



PROGRAM MANAGEMENT PLAN FOR AIR FORCE MILCON EXECUTION

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1. GENERAL.

1.1 Purpose. The purpose of this plan is to provide the working relationship for Military Construction (MILCON) execution and oversight among the following organizations:

Air Force Deputy Chief of Staff / Logistics, Engineering, and Force Protection,
Directorate of Civil Engineers, Facilities Division (AF/A4C)
Air Force Installation and Mission Support Center (AFIMSC)
Air Force Civil Engineering Center (AFCEC)

1.2 Scope.

a. Applicability. This plan applies to Air Force (AF) MILCON including all AF-funded MILCON Planning & Design, Major Construction.

b. Unspecified Minor Military Construction (UMMC). AFCEC/CP manages UMMC and publishes business rules for the program. However, Deputy Assistant Secretary of the Air Force for Environment, Safety and Infrastructure (SAF/IEE) must approve all projects and notify Congress per Title 10 United States Code §2805(b) [10 USC §2805(b)], Unspecified Minor Construction. See Appendix A for additional SAF/IEE approval requirements for cost increases on awarded projects.

c. Defense-Wide Energy Resiliency Conservation Investment Program (ERCIP). ERCIP is not an AF account; it includes AF-sponsored projects. Planning and execution of AF-sponsored projects will be accomplished in accordance with this plan to the extent practical. AFCEC/CN leads the program development efforts and AFCEC/CF performs design and construction manager duties to execute the ERCIP program in accordance with OSD guidance.

d. AF Base Realignment and Closure (BRAC). BRAC is managed by the Deputy Assistant Secretary of the Air Force, Installations (SAF/IEI). Although this plan does not specifically cover BRAC, some content is applicable.

e. Military Family Housing (MFH) MILCON. MFH MILCON is managed by the Air Force Civil Engineer Center Installations Directorate (AFCEC/CI). Although this plan does not specifically cover MFH MILCON, some content is applicable.

f. Other Exceptions. The following programs are not covered by this plan: Air Force Reserve, Air National Guard, and, supplemental funded programs (e.g. OCO, ERI), Defense-Wide MILCON (e.g., Defense Medical Health Program (DHP), Department of Defense Education Activity (DoDEA), Defense Commissary Agency (DeCA), Major Force Program 11 (MFP-11)).

2. MILCON ROLES (OVERVIEW).

2.1 AFIMSC. The AFIMSC, through its HQ staff, Detachments, and Primary Subordinate

Unit (PSU) effectively and efficiently manage and oversee the planning, programming, budgeting, and execution processes and deliverables for Installation and Mission Support capabilities previously accomplished by the MAJCOMs and DRUs. AFIMSC serves as the single intermediate-level organization providing Installation & Mission Support oversight capabilities to MAJCOMs/DRUs and their subordinate organization and installations.

a. AFIMSC/RMP. Leads the MILCON Working Group and prepares the Program Objective Memorandum (POM) development. Responsible for the activities to support the development of an Integrated Priority List, to include publishing Business Rules and approval of the Scoring Model. Works through the Installation Support Panel to advocate and develop the MILCON FYDP IPL through the Air Force Corporate Structure.

b. AFIMSC/IZB. Provides assistance to installations and MAJCOMs for the identification and justification of facility projects. Oversees the process to develop a facility requirement in to a fully programmed project. Ensures project documentation is completed. Assist AFIMSC/RMP with preparing projects for presentation to the MILCON Working Group. Oversees the process to prepare project justification documents (DD Form 1391) for submission in the Budget Estimation Submission and Justification Book. Responsibility for project programming transferred from the MAJCOMs to AFIMSC under CE Capability #23. Support for POM development was aligned to AFIMSC/IZB under CE Capability #13.

2.2 AFCEC. As a PSU of AFIMSC, AFCEC is responsible for executing the Air Force MILCON program. AFCEC executes the Design Manager/Construction Manager (DM/CM) roles and responsibilities. See AFI 32-1023, *Designing and Constructing Military Construction Projects*. See Appendix D for discussion of design activities. In addition to DM/CM roles, AFCEC will lead the Planning Charrette-2 process for projects. Planning Charrette-1 activities will be the responsibility of the installation, MAJCOM, or AFIMSC Det. AFCEC is responsible to provide prompt responses to requests for information to Headquarters Air Force in order to allow those organizations to execute their management, oversight, and advocacy roles.

2.3 AF/A4C. Formulates and issues policy and guidance, and provides oversight of the AF MILCON program in support of, and per the guidance of, SAF/IEE. Serves as the lead for interagency advocacy for the AF MILCON program to other government organizations (e.g. OSD, Combatant Commands, other branches of the DoD, the Executive Branch, and Congress).

2.4 Installation Support Panel. Provides advocacy of the MILCON program to the Air Force Corporate Structure. Identifies options and risks in the program due to varying resource allocations.

2.5 Headquarters Air Force (HAF) Core Function Leads. Identifies and budgets for MILCON facility requirements in support of acquisition programs.

2.6 SAF/IEE. SAF/IEE executes authorities per Title 10 United States Code Chapter 169, *Military Construction and Military Family Housing*, issues policy/guidance, and oversees the AF MILCON program.

2.7 SAF/FMB. The Office of the Deputy Assistant Secretary of the Air Force for Budget (SAF/FMB) finalizes the AF MILCON budget and submits to the Office of the Secretary of Defense (OSD).

2.8 Design Agent/Construction Agent.

a. General. Design and construction of projects will be executed by the Design Agent / Construction Agent (DA/CA) assigned to support specific installations in accordance with Department of Defense Directive (DoDD) 4270.5, *Military Construction*. Requests to use an alternate DA/CA will be processed by AFCEC/CF and through the assigned agent. If the assigned agent does not agree on a specific project, and AFCEC/CF desires to seek higher level permissions (i.e., from the Assistant Secretary of Defense for Energy, Installations, and Environment [ASD(EI&E)]) to design and construct the project, over the objections of the assigned agent as indicated in Department of Defense Directive (DoDD) 4270.5, paragraph 4.3.3.2., AFCEC/CF will submit the request to AF/A4CF for further action.

b. Special Instructions for Military Family Housing (MFH) MILCON. The MFH MILCON program consists of New Construction Program (P-711 Funds) and Construction Improvements Program (P-713 Funds). The MFH New Construction Program includes congressionally authorized and appropriated line-item specific projects located both inside and outside of the United States. For new construction projects located outside of the United States (other than British Isles), the AF must use the designated design and construction agents based on the geographic areas: U.S. Army Corps of Engineers (USACE) or Naval Facilities Engineering Command (NAVFAC). This is directed in DoDD 4270.5. The MFH Construction Improvements Program is a lump sum authorized and appropriated program. For improvement projects located both inside and outside of the United States, the AF has the option to use the agents of its choice.

3. PROGRAM MANAGEMENT REQUIREMENTS

3.1 Matrix Communication. Communication across the matrixed Civil Engineer Enterprise is vital to ensuring the Air Force's installations receive the investments necessary for national defense. With responsibilities, but not direct authorities, spread across HAF (SAF and Air Staff), HQ AFIMSC, and AFCEC, it is of utmost importance that communication is effective, rapid, and forthright.

3.2 Program Management Review (PMR). The MILCON Program Management team, led by AFCEC/CF, shall provide a quarterly senior leader-level PMR on the MILCON program. This brief will include the status of the MILCON program to include details on the current and projected status of all MILCON funding types, a summarization of execution status of authorized and appropriated projects, and coverage of subjects of interest to senior leaders. Other potential stakeholders will provide additional topics to AFCEC no less than 14 days prior to the PMR. The PMR will be via teleconference, or in person, as needed and scheduled in conjunction with other planned meetings, with an estimated duration of two-hours.

3.3 MILCON Execution Update. AFCEC/CF will provide a one-hour MILCON execution update bi-weekly for the benefit AF/A4CF. The update will remain flexible in subjects and in scheduling, but should provide a forum to discuss the ongoing execution of the MILCON program in depth to facilitate situational awareness and program advocacy.

3.4 Action Officer Communications. Communications between action officers (to include titular action officers, program managers, project managers, et al.), within the bounds of the roles and responsibilities of their parent organizations, shall be unencumbered and as rapid as possible.

Non-decisional or pre-decisional information from one organization should be treated as such by organizations to which it is provided. While Air Staff does not have a management requirement, its oversight and advocacy roles require that its action officers remain highly informed of the program's status in order to convey accurate and timely information to military and legislative leaders.

3.5 Pre-Brief Materials. Briefing materials intended for interagency communications or for use in decision briefings at the Air Force Secretariat-level or above will be provided to AF/A4C leadership no later than 48 hours prior to the briefing. This is to allow for a leveling of enterprise intent across senior leaders while providing an opportunity to provide non-directive feedback prior to affecting the program's advocacy.

3.6 Planning Charrettes-2. Planning Charrettes shall be used to facilitate the full development of requirements for a future project. Typical planning charrettes include project description, facility siting, environmental considerations, and any additional studies needed. AFCEC/CFM & AFIMSC/IZB shall coordinate O&M funding required to award charrettes for projects projected for authorization/appropriation.

4. PROGRAM MANAGEMENT CONTROLS. The tables below summarize the controls in-place to manage the MILCON program.

4.1 Programmed Amount (PA) Adjustments. If a project cost increases by more than 15% during the Programming Charrette II or Initial Design (up to 35% Design), AFCEC/CF will notify AFIMSC/IZB and AFIMSC/RMP. Projects not yet submitted in the budget request will be reviewed by the MILCON Working Group for an adjustment to the PA. Intent is to make smart adjustments to the cost prior to submitting to Congress. AFIMSC/IZB and AFCEC/CF will review the increases to ensure the costs increases are within the approved project scope and develop lessons learned to improve early planning in the project development.

4.2 Programmed Scope Adjustments. If a project scope increases by more than 10% during the Programming Charrette II, AFCEC/CF will notify AFIMSC/IZB and AFIMSC/RMP. Projects not yet submitted in the budget request will be reviewed by the MILCON Working Group for an adjustment to the scope. Intent is to make smart adjustments to the scope prior to submitting to Congress. AFIMSC/IZB and AFCEC/CF will review the increases to ensure the scope increases are within the approved project requirement and develop lessons learned to improve early planning in the project development.

4.3 Modification of Authority after Budget Estimate Submission. Modifications are required for projects previously authorized in the NDAA that need a change in authorized scope, such as a change in installation, increase in size greater than 10%, or additional function. AFCEC/CF will identify required submissions, and forward to A4CF to be included in the MILCON Special authorization language of NDAA Division B.

4.4 Extension of Authorization. Extensions are required for delayed projects that will not be awarded prior to its third year of authorization, and is still planned for award. AFCEC/CF will identify required submissions, and forward to A4CF to be included in the MILCON Special authorization language of NDAA Division B.

Table 4.5. Design

| ISSUE | REQUIREMENT/SUBMITTAL | APPROVAL | Ownership |
|---|--|--|---|
| <p>4.5.a. Architectural and Engineering Services for which the Estimated Cost Exceeds \$1M</p> <p>See 10 USC §2807 Notification of Architectural and Engineering Services and Construction Design</p> <p>Compliance with the Defense Federal Acquisition Regulation (DFAR) 236.601, Architect- Engineer Services, Policy, is also required.</p> | <p>In the case of architectural and engineering design services for which the estimated cost exceeds \$1 million (M), SAF/IEE notifies the appropriate committees of Congress of the scope of the proposed project and the estimated cost.</p> <p>If several projects are bundled in one design contract and the contract exceeds \$1.0M, notification is required even though the design costs of the individual projects do not meet the threshold.</p> <p>Funds may be obligated after the end of the 21-day period beginning on the date on which the notification is received by the committees or end of the 14-day period beginning on the date on which a copy of the report is provided in an electronic medium.</p> <p>Based upon the POM and completion of initial project programming package, AFIMSC/IZB will initiate the 2807 process by instructing AFCEC/CF to prepare the Congressional Notification Package. AFCEC/CF will prepare a proposed transmittal and forward to AFIMSC/IZB for coordination. AFIMSC/IZB will coordinate and provide the package to AF/A4CF for further staffing and submittal to SAF/IEE. AF/A4CF will notify AFCEC/CF when the 14 or 21-day notification period has expired. The goal is submission to Congress in late Fiscal Year (FY) minus 3 years, e.g., 4th Quarter FY17 for an FY20 project.</p> <p>Refer to Appendix E for additional information on 10 USC §2807 requirements.</p> | <p>Deputy Assistant Secretary of the Air Force, (Environment, Safety, and Infrastructure) (SAF/IEE) approves and signs the notification to Congress.</p> <p>10 USC §2807 is a notice-and-wait provision so express approval of Congress is not needed to proceed. However, any inquiry by Congress suspends the notice-and-wait “clock” until a satisfactory response is provided to Congress.</p> | <p>OPR: AFIMSC/IZBP</p> <p>OCR: AF/A4CF and AFCEC/CFM, AFCEC/CFP, and AFCEC/CFE</p> |

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| <p>4.5.b. Design Instructions</p> <p>Design Authorization</p> | <p>AFIMSC/IZB will provide AFCEC/CF a list of projects approved for design after the MILCON Working Group has prioritized the projects and the appropriate project documentation is complete (DD Form 1391, Economic Analysis, and Environmental Analysis, and as required the §2807 notification).</p> <p>Projects pending completion of documentation will proceed with A/E selection only and hold award of the design pending completion of §2807 action, i.e., Code 1.</p> <p>AFCEC/CF will develop a design schedule to meet the project delivery schedule, optimize the Planning and Design budget, and adhere to the budget submission milestones.</p> <p>*Note: IAW AFI 65-501, Atch 2, the “User” is the OPR for Identifying the need for an Economic Analysis; however, it is the base engineer who is the OPR to “Initiating the Economic Analysis” to include the “Preliminary Economic Analysis” IAW AFMAN 65-506, Atch 17. Starting with FY19 MILCON submittal, bases are responsible to ensure all MILCON projects have a fully staff/completed Economic Analysis. MILCON projects without a fully staff/completed Economic Analysis are subject to removal from Air Force’s MILCON submittal to OSD and will not be presented to Congress for approval.</p> | <p>AFIMSC/IZ issues DIs</p> | <p>OPR: AFIMSC/IZB</p> <p>OCR: AFCEC/CFM, AFCEC/CFP, and AFCEC/CFE</p> <p>AF/A4CF is copied</p> |
| <p>4.5.c. Final Design Instructions</p> <p>Design Authorization Code 7 (request for proposal preparation) or Code 6 (100%) design</p> | <p>Prior to continuing to Final Design, AFCEC/CF will consult with AFIMSC for status of the project in the OSD Budget Estimation Submission.</p> <p>Projects not included in the BES will not continue to Final Design (Code 7 or Code 6).</p> | <p>AFIMSC/IZ issues DIs</p> | <p>OPR: AFIMSC/IZB</p> <p>OCR: AFCEC/CFM, AFCEC/CFP, and AFCEC/CFE</p> <p>AF/A4CF is copied</p> |

Table 4.6. Congressional Thresholds

| ISSUE | REQUIREMENT/SUBMITTAL | APPROVAL | Ownership |
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| <p><u>4.6.a. Above Threshold Reprogramming</u></p> <p>The above threshold reprogramming criteria for a MILCON project is 25% over the appropriated amount or \$2M, whichever is less</p> | <p>Reprogramming actions are processed through the Air Force Secretariat to the Office of the Secretary of Defense (Comptroller) which submits the request to Congress.</p> <p>Funds cannot be obligated until the congressional approval is complete.</p> <p>AFCEC/CF must provide a draft of the required Congressional reprogramming documentation to AF/A4CF for continuance of action.</p> <p>See additional guidance and reprogramming request format in the Department of Defense (DoD) Financial Management Regulation (FMR), Volume 3, Chapter 7.</p> <p><i>Note: Depending on the values of the appropriated amount and CWE, the following conditions are possible: (1) both a reprogramming and 10 USC §2853 notification are required, (2) only a reprogramming is required.</i></p> | <p>Reprogramming must be approved (in writing) by the appropriations committees of both the House and the Senate.</p> | <p>OPR: AFCEC/CFM, AFCEC/CFP, and AFCEC/CFE</p> <p>OCR: AF/A4CF and AFCEC/CRF</p> |
| <p><u>4.6.b. Congressional Cost Variations and Scope Reductions</u></p> <p>Authority to award or provide additional funds to a project with a bid that exceeds the authorized thresholds specified in 10 USC §2853</p> <p>Note: Project termination or cancellation is treated as cost or scope reduction</p> | <p>Title 10 USC §2853 requires congressional notification if any of the following circumstances are present:</p> <p>(1) The cost authorized for a project is to be increased or decreased by more than 25% of the amount appropriated for the project or \$6M, whichever is less.</p> <p>(2) The scope of work for a project is to be <u>reduced</u> more than 25% of the amount approved for that project.</p> <p>In such cases, SAF/IEE notifies the appropriate congressional committees (in writing) of the cost variation (increase/decrease) or reduction in scope, the reasons, and a source of funds to be utilized (if applicable).</p> <p>AFCEC/CF must provide drafts of the required congressional notifications to AF/A4CF for continuance of action.</p> <p>See Appendix F for information on calculating monetary thresholds and scope reductions.</p> | <p>For an increase in cost or reduction in scope, SAF/IEE approves and signs the notification to Congress.</p> <p>This is a notice-and- wait action. Express approval of Congress is not required.</p> <p>Funds may be obligated after the end of the 21-day period beginning on the date on which the notification is received by the committees or end of the 14-day period beginning on the date on which a copy of the report is provided in an electronic medium.</p> <p>Prior to obligation of funds, AFCEC must confirm with AF/A4CF that Congress has not expressed any objection.</p> | <p>OPR: AF/A4CF</p> <p>OCR: AFCEC/CFM, AFCEC/CFP, and AFCEC/CFE</p> |

Table 4.7. Authority to Advertise

| ISSUE | REQUIREMENT/SUBMITTAL | APPROVAL | Ownership |
|--|--|--|---|
| <p><u>4.7.a. Advance Authority to Advertise</u></p> <p>When the authorization or appropriations bills HAVE NOT been signed into law by the President</p> | <p>AF/A4CF will monitor committee actions. Upon three positive marks and no other circumstances that preclude advertising, AF/A4CF will issue authority to advertise for up to the top 80% of that fiscal year's MILCON program based on total obligation authority and that year's MILCON Working Group Integrated Priority List.</p> <p>AFCEC/CF will proceed based upon consideration of the following:</p> <ul style="list-style-type: none"> - Status of design - Status of environmental documentation - Current Working Estimate (CWE) relationship to appropriated amount – (both (a) and (b) must be true): <ul style="list-style-type: none"> - (a) The base bid CWE per authorized project must be no more than 110% over or less than 80%, and \$1.5M over or \$5M less than the programmed amount (PA) as transmitted to Congress in the annual budget justification documents - (b) The sum of base bid CWEs advertised (including contingencies, SIOH, and design build cost where applicable) shall be 80% (or less) of the total program PA. - Nature and value of bid options and bid additives - Design and proposed solicitation conforms to the scope on the approved DD Form 1391 and the DA/CA has certified accordingly <p>AFCEC/CF will ensure bids remain valid through the estimated conclusion of the Appropriation process and any Continuing Resolution (CR) period.</p> | <p>AF/A4CF approves & issues authority</p> | <p>OPR: AFCEC/CFM, AFCEC/CFP, and AFCEC/CFE</p> <p>AFIMSC/IZB is Copied</p> |

