptions:

3. Personnel: (numbers)

☐ No Change

	Proposed	Existing
Military:		
Civilian:		
Contractor:		
Other:		
Total:		

4. Facility Number/Type | Personnel | NEW | Class/Division | Distance*

5. Siting Rationale:

*Distance from project. Specify IB, (Inhabited Building); IL, (Intraline); IM, (Intermagazine); PTR, (Public Transportation Route); UB, (Unbarricaded)

6. Point of Contact:

8. Requested by:

7. Telephone Number:

9. Date:

Figure 10-3 NAVFAC Form 11010/31 Part II Division B

REQUEST FOR PROJECT SITE APPROVAL/EXPLOSIVES SAFETY CERTIFICATION NAVFAC 11010/31 (REV.4-87)

PART II DIVISION B - AIRFIELD SAFETY

INSTRUCTIONS ON REVERSE SIDE AND NAVFACINST 11010.44E

1. Runway Number and Type:	2. Airfield Elevation:	3. Ground Elevation at Project Site:
4. Lateral Distance from Runway Centerline:	5. Height of Facility:	
6. Horizontal distance to Primary Surface or Edge of Parking Apron:		
7. Sitting Rationale:		
8. Existing Waivers:		
9. Zoning:		
10. Point of Contact:	12. Requested By:	
11. Telephone Number:	13. Date:	

Figure 10-4 NAVFAC Form 11010/31 Part II Division C

REQUEST FOR PROJECT SITE APPROVAL/EXPLOSIVES SAFETY CERTIFICATION NAVFAC 11010/31 (REV. 4-97)

PART II DIVISION C - ELECTROMAGNETIC RADITATION SAFETY

INSTRUCTIONS ON REVERSE SIDE AND NAVFACINST 11010.44E

1. TRANSMITTER

(a) Manufacturer's Name/Type:

(b) Nomenclature:

© Frequency Allocation Status:

(d) Frequency Range:

(e) Output Power Information
(1) Peak Envelope power (PEP):
(2) Mean/Average Power:
(1) Modulation Type Information:
☐ Pulsed ☐ FM ☐ AM ☐ Other

(g) Pulse Characteristics
(1) Pulse Width:
(2) Pulse Repetition Frequency (PRF):
(3) Duty Cycle:

2. LINEAR ANTENNA

(a) Manufacturer's Name/Type:

(b) Nomenclature:

© Dimensions:

(d) Height Above Ground:

(e) Elevation Angle:

(f) Polarization/Pattern:

(g) Main Beam Gain:

(h) Coverage Angle:

3. APERATURE ANTENNA

(a) Manufacturer's Name/Type:

(b) Nomenclature:

© Dimension:

(d) Height Above Ground:

(e) Minimum Antenna Elevation Angle:

(f) Horizontal Beamwidth:

(g) Vertical Beamwidth:

(h) Scan Characteristics
(1) Type of Scanning:
(2) Vertical/Horizontal Scanning Coverage:

(i) Gain
(1) Main Beam:
(2) 1st Side Lobe Gain:

(j) Coverage Angle:

4. HERP (Hazard of EMR to Personnel)
(a) Distance to nearest occupied building - describe:

(b) Description of intended method to restrict access to potential EMR hazard zones:

5. HERF (Hazard of EMR to Fuel)
(a) Distance to nearest fueling facility operation:

(b) Type of fuel in vicinity:

6. HERO (Hazard of EMR to Ordnance) - Complete Part II Division A

7. Point of Contact:

8. Telephone Number:

9. Requested By:

10. Date:

continuation sheets. Do not use uncommon terms or abbreviations or make reference to documents unfamiliar to the reviewers. Where applicable, explain the relationships or dependencies of the project upon other operations, facilities, or programs. Identify any prior or future projects related to the proposed project. If safety criteria is involved in the siting of projects, criteria for all related facilities should be explained. If the project is revised in any way and resubmitted, the date and reference to any prior action should be stated along with the rationale for resubmittal.

10.19 NAVFAC Form 11010/31 Request for Project Site Approval/ Explosives Safety Certification

The format of NAVFAC Form 11010/31 is for use by the activity and Engineering Field Division (EFD). The information to be inserted into each block on NAVFAC Form 11010/31 Parts I and II is described in the following paragraphs.

A. NAVFAC Form 1 1010/31 Part I, Section A (Figure 10-1)

This section is to be filled out by the originating activity or the activity host.

1. Block 1. TO
Enter the name of the cognizant EFD.

2. Block 2. FROM
Enter the originating activity name and location. Do not use abbreviations.

3. Block 3. PROGRAM YEAR
Enter the Fiscal Year in which the project is proposed for funding. If the project is currently unprogrammed, enter “UP”".

4. Block 4. COST ($000)
Enter the estimated cost of the project in thousands of dollars.

5. Block 5. TYPE FUNDING
Enter MILCON for Military Construction, O&M,N for Operations and Maintenance, Navy, NAF for Nonappropriated Funds, NIF for Navy Industrial Fund, GOJ for Government of Japan funded, NATO for North Atlantic Treaty Organization funded, etc. Other can be used for miscellaneous funding sources.

6. Block 6. ACTIVITY UIC
Enter the Unit Identification Code (UIC) of the originating activity.

7. Block 7. DATE
Enter the preparation date. Subsequent revisions should reflect new dates, do not reuse the same form as was previously submitted, if the project is being resubmitted.

8. Block 8. CATEGORY CODE & PROJECT TITLE
Enter the five-digit category code number from NAVFAC P-72 for the primary facility. In the case of a multi-use facility, enter the category code of the predominant use. The project title is the nomenclature from NAVFAC P-72 or a local description of the project. Name the special area if the project is not located at the primary activity.

9. Block 9. PROJECT NUMBER
For Military Construction, enter the full "P-number". For non-MILCON projects, enter the Special Project number or an activity project number or use "Not Applicable (N/A)."

10. Block 10. TYPE OF PROJECT
Check all blocks which apply to the project, giving additional details in Block 12. If the project has been submitted before, check "Resubmittal" and include appropriate remarks in Block 12 to explain why.

11. Block 11. TYPE OF REQUEST
Check the blocks which describes the type of request.

12. Block 12. PROJECT DESCRIPTION
Briefly describe the proposed project. This may include type of construction materials, special construction features such as hardening, shatterproof windows, electromagnetic radiation shielding, etc. Include any descriptive details which may be necessary for clarity such as location in relationship to safety criteria, utilities or site work, rationale for proposed siting, past history of the project if it is a resubmission, etc.

13. Block 13. PROJECT MAPS
Indicate the number of sets of the project maps attached to the NAVFAC Form 11010/31. Enter N/A if no maps are attached..

14. Block 14. PARTS OF NAVFAC FORM 11010/ 31
Identify which supplemental Part II of the NAVFAC Form 11010/31 is included. Projects which are encumbered by safety criteria will require one or more Divisions of Part II.

B. NAVFAC Form 11010/31 Part I, Section B

This section will be filled out by the EFD. For those projects which are forwarded for Washington level review, the EFD shall ensure that the appropriate number of copies of the project siting documentation and maps, as detailed in Paragraph 10.21, are attached.

1. Block 1. NAME, CODE AND PHONE NUMBER
Enter the name, code, and phone number of the EFD representative who has performed the EFD's site approval action.

2. Block 2. DATE RECEIVED
Enter the date project was received by the EFD.

3. Block 3. EVALUATION
Enter summary of EFD's evaluation of the site.

4. Block 4. EFD ACTION
This block is used by the EFD to document action taken on a site approval or explosives safety certification request and for granting EFD site approval when Washington-level review is not required.

5. Block 5. DATE APPROVAL/FORWARDING
Enter date of EFD approval or disapproval. If the request is sent forward for Washington-level review, leave blank.

6. Block 6. SIGNATURE OF APPROVING/ FORWARDING OFFICIAL
Signature of official approving the site. Disregard if forwarded to Washington.

C. NAVFAC Form 11010/31 Part I, Section C
Washington-level review is documented in Section C of NAVFAC Form 11010/31. The EFDs coordinate the safety criteria review of the Washington-level commands.

1. Block 1. NAME & CODE OF REVIEWER
Enter name and code of reviewer. (Usually the same as Block 1 in Section B.)

2. Block 2. DATE RECEIVED
This should usually be the same as Block 2 in Section B.

3. Block 3. SAFETY REVIEW REQUESTED
Check the boxes indicating the commands performing review and certification.

4. Block 4. DATE
Enter date of safety review request.

5. Block 5. DATE OF SAFETY CERTIFICATION
Enter date safety certification issued by the respective commands.

D. NAVFAC Form 11010/31 Part I, Section D

This section is for use by the EFD to document the Washington-level review on site approval and explosives safety certification. Site approval, disapproval, the conditions of approval, additional reviews, or waivers required and the safety certification documentation are identified in this section. The EFD will forward a copy to the appropriate activity and monitor future action to comply with the conditions of the site approval.

1. Block 1. APPROVALS
Check the appropriate boxes which apply to the site approval/explosives safety certification request.

2. Block 2. CERTIFICATION IDENTIFICATION
Enter the identification serial and date of the safety certification letter from Naval Air Systems Command (NAVAIRSYSCOM), Chief of Naval Operations (CNO), Space and Warfare Systems Command (SPAWARSYSCOM), or Naval Sea Systems Command (NAVSEASYSCOM).

3. Block 3. REMARKS
Enter any conditions for approval of the project, e.g., a time limit for occupancy, special construction features, remove ordnance during construction, etc.

4. Block 4. OTHER APPROVALS REQUIRED
Check the box indicating follow-on approvals required to complete site approval action. Note "Airfield Safety Waiver Required" requires action by the activity commanding officer (see paragraph 10.15A) and "Final Explosives Safety Review" requires action by the EFD.

5. Blocks. APPROVING OFFICIAL
Signature of Rev approving official.

6. Block 6. DATE
Enter date of action.

E. NAVFAC Form 11010/31 Part II

Site approval for projects which are involved with or encumbered by ammunition and explosives, electromagnetic radiation, and airfield safety require safety certification from the command responsible for enforcing the safety criteria before site approval can be granted. It is the responsibility of the originating activity to provide the required justification and rationale and any maps (see paragraph 10.20) needed to clarify the proposed project location relative to the safety criteria requirements or violations. The host activity or EFD may insert additional justification as appropriate to fully explain any sitting constraints applicable to the proposed project

1. SAFETY REVIEW FOR AMMUNITION AND EXPLOSIVES - Part II, Division A (Figure 10-2)
In addition to the information contained in Part I, the information required by Part II, Division A of NAVFAC Form 11010/31 is needed with site approval requests requiring ammunition and explosives safety review prior to site approval. Maps and plans illustrating this information must also be enclosed.

a Block 1. NEW/CLASS/DIVISION/ESQD ARC OF PROJECT
If the project will include ammunition or explosives operations or storage, state the Class and Division (and Category, if appropriate) and the Net Explosives Weight (NEW). Indicate the ESQD arcs created by the proposed project. Use a continuation sheet if needed.

b. Block 2. CNO WAIVERS & EXEMPTIONS
List and state the reason for existing CNO waivers and exemptions which relate to the project, and indicate those which will be eliminated by the proposed project.

c. Block 3. PERSONNEL
Enter the numbers of personnel, existing and proposed, who will be exposed to an explosives hazard as a result of the proposed project. This would include personnel located within the proposed facility, or within the inhabited building ESQD arc created by the proposed facility. Make a note in Block 3 if the new personnel within the arc will be relocated from another ESQD arc.

d. Block 4. FACILITY NUMBER/TYPE
Identify all existing or planned facilities inside or in close proximity to ESQD arcs associated with the project or that generate arcs encumbering the project. State the facility number(this should correspond to the numbers on the enclosed plans and maps), and the type of operations performed there.

List the numbers of personnel associated with each facility. Indicate the NEW Classes and Divisions of ammunition, explosives, chemical agents, liquid and solid propellants, or other hazardous materials in facilities located within the inhabited building distance of the proposed project.

e. Block 5. SITING RATIONALE
State the reason for the proposed project location including strategic, operational, functional and/or time constraints which dictate or influence location of the facility. Also, state economic factors which may influence the project location. Discuss any feasible alternatives and the reasons for rejecting these alternatives. Use the reverse side of the form or an attachment if additional space is needed.

f. Block 6. POINT OF CONTACT
Enter the name of the point of contact at the activity who can supply additional information concerning the proposed project.

g. Block 7. TELEPHONE NUMBER
List both autovon and commercial telephone numbers of the point of contact.

h. Block 8. REQUESTED BY
Enter name of activity official requesting site approval.

i. Block 9. DATE
Enter date of request.

2. AIRFIELD SAFETY REVIEW - Part II, Division B (Figure 10-3)
In addition to the information contained in NAVFAC Form 11010/31 part I, the information required on Part II, Division B of NAVFAC Form 11010/31 is needed with all site approval requests requiring airfield safety review. Maps and plans illustrating this information must be enclosed.

a. Block 1. RUNWAY NUMBER AND TYPE
Enter the runway number whose safety criteria is violated by the proposed project, noting whether it is Class A or B.

b. Block 2. AIRFIELD ELEVATION
Enter the elevation of the runway centerline at the point at which a perpendicular line would intersect the project site.

c. Block 3. GROUND ELEVATION AT PROJECT SITE
Enter the ground elevation at the project site.

d. Block 4. LATERAL DISTANCE FROM RUNWAY CENTERLINE
Enter the distance from the end of the runway, if applicable, or of a perpendicular line from the runway centerline or centerline extended to either the nearest point of the proposed project or the highest point of the proposed project, whichever is the most restrictive in terms of criteria violations.

e. Block 5. HEIGHT OF FACILITY
Enter the total height of the proposed facility. If the portion of the proposed project closest to the runway is not the highest part of the building, but is the most critical in terms of safety criteria, that height must also be staled. The objective is to identify anything that penetrates an airfield imaginary surface or encroaches a clear zone.

f. Block 6. HORIZONTAL DISTANCE TO RUNWAY PRIMARY SURFACE, OR EDGE OF PARKING APRON
State the horizontal distance from the runway primary surface to the closest or highest part of the project. If parking apron is involved, provide the distance from the parking apron edge to the project. Identify the clear zones by type (I, II, III) if any are encroached upon.

g. Block 7. SITING RATIONALE
State the reason for the proposed project location including operational, functional, and/or time constraints which dictate or influence the location of the facility. Also, state any economic factors such as cost avoidance, self-amortization, energy conservation, etc., which may influence the project location. Discuss any feasible alternatives and the reasons for rejecting these alternatives. (Use reverse side of form if additional space is needed.)

h. Block 8. EXISTING WAIVERS
State the waiver number end describe the conditions of any existing airfield waivers associated with the proposed project. Indicate whether or not the need for the waivers will be removed as a result of this project.

i. Block 9. ZONING
Describe the applicable portions of local ordinances, zoning regulations, and other county and state controls relative or applicable to the project, along with current zoning regulations, decisions, and policies.

j. Block l0. POINT OF CONTACT
Enter the name of the point of contact at the activity who can supply additional information concerning the proposed project.

k. Block 11. TELEPHONE NUMBER
List both autovon and commercial telephone numbers of the activity point of contact.

1. Block 12. REQUESTED BY
Enter name of activity official requesting site approval.

m. Block 13. DATE
Enter date of request.

3. ELECTROMAGNETIC RADIATION REVIEW Part II, Division C (Figure 104)
In addition to the information required by Part I, the information required by Part II, Division C of NAVFAC Form 11010/31, is needed with site approval requests requiring review and certification for Hazards of Electromagnetic Radiation to Ordnance (HERO), to Fuels (HERE) and to Personnel (HERP). Assistance in developing site approval documentation is available from the Naval Electronics Systems Engineering Center (NAVELEXSYSENGCEN), Charleston or Naval Electronic Engineering Facility, Pacific (NEEACTPAC), Pearl Harbor. Maps and plans illustrating this information must also be enclosed.

Note that Section I NAVFAC Form 11010/31, Part II, Division C, pertains to transmitter information. Sections 2 and 3 deal with antenna information and either one shall be completed depending upon which type of antenna is coupled to the transmitter. Section 2 Linear Antenna applies primarily to wire, vertical pole or tower, or multiple element antennas for low frequency (LF) through ultra high frequency (Up) communications. Section 3 Aperture Antenna applies primarily to dish type or similar antennas for UHF and above communication (satellite, microwave, etc.) and radar antennas. Sections 4 through 6 apply to all transmitter installations and provide information on the locations of potential hazard areas relative to the transmitting antennas.

a. Section 1. TRANSMITTER
The following section describes the information required for transmitter installations or for projects affected by transmitters.

Block l.(a) MANUFACTURER'S NAME/TYPE
Enter the manufacturer's name and model number if available. Also type of transmitter e.g., satellite communications, precision approach radar, communications, etc.

Block l.(b) NOMENCLATURE
Enter the transmitter military reference number, (such as AN/FRT-39).

Block l.(c) FREQUENCY ALLOCATION STATUS
Enter the approved frequency allocation number.

(1) Navy policy requires that electronic equipment that uses the electromagnetic spectrum must obtain a frequency allocation. Each equipment or system will have an assigned number known as J/F-12 number.

(2) Enter the Federal Communications Commission (FCC) Type Acceptance Number if the frequency allocation number is not available. This applies only to commercial off-the-shelf equipment. Civilian equipment parameters are reviewed by the FCC in a manner much like the DoD frequency allocation process. The number assigned is generally the same as the manufacturer's model number. For example, the TERRACOM TCM-602 transmitter is TCM-602. FCC Type Acceptance does not exempt equipment from the DoD frequency allocation process. A frequency allocation is still required for all equipment developed, leased, or procured by any DoD agency or DoD contractor.

Block l.(d) FREQUENCY RANGE
Enter the transmitter Radio-Frequency (RF) tuning range or exact frequencies to be used, in megaHertz (MHz).

Block l.(e) OUTPUT POWER INFORMATION

Block l.(e)(l) PEAK ENVELOPE POWER (PEP)
This blank must be completed for all amplitude modulated and pulse modulated systems. The PEP is the power supplied to the antenna transmission line by a transmitter during one radio-frequency (RF) cycle at the highest crest of the modulation envelope, under normal operating conditions.

Block l.(e)(2) MEAN/AVERAGE POWER
The mean/average power is defined as the power supplied to the antenna transmission line averaged over a period of time sufficiently long enough to compare it with the period of the lowest frequency encountered in the modulation. A time of .01 second during which the mean power is greatest is normally selected. For a pulse system, the average power is calculated as:

Average Power = Peak Power x Pulse Duty Cycle (see Block 2(g))

Note: Provide the transmitter emission designator in the same block. (e.g., AM: J3E or FM: FIB)

Block l.(f) MODULATION TYPE INFORMATION
Check the block which identifies the general modulation type.

Block l.(g) PULSE CHARACTERISTICS INFORMATION
This data is only applicable to pulse-modulated systems such as radar, satellite, etc.

Block l.(g)(l) PULSE WIDTH
Enter the pulse duration (PD) or width (in microseconds). Pulse duration is the time interval between the points at which the instantaneous value on the leading and trailing edge is 90 percent of the peak pulse amplitude.

Block l.(g).(2) PULSE REPETITION FREQUENCY (PRF)
Enter PRF in Hertz (Hz). The PRF is the rate at which pulses or a group of pulses are transmitted. If several different pulse rates are employed by the system, each rate should be listed.

Block l.(g).(3) DUTY CYCLE
Enter the duty cycle, if available. The duty cycle is either (1) the ratio of the average power output to the peak power output of the wave form, or (2) the pulse duration (PD) times the pulse repetition frequency (PD x PRF = Duty Cycle). Either method will produce a "pulse time on" versus "pulse time off" ratio which can be multiplied by peak power to determine average power.

b. Section 2. LINEAR ANTENNA

Block 2.(a) MANUFACTURER'S NAME/TYPE
Enter the manufacturer's name and model number. Also the type of antenna e.g., whip, rotatable log periodic antenna (RLPA), multiple element beam antenna (YAGI), dipole, conical monopole.

Block 2.(b) NOMENCLATURE
Enter the antenna military reference number if available (such as AS-3482/GRC).

Block 2.(c) DIMENSIONS
Enter the physical or electrical size of the antenna in feet. This would include the length or height of the antenna radiating elements.

Block 2.(d) HEIGHT ABOVE GROUND
Enter the ground elevation and the height of the antenna's mounting platform; e.g., building, tower, etc., in feet.

Block 2.(e) ELEVATION ANGLE
Enter the elevation angle in degrees. This is the angle above the horizontal (or below) to the center line of the main beam lobe. For electronic and mechanical scanning system, this is the lowest vertical angle to which the antenna can be depressed. List the different main beam lobe angles for antenna systems that have a selective pattern, when applicable.

Block 2.(f) POLARIZATION/PATTERN
Enter the polarization and pattern of the antenna. Polarization refers to the orientation of the radiated electromagnetic wave relative to the ground plane. Usually horizontal (H) or vertical (V) should be entered. Provide radiation pattern description and include a diagram depicting the actual lobe structure, if available. Information on antenna pattern may be obtained from the antenna specification.

Block 2.(g) MAIN BEAM GAIN
Enter the main beam gain in decibels (dB). The antenna gain is to be expressed in maximum gain over a dipole antenna (dB) or the maximum gain over an isotropic antenna (dBi). Unless otherwise indicated, by specifying dBi, the gain will be assumed to mean gain over a dipole.

Block 2.(h) COVERAGE ANGLE
If the antenna can be moved or scanned, mechanically or electronically, in azimuth, enter the horizontal main beam coverage angle in degrees. Information on antenna pattern and coverage angle may be obtained from the antenna specification. (For instance, a fully rotating antenna would have a coverage angle of 360°).

c. Section 3. APERTURE ANTENNA

Block 3.(a) MANUFACTURER'S NAME/TYPE
Enter the manufacturer's name and model number, the same as with linear antennas. Also the type of antenna e.g., three meter horn, Fed Parabolic Reflector, Cassegrain Reflector.

Block 3.(b) NOMENCLATURE
Enter the antenna military reference number, the same as with linear antennas.

Block 3.(c) DIMENSIONS
Enter the physical size of the antenna, in feet. This would include the width and height of a rectangular antenna, or diameter of a circular antenna.

Block 3.(d) HEIGHT ABOVE GROUND
Enter the antenna military reference number, the same as with linear antennas.

Block 3.(e) MINIMUM ANTENNA ELEVATION ANGLE
Enter the minimum elevation angle in degrees. This is the lowest vertical angle to which the antenna can be depressed. It could range from directly overhead (+900) 1O straight down into the ground (-90°).

Block 3.(f) HORIZONTAL BEAM WIDTH
Enter the horizontal beam width. This is the angle in degrees between the 3dB points (half power points) of the main beam measured in a horizontal plane.

Block 3.(g) VERTICAL BEAM WIDTH
Enter the vertical beam width. This is the same as horizontal beam width, but in a vertical plane.

Block 3.(h) SCAN CHARACTERISTICS

Block 3.(h)(1) TYPE OF SCANNING
Enter the type of scanning, indicating "electronic," "mechanical," or combination. The term "electronic" denotes an antenna that does not physically move, but rather shifts the direction of the main beam by means such as switching or phasing the antenna elements. The term "mechanical" denotes the physical rotation of an antenna

Block 3.(h)(2) VERTICAL/HORIZONTAL SCANNING COVERAGE
Enter the vertical and horizontal scanning in degrees or revolutions per minute (RPM). If an electronic scan system, degrees are applicable. If a mechanical scan system, RPM's or degree may be applicable.

Block 3.(i) GAIN
Enter gain in dB relative to an isotropic antenna

Block 3.(i)(1) MAIN BEAM
The main beam gain is that solid lobe radiating away from the antenna in which the highest output power is transmitted. It encompasses the entire solid lobe over which the output power is not less than 3 dB below the highest output power (half power point).

Block 3.(i)(2) FIRST SIDE LOBE GAIN
In addition to the main beam, most antennas also exhibit secondary areas of increased transmission capability. These areas are called side lobes. Side lobes tend to fan out from the centerline of the main beam. The side lobe closest to the main beam is called the first side lobe. The gain of this side lobe is relative to the gain of the fundamental main beam described above. List all first side lobe gains associated with their main beam gain.

Block 3.(j) COVERAGE ANGLE
If the antenna can be moved or scanned mechanically or electronically, in either azimuth or elevation, enter the elevation and horizontal main beam coverage angle in degrees. This would include a maximum and minimum elevation, e.g., a radar has an azimuth coverage angle of 3600 and an elevation coverage of -7° to +85°. Information on antenna pattern/coverage angle may be obtained from the antenna specification.

d. Block 4. HERP (Hazards of Electromagnetic Radiation to Personnel)
Block 4.(a) For transmitter antenna installations enter the location and description of occupied buildings under or in the vicinity of the electromagnetic umbrella. The description of the building should include its height and its structural composition; e.g., corrugated metal walls or poured concrete with metal backing. If the project is for a building, rather than antenna, indicate which antennas radiate upon the building.

Block 4.(b) Discuss methods for restricting personnel from the hazardous areas. Topography and grade differences between personnel use areas and potential hazard sources should be highlighted and discussed. (When more space is required, attach a continuation sheet.)

e. Block 5. HERE (Hazards of Electromagnetic Radiation to Fuel)
Block 5.(a). Enter the location of the nearest fueling operation. Indicate what the facility is, e.g., gas station, storage tank, tank truck parking, (storage or handling).

Block 5.(b) Enter the type of fuel to be stored or handled near the proposed transmitter.

f. Block 6. HERO (Hazards of Electromagnetic Radiation to Ordnance)
Enter HERO classification of ordnance at the activity (i.e., SAFE, SUSCEPTIBLE, UNSAFE) and complete NAVFAC Form 11010/31 Part II Division A to identify the type, class, location and quantity of explosive in the vicinity of a potential EMR hazard source.

g. Block 7. POINT OF CONTACT
Enter the name of the point of contact at the activity who can provide additional information concerning the proposed project.

h. Block 8. TELEPHONE NUMBER
List both autovon and commercial telephone numbers of the point of contact.

i. Block 9. REQUESTED BY
Enter name of activity official requesting site approval.

j. Block 10. DATE
Enter date of request.

10.20 Graphic Documentation

In addition to the justification and rationale documented on NAVFAC Form 11010/31, plans and maps showing the proposed project location in relationship to the activity's planned land use, existing facilities, and siting constraints are a necessary part of each site approval request.

A. Location Map

This map must show the project site relative to its location on the activity. Features which must be emphasized are the project's relationship to existing structures and facilities, natural and man-made development constraints, and the project's impact on planned development. This map should be a copy of the activity existing conditions map, land use, or ultimate development plan annotated as necessary to show the above relationships.

B. Site Plan

This plan should be at a scale no smaller than 1 inch = 400 feet and provide information on the project and its site development as follows:

1. Project location showing project orientation and adaptation to topography and existing facilities.

2. Vehicular circulation and access to the project environs.

3. Utility distribution systems.

4. Natural and/or man-made constraints in the vicinity of the proposed project, and the planned mitigation of these constraints.

5. Structure separation requirements necessary for fire safety.

6. Scale and north arrow.

C. Specialized Graphic Data

In addition to the graphic data required for site approval outlined above, specialized safety criteria data must be highlighted on site plans for all projects which must undergo a safety certification review. In instances where more than one set of criteria must be addressed it should, as far as practical, be illustrated on the same site plan.

1. Safety Certification for Ammunition and Explosives

Site plans for projects involving ammunition and explosives safety criteria must include the following data in addition to that required in paragraph 10.20B.

(a) Outline in yellow the inhabited building ESQD arcs in the vicinity of the project site.
(b) Outline in red the intermagazine, intraline, or public transportation route arcs where applicable.
(c) Outline in green all new arcs or any arcs which will change as a result of the proposed project.
(d) Show the point of origin, length of radius, quantity of explosives, and K-factor for all arcs identified on the map.
(e) Identify by facility number all facilities listed in Block 4 of NAVFAC Form 11010/3 1 Part II Division A.

2. Airfield Safety Certification

Site plans for projects involving airfield safety criteria must include the following data in addition to that required in paragraph 10.20B.

(a) Airfield elevation.
(b) Ground elevation at the project location.
(c) Lateral distances (in feet) from the runway centerline, edge of aircraft parking aprons or taxiways to the critical points of the proposed project location.

3. Electromagnetic Radiation Safety Certification
Site plans for projects involving electromagnetic radiation safety criteria must show and highlight the following in addition to that required in paragraph 10.20B.

(a) Show explosives transportation routes in the vicinity of radio frequency generating facilities. (HERO)
(b) Show ammunition and explosives storage and/or operating facilities. (HERO)
(c) Show the position and relationship between radio frequency generating facilities and personnel support facilities, inhabited buildings, and transportation routes. (HERP)
(d) Show the position and relationship between radio frequency generating facilities and storage, handling and processing facilities for volatile materials.

10.21 Number of Copies

All copies of the site approval request are sent by the activity commanding of ricer to the cognizant EFD for action. All action on a site approval or an explosives safety certification request must be documented on the original NAVFAC Form 11010/31 (Parts I and II). The required number of copies of the request is determined by the type of project and the review process. The number of copies to be prepared are tabulated, by project type, below. One complete set of all documents should be retained in the activity files. The other sets should be forwarded to the EFD for distribution as appropriate (see paragraph 10.8B and Figure 10-5).

Figure 10-5 Copies of Documentation Required for Submission of Site Approval Requests

The following table lists the most common types of facilities for which site approval is required. This is not intended to be a comprehensive list.

LEGEND:	
ACT:	ACTIVITY
AIR:	NAVAIRSYSCOM
AP:	ACCIDENT POTENTIAL
CONSTR:	CONSTRUCTION
CNO:	CHIEF OF NAVAL OPERATIONS
DDESB:	DEPARTMENT OF DEFENSE EXPLOSIVES SAFETY BOARD
EFD:	ENGINEERING FIELD DIVISION
EMR:	ELECTROMAGNETIC RADIATION
ELEX:	NAVAL ELECTRONICS SYSTEMS ENGINEERING CENTER
FAC:	NAVFACENGCOMHQ
MAINT:	MAINTENANCE
PWC:	PUBLIC WORKS CENTER (MAY HAVE SITE AP PROVAL AUTHORITY IN LIEU OF EFD)
R/W:	RUNWAY
SEA:	NAVSEASYSCOM
SCEN:	NAVSEACENTLANT OR PAC
SWC:	NAVAL SURFACE WEAPONS CENTER DAHLGREN (ACTING FOR NAVSEAYSCOM CODE 665)
SPA:	SPAWARSYSCOM
TOT:	TOTAL
T/W:	TAXIWAY

SITING CONSTRAINT	PROJECT TYPE	NUMBER OF COPIES REQUIRED FOR: ACT	PWC	EFD	FAC	SEA	CNO	DDESB	SCEN	AIR	SPA	SWC	ECEC	TOT
NOT IN CIP	SPECIAL PROJECT	1	*	1										2*
	MILCON/NAF	1		1										2
MP CHANGE	ALL	1		1	1									3
EXPLOSIVE SAFETY	CONSTR CAUSING OR IN ESQD ARC	1		1	1	1	1	1	1					7
	MAJOR MAINT/ REPAIR IN ESQD	1		1	1	1	1		1					6
RANGES	SMALL ARMS	1		1	1		1							4
AIR	NOISE/AP ZONE	1		1	1									3
	INSTALL NAVAID	1		1										2
	PARKED A/C OR VEHICLES PENETRATE CLEAR ZONE/ LATERAL SURFACES	1		1	1					1				4
	CONSTRUCTION PENETRATES CLEAR ZONE/LATERAL SURFACES	1		1	1					1				4
	CONSTRUCTION LESS THAN 75' OR 100' FROM PARKING APRON	1		1	1					1				4
	NEW R/W,T/W	1		1										2
EMR	RECEIVER	1		1										2
	TRANSMITTER	1		1	1						1	1	1	6
	CONSTRUCTION IN EMR ARC	1		1	1						1	1	1	6
MULTIPLE	ESQD & AIR	1		1	1	1	1	1	1	1				8
	ESQD &EMR	1		1	1	1	1	1	1		1	1	1	10
	ESQD, AIR & EMR	1		1	1	1	1	1	1	1	1	1	1	11
	AIR & EMR	1		1	1					1	1	1	1	7

NOTES

*Some PWCs have limited site approval authority delegated from the EFD, and an extra copy of the documentation is required for those EFDs.

1/ROUTINE MINOR REPAIR AND MAINTENANCE PROJECTS DO NOT REQUIRE SITE APPROVAL.
2/NO ADDITIONAL APPROVAL REQUIRED IF DESIGNED AND SITED IN ACCORDANCE WITH CRITERIA.
3/REACTIVATION OF INACTIVE RUNWAYS REQUIRES NAVAIR AND CNO CERTIFICATION, BUT NOT SITE APPROVAL.

Section V Explosives Safely Certification Without Site Approval

10.22 Reason For Certification

During site approval review, the ammunition and explosives hazard is evaluated and considered. Maintenance and repair projects do not require a site approval; never-the-less certain maintenance and repair projects involve a safety hazard and must undergo a safety certification review. The purpose of the explosives safety certification is to ensure that all review levels are aware of the explosives hazard risk, that the scope of the risk is recognized and that appropriate safety measures ate specified.

10.23 When Required

Maintenance and repair projects which ate located under the inhabited building Explosive Safety Quantity Distance (ESQD) ale ate designated as a major or minor project dependent upon the requirement for an explosives safety certification.. Major modifications or extensive repair work require an explosive safety certification, routine maintenance or minor repairs do not. Special projects which combine minor construction (as defined in OPNAVINST 11010.20) and repair funds will require site approval if they add something new which has not previously existed. The determination as to which projects require a safety certification is a local command decision. Chief of Naval Operations (CNO) guidance for certification of maintenance and repair projects is detailed in the following paragraphs. These examples are not all inclusive. Good judgment must be used to determine whether a project is for routine maintenance or is a significant facility modification.

A. New Construction

Any project which actually constructs or adds something new which has not previously existed requires site approval. Examples include fencing or lighting; construction of a new road or widening of an existing one; or adding mezzanines within or additional outside structures to a facility.

B. Major Modification

Modifications which require wholesale removal of a system or part of a facility for eventual replacement with a like or similar system/part require explosives safety certification. Examples include replacement of roofs or refurbishment/replacement of utilities such as electrical or air conditioning systems.

C. Maintenance and Repair

Routine maintenance or repair work which is performed on a regular basis where workers will be present only for a short period of time normally does not require explosives safety certification. Examples include mowing of grass or underbrush removal in magazine areas; minor road maintenance/repairs; routine railroad track maintenance; and painting of facilities.

D. Minor Restoration

Under casualty situations, minor repairs to restore the facility to its original condition normally do not require explosives safety certification. If, however, major repairs will be required which will take a considerable length of time or any changes to the operation conducted in the facility will occur, an explosives safety certification is required.

10.24 Procedures

A. Activity Responsibilities

The explosives safety certification request is initiated by the activity commanding officer. The request is forwarded to the EFD along with sufficient copies to process the request through the reviewing process (see paragraph 10.20B).

B. EFD Responsibility

The Engineering Field Division (EFD) will review the explosives safety certification request for adequacy with respect to project documentation, accuracy of data, and number of copies, and forward the request to NAVSEASYSCOM for action.

C. Exclusions

Maintenance and repair operations, as defined in the following subparagraphs, are outside the safety parameters requiring a CNO waiver for the presence of construction workers and would not affect the safety environment of the site after completion:

1. Maintenance and repair projects located outside the K=18 intraline distance from potential explosive source, provided there is no increase in the number of personnel exposed to explosive hazard after project completion. Examples include road repairs and repaving; railroad track and bridge repair; utility repairs or replacement; roof repairs or replacement; etc. This does not apply to work performed in ordnance operating facilities or magazines, even if all explosives are removed from the facility prior to work beginning.

2. Airfield and waterfront maintenance and repair and utility replacement projects where the construction work can be controlled so as not to occur concurrently with explosive handling and no other ESQD arcs are present. This would apply to most naval stations, supply centers, ship repair facilities, and submarine base piers as well as aircraft cargo handling (red label areas) and combat aircraft loading areas that do not have explosives hazards constantly present. This does not apply to work performed on or near the piers and wharves at facilities listed below:

a. Naval Weapons Stations, Earle, Yorktown, Charleston, Seal Beach, and Concord.

b. Naval Magazines Lualualei, Guam, and Subic Bay; Naval Station Rota and its detachment, at Cartagena.

c. Naval Station Roosevelt Roads (Vieques Annex).

d. NATO Ammunition Depot, Augusta Bay; Naval Support Activity Souda Bay.

e. Indian Island Annex of Naval Undersea Warfare Engineering Station, Keyport, WA.

f. Fleet Activities, Sasebo.

1 0.25 Documentation

An explosives safety certification requires the same information, both narrative and graphic, as a site approval request for a project encumbered by ammunition and explosives safety criteria. NAVFAC Form 11010/31 Part I and Pan II Division A along with the necessary maps and plans are used to document an Explosives Safety Certification request.

Section V! Final Safely Review

10.26 When Required

A final safety review is a part of all site approval reviews for projects involving ammunition and explosives safety criteria. Normally the final safety review is issued at the time of site approval. However, when approved Definitive Design Drawings are not used, the site approval request documentation may be insufficient for adequate evaluation by the Department of Defense Explosives Safety Board (DDESB). When the DDESB needs additional or more detailed information, it will request that the project be resubmitted for a final safety review. This requirement becomes a contingency of the site approval and is documented on NAVFAC Form 11010/31 Part I Section D Block 4.

10.27 Procedures

The information needed by the DDESB is developed during the design phase of a project. The design drawing representing at least 35 percent design is normally required for the DDESB's review. It is the responsibility of the Engineering Field Division (EFD) to compile final safety review documentation and to forward it to Naval Sea System Command (NAVSEASYSCOM) (6651) for obtaining DDESB's final safety approval.

10.28 Documentation

A. Plans and Maps

One copy of the final site development plan and one complete set of the project design drawings representing at least 35 percent design, but prior to 100 percent design, must be submitted to obtain final safety review.

B. Site Plan

The site plan shall show the planned site development for and around the project at a scale no smaller than one inch equals 400 feet. In most cases, the location plan submitted for site approval is sufficient.

C. Project Design Drawings

Project design drawings shall show the following design solutions as required by NAVSEASYSCOM OP-5, Volume I and as appropriate to the particular project.

1. Provide general details regarding dividing walls, vent walls, fire walls, operational shield, barricades, exits, types of floor finish, fire protection system installation, electrical systems and equipment, ventilation systems and equipment, hazardous waste disposal systems, lightning protection systems, static grounding systems, process equipment, and auxiliary support structures as well as general materials of construction.

2. Provide a topography map with appropriate contours when terrain features are considered to constitute natural barricading, or when topography influences the layout (as in some chemical operations).

D. Justification and Rationale

1. Explosives Operations
Furnish information on the type and arrangement of explosives operation or chemical processing equipment. Identify the overall explosives limit of the facility as well as the explosives limits on each room or cell.

2. Personnel
Provide information regarding numbers and types of personnel located in offices and operating areas of the proposed project.

3. Chemical Agents
When chemical agents are involved, provide information regarding: personnel; protective clothing and equipment; treatment of effluent and waste materials to assure absence of chemical agents; adequacy of medical support; average wind speed and direction; other support facilities pertinent to chemical safety; warning and detection systems; and hazard analysis, as appropriate.

4. Deviations from Standards
Explain any deviations from pertinent safety standards due to local conditions.

Chapter 11 Final Military Construction Project Submissions
Section I Introduction

11.1 Planning Documents Must Provide Certified, Ready for Design Package

A. The CRD Process

The Military Construction (MACON) Codification Act does not permit expenditure of MILCON funds to correct problems that should have been resolved during the planning stage, and should have been funded by Operations and Maintenance, Navy (O&M,N) funds. Therefore, it is important to ensure documents are complete and accurate. To do this, the Certified, Ready for Design (CRD) policy has been developed. The Engineering Field Division (EFD) will review Facility Studies and DD Forms 1391 for projects supported by Major Claimants for budget years. Activities will ensure sufficient project detail is submitted for the EFD to certify budget year projects as ready for design. The EFDs will certify each project has been evaluated and sufficient data has been collected to allow design to proceed. The volume of data will not be the same for all projects; some common facility types require little information to assure adequate planning prior to design, while complex facilities, such as industrial facilities, require much more documentation. It is important all participants recognize their parts in the process and make timely and appropriate submissions. Due to different submission requirements to the Congress and schedules for submission, strict adherence to the CRD process is not always feasible for Military Construction, Naval Reserve (MCNR)-funded projects. However, it should be the goal of reserve activities to provide data that is as complete and accurate as resources will permit.

B. Project Documentation Is Refined During Programming

OPNAVINST 11000.16 establishes policies, responsibilities, and procedures for peacetime Shore Activity Land and Facilities Planning. This Instruction establishes the Shore Facilities Planning System (SFPS) to implement the Chief of Naval Operations (CNO) planning policy established in the OPNAV instruction. Chapter 9 of this Instruction defines the responsibility of the activity to prepare preliminary project submissions in the form of a Project Data Sheet (PDS) as the first step for entry into the Military Construction Requirements List (MILCON RL). The preliminary data must be refined and augmented to develop the Facility Study and DD Form 1391 (see Figure 11-1).

C. Scope Definition is Important

Project scope definition impacts on the MILCON acquisition process. Poor scope definition delays the design process, wastes limited resources, and jeopardizes the project during budget reviews. Ensure the Facility Study and DD Form 1391 represent a well defined requirement, scope, and cost. These are planning functions which must be funded with O&M,N or Navy Industrial Funds (NIF), as appropriate. Failure to accomplish the planning work with planning funds would force use of MILCON design funds to complete the planning process, in violation of the codification act.

D. Cost Certifications are Part of the Process

During review of the Facility Study/1391 submittals, the EFD will conduct cost certification studies. Normally, cost certifications require a site visit. If the project is simple, or if similar facilities have been constructed recently, the EFD may certify the costs based on in-house reviews. If the project is more complicated, the EFD may use open-ended contracts with Architect/Engineer (A-E) firms or may initiate a contract for a specific project. Cost certifications are not forwarded separately, but are part of the "Certified, Ready for Design" process.

E. EQUIPMENT FACILITY STUDIES AND BESEP PREPARATION

Projects which are planned to support large equipment installations, such as ship building and repair shops, training buildings with large installed simulators and other devices, or electronics installations may require special studies to assure proper layout of equipment and adequate building support (electrical systems, steam, structural work, etc). These equipment studies must frequently precede preparation of the final DD Form 1391 due to effects of the equipment on project scope. These are planning, as opposed to design studies, reimbursed by the Major Claimant. Certain projects require Base Electronics System Engineering Plans (BESEP) for equipment procured by the Space and Naval Warfare Systems Command (SPAWARSYSCOM). The need for the BESEP, prepared and funded by SPAWARSYSCOM, must be identified as early as possible in the project preparation process to allow for potential long lead time for accomplishment, especially considering the large effect the BESEP may have on the project.

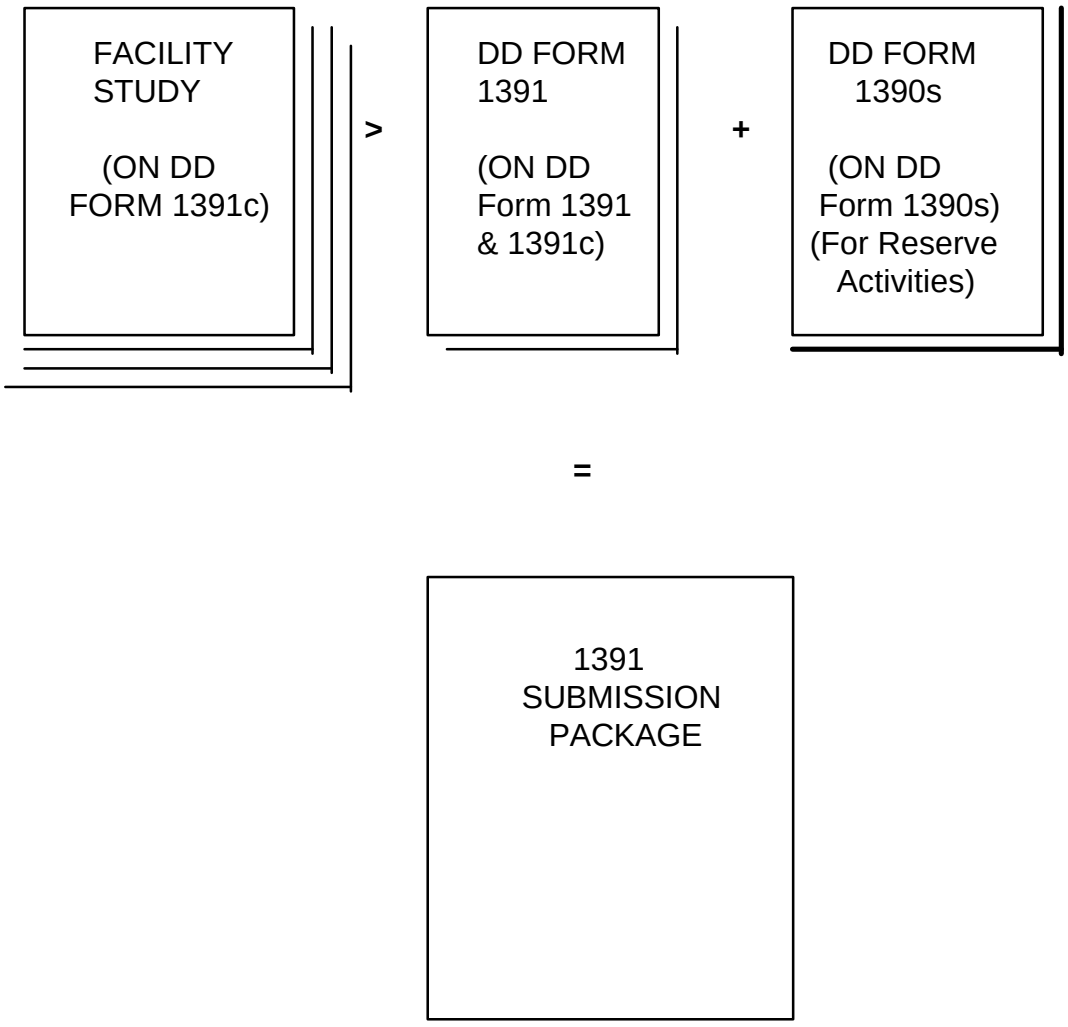
11.2 Major Claimants Direct Project Documentation Preparation by Activities

A. Resource Sponsors Assure Adequate MILCON Resources Programmed

MILCON programs are developed annually in a Program Objectives Memorandum (POM). During development of a POM, CNO resource sponsors allocate MILCON resources for the DoD Six Year Defense Plan (SYDP), after reviewing Major Claimants' priorities of projects. Major Claimants use the justification data and Cost information in project documentation to assist them in making their evaluations and recommendations prior to the meeting of the Shore Facilities Programming Board (SFPB). To ensure cost data is

Figure 11-1 Final Project Documentation Components

The final programming documents prepared in support of projects are: a Facility Study, DD Fonn 1390 - Installation Data (Prepared by NAVFACENGCOMHO), DD Form 1391-Military Construction Project Data, DD Form 1391c -Continuation Sheet, and DD Fonn 1390s - Guard and Reserve Military Construction (Reserve Commands only). The Facility Study should be developed prior to the completion of the DD Form 1391. The DD Form 1391 is the "Executive Summary" of the Facility Study.



reasonable, the Major Claimants may request EFDs to review projects prior to the SFP8, but the EFDs will not authorize A-E firms to perform cost certifications until after the SFPB.

B. Documentation Requires Activity Input for Automated Data Bases

The Military Construction Programming Management Information System (MCP/MIS) data base includes DD Forms 1390, 1391, and 1391c. Some parts of the forms are automatically generated. However, the bulk of the data must be provided by the activities. Major Claimants will require activities to prepare and submit documents to meet the schedules established by CNO. Projects included in the next budget submission require specific supporting documentation which is reviewed during the budget cycle and include the Facility Study and a DD Form 1391. The DD Form 1390 will be prepared by NAVFACENGCOMHQ.

C. Thorough & Complete Facility Study is Critical

The importance of a thoroughly developed and complete Facility Study cannot be overemphasized. Other documentation, such as Economic Analyses and Preliminary Hazards Analyses, may be required for some types of projects to supplement the Facility Study.

D. Further Guidance is Available

NAVFACINST 11010.14, Project Engineering Documentation (PED) for Proposed Military Construction Projects, provides instructions for the preparation of documents used in the next step of programming. The PED is produced during the 35 percent project design phase.

E. Two-Phase A-E Contracts

If the planning is to be done by an A-E firm, a Two Phase A-E contract, administered by the EFD, may be appropriate. Phase 1 is the planning effort funded by O&M,N funds, and Phase 2 is the design stage funded by MILCON design funds. Two-phase contracts provide final planning documents and initial budget documents. They reduce lead time to start design after the POM process, and enhance continuity of information to the designer. EFDs use this concept for selected MILCON projects. Activities or Major Claimants can request the EFD to do planning and scope development work as an O&M,N or NIP funded first phase to a MILCON design contract. By doing so, roughly six months lead time can be gained once MILCON funded second phase design is authorized, and the need to "educate" the MILCON design A-E regarding the mission requirements can be eliminated during the design phase. The EFD reviews projects to determine those appropriate for two-phase contracting. Greatest benefits are obtained in complex or highly variable facilities such as laboratories or large administrative or communications facilities.

11.3 Assessment, Appropriation & Program Sponsors Evaluate MILCON Program

A. Assessment Sponsor

CNO (OP-04), is the assessment sponsor for Military Construction, Navy (MCON), Military Construction Navy Reserve (MCNR), and Family Housing Navy; and recommends programming actions for a five year period to resource sponsors for their initial programming decisions, known as Sponsor Program Proposals (SPP).

B. Appropriation Sponsor

Once the budget year programs are prepared, OP-04, as the appropriation sponsor for MCON, is responsible for justifying projects to the Navy Comptroller (NAVCOMPT), Office of the Secretary of Defense (OSD), Office of Management and Budget (OMB), and the Congress. OP-095 has the same responsibilities for MCNR projects, providing an assessment of the MCNR program to OP-04 for review and inclusion in the OP-04 Baseline Assessment Memorandum (BAM), as well as the OP-095 MCNR part of the Reserve BAM.

C. Program Sponsor

Various programs supported by SFPS are identified as (FY 92 is used as an example) Investment Programs (IP) and have program sponsors within CNO. For example OP-09N is the Program Sponsor for physical security. OP-01 is the program sponsor for Quality of Life, Pass Offices, Chapels and Brigs. Program sponsors assist OP-04 in assessing the Ips.

11.4 MILCON Program has Five Main Parts

The Navy's MILCON program is comprised of five main components, see Figure 11-2:

1. Projects to serve missions which are new to an activity (Mission Code A - see Figure 9-6).

2. Projects to support existing missions, replacement and modernization (Mission Codes 2B, 3B, SB).

3. Projects for replacement or modernization (R/M) of existing facilities, Shore Facilities Life Extension Program (FLEP)(Mission Codes 2C/D, 3C/D, 5C/D); generally a qualitative improvement.

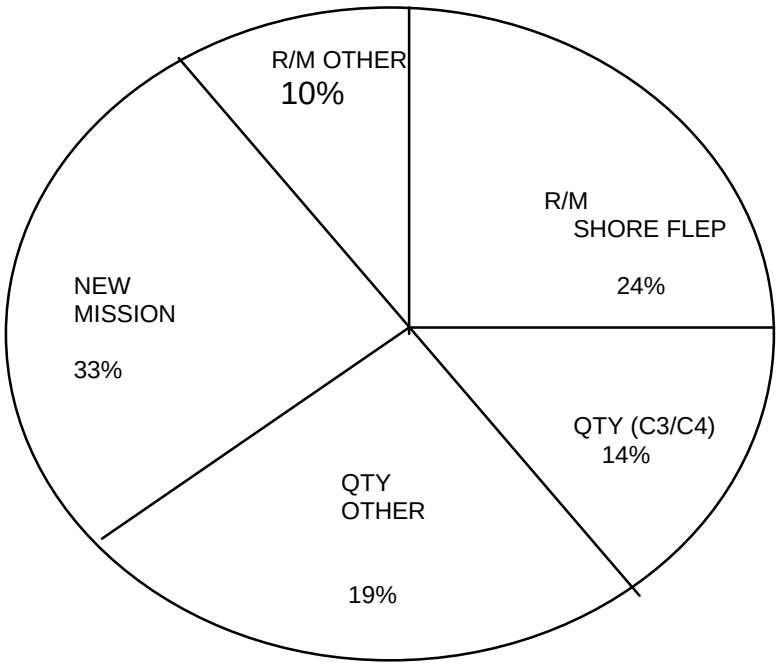
4. Projects for facilities that are determined to need substantial work or else compromise readiness to support station mission, a quantitative increase (QTY) as opposed to (R/M). (Mission Codes 1C/D, ACID, 6C/D).

5. Projects in Mission Code 1 B. 4B, and 6B, shown in Figure 11-2 as "QTY-Other", for quantitative improvement.

11.5 Facility Study Provides Detailed Project Data

A Facility Study provides detailed supporting information for a project. It is the foremost source of information for project justification. Whenever possible, the Facility Study should be completed first, and the information used to prepare the DO Form 1391. The Navy chain of command uses it for project review and Navy witnesses use it during NAVCOMPT, OSD, and congressional budget hearings. Prepare a Facility Study on the DD Form 1391c in the format described in paragraph 11.8. Note: In general, the Facility Study includes data summarized from other documents, but it is not all inclusive. For example, assumptions used in the cost estimate are included in the Facility Study, but the actual cost estimate should be prepared on the forms described in MIL HDBK - 1010. Medical facilities projects with 500 series category codes are programmed by the Defense Medical Facilities Office (DMFO), but are reviewed by the Navy chain of command and EFDs. Therefore, Facility Studies will be required for medical facilities projects. A Facility Study is not required for Nonappropriated Funded (NAF) projects. See Chapter 12 for NAP documents.

Figure 11-2 Navy MILCON Program (FY 92 is used as an example)



The main components, with their portions of the total FY 92 Navy MILCON Program, are shown. Family Housing is not included in the diagram. Complete description of the construction codes and mission codes is provided in Chapter 9. [Mission Code A=New Mission. Code B=Existing Mission. Code C=BASEREP Readiness Rating C3. Code D=BASEREP Readiness Rating C4.]

11.6 DD Form 1391 Is Principal Programming Document

Each project in the MILCON program is documented on a DD Form 1391. A project should include those elements necessary to produce a complete and usable facility. A sponsoring command should ensure that: (1) the scope is adequate, but not excessive, to support the intended mission; (2) it is in accordance with its Facility Requirements Plan and Master Plan; (3) there are sufficient existing utilities, or the project will provide them; and (4) the cost estimate is projected to the appropriate fiscal year and represents the entire scope of the project. During the review process, the chain of command should certify the technical adequacy and cost of the project and its conformance to the sponsoring command's SFPS documents.

11.7 DD Forms 1390 and 1390s Provide General Activity Data

A DD Form 1390 contains general information about an activity that is pertinent to the MILCON program. It provides a six year summary of the MILCON funds planned for an activity. Reserve commands use the DD Form 1390s in lieu of the DD Form 139O, and it is prepared by the reserve component. The DD 1390 for regular MILCON projects will be prepared by NAVFACENGCOMHQ.

Section II Facility Study

11.8 Facility Study Consists of 32 Parts

The Facility Study is prepared on the DD Form 1391c. See Figure 11-3 for a summary of the various elements and for instructions for filling out the title block of a DD Form 1391c. Precede the project title with "FACILITY STUDY".

In the main body of the Facility Study, indicate "not applicable (N/A)" for each paragraph that does not apply. The items below are numbered, capitalized, and underlined as they should be in a Facility Study.

1. PROJECT

State briefly what the project will accomplish. Typical examples are:

a. "Provides facilities to accommodate intermediate level maintenance of P-3 aircraft."

b. "Modernizes bachelor enlisted quarters."

c. "Constructs facilities for training personnel in the maintenance of F/A-18 aircraft weapons system."

d. "Upgrades pier electrical system to support new class of ships to be homeported."

2. PROPOSED CONSTRUCTION

a. Description of Construction

(1) Primary Facility.

(a) Describe the primary facility and explain fully any unusual or high cost features which are included

Figure 11-3 Facility Study Contents Summary & Format

Prepare a facility study on a DD Form 1391c, using the guidance provided in Paragraph 11.8 and the format provided in this figure. Heading - FY_ MILITARY CONSTRUCTION PROJECT DATA. Enter a two digit fiscal year designation for the Applicable program year. This is also aimed to be the cost estimate year.

1. COMPONENT NAVY	FY 1987 MILITARY CONSTRUCTION PROJECT DATA	2. DATE 26 AUG 85
3. INSTALLATION AND LOCATION NAVAL AIR STATION EMERALD POINT, CALIFORNIA		
4. PROJECT TITLE FACILITY STUDY - MAINTENANCE HANGAR		5. PROJECT NUMBER P-195

1. PROJECT is a one sentence statement of what the project will provide.
2. PROPOSED CONSTRUCTION is a description of the primary and secondary facilities, the type of construction, and the disposition of existing facilities.
3. COST ESTIMATES is a explanation of the assumptions and factors used to develop the detailed cost estimate in the DD Form 1391.
4. PROJECT JUSTIFICATION is all the supporting data on why the project is needed.
5. EQUIPMENT identifies items necessary for a fully usable and complete facility.
6. COMMON SUPPORTS is a statement on the availability of such facilities within Naval complexes or at other military installations.
7. EFFECT ON OTHER RESOURCES is an estimate of anticipated impacts on manpower, equipment, utilities, energy, etc.
8. PROJECT SITE is shown using the site plan in the CNO-approved CIP or the approved site approval fond is provided.
9. DEMOLITION/REASSIGNED FACILITIES explains facilities to be demolished or reassigned by proposed MILCON project.
10. ECONOMIC ANALYSIS provides decision makers with a means for evaluating alternative projects competing for funding.
11. ENVIRONMENTAL IMPACT may be in the form of an Environmental Assessment or a Draft Environmental Impact Statement, as necessary.
12. MAINTENANCE FACILITIES includes additional data required for projects in Category Code series 211 through 219.
13. MORAL, WELFARE & RECREATIONAL FACILITIES includes detailed data justifying this type of project.
14. STORAGE FACILITIES includes detailed data required for projects in Category Code series 420, 430, and 440.
15. HAZARDS, ASSESSMENT AND ANALYSIS includes an RAC number and indicates whether a Preliminary Hazard Analysis is or is not required.
16. DEFENSE ACCESS ROADS is an evaluation of the project's impact on off-base roads and may include an Access Roads Needs Report.
17. NUCLEAR SURVIVABLE is a description of nuclear survivability for Command, Control, Communications, and Intelligence Projects.
18. INDUSTRIAL FACILITIES includes a Preliminary Engineering Study (PES) which describes the project, including all processes, especially those involving hazardous or toxic materials subject to regulation by local, state, or federal authorities; and may include a treatability study which determines suitable waste management strategies.

Block I - COMPONENT. Enter "NAVY,'.
Block 2 - DATE. Enter the preparation date, noting day, month and year, e.g. 11 SEP 19XX. Future revisions should reflect new dates.
Block 3 - INSTALLATION AND LOCATION. Enter the official name of the installation and location contained in the Standard Navy Distribution List. Do not use abbreviations. For command" within the United States, enter the city and state location. For commands outside the United States, enter the city, island, island chain, political area, or other identifying location, together with the location of the country. Use code names or designations only when it is necessary to avoid security classification or when an official Hone is not available.
Block 4 - PROJECT TITLE. See Paragraph 9.9F. Generally the title will be the saline one submitted on the Project Data Sheet (PDS), unless changed by the Major Claimant to improve the facility description. For a facility study, proceed the project title with "FACILITY STUD"
Block 5 - PROJECT NUMBER. Enter an identification number consisting of the letter "P' end three digits. e.g., P-123.

1. COMPONENT NAVY	FY 1987 MILITARY CONSTRUCTION PROJECT DATA	2. DATE 26 AUG 85
3. INSTALLATION AND LOCATION NAVAL AIR STATION EMERALD POINT, CALIFORNIA		
4. PROJECT TITLE FACILITY STUDY - MAINTENANCE HANGAR		5. PROJECT NUMBER P-195

19. TELEPHONES describes the need for additional telephones facilities and telecommunications systems.
20. INTRUSION DETECTION SYSTEMS (IDS) explains what systems are to be included in the MCON request as well as any facilities that may be required to support other IDS equipment.
21. HYPERBARICS statement identifies projects which include hyperbaric facilities.
22. UNINTERRUPTIBLE POWER SYSTEM (UPS) statement describes facilities needed to support the UPS which will be procured from other fund sources.
23. TEMPEST SHIELDING describes the extent of shielding required on projects involving installation of electronic equipment.
24. PHYSICAL SECURITY statement indicates whether or not physical security requirements are needed and have been incorporated into the plan.
25. PRESERVATION OF HISTORIC SITES AND STRUCTURES indicates whether or not the project will have an effect on sites or structures eligible for the national register which have historic significance that could cause construction delays.
26. DESIGN FOR ACCESSIBILITY OF PHYSICALLY HANDICAPPED PERSONNEL must be incorporated unless the facility is restricted to use by able-bodied military personnel.
27. FLOODPLAIN MANAGEMENT AND WETLANDS PROTECTION accommodates Executive Orders 11988 and 11990.
28. INTERGOVERNMENTAL COORDINATION indicates that the project has been coordinated with clearinghouses in accordance with Executive Order 12372.
29. PLANNING IN THE NATIONAL CAPITAL REGION requires additional reviews for projects located in the National Capital Region.
30. NATO INFRASTRUCTURE PROGRAM statement indicates whether or not prefinancing under the NATO Infrastructure Program is planned.
31. ENDANGERED SPECIES AND OTHER NATURAL RESOURCE CONSIDERATIONS statement describes the effect on natural resources, including endangered species.
32. GRAPHIC MATERIALS should assist in justifying the project.

such as: computer areas, electronic shielding, air conditioning, cathodic protection, special security construction, fire protection, high-bay areas, structural considerations due to seismic forces, and other special construction features.

(b) For utility systems, identify system parameters, such as nominal voltage, pressure, line or conductor size, and whether the systems are above ground, underground, underwater, or located on piers. Describe how the new utility systems will connect to existing government or non-government utility systems. Above ground distribution shall be selected whenever practical, due to ease in detecting when and where maintenance is required. With proper maintenance, this type of system is the most energy efficient and cost effective. Underground systems shall only be used where local conditions prohibit the use of above ground systems; for example, when an above-ground system would create a hazard to aircraft or other operations. Underground systems are more costly to install and more difficult to maintain than above-ground systems. State the conditions which prohibit above-ground systems in all projects involving utility distribution systems. This includes projects for the complete replacement of existing underground systems.

(2) Supporting Facilities. Describe supporting facilities. This may include roads, parking, utility lines, fencing, etc. Determine the additional loads that will be placed on existing utility systems and state whether or not the systems can support the increased load.

(3) Energy Conservation. List and describe any unusual and high initial cost features, systems, or items of equipment which are included primarily for the purpose of reducing energy costs. This applies to all Military Construction (MILCON) projects. For those projects which will become part of the Energy Conservation Investment Program (ECIP), the Facility Study should include an Economic Analysis (EA) showing amortization period, annual dollar savings, annual energy savings in millions of British Thermal Units (MBTUs), type and quantity of energy saved annually, Savings to Investment Ratio (SIR), and annual MBTUs saved per thousand dollars spent.

b. Type of Construction. If the type of construction is other than permanent, provide a statement explaining why. If the decision was based on an EA, provide details here.

c. Replacement. If new construction will replace existing facilities, indicate the disposition of these facilities in Item 9 of the Facility Study. See paragraph 11.8.9 for additional data required. If a command plans to retain facilities for other uses, explain the reasons, describe the functions, and provide economic and operational justification (see paragraph 8.6).

3. COST ESTIMATES

a. Refer to MIL HDBK - 1010, Cost Engineering Policy and Procedures, in preparing a cost estimate. MIL HDBK -1010 provides detailed guidance on format, supporting documentation, cost adjustment factors, and sources of data required for preparation of the Facility Study and DD Form 1391. This data is subject to frequent change, and is updated as required. Contingency and Supervision, Inspection and Overhead (SIGH) factors should be used for all projects. All assumptions in preparing the cost estimates should be clearly documented. The estimate is to be based on an assumed award date of 1 April of the appropriation year or the one-third point of construction for certain designated foreign areas.

b. The DoD-approved escalation rates must be used in the "Total Obligation Authority (TOA)" rates as published. These escalation rates reflect the specific anticipated MILCON outlay rates (amount spent each year by percentage) as well as predicted inflation within the construction community. The "TOA" rates would assume that all MILCON projects will average out to a certain cash flow (outlay) and all projects awarded on 1 April will follow this pattern. The TOA escalation rates included in MIL HDBK - 1010 already reflect this cash flow and include the effect of escalation during the anticipated average construction period.

c. Background. The planning cost estimate is prepared to determine the approximate construction cost of projects in a proposed status. It is made before construction drawings and specification are prepared. An accurate and complete cost estimate is an essential component of a project submission. As the project is more fully defined and developed, the level of detail of the cost estimate can increase (see Figure 114).

(1) Navy and OSD Guidance Unit Costs
Each year the Office of the Secretary of Defense (OSD) develops and publishes guidance on unit costs

Figure 11-4 Minimum Cost Data Requirements

As the project is further developed in the planning and design process, more data is available. The level of detail required for the project's design and cost data is increased accordingly.

	1391/FACILITY STUDY	PED (35%)
Level of Design	single line sketch (facility tic site plan)	35% of design (initial plans)
Level of Cost Data	historical building square foot	unit "take off'
Cost Data Format	first page of DD Form 1391 + format from MIL HDBK-1010	see NAVFACINST 11010.14

for common facilities categories. These are compiled from historic cost data on awarded projects and are viewed as departmental policy guidance on appropriate level of investment for each facility type. Typically, OSD guidance costs are slightly higher than Navy costs because of the influence of Air Force and Army pricing data. Therefore, the MIL HDBK - 1010 contains an historic unit cost guidance list which is a composite of Navy and OSD costs. MIL HDBK -1010 data and formulas are used to calculate an "adjusted" guidance cost for a facility at your location. Project budget requests which deviate substantially from guidance cost without adequate justification (special circumstances or functional requirements) will be at risk during the Naval Facilities Engineering Command (NAVFAC), the Comptroller of the Navy (NAVCOMPT), or OSD budget reviews. The Engineering Field Division (Kit D) cost estimating division (Code 407) is able to provide guidance cost information and assistance.

(2) Primary Facility Cost Data Sources

The primary facility cost for buildings should be calculated by using a building cost per square foot method. Unit costs can be obtained from the following sources:

(a) Locally developed prices obtained from recently bid projects. Costs must be obtained from or verified by the EFD Code 407.

(b) NAVFACENGCOMHQ Cost Guidance.

(c) MIL HDBK - 1010.

(3) Supporting Facilities Cost Sources

The preferred method of arriving at the Supporting Facilities cost on the DO Form 1391 is through the preparation of a detailed backup cost estimate using NAVFACENGCOMHQ's Standard Systems Descriptions. In order to reasonably estimate the Supporting Facility requirements, the proposed site should be investigated and station utility maps reviewed. Supporting facility costs should be estimated using one of the following pricing sources:
(a) Locally developed prices for similar work obtained from recently bid projects. This is considered the most reliable source. Costs must be obtained from or verified by the EFD Code 407.

(b) Composite Costs as included in MIL HDBK 1010.

(c) National cost estimating publications. Care should be taken when using these national sources to adjust prices to your locale and construction time period.

(4) Cost Estimate Format
The cost estimate form is described in MIL HDBK 1010, Part 1. The format is similar to that found in Block 9 of the DD Form 1391, and is designed to simplify cost estimating calculations and verification.
(a) Use appropriate historical costs for the Primary Facility. Use the correct primary units of measure as described in NAVFAC P-72.

(b) Common built-in equipment is included in the historical unit cost data in MIL HDBK - 1010. Built-in equipment consists of equipment items which are required for operation and are affixed as part of the real property facility. Otherbuilt-in equipment may not be common to similar type facilities and should be added to the building unit cost. Procedures for adjusting unit costs are described in MIL HDBK - 1010. In order to more precisely define building unit costs and to provide a more uniform basis for comparing unit costs of similar facilities, the methodology should be clearly described on the Cost Estimating Form submitted with the Facility Study and DD Form 1391. Identify those "other" built-in equipment items that are high cost, sophisticated, or unusual to the specific type of facility.

(c) The common units of measure must be shown, with their respective quantities, for the supporting facility costs in order to obtain accurate cost estimate reviews. Wherever possible, avoid "Lump Sum" (LS) estimates without backup explanation since they are difficult to substantiate.

(d) Demolition requirements, building identification, and cost of demolition must be clearly defined in the Facility Study (see paragraph 11.8.9) and included in the cost estimate.

(e) Supporting facilities costs should be based on a detailed backup cost estimate. The proposed site should be investigated and station utility maps reviewed. A scaled single line site plan should also be developed for the project.

(f) When possible, single line, scaled floor plans of the proposed facility should be prepared and attached to the estimate. This can be helpful in preparing the estimate and also assists higher level reviews.

(5) Date of Cost Estimate
All costs should be projected to an assumed bid opening date of 1 April of the fiscal year in which the project is expected to be funded or the one-third point of construction for designated foreign areas. The escalation factor used for projecting costs should be calculated using the approved OSD escalation rates. The MIL HDBK - 1010 provides those rates. Do not use escalation rates obtained from other sources.

4. PROJECT JUSTIFICATION

a. Project Requirement. Provide all necessary supporting details describing the Project, the requirement, and current situation at the installation, and impact if not provided. The condensed statements appearing in Block 11 of a DD Form 1391 are derived from this data.

(1) If a specific usable completion date is required to satisfy a requirement, give the date and describe the factors which led to its establishment.

(2) If a project is justified, in part, by the possibility of a breakdown, describe the possibility clearly, state instances of past breakdowns, and describe potential effects of the breakdown. For utility projects, state how the project will satisfy a system capacity or quality requirement.

(3) If a new facility is justified, in part, by general deterioration of an existing facility, describe the deterioration and its effects, describe the major repairs which will be necessary, and give the estimated cost and the reasons why the construction of a new facility is more advantageous than making major repairs to the existing facility. An economic analysis or Quick-SIR (Savings to Investment Rado) may be appropriate.

(4) If a project is justified, in part, by inadequate size, configuration, or capacity of existing facilities, state this and present in detail the current and planned future workload, with regard to a project, indicating the phasing and timing of the workload increases (see Exhibit 11-1).

Exhibit 11-1 Workload as a Project Justification

Workload is an important factor is judging the degree of urgency for a project. For example, it may be obvious that the Navy must continue to operate a guided missile support facility. In the review process, however, the following questions could be expected: (a) What percentage of time is the Facility in use? (b) What types of missiles are assembled and tested? (c) During the past year, approximately how many missiles of each type have been assembled, how long does each assembly operation take, and how often is each missile tested? (d) What is the estimated duration of need for the facility and what are the follow-on requirements for other weapons systems? Include information detailed enough to answer questions such as these. State the inclusive dates for any historical workload data which you provide. Be sure it is recent and covers a year or more.
For a new pier or an improvement to an existing pier, furnish pertinent information concerning the planned usage of the pier as a part of the workload presentation.

For bachelor housing facilities, messing facilities, and certain other community support facilities, the "workload" is the number of people supported by the project. Personnel loading are of utmost importance in justifying these facilities. Ensure they are consistent with the personnel loading figures entered in the Basic Facilities Requirement (BFR) justification. Differences in personnel and workload figures from one document to another make the project suspect. For other facilities, the "workload" is the base load or forces supported. Present them in detail using the Base Loading System reports.

A project to increase the capacity of a utility system must include measurements or calculations of present and planned peak demand, and the peak capacity of the system after the proposed upgrade. List other MILCON projects that will be affected by, or will have an effect upon the proposed project.

(5) Some projects are justified on the basis of expected savings. In this case, a primary economic analysis is required. See paragraph 11.8.10, Economic Analysis, for required documentation.

(6) For each pollution abatement project, quote and describe the most stringent control standards of the state, federal, regional, or local regulatory agencies, whichever are applicable. Where detailed quotation is impracticable, attach copies of the applicable control standards to the Facility Study. In addition, provide a narrative that describes the pollution violation that the project will correct and the deadline (if any) for the correction.

(7) State whether a project is for correction of occupational Safety and Health Act (OSHA) violations. Provide pertinent details and the deadline for the Corrections. Consult OPNAVINST 5100.23 for guidance.

(8) For large heating and power plant projects, the Congress has mandated completion of a comprehensive analysis of the feasibility of "venture capital" as "third party" construction and operation prior to consideration as a MILCON project. If the analysis clearly demonstrates the need for government construction and ownership, such analysis must accompany justification for the project. As a practical matter, the test for accomplishment by the private sector is made by actually soliciting for the desired energy. If there are no responsive proposals to the solicitation, send this information along with the project justification.

b. Scope Must Be Supported by SFPS

(1) The scope must be based on and supported by a Shore Facilities Planning System (SFPS) analysis in accordance with this Instruction. The project scope for each individual category code cannot cause the known requirement shown in the Facility Planning Document (FPD) to be exceeded. As a general rule, the project will satisfy all of the REQUIREMENT shown in Block 11 of the DD Form 1391; no more and no less. If this is not the case, an explanation is needed.

(2) If a project will satisfy only a portion of the deficiency for a category code, provide the reasons. When a deficiency is to be satisfied in increments or phases, provide the reasons and describe each increment or phase stating the scope, estimated cost, and the fiscal year in which each increment or phase is programmed.

c. Increased Requirements Require New Submissions

When the BFR for a category code shown on a certified FPD no longer accurately reflects facilities requirements, calculate the new total requirement, make necessary adjustments to the planning analysis portion of the FPD and submit a Partial Facilities Requirements Plan concurrently with a Facility Study.

5. COLLATERAL EQUIPMENT

The various types of equipment which make a facility functionally complete and usable are discussed below:

a. guilt-in equipment. Equipment which is permanently installed as an integral part of the facility is built-in equipment and its cost is funded as part of the MILCON project cost. Examples are: heating, ventilating, and air conditioning systems; fire alarm systems; hoods and vents; boilers; material handling systems; emergency generators; elevators; food service equipment; etc. Refer to NAVFACINST 110 10.14 and OPNAVINST 11010.20 for a more detailed discussion. All unusual/high cost items of built-in equipment should be listed in the Facility Study.

b. Personal Property. This is plant equipment which is procured and installed by the Major Claimants, users, or equipment procurement agencies with funds from other appropriations. This category includes all types of maintenance, production, technical, training, servicing, RDT&E, land based test site, combat systems, airfield traffic control, communications, surveillance, photographic laboratory, meteorological, simulation and stimulation, and automated data processing equipment. When MILCON programming is required to provide accommodations for equipment of this type, the installation criteria for the equipment must be established and shown in or attached to the facility studies as essential to development and validation of project scopes and costs, and the "ready for design certifications" that must be obtained before their designs may proceed. The specific data that must be shown in or attached to the facility studies is defined as follows:

(1) Listing of equipment (both new and existing) to be installed. The listing shall designate a point of contact by name, code, and phone number. Specific information to be provided shall include:

(a) A breakdown of equipment systems or subsystem items.

(b) Appropriation to be used for procurement of each item of equipment listed [Other Procurement, Navy (OPN), Ship Construction, Navy (SCN), Research, Development, Test and Evaluation (RDT&E), Naval Industrial Fund (NIF)].

(c) The eight-digit Program Element (P.E.) for each item of equipment listed.

(d) The fiscal year of appropriation that will be used for procurement of each item of equipment.

(e) The estimated procurement cost (use estimated replacement cost for existing equipment) for each item of equipment listed.

(f) The estimated installation cost for each item of equipment listed, both new and existing.

(g) The scheduled date for delivery or relocation of each item of equipment to the project site.

(h) Submission of projects in support of equipment from other appropriations must include this data. Stating that "equipment data is unavailable at this time" is unacceptable and the project may be returned until data is available.

(2) Structural - equipment layouts and floor loadings; weight handling equipment requirements and layouts; clear ceiling heights; door widths and heights; special requirements for raised flooring, raceways, and cable ducts.

(3) Electrical - equipment electrical loads, power panel locations and secure power requirements, voltages and frequencies required, circuit breaker quantities and sizes, conduit locations, lighting levels, emergency power generating and uninterruptible power system (UPS) requirements. It should be noted that UPS required in direct support of plant equipment installations does not qualify for MILCON funding under current NAVCOMPT policy. (See paragraph 11.8.22 for details.)

(4) Other utility services - description, proposed layouts, and recommended connection points for other utility services that are required for operation and maintenance of the equipment to be installed such as compressed air, chilled water, potable water, etc.

(5) Environmental - equipment heating and cooling requirements (calculations should consider the heat loads generated by the equipment that will be operating full time, and the health and comfort of the operational personnel involved).

(6) Fire protection requirements.

(7) Identification of secure communication areas on floor plan layouts.

(8) Grounding and bonding requirements.

(9) Radio Frequency (RF), TEMPEST, High Altitude Electromagnetic Pulse (HEMP), or other Electromagnetic radiation (EMR) shielding requirement. It should be noted that requirements for TEMPEST shielding must be approved by the Naval Electronics Systems Security Engineering Center (NAVELEXSYSSECENGCEN) Washington D.C. prior to incorporation into the scopes and costs of the projects involved.

(10) Intrusion Detection System (IDS) requirements. See paragraph 11.8.20 for the rules on programming IDS.

(11) Occupational Safety and Health Administration (OSHA) requirements.

(12) Anechoic requirements.
The responsibility for providing the above information rests with the Major Claimants/users/equipment procurement agencies for the equipment involved. Assistance in developing the required information may be obtained from the EFDs upon submission of an Engineering Service Requests (ESRs).

c. Initial Outfitting. The Facility Study should include a description and cost estimate for each item of non-technical, moveable equipment, furniture and furnishings required initially to outfit MILCON projects (desks, chairs, typewriters, beds, moveable partitions, etc.), and for the coordination of all initial outfitting requirements (see NAVCOMPT Manual paragraph 075361 and NAVFACINST 11010.74 for details).

d. Warehouses. The policy for funding specialized equipment in warehouses is as follows:

(1) If the project provides for construction of a new warehouse and includes a wire guided or rail mounted retrieval system, the guide wire or rails, the vehicle components of the system, and the storage racks serviced by the system should be included in the scope and cost of the project as a separate line item entitled "Built-in Retrieval Equipment and Racks."

(2) If the project provides for modernization of an existing warehouse, the wire guided or rail mounted retrieval system is not to be included as part of the MILCON scope and cost. In such cases, the retrieval system shall be procured and installed by the Major Claimant/user/equipment procurement agency as personal property using funds from other appropriations.

(3) If a project for new construction or modernization of existing facilities does not involve a wire guided or rail mounted retrieval system, the nonautomated retrieval vehicles and racks shall be identified as initial outfitting equipment/furnishings to be procured by the Major Claimant/user/equipment procurement agency using funds from other appropriations.

e. Medical Facilities. The Defense Medical Facilities Of lice programs all projects in the Category Code 500 series, but preparation of the DD Form 1391 is the responsibility of the Navy activity, and EFD review of the cost estimate is required. For medical facilities, the costs of "Category E" and "Category If' equipment are funded with MILCON funds, and must be included in the "Total Request." A detailed definition is in Military Standard 1691D, Construction and Material Schedule for Military Medical and Dental Facilities. Category E equipment, primarily sterilizers, is purchased by the government and installed by the contractor with MILCON funds. Category F equipment, which is primarily X-ray equipment, is purchased and installed by the government, using MILCON funds. Include labor cost for installation of "Category E" equipment in the unit cost for the primary facility because it is part of "Total Contract Cost".

6. Common Support Facilities

Navy policy requires shore commands located within naval complexes or at installations of other military services to make maximum use of common support facilities to minimize requirements for MILCON projects. If the Master Plan for the complex addresses common support requirements, cite this reference and summarize the findings. If the plan does not include such requirements, so state and make an analysis to determine whether the required support services and/or facilities are available from other naval activities or another military service through a host-tenant agreement, inter-service support agreements or by mutual agreement to share common use facilities such as personnel support facilities. State whether you made an analysis, and the results thereof.

7. Effect on Other Resources

Prepare an analytical estimate of the effect the proposed construction will have on other resources (funding, equipment, manpower, etc.). State whether increased or decreased demands on other resources are expected. Use concise qualitative descriptions when quantitative estimates are infeasible. Examples of required analytical estimates are infeasible. Examples of required analytical estimates follow: *"The project will require approximately $12,000 a year in increased O&M,N funds for increased operations, maintenance, and utility services." or "This facility will require approximately 15 additional personnel to operate."*

a. For Energy Monitoring Control Systems (EMCS) projects, state the source of O&M,N funds for operating personnel costs and costs of maintenance service after the first year of operation. EMCS projects must include a formal commitment that the command will assign an operating staff to the system within 90 days after award of the construction contract.

b. Ensure utility and energy requirements are critically examined in the first stages of project development and determine whether the required utilities are available. Present utility requirements using the format in Figure 11-5.

8. Project Site

a. Documentation: Provide a legible copy of the project site plan as well as a geographical and base map. If the project is not included in an approved Capital Improvements Plan (CIP), or has not been previously approved, forward a Project Data Sheet (PDS) or site approval request (NAVFAC Form 11010/31). If more than one site is being investigated, indicate this fact and the date when a final decision will be made. For those projects where explosives safety, electromagnetic radiation, noise, airspace utilization, or airfield safety are of concern, indicate the status of the project site approval as discussed in Chapter 10.

b. Site Specific Hazards: Verify there are no hazardous substances on the site. Coordinate the review with the EFD environmental branch. See Exhibit 7-3 for information on the Defense Environmental Restoration Program and Defense Environmental Restoration Account, which may provide information or funds related to hazardous substance identification and clean-up.

9. Demolition/Reassigned Facilities

List and describe the facilities that will be reassigned to meet other needs for space, and the facilitates which will demolished. For each facility, show the facility number from the Navy Facility Assets Data Base, type of facility (building, structure, utility), area, use, and present condition (adequate, substandard, or inadequate). Indicate method of disposal of relocatable facilities (return to stock, sale, return to contractor).

10. Economic Analysis

NAVFAC P-442, Economic Analysis Handbook, prescribes procedures for preparing EAs. For certain projects an EA should be prepared as part of the preliminary project documentation in the Quick SIR or Quick PVA formats (see paragraph 9.10D and Appendix (C).

Figure 11-5 Utility Requirements Format

EXISTING UTILITIES

UTILITY	CAPACITY	PEAK DEMAND TO DATE
a. Electricity	_____ KVA _____KV	_____ KVA
b. Steam	_____lbs/hr _____ psi	_____ lbs/hr
c. Natural Gas	_____cfm _____psi	_____cfm
d. Heating Oil	_____gals of storage	_____ gals stored
e. Coal	_____ tons of storage	_____ tons stored
f. Telephones		
g. Other		

ADDITIONAL UTILITY REQUIREMENTS

UTILITY	CAPACITY	PEAK DEMAND TO DATE
a. Electricity	_____KWH/yr	_____KW
b. Steam	_____Ibs/yr	_____Ibs/hr
c. Natural Gas	_____therms/yr	_____cfm
d. Heating Oil	_____gals/yr	
e. Coal	_____tons/yr	
f. Telephones		
g. Other		

If the main purpose of the project is economic payback, a more detailed EA than the quick SIR format is needed, and the results are to be summarized in item 10 of the Facility Study. MILCON projects are classified, for economic review purposes, into two types as follows:

a. Type I - Economic Analysis

(1) Projects of this type are justified primarily on the basis of their economics, since the operational requirement is already being met. The project would permit the requirement to be met at lower total cost as substantiated by an EA. All ECIP and many industrial type projects, and all projects to convert, replace, or modernize older existing facilities should be analyzed for their economic benefits. All ECIP projects require a Type I analysis and a detailed life cycle cost analysis should be performed in accordance with current NAVFACENGCOM ECIP policies (see paragraph 9. 11). A Type I analysis should also be performed for renovation projects.

(2) Final Type I analyses should be submitted on the DoD Format A-1 as described in the appendices of NAVFAC P442. Supporting documentation on the derivation of costs and benefits must be included to make complete justification.

b. Type II - Economic Analysis

(1) Projects of this type are required to fulfill military operational requirements when economics are a secondary consideration. A Type II analysis does not seek to justify a project, but rather seeks to demonstrate the proposed project is the least cost alternative. The majority of projects in the MILCON program are supported by an operational, rather than economic justification. If an analysis is desired to aid in project justification, a Type II is frequently the format of choice. For small projects that cost less than $2 million, the analysis may seldom be a critical factor.

(2) Final Type II analyses should be submitted on DoD Format A as prescribed in the appendices of NAVFAC P442. Type II submissions also require full supporting documentation on the derivation of cost and benefits and a sensitivity analyses to be complete.

c. A 10 percent discount rate should be used in all EAs of MILCON projects. Savings to Investment Ratios greater than 1.0 should be converted to a payback period expressed in number of years. Use an economic life of 25 years for permanent facilities unless there is a special consideration which dictates a different period. Shore activities should prepare all EAs. The EFDs will provide technical assistance as required.

d. For those situations in which only one method of satisfying a facility deficiency exists, demonstrate the fact by submitting a list of the possible alternatives and reasons for their infeasibility, economic or otherwise, as part of the Facility Study in lieu of an EA.

e. When an EA has been performed, and cost benefits are found, enter an appropriate statement concerning the economic benefits to be derived in DD Form 1391, Block 11, ADDITIONAL:.

11. ENVIRONMENTAL IMPACT

In coordination with the EFD, the activity will prepare environmental documentation in accordance OPNAVINST 5090.1. The environmental assessments are to be included in the documentation required with "Certified Ready For Design" submittals. If CNO determines that a full Environmental Impact Statement (EIS) is required, the EIS, including the Navy Record of Decision (ROD) must be complete by December, prior to submittal of the President's Budget to Congress. Note that some projects may be identified early as having an environmental impact. It may be necessary to begin an EIS at the outset, without awaiting a determination from CNO. This decision must be coordinated with the EFD and OP-45. The preparation and funding of environmental documents are the responsibility of the activities and Major Claimants. EFDs will provide assistance, as requested, on a reimbursable basis. Environmental documentation is essential and must be initiated at the earliest planning stages.

12. MAINTENANCE FACILITIES (Category Codes 211 through 219 series)

DoD Directives 4151.16 and 4151.1 define material maintenance operations, together with the types and levels used to describe maintenance facilities. Refer to these directives when preparing documents for maintenance facilities projects. As justification for these projects, include computations in terms of planning factors, quantitative workloads, and level of utilization to support the need for a project. Additionally, provide an estimate of tooling and equipment investments to equip the facility. See paragraph 11.8.5b.

port of new workloads, other than "mission essential" as defined DoD Directive 4151.1, are considered "new requirements/expansion" for commercial or industrial activities. You must obtain approval in accordance with the provisions of DoD INST 4100.33 and OPNAVINST 4860.7 for these projects prior to submittal. For aircraft, ship, or ordnance depot level maintenance facilities, a review is required by the Joint Service Depot Maintenance Military Construction Review Panel. The requirements and formats to be used are specified in OPNAVINST 4790.14. Depot level MILCON projects must be reviewed by the panel prior to including them in the POM, and a statement, confirming this review must be included in the DD Form 1391.

13. MORALE. WELFARE AND RECREATION FACILITIES

Space allowances, sizes, and quantities should not exceed the criteria contained in NAVFAC P-80 unless detailed justification is provided. Justify projects solely on the basis of the specific need at each installation and limit a project to the minimum scope required.

14. STORAGE FACILITIES

DoD Directive 4145.19, (transmitted within the Navy by NAVSUPINST 4450.21 series),contains approved methods for meeting storage requirements. For warehouses, the Naval Supply Systems Command (NAVSUPSYSCOM) must validate project requirement in terms of total cubic feet (TCF). NAVSUPSYSCOM must also validate determination of stacking height and retrieval system on each project. In an effort to determine the most cost effective combination of floor area, stacking height, and retrieval system, NAVSUPSYSCOM has a computer program available for use by activities, EFDs, or Architectural/ Engineering (A-E) Firms. Planners are encouraged to take advantage of this valuable planning tool to avoid costly and damaging delays during project design phase. The determination of stacking height, floor area, and retrieval system is necessary to completely state project requirement and allocate appropriate MILCON cost for the project. Contact the Navy Warehouse Utilization Program Manager at NAVSUPSYSCOM for additional information. Indicate results in this section.

15. HAZARDS. ASSESSMENT AND ANALYSIS

Navy policy contained in OPNAVINST 5100.24 requires: (1) use of system safety engineering and management programs to ensure the highest possible degree of safety and occupational health is designed into DoD systems and facilities; (2) emphasis on the identification, evaluation, and elimination or control of hazards prior to the construction phase of facilities: (3) application of Military Standard 882, System Safety Program Requirements, to the extent necessary to provide system safety, based upon the severity of projected hazards and the potential for loss or damage; and (4) assessment of system safety hazards at design and program reviews.

a. To satisfy the requirement for applying system safety engineering to the acquisition of facilities, include a Preliminary Hazard Analysis (PHA), or a statement that it is not required, in each Facility Study. Navy policy requires a PHA, prepared in accordance with MIL-STD-882, Task 202, whenever a cognizant safety and health office determines an initial risk assessment code (RAC) of 1 or 2 (as defined by OPNAVINST 5100.23), which has been validated by the EFD Safety Engineer.

b. The command, Major Claimant, or Resource Sponsor is responsible for preparation of a PHA. Include sufficient detail in a PHA to allow determinations regarding the need for other analyses to be conducted during the design phase of a project.

c. Projects which involve complex processes or hazardous/toxic materials may require formation of a Project Acquisition Team (PAT) (see paragraph 9.23C). The PAT conducts a Preliminary Engineering Study (PES) concurrently with the preparation of the PHA, which is considered part of the PES. Both documents must be completed prior to the Facility Study and must be included with the Facility Study submission.

16. DEFENSE ACCESS ROADS

Evaluate the impact of a project on off-base road systems. If appropriate, submit an Access Roads Needs Report in accordance with OPNAVINST 11210.1.

17. NUCLEAR SURVIVABILITY

Provide a general description of nuclear survivability features for C3I (Command, Control, Communications, and Intelligence) projects that will be included in the facility. See OPNAVINST 3401.3 for a statement of requirements.

18. INDUSTRIAL FACILITIES

Provide the Preliminary Engineering Study, and Treatability Study, if applicable, in accordance with NAVFACINST 4862.5 (see paragraph 9.23C). The projects covered by this Instruction include Navy owned facilities and government owned contractor operated (GOCO) facilities which involve complex processes or hazardous/toxic materials subject to regulation by local, state, or federal authorities. The materials regulated may include, but are not limited to, heavy metals, cyanide, complex organics, and discharges which may be in the form of air emissions, solid wastes or waste water. Facilities may include, but are not limited to, dry-docks, power plants, industrial waste treatment plants, electroplating shops, metal finishing facilities, pipe shops, and paint stripping operations. Treatment systems which receive waste only from domestic systems and controlled through state and federal guidelines are not applicable, except where complex treatment requirements exist.

19. TELEPHONES

The geographic Telephone Management Detachment (TMD) is to be consulted during the planning stage for assistance in analyzing existing telephone and local area network (LAN) facilities and determining additional requirements. The facility study is to include a description of these additional requirements or a statement that telephone systems are adequate. Projects which have not been reviewed by the TMD may be delayed at a critical point in the development process while TMD review is undertaken. The TMD will also assist in estimating the telecommunications system cost so the activity can budget for the system. Provide a copy of completed facility studies to the TMD for record purposes. MILCON will fund conduit, raceways, support structures, risers, telephone closets, and switch rooms to support main telecommunications systems. Funding for exterior cable and its installation will be from other than MILCON appropriations, except for government owned cable plants in which case funding would be MILCON. Funding for interior wiring and instruments will be other than MILCON.

20. INTRUSION DETECTION SYSTEMS (IDS)

a. Funding responsibility for IDS associated with MILCON projects is as follows:

(1) IDS for interior and exterior sensor systems associated with new buildings, special ammunition storage (SAS, arms, ammunition and explosives (AA&E), readiness assets, SCIFs and special access programs (SAP), either in CONUS or at overseas shore installations is not MILCON funded. (See paragraph 3.9K and 9.27D.)

(2) Non-MILCON funded intrusion detection equipment will also include associated equipment such as interior and exterior sensors, data transmission links, electronic access control devises, closed circuit television (CCTV) cameras, monitors. and display posts, footings and integral ductwork and conduits, infrared (JR) lighting systems and uninterrupted power supply (UPS) associated with IDS.

(3) Facility work (e.g., utilities, conduit, equipment space, electrical bus arrangements for connection to an UPS, buildings, conventional fencing) required to support IDS associated with the MILCON project should be included in the MILCON project

(4) The Major Claimant and Naval Investigative Service Command (NISCOM) will coordinate funding support for non-MILCON funded IDS requirements. These commands must be notified of non-MILCON project requirements to ensure the intrusion detection system engineering plan (IDSEP) is prepared.

b. The system manager for Electronic Security Systems (ESS) is the Naval Electronics Center (NAVELEXCEN) Charleston, SC. NAVELEXCEN will provide IDS programming and planning data, preliminary and final IDSEP, and installation design plan (IDP) for each project. They will also be responsible for acquisition, standardization of hardware, and maintenance training for IDS and associated equipment.

21. HYPERBARICS

MILCON projects which involve hyperbarics must be identified early enough to assure appropriate engineering support by NAVFACENGCOM specialists. Highlight projects involving hyperbarics in both the Facility Study and DD Form 1391. If in doubt, contact the Naval Facilities Engineering Command, Chesapeake Division (CHESNAVFACENGCOM) FPO-1.

22. UNINTERRUPTIBLE POWER SYSTEM (UPS)

If the UPS is required to support personal property (electronic equipment) installations, it should not be procured or installed with MILCON funds. Instead, its procurement and installation costs must be separately budgeted by the user/Major Claimant as an integral part of the associated electronic equipment package. However, facility items required to support the UPS such as power panels, flooring, battery rooms, etc. are properly chargeable to MILCON and should be included in the project DD Form 1391.

23. TEMPEST SHIELDING

The extent of TEMPEST shielding required on projects involving the installation of electronic equipment must be clearly defined on the DD Form 1391. Assistance is available from NAVELEXSECCEN in determining shielding requirements. Facilities Shielding requirements must be supported by NAVELEXSECCEN before they can be included in MILCON projects. CNO (OP-09N) Washington, DC 20388-5026, establishes TEMPEST policy and also provides assistance for reviewing shielding requirements for electronic systems processing SCI data. See paragraph 9.23B.

24. PHYSICAL SECURITY

The enclave approach, or segregating a particular asset from routine base operations, is the preferred method to establish defense-in-depth for safeguarding critical assets. Detailed discussion of this subject is contained in OPNAVINST 5530.14 Physical Security and Loss. This is usually accomplished by installing an integrated security system.

(1) The construction portion consists of physical barrier and site preparation (e.g., fencing, security lighting, vehicle barriers, power distribution, clearing).

(2) The equipment portion (e.g., perimeter sensors, CCTV, electronic access control) of physical security upgrade projects uses Navy supportable electronic security systems (ESS) or Air Force BISS equipment as part of a tri-service agreement. This ensures standardization of equipment, avoids proliferation of different types of systems and components, and thus alleviates maintenance life cycle support problems.

a. CNO (OP-09N) must review physical security projects when they exceed the Special Project (O&M,N) level.

(1) All Facility Studies for MILCON projects should include the following statement:
"This project has been reviewed in the context of installation physical security plan and security features are not needed" OR "are needed and have been incorporated."

(2) Point of contact for security should be included to resolve questions. See paragraph 3.9K.

25. PRESERVATION OF HISTORICAL SITES AND STRUCTURES

Indicate whether or not a project will have an effect on a district, site, building, structure, object, or setting eligible for listing in the National Register of Historic Places. Also note any effects on archeological, historical, or cultural resources which are not eligible for the National Register, but to which attention must be given to avoid problems or delays in construction.

26. DESIGN FOR ACCESSIBILITY OF PHYSICALLY HANDICAPPED PERSONNEL

All facilities worldwide which are open to the public, or to limited segments of the public, or which may be visited by the public in the conduct of normal business, shall be designed and constructed to be accessible to physically handicapped persons. Only those facilities where the use is specifically restricted to able-bodied military personnel are exempted. Facilities must be designed or retrofitted in accordance with the Uniform Federal Accessibility Standards, Federal Register, (49 FR 31528 dated 7 August 1984 as amended by 51 FR 18647 dated 21 May 1986).

27. FLOODPLAN MANAGEMENT AND WETLANDS PROTECTION

If applicable, Executive Orders 11988 and 11990 must be accommodated in the planning and design of the project.

28. INTERGOVERNMENTAL COORDINATION

Coordination with state and area wide clearinghouses should be accomplished in accordance with Executive order 12372. NAVFACINST 11010.66. Intergovernmental Coordination of Land and Facility Plans, Projects, and Programs, specifies responsibilities for inter-governmental coordination of development programs and land and facility plans and projects.

30. NATO INFRASTRUCTURE PROGRAM

Indicate if prefinancing under the NATO infrastructure program is planned for this project.

31. ENDANGERED SPECIES AND OTHER NATURAL RESOURCE CONSIDERATIONS

Indicate if threatened or endangered species are present and if consultation under Section 7 of the Endangered Species Act is required. In accordance with NAVFAC P-73, Volume II, when selecting a site, ensure that soil erosion considerations, watershed impacts, landscaping requirements, wildlife habitat losses, forest/resource losses, and impacts to outleased land for agricultural use are fully considered. Indicate what design and construction procedures must be performed to minimize the adverse impacts of construction and operations on land, wetlands, sub-surface water quality, vegetation, fish, and wildlife. Coordinate this review with the EFD Natural Resources Branch.

32. GRAPHIC MATERIALS

Coordination with state and area wide clearinghouses should be accomplished in accordance with Executive order 12372. NAVFACINST 11010.66, Intergovernmental Coordination of Land and Facility Plans. Projects. and Programs, specifies responsibilities for intergovernmental coordination of development programs and land and facility plans and projects.

Section Ill DD Forms 1391 & 1391c

11.9 Project Scopes Shall Provide the Minimum Necessary Quantity

A DD Form 1391 provides data for each project in the Military Construction (MILCON) program. Data can be continued on DD Form 1391c (see Figure 11-6 for guidance on filling out identification information). A project shall contain only those elements necessary to produce a complete and usable facility. The sponsoring command should ensure: (1) the scope of each project is adequate to support the intended mission; (2) it is in accordance with its Facilities Requirement Plan (FRP) and Master Plan; (3) there are existing utilities and vehicular access or the project will provide them, to support the facilities; and (4) the cost estimate provided is the best available and represents the entire scope of the project. During the review process, the chain of command should certify the project requirement, and the cognizant Engineering Field Division (EFD) should certify the technical adequacy and cost of the project and its conformance to the command's planning documents.

11.10 DD Form 1391 Provides Project Documentation

Except for Block 5 which is left blank for NAVFACENGCOMHQ use, descriptive notations in Block 10, narrative statements in Block 11, and the supplemental data in block 12, all pertinent spaces on the DD Form 1391 shall contain an entry, in capital letters.

A. Heading - FY 19_ MILITARY CONSTRUCTION PROJECT DATA

Enter a two digit fiscal year for the requested program year. It will be assumed that this is the year used for the cost estimate.

B. Blocks 1 through 4

Follow Guidance in Figure 11-3.

C. Blocks. PROGRAM ELEMENT

NAVFACENGCOMHQ will make this entry.

D. Block 6. CATEGORY CODE

Enter the five digit category code number from NAVFAC P-72 for the primary facility. Use only one primary facility in a project unless the facilities are interdependent. In cases of a multi-use facility, enter the category code of the predominant use (as defined by that category code which represents the largest cost of the project). For example, categorize a facility which will house primarily administrative functions, but will also contain a bank, post of lice, and library, as an administration building.

1. For administrative, storage, or other functions that normally support an industrial shop, use the category code of the industrial shop.

2. If a project provides several utilities, use the category code of the predominant utility.

3. Assign the category code of the predominant type of utility for pier utility modernization projects.

4. The category code for a facility which is being altered to serve a different use should reflect the new use.

Figure 11-6 DD Forms 1391 & 1391c

Blocks 1 through 12 are to be filled out on the DD Form 1391 and continued on the DD Form 1391c as necessary.

1. COMPONENT	FY 1990 MILITARY CONSTRUCTION PROJECT DATA	2. DATE
NAVY		26 AUG 85

3. INSTALLATION AND LOCATION	4. PROJECT TITLE
NAVAL AIR STATION, EMERALD POINT, CALIFORNIA	FIRE FIGHTING AND DAMAGE CONTROL TRAINER FACILITIES

5. PROGRAM ELEMENT	6. CATEGORY CODE	7. PROJECT NUMBER	8. PROJECT COST
0804731N	171-35	P-021	5,500

9. COST ESTIMATES

ITEM	UM	QUANTITY	UNIT COST	COST ($000)
FIRE FIGHTING & DAMAGE CONTROL TRAINER FACS.....	SF	15,460	---	3,470
TRAINER AND SUPPORT BUILDINGS.....	SF	12,400	171.00	(2,130)
DAMAGE CONTROL FACILITY.....	SF	3,060	235.00	(720)
BUILT-IN EQUIPMENT.....	----	----	----	(470)
TECHNICAL OPERATING MANUALS.....	LS	----	----	(150)
SUPPORTING FACILITIES.....	LS	----	----	1,540
UTILITIES.....	LS	----	----	(1,270)
PAVING & SITE IMPROVEMENT.....	LS	----	----	(270)
SUBTOTAL.....	LS	----	----	5,010
CONTINGENCY (5%).....	LS	----	----	250
TOTAL CONTRACT COST.....	---	----	----	5,260
SUPERVISION, INSPECTION, & OVERHEAD (6.0%).....	---	---	---	316
TOTAL REQUEST.....	---	----	----	5576
TOTAL REQUEST (ROUNDED).....	----	----	----	5600
EQUIPMENT PROVIDED FROM OTHER APPROPRIATIONS...	----	----(NON-ADD)		(4,750)

10. DESCRIPTION OF PROPOSED CONSTRUCTION

Steel-frame building, pile foundation, concrete floor, masonry walls, built-up roof, fire protection systems, air conditioning, high-bay compartment for 22,000 gallon tank, staging areas, classrooms, utilities; locker and shower rooms, workshop.

11. REQUIREMENT: 27.110 SF. ADEQUATE: 11.650 SF. SUBSTANDARD: O SF.
PROJECT: Provides buildings to support a fire fighting trainer and a damage control trainer (current mission).
REQUIREMENT: Adequate and properly-configured training facilities to accommodate and support a fire fighting trainer and a damage control trainer. The newer composite materials in aircraft pose damage control and fire fighting problems far more complex than earlier versions. With these materials, quick corrective action is necessary in a fire. To prevent damage, personal loss, or loss of the entire aircraft, crews must be trained in a realistic setting with up-to-date techniques and equipment. No fire fighting facility of this type is available in the Emerald Point area. Advances in technology, configuration and operating tempos increase the urgency of this project.

(Continued on DD 1391c)

Figure 11-6 (Cont'd) DD Form 1391 and 1391c

1. COMPONENT NAVY	FY 1987 MILITARY CONSTRUCTION PROJECT DATA	2. DATE 26 AUG 85
3. INSTALLATION AND LOCATION NAVAL AIR STATION EMERALD POINT, CALIFORNIA		
4. PROJECT TITLE FIRE FIGHTING AND DAMAGE CONTROL TRAINER FACILITIES		5. PROJECT NUMBER P-021

11. REQUIREMENT: (Continued)

CURRENT SITUATION: Damage control training is conducted using an improvised "raining device no longer representative of modern aircraft. It is manually operated, has only limited capabilities, and requires constant repairs. It lacks water storage and recycling capabilities, and wastes eight million gallons of freshwater annually. Practical training currency consists of extinguishing a large uncontrolled oil fire. Other training is limited to classroom presentations and demonstrations.

IMPACT IF NOT PROVIDED: Existing facilities end equipment will continue to tee used. Personnel will not be trained under conditions designed for aircraft fire fighting or damage control and will not gain the skills and confidence necessary for either combat or routine operation. The combat readiness of operating aircraft will be degraded.

----------NAVFAC PROVIDES BELOW HERE----------

12. SUPPLEMENTAL DATA:

E. Block 7. PROJECT NUMBER

Enter an identification number consisting of the letter "P" and three digits, e.g., P-123 ("P-number"). This number will serve to identify a project throughout its life i.e., planning, programming, and construction, etc. When a project is completed or deleted from the program, retire the "P-number". For those facilities which are planned for construction by phases, treat each increment (a complete and usable facility) as a separate project with its own "P-number". When phased construction (not a complete and usable facility) is proposed, use the same project number with an alphabetical suffix (A, B. C, etc.) to designate each chase.

F. Block 8. PROJECT COST ($000)

Enter the estimated cost of a project in thousands of dollars. This is the same as "Total Request (Rounded)" entry in Block 9, and will not include the cost entered for "Equipment Provided From Other Appropriations ".

G. Block 9 - COST ESTIMATES

The cost data derived in the Facility Study (see paragraph 11.8.3) should be used to complete Block 9.

1. An accurate cost estimate is critical to decisions made during the programming cycle. It also provides a starting point for negotiations with architectural/ engineering (A-E) firms for design effort. Use prior engineering effort expended on the project to the fullest extent; however, review, and update as appropriate.

2. Use cost information contained in ML HDBK1010, Cost Engineering Policy and Procedures and, if available, recent bidding experience on similar facilities. Adjust costs by location as necessary using approved Office of the Secretary of Defense (OSD) area cost factors. Adjust for time to 1 April of the proposed project fiscal year, or the one-third point of construction for designated foreign areas, using OSD approved escalation rates.

3. The cost estimate section of DD Form 1391 is in a five column format as follows:

a. ITEM (first column)

(1) Primary Facility. The primary facility is on the first line in Block 9. When the primary facility consists of two or more components, the cost of the primary facility is the sum of the costs of the individual components. Enter components under the primary facility after indenting two spaces. Include the fixed equipment normally provided as part of the construction contract (e.g., heating, air conditioning, electrical systems, etc.) in the cost of the primary facility. However, when the primary facility includes unusual equipment features of significant cost, (e.g., computer floor systems, elevators, emergency generators, etc.), identify such features as unusual features on the Buildings SF Cost Development Sheet. See MIL HDBK1010 for instructions on completing the cost estimating forms and a comprehensive list of built-in equipment.

(a) When a project contains two or more distinct functional areas and their construction unit costs are significantly different, list each functional area as a separate component

(b) When land acquisition is required specifically for a project, list it as a separate line item and include the term "W/Land Acq" in the title, Block 4.

(2) Supporting Facilities. Indent and enter the individual supporting facilities below the main entry. List items directly related to and required for the support of the primary facility. Include: "Special foundation Features; Electrical Utilities; Mechanical Utilities; Paving and Site improvements; other separate features; and Demolition." Enter as "Special Foundation Features" items such as special foundations, engineered fill, and pilings. Combine all utilities requirements beyond the five-foot line into either the electrical or mechanical categories. Costs must include access to all utility sources. COSTS for off-site utilities and for connection charges are to be shown here and described in Block 10. This must be done to show separately the funds spent by the Navy and then turned over to the local government or utility agency. On the lines below estimated costs:

(3) Enter "SUBTOTAL".

(4) Enter "CONTINGENCY (5%)".

(5) Enter "TOTAL CONTRACT COST".

(6) Enter "SUPERVISION, INSPECTION AND OVERHEAD (SIOH) (6%)" for CONUS locations or "(6.5%)" for outside CONUS unless directed otherwise.

(7) Enter "TOTAL REQUEST".

(8) Enter "TOTAL REQUEST (ROUNDED)".

(9) Enter "EQUIPMENT PROVIDED FROM OTHER APPROPRIATIONS."

4. UNIT OF MEASURE (U/M) (second column) For each entry in the "Item" column of Block 9, enter a two-character abbreviation developed from NAVFAC P-72 for the unit of measure of the item concerned, (e.g., SF, SY, LF, KV, etc.). This is usually the primary unit of measure. When it is not feasible to show a specific unit of measure because of the nature of the item, use lump sum (LS). Do not leave this column blank; enter a dash (-) for items such as "Supporting Facilities," "Subtotal," "Contingency," etc. Although NAVFAC P-72 lists the primary unit of measure for bachelor housing as "PN" (persons), enter "SF" (square feet) for bachelor housing facilities. Indicate the number of persons in Block 11.

5. QUANTITY (third column)
Enter the number of units of measure (scope) for each item. Where "LS" is shown, enter a dash.

6. UNIT COST (fourth column)
Enter a unit cost in dollars for each entry in the "Quantity" column. For quantity entries that are "LS", enter a dash in the unit cost column.

7. COST ($000) (fifth column)
a. Enter the product of the entries in the "Quantity" and "Unit Cost" columns in thousands of dollars. For "LS" entries, enter the lump sum cost

b. For a primary facility, enter the cost of the facility without parenthesis. If components are listed under the primary facility, enter the cost of each and enclose them in parentheses. The cost of a primary facility equals the sum of costs for the components. When more than one primary facility is listed, enter the cost of each without parenthesis.

c. The cost entry for "Supporting Facilities" is the sum total of the supporting facilities listed. Enclose each individual supporting facility cost in parenthesis.

d. For projects in the Category Code 500 series, medical facilities, identify and enter the cost of "Category E" and "Category F" here, and add it to the "Total Request". See paragraph 11.8.5.e for definitions of Category E and F equipment. Include labor cost for installation of "Category E" equipment in the unit cost for the primary facility as part of "Total Contract Cost".

e. Enter the cost for "Subtotal," "Contingency," "Total Contract Cost," "SIGH," and "Total Request (Rounded)" without parenthesis.

f. Enclose the cost entry for "Equipment Provided From Other Appropriations" in parenthesis, to indicate a nonadditive entry, since this item is not included in the totals appearing in Blocks 8 or 9. (Note: equipment from other appropriations is not the same as collateral equipment. See paragraph 11.8.5 for further explanation.)

H. Block 10 - DESCRIPTION OF PROPOSED CONSTRUCTION

Present the information in this block in a manner which is consistent with the entries in Block 9. Provide an outline of all principal features of the project. Start with a brief, but accurate description of the primary facility. For buildings, indicate the construction materials to be used for the frame, walls, roof, and foundations, and any unusual construction features which would affect the cost estimate. For structures other than buildings, describe each major element which is required to provide a complete and usable facility. Provide additional descriptive details only as are necessary for clarity. Avoid the use of generalities such as "most economical means" or "modern methods and materials." For Bachelor Enlisted/Officer Quarters projects, indicate the grade mix of personnel, officer or enlisted, who will occupy the facilities. For projects involving additions, alterations, or conversions, describe the changes to be made. Indicate type of land acquisition, where applicable, regardless of cost. Do not include information related to cost, building dimensions, requirements, or justifications which are more properly presented elsewhere. If applicable, provide the number of buildings or structures to be demolished as Dart of the project.

I. Block 11. REQUIREMENT

1. Quantitative Data

After completing the Block 10 data, draw a line across the page, border to border, to form Block 11. Immediately after the word "REQUIREMENT" indicate the facility requirement in appropriate unit of measure. Follow the "REQUIREMENT" entry with two additional entries for "ADEQUATE" and "SUBSTANDARD" assets.

a. "REQUIREMENT": Normally the requirement is given in the appropriate unit of measure for the category code assigned to the project. It includes all of the requirement shown on the Facility Planning Document (FPD). If several category codes are included in the primary facility shown in Block 9, it will be necessary to show the various codes in greater detail in the Facility Study. Since the data shown here will be used by all reviewers, including the Congress, some judgment is required to make it not only accurate, but meaningful. For example, if explosive storage or of rice space is needed for a new tenant or new operational requirement, it is often meaningless to include all of the magazines or administrative space on a large base. Section 4 of the facility study should contain this information, but the DD Form 1391 may be more easily understood if the specific requirement is shown for the new function or tenant. Unless the project is an increment or phased construction, the requirement should be the total of the existing adequate facility plus the project. For incremented projects the total of existing, plus the project, plus future projects will add up to the requirement. The project will normally consist of new construction to satisfy gross space deficiency, plus alteration/modernization of substandard space, and demolition of inadequate space. All parts should add up to the "requirement".

b. "ADEQUATE": Enter the adequate assets from the FPD. The data will include all adequate space at the activity in the various primary facility category codes, or the selected areas, as described above. The selection of which facilities are shown as "adequate" must follow the same logic as used to determine the requirement. The parts add up to the whole. If there is adequate space shown on the FPD which is not being used to satisfy the requirement, an explanation must be given in the facility study. In bachelor housing projects, the housing surveys include the "substandard" facilities with the "adequate" because they can be made adequate. If reviewers are to understand the project requirement, a full breakdown in the facility study is needed, by pay grade, indicating which space is adequate and which can be made adequate.

c. "SUBSTANDARD": As above, enter all facilities that logically are included in the project development. This entry includes those facilities are shown on the FPD as either substandard or inadequate. Note that the project may contain scope to make the "substandard" portion into "adequate" assets, thus fulfilling the requirement. The "inadequate" portion, since it cannot be made adequate, must be accounted for, usually by demolition or transfer to another function. Whether demolished or converted to other use, the books must balance, and an explanation should be given in the DD Form 1391 as well as section 9 of the Facility Study.

2. Descriptive Data

The survival of a project through the various review levels depends more on the information
contained in this block than on any other section. The reviewer's initial understanding of the requirement is gained through the written material provided. Therefore, present the information in clear, concise, convincing language, which is intelligible to a layman reviewing the document. Condense the basic information and facts to permit an immediate understanding of the problem. To achieve this end, follow the format provided below which contains five elements (see Figure 1 1-6).

a. Project. Provide a one sentence statement on what the "PROJECT" does. See paragraph 11.8.1.

b. Requirement. Present facts which clearly show the "REQUIREMENT" for the facility is essential to meet current and future operations. Answer the question, "Why does the Navy need this facility?" Use clear and concise statements that are a positive argument for the facility. Avoid the use of negative statements. Avoid the use of general phrases such as "urgently required for operational requirements" or "high maintenance costs of existing facilities" and words such as "inadequate", "uneconomical", "unsatisfactory", and "necessary". State the facts. If facilities are overloaded, deteriorated beyond economical repair, or outdated, provide specific information that reflects those conditions, e.g., "the existing electrical distribution system can only satisfy 50 percent of the total demand", or, "only one-third of the eligible enlisted persons can be housed in adequate facilities". In describing the requirement, do not repeat the scope of the Facility as indicated elsewhere on the form. When a project is required to support other than active duty personnel, such as retirees or dependents, cite the number and type of personnel included in this category. Facilities (especially Category Code 800 series) which are excluded from ongoing participation in the Shore Facilities Planning System (SFPS) need full justification if a MILCON project is planned. A complete and approved partial FRP with backup justification is required.

c. Current Situation. Describe the "CURRENT SITUATION" and how the requirement is presently being met, and under what conditions. Statements should support the stated requirement. Provide a quantitative, concrete statement concerning the current assets and why they are not suitable. Indicate the age of the facilities, type of construction, requirements versus assets, etc. Do not include building numbers of existing assets on the DD Form 1391.

d. Impact If Not Provided. Describe the “IMPACT IF NOT PROVIDED" citing the extent and manner of adverse impact on mission accomplishment if the project is not approved.

e. Additional. Provide "ADDITIONAL" data as needed.

(1) If a project is justified on the basis of economics, then it should be supported by a Type I economic analysis. State that an economic analysis has been prepared and it indicates a payback of _ years. Also indicate the Savings to Investment Ratio (SIR) and the discounted payback period. Other projects can be supported based on a Type II economic analyses. However, if there is only one way to satisfy deficiencies, explain.

(2) Enter appropriate statements on commercial activities in accordance with OMB Circular A-76 and as required by applicable DoD instructions. Detailed guidance is available in SECNAVINST 4860.44, Commercial and Industrial-Type Activities.

(3) OSD directives require us to maintain close interdepartmental coordination to assure that timely and proper programming is accomplished for host, tenant, or joint-use facilities in conformity with DoD Directive 7 150.5. Indicate in Block 11 if another DoD component is jointly sponsoring or will use the facility under a host-tenant arrangement.

(4) Equivalency Statement. Equivalency Statements are required for certain supply storage facilities (see paragraph 9.16B).

J. Basic Considerations

In completing the DD Form 1391, a number of considerations should be kept in mind.

1. Where necessary to fully explain the project, continue block 11 on a second sheet using a DD Form 139lc. When the complete write-up does not require all the space on the form, do not add additional material that does not strengthen the justification. Quality is more important than quantity.

2. Avoid monotonous, detailed statistics that become confusing and require close study to understand.

3. Do not use uncommon terms or abbreviations or make reference to documents unfamiliar to reviewers. Include pertinent information from such documents to assist the reviewer.

4. Refer to buildings or shops by functional use. Never use building numbers on a DD Form 1391.

5. Where applicable, explain relationships or dependencies of the project upon other operations, programs, or assignments.

6. Do not identify prior years' or future years' projects related to the proposed project, unless the project is part of planned phased construction projects.

7. In cases of phased construction projects, explain the relationship and status of past or planned increments or phases. Provide full justification for incremental or phased projects.

8. Where privately owned land is involved, include a statement relative to arrangements for permit, lease, transfer, or acquisition.

9. Projects submitted to correct long-standing deficiencies are particularly difficult to justify as urgent. Where urgency is an element, the justification must reflect some unforeseen or impending changed condition that renders a formally difficult or unsatisfactory situation now intolerable.

Section IV DD Forms 1390 and 1390s

11.11 DD Form 1390 Provides Activity Background Data

General information about a command that is pertinent to the Military Construction, Navy (MCON) program and a summary of planned MCON projects for an activity are provided on DD Form 1390 which is included in the budget submission package. This document is prepared by NAVFACENGCOMHQ for the Military Construction, Navy Program. An example of a 1390 Form is shown in Figure 11-7. Reserve activities must prepare the 1390s for Military Construction, Navy Reserve Projects.

11.12 Commands of the Reserve Forces Use DD Form 1390s

Ensure consistency of data provided on DD Form 1390s and 1391. Carefully distinguish which loadings and facilities are for Navy or Marine Corps use. The items which follow are identified and capitalized as they appear on the two page form. Page 1 of 2. See Figure 11-8.

A. Heading - FY 19_ GUARD AND RESERVE MILITARY CONSTRUCTION

Enter a two digit fiscal year designation for the applicable program year.

B. Block 1 - COMPONENT

Enter "N&MCR."

C. Block 2 - DATE

Enter the preparation date noting day, month, and year, e.g., 11 SEP 19_. Subsequent revisions should reflect new dates.

D. Block 3 - INSTALLATION AND LOCATION

For facilities not located at military installations or commercial airports, enter the name of the city and state in which the project is located. For other facilities, enter the name of the installation and its geographical location, if it is not included in the installation name.

E. Block 4 - AREA CONSTRUCTION COST INDEX

Enter the applicable area construction cost index as approved by the Office of the Secretary Defense (OSD).

F. Block 5 - FREQUENCY AND TYPE OF UTILIZATION

Enter the type of utilization, e.g., weeknight or weekend drill, annual active duty for training, etc., and frequency of use, e.g., number of drills per week or month, or number of weeks of active duty training.

Figure 11-7 DD Form 1390

(THIS FORM IS PRODUCED ENTIRELY BY NAVFAC)

1. COMPONENT NAVY	FY 1990 MILITARY CONSTRUCTION PROGRAM	2. DATE 28 AUG 1985

3. INSTALLATION AND LOCATION	4. COMMAND	5. AREA CONSTR. COST INDEX
NAVAL AIR STATION EMERALD POINT, CALIFORNIA	COMMANDER IN CHIEF PACIFIC FLEET	1.21

6. PERSONNEL

		PERMANENT			STUDENTS			SUPPORTED			
		OFFICER	ENLISTED	CIVILIAN	OFFICER	ENLISTED	CIVILIAN	OFFICER	ENLISTED	CIVILIAN	TOTAL
a. AS OF	09/30/88	504	5776	69	38	96	0	8	605	0	7096
b. END FY	94	479	5784	69	23	81	0	8	49	0	6493

7. INVENTORY DATA ($000)

a. TOTAL ACREAGE	(314)
b. INVENTORY AS OF 30 SEP 88	57,900
c. AUTHORIZATION NOT YET IN INVENTORY	30,490
d. AUTHORIZATION REQUESTED IN THIS PROGRAM	10,800
e. AUTHORIZATION INCLUDED IN THE FOLLOWING PROGRAM	16,110
f. PLANNED IN THE NEXT THREE YEARS PROGRAM	20,430
g. REMAINING DEFICIENCY	45,770
h. GRAND TOTAL	181,500

8. PROJECTS REQUESTED IN THIS PROGRAM

CATEGORY

CODE	PROJECT TITLE	SCOPE	($000)	DESIGN STATUS START	DESIGN STATUS COMPLETE
213-30	WATERFRONT INDUST FACILITY	54,650 SF	10,800	04/88	06/89
	TOTAL		10,800		

9. FUTURE PROJECTS:

A. INCLUDED IN FOLLOWING PROGRAM

721-12	BACHELOR ENLISTED PROGRAM	114,770 SF	14,960	05-87	06-90
832-40	OILY WASTE SYSTEM	LS	440		
	TOTAL		15,400		

B. MAJOR PLANNED NEXT THREE YEARS:

213-77	SHIP SPARES STRG FAC	18,100	1,700
812-30	POWER UPGRADE PIER	LS	2,500
179-40	SMALL ARMS RANGE	LS	630

10. Mission or Major Functions: Provide logistic support for submarines and shore activities, including berthing, messing, recreation, records, morale, and other general base support.

Two Light Attack Squadrons	Commander, Attack Wing Pacific
Two Fighter Squadrons	Commander, Carrier Task Force

11. Outstanding pollution and safety deficiencies:

	($000)
a. Pollution Abatement	100
b. Installation Restoration	8,900
c. Occupational safety and health (OSH):	0

Figure 11-8 DD Form 1390s (Page 1 of 2)

1. COMPONENT	FY 1987 GUARD AND RESERVE MILITARY CONSTRUCTION	2. DATE
N&MCR		26 AUG 1985

3. INSTALLATION
NAVAL AND MARINE CORPS RESERVE CENTER
MIAMI, FLORIDA

4. AREA CONSTR COST INDEX
1.15

5. FREQUENCY AND TYPE OF UTILIZATION
FIVE DAYS PER WEEK PLUS TWO WEEKENDS PER MONTH.

6. OTHER ACTIVE/GUARD/RESERVE INSTALLATION WITHIN 25 MILE RADIUS
ONE U.S. AIR FORCE BASE
ONE COAST GUARD RESERVE CENTER
ONE MARINE CORPS RESERVE CENTER
ONE COST GUARD AIR STATION
ONE U.S. ARMY RESERVE CENTER

7. PROJECTS REQUESTED IN THIS PROGRAM

CATEGORY CODE	PROJECT TITLE	SCOPE	COST ($000)	DESIGN STATUS START	DESIGN STATUS COMPLETE
171-15	RESERVE TRAINING BUILDING	64,051 SF	6,510	12/81	08/84

8. STATE RESERVE FORCES FACILITIES BOARD RECOMMENDATIONS
APPROVED

27 JAN 83
(DATE)

9. LAND ACQUISITION REQUIRED
PROJECT WILL BE AT FORMER ARMY MISSILE SITE

NA
(NUMBER OF ACRES)

10. PROJECTS PLANNED IN THE NEXT FOUR YEARS
NONE

Figure 11-8 (Cont'd) DD Form 1390s (Page 2 of 2)

1. COMPONENT	FY1987 GUARD AND RESERVE MILITARY CONSTRUCTION	2. DATE
N&MCR		26 AUG 1985

3. INSTALLATION AND LOCATION
NAVAL AND MARINE CORPS RESERVE CENTER
MIAMI, FLORDIA

11. PERSONNEL STRENGTH AS OF 30 SEP 84

	PERMANENT				GUARD RESERVE		
	TOTAL	OFFICER	ENLISTED	CIVILIAN	TOTAL	OFFICER	ENLISTED
AUTHORIZED	27	2	24	1	1122	129	993
ACTUAL	25	2	22	1	826	140	686

12. RESERVE UNIT DATA

UNIT DESIGNATION	STRENGTH AUTHORIZED	ACTUAL
MSO-448 ILLUSIVE 4808	15	13
MOB DIVSALY UNT 2 DET 708	18	12
CG-27 J. DANIELS 2708	46	23
NAVSTA MAYPORT 0508	65	59
LPH-2 IWO JIMA 208	82	60
2 MARAMPHIBFOREL 308	9	2
NAVSOECWARGRU 2 DET 208	13	18
MIUW 23	72	70
RNMCB 14 DET 514	1	48
MSCO CARIB 108	64	46
NCSO MIAMI 308	52	34
SECGRUACT HOMSTEAD 308	35	23
VOLTRAUNIT 808	0	28
NRMCL KEY WEST	30	37
NSC JAX 408	29	22
NSC CHARLESTON HQ B708	58	3
NAVJAG/MIL JUSTICE 208	10	8

13. MAJOR EQUIPMENT AND AIRCRAFT

TYPE	AUTHORIZED	ASSIGNED
M-149 WATER TRAILER	1	1
M-718 AMPHIB TRUCK	1	1
M-35A2C CARGO TRUCK	4	4
M-151A2 GUIDED MISSILE TRUCK	36	36
M-151A1 UTILITY TRUCK	3	3
2-1/2 TON TRUCK	7	7
1/4 TON TRUCK	3	3
TRAILER	8	8
PICKUP TRUCK	1	1

G. Block 6 - OTHER ACTIVE/GUARD/RESERVE INSTALLATIONS WITHIN 25 MILE RADIUS

Using abbreviations, enter names and locations of other military installations, excluding those being replaced by a proposed project. In large metropolitan areas with numerous military installations, an entry such as "3 Army Reserve Centers" is sufficient.

H. Block 7 - PROJECTS REQUESTED IN THIS PROGRAM

Enter the projects for the fiscal year for which the form is being completed in sequence by category code. Complete the columns as follows:

1. Category code. Enter the five digit category code from Block 6, DD Form 1391.

2. Project title. Enter the project title from Block 4, DD Form 1391. For Reserve Centers, include the size, e.g., "200-person Reserve Center."

3. Scope. Enter the quantity and unit of measure from Block 9, line 1, DD Form 1391.

4. Cost ($000). Enter the cost from Block 8, DD Form 1391. For more than one project, enter a separate line with total of all projects.

5. Design status. NAVFACENGCOMHQ will make the entries.

I. Block 8 - STATE RESERVE FORCES FACILITIES BOARD RECOMMENDATION (DATE)

Enter a brief summery of the Board's recommendation concerning the projects and note the date of the meeting.

J. Block 9 - LAND ACQUISITION REQUIRED (number of acres)

Enter the acreage required for a project and the method of acquisition e.g., fee, easement, lease, etc.

K. Block 10 - PROJECTS PLANNED IN NEXT FOUR YEARS

Enter the "P" number, project title, scope, and cost (in thousands of dollars) for projects planned for the next four years beyond this program year. Identify a maximum of five projects. If none are planned, so indicate.

PAGE 2 of 2. (See Figure 11-8.)

Block 1 through Block 3

Same as page 1.

M. Block 11 - PERSONNEL STRENGTH AS OF

Enter the number of authorized and actual personnel at the installation, in the respective columns, as of six months prior to project submission.

N. Block 12 - RESERVE UNIT DATA

List the designated units that will receive training in the proposed facilities. Enter in the "Authorized" column the authorized manning level, and in the "Actual" column the actual strength as of the date shown in Block 11.

O. Block 13 - MAJOR EQUIPMENT AND AIRCRAFT

List the vehicular or other larger equipment and aircraft which the installation accommodates and which have a bearing on the type or scope of the facility requirement.

Section V Submission Procedures & Responsibilities

11.13 The "Certified, Ready for Design" Process

As discussed in paragraph 11.1, the codification act does not permit using Military Construction (MILCON) funds to correct problems that should have been resolved during planning. It is important that all participants make timely and appropriate submissions. The check-list shown in Figure 11-9 will aid in assuring that complete documentation is available prior to the start of design.

11.14 Major Claimant Directs Activity to Develop Project Documentation

Project documentation is to be developed by the activity upon direction of the Resource Sponsor and the Major Claimant. The Facility Stud should be developed first. Particular attention should be paid to preparing a complete and clear description of the project and the current situation. The scope must be supported by the Shore Facilities Planning System (SFPS). Cost estimates should be as accurate as possible and appropriate to this stage of project planning and programming. Technical advice and assistance in the preparation of the project documentation may be obtained from the Engineering Field Division (EFD) on request.

Figure 11-9 Certified, Ready for Design Check List

The check list covers items which should be incorporated in MILCON projects. It includes general considerations, as well as items included in the Facility Study (see paragraph 11.8 and Figure 11-3).

	CHECK LIST ITEM:
GENERAL:	
	Facility impact from off-base activity On-base/off base impact of facility Host country agreements Critical milestones for long-lead items Construction phasing
FACILITY STUDY: ITEM NUMBER	
2	Structural investigation for earthquake safety
2	Road crossing, railroads, creeks, wires, pipes
2	Critical environmental considerations (temperature, RH, etc.)
2	Disposition of replaced facilities
2	Fire protection or hazard
2	Real estate acquisition
2	Land acquisition requirements
2	Insulation, sound attenuation, etc.
3	Cost Estimate (On Budget Cost Summary Sheet)
4	Scope satisfies the requirement to avoid scope creep
4	Pollution abatement incorporated
4	Medical (new population, Office of the Secretary of Defense (Health Affairs) requirements, etc)
5	Equipment Facilities Impact Study or BESEP required
5	Unusual systems (UPS, 400 hertz power, vacuum, emergency power, special utility or foundations for installed equipment, material handling, special grounding requirements, raised or super-flat floors)
5	Electronics/computer
5	Heavy machinery/industrial equipment, special floor loadings
5	Building functional layout (account for people/equipment, relationships of functions, indicate square footage of major functional areas)
5	Collateral equipment or GFE considerations
6	Common Support Facilities
7	Utilities availability, connection points and charges
8	Site plan and site approval
8	Future expansion capability
8	Base Exterior Architecture Plan (BEAP) impact
8	Impact from noise zones
8	Airfield clearances
8	Explosive clearance, blast design
8	Electromagnetic Environmental Effects (E3)
8	Sensitivity to E3 from outside
8	Difficulties associated with site (landfill, soil condition impact on foundation design, history of site - former buildings, waste disposal, flood potential, etc.)
9	Demolition on proposed site (assess presence/potential of asbestos)
10	Economic Analysis
11	Environmental impact including permits required
12	"New Start" approval
13	Justification sufficient for Morale, Welfare and Recreation facilities

Figure 11-9 (Cont'd) Certified, Ready for Design Check List

FACILITY STUDY: ITEM: NUMBER	CHECK LIST ITEM:
14	Equivalency statement for storage facilities
15	Preliminary Hazards Analysis (If Risk Assessment Code is 1 or 2)
16	Defense access roads required
17	Nuclear survivability requirements
18	Industrial facilities - Project Acquisition Team (PAT) required
19	Telephone and data transmission
20	Intrusion Detection Systems (IDS)
21	Hyperbarics included
22	Uninterruptible Power Source required
23	HEMP/TEMPEST/other shielding
24	Security (physical - electronic)
25	Archeological or historical considerations
26	Accessibility to handicapped personnel
27	Coastal Zone Management, floodplain management and wetlands
28	Intergovernmental coordination required
29	National Capital Planning Commission approval
30	NATO prefinancing
31	Impact on natural resources/endangered species

11.15 Activity Certifies Projects as Necessary to Mission

A. Activity Provides Certification Statement

The activity certifies the project scope and description as being adequate to satisfy assigned mission and functions. Utility services are certified as being adequate to support the project. Project scopes should be only for the minimum necessary to satisfy facility deficiencies. Each DD Form 1391 submitted for consideration shall include in the left margin of the form the Activity Commanding Officer/Officer in Charge certification and signature as follows:
"Project scope and description certified adequate to meet mission/functions."

