



DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
WASHINGTON, DC 20380-0001

MCO P11000.12C
LFF-1-dt
21 Jan 1986

MARINE CORPS ORDER P11000.12C W/CH 1

From: Commandant of the Marine Corps
To: Distribution List

Subj: Real Property Facilities Manual, Volume II, Facilities Planning and Programming

Encl: (1) LOCATOR SHEET

Reports Required: List, page xiii

1. Purpose. To provide guidance and instructions relating to the Marine Corps Facilities Planning and Programming System (MCFPPS).
2. Cancellation. MCO P11000.12B.
3. Summary of Revision. The revision of this Manual represents a significant rewrite of the previous version. Major items are shown below; however, you are encouraged to read the entire manual in order to see all of the changes.
 - a. New chapters on Collateral Equipment, Relocatable Facilities, and the Japanese Facilities Improvement Program.
 - b. Revised chapter on nonappropriated fund (NAF) construction, including delegation of authority to the local activities to approve and execute projects up to \$200,000 and to use Operation and Maintenance, Marine Corps (O&MMC) funds for Morale, Welfare, and Recreational (MWR) projects up to \$200,000.
 - c. Delegation of general site approvals to local activities.
 - d. Elimination of need for aerial photographs.
 - e. Additional Guidance for completing DD Form 1391 (Military Construction Project Data).
 - f. Elimination of NAVMC 10801 (Activity Facilities Plan) and substitution with the Facility Planning Document.
 - g. Elimination of need to submit facility redesignation requests.
 - h. Revised NAVMC Form 10956 (Summary for Correction of Facility Deficiencies) (order new ones for your stock).

PCN 102 113009 00

MCO P11000.12C

21 Jan 1986

4. Recommendations. Recommendations concerning the Real Property Facilities Manual, Volume II, Facilities Planning and Programming, are invited and will be submitted to the Commandant of the Marine Corps (CMC) (LFF-1) via the appropriate chain of command.

5. Reserve Applicability. This Manual is applicable to the Marine Corps Reserve.

6. Certification. Reviewed and approved this date.



J. J. WENT
Deputy Chief of Staff
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Logistics

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HEADQUARTERS UNITED STATES MARINE CORPS
WASHINGTON, DC 20380-0001

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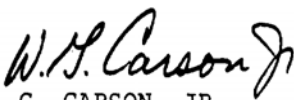
MARINE CORPS ORDER P11000.12C Ch 1

From: Commandant of the Marine Corps
To: Distribution List

Subj: Real Property Facilities Manual, Volume II, Facilities Planning and Programming

Encl: (1) New page insert to MCO P11000.12C

1. Purpose. To transmit new page inserts to the basic Manual.
2. Action. Remove present chapter 12 and replace with new chapter 12 contained in the enclosure hereto.
3. Summary of Changes. Change 1 has been initiated to more clearly define Headquarters Marine Corps policy on use and funding of relocatable facilities within the Marine Corps. The basic Manual refers to the Assistant Secretary of Defense (Acquisition and Logistics) (ASD(A&L)). This position is now the Under Secretary of Defense (Acquisition) (USD(A)) and is used in Change 1.
4. Change Notation. Significant changes contained in the revised pages for this Change are denoted by an arrow (>) symbol.
5. Filing Instructions. This Change transmittal will be filed immediately following page 2 of the basic Manual.
6. Certification. Reviewed and approved this date.


W. G. CARSON, JR.
Deputy Chief of Staff
for Installations and
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ENCLOSURE (1)

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REPORTS REQUIRED

<u>REPORT TITLE</u>	<u>REPORT SYMBOL</u>	<u>PARAGRAPH</u>	<u>DUE DATE</u>
General Development Maps	MC-11000-12	3002.2	1 August
Basic Facilities Requirements Item Determination Sheet (NAVMC 10915, 11/72)	MC-11000-15	4003.5	Anytime
Evaluation of Existing Shore Facility Assets	MC-11000-11	4004.3	Anytime
Facility Planning Document	MC-11000-17	4005.2	1 May
Summary For Correction of Facility Deficiencies (NAVMC 10956, 8/85)	MC-11000-06	4006.1	1 June
Military Construction Program (DD Forms 1391, 1390, 1391c, Site Approvals, and Appropriate FPD's)	DD-11000-03	4008.1	1 July
Status of NAF Construction Program	DD-11013-04	9005.10	Quarterly

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CHAPTER 1

INTRODUCTION

1000. GENERAL INFORMATION

1. Purpose. To promulgate procedures to plan and program facilities requirements for activities under the command of the CMC. Marine Corps activities not under the command of the CMC will comply with appropriate Office of the Chief of Naval Operations (CNO) and other directives.

2. Exceptions. This Manual does not apply to the following:

a. Activities occupying space only in commercial or General Services Administration (GSA) buildings.

b. Overseas advance bases planned for post-M-day use.

c. Activities not under the command of the CMC.

d. Family housing.

e. Real property construction programmed, budgeted, and financed with funds available from appropriations for research, development, test, and evaluation.

1001. RESPONSIBILITIES AND AUTHORITY

1. General Information. Facilities planning and programming are command responsibilities and are based on approved Marine Corps plans and programs.

2. CMC Guidance. The CMC will provide overall direction and guidance, establish (or approve) military priorities, direct actions necessary to effect program coordination, and make and promulgate decisions.

3. Activity Commanders' Responsibilities. Activity commanders are responsible for providing the minimum facilities support essential to the missions, operations, and ancillary functions of assigned units and personnel in accordance with the Marine Corps Facilities Planning and Programming System (MCFPPS). Specifically, activity commanders shall:

a. Review and maintain facilities support requirements (FSR) planning documents.

b. Update and maintain the facility assets data base for their activity. See the current edition of MCO P11000.14

c. Update and maintain a facility planning document (FPD) to include all facilities requirements, deficiencies, excesses, and planned courses of action.

d. Develop and maintain appropriate facilities plans required for mobilization support.

e. Submit, via appropriate channels, the following facilities forms and documents:

(1) Form [NAVMC 10915](#) (Basic Facilities Requirement (BFR) Item Determination Sheet).

(2) An updated FPD.

(3) Form [NAVMC 10956](#).

(4) Updated general development maps (GDM's).

(5) All required Navy Facility Assets Data Base changes.

(6) Project documentation for proposed military construction (MILCON) programs (DD Form 1391 (MILCON Project Data Sheet)), site approvals, [DD Form 1391c](#), and supporting FPD's.

(7) NAF construction status reports.

4. Other Commands' Responsibilities. To ensure integrated logistics support, commands (either Marine Corps or other services) not in the chain of command, but having technical responsibilities for functions involved (e.g., medical, supply, ordnance safety, electronics, etc.), shall be furnished copies of appropriate documents by the activity commander. Comments from such reviews should be furnished to the CMC and intermediate commands, preferably as part of project submittals.

1002. POLICY

1. Briefing of Visitors on MILCON. The projects contained in the CMC five-year approved MILCON program are the only projects to be used in briefings of visitors about MILCON requirements for the activity. This approved program is normally listed in the annual MILCON Planning and Programming Guidance Letter. This limitation applies even though the activity commander may have submitted additional projects for consideration or has recommended changes to the approved program.

2. Security Classification on MILCON. Insofar as possible, all data, forms, and maps used in connection with shore facility planning and programming shall be unclassified. A classification of confidential or higher will generally be required in connection with facilities for post-M-day. Classification action shall be in accordance with current policies.

1003. IMPLEMENTATION

1. Procedures with MCFPPS. The procedures directed by this Manual comply with authoritative directives and Public Law. The MCFPPS is consistent with the shore facilities planning and programming system used by the Navy to formulate the total Department of the Navy base structure and MILCON Program. A thoroughly implemented MCFPPS at every Marine Corps activity establishes a bona fide and, hence, supportable comprehensive backlog of MILCON, a uniform measure of MILCON programming, and a continuity factor for activity commanders to oversee base development.

2. Personnel Resources. Most problems in facility planning and programming derive from lack of local command attention. In particular, the activity commander must give high priority to the personnel resources needed to implement and maintain the MCFPPS.

3. Training. Personnel newly assigned to an activity's facilities planning and programming function should be scheduled to attend the Shore Facilities Planning System course, offered by the Civil Engineer Corps Officers School (CECOS), Port Hueneme, California. The 1- or 2-week course provides working level knowledge of the facilities planning and programming system. Quotas for Marine Corps sponsored personnel may be obtained by direct liaison with CECOS.

4. Local Coordination. One of the most important aspects of the facility planning process is coordination with local tenants (i.e. wing, brigade, Marine Amphibious Force, etc.). A good working relationship between the operators on station and the facility planners will eliminate many problems. Therefore, as a matter of policy, station/base commanders will develop a means through which facility information and operator requirements can be discussed on a regular basis. This process should include long-range (greater than 1-year) requirements as well as any near term facility issues that may be germane.

5. MILCON Planning and Programming Guidance Letter. Annually, the CMC (LFF-1) will publish a MILCON Planning and Programming Guidance Letter. This letter will contain the five-year program for MILCON for all Marine Corps shore activities. Navy centrally managed programs discussed in chapter 8 will be included in this letter also.

REAL PROPERTY FACILITIES MANUAL

CHAPTER 2

MILCON OVERVIEW

2000. DEPARTMENT OF DEFENSE (DoD) MILCON PROGRAM

1. The DoD Planning, Programming, and Budgeting System (PPBS). The Defense Reorganization Act of 1958 gave the Secretary of Defense, under the policy guidance and direction of the President and National Security Council, two distinct lines of authority. A direct line of command was established through the Joint Chiefs of Staff (JCS) to the Unified and Specified commands. A line for administrative control of the military departments and for management of support of military forces was established through the Secretaries of the military departments. Through the command line, the Secretary of Defense issues decisions on threat appraisal, strategy, and forces. Through the administrative or management line, he issues decisions on program goals to support the forces and budgeting of annual funds to support the programs. The process through which these decisions and resultant actions are integrated is the DoD PPBS.

2. Five-Year Defense Program (FYDP). The principal document of the PPBS is the FYDP, which contains the approved programs for all services and establishes for each service the approved force levels for 8 years into the future and the financial levels for 5 years. One feature of the FYDP is a display of the total resource requirements for each appropriation, by resource categories, needed to support the approved force levels.

3. Program Objective Memorandum (POM). The Department of the Navy (DON) POM is the Secretary of the Navy's annual recommendation to the Secretary of Defense for detailed application of DON's resources. The POM is developed, within constraints imposed by the Secretary of Defense's fiscal guidance, to satisfy all assigned functions and responsibilities during the period of the FYDP. The POM is the instrument through which programming under fiscal constraints is implemented. The basic MILCON programming effort takes the Marine Corps approved concepts and objectives, which are identified in the planning phase, and places them into a fiscally constrained priority list of projects for review and approval by the CMC. This program, when approved by the CMC, becomes the Marine Corps MILCON Five-Year Program and is consolidated with the CNO program for submission as the Navy MILCON program portion of the DON POM. The POM represents a comprehensive and detailed expression of the resource requirements associated with the total commitment of the DON. Assessment of risks and military advantages of the proposed programs, as measured against those currently approved in the FYDP, are addressed.

4. Budgeting. The budgeting phase begins with the Office of Management and Budget's (OMB's) joint review with Office of the Secretary of Defense (OSD). Upon OMB and presidential concurrence with the proposed budget level, the Secretary of Defense consolidates the individual MILCON programs of the services and other defense agencies for the budget year into a unified DoD MILCON Authorization Bill and a DoD MILCON Appropriations Bill for submission to Congress. The Armed Services and Appropriations Subcommittees hold hearings on their respective bills and ask detailed questions about the need for, and the estimated costs of, the proposed projects. A proposed bill is drafted and when the bill is passed by both the House and Senate, it is enrolled for presidential signature. Upon presidential signature, the Authorization or Appropriations Act, as the case may be, becomes law.

5. Construction Program Controls

a. Construction projects must receive congressional approval in both an authorization and an appropriations law before construction can begin. Legally, the Authorization Act authorizes the appropriation of funds for the purposes of the law. All construction projects costing over \$200,000 must have "authorization" based on congressional action, normally a Public Law. Projects costing over \$1,000,000 are "major" construction projects and must be individually authorized in a MILCON Authorization Act. Projects costing less than \$1,000,000 are "minor" construction. "Authority" for minor military construction projects is contained in Title 10 U.S.C. 2805. In essence, the controls and limitations on construction derive more from lack of "authorization" than lack of "appropriation" (funding).

b. Another control imposed on each project is scope. The scope of an individual project is described in:

(1) The DD Form 1391 presented to Congress as justification for each project. The Form describes square footage, construction materials/methods to be used, demolition of existing buildings, and other elements that become the official "scope" of the project.

(2) Testimony before the congressional committees.

(3) Comments contained in committee reports.

Occasionally, to ensure a contract award, adjustments in scope are made for a basic bid item and one or more additive items. If a reduction in scope is necessary for advertising to stay within funding constraints, a complete and usable facility must be provided. Additive bid items may be included in the bid documents

to satisfy the deficiency. The general principle applied in evaluating scope changes is that the Naval Facilities Engineering Command (NAVFACENGCOM) is responsible for building what was contemplated at the time the project was presented to Congress, no more and no less if possible within the dollar limits of the authorization. Proposed scope changes must be brought to the attention of the CMC (LFF-1) for discussion and resolution with NAVFACENGCOM. Activity commanders do not have the authority to approve scope changes.

2001. MARINE CORPS FACILITIES PLANNING AND PROGRAMMING

1. General Information. The MCFPPS is the prescribed system to plan, program, budget, and execute all functions sequentially to acquire facilities for the Marine Corps in accordance with the FYDP, as well as to dispose of all excess facilities, including real estate. The MCFPPS also establishes baseline data for planning in support of contingency-oriented scenarios as directed by the JCS and for base posture studies for realignment of Marine Corps activities and facilities. The objective of the MCFPPS is to equalize facility requirements and adequate facility assets through acquisition (i.e., construction), conversion, rehabilitation, or disposal.

2. Planning. The planning effort of the MCFPPS involves the translation of data contained in an FSR document (see paragraph 2002, following) into basic facility requirements (BFR's) as categorized by NAVFAC Publication P-72. By comparing these basic requirements with existing and prospective assets, facility deficiencies and excesses can be identified. The Navy Facility Assets Data Base (NFADB) is the central repository for Marine Corps facility information on existing assets and must be used as a reference in the identification of facility excesses and deficiencies. The objective is to identify and portray bona fide facility requirements, deficiencies, and excesses and to develop a plan to meet the objective of the MCFPPS.

3. Programming. The programming effort of the MCFPPS involves translation of the plan previously indicated into a phased and prioritized program subject to budget/fiscal or other constraints. The program consists of construction projects to satisfy identified and validated facility deficiencies. The projects are further categorized as to anticipated funding source; i.e., MILCON, NAF, etc. The objective of the programming effort is to effect necessary changes to assets through acquisition (i.e., construction, conversion, or rehabilitation).

2002. BASIC SOURCE DOCUMENTS

1. Marine Corps Mid-Range Objective Plan (MMROP). The MMROP is a classified source document used at Headquarters Marine Corps (HQMC) for policy and decision making. It contains an appraisal of Marine Corps roles and missions; concepts of Marine Corps operations in cold, limited, and general warfare; and the force structure and organizational objectives and concepts of the Marine Corps.

2. Marine Corps Capabilities Plan (MCP). The MCP is the basic short-range plan of available Marine Corps resources, plans to employ these resources, and a delineation of responsibilities to support mobilization plans. This is a classified source document used at both HQMC and the activities in formulating support requirements and plans.

3. Facilities Support Requirements (FSR's). The FSR document is the basis on which a Marine Corps activity will conduct its pre-M-day facility planning and programming. This document is prepared and provided to each Marine Corps activity owning Class I real property (land) annually. This document is prepared as a coordinated effort by all staff elements within HQMC having cognizance over areas which could affect facility requirements. The information in the FSR document is a projection designed to coincide with the DoD FYDP and provide validity to the required facilities of an activity's five-year MILCON program.

a. The FSR information is essential to:

(1) Provide the basis for all facility requirements (especially housing and MWR facilities).

(2) Provide the basic data for preparation of DD Form 1657 (Family Housing Survey), and DD Form 2085 (Bachelor Housing Survey).

(3) Support the activity Master Plan.

b. Information in the FSR document will be in the format of appendix A and will be presented in terms of:

(1) Projected force structure, personnel loads, and equipment/aircraft loads. This will include the projections for noncontiguous camps and airfields within the activity commander's responsibility.

(2) Projected changes in force structure, personnel loads, and equipment/aircraft loads. (These changes will be reflected in the notes.)

(3) Proposed actions which have not been approved but are relevant for planning purposes. (These actions will be reflected in the notes.)

(4) General and specific policy statements which affect the activity.

c. Actions Required

(1) The CMC (LFF-1) will:

(a) Coordinate the annual revision, update, publish, and distribute the FSR document to each Marine Corps activity.

(b) Coordinate with HQMC staff elements or intermediate commands on decisions which have an immediate effect on facilities planning at an activity and publish revisions to the activity FSR as required.

(c) Distribute the FSR document to the Fleet Marine Force (FMF) with a brief description of the shore facility planning process and an explanation of the need for the local FMF commanders to coordinate closely with the host activity concerning requirements.

(2) Intermediate commands shall:

(a) Advise the CMC (LFF-1) by information copy of additional FSR planning guidance provided to subordinate commands.

(b) Provide the CMC (LFF-1) information on decisions made at the intermediate level which may affect an activity's FSR.

(3) Activity commanders shall:

(a) Ensure that all levels of the command involved with facilities planning are aware of the base loading to be supported.

(b) Use FSR planning documents as the basic source for planning data and guidance to acquire use and dispose of real property. The FSR document, as published by HQMC, is the only document to be used to determine BFR's; i.e., form [NAVMC 10915](#).

(c) Upon receipt, review the annual FSR planning document and notify the CMC (LFF-1) within 30 days of activity concurrence or any recommended changes.

(d) Ensure that none of the data on force structure and personnel loads are changed without prior approval of the CMC (LFF-1).

(4) FMF commanders will review the annual FSR planning document upon receipt and notify the host activity of concurrence on any recommended changes within 25 days of receipt.

(5) All echelons of command and HQMC staff elements will recommend revisions, as appropriate, to the FSR to improve its validity as the source of facility requirements planning guidance.

2003. MILCON PROGRAM EXECUTION

1. Authority. The authority for Navy procurement, vested by law in the Secretary of the Navy, is delegated for facilities construction to the Commander, NAVFACENCOM. This authority has been redelegated to the commanders of the engineering field divisions (EFD's) to the maximum extent feasible.

2. Design. Projects are designed by NAVFAC, usually by an architect-engineer (A&E) firm under contract. Congress has insisted, without exception, that projects be at 35 percent design at the time the President's Budget is submitted. Their purpose for the 35 percent design rule is to eliminate reprogramming by defining the scope and cost of projects before Congress considers them. Projects which cannot reach 35 percent design in time are normally culled by Comptroller of the Navy (NAVCOMPT) or OSD before the MILCON program is included in the President's Budget. Unfortunately, changes are still occurring at an alarming rate and Congress has recently flatly refused reprogramming requests as a means to control changes to projects. This points out the necessity to define project scope completely at the time of submission to prevent any major changes from occurring.

3. Supervision. MILCON for the DON is supervised by resident officers in charge of construction (ROICC's) who are stationed at the job sites. These officers report to an officer in charge of construction (OICC) who, in most instances, is the commander of the EFD for the area. Contract award and change order authority are generally retained at the OICC level. The ROICC is responsible for sound contract administration and inspection for compliance with the plans and specifications.

4. Adjustment Authority. During execution of the MILCON program, when the project encounters unexpected costs, there is always the temptation to reduce project scope. Conversely, when there are unexpected savings, there is the impulse to add to the project scope to match available funding. Either action is contrary to good management and usually conflicts with the congressionally approved scope of the project. Accordingly, deviation from

approved project scope, at any stage of programming or construction, will be made only upon approval by HQMC. This includes the desire to retain buildings slated for demolition by a MILCON project.

5. Inventory Records. A facility is entered in the inventory system when it is beneficially occupied or complete. In many cases, however, the facility is entered into inventory records only after the fiscal document has been processed. The resulting delay in transferring facilities to inventory is unacceptable. There is no legal constraint to reactivating a project and amending inventory records after final cost has been determined. NAVFAC P-78 provides procedures for processing Acquisition/Disposition Data Forms (ADDF's).

REAL PROPERTY FACILITIES MANUAL

CHAPTER 3

MASTER PLANNING

3000. GENERAL INFORMATION

1. Definition. The master plan for an activity (or complex of activities) is an integrated series of documents which present, in graphic, narrative, and tabular form, an analysis of the present composition and functions of an activity, and the optimum plan for its orderly and comprehensive development. The approved master plan shall:

- a. Reflect and amplify actions proposed in the FPD.
- b. Be the official activity planning document.
- c. Be the instrument to maintain continuity in future facilities planning and development.
- d. Be used for approximate siting of all future facilities.
- e. Specify needed changes to facility assets and recommend any required phasing for such changes.
- f. Be used to present the Marine Corps position on land and facility use, incorporating the requirements of Executive Order 12512, Federal Real Property Management.
- g. Address the visual image of the activity through a Base Exterior Architecture Plan, including landscaping, lighting, signing, building exterior, paving, and maintenance elements of base appearance.
- h. Include a Capital Improvements Plan not more than 3 years old with detailed sitings for projects in the first 3 years of the current five-year program.

2. Community Interests. To further the orderly development of Marine Corps activities, activity commanders should establish close and harmonious planning relations with local agencies and planning commissions of neighboring city, county, and State agencies for cooperation and resolution of mutual physical development problems. To assist in this relationship, it may be advantageous to prepare a memorandum of understanding to identify planning areas of mutual interest, establish points of contact, specify form and lines of communication between planning bodies, and identify procedures to follow to resolve differences. Such coordination shall include compliance with Executive Order 12372

"Intergovernmental Review of Federal Programs", as implemented by DoD Directive 4165.61, "Intergovernmental Coordination of DoD Federal Development Programs and Activities".

3001. MASTER PLANNING PROCEDURES

1. Preparation Responsibility. Master plans are prepared by NAVFACENGCOM as scheduled by the CMC, in accordance with the current edition of NAVFACINST 11010.63. This schedule will be sent to you by HQMC annually so that you may be prepared for the EFD. Preparation includes the completion of base maps, utility plans, traffic studies, engineering evaluations (EE's), BFR's, etc., about 6-12 months before the master plan is initiated. To be effective and be the basis for action, the master plan must reflect an analysis of the functions performed at an activity and depict a locale oriented arrangement of facility use and/or acquisition to best support the functions involved. The master plan must specify needed changes to facility assets, recommend any required phasing for such changes, and portray the general location thereof. Additional guidance follows:

a. Master plans are funded and prepared by NAVFAC when done in the normal 6-year cycle. An out-of-cycle request to prepare a master plan becomes the Marine Corps' responsibility for funding.

b. BFR preparation is a base responsibility.

c. EE's are a base responsibility, but may be accomplished by the EFD, depending on EFD workload. EFD assistance is more likely when the requirement can be identified early so NAVFAC can budget for the effort. When EE's cannot be budgeted by NAVFAC, the activity is responsible for providing reimbursable funding.

d. Base mapping is a base funding responsibility. EFD assistance may be available on a reimbursable basis.

e. Traffic study services are available from the Military Traffic Management Command (MTMC) and, when scheduled prior to the fiscal year (FY) needed, are funded by NAVFAC. Typical services include support of master plan updates, Defense Access Road evaluations, and special studies to evaluate traffic or transportation requirements and impacts.

f. Funding for special studies such as sitting studies, feasibility studies, relocation plans, and environmental impact analyses are a base responsibility. EFD's may accomplish the study in-house on a reimbursable basis, or contract out the study with activity funding.

2. Planning Guidance. The master plan establishes base development continuity. As the basis for siting all future facilities, it considers:

a. General planning factors such as adjacent land uses, infrastructure requirements, and consolidating like functions.

b. Issues particular to the Marine Corps such as unit integrity requirements, separating bachelor and family housing, and long-term development potential.

c. Issues particular to the activity such as planning constraints and existing facilities. The agency preparing the master plan will consult with HQMC for special considerations or instructions, particularly addressing Marine Corps-wide planning objectives and long-term development.

3. Development. Activity commanders are notified by NAVFACENGCOM or the local EFD whenever master planning review is contemplated. The agency preparing the master plan will keep the activity commander informed of the significant features of the master plan as they are developed. An important consideration of master plan development is the existing legal encumbrances on use, or disposition of land or facilities. Such encumbrances are generally contained in real estate agreements, some dating from the time the activity was originally occupied by the Marine Corps. The activity commander should ensure any such legal encumbrances are noted in the master plan and fully considered as the master plan is developed. The activity commander should keep intermediate commanders advised on the development of the master plan.

4. Comments on Preliminary Plans. After submittal of the preliminary master plan to HQMC, comments are solicited from cognizant supporting commands (e.g., Naval Air Systems Command, Naval Medical Command, etc.) and HQMC staff elements. The comments are compiled and incorporated into a letter to NAVFACENGCOM by the CMC.

5. HQMC Approval. NAVFACENGCOM will complete the master plan for submission to HQMC for final approval and promulgation. The approved master plan will be distributed as the comprehensive document for the development of the activity.

3002. GENERAL DEVELOPMENT MAPS

1. Responsibility. GDM's must be prepared and maintained in an up-to-date status by the activity commander.

2. Submission of GDM's (Complete Sets). On an annual basis, and not later than 1 August, activity commanders will submit to the CMC (LFF-1) a complete set of GDM's (Report Symbol MC-11000-12 has been assigned to this report) or those sheets upon which changes have occurred. A second set (or changed sheets) is to be sent to the HQMC Liaison Representative, MCLB, Albany, Georgia. The GDM set on file at HQMC must include or depict the following information (the set at Albany doesn't need color coding):

a. Project titles will be shown for each project such as "FY89 N-XXX, Officers Club." Recently completed, recently approved, and proposed projects will be color coded as follows. (Note: These project designations apply to all construction of new facilities regardless of the source of funding; i.e., MILCON, O&MMC, NAF, Host Nation Funded, etc.)

(1) Black. Projects completed since the last GDM submission.

(2) Blue. Projects authorized for design and not started.

(3) Green. Under construction.

(4) Red. Projects proposed in the budget year (see definition of budget year in paragraph 4006.21).

(5) Purple. Buildings slated for demolition.

b. Air installation compatible use zones (AICUZ) contours.

c. Explosive safety quantity distance (ESQD) arcs.

d. Range impact areas.

e. Areas subject to high intensity noise.

f. Areas subject to hazard from electromagnetic radiation to ordnance (HERO), personnel (HERP) and fuel (HERF).

g. Areas protected due to archaeological, historical, environmental protection or natural resources considerations.

h. Any other area which because of its use may have an effect on construction projects.

A second GDM, with no color coding, will be submitted by all Marine Corps Air Stations to the CMC (ASL) by 1 August.

3. Submission of Photographs. Photographs of Marine Corps activities are invaluable in defending Marine Corps MILCON programs to various reviewing authorities and they have proven useful in Headquarters staff actions. At their discretion, activity commanders may submit photographs of conditions to be remedied by a MILCON project with the project documentation for that project.

3003. SITE APPROVALS

1. Policy

a. Siting of all facilities projects (regardless of funding source) at Marine Corps activities will conform with the planned development as illustrated in the master plan.

b. Site approval action will be limited to projects which have been included in a specific execution program or which have a high propensity in the opinion of HQMC for inclusion in an early execution program.

c. Site approval authority is delegated to the base commander for all projects except those which involve ammunition and explosives, electromagnetic radiation, are located in areas affected by airfield criteria, and those which involve violations of planning, siting or safety criteria. Project site approval for these exceptions remains with HQMC.

d. Site approval is required for all projects involving the acquisition or modification of Class 2 Marine Corps property, and certain items of Class 3 property (i.e., relocatable buildings, trailers, vans, etc.) which satisfy facility deficiencies. Site approvals are required for work on existing buildings or structures within 5 feet of the building line, when that work changes the assets measure, or condition status of the building, or structure, as reported in the NFADB. All fund-source facility acquisition and/or modification projects require site approval when the project location changes the physical layout of the activity, has the potential to change the physical layout of the activity, involves safety criteria, or results in changing the use of a facility. Site approval is required for all family housing construction projects. Site approval for housing projects validates that the proposed location is in agreement with the activity's land use and proposed development, and complies with planning and safety criteria in the location of family housing.

e. The site for a proposed construction project must be illustrated on the capital improvements plan (CIP) portion of the master plan or "master copy" of the GDM (as retained at the activity) after the project has been identified and proposed as a requirement.

f. Site approval denotes that a project is located in conformance with established land planning principles, is in agreement with the planned development of the activity, and that any criteria infractions have or will be properly authorized. Site approval of a project does not constitute approval of the project, its scope, or funding.

g. Site approval action shall be initiated by the activity as early in the planning and programming cycle as necessary so that site approval can be accomplished prior to the start of project design. This is particularly important for specialized site approval requirements.

h. A project site approval will become invalid whenever a project is resited from the original site or affects siting considerations such as adjacent land uses, fire safety access or noise intensity. All specialized site approvals will become invalid whenever the project scope is changed or its location changed from that reviewed and approved by HQMC. Requests for revalidating a site approval shall be processed by the activity commander as soon as possible after the requirement for revalidation has been identified, so that a valid site approval is maintained on all projects under design.

2. Responsibility

a. Activity commanders shall:

(1) Initiate and forward to the CMC (LFF-1) a form [NAVMC 11069](#) (Request for Project Site Approval), for all projects involving specialized site approvals.

(2) Grant general site approvals in accordance with the base master plan and the guidelines in paragraph 3003.3, following. Provide a copy to the cognizant EFD.

(3) Coordinate and consult with the cognizant Navy representative (NAVREP) at the Federal Aviation Administration (FAA) regional office on all projects with possible impact on air-space utilization. Secure FAA concurrence with project location prior to granting site approval. Attach copies of all FAA correspondence to the site approval.

(4) Maintain permanent files of all violations to explosive, airfield and electromagnetic siting criteria, to include all waivers and exemptions granted.

(5) Ensure that all projects have valid site approvals before the start of project design, and ensure that the site approval remains valid during the design and construction cycle of a project.

(6) Maintain a permanent record of all site approvals as a part of the project file.

(7) Submit a copy of the site approval with the project submission to HQMC (paragraph 4008).

b. HQMC will:

(1) Review all specialized site approval requests.

(2) Process them accordingly.

3. Procedures for General Site Approval Documentation

a. Activities will use form [NAVMC 11069](#), illustrated as figure 3-1, to approve sites for all proposed construction. Since the site approval request form provides only a synoptic record of the site approval actions, specific review and justification documentation, approval conditions, etc., should be prepared as required and attached to the form.

b. Activity planners will complete section A of form [NAVMC 11069](#) and attach a copy (8 1/2 by 11 inches) of that portion of the GDM which illustrates the proposed location of the project. The planner should sign the "Requested By" block. In section B, remarks, type the phrase: "Site approved by base commander under MCOP11000.12C." The approving official may be the base commander, chief of staff (or executive officer), or the facilities engineer (or public works officer). If signed by other than the base commander, a "By direction" stamp is needed. The original copy of [NAVMC 11069](#) should be kept in the project folder at the activity as part of the permanent record for the project. A copy will be submitted as part of the project documentation (DD Form 1391, etc.) for projects requiring HQMC funding (NAF, MILCON and O&MMC). See paragraph 4008. Guidelines for completing certain blocks of section A of [NAVMC 11069](#) are:

(1) Type of Funding. Enter type of funding such as MILCON, JFIP, O&MMC, NAF, etc.

(2) Program Year. Enter FY in which funding is anticipated. There is no need to modify this block when a project slips during the programming stage.

(3) Project Description. Briefly describe project scope.

(4) Remarks. Enter pertinent data on project, such as previous request for site approval, other relevant siting, or programming data.

(5) Type of Map. Indicate type of plan which is attached illustrating the project location and date of plan. It should be either GDM or CIP.

(6) Ammunition and Explosives. 1/ Meet minimum criteria of NAVSEA OP-5, volume 1.

(7) Electromagnetic Radiation. 1/ Meets minimum criteria of NAVEXLEX 0101, 100 series.

(8) Airfield Safety. 1/ Meets minimum criteria of NAVAIR Manual 00-100-503 and OPNAVINST 3770.2.

1/ A "No" on Ammunition and Explosives, Electromagnetic Radiation, or Airfield Safety puts the site approval request in the "specialized" arena. See paragraph 3003.5, following.

(9) Noise Intensity. Meets minimum criteria of NAVFAC P-970, Planning in the Noise Environment.

(10) Fire Protection. Meets minimum criteria of NAVFAC DM-8, Fire Protection Engineering.

(11) Compatible With Master Plan. Check appropriate box.

(a) Identical. Siting is as shown in master plan.

(b) Different but consistent. Project location is different from one shown in master plan but carries out master plan goals of functional facility location.

(c) Not shown but consistent. Project location is not shown in master plan but is compatible with land use and activity operational requirements.

(d) Not shown and inconsistent. Project location is not shown in master plan and the proposed site is in a conflicting land use area but is satisfactory from an operational and functional standpoint. A minor or major revision to the master plan must be approved by HQMC before the installation commander can grant project site approval.

(e) Different and inconsistent. Project location is different from one shown in master plan and the project site is in a conflicting land use area but is satisfactory from an operational and functional standpoint. A minor or major revision to the master plan must be approved by HQMC before the installation commander can grant project site approval.

4. Procedures for Specialized Site Approvals. Site approval for projects involved with, or encumbered by, ammunition and explosives, electromagnetic radiation, or airfield safety requires review and approval by the cognizant command or office responsible for enforcing the appropriate safety criteria. Such clearance will be secured by HQMC. Provide four copies of the following to the CMC (LFF-1) to request specialized site approvals:

a. A completed NAVMC 11069 (complete section A only).

b. Station map showing the entire activity and its immediate off-station environs. For all but exceptionally large activities, this map should be on one sheet indicating the project location in relation to overall station development and planning constraints.

c. Site development plans which may be a copy of the CIP or GDM or a portion thereof at a scale no smaller than 1-inch equals 400 feet. The following data shall be provided on this plan:

(1) Project location showing adaptation to existing and planned facilities and facility orientation.

(2) Structure separation requirements necessary for fire safety.

(3) Vehicular circulation and access to the project environs.

d. Additional documentation as detailed in the following paragraphs.

5. Ammunition and Explosives Safety

a. Background. The Department Defense Explosives Safety Board (DDESB) is a joint activity of the DoD with the responsibility to establish safety standards related to ammunition and explosives and to review and approve, from an explosives safety standpoint, all locations for facilities involving ammunition or explosives and the location of structures in the vicinity of, or affected by, ammunition or explosives facilities or operations as enumerated in OPNAVINST 8020.8. The CNO (OP-411) has been designated the official Navy point of contact with DDESB and will determine if a project location requires DDESB review and approval. The CNO has designated the Naval Sea Systems Command (NAVSEASYS COM) as the Navy's agent on technical matters relating to ordnance and explosives safety. NAVSEA reviews the siting of all projects forwarded by HQMC and provides review comments on explosives safety implications to CNO (OP-411). The CNO then seeks explosives safety approval or certification from DDESB or, if within CNO's authority, grants the certification. Explosives safety approval is required for all

projects as defined in OPNAVINST 8020.8 regardless of size, source of funding, or cost, as follows:

(1) New facilities and rehabilitation or modification of existing facilities in which ammunition or explosives are manufactured, maintained, handled, or stored.

(2) New construction and rehabilitation or modification of existing facilities located within, or adjacent to (say, within 100 feet), ESQD arcs.

(3) Redesignation or changes in use of an existing facility located within, or adjacent to, ESQD arcs.

b. Documentation. In addition to the items listed in paragraph 3003.5, the following data shall be provided with all requests requiring ammunition and explosives safety review and site certification prior to site approval:

(1) Existing ESQD arcs in the vicinity of the project site, outlined in yellow.

(2) Planned or post-construction ESQD arcs outlined in green.

(3) Origin and radius in feet of existing and proposed arcs involved in the project.

(4) Facility use, type of construction and numbers of people in each facility within or adjacent to existing and proposed ESQD arcs involved in the project.

(5) All locations of explosives associated with the new project.

(6) Justification and Rationale

(a) Provide descriptions of hazardous materials or items to be in the new or modified facilities; i.e., bombs, rockets, artillery ammunition, chemical agents, liquid propellants, or other items requiring protective measures in accordance with this standard.

(b) Indicate quantities, classes, and divisions of ammunition, explosives, chemical agents, liquid and solid propellants, or other hazardous material proposed for the new or modified facility, including a breakdown by room or bay when appropriate.

(c) Indicate net explosive weight (NEW), classes, and divisions of ammunition, explosives, chemical agents, liquid and solid propellants, or other hazardous material in facilities located within inhabited building distance of the new or modified facility.

(d) Indicate existing CNO waivers related to the proposed project.

(e) Provide strategic or other impelling operational necessities, including time schedules, which dictate and influence the location of the facility.

(f) Include economic factors, such as cost avoidance, self-amortization, energy conservation, etc., realized through the proposed project and its recommended location.

(g) Indicate the degree and type of hazard generated by the project, stating the reasonable safety of personnel involved in relation to the explosives hazard, along with tabulating the total number of active duty and nonactive duty personnel within the current and/or post-construction ESQD and handling areas. Indicate the number of personnel originally in the hazard area, if applicable, and the number being added as a result of the proposed action.

(h) Discuss alternate ways, if any, to accomplish the function to be performed by the proposed project which would not involve the creation or expansion of an existing explosives hazard, giving the feasibility and practicability of such alternatives and the reason for rejecting these alternatives.

(7) Dependent upon the type and complexity of the project, DDESB may require a second review before giving final explosives safety concurrence on the project's location. One set of plans shall accompany this submittal and shall, as appropriate, depict the following data: general details regarding dividing walls, vent walls, firewalls, roofs, operational shields, barricades, exits, types of floor finish, fire protection system installations, 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. Provide a topography map with appropriate contours when terrain features are considered to constitute natural barricading or when topography otherwise influences layout as in some chemical operations. In addition to the above 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. Explain any deviations from pertinent safety standards due to local conditions.

6. Electromagnetic Radiation (EMR)

a. Background. Modern radio and radar transmitting equipment produce high intensity electromagnetic fields. Such fields can cause premature initiation of electroexplosive devices (EED's) contained in ordnance systems. These fields can cause biological injury to personnel. Sparks and arcs caused by high intensity fields are also a potential source of ignition for fuel-air mixtures. Site approval requests shall be submitted to the CMC (LFF-1) for all proposed transmitter/antenna installations and facilities using or supporting such equipment. In addition, all planned personnel, fueling, explosives ordnance, or other electronic sensitive facilities proposed for location in an area illuminated by EMR must be submitted for review. HQMC will obtain the appropriate reviews from NAVSEASYSKOM, Naval Space and Warfare Systems Command, and Naval Air Systems Command (NAVAIRSYSKOM) to ensure that potential problems have been identified and adequate solutions developed before site approval is granted.

b. Documentation. In addition to the items listed in paragraph 3003.5, the following data shall be provided, as applicable, with all requests requiring EMR hazard to ordnance (HERO), fuel (HERF), or personnel (HERP) review and site certification prior to site approval:

(1) Ground elevation at antenna sites.

(2) Potential and probable explosives and ammunition transportation routes in vicinity of radio frequency generating facilities. (HERO)

(3) Relationship to, and distance between, radio frequency generating facilities and personnel support facilities, inhabited buildings, and public or private roadways. (HERP)

(4) Relationship to, and distance between, storage, handling, and processing of volatile materials and the radiated energy sources. (HERF)

(5) Justification and Rationale

(a) Height of antenna.

(b) Equipment or antenna characteristics such as type of transmitter, power output, operating frequency, emission, antenna input power, antenna beam width/pattern, kind or name of equipment, and frequency range.

(c) Frequency of proposed project use.

(d) Operational and functional requirements dictating project location.

(e) Type, class, location, and quantity of explosives in vicinity.

(f) Discussion on topography and grade difference between personnel use areas and potential hazard sources.

(g) Type of fuel in the vicinity or in the potential hazard area of the radio frequency generating facility.

(h) Strategic or other impelling operational necessities, including time schedules, dictating and influencing the location of the facility.

7. Airfield Safety

a. Background. NAVAIRSYSCOM has developed airfield safety criteria and regulations for siting facilities near runways. Lateral and vertical clearances are considered so reasonably safe operations can be built into all air installations. New facilities, temporary and permanent, including mobile and portable structures must be located and constructed in accordance with these criteria. In exceptional cases, where compliance with airfield safety criteria is difficult or impractical, NAVAIRSYSCOM will grant waivers, variances, or deviations from the planning standards and airfield safety criteria of NAVAIR Planning Manual, 00-100-503, to the commander of the activity just prior to the beginning of construction of the facility for which the waiver is being granted. In connection with the site approval review, HQMC will submit all requests requiring review of airfield safety criteria to NAVAIRSYSCOM and, as appropriate, to NAVSEASYSYSCOM for explosives safety related facilities, in accordance with NAVSEA OP-5, volume I. After review by NAVAIR, HQMC will note the site as acceptable or unacceptable with respect to airfield safety, or indicate that a request for a waiver by the commander of the activity will be favorably considered after all project design details have been established and just prior to the start of construction.

b. Documentation. In addition to the items listed in paragraph 3003.5, the following data shall be provided, as applicable, with all requests requiring airfield safety review and site certification prior to site approval:

(1) Relationship between the proposed project site and existing and planned facilities.

(2) Justification and Rationale

(a) Airfield elevation.

(b) Ground elevation at the project location.

(c) Height of the topmost part of the facility.

(d) Lateral distances in feet from the runway centerlines.

(e) Elevation and horizontal distances to the critical points of intersection of the airfield safety clearance surfaces.

(f) Applicable portions of local ordinances, zoning laws, and other county and State laws along with current regulations, decisions, and policies.

(g) Strategic or other impelling operational necessities, including time schedules, which dictate and influence the location of the facility.

(h) Economic factors such as cost avoidance, self-amortization, energy conservation, etc., realized through the proposed project and its recommended location.

3004. ENCROACHMENT

1. Background. Present trends indicate military installations/operational areas in the United States and overseas will experience severe external development to the degree that required military operations may be seriously impaired. These external developments are adjacent residential, commercial, or industrial development, highway construction, civilian airport operations, civilian air-space needs, requests for joint use of military facilities, and local pressures to abandon all or parts of an installation for community or other needs. Installation commanders must fully appreciate the problem and know Marine Corps policy on this subject. Assistance in the areas of recognizing and dealing with encroachment issues can be provided by the CMC (LFL).

2. Policy. The following is the CMC policy on maintaining operational capability at Marine Corps installations:

a. Installation Acquisition and Release. The Marine Corps policy is to acquire, retain, and maintain only those installations and intruding air/water areas, essential to the conduct of required

military operations. Special attention must be given to maintaining complete operational capability at Marine Corps air stations; priority should be given to protecting AICUZ's, and to securing the necessary protective interests in land around the installation in accordance with joint OPNAV Instruction 11010.36. Nonessential holdings and installations will be released promptly, in accordance with the current edition of MCO P11000.14. Requirements to acquire additional land should be based on a definitive study, such as a AICUZ or Range Installation Compatible Use Zones study.

b. Multiple Use. The Marine Corps will continue and expand wherever possible, the present practice of multiple use of Marine Corps facilities and land, water, and air areas when not in conflict with essential military operations.

c. Nonmilitary Joint Use. The CMC will, when requested, consider controlled joint use of Marine Corps air stations with civil aviation whenever it can be determined such use will not be in conflict with required Marine aircraft operations and will not create undue flight safety hazards. Any joint-use arrangement should require civilian operators, commercial or private, to pay appropriate user fees, normally in the form of landing fees. Other military facilities and land areas which may be available by agreement for nonmilitary purposes should be made available on a fair market value basis unless otherwise approved by the Secretary of the Navy within existing laws and regulations.

REAL PROPERTY FACILITIES MANUAL

CHAPTER 4

PLANNING AND PROGRAMMING DOCUMENTATION

4000. GENERAL INFORMATION

1. As stated in chapter 2, facilities planning is the process of translating assigned missions, tasks, and functions into facilities requirements and then comparing requirements with assets to identify deficiencies or excesses, and finally developing a plan to correct the imbalances. The most critical of all phases in the MCFPPS is the planning phase. MILCON projects receive approval or disapproval based on review of the planning documents supporting the project request.

2. This chapter describes the procedures to develop BFR's, FPD's, and individual project documentation. Adherence to these step by step procedures will ensure consistency with MCFPPS and compliance with reviewing authority requirements.

4001. SCHEDULE OF MCFPPS

1. The MCFPPS is a linear process which begins on 1 January with the publication of the FSR. Figure 4-1 shows the schedule for FY's 1988 and 1989. BFR's are updated based on the data in the FSR. The MILCON Planning and Programming Guidance Letter is sent to you in April and it provides information on preparing your military construction program. Your BFR's are balanced against existing assets in the FPD's which are submitted by 1 May. The projects listed in your FPD's are then separated by fund source, sorted by FY of funding, prioritized within the FY, and are submitted on the [NAVMC 10956](#) by 1 June. One month later, DD 1391's for each MILCON and NAF project in the first 2 years of your five-year plan are submitted. By 1 August, GDM's should be sent to HQMC which show all projects from the FPD's and, at the same time, [NAVMC 10956](#)'s are submitted for all unprogrammed projects. JFIP 0-2 Forms are submitted by 1 September. Meanwhile, the MILCON program is formulated at HQMC and design authorization provided to NAVFAC by 1 October so that the projects can reach the mandatory 35 percent design by 30 November of the following year. The cycle repeats itself with the FSR on January 1st of the following year.

FY88 Program		FY89 Program		
1987	S			
	A			
	J			
	J			
	M			
	A			
	M			
	F	Presidents Budget Sent to Congress		
	J			
	D		Next FSR Staffed at HQMC	
	N	Projects must be at 35% Design		
	O			
1986	S			
	A			
	J			
	J			
	M			
	A			
	M			
	F			
	J			
	D	Next FSR Staffed at HQMC		
	N			
	O	- Design Authorization to NAVFAC		
1985	S	- MILCON Program is formulated at HQMC JFIP 0-2 forms submitted for JFY87		
	A	- NAVMC 10956's submitted for Unprogrammed Projects. GDMs Submitted.		
	J	- DD 1391s for FY88 + 89 submitted to HQMC		
	J	- NAVMC 10956's submitted for FY88-92 to HQMC		
	M	- Updated FPD's submitted to HQMC		
	A	- MILCON Planning & Prog Guidance Letter published. FPD's sent to activities.		
	M	- BFRs updated		
	F	- FSR Comments		
	J	- FSR Published		
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F				
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D				
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1986	S			
	A			
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4002. FACILITIES SUPPORT REQUIREMENTS (STEP 1)

1. Background. The FSR is a system wherein data on tasks, functions, and projected base loading is collected, reviewed, approved, and published in a single document for each activity. Planning guidance provided by the FSR is limited to that necessary to determine permanent pre-M-day facility requirements. Planning guidance to support temporary force level increases or post-M-day planning is addressed in the current edition of the Marine Corps Mobilization Management Plan (MPLAN), available at every Marine Corps activity.

2. Procedure

a. Once each year, and as additionally needed, a revised FSR will be promulgated by HQMC containing the following information:

- (1) Summary of base loading data.
- (2) Policy.
- (3) Equipment loading.
- (4) Personnel projections.
- (5) Miscellaneous planning data.

b. Upon receipt of an FSR document, activity commanders will review the document for accuracy and completeness. Questions must be forwarded to the CMC (LFF-1) as soon as possible and in accordance with the timeframe indicated in the cover letter.

c. Changes from the previous FSR must be analyzed to determine the impact on facilities requirements. These changes are the basis for updating the activity BFR. The personnel figures from the FSR will be the basis for Bachelor and Family Housing Surveys.

4003. BASIC FACILITY REQUIREMENTS (STEP 2)

1. Definition. The BFR is a composite listing, by category code, of the essential facilities required by an activity to perform its missions, tasks, functions, and workload. The BFR is a planning reference point for all actions within the MCFPPS. The BFR for an activity will consist of the aggregate of all BFR Item Determination Sheets (form [NAVMC 10915](#)).

2. Criteria. A requirement for each category code of facilities shown in NAVFAC P-72 is derived from translation of the data on the FSR. Judicious application of the planning factors criteria contained in NAVFAC P-80, the definitive designs in NAVFAC P-272 and professional engineering judgment will result in the development of facility category code requirements for each form NAVMC 10915. Where specific criteria is not available, the local planner must develop cogent rationale for determining a requirement. This rationale may consist of a floor layout, dimensions of major equipment and surrounding work area, number of personnel using the facility, etc. All BFR's must reflect minimum actual needs supported by clearcut justification. NAVFAC's P-80 or P-272 criteria guidelines alone do not justify the scope of a requirement or automatically mean any such facility is required.

3. Preparation

a. Format. Form NAVMC 10915 will follow the format of figure 4-2.

b. Nomenclature, Category Code, and Unit of Measure. These entries are derived from NAVFAC P-72.

c. Specific Area. This is used to designate distinct areas having separate BFR's, such as Camp Horno at Marine Corps Base (MCB), Camp Pendleton, and French Creek Complex at MCB, Camp Lejeune. These special areas are separate also in the real property inventory (RPI) under Data Element 106. Personnel loading data for each special area should preface form NAVMC 10915 for that area. Activities with no separate special areas under Data Element 106 will leave this entry blank. Special areas for BFR purposes can be used only if the NFADB is set up by corresponding special areas.

d. Determination of Requirements. This space is used to illustrate how the facility requirement was determined and should reference the FSR or other basic rationale as the basis for the requirement. If extra space is required, attach supplemental pages on plain bond paper. For example, see form NAVMC 10915 in figures 4-2 and 4-3.

e. Total Requirement for Category Code. Enter the scope of requirement resulting from the analysis illustrated.

f. Mobilization Statement. Leave blank. This entry will be designated for use at a future date.

g. Evaluation. This entry will be made at HQMC to indicate our action/comments on form NAVMC 10915.

BFRL ITEM DETERMINATION SHEET
 NAVMC 10915 (11-72) SN: 0000-006-4680

DATE PREPARED: 21 June 1984

FROM: Commanding General, Marine Corps Base,
 Camp Pendleton, California

TO: COMMANDANT OF THE MARINE CORPS (CODE LFF)

NOMENCLATURE	CATEGORY CODE	UNIT OF MEASURE
Tact. Vehicle Maintenance Shop	214.51	S.F.
DETERMINATION OF REQUIREMENTS: (If additional space is needed, use plain sheet of paper)		
As per Definitive Drawings: Marine Inf. Regt. (NAVFAC Dwg 1293374)		25,915 SF
Additional Requirement for Reg. Reorganization: Tow Vehicles = 40 Jeeps 15 Trailers HMMWV = 184 As Per P-80: 224 @ 0.023 = 5.152 15 @ 0.016 = 0.024 TOTAL STALLS = 5.392 or 6 6 stalls @ 480 = 2880 SF support space = 5430 SF TOTAL ADDITION = 8310 SF		
GRAND TOTAL INFANTRY REQUIREMENT		34,225 SF
TOTAL REQUIREMENT FOR CATEGORY CODE		34,225
MOBILIZATION STATEMENT		
SIGNATURE: _____		
CMC REVIEW ACTION		
EVALUATION:	DATE	
	ESTABLISHED REQUIREMENT	
SIGNATURE: _____		

A12227

Figure 4-2.--Example BFR Item Determination Sheet (Form NAVMC 10915).

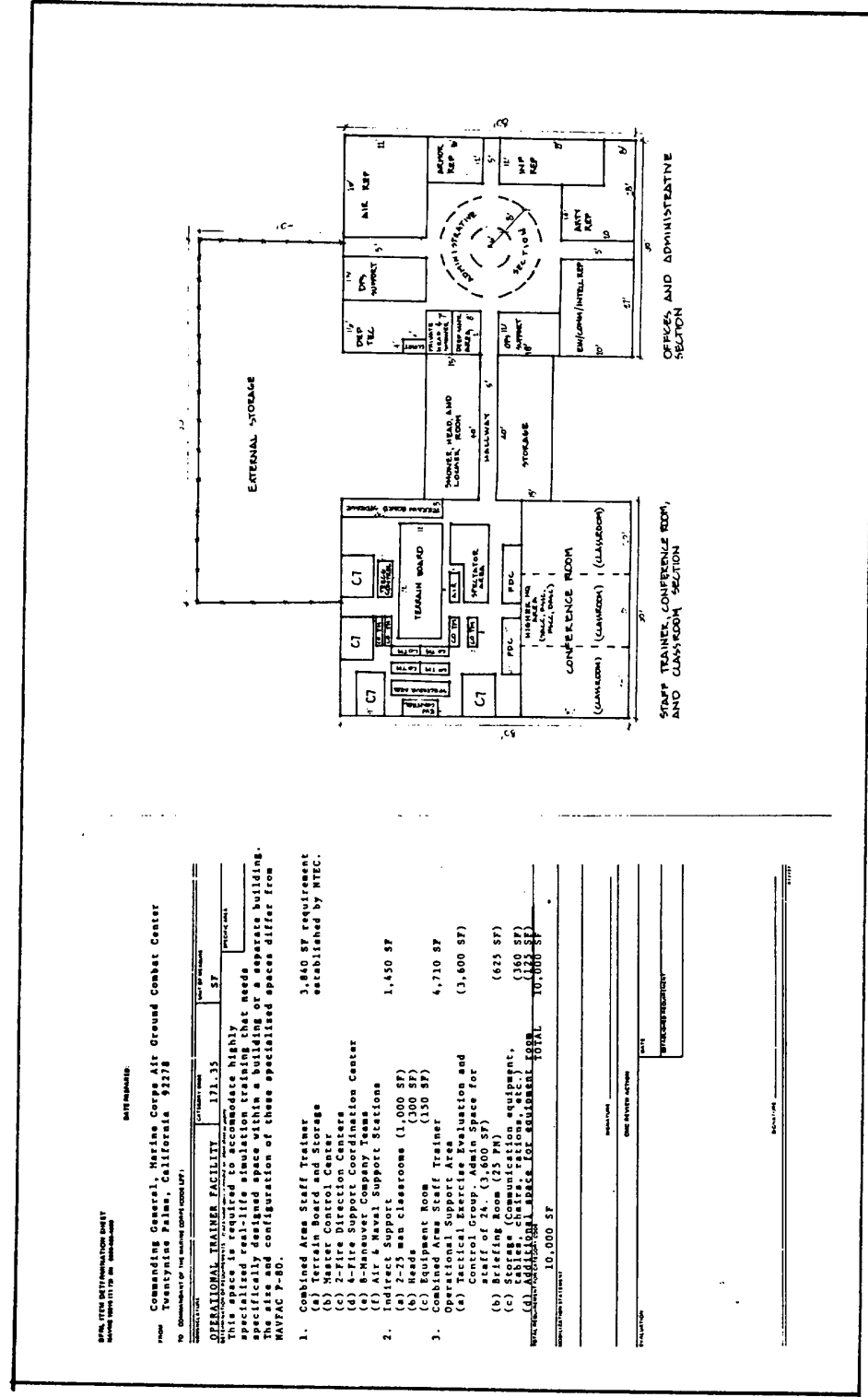


Figure 4-3.--Example BFR When Requirement Is Determined By Actual Space Utilization.

DATE PREPARED: _____
BY: _____
FOR: Commanding General, Marine Corps Air Ground Combat Center
 Ft. Ord, California 92278
PROJECT NAME: _____
PROJECT NUMBER: _____
OPERATIONAL TRAINER FACILITY 171.35
 This space is required to accommodate highly specialized real-life simulation training that needs specifically designed space within a building or a separate building. The size and configuration of these specialized spaces differ from MTRAC 7-80.

1. Combined Arms Staff Trainer
 (a) Terrain Board and Storage
 (b) Water Control Center
 (c) Fire Direction Centers
 (d) Fire Support Coordination Center
 (e) Air & Naval Support Stations
 (f) Indirect Support
 (g) 2-25 man classrooms (1,000 SF)
 (h) 2-25 man classrooms (130 SF)
 (i) Equipment Room (130 SF)
 1,450 SF

2. Combined Arms Staff Trainer
 (a) Tactical Exercise Evaluation and Control Group (1,600 SF)
 (b) Briefing Room (25 PM) (622 SF)
 (c) Storage (Communication equipment, 400 chairs, tables, etc.) (130 SF)
 (d) Additional tables for rehearsal (130 SF)
 10,000 SF

OPERATIONAL TRAINER FACILITY TOTAL 10,000 SF

SECTION	AREA	REQUIREMENT
STAFF TRAINING, CONFERENCE ROOM, AND CLASSROOM SECTION		
OFFICES AND ADMINISTRATIVE SECTION		
EXTERNAL STORAGE		
TOTAL		10,000 SF

h. Established Requirement. This entry will indicate the HQMC approved facility requirement and must be used in block 11 of DD Form 1391 and will be approved in the Shore Facilities Planning System by HQMC.

4. Exclusions. Form NAVMC 10915's are not required for those category codes designated with an "NO" in the current NAVFAC P-72. In addition to the NAVFAC P-72 exceptions the following additional category codes are excluded from the BFR and do not require entries on form NAVMC 10915:

721 - 11	BEQ, E1 through E4
721 - 12	BEQ, E5
721 - 13	BEQ, E6 through E9
721 - 14	BEQ, Class A students
721 - 15	BEQ, Recruits
721 - 40	Disciplinary Barracks
724 - 11	BOQ, W1 through 02
724 - 12	BOQ, 03 and above

5. BFR Submissions. Form NAVMC 10915's are prepared at each activity and forwarded in duplicate to the CMC (LFF-1) whenever the existing one requires a change (usually as a result of an updated FSR). Report Control Symbol MC-11000-15 has been assigned to this report. The HQMC action is noted on the bottom of each sheet. One copy is returned to the activity and one is retained at HQMC where complete BFR's for each activity are maintained in looseleaf binders. Activity commanders should develop procedures to keep the BFR as current as possible.

4004. EXISTING ASSETS (STEP 3)

1. Information. Proposed construction projects submitted to correct existing facility deficiencies become program fatalities when existing excess facilities are not considered first. Thus, a thorough screening of all existing assets is a necessary part of the planning process. Activity planners must be intimately aware of all facility assets to ensure full use occurs before planning for MILCON.

2. Real Property Inventory. The Secretary of the Navy has designated the CMC responsible to help formulate policies and procedures for the RPI and to administer the inventory for the Marine Corps. Administration of the inventory will be in accordance with DoN guidelines. Machine generated printouts of the RPI may be arranged in various configurations, depending on the need or intended use. The RPI itself becomes the official accounting document with a machine-generated Engineering Evaluation Worksheet

and Evaluation of Existing Shore Facilities Worksheet as a working copy of the inventory for the facilities planners. Maintaining accurate data on the RPI requires close coordination between the activity planner (for the condition, configuration, and use of a facility) and the fiscal or plant account manager (for the plant value and record accountability of a facility). Overall responsibility to manage real property remains with the activity commander. MCO P11000.14 provides guidance and procedures for RPI matters and NAVFAC P-78 provides technical instructions.

3. Engineering Evaluation Worksheet and Existing Facilities Worksheet. The Engineering Evaluation Worksheet and the Existing Facilities Worksheet, illustrated as figures 4-4 and 4-5, are available upon request from the Facilities Systems Office (FACSO), Code 18231, Port Hueneme, California 93041 (Report Control Symbol MC-11000-11 has been assigned to this report). FACSO will provide printouts to the activity commander, with copies to the CMC (LFF-1). Requesting activities must specify number of copies needed and unit identification code (UIC). The data on the Existing Facilities Worksheet is merely a compilation of data elements of the NFADB, as processed under the provisions of NAVFAC P-78. In addition to the legal responsibilities involved, the importance of maintaining an accurate NFADB should be apparent since the entire MCFPPS depends on accurate data.

4005. FACILITY PLANNING DOCUMENT (FPD) (STEP 4)

1. General Information. The NAVMC 10801 (Activity Facilities Plan), is here by canceled and replaced by the FPD which is an extract of assets data from the NFADB, BFR quantities, planning actions for a particular category code, and use of each facility for that category code; i.e., requirements and existing assets. From this, decisions are made to continue current use of a building, demolish it, convert it to another category code, or to construct additional facilities as required. The decisions should, along with existing assets, ultimately satisfy the entire BFR for that category code. All MILCON projects proposed in the FPD should be list in the [NAVMC 10956](#) and should represent the total construction requirements for your base. The use of the FPD is another major step in automating the MCFPPS. It will be submitted as part of the construction program documentation to justify a project. Several Marine Corps activities are (under a test program through part of FY 1986) able to enter changes to proposed actions from a terminal located in the facility planning office and have real-time access to the impact of the proposed changes. If the test program is successful, it may be possible to provide all other Marine Corps activities with real-time access to the Shore Facilities Planning System and NFADB. Until that occurs, however, those activities without a terminal will update the FPD manually as described in paragraph 4005.2k(1). The FPD should be dynamic and it should be updated whenever.

FACSO RPT/SYM NO. 11016/R8181R01 DATE 01 MAY 85
 ENGINEERING EVALUATION WORKSHEET

ACTIVITY NAME AND LOCATION.....MCLB BARSTOW CA
 SPECIAL AREA...BA NEBO AREA ACTIVITY UIC..M62204

FAC NO...35	PR NO..200068	AREA/UM.....856 SF	GRID...B2	TYPE...SEMI-PERM	USER UIC	DEFICIENCY	COND
CATEGORY	FACILITY	AREA	U/M	OUTGR	ID	CODES	
CODE	DESCRIPTION						
74089	BATHHOUSE	AREA	856 SF*	M62204			ADEQ
AREA TOTAL.....			856 SF				EE..01 MAY 70

FAC NO...36	PR NO..200070	AREA/UM.....3,592 SF	GRID...B2	TYPE...SEMI-PERM	USER UIC	DEFICIENCY	COND
CATEGORY	FACILITY	AREA	U/M	OUTGR	ID	CODES	
CODE	DESCRIPTION						
73085	POST OFFICE	AREA	2,246 SF*	M62204	F30		INAD
44112	STORAGE AREA	AREA	908 SF*	M62204	F30		INAD
		OTHR	TC				
		ALT	SH				
61010	IRS OFFICE	AREA	438 SF*	M62204	F30		INAD
AREA TOTAL.....			3,592 SF				EE..08 AUG 84

FAC NO...37	PR NO..200071	AREA/UM....17,438 SF	GRID...D5	TYPE...SEMI-PERM	USER UIC	DEFICIENCY	COND
CATEGORY	FACILITY	AREA	U/M	OUTGR	ID	CODES	
CODE	DESCRIPTION						
61010	ADMINISTRATIVE OFFICE	AREA	7,309 SF*	M62204	F30		INAD
17110	CLASSROOMS	AREA	3,298 SF*	M62204	F30		INAD
		ALT	PN				
14160	PHOTO LAB	AREA	6,260 SF*	M62204	F30		INAD
AREA TOTAL.....			16,867 SF				EE..19 MAR 84

FAC NO...38	PR NO..200072	AREA/UM....8,900 SF	GRID...E9	TYPE...PERMANENT	USER UIC	DEFICIENCY	COND
CATEGORY	FACILITY	AREA	U/M	OUTGR	ID	CODES	
CODE	DESCRIPTION						
74060	COMMISSIONED MESS OPEN	AREA	8,900 SF*	M62204			ADEQ
AREA TOTAL.....			8,900 SF				EE..01 JAN 78

Figure 4-4.--Engineering Evaluation Worksheet.

REAL PROPERTY FACILITIES MANUAL

FORM NAVMC 10651										AS OF .01 MAY 85		
ACTIVITY UIC.....M62204		ACTIVITY NAME....MCLB BARSTOW CA								SA...BA...NEBO AREA		
CAT CODE	FACILITY NUMBER	PR NUMBER	FACILITY USE	TOTAL ASSETS	UM	ADEQUATE	SUBSTANDARD	INADEQUATE	YEAR BLT	T C	EE DATE	
61010	232	200242	ADMIN OFFICE, TMO	3900.00	SF	3900.00			1958	S	14 DEC 84	
	236	200246	C&P/QCB/ADMIN/TECH RESRCH	25592.00		25592.00			1958	P	07 AUG 84	
	238	200682	ADMINISTRATIVE OFFICE	285.00		285.00			1952	T	12 DEC 84	
	3	200028	ADMINISTRATIVE OFFICE	1672.00		1672.00			1942	S	14 DEC 84	
	30	200064	ADMINISTRATIVE OFFICE	23263.00			23263.00		1942	S	01 NOV 78	
	322	201195	ADMINISTRATIVE OFFICE	3927.00		3927.00			1975	P	01 JAN 78	
	324	201197	ADMINISTRATIVE OFFICE	1094.00		1094.00			1972	T	01 APR 76	
	33	200066	ADMINISTRATIVE OFFICE	1327.00		1327.00			1942	S	01 MAY 70	
	36	200070	IRS OFFICE	438.00				438.00	1942	S	08 AUG 84	
	37	200071	ADMINISTRATIVE OFFICE	7309.00				7309.00	1943	S	19 MAR 84	
	39	200073	ADMINISTRATIVE OFFICE	548.00				548.00	1946	S	08 AUG 84	
	43	200077	ADMIN-EEO/M.T. LICENSE	1236.00				1236.00	1948	S	08 AUG 84	
	44	200078	P & A DIV ADMIN OFFICE	4828.00				4828.00	1950	S	08 AUG 84	
	54	200087	OFFICE SPACE	175.00		175.00			1947	S	01 MAY 70	
	70	200100	NAVY AUDIT SERVICE OFFICE	825.00				825.00	1943	S	08 AUG 84	
TOTAL FOR CCN 61010.....				121268.00		39096.00	54191.00	27981.00				
61020	170	200195	DATA PROCESSING CENTER	10280.00	SF		10280.00		1958	S	07 AUG 84	
TOTAL FOR CCN 61020.....				10280.00			10280.00					
61040	30	200064	COURT ROOM FACILITY	7653.00	SF		7653.00		1942	S	01 NOV 78	
TOTAL FOR CCN 61040.....				7653.00			7653.00					

Figure 4-5.--Existing Facilities Worksheet.

REAL PROPERTY FACILITIES MANUAL

- a. A change to the FSR generates a change in requirements (BFR).
- b. The facility assets are changed as a result of an engineering evaluation.
- c. A project is completed that affects the quantity or alters the adequacy of a facility.
- d. Proposals for satisfying existing deficiencies and disposing of surpluses are revised.

2. Completion of the FPD. FPD's will be sent to each activity by FACS0 about 1 April. Refer to figure 4-6 for a sample FPD. (FACS0 will provide a Facilities Requirements Plan Summary which gives a concise overview, by category code, of BFR, existing assets, existing deficiencies and surpluses, and deficiencies and surpluses that would remain after implementation of the actions associated with the FPD.) The FPD's will consist of a number of pages, each representing a separate category code for which the activity has a requirement. Activities will revise the FPD for planning actions and submit the original (keep a copy for yourself) to the CMC (LFF-1) by 1 May.

- a. Activity UIC, Name. Self-explanatory.
- b. Special Area, Name. Enter the special area designator and name, if applicable.
- c. Category Code and Description. Enter the function of the facilities listed as extracted from the NAVFAC P-72. One category is listed per page.
- d. Requirement Date. Enter the computer-generated date that the requirement is entered into the data base by activity or HQMC.
- e. Latest Change Date. Enter the computer-generated date that any element of the FPD was updated.
- f. Requirement Approval Date. Enter the date that the requirement is approved by HQMC. (Entered by HQMC.)
- g. BFR and Unit of Measure (UM). Enter the BFR for the specific category code and the applicable unit of measure as found in NAVFAC P-72. The primary unit of measure is in parentheses (). Although the BFR quantity can be entered by the activity, it is not an approved requirement until HQMC enters a requirement approval date later than the requirement date.

REAL PROPERTY FACILITIES MANUAL

FACILITY PLANNING DOCUMENT											
ACTIVITY UIC... M62535 NAME... MCAS (H) TUSTIN CA								85APR22			
CATEGORY CODE.. 61010 DESCRIPTION.. ADMINISTRATIVE OFFICE											
RQMTS DATE.. 19 APR 85 LATEST CHANGE DATE.. 19 APR 85 REQMT APPVL DATE..											
BASIC	FACILITY		ASSETS		DATA		QUANTITY		QUANTITY		
FAC RQMT	UM	ADEQUATE	SUBSTNRD	INADEQTE	OTHER	DEFICIENT	SURPLUS				
10400. (SF)		1400	21857	420		9000	13277				

FACILITY DETAIL											
FAC NO	U	EE	C	ADEQUATE	SUBSTNRD	INADEQTE	DEF CODES	ACTION ID	D	SCOPE	NT
2	Y	77	S		3944		A30F30	CONVTO	-	3944	
4	N	77	S		13253		A30	DEMOL	P-182	-	13253 01
5	Y	80	S		1551		D30	CONVTO	-	1551	
42	Y	77	S		564		A30F26F21	DEMOL	P-186	-	564 03
53	Y	77	S		1470		A30	EXDISP	-	1470	
92	N	77	T			420	A30F30	DEMOL	P-182	-	420 01
254	N	P		700				USE	+	700	
255	N	P		700				USE	+	700	
C1	Y	78	S		1075			CONVTO	-	1075	
	ACQ							CONSTR	P-182	+	9000 01

TOTAL PROPOSED ADEQUATE ASSETS = 10400											

NOTES FOR CATEGORY CODE.. 61010											
STD NOTES: REQUIREMENT PENDING CMC APPROVAL											
GEN NOTES: *** B F R L BASED ON:											
STATION ADMINISTRATION 7,500											
DISBURSING OFFICE 1,500											
REFUELER ADMIN SHACKS 1,400											

TOTAL 10,400 SF											

FPD ACTION NOTES:											
01 P-182, FY89 PROPOSED MILCON, EST \$1,600K, EY87, WILL CONSTRUCT STATION HEADQUARTERS BUILDING INCLUDING DISBURSING OFFICE AND DEMO BLDGS 4 & 92.											
>>>>5 APR 85. HQMC GUIDANCE LTR FY89 \$1,600K.											
>>>>19 APR 85. REVISE COST TO REFLECT CHANGED SCOPE.											
03 P-186, FY89 PROPOSED MILCON, EST \$550K, EY87, WILL BUILD 3300 SF POLICE STATION AND 18 SF GATEHOUSE AND DEMOLISH BLDG 42.											

UIC.. M62535			FPD			CCN.. 61010 PAGE.. 1					

Figure 4-6.--Sample FPD.

h. Facility Assets Data. Data extracted directly from the NFADB file. Definitions of the facility conditions follows:

(1) "Adequate": A facility fully capable of supporting its current use without modifications or repairs requiring approval and funding beyond the authority of the activity's commander. Facilities that are acceptable but barely satisfactory will be considered adequate.

(2) "Substandard": A facility with deficiencies which prohibit or severely restrict, or will prohibit or severely restrict within the next 5 years due to expected deterioration, the use of a facility for its designated function. A substandard facility can be renovated to and adequate condition for its designated function, or converted or redesignated to another functional use if it can be economically justified.

(3) "Inadequate": A facility having deficiencies due to physical deterioration, functional inadequacy or hazardous location which prohibit or severely restrict, or will prohibit or severely restrict within the next 5 years, the use of a building for its designated function. Inadequate is further defined as having deficiencies which cannot be economically corrected (compared with replacement) to meet the requirements of the designated function. The degree and nature of the deficiencies will determine whether the facility can or cannot be made adequate for the uses. 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.

(4) "Other": This column is used to enter assets that are not included in the NFADB; e.g., joint-use facilities owned by a non-Navy activity, or GSA-leased facilities. For purposes of determining surpluses and deficiencies these assets are considered to be adequate. When assets are included in this column it is necessary to include a General Note to describe the situation concerning these assets.

i. Quantity Deficient; Quantity Surplus. These quantities are based on existing assets as compiled in the NFADB for the particular category code. The quantities are calculated as follows:

$$(1) \text{ Deficiency} = \text{BFR} - \text{adequate} - \text{other}$$

(2) Surplus = Sum of adequate, substandard, inadequate + other - BFR.

In certain cases, it is possible to have both a deficiency and a surplus for the same category code. This condition results when some of the assets making up the surplus are substandard and/or inadequate. Therefore, these assets are of no direct benefit in reducing a deficiency that is based on satisfaction by adequate assets. Substandard assets can be made adequate by renovation.

j. Facility Detail. Detailed assets information for each facility listed.

(1) Facility No. Assigned building or structure number; when no building or structure number is assigned, property record numbers will be shown.

(2) U. Indicator (Y (yes) or N (no)) that the facility has more than one use (CCN) or user.

(3) EE. Year of the latest engineering evaluation.

(4) C. Type of construction of the particular facility. The type of construction will be denoted by P, S, and T, referring to permanent, semipermanent, and temporary, respectively. (See NAVFAC P-78, Navy Facility Assets Data Base Procedures Manual, for definitions.)

(5) Adequate, Substandard, Inadequate. Specific quantity (primary unit of measure only) displayed under the appropriate condition heading for each facility number.

(6) Def Codes. Applicable deficiency codes (see figure 4-7) listed on the same line as the facility to which they relate.

k. Satisfaction of Def/Surp. Heading for the Planning Analysis section of the FPD. This section is the area where your decisions on facilities actions are reflected and, thus, is the most important part of the FPD. The proposed methods to satisfy deficiencies and dispose of surpluses are depicted in this section. The planning actions and their associated scopes will be used in calculating the "Total Proposed Adequate Assets" shown on the FPD and the "Proposed Quantity Deficient" and "Proposed Quantity Surplus."

(1) Action. Proposed planning action for each facility. Proposed planning actions are described in appendix C. Those activities who are able to enter changes to the NFADB under the test program can make the most of the FPD since it is here in the Action block, that decisions can be made, input, and a real time result of the proposed action is provided. Those activities who

aren't on the test program will use this column by manually updating the proposed action in red and reflecting the changes in square footage (in "Total Proposed Adequate Assets", etc.) as a result of the change. (The activities not on the test program will find that all facilities shown on the FPD will default to "Use" in this column.)

(2) ID. Identifier which further describes proposed planning actions (e.g., a construction Project Number P-001 could be displayed in this column). The possible identifiers which describe planning actions are explained in appendix C.

(3) D, Scope. Designator, indicating how the particular planning action and associated scope will impact on the "Total Proposed Adequate Assets" on the FPD, and "Proposed Quantity Deficient" and the "Proposed Quantity Surplus" of the Facilities Requirements Plan Summary. Designators are as follows:

<u>Designator</u>	<u>Definition</u>
(+)	The scope associated with the planning action and (+) designator will be included in the calculation of "Proposed Quantity Deficient" and "Proposed Quantity Surplus" shown on the FRP Summary. The asset (whether existing or planned as an acquisition) will contribute to reducing any deficiency and/or will increase any surplus shown for these "proposed" quantities on the FRP Summary. The "Total Proposed Adequate Assets", shown on the FPD, is based on the summation of all scopes with a planning action that has a (+) designator.
(-)	The planning action associated with this designator proposes to remove the asset quantity displayed in the "Scope" column from the particular category code. The asset would, therefore, not figure in the calculations of "Total Proposed Adequate Assets", and the Quantities on the FRP Summary.
(0)	The condition of the asset shown in the "Scope" column is inadequate and therefore will not impact the calculation of "Total Proposed Adequate Assets". It will, however, contribute to the "Proposed Quantity Surplus" on the FRP Summary.

The calculations of the "Proposed Quantity Deficient" and "Proposed Quantity Surplus" on the FRP Summary are as follows:

"Proposed Quantity Deficient" = Requirement - "Total Proposed Adequate Assets" - Other Assets

"Proposed Quantity Surplus" = "Total Proposed Adequate Assets" + Other Assets + All scopes with (0) designator - Requirement

DEFICIENCY CODES

NFADB DATA ELEMENT NO. 526

1. First character, deficient because of:
 - A.....Physical Condition
 - B.....Functional or Space Criteria
 - C.....Design Criteria
 - D.....Location or Siting Criteria
 - E.....Total Obsolescence or Deterioration
 - G.....Inadequate Capacity/Coverage
2. Second and third characters indicate area of deficiency as follows:
 - 01.....Heating System
 - 02.....Ventilation/Exhaust
 - 03.....Environmental Control Systems (Air Conditioning, etc.)
 - 04.....Plumbing/Piping/Fixtures
 - 05.....Fire Deterrent Systems
 - 06.....Fuel Systems/Piping
 - 07.....Refrigeration System
 - 08.....Elevators/Escalators/and/or Dumbwaiters
 - 09.....Sewerage, etc.
 - 10.....Lighting/Fixtures
 - 11.....Power Capacity
 - 12.....Wiring/Feeders
 - 13.....Alarm Systems
 - 14.....Communications
 - *15.....Facility Location
 - *18.....Site Characteristics
 - 20.....Foundation
 - 21.....Slab/Floor Decking
 - 22.....Columns
 - 23.....Walls
 - 24.....Roof/Ceiling/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.....Explosive 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
 - *47.....Facility Characteristics
 - *50.....Facility Components
 - *56.....Safety Standards
 - *62.....Environmental Systems
 - *63.....Electrical Systems
 - *65.....Piping Systems
 - *66.....Support Systems
 - *71.....Material Handling Systems

*Indicates generalized area of deficiency. Other codes are specific.

Figure 4-7.--Deficiency Codes for FPD's.

(4) NT. Indicator of which FPD "Action Note" listed on the FPD is associated with the particular planning action.

l. ACO. Additions, new construction, leases, and proposed acquisitions of Class 2 assets are listed here.

m. "Total Proposed Adequate Assets". The summation of all the quantities in the SCOPE column which have a (+) designator.

n. "Notes for Category Code". This is the heading for the notes section of the FPD.

(1) "STD Notes". Standard notes. These notes apply to facility requirements and approval conditions and are updated only by HQMC.

(2) "GEN Notes". Further narrative explanation of any data or peculiar aspects of the FPD. General notes are input by the activity or HQMC up to a maximum of 99 lines for each category code.

(3) "FPD Action Notes". Further explanation of any planning action. Notes are tied to a particular planning action by use of a note number shown under the "NT" column. Number them 01, 02, 03, etc.

3. Planning for MILCON. Prior to proceeding with project determinations and submittals, the activity commander should review the FPD, considering the following:

a. Activity planning documents conform with the latest version of the activity's facility support requirements (FSR's).

b. Data used for project justifications are the same data submitted on Bachelor Housing Surveys, Family Housing Surveys, warehousing reports, excess facility reports, and the RPI.

c. Due to escalation of costs to rehabilitate existing buildings, consideration should be given to alternate uses for the existing buildings to satisfy other facility deficiencies. This is particularly applicable in evaluating the pros and cons of modernization versus new construction of bachelor housing.

d. Projects to restore permanent or semipermanent structures should be in accordance with the current edition of MCO P11000.5.

e. Maximum use will be made of previously prepared designs through site adaptation.

f. Activity planning documents must reflect a plan for housing 90 percent of the bachelor personnel, as determined from the most recent Bachelor Housing Survey.

g. The following factors should be considered when programming projects in the 5-year plan:

- (1) When required to perform the basic mission.
- (2) When safety or health is the primary justification.
- (3) When the project will have an immediate effect on improved morale.
- (4) When security is the primary consideration.
- (5) When a proven economic benefit will be effected.
- (6) When it is vital to the conduct of required military training.
- (7) When it is essential to continued utilities operations.

h. Projects may be deferred when:

- (1) The requirement supports a function which can be provided by the local community.
- (2) The facility supports a service which can be obtained by contract.

4006. SUMMARY FOR CORRECTION OF FACILITY DEFICIENCIES (FORM NAVMC 10956)

1. General Information. The form NAVMC 10956 (Rev 8/85) is used to submit all capital construction project requirements (those projects which increase the plant of the activity and should be the same as those projects listed in the Facility Planning Document). Report Control Symbol MC-11000-06 has been assigned to this report. A separate form NAVMC 10956 is to be submitted for MILCON and NAF. The projects listed on the NAVMC 10956 should represent the total MILCON and NAF requirements for your base. None are needed for O&MMC or JFIP projects. Projects should be grouped by fiscal year and prioritized within each fiscal year. All projects listed will have a three-digit "P" number, regardless of the funding. Any projects listed on the previously submitted form NAVMC 10956's, but are no longer required should be listed separately with the entry "dropped" in the remarks column.

2. Preparation. Form NAVMC 10956 shall be prepared as follows (see figure 4-8 for a sample):

a. Block A, Submitting Activity and Location. Enter the standard name and location as listed in the current edition of OPNAV P09B2-105 (Catalog of Naval Shore Activities).

b. Block B, Activity Code Number. Enter the seven-digit activity code number for the submitting activity listed in section 3 of OPNAV P09B2-105.

c. Block C, UIC. Enter the UIC named in block A as listed in the NavCompt Manual, volume 2, chapter 5.

d. Block D, Based on FPD Dated. Enter the date of the FPD from which the listed projects were derived.

e. Block E, Date Prepared. Self-explanatory.

f. Column 1, Category Code. Enter the appropriate five-digit category code number from NAVFAC P-72. Projects containing elements of several category codes shall be listed under the primary category code.

g. Column 2, Project Title. List individual project titles in priority order grouped by FY (see column 11). (Unprogrammed projects should be listed on additional forms in priority order.) The wording for project titles should be descriptive. Normally, the descriptions contained in NAVFAC P-72 will suffice, but a more characteristic title may be used. Unit titles; e.g., MAG-32, will not be shown. For example:

Primary Runway	12,000 feet
High Explosive MAG	3,000 square feet
Bachelor Enlisted Quarters (BEQ)	504 men

Projects appearing for the first time in the Five-Year Plan or in the Unprogrammed list should be shown with triple asterisks (***) in the title block.

h. Column 3, Project No. The activity will assign each project a three-digit number. This number will serve throughout the planning process as a permanent identification for that project. When a project is completed or dropped, the "P" number will be retired until an activity exceeds 999 projects in the course of its planning, then the series is started with P-001.

i. Column 4, Special Area. Enter a two-alpha character (AB, AC, etc.) to identify the remote or specifically identified area for the planned project. This entry should correspond to Data Element 106 of the RPI as established in the Master Activity General Information and Control (MAGIC) file.

j. Column 5, Quantity (Scope). If quantity cannot be identified, as for some utilities, leave blank.

k. Column 6, Unit of Measure. Enter the abbreviation for the primary unit of measure as identified in NAVFAC P-72. If no quantity is shown in column 5, indicate "LS" to denote lump sum.

l. Columns 7 and 8, Estimated Cost and Cost Year. Enter in column 7 the estimated funded cost of the project in thousands of dollars. Base all cost estimates on the latest DoD Cost Review Guide and projected to 1 January of the budget year of the program. Since all estimates are for the budget year, this 2-digit year should go in column 8 (see the example). (Data from the DoD Cost Review Guide is reprinted in MCO P7000.14, Marine Corps Cost Factors Manual.) Cost estimates for "unprogrammed" projects will be projected to the budget year.

NOTE: The budget year is the first year of the 5-year program. For example: POM 88 includes the FY's 1988 through 1992. The budget year is 1988.

m. Column 9, Fund Year. Enter the two-digit FY funding approval is proposed. Enter "UP" for unprogrammed projects beyond the five-year plan. Projects should be grouped by proposed fund year.

n. Column 10, Construction/Mission Code. Enter a code as follows:

(1) Construction Codes

(a) Code 1. Construction; New Facility. Erection, installation or assembly of new facility which will increase the total assets at an activity.

(b) Code 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.

(c) Code 3. Construction; Replacement. To replace a facility which has 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).

(d) Code 4. Construction; Addition. Erection, installation, or assembly which will increase the size of an existing facility.

(e) Code 5. Conversion. Primary purpose is to accomplish major repairs or alter the physical characteristics of an existing facility which will change the functional purpose

(category code) but with no change in size. Will result in an adequate facility.

(f) Real Estate; Realty Rights. For the purchase or other acquisition of additional Class 1 real property.

(2) Mission Codes

(a) 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) Code B. Current Mission. The project is in direct support of missions already in place on an installation within the current year.

Example: 1A equals construction of a new facility to satisfy a new mission.

o. Column 11, Priority. Prioritize all projects within the Five-Year Plan. Enter priority number of first 15 Unprogrammed projects.

p. Column 12, Remarks. Enter in the column:

(1) The project number of any related project (repair, minor construction, MCON, JFIP, etc.) that may affect the use of the completed facility.

(2) Any remarks that may assist in the review and approval by higher authorities.

4007. PROJECT ENGINEERING DOCUMENTATION (PED)

1. Purpose. The purpose of the PED is to provide the following:

a. The optimum engineering solution to satisfy the facility requirement at the lowest possible cost.

b. A complete and accurate cost estimate which can be explained and defended to reviewing authorities and which will allow construction of the project without amending legislation.

c. Charts and sketches required to explain and defend the project.

2. Preparation. PED preparation is addressed in NAVFACINST 11010.14. PED's are forwarded by the EFD to the CMC (LFF-1) and to the activities for review of scope and cost. The CMC provides comments to NAVFAC and activities provide them to the EFD.

3. Contents. PED's include the following seven major components:

- a. DD Form 1391.
- b. Design concepts (including site approval).
- c. Cost estimates.
- d. Witness data sketches.
- e. Collateral equipment lists.
- f. Project design and construction data.
- g. Mandatory statements.

4008. PREPARATION OF SUPPORTING DOCUMENTATION (DD FORMS 1390, 1391, AND 1391c)

1. General Information. The Marine Corps uses the same documents as the Navy when presenting a proposed project. The latest version of NAVFACINST 11010.32 applies. The activity commander is responsible for initiating these documents and providing all narrative and quantitative justification data, including Facility Planning Documents for the facility categories proposed for construction. These documents, along with the Site Approval (NAVMC 11069) and a copy of the appropriate FPD, comprise the Activity MILCON Program (Report Symbol DD-11000-03) which is due 1 July each year. (Submit project documentation only for those projects in the first 2 years of the five-year program.) Activities should bear in mind that the merits of a particular project are weighed heavily on the basis of the DD Form 1391. This is especially true as the project undergoes scrutiny at ASN, OSD and Congressional levels. Once a project enters these levels, it is subject to challenge, revision or even cancellation. Those actions are taken primarily on the information contained in the DD Form 1391. Consequently, activities are strongly encouraged to review documents closely. Documents should be concise, fully informative and accurate. Questions on preparation and/or assistance for given projects should be addressed to the CMC (LFF-1). Activities failing to meet the 1 July submittal date for DD Form 1391's jeopardize their project status either by eliminating project consideration at all or by forcing consideration based on incomplete information.

2. DD Form 1391 Preparation. Use NAVFACINST 11010.32 as a guide. See figure 4-9 for a sample DD Form 1391.

- a. Block 1. Component is Navy.
- b. Block 2. Each time you request change of scope or change the content of your project, the current date should appear in this block.
- c. Block 3. Enter the official name of the installation and location contained in the SNDL (Standard Navy Distribution List). Do not use abbreviations. For activities within the United States, enter the city and State. For activities outside the United States, enter the city, island, or other identifying feature with the name of the country.
- d. Block 4. See NAVFAC P-72 or, for a more detailed reference NAVFAC P-80. However, the short title of the P-72 is what NAVFAC is really looking for in this block. The title should correspond with the category code in Block 6 for new construction. For other work to be performed, such as modernization or extension, modify the title. Example: BEQ Modernization. Where a structure serves more than one purpose, the title should reflect the predominant/primary use. Block 6 should reflect the primary Cat Code. Scope of the project is not part of the title; i.e., don't say 4 Engine Test Cells, use Engine Test Cells. If land acquisition is necessary and if the dollar value exceeds \$50,000, the project title will be suffixed with "WITH LAND ACQUISITION."
- e. Block 5. This entry will be completed by NAVFAC.
- f. Block 6. Enter the 5-digit category code number. The number can be found in the P-72 and it should correspond with the primary use of the facility.
- g. Block 7. Project numbers consist of the letter "P" followed by a 3-digit number starting with 001 and numbered consecutively until an activity exceeds 999 projects, wherein the cycle starts again. The project number assigned will serve throughout the life of the project. When the project is completed or deleted from the program, the identification number will be retired.
- h. Block 8. The project cost is an estimate in thousands of dollars. The smallest figure should be \$205,000 (even though MILCON starts at \$200,001). The cost is the "Total Request" from Block 9 and will include the primary and supporting facilities, contingencies, and SIOH. It will not include the cost which may be shown for "Equipment Provided From Other Appropriations." Costs are rounded to the nearest \$5,000, \$10,000 or \$50,000 depending on the total cost of the project. See NAVFACINST 11010.32 for rounding guidelines.

REAL PROPERTY FACILITIES MANUAL

1. COMPONENT NAVY		2. DATE	
3. INSTALLATION AND LOCATION MARINE CORPS AIR STATION, CHERRY POINT, NORTH CAROLINA			4. PROJECT TITLE UNACCOMPANIED ENLISTED PERSONNEL HOUSING
5. PROGRAM ELEMENT 2 64 96 M	6. CATEGORY CODE 721.11	7. PROJECT NUMBER P-806	8. PROJECT COST (\$000) 23,000
9. COST ESTIMATES			
ITEM	U/M	QUANTITY	COST (\$000)
HOUSING.	SF	393,920	17,700
SUPPORTING FACILITIES.	-	-	3,060
SPECIAL CONSTRUCTION FEATURES.	LS	-	(600)
UTILITIES.	LS	-	(1,100)
PAVING AND SITE IMPROVEMENT.	LS	-	(900)
DEMOLITION	LS	-	(460)
SUBTOTAL	-	-	20,760
CONTINGENCY (5%)	-	-	1,040
TOTAL CONTRACT COST.	-	-	21,800
SUPERVISION, INSPECTION & OVERHEAD (5.5%).	-	-	1,200
TOTAL REQUEST.	-	-	23,000
TOTAL REQUEST (ROUNDED).	-	-	23,000
EQUIPMENT PROVIDED FROM OTHER APPROPRIATIONS	-	-	(NON-ADD) (0)
10. DESCRIPTION OF PROPOSED CONSTRUCTION Seven three-story reinforced concrete frame buildings, pile foundations, concrete floors, masonry walls, built-up roof on concrete decking, fire protection system, air conditioning, utilities; 456 two-bedroom modules with private bathrooms, lounges, laundry, storage, vending, mechanical equipment; demolition of seven buildings. Grade mix: 760 E1-E4, 298 E5, 117 E6-E9. Total: 1,175.			
11. REQUIREMENT: 4,989 PN. ADEQUATE: 868 PN. SUBSTANDARD: 0 PN. PROJECT: Provides adequate billeting for unaccompanied enlisted personnel. REQUIREMENT: Adequate housing for 1,175 unaccompanied enlisted personnel in grades E1-E9. This is the second of five projects planned to satisfy the deficiency at Cherry Point. CURRENT SITUATION: Seventeen percent of the unaccompanied enlisted marines are billeted in adequate quarters, 64% are billeted in inadequate quarters, and 19% have no quarters available on station. The existing quarters are 40-year-old buildings which cannot be economically modernized. There is a deficiency of 4,121 adequate billeting spaces at this station. IMPACT IF NOT PROVIDED: Maintenance costs will increase over time as the condition of the existing buildings decline. Major building system renovations will be required to maintain the existing condition of the buildings. Personnel must continue to reside in inadequate housing off-base, or in overcrowded, inadequate quarters on base. This situation reduces command and control and impairs readiness. (Continued on DD 1391c)			

DD FORM 1391
DEC 76
5 4 0107 11 001 2910

PREVIOUS EDITIONS MAY BE USED INTERNALLY UNTIL EXHAUSTED PAGE NO

Figure 4-9.--Sample DD Form 1391.

i. Block 9. The cost estimate is one of the two areas (block 11 is the other) that provides reviewers at NavCompt, OSD, and Congress an opportunity to cut a project's scope or cost. This estimate is also critical since it is the basis for negotiations with Architect-Engineer Firms for design effort, and is the cost used when programming the project. Price fluctuations that occur after programming usually result in the loss of projects since there is a real limit to the total Marine Corps MILCON funds each year. Unit costs should be taken from the DoD Cost Review Guide (apply the area cost factor, size factors, and inflation). Spell out supporting facilities (utilities, paving, site improvements, etc.) and special construction features (seismic reinforcement, special foundations, etc.) in detail since these areas often significantly affect the project's total cost. Show demolition of existing structures as a separate line entry. Add 5 percent contingency (you may add up to 10 percent contingency for difficult rehabilitation projects) and 5.5 percent SIOH and round the total request. Show a cost for Equipment Provided From Other Appropriations when appropriate (this is not collateral equipment). This is not added to the project cost in any way - its purpose is to show related appropriations. The equipment should be identified in Block 12 (b), in terms of nomenclature, appropriation source, fiscal year and cost.

j. Block 10. Data in this block should correlate with work to be done as entered in Block 9. Provide an outline of principal features or work. Indicate construction materials to be used, major function for which space is being provided, and state the number of buildings to be demolished (specific building numbers should be in the facilities study). Air conditioning tonnage is your last entry. REMINDER: On BEQ's you should identify the grade mix. Example:

E1-E4	(100)	=	25	(modules)
E5	(20)	=	10	
E6-9	(5)	=	5	
<hr/>				
TOTAL			40	(modules)

k. Block 11. This is a crucial block since it receives more review than any other portion of the DD Form 1391. It is the primary means of justifying the urgent need for the project.

(1) Requirement. This should show the square footage (or other unit of measure) of the primary category code and it should be the figure shown on the primary category code FPD.

(2) Adequate. This is the square footage shown on the FPD.

(3) Substandard. This is the square footage shown on the FPD.

In most instances, the total Adequate, Substandard and proposed construction quantities should equal the Requirement. Obvious exceptions are when more than one project is needed to fulfill a large deficiency in requirements.

3. DD Form 1391c Preparation. The DD Form 1391c is a continuation of the DD Form 1391. As many pages as necessary may be used to adequately describe the project. See figure 4-10 for information on completing blocks for Project, Requirement, Current Situation, Impact if Not Provided, and Additional.

a. Block 12a. Design data is provided by the EFD.

b. Block 12b. Equipment from other appropriations should be shown in detail here with the total cost equal to that shown in Block 9.

4. DD Form 1390 Preparation. See NAVFACINST 11010.32 for guidance on DD Form 1390 preparation.

REAL PROPERTY FACILITIES MANUAL

1 COMPONENT	FY 19__ MILITARY CONSTRUCTION PROJECT DATA	2 DATE
NAVY 3 INSTALLATION AND LOCATION ALL CAPS no ZIP Same address as in SNDL		
4 PROJECT TITLE CAT CODE descriptions as in NAVFAC P-72		5. PROJECT NUMBER P-3 digits
<p>PROJECT: The first word after title of PROJECT should identify exactly what the project will do: construct, modernize, alterations, etc. The Project Title (Block 4) informs reader what the project is. Here in this location (Block 11) a more detailed description is required.</p> <p>REQUIREMENT: The answer to the question ...what is the requirement?... should appear right in the first or second sentence and not be buried deep down in your description. Answer the questions what and why you have a precise need. What mission/function is to be supported by these efforts. Be sure your verbage leaves no questions to the reviewers of your documentation. Show cost comparisons; amortization, be graphic in the description of deterioration effects.</p> <p>CURRENT SITUATION: Describe how the requirement is presently being met or not met and under what conditions. Statements should support stated requirements. Quantitative, concrete statement of the current assets and why they are not suitable for continued use should be included.</p> <p>IMPACT IF NOT PROVIDED: Describe the manner and extent to which mission accomplishment, quality-of-life and/or morale would be affected if the project were not approved.</p> <p>ADDITIONAL: Be sure to scrutinize your information prior to placing it in this location. Does your information better fit in the details of the facilities study? There are some unique situations such as that the local community can not support the housing of your personnel or you may have the issue of host nation funding. These unique qualifiers go in this paragraph.</p>		

DD FORM 1391c
1 DEC 76

PREVIOUS EDITIONS MAY BE USED INTERNALLY
UNTIL EXHAUSTED

PAGE NO.

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Figure 4-10.--DD Form 1391c Preparation.

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CHAPTER 5

MINOR MILCON CONSTRUCTION PROJECTS

5000. GENERAL INFORMATION. Under Public Law 97-214 (Title 10, U.S.C. 2805) all construction projects costing \$1 million or less are minor construction. Title 10 U.S.C. 2805 applies to all regular forces construction whether funded from MILCON or from resources available from O&MMC. They do not apply to the reserve/guard forces or to projects which are solely for the acquisition of real estate (Class 1 property). This chapter only addresses MILCON funded items, not O&MMC items. Minor construction consists of two categories:

1. Minor MILCON.
2. Unspecified minor construction (UMC).

5001. MINOR MILCON. Minor construction projects having a funded cost of \$200,000 or less should be financed from O&MMC appropriations. Projects submissions shall be prepared and submitted in accordance with MCO P11000.5. Projects costing more than \$200,000 and less than \$1 million not meeting criteria for UMC will be reviewed and completed in the same manner as regular MILCON projects.

5002. UMC. UMC will support projects costing \$1 million or less (but more than \$200,000) which demand remedy sooner than would be possible if delayed for authorization and funding through the regular MILCON program. Project criteria and submission requirements are as follows:

1. UMC Criteria. Except for self-amortizing projects as defined following, all UMC projects must qualify under one of the following:
 - a. The facility requirements addressed by the project were identified too late for inclusion in the last MILCON budget submission to the OSD.
 - b. A usable completion date for the facility is required substantially sooner than would be possible if the project were delayed for inclusion in the next annual MILCON program.
 - c. No feasible alternative, interim or permanent, is available pending inclusion in, and subsequent project completion by, an annual MILCON program.

d. Additionally one or more of the following conditions apply:

(1) A new primary mission assignment cannot be implemented without the requested construction.

(2) Unexpected growth in existing primary mission cannot be accommodated without the requested construction.

(3) Unexpected rapid progress in a high priority research and development effort cannot be exploited without the requested construction.

(4) A hazard to life and property equating to the Occupational Health and Safety Act, Category I, cannot be corrected without the requested construction.

(5) The requested construction is necessary to conform with regulatory or statutory requirements which must be complied with to continue performing primary missions.

(6) Unexpected new items of major equipment (necessary to the performance of primary missions) cannot be put into operation without the requested construction.

(7) The security of nuclear or other classified special weapons would be compromised without the requested construction.

(8) The requested construction consists of essential alterations incident to repairs (funded from other than MILCON) immediately necessary to continue performing current primary missions.

(9) The unexpected loss of, or severe reduction in, supporting utility sources or systems will jeopardize the ability to continue performance of primary missions without the requested construction.

2. UMC Project Documentation and Preparation

a. Documentation. Supporting documentation for UMC projects will include the following:

(1) DD Form 1391.

(2) Facility Study with Site Plan and Economic Analysis.

(3) Facility Planning Documents for the appropriate category codes.

(4) Cost Estimating Form (NAVFAC 11013/7).

(5) Collateral equipment requirements.

b. Preparation. The documents required shall be prepared in accordance with instructions contained in this Manual and with the following specific comments made:

(1) Facility Study

(a) Paragraph 1, Project and Specific Purpose. After providing the information specified in this chapter, a statement on the specific purpose to be supported must be provided. This is the fundamental objective of the overall undertaking being supported. Typical examples are:

1 "The specific purpose being supported by this project is the reassignment of UNIT XX from MCB, East Coast, to MCAS, WestPac."

2 "The specific purpose being supported by this project is the initiation of a new training program at MCAS, WestPac, for the F-23 aircraft."

3 "The specific purpose being supported by this project is fuel savings through reclamation of waste oil."

(b) Paragraph 5, Justification of Project. After providing the information on the scope of work of the project, add a direct, concise description of exactly how the project qualifies under one of the UMC criteria points addressed in paragraph 5002.1.

(2) Cost Estimating Form

(a) After the engineering estimate is made, apply a percentage factor for commercial expenses (normally 25 percent for contractor profit, overhead, insurance, taxes, etc.).

(b) Contingency and supervision, inspection, and overhead (SIOH) should be applied in accordance with the instructions for the DD Form 1391.

3. Project Submission. All projects should be sent to the CMC (LFF-1) via the intermediate commander (if appropriate); the cognizant NAVFAC field division; and the Commander, NAVFACENGCOM (Code 21). All submissions shall include an advance copy to the CMC (LFF-1).

4. Approval Authority for UMC

a. The CMC. The CMC may approve projects with a funded cost up to \$500,000.

b. Secretary of the Navy. The Assistant Secretary of the Navy (Shipbuilding and Logistics) may approve projects with a funded cost in excess of \$500,000 to the minor construction limit of \$1 million. No funds for an UMC project, the funded cost of which is in excess of \$500,000, may be obligated until the Committees on Armed Services and Appropriations of the Senate and House of Representatives have been notified in writing and 21 calendar days have elapsed. In addition, the Committees on Appropriations will be notified of the use of funds appropriated for minor construction for the transfer or relocation of any activity from one base or installation to another. (NAVFAC performs the notifications.)

5003. SELF-AMORTIZING UMC

1. General Information. Projects costing more than \$200,000 and not more than \$1 million may be approved under the UMC program, provided the construction will, within 3 years following completion of the project, result in savings in maintenance and operating costs in excess of the cost of the project. Projects considered are those which will permit an existing function to be more economically accomplished as a result of the capital investment. Specifically, the investment must show it will reduce existing annual operating expenditures sufficiently to amortize the project within a 3-year discounted period. Current instructions on 3-year payback projects should be used as guidelines in preparing analyses for projects submitted under this criterion. Refer to the current edition of MCO 7000.12.

2. Project Documentation and Submission. The documents required, and their preparation, are identical to those required for other UMC projects. Additionally, the summary of costs for economic analysis will be submitted with project documentation. Preparation will be in accordance with MCO 7000.12.

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CHAPTER 6

EMERGENCY CONSTRUCTION

6000. GENERAL INFORMATION

1. Background. The annual MILCON Authorization Act allows the Secretary of the Navy to carry out a military construction project not otherwise authorized by law if the Secretary determines the project is vital to the national security and the requirement for the project is so urgent that deferral for inclusion in the next MILCON Authorization Act would be inconsistent with national security.

2. Funding

a. Appropriations. No funds are appropriated specifically for emergency construction. Projects approved under this authority are carried out within the total amount of funds appropriated for MILCON that have not yet been obligated.

b. Authority Under Title 10, U.S.C. 2803. The use of emergency construction authority is discouraged for projects costing less than \$1 million. A project in this cost range (\$200,000 to \$1 million) will be considered as an UMC project under the authority of Title 10, U.S.C. 2805.

6001. GUIDANCE AND DOCUMENTATION

1. Information. All projects submitted must be supported by facility planning and programming documents identical to those required for other MILCON projects. Requests for changes to the appropriate planning documents should be submitted concurrently with project requests. The documents required shall be prepared in accordance with the instructions contained in this Manual.

2. Justification. The justification for projects proposed for funding under the Secretary of the Navy emergency authority shall include clear and concise explanation of the change in mission and responsibility generating the requirement for the project. Also, include the reason why the project cannot await funding in the next MILCON Authorization Act. Letters forwarding requests for use of emergency authority will include proposed reprogramming of projects authorized and approved for funding for the activity concerned, whenever the activity has sufficient outstanding MILCON projects. Include the rationale for deferral of such projects. In those instances where there are no outstanding projects eligible for reprogramming for the activity concerned, the forwarding letter should so state.

6002. PROJECT SUBMITTALS

1. Activity Commanders. Activity commanders will submit requests for emergency construction, via the intermediate command when appropriate, to the CMC (LFF-1).
2. Intermediate Commands. Intermediate commands will endorse requests for emergency construction with a recommendation for approval/disapproval. Endorsement will include recommendation for reprogramming in accordance with the preceding. Reprogramming proposals should include consideration of all outstanding authority for approved items for activities under the command.

6003. SECRETARY OF DEFENSE (SECDEF) CONSTRUCTION CONTINGENCY

1. Authority. The annual MILCON Authorization Act provides the SecDef authority to establish or develop installations or facilities which he determines to be vital to the security of the United States. This authority encompasses:
 - a. A nonhostile situation involving the need for construction of military facilities deemed vital to the security of the United States, of such urgency and impact that construction of the required facilities cannot await inclusion in a subsequent annual MILCON Authorization Act.
 - b. A hostile situation resulting from an incipient or actual conflict, wherein the construction of military facilities and installations is urgently needed to support the interests of the United States and is deemed vital to the security of the United States.
2. Project Preparation
 - a. Nonhostile Situation. For nonhostile situations, projects will be prepared in accordance with guidelines prescribed in paragraph 6002, preceding. In addition, the following must be provided:
 - (1) A statement that the project is considered vital to the security of the United States, and an explanation of the factors used to make that determination.
 - (2) An explanation of the reasons why the project cannot be programmed in accordance with established planning, programming, and budgeting procedures.
 - (3) A statement of anticipated contract award date and design completion date.

(4) A statement as to why the authority provided to the Secretary of the Navy in the annual MILCON Authorization Act for emergency construction should not be used to provide the required construction.

b. Hostile Situations. For hostile situations, when the commander of the unified or specified command determines tactical exigencies will not permit the preceding procedures, the commander shall submit recommendations describing the estimated facility requirements, based on appropriate base development plans, directly to the JCS. As soon as possible thereafter, the formal request shall be submitted in the form specified for a nonhostile situation.

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CHAPTER 7

RESTORATION OR REPLACEMENT OF DAMAGED FACILITIES

7000. BACKGROUND. Under the authority of Title 10, U.S.C. 2854, damaged facilities may be replaced or restored using funds available from MILCON appropriations when the funded cost exceeds \$1 million. The use of this authority has been restricted by the SecDef to complete replacement or "major restoration" of a facility. In the cases where the phasing is such that restoration or replacement will not be unduly delayed, it should be included in the annual MILCON program. A project that is not a complete replacement or a major restoration is a "repair" and shall be processed as such. Projects estimated to cost less than \$1 million shall be funded as an UMC project under the authority of 10 U.S.C. 2805. A restoration or replacement project with a cost below \$200,000 will be funded as a minor construction (O&M) project.

7001. CRITERIA FOR FUNDING. To establish eligibility for funding with MILCON under 10 U.S.C. 2854, projects shall be assessed in terms of the following requirements and guidelines:

1. Project must involve complete replacement or major restoration.
2. A continuing military requirement for the facility must exist.
3. Project scope must remain within the scope of the facility being restored or replaced; however, only the validated requirement can be restored regardless of the original facility size. Improved materials may be used where economically justified; i.e., a building of temporary or semipermanent construction may be replaced by a permanent facility.
4. Damage must be due to fire, storm, earthquake, flood, typhoon/hurricane or other acts of God. For the purposes herein, an act of God does not normally include damage sustained from prevailing or seasonal heavy weather, nor does it include an accumulation of minor damage incidents.
5. Damage to facilities receiving normal abuse as a part of their function usually will not be considered under this authority.

7002. FUNDING. Appropriations are not made available through any annual appropriation act to fund projects in this category. Projects approved under this authority must be funded by reprogramming actions which defer or identify savings available from approved projects.

Therefore, projects qualifying under this authority must compete for funds with other high priority projects surviving the annual MILCON program review cycle.

7003. GUIDANCE AND DOCUMENTATION. All projects submitted under the authority of 10 U.S.C. 2854 must be supported by facility planning and programming documents identical to those required for other MILCON projects. The documents required shall be prepared in accordance with instructions contained in this Manual. A single restoration project will be prepared for all facilities which are damaged under the same act of God. NAF/MWR facilities may be submitted for restoration; however, a deduction must be made for any NAF insurance which is collected.

7004. PROJECT SUBMITTALS. Activity commanders will submit requests for restoration or replacement of damaged facilities projects via the intermediate command when appropriate, to the cognizant EFD and NAVFACENGCOM, to the CMC (LFF-1). All submissions shall include an advance copy to the CMC (LFF-1).

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CHAPTER 8

NAVY CENTRALLY MANAGED PROGRAMS

8000. GENERAL INFORMATION

1. Background. The Marine Corps participates in three centrally managed MILCON programs programmed by NAVFACENGCOC. They are the Navy Occupational Safety and Health Deficiency Abatement, Pollution Abatement, and Energy Conservation Investment programs. Marine Corps projects proposed for these programs compete with Navy projects based on the criteria of most urgent need.

2. Program Development. MILCON projects proposed for the Centrally Managed Program must be supported by the MCFPPS as well as conform to the general guidance promulgated herein. Projects accepted in the centrally managed program will be published in the MILCON Planning and Programming Guidance Letter promulgated annually by the CMC (LFF-1).

8001. NAVY OCCUPATIONAL SAFETY AND HEALTH DEFICIENCY ABATEMENT PROGRAM

1. Background. During recent years, a portion of the DON MILCON appropriation has been dedicated to projects which correct Occupational Safety and Health Act (OSHA) deficiencies. This program has become known as the Navy Occupational Safety and Health (NAVOSH) Deficiency Abatement Program.

2. Criteria

a. MILCON projects submitted for consideration under this program will correct only Hazard Category I (Imminent Danger) or II (Serious) deficiencies as defined in the current edition of MCO 5100.8. The projects must be supported by budget cost estimates based on engineering reviews.

b. The problem to be corrected and the project correcting the problem must be fully described and documented. The project scope must address clear violations of OSHA standards; for example, inadequate ventilation in areas subjected to toxic fumes or inadequate storage facilities for toxic chemicals.

(1) Projects which are clearly maintenance or repair, or that expand the scope of the OSHA project to include routine maintenance and repair will not be considered.

(2) Fire protection projects (e.g., sprinkler system installation) will not be considered. These deficiencies are identified in fire protection engineering surveys and are not normally considered as deficiencies in violation of OSHA standards. However, egress improvements to comply with OSHA standards for emergency egress should be considered.

c. All projects submitted under this program must have an estimated cost in excess of \$200,000.

d. Projects correcting the identical OSHA violation in several facilities with different category codes may be considered.

e. The facility to be improved shall be supported by up-to-date planning documentation, including the appropriate Facility Planning Documents and form [NAVMC 10915](#), Item Determination Sheets (Basic Facility Requirements), reflecting a continued need for the function performed in the facility.

f. The facility to be improved is not excess to the activity and is designated by a current engineering evaluation status regarding deficient safety conditions on the RPI. Deficiencies with respect to OSHA must be indicated on the RPI using the appropriate first character and the numeric characters 40; e.g., A-40, B-40, E-40, etc. (Note: The code 40 area of deficiency indicates an OSHA deficiency.)

g. Facilities scheduled for demolition, disposal, conversion, or near-term replacement should not be considered as OSHA funding candidates.

h. The activity should ensure the proposed change represents an economical solution. Operational changes eliminating or reducing the hazard should be considered before a MILCON project is submitted.

3. Project Submission

a. Projects must be submitted in accordance with the MCFPPS. Supporting documentation will include:

- (1) DD Form 1391.
- (2) A Facility study.
- (3) An assessment of the environmental impact.
- (4) An economic analysis.

- (5) A site approval request.
- (6) An occupational safety/health control report form.
- (7) Appropriate photographs.
- (8) A facility planning document.

The projects must be supported by cost estimates based on engineering reviews. Include the applicable OSHA violation section numbers and hazard category on the DD Form 1391 in block 11, entitled "Requirement."

b. Proposed project documentation should be forwarded to the CMC (LFF) via the appropriate EFD. A copy should be sent to the Commander, NAVFACENGCOM.

c. Other specific guidance and submission deadlines will be promulgated in the annual MILCON Planning and Programming Guidance Letter.

d. NAVOSH projects at or below \$200,000 should be listed on the activity's annual listing of minor construction for programming consideration or submitted as "supplemental" projects if the projects meet the criteria of MCO P11000.5.

8002. POLLUTION ABATEMENT PROGRAM

1. Background. Continued emphasis on combating environmental pollution by Federal agencies has resulted in a portion of the MILCON appropriation being dedicated to pollution abatement. Planning and programming for environmental protection projects are the same as for MILCON projects except for the OMB Pollution Control Report (PCR).

2. OMB Pollution Control Report

a. The OMB PCR lists Navy and Marine Corps (including overseas) deficiencies in environmental protection measured against existing or imminent air, water, solid waste, noise, pesticide, and radiation standards. This report represents the planning phase validated by the Environmental Protection Agency (EPA) and is subject to OMB approval.

b. The report, as validated and approved (with priorities), establishes the Navy's total requirements for environmental protection. It is the basis for the subsequent steps of programming and budgeting, and is used as a review document to evaluate progress against goals. It is the most important HQMC

tool for establishing pollution abatement budget requirements and tracking environmental project execution.

c. Further information on the OMB PCR is in the current edition of MCO P11000.8.

3. Project Submission

a. Pollution abatement projects necessary to comply with Federal, State, and local regulations must follow the normal procedures governing all Marine Corps MILCON projects.

b. Pollution abatement projects at or below \$200,000 will be developed and submitted in accordance with MCO P11000.5. Those projects at or below \$200,000, requiring expeditious funding to meet statutory deadlines, or to eliminate serious health or environmental hazards, may be submitted as "supplemental projects," as detailed in MCO P11000.5. Requirements for submission of OMB PCR exhibits apply equally to these projects. Project and OMB PCR documentation should be forwarded to the CMC (LFF-1).

c. Pollution abatement projects estimated to cost above \$200,000 will be developed and submitted in accordance with this Manual. Supporting documentation must be prepared in accordance with chapter 6 and will be submitted with the completed PCR exhibits to the CMC (LFF-1) via the cognizant EFD. A copy of the forwarding letter should be sent to the Commander, NAVFACENCOM (Code 114).

d. Examples of traditional pollution deficiencies eligible for this funding include boiler plant emission controls, gasoline dispensing facility vapor controls, sewage treatment plant improvements, pesticide storage facility construction, aircraft sound attenuation projects, and spill prevention, control and counter-measure plan implementation. Increased EPA scrutiny of Marine Corps actions in complying with environmental regulations should be expected. Additionally, the EPA has placed more emphasis on proper handling and disposal of hazardous materials, including but not limited to Polychlorinated Biphenyls (PCB's), chlorofluorocarbons, current and past hazardous material dump sites, and hazardous material spill prevention. This aspect of pollution abatement will likely generate significant funding requirements at each activity. Local attention to the identification and documentation of such deficiencies is required.

e. Specific documentation guidance and submission deadlines will be promulgated in the annual MILCON Planning and Programming Guidance Letter.

8003. ENERGY CONSERVATION INVESTMENT PROGRAM

1. Background. The Energy Conservation Investment Program (ECIP) is a DoD directed MILCON program designed to reduce energy consumption and save utility costs. It is the major program used to achieve the facilities energy conservation goal of the current edition of MCO 4100.4 by providing dedicated MILCON funding to retrofit existing facilities to conserve energy.

2. Criteria

a. MILCON projects must produce a savings/investment ratio greater than 1.0 based on present worth economic analysis techniques to qualify for the ECIP.

b. The minimum energy/cost ratio (millions of British thermal units (Btu's) saved per year divided by the current working estimate in thousands of dollars) required to qualify for ECIP varies each year and will be specified in the guidance letter.

c. Energy savings resulting from completed ECIP projects shall be documented through the use of existing or new monitoring systems as required. Information (before and after ECIP project completion) shall be accumulated and retained at the activity for future audit purposes.

3. Project Submission

a. Proposed project documentation should be forwarded to the CMC (LFF-1) via the appropriate EFD. A copy should be sent to the Commander, NAVFACENCOM.

b. Energy projects at or below \$200,000 should be listed on the activity's annual Energy and Utility Initiatives Program (EIP) listing of minor construction for programming.

c. Other specific documentation guidance and submission deadlines will be promulgated in the annual MILCON Planning and Programming Guidance Letter.

8004. DOD ENVIRONMENTAL RESTORATION PROGRAM (DoDERP)

1. Background. Commencing with FY 1984, the Congress has appropriated a special allocation of O&M funds for DoD to effect special attention to restoring the natural environment of our installations. DoDERP for the Marine Corps is centrally managed by the Navy through NAVFACENCOM.

2. Types of Projects. DoDERP can generally be divided into two distinct are as as far as Marine Corps participation is concerned.

a. Demolition. This area concerns itself with the removal of unsafe and unsightly facilities not otherwise intended for use. Demolition work specifically includes the restoration of the site of the removed facility to permit that site to return to a compatible environmental condition.

b. Hazardous Waste. This area concerns itself with the correction of past deficient hazardous waste disposal practices and implementation of new techniques to reduce the generation of hazardous wastes. Included are identification, confirmation, and mitigation of sites/facilities contaminated by hazardous waste as part of the DoD Installation Restoration (IR) program, and development/installation of new waste reduction procedures such as those required by the DoD Used Solvent Elimination (USE) program. Here, too, use of the DoDERP is restricted to correcting deficiencies not otherwise properly funded from other sources.

3. Responsibility. The responsibility for DoDERP application within the Marine Corps rests with the CMC as follows:

a. Demolition: (LFF-2)

b. Hazardous Waste: (LFL)

4. Guidance. Annually, HQMC will announce specific guidance on activity participation in DoDERP.

8005. MEDICAL AND DENTAL FACILITIES. Medical and dental facilities to be constructed by MILCON are programmed by NAVMEDCOM. (Battalion aid stations are not included in this context. See definitions in appendix B.) Host-nation funded medical facilities, although not programmed by NAVMEDCOM, must adhere to the following procedures. BFR's should be prepared by the activity and submitted to HQMC in the normal fashion. HQMC will obtain NAVMEDCOM concurrence on the BFR before approving and returning it to activity planners. Activity Planners work with the clinic/hospital to prepare a project in accordance with OPNAVINST 11110.2, and submit it via HQMC to NAVMEDCOM (for MILCON projects), or to the host nation. Collateral equipment is programmed by NAVFAC and equipment lists should be forwarded as a part of the project submission. (Send equipment lists for host-nation projects under separate cover to the CMC (LFF-1).) HQMC sends the equipment lists to NAVFAC.

8006. THE DEFENSE ACCESS ROADS PROGRAM. The Defense Access Roads Program provides a means for DoD to pay a fair share for public highway improvements when it creates a sudden or unusual traffic impact. Examples are: new base or expansion, addition of a new gate, short duration requirements, etc. OPNAVINST 11210.1 provides guidance for project preparation and submission.

REAL PROPERTY FACILITIES MANUAL

CHAPTER 9

NAF CONSTRUCTION

9000. GENERAL INFORMATION

1. Background. In recent years, many factors have resulted in increased use of NAF to finance the construction of MWR facilities. MWR construction must be administered within the MCFPPS. This chapter provides project planning and programming guidance for MWR facilities which will be funded with NAF.
2. MWR Facilities. These facilities are included in military real property category codes 740 (Interior) and 750 (Exterior). They are classified in the NavCompt Manual, paragraph 035850, to determine the extent of Government financial responsibility for their support, and in paragraph 075260, to provide specific policies and guidance for funding.
3. Policy. The CMC policy is to provide, maintain, and operate adequate facilities to accommodate a well-rounded MWR program to ensure the mental and physical well-being of Marine Corps military and civilian personnel. In consonance with this policy, adequate spaces, facilities, and structures should be provided through appropriated funds. A basic responsibility of activity commanders and command and support agencies is to ensure proper recognition is given to MWR facilities in the development of MILCON programs. It is recognized, however, that these projects must compete with facilities having a direct bearing on combat readiness; therefore, the use of NAF for their construction has become more common. NAF should be used primarily for replacement and supplemental construction of deficient and required MWR facilities.
4. Project Review. The source of funds shall not be a determinant in the administration and technical review of MWR projects. MWR projects funded by NAF must comply with the regulations and criteria of DoD 4270.1-M, NAVFAC P-80 and this Manual and shall be subject to review and approval by HQMC. Appropriated funds should not be mixed with private or NAF for construction because this practice may be considered incrimination and subdivision to circumvent statutory limitations. Exceptions to this policy must be approved in advance by the Assistant Secretary of Defense (Acquisition and Logistics) (ASD(A&L)), or his designee. However, private or NAF may be used to buy and install equipment, furnishings, and interior finishing, peculiar to the private or NAF activity accommodated in the proposed facility. A thorough review

of all projects related to Marine Corps facilities regardless of funding source is required to assure:

- a. Planning is fully coordinated between facilities representatives and users.
- b. Consolidated rather than piecemeal projects are developed.
- c. Funding is proper.
- d. Project is essential.
- e. Scope is complete.
- f. Planning overcomes deficiencies and maintenance problems.
- g. Requirement is satisfied.
- h. Facility is functional.
- i. Site is suitable.
- j. Design is adequate and cost effective.
- k. Cost estimate is correct.

5. Funding Policy for MWR Facilities

- a. Figure 9-1 indicates the fund source (MILCON or nonappropriated) to be used for the construction of various types of MWR facilities.
- b. Minor construction (less than \$200,000) of MWR facilities may be accomplished with O&MMC funds. The levels of authority for R1 and R2 projects are provided by MCO P11000.5.
- c. Engineering services may be provided by appropriated funds or NAF.
- d. The SIOH shall be provided by appropriated funds.
- e. Collateral equipment for club and recreation projects may be funded by appropriated funds or NAF; however, collateral equipment for exchanges and commissaries must be funded by NAF.

9001. DETERMINATION OF REQUIREMENTS. Form [NAVMC 10915](#) must be prepared for each category code of MWR facility required. The approved requirement will be used when preparing a project for

an MWR facility. A joint effort is required between local MWR managers and local facility planners to fully determine project requirements.

9002. SUBMISSION OF REQUIREMENTS. The analysis and correction of deficiencies for MWR facilities are identical to the procedures described in chapter 4 of this Manual. Using the FPD as a source document, the activity commander will determine the specific projects needed to satisfy deficiencies. These projects are then listed on form [NAVMC 10956](#) by category code (i.e., club, exchange, commissary, etc.), and FY, and are included in the annual five-year construction program submission.

1. Projects To Be Submitted for MCON Funding. Projects proposed for MILCON funding will go through the review process described in chapter 2.
2. Projects To Be Submitted for NAF. Projects proposed for NAF funding will be forwarded with the required documentation (described in paragraph 9004 of this Manual) to the CMC (LFF-1) with a copy to the appropriate HQMC MWR program sponsor.
3. HQMC MWR Program Sponsors. HQMC MWR program sponsors are defined as those offices having cognizance over specific MWR programs and who administer the associated centrally managed Non-appropriated Fund Instrumentalities (NAFI). Specific programs and their sponsors are as follows:
 - a. Marine Corps Clubs Program. Financial assistance is available for construction projects within the Marine Corps military clubs program from the CMC (MSC) as described in the current editions of MCO P1746.15 and MCO P1746.16.
 - b. Marine Corps Military Recreation Program. Financial assistance is available for construction projects within the Marine Corps military recreation program from the CMC (MSR) as described in the current edition of MCO P1710.17.
 - c. Marine Corps Exchange Program. The CMC (LFE) reviews Marine Corps Exchange project proposals beyond local authority, or where local funding is not available, and incorporates them into the Marine Corps Exchange central construction fund program, as described in the current edition of MCO P4066.13.

DoD Funding Policy--Construction of MWR Facilities

DoD funding policy for the construction of MWR facilities is provided by DoD Directive 1015.6. Distinction is made for construction of facilities at new installations or where expansion is required because of a mission change, or influx of new units, or systems, and (in certain instances) for support of U.S. Forces deployed in foreign areas where DoD personnel do not have ready access to civilian community or commercial alternatives normally available in the United States. The footnotes to the funding chart reflect these distinctions. Additionally, it is recognized that from time to time service-unique situations or exigencies, that need immediate or more specific attention, may require deviation or exception to the basic funding policy. These deviations or exceptions will be reviewed by the ASD(A&L) and ASD(C) on a case-by-case basis.

<u>Facility Type</u>	<u>Category Code(s)</u>
<u>MILCON 1/</u>	
Gymnasium/Fieldhouse/Physical Training Complex	740-43/50/84/750-10/20
Recreation Center/Day Room	740-54
Multipurpose Auditorium/Theater	740-56
MWR Admin Office/Supply Center	740-37/77
Family Assistance/Service Center	740-25
Child Care Center	740-74
Swimming Pool	740-93/750-30/31/32/33/34
Library	740-76
Military Clothing Sales	730-13
Open Mess (Club)	2/ 740-60/63/64/66/67/69/70
Exchange Resale Facility	3/ 740-01-02/04/05/07/08/09/ 26/28/30/31/32
Exchange Warehouse	4/ 740-85/86
Arts and Craft/Auto Self-Help	5/ 740-36/740-38
Garage/Skill Development Center	6/ 740-18
Bank	
Temp Lodging Facility/Guest House	7/ 740-20
Playing Courts/Fields	8/ 740-84/750-10/20
<u>NONAPPROPRIATED (NAF or Other)</u>	
Open Mess (Club)	740-60/63/64/66/66/69/70
Exchange Resale Facility	740-01/02/04/05/07/08/09/ 26/28/30/31/32
Exchange Warehouse	740-85/86
Arts and Crafts/Auto Self-Help	740-36/740-38
Garage/Skill Development Center	
Bank	9/ 740-18
Credit Union	9/ 740-19
Thrif Shop	9/ 740-34
Commissary Facilities	10/ 740-23/24/83
Book Store	740-09
Package Beverage Store	740-71
Rod and Gun Club	740-52
Aero Club	740-75
Temp Lodging Facility/Guest House	740-20
Cabin/Cottage/Recreation Lodge	740-81
Outdoor Recreation Pavilion	740-78

Figure 9-1.--MWR Funding Policy

<u>Facility Type</u>	<u>Category Code(s)</u>
Bowling Center	740-40
Skating Rink (Ice or Roller)	740-46
Youth Center	740-55
Playing Courts/Fields	740-84/750-10/20
Golf Course/Facility	740-80-750-40/56
Riding Stable	740-79
Campground	750-57
Amateur Radio Facility	740-35
Bathhouse	740-89
Marina, Boathouse	740-87/750-60/61
Outdoor Theater	750-50
Bandstand	750-54

- 1/ Appropriated funds may be used for all community facility construction related to the establishment, activation, or expansion of a military installation or relocation of facilities for 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. For installation "expansion", a major increase in authorized and assigned personnel strength over a short period of time is necessary before appropriated fund construction 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 1-year timespan satisfies this criterion. In contrast, personnel increases resulting from an evolutionary expansion occurring over several years does not satisfy this criterion.
- 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/ Arts and craft/automobile self-help garage/skill development centers outside the United States.
- 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 Instruction 1000.12.)
- 7/ Authorized overseas where avoiding the expenditure of other appropriated funds (such as temporary lodging allowance, basic allowance for quarters, station housing allowance, and furniture support) would save appropriated funds.
- 8/ Playing courts and fields constructed as a part of a gymnasium, fieldhouse, or physical activities complex.
- 9/ Private funds.
- 10/ Surcharge trust funds.

d. Marine Corps Commissary Program. Commissary store projects are funded by the commissary Trust Revolving Fund (TRF), which is a surcharge collected from store sales. Funds are deposited to appropriation 17X8421 and allocated to the commissaries as required to cover reimbursable expenses. Facilities construction and improvement projects are funded dependent on the accumulation of such funds in the TRF in excess of requirements for normal operating needs. Financial assistance is available for construction projects within the program from the CMC (LFS) as described in the current edition of MCO P4065.1.

4. Programming of NAF Requirements. Each 5-year construction program will be considered annually by the Marine Corps NAF Board which recommends the program to the CMC for funding approval and for planning purposes. The CMC has sole approval and cancellation authority for NAF projects costing more than the local activity commander's approval authority. The HQMC NAF sponsor will notify each command annually as to which projects have been approved for inclusion in their NAF construction program and which projects have not. The CMC (LFF-1) will notify each command of project submission deficiencies which will prevent project validation and thereby prevent consideration for funding.

a. Stages in the approved NAF 5-year construction program include construction funding for the upcoming budget year (A&E) design may be funded for the second and third years; planning only for the fourth and fifth years. This 5-year cycle provides a program whereby construction funding is approved when a project design is at 35 percent completion; scope changes during A&E design are permitted only in unusual cases, and initial planning involving both the user and the facilities representatives is thorough, realistic, and develops both a firm project scope of work and an optimal site.

b. Management of the exchange construction program will be as follows

(1) Upon completion of HQMC review and Marine Corps-wide prioritization of projects submitted within the exchange five-year construction program, each commander will be advised of:

(a) The projects approved for construction and the dollar limitation of each.

(b) The projects on which A&E money may be spent.

(c) The projects approved for planning purposes only.

(d) The projects not considered of sufficient priority to be included in the five-year plan.

(2) Valid projects not included in the five-year plan may be resubmitted annually for reconsideration.

c. Management of the club and recreation construction program will be as follows:

(1) Approved projects will be forwarded to the activity commander after the CMC approves the five-year construction program.

(2) Projects costing in excess of \$200,000 will normally be centrally managed by HQMC in conjunction with NAVFACENGCOM. Management of certain designated projects costing in excess of \$200,000 may be delegated to the activity on a case-by-case basis.

(3) All other projects will be managed by the activity commander.

d. Management of the commissary construction program will be as follows:

(1) Commissary projects are considered to be NAF and subject to the provisions of this chapter.

(2) Approved projects will be forwarded to the activity commander after review by the CMC (LFS).

9003. NAF PROJECT APPROVAL AUTHORITY

1. Funding Authority. The authority to approve construction projects funded entirely with local NAF is as follows:

- | | |
|-------------------|----------------|
| a. Minor Activity | \$0-\$15,000 |
| b. Major Activity | \$0-200,000 |
| c. CMC | over \$200,000 |

NOTE: Major and minor activities are defined in MCO P11000.7. Minor activities include Marine Barracks at Navy installations. Cost limits apply both CONUS and OVERSEAS. Projects exceeding \$500,000 must be reported to Congress before contract award. Cost limits are "Bottom-line"; i.e. include design fees, SIOH, collateral equipment, and all related project costs.

2. Repair and Equipment Installation Projects. The approval authority for repair and equipment installation projects funded entirely with local NAF is the same as shown in paragraph 9003.1, preceding.

9004. MWR NAF REQUIRED PROJECT DOCUMENTATION

1. Exchange Project. Exchange project documentation will be submitted in detail to the CMC (LFF-1) with a copy to (LFE) as follows:

a. Project Requests for Budget Year Plus One and Two

(1) Letter of Transmittal. Indicating the project(s) is to be funded from the Exchange Central Construction Fund.

(2) Project Evaluation Form. The completion of this form provides the demographic and return-on-investment data necessary to evaluate the priority of each project. This form is provided by the CMC (LFE), to be completed by the Exchange Officer. All other forms will be completed by activity facility personnel.

(3) DD Form 1390. This document is an installation data sheet with spaces to indicate the installation and location, personnel strength and mission. This form lists all of the projects, together with physical (scope) and monetary amounts, in the activity's current NAF MWR construction program. Refer to NAVFACINST 11010.32.

(4) DD Form 1391. This document provides a description of the proposed project, defines the scope, and justifies the submission of the project. Information on this document must agree with the BFR and the information on the FPD describing existing facilities in the same category code.

(5) Facility Planning Documents for the appropriate facility categories.

(6) Form NAVFAC 11013/7 (1-78). This document provides the cost estimate and should include the construction, A&E, contingency, SIOH, and collateral equipment costs. The collateral equipment should be noted as to whether it will be contractor furnished or furnished by the Government through a separately generated exchange purchase order.

(7) NAVMC 11069 With Site Location Map.

(8) Floor Plan.

(9) Photographs Where Appropriate.

b. Project Requests for Budget Year Plus Three and Beyond

(1) Project Evaluation Criteria.

(2) DD Form 1391.

2. Club and Recreation Projects. Projects for which detailed project documents have been requested will be submitted to the CMC (LFF-1), with a copy to the CMC (MS) as follows:

a. Letter of Transmittal. This letter will indicate whether the project is to be funded from Central Construction Funds or from local command funds, and should be written by the local program manager.

b. DD Form 1390.

c. DD Form 1391. Funding authority for NAF projects is "bottom-line." Therefore, it includes all project costs, including facilities, contingency, SIOH, design and collateral equipment. These costs must be listed on the form.

d. Facility Planning Document.

e. Site Location Map and Floor Plan Drawing.

f. Photographs Where Appropriate.

3. Commissary Project Documentation. Documentation will be submitted in detail to the CMC (LFF-1) with a copy to the CMC (LFS) as follows:

a. Letter of Transmittal. With project justification written by the Commissary Officer.

b. DD Form 1390.

c. DD Form 1391.

d. Form NAVFAC 11013/7 (Cost Estimate).

e. NAVMC 11069 With Site Plan.

f. Floor Plan.

g. Photographs Where Appropriate.

9005. PROJECT ADMINISTRATION

1. Report to Congress. Reports on nonappropriated and privately funded construction projects must comply with the current edition of DoD Instruction 7700.18 and this Manual.

a. All MWR construction projects costing over \$200,000 must be reported annually (at the start of the year in which they are to be constructed) to the Armed Services and Appropriations Committees of the Senate and House of Representatives. This report is prepared and submitted by HQMC.

b. Projects, estimated to cost less than \$500,000 and conforming to the criteria, may be placed under contract and/or work started without advance review by the ASD (Acquisition and Logistics (A&L)) or a designee. If a project has been estimated to be under \$500,000, but exceeds the ceiling based on bids received, the project may be placed under contract provided the current working estimate, based on contract award, does not exceed the \$500,000 limit by more than 25 percent. You must notify the CMC (LFF-1) when a project exceeds 25 percent of the authorized project cost through construction change orders.

c. Projects estimated to cost more than \$500,000 will not be advertised, placed under contract, or work started unless they have been approved in advance by the ASD (A&L), or designee, and have been included in an annual report to the House Armed Services Committee.

2. Drawings and Specifications. To permit better planning, A&E costs may be authorized through the budget year plus two. Facilities must be designed to comply with DoD 4270.1-M. HQMC will provide concepts where applicable to speed the design process and reduce costs. Consider also the use of modular construction and multi-purpose facilities. Designs for all Headquarters-managed NAF projects estimated to cost \$200,000 or more must be submitted to the CMC (LFF-1 and Fund Sponsor) for review and approval prior to proceeding further in the design phase or advertising for construction bids. Make submittals at the concept stage (if specifically requested), the 35 percent stage and the. These submittals, normally forwarded by the A&E or cognizant EFD, should include two complete sets: plans half-size if practical, specifications, detailed cost estimate with bottom line project cost and collateral equipment list. Send command comments to the CMC (LFF-1 and Fund Sponsor) at the time of each design submittal.

3. Design, Annual guidance letter will contain specific project design information. All project design submissions should be based on the following guidelines:

a. The design provides the functional requirements of the facility and is restricted to the scope authorized.

b. The design provides a safe, durable facility having the best life-cycle costs.

c. The design is aesthetically compatible with the type or importance of the facility and the local environment. It also provides a quality of construction not higher than necessary to satisfy the needs of the activity.

d. Exchange facilities (main and location exchanges, restaurants, etc.) should be designed in two closely integrated segments:

(1) Building Shell. Plans and specifications should be prepared so a general contractor can provide the building shell and supporting facilities including finished ceilings with light fixtures, complete HVAC System, smooth concrete floors, painted interior walls and rough-ins for Government-furnished equipment.

(2) Interior Furnishings and Equipment. The exchange officer will contract separately for a complete equipment layout, all collateral equipment, fixture walls, finish floors, wall coverings, appropriate computer data, cash registers, security, and communications systems.

e. Preengineered buildings should be considered when their use is indicated by life-cycle cost to be economical, when they will meet the functional requirements and when they are architecturally compatible with their environs.

f. The submission of 5 percent (concept) drawings is not required when a HQMC concept is used for project design.

g. The submission of the 35 percent design will contain:

(1) Updated DD Form 1391.

(2) 35 percent plans and specifications.

(3) Collateral equipment list.

(4) A bottom-line cost estimate including:

Design (A&E and in-house)
Facility construction
Contingency
SIOH
Collateral equipment, fixtures, and furnishings

4. Funding. The total authorized project funding is approved by the CMC and is normally based on the bottom-line 35 percent cost estimate. HQMC will notify activities when construction funding has been authorized and when funds are available. Subsequent to the CMC approval of the 100 percent design submission, final authorization is required to advertise for construction bids.

5. Collateral Equipment. See paragraph 10003 for collateral equipment for NAF projects.

6. Project Scope Increases. When a project design is authorized by HQMC, the approved DD Form 1391 defines the scope of work in terms of bottom-line cost, maximum size, and the general facility description. Any increase or change in the scope (cost, size, or description) during the design phase must be approved by HQMC. In those rare cases where a valid requirement exists for a scope change, a request must be submitted to the CMC (LFF-1 and Fund Sponsor) and must include a revised DD Form 1391 showing the proposed change with accompanying justification. Changes increasing the original cost or scope by more than 25 percent (or substantially changing the project description) may cause cancellation of the original project. A new project submission to the NAF Board may be required.

7. Project Advertisement. Locally funded and locally managed projects may be advertised for construction bids without prior HQMC approval. However, approval by HQMC prior to bid advertisement or negotiation is required if the project is centrally funded and locally managed.

8. Contract Award Notification. Within 3 working days after the contract has been awarded, provide the CMC (LFF-1) with the contract award date and price for each NAF MWR construction project which exceeds local authority.

9. Change Orders (CO's). Changes to the construction contract must be implemented by the ROICC. A CO is paid for by contingency funds authorized when the project was approved for construction. There are two kinds of CO's, mandatory and optional. A mandatory CO would allow structural redesign without a contractor delay. An optional CO would allow a door to be constructed when none is required by the contract documents. Mandatory CO's do not require

HQMC approval. Optional CO's must be submitted to the CMC (LFF-1) with supporting documentation for approval and implementation. CO's should not be implemented to use up contingency funds because those funds can be redirected to support other required NAF projects.

10. Status of NAF Construction Program Report

a. NAF Construction Report (Report Symbol DD-11013-04). Commanders shall regularly report the status of all on-going NAF funded projects, including locally managed/funded projects. These progress reports will begin for each project upon receipt of approval authority and will continue through completion. The report will be submitted to the CMC (LFF-1) with a copy to the appropriate program sponsor (LFE, LFS, or MSS), within 10 working days following the quarters ending in March, June, September, and December. The sample report format shown in figure 9-2 shall be used when submitting the quarterly NAF Construction Report. Include in the "remarks" column such items as reasons for delay in design or construction, milestone dates, percent of construction completion and contract completion date.

b. Delays. If unforeseen delays occur, notify the CMC (LFF-1). Project funding may be diverted to meet time critical requirements elsewhere in the construction program.

9006. PRIVATELY FUNDED PROJECTS. Privately funded projects are considered to be NAF projects. Those financed with private funds (banks, credit unions, etc.) exceeding an activity commander's approval authority must be approved by the CMC (LFF-1). A DD Form 1391, BFR Item Determination Sheet, FPD, and a Site Approval request, with map, will be forwarded for review. These projects are reviewed for conformance with the activity's BFR, FPD, and master plan. Valid projects financed with private funds, and exceeding \$500,000 must be reported to Congress prior to contract award.

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NAF CONSTRUCTION REPORT (QUARTER ENDING _____)									
ID Nos. N/P	Project Title	Program Funding (\$000)	Pre-Design Conf Date	Design Status	ACTIVITY NAME		Contract Award Date	Contract Cost (\$000)	Remarks
					Current Total Project Cost (\$000)	1/			
N-420/ P-213	EM Club Renov	300	10/83	35% Review Completed	300		(7/85)	N/A	Fire protection system included
N-403/ P-145	EM Club	1,280	10/82	Final Design Underway	1,610		(8/85)	N/A	Cost over-run delays
N-332/ P-504	Auto Shop	1,250	8/83	100% Submittal Approved 9/84	1,117		(2/85)	N/A	Layout based on definitive design
N-219/ P-431	Loc Exch, Ind Area	713	8/82	Completed	700		5/84	540	BOD (5/85) 2/

NOTES:

1/ Bottom-line total cost estimate including all design, construction, collateral equipment and SIOH costs.

2/ Beneficial occupancy date.

() Show projected dates in brackets; other dates shown are actual.

Figure 9-2.--Sample NAF Construction Report Format (Form DD-11013-04).

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CHAPTER 10

FUNDING AND PROCUREMENT OF COLLATERAL EQUIPMENT

10000. POLICY. HQMC has the budgetary and funding responsibility for collateral equipment for facilities at Marine Corps activities.

10001. DEFINITIONS. These definitions describe equipment in the MILCON Program only and do not in any way negate plant property accounting instructions. Typical examples of these types of equipment are listed in the NavCompt Manual, volume 7, chapter 5, and NAVFACINST 11010.74.

1. Built-In Equipment or Installed Equipment. Accessory equipment and furnishings required for operations and affixed as part of the building or facility. These are engineered and built in as an integral part of the final design and are an essential part of the facility. Equipment in this category is considered part of the building or facility and is Class 2 plant property. The initial costs to buy and install this equipment are construction costs and shall be included in MCON appropriations. Justification for this type equipment should be included in the DD Form 1391 for the project.

2. Technical Equipment. This is equipment which, although it may be built-in, installed, or portable, is not readily available from usual commercial sources or for general issue or use within the DON. It is specialized equipment, under the cognizance and procurement control of one of the Systems Commands or offices of the DON, and is intended for use at a specialized activity or with a specialized facility within an activity. This equipment requires technical and engineering work, in each instance, to develop the purchase specifications. This equipment includes, but is not limited to, such items as special communications and electronic equipment, special furnaces and research equipment, etc. Installation is normally funded by the MILCON project and purchase is normally through Other Procurement Navy (OPN) funds. Some technical equipment is purchased by MILCON funds when valid engineering and construction reasons require the close coordination of the design and installation of the equipment with the design and construction of the facility.

3. Nontechnical Equipment. This is sometimes called plant or organic property. It is accessory equipment and furnishings which are movable and not fixed as an integral part of the facility. Normally, these are all items of collateral equipment which are loose, portable, or can be detached from the structure without tools. In addition, these include permanently attached equipment

directly related to the structure operating function such as technical, scientific, production, and processing equipment not under the cognizance of a System Command or office of the Department of the Navy. The procurement of this nontechnical equipment is not construction; it is investment (PMC) or expense (O&MMC) items. Items of nontechnical equipment, other than personnel support equipment, will be funded by NAVFACENGCOM. Personnel support equipment for bachelor housing, dining facilities, and other support facilities will be funded under the O&MMC, O&MMCR, or PMC appropriations by HQMC.

4. Medical/Dental Equipment. All equipment to outfit a medical/dental clinic or hospital will be funded by NAVFAC, regardless of the source of construction funds. MILCON projects for medical/dental facilities are programmed by NAVMEDCOM (see paragraph 8005). Those projects funded by other sources (host-nation, etc.) must follow the planning and programming procedures of OPNAVINST 11110.2 and equipment lists must be submitted to the CMC (LFF-1) so that NAVFAC can program for the funds. NAVMEDCOM will specify the medical equipment to be purchased.

10002. FUNDING POLICY

1. Marine Corps furnished collateral equipment requirements are determined from lists provided in the PED during the design process for MILCON, MCNR, Host-Nation Funded, NAF/MWR projects and are programmed by the CMC (LFS) in the appropriate FY budget. The activity commander is responsible for ensuring adequate collateral equipment requirements are listed in the PED and updated lists are provided, where applicable. Guidance in determining furniture, furnishings, equipment for bachelor housing, and furniture for administrative offices and dining facilities is contained in the current edition of MCO 10160.8; for office machines, the current edition of MCO 10460.2 applies.

2. Local procurement will be effected by the activity concerned from funds provided by HQMC. Do not request collateral equipment funding until the final equipment list has been received from the A&E (or preparer of the list). O&MMC/O&MMCR funds will be provided to the activity involved for the procurement of expense-type items through an amendment to the activity's operating budget fund authorization, expense operating budget (EOB). PMC funds will be furnished for investment-type items by letter authority.

3. Collateral equipment requirements for MILCON, MCNR, and HNFP should not be duplicated in an activity's budget submissions required by the current edition of MCO P7100.8.

10003. COLLATERAL EQUIPMENT FOR NAF PROJECTS. Problems with project cost over-runs have occurred due to command requests for additional collateral equipment funds (excluding contractor-installed equipment) not identified in the initial submission of NAF projects.

1. Club and Military Recreation Projects. The procedure for submission, approval and procurement of collateral equipment is as follows:

a. The command is responsible for procuring Government-furnished collateral equipment for NAF construction projects. It is also the command's responsibility to seek reimbursement from the Marine Corps Morale Support Fund for collateral equipment purchases for centrally funded projects.

b. The DD Form 1391 included in the initial project documentation should include a line item identifying the cost of nonbuilt-in equipment and furnishings and those items of built-in equipment which are more cost-effective if procured through Government contract sources.

c. The submission of the 35 percent design will contain a detailed itemized list of government furnished equipment coordinated with equipment and furnishing schedules on project drawings. The listing should include model numbers; source of procurement; GSA stock number, GSA contract number; quantity; unit cost; and total cost for each, including whether it is government or contractor-installed. In addition, an estimate of total shipping charges should be included.

d. During the 35 percent design review, the CMC will review the collateral equipment list. The command will receive written notification of the CMC approval and authorization to commence procurement of approved items using local command club or special services funds, as applicable. The CMC (MSF) will then reimburse the command for collateral equipment purchases upon receipt of paid invoices for approved items of Government-furnished collateral equipment only.

e. The development of collateral equipment listings will require close coordination between the command user (Clubs or Special Services Officer), the A&E firm, the Facilities Officer and the OICC. The subsequent purchase of collateral equipment will require coordination with the contractor to ensure the equipment is available when needed by the contractor for contractor-installed items, and by the construction completion date for Government installed items.

2. Exchange Projects

- a. New equipment shall be shown on the project DD Form 1391.
- b. Replacement equipment shall be funded from local exchange funds, shall not be charged against a project and will not be shown on the DD Form 1391.
- c. A collateral equipment list and fixture plan shall be submitted to the CMC (LFF-1 and LFE) during the 35 percent and 100 percent project reviews.
- d. The exchange officer will purchase the equipment and coordinate delivery, receipt and storage with facilities personnel.

3. Commissary Projects

- a. New equipment shall be shown on the project DD Form 1391.
- b. An equipment list shall be provided to the CMC (LFF-1 and LFS) during the 35 percent project review.

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CHAPTER 11

JAPANESE HOST-NATION CONSTRUCTION PROGRAMS

11000. GENERAL INFORMATION

1. Background. The Government of Japan (GOJ) has provided facilities construction for Armed Forces throughout Japan through various relocation construction programs and the Facilities Improvement Program (FIP).

2. Relocation Construction Programs

a. "Relocation" means a facility or area currently used by U.S. Armed Forces will be totally or partially released back to the GOJ and the facility or area will be relocated to a different facility or area. Article VI of the Treaty of Mutual Cooperation and Security between the United States and Japan of 19 June 1960 initiated the relocation construction program.

b. The relocation is classified into two categories: One is at the initiative of the GOJ and the other at the initiative of the United States.

(1) The relocation at the initiative of the GOJ is effected to release a specific facility or area to solve land shortages, mainly in urban areas.

(2) The relocation at the initiative of the United States Government (USG) is effected to move or realign United States military units.

3. FIP

a. As a follow-on to the cost-sharing agreements reached between the United States and the GOJ in 1977, the United States began to seek other avenues to increase the GOJ share of the cost of maintaining the Armed Forces in Japan. The United States recommended that facilities construction, particularly housing, be undertaken since this is a critical problem in Japan. In December 1978, the Japanese proposed a program for facilities construction which was accepted by the United States. This program is unique in that:

(1) No release of facilities is involved (no quid pro quo).

(2) This is a GOJ initiative.

(3) Funds come from the Japanese Defense Agency Budget.

b. The first projects were authorized in JFY 1979 and involved only housing and environmental protection projects. Since then, other types of projects have been designed and constructed.

c. The JFIP, as a GOJ program, provides benefits to the construction industry and satisfies environmental and safety concerns of civilians living near United States bases. All projects must be approved by local governments and civilian land owners, which has created some sensitive issues and negotiations for the GOJ.

d. The JFIP has been expanded to include some operational type projects, though housing (both family and bachelor) will continue to receive the largest portion for some time.

11001. DEFINITIONS

1. DoD Construction Agent. The Corps of Engineers, the NAVFACENGCOM, or other DoD construction agents assigned under DoD Directive 4270.5.
2. PACOM Area. The geographic area for which the Commander in Chief, Pacific (CINCPAC), has operational responsibility.
3. Host-Nation Funded Construction Program. Any construction program which provides facilities in direct support of DoD personnel or programs, and which is funded partially or totally by the host nation in which DoD personnel are stationed.
4. Host-Nation Funded Project. Any construction project which is included in a host-nation funded construction program.
5. Central Funding System (CFS). Funds appropriated for military construction to offset United States design, construction surveillance, inspection, and overhead costs required to manage host-nation construction programs as authorized by 10 U.S.C. 2807.

11002. BUDGET SYSTEM. The JFY begins on 1 April every year and ends on 31 March of the next year. For example, the period of JFY 1986 is from 1 April 1986 through 31 March 1987, while the period of USFY 1986 is from 1 October 1985 through 30 September 1986. The GOJ budget consists of annual expenditure and contract authorization over 2 fiscal years.

1. Annual Expenditure. Projects covered by this expenditure must be executed by awarding a contract and making payment within 1 FY. The budget appropriated for such projects may be carried

over only to the following FY upon obtaining approval from the Finance Minister. GOJ projects implemented by using this budget mainly cover such work as survey/design, minor construction of facilities and construction of exterior support facilities.

2. Contract Authorization. The budget system in Japan is based on a single fiscal year cycle. However, there are those projects which will be executed over 2 FY's. Contract authorization is allowed for such projects. Under this system the contract is awarded in the first FY and the payment and work are implemented over 2 FY's. Award of the contract is required in the first FY.

3. Survey and Design. Normally, survey and design of FIP projects is executed by using annual expenditure in the initial FY while the construction of the facility itself is executed by awarding a contract with contract authorization in the second FY. The construction of exterior support facilities is completed by using another annual expenditure in the third FY.

11003. FUNDING POLICY

1. Host-nation support should be actively sought to satisfy Marine Corps construction requirements in PACOM before United States MILCON funds are requested. Only if host-nation funding is denied, or will not result in the timely satisfaction of United States requirements, or if there are other compelling reasons to proceed with construction programs, will the United States MILCON program be the acceptable funding source.

2. A project funded by the host nation may not be included in the MILCON budget. Programming of projects in both MILCON programs and Host-Nation Funded Construction Program (HNFCEP) is authorized. The MILCON program will lag the HNFCEP by a minimum of 2 United States FY's. This system will allow timely programming of a project if host-nation funding is denied and should be used for those projects where denial is a concern.

3. Host-nation funded projects normally will be designed and constructed to meet U.S. MILCON program criteria and standards for reliability, maintainability, function, personnel health, safety, and environment. Pollution abatement procedures at federal facilities outside the United States prescribed in Assistant Secretary of Defense (Manpower, Reserve Affairs, and Logistics) (ASD(MR&L)) memorandum, "DoD Environmental Policy Concerning Pollution Abatement at Federal Facilities Outside the United States," 11 September 1980, shall be considered in HNFCEP projects.

4. U.S. MILCON and O&MMC minor construction projects may be programmed to complement host-nation funded projects, as required, to provide usable facilities where differing construction standards or material availability are not adequate for United States needs.

5. DoD components must submit plans to the DoD Explosives Safety Board for host-nation funded projects for new construction or modification of fixed or movable ammunition and explosives facilities, including facilities in their proximity, before host nation action on the project is initiated. DoD Directive 5154.4 applies.

11004. RESPONSIBILITY AND AUTHORITY

1. HOMC Will:

a. Monitor the planning, programming, design and construction of HNFPC built on Marine Corps installations in PACOM.

b. Ensure that HNFPC projects are not included in annual MILCON budget requests.

c. Program the U.S. funds for, procure, and install U.S. equipment that is collateral to the HNFPC project.

2. Commander, Marine Corps Bases Pacific (COMMARCORBASESPAC), or Designees, Shall complete USFJ Form 0-2 for all projects submitted for host-nation funding. Copies of these forms should be provided to the CMC (LFF-1) no later than 1 September for the next JFY for review before formal submission to the Japanese Facilities Subcommittee.

11005. PROJECT NUMBERING SYSTEM (JFIP)

1. JFIP projects are identified and numbered by a 10-place alpha-numeric code, hyphenated into four separate segments of information; i.e., 84-MC-6099-03.

- a. JFY submitted for funding - (84)
- b. Service Sponsor - (MC) = Marine Corps
- c. Special Area Number - (6099)
- d. Priority Number within JFY - (03)
by location

2. Projects will continue to carry the same number even if planning, programming, design and construction take several years.

11006. PROGRAMMING

1. Recommended Project Funding Sources:

a. JFIP is the preferred source of funding and will specifically be used for:

(1) Family housing and all community support facilities except income producing NAF projects.

(2) Replacement of existing facilities due to environmental and/or safety deficiencies.

(3) All other projects not specifically identified below.

b. MILCON is the preferred source of funding and will specifically be used for:

(1) Renovation or expansion of existing facilities.

(2) "Offensive" operational projects, those which increase the capability or capacity to conduct offensive operations; specifically new ammunition storage and new petroleum storage/distribution facilities.

(a) Politically contentious projects - those not receiving the backing of local politicians.

(b) Classified or sensitive projects.

(c) Operational communications projects.

c. NAF is the preferred source of funding for: Exchanges, commissaries, bowling alleys, clubs, temporary lodging facilities, and other income producing projects.

2. Prioritization of Projects:

	1	2	3	4
	Carryover	New Starts	Survey Projects	Substitute Projects
USCINCPAC/DoD Initiatives	1A	2A	3A	4A
Military Family Housing	1B	2B	3B	4B

	1 Carryover	2 New Starts	3 Survey Projects	4 Substitute Projects
Bachelor Housing	1C	2C	3C	4C
Service Initiatives	1D	2D	3D	4D
GOJ Initiatives	1E	2E	3E	4E

3. Service Distribution of Funding. Budget target based on:

- a. Five-year FIP submission.
- b. Relative service percentage population in Japan.
- c. Age/replacement value of structures.
- d. Other operational and support considerations.

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> CHAPTER 12

RELOCATABLE FACILITIES

12000. GENERAL INFORMATION

1. Background

a. Accelerated or expanded fielding of equipment and unit activations often result in short-term facility requirements that cannot be satisfied through normal MILCON programming. Relocatable facilities can fulfill these needs without the time constraints of permanent construction. Because of their mobility, they should be accounted for as plant property (Class 3) rather than as real property (Class 2). Therefore, they may not be maintained with RPMA funds.

b. Relocatable facilities may not be used to provide facilities for long-term needs. Their use is not energy efficient, requires more maintenance than permanent facilities, adversely affects base appearance, provides ill-suited working environments, and conflicts with congressional intent requiring the use of the MILCON program to satisfy facilities deficiencies.

c. The USD (A) and the ASN (Shipbuilding and Logistics) have established firm guidance for the acquisition and use of relocatable facilities that is more restrictive than that of other types of personal property. Relocatable facilities used as temporary or interim facilities should be sized at the minimal scope that allows for mission accomplishment and subject to funding limitations, approval authorities, cost effectiveness, energy conservation, planning criteria, and design criteria.

2. Applicability. This chapter applies to a limited class of relocatable facilities designed to be readily moved, erected, disassembled, stored, and reused. As defined in DoD Instruction 4165.56, these provisions do not apply to personal property accountable in organic troop unit allowance lists such as tables of equipment (T/Es), family housing, prepositioned war reserve material stock (PWRMS) when used for mobilization requirements, skid mounted aircraft line operations and line maintenance shelters, and facilities owned and installed by construction contractors.

12001. POLICY FOR INTERIM FACILITIES

1. Relocatable facilities may be used for: short-term facility requirements caused by transitory peak military missions, deployments, military contingency operations, or disaster relief

requirements; or urgent requirements (such as accelerated weapons systems acquisition, equipment introduction, or rapid personnel changes), pending approval and construction of facilities via normal MILCON programs. Their use may be approved in only those situations where the requirement could not have been foreseen by HQMC or the activity/command in time to provide permanent facilities and will not be approved to satisfy existing basic facility requirements (BFR) deficiencies or for replacing existing inadequate facilities. When use is approved, it is only to the minimal scope that allows for mission accomplishment until permanent facilities can be provided and not to the total BFR.

2. Relocatable facilities used to satisfy interim requirements are to be used for periods of 3 years or less. Exceptions to this limitation may be approved by the DC/S I&L and include:

(a) to support continuing military operations, or (b) where the replacement facility has been authorized and funds appropriated by Congress and is retained until construction of the replacement is completed, or (c) where the relocatable facility has been subsequently incorporated as real property upon approval of the USD (A).

3. Where relocatable facilities are required as interim facilities pending completion of permanent construction, the project for permanent construction must be programmed no later than budget year plus two. DD Form 1391 for normal MILCON procedures shall indicate relocatable buildings are in use. The use of the relocatable facility will be discontinued upon completion of permanent facilities. Lease documents should contain provisions for removal of the relocatable facilities from the activity.

4. When relocatable facilities are required for building occupants during renovation of a facility (either MILCON or O&M scope), the relocatable facilities should be provided as part of the project cost and included on the DD Form 1391 cost estimate. HQMC approval is not needed to provide relocatables in this way as they are considered contractor provided. However, the relocatable facilities must be removed from the site by the contractor upon completion of the renovation project. Contract documents must contain provisions for removal of the relocatable facilities by the contractor.

5. Relocatable buildings shall be accounted for as plant property, unless they are authorized for procurement using MILCON funds. In this case, the buildings shall be accounted for as real property, and entered into the Facilities Inventory and Planning System.

6. The CMC (I&L) has budgeted a nominal annual O&MMC encumbered reserve to fund first year interim facilities costs including delivery, set-up, teardown, and lease costs. The CMC (I&L) will consider all approved interim facilities use requests and fund those requests to lease interim facilities that favorably compete

for the limited available funds. Activities/commands are responsible for funding all follow-on lease costs starting with the second year of use. If an activity is not able to fund the follow-on costs, interim facility use should not be considered or requested.

7. An economic analysis must be completed to compare procurement versus leasing of the relocatable facilities. If procurement is more cost-effective, dependent on acquisition criteria the purchase must be funded with locally available O&MMC funds, or be included in the command PMC budget, or must compete with all other Marine Corps unprogrammed Command Support Equipment PMC requirements for available PMC funds. The CMC (LFL) will forward requests for PMC funds (if relocatable facility use is approved) to the CMC (LFS) to compete for available funds.

12002. REQUESTS FOR APPROVAL. Any use of relocatable facilities as plant property, regardless of cost or means of acquisition, requires the approval of the CMC (except those included in project documentation addressed in paragraph 12001.4, preceding). Activity request for relocatable facilities should be submitted to the CMC (LFL), separate from requests for approval of construction projects, and include the following information:

1. Facility function.
2. Number of buildings requested and their total square footage.
3. Date facility is required.
4. Length of time relocatable facility will be used for the function.
5. Estimated costs of lease and set-up/teardown/packaging/transportation, all of which should be contracted for in the lease contract and paid for with O&MMC funds (or MILCON on occasion. If procurement is more economical (see paragraph 12001.7, preceding, and 12001.11, following), the acquisition criteria for expense/investment items found in NavCompt Manual, volume 7, chapter 5 will govern the fund appropriation to be used.
6. Estimated costs of site preparation, foundations, utilities, and other construction, all of which are funded by construction funds (O&M or MILCON, depending on total cost). These costs are not funded by the I&L encumbered reserve.
7. Type of funds involved (local O&M, HQMC O&M encumbered reserve, PMC, etc.).

8. Number and type (part-time, full-time, staff, visitors, etc.) of personnel to use the facility.
9. Proposed disposition of facility upon termination of need.
10. Plans for replacement with permanent facilities, including project number, title, and program year.
11. Economic analysis to compare procurement to leasing. If procurement is more cost-effective, the CMC (LFL) will manage those interim facilities acquired as Class 3 assets and will approve facility transfers to satisfy other Marine Corps requirements.
12. Any additional information needed to clarify why the normal facilities planning, programming, and construction process could not provide the required facilities.
13. Site approval form [NAVMC 11069](#) as approved by the activity.

12003. NOTIFICATION OF REMOVAL. Notify the CMC (LFL) when leased facilities have been removed from the site and returned to the vendor. For acquired assets, submit disposal or transfer requests in compliance with NavCompt Manual, volume 2, chapter 6, to the CMC (LFL).

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SAMPLE FSR

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FACILITIES SUPPORT REQUIREMENTS

PLANNING DOCUMENTS

FOR

MARINE CORPS RECRUIT DEPOT

PARRIS ISLAND, SOUTH CAROLINA

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MARINE CORPS RECRUIT DEPOT
PARRIS ISLAND, SOUTH CAROLINA

T/O #	UNIT DESCRIPTION	PROGRAMMED STRENGTH				REMARKS
		MARINES		OTHERS		
		OFF	ENL	OFF	ENL	
	PERMANENT UNITS					
7311	H & S BN	96	767	19	13	
7320	RTR					
7321	SUPPORT BN, RTR	24	276			
7322	1ST RTB	30	197			
	2ND RTB	30	197			
	3RD RTB	30	197			
7323	WPN TRNG BN	13	258			
7330	WOMAN RECRUIT	17	126			
	TRNG COMMAND					
5050	MCFLDSERVASSIGN	2	1			NOTE 1
	APPROPRIATED					(R-15)
	FUND EMPLOYEES					603 CIVILIANS
	NONAPPROPRIATED					
	FUND EMPLOYEES					432 CIVILIANS
	BRANCH MEDICAL			19	84	7 CIVILIANS
	NRDC			46	72	4 CIVILIANS
	SUBTOTAL	242	2019	84	169	1046 CIVILIANS
	STUDENTS/RECRUITS					NOTE 2
	DI SCHOOL		140			
	MALE RECRUITS		7500			NOTE 3
	FEMALE RECRUITS		600			
	SUBTOTAL		8240			
	MCRD PARRIS ISLAND					
	LOCATION TOTAL	242	10259	84	169	1046 CIVILIANS

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CONTENTS

- I. SUMMARY OF BASE LOADING DATA
- II. POLICY
- III. EQUIPMENT LOADING
- IV. PERSONNEL PROJECTIONS
- V. MISCELLANEOUS PLANNING DATA

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SECTION I

SUMMARY OF BASE LOADING DATA

MARINE CORPS RECRUIT DEPOT

PARRIS ISLAND, SOUTH CAROLINA

Permanent			Students		Supported			Total
Off	Enl	Civ	Off	Enl	Off	Enl	Civ	
<u>326</u>	<u>2188</u>	<u>1046</u>	<u>0</u>	<u>8240</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,800</u>

Dependents: 3547

Retirees: 5117 1/

1/ Computed by Installation.

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SECTION II

POLICY

PART A: GENERAL POLICY

<u>Subject</u>	<u>Reference</u>
Real Property Facilities Manual, Volume II, (Facilities Planning and Programming)	MCO P11000.12B
Real Property Facilities Manual, Volume IV (Facilities Projects Manual)	MCO P11000.5E
Real Property Facilities Manual, Volume IX (Real Property Management)	MCO P11000.14_
Real Property Facilities Manual, Volume X (Family Housing)	MCO P11000.15A
Real Property Facilities Manual, Volume XI (Bachelor Housing Management)	MCO P11000.18
Determining Requirements and Programming Construction for Bachelor Housing	MCO 11101.56A
Annual Survey of Marine Corps Family Housing Requirements	MCO 11101.51G
Marine Corps Family Housing Assignment Occupancy, and Termination Policy	MCO 11101.61A
Relocatable Buildings	DOD INST 4165.56

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SECTION II

POLICY

PART B: SPECIFIC POLICY

<u>Subject</u>	<u>Reference</u>
Military Construction Planning and Programming Guidance	CMC ltr LFF-1-FDB:tat of 7 Mar 84

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SECTION III

EQUIPMENT LOADING

PART A: PROGRAMMED CHANGES TO FLEET MARINE FORCE UNITS TABLES OF EQUIPMENT (T/E'S) WHICH MAY AFFECT FACILITY REQUIREMENTS

T/E No.	Description of New Item	Replacement For	Amount Auth New/Old	Effective Fiscal Year	Reference
---------	-------------------------	-----------------	---------------------	-----------------------	-----------

NO PROJECTED CHANGES TO T/E'S ARE PROGRAMMED FOR THE FISCAL YEAR 1985-88 PERIOD THAT WILL SIGNIFICANTLY IMPACT ON FACILITIES REQUIREMENTS. SEE PART B, PAGE 3-2, FOR OTHER INFORMATION.

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MARINE CORPS RECRUIT DEPOT
PARRIS ISLAND, SOUTH CAROLINA

T/O #	UNIT DESCRIPTION	PROGRAMMED STRENGTH				REMARKS
		MARINES		OTHERS		
		OFF	ENL	OFF	ENL	
	!PERMANENT UNITS	!	!	!	!	
7311	!H & S BN	!	96!	767!	19!	13!
7320	!RTR	!	!	!	!	!
7321	!SUPPORT BN, RTR	!	24!	276!	!	!
7322	!1ST RTB	!	30!	197!	!	!
	!2ND RTB	!	30!	197!	!	!
	!3RD RTB	!	30!	197!	!	!
7323	!WPN TRNG BN	!	13!	258!	!	!
7330	!WOMAN RECRUIT	!	17!	126!	!	!
	!TRNG COMMAND	!	!	!	!	!
5050	!MCFLDSERVASSIGN	!	2!	1!	!	!
	!APPROPRIATED	!	!	!	!	!
	!FUND EMPLOYEES	!	!	!	!	!
	!NONAPPROPRIATED	!	!	!	!	!
	!FUND EMPLOYEES	!	!	!	!	!
	!BRANCH MEDICAL	!	!	!	19!	84!
	!NRDC	!	!	!	46!	72!
	!SUBTOTAL	!	242!	2019!	84!	169!
	!	!	!	!	!	!
	!STUDENTS/RECRUITS	!	!	!	!	!
	!DI SCHOOOL	!	!	140!	!	!
	!MALE RECRUITS	!	!	7500!	!	!
	!FEMALE RECRUITS	!	!	600!	!	!
	!SUBTOTAL	!	!	8240!	!	!
	!	!	!	!	!	!
	!MCRD PARRIS ISLAND	!	!	!	!	!
	!LOCATION TOTAL	!	242!	10259!	84!	169!
		!			1046	CIVILIANS

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NOTE 1: (U) INCLUDES MCSPLCTMTLJUDIC

NOTE 2: (U) STUDENTS LOADS ARE GIVEN IN "MEN" NOT "MAN-YEARS" AS PREVIOUSLY. THE LOADS ARE BASED ON HISTORICAL THREE YEAR AVERAGES AND KNOWN PROGRAM CHANGES AND REPRESENT THE NUMBER OF STUDENTS/RECRUITS THAT CAN REASONABLY BE EXPECTED AT ANY GIVEN TIME. ALL OFFICER AND ENLISTED RECRUITS/STUDENTS/TRAINEES ARE IN TRAINING FOR LESS THAN 20 WEEKS.

NOTE 3: (U) THE RECRUIT LOAD IS BASED ON 7,200 RECRUITS UNDERGOING TRAINING IN SERIES PLUS 300 RECRUITS IN PROCESSING.

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SECTION V
MISCELLANEOUS PLANNING DATA

This section is not included at this time.

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FSR POINT OF CONTACT

- ∅ The pre addressed post card attached below is intended to serve both as a notification of receipt of the FSR at the subject activity and to update a list of points of contact for the FSR.
- ∅ Action officers/POC at the receiving activity are requested to complete and return the attached card as soon after receipt as possible.
- ∅ HQMC FSR action officer/POC is Major Bruce M. Stevens, Code LFF-1, Autovon 224-1966/1929/1369.

Facilities Support Requirements (FSR)

Planning Document;

DATE RECEIVED AT ACTIVITY: _____

OFFICE OR SECTION
ASSIGNED ACTION: _____

AUTOVON PHONE: _____

POC (NAME): _____

Enclosure (2)

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APPENDIX B

GLOSSARY OF TERMS

Activity. A unit of the Department of the Navy, of distinct identity, established under an officer in command or in charge. (See current edition of SECNAVINST 5450.4.)

Alteration. The work required to adjust the interior arrangements, location, or other physical characteristics of an existing facility so that it may be more effectively adapted to or used for its designated purpose.

Asset. Any item of real property listed in the RPI, together with any items of similar nature for which procurement action by construction, purchase, or lease is in progress and that are not yet included in the inventory.

Battalion Aid Station (BAS). BAS is an operating force screening care element, usually located with the unit that it supports, that provides initial examination and treatment of minor illnesses or injuries by a physician or a hospital corpsman under the supervision of a physician. No category exists for this space. (See Medical/Dental Facilities.) Class of Property.

Class of Property.

Class 1: Land. See NavCompt Manual, paragraph 036102 and NAVFAC P-78.

Class 2: Buildings, structures and utilities. See NavCompt Manual, paragraphs 036101 and 036102 and NAVFAC P-78.

Class 3: Equipment other than industrial plant equipment.

Class 4: Industrial plant equipment.

Capital Improvement. Construction on an existing facility. Specifically, the addition, expansion, extension, alteration, or conversion of an existing facility including equipment installed in and made a part of such facilities, and related site preparation, excavation, filling, and landscaping.

Community Asset. A non-Government owned adequate facility which is available to the military, such as private housing occupied by bachelors in the civilian community. Includes other personnel support facilities in the 730 through 750 series category codes.

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Convert. Requires capital improvements (construction, rehabilitation, etc.) to convert an existing building to a new usage (category code). (See Redesignation.)

Facility. A separate, individual building, structure, or other form of real property, including land, which is subject to separate reporting under the DoD RPI. (Note: This definition differs from that used elsewhere because it includes "land.")

Facility Deficiency. The quantitative difference in terms of some unit of measure between a stated requirement for a facility and the assets available for the satisfaction of that requirement. A facility deficiency may be satisfied in various ways, such as by lease or purchase, reassignment of otherwise surplus assets, adaptation of existing assets, new or replacement construction, etc.

GSA Space/Lease. Facilities provided by GSA allotments or leases which are excluded from RPI reporting.

Host Activity. For the purpose of MCFPPS, an activity that holds property records and has RPI accountability for facilities, regardless of occupancy.

Installation. The aggregate of the facilities (real property) assigned to a field activity, including land.

JFIP. Acronym for the Japanese Facilities Improvement Program where the Government of Japan constructs facilities for the Armed Forces in Japan.

Marine Corps Facility and Programming System (MCFPPS). The engineering and managerial actions by which facility requirements for Marine Corps activities are determined, adequacy of existing real property is evaluated to satisfy requirements, facility deficiencies and excesses are identified, and programs are implemented to correct deficiencies and excesses.

Medical/Dental Facilities. Primary care clinics which treat patients who have been referred by a physician or corpsman for further diagnosis and treatment of an illness or injury. These clinics usually have diagnostic capability that includes X-ray and laboratory facilities. Buildings and collateral equipment are programmed by NAVMEDCOM and NAVFAC, respectively.

Military Installation Planning. The determination of the land and other facilities which will satisfy military operational requirements. It includes analysis and evaluation of land, water area, determination of

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airspace, and site selection; buildings, structures, and other improvements best suited to satisfy the facility requirements; design of the physical arrangement of the facilities; and assurance of the engineering and construction feasibility of the proposed development.

Mission-Oriented Facility. A facility designed to perform a specific task, function, or product directly related to the primary mission of an activity or unit.

Multiple-Use Building. A building currently being used for multiple purposes (category codes) to perform assigned missions or tasks of an activity (or activities) and so reported on the RPI.

Project. A statement of a construction requirement for a facility or group of like 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 principal 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.

Redesignation. Changing an existing building to a new usage without any capital improvements. (See Convert.)

Rehabilitation. The action performed in returning a facility to its authorized design standards.

Special Area. An area which, for functional, operational, and/or administrative reasons, is officially designated and considered a "specific area" and which is shown on the reporting activity's RPI under Data Element 106. Such areas may be separate and distinct planning entities. For example, Camp Horno at Marine Corps Base (MCB), Camp Pendleton, and the Force Troops (French Creek) Complex at MCB, Camp Lejeune.

Supported Unit. A unit which occupies shore facilities accounted for in the RPI and under the fiscal MILCON programming responsibility of a host activity.

Utility System. Defined as a central utility service (such as generation and distribution of electricity, heat and steam, water purification and distribution, and telephone distribution lines if serving more than one building and/or structure. Each utility system is reported on a separate property record (PR). Included

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on the same PR for each system will be distribution line and related generating or purification equipment. Items of equipment which are built or installed so as to form an integral part of a utility distributing system, the removal of which would impair the distribution of service or the commodity for which it was designed, will be included in the system.

Year, Appropriation. The FY for which funds are provided by Congress for the initiation of MILCON projects.

Year, Authorization. The FY for which proposed MILCON projects are approved (authorized) by Congress.

Year, Budget. The first FY in a five-year plan of a proposed POM. Example: POM 88 equals five-year plan FY's 1988 through 1992 with a budget year of FY 1988.

Year, Fund. The FY for which a MILCON project is proposed by the CMC.

Year, Program. General--the FY to which a MILCON project is assigned in the program objectives for proposed funding as a result of priority determination. Specific--the FY immediately following the budget year.

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APPENDIX C

FPD ACTION CODES

1. The following planning actions, action identifiers (ID), and action designators (D) are for use in the "Satisfaction of Deficiency/Surplus" portion of the Facility Planning Document. The designators are used to include the scope associated with a particular planning action in the calculation of the "Total Proposed Adequate Assets" shown on the FPD and the Proposed Quantity Deficient and Proposed Quantity Surplus on the Facilities Requirements Plan Summary.

2. The designators are computer-generated (for those activities on the test program) and are based on the action and condition of the associated asset (i.e., adequate, substandard, inadequate). Activities not on the test program must manually update the FPD, using the appropriate action designators. There is no need to manually update the FRP Summary. The identifier column is used to further define the associated planning action. This column can be used to indicate vacant assets (VAC), users of buildings, project identification numbers, or category codes involved in a conversion.

3. Shown on the next page are the planning actions, possible identifiers, and designators for the particular asset condition. Note that the planning action for renovation (RENOV) is only applicable for a substandard asset (since an inadequate facility is defined as not being economically upgradable).

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		Designators for Facility Condition				
FPD						
Planning						
Action	ID	ADEQ	SUBS	IMAD	ACQ	Definition
STATUS QUO PLANNING ACTIONS:						
USE		+	+	0		Continue to use.
RETAIN		+	+	0		Retain for contingency.
OUTG-C		-	-	-		Outgrant, continue. This may also be used to show outgrants which are planned for the future.
ACQUISITION PLANNING ACTIONS:						
LEASE					+	Lesser interest (than fee simple).
CL3-U					+	Class 3 (Relocatable) facilities are to be used to meet a temporary requirement.
CL3-I				0		Class 3 (Relocatable) facilities are to be used on an interim basis until planned permanent facilities become available.
OUTG-R	RETR	+	+	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.
REMOV	P-001		+			Renovation (improvement of the condition). The project number associated with the renovation should be shown in the ID column.
MODIFY	P-001	+	+	0		Modification (will not change overall condition). The project number associated with the modification should be shown in the ID column.
CONSTR	P-001				+	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	P-001	-	-	-		Demolition. If demolition is a part of a MILCON project, then the project number associated with the MILCON should be shown in the ID column.
REPLCE	P-001	-	-	-		Replace. The facility is to be demolished or deleted from the NFADB and replaced. The project number associated with the replacement should be shown in the ID column. Also, the corresponding acquisition action for the replacement should be shown on the FPD.
CL3-D					-	Class 3 (Relocatable) facilities are in place, but will be removed.

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APPENDIX D

REFERENCES

1. The current editions of the following directives were used in preparing this Manual. These directives must be available with this Manual so that specific requirements may be accurately and completely fulfilled.

- a. DoDInst 1000.12, Procedures Governing Banking Offices on DoD Installations.
- b. DoD Dir 1015.6, Funding of Morale, Welfare, and Recreation Programs.
- c. DoDInst 4165.56, Relocatable Buildings.
- d. DoD Dir 4165.61, Intergovernmental Coordination of DoD Federal Development Programs and Activities.
- e. DoDInst 4270.1, Construction Criteria Manual.
- f. DoD Dir 4270.5, Military Construction Responsibilities.
- g. DoD Dir 5154.4, DoD Explosives Safety Board.
- h. DoDInst 7700.18, Nonappropriated and Privately Funded Construction Projects - Review and Reporting Procedures.
- i. OPNAVINST 3770.2, Airspace Procedures Manual.
- j. OPNAVINST 8020.8, Responsibilities of Department of the Navy commands with respect to the Department of Defense Explosive Safety Board (DDESB).
- k. OPNAVINST 11010.36, Air Installation Compatible Use Zones (AICUZ) Program.
- l. OPNAVINST 11110.2, Planning and Acquisition of Military Health Facilities.
- m. OPNAVINST 11210.1, Highways for National Defense.
- n. MCO P1710.17, Marine Corps Special Services Manual.
- o. MCO P1746.15, Regulations Manual for Marine Corp Clubs, Volume II.

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- p. MCO P1746.16, Financial Management for Marine Corps Clubs, Volume I.
- q. MCO P4065.1, Marine Corps Commissary Store Management Manual.
- r. MCO 4066.13, The Marine Corps Exchange Manual.
- s. MCO 4100.4, Energy Conservation Program.
- t. MCO 5100.8, Marine Corps Ground Occupational Safety and Health (OSH) Program.
- u. MCO 7000.12, Economic Analysis.
- v. MCO P7000.14, Marine Corps Cost Factors Manual.
- w. MCO P7100.8, Field Budget Guidance Manual.
- x. MCO 10160.8, Personal Support Equipment for Unaccompanied Personnel Housing and Furniture for Administrative Offices and Dining Facilities.
- y. MCO 10460.2, Acquisition, Replacement, Utilization and Maintenance of Office Equipment.
- z. MCO P11000.5, Real Property Facilities Manual, Volume IV.
- aa. MCO P11000.7, Real Property Facilities Manual, Volume III.
- bb. MCO P11000.8, Real Property Facilities Manual, Volume V.
- cc. MCO P11000.14, Real Property Facilities Manual, Volume IX.
- dd. MCO 11013.16, Nonappropriated and Privately Funded Construction Projects.
- ee. NAVFACINST 11010.14, Project Engineering Documentation (PED) for Proposed Military.
- ff. NAVFACINST 11010.32, Military Construction Program Projects; Preparation of Supporting Documents for.
- gg. NAVFACINST 11010.44, Shore Facilities Planning Manual.
- hh. NAVFACINST 11010.57, Shore Facilities Planning Manual. (Site Approval of Naval Shore Facilities)
- ii. NAVFACINST 11010.74, Collateral Equipment Required to Initially Outfit Military Construction, Navy and Military Construction, Naval Reserve Projects.

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- jj. NAVFAC P-72, Category Codes for Navy Facilities Assets.
- kk. NAVFAC P-78, Navy Facility Assets Data.
- ll. NAVFAC P-80, Facility Planning Factor Criteria for Navy and Marine Corps Shore Installations.
- mm. NAVFAC P-272, Definitive Designs for Naval Shore Facilities.
- nn. NAVFAC P-442, Economic Analysis Handbook.
- oo. NAVFAC P-970, Planning in the Noise Environment.
- pp. NAVFAC DM-8, Fire Protection Engineering.
- qq. NAVSEA OP-5, Ammunition and Explosives Ashore.

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APPENDIX E

ACRONYMS AND DEFINITIONS

A&E	Architectural and Engineering
ADDF	Acquisition/Disposition Data Forms
AICUZ	Air Installation Compatible Use Zone
ASD (A&L)	Assistant Secretary of Defense (Acquisition and Logistics)
ASD (MR&L)	Assistant Secretary of Defense (Manpower, Reserve Affairs, and Logistics)
BAS	Battalion Aid Station
BEQ	Bachelor Enlisted Quarters
BFR	Basic Facility Requirement
BOQ	Bachelor Officers Quarters
CECOS	Civil Engineer Corps Officer School
CFS	Central Funding System
CINCPac	Commander In Chief, Pacific
CIP	Capital Improvement Plan
CMC	Commandant of the Marine Corps
CNO	Chief of Naval Operations
CO	Commanding Officer
COMMARCORBASESPac	Commander, Marine Corps Bases, Pacific
DDESB	Department of Defense Explosives Safety Board
DoD	Department of Defense
DON	Department of the Navy
ECIP	Energy Conversation Investment Program

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EE	Engineering Evaluation
EED's	Electro Explosive Devices
EFD	Engineering Field Division
EIP	Energy and Utility Initiatives Program
EMR	Electromagnetic Radiation
EOB	Expense Operating Budget
EPA	Environmental Protection Agency
ESQD	Explosive Safety Quantity Distance
FAA	Federal Aviation Administration
FACSO	Facilities Systems Office
FIP	Facilities Improvement Program
FMF	Fleet Marine Force
FPD	Facility Planning Document
FSR	Facilities Support Requirements
FY	Fiscal Year
FYDP	Five-Year Defense Plan
GDM's	General Development Maps
GOJ	Government of Japan
GSA	General Services Administration
HNFP	Host-Nation Funded Construction Program
HQMC	Headquarters Marine Corps
HVAC	Heating, Ventilation, and Air-Conditioning
IR	Installations Restoration
JCS	Joint Chiefs of Staff
JFIP	Japanese Fiscal Year

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MAF	Marine Amphibious Force
MAGIC	Master Activity General Information and Control
MCAS	Marine Corps Air Station
MCB	Marine Corps Base
MCFPPS	Marine Corps Facilities Planning and Programming System
MCNR	Military Construction, Naval Reserve
MCP	Marine Corps Capabilities Plan
MILCON	Military Construction
MMROP	Marine Corps Mid-Range Objective Plan
MPLAN	Marine Corps Mobilization Management Plan
MTMC	Military Traffic Management Command
MWR	Morale, Welfare, and Recreational
NAF	Nonappropriated Fund
NAFI	Nonappropriated Fund Instrumentalities
NAVAIRSYSCOM	Naval Air System Command
NAVFAC	Naval Facilities Engineering Command
NAVFACECOM	Naval Facilities Engineering Command
NAVOSH	Navy Occupational Safety and Health
NAVREP	Navy Representative
NAVSEASYSYSCOM	Naval Sea Systems Command
NEW	Net Explosive Weight
OICC	Officer In Charge of Construction
OMB	Office of Management and Budget
O&MMC	Operation and Maintenance, Marine Corps
O&MMCR	Operation and Maintenance, Marine Corps Reserve

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OPN	Other Procurement, Navy
OPNAV	Office of the Chief of Naval Operations
OSD	Office of Secretary of Defense
OSHA	Occupational Safety and Health Agency
PACOM	Pacific Command
PCB's	Polychlorinated Biphenyls
PCR	Pollution Control Report
PED	Project Engineering Documentation
POM	Program Objective Memorandum
PPBS	Planning, Programming, and Budget System
PWRMS	Prepositioned War Reserve Materiel
ROICC's	Resident Officer In Charge of Construction
RPI	Real Property Inventory
SECDEF	Secretary of Defense
SIOH	Supervision, Inspection, and Overhead
SNDL	Standard Navy Distribution List
T/E	Table of Equipment
TRF	Trust Revolving Fund
UIC	Unit Identification Code
UM	Unit of Measure
UMC	Unspecified Minor Construction
USE	Used Solvent Elimination