



## NATIONAL GUARD BUREAU

3501 FETCHET AVENUE  
JOINT BASE ANDREWS MD 20762-5157

30 December 2016

MEMORANDUM FOR SEE DISTRIBUTION

FROM: NGB/A4

SUBJECT: Air National Guard Engineering Technical Letter (ANGETL) 16-02, Design and Construction Reports

1. Purpose. This ANGETL provides reporting requirements associated with the design and construction of Air National Guard (ANG) Military Construction (MILCON) and Sustainment, Restoration, and Modernization (SRM) projects.

2. Applicability: This letter supplements ANGI 32-1023 to provide a common reference for reports associated with ANG design and construction. It applies to all MILCON and SRM projects, as well as projects funded through special construction appropriations when managed by NGB/A4O, such as Base Realignment and Closure (BRAC) and Energy Conservation Incentive Program (ECIP).

3. Coordination: This ANGETL has been coordinated with the National Guard Bureau Office of the Principal Assistant Responsible for Contracting, Acquisition Policy Division, NGB-OPARC-P.


4. Effective Date: Immediately

5. Supersedes: ANGETL 15-02, dtd 18 March 2015.

6. References:

- a. ANGETL 15-03, *Project Closeout Process*
- b. ANGI 32-1023, *Criteria And Standards for Air National Guard Design and Construction*
- c. DFARS, Subpart 236.6, *Architect-Engineer Services*
- d. FAR Part 36, *Construction and Architect-Engineer Contracts*
- e. NGB PIM 2014-4, *Acquisition Planning*
- f. National Guard Acquisition Manual

7. The point of contact for this ANGETL is Ms. Jacqueline A. M. Nino, LEED AP BD+C, NGB/A4O, available at DSN 612-8117 or [jacqueline.a.nino.civ@mail.mil](mailto:jacqueline.a.nino.civ@mail.mil)

  
WILLIAM P. ALBRO, P.E., GS-15  
Associate Director of Installations

**Attachments:**

1. Required Reports
2. Instructions for Monthly Status Reports
3. Monthly Status Report Template (Parts 1, 2, 3, and 5)
4. A-E Negotiation Report Template
5. Bid Opening Report Template
6. Current ANGETL Index

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