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MARINE CORPS ORDER 11000.5

From: Commandant of the Marine Corps  
To: Distribution List

Subj: FACILITIES SUSTAINMENT, RESTORATION AND MODERNIZATION  
PROGRAM

Ref: (a) Title 10 U.S.C. "Armed Forces"  
(b) DoD 7000.14-R, Department of Defense Financial  
Management Regulation (DoD FMR)  
(c) DoD Instruction 4165.14, "Real Property Inventory  
(RPI) and Forecasting," January 17, 2014  
(d) MCO 5400.54  
(e) MCO 11000.12  
(f) Title 31 U.S.C. "Money and Finance"  
(g) MCO 5400.52  
(h) Federal Acquisition Regulation, Navy Marine Corps  
Acquisition Regulation Supplement, February 5, 2016.  
(i) DoD Instruction 4000.19, "Support Agreements," April  
25, 2013  
(j) MCO P5090.2  
(k) DoD Directive 4270.5, "Military Construction,"  
February 12, 2005.  
(l) DoD Instruction 1015.10, "Military Morale, Welfare,  
and Recreation (MWR) Programs," July 6, 2009.  
(m) DoD Instruction 1015.15, "Establishment, Management,  
and Control of Nonappropriated Fund Instrumentalities  
and Financial Management of Supporting Resources,"  
May 6, 2009.  
(n) SECNAV M-5210.1  
(o) SECNAVINST 5211.5E  
(p) 5 U.S.C. 552a

Encl: (1) Marine Corps Installations and Alpha Codes  
(2) Funding Approval Levels  
(3) FSRM Funded Costs and Classification of Work  
(4) FSRM Prioritization Matrix  
(5) USMC Facilities Projects Program Planning and  
Requirements

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distribution is unlimited.

(6) Acronyms and Definitions

1. Situation

a. The United States Marine Corps (USMC) mission requires efficient and effective operation of our installations as key national defense assets directly supporting the combat readiness of Marine Corps Operating Forces. Per reference (a), the Commandant of the Marine Corps (CMC) has the authority and responsibility to provide and maintain Marine Corps facilities to support the training and readiness of the Operating Forces, maintain our equipment and capability sets, and provide the best and most affordable facilities to support our Marines, Sailors, and their families. Therefore, Facilities Sustainment, Restoration and Modernization (FSRM) must be understood, planned, programmed, budgeted and executed to best support the Marine Corps mission.

b. FSRM requirements include maintenance, repair, minor construction, and demolition of all real property and are funded annually. All real property shall have a property record card in the Department of the Navy's (DON) Real Property Inventory (RPI). Real property is defined in accordance with references (b) and (c) as follows:

(1) Real property includes land and facilities added to the land for which the U.S. Government has right, title, or interest. Per reference (b), real property is further defined as fixed assets that are comprised of land and the rights to land; buildings to include capitalized additions, alterations, improvements, and rehabilitations; and other structures and facilities. Real property does not include personal property (weapons systems and other military equipment).

(2) A facility is a building, structure, or linear structure out to an imaginary line surrounding a facility at a distance of five feet from the foundation that, barring specific direction to the contrary such as a utility privatization agreement, denotes what is included in the basic record for the facility (e.g., landscaping, sidewalks, utility connections). This imaginary line is what is commonly referred to as the "five-foot line."

(3) A building is a roofed and floored facility enclosed by exterior walls and consisting of one or more levels that is suitable for single or multiple functions and that protects human beings and their properties from direct harsh effects of

weather such as rain, wind, sun, etc.

(4) A structure is a facility, other than a building or linear structure, that is constructed on or in the land.

(5) A linear structure is a facility whose function requires that it traverse land (e.g., runway, road, rail line, pipeline, fence, pavement, electrical distribution line) or is otherwise managed or reported by a linear unit of measure at the category code level.

c. In order to effectively manage the FSRM Program across the Marine Corps, the Assistant Deputy Commandant for Installations and Logistics (Facilities) (ADC LF) provides support to and coordinates with all Marine Corps Forces (MARFORs). ADC LF is also Commander, Marine Corps Installations Command (COMMCICOM). Service Level Training Installations (SLTIs) under Marine Corps Training and Education Command (TECOM), per reference (d), are included under the term installations and are supported by their respective Marine Corps Installations Command (MCICOM) Regional Command for all FSRM requirements and coordination.

d. ADC LF/COMMCICOM, through the FSRM program, provides support to real property facilities by planning, programming, and budgeting for Sustainment, Restoration and Modernization, Demolition, and Energy Investment. Per reference (a), the Marine Corps carries out Sustainment, Restoration and Modernization (to include Minor Construction), and Demolition requirements from the Operations and Maintenance (O&M) appropriation. Reference (b) further details the type of support provided by various appropriations.

e. For all issues not addressed in this Order or addressed by other official policy, contact ADC LF (Logistics Facilities, Facilities Branch-2(LFF-2)).

2. Cancellation. MCO P11000.5G.

3. Mission. To provide policy, guidance, and establish standards for the effective planning, programming and execution of the FSRM Program in support of the Operating Forces and Supporting Establishment. Installations, often referred to as the Fifth Element of the Marine Air Ground Task Force, are essential to train, equip, and house our Marines, Sailors, and their families. The FSRM Program ensures Operating Forces have the facilities needed to maintain the training, readiness, and

family readiness of our Corps.

a. Enclosure (1) provides a list of Alpha Codes for Marine Corps installations and established Commands with installation responsibilities used in the management of the FSRM Program.

b. Enclosure (2) provides the funding approval levels from the local installation through Congressional limits based on current laws and ADC LF policies.

c. Enclosure (3) describes what costs are funded by FSRM and what are not funded by FSRM. It also describes what FSRM costs apply to the statutory limits of reference (a) and the different classifications of work related to real property facilities and real property installed equipment.

d. Enclosure (4) provides a matrix that assists in the prioritization of FSRM for various types of work based on Mission Dependency Index (MDI).

e. Enclosure (5) provides the planning considerations and policies for facilities projects funded by the FSRM program.

f. Enclosure (6) provides a list of acronyms and their definitions from the Order and enclosures (1-5).

#### 4. Execution

##### a. Commander's Intent and Concept of Operations

###### (1) Commander's Intent

(a) Installations are critical to ensuring the readiness of Marine Operating Forces, as well as enriching quality of life for Marines, Sailors, and their families. Installation facilities provide valuable support to the warfighter by providing both direct support (housing, training, etc.) and indirect support (logistics, supply, distribution, etc.).

(b) FSRM is a core capability to support the mission requirements for installation management. Marine Corps FSRM planning and execution shall maintain adequate facilities based on the inventory of real property captured by the DON authoritative real property database. This shall be accomplished through a combination of day-to-day sustainment, restoration and modernization managed locally by Commanders with

installation management responsibilities, as well as larger projects which receive approval and oversight from ADC LF/COMMCICOM.

(c) Proper installation management requires ensuring secure and reliable facilities are available at the right time and in the right amount to support operational and mission readiness for the warfighter. This includes executing facilities investment strategies that maximize efforts to right size the footprint and requirements of the real property inventory, minimize degradation, and optimize overall lifecycle costs of existing Marine Corps infrastructure. This includes: the utilization of existing serviceable facilities and avoiding new construction when suitable and removing excess, surplus or unserviceable facilities from inventory by transfer of ownership or demolition.

## (2) Concept of Operations

(a) All sustainment, restoration, and modernization of Marine Corps real property shall be:

1. Consistent with law, regulation, Executive Orders (EOs), Congressional guidance, Department of Defense (DoD), DON, and Marine Corps policy.

2. In direct support of mission requirements.

3. Designed and accomplished such that environmental, sustainable, and energy-related activities are conducted in an integrated manner.

4. Performed in full consideration of total life-cycle costs and accomplished through the most economic and fiscally sound means.

5. Executed in accordance with the guidance and definitions in reference (b) and annual fiscal guidance.

6. Compliant with the National Environmental Policy Act (NEPA), National Historic Preservation Act (NHPA), Host Nation agreements, and other environmental planning, compliance, and cleanup laws and regulations, including those addressing natural and cultural resources.

7. Compliant with life, health, and safety laws and policy.

8. Compliant with the Installation Master Plan per reference (e).

9. Compliant with current range safety policy in support of training responsibilities in reference (a).

(b) All FSRM contracts shall be in compliance with the limitations Congress established on the use of appropriated funds in the following laws:

1. Title 31 U.S.C. 1301(A), reference (f) – requiring appropriated funds be used only for the programs and purposes for which the appropriation is approved.

2. Title 31 U.S.C. 1517, reference (f) – prohibiting authorizing an obligation more than the amount available in an appropriation or permitted by agency regulations.

b. Roles and Responsibilities

(1) ADC LF Tasks. The ADC LF performs the following essential tasks through LFF-2:

(a) Appoint a FSRM Officer to oversee the FSRM Program and the development of the policy and guidance required by this Order.

(b) Provide leadership, functional advocacy, and oversight for implementing and utilizing FSRM to support Marine Corps infrastructure.

(c) Provide vision and goals for Marine Corps infrastructure, aligned with the Marine Corps Posture Statement and other CMC Guidance.

(d) Serve as the Marine Corps Program Sponsor and Resource Proponent for FSRM. As such, LF advocates for future resources through the Planning, Programming, Budgeting, and Execution (PPBE) Process.

(e) Assume combined staff cognizance with the Deputy Commandant for Plans, Policy and Operations for the implementation and management of the MDI in the programming, planning, and budgeting of facilities investments.

(f) Provide official determination of real property

facilities and assets and adjudication of work classification in accordance with the law and policy from higher authorities.

(g) Act as functional liaison with other Headquarters Marine Corps (HQMC) Departments and MARFORs, DON, DoD and other Government agencies concerning the Marine Corps FSRM Program.

(h) Provide policy guidance and interpretation, technical assistance and expertise, and facilitate decision making to CMC and his staff.

(2) MARFORs, Supported Command, or HQMC Department Tasks

(a) Represent Operating Force or appropriate Department requirements, priorities, and direction pertaining to FSRM Projects through your subordinate Marine Expeditionary Forces (MEFs) or offices in coordination with their supporting MCICOM Regional Command; this includes demolition and other shore investments in support of operational readiness.

(b) Provide warfighting mission capabilities information to assist in determination of shore requirements for current and future readiness.

(3) TECOM Tasks

(a) Ensure that the efforts of ADC LF/COMMCICOM and Marine Corps Combat Development Command (MCCDC)/TECOM are coordinated to provide a fully integrated program of support for Marine Corps training areas and ranges.

(b) Provide support to ADC LF/COMMCICOM in the validation and prioritization of range-related FSRM projects.

(c) Ensure that approved FSRM and military construction (MILCON) range projects are supported with the required Range Training Systems (RTSs) and other required equipment.

(4) Director, Command, Control, Communications, and Computers Tasks

(a) Provide policy and processes to meet the Information Technology (IT) reporting mandate in accordance with the authority assigned in reference (g).

(b) Provide policy and guidance to standardize criteria for IT-related real property in enclosure (3).

(c) Provide policy regarding re-certification or decommissioning of Protected Distribution Systems (PDSs) affected by FSRM and demolition efforts.

(5) Subordinate Element Missions

(a) MCICOM, Facilities Directorate (GF), shall oversee the execution of the FSRM Program in accordance with the roles and responsibilities outlined in reference (d) and all other applicable policy and guidance. MCICOM GF roles and responsibilities include, but are not limited to, the following:

1. Designate a program manager to oversee implementation and execution across the Marine Corps of all FSRM policies and standards required by this Order.

2. Establish command orders, policies, guidance, and standards for Marine Corps FSRM processes to ensure effective and efficient program management. These include, but are not limited to: Preventive Maintenance (PM), Work Order Management, Facilities Condition Assessments, Self-Help Programs, FSRM Projects, Program Measures, Performance Metrics, and Quality Assurance/Quality Control (QA/QC). All policy shall be in compliance with the references, as well as DoD, DON, and Marine Corps requirements and standards.

3. Coordinate with MARFORs and other HQMC Departments, as appropriate, to gain representation of Operating Force requirements, priorities and direction pertaining to FSRM Projects, including demolition, and other shore investments in support of operational readiness.

4. Implement the MDI metric as a tool to enable installations to effectively assess and maintain an MDI valuation for all real property facilities.

5. In accordance with reference (h), coordinate with the Commander, Naval Facilities Engineering Command or other authorized contracting agents (if Determination and Findings is approved to use another construction contracting agent such as the Army Corps of Engineers) to:

a. Ensure resources and personnel are positioned to execute future FSRM requirements, and



b. Ensure that projects and contracts are appropriately identified and tracked to completion.

6. Manage FSRM funding and execution in coordination with Regional and Installation Commands via the appropriate Chain of Command to include other non-aligned recurring or emergent requirements.

7. Administer FSRM programmatic metrics and establish key performance indicators to improve Marine Corps FSRM effectiveness and efficiency.

8. Establish standard business processes and operational procedures for the Marine Corps FSRM Program.

9. Monitor compliance and effectiveness of FSRM program through a compliance evaluation program.

10. Review, validate, and prioritize all projects that meet the funding amounts in enclosure (1) for adequacy of technical solution, completeness of scope, etc.

11. Deploy Marine Corps enterprise FSRM tools and technologies to facilitate maintenance of Marine Corps infrastructure and track FSRM expenditures across the Marine Corps in compliance with USMC, DON, and DoD policies and requirements.

12. Advocate for FSRM manpower requirements as well as FSRM civilian workforce development and management requirements in the Facilities Community of Interest.

(b) MCICOM Regional Commanders shall advocate and be accountable for FSRM planning across their respective Area of Responsibility (AOR). These roles and responsibilities include, but are not limited to, the following:

1. Identify Regional Subject Matter Experts as required to coordinate FSRM requirements across their AOR.

2. Coordinate FSRM operations and ensure compliance with all USMC, DON, and DoD policies, standards, and procedures required by this Order across the installations within their AOR.

3. Coordinate with supported MEF, tenant command, or appropriate Department to gain representation of

Operating Force requirements, priorities and direction pertaining to FSRM Projects, including demolition, and other shore investments in support of operational readiness.

4. Maintain oversight and track execution of the FSRM program for all installations in their AOR.

5. Coordinate and ensure implementation of MDI within the region in order analyze and prioritize facility requirements.

6. Identify Regional solutions for support where practical, especially where land and resources are limited.

7. In accordance with reference (h), coordinate with the Naval Facilities (NAVFAC) Commander of the cognizant Facilities Engineering Command for acquisition and execution of construction contracts (and other services as required) across their AOR to ensure construction projects and contracts (inclusive of maintenance, repair and demolition) are appropriately identified and tracked to completion.

8. Gather, submit, distribute, track, and advocate for lump-sum project design requirements to include Post Contract Award Services (PCAS) from the installations in their AOR in order to ensure the projects are ready for award in the planned year of execution.

9. Ensure timely flow of funds to supported installations.

10. Ensure timely coordination of requests for and distribution of contract modification/change order funds while ensuring Regional sources of funds have been fully exhausted prior to requesting contract modification/change orders from MCICOM.

(c) Installation Commanders (and all commanders with installation responsibilities) shall implement and be accountable for FSRM capability across their installation/Command in accordance with the established FSRM policies, guidance, and standards as outlined in this Order. These roles and responsibilities include, but are not limited to, the following:

1. Appoint a FSRM manager to oversee the

installation's FSRM efforts, provide FSRM expertise to the Installation Commander, and ensure installation implementation of all standards, policies and procedures as outlined in this Order.

2. Coordinate FSRM operations and ensure compliance with all USMC, DON, and DoD policies, standards, and procedures required by this Order across their installation/activity.

3. Coordinate with supported tenant commands and facility users/occupants to gain representation of Operating Force requirements, priorities and direction pertaining to FSRM Projects, including demolition, and other shore investments in support of operational readiness and coordinate those requirements with their supporting Region.

4. Ensure installation execution and compliance with Marine Corps FSRM policy, standards, and procedures.

5. Prioritize facilities maintenance, repair and minor construction efforts according to the FSRM Priority Table in enclosure (4) to optimize efforts across our installations and extend the life of Marine Corps facilities by preventing excess degradation.

6. Identify local solutions for support where practical, especially where land and resources are limited.

7. In accordance with reference (h), coordinate with the local NAVFAC contracting office (or other approved acquisition agent) for acquisition and execution of construction contracts (and other services) to ensure FSRM requirements are appropriately identified and tracked to completion.

8. Gather, advocate for, and submit project design requirements to include PCAS for the installation's projects in order to ensure the highest priority projects are ready for award in the planned year of execution.

9. Maintain FSRM data and functional capability as outlined in this Order to include managing the sustainment, restoration and modernization, and inspection of real property.

10. Develop and execute projects in a timely and effective manner to fulfill program targets and goals. This includes the coordination of other associated costs, approval,

and funding requirements for the project.

11. Ensure resources required to support FSRM on the installation are available and appropriately aligned to meet the mission. This shall include accountability for all tools and property procured with FSRM funds, initiating local internal controls to ensure the safeguarding of those property and tools, and compliance in their acquisition.

12. Develop and maintain an Installation Facilities Management Plan in accordance with policy and guidance from MCICOM. The Installation Facilities Management Plan shall include an annual Maintenance Execution Plan (MEP) and a Long Range Maintenance Plan (LRMP).

13. Ensure proper PM is planned and conducted in accordance with the maintenance schedule.

14. Ensure that controlled inspections of real property are scheduled, completed, and uploaded into the Facility Condition Index (FCI) field of the appropriate property record. When applicable, controlled inspections data should be uploaded into the current and appropriate Sustainment Management Systems (SMSs).

15. Ensure FSRM Program Measures and Performance Metrics are fully implemented in accordance with the current policy.

16. Ensure that Work Order Management is implemented in accordance with the current policy.

17. Ensure that a self-help program is employed, in accordance with the applicable statutes. This program augments, and does not replace, work traditionally performed by military, civilian, and contractor personnel for which funds are expected to be available during the fiscal year (FY).

18. Ensure that FSRM projects are:

a. In accordance with current policy, and specifically in accordance with project planning requirements in reference (e); and

b. Planned and executed in accordance with the current policy and that project records and plans are kept

in MEPS and LRMPs; and

c. Reviewed for unprogrammed and emergent project requirements to verify their necessity, urgency, consistency with local Master Plan, and lack of local funding, if within installation commander's authority, before submitting them to MCICOM for review.

19. Ensure QA/QC of FSRM work performed is completed in accordance with procedures in issued policy and that records and plans are kept in MEPS and LRMPs.

20. Create an Inter-Service Support Agreement (ISSA) (i.e., DD Form 1144) to document the services and cost for support for reimbursable work to non-USMC installation tenants. No reimbursable orders for work or services to another DoD component or federal agency should be authorized without completing the process outlined in paragraph 6.2 of reference (i).

21. Ensure that work descriptions, justifications, impacts, cost estimates, and drawings in all project documentation are complete, current, and accurate.

22. Ensure statutory limits are not exceeded and maintain complete, current, accurate and auditable records of program execution on actual project expenditures and changes to project scope and contracts.

23. Coordinate all project costs (to include associated unfunded costs, such as personal property/collateral equipment, telecommunications and information technology).

24. Obtain all required authorizations, approvals, clearances, permits, and funds (or funding commitment) before initiating any procurement action.

25. Ensure proper and timely environmental review, consultation, and NEPA and NHPA documentation (including natural, biological, and cultural resource studies; as appropriate) is completed for proposed FSRM projects related to all Marine Corps installations in accordance with reference (j).

26. Use program funds only as authorized by this Order, the references, and by additional CMC policy.

c. Coordinating Instructions

(1) All Commands with installation management responsibilities shall include FSRM in the maintenance of real property. These Commands shall develop and maintain an Installation Facilities Management Plan in accordance with policy and guidance from MCICOM. A MEP and LRMP shall be utilized at the local level.

(2) FSRM projects shall be submitted by all commands, whether resident on an USMC installation or on another service installation, in accordance with enclosure (5) of this Order.

(3) This Order applies to all MARFOR Commands that conduct installation management activities for facilities owned or sustained by the Marine Corps. MARFOR assets that are located on other Service installations are typically covered by an ISSA. Under the ISSA, the Marine Corps may be responsible for paying for facility improvements, repairs or renovations. Generally in these situations the ISSA delineates the host command's policies and procedures giving them precedence. MARFOR Commands in a host/tenant arrangement shall review their ISSAs and where necessary provide recommended updates to ensure compliance with this Order. For more information on ISSAs see reference (i).

(4) Ensure FSRM requirements and procedures are coordinated between all offices with a facilities management responsibility at the installation, regional, and headquarters level and that all collateral equipment/personal property requirements are accounted for appropriately in the PPBE process to include telecommunications and information technology, physical security, and garrison property, etc. This may require coordination with one or more stakeholders at the installation through headquarters level.

(5) Per references (h) and (k), NAVFAC is the authorized construction agent for the Marine Corps and provides technical services, including engineering assistance and contract administration. Approval to use another construction agent must be granted in accordance with subpart 5201.601-90 of reference (h) as applicable.