B. Projects Submitted to Chain of Command

The project documentation is to be submitted to the Major Claimant via the chain of command. At the time of this submission by the activity, one copy should also be provided to each of the following activities as appropriate:

1. One copy to each level of the chain of command up to and including the Major Claimant.

2. Tenants and alternately hosted activities should provide copies to their host activities.

3. Centers of Expertise should be provided a copy for technical review and comment if the project's function is under the cognizance of a particular center (see paragraph 9.24B).

4. All commands which are identified as having technical oversight for particular functional type facilities in paragraph 3.9 should receive a copy for review and comment.

C. New Submittals for Current Projects in MILCON RL Not Always Required

1. The activity need not submit a new Facility Study and DD Form 1391 for proposed projects already included in the Military Construction Requirements List (MILCON RL) if those previously submitted for a program year are still current. However, the latest submittal should be referenced to ensure that the appropriate documentation is used for programming purposes.

2. The activity should submit a Facility Study with a DD Form 1391 for each project not previously submitted and supported by the Major Claimant for the current program year.

11.16 Major Claimants Approve Projects for Programming

Major Claimants review project documentation to ensure that the projects forwarded are necessary and fully supported for programming. The Major Claimant submits the project to the EFD with three advance copies to NAVFACENGCOMHQ Code 21.

11.17 Project Must Be "Certified Ready for Design" By EFD

A. Certification is a Joint Responsibility

The certification will be a joint Acquisition (Code 09A) and Planning (Code 09P) responsibility, in effect agreeing that sufficient information has been documented to allow for design to proceed. Where there is insufficient information, Code 09P will be responsible for advising the activity of the need for additional information.

B. A Check-List is used for Review

The EFD will review the project to ensure all items in Figure 11-9 are included.

C. Complete Documentation should be Submitted

Project submittals should include the following: (Items marked .1/ are optional for MCNR projects)

1. DD Form 1391:
a. Scope and cost of the primary facility (the scope should match the requirement in Block 11).

b. Unusual features should be defined (high rise construction, blast protection, pollution abatement, safety, uninterruptible power supply, cranes, etc.).

c. Supporting facilities (pavement, utilities, etc.) match the site plan or drawings.

2. Facility Study:
a. Project is adequately described.

b. Major equipment (training devices, computers, industrial equipment) is well enough defined to give reasonable assurance that it was considered. 1/

c. Site plan is included and has been approved (except where unusual circumstances exist, with reasons provided).

d. Functional floor plan shows space utilization and equipment layout. .1/

e. Environmental documentation is included and reasonable.

f. Preliminary Hazard Analysis is completed (where required). 1/

g. Economic Analysis is provided where appropriate. 1/

3. Other Considerations:
a. Energy consumption.

b. Telephone, on and off base, as required.

c. Natural Resources/environmental permits, as for dredging, filling wetlands, or clean water/air, other permits.

d. Existing utilities capacities are sufficient to accommodate the project or upgrades are included in the scope..!/

e. Connection charges to local utility or phone system.

D. EFD Includes Certification Statement on Documentation

When the EFD is satisfied all items on the check-off list have been addressed, all of the information the AE needs is available, the site is approved and that the cost is certified, the EFD will add the statement "CERTIFIED, READY FOR DESIGN" to the left hand margin of the DD Form 1391, which will be signed by an authorized EFD representative. The forwarding letter should include the following statement: *"This project is "Certified, Ready for Design." The DD Form 1391/Facility Study, submitted by the activity and concurred in by the Major Claimant chain of command, provided the initial documentation used in the certification process. We have evaluated all elements of the project and it is now considered the official document to be used as the basis for 35 percent design authorization."*

E. CRD Documents Necessary for Design Authorization

NAVFACENGCOMHQ interprets the certification from the EFD to mean that the project is ready for design. The package will be used for design authorization, and 35 percent design cannot be authorized until the certified documentation is received by NAVFACENGCOMHQ. As noted, some projects require less extensive documentation than other projects. For example, the EFD may determine that drawings, floor plans, layouts, economic analysis, detailed cost estimates, etc., are not required to start design of the project. The forwarding letter should indicate what items, if any, have not been included in the package.

F. EFD Submission Procedure

The EFD will forward the "Certified, Ready for Design" DD Form 1391 and other documentation to NAVFACENGCOMHQ (Code 05), with a copy to the activity and the chain of command.

G. Budget Years & SYDP Project Reviews Given Priority

EFDs will only review and certify final project documentation (Facility Study and DD Forms 1391 and 1390s) for projects in the Six Year Defense Program (SYDP). Preliminary documentation for projects in the SYDP will also be reviewed and validated. Final documentation for projects programmed in years beyond the first two in the SYDP will be reviewed as EFD resources are available.

11.18 NAVFACENGCOMHQ Authorizes Design

Upon receipt of a certified DD Form 1391 and Facility Study, NAVFACENGCOMHQ Code 21 will authorize design up to 35 percent. Revised Facility Studies should be forwarded to NAVFACENGCOMHQ Code 05 via the cognizant EFD. Revisions should be highlighted in the forwarding letter.

11.19 Additional Certifications Will Be Required

A. All Projects Require Additional EFD Certifications

The project will have to be certified two more times prior to actual construction, once by the EFD Code 04 as part of the Project Engineering Documentation and once by the Major Claimant to EFD Code 09A2 three months prior to contract advertisement. (See Figure 11-10.)

B. Satellite Communications Projects Reviewed by NAVSPACECOM

Naval Space Command (NAVSPACECOM) is responsible for developing operational concepts for the Navy's SATCOM systems and resources. Submit SATCOM projects to NAVSPACECOM for review. To assure compliance with base planning, siting, etc., send a copy to the activity's normal Major Claimant.

C. Projects with ionizing Radiation Require Design Review

Naval Sea Systems Command Detachment, Radiological Affairs Support Office (NAVSEA DET RASO) or Bureau of Medicine and Surgery (BUMED) must review the designs of any project for new or modified facilities where ionizing radiation sources (radioactive materials or machines) are to be used. Activities using ionizing radiation sources shall take action to assure that the design of new or modified facilities is in accordance with applicable standards. The design of all new or modified facilities meeting one or more of the following conditions shall be reviewed and approved for compliance with ionizing radiation safety features by NAVSEA DET RASO for all non-medical facilities and BUMED Code 212 for all medical/dental facilities:

(1) All new construction for facilities for ionizing radiation sources;

(2) Installation of additional sources of radiation or replacement sources having higher energy or greater radiation Output;

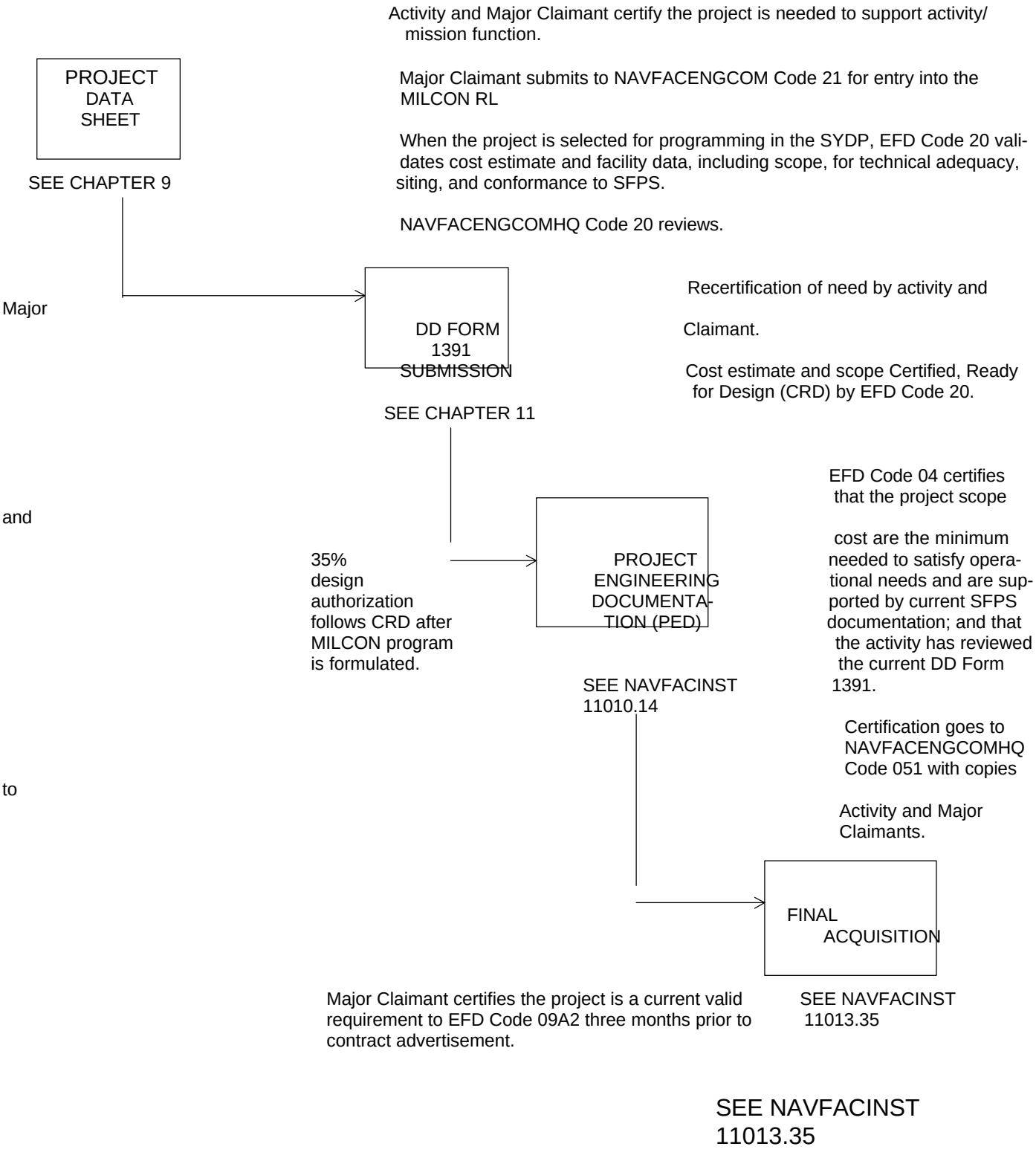
(3) Installation or modification of electrical systems which serve a radiological safety function;

(4) Increases frequency of personnel occupancy of areas around, above, or below the facility, or designation of surrounding spaces as non-controlled areas;

(5) Increase in utilization of the sources:

(6) Installation of doorways, conduits, ducts or other penetration or alteration which may impair the effectiveness of the radiation shielding.

Figure 11-10 Four Stages of Project Certification



The EFD design division, Public Works Centers, or activity Public Works Departments, as applicable, should submit designs for all projects which meet these conditions to Officer In Charge, NAVSEA DET RASO or BUMED Code 212 for review and approval in accordance with NAVFAC Design Policy Letter 0001 of 11 June 1987.

11.20 All Projects Require a PDS

In some instances a newly identified project is included in the budget year program, even though the project is not included in the Military Construction Requirements List (MILCON RL). The data found only on the Project Data Sheet (PDS) is still required for entry into the MILCON RL and for site approval. Therefore, a PDS and necessary revisions to the Facility Planning Document (FPD) should be submitted with the DD Form 1391 and Facility Study. Although these documents normally are processed separately by the EFD, the validation process will be expedited by review of a complete project package.

11.21 Changes to Project Scopes Are Controlled

A. Scopes Above Deficiencies Require Additional Documentation

If the scope of a project on the DD Form 1391 is greater than on the preliminary documentation, additional action may be required. If the scope is greater than the deficiency supported by the Basic Facility Requirement (BFR) on a certified FPD, then a Partial Facilities Requirements Plan and revised PDS must be forwarded with backup justifications along with the DD Form 1391 and Facility Study. Copies should be sent to the EFD and NAVFACENGCOMHQ Code 21 at the same time. Failure to follow this procedure can result in the project's scope being reduced or the project's programming being delayed.

B. Any Change in Scope Requires Some Additional Documentation

If the scope is changed and is less than the deficiency supported by the BFR on an approved FPD, additional project submission documentation is still required. One copy of the DD Form 1391 (Block Nos. 1 through 11), without the Facility Study, and a revised PDS should be forwarded to the EFD Code 20 who will revise the FPD as necessary and forward the entire set of documents to NAVFACENGCOMHQ Code 20.

Chapter 12 Nonappropriated Funded Construction Projects

Section I Nonappropriated Funded Projects Overview

12.1 Nonappropriated Funded Project Sponsors

Unlike Military Construction (MILCON) (appropriated) projects, Nonappropriated Fund (NAG;) projects are not sponsored by the resource sponsors but rather are sponsored by either the Naval Military Personnel Command (NAVMILPERSCOM), the Naval Supply Systems Command (NAVSUPSYSCOM) through their subordinate command, Navy Resale and Services Support Office (NAVRESSO) or by the Defense Commissary Agency (DeCA). NAVMILPERSCOM sponsors projects for Morale, Welfare, and Recreation (MOOR) facilities. NAVRESSO sponsors projects for resale functions, such as exchanges and lodges. DeCA sponsors all Department of Defense commissaries.

12.2 Private Sources

While NAP projects are funded from revenues generated through Navy Exchange resale products and from patron user fees and charges, certain projects are funded through private sources (i.e., banks, credit unions, fast food outlets, etc.). These projects involve negotiations between the host activity, the private organization, NAVFACENGCOMHQ (Code 207), and either NAVMILPERSCOM or NAVRESSO. Construction costs for these projects are provided by the individual organization that will ultimately operate the facility. Activities involved with such projects should provide information to NAVMILPERSCOM or NAVRESSO for those projects which are proposed to be located on property owned, leased, or controlled by the Navy. These projects are subject to the same requirements as NAF projects of the same sponsor.

12.3 Planning of Nonappropriated Funded Projects

NAF construction projects are planned using the same guidance of the Shore Facilities Planning System (SFPS) and are subject to the same requirements as MILCON projects. NAF projects must be supported by documented Basic Facilities Requirements and approved Facility Planning Documents. They are sited and included in Master Plans and Capital Improvements Plans.

12.4 Project Documentation for Nonappropriated Funded Projects

The project documentation required in support of NAF projects differs from that for regular MILCON projects. Project Data Sheets (PDS) are still used to enter NAF projects into the requirements list. However, where MILCON projects undergo an Engineering Field Division (EFD) validation based on additional documentation provided by the activity for projects included in the Six Year Defense Plan (SYDP), NAF projects do not. Only the PDS package and the DD Form 1391 (see Chapter 11) package developed at the time a project is included in the annual program (and submitted via the EFD), are required submissions. Neither NAVMILPERSCOM nor NAVRESSO require that a Facility Study be submitted for their projects. However, NAVMILPERSCOM requires a market analysis to support individual projects considered for potential funding.

12.5 Programming of Nonappropriated Funded Projects

With DeCA, NAVRESSO and NAVMILPERSCOM acting as sponsors for NAF projects, the programming procedures are different from regular MILCON.

A. NAVMILPERSCOM

NAVMILPERSCOM develops their program based on the results of the annual Facilities Review Board (FRB). This board is comprised of representatives from the Chief of Naval Operations (CNO), Major Claimants, the Master Chief Petty Of ricer of the Navy, and NAVMILPERSCOM. The FRB reviews and selects projects for funding from those nominated by the Major Claimants. Only those projects included in the requirements list are eligible for Major Claimant nomination to the FRB.

NAVMILPERSCOM makes an annual call to the Major Claimants for prioritized nominations to be considered by the FRB. This request outlines the necessary project documentation that each claimant needs to bring to the FRB for a project to be nominated. NAVMILPERSCOM requires supplemental data be developed in support of each project. Such information as projected patron use, marketing information (private, commercial, and military), "Smart Compass" survey summaries, and an economic operational analysis (return on investment) for all revenue generating projects is required for each project. This information is described in detail in the annual NAVMILPERSCOM call (made in the December-January time frame) for NAF construction program nominations. Responses are normally due in April for consideration by the FRB which meets in the May-June time frame.

Each activity having an FRB-approved project must review and update all project documentation prior to submission for congressional approval. Failure to accomplish this step will result in project cancellation or deferral.

B. NAVRESSO

NAVRESSO develops their program based on input from Major Claimants and the NAVRESSO Field Support Offices (FSO). Projects are put in priority order based on statements of need and return on investment analysis.

C. DeCA

Commissary projects will be developed in the same manner as other NAVRESSO projects, and submitted to NAVRESSO pending implementation of DeCA instructions.

12.6 Congressional Action

Although the Congress does not appropriate funds for NAF projects, the projects must be reported to and approved by the Congress by 1 July of each year. The Morale, Welfare, and Recreation Panel of the House Armed Services Committee reviews all NAF projects with an estimated cost of $200,000 or greater. All projects over $500,000 are submitted to the Congress on a DD Form 1391 with backup justification. Projects estimated at less than $500,000 and greater than $200,000 are submitted with a line item description only. However, for NAVMILPERSCOM sponsored projects, complete justification and documentation must accompany all project nominations which cost over $200,000. For projects under $500,000, this documentation is retained for reference in responding to the increasing level of congressional scrutiny. NAVFACENGCOMHQ has the responsibility for compiling the annual report on NAF construction to the Congress, but the activities and the sponsors provide the documentation and justification.

Section II Project Documentation

12.7 Initial Project Documentation

A. Nonappropriated Funded Requirements List

Just as for regular Military Construction (MILCON) projects, the vehicle for entry of a project into the Requirements List is the Project Data Sheet (PDS). A separate listing of Nonappropriated Funded (NAF) projects [appropriated projects are included on the Military Construction Requirements List (MILCON RL)] is maintained, and it is called the Nonappropriated Fund Requirements List (NAF RL). As for regular MILCON, this listing serves as a data base of projects from which the sponsors select projects to formulate their annual programs. Projects must be listed on the NAF RL to be considered for the Facilities Review Board (ORB) nomination and potential funding.

B. Project Data Sheets (PDS)

The activity is responsible for development of the PDS. Chapter 9 of this Instruction provides the guidance. The PDS documentation is submitted through the activity's chain of command with copies to the Engineering Field Division (EFD) and the appropriate sponsor (NAVMILPERSCOM or NAVRESSO).

The Major Claimant will forward the PDS documentation to NAVFACENGCOMHQ (Code 200). NAVFACENGCOMHQ will review the documentation to ensure that it is in conformance with the Shore Facilities Planning System (SFPS) and then forward the package to the appropriate sponsor. The EFD will not review or validate the project until the sponsor includes it as a project for funding in an annual program.

12.8 Annual Program Documentation Package

When the sponsor includes the project in an annual program, it advises the Major Claimant and activity. At that time, the Major Claimant will direct the activity to develop additional documentation.

Like regular MILCON, the DD Form 1391 is used to document the project. Unlike regular MILCON projects, a Facility Study is not required. The DD Form 1391 is prepared in the same manner as described in Chapter 11. The appropriate Facility Planning Documents (FPDs) and complete Basic Facility Requirements (BFR) calculations for each category code included in the project is also required. The loadings used must be in agreement with the Base Loading Report for the activity. Should the requirement for the project include the support of personnel from other activities, or other than active duty personnel, provide a complete loading breakdown, indicating the source of the loading data.

Construction includes the cost of built-in equipment (installed equipment which is built into the facility) as an integral part of the facility, regardless of who provides the equipment. Collateral equipment requirements are included and specified under the "Other Appropriations" line. When construction, repair, and/or maintenance are accomplished simultaneously as an integrated undertaking, only the construction costs, as defined in OPNAVINST 11010.20, are reported.

Reserve activities should submit a DD Form 1390s with the DD Form l391. NAVFACENGCOMHQ will develop DD Form 1390 for other activities.

A. NAVMILPERSCOM Documentation

NAVMILPERSCOM requires a DD Form 1391 (with appropriate FPDs and BFR justification) with an Environmental Assessment, cost estimate, risk assessment code, and a Quick SIR/PVA.

DoD Directive 1015.6 and SECNAVINST 7000.23, Funding of Morale. Welfare. and Recreation (MOOR) Programs provide guidance for developing MWR projects. Activities are required to minimize costs by incorporating the use of commercial and local community resources into the overall MWR plan. NAP project submittals should include a market analysis/ survey which describes the availability of civilian facilities that are similar to those proposed in the project. This analysis should include the size of the civilian facilities (e.g., number of bowling lanes, theater seats, etc.) and any associated user fees. This supplemental information helps justify the need for the project and assists in establishing the relative priority of the project. This customer-provided information is of critical importance in identifying the "need" for each project and is forwarded with the congressional submission.

B. NAVRESSO Documentation

NAVRESSO requires only the DD Form 1391 and an Environmental Assessment in addition to appropriate FPDs and BFR justification. For NAVRESSO projects, the DD Form 1391 is the result of the 35 percent design effort coordinated by the appropriate EFD.

C. Submission Process

The activity forwards the completed package through its chain-of-command to the Major Claimant. The Major Claimant reviews the documentation and forwards it to the appropriate EFD. The Major Claimant should forward only those projects that NAVMILPERSCOM or NAVRESSO have indicated are candidates for inclusion in the annual program, or are funded by private funds.

The EFDs review the package and forward it to the appropriate sponsor for review. NAVMILPERSCOM and NAVRESSO will review the project documentation and make any necessary revisions to the scope and cost to conform to programming decisions. They will also provide a summary of each project to be included in the annual report, and an overview of their construction programs. They will submit a line item listing of projects to NAVFACENGCOMHQ no later than 1 April of each year, and the complete documentation package by 1 May of each year for inclusion in the annual report to the Congress. Failure to meet these deadlines may preclude a project's inclusion in the report, resulting in its delay or deletion.

D. DeCA Process

DeCA will develop and implement policy documentation and submission process for commissaries. In the interim, follow NAVRESSO procedures.

12.9 Site Approvals

NAF projects are subject to the same site approval requirements as described in Chapter 10.

12.10 "Certified Ready for Design" Process Not Applicable for NAF

The requirements of the regular MILCON documentation process related to "Certified Ready for Design," do not apply to NAF projects.

12.11 NAVFACENGCOMHQ Prepares Annual Report to Congress

Using the documentation developed by the activities and validated by the EPDs, NAVFACENGCOMHQ compiles the annual report of NAP projects for the Congress.
All projects which involve the acquisition, erection, installation or assembly of a new facility; the addition, expansion, extension, alteration, conversion, replacement or installation of permanent or temporary facilities; or relocation of a facility from one installation to another must be included in the report.

Projects must be reported again in subsequent years if construction of the proposed facility was not started within two fiscal years from authorization. If the reported project exceeds 10 percent of the scope, or 25 percent of the cost above that originally reported, the activity must provide the reasons for the variance to NAVMILPERSCOM or NAVRESSO and NAVFACENGCOMHQ (Code 200), who will notify the House Armed Services Committee (HASC) MWR panel prior to award of the contract.

12.12 Projects Must Be Reported Before Construction Contract Advertisement

The HASC MWR panel must be notified of any project whose scope or costs has increased beyond the level described in Paragraph 12.11 before construction contract award can be made. NAF and private source projects can not be placed under contract or started until they have been approved by the HASC MWR Panel.

Section III Do's and Dont's

12.13 Nonappropriated Funded Projects

A. Do's

1. Do consider the initial submission of a nonappropriated funded project to be very similar to the initial submission of a Military Construction project.

2. Do start the preparation of all documentation required for submission to the Congress when either NAVMILPERSCOM, DeCA, or NAVRESSO indicates the project is programmed in an annual program.

3. Do attach a copy of all supporting Facility Planning Documents to project submissions.

4. Do attach a copy of all Basic Facility Requirements supporting data to project submissions.

B. Don'ts

1. Don't use subjective justification statements such as "Failure to provide the project will have a severe impact on morale and retention of personnel." Use hard, quantifiable, supportable facts, since thorough congressional scrutiny is anticipated.

2. Don't submit the project unless it is supported by the Shore Facilities Planning System, and the strongest possible justification has been documented to support the need for the project and benefits to be derived.

Part Four: Appendices

Appendix A Acronyms & Abbreviations

A	AA&E	Arms, Ammunition and Explosives
	A-E	Architect and Engineer
	ABSLA	Approved Basic Stock Level of Ammunition
	AGI	Activity General Information
	AH	Alternate Host
	AICUZ	Air Installations Compatible Use Zones
	AIS	Annual Inspection Summary
	APDF	Aircraft Program Data File
	APN	Aircraft Procurement, Navy
	ASD (P&L)	Assistant Secretary of Defense (Production and Logistics)
	ASD (HA)	Assistant Secretary of Defense (Health Affairs)
	ASN (S&L)	Assistant Secretary of the Navy (Shipbuilding & Logistics)
B	BAM	Baseline Assessment Memorandum
	BASE REP	Shore Base Readiness Report
	BEAP	Base Exterior Architecture Plan
	BESEP	Base Electronics System Engineering Plan
	BEQ	Bachelor Enlisted Quarters
	BFR	Basic Facility Requirements
	BH	Bachelor Housing
	BHS	Bachelor Housing Survey
	BLS	Base Loading System
	BOQ	Bachelor Officer Quarters
	BUMED	Bureau of Medicine and Surgery
C	CAUSE	Computer Assisted Utility Systems Evaluation
	CCD	Category Code Directory (data base)
	CCN	Category Code Number
	CCTV	Closed Circuit Television
	CIP	Capital Improvements Plan
	CL3-D	Class 3 (Relocatable); planned for disposition (planning action)
	CL3-I	Class 3 (Relocatable); used on interim basis (planning action)
	CL3-U	Class 3 (Relocatable); temporary use (planning action)
	CMC	Commandant, Marine Corps
	CC	Construction/Mission Code
	CNET	Chief of Naval Education and Training
	CNO	Chief of Naval Operations
	CO	Commanding Officer
	COMNAVFACENGCOM	Commander, Naval Facilities Engineering Command
	COMNAVRESFOR	Commander, Naval Reserve Force
	CONSTR	New Construction (planning action)
	CONUS	Continental U.S.
	CONVFR	Convert From (planning action)
	CONVTO	Convert To (planning action)
	CPS	(Final) Consolidated Personnel Summary
	CPV	Current Plant Value
	CRD	Certified, Ready For Design
	CY	Cubic Yards (unit of measure)

	C I	Command, Control, Communications, Intelligence
D	D	Planning Action Designator
	dB	Decibels
	dBd	Maximum antenna gain over a dipole antenna
	dBi	Maximum antenna gain over an isotropic antenna
	DeCA	Defense Commissary Agency
	DCNO	Deputy Chief of Naval Operations
	DDESB	Department of Defense Explosives Safety Board
	DEMOL	Demolition (planning action)
	DEM_C	Demolition in an approved Military Construction Project
	DERA	Defense Environmental Restoration Account
	DERP	Defense Environmental Restoration Program
	DF	Discount Factor
	DISPOS	Disposable Asset (planning action)
	DMFO	Defense Medical Facilities Office
	DoD	Department of Defense
	DW	Depth of Water (unit of measure)
E	EA	Each (unit of measure)
	EA	Economic Analysis
	EA	Environmental Analysis
	EAF	Environmental Adjustment Factor
	ECIP	Energy Conservation Investment Program
	EE	Engineering Evaluation
	EED	Electro-Explosive Devices
	EFD	Engineering Field Division
	EMCS	Energy Monitoring and Control Systems
	EMR	Electromagnetic Radiation
	EOD	Explosives Ordnance Disposal
	ESQD	Explosives Safety Quantity Distance
	ESR	Engineering Service Request
	ESS	Electronics Security Systems
F	FAA	Federal Aviation Administration
	FACSO	Facilities Systems Office (Port Hueneme, CA)
	FB	Feet of Benhing (unit of measure)
	FCC	Federal Communication Commission
	FHS	Facility Energy Plans Family Housing Survey
	FLEP	Facility Life Extension Program
	FPD	Facility Planning Document
	FRB	Facilities Review Board
	FRP	Facilities Requirements Plan
	FSO	Field Support Office
G	GEMS	Graphics Engineering and Mapping System
	GEOCOM	Geographic Command
	GOCO	Government Owned Contractor Operated
	GOJ	Government of Japan
	GSA	General Services Administration

H	H	Horizontal (antenna polarization/pattern)
	HASC	House Armed Services Committee
	H/T	Host/Tenant
	HCA	Hazard Control Assessment
	HERF	Hazard of Electromagnetic Radiation to Fuel
	HERO	Hazard of Electromagnetic Radiation to Ordnance
	HERP	Hazard of Electromagnetic Radiation to Personnel
	HVAC	Heating, Ventilation and Air Conditioning
	HEMP	High Altitude Electromagnetic Pulse
	Hz	Hertz
I	IBOP	International Balance of Payments
	ID	Planning Action Identifiers
	IDP	Installation Design Plan
	IDS	Intrusion Detection System
	IDSEP	Intrusion Detection System Engineering Plan
	ILS	Integrated Logistics Support
	IP	Investment Program
	IR	Installation Restoration
L	LAN	Local Area Network
	LATAR	Land and Training Area Requirements
	LEASE	Lessor interest (planning action identifier)
	LF	Low frequency
	LS	Lump Sum (unit of measure)
	LUP	Land Use Plan
M	MAGIC	Master Activity General Information and Control (data base)
	MBTU	Million British Thermal Units
	MCNR	Military Construction Naval Reserve
	MCON	Military Construction Navy
	MCP	Military Construction Program
	MCP/MIS	Military Construction Programming Management Information System
	MHZ	Megahertz
	MILCON	Military Construction
	MILCON RL	Military Construction Requirements List Naval
	MILPERS	Military Personnel Command
	MODIFY	Modification (planning action)
	MWR	Moral, Welfare and Recreation
N	NACIP	Navy Assessments and Control of Installation Pollutants
	NADEP	Naval Aviation Depot
	NAF	Nonappropriated Funded; Nonappropriated Fund
	NAF RL	Nonappropriated Funded Requirements List
	NARDAC	Naval Regional Data Automation Center
	NATO	North Atlantic Treaty Alliance
	NAVAIRSYSCOM	Naval Air Systems Command
	NAVCOMPT	Comptroller of the Navy

NAVELEXSECCEN	Naval Electronics Systems Security Engineering Center
NAVELEXSYSENGCEN	Naval Electronics Systems Engineering Center
NAVFAC	Naval Facilities Engineering Command (for directives and publications)
NAVFACENGCOM	Naval Facilities Engineering Command
NAVFACENGCOMHQ	Naval Facilities Engineering Command, Headquarters
NAVFSSO	Navy Food Service Systems Support Office
NAVMEDCOM	Naval Medical Command
NAVMLPERSCOM	Naval Military Personnel Command
NAVOSH	Navy Occupational Safety and Health
NAVREP	Navy Representative
NAVRESSO	Navy Resale and Services Support Office
NAVSEACEN	Naval Sea Support Center
NAVSEA DET RASO	Naval Sea Systems Command Detachment, Radiological Affairs Support Office
NAVSEASYSCOM	Naval Sea Systems Command
NAVSPACECOM	Naval Space Command
NAVSUP	Naval Supply Systems Command
NAVSUPSYSCOM	Naval Supply Systems Command
NCR	National Capital Region
NCTC	Naval Computer and Telecommunications Command
NEEACTPAC	Naval Electronic Engineering Activity, Pacific
NEW	Net Explosive Weight
NFADB	Navy Facility Assets Data Base
NFH	Navy Family Housing
NIF	Navy Industrial Fund
NISCOM	Naval Investigative Service Command
NMCRC	Naval and Marine Corps Reserve Centers
NPV	Net Present Value
NS	Net Square Feet (unit of measure)
NSWC	Naval Surface Weapons Center
O&M,N	Operations & Maintenance, Navy (funds)
OCR	Occupational Safely and Health Control Report
OHW	Other Hazardous Wastes
OMB	Office of Management and Budget
OPNAV	Office of the Chief of Naval Operations
OSHA	Occupational and Safety Health Administration
OSD	Office of the Secretary of Defense
OUTG-C	Outgrant, continue (planning action)
OUTG-R	Outgrant, retrieve (planning action)
PAT	Project Acquisition Team
PAR	Precision Approach Radar
PART FRP	Partial Facilities Requirements Plan
PBD	Program Budget Decisions
PCR	Pollution Control Report

	PCS	Permanent Change of Station
	PD	Pulse Duration
	PDS	Project Data Sheet
	P.E.	Program Element
	PEA	Preliminary Environmental Assessment
	PED	Project Engineering Documentation
	PEP	Peak Envelope Power
	PES	Preliminary Engineering Study
	PHA	Preliminary Hazard Analysis
	PIF	Productivity Investment Fund
	PN	Person(s) (Unit of Measure)
	POM	Program Objectives Memorandum
	PPBS	Planning, Programming and Budgeting System
	PRF	Pulse Repetition Frequency
	PUM	Primary Unit of Measure
	PVA	Present Value Analysis (economic analysis)
	PWC	Public Works Center
Q	QTY	Quantity Increase
R	RAC	Risk Assessment Code
	RASO	Radiological Affairs Support Office
	RCRA	Resource Conservation and Recovery Act
	RDT&E	Research, Development, Test & Evaluation
	REASFR	Reassignment From (planning action)
	REASTO	Reassignment To (planning action)
	RENOV	Renovation (planning action)
	REPLCE	Replace (planning action)
	RETAIN	Retain For Contingency (planning action)
	RF	Radio-Frequency
	RJE	Remote Job Entry
	RL	Requirements List
	RLPA	Rotatable Log Periodic Antenna
	R/M	Replacement/Modernization
	ROD	Record of Decision
	RPM	Revolutions Per Minute
S	SA	Special Area
	SAP	Special Access Program
	SAS	Special Ammunition Storage
	SATCOM	Satellite Communications
	SCF	Supplemental Category Flag
	SCI	SCI Facilities
	SCIF	Sensitive Compartmental Information Facility
	SCN	Shipbuilding and Conversion, Navy
	SECDEF	Secretary of Defense
	SECNAV	Secretary of the Navy
	SEI	Site Engineering Investigation
	SF	Square Feet, Gross (unit of measure)

	SFMR	Supply Facility Management Report
	SFPB	Shore Facilities Programming Board
	SFPS	Shore Facilities Planning System
	SH	Stacking Height (unit of measure)
	SHORE FLEP	Shore Facilities Life Extension Program
	SIMA	Shore Intermediate Maintenance Activity
	SIOH	Supervision, Inspection, and Overhead
	SIR	Savings to Investment Ratio (economic analysis)
	SNDL	Standard Navy Distribution List
	SPAWARSYSCOM	Space and Naval Warfare Systems Command
	SPP	Sponsor Program Proposal
	SSS	Synopsize, Slate, and Select
	SY	Square Yards (unit of measure)
	SYDP	Six Year Defense Plan
T	TCF	Total Cubic Feet (unit of measure)
	TDY	Temporary Duty
	TMD	Telephone Management Detachment
	TOA	Total Obligation Authority
	TPAA	Total Proposed Adequate Assets
U	UHF	Ultra High Frequency
	UIC	Unit Identification Code
	UM	Unit of Measure
	UMC	Unspecified Minor Construction
	UPH	Unaccompanied Personnel Housing (now called bachelor housing)
	UPS	Uninterruptible Power Source
	USA	Utility System Assessments Continued
	USE	Use (planning action)
	UTS	Utility Technical Studies
V	V	Vertical (antenna Polarization/Pattern)
	VAC	Vacant (planning action identifier)
	VI	Validation Indicator
	VNIR	Very Near Infrared
Y	YAGI	Multiple element beam antenna

Appendix B Related References: Directives, Instructions, Publications, and Reports
:
Department of Defense Directives/instructions

DoD Directive No. 1015.6, Funding of Morale, Welfare, and Recreation Programs, 3 Aug 1984. (See SECNAVINST 7000.23A)

DoD Directive 4145.19, Storage and Warehousing Facilities and Services, 13 Aug 1975.

DoD Directive 4151.1, Use of Contractor and DoD Resources for Maintenance of Materiel (MI&L), 15 Jul 82. (See SECNAVINST 4860.42C)

DoD Directive 4151.16, DoD Equipment Maintenance Program (MI&L), 23 Aug 84.

DoD Directive 4165.61, Intergovernmental Coordination of DoD Federal Development Programs and Activities, 9 Aug 1983. (See SECNAVINST 11010.10A)

DoD Directive 5010.31, DoD Productivity Program, 27 April 1979. (See SECNAVINST 5200.31A)

DoD Directive 5010.36, Productivity Inhancing Capital Investments, 31 Dec 1980.
DoD Directive 5154.4 (23 Oct 71).

DoD Directive No. 7150.5, Responsibility for Programming and Financing Facilities at DoD Installations Utilized by Two or More DoD Components, 26 Aug 1978 (See SECNAVINST 7020.4C).

DoD Document, A Procedures Manual for Economic Analyses of Military Treatment Facilities,
DoD INST 1000.12, Procedures Governing Banking Offices on DoD Installations, 27 Sep 1982. (See SECNAVINST 5381.1G)

DoD INST 4100.33, Operation of Commercial and Industrial-Type Activities, 9 Sep 1985. (See SECNAVINST 4860.44E)

DoD INST 4165.56, Relocatable Buildings, 3 Apr 1981. (See SECNAVINST 11100.6A)

DoD 4270.1-CG, Military Construction Cost Review Guide.

DoD 4270.1-M, Department of Defense Construction Criteria, September 1983.

DoD INST 7700.18, Nonappropriated and Privately Funded Construction Projects Review and Reporting Procedures, of 12 May 1983

Secretary of the Navy Instructions

SECNAVINST 4860.44E, Commercial Activities, 31 Jul 1986.

SECNAVINST 5212.5C, Disposal of Navy and Marine Corps Records, 11 Jul 1985.

SECNAVINST 5381.3F CM-2, Credit Unions Serving Department of the Navy Personnel, 16 Mar 1984.

SECNAVINST 5755.1, Navy Museums, 15 Dec 1982.

SECNAVINST 7000.23A, Funding of Morale, Welfare, and Recreation (MOOR) Programs, 13 Feb 1986

SECNAVINST 11010.10A, Intergovernmental Coordination of Department of the Navy Federal Development Programs and Activities, 20 Mar 1984. See NAVFACINST 11010.66A.

SECNAVINST 11011.47, Acquisition, Use by Others and Disposal of Department of the Navy Real Property, 20 Jun 1983.

SECNAVINST 11013.29C, Nonappropriated and Privately Funded Construction Projects Review and Reporting Procedures, 20 Sep 1983.

Comptroller of the Navy Manuals

NAVCOMPT Manual

Chief of Naval Operations Instructions/Notes

OPNAVINST 3401.3, Nuclear Survivability of Navy and Marine Corps Systems, 28 Jan 1984.

OPNAVINST 3501.167B, Shore Base Readiness Report (BASE REP), 13 May 1987.

OPNAVINST 4100.5C, Energy Management, 8 Jul 1982.

OPNAVINST 4860.7B, NEW COMMERCIAL ACTIVITIES (CA) PROGRAM, of 18 May 1987

OPNAVINST 5090.1, Environmental and Natural Resources Protection Manual, 26 May 1983.

OPNAVINST 5100.23B, Navy Occupational Safety and Health (NAVOSH) Program, 31 Aug 1983.

OPNAVINST 5100.24A, Navy System Safety Program, 23 Oct 1986.

OPNAVINST 5400.24D, Command, Area Coordination, and Command Relationships, 27 Mar 1984.

OPNAVINST 5450.171C, Mission, Organizations and Functions and Tasks Assigned to Shore Activities; Responsibility for, 5 Apr 1985.

OPNAVINST 5510.1 G. Department of the Navy Information and Personnel Security Program Regulation, 20 April 1984.

OPNAVINST 5530.14A, Physical Security Loss and Prevention,

OPNAVINST 11000.16A, Command Responsibility for Shore Activity Land and Facilities, 28 Apr 1987.

OPNAVINST 11010.5E, Navy Shore Facilities Programming Board, 20 Jul 1977.

OPNAVINST 11010.20E, Facilities Projects Manual, 9 Jul 1985.

OPNAVINST 11010.23E, Management of Shore Base Maintenance of Real Property,

OPNAVINST 11010.33A, Procurement, Lease and Use of Relocatable Buildings, 2 Oct 1984.

OPNAVINST 11010.37, Base Loading Projections for Shore Activities Planning and Programming, 28 May 1982.

OPNAVINST 11010.39, Facilities Planning for Mobilization,

OPNAVINST 11103.1, Adequacy, Assignment Utilization and Occupancy of Navy Unaccompanied Personnel Housing (UPH) (formerly Navy Bachelor Housing), 26 Apr 1982.

OPNAVINST 11110.3, Planning and Acquisition of Military Health Facilities, 15 Aug 1986

OPNAVINST 11210.1B, Highways for National Defense, 15 Dec 1982.

OPNAVINST 53061.1B, The Navy Capabilities and Mobilization Plan (NCMP), 3 Oct 1984.

OPNAVINST 58010.12D, Non-Nuclear Expendable Ordnance Management Responsibilities, Policies and Procedures, 15 Jul 1980.

CNO Itr Ser 41 lF/393274 of 15 May 1986 (Explosive Safety).

CNO Itr Ser 45AC/34394544 of 15 Dec 1983 (System Safety Engineering for Facilities Acquisition)

CNO Itr 5200 Ser 04 JC/6U39034 of 28 Apr 1986 (Productivity Investment Fund Project).

Naval Facilities Engineering Command Instructions

NAVFACINST 4101.5, Energy Conservation Investment Program (ECIP), 19 Oct 1984.

NAVFACINST 4862.5C, Industrial Facilities Acquisition Projects Which Involve Complex Processes or Hazardous/Toxic Materials, 6 June 1986.

NAVFACINST 5100.14A, Navy Occupational Safety and Health (NAVOSH) Deficiency Abatement Program Ashore, 16 Dec 1985.

NAVFACINST 5400.4B, Master Activity General Information and Control (MAGIC) System, 20 Jun 1980.

NAVFACINST 5450.73C, Mission Organization and Functions of the Naval Facilities Engineering Command Engineering Field Divisions, 26 Oct 1982.
NAVFACINST 6240.3A, Department of the Navy Pollution Control Reports; Responsibility and Guidance on Reporting of, 22 Oct 1981.

NAVFACINST 11010.14P, Project Engineering Documentation (PED) for Proposed Military Construction Projects, 8 Jan 1986.

NAVFACINST 11010.63B, Planning Services for Navy and Marine Corps Shore Activities, 20 Oct 1982.

NAVFACINST 11010.66A, Intergovernmental Coordination of Land and Facility Plans, Projects, and Programs, 4 April 1984.

NAVFACINST 11010.69, Procedures for Management of Nonappropriated Fund (NAF) Projects, 24 Jan 1983.

NAVFACINST 11010.70, Facility Planning and the Protection of Cultural Resources Outside the DoD, 22 Mar 1983.

NAVFACINST 11010.74, Collateral Equipment Required to Initially Outfit Military Construction, Navy and Military Construction, Naval Reserve Projects, 8 Dec 1983.

NAVFACINST 11013.35B, Re-evaluation and Updating of Requirements Prior to Final Acquisition Process, 3 Feb 1983.

NAVFACINST 11310.45, Utility Systems Assessments and Utility Technical Studies, 27 Jul 1983.

Naval Facilities Engineering Command Publications

NAVFAC P-72, Department of the Navy Facility Category Codes, Apr 1984.

NAVFAC P-73, Real Estate Procedural Manual, Jun 1976.

NAVFAC P-78, Navy Facility Assets Data Base Procedures Manual, May 1979.

NAVFAC P-80, Facility Planning Criteria for Navy and Marine Corps Shore Installations, Oct 1982.

NAVFAC P-80.2 Naval Mobile Construction Battalion Facilities

NAVFAC P-80.3 Airfield Safety Clearances

NAVFAC P-164, Detailed Inventory of Naval Shore Facilities , 30 Sep 1987 (updated annually).

NAVFAC P-272, Definitive Designs for Naval Shore Facilities.

NAVFAC P-442, Economic Analysis Handbook, Jun 1986

NAVFAC P-930, Navy Family Housing Manual

NAVFAC P-970, Planning in the Noise Environment, Jun 1978.

NAVFAC Design Manuals.

NAVFAC Design Policy ltr 0001 of 11 June 1987

Naval Facilities Engineering Command Guidelines

Guidelines for Preparing Preliminary Environmental Assessments, NAVFACENGCOMHQ, Code 202, May 1981.

Naval Space and Warfare Command Instructions

SPAWARINST 2804.1, Policy and Procedures Concerning the Base Electronics System Engineering Plan (BESEP), 15 Aug 1987.

Commandant of the Marine Corps Instructions

MARCORORDER P11000.12C of 21 Jan 1986. "Real Property Facilities Manual, Volume II, Facilities Planning and Programming."

Naval Sea Systems Command Publications

NAVSEA OP-05, Volume I, Change 14, Ammunition and Explosives Ashore, 1 Jun 1986.

NAVSEA OP-3565, Change 2, Electromagnetic Radiation (U), 15 Jul 1982.

Naval Supply Systems Command Instructions/Publications

NAVSUPINST 4450.21A, Storage and Warehouse Facilities and Services, 15 Jun 1978.

NAVSUPINST 4450.22 W/CH 1, Supply Facility Management Reporting, Requirements Planning and Acquisition Justification System, 14 Nov 1974.

NAVSUP Publication 529, Warehouse Modernization and Layout Planning Guide, (revised), March 1985.

Office of Management and Budget

OMB Circular No. A-76 (Revised) Performance of Commercial Activities, Aug 1983.

Executive Office of the President

Executive Order 11988, Floodplain Management, 24 May 1977.

Executive Order 11990, Protection of Wetlands, 24 May 1977.

Executive Order 12088, Federal Compliance with Pollution Control Standards, 13 Oct 1978.

Executive Order 12372, Intergovernmental Review of Federal Programs, 14 Jul 1982.

Appendix C Development of Quick SIR & Quick PVA Economic Analyses

Section I Introduction

C.1 Overview

A. Quick SIR

The Quick SIR economic analysis summary is to be used for determining Savings to Investment Ratio (SIRs) for appropriate Military Construction (MILCON) projects which will improve current operations and are justified by economic considerations (Type I economic analysis). Projects of this type are justified primarily on the basis of their economics, since the operational requirement is already being met. This generally applies to projects with construction/ mission codes of 1 B. 2B, 3B, 4B, or SB (see paragraph 9.9M.lOe and Figure 9-6). Projects which correct problems and violations in the following areas do not need a Quick SIR:

(1) Health
(2) Safety
(3) Fire Protection
(4) Pollution
(5) Security

Guidance for completing the Quick SIR Analysis Format is described in paragraph C.2. Figure C-l shows the format of the Quick SIR.

B. Quick PVA

The economic Quick PVA (present value analysis) summary format should be used to determine the net present value (NPV) costs for MILCON projects justified on operational requirements (Type II economic analysis). However, an economical evaluation of the possible alternatives to fulfill the stated requirements must be made to ensure the most cost effective alternative is undertaken. A format should be completed for each feasible alternative. Guidance for completing the Summary Quick PVA Format is described in paragraph C.4. Figure C-2 shows the format of the Quick PVA.

Figure C-1 Quick SIR (Savings/investment Ratio) Analysis Format

A. General Data

1. Installation and Location: _____
_____
_____

a. Submission Date _____
b: UIC N_____
c. Project Number P-_____
d. Program Year FY-_____
e. Category Code

f. Project Title_____
_____
g. Unit of Measure (SF, SY, LS, EA, PN)
h. Quantity (in units of measure)

2. Construction/Mission Code:_____1B 2B 3B 4B 5B (select one).

3. Point of Contact:
AV: _____ Commercial: ( )_____

B. Economic Data

All cost estimates in MILCON program year constant dollars ($000).

1. Nonrecurring New Investment

		Proposed MILCON New Facility Alternative (1)	(Existing) Status Quo Alternative (2)
a.	MILCON Cost (DD Form 1391 Block 9)	[1.a.1] $	-0-

2. Nonrecurring Refurbishment's to Existing:

		Alternative (1)	Alternative (2)
a.	Minor Construction	-0-	[2.a.2] $ ____
b.	Reroofing	-0-	[2.b.2] $ ____
c.	Repairs	-0-	[2.c.2] $ ____
d.	Rehabilitation	-0-	[2.d.2] $ ____
e.	Alterations	-0-	[2.e.2] $ ____
f.	Total (2.a.2 through 2.e.2) ·	-0-	[2.f.2] $ ____

3. Annual Recurring Costs:

		Alternative (1)	Alternative (2)
a.	Facility Operations	[3.a.1] $ ___/Yr	[3.a.2] $ ___/Yr
b.	Facility Maintenance	[3.b.1] $ ___/Yr	[3.b.2] $ ___/Yr
c.	Energy (HVAC)	[3.c.1] $ ___/Yr	[3.c.2] $ ___/Yr
d.	Other: Average of Periodic Facility Replacements	[3.d.1] $ ___/Yr	[3.d.2] $ ___/Yr
e.	Total Annual Costs	[3.e.1] $ ___/Yr	[3.e.2] $ ___/Yr

Figure C-1 (Cont'd) Quick SIR (Savings/investment Ratio) Analysis Format

4. Annual Benefits:

		Alternative (1)	Alternative (2)
a.	Productivity Increases	[4.a.1] $ ___/Yr	-0
b.	Operational Efficiencies	[4.b.1] $ ___/Yr	-0
c.	Other Personnel Savings	[4.c. 1] $ ___/Yr	-0
d.	Readiness Increases	[4.d.1] $ ___/Yr	-0
e.	Quality of Life	[4.e.1] $ ___/Yr	-0
f.	Prevention of Loss of Government Material	[4.f. 1] $ ___/Yr	-0
g.	Total Annual Benefits	[4.g.1] $ ___/Yr	-0

C. Construction Lead Time

Assume zero lead time, all construction will be complete within one year.

D. Discount Factor

The 25 year, End of Year, discount factor of 9.077 (per NAVFAC P-442) is based on an assumed economic life of 25 years.

E. Quick SIR Calculation

Use the following equation to calculate Quick SIR, with engineering cost estimating support data above:

$$\text{Quick SIR} = \text{Numerator } \frac{[[2.f.2] + [(9.077) \text{ X } (3.e.2 - 3.e.1 + 4.g.1)]]}{\text{divided by Denominator } [1.a.1]}$$

$$\text{Quick SIR} = \text{Numerator } \frac{[[\quad] + [(9.077) \text{ X } (\quad - \quad + \quad)]]}{\text{divided by Denominator } [\quad]}$$

This is the simplified Savings Investment Ratio, or Quick SIR and is part of the preliminary project documentation.

Section II Quick SIR

C.2 Quick S I R Analysis Format

A. General Data

1. Installation and Location. Enter the official name of the installation and location contained in the Standard Navy Distribution List (SNDL). Do not use abbreviations. For commands within the United States, enter the city and state location. For commands outside the United States, enter the city, island, island chain, political area, or other identifying location together with the name of the country. Use code names or designations only when it is necessary to avoid security classification or when an official name is not available. Enter project data in 1a through 1h.

2. Construction/Mission Code. Identify and verify the appropriate construction/mission code. Projects which replace or modernize older existing Navy facilities are considered prime candidates for economic replacement to realize future savings of operation and maintenance costs. Identify the appropriate construction/mission code as 1B, 2B, 3B, 4B, or SB. The construction codes are described in paragraph 9.9M.

3. Point of Contact. Include the point of contact with telephone number.

B. Economic Data

The economic data required for the Quick SIR format is condensed from the DoD Format A- 1 (see Appendix D of NAVFAC P-442). The format was designed to simplify the economic consideration and to be completed with "best field cost estimates" available at the time of review. The format (similar to DoD Form A1) shows two typical alternatives for a Type I economic analysis; a proposed new MILCON facility [Alternative (1)] versus an existing (status quo) facility [Alternative (2)].
The following simplifying assumptions are for the Quick SIR format only. (DO NOT USE THESE FOR A COMPLETE ECONOMIC ANALYSIS.)

(1) Assume no salvage values.

(2) Assume all refurbishment costs will be appropriated in the same program year as the proposed MILCON project.

(3) Assume no construction lead time.

(4) Assume a 25 year economic life.

(5) Assume periodic replacement costs (such as major facility repairs) may be averaged over a 25 year period.

Cost estimates should be entered in thousands of dollars in the MILCON program year constant dollars. Constant dollars are defined as dollars of constant purchasing power relative to a specified point in time. For example, assume maintenance costs are $1,000 in the MILCON program year (198x) and might rise to $1,050 the following year because of inflation. In terms of constant 198x dollars, the second and remaining years costs should remain at $1,000 because the amount of maintenance performed did not change, only the inflationary value of the money changed. To avoid distortions due to inflationary changes in the unit cost, all cost estimates should be kept in terms of the general purchasing power of the dollar as of the analysis base year (i.e., program year).

1. Nonrecurring New Investment MILCON Cost. All investment costs should be determined escalated to Program Year costs consistent with DD Form 1391 (Block 9) cost estimating procedures. For determining the Quick SIR, the investment cost includes the construction, design, Supervision, Inspection and Overhead, and equipment costs from all appropriations. Cost estimating sources should be documented with footnotes to facilitate later review, updates, and preparation of final economic analysis submission.

2. Nonrecurring Refurbishment’s to Existing. For the status quo alternative, identify all nonrecurring costs in program year constant dollars. These include, but are not limited to all minor construction, major repairs (e.g., reroofing), rehabilitation or alterations and any other costs (e.g., loss due to downtime). These costs are shown in total "program year" dollars assuming that all refurbishment’s will be allocated/spent in the same program year as the proposed new MILCON alternative. These costs should be limited to nondeferable repairs and alterations. Avoid construction of additions to existing facilities, if possible. If the MILCON alternative provides a substantial increase in space over the status quo, the analyst may want to show benefits associated with the increase in line B.4.a of Figure C-1 (see paragraph C2.B4). Eliminate double counting and items that "wash out" because they are identical in every alternative. Eliminate redundant interior alterations for example, which are included in

rehabilitation costs. Include temporary relocation costs or loss of personnel costs to the Navy if they are different between alternatives.

3. Annual Recurring Costs. Identify all annual recurring operations and maintenance costs in program year constant dollars for both the proposed new MILCON alternative (1) and the status quo alternative (2).

a. Facility Operations. Facility Operations is a catch-all category used to show specific identifiable costs (e.g., janitorial costs) not included below. New facility costs should be less than old if consolidation of facilities is involved.

b. Facility Maintenance. Such costs should include all routine yearly maintenance for each facility included. The analyst should survey major building components and expect increased maintenance costs for those components which are approaching the end of their service lives. If a percent of the current plant value (CPV) (e.g., one percent of CPV) is used for this estimate, then an adjustment for increased rehabilitation and alterations cost should be made with a footnote to explain the calculation (see NAVFAC P-442 for guidelines)

c. Energy. Include all energy costs for heating, ventilation, lighting, and air conditioning. OPNAVINST 4100.5B requires all buildings constructed in FY-1985 and beyond to be 45 percent more energy efficient than existing buildings. To determine energy costs of existing buildings in absence of meter, use engineering estimates of energy units times activity rates (see energy audit reports) or refer to utilities consumption data in the project Facilities Study (part 7). Include factor for maintenance and repair of energy monitoring and control systems, and distribution systems, if appropriate. All effort should be made to eliminate bias from different floor areas between proposed MILCON and existing facilities, (i.e. first determine cost savings on per square foot basis and then multiply these savings times the existing square feet of space).

d. Other Average annual cost of other periodic facility replacements. Examine the expected service lives of major building components, such as foundations, structural frame, exterior walls, plumbing, etc. If a particular component will pass service life over the next 25 years, estimate the cost of rehabilitating or replacing that component in program year dollars. Divide this cost by 25 years to get the average annual cost. For example, if a new facility roof is expected to last 25 years; but for the rehabilitation alternative the existing roof would be replaced with a 1 2-year bull t up roof, then estimate the cost to reroof at 12 year point, and divide by 25 to determine average annual cost.

e. Total Annual Cost. Total all costs in items 3a through 3d. These costs will be discounted over the economic life in the SIR calculation.

4. Annual Benefits. Every effort should be made to quantify any benefits derived by the Navy for investing in the proposed project. An attachment briefly describing the derivation of these benefits should be submitted along with the Quick SIR Analysis Format (see Figure C- 1). Failure to do so may result in the benefits being excluded from the analysis. In many situations, it is very difficult to accurately estimate benefits. However, potential best estimates should be made and conservative lower bounds should be used (e.g., five percent of the direct production costs may be used as a modest estimate of productivity benefits).

a. Productivity Increases. Projects for replacement, modernization, expansion, conversion, or consolidation often generate an increase in efficiency of operations or productivity increases. Such increases should not be confused with direct cost savings (see NAVFAC P442). An increase in efficiency or productivity implies that there is the ability to do more work within the existing manpower/funding levels. However, in order to claim this benefit, there must be an alternative need/use for the increased workload or capacity, such as reducing the backlog of maintenance. Lacking a documented need for the increased workload capacity, there is no quantifiable benefit derived from the project.

b. Operational Efficiencies. Operational efficiencies are the same as described for productivity increases above, but relate more to the operational aspects of a project than to producing a product, good or service (see Benefits Chapter in NAVFAC P442) For example, if operational personnel time is saved by several buildings being demolished and the functions are consolidated in one replacement facility, then quantify the travel time savings.

c. Other Personnel Savings. Personnel time savings (other than above) are directly attributable to an investment in a more efficient facility or operation. An example is an investment which leads to a reduction in personnel or personnel downtime.

d. Readiness Increases. Any military readiness increases should be documented. An example would be when a new facility could readily accommodate state of the art training devices which would result in shorter training courses and/or more proficient trainees who require less on the job training. For this example you could use average students salary times period of on the job training saved. Another example would be a facility investment in an aircraft maintenance facility, which would decrease the aircraft downtime and increase its readiness (e.g., five days more flying time results in 5/365 times the value of aircraft readiness increase).

e. Quality of Life. Any quality of life benefits to a project should be documented. For example, the project will influence retention of Navy student pilots (e.g., at least one student pilot annually will remain in the Navy). Another example, is if one more sailor is retained in the fleet due to enhanced training (include assumed cost avoidance). Any quality of life benefits should be thoroughly documented.

f. Prevention of Loss of Government Material. These are savings due to improved warehousing preventing the loss of equipment or extending the service life of the equipment.

9. Total Annual Benefits. Add lines 4a through 4f.

C. Construction Lead Time

Assume zero lead time, all construction will be complete within one year.

D. Discount Factor (DF)

The 25 year, End of Year, discount factor of 9.077 (per NAVFAC P442) is based on an assumed economic life of 25 years.

E. Quick SIR Calculation

The general form of Quick SIR equation is the total net present value (NPV) of savings divided by the total NPV of the investment. The numerator is the one time costs of refurbishment's to the existing facilities which would be eliminated plus the discounted annual recurring costs avoided plus the discounted annual benefits accrued to the proposed new facility. In equation form this is:

Quick SIR = [[2.f.2] + [(DF) X (3.e.2 - 3.e.1 + 4.g.1)]]
divided by [l.a.1]

Where economic life is 25 years then: DF = 9.077 (per NAVFAC P-442) and [2.f.2], [3.e.2], [3.e.1], [4.g.1], and [l.a.1] are derived from respective lines on Quick SIR analysis format sheet, Figure C-1.

Only use the Quick SIR calculation in support of a submission for validation of projects in the third year of the FYDP.

C.3 Documentation

Activity personnel completing the Economic Quick SIR format should include cost estimating methods with additional project documentation. Do include assumption, rationale, and development of detailed costs estimates.

Section III Quick PVA

C.4 Quick PVA Format

A. General Data

1. Installation and Location. Enter the official name of the installation and location contained in the Standard Navy Distribution List (SNDL). Do not use abbreviations. For commands within the United S tales, enter the city and state location. For commands outside the United States, enter the city, island, island chain, political area, or other identifying location together with the name of the country. Use code names or designations only when it is necessary to avoid security classification or when an official name is not available. Enter project data in la through lh.

2. Construction/Mission Code. Identify and verify the appropriate construction/mission code. Projects which replace or modernize older existing Navy facilities are considered prime candidates for economic replacement to realize future savings of

operation and maintenance costs. Identify the appropriate construction/mission code as 1B, 2B, 3B, 4B, or SB. The construction codes are described in paragraph 9.9M.

3. Point of Contact. Include the point of contact with telephone number.

B. Economic Data

1. Assumptions

The economic data required for the Quick PVA format is condensed from the DoD Format A (see Appendix D of NAVFAC P442). The following simplifying assumptions are for the Quick PVA format only. (DO NOT USE THESE FOR A COMPLETE ECONOMIC ANALYSIS.)

(1) Assume no terminal value.

(2) Assume equal economic lives.

(3) Sensitivity analysis is not required.

(4) Assume all annual costs are uniform in terms of constant dollars (see paragraph C.2B for explanation of constant dollars).

(5) Assume periodic replacement costs may be averaged over the economic life of the facility.

2. Summary Format

Present economic data for each alternative considered according to the format of Figure C-2, item B.3 Include the following items:

a. Project Year(s). The year(s) in which the cost occurs. Cost may either be one-time or annual recurring. Construction costs should be shown as occurring in year 0. Examples of one time costs: 0 Construction; 2 Training. Examples of recurring annual costs: 1-25 Maintenance; 1-10 Rent.

b. Cost Item. The generic identifier for the cost element. Examples: Construction, Land, Relocation, Training, Maintenance, Utilities, Personnel, etc.

C. Cost Amount. The yearly amount in thousands of dollars for the cost element. Examples: construction 5,000; Maintenance 500.

d. Discount Factors. The factors that discount the costs to their present value. The factors are contained in Appendix E of NAVFAC P442. Table A factors should be used for one-time costs and Table B factors should be used for annual recurring costs. The discount factor year O is 1. Examples: Construction 5,000 (1.0), Training 100 (.954); Maintenance 500 (9.524).

e. Present Value (PV) Costs ($000). The PV cost is the Cost Amount (3.c) multiplied by the Discount Factor (3.d).

f. Net Present Value Cost. The sum of the present value costs in column 3.e.

g. Recommend the most cost effective alternative (the one that has the lowest total present value cost).

3. Source/Derivation of Cost Estimates. Include a description of all data sources and cost estimating methods used in preparing the format. See NAVFAC P-442 for guidelines.

C.5 Documentation

Activity personnel completing the Economic Quick PVA format should include cost estimating methods with additional project documentation. Do include assumption, rationale, and development of detailed costs estimates.

Figure C2 Summary Quick PVA Format

A. General Data

1. Installation and Location: _____
_____
_____

a. Submission Date: _____
b. UIC N_____
c. Project Number P-_____
d. Program Year FY-_____
e. Category Code _____

f. Project Title _____
_____
g. Unit of Measure (SF, SY, LS, EA, PN)_____
h. Quantity (in units of measure)_____

2. Construction/Mission Code: 1B 2B 3B 4B 5B (select one).

3. Point of Contact:
AV: _____ Commercial: ( ) _____

B. Economic Data

1. Assumptions

All cost estimates in MILCON program year constant dollars ($000).

a. Economic Life: An economic life of 25 years should be assumed unless documented otherwise. Use End of Year, discount factors per NAVFAC P-442.

b. Construction Lead Time: Assume all construction will be completed within one year (zero lead time).

2. Summary Quick PVA (Present Value Analysis) Format: Complete a separate format for each alternative considered.

Alternative (description):

a. Project: Year(s)	b. Cost Item	c. Cost Amount	d. Discount Factor	e. Present Value Costs ($000)
		$		$
		$		$
		$		$
		$		$
		$		$
		$		$
		$		$
		$		$
		f. Net Present Value Cost ($000):		$

g. Recommend the lowest NPV alternative: _____

3. Source/Derivation of Cost Estimates: (Assume Terminal Value is Zero)
_____
_____

Appendix D Definitions

For the purpose of this instruction, the following definitions are applicable:

ACTIONS (FPD Planning Action)

Descriptive planning terms used in the Planning Analysis section of the Facility Planning Document, which when implemented, will result in the following:

1. Reduce the facility deficiency by acquisition of facilities (i.e., conversions to other category codes, leases, or new construction).

2. Reduce the facility surplus by dispositions of facilities (i.e., leases, conversions to other category codes, reassignments, and demolition’s).

3. Provide for the optimum utilization of existing facility assets to support the mission-derived Basic Facility Requirements prior to considering new construction as an alternative.

4. Provide a reference file to extract Facility Planning Action Reports from an activity's Facilities Requirements Plan to depict excesses, planned construction, etc.

5. Provide documented support for subsequent project submissions and excessing actions as necessary to implement the Facilities Requirements Plan.

ACTIVITY

A unit organization or installation of distinct identity, established under an officer in command or in charge, performing a function or mission.

ADDITION

Addition, expansion, and extension each constitute a physical increase to a real property facility that adds to the overall external dimensions of the facility. As a general rule, if the dimensions used to record the facility in inventory are increased, then an addition has occurred.

ADEQUATE

An "ADEQUATE" facility is fully capable of supporting its current use without modifications or repairs which require approval and funding beyond the authority of the activity's commanding officer.

ALTERATION

An alteration is the work required to adjust interior arrangements, on-base location, or other physical characteristics of an existing real property facility so that it may be more effectively adapted to or utilized for its designated purpose.

ALTERNATE HOST

When a host activity (host A) or a tenant of that host requires facilities that are on the plant account of another host (host B), host A or its tenant is said to have facility requirements at an "alternate host" (host B) location.

BASIC FACILITY REQUIREMENTS

The Basic Facility Requirements for a shore activity is the title used for the aggregate facility requirements, listed by category code and quantity, which are necessary to perform its mission.

CAPITAL IMPROVEMENTS PLAN

A stand-alone portion of the Master Plan which is approved by the activity's Major Claimant. It includes more detailed project information and specific sites for projects. It is a dynamic working document and must be updated more frequently than the land use plan.

CATEGORY CODE

A code used for classifying various buildings, structures, and land (see NAVFAC P-72) according to use or type of estate.

CATHODE RAY TUBE (CRT)

The data base terminal, consisting of a keyboard and screen to change and view data base elements of the Shore Facilities Planning System.

CHAIN OF COMMAND

The succession of commanding officers from a superior to a subordinate through which command is exercised. For the purposes of this instruction, a Naval Shore Activity's chain of command includes the Major Claimant and submajor claimant(s) as applicable. Except for activities in the Naval Facilities Engineering Command's Chain of Command, Engineering Field Divisions and NAVFACENGCOMHQ are not included in chain of command.

COMMUNITY ASSET

A non-government-owned facility available to the military such as private housing and other personnel support facilities in the 730-750 series category codes in the civilian community.

COMPLEX PLAN

A Master Plan for multiple activities.

CONSTRUCTION

Construction is the erection, installation, or assembly of a new facility; the addition, expansion, extension, alteration, conversion or replacement of an existing facility; or the relocation of a facility from one installation to another. Construction includes equipment installed in and made a part of such facilities, and related site preparation, excavation, filling and landscaping, or other land improvements.

CONVERSION

A conversion is a revision of a real property facility that changes the functional purpose for which the facility was originally designed or used. A conversion results in a change to the basic real property facilities three digit category code currently assigned to the facility. Two elements are necessary for conversion: (a) a major structural revision and (b) change in functional purpose.

COST, CURRENT

The estimated cost, if the project were to be built in the estimate year. The current cost is shown on the Project Data Sheet and the Military Construction Requirements List, but not the DD Form 1391.

COST, PROGRAM

In the Military Construction Requirements List, the anticipated cost of a project, if it is built in the program year. This cost may be derived by applying cost escalation factors to the estimate year cost.

DEFENSE PROGRAM

The Defense Program (DP) is referred to in this document as the Six Year Defense Program (SYDP). This was formerly a Five Year Defense Program (FYDP). The term refers to a Department of Defense compilation of programs beginning with a program year and extending five additional years. The program year would be the one following the budget year, which is the year following the current fiscal year. In implementing a biennial budget, the old FYDP was altered to obtain a six year financial plan. The program years now under development are the six years from FY 92 through FY 97. The next six year financial plan will be FY 94 through FY 99. Whether referenced in this manual is made to "FYDP" or "SYDP", it is meant to mean "Defense Program."

DETACHMENT

A physically distinct but functionally related and administratively dependent extension of an established shore activity, bureau or command; normally categorized as a detachment, branch, annex or other similar title.

FACILITY

A separate, individual building, structure, utility or other form of real property, including land, which is subject to separate reporting under the Department of Defense Real Property Inventory. (NOTE: This definition differs from that used elsewhere because it includes "land".)

FACILITY DEFICIENCY

The quantitative difference in terms of some unit measure between a stated requirement for a facility and the adequate assets available for the satisfaction of that requirement. A facility deficiency may be satisfied in various ways by lease or purchase, by reassignment of otherwise surplus assets, by adaptation of existing assets, by new construction, etc.

FACILITY REQUIREMENTS PLAN

The complete Shore Facilities Planning System package for a shore activity, comprising the Activity General Information, a Facilities Requirements Plan Summary, and the individual Facility Planning Documents for each facility category at the activity.

FACILITY PLANNING DOCUMENT (FPD)

The complete record of planning information for a single facility category (identified by five digit code) including requirements and assets information, deficient and surplus quantities for the category, buildings included in the category, proposed planning actions to satisfy deficiencies and eliminate surpluses, and notes providing further descriptive information concerning the category code and the proposed planning actions.

GSA SPACE/LEASE

Facilities provided by GSA space allotments or leases. GSA provided space is excluded from Navy Facilities Assets Data Base (NFADB) reporting. Other space, used by a naval activity, under a lease arrangement is reported in the NFADB.

HOST ACTIVITY

An activity that provides facilities for its own functions and other activities functions. For the purpose of the Shore Facilities Planning System, an activity that has accountability for Class 1 (land) and Class 2 (buildings, structures, utilities) property, regardless of occupancy. Host activities maintain property records for the Navy Facilities Assets Data Base. Some host activities are not required to prepare Basic Facility Requirements (H/T Code = 2). A host can be a tenant at another host activity. (See ALTERNATE HOST ACTIVITY)

HOST/TENANT CODE

The host/tenant code is an indicator that ties the tenant and supported Unit Identification Code (UIC) to its respective host and/or parent and identifies the support relationship.

INADEQUATE

Inadequate describes a facility that cannot be made adequate for its present use through "economically justifiable means." An inadequate facility could, however, be adequate or substandard for a use other than its assigned category code.

INSTALLATION

The aggregate of real property assets assigned to a shore activity.

INVESTMENT CATEGORY

Static description of like facilities (by five-digit Navy category code) which are utilized functionally to support specific investment requirements.

LAND USE PLAN

The Chief of Naval Operations approved portion of a Master Plan. It provides general guidance for development, documents planning constraints, and includes a proposed land use map. It summarizes facilities requirements, traffic, real estate utilization and mobilization plans. It may include Base Exterior Architecture Plans.

MAJOR CLAIMANT

Those commands, bureaus, and offices designated by the Chief of Naval Operations, as claimants responsible for the presentation and formulation of programs, such as Military Construction, operations and maintenance and equipment procurement for the shore (Field activities under their command) to the Resource Sponsors.

MASTER PLAN

(See also Military Installation Planning). A two part document containing factual material pertaining to an installation or naval complex. The first part is a Land Use Plan which depicts existing and planned land and facilities, along with requirements data and environmental data, used to determine the most appropriate development of naval activities. The second part is a Capital Improvements Plan which lists, describes, and sites projects which are required to implement the Land Use Plan, focusing on realistic programs that are needed in support of the activity mission.

MILITARY INSTALLATION PLANNING

A comprehensive process developed for Navy/Marine Corps activities to establish land use and provide direction in the utilization of existing facilities to support mission needs and, when required, to provide for the modifications of existing assets or the acquisition of additional land or facilities.

MISSION-ORIENTED FACILITY

A facility designed to perform a specific task or function or to produce a product directly related to the primary mission of an activity or unit, such as an aircraft maintenance hangar at a naval air station.

MOBILE HOME/FACILITY

A transportable factory assembled structure, built on a wheeled metal chassis for transport to the site.

MOBILIZATION

1. The act of assembling and organizing national resources to support national objectives in times of war or other emergencies.

2. The process by which the armed forces or part of them are brought to readiness for war or other emergencies. This includes activating all or part of the reserves as well as assembling and organizing personnel, supplies, and material.

MODULAR BUILDING

A building in which three dimensional sections are built at a factory and transported to the site to be joined together on a permanent foundation. The term is not synonymous to relocatable facility.

MULTIPLE USE BUILDING

A building which supports more than one function and is reportable under multiple category codes.

NAVAL FACILITIES ASSETS DATA BASE

An automated file of data on each existing facility (building, structure, utility, and land) owned or leased by the Department of Navy.

NAVAL SHORE ACTIVITY

A naval activity on shore, established by the Secretary of the Navy, with a prescribed mission. Includes organizational adjuncts established and located at special areas by a naval activity to carry out assigned missions.

PARENT ACTIVITY

A shore activity which has administrative and/or operational control of detached sub-organizational units or detachments.

PARENT COMMAND

A parent command has operational, planning and programming responsibility for its field units regardless of geographic location.

PRE-ENGINEERED BUILDING

This term is used to refer to a building which is constructed with structural components from a set of building components that have been pre-designed and fabricated, are mass produced, and can be assembled in a side variety of configurations. A few pre-engineered buildings are designed to be disassembled and reassembled at a new site. Only those pre-engineered buildings may be considered relocatable facilities. All other types of pre-engineered buildings are considered class 2 property, and must be funded and accounted for through normal minor construction or Military Construction procedures.

PRE-FABRICATED

Building components which are assembled at a factory and transported to the construction site.

PROJECT

A statement of a construction requirement for a facility or group of facilities in terms of a category code, title, unit of measure, quantity required, estimated cost, description, justification, etc. A project will consist of only those elements necessary to produce a functional entity. It usually has a clearly dominant feature (the principle construction feature) such as a single building or structure or a group of buildings such as bachelor quarters. Project statements will also be used to identify excess facilities, or for such other identification as may be directed.

REGIONAL PROFILE

A document which provides a data base of general information about a specific geographical region where a number of naval installations are collocated.

REHABILITATION

The action performed in restoring a facility to the design standards. The action may modify or improve the condition to support an existing function or allow the facility to support a new function.

RELOCATABLE FACILITY

A building or structure designed to be readily and economically erected, disassembled, moved, stored, and reused. The most important characteristic of a relocatable facility is the economy and ease with which the facility may be removed from one site and reinstalled at another. DoD limits costs for disassembly, repackaging, repair and refurbishment of components, and non-recoverable building components to 20 percent of the building acquisition cost.

RENOVATION

The action performed in upgrading an existing substandard facility to a functionally adequate useable facility.

REPAIR ,

The restoration of a facility to such condition that it may be effectively utilized for its designated purposes by overhaul, reprocessing, or replacement of constituent parts or materials that have deteriorated by action of the elements or usage and have not been corrected through routine maintenance.

REPLACEMENT

A replacement is a complete reconstruction of a facility destroyed or damaged beyond the point at which it may be economically repaired. A construction project for complete replacement should include the cost of demolition of the replaced facility, and such costs are part of the construction costs.

RESOURCE SPONSOR

A Deputy or Assistant Chief of Naval Operations, or a Director, Major Staff Of lice who is responsible for the programming and allocation of resources for his area of responsibility.

SHORE ACTIVITY PLANNING

That planning for an activity which, in response to assigned missions, tasks, functions and workload, provides for projected use, acquisition, disposal, and protection of land resources, buildings, and structures and provides for the coordination of information from all echelons of command, area coordinator and technical support.

SHORE FACILITY PLANNING

The determination of the facility requirements for individual shore activities of the Navy establishment, the evaluation of the adequacy of existing real property to satisfy these requirements, the determination of facility deficiencies or excesses, the provision for maximum utilization of existing facilities, the translation of deficiencies into requirements for construction, and the initiation of disposal action of excess properties.

SIX YEAR DEFENSE PROGRAM

See "Defense Program".

SPECIAL AREA

A geographic area, under the cognizance of a host activity, which is specially identified due to its noncontiguous location. Specific justification must be provided for the designation of special areas, or the retention for the designation, for any area that is not located at a significant distance from the boundary of the reporting activity.

SUBSTANDARD

Substandard describes a facility with deficiencies that require approval and funding beyond the authority of the activity commanding officer for modifications or repairs to make the facility adequate for its function.

SUPPORTED TENANT

For the purpose of the Shore Facilities Planning System, an activity or unit that does not prepare a Facilities Requirements Plan, occupies facilities accounted for in the Navy Facility Assets Data Base by another activity (host) and has its facility requirements reflected in the Facilities Requirements Plan of the host activity (Host Tenant Codes 3 and 4).

SURPLUS

Adequate, substandard and inadequate assets of a facility category that exceed the category requirement.

TENANT ACTIVITY

For the purpose of the Shore Facilities Planning System, an activity that has a Facilities Requirements Plan but occupies facilities accounted for in the Navy Facility Assets Data Base by another activity (host). A tenant may have hosts other than his designated host (Host Tenant Code 1).

UNSPECIFIED MINOR CONSTRUCTION (UMC)

Unspecified Minor Construction (UMC) supports projects which demand remedy sooner than would be possible if normal Military Construction procedures were followed.

YEAR, APPROPRIATION

The fiscal year for which funds are provided by the Congress for the execution of Military Construction projects.

YEAR, AUTHORIZATION

The fiscal year for which proposed Military Construction projects are authorized by the Congress.

YEAR(s), BUDGET

The fiscal year(s) of the Military Construction program under review by the Congress.

YEAR, ESTIMATE

The fiscal year for which cost estimates are developed. Example: A cost estimate developed in February 1989 for Program Year 1994 would be identified as Estimate Year 1994.

YEAR, PROGRAM

(General) The fiscal year to which a Military Construction project is assigned in the Military Construction Requirements List for proposed funding as a result of priority determinations. (Specific) The fiscal year immediately following the budget year.

Key Word Index