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| <p><u>4.7.b. Authority to Advertise</u></p> <p>When the authorization and appropriations bills HAVE BEEN signed into law by the President</p> | <p>AF/A4CF will issue authority to advertise, via memorandum, for up to the top 80% of that fiscal year's MILCON program based on total obligation authority and that year's MILCON Working Group Integrated Priority List.</p> <p>Authority to advertise the remaining 20% of the program will be released by AF/A4CF upon successful milestone attainment as assessed during the quarterly PMRs.</p> <hr/> <p>AFCEC/CF will proceed based upon consideration of the following:</p> <ul style="list-style-type: none"> - Status of design - Status of environmental documentation - Current Working Estimate (CWE) relationship to appropriated amount – (a), (b) and (c) must all be true): <ul style="list-style-type: none"> - (a) The base bid CWE per authorized project must not be greater than 110% OR less than 80% of the programmed amount. - (b) The base bid CWE per authorized project must not be greater than \$1.5M over OR or more than \$5M less than the programmed amount (PA) as transmitted to Congress in the annual budget justification documents. - (c) The sum of base bid CWEs advertised for the program in each authorization year (including contingencies, SIOH, and design build cost where applicable) shall be 80% (or less) of the total program PA. - Nature and value of bid options and bid additives - Design and proposed solicitation conforms to the scope on the approved DD Form 1391 and the DA/CA has certified accordingly <p>For example, if 16 projects valued at \$800M constitute 80% of the MILCON program authorized and appropriated for FYXX, AFCEC/CF is the authority to advertise for those 16 projects as long as each project's CWE is between 80-110% of the authorized and appropriated PA, each project's CWE is also between \$5M below and \$1.5M above the authorized and appropriated PA, and the aggregated value of CWEs for all advertised projects remains below \$800M.</p> | <p>AF/A4CF approves initial authorization</p> <hr/> <p>AFCEC/CF approves conforming projects</p> | <p>OPR: AFCEC/CFM, AFCEC/CFP, and AFCEC/CFE</p> <p>AFIMSC/IZB is Copied</p> |
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| <p><u>4.7.c. Pre-position Funds</u></p> <p>Pre-position construction funds with CA prior to request for authority to award</p> | <p>Pre-positioning of funds facilitates project award in the year of appropriation and is not standard operating procedure. AFCEC/CF will submit end of year pre-positioning list to AFCEC/CL for approval and then process funds request on an individual project-by-project basis.</p> | <p>AF/A4CF approves</p> | <p>OPR: AFCEC/CRFA</p> <p>OCR: AFCEC/CFM, AFCEC/CFP, and AFCEC/CFE</p> |
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Table 4.8. Authority to Award or Increase Costs

| ISSUE | REQUIREMENT/SUBMITTAL | APPROVAL | Ownership |
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| <p>Prior to award or increasing the cost of a project, the Template in Appendix F [ASD(EIE) Memorandum, 16 June 2017] must be completed by the Design Manager. The results are used to determine the approval authorities below.</p> <p>The CA must complete the scope certification required in Appendix F [DUSD(IE) Memorandum, 16 June 2017]. This certification must be included with the request for award/funding forwarded HAF for approval.</p> <p>In all cases, AFCEC/CF will draft the § 2853 notification and provide an informational copy to AFIMSC/IZB and submit to AF/A4CF for coordination.</p> <p>Approval authorities to award provided to the AF/A4C may be further delegated.</p> | | | |
| <p>4.8a <u>SAF/IEE Authority to Award (Scope Reduction)</u></p> <p>In the cases of a scope reduction of 25% or more from the amount specified for that project, construction, improvement, or acquisition in the justification data provided to Congress as part of the request for authorization of the project, construction, improvement, or acquisition.</p> | <p>10 USC §2853 requires congressional notification under these circumstances.</p> <p>Note 1: All below threshold scope reductions for primary facilities, i.e., less than 25%, require prior approval of AF/A4CF. This also includes (but is not limited to) reductions landscaping, and site work such as parking and paving, if listed as primary facilities.</p> <p>Note 2: AF/A4C approval is required for any reduction in demolition.</p> <p>See Table 4.6. Also, Appendix F contains specific guidance from OSD that defines a scope reduction.</p> | <p>SAF/IEE approves</p> | <p>OPR: AF/A4CF</p> <p>OCR: AFCEC/CFM, AFCEC/CFP, and AFCEC/CFE</p> |
| <p>4.8.b <u>SAF/IEE Authority to Award (Cost Decrease)</u></p> <p>In the cases of a cost decrease when either of the following two conditions exists:</p> <p>1) The bid amount is less than the appropriated amount** minus \$6M</p> <p>2) The bid amount /appropriated amount** ratio is less than 0.75</p> | <p>10 USC §2853 requires congressional notification under these circumstances. See Table 4.6</p> <p>** In this case, identifying the appropriated amount must take into account any congressional reductions and rescissions. It also must take into account adjustment to the reprogramming base resulting from a congressionally approved above- threshold reprogramming.</p> <p>See Appendix F.</p> | <p>SAF/IEE approves</p> | <p>OPR: AF/A4CF</p> <p>OCR: AFCEC/CFM, AFCEC/CFP, and AFCEC/CFE</p> |

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| <p>4.8.c <u>SAF/IEE Authority to Award (Cost Increase)</u></p> <p>In the cases of a cost increase when any of the following three conditions exists:</p> <ol style="list-style-type: none"> 1) The CWE is \$2M or more above the appropriated amount* 2) The CWE/appropriated amount* ratio is 1.25 or more 3) An above threshold reprogramming is required | <p>10 USC §2853 requires congressional notification under these circumstances. See Table 4.6.</p> <p>See Table entry 4.6.a. for conditions that dictate the requirement for an above threshold reprogramming.</p> <p>SAF/IEE approval will be obtained before making the initial award under the following circumstance: When the initial award can be made within these thresholds but the intent is to subsequently award additional work (options, supporting contracts, etc.) that may cause any of these thresholds to be exceeded.</p> <p>* In this case, identifying the appropriated amount must take into account any congressional reductions and rescissions. It also must take into account adjustment to the reprogramming base resulting from congressionally approved above-threshold reprogramming. See Appendix F.</p> | <p>SAF/IEE approves</p> | <p>OPR: AF/A4CF</p> <p>OCR: AFCEC/CFM, AFCEC/CFP, and AFCEC/CFE</p> |
| <p>4.8.d OASD/EIE Authority to Award (Scope Increase)</p> <p>OASD/EIE provides authority to award in the cases of a scope increase up to 10% when all of the following conditions exist:</p> | <p>Increases to scope, up to 10%, necessary due to</p> <ul style="list-style-type: none"> - Changed technology - Related design criteria - Not due to increased or changed functional requirements | <p>OASD/EIE approves</p> | <p>OPR: AF/A4CF</p> <p>OCR: AFCEC/CFM, AFCEC/CFP, and AFCEC/CFE</p> |
| <p>e. AF/A4C Authority to Award</p> <p>Except for the conditions in table entries 4.8.a, 4.8b, 4.8.c, and 4.8d, AF/A4CFC can provide authority to fund/award the following limits:</p> <ol style="list-style-type: none"> 1) A bid amount /appropriated amount*** ratio of 0.75 to 1.25 2) A bid amount within \$2M over or \$6M under the appropriated amount*** | <p>AFCEC/CF provides e-mail request to AFIMSC/IZB (for information) and AF/A4CFC (for staffing & approval) including justification, funding sources, award scope, DA/CA scope certification, and bid options/additives as applicable.</p> <p>*** In this case, identifying the appropriated amount must take into account any congressional reductions and rescissions. It also must take into account adjustment to the reprogramming base resulting from a congressionally approved above- threshold reprogramming. See Appendix F.</p> | <p>AF/A4C approves</p> | <p>OPR: AF/A4CF</p> <p>OCR: AFCEC/CFM, AFCEC/CFP, and AFCEC/CFE</p> |

| | | | |
|--|--|--------------------------|---|
| <p>4.8.f. AFCEC Authority to Award</p> <p>Except for the conditions in table entries 4.8.a, 4.8b, 4.8.c, and 4.8.d,4.8.e, AFCEC/CF can provide authority to fund/award the following limits:</p> <p>A bid amount /appropriated amount*** ratio of 0.80 to 1.0</p> <p>A bid amount equal to PA or \$2M under the appropriated amount***</p> | <p>AFCEC/CFM provides DI to agent.</p> | <p>AFCEC/CF approves</p> | <p>OPR: AFCEC/CFM OCR: AF/A4CF AFCEC/CFP, and AFCEC/CFE</p> |
|--|--|--------------------------|---|

5. **MILCON EXECUTION PROCESS.** See Appendix G for MILCON execution timeline and milestones.

6. CONSTRUCTION MODIFICATIONS.

6.1 **Funding Authorities.** The approval thresholds in Table 4.8 also apply to a MILCON project after construction contract award.

6.2 Definitions.

a. **Mandatory Change.** Unavoidable changes to allow construction to continue, and provide a complete and usable real property facility. Such changes are caused by unforeseen factors encountered during design or construction, e.g. design errors, criteria changes mandated for immediate implementation by HAF, differing site conditions, or unavailability of materials. These changes include those absolutely necessary for completion of the project but not those justified by improve efficiency of operations, maintenance, function, or appearance.

b. **Non-mandatory (discretionary) Change.** Non-mandatory changes include any criteria changes not mandated by HAF for immediate implementation; changes to improve the efficiency, maintainability, functionality, or appearance of the facility; changes due to mission or organizational changes of the user; and re-siting a project during design or construction. During design and construction, approval of non-mandatory (discretionary) changes resides with the AFCEC leadership based on the following thresholds:

1. Facility Engineering Directorate, Design and Construction Division Chief must approve changes over \$250K,
2. Facility Engineering Directorate, Design and Construction Branch Chiefs must approve any changes less than \$250K.

c. **Agreement on Change Order Classification.** The CM and CA must agree on categorization of changes, e.g., mandatory or discretionary. This determination/agreement must be reflected in the project record files and databases of each organization.

7. FINANCIAL MANAGEMENT.

7.1 **Total Obligation Authority Control (TOA).** AF/A4CF manages the Total Obligation Authority (TOA) for the MILCON Program across the FYDP.

7.2 **Planning & Design (P&D) Funds.** AFCEC/CF and AFCEC/CR track and manage MILCON P&D. Excessive carry-over of unobligated P&D funds should be avoided. The over-programming of P&D reduces the ability to include additional projects in the MILCON program. The inability to minimize the carry-over also puts the P&D account at risk of congressional rescission. Oldest P&D funds should be used first. The AF goal is the carry-over of a total unobligated P&D balance of not less than \$10 million and not more than \$20 million at the start of each new FY.

7.3 **Construction Funds Transfer.** Construction funds shall be released by SAF/FMBIC to the

DA/CA at the direction of AFCEC/CR as outlined in the execution plan for each FY.

AFCEC/CR will manage funding both current and prior year within the program control limits outlined in the tables of Section 4 of this document. AFCEC/CR has authority to move funds across appropriated projects when the source funds are savings returned from the awarded projects; and, when the award amount of the recipient project is less than the project's appropriation. When the bid amount of the recipient project exceeds its respective appropriation, or when AFCEC/CR does not have sufficient funds available from other projects, the approval authorities in table 4.8 will apply.

7.4 Reduction to the Appropriated Amount. When reduction in a project appropriation is required to fund the foreign currency fluctuation account, rescissions, reductions and sequestrations, AF/A4CF will determine the manner in which reductions are accomplished with input from AFCEC/CR unless otherwise directed by Congress. These actions change the reprogramming base. See DoD FMR for Volume 3, Chapter 7 for discussion of "base."

7.5 Funds Management. SAF/FM maintains a record of the AF TOA and will distribute funds to the DA/CA as outlined/requested in the AFCEC/CF execution plan for design and construction. Once funds are released to the DA/CA, AFCEC/CR will be responsible for tracking and managing funds through financial closure.

7.6 Economic Analysis Waivers. AFI 65-501, *Economic Analysis (EA)*, requires waiver requests be approved by Deputy Assistant Secretary of the Air Force for Cost and Economics (SAF/FMCE), after HAF functional approval. In accordance with current practice, MAJCOM/FMs will forward waiver requests to AFIMSC/IZB who will review as the MAJCOM Functional. AFIMSC/IZB submits waiver requests to AF/A4CF for review and submission to SAF/FMCE.

APPENDIX A, UNSPECIFIED MINOR CONSTRUCTION



OFFICE OF THE ASSISTANT SECRETARY

DEPARTMENT OF THE AIR FORCE
WASHINGTON, DC

FEB 26 2015

MEMORANDUM FOR HQ USAF/A4C

FROM: SAF/IEE
1665 Air Force Pentagon
Washington, DC 20330-1665

SUBJECT: SAF/IEE Re-Approval Policy for Unspecified Minor Military Construction

The authority to accomplish Unspecified Minor Military Construction (UMMC) under 10 U.S.C. § 2805(a) was re-delegated to the Secretary of the Air Force for Installations, Environment and Logistics (SAF/IE) via paragraph A1.31.3 of Headquarters Air Force Mission Directive 1-18 and was re-delegated to the Deputy Assistant of the Air Force for Environment, Safety, and Infrastructure (SAF/IEE) (See Atch 2). This authority had been previously re-delegated to The Civil Engineer, HQ USAF/A4C, via memorandum issued by SAF/IEI (See Atch 1) which remains in effect. However, the FY2015 National Defense Authorization Act (NDAA) increased this authority which requires this policy memorandum.

SAF/IEE approval of all UMMC cost increases is required where the current working estimate is 125 percent or more of the original approved project amount.

Additionally, SAF/IEE approval of all non-life/health/safety UMMC cost increases is required where the current working estimate is \$1.85 million or more for projects awarded prior to 19 Dec 14 and \$2.7 million or more for projects awarded after 19 Dec 14. SAF/IEE approval of all life/health/safety UMMC cost increases is required where the current working estimate is \$2.7 million or more for projects awarded prior to 19 Dec 14 and \$3.6 million or more for projects awarded after 19 Dec 14. Proposed scope increases may require SAF/IEE re-approval and will be assessed on a project-by-project basis. Cost increases do not require re-notification of Congress if the scope remains as originally approved.

A handwritten signature in black ink, appearing to read "Mark A. Correll".

MARK A. CORRELL, P.E.
Deputy Assistant Secretary of the Air Force
(Environment, Safety & Infrastructure)

Attachments:

1. SAF/IEI Re-delegation to The Civil Engineer (25 Feb 02)
2. Re-delegation of Authorities to Deputy Assistant Secretaries Pursuant to Mission Directive 1-18 (3 Jul 14)

APPENDIX B- DEMOLITION PROGRAM POLICY MEMORANDUM



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS UNITED STATES AIR FORCE
WASHINGTON DC



MEMORANDUM FOR AFIMSC/CC

FROM: HQ USAF/A4C
1260 Air Force Pentagon
Washington, DC 20330-1030

SUBJECT: Demolition Program Policy Memo

In order to align Air Force Programming and Execution, it is Air Force policy that the amount of demolition requested in the President's Budget submittal and appropriated by Congress serve as the minimum amount of demolition the Air Force will execute in a given fiscal year (FY) in both the MILCON and operations and maintenance (O&M) facilities programs.

In recent Air Force programming decisions as well as the most recent four star planning choices meeting, senior leaders have consistently maintained a distinct demolition programming line in order to resource the demolition of excess infrastructure. Excess infrastructure serves as a drag on personnel, financial and even contract resources at Air Force installations; hence, demolition must remain a significant focus for installation commanders and AFIMSC.

AFIMSC and AFCEC will keep AF/A4CF informed of demolition execution status as part of their recurring Program Management Reviews and financial updates. Accordingly, AFIMSC shall notify AF/A4C when the O&M demolition threshold (as approved by the Air Force Corporate Structure) has been met and again with the total demolition amount executed when the current fiscal year program is complete. Any consolidation effort using demolition funds must include demolition resulting in a net reduction of real property. Associated demolition work is to be awarded no later than the end of the period of performance of the consolidation project (ref. AFI32-1032, Para. 6.1.4.2).

Additionally, it is Air Force policy that demolition of vertical construction facilities associated with specified MILCON projects be documented on DD Form 1391 in terms of area (SM) to be demolished and the associated facility numbers be included in Block 10 of the document. MILCON demolition will be included in base bids unless explicitly approved by AF/A4C in writing in accordance with AFI 32-1021, para 3.9.

If you have any questions, please have your staff contact Mr. Gerald Johnson, AF/A4CF, DSN 224-3733, Comm (703) 614-3733, E-mail: gerald.r.johnson62.civ@mail.mil.

GREEN.TIMOTHY.S.
1135082844
TIMOTHY S. GREEN, Maj Gen, USAF
Director of Civil Engineers
DCS/Logistics, Engineering & Force Protection

Digitally signed by
GREEN.TIMOTHY.S.1135082844
DN: cn=US, o=U.S. Government, ou=DoD, ou=PKI,
c=US, email=GREEN.TIMOTHY.S.1135082844
Date: 2017.02.21 10:40:36 -0500

BREAKING BARRIERS...SINCE 1947

APPENDIX C- POLICY ON USE OF AF CORPORATE FACILITYIES STANDARDADS AND STANDARD DESIGNS



DEPARTMENT OF THE AIR FORCE
WASHINGTON, DC

MAY 09 2015

MEMORANDUM FOR AFIMSC/CC
AF/A4C
AFRC/A4C

FROM: SAF/IEE
1665 Air Force Pentagon
Washington, DC 20330-1665

SUBJECT: Policy on use of Air Force Corporate Facilities Standards and Standard Designs

References:

- (a) Air Force Corporate Facilities Standards: <http://ufcfs.wbdg.org>
- (b) AF Standard Designs: http://www.wbdg.org/ocb/browse_cat.php?c=129
- (c) AFI 32-1023, 19 November 2015, *Designing and Constructing Military Construction Projects*
- (d) Army Standard Design and Centers of Standardization:
<http://mrsi.erdc.dren.mil/cos>

The use of Air Force Corporate Facilities Standards (AFCFS) (ref (a)) and standard facilities designs (ref (b)) has been codified in the most recent version of AFI 32-1023, *Designing and Constructing Military Construction Projects* (ref (c)). In compliance with the AFI, all facility designs shall conform to the standards outlined and specified in the AFCFS, and if there is an applicable Installation Facilities Standards (IFS) document, the project shall conform to those standards as well. The AFCFS shall be used to formulate individual IFSs. AFI 32-1023 further states that design teams shall utilize AF standard facilities designs, when available, for a specific facility type. If there is no applicable AF standard facilities design available for the project, the applicable Agent shall consult with their respective Center of Standardization to determine whether any standard design is available that would be applicable. The requirement to employ AF standard designs is also reinforced in the Design Instruction memo associated with each project. Facility Sustainment, Restoration and Modernization (FSRM) funded projects shall conform to the AFCFS criteria to the greatest extent practicable, and must also include the statements described in paragraph 2.

To ensure the Air Force maintains a consistent and systematic approach regarding the use of standard facility designs, the certifying officials (e.g., Installation Commander and Base Civil Engineer) will place one of the following statements on the DD1391 prior to signing the 1391:

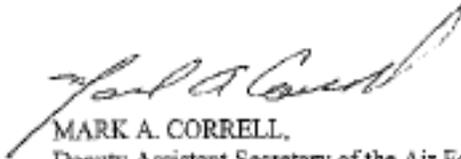
- a. "This design shall conform to criteria established in the Air Force Corporate Facilities Standards (AFCFS), the Installation Facilities Standards (IFS) [if

available], and shall employ the standard facility design [insert the specific standard design reference]”

- b. “This design shall conform to criteria established in the Air Force Corporate Facilities Standards (AFCFS), the Installation Facilities Standards (IFS) [if available], but will not employ a standard facility design because there is no AF standard facility design for this project and there is no applicable standard design from [applicable Agent].”
- c. “This design shall conform to criteria established in the Air Force Corporate Facilities Standards (AFCFS), the Installation Facilities Standards (IFS) [if available], but will not employ a standard facility design because [explain the reason for not using a design standard even though one exists].”

If a standard facility design is not used, AFCEC/CF must coordinate on the proposed solution. The final decision must be kept in the project files at the Installation and AFCEC/CF.

This guidance memorandum applies to all Air Force installations. My POC for this matter is Col Scott Grainger, DSN 223-2047, robert.s.grainger.mil@mail.mil.



MARK A. CORRELL,
Deputy Assistant Secretary of the Air Force
(Environment, Safety and Infrastructure)

cc:
SAF/IEE
SAF/IEI
SAF/GCN
AFCEC/CL
AFLOA/JACE

APPENDIX D – DESIGN/CONSTRUCTION CODES, PLANNING ACTIVITIES, DESIGN ACTIVITIES

This appendix identifies the differentiation between planning activities and MILCON design activities. Source of funds for planning activities must be Operation & Maintenance (O&M). Source of funds for design activities must be MILCON P&D. Source of funds is determined by the activities to be performed. The presence or absence of a design instruction has no bearing on the work classification and the resultant determination of funding required to be used.

DESIGN/CONSTRUCTION CODES

The following nomenclature is employed:

Code 0. A centrally funded planning charrette, using O&M funds, is authorized.

Code 1. The project is authorized for accomplishment of site investigation work, preparation of pre-design cost estimate, and other pre-design work to the extent defined by special instructions of individual directives. Selection and negotiation (not award) of an Architect Engineer (A/E) contract for design is authorized. This level of effort is considered to be a 3% design.

Code 2. The design contract is authorized to prepare concept design of a project. Approved concept design is considered to be 35% of the total design effort.

Code 3. The design contract is authorized with preparation of parametric design of a project in accordance with UFC 3-710-01A.

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

Code 5. The project is deferred from the program. Do not start design. If design of the project by Government in-house personnel has begun, it will be terminated. If design is being accomplished by A/E contract, it will be concluded per note below.

Code 6. The project is authorized for final 100% design.

Code 7. Preparation of a request for proposal (RFP) for a design-build project is authorized.

Award of an A/E contract to prepare a design-build RFP is authorized, if appropriate. Under Code 7, the design effort is limited to that which is appropriate to award a contract to a single construction contractor to perform both the design and construction of a facility using performance specifications under a firm, fixed-price contract; development of nominal technical project criteria is expected.

Code 8. The project is canceled and if design is being accomplished by A/E contract, it will be concluded per note below.

Code A. The project is authorized to be advertised, but not awarded. This code is used when funding is not yet available - Subject to the Availability of Funds.

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

Note: A deferred or canceled project may require termination of the A/E contract. Work must cease or be completed through the next logical stopping point.

PLANNING ACTIVITIES

General

The DoD FMR 7000.14-R, Volume 3, Chapter 17, adopted the term “advanced planning” from congressional language (Senate Report 97-474, House Report 97-612) and is synonymous with the term “planning” in the MILCON community of practice.

The following are examples of advance planning functions cited in the DoD FMR and congressional reports:

- (1) Developing the requirements for a military construction project (project formulation).
- (2) Developing a master plan for an installation.
- (3) Initial explorations of project alternatives and rough drawings, e.g. functional relationship bubble diagram and site sketches but not building floor layouts/elevations/cross sections.
- (4) Facilities related management studies.
- (5) Conceptual analysis.
- (6) Making alternative site studies.
- (7) Developing and validating military construction project documentation prior to commencing project design.
- (8) Preparing engineering analyses and studies to develop technical design parameters prior to commencing project design.
- (9) Preparing environmental impact assessments and statements.

A planning charrette is a commonly used tool for development of a draft DD Form 1391. For MILCON, the product of the planning effort is a draft DD Form 1391.

DESIGN ACTIVITIES

General

Design activities for MILCON projects must be funded with MILCON P&D.

Code 3 Design with Parametric Estimating (also known as a 15% design or parametric design)

Prior to the start of a Code 3 Design with Parametric Estimating, the following are required:

- (1) AFIMSC/IZB approved DD Form 1391
- (2) If required, completion of a congressional notification per 10 USC §2807
- (3) A Design Instruction authorizing a Code 3 design
- (4) MILCON Planning & Design Funds (must be used)

- (1) A Code 3 design requirements shall be in accordance with UFC 3-710-01.

Code 2 Design (Also known as a Concept or 35% Design)

Prior to the start of a Code 2 design.

- (1) AFIMSC/IZB approved DD Form 1391
- (2) If required, completion of a congressional notification per 10 USC §2807
- (3) A Design Instruction authorizing design to 35%
- (4) MILCON Planning & Design Funds (must be used)

Code 2 design will consist of, but not be limited to the following:

- (1) Thirty-five percent design drawings
 - a. Project site plan
 - b. Area site plan
 - c. Complete subsurface investigation and analysis
 - d. Architectural floor plans that consider functional relationships, work area use, security requirements, and traffic flow patterns
 - e. Building sections
 - f. General interior finish selections
 - g. Exterior elevation drawings showing principal exterior finishes
 - h. General preliminary mechanical, electrical, and information systems layouts, including equipment capacities and sizes
 - i. Fire protection plan
 - j. Exterior utility plans
- (2) Outline specifications
- (3) Current working estimate for budget purposes
- (4) Basis of design, including the following:
 - a. Design assumptions
 - b. Design analysis and calculations
 - c. Economic analyses
 - d. List of materials and methods of construction to be used
 - e. Information systems requirements
 - f. Discussion of types and capacities of heating/ventilating/air conditioning systems, including a description of the selected system
 - g. Discussion of types and capacities of primary electrical power, conduit, information systems, lighting, and other systems considered, including a description of the selected systems
 - h. Descriptions of the foundation, including any special requirements such as drilled piers, pilings, and support facilities
 - i. Site analysis that discusses the opportunities and constraints of the site and includes the recommendations from the installation design guide
 - j. Operability studies
 - k. Department of Defense Explosives Safety Board (DDESB) site approval, if required
 - l. Hazard analyses, if required
 - m. Preliminary erosion control analysis

- n. Preliminary landscaping planting plan and a plant material analysis that reflects the selection of plant material native to the project area
- o. Life cycle cost analyses
- p. Building energy simulations, energy conservation studies, and design energy use calculations
- q. Narrative description of the approach used and basis for antiterrorism/force protection measures, and a narrative description of those measures
- r. Fire protection analyses
- s. Corrosion mitigation plan

APPENDIX E, 10 USC §2807 REQUIREMENTS

1. 10 USC §2807(b):

(b) In the case of architectural and engineering services and construction design to be undertaken under subsection (a) for which the estimated cost exceeds \$1,000,000, the Secretary concerned shall notify the appropriate committees of Congress of the scope of the proposed project and the estimated cost of such services before the initial obligation of funds for such services. The Secretary may then obligate funds for such services only after the end of the 21-day period beginning on the date on which 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 report is provided in an electronic medium pursuant to section 480 of this title.

2. The following guidance is provided:

a. 10 USC §2807(b) establishes procedures for notifying the concerned committees of Congress when design will be undertaken on projects with significant costs. Notification is also required for projects undertaken by government personnel. (House Report 97-612, Senate Report 97-474)

b. When a large project is undertaken or when several projects for the same functional purpose are undertaken, the concerned committees will be notified prior to start of design for any portion of the undertaking even though (1) the project design may be subdivided into several architect and engineer contracts or a combination of architect and engineer contracts and design performed in-house by government personnel and (2) the design costs for such portion may be less than the reporting threshold specified by law. (House Report 97-612, Senate Report 97-474)

c. In-house costs associated with obtaining and administering such services are separate from the services themselves. These costs do not apply to the threshold. All other costs funded with planning and design funds apply to the threshold.

d. During the notification waiting period, public announcement of the plan to initiate design on a particular military construction project may be made and administrative actions leading to award of the architect/engineer (A/E) contract may be started. (House Report 97-612, Senate Report 97-474)

e. A/E services and construction design planned for projects that are congressional inserts or directed designs are subject to the 10 USC §2807(b) notification requirements.

f. For projects executed as design-build, a project-specific design cost estimate will normally be made and used as the basis for determining the notification requirements. For a design-build contract, the design effort accomplished by the construction contractor and funded with construction dollars is not applicable to the 10 USC §2807(b) threshold.

g. In the absence of a design cost estimate, six percent of the programmed amount will be used the estimated cost of the A/E services and construction design for the purpose of determining notification requirements.

h. Preparation of a request for proposal for a design-build contract is considered A/E services and construction design and subject to the 10 USC §2807(b) notification requirements.

i. The level of effort authorized by a design instruction (3%, 15%, 35%, 100%, etc.) has no bearing on the notification requirement; notification must be completed (including the wait period) prior to start of any design including that performed by Government personnel.

j. Notwithstanding 10 USC §2807(b) requirements, procurement and financial management regulations may also require Congressional notification. Specifically, DFAR 236.601 states: “Written notification to the congressional defense committees is required if the total estimated contract price for architect-engineer services or construction design, in connection with military construction, military family housing, or restoration or replacement of damaged or destroyed facilities, exceeds \$1,000,000.” If several projects are bundled in one design contract and the contract exceeds \$1,000,000, notification is required even though the design costs of the individual projects do not meet the threshold.

k. Due-diligence will be accomplished by the AF in determining which projects require notification. An up-front, good-faith effort will be employed in evaluating the need for a 10 USC §2807(b) notification and, if there is any perceived potential for reaching the threshold, prior notification should be made. In the case where no notification was made and the threshold is approached after start of design, notify AF/A4CF and request further guidance.

**APPENDIX F, ASD(EIE) EXERCISING MILITARY CONSTRUCTION AUTHORITIES
IN SECTION 2811 & 2853 OF TITLE 10, UNITED STATES CODE**



ENERGY,
INSTALLATIONS
AND ENVIRONMENT

ASSISTANT SECRETARY OF DEFENSE

3400 DEFENSE PENTAGON
WASHINGTON, DC 20301-3400

JUN 16 2017

MEMORANDUM FOR ASSISTANT SECRETARY OF THE ARMY (INSTALLATIONS,
ENERGY, AND ENVIRONMENT)
ASSISTANT SECRETARY OF THE NAVY (ENERGY,
INSTALLATIONS AND ENVIRONMENT)
ASSISTANT SECRETARY OF THE AIR FORCE (INSTALLATIONS,
ENVIRONMENT, AND ENERGY)
COMMANDER, U.S. SPECIAL OPERATIONS COMMAND
DIRECTORS OF THE DEFENSE AGENCIES
DIRECTORS OF THE DOD FIELD ACTIVITIES

SUBJECT: Guidance for Exercising Military Construction Authorities in Sections 2811 and 2853 of
Title 10, United States Code

The National Defense Authorization Act (NDAA) for Fiscal Year 2017 (Public Law 114-328) incorporated two of the Department's legislative proposals related to military construction. Section 2802 of the NDAA amended section 2811 of title 10, United States Code (U.S.C.), to expand the definition of repair to include conversion of a facility that does not increase its external dimensions. Section 2803 of the NDAA amended section 2853 of title 10, U.S.C., to allow limited increases to the authorized scope of work for military construction projects.

To implement these important changes in a consistent manner across the Department of Defense (DoD), I am establishing Departmental guidance for undertaking repair projects (Attachment 1) and updating the Department's guidance on authorized cost and scope of work changes for military construction projects (Attachment 2). This memorandum supersedes and cancels: 1) the Deputy Under Secretary of Defense (Installation and Environment) memorandum dated June 24, 2013, *Authorized Scope of Work for Military Construction Projects*; and 2) the Principal Deputy Assistant Secretary of Defense (Energy, Installations, and Environment) memorandum dated April 28, 2015, *Congressional Notifications for Authorized Cost and Scope of Work Variations for Military and Family Housing Construction Projects*.

The attached guidance is effective immediately and will be incorporated into DoD Directive 4270.5, *Military Construction*, during its next revision. My point of contact is Mr. Thadd Buzan, at 703-571-9079 or milton.t.buzan.civ@mail.mil.


Peter Potopithey
Acting

Attachments: As stated

cc: Commander, U.S. Army Corps of Engineers
Commander, Naval Facilities Engineering Command

Attachment 1
GUIDANCE FOR PROJECTS UNDERTAKEN PURSUANT TO 10 U.S.C. §2811
(REPAIR PROJECTS)

1. The following parameters apply to all repair projects undertaken pursuant to 10 U.S.C §2811:
 - a) A repair project may add, alter, or replace any systems or components within the external dimensions of an existing facility to meet applicable standards, codes, and functional requirements.
 - b) A repair project may change the facility category code but may not change the facility category code unit of measure (i.e., both current use and converted use must possess the same primary unit of measure).
 - c) A repair project may increase the gross square footage of a building by adding floors to interior space within the existing building envelope where overhead clearance allows it. A project may also add exterior appurtenances (such as fire escapes, elevators, and handicap ramps) where such work is required to meet applicable building codes and standards.
 - d) A repair project may increase the durability and load-bearing capacity of an existing facility used to support vehicular or aircraft traffic (such as a road, runway, taxiway, aircraft parking apron, or vehicle parking area) to include improving its wearing surface, but may not expand the wearing surface unless the additional surface is required only to meet applicable safety codes or standards.
 - e) A repair project may replace an existing linear structure (i.e., measured in lineal feet) such as an electrical or water distribution line, but may not increase its carrying capacity unless: 1) the linear structure serves only as a service (branch) line between the distribution line and an existing building, or 2) the linear structure is in an unserviceable or failing condition.
2. For repair projects that improve or repurpose a facility (conversions of functional use) in accordance with DoD 7000.14-R, DoD Financial Management Regulation, Volume 4, the DoD Component undertaking the project must comply with the requirements therein for documenting and reporting capital improvements. Following completion of a repair project resulting in a capital improvement, the DoD Component with real property accountability must update the real property record to reflect the change(s) based upon the completed DD Form 1354 when the facility improvement is placed in service.
3. The DoD Component with real property accountability must report the following information to OASD(EI&E) by December 1 annually for each facility placed in service during the previous fiscal year that included a conversion cost exceeding the amount specified in title 10 U.S.C. §2805(c):
 - a) Installation name
 - b) Real Property Unique Identifier (RPUID)
 - c) Original RPA Predominant Design Use Category Code
 - d) Converted (new) RPA Predominant Design Use Category Code
 - e) Dollar cost associated with capital improvements to the facility (including cost for functional use conversion) per DoD Financial Management Regulation Volume 4

Attachment 1
GUIDANCE FOR PROJECTS UNDERTAKEN PURSUANT TO 10 U.S.C. §2811
(REPAIR PROJECTS)

4. For repair projects that require congressional notification, the DoD Component providing the notification must provide a copy to OASD(EI&E) concurrently.

Attachment 2
UPDATED GUIDANCE ON AUTHORIZED COST AND SCOPE OF WORK CHANGES
FOR MILITARY CONSTRUCTION PROJECTS

1. The following applies to all military construction projects submitted to Congress for specific authorization:
 - a) Each distinct facility listed in Block 9 of the DD Form 1391 (Military Construction Project Data) must indicate the appropriate five- or six-digit Military Department category code adjacent to the item description. A distinct facility possesses a unique real property category code described by the functional requirement in Block 11, and a quantity in the category code unit of measure. Components of distinct facilities that are listed separately do not constitute distinct facilities, even if quantified. Items such as cost premiums for design features (e.g., sustainable design) that are represented by “lump sum” quantities do not constitute distinct facilities.
 - b) Where a project includes multiple distinct facilities, Block 6 of the DD Form 1391 must reflect the code of the predominant facility.
 - c) The DoD construction agent for a project must certify to the project sponsor, prior to final design approval, that the final facility design is within the scope of work authorized by Congress, and that it provides for a complete and useable facility.
2. The following applies to variations in authorized cost and scope of work for military construction projects pursuant to 10 U.S.C. §2853:
 - a) Use the worksheet at Enclosure 1 to calculate the authorized cost variation for a project and determine if congressional notification is required.
 - b) Do not reduce authorized scope due solely to insufficient project funding. As necessary, award contracts at less than full authorized scope and pursue additional funding to complete the remaining scope via subsequent contract actions. Contracts awarded for less than full authorized scope due to insufficient funding should nonetheless provide, in aggregate, useable facilities.
 - c) Increase authorized scope up to 10 percent if necessary due to changed facility planning factors, changed technology and related design criteria, unforeseen site conditions, or finalized boundary surveys.
 - d) Do not increase authorized scope due to changed functional requirements. In these cases, seek additional authorization via the annual authorization process if additional scope is required.
 - e) Calculate the magnitude of scope-of-work variations in accordance with the following:
 - i) Scope variations shall be measured against the scope (quantity) of distinct facilities represented in Block 9 of the DD Form 1391 authorized by Congress.
 - ii) A scope variation is expressed as a percentage and calculated using the formula below for each distinct facility. Notify Congress of reductions in scope greater than 25 percent for any distinct facility, and certify that the reduced scope still satisfies the mission requirement. Notify Congress of all increases in scope.

$$\% \text{ scope variation} = \left(\frac{\text{revised facility quantity}}{\text{authorized facility quantity}} \right) - 1 \times 100\%$$

Attachment 2

UPDATED GUIDANCE ON AUTHORIZED COST AND SCOPE OF WORK CHANGES
FOR MILITARY CONSTRUCTION PROJECTS

- iii) The congressionally-authorized project scope (quantity) shall remain the baseline for purposes of calculating the percent variation on all scope changes over the life of the project.
- f) If congressional notification is required for a project cost and/or scope of work variation(s), use the appropriate document template at Enclosure 2.
- g) Provide draft copies of congressional notifications to OASD(EI&E) for coordination prior to submission. For reference, include the authorized DD Form 1391 and (if the notification includes a cost variation) a completed cost variation worksheet.

Enclosure 1

Worksheet for calculating authorized cost variations pursuant to 10 U.S.C. § 2853
Effective June 2017

Example 1: Cost increase with no prior 2853 notification

| WORKSHEET for evaluating project cost variation and determining if notification is required per section 2853 | | | | |
|---|---|-------------------------|-----------------------------|--|
| Steps for evaluating project cost variation | | | | |
| 1. Identify authorized and appropriated amounts as illustrated in the table below | | | | |
| 2. Calculate the notification threshold using the current appropriated amount as illustrated | | | | |
| 3. Determine if notification is required by comparing authorized cost variation to the notification threshold | | | | |
| 4. If notification is required, prepare notification using the amounts highlighted | | | | |
| Line | Item | Authorized cost (\$000) | Appropriated amount (\$000) | Note |
| A | Original amounts | \$ 21,000 | \$ 21,000 | As enacted by Congress. For incrementally-funded projects, appropriated amount consists of all funded increments to date. |
| B | Prior variation(s) from original amounts | \$ - | \$ - | Prior variations in <u>authorized</u> cost are those for which Congress was notified per sec. 2853. Prior variations in <u>appropriated</u> amount may be due to rescissions, general reductions, sequestration. |
| C | Current amounts (less reprogramming) | \$ 21,000 | \$ 21,000 | [A + B] These values are used as the basis for sec. 2853 calculations. The appropriated amount does not reflect any reprogramming actions. |
| D | Approved, Prior approval reprogramming amount | 0000000000 | \$ - | Prior-approval reprogramming actions that have been approved by both the House and Senate Committees on Appropriations. |
| E | Reprogramming base | 0000000000 | \$ 21,000 | [C + D] As defined by DoD FMR, Vol 3, Ch 3, 070302. The reprogramming base is equal to the amount appropriated, or in the instances of an approved prior-approval reprogramming, the amount approved becomes the new reprogramming base. |
| F | New variation amounts | \$ 9,000 | \$ 9,000 | Authorized cost variation = [G - C] Appropriated amount variation (i.e., the amount of a potential future reprogramming action) = [G - E] |
| G | New estimated project cost | \$ 30,000 | \$ 30,000 | Required amount; this value is the same for both authorized cost and appropriated amount. |
| CALCULATION OF NOTIFICATION THRESHOLD | | | | |
| THRESHOLD = smaller of the following: | | | | |
| 1. 200% of the UMMC limit: | | \$ 6,000 | | |
| 2. 25% of the current appropriated amount: | | \$ 5,250 | | |
| THRESHOLD = | | \$ 5,250 | | |
| NOTIFICATION DETERMINATION | | | | |
| Authorized cost variation: | | \$ 9,000 | | |
| Threshold value: | | \$ 5,250 | | |
| Does authorized cost variation exceed the threshold value? | | YES | | |
| NOTIFICATION IS REQUIRED | | | | |
| Information to be provided in notification: | | | | |
| General project (header) info: | | as highlighted | | |
| Cost variation table: | | as highlighted | | |

Enclosure 1

**Worksheet for calculating authorized cost variations pursuant to 10 U.S.C. § 2853
Effective June 2017**

Example 2: Cost increase with prior 2853 notification

| WORKSHEET for evaluating project cost variation and determining if notification is required per section 2853 | | | | |
|--|---|-------------------------|-----------------------------|--|
| Steps for evaluating project cost variation: | | | | |
| 1. Identify authorized and appropriated amounts as illustrated in the table below | | | | |
| 2. Calculate the notification threshold using the current <u>appropriated</u> amount as illustrated | | | | |
| 3. Determine if notification is required by comparing <u>authorized</u> cost variation to the notification threshold | | | | |
| 4. If notification is required, prepare notification using the amounts highlighted | | | | |
| Line | Item | Authorized cost (\$000) | Appropriated amount (\$000) | Note |
| A | Original amounts | \$ 21,000 | \$ 21,000 | As enacted by Congress. For incrementally-funded projects, appropriated amount consists of all funded increments to date. |
| B | Prior variation(s) from original amounts | \$ 7,000 | | Prior variations in <u>authorized</u> cost are those for which Congress was notified per sec. 2853. Prior variations in <u>appropriated</u> amount may be due to rescissions, general reductions, sequestration. |
| C | Current amounts (less reprogramming) | \$ 28,000 | \$ 21,000 | (A + B) These values are used as the basis for sec. 2853 calculations. The appropriated amount does not reflect any reprogramming actions. |
| D | Approved, Prior approval reprogramming amount | XXXXXXXXXXXX | \$ 7,000 | Prior-approval reprogramming actions that have been approved by both the House and Senate Committees on Appropriations. |
| E | Reprogramming base | XXXXXXXXXXXX | \$ 28,000 | (C + D) As defined by DoD FMR, Vol 3, Ch 7, 070302. The reprogramming base is equal to the amount appropriated, or in the instances of an approved prior-approval reprogramming, the amount approved becomes the new reprogramming base. |
| F | New variation amounts | \$ 2,000 | \$ 2,000 | Authorized cost variation = [G - C] Appropriated amount variation (i.e., the amount of a potential future reprogramming action) = [G - E] |
| G | New estimated project cost | \$ 30,000 | \$ 30,000 | Required amount; this value is the same for both authorized cost and appropriated amount. |
| CALCULATION OF NOTIFICATION THRESHOLD | | | | |
| THRESHOLD = smaller of the following: | | | | |
| 1. 200% of the UMMC limit: \$ 6,000 | | | | |
| 2. 25% of the current appropriated amount: \$ 5,250 | | | | |
| THRESHOLD = \$ 5,250 | | | | |
| NOTIFICATION DETERMINATION | | | | |
| Authorized cost variation: \$ 2,000 | | | | |
| Threshold value: \$ 5,250 | | | | |
| Does authorized cost variation exceed the threshold value? NO | | | | |
| NOTIFICATION IS NOT REQUIRED | | | | |

Enclosure 1

Worksheet for calculating authorized cost variations pursuant to 10 U.S.C. § 2853
Effective June 2017

Example 3: Cost decrease with no prior 2853 notification

| WORKSHEET for evaluating project cost variation and determining if notification is required per section 2853 | | | | |
|--|---|-------------------------|-----------------------------|--|
| Steps for evaluating project cost variation | | | | |
| 1. Identify authorized and appropriated amounts as illustrated in the table below | | | | |
| 2. Calculate the notification threshold using the current <u>appropriated</u> amount as illustrated | | | | |
| 3. Determine if notification is required by comparing <u>authorized</u> cost variation to the notification threshold | | | | |
| 4. If notification is required, prepare notification using the amounts highlighted | | | | |
| Line | Item | Authorized cost (\$000) | Appropriated amount (\$000) | Note |
| A | Original amounts | \$ 21,000 | \$ 21,000 | As enacted by Congress. For incrementally-funded projects, appropriated amount consists of all funded increments to date. |
| B | Prior variation(s) from original amounts | \$ - | \$ (1,000) | Prior variations in <u>authorized</u> cost are those for which Congress was notified per sec. 2853. Prior variations in <u>appropriated</u> amount may be due to rescissions, general reductions, sequestration. |
| C | Current amounts (less reprogramming) | \$ 21,000 | \$ 20,000 | [A + B] These values are used as the basis for sec. 2853 calculations. The appropriated amount does not reflect any reprogramming actions. |
| D | Approved, Prior approval reprogramming amount | 0000000000 | \$ - | Prior-approval reprogramming actions that have been approved by both the House and Senate Committees on Appropriations. |
| E | Reprogramming base | 0000000000 | \$ 20,000 | [C + D] As defined by DoD FMR, Vol 3, Ch 7, 070302. The reprogramming base is equal to the amount appropriated, or in the instances of an approved prior-approval reprogramming, the amount approved becomes the new reprogramming base. |
| F | New variation amounts | \$ (5,500) | \$ (4,500) | Authorized cost variation = [G - C] Appropriated amount variation (i.e., the amount of a potential future reprogramming action) = [G - E] |
| G | New estimated project cost | \$ 15,500 | \$ 15,500 | Required amount; this value is the same for both authorized cost and appropriated amount. |
| CALCULATION OF NOTIFICATION THRESHOLD | | | | |
| THRESHOLD = smaller of the following: | | | | |
| 1. 200% of the UMMC limit: \$ 6,000 | | | | |
| 2. 25% of the current appropriated amount: \$ 5,000 | | | | |
| THRESHOLD = \$ 5,000 | | | | |
| NOTIFICATION DETERMINATION | | | | |
| Authorized cost variation: \$ 5,500 | | | | |
| Threshold value: \$ 5,000 | | | | |
| Does authorized cost variation exceed the threshold value? YES | | | | |
| NOTIFICATION IS REQUIRED | | | | |
| Information to be provided in notification: | | | | |
| General project (header) info: as highlighted | | | | |
| Cost variation table: as highlighted | | | | |

Enclosure 1

Worksheet for calculating authorized cost variations pursuant to 10 U.S.C. § 2853
Effective June 2017

Example 4: cost increase for incrementally-funded project with no prior 2853 notification

| WORKSHEET for evaluating project cost variation and determining if notification is required per section 2853 | | | | |
|---|---|-------------------------|-----------------------------|--|
| Steps for evaluating project cost variation | | | | |
| 1. Identify authorized and appropriated amounts as illustrated in the table below | | | | |
| 2. Calculate the notification threshold using the current appropriated amount as illustrated | | | | |
| 3. Determine if notification is required by comparing authorized cost variation to the notification threshold | | | | |
| 4. If notification is required, prepare notification using the amounts highlighted | | | | |
| Line | Item | Authorized cost (\$000) | Appropriated amount (\$000) | Note |
| A | Original amounts | \$ 120,000 | \$ 90,000 | As enacted by Congress. For incrementally-funded projects, appropriated amount consists of all funded increments to date. |
| B | Prior variation(s) from original amounts | \$ - | \$ - | Prior variations in authorized cost are those for which Congress was notified per sec. 2853. Prior variations in appropriated amount may be due to rescissions, general reductions, sequestration. |
| C | Current amounts (less reprogramming) | \$ 120,000 | \$ 90,000 | [A + B] These values are used as the basis for sec. 2853 calculations. The appropriated amount does not reflect any reprogramming actions. |
| D | Approved, Prior approval reprogramming amount | 0000000000 | \$ - | Prior-approval reprogramming actions that have been approved by both the House and Senate Committees on Appropriations. |
| E | Reprogramming base | 0000000000 | \$ 90,000 | [C + D] As defined by DoD FMR, Vol 3, Ch 7, 070302. The reprogramming base is equal to the amount appropriated, or in the instances of an approved prior-approval reprogramming, the amount approved becomes the new reprogramming base. |
| F | New variation amounts | \$ 7,000 | \$ 17,000 | Authorized cost variation = [G - C] Appropriated amount variation (i.e., the amount of a potential future reprogramming action) = [G - E] |
| G | New estimated project cost | \$ 127,000 | \$ 127,000 | Required amount; this value is the same for both authorized cost and appropriated amount. |
| CALCULATION OF NOTIFICATION THRESHOLD | | | | |
| THRESHOLD = smaller of the following: | | | | |
| 1. 200% of the UMMC limit: \$ 6,000 | | | | |
| 2. 25% of the current appropriated amount: \$ 22,500 | | | | |
| THRESHOLD = \$ 6,000 | | | | |
| NOTIFICATION DETERMINATION | | | | |
| Authorized cost variation: \$ 7,000 | | | | |
| Threshold value: \$ 6,000 | | | | |
| Does authorized cost variation exceed the threshold value? YES | | | | |
| NOTIFICATION IS REQUIRED | | | | |
| Information to be provided in notification: | | | | |
| General project (header) info: | | as highlighted | | |
| Cost variation table: | | as highlighted | | |

This amount represents the total of the final funding increment (\$30 million) and a potential future reprogramming action (\$7 million)

Enclosure 2

Template for Congressional Notifications Pursuant to 10 U.S.C. § 2853

Effective June 2017

General format for notifications:

- Each notification may include a single project or multiple projects.
- Each notification will consist of a single cover letter with one or more enclosures.
- Each enclosure will represent a single project and include all reportable variations for that project (cost and/or scope).

Content for cover letters:

STANDARD FORMAT:

In accordance with section 2853 of title 10, United States Code, I have approved a variation in authorized cost and/or scope for the [military or family housing] construction project(s) described in the enclosure(s).

[Closing statement].

OPTIONAL FORMAT FOR A SINGLE PROJECT:

In accordance with section 2853 of title 10, United States Code, I have approved a variation in authorized [cost and/or scope] for [description of project].

The enclosure provides additional project information.

[Closing statement].

OPTIONAL FORMAT FOR MULTIPLE PROJECTS:

In accordance with section 2853 of title 10, United States Code, I have approved a variation in authorized cost and/or scope for the following [military or family housing] construction projects:

[list of projects]

The enclosures provide additional project information.

[Closing statement].

Enclosure 2

Template for Congressional Notifications Pursuant to 10 U.S.C. § 2853
Effective June 2017

Content for enclosures:

| Type of Notification | Required Information | | | | | | | | | | | | | | | |
|-------------------------------------|--|-------------------------------|-------------------|------------------------------------|-----------------|-----------------------------------|-----------|-----------------------|-----------------|-----------------|-----------------|---------------------------|------------|------------|-----------|----|
| All notifications | <ul style="list-style-type: none"> • Type of notification [i.e., reason(s) for notification such as cost variation increase or cost variation decrease] • Approval date [same as on cover letter; may be stamped] • Installation, State/Country per authorizing legislation • Project title per authorizing legislation • Project number • Authorizing legislation [e.g., P.L. 12-345, the NDAA for FY 20XX] • Authorized cost (in \$thousands) per authorizing legislation • Current appropriated amount (in \$thousands) including all funded increments to date and any applicable general reductions, rescissions, and sequestration • Project description [2-3 sentences from DD form 1391] • Justification for the reportable variation(s) [1-2 paragraphs] | | | | | | | | | | | | | | | |
| Cost variation (increase) [note 2] | <ul style="list-style-type: none"> • Table showing the authorized cost increase per the example below. <u>No sources of funds shall be identified.</u> <table border="0" style="margin-left: 40px;"> <tr> <td colspan="2"><u>Estimated Cost (\$000)</u></td> </tr> <tr> <td>Authorized cost (current) [note 1]</td> <td align="right">\$20,000</td> </tr> <tr> <td>Authorized cost increase [note 2]</td> <td align="right">\$5,000</td> </tr> <tr> <td>Authorized cost (new)</td> <td align="right">\$25,000</td> </tr> </table> • Statement in justification section: "Available unobligated balances from the [Military or Family Housing] Construction, [Component] account will cover the additional cost." | <u>Estimated Cost (\$000)</u> | | Authorized cost (current) [note 1] | \$20,000 | Authorized cost increase [note 2] | \$5,000 | Authorized cost (new) | \$25,000 | | | | | | | |
| <u>Estimated Cost (\$000)</u> | | | | | | | | | | | | | | | | |
| Authorized cost (current) [note 1] | \$20,000 | | | | | | | | | | | | | | | |
| Authorized cost increase [note 2] | \$5,000 | | | | | | | | | | | | | | | |
| Authorized cost (new) | \$25,000 | | | | | | | | | | | | | | | |
| Cost variation (decrease) [note 2] | <ul style="list-style-type: none"> • Table showing the authorized cost decrease per the example below. <table border="0" style="margin-left: 40px;"> <tr> <td colspan="2"><u>Estimated Cost (\$000)</u></td> </tr> <tr> <td>Authorized cost (current) [note 1]</td> <td align="right">\$20,000</td> </tr> <tr> <td>Authorized cost decrease [note 2]</td> <td align="right">(\$5,000)</td> </tr> <tr> <td>Authorized cost (new)</td> <td align="right">\$15,000</td> </tr> </table> | <u>Estimated Cost (\$000)</u> | | Authorized cost (current) [note 1] | \$20,000 | Authorized cost decrease [note 2] | (\$5,000) | Authorized cost (new) | \$15,000 | | | | | | | |
| <u>Estimated Cost (\$000)</u> | | | | | | | | | | | | | | | | |
| Authorized cost (current) [note 1] | \$20,000 | | | | | | | | | | | | | | | |
| Authorized cost decrease [note 2] | (\$5,000) | | | | | | | | | | | | | | | |
| Authorized cost (new) | \$15,000 | | | | | | | | | | | | | | | |
| Scope variation (increase) [note 3] | <ul style="list-style-type: none"> • Table listing the distinct facility line item(s) in block 9 of the DD Form 1391 associated with the reportable scope increase, including the quantity and percentage of the increase per the example below. <table border="0" style="margin-left: 40px;"> <tr> <td><u>Facilities:</u></td> <td align="center"><u>Authorized</u></td> <td align="center"><u>Revised</u></td> <td align="center"><u>Quantity</u></td> <td align="center"><u>Percent</u></td> </tr> <tr> <td></td> <td align="center"><u>Quantity</u></td> <td align="center"><u>Quantity</u></td> <td align="center"><u>Increase</u></td> <td align="center"><u>Increase</u></td> </tr> <tr> <td>Training Center (CCxxxxx)</td> <td align="center">150,000 SF</td> <td align="center">160,000 SF</td> <td align="center">10,000 SF</td> <td align="center">7%</td> </tr> </table> | <u>Facilities:</u> | <u>Authorized</u> | <u>Revised</u> | <u>Quantity</u> | <u>Percent</u> | | <u>Quantity</u> | <u>Quantity</u> | <u>Increase</u> | <u>Increase</u> | Training Center (CCxxxxx) | 150,000 SF | 160,000 SF | 10,000 SF | 7% |
| <u>Facilities:</u> | <u>Authorized</u> | <u>Revised</u> | <u>Quantity</u> | <u>Percent</u> | | | | | | | | | | | | |
| | <u>Quantity</u> | <u>Quantity</u> | <u>Increase</u> | <u>Increase</u> | | | | | | | | | | | | |
| Training Center (CCxxxxx) | 150,000 SF | 160,000 SF | 10,000 SF | 7% | | | | | | | | | | | | |

Enclosure 2

Template for Congressional Notifications Pursuant to 10 U.S.C. § 2853
Effective June 2017

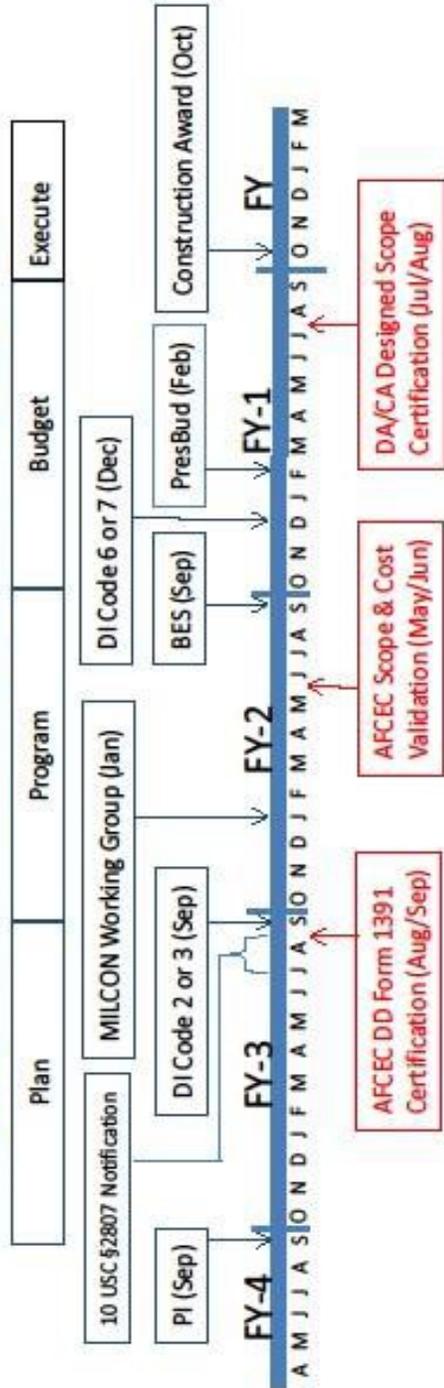
| Type of Notification | Required Information | | | | | | | | | | |
|--|---|------------------|---------------------|-------------------|--------------------|-------------------|---------------------------|------------|------------|-----------|-----|
| Scope variation (reduction) other than project cancellation [note 3] | <ul style="list-style-type: none"> • Table listing the distinct facility line item(s) in block 9 of the DD Form 1391 associated with the reportable scope reduction, including the quantity and percentage of the reduction per the example below. <table border="1" data-bbox="553 499 1338 642" style="margin-left: 20px;"> <thead> <tr> <th style="text-align: left;">Facilities</th> <th style="text-align: center;">Authorized Quantity</th> <th style="text-align: center;">Revised Quantity</th> <th style="text-align: center;">Quantity Reduction</th> <th style="text-align: center;">Percent Reduction</th> </tr> </thead> <tbody> <tr> <td>Training Center (CCxxxxx)</td> <td style="text-align: center;">150,000 SF</td> <td style="text-align: center;">100,000 SF</td> <td style="text-align: center;">50,000 SF</td> <td style="text-align: center;">33%</td> </tr> </tbody> </table> • Statement in justification section: "With reduced scope, this project will still meet the mission requirement described in the project documentation." | Facilities | Authorized Quantity | Revised Quantity | Quantity Reduction | Percent Reduction | Training Center (CCxxxxx) | 150,000 SF | 100,000 SF | 50,000 SF | 33% |
| Facilities | Authorized Quantity | Revised Quantity | Quantity Reduction | Percent Reduction | | | | | | | |
| Training Center (CCxxxxx) | 150,000 SF | 100,000 SF | 50,000 SF | 33% | | | | | | | |
| Project cancellation | <ul style="list-style-type: none"> • No additional information is required other than what is provided for "All notifications" above. | | | | | | | | | | |

NOTES (for reference only; not to be included with notification):

1. The current authorized cost is the original authorized cost adjusted for any previous cost variations for which Congress was notified per section 2853.
2. The authorized cost variation (increase or decrease) is the change in the authorized cost, not the appropriated amount. The authorized cost variation will differ from the reprogramming amount when the authorized cost differs from the appropriated amount. However, the notification threshold is based upon the appropriated amount (including all funded increments to date and any applicable general reductions, rescissions, and/or sequestration), not the authorized cost. See the examples.
3. Each distinct facility listed in block 9 of the DD Form 1391 must indicate the appropriate 5- or 6-digit category code adjacent to the facility description. Each distinct facility possesses a unique category code described by the functional requirement in block 11, and a quantity in the category unit of measure. (From DUSD(I&E) memorandum dated June 24, 2013, subject: Authorized Scope of Work for Military Construction Projects)

APPENDIX G, MILCON TIMELINE AND MILESTONES

MILCON Timeline & Milestones



| PROGRAM YEAR = | FY17 | FY18 | FY19 | FY20 | FY21 |
|------------------------------------|------------|------------|------------|------------|------------|
| Construction Award | Oct 2016 | Oct 2017 | Oct 2018 | Oct 2019 | Oct 2020 |
| DA/CA Designed Scope Certification | Jul 2016 | Jul 2017 | Jul 2018 | Jul 2019 | Jul 2020 |
| PresBud | Feb 2016 | Feb 2017 | Feb 2018 | Feb 2019 | Feb 2020 |
| DI Code 6 or 7 | Dec 2015 | Dec 2016 | Dec 2017 | Dec 2018 | Dec 2019 |
| BES | Sep 2015 | Sep 2016 | Sep 2017 | Sep 2018 | Sep 2019 |
| AFCEC Scope & Cost Validation | May 2015 | May 2016 | May 2017 | May 2018 | May 2019 |
| MILCON Working Group | Jan 2015 | Jan 2016 | Jan 2017 | Jan 2018 | Jan 2019 |
| DI Code 3 or 2 | Sep 2014 | Sep 2015 | Sep 2016 | Sep 2017 | Sep 2018 |
| AFCEC DD Form 1391 Certification | Aug 2014 | Aug 2015 | Aug 2016 | Aug 2017 | Aug 2018 |
| 10 USC §2807 Notification | J-A-S 2014 | J-A-S 2015 | J-A-S 2016 | J-A-S 2017 | J-A-S 2018 |
| PI (Issued by AFCEC) | Sep 2013 | Sep 2014 | Sep 2015 | Sep 2016 | Sep 2017 |

- KEY**
- BES – Budget Estimate Submission to OSD
 - DA/CA – Design Agent/Construction Agent
 - DD Form 1391 – Military Construction Project Data
 - DI – Design Instruction (AFIMSC/IZ OPR)
 - 10 USC §2807, Notifies Congress of Start of Design
 - PI – Planning Instruction (AFCEC/CP OPR)
 - PresBud – President’s Budget Submission to Congress
 - Code 2 – Concept Design (35%)
 - Code 3 – Parametric Design (15%)
 - Code 6 – Final Design (100%)
 - Code 7 – Design-Build Request for Proposal Preparation

AFCEC PRE-DESIGN DD FORM 1391 CERTIFICATION

- AFIMSC/IZB is OPR and provides FYDP to AFCEC/CF
 - AFCEC/CF initiates planning instruction
- DD Form 1391 preparation and certification is O&M funded
- Certification is done prior to start of design
- AFIMSC/IZB will review project documentation
 - Ensure that sufficient technical information is available to commence a concept design or parametric design
 - AFCEC/CF Confirms that the project scope is in compliance with AF standards, criteria, and cost estimating requirements
- AFCEC/CF certifies that the project is ready for design

AFIMSC/IZB SCOPE & COST VALIDATION OF DD FORMS 1391 FOR BES

- AFIMSC/IZB is OPR
- Based upon results of the concept (Code 2) or parametric design Code 3)
- Block 9 Cost Estimate of the DD Form 1391 is revised to more accurately describe the scope and cost
- AFIMSC/IZB includes the revised DD Form 1391 in the Budget Estimate Submission to OSD

DA/CA DESIGNED SCOPE CERTIFICATION AT FINAL DESIGN

- DM/CM is OPR, AFCEC/CF is OCR
- ASD(EIE) Memo, 16 Jun 17: “The DoD construction agent for a project must certify to the project sponsor, prior to final design approval, that the final facility design is within the scope of work authorized by Congress, and that it provides a complete and useable facility.”