(6) All FSRM costs must be captured using the standardized FSRM accounting standards and classifications that are published annually by HQMC (Programs and Resources) as well as ADC LF/COMMCICOM (G8).

(7) Annual minor construction execution is limited to no

more than four percent of locally authorized FSRM funds. Before this target is exceeded, activities must notify and provide specific justification to ADC LF (LFF-2)/COMMCICOM (GF-2) for approval before proceeding.

(8) Support to Morale, Welfare, and Recreation (Marine Corps Community Services) shall be in accordance with references (l) and (m).

(9) Facilities shall be utilized to the maximum extent possible and, if not fully utilized, should be considered for conversion to another use, consolidation to a multipurpose facility, or slated for demolition. Facilities not currently occupied or utilized, but having an identified future use shall be placed in caretaker status and maintained only at a level necessary to preserve the structural integrity. However, those facilities with no future use identified should be marked as excess and demolition should occur as promptly as possible to avoid costly sustainment and maintenance expenses. Maintenance on these types of facilities should be kept to a minimum and be focused on mitigating life, health and safety concerns.

(10) All Commands and units that are a tenant on another service or government agency installation or in a facility maintained by another service or government agency (as determined by the DON's authoritative real property database for facilities) shall:

a. Comply with the business processes for conducting FSRM work requests through the host service or government agency.

b. Submit FSRM work identified as a USMC responsibility (per the ISSA) to repair or improve real property used by the Marine Corps on these installations or facilities through the appropriate Marine Corps channels and funded by the FSRM Program, pending the availability of funds.

c. An ISSA must be in place with the hosting installation for all Commands and units if applicable.

(11) Where Marine Forces Reserve (MARFORRES) units and activities are tenants on Marine Corps installations, the host will provide and sustain safe, functional facilities to the reserve unit. Assignment of space and project prioritization will be made in accordance with Regional/Installation Command policies and procedures.

5. Administration and Logistics

a. Recommendations on improvements to the contents of this Order are encouraged and should be submitted to the ADC LF (LFF-2) via the appropriate Chain of Command.

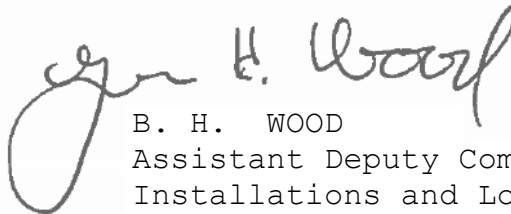
b. Records created as a result of this Order shall be managed according to the National Archives and Records Administration approved dispositions per reference (n) to ensure proper maintenance, use, accessibility and preservation, regardless of format or medium.

c. The generation, collection or distribution of Personally Identifiable Information (PII) and management of privacy sensitive information shall be in accordance with the Privacy Act of 1974, as amended, per references (o) and (p). Any unauthorized review, use, disclosure or distribution is prohibited.

6. Command and Signal

a. Command. This Order applies to the Marine Corps Total Force with the exception of MARFORRES units located on non-Marine Corps installations. CMC has delegated sole responsibility for the sustainment, restoration and modernization of facilities occupied by MARFORRES at non-Marine Corps Installations to the Commander, Marine Forces Reserve (COMMARFORRES). For those facilities, COMMARFORRES shall coordinate with ADC I&L (LF) to ensure that MARFORRES FSRM activities are reflective of the needs of the Marine Corps Total Force.

b. Signal. This Order is effective the date signed.



B. H. WOOD  
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ENCLOSURE 1

Marine Corps Installations and Alpha Codes

Region	Installation	Alpha Code
<b>MCI National Capital Region</b>	MCB Quantico	QU
	MCAF Quantico	QA
	Marine Barracks Washington, 8th & I	EI
	Headquarters Battalion, HQMC, Henderson Hall*	HH
<b>MCI East</b>	MCB Camp Lejeune	LE
	MCAS New River	NR
	MCAS Cherry Point	CP
	MCAS Beaufort	BE
	MCLB Albany	AL
	MCSF Blount Island	BI
	MCRD Parris Island**	PI
<b>CI West</b>	MCB Camp Pendleton	PE
	MCAS Camp Pendleton	PA
	MCAS Yuma	YU
	MCAS Miramar	MI
	MCLB Barstow	BA
	MCRD San Diego**	SD
	MCAGCC 29 Palms**	TP
	MWTC Bridgeport**	BP
<b>MCI Pacific</b>	MCB Camp Butler	BU
	MCB Hawaii	HI
	Camp Mujuk	MU
	Camp Fuji	FJ
	MCAS Futenma	FU
	MCAS Iwakuni	IW
<p>* Supported by Joint Base Fort Myer-Henderson Hall  **SLTI supported by identified geographic regional command.</p> <p>Other activities that are responsible for the sustainment, restoration, and modernization of Real Property in the Marine Corps inventory (owned or sustained) will coordinate through the appropriate supporting agency to include but not limited to:</p> <ul style="list-style-type: none"> <li>-First Marine Corps Recruiting District Garden City, NY with Alpha Code FD (supported by MCRD Parris Island)</li> <li>-MARFORS with Alpha Code MF (supported directly by ADC LF/COMMCICOM (GF))</li> </ul> <p>See reference (d) for details regarding command relationships.</p>		

ENCLOSURE 2

Funding Approval Levels

Category of Work	Cost Limits	Approval Request To	Approval Authority
Maintenance	None	None	Installation Commander
Repair	\$0 - \$300,000 (M1)	None	Installation Commander
	\$300,001 - \$7.5M (M2)	Marine Corps Installations Command (MCICOM) (GF-2)	MCICOM (GF-2)
	Over \$7.5 Million (M2)	MCICOM (GF-2)	Secretary of the Navy (SECNAV) (Assistant Secretary of the Navy for Energy, Installations, & Environment (ASN EI&E)) + Congressional Notification
Construction	\$0 - \$100,000 (R1)	None	Installation Commander
	\$100,001 - \$1,000,000 (R2)	MCICOM (GF-2)	MCICOM (GF-2)
	Over \$1,000,000 (MILCON)	MCICOM (GF-4)	Congress
	\$1,000,001-\$3,000,000 (Unspecified Military Construction (UMC))	MCICOM (GF-4)	SECNAV (ASN, EI&E) + Congressional Notification
	\$1,000,001-\$4,000,000 (UMC projects intended solely to correct a deficiency that is life/health/safety-threatening)	MCICOM (GF-4)	SECNAV (ASN, EI&E) + Congressional Notification

The following installations/activities may submit minor construction projects above \$50,000 as an R2 program project during project validation and repair projects above \$100,000 as an M2 program project during project validation: Marine Barracks Washington, 8th & I; Camp Mujuk, Korea; Camp Fuji, Japan; Mountain Warfare Training Center, Bridgeport; First Marine Corps Recruiting District, Garden City.

ENCLOSURE 3

FSRM Funded Costs and Classification of Work

Funded Costs of Facilities Sustainment, Restoration &	
Modernization Work (FSRM) for Real Property Facilities ...	3-2
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1. Funded Costs of Facilities Sustainment, Restoration & Modernization Work (FSRM) for Real Property Facilities

a. General Information

(1) This enclosure defines the types of costs and work associated with construction-type work and construction contracts, specifically the type of work funded by FSRM.

(2) Per references (a) and (b), FSRM is funded from the Operation and Maintenance Appropriation. The Operation and Maintenance, Marine Corps (O&MMC) appropriation provides the funding for Marine Corps missions, functions, activities, and facilities except for those requirements related to: procurement of major items of equipment and ammunition, military personnel, military family housing, operation and maintenance of the Marine Corps Reserve, and those functions supported by Navy-sponsored appropriations.

(3) FSRM is funded from the Operating Force Budget Activity, the Activity Group is Base Support, and the detail by Sub-activity Group is Sustainment, Restoration and Modernization. BSM1 is the code for the Sustainment, Restoration and Modernization sub-activity group that funds FSRM. Per reference (b), BSM1 funding is allocated only for the FSRM program, to include funding all recurring maintenance and repair project costs; planning and design contract costs associated with projects; and providing funding support to maintain, repair, and modernize buildings, structures, linear structures, and other real property facilities. The requirement for BSM1 funding is based on modeling costs for Sustainment developed by the DoD, as well as the programming requirements for Restoration and Modernization, Demolition, and Energy Investment.

(4) When FSRM funds are required, but are not available, other O&MMC funds may be realigned to FSRM funding in order to accomplish the required work. This realignment shall be coordinated via the local facilities and comptroller chains of command. Final approval will be coordinated between MCICOM GF and MCICOM G8.

b. Definitions

(1) Real Property. Real property includes land and facilities added to the land for which the U.S. Government has right, title, or interest. Per reference (b), real property is further defined as fixed assets that are comprised of land and

the rights to land; buildings to include capitalized additions, alterations, improvements, and rehabilitations; and other structures and facilities. Real property does not include personal property (weapons systems and other military equipment).

(2) Facility. A Facility is a building, structure, or linear structure out to an imaginary line surrounding a facility at a distance of five feet from the foundation that, barring specific direction to the contrary such as a utility privatization agreement, denotes what is included in the basic record for the facility (e.g., landscaping, sidewalks, utility connections). This imaginary line is what is commonly referred to as the "five-foot line."

(3) Building. A building is a roofed and floored facility enclosed by exterior walls and consisting of one or more levels that is suitable for single or multiple functions and that protects human beings and their properties from direct harsh effects of weather such as rain, wind, sun, etc.

(4) Structure. A structure is a facility, other than a building or linear structure, that is constructed on or in the land.

(5) Linear Structure. A linear structure is a facility whose function requires that it traverse land (e.g., runway, road, rail line, pipeline, fence, pavement, electrical distribution line) or is otherwise managed or reported by a linear unit of measure at the category code level.

(6) Plant Replacement Value (PRV). PRV is the cost to construct a replacement facility using current building codes, design criteria, and materials. The PRV, as listed in the DON RPI, is calculated from the size of the current facility, published DoD unit costs for that type of facility, the local area cost factor, design, contingency, and Supervision, Inspection, and Overhead (SIOH). See volume 2B, Chapter 8 of reference (b) for details regarding the PRV and how it is calculated.

(7) Facility Sustainment. Facility Sustainment is the maintenance and repair activities necessary to keep an inventory of facilities in good working order. Examples include regular roof replacement, refinishing of wall surfaces, repair and replacement of heating and cooling systems, and replacement of tile and carpeting.

(8) Facility Restoration. Facility Restoration is the restoration of real property to such a condition that it may be used for its designated purpose. Restoration includes repair or replacement work to restore facilities damaged by inadequate sustainment, excessive age, natural disaster, fire, accident, or other causes.

(9) Facility Modernization. Facility modernization is the alteration or replacement of facilities solely to implement new or higher standards, to accommodate new functions, or to replace building components that typically last more than 50 years (such as the framework or foundation).

(10) FSRM Costs. FSRM costs are incurred to sustain, restore, modernize, construct (within the current statutory limits for O&M funded minor military construction), or demolish real property and RPIE. Funded costs are FSRM costs that are included when applied to statutory limits and approval authority of reference (a) for all types of work (construction and repair) to include day-to-day maintenance, local repairs, and all projects whether the work is completed by in-house work force or contracted. Unfunded costs are FSRM costs that are not applied to the statutory limits for a specific project. Unfunded costs are not funded as a part of a specific project, but are still funded from the FSRM accounts. Non-FSRM costs are funded by another appropriation or by another account within the O&MMC appropriation (not FSRM) and are never applied to statutory limits for construction or repair.

(11) FSRM Funded Costs. These are costs funded by the FSRM program and are applicable to the statutory limits of reference (a) and enclosure (2) for a specific project. Funded costs for facilities work and projects include the following:

(a) Labor. Labor costs for in-house civilian employees are calculated based upon guidance in reference (b) as appropriate. When the work is accomplished by contract, the labor component of all contract costs except architecture and engineering (A&E) fees is included. Military labor is not a funded cost.

(b) Material. The cost of direct material (government or contractor furnished) used in accomplishing the project.

(c) Real Property Installed Equipment. The cost of all RPIE (government or contractor furnished). See paragraph 5a(3) for the definition of RPIE.

(d) Land. The cost of land procured for the proposed project.

(e) Overhead. The portion of activity operations or support that represents additional costs and would not have been incurred were it not for the project (e.g., administration or inspection of the construction). Contractor overhead and profit is a funded cost. Government SIOH and contract administration as identified in the most current version of Naval Facilities Engineering Command Instruction (NAVFACINST) 7820.1 are funded costs.

(f) Transportation. The costs applicable to transportation of rented and government-owned materials and supplies. Projects accomplished by military construction forces (such as Engineer Battalions or Naval Construction Battalions) shall include these costs only when a deployment is intended for the sole purpose of accomplishing a particular project. The cost of transportation of materials transferred between supply offices is not included as a funded project cost.

(g) Surplus stock. Cost of materials, supplies, and items of installed equipment obtained from surplus stocks within the Navy or Marine Corps. Pricing of the property must be equal to that charged by the surplus stock manager or at the estimated fair market value.

(h) Travel and Per Diem. The cost of travel and per diem applicable to military labor is a funded project cost only when a deployment is intended for the sole purpose of accomplishing a particular project.

(i) Construction Equipment. Costs applicable to O&MMC of rented and government-owned equipment used in the execution of a project.

(j) Planning and Design for Design-Build Projects. Costs associated with preparation of design plans and specifications performed under the same effort as the actual project. This is almost always part of a construction contract for repair or construction and is included in the total awarded cost of both the design completion and actual construction or repair work. All design work, whether Design-Build, or Design-Bid-Build, shall be recorded as an investment per Volume 3, Chapter 17, paragraph 170302 of reference (b).

(k) Site work. Site work, which includes preparing a construction site for project work as well as returning a work

site to initial conditions before the project began, is a funded cost.

(1) Repair and Maintenance of Historic Real Property. Costs associated with preserving, rehabilitating, restoring or reconstructing a historic property in accordance with the Secretary of the Interior's "Standards for the Treatment of Historic Properties" and "Guidelines for Rehabilitating Historic Buildings," see the most current Unified Facilities Criteria for details. Preserving may include painting or other maintenance; however it does not include cleaning and other services.

(12) FSRM Unfunded Costs. These are costs funded by the FSRM program, but not applicable to the statutory limits of reference (a) and enclosure (2) to a specific project. Unfunded costs include the following:

(a) Planning and Design for Design-Bid-Build Projects or Development of a Request for Proposal Partial Design. Costs associated with preparation of design plans and specifications A&E contracts and in-house design costs) and costs to develop O&M Support Information products for specific projects. However, in design-build contracts the cost of design is part of the project funded cost. All design work, whether Design-Build, or Design-Bid-Build, shall be recorded as an investment per Volume 3, Chapter 17, paragraph 170302 of reference (b).

(b) Professional Services. Costs associated with engineering services incorporated as part of the design for a specific project (e.g., soil boring, surveys, inspections, and various types of testing and analyses). If these services are incorporated into a design-build contract they will be incorporated into the total funded cost and applicable against any statutory limits prescribed in reference (a).

(13) Non-FSRM Costs. These are costs that are not funded by the FSRM program but are funded by other appropriations or other accounts in the O&MMC appropriation; they are not applicable to the statutory limits of reference (a) and enclosure (2) to a specific project. These costs include, but are not limited to, the following:

(a) Military labor. All costs financed from Military Personnel Appropriations.



(b) Equipment Depreciation. Costs applicable to the depreciation of government-owned equipment.

(c) Surplus Stock from Outside the Navy or Marine Corps. Cost of materials, supplies, and items of installed equipment obtained for a project from sources outside the Navy or Marine Corps (e.g., excess distributions from other government agencies).

(d) Personal Property/Collateral Equipment. Items procured from other appropriations such as furniture, military equipment, and range training systems (see paragraph 5 and Appendix 3A of this enclosure for further information).

(e) Professional Services. Costs associated with general engineering services or other services that are not incorporated as part of the design for a specific project, but are funded as part of a general study (e.g., soil boring, surveys, inspections, and various types of testing and analyses).

(f) Facility Leases. A lease means an agreement or contract by which the owner of real property grants an interest in real property to another providing for the exclusive rights to possess, use, and enjoy that property for a specified period of time in exchange for consideration.

(g) Facility Services. Other tasks associated with facilities operations such as custodial services, grass cutting, landscaping, and waste disposal, etc.

(h) Utility Operations. Other tasks associated with facilities operations (such the provision of central utilities). The operation and provision of central utilities includes the purchase and operation costs of the systems and facilities that supply commercial grade electricity, water, natural gas, and heating fuels.

(i) Military Construction (MILCON) Projects. MILCON projects over the statutory limit for O&M funded minor construction per section 2805 of reference (a) are not included (see enclosure (2) for a summary of statutory limits).

(j) MILCON Planning and Design. Planning and Design for MILCON projects or projects funded through other appropriations are not included.

(k) National Environmental Policy Act (NEPA) Documentation Requirements. Costs required for NEPA documentation such as environmental assessments and environmental impact statements.

(l) Environmental Compliance Costs. Costs not directly attributed to FSRM work, but required to support (1) compliance with federal, state, local, EO, Host Nation and DoD environmental laws, regulations and policies, (2) conservation to protect or enhance natural or cultural resources, and (3) pollution prevention to reduce or eliminate impacts on the environment. This includes costs in support for environmental studies and other requirements, as well as funding to bring non-compliant facilities (buildings, structures, roads, utilities) into compliance with applicable federal, state, and local environmental requirements. These costs include, but are not limited to, salaries; permits and fees; hazardous waste disposal; sampling, monitoring, and analysis; training, travel, and education; maintenance; and supplies and equipment. One-time environmental costs are included as funded FSRM costs if caused directly by a FSRM project that would not have been incurred were it not for the project.

(m) Other Cultural Resource Costs. Costs required for integrated cultural resources management plans or surveys and costs associated with preserving a historic property in accordance with the Secretary of the Interior's "Standards for the Treatment of Historic Properties" and "Guidelines for Rehabilitating Historic Buildings." One-time cultural resource costs are included as funded FSRM costs if caused directly by a FSRM project that would not have been incurred were it not for the project.

c. Incrementation

(1) General Information. Circumventing programming and approval requirements is referred to as incrementation. All projects, whether for repair or improvement to an existing facility or to construct a new facility, shall go through the appropriate approval and funding procedures in accordance with references (a) and (b). Circumventing programming and approval requirements is prohibited as it will result in an Anti-Deficiency Act violation and may have legal consequences. All known requirements should be identified, programmed, and funded in accordance with the legal requirements outlined in enclosure (2).

(2) Definition. Incrementation is the repair, improvement, or construction through several projects or through multiple funding sources in an attempt to circumvent statutory or regulatory requirements. This includes funding of multiple projects without making the appropriate notifications, receiving the required approvals, or using one or more unauthorized funding sources.

(3) Policy on Incrementation of Repair. The scope of a repair project, or phase of a repair project, should result in a complete and usable facility or a complete and usable component of an existing facility. Repairs shall not be subdivided into multiple projects for the purpose of avoiding approval by higher authority. A repair project may be phased over more than one fiscal year when phasing is determined to be the most efficient use of available resources and appropriate phasing procedures are followed. Repair projects that are phased shall be reviewed and approved based on the total cost of all phases. Approvals required should be completed prior to the award of any phased repair project. Approval authorities are as listed in Enclosure (2).

(4) Policy on Construction Incrementation. No project may be subdivided for reasons of circumventing programming and approval requirements. Each project must result in a complete and usable real property facility, or complete and usable improvement to an existing facility. The planned (foreseeable) acquisition of, or improvement to, a real property facility through a series of minor construction projects is prohibited.

(a) Construction work which will involve multiple facilities required by a new mission must be treated as follows:

1. Where the multiple facilities involved are all the same category code, the work must be incorporated into a single scope, if it is required to implement a specific mission change. For example, if 24 magazines at an installation must undergo alterations in connection with a new ordnance-handling mission, this work would be accomplished as a single project. If the work is not required by the new mission, then each construction decision is independent.

2. Where the multiple facilities involved are different category codes, the work will generally be incorporated into a single scope, unless it can be demonstrated that the work in each facility:

purposes,

- a. Is for unrelated and dissimilar
- b. Is not dependent on each other, and
- c. Will result in each being a complete and usable facility or a complete and usable improvement to a facility.

3. Scopes of work removed from an O&MMC funded construction project cannot be included in a future O&MMC construction project in the same facility if the total cost of the work of both projects exceeds the statutory limit O&M funded MILCON per section 2805 of reference (a), to include SIOH, as stated in enclosure (2).

(b) A new mission is defined as a requirement, not previously required or performed, imposed on the Marine Corps by the CMC, DON, DoD, Congress, or the President.

(c) The following actions are prohibited:

1. Splitting a project scope solely to avoid an approval requirement, or to circumvent the statutory limitation on funding minor construction with an appropriation other than MILCON.

2. Splitting a requirement when it may result in a higher cost of construction because of the sacrifice of economy of scale. For example, construction of multiple small buildings, each under the statutory limit on minor construction, instead of a single, more economical building (regardless of whether the minor construction is funded in the O&MMC appropriation or MILCON appropriation, see paragraph 3 for details concerning minor construction funded from the different appropriations).

3. Supplementing MILCON funding with funding from another appropriation to work concurrently on an active MILCON project to avoid MILCON reprogramming approval procedures.

(d) Use of minor construction authority to construct unforeseen requirements of a MILCON project is permitted when such minor construction would provide a complete and usable facility to meet a specific need during a specific time-frame. A minor construction project may follow a MILCON project when a new mission requirement develops after the MILCON project has

been completed. The regular MILCON project must fully satisfy all known requirements of the purpose being supported at the time of beneficial occupancy. No general improvements are authorized of MILCON or minor construction projects until the MILCON appropriation expires and for at least two years following beneficial occupancy, unless a new mission requirement develops after beneficial occupancy, or for unrelated purposes to the previous construction.

(e) A complete and usable facility may require extensions or improvements to other supporting facilities, such as exterior electrical, water and sewage distribution systems, parking lots, and fencing. Exterior utility modifications must be included in the construction project scope, except in cases where central utility modifications are required to support several new facilities or upgrades in more than one facility.

(f) Multiple minor construction projects in an existing single facility may be allowed when they are:

1. For unrelated and dissimilar purposes,
2. Not dependent on each other,
3. Not contiguous (not touching), and
4. Each project will result in a complete and usable improvement to the facility.

(5) Combining Appropriated and Private or Non-Appropriated Funds

(a) Appropriated funds (APF) should not be combined with private funds or non-appropriated funds (NAF) for the same minor construction project. This practice may be considered incrementation and subdivision to circumvent statutory limitations. Exceptions to this policy must be approved in advance by the Secretary of the Navy or the appropriate designee. Requests for exceptions to this policy shall be submitted to ADC LF/COMMCICOM for submission to the Secretary of the Navy (Assistant Secretary of the Navy for Energy, Installations, & Environment (ASN EI&E)) for approval.

(b) APF, not normally allowed for construction of revenue generating facilities, may be used only in those instances authorized by an approved FSRM project. ADC LF (LFF-2)/COMMCICOM (GF-2) must provide approval authority for all NAF companion construction projects. Mixing of APF, private funds

or NAF for repair or maintenance projects is allowed. References (l) and (m) provide details on APF support to various types of NAF facilities.

## 2. Sustainment

a. General Information. Facilities sustainment is the work required to maintain a facility in good working order over the expected life of the asset. Facilities generate a requirement for sustainment based on the type of facility, facility quantity (units of measure), area cost factor, and inflation factor. See reference (c) for details. Effective facilities sustainment maintains the value and usefulness of facilities. A lack of facilities sustainment (also known as deferred sustainment) causes facilities to degrade and eventually requires costly repairs or replacement. Deferred sustainment may also lead to catastrophic failures that could cause severe health and environmental consequences. It is imperative that sustainment activities are maximized to the extent practical in order to maintain facilities mission readiness.

(1) Definition. Facilities Sustainment is the maintenance and repair activities necessary to keep an inventory of real property facilities and assets in good working order. Facilities sustainment includes regularly scheduled maintenance, controlled inspections, preventive maintenance tasks, emergency response and service calls for minor repairs on real property facilities. It also includes major repairs or replacement of facility components (usually accomplished by contract) that are expected to occur periodically throughout the facility life-cycle.

### (2) General Policy for Sustainment

(a) Sustainment includes regular roof repair and periodic replacement, maintenance to surface concrete and paved areas, refinishing interior wall surfaces, repairing and replacing heating, ventilation and air conditioning (HVAC) components and/or systems, replacing tile and carpeting, repair and replacement of doors and windows, and similar type work. When sustainment involves replacement of constituent parts, the items installed shall serve the same purpose.

(b) Sustainment does not include:

1. Any construction,

2. Repairing or replacing non-attached equipment or furniture (personal property/collateral equipment), or

3. Repairing building components that typically last more than 50 years (e.g., foundation and structural members), or other repair work classified as restoration or modernization (see paragraph 3).

b. Maintenance

(1) Definition. Maintenance is the routine, recurring, day-to-day, periodic, scheduled work required to preserve or return a real property facility to such a condition that it may be used for its designated purpose at its intended capability or designed performance level. The term includes work undertaken to prevent damage to a facility that otherwise would be more costly to repair.

(2) Preventive Maintenance (PM). PM is defined as planned, scheduled, and/or periodic inspection of systems and equipment. PM may also be known as scheduled maintenance and inspection, cyclic maintenance and inspection, time-based maintenance, or interval-based maintenance. A robust PM program is important to ensuring the maximum life of a real property facility. It also reduces the amount of unplanned maintenance work required to support real property facilities.

(3) Large Maintenance Projects. Only in highly unusual cases can a repair project for maintenance be submitted as an FSRM project to ADC LF/COMMCICOM through the validation process. Maintenance work should only be submitted for funding as a project when the work is beyond the local resources normally provided and the work is better accomplished as a single undertaking and must be accomplished on time. These cases include, but are not limited to:

- (a) Dredging to a previously established depth.
- (b) Major seal-coating of asphalt pavement.
- (c) Resealing all joints in runway concrete pavement.
- (d) Major waterproofing and painting to preserve exterior and interior walls of buildings.

(4) Approval Authority

The maximum specific approval authorities for all activities are listed in enclosure (2). This authority may be adjusted by ADC LF/COMMCICOM.

c. Repair

(1) Definition. Repair is to restore a real property facility, system, or component to such a condition that it may effectively be used for its designated functional purpose. Repairs are typically unplanned, and finite in nature. As a part of a repair project to an existing facility, the scope may include modification or addition of building or facility components or materials which are required for compliance with current life/health/safety standards, recognized national or regional building codes, Unified Facilities Criteria (UFC), or environmental regulations.

(a) Items that may be classified repair under these guidelines include:

1. Correcting seismic or life safety deficiencies.
2. Installing fire protection.
3. Removal of lead, asbestos or other hazardous material.
4. Antiterrorism/Force Protection requirements.
5. Accessibility requirements.

(b) Repair does not include additions, expansions, alterations, or modifications required solely to implement new or higher standards, to accommodate new functions (such as a change in purpose or mission), to replace building components that typically last more than 50 years (such as the framework or foundation), or in preparation for future construction requirements. This is consistent with the definition of construction found in paragraph 3.

(c) Repair is classified as sustainment except when it meets one of the four criteria outlined in paragraph 3b, and then it will be classified as restoration and modernization (R&M).

(2) General Policy for Repair Projects. The following applies to Repair Projects:



(a) When repair projects involve replacement of constituent parts, the items installed shall serve the same purpose.

(b) Repairs may include replacement of the current materials with substitute materials.

(c) Incidental to a major facility repair the following work may be classified within the scope of repair:

1. Replacement of facility components (including deteriorated load-bearing walls), RPIE, or systems with items of higher quality, more durable materials, or greater capacity to conform to current standards (including the UFC and energy efficiency standards) or codes. The replacement items should not substantially increase the capacity or change the function of the components, equipment, or systems unless there is no alternative to such replacements. However, complete replacement of the entire facility is classified as construction.

2. Extensions and additions to systems or facilities to correct life, safety, and health code deficiencies as defined by law, code, or current standards (such as the UFC).

(d) The following actions shall not be classified as repair:

1. Extension of facility systems or components to areas not being repaired or previously served (e.g., extension of air conditioning system to a floor or wing not previously cooled).

2. Increases to exterior facility dimensions or utility plant capacity, except as required for handicapped access or fire egress.

3. Alterations to existing bachelor quarters solely intended to meet current DoD or Marine Corps design standards.

(e) Repair of Utilities. Each installation has a variety of real property records to account for the utilities infrastructure. While each real property asset must be accounted for on its own real property record card, for the purposes of developing FSRM projects, a utility system is considered a single real property facility. This means that the total PRV of the system may be used to account for the

percentage of PRV being included in the project. Additionally, when replacing a single component of the utilities system the work may be accomplished as repair. The utilities system may include generation plant equipment, distribution lines and associated distribution equipment, and the building(s) or structure(s) that house these equipment components. Buildings, which house utility systems or their components, if properly justified, are considered components of the utility system real property facility. Complete replacement of the entire utilities system is considered construction.

(3) Funding for Repair. Repair projects shall be funded from appropriations available for O&MMC or from internally generated funds at Working Capital Fund (WCF) activities. Restoration or replacement of damaged or destroyed facilities may be accomplished and funded from supplemental appropriations for MILCON under the authority of section 2854 of reference (a).

(4) Scope of Repair Projects

(a) A project is defined as a single undertaking necessary to satisfy a finite work requirement. A "finite requirement" of repair is considered to be all the work necessary to restore serviceability or to prevent significant deterioration of a real property facility or a component of the facility. All major repairs in a single facility will be included in a single project. In limited circumstances, multiple projects may be undertaken for independent repair requirements. Each project must result in a complete and usable facility (see paragraph 1 for details on incrementation).

(b) Deficiencies in an individual facility are normally detected as a part of the controlled inspection, specialized inspection, or condition assessment programs. When prudent management dictates that such work of a project scope be scheduled and accomplished above the local commander's authority, it may be accomplished with the approval of COMMCICOM (GF-2). Requirements for documentation and technical validation still apply.

(5) Approval Authority. The maximum specific approval authorities for all activities are listed in enclosure (2). This authority may be adjusted by ADC LF/COMMCICOM.

3. Restoration and Modernization

a. General Information. R&M includes various types of major repairs, reconstruction of existing facilities, and new

construction. As facilities age and basic sustainment requirements are deferred, they degrade at a more rapid rate. This lack of sustainment due to budgetary constraints has been coupled with an inventory of facilities that have exceeded their planned service life. This has generated a large requirement to restore facilities to their intended functional purpose as well as bring them up to modern standards and nationally recognized codes. Some facilities have degraded to the point where total replacement or reconstruction is necessary.

(1) Definitions

(a) Restoration and Modernization. R&M provides resources for improving facilities. Restoration includes repair or replacement work to restore facilities damaged by inadequate sustainment, excessive age, natural disasters, fire, accident, or other causes. Modernization includes construction or alteration of facilities solely to implement a new or higher standard (including regulatory changes), to accommodate new functions, or replace building components that typically last more than 50 years (such as the framework or foundation and structural members).

(b) Recapitalization. Recapitalization means the major renovation or reconstruction activities (including facility replacements) needed to keep existing facilities modern and relevant in an environment of changing standards and missions. Recapitalization extends the service life of facilities or restores lost service life. It includes R&M of existing facilities, as well as replacement of existing facilities with new facilities. Recapitalization is considered a repair when it meets the definition of R&M of existing facilities and considered construction when it replaces an existing facility with a new facility.

(2) General Policy for Restoration and Modernization.

(a) R&M is generally considered repair for existing facilities for all the same repairs that fall under Sustainment except when the degraded conditions of the facility are due to inadequate sustainment, excessive age, natural disasters, fire, accident, or other causes. The repairs are typically more significant in an R&M repair than a Sustainment repair due to the aforementioned reasons of the facility's degraded condition.

(b) R&M is classified as construction of a real property facility, system, or component of non-existent real property when constructing a new facility per the definition of

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construction in paragraph 3c, or if the alteration of the facility is solely to implement a new or higher standard (including regulatory changes), to accommodate new functions, or replace building components that typically last more than 50 years (such as the framework or foundation and structural members).

b. Restoration and Modernization as Repair

(1) Definition of Restoration and Modernization as Repair. R&M is classified as a repair when it returns a real property facility, system or component from a seriously degraded state to its original unimpaired form, or to an improved condition incorporating current recognized standards such that it may effectively be used for its designated functional purpose. R&M does not include recurring sustainment tasks or other costs listed as non-FSRM costs in paragraph 1b.

(2) General Policy for Restoration and Modernization as Repair. R&M is mainly programmed for the facilities in the worst condition due to excessive age and inadequate sustainment that are still required for mission accomplishment and do not meet the criteria for new construction in the MILCON appropriations. O&M funded minor construction of new facilities or expansion (due to a change in purpose or mission) of an existing facility are also classified as R&M and should be kept to the minimum number possible to complete the mission. R&M funds are also programmed for emergency repairs caused by natural disasters such as typhoons, hurricanes, fires, accidents or other causes. R&M includes the replacement of damaged or faulty telecommunications cabling or wiring in outside plant/outside cable plant (OSP) and inside plant/inside cable plant (ISP). This does not apply to cabling or wiring that plug into the cable jacks or in relocatable facilities.

(3) Restoration and Modernization Criteria for Repair Projects

(a) R&M Repair projects contain the following types of work:

1. The purpose of the project is to restore a facility damaged by inadequate sustainment or excessive age.

2. The project is required for the restoration of a real property facility because of a natural disaster, fire, accident, or other cause.

3. The project involves replacing the foundation or structural members of a real property facility due to deteriorated condition.

(b) Projects exceeding PRV should be considered for programming as MILCON. PRV is defined as the cost to construct a replacement facility using current building codes, design criteria, and materials, see reference (b) for details.

c. Restoration and Modernization as Construction

(1) Definitions

(a) Construction. Construction of real property is defined as the erection, installation, or assembly of a new facility; the addition, expansion, extension, alteration, conversion, or replacement of an existing facility; the acquisition of a facility; or the relocation of a facility from one installation to another. Construction projects include the demolition of facilities (unless demolition can be categorized as repair in accordance with paragraph 4b), supporting utilities, roads, parking lots, RPIE built in and made a part of such facilities, related site preparation, excavation, filling and landscaping, or other land improvements incidental to the project. One-time environmental mitigation and other such costs required by the project shall be funded as construction.

(b) Conversion. The work required to adjust interior arrangements or other physical characteristics of an existing real property facility or part thereof so that it may be used for a new purpose. This includes associated RPIE. A conversion always results in a change in real property facility functional purpose.

(c) Addition, Expansion, Extension. Addition, expansion, and extension each constitute a physical increase to a real property facility. As a general rule, if the dimensions used to record the facility in the inventory as captured by the authoritative real property inventory database are increased, then an addition, expansion, or extension has occurred. Modernization that increases production capability, enlarges, extends, or expands primary distribution systems, or provides services for a new purpose is construction.

(d) Replacement. A replacement is a complete reconstruction of a real property facility destroyed or damaged beyond economical repair. Replacement or a major reconstruction, also called recapitalization, such as the

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removal of a deteriorated building and erection of a new building on an existing foundation, are construction and not repair, except for utility plant buildings that are part of the utility system (see paragraph 2c(2)(e)).

(e) Alteration. An alteration is the work required in adjusting interior arrangements or other physical characteristics (not in a deteriorated state) of an existing facility so that it may be more effectively adapted to or used for its designated purpose. Alteration is classified as construction. Minor alteration incidental to a major repair of a facility can be classified as repair.

(2) General Policy for Construction. In general, new construction or work classified as construction should be minimized if not funded by the MILCON appropriation. FSRM funds may be utilized for minor construction described in this Order; however Installations must receive ADC LF (LFF-2)/COMMCICOM (GF-2) approval to exceed four percent of their budget for construction requirements. All minor construction projects for an addition, expansion, extension or alteration must be supported by the Facilities Planning and Programming System, see reference (e) for details. Work is classified specifically as modernization if the project is for the sole purpose of implementing a regulatory requirement such as environmental regulation/compliance orders, seismic repairs, life safety requirements and antiterrorism/force protection upgrades. In these cases where the project is for the sole purpose of implementing the aforementioned requirements, the work shall be classified as construction.

### (3) Types of Construction

(a) Military Construction (MILCON). Per reference (a), MILCON includes any construction, development, conversion, or extension of any kind carried out with respect to a military installation, whether to satisfy temporary or permanent requirements, or any acquisition of land or construction of a defense access road. A MILCON project is defined as a single undertaking with a funding cost in excess of \$1,000,000 that includes all MILCON work necessary to produce a complete and usable facility or a complete and usable improvement to an existing facility (or to produce such portion of a complete and usable facility or improvement as is specifically authorized by law). MILCON projects must receive congressional approval in both authorization and appropriations laws before construction

can begin. All MILCON projects are funded from the MILCON appropriations.

(b) Unspecified Minor Military Construction (UMC) over \$1,000,000. Per reference (a), a UMC construction project is a MILCON project that has an approved cost equal to or less than \$3,000,000. However, if the UMC project is intended solely to correct a deficiency that is life-threatening, health-threatening, or safety-threatening, a UMC project may have an approved cost equal to or less than \$4,000,000. A UMC project is defined as a single undertaking with a funded cost in excess of \$1,000,000 that includes all urgent construction necessary to produce a complete and usable facility or a complete and usable improvement to an existing facility. UMC projects over \$1,000,000 must be approved in advance by the Secretary of the Navy and must be funded from the MILCON appropriations. The Secretary concerned shall notify in writing the appropriate committees of Congress of that decision, of the justification for the project, and of the estimated cost of the project. The project may then be carried out only after the end of the 21-day period beginning on the date the notification is received by the committees or, if earlier, the end of the 14-day period beginning on the date on which a copy of the notification is provided in an electronic medium pursuant to section 480 of reference (a).

(c) UMC up to \$1,000,000 (O&M Funded Minor Military Construction). Per reference (a), O&M funding may be spent to carry out a UMC construction project costing not more than \$1,000,000. A minor construction project is a single undertaking with a funded cost of \$1,000,000 or less (including contract administration or SIOH). The project shall include all work necessary to produce a complete and usable facility or a complete and usable improvement to an existing facility.

(4) Approval Authority. The maximum specific approval authorities for all activities are listed in enclosure (2). This authority may be adjusted by ADC LF/COMMCICOM.

(5) Construction in General Services Administration-Owned, Managed or Controlled Facilities and Other Leased Facilities. Under the general provisions in the annual appropriations for the General Services Administration (GSA), Marine Corps appropriations available for O&M may be used for reimbursement to GSA for the expenses of renovation and alteration of buildings and facilities. Therefore, projects involving alterations to Marine Corps-occupied, GSA-owned,

managed, or controlled facilities shall be authorized and funded by ADC LF/COMMCICOM or the Marine Corps activity requiring the work. GSA is responsible for work that a tenant can normally expect from a landlord (maintenance and minor repair). The Marine Corps is responsible for work which cannot be normally expected from a landlord and which is strictly peculiar to the needs of the Marine Corps (typically minor construction). When Marine Corps appropriations are used to fund construction (including alterations) or repair of GSA-owned, managed, or controlled facilities, the provisions of this Order apply. O&M funds shall not be used for work in GSA-owned, managed, or controlled facilities that would otherwise require MILCON appropriation funding. For the purposes of these provisions, industrial funds are considered similar to appropriations available for O&M. The above policy is also applicable to non-GSA administered facilities leased by the Marine Corps that are subject to the provisions of NAVFAC P-73, "Real Estate Procedural Manual."

#### 4. Demolition

a. General Information. Marine Corps installations are force projection platforms and serve a critical role in training and making Marines successful on the battlefield. Installation assets must be configured to align with and directly support the facilities, basing, and training requirements of the Total Force. The Marine Corps must continually reshape and resize our installations by identifying excess and underutilized facilities to meet new requirements and divesting assets deemed obsolete to optimize effectiveness and efficiency. The demolition program exists to demolish excess or uneconomically repairable facilities. The CMC highly encourages the demolition of these structures in an effort to remove excess and obsolete facilities, reduce FSRM and Base Operating Support costs, improve installation appearance, and prevent unauthorized (or unwanted) reuse of vacant facilities.

(1) Definition. Demolition is the dismantling, disposal, and removal of a real property facility (either partially or in its entirety) and associated costs to close openings and secure utilities. The work classification for demolition usually is repair; however certain demolition activities may also be classified as construction.

#### (2) General Policy for Demolition



(a) The Marine Corps must divest facilities that do not provide a minimum level of mission readiness. Once it is determined that an excess or underutilized facility is not a candidate for consolidation or reuse, it must be demolished as soon as possible. Maximizing the percentage of demolition enables installation support dollars to be used on other operational requirements and realize long-term savings in cost avoidance for the maintenance of these facilities.

(b) Once a facility has been identified for disposal by demolition a maximum effort should be made to divert demolition debris through reuse, recycling, mulching and any other authorized means of debris diversion authorized.

b. Demolition as Repair. Demolition of a facility is classified as repair when the extent of deterioration is such that it can no longer be economically maintained or when the facility, or portion of a facility, is a hazard to the health and safety of personnel. Demolition of existing facility components that are deteriorated or have reached the end of their useful service life and require a complete replacement shall be classified as a repair and funded as such.

(1) The demolition of excess facilities is highly encouraged by policy when the extent of deterioration to a facility, or portion of a facility, is such that it can no longer be economically maintained or because the facility is a hazard to the health and safety of personnel.

(2) Costs to close openings and cut off utilities, to include telecommunications utilities, are part of the funded project cost and should be included within the project scope.

(3) Historic properties under consideration for demolition should receive careful consideration for continued use or adaptive use by all installation functions, not solely the project proponent. The NHPA requires agencies to consider the effects on historic properties of projects they carry out, assist, permit, license, or approve. Proposed activities invoking the NHPA must comply with reference (i).

(4) Facilities to be demolished must be screened per the requirements of the McKinney-Vento Act, Housing and Urban Development title V, per section 11411 of title 42, U.S.C. This is not required for facilities identified for demolition that have been identified on a DD Form 1391 for a MILCON funded project and enacted into law.

(5) Generally, facilities that are surplus, excess or no longer needed should not be repaired and identified for disposal (to include demolition) unless another use is identified.

c. Demolition as Construction

(1) Construction projects include the demolition of facilities (unless classified as repair in accordance with paragraph 4b). Demolition required to clear sites for a MILCON funded project shall be included in the MILCON funded project scope. There is no such thing as repair by replacement for a complete facility. A construction project for complete replacement must include the cost of demolition of the replaced facility.

(2) Approved NAF construction projects require APF support to include demolition to clear the site for the facility to be constructed with NAF funds. Demolition associated with clearing a site and excessing existing NAF facilities shall be funded as a separate construction project in accordance with construction thresholds, see reference (m), enclosure 4, footnote 13. Project documentation must include confirmation that required APF are available for such purpose.

5. Equipment Installation

a. General Information

(1) Various types of equipment are required for the operation of a facility. Other equipment may be required only for a particular mission required by a facility tenant. The below definitions and list of items in Appendix 3A identify what equipment is essential for the operation of the facility, classified as real property, and funded from the FSRM appropriations. It also includes some equipment that may be required by the tenant of the facility (not the facility itself), classified as personal property/collateral equipment, and not funded from the FSRM appropriations.

(2) ADC LF/COMMCICOM, along with the approved construction contracting agent, will make the final decision on the classification of work in regards to all real property and RPIE versus Personal Property/Collateral Equipment (PP/CE).

(3) Definitions

(a) Real Property Installed Equipment. RPIE (also known as installed equipment or built-in equipment), consists of

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equipment or fixtures permanently attached to or built into a real property facility, which are essential to or an integral part of the facility. RPIE is considered part of the building or facility. The removal of this equipment might cause substantial damage to the facility or make the facility incomplete and unusable. This equipment is not intended to be moveable outside the facility envelope. Real property installed equipment work shall adhere to all legislation, regulations, and policy applicable to real property facilities (unless otherwise stated). See Appendix 3A for a list of RPIE (not intended to be all inclusive).

(b) Personal Property/Collateral Equipment. PP/CE is accessory equipment and furnishings that are movable in nature and not affixed as an integral part of a real property facility. PP/CE also includes specialized equipment (production; processing; medical; technical; training; servicing; and Research, Development, Test, and Evaluation (RDT&E) equipment) that, although not readily movable in nature or required for the operation of the real property facility, is necessary for specified functional operation and activities utilizing the facility. Personal property includes Industrial Plant Equipment (IPE) and ancillary equipment in support of end items of personal property. Personal property is defined as those items used, but not consumed, to produce goods or services in support of DON's mission. Personal property includes operational equipment which is detachable without damage to the real property facility or real property equipment. PP/CE is not required for the operation of the real property facility, but is required for the functional operation and activities utilizing the real property facility. PP/CE procurement and installation shall be financed from applicable O&M appropriations, RDT&E appropriations, procurement appropriations, or WCF resources, as appropriate. See Appendix 3A for a list of PP/CE (not intended to be all inclusive).

(4) Installation of Equipment. Equipment installation is a modification to real property required solely for the installation of an item of PP/CE. If a modification to the facility is not required then the equipment delivery and installation should be funded by source of the funds used to procure the equipment. For installation of equipment that requires construction, clarification is provided in the following paragraphs.

(a) Installation of PP/CE in New Real Property Facilities. In the construction of new facilities, the

construction shall be complete and the facility ready to receive the collateral equipment. All known utilities, raised floors, foundations, partitions, shielding, air-conditioning, ventilation, and other requirements incidental to the installation of the equipment that are integral to the facility shall be included in the construction cost and funded with the same appropriation used to construct the new facility. Equipment installation is funded by the procurement funds used to purchase the equipment to include the cost of making the final connections of the PP/CE.

(b) Installation of PP/CE in Existing Real Property Facilities

1. The cost of installing and maintaining PP/CE in existing facilities is funded from the same appropriation used to purchase the equipment. The material and labor costs to install any ancillary equipment required by the PP/CE being installed (air-conditioning, uninterruptible power supply, etc.) that are considered PP/CE shall be funded by the same appropriation used to purchase the equipment. Items of equipment that are movable in nature and not affixed as an integral part of a facility are not considered construction costs. This equipment includes all types of production, processing, technical, information systems, communications, training, servicing and RDT&E equipment. The cost of this equipment is an expense or an investment according to the policy criteria established in reference (b).

2. The cost to modify an existing facility that is required to support the installation of PP/CE shall be funded as construction (raised floors, shielding, concrete pads, secondary utilities, etc.). If the modifications include structural changes, they will be considered investment costs and budgeted as construction, reference (b), volume 2A, paragraph 010201.E.2. When FSRM construction funds are required, but are not available, O&MMC funds may be realigned to FSRM funding in order to accomplish the required construction work. This realignment shall be coordinated via the facility and comptroller chains of command. Final approval will be coordinated between MCICOM GF and MCICOM G8. Work funded as construction by realignment of funds is to construct or modify real property and shall be maintained as such.

(c) Removal of PP/CE in Existing Real Property Facilities and moving to Other Facilities. The cost of relocating an item of PP/CE from one location to an existing or

new facility is funded by activity operating funds in the O&MMC appropriation other than the FSRM account. Estimates to relocate the equipment will come from the organization that is authorized and responsible for the equipment, i.e. estimates for systems belonging to a centralized program of record will be provided by Marine Corps Systems Command, systems belonging to external organizations such as commercial vendors or other federal and DoD agencies will provide their own estimates for moving the equipment. This includes the relocation of Interim Relocatable Facilities (IRFs) procured as equipment. FSRM shall not be used except in the case where a modification of an existing facility is required to accommodate the PP/CE (see paragraph 5a(4)(b)). In such a case that requires a modification of an existing facility, FSRM shall be used only to modify the facility, not to move and install the PP/CE.

b. Equipment Installation Programming

(1) Approval Authority. Equipment installation, operation and maintenance are not FSRM costs. The command or agency that procures the equipment for the installation shall fund the cost of equipment installation, operation and maintenance. Associated minor construction projects will compete equally for funding within the FSRM projects program.

(2) Submission Requirements. The procedures for submission of minor construction projects in support of equipment installation are established by COMMCICOM. The command or agency is responsible for coordinating the equipment installation through the appropriate installation staff that sponsors the procurement of the equipment.

(3) Definitions

(a) Telecommunications Equipment. Telecommunications equipment is devices and systems (e.g., telephone and automated data processing equipment, such as computers and computer networks) that allow for communications at a distance. See Appendix 3A for a list of examples (not intended to be all inclusive).

(b) Range Training Systems (RTS). RTS provide live and non-live fire range training capability and capacity in support of the training activities of the Operating Forces. RTS are expeditionary, modular, relocatable, reconfigurable systems that provide representations and/or simulations of contemporary operating environments. RTS are not real property. See

Appendix 3A for a list of examples (not intended to be all inclusive).

(4) Telecommunications Infrastructure and Equipment General Policy

(a) Telecommunications infrastructure and equipment that compose the Installation Communication Distribution System (ICDS) require special consideration because the ICDS is a multi-faceted network of rapidly evolving technologies and systems. Some parts of these networks/systems are considered real property. Some instances of equipment funded as construction of real property will be installed with MILCON or O&MMC minor construction funds (FSRM), but will be maintained as PP/CE through the installation telecommunications (G/S-6). Telecommunications equipment will otherwise be financed from applicable O&M appropriations, RDT&E appropriations, procurement appropriations, or WCF resources, as appropriate. See Appendix 3A, to include notes 1 and 2, for a more inclusive list of telecommunications equipment.

(b) Installation and Repair of Telecommunications Infrastructure

1. Installation of Telecommunications Infrastructure in New Real Property Facilities. Costs to install conduits, ducts, cabling/wiring terminating at patch panels, raceways, and support structures that are integral to the facility shall be included in the construction cost and funded with the same appropriation used to construct the facility.

2. Installation and Repair of Telecommunications Infrastructure in Existing Real Property Facilities. Costs to repair or install conduits, ducts, raceways, cabling/wiring terminating at patch panels and wall jacks, and support structures that are integral to the facility shall be funded as a FSRM cost. Cabling/wiring terminating at patch panels and wall jacks shall be funded by O&MMC FSRM as minor construction work if being installed or upgraded.

3. Installation of New Telecommunications Infrastructure Exterior to Real Property Facilities. The acquisition and installation of Marine Corps-owned telecommunications lines (cable, ducts, poles, manholes, etc.), exterior to buildings is considered real property and shall be classified as a construction cost and funded with MILCON or O&MMC FSRM funds in accordance with the statutory limits for new

construction. This will include replacing existing infrastructure solely to upgrade the system to a new platform or higher quality or standard system.

4. Repair of Existing Telecommunications Infrastructure Exterior to Real Property Facilities

a. The maintenance and repair of Marine Corps-owned telecommunications lines and infrastructure exterior to a building is funded from O&MMC facilities R&M accounts (they do not generate a sustainment requirement). Although funded as R&M, this work is classified as repair for existing telecommunications lines and infrastructure.

b. Telecommunications carrier equipment (e.g., pulse code modulation systems, passive optical networks) installed to increase the distribution system circuit to provide service to a new facility shall be included as a funded project cost for the new facility using the same appropriation to construct the new facility. The day-to-day equipment replacements, minor equipment rearrangements, and installations within the purview of the commanding officer of an installation, which do not require the approval of higher authority, are normally funded from the local operation and maintenance accounts (not FSRM).

c. Telecommunications carrier equipment installed to upgrade and serve existing systems and facilities shall be procured and installed as PP/CE.

d. Funding for the procurement and installation of exterior telecommunications infrastructure and equipment not owned by the Marine Corps (e.g., privatized or commercial telecommunications services) will be from appropriations other than O&MMC FSRM.

5. Installation and Maintenance of Telecommunications Equipment

a. Telecommunications equipment is PP/CE. Procurement, installation, repairs, and replacement of telecommunications equipment is funded by appropriations other than O&MMC FSRM funding (e.g., telephone instruments, switchgear, desktop personal computers, etc.).

b. The cost of final installation of the telecommunications equipment shall be funded from the same appropriation used to fund the telecommunications equipment

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purchase. The cost of making final connections of relocated telecommunications equipment shall be funded from O&MMC accounts other than FSRM. Moving telecommunications equipment from one facility to another shall be funded from O&MMC accounts other than FSRM.

c. Day-to-day telecommunications equipment replacements, minor equipment rearrangements, and installations within the purview of the installation commander, which do not require approval of higher authority, are funded from local O&MMC accounts other than FSRM, unless there is a modification to the real property facility to include relocation of cabling, patch panels, outlets, etc. as described in paragraph 5a(4)(c).

(5) Range Training Systems Equipment General Policy

(a) RTS are PP/CE. Procurement, installation, repairs, and replacement of RTS are funded by appropriations other than O&MMC FSRM. Some examples of RTSs include urban training systems, shoot houses, electro-mechanical targets, battlefield effects, range instrumentation and atmospheric, etc.). MCCDC (C465) has the responsibility to program, procure, install, repair, improve, maintain, and operate RTSs as equipment. See Appendix 3A for a more inclusive list of RTS equipment.

(b) Installation, Maintenance and Repair of Range Training Systems

1. The cost of final installation of the RTS or moving an RTS from one facility to another shall be funded from the same appropriation used to fund the RTS equipment purchase. The cost of making final connections of relocated RTS equipment shall be funded from O&MMC accounts other than FSRM or from Procurement, Marine Corps as required per the expense to investment ratio, see reference (b) for details.

2. RTS must be relocatable, leaving nothing on the original site except what was provided by a construction project. Additionally, in line with the relocatable definition of RTS, the process of moving a RTS will ensure that all materials will be reused, not destroyed or discarded. Due to their singular purpose of supporting combat training, RTS require the capability to be maintained, refurbished, and reconfigured. RTS consisting of simulated buildings are differentiated from actual buildings in that they cannot be used for habitation or routine administrative uses e.g. office space or billeting.



3. RTS components are not permanent in nature and are able to be detached from any real property facility without damaging the real property facility. This is one of the fundamental characteristics of RTS, and allows those components to be identified as personal property instead of real property. For example: the removal and replacement of an item or component, such as Shock Absorbing Concrete (SACON) wall panels or rubber coated steel walls in a shoot house, is a PP/CE cost unless there is a modification to the facility. Those components are intended to be utilized for training and eventually replaced, unlike a permanent wall in a real property facility. RTS are often degraded as a direct result of their intended purpose; that is, enabling the training activities of the Operating Forces. RTS are managed to meet training capability requirements and maintained through funding appropriate for training. RTS are repaired/replaced/maintained/relocated on a schedule that meets training requirements, while accommodating changes in training technology.

4. Many RTSs require a real property facility to fully function. Work required in the form of a real property facility shall be funded from the appropriations for military construction (O&MMC or MILCON) in accordance with the thresholds identified in enclosure (2) and will compete at the installation or MCICOM level for funding with all other FSRM requirements. Facilities required to support RTSs or construction work required (such as clearing and grading of a site, provision of utilities infrastructure, foundation, or construction of any other real property or permanent facilities) shall be coordinated with the cognizant facilities office of the installation on which the RTS is planned to be installed.

Appendix 3A

Property Classification Table (Real Property Versus Personal Property/Collateral Equipment))

Item	Real Property/ Real Property Installed Equipment	Personal Property/ Collateral Equipment
<b>Building/Component (standard) Related:</b>		
Air conditioning (central or built-in systems, not including window units)	X	
Air conditioning (specialized) for stand-alone equipment		X
Air conditioning window units		X
Bedside headwall units (built-in)	X	
Bleachers (built-in)	X	
Bookcases (built-in)	X	
Cabinets, casework, kitchenette (built-in)	X	
Canopies (walkway/entrance, may be fabric)	X	
Carpet (wall to wall)	X	
Ceiling fan	X	
Closets	X	
Curtains and drapes		X
Desks and tables (built-in)	X	
Filing cabinets and portable safes		X
Fixed seating	X	
Furniture and furnishings (including rugs and furniture bolted to the walls)		X
Hardware and fixtures for handicapped access	X	
Ice Machines		X
Kitchenettes (not the appliances)	X	
Ladder (affixed)	X	
Lockers (built-in)	X	
Raised Floors	X	
Screens	X	
Site preparation, to include a foundation and utilities.	X	
Standing seam metal roof	X	
Storage racks, shelving (custom, built-in)	X	
Storage racks, shelving (movable, not built-in)		X
Storm windows and doors	X	
Systems furniture workstations		X
Blinds and window shades	X	
Wardrobes		X
Water fountains and associated filters (installed in a real property facility)	X	
Window sound masking	X	
Window tint/film	X	
<b>Building/Component (specialized) Related:</b>		
Above ground storage tanks, pedestal, gravity fed system	X	
Adjustable loading dock levelers	X	

Item	Real Property/ Real Property Installed Equipment	Personal Property/ Collateral Equipment
Aircraft shelters	X	
Aircraft shelters (portable, "Aircraft Protection Equipment")		X
Auditorium/stage equipment (built-in)	X	
Built-in: Chapel seating, baptisteries, altars, pulpits, communion rails and tables, and raised platforms	X	
Clean room	X	
Elevators	X	
Equipment inside clean rooms (e.g., optics)		X
Escalators	X	
Laboratory sinks, tables and benches (built-in)	X	
Maintenance workstations (portable)		X
Operational equipment for which installation mounting and connections are provided in the building design and which are detachable without damage to the building or equipment (e.g., dynamometers)		X
Signage: street, traffic, directional, etc. (non-portable)	X	
Vault	X	
<b>Electrical Related:</b>		
400 Hertz power (built-in)	X	
Cable tray grid system-power	X	
Dedicated power distribution	X	
Electrical components (built-in electric lighting fixtures (e.g. exit signs) and power utilization, and distribution equipment)	X	
Electrical Outlets	X	
Fiber optics and telecom installed systems	X	
Grounding systems (for Real Property)	X	
Isolation transformers	X	
Lightning protection systems (for Real Property)	X	
Major skid mounted transformers for piers or wharves	X	
Panel boards	X	
Portable Transformers (except for major skid mounted transformers for piers or wharves)		X
Power boom	X	
Power cables (portable such as; rectifiers/batteries/DC power cables to equip racks)		X
<b>Fire Protection/Safety Related:</b>		
Cabinets for fire extinguisher and hose reel (built-in or wall mounted)	X	
Clean Agent Fire Protection Systems (for protection of telecommunications equipment)		X
Defibrillators		X
Fire extinguisher and hose reel		X
Fire Protection Sprinkler Systems	X	
Fire pump (non-portable)	X	
Fire Protection Systems (Built-in/hardwired)	X	

Item	Real Property/ Real Property Installed Equipment	Personal Property/ Collateral Equipment
Fire Protection Systems (Portable, not built-in)		X
Hard wired smoke detectors	X	
<b>Power Related:</b>		
Direct current power supplies, switches (not built-in)		X
Generator (non-portable)	X	
Generator (portable)		X
Power plant equipment (generators, switchgear)	X	
Uninterruptible Power Supply (UPS) Systems (services Communications/IT equipment)		X
UPS Systems for real property (non-portable)	X <sup>2</sup>	
<b>Range Related:</b>		
After Action Review Structure (permanent, such as permanently constructed roofs supported with weight-bearing beams and sunk into a foundation, with or without a completely floored foundation)	X	
After Action Review structure (temporary, such as an IRF, sun shade, or a trailer)		X
Atmospherics (such as Faux Culverts, Improvised Explosive Device training lane equipment, weapons caches, and moveable building facades, faux tunnel)		X
Automated targets, target arrays, stationary targets		X
Battery Charging Stations		X
Breach-able training facilities (training doors, hatches, walls, windows, etc.)		X
Compressor and relocatable/portable protective shelters		X
Computers, servers, monitors/flat screens, projectors, smart board for use with training system, AAR		X
Electrical distribution (shore power-power lines, conduit, outlets, etc.)	X	
Electrical outlets replacement for new target installations (with or without electrical infrastructure upgrade)	X	
Equipment that supports training facilities (ropes, rope netting, rope bridge, wire obstacles)		X
Generator (supporting a stand-alone training system)		X
Live Fire Shoot-House (walls, doors and components intended to be shot)		X
Live Fire Shoot-House (site work and foundation)	X	
Military Operations in Urban Terrain (MOUT) Maintenance for Permanent Facilities (facilities constructed from MILCON appropriations or construction funds from the FSRM appropriations such as concrete buildings, paved roads, electrical utilities, etc.)	X	
MOUT Maintenance for Reconfigurable Training Systems (such as Infantry Immersion Trainer equipment components, containers procured as equipment, etc.)		X

Item	Real Property/ Real Property Installed Equipment	Personal Property/ Collateral Equipment
MOUT courtyard walls and gates (relocatable and generally freestanding--no foundation)		X
MOUT perimeter walls and gate posts (permanent and generally not freestanding--foundation)	X	
Pit Range Safety Systems		X
Power cables (portable such as; rectifiers/batteries/DC power cables to equip racks)		X
Pneumatic Targets Installation - Lines, Conduit (does not connect to or support real property)		X
Precast and modular stairways (relocatable)		X
Range control support equipment (Integrated Range Status System, Range Facility Management Support System, range safety surveillance cameras, data and voice switches, voice recorders, servers, monitors/flat screens)		X
SACON panels or blocks, or rubber coated steel walls (used to shoot and absorb small arms projectiles)		X
Range Public Announcement systems, portable		X
Range towers (relocatable, portable)		X
Server Racks for communications, distribution panels, IT equipment, patch panels, routers (all part of training system)		X
Solar Panels for Target Systems (moveable, not tied into shore power)		X
Solar Panels for Target Systems (not moveable, tied into shore power)	X	
Street Lights (relocatable, solar powered or power from an alternate energy source, not integrated into shore power)		X
Street Lights (not relocatable, solar powered or integrated into shore power)	X	
Smell Generators, Special Effects Sound Systems, Battlefield Effects Systems		X
Storage racks, shelving (to support training system)		X
Tactical Video Capture (cameras, microphones, mounting infrastructure)		X
Targets and Target Installation		X
Target Ballistic Protection (non-permanent, for non-permanent targets) such as dirt berms and SACON, steel or rubber barriers		X
Target Ballistic Protection (permanent, for permanent target points), such as Dirt berms at qualification ranges or concrete, wood, or other material constructed to permanently protect equipment from direct fire, usually built into an earthen berm)	X	
Training facilities (permanent--obstacle courses, endurance courses, rappel towers, confidence courses, etc.)	X	
Urban Close Air Support- Container Targets		X
UPS systems for range training equipment		X

Item	Real Property/ Real Property Installed Equipment	Personal Property/ Collateral Equipment
Virtual Simulations Systems- AVATAR, Animatronics		X
<b>Security/Antiterrorism Related:</b>		
Access control islands for gate entry	X	
Active vehicle barriers (built-in)	X	
Bollards	X	
Cabinet Locks (locks built-in and cabinet built-in)	X	
Door Lock - Other Related Systems (to make key cards, etc.)		X
Door Locks (all lock types such as key cylinder, cipher, combination, magnetic, or electronic)	X	
Electronic Harbor Security System		X
Electronic Security System (ESS) equipment, to include wiring for the following: Intrusion Detection Systems, Access Control Systems, and video assessment/surveillance systems sometimes referred to as Closed Circuit Television		X
Electronic Security System Infrastructure to include conduit, junction boxes, and power connections	X	
Explosive and contraband detection systems		X
Fencing	X	
Gates/turnstiles (built in)	X	
Guard booths, over watch and firing positions (built in)	X	
Locks (portable, not built-in)		X
Mass Notification Systems (external)		X
Outdoor camera poles mass notification system support poles and towers that are not portable and are permanently affixed (Pole only, does not include camera or mass notification equipment)	X	
Passive vehicle barriers (built-in)	X	
Protected Distribution Systems (PDS)	X	
Public Address Systems Internal to a Building	X	
Sound masking for SCIFS Built-In (such as materials in the walls, items that are not removable)	X	
Sound masking for SCIFS Not Built-In (items that are loose and portable such as white noise machines, etc.)		X
Traffic control drop arms (built-in)	X	
Under-vehicle (in-ground) integrated inspection equipment		X
Warning globes for SCIFs		X
Waterfront boat barriers (including anchors)		X
<b>Systems Related:</b>		
Compressed air units (non-portable)	X	
Exhaust systems	X	
Gas fittings	X	
HVAC equipment and control systems	X	

Item	Real Property/ Real Property Installed Equipment	Personal Property/ Collateral Equipment
Industrial control system (ICS) infrastructure: this includes ICS Monitoring Station (Building), wired communications (cable), Direct Digital Controls, Utility Monitoring and Control Systems, Advanced Metering Infrastructure, supervisory controllers, Supervisory Control and Data Acquisition (SCADA), sensors, and actuators (see UFC 2-000-05N).	X	
ICS equipment: this includes laptops and computers, network devices, software, wireless communications, cameras and protection (see UFC 2-000-05N).		X
Plumbing	X	
Water filtration system (hard plumbed)	X	
<b>Telecommunications Related:</b>		
Audiovisual equipment		X
Cable support hardware	X <sup>2</sup>	
Cable television cabling, head-end equipment, monitors, distribution amplifiers, and cable boxes.		X
Cable television infrastructure including conduit junction boxes, distribution amplifiers, and power connections for the equipment, but not the cabling or head-end equipment.	X	
Cabling/Wiring in relocatable facilities or exterior to the cabling/wiring external to the cable jack/wall.		X
Communication Facilities and Buildings FACs 1311, 1312, 1321, and 6104	X	
Communications Antenna (such as microwave, directional, bidirectional, and omnidirectional)		X
Communications Lines (FAC 1351, also known as (OSP))	X <sup>2</sup>	
Communications Towers (such as E-LMR)	X	
Computers, laptops, notebooks, netbooks, tablets, servers		X
Conduit wiring/cabling terminating at patch panels and wall jacks	X <sup>2</sup>	
Duct banks, conduit, manholes	X <sup>2</sup>	
In-row cooling racks/cabinets		X
ISP in real property facilities	X <sup>2</sup>	
Monitors/flat screens for television purposes		X
Monitors/flat screens, projectors, smart board for use with computer systems		X
Network Devices:		X
ON equipment in support of telephone/communications central office (exchange) in FACs 1311, 1312, 1321, and 6104 and to the first lateral within the building communications closet (includes items such as Optical Line Terminal, Optical Network Terminal, Dense Wave Division Multiplexing)		X <sup>1</sup>
ON equipment in telecommunications closets or switch rooms in other types of FACs not listed above.		X
Other Carrier Equipment		X

Item	Real Property/ Real Property Installed Equipment	Personal Property/ Collateral Equipment
Other switching equipment (data and voice switches, telephone switches not part of the communications node, additional telephone switching line cards, and LAN switches)		X
Outlets, jacks, cable trays, patch panels	X <sup>2</sup>	
Paging systems	X	
Printers, copy machines, fax machines, projectors, scanners, personal digital assistants, phones		X
Raceways, risers	X	
Radio frequency filter/Electromagnetic Interference Shielding	X <sup>2</sup>	
Routers, switches, and hubs		X
Secure technical equipment phone systems (SIPRNET) infrastructure including conduit (in PDS or Wireless Integration when necessary), junction boxes, telecommunications cabling and power connections for the equipment, but not the SIPRNET devices	X <sup>2</sup>	
Server Racks for Communications/IT equipment (not part of Building's communication closet)		X
Server Racks for Communications/IT equipment (part of Building's communications closet)	X <sup>2</sup>	
Software and Software Support Licenses		X
Telephones		X
Testing equipment		X
Telecommunications equipment inside closets and switch rooms (such as data and voice switches, additional telephone switching line cards, LAN switches, and optical carrier exchange switches, etc.)		X
Telephone closets, switch rooms	X	
Telephone Exchange (to include telephone switches in the communications node serving the installation). It does not include data and voice switches, additional telephone switching line cards, and LAN switches.	X	
Telephone/communications central office (exchange) equipment (in FACs 1311, 1312, 1321, and 6104)		X <sup>1</sup>
Treatment electronics		X
Utility poles	X	
Vertical and horizontal information cable support hardware	X	
Video Teleconferencing systems		X
Voice, video, and data equipment		X
Wireless Communications Devices		X
<b>Other:</b>		
Anechoic chambers	X	
Antennas for point-to-point communication		X
Automated data processing equipment and systems		X
Civil Engineer Support Equipment		X
Computers, laptops, notebooks, netbooks, tablets		X



Item	Real Property/ Real Property Installed Equipment	Personal Property/ Collateral Equipment
Cranes (portable)		X
Cranes; overhead bridge cranes contained entirely within the building envelope and captive to the completed facility (supported by integral runways or rails entirely within the facility envelope).	X	
Dental chairs and pedestal units		X
Fitness center extractors/dryers (built-in)	X	
Fixed facilities for radio and meteorological stations (not including equipment)	X	
Fixed navigational aids	X	
Fleet mooring (fixed with ball and chain)		X
Floating piers (fixed with piles)	X	
Floating piers and/or barges used as piers (fixed with chain)		X
Food service equipment (portable)		X
Galley equipment (built in, hard plumbed, example: steam kettle, scullery, grease traps, overhead vent, walk-in room refrigerators and reefers)	X	
Galley equipment (portable, oven, refrigerator, mixer, stove, pulper system)		X
Hoists (portable)		X
Hose reel for pure water		X
Hoses, assemblies		X
Hyperbaric chambers		X
Improved Navy Lighterage System equipment		X
Integrated Navigation and Landing System equipment		X
Industrial Plant Equipment		X
Lift system/platform assembly (built-in)	X	
Magnetic silencing (anchors, structure, pier, etc.)	X	
Magnetic silencing equipment cabling, sensor, console, controls		X
Material handling equipment		X
Medical automated box conveyors (built-in)	X	
Medical equipment	SEE MILHANDBK 1691	
Medical gas systems (not including removable bottles)	X	
Medical material handling systems (built-in)	X	
Mission equipment (e.g., trainers and training aids, including simulators)		X
Morale, Welfare, and Recreation (MWR) fitness equipment		X
Navigation and Traffic Aids (applies to structures which function as aircraft navigation/traffic aids)	X	
Office machines		X
Offshore mooring facility (mooring dolphin)	X	
Paint sprayers and sprayer systems (built-in, integral part of facility)	X	
Perma-boom (oil spill built into pier during construction)	X	
Personal property (integral to building operation)		X

Item	Real Property/ Real Property Installed Equipment	Personal Property/ Collateral Equipment
Photographic equipment (not built-in)		X
Playground (including surface, fencing and built-in equipment)	X	
Pneumatic tube systems (built-in)	X	
Portable backup power systems		X
Provision storage units (portable)		X
PA system (portable)		X
Radar and other electronic equipment		X
Refrigeration equipment (built-in)	X	
Refrigerators (not walk-in)		X
Ship support equipment (e.g., brows)		X
Shop equipment		X
Temporary facilities to include purchase, installment, relocation, and removal (temporary facilities include fabric tension structures, sprung shelters, or IRFs such as trailers)		X
Tools		X
Vehicle support equipment		X
Wall clocks		X
Waterfront support equipment		X

Notes:

1. Procurement and installation of telephone/communications central office (exchange) equipment shall be funded from procurement appropriations according to the investment and expense criteria. In new telephone central office (exchange) facilities funded with MILCON, this equipment may be funded from the MILCON appropriation and will be accounted as equipment at a project completion. The day-to-day equipment replacements, minor equipment rearrangements, and installations within the purview of the commanding officer of an installation, which do not require the approval of higher authority, are normally funded from the local operation and maintenance accounts (not FSRM).

2. Where these Real Property assets are related to the IT Infrastructure they shall be installed and funded from the MILCON or minor construction appropriations. They shall be maintained or replaced with FSRM or MILCON funds according to the statutory limits established by reference (a). The installation G-6/S-6 has the resident knowledge, personnel, and experience necessary to design/architect, test, maintain, and sustain this portion of the telecommunications infrastructure. Therefore, requests to repair or replace these items shall be submitted to the local G-6/S-6 for review, prioritization and approval of funding. Once approved, these local repair or minor construction projects will be managed and overseen to completion according to local procedures.

ENCLOSURE 4

FSRM Prioritization Matrix

Priority	A	B	C
<b>Work Classification</b>	Emergency Maintenance and Repair	Life, Health, Safety and Compliance Related Maintenance and Repair (Non-Emergency)	Preventive Maintenance (PM)
<b>Definition</b>	<p>Emergency Maintenance and Repair is any facility or asset deficiency that immediately endangers life, safety, compliance, or inhibits the installation from performing mission critical functions.</p> <ul style="list-style-type: none"> <li>▪ Unscheduled</li> <li>▪ Needed to sustain continued mission operations</li> </ul>	<p>Life, Health, Safety and Compliance related Maintenance and Repair is a deficiency to the life, health, safety or compliance of a facility or asset that does not immediately endanger personnel or government property, but for which delays in repair could result in an emergency.</p> <ul style="list-style-type: none"> <li>▪ Typically unscheduled</li> <li>▪ Sustains continued operations</li> </ul>	<p>Preventive Maintenance (PM) is planned, scheduled, or routine maintenance and/or periodic inspection of systems and equipment. PM may also be known as scheduled maintenance and inspection, routine maintenance and inspection, time-based maintenance, or interval-based maintenance.</p> <ul style="list-style-type: none"> <li>▪ Scheduled and of a recurring nature</li> <li>▪ Sustains continued operations</li> </ul>
<b>Remarks</b>	<ul style="list-style-type: none"> <li>▪ Work ONLY to fix emergency</li> <li>▪ Prioritize remaining work accordingly</li> </ul>	<ul style="list-style-type: none"> <li>▪ High/Medium mission dependency</li> <li>▪ Increases in priority as condition worsens</li> </ul>	<ul style="list-style-type: none"> <li>▪ Risk and reliability based</li> <li>▪ Systematically applied to support mission, produce return on investment, or protect investment in infrastructure</li> </ul>
<b>Examples</b>	<ul style="list-style-type: none"> <li>▪ Imminent Life/Health/Safety risk</li> <li>▪ Repair water main break</li> <li>▪ Restore utilities to critical facilities</li> <li>▪ Repair major structural issues that endanger personnel or property</li> </ul>	<ul style="list-style-type: none"> <li>▪ Repairs to damaged concrete on runway or deteriorated asphalt on taxiway (with potential for foreign object debris (FOD) hazard)</li> <li>▪ Repairs to non-emergency structural issues caused by storm damage</li> </ul>	<ul style="list-style-type: none"> <li>▪ Test fire alarm systems for proper operation</li> <li>▪ Check electrical wiring, connections, meters</li> <li>▪ Clean or replace filters</li> <li>▪ Check belts for wear, proper tension and alignment</li> </ul>

Priority	D	E	F
Work Classification	Maintenance and Repair: Tier One Facilities	Maintenance and Repair: Tier Two Facilities	Maintenance and Repair: Tier Three Facilities
Definition	Maintenance and Repair required to restore a Tier One facility to a condition substantially equivalent to its original intended and designed capability or agreed condition. <ul style="list-style-type: none"> <li>Variable mission impact</li> <li>Condition based</li> </ul>	Maintenance and Repair is required to restore tier two facilities defined with a moderate MDI to its originally intended and designed capability or agreed upon condition. <ul style="list-style-type: none"> <li>Moderate mission impact</li> <li>Condition based</li> </ul>	Maintenance and Repair is required to restore tier three facilities defined with a low MDI to its originally intended and designed capability or agreed upon condition. <ul style="list-style-type: none"> <li>Low mission impact</li> <li>Condition based</li> </ul>
Remarks	<ul style="list-style-type: none"> <li>High mission dependency</li> <li>Increases in priority as condition worsens</li> </ul>	<ul style="list-style-type: none"> <li>Moderate mission dependency</li> <li>Increases in priority as condition worsens</li> </ul>	<ul style="list-style-type: none"> <li>Low mission dependency</li> </ul>
Examples	<ul style="list-style-type: none"> <li>Repairs to facilities designed as mission critical or significant</li> <li>Depending on installation mission may include repairs on assets such as runway pavement, radar towers, training ranges and areas, utilities production plants or fueling facilities</li> </ul>	<ul style="list-style-type: none"> <li>Repairs to facilities designated as mission relevant or moderate</li> <li>Depending on installation mission may include repairs on assets such as vehicle maintenance shops, ammunition production plants, fuel storage, medical or dental facilities</li> </ul>	<ul style="list-style-type: none"> <li>Repairs to facilities with low mission impact</li> <li>Depending on installation mission may include repairs to pavement on roadways or parking area, administrative buildings, warehouses, and repairs to built-in equipment (e.g. HVAC) to non-essential buildings</li> </ul>

Priority	G
Work Classification	Restoration and Modernization (includes Minor Construction up to \$1M)
Definition	<p>Restoration and Modernization provides resources for improving facilities.</p> <ul style="list-style-type: none"> <li>▪ Restoration includes repair and replacement work to restore facilities damaged by inadequate sustainment, excessive age, natural disasters, fire, accident, or other cases.</li> <li>▪ Modernization includes construction or alteration of facilities solely to implement a new or higher standard, to accommodate new functions, or replace building components that typically last more than 50 years.</li> </ul>
Remarks	<ul style="list-style-type: none"> <li>▪ Variable mission dependency</li> <li>▪ Increases in priority as condition worsens</li> </ul>
Examples	<ul style="list-style-type: none"> <li>▪ Building a new ordnance staging area</li> <li>▪ Addition, expansion or conversion of a facility, such as an old barracks to administrative space</li> <li>▪ Increasing the capacity of a utility system to meet a new mission</li> <li>▪ Replacing a fire sprinkler system in order to comply with new standards and codes</li> </ul>

ENCLOSURE 5

USMC Facilities Projects Program Planning and Requirements

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1. General Information. Procedures and provisions outlined in this enclosure are in accordance with the references and apply to all projects that fall within the purview of the CMC. This enclosure focuses specifically on FSRM projects both at the installation/activity level as well as projects funded by ADC LF/COMMCICOM through the Centrally Managed Program (CMP). This is not all-inclusive of the local procedures that should be followed when planning and executing projects and updating associated information management systems. Reference (e) should be utilized when performing projects planning where this Order is silent. For additional guidance, contact LF, Facilities Branch (LFF-2).

a. Terms Applicable to Projects

(1) Project. A single planned undertaking of sustainment, restoration and modernization, or demolition performed on a single facility, to satisfy a finite work requirement.

(2) Facility Condition Index (FCI). An industry standard asset management assessment which measures the "constructed asset's condition at a specific point in time" (US Federal Real Property Council, 2008). It is a functional indicator resulting from an analysis of different, but related, operational indicators (such as building repair needs) to obtain an overview of a building's condition as a numerical value. FCI is listed on the property record in the DON RPI for each real property facility in the inventory. FCI is represented by a numerical rating, on a scale of 0-100, of the physical condition of a separate building or structure. FCI is translated into a quality rating as follows:

- (a) Good: 90-100
- (b) Fair: 80-89
- (c) Poor: 60-79
- (d) Failing: 0-59

(3) Category Code. A five-digit system of numbering that represents a specific type of facility. See UFC 200-05N, Facility Planning Criteria for Navy/Marine Corps Shore Installations, for a listing of recognized codes

(4) Department of Defense (DoD) Facility Analysis Code (FAC). A grouping of real property assets that have a common

unit of measure and equivalent cost based on that unit of measure. Included in this equivalent cost are those costs associated with real property construction, maintenance, sustainment, and repair. Within the DoD real property categorization system, a FAC is represented by a four-digit code (DoDI 4165.03–DoD Real Property Categorization). Each category code is mapped to one, and only one, FAC. As such, a FAC may represent several similar category codes. See the current DoD Facilities Pricing Guide (UFC 3-701-01) for a listing of recognized FAC codes.

(5) Current Working Estimate (CWE). The CWE is the government cost estimate for a specific project. It is the sum of all funded costs.

(6) Authorized Cost. The authorized cost is the amount approved by ADC LF/COMMCICOM for execution of a specific project. It includes the project total funded costs and any contingency ceiling (unfunded) provided by ADC LF/COMMCICOM.

b. Program Scope and Limitations

(1) The USMC Facilities Projects Program is a mix between locally managed and funded and centrally managed and funded projects. It is an interrelated program for developing, prioritizing, and funding FSRM projects at Marine Corps Installations. In some special cases FSRM projects may be approved for USMC requirements outside USMC installations.

(2) Limits of Authority. Approval authority limits for O&MMC funded facilities projects at HQMC and Marine Corps Installations are listed in enclosure (2). The dollar amounts listed are the total funded project costs (real property costs).

c. Fund Sources and Classification of Work. Facilities projects are financed from one of three broad categories of funding sources. See enclosure (3) for details on what work is funded as real property or RPIE, vice funded as PP/CE.

(1) Appropriated Funds. Through specific legislation, Congress provides appropriated funds. Examples include MILCON appropriations, O&M appropriations, and appropriations for procurement.

(2) Non-appropriated Funds (NAF). NAF consist of cash and/or other assets received from sources other than that appropriated by Congress. Examples include revenues generated from retail sales, private funds received from non-government



entities, and public funds from governments other than the United States of America.

(3) Navy Working Capital Fund (NWCF). NWCF are generated locally through the sale of products and services (generally industrial). The principal working capital fund in the DON is NWCF.

d. Special Considerations

(1) Combination Projects. Projects which include a combination of construction, or repair, shall be separated and submitted as individual projects. The approval authority for each type of project shall apply. If a project that includes construction is so integrated as to preclude separation, the entire project shall be submitted as a construction project.

(2) Incrementation. Incrementation is the repair, improvement, or construction through several projects or through multiple funding sources in an attempt to circumvent statutory or regulatory requirements. This includes funding of multiple projects without making the appropriate notifications, receiving the required approvals, or using one or more unauthorized funding sources. See enclosure (3) for the USMC policy on phasing and incrementation.

(3) Phasing. Large sustainment projects may be phased to assure efficient use of available resources. Phasing of minor construction projects is strongly discouraged. Phasing may permit accomplishment of the most urgent portion of a project within available funds; however funding limits will apply to the sum of all the phases. See enclosure (3) for the USMC policy on phasing and incrementation.

(4) Self-Help. DoD policy states that construction, repair, maintenance, and operation of real property must be accomplished through the most economic means available and be consistent with military and statutory requirements. To support the morale and retention of Marine Corps personnel, there is a continuing need to enhance the habitability of unaccompanied personnel housing and improve personnel support, welfare, and recreational facilities. A Self-Help Program can make such improvements using military personnel for maintenance, repair, alterations, and new construction. In regards to facilities projects, military engineering and construction units (military labor) should be utilized, when able, to perform the aforementioned activities as they are not a funded cost except

when their travel and per diem is in support of a specific project. See enclosure (3) for details.

(5) Code and Regulatory Requirements. All projects shall incorporate the most current codes and regulatory requirements to the maximum extent practical and within the legal limits identified in enclosure (2). Large capital energy investments that involve the replacement of installed equipment (or involves a general repair, restoration, addition, extension, alteration, or expansion) should employ the most energy-efficient designs, systems, equipment and controls that are life cycle cost-effective.

(6) Demolition-specific Requirements. The installation must ensure that demolition is coordinated between tenants that occupy a facility planned for demolition and the installation staff (to include facilities and communications). This will ensure that all stakeholders are aware of any active networks or systems in the building prior to the tenant vacating and will allow the communications office to prepare the facility for demolition. This preparation must be completed prior to the contractor arriving on site to conduct the actual demolition. This requirement shall be completed to ensure that classified systems and other networks used For Official Use Only are no longer active when exposed to personnel not authorized to have access to the network(s).

e. Facilities Projects Program List. Special programs have been established to satisfy specific requirements and include the following:

(1) Locally Managed Maintenance, Repair, and Repair Projects (M1). Maintenance and repair covers work to preserve, repair or replace deteriorated components of a facility, to its existing designated purpose. The repair and maintenance funded at the installation/activity is called M1 work or M1 projects. See enclosure (2) for the funding thresholds associated with M1 work/projects. M1 maintenance will always be categorized as sustainment. M1 repair projects will be categorized as either sustainment or R&M, see enclosure (3) for details regarding the classification of repair work and when it is categorized as sustainment or R&M.

(2) Locally Managed Minor Construction Projects (R1). Minor construction projects cover work to build a new facility, or alter an existing facility that falls below the MILCON funding threshold. The construction funded at the

installation/activity is called R1 work/projects. See enclosure (2) for the funding thresholds associated with R1 projects. R1 projects are categorized as R&M. See enclosure (3) for details regarding the classification of construction work.

(3) Centrally Managed Repair Projects (M2). Repair projects cover work to repair a deteriorated facility or to repair or replace deteriorated components of a facility in order to restore them to their existing designated purpose. Repair projects that exceed the installation/activity commander's authority are called M2 projects and are funded from the CMP. See enclosure (2) for the funding thresholds associated with M2 projects. M2 projects are categorized as either sustainment or R&M. See enclosure (3) for details regarding the classification of repair work and when it is categorized as sustainment or R&M.

(4) Centrally Managed Minor Construction Projects (R2). Minor construction projects cover work to build a new facility, or alter an existing facility that falls below the MILCON funding threshold. Construction projects that exceed the installation/activity commander's authority are called R2 projects and are funded from the CMP. See enclosure (2) for the funding thresholds associated with R2 projects. R2 projects are categorized as R&M. See enclosure (3) for details regarding the classification of construction work.

(5) Energy Investment Program (EIP). EIP is designed to provide funding for energy related projects, requirements, and mandates within repair and/or minor construction limitations. All EIP projects are funded from the appropriations for R&M but include repair and minor construction of real property. These projects are called M2 projects or R2 projects based on the work classification of the particular EIP project. All EIP projects are funded from the CMP. There is no minimum funding limit required to submit an EIP project, unlike non-EIP M2 and R2 projects. ADC LF/COMMCICOM provides policy on the details of the EIP program.

(6) Demolition Program (DEMO). DEMO projects demolish excess or uneconomically repairable facilities. Installations shall submit projects during the annual MCICOM on-site project validation. All DEMO projects are funded through the CMP. DEMO is considered repair and is classified as M2, unless it meets the criteria for construction as identified in enclosure (3), in which case it will be included with an R2 construction project as appropriate.

(7) Environmental Protection and Pollution Abatement Program. Work classifications in this program include both environmental repair (FSRM Special Program code "ME") and environmental minor construction (FSRM Special Program code "ENV"). The funding authority is the same as for regular M2/R2 projects, see enclosure (2). See Marine Corps Order (MCO) P5090.2 for all environmental project requirements and processes.

f. Fraud, Waste, and Abuse Prevention

(1) With the increase in volume of high dollar value projects, there must be an emphasis to prevent Fraud, Waste, and Abuse (FWA). In the past, FWA has been largely attributed to an agency's lack of internal controls. The Marine Corps' FSRM programs must establish or strengthen controls to address potential FWA problems such as:

(a) Lack of adequate and proper facilities maintenance resulting in untimely and costly repairs or replacements.

(b) Classifying construction as repair to use non-construction funds to do construction (R1/R2) projects.

(c) Incrementing construction to avoid MILCON planning and programming.

(d) "Gold plating" or procuring more goods and services than needed.

(e) Paying unreasonable prices for goods and services.

(f) Failing to consider life-cycle cost in planning and acquisition strategy.

(2) The installation commander will ensure the Facilities Projects Program complies with FWA requirements contained in MCO 5200.24. These directives provide policies and procedures to:

(a) Establish and maintain accounting and internal control systems over all funds, property, and other assets for which the command is responsible. This will ensure that obligations and costs comply with all applicable laws; all funds, property, and other assets are safeguarded against waste,

loss, unauthorized use, or misappropriation; and revenues and expenditures are recorded and properly accounted.

(b) Annually evaluate and report on the internal control system per MCO 5200.24 as to their effectiveness and, if applicable, to provide a plan of corrective action.

ADC LF/COMMCICOM reserves the right to conduct project reviews to ensure compliance with the above requirements.

## 2. Project Requirement Identification, Documentation and Approval

a. Project Requirement Identification. There are several ways that project requirements may be initially identified. However, all project requirements, once identified, shall be entered in to the Marine Corps' Computerized Maintenance Management System (CMMS). The initial means of identifying project requirements could include, but are not limited to:

(1) Life/Health/Safety (L/H/S) deficiencies.

(2) The PM schedule.

(3) The MEP and LRMP.

(4) The facility's FCI based on a facility condition assessment:

(a) MCICOM provides guidance and resources for conducting facility assessments to the installation as well as through centrally funded assessments.

(b) Once the assessment is uploaded into the appropriate sustainment management system, work items generated provide a starting point to develop a project.

(5) Local repair that cannot be completed by installation FSRM work force due to lack of labor resources or exceeds government charge card limits.

(6) Excessive local repairs based on analysis of work orders generated through the CMMS.

(7) For chronic facility issues, a history of work orders should be presented with project documentation during the project validation process.

(8) The Installation Master Plan.

(9) Disproportioned utility costs due to degradation of a utility or a part of a utility housed within the facility for which the project is being developed.

(10) Facility manger inspections.

(11) New missions.

(12) Code or regulation changes.

(13) Occupant complaints.

(14) Indefinite delivery, indefinite quantity (IDIQ) service contractor request.

b. Project Requirement Approval and Project Generation

(1) Requirements that exceed the work normally completed on a work order by the local maintenance personnel shall be reviewed by the local Work Induction Board (WIB). The WIB will review the requirements and confirm the work is of project level scope. If the requirement is found to not be of project level scope it may be approved to be performed by local maintenance personnel or it will be disapproved and returned to the customer. Once a project requirement is approved a high-level cost estimate shall be developed to determine the appropriate means of execution as either a locally funded FSRM project or a CMP funded FSRM project according to the thresholds identified in enclosure (2). Similar work may be contracted together to achieve economies of scale. All projects should be consistent with the installation master plan.

(2) Project Approval and Prioritization Factors. A project shall be reviewed and prioritized against all known requirements and at all levels based on its:

(a) Urgency of L/H/S deficiency.

(b) FCI.

(c) MDI.

(d) Economic savings or potential future costs.

(e) Externally or higher directed criteria such as state or county regulation, national building code, CMC program, etc.

(f) Operating Force/Tenant priority (installation level).

(g) Installation overall priority.

(h) MEF Priority (region level) or HQMC Department priority (specific to National Capital Region).

(i) Ability to be executed in a timely manner (coordinated with contracting office on a regular basis).

### (3) Locally Funded Projects

(a) Projects identified for local funding and approved by the installation will have the project scope and estimate further developed and submitted to be prioritized by the WIB at the Facilities Maintenance Department or Public Works Office and incorporated into the annual MEP or LRMP as appropriate. Larger repair and construction projects shall be reviewed and prioritized by the Installation Planning Board (IPB) and, if approved, incorporated into the annual MEP or LRMP and submitted to ADC LF/COMMCICOM if appropriate (see 2b(4) for projects funded by the CMP). For a project requirement whose cost estimate exceeds the local commander's authority and is of such high priority and urgency it they cannot be delayed, a One Time Authority (OTA) request may be submitted by the installation to ADC LF/COMMCICOM for review and approval for the use of local funds. OTA requests are submitted through the Facilities Integration (FI) Website. Local projects submitted for OTA, if approved, should then be incorporated into the annual MEP or LRMP as appropriate.

(b) Programming of a local project begins after development of the annual MEP. Within the MEP, the local FSRM budget controls are calculated as the discretionary amount remaining after calculating the amount needed for non-discretionary requirements such as recurring contracts and shop materials.

(c) A quarterly execution plan is created from the MEP and projects are phased according to prioritization in paragraph 2b(4). Local requirements such as NEPA, site approval, pre-award technical package (for contracted work),

permitting, etc. shall be completed in accordance with local procedures.

1. M1 projects: Once local projects have exhausted the budget the backlog of unfunded projects shall be added to the LRMP as appropriate.

2. R1 projects: Once local projects have exhausted the installation's construction budget (limited to four percent of the annual FSRM funding allocated) the remaining projects are maintained on an installation unfunded project list and re-prioritized at the IPB with the following year's construction projects.

3. IDIQ Service Contractor: Requests that are reviewed by the WIB, and approved, are processed as a task order and programmed into the current FY quarterly spending plan due to the immediate impact to mission or equipment. Service contract IDIQ work is typically repair work for HVAC, fire protection, water and sewer equipment, elevators, etc.

(d) WIB's are highly recommended on a weekly basis in order to reprioritize emergent requirements that require project work, de-conflict local work between various executing sections (such as the Facilities Maintenance Section, Facilities Service Contracts Section, or Public Works), and to make budget based decisions.

(4) Centrally Funded Projects. Projects approved by the installation but whose cost exceeds the installation commander's authority should be added to the LRMP and then submitted to ADC LF/COMMCICOM for annual onsite validation and, if approved, prioritization for funding. Paragraph 3 contains the specific CMP funded project requirements.

(5) Updates to Project Documentation Requirements and Real Property Systems

(a) The following documents should be reviewed and updated before and after any project is performed to repair, alter, or construct a real property facility:

1. Building drawings, blue prints, and As-Built drawings.

2. DON RPI property record cards to include:



- improvements.
- a. The reflection of the value of any
  - b. Accuracy of floor plans.
  - c. Correctness of building condition codes.
  - d. PRV is current based on accurate system data.
  - e. Accuracy of FCI based on the most recent facility assessment and its record as captured in the appropriate SMS, as applicable.
  - f. Accuracy of the MDI.
  - g. Notes are updated to include completed and planned projects and reports.

3. DON RPI Facility Planning Documents (FPDs) should be updated to reflect the current situation and new or enduring requirements through the Basic Facility Requirements (BFRs).

(b) The following authoritative Marine Corps systems should also be reviewed and updated before and after any project is performed to repair, alter, or construct a real property facility:

- 1. Installations Geospatial and Information Services (IGIS) System.
- 2. CMMS.
- 3. SMSs.
- 4. RPI Database.

c. Project Coordination

(1) Regardless of the level at which a FSRM project is funded, the installation is responsible for ensuring that FSRM requirements and procedures are coordinated between all offices with a facilities management responsibility at the installation, regional, regional, and headquarters level and that all PP/CE requirements are accounted for appropriately in the programming process. This may require coordination with one or more

stakeholders at the installation through headquarters level. This includes, but is not limited to:

- (a) Audiovisual.
- (b) Fire protection equipment.
- (c) Furniture, furnishings, and equipment.
- (d) Mess hall equipment.
- (e) Physical security equipment.
- (f) Range and training equipment.
- (g) Telecommunications and IT equipment.

(2) See Appendix 3A in enclosure (3) of this document for additional PP/CE items that must be coordinated with an FSRM project (not all-inclusive).

3. Centrally Managed Program Specific Requirements. Projects funded in the CMP are approved in line with the definition of a project in paragraph 1, as one project per real property facility. Each facility project should be analyzed, planned for, and justified individually. Multiple facility repairs or improvements in the same facility will be approved by ADC LF/COMMCICOM by exception only.

a. Planning and Identification

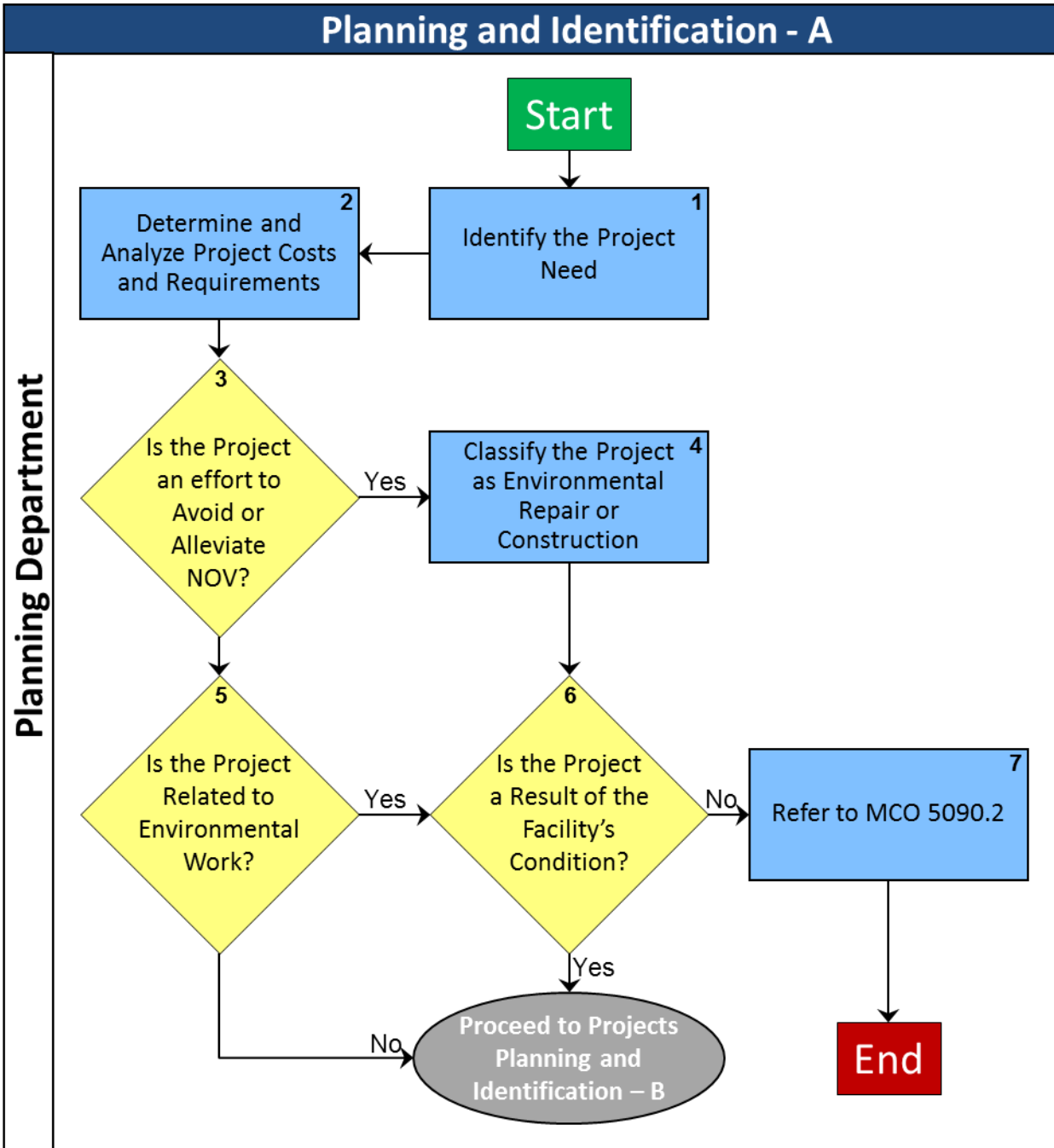
(1) Planning and programming are administrative steps that involve projecting requirements and allocating resources to the highest priority needs. These actions are generally carried out at the installation, region, and the ADC LF/COMMCICOM levels. The purpose for these steps is to provide a mechanism for making the most urgent investment decisions concerning real property facilities.

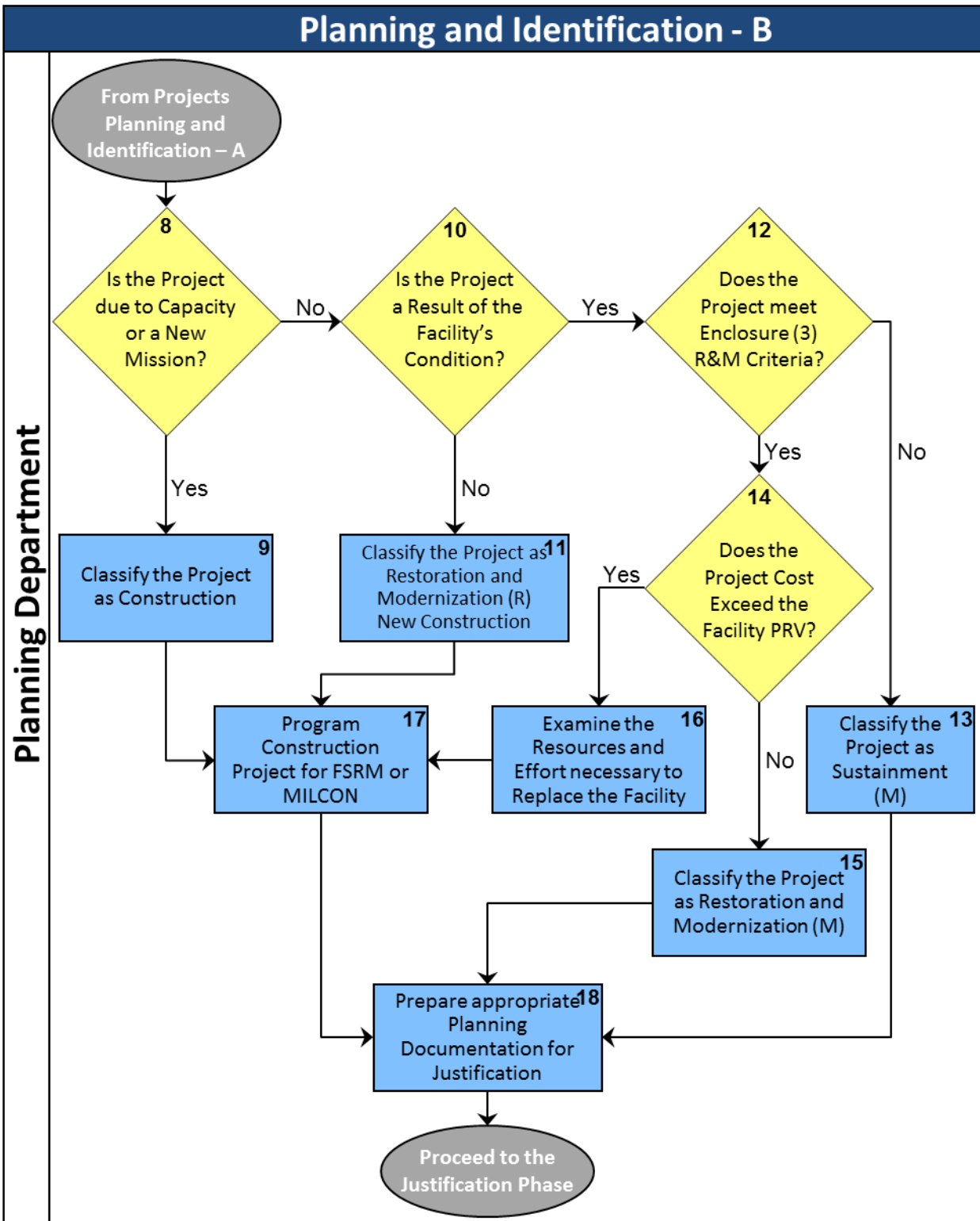
(2) The following figure depicts the high-level phases of the FSRM Projects process.

(3) The HQMC Facilities Projects Program balances the Marine Corps decentralized operation and maintenance of real property facilities with appropriate ADC LF/COMMCICOM oversight to ensure consistency and program integrity.



(4) The following figures illustrate key steps in the process for planning and identifying a project requirement before identifying a project for a specific funding program. Once FSRM is determined to be the appropriate program the project moves into the justification phase.





b. Justification. All projects should be inducted into the work order management process. Service requests for all project work should be entered in the Marine Corps' CMMS and presented with the required project documentation during project validation. For chronic facility issues, a history of service requests should be presented with project documentation during the project validation process. Economics must be justified, preferably through a cost-benefit analysis, and approvals granted per the thresholds identified in enclosure (2). Paragraph 2a contains additional means to identify and justify a project. Specific to the CMP project submission and beyond the requirements identified in paragraph 2b(3), see paragraph 3d for all the documentation requirements for each project submission.

c. Project Identifiers

(1) Each project must be assigned an identification number. These identification numbers are recorded on the project documentation. Approved projects will carry the same project number through to completion of the project. Non-approved projects should be assigned a new project number when re-submitted for future consideration.

(2) Activity identification is accomplished by a two-character alpha code identified in enclosure (1). These two alpha characters are the first two letters in the project number. After the two-character alpha code, a four-digit numeric series of project numbers is developed. The first two numbers in the four-digit series denote the last two digits in the FY program for which the project submission is made. The last two digits of the four-digit series are used to sequentially number projects within each category of work. When the total number of M2 or R2 projects proposed for the program exceeds 99, the four-digit numeric code in the project number will be increased to five numeric digits for those projects numbering above 99 only. For example, the project numbers assigned to projects following PE2299M will be PE22100M, PE22101M, PE22102M, etc.

(3) After the four-digit numeric series, a single character alpha code will indicate the category of work. "M" will designate repair and demolition projects and "R" will designate minor construction projects. Environmental M2 and R2 projects will be identified in accordance with MCO 5090.2.

(4) Each project will also be given a Project Title. Project titles must specifically identify the facility function,

facility number as recorded in the DON RPI, and the type of work to be done. Construction project titles shall include terms such as "addition", "extension", "alteration", "improvement", and "expansion", as appropriate (e.g., "Expansion of Mess Hall, Building 43"). Repair project titles shall include the terms "repair" or "replace" as appropriate; less specific terms such as "rehabilitation" or "renovation" shall be avoided. Demolition projects shall include the term "demolish."

d. Documentation Requirements

(1) Project documentation is a critical step with three principle objectives. First, documentation provides a methodology for addressing all factors related to the facility requirement including operational, technical, financial, legal, environmental, and social concerns. Second, it provides a vehicle for obtaining, when required, approval and/or funding. Lastly, documentation provides a record of what actions were taken to address a particular facility requirement and how those actions were funded.

(2) The installation is responsible for ensuring all required documentation is complete and accurate prior to requesting authority to advertise. The installation shall retain a copy of all required project documentation, correspondence, approvals, and authorizations (see enclosure (2)) in their project files in accordance with reference (n). Installations will have documentation available for review upon request by ADC LF/COMMCICOM.

(3) A list of required documentation for all projects presented for approval and execution in the HQMC Facilities Projects Program is listed on the FI Website or the Installation & Logistics (I&L) SharePoint. The following paragraphs identify the minimum documentation requirements.

(a) DD Form 1391

1. A completed DD Form 1391 is required for all projects. Despite the title of the form, the "Military Construction Project Data", DD Form 1391 is the primary format to document O&MMC funded facilities projects. Appendix 5A contains a sample of a DD Form 1391 and DD Form 1391c (the continuation sheet). When construction projects are combined with repair, and the type of work is separable, a separate DD Form 1391 shall be completed for each type of work and cross-referenced. Each DD Form 1391 must be endorsed by the commanding officer, staff civil engineer, or public works

officer as the responsible official and the document shall provide the date of signature. Each DD Form 1391 should contain the following information:

2. Project Scope

a. The requirement associated with satisfying a facility deficiency makes up the project scope. The project scope must include all work necessary to produce a complete and usable facility, a complete and usable portion of a facility, or a complete and usable improvement to a facility.

b. Facility projects encompass a single real property facility or utility. All work associated with meeting a requirement in a particular facility must be incorporated in the project scope. Where multiple projects are contemplated in a single real property facility, see paragraphs 1c and 2c(4) in enclosure (3).

c. Properly identifying the project scope is independent of the selected method(s) of accomplishing the work. If the selected method of accomplishment is a construction contract, then appropriate consideration should be given to the proper scope of the contract. There is, however, no direct relationship between contract scope and project scope.

d. Certain design criteria is triggered when a repair project exceeds a designated percentage of the PRV. Project scopes that exceed 75 percent of the PRV of the facility will require additional justification to include an economic analysis and mission impact statements. Projects exceeding PRV should be considered for programming as MILCON.

3. Project Justification. Each project must be justified on the basis of mission, life-cycle economics, health and safety, quality of life, or some combination of the above criteria. The need for a proposed project must be supported by verifiable cost data or other supporting documentation, and an adequate description of the requirement in the narrative portions of the project documents.

4. Project Technical Solution. The proposed solution to a facilities requirement must withstand critical review by competent technical experts. Technical solutions should address concerns for reliability, maintainability, constructability, life cycle cost, sustainable design considerations, and safety. When applicable, technical solutions must also address concerns for legal compliance,

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energy conservation, environmental compliance, and the use of unproven technologies. In all cases, the benefits resulting from the technical solution must be weighed against the cost. Installations are responsible to ensure proper technical reviews are performed. ADC LF/COMMCICOM may perform technical reviews. Installations will be notified if reviews are necessary.

5. Associated Unfunded Costs. The DD Form 1391 will clearly identify any associated non-FSRM costs that are required to make the facility complete and useable. These costs include, but are not limited to, collateral equipment, audiovisual requirements, and other associated non-FSRM costs. See Appendix 3A of enclosure (3) for a listing of PP/CE not funded by the FSRM program. It is the installation's responsibility to ensure all funding requirements have been coordinated.

(b) NAVFAC Form 11013/7. Cost Estimating Form, NAVFAC 11013/7, or a similar form shall be used in submitting cost estimates for all special projects. Cost estimates shall be sufficiently detailed to permit accurate determination of scope of work required, appropriate level of approval authority, and adequacy of requested funds. Lump Sum (LS) shall be avoided except for contingency, which shall be included. Cost estimates shall be prepared in accordance with Appendix 4A.

(c) Life, Health, or Safety-Threatening Documentation. Projects that involve correction of L/H/S-threatening facility deficiencies shall have documented justification signed by the cognizant authority with an Occupational Safety and Health Administration (OSHA) specific Risk Assessment Code. Documentation must be endorsed with the Public Works Officer signature. Projects to correct L/H/S deficiencies in real property facilities for an immediate threat to life and health should be submitted as an out-of-cycle project per the instructions in paragraph 3f(6).

(d) External Requirements Documentation. Projects, or specific aspects of a project, that are required to satisfy some external requirement should be clearly documented. Examples of these requirements include, but are not limited to CMC programs and directives, other DON, DoD or higher program or directive, and local government requirements such as state, county, or city codes.

(e) Economic Analysis. A formal net present value life-cycle economic analysis is required for all repair projects



with an estimated per facility cost greater than \$5 million. The PRV, as listed in the DON RPI, multiplied by 1.25 (to allow for demolition and other related costs) can be used as the replacement value of a facility when developing an economic analysis. Repair projects whose scope exceeds 75 percent of the PRV of the facility will require additional justification to include an economic analysis and mission impact statements. Results of analyses are to be submitted with other required documentation during the on-site validation. An economic analysis, although not required for projects costing less than \$5M, are highly encouraged and may justify validation or future funding of the project when submitted on the Contract Advertisement Forecast (CAF) as described in paragraph 4. This analysis should demonstrate clearly any costs that will increase if the project were to be delayed, if delaying the project would cause deterioration of other assets (real property/RPIE or PP/CE), or if the project is self-amortizing within 10 years.

(f) Facility Planning Document. The FPD, as captured in the DON RPI, is the primary tool for demonstrating continuing military need of the facility. BFRs shall be utilized to update the FPDs to reflect the current situation and new or enduring requirement. See reference (e) for more details on the FPD and its use.

(g) Property Record Card (PRC). The PRC, as captured in the DON RPI, is the primary tool for demonstrating ownership and maintenance responsibility of a facility. See reference (e) for more details on the PRC and its use.

(h) Site Location Maps. Site location maps, when appropriate, should show pertinent physical features, such as distances from the proposed improvement to existing structures and utility systems, proposed utility systems, and road extensions pertinent to the project.

(i) Site Approvals. Site approvals are required for the following: construction of new real property facilities, relocation of facilities at installations, and changes in the basic function of a facility resulting in a change in the three-digit category code. Requests for site approval (NAVMC 11069) shall be completed in accordance with reference (e).

(j) National Environmental Policy Act (NEPA). All facilities projects will have required NEPA documentation regarding categorical exclusions, environmental assessments, or environmental impact statements. The project documentation will

not be complete without this information, and the ADC LF/COMMCICOM representative will not validate the project during the on-site visit without a draft copy of this documentation at a minimum. Installations not on property owned by the government of the United States (i.e., Japan, Korea, etc.) must submit the appropriate environmental impact review form in lieu of NEPA documentation.

(k) Environmental Violations. See MCO 5090.2 for documentation requirements for projects that correct an environmental violation.

(l) Demolition-Specific Documentation

1. All demolition projects must have the appropriate fields populated in the disposal tab on the PRC in the facilities module of the DON RPI. Fields that must be populated and updated include:

a. Excess Declaration Date: The calendar date the declaration of excess for a real property asset was signed (if applicable)

b. Disposal Programmed Fiscal Year (FY): The FY that the real property asset's disposal is expected.

c. Disposal Method Code: A code identifying the disposal method used for disposal of the Department's interest in the real property asset (most likely Demolition (code "DEMO"), Lost by Disaster/ Act of Nature (code "LOSS"), etc.).

d. Disposal Status Code: A code used to track status of a real property asset disposal action (Awaiting DEMO, Declaration of Excess (code "DOE"), etc.).

e. Disposal Program Fund: A code used to identify the primary fund type paying for the disposal of the real property asset (For this program, 1106 is used for O&MMC. If a facility is to be demolished in the footprint of a MILCON Project it must be funded by that appropriation, the correct code would be 1205 for MILCON, Navy and Marine Corps).

2. Partial demolition of facilities (whether linear structure or not) are still required to populate the DON RPI disposal tab if the entire facility will eventually be disposed of. The Disposal Programmed FY should be entered for

the planned FY of the final disposal. The amount of unit of measure that is demolished prior to the final facility disposal should be reflected in the DON RPI by removing the appropriate unit of measure upon completion of the partial demolition.

3. Example: A 3,000 lineal foot steam line is planned for demolition in phases. 1,000 lineal feet of a steam line are planned for demolition in FY10 and another 2,000 lineal feet are planned for demolition in FY16. FY16 must be entered for the Disposal Programmed FY since that will result in complete demolition of the facility. After the first demolition project in FY10 is completed, the PRC must be updated to reflect 2,000 lineal feet that remain on the lineal structure. For partial demolition of a facility that is not planned for complete disposal, the appropriate notes should be made on the PRC and FPD and the unit of measure amount should be updated upon completion of the partial demolition.

(m) Additional Supporting Documentation

1. In addition to the requirements listed above, projects should be supported with studies, photographs, single line sketches, charts, maps, and drawings to the extent necessary to fully communicate the location, scope, complexity, unusual costs, and urgency of the project. These documents, which supplement the narrative description of the project, will often reduce review time and expedite project approval and funding.

e. Updated Documentation Requirements. After the submission of the initial project documents, installations will provide revised DD Form 1391 for each project in which the project cost has changed by 10 percent or more during design to reflect the updated cost of the final project plans, specifications, and engineering estimates. The revised DD Form 1391 should be provided using the Project Update Request (PUR) application on the FI Website. Any other documentation identified during on-site validation as a requirement or documentation identified and developed after on-site validation should also be submitted via PUR.

f. Project Validation

(1) Projects whose cost exceeds the installation commander's authority, as listed in enclosure (2), must receive approval by ADC LF/COMMCICOM. An annual on-site validation of these projects is conducted by a representative to each

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installation during the first and second quarters of each FY to survey projects proposed for execution in FY+2. Prior to the validator coming on-site, each installation must enter all projects being presented for validation on the FI Website (new project application). Each project will be surveyed using the most validation forms as posted on the website. The validator will review and validate all projects that are submitted beyond the installation commander's authority. The validation will include verification of:

- (a) Proper classification of government property, see enclosure (3).
- (b) Proper classification of work, see enclosure (3).
- (c) Proper source of funds.
- (d) Adequacy of the technical solution.
- (e) Completeness of scope and cost estimate.
- (f) Adequacy of economic analysis (when required).
- (g) Compliance with the Shore Facilities Planning System (SFPS) (accurate BFR and FPD).
- (h) SFPS reflects a delta/deficiency in the appropriate unit of measure in the category for all minor construction (new footprint only) and that the proposed project is aligned to the master plan.
- (i) Safety compliance.
- (j) NEPA compliance .
- (k) DON RPI reflects a deficiency in the quality of the facility (fair/poor facilities are targeted for sustainment; poor/failing facilities are targeted for demolition as appropriate).
- (l) The installation commanders are responsible for the validity and accuracy of facilities projects prepared for their installation, including satisfying requirements for site approval such as explosive or airfield safety (see reference (e)) and earthquake safety investigation (see UFC series 3-300 Structural and Seismic Design).

(2) Validation Forms. Current validation forms for repair, minor construction, and demolition projects can be obtained from the FI Website. Installations will complete the heading of each validation form for each project and provide the form to the validator.

(3) Year of Execution. Projects validated will normally be planned for execution two years from the year of validation. Under extenuating circumstances, the validator will validate out-of-cycle projects for near term execution (see paragraph 3f(6)). Projects will be numbered to reflect planned year of execution (see paragraph 3c).

(4) Approval of FSRM Projects. The validator surveys major repair, minor construction, and demolition projects during on-site validation (see paragraph 1e). EIP projects will not be presented or validated on-site unless special arrangements are made prior to the visit. The ADC LF/COMMCICOM EIP program manager receives the submitted projects from all the installations and reviews them through the FI Website. Installations are notified of projects approved for design and funding during the current FY by message. Projects not selected and authorized for design or funding in one FY must be renumbered and resubmitted for consideration in future year programs.

(5) Notification of Validation Results. Following the on-site validation, ADC LF/COMMCICOM will transmit, via the FI Website, a list of reviewed projects with their validation score and provide initial authority to design projects that meet the minimum approval scores (adjusted as required and displayed on the validation score sheets in the FI Website). ADC LF/COMMCICOM may approve additional projects and provide authority to design upon completion of the validation schedule by the end of the third quarter.

(6) Out-of-Cycle Projects

(a) Out-of-cycle projects are those projects submitted either between annual on-site validation visits or for execution prior to the timeframe of the on-site validation visit. An out-of-cycle project shall be submitted only when at least one of the following criteria is satisfied:

1. The project is urgently required to support a change in mission.

2. Restoration is required immediately because of a natural disaster or similar act or circumstance beyond the control of the installation commander.

3. The project is self-amortizing within three years following the completion of the project (appropriate documentation is provided).

4. A hazard to life and property equating to the OSHA RAC I exists and cannot be corrected without the requested project.

5. The project is urgently required due to an unforeseen requirement that jeopardizes continued use of the activity unless a corrective project is initiated.

(b) The request for approval of an out-of-cycle project shall include all required documentation, a detailed explanation of the circumstances generating the requirement, and the following statement: "Project is submitted for approval as FY ( ) out-of-cycle project pursuant to MCO 11000.5, enclosure (5), paragraph 3f(6), appropriate reason stated from paragraph 3f(6)(a)". The appropriate FY, the MCO's current edition revision letter, and subparagraph number from 3f(6)(a) should be incorporated in the statement.

(c) Out-of-cycle projects that meet the criteria outlined in the list above shall be classified as restoration and modernization projects, see enclosure (3).

(7) Assistant Secretary of Navy (Energy, Installations, and Environment) Approval

(a) Repair projects over \$7.5 million must receive an additional approval by the ASN EI&E. These repair projects must be consistent with force structure plans, be more cost effective than replacement, and an appropriate use of O&M funds. These projects require congressional notification in addition to approval by the ASN EI&E. Once notification is made, there is no waiting period required before awarding the project, see section 2811 of reference (a).

(b) Projects requiring ASN EI&E approval and congressional notification should be submitted as part of the validation process with all other projects that exceed the installation's funding authority. ADC LF/COMMCICOM will forward the project to the ASN EI&E and indicate in the endorsement the FY (or years in the case of phased projects) in which the

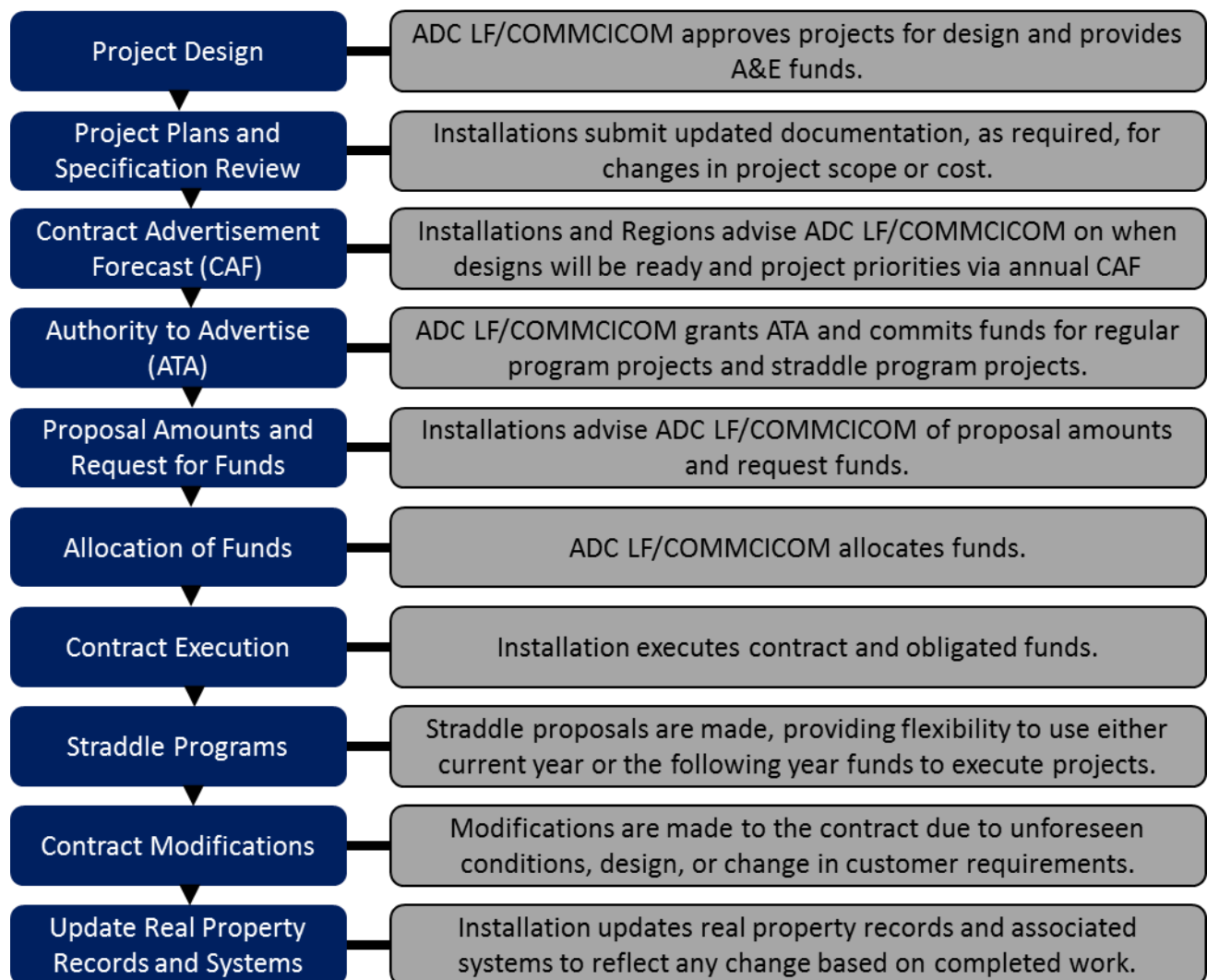
project is planned to be funded. Notification of approval will be posted on the FI Website.

#### 4. Project Execution Process

a. Execution Sequence for Locally Funded Projects.  
Projects approved by the installation will be funded in accordance with local processes or installation orders. See paragraph 2b(3) for more information on general work flow for local projects.

#### b. Execution Sequence for CMP Funded Projects

(1) After validation, execution of the program follows these general steps:



(2) Key steps in the process are discussed in the following paragraphs.

(3) Project Design. ADC LF/COMMCICOM will coordinate with the regions to identify A&E design funds required to design approved projects prior to the CAF submission. After the Marine Corps-wide validation process, program execution begins with notification from ADC LF/COMMCICOM of the projects approved for A&E design. This notification will normally be sent during third quarter of the FY. Installations may execute design contracts upon notification of the projects approved for the program. A&E funds are not provided for specific projects and may be used for any approved FSRM project.

(4) Project Plans and Specifications Review (PP&S). Certain approved projects will require the review of their PP&S or a submission of updated PP&S by the MCICOM Region. The determination of whether or not a project requires a PP&S review or update is based upon the scope of work and other project data provided on the DD Form 1391. The supporting ADC LF/COMMCICOM or their supporting region will notify the installation which projects are required to undergo PP&S review. Project updates are submitted via the project update module by the installation through the FI Website.

(5) Contract Advertisement Forecasts. A forecast of when projects will be ready for contract advertisement shall be provided by each activity annually by 15 October by each installation/activity and by 15 November by each region each year. The total CAF submission will be used to identify the projects approved for the regular program as well as the straddle program. In submitting the forecast, Installations shall provide the most updated CWE, when the project is planned to be accepted by the contracting agency for contract award—called the Design Release Date (DRD), when the project is planned to be awarded—called the Expected Award Date (EAD), the relative priority of each project, and any associated unfunded costs (see paragraph 2c). Each program (Sustainment, R&M, DEMO, EIP, and Environmental) shall be prioritized and listed separately. If the project's CWE is greater than 10 percent of the approved cost as displayed on the DD Form 1391 in the FI website, a new DD Form 1391 will be required, via a project update request on the FI Website, before the project can be listed on the CAF. Submission of the CAF will also be via the CAF application of the FI Website.



(6) Authority to Advertise. ADC LF/COMMCICOM will use the CAFs information and other information captured in the FI Website to include correction L/H/S deficiencies, FCI, MDI, higher or externally directed work, and economics to determine which projects will receive authority to advertise. Funds will then be committed in the amount of the government estimate and held in reserve at the headquarters level. The committed amount may not exceed 10 percent of the original government estimate without additional approval from ADC LF/COMMCICOM. Requests for approval of increased amounts will be submitted via a PUR in the FI Website and include a revised DD Form 1391 detailing the new government estimate and addressing any change in scope. Additionally, a justification for the cost increase and a detailed cost estimate may be required on a project-by-project basis and the installation may be required to identify another project of equal or greater value to defer from the current year program to cover the cost increase. If authorized projects are not advertised within the time period specified, the funds committed to the project may be withdrawn and the project canceled from the execution schedule. Installations will update DRDs and EADs for all projects granted authority to advertise if there is any change via the Contracting Dates Utility on the FI Website. Actual funding shall be provided upon receipt of a confirmed contract cost, called a proposal, in the form of a low bid or negotiated amount.

(7) Low Bids and Request for Funds. Once the confirmed low bid or negotiated contract amount has been determined, the installation may request funds for contract award using the Request for Funds module of the FI Website. For project proposals that exceed 10% of the amount authorized for advertisement, a justification for the cost increase shall be provided and the installation may be required to identify another project of equal or greater value to defer from the current year program to cover the cost increase.

(8) Allocation of Funds. The ADC LF/COMMCICOM receives the request for funds and processes once reviewed. Funds are released from CMC (Programs and Resources) to ADC LF/COMMCICOM for release to the region. The MCICOM region will release funding to supported installations immediately upon receipt.

(9) Contract Execution. Installations receive funding and execute a contract by obligating through their local or regional contracting office. A project is executed once the funds are awarded/obligated on a contract by the contracting

office. The date the project is planned to be awarded on a contract is the EAD.

(10) Regular Program. Projects authorized in the regular program shall have a scheduled proposal opening date from 1 September-30 June and shall have at least a 60-day proposal expiration period. The number of projects approved for the program is determined by the amount of funding provided by the CMC in the programmed budget. Projects that do not have a contract in place and funding request submitted via the FI website by 30 June in the year of execution become part of the straddle program and should have contract advertisements updated to reflect the requirements defined in paragraph 4b(11).

(11) Straddle Program. Projects authorized in the straddle program shall have a scheduled proposal opening date from 1 July-15 September and shall have at least a 120-day proposal expiration period. These projects have proposals that are valid in two FYs and will straddle the FY if not funded prior to 30 September. This program provides the CMC flexibility of using either current year or the following year funds as they become available. The number of projects approved for the straddle program is determined by the amount of additional funds that are expected to be available and must have received proposals and have contracts in place that are available to be awarded/obligated before the FY-end.

(12) Contract Modifications

(a) There are three broad categories of contract modification:

1. Unforeseen Conditions. These modifications are beyond the A&E's ability to anticipate.

2. Design. These are changes that have resulted from poor design or lack of design. The A&E may be responsible for some of the additional cost incurred. It is the contracting agent's responsibility to follow-up on design change orders and to investigate A&E liability.

3. Customer Requested. These are changes that the activity requests to be made to the contract. Many times these changes could have been incorporated during the design effort and should have been competitively bid with the contract. The CMC highly discourages these modifications and will normally require the activity to fund this type of contract modification

from their local budget. Tenant commands or other customers may realign O&M funding to BSM1, see enclosure (3).

(b) Concerted efforts shall be made to keep contract modifications to a minimum. Contract modification rates will be monitored by the installation, with records retained for review by higher commands or the Inspector General.

(c) When a contract modification is required and the total project costs are above the contingency ceiling that has been authorized, a request for an increase in the contingency ceiling limit must be submitted to the ADC LF/COMMCICOM via the Contract Modification application in the FI Website. The Installation cannot proceed with the change order until the ADC LF/COMMCICOM approves this request and a new contingency ceiling has been established.

(d) Contract modification funding is the responsibility of each installation.

1 If the appropriate local funds are not available, and the modification must be accomplished, the installation should be prepared to reduce project scope in order to fund the required change. Installations may submit a contract modification funding request via the FI Website but funding is not guaranteed. The regional commands are responsible for funding modification requests within their ability before forwarding them for to ADC LF/COMMCICOM for funding. The request will be reviewed by the appropriate regional command and will include the following information:

a. Historical Data. To include the original amount of the contract and year funded, the A&E amount and year funded and the list of all change orders, if any, to include the amount and year funded and which command provided the funding.

b. Current Data. To include the title of the contract modification, the amount and year of funds, the circumstance and justification for the change order, impact if not provided and if A&E liability will be pursued.

2. If the contract modification requires current year funds, the installation may be required to identify CMP funded projects to defer from the current year program to cover the cost of the modification.

(e) The availability of prior year funds is limited. The lack of prior year funds may require deducting work from existing contracts to make funds available for a specific requirement.

(13) Real Property Records and Systems

Following the completion of any major renovation, new construction or conversion project, installations must update the DON RPI, appropriate SMS, SFPS, IGIS System, and any other real property records or systems to accurately reflect the facility condition and completed work.

Appendix 5A

DD Form 1391 And Instructions

1. General Information. Facilities projects documentation must be provided on DD Form 1391. Additional data may be continued on DD Form 1391c. The forms are prepared using the procedures outlined in this Order. The format is intended to enable the systematic preparation of all important data required for design and/or proper review and validation of the project. It is important that all data be factual and complete so that all projects may be judged on the same basis and receive equitable consideration in approval decisions.

2. Directions. DD Form 1391/1391c, blocks 1 through 12, should be completed in the following:

a. Block 1. COMPONENT. Enter USMC as the component (the FY is assumed to be two years after the presentation of the project).

b. Block 2. DATE. Enter date project was prepared or date project was revised.

c. Block 3. INSTALLATION AND LOCATION. Enter installation name.

d. Block 4. PROJECT TITLE. Provide descriptive title of project. Wording should indicate clearly and briefly the type of project and function of the involved facility. Include building or structure number in the title.

e. Block 5. PROGRAM ELEMENT. Enter type of funds to be used for the project (e.g., O&MMC).

f. Block 6. CATEGORY CODE. Enter the five-digit Category Code and four-digit FAC from DoD Facilities Pricing Guide. If a facility is a multi-use facility, use the Category Code and FAC as found on the PRC or the Category Code and FAC with the predominant space usage of the facility. Use the new Category Code and FAC for a project to convert an existing facility or construct a new facility.

g. Block 7. PROJECT NUMBER. Enter the project number.

h. Block 8. PROJECT COST. Enter the estimated project cost. Do not include planning and design cost as part of the

project cost unless it is going to be funded under a "design-build" contract. Do not add in SIOH or related costs unless they are an additional cost to the project (such as utilizing a contracting agent who is not mission-funded for SIOH, i.e. NAVFAC). Show the planning and design costs on the cost estimate form.

i. Block 9. COST ESTIMATES. Enter a summary of the project cost estimate in this block including cost of all phases of work. Show the SIOH, contingency, and planning and design cost in this block. The acquisition of personal property / collateral equipment, funded from appropriations for procurement, O&M, or the capital purchases program, may be shown at the bottom of this block as a non-additive ("NONADD") item (i.e., listed as a lump sum with a cost figure in parenthesis).

(1) a. ITEM Column

(a) List the primary facility, main building, or structure being repaired or constructed. Estimate includes the cost of built-in equipment normally provided as part of the facility.

(b) List the supporting facilities items of construction directly related to and required for the support of the primary facility.

(c) List the subtotal item.

(d) List contingency if not included in the detailed estimate line items, and any appropriate contract administration.

(e) List the total funded cost item.

(f) List the total request item.

(g) List the planning and design cost item.

(h) List the equipment from other appropriations item as non-additive, to include IT equipment. It is recommended to list these appropriates with a specific funding source in order to allow maximum visibility and planning with project stakeholders who need to provide this equipment.

(2) U/M Column. Enter the unit of measure shown in UFC 2-000-05N for each listed item. LS may be used only when there is no specific unit of measure available.

(3) QUANTITY Column. Enter the quantity for each item.

(4) UNIT COST Column. Enter the unit cost in dollars and cents for each item. Lump sum items are shown with a dash.

(5) COST (\$000) Column. Enter the product of the quantity and unit cost columns rounded to thousands of dollars.

(a) Enter the cost of the primary facility without parenthesis. Components of the primary facility should be entered in parenthesis.

(b) Enter the cost of supporting facilities without parenthesis. Components of the supporting facilities should be entered in parenthesis.

(c) Enter the subtotal cost. The subtotal is the sum of primary facilities and supporting facilities costs (sum of numbers not in parenthesis).

(d) Enter the contingency amount if it is not already included in the detailed estimates line items and contract administration costs.

(e) Enter the total funded cost. The total funded cost includes the funded cost of all phases of work.

(f) Enter the total request. This cost is the same as total funded cost.

(g) Enter the planning and design cost. This cost will be a funded cost under "design-build" contracts. This cost is not a funded cost for "design-bid-build" contracts.

(h) Cost of equipment provided from other appropriations should be included in parenthesis.

(i) The total project cost, shown in Block 8, should be the same as total funded cost on the accompanying detailed cost estimate, NAVFAC 11013/7.

j. Block 10. DESCRIPTION OF PROPOSED CONSTRUCTION.  
Provide a brief description of the facility condition and proposed work. Indicate the type of construction materials and real property installed equipment to be replaced in existing facilities. For projects involving additions, alterations, or conversions, describe the changes to be made. All projects shall meet all current codes and requirements (Antiterrorism

Force Protection (ATFP), Fire Suppression, Seismic, Accessibility, American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE), Leadership in Energy & Environmental Design (LEED), Flood Plain, etc.) as appropriate.

k. Block 11. REQUIREMENT. Indicate how much is the "Requirement", and "Adequate" and "Substandard" conditions. This information may be found on the FPD. Additional information may be continued in DD 1391c.

(1) Project. Provide a brief statement on what the project does.

(2) Requirement. Provide the facts as to why the facility is essential to meet current and/or future operations.

(3) Current Situation. Describe the current situation and how the requirement is presently met. Provide the year when the facility was originally completed and type of construction. If the existing facility is deteriorated or outdated, provide specific information that reflects those conditions, including appropriate Commanding Officer's Readiness Reporting System CORRS facility condition ratings. If appropriate, provide photographs and small scale drawings.

(4) Impact If Not Provided. Describe the impact, citing the extent and manner of adverse impact on mission accomplishment if the project is not accomplished.

(5) Other Non-Project Costs. Detail the costs of any ancillary collateral equipment (i.e., computer, audiovisual, or other requirements) related to the project and coordinated with all relevant stakeholders.

(6) Additional Data

(a) Facility Replacement Cost (PRV from the DON RPI).

(b) Hazardous Material. Specify the amount, location and cost for asbestos, lead paint and any other hazardous material removal and disposal.

(c) If required, a summary of the options considered in the economic analysis should be listed. This does not replace the documentation requirement for an economic analysis.



(d) Phasing of a repair project should include the cost of each phase and the FY planned for funding.

(e) Describe any accomplished or proposed military construction or repair project or any NAF construction or repair project for the facility within the past 24 months and those planned in the next 12 months.

(f) Identify any companion project requirements in the FSRM program or NAF construction.

(7) Status of Design. Place an X in appropriate design status block.

(8) Attachments. List attachments and supporting documentation.

1. Block 12. SIGNATURES. The commanding officer, staff civil engineer, or public works officer shall sign and date this document as the responsible official.

The following is an example of the DD 1391 Form and should be used as a reference. The form should be completed in accordance with the instructions provided in the previous section.

1. Component USMC	FY 2022 FACILITIES PROJECT PROGRAM DATA			2. Date 09/15/19
3. Installation and Location: MARINE CORPS BASE INSTALLATION A		4. Project Title REPAIR BARRACKS 1234		
5. Program Element O&MMC	6. Category Code 7212/72121	7. Project Number AA1601M	8. Project Cost (\$000) \$2,860	
9. COST ESTIMATES				
Item	U/M	Quantity	Unit Cost	Cost (\$000)
REPAIR BARRACKS.....	SF	1,060	2,000	2,120
Structure.....	SF	1,060	1,794.81	(1,903)
Excavation.....	CY	5,000	43.50	(217)
SUPPORTING FACILITIES.....	LS	--	--	740
Utilities.....	LS	--	--	(145)
Paving, Site Improvement and Demolition.....	LS	--	--	(595)
				-----
SUBTOTAL (PROJECT COST).....	--	--	--	2,860
CONTINGENCY (included).....	--	--	--	--
CONTRACT ADMINISTRATION (8%).....	--	--	--	229
				-----
TOTAL FUNDED COST.....	--	--	--	3,089
PLANNING AND DESIGN COST (___%).....	--	--	--	309
EQUIPMENT FROM OTHER APPROPRIATIONS.....	--	--	NON-ADD	(100)
10. DESCRIPTION OF PROPOSED CONSTRUCTION				
<p>The project, "Repair Barracks 1234", will provide essential repairs to an E1-E3 bachelor enlisted quarters. The facility is 32 years old, is 50,000 square feet, is in poor condition as expressed by its FCI of 72, and is projected to be in use for the next 23 years. This project will replace a deteriorated and leaking roof as well as damaged windows that are leaking and not functioning properly. The plumbing in various locations will be repair as well as a water line that supplies the barracks with potable water, that site will also be repaved. The project will also replace the worn carpet in the barracks rooms. Areas affected by repair/construction will be in compliance with applicable ATFP, Fire Suppression, Seismic, Accessibility, ASHRAE, LEED, and Flood Plain codes and standards (as required) upon completion of the project.</p>				
11. REQUIREMENT: <u>1,585,000</u> SF    ADEQUATE: <u>1,240,000</u> SF    SUBSTANDARD: <u>345,000</u> SF				
PROJECT				
The project, "Repair Barracks 1234", will provide essential repairs to an E1-E3 bachelor enlisted quarters.				
REQUIREMENT:				
This facility is required for housing junior enlisted.....				
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1. Component USMC	FY 2022 FACILITIES PROJECT PROGRAM DATA			2. Date 09/15/19
3. Installation and Location: MARINE CORPS BASE INSTALLATION A			4. Project Title REPAIR BARRACKS 1234	
5. Program Element O&MMC	6. Category Code 7212/72121	7. Project Number AA1601M	8. Project Cost (\$000) \$2,860	
<p>11. REQUIREMENT: (CONTINUED)</p> <p>CURRENT SITUATION:  The current condition of the facility.....  An adequate facility does not exist to support.....  The mission is not being met because.....  Date facility was last repaired: 2001, the mechanical system was replaced along with worn room fixtures and flooring.....  Date facility constructed: 1986.  Current code and regulation requirements not met include.....  The photographs show the areas where the bulkhead has deteriorated.....</p> <p>IMPACT IF NOT PROVIDED:  The barracks will continue to deteriorate due to.....  The mission will be impaired due to.....</p> <p>OTHER NON-PROJECT COSTS:  Collateral equipment is associated with this project. \$100,000 is estimated to replace all the furniture in the individual rooms.....  No telephone or telecommunications is.....  No audiovisual equipment is.....</p> <p style="text-align: right;">(Continued on DD Form 1391c) Page No. 2</p> <p>DD FORM 1391c 1 DEC 76</p>				



ENCLOSURE 6

Acronyms and Definitions

Acronym	Definition
A&E	Architecture and Engineering
ADC LF	Assistant Deputy Commandant for the Installations and Logistics (Facilities and Services)
AOR	Area of Responsibility
APF	Appropriated Funds
ASHRAE	American Society of Heating, Refrigerating, and Air-Conditioning Engineers
ASN EI&E	Assistant Secretary of the Navy for Energy, Installations, & Environment
ATFP	Anti-Terrorism / Force Protection
BFR	Basic Facility Requirement
CAF	Contract Advertisement Forecast
CMC	Commandant of the Marine Corps
CMMS	Computerized Maintenance Management System
CMP	Centrally Managed Program
COMMARFORRES	Commander, Marine Forces Reserve
COMMCICOM	Commander, Marine Corps Installations Command
CORRS	Commanding Officer's Readiness Reporting System
CWE	Current Working Estimate
DC	Deputy Commandant
DEMO	Demolition Program
DoD	Department of Defense
DON	Department of the Navy
DRD	Design Release Date
EAD	Expected Award Date
EIP	Energy Investment Program
EO	Executive Order
ESS	Electronic Security System
FAC	Facility Analysis Code
FCI	Facilities Condition Index
FI	Facilities Integration
FPD	Facility Planning Document
FSRM	Facilities Sustainment, Restoration and Modernization
FWA	Fraud, Waste, and Abuse
FY	Fiscal Year

Acronym	Definition
GF	Facilities Directorate
GSA	General Services Administration
HQMC	Headquarters, Marine Corps
HVAC	Heating, Ventilation and Air Conditioning
I&L	Installations & Logistics
ICDS	Installation Communication Distribution System
ICS	Industrial Control System
IDIQ	Indefinite Delivery, Indefinite Quantity
IGIS	Installations Geospatial and Information Services
IPB	Installation Planning Board
IPE	Industrial Plant Equipment
IRF	Interim Relocatable Facility
ISP	Inside Cable Plant/Inside Plant
ISSA	Inter-Service Support Agreement
IT	Information Technology
L/H/S	Life, Health, Safety
LEED	Leadership in Energy and Environmental Design
LFF	Logistics Facilities, Facilities Branch
LRMP	Long Range Maintenance Plan
LS	Lump Sum
MARFORRES	Marine Forces Reserve
MARFORS	Marine Corps Forces
MCAF	Marine Corps Air Facility
MCAGCC	Marine Corps Air Ground Combat Center
MCAS	Marine Corps Air Station
MCB	Marine Corps Base
MCCDC	Marine Corps Combat Development Command
MCI	Marine Corps Installations
MCICOM	Marine Corps Installations Command
MCLB	Marine Corps Logistics Base
MCO	Marine Corps Order
MCRD	Marine Corps Recruit Depot
MCSF	Marine Corps Support Facility
MDI	Mission Dependency Index
MEF	Marine Expeditionary Force
MEP	Maintenance Execution Plan

Acronym	Definition
MILCON	Military Construction
MOUT	Military Operations in Urban Terrain
MWR	Morale, Welfare, and Recreation
MWTC	Marine Corps Mountain Warfare Training Center
NAF	Non-Appropriated Funds
NAVFAC	Naval Facilities Engineering Command
NAVFACINST	Naval Facilities Engineering Command Instruction
NEPA	National Environmental Policy Act
NHPA	National Historic Preservation Act
NWCF	Navy Working Capital Fund
O&M	Operations and Maintenance
O&MMC	Operations and Maintenance, Marine Corps
ON	Optical Network
OSHA	Occupational Safety and Health Administration
OSP	Outside Cable Plant/Outside Plant
OTA	One Time Authority
PCAS	Post Contract Award Services
PDS	Protected Distribution System
PM	Preventive Maintenance
PP&S	Project Plans and Specifications Review
PP/CE	Personal Property/Collateral Equipment
PPBE	Planning, Programming, Budgeting, and Execution
PRC	Property Record Card
PRV	Plant Replacement Value
PUR	Project Update Request
QA/QC	Quality Assurance and Quality Control
R&M	Restoration and Modernization
RDT&E	Research, Development, Test, and Evaluation
RPI	Real Property Inventory
RPIE	Real Property Installed Equipment
RTS	Range Training System
SACON	Shock Absorbing Concrete
SFPS	Shore Facilities Planning System
SIOH	Supervision, Inspection and Overhead
SLTI	Service Level Training Installation
SMS	Sustainment Management System

Acronym	Definition
TECOM	Training and Education Command
U.S.C.	United States Code
UFC	Unified Facilities Criteria
UMC	Unspecified Military Construction
UPS	Uninterruptible Power Supply
USMC	United States Marine Corps
WCF	Working Capital Fund
WIB	Work Induction Board