



DEPARTMENT OF THE NAVY
NAVAL FACILITIES ENGINEERING COMMAND
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NAVFACINST 11010.45A
AM
12 JUN 2018

NAVFAC INSTRUCTION 11010.45A

From: Commander, Naval Facilities Engineering Command

Subj: SITE APPROVAL REQUEST PROCESS

Ref: (a) OPNAVINST 11010.20H
(b) NAVFAC Shore Facilities Planning System Guidebook
(c) NAVFACINST 5200.38A
(d) NAVFAC AMB 2013-01, Establishment of Asset Management Bulletins
(e) UFC 2-000-05N

Encl: (1) NAVFAC 11010/31, Part I Request For Project Site Approval
(2) NAVFAC Guide to Site Approval Request Process

1. Purpose. To publish guidance, policy, and procedures for initiation, coordination, and approval of site approval requests for facilities projects and qualifying events onboard Navy installations in accordance with Ref (a) through (e).

2. Cancellation. NAVFACINST 11010.45.

3. Action.

a. Naval Facilities Engineering Command (NAVFAC HQ) will:

(1) Publish guidance and procedures for the initiation, coordination and approval of site approval requests.

(2) Publish bi-annual reports detailing the types, characteristics, and levels of effort required to process and accomplish the site approval requests as a product and service deliverable.

(3) Review and approve requests for deviations and exemptions from Unified Facilities Criteria (UFC) design standards.

(4) Support compliance with regulations and financial/audit readiness.

b. NAVFAC Atlantic and NAVFAC Pacific will:

(1) NAVFAC LANT and NAVFAC PAC have review authority for Navy Category B (permanent facility, resubmittal of a previous request or an event request) site approval requests that typically require other Systems Command (SYSCOM) involvement, including the following:

- (a) Explosives Safety
- (b) Airfield Safety
- (c) Electromagnetic Radiation Safety (HERP/HERF/HERO)
- (d) Electromagnetic Radiation Safety (EMI)
- (e) Radiological Safety
- (f) Small Arms Range Safety

(2) Following NAVFAC LANT/PAC review and SYSCOM Approval, Installation Commanding Officers will review site approval requests for final approval.

c. Facilities Engineering Commands (FECs) will:

(1) Review and coordinate Category B site approval requests, per certification authority requirements, to include compatibility and conformance to sound planning principles and operational and functional relationships relative to existing and planned facilities with the following:

- (a) Regional Integration Plan (RIP)
- (b) Installation Development Plans (IDP)
- (c) Air Installation Compatible Use Zones (AICUZ)
- (d) Range Air Installation Compatibility Use Zones (RAICUZ)
- (e) Unified Facilities Criteria (UFC)
- (f) And other criteria as applicable

(2) Ensure Category B site approval request packages are reviewed and coordinated for completeness, accuracy, and compliance with regulations.

d. Public Works Officer will:

(1) Ensure the services and capabilities of the NAVFAC Planning and Work Induction Systems (WIS), including the NAVFAC Product and Service (P&S) V56 (Site Approval Documents), are utilized to effectively support compliance with regulations and financial/audit readiness requirements.

(2) Initiate, process, and coordinate site approval request packages using NAVFAC MAXIMO and eProjects systems, and site approval certification authority processing systems to record and track site approval request packages, to include storage of completed site approval actions.

(3) Ensure all end user, host installation Subject Matter Experts (SME) and installation Public Works Department (PWD) subject matter staff coordinate on the site approval request.

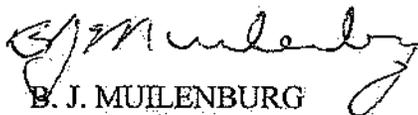
(a) For all construction projects that impact installation operations, ensure that the appropriate N3 Department Head is involved in the site selection process.

(b) For all installations with airfields, ensure both the Airfield Operations Officer and Airfield Manager review and concur with the site approval request. Special emphasis shall be placed on including air operations stakeholders such as Naval Air Systems Command, Space and Naval Warfare Systems Command, and Naval Flight Information Group in the review and approval process.

(4) Ensure all certifying agencies involved with the site approval request receive and maintain for record copies of the final site approval document(s).

4. Record Management. Records created as a result of this instruction, regardless of media and format, will be managed per Secretary of the Navy (SECNAV) Manual M-5210.1.

5. Review and Effective Date. Per OPNAVINST 5215.17A, NAVFACENCOM will review this instruction annually on the anniversary of its effective date to ensure applicability, currency, and consistency with Federal, DoD, SECNAV, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will automatically expire 5 years after effective date unless reissued or canceled prior to the 5-year anniversary date, or an extension has been granted.


B. J. MULENBURG

NAVFAC 11010/31, PART I

REQUEST FOR PROJECT SITE APPROVAL

NAVFACINST 11010.45A

Per NAVFACINST 11010.45A, Site Approval Request Process, NAVFAC 11010/31, Part 1, is required for both Category A and Category B Site Approval Requests (SAR), for both facilities and certain types of events, including those requiring waivers or exemptions. Site approvals are granted based on the conditions and circumstances shown in the SAR. The site approval becomes invalid if any of those conditions change. Approvals become invalid if the project scope or location is altered in any manner from the information on which the SAR, certification, or endorsement was granted. Approvals become invalid if project proponent or owner fails to comply with conditions stipulated in the SAR. Category 2 SAR certifications, including requests for waivers and exemptions and other conditional endorsements, (e.g., explosive safety related site approvals granted under Safety Assessment for Explosives Risk (SAFER), Airfield Safety Waivers, etc.), may require periodic reviews and re-certification. Refer to Unified Facilities Criteria (UFC) 2-000-05N and other applicable versions, the NAVFAC Business Management System (BMS) for SARs, Installation Development Plan (IDP), other Systems Command (SYSCOM) and NAVFAC guidance, for additional information. (Complete this form using the PDF/electronic version and forward a copy of the final to all stakeholders for their records).

SECTION A - PROJECT INFORMATION (TO BE COMPLETED BY SAR POC)

Activity SAR Number:

Date:

1. To:(Host Command):

2. From:(Sponsor):

3. Installation UIC:

4. Special Area Code:

5. SUID Code:

6. Building Number:

7.
Fiscal Year:

8.
eProjects Work Order No.:

9.
Project Amount(\$000):

10.
Navy "P" Number

11. Latitude:

12. Longitude:

13. Ground Elevation:

14. Project Name/Title:

15. Category Code:

16. Type of Project/Event (Check all that apply):

Repair Maintenance Construction Addition to Existing Facility Demolition
Event Change of Use (Category Code) Relocatable (Temporary Facility)
New Footprint Other (Specify)

17. Project/
Event
Description:

NAVFACINST
11010.45A

18. Type of Request/Certification/Waiver and responsible authorities:

18(a) Category A, including events of temporary duration (e.g. Air Shows), and re-submittals:

YES NO

18(b) Category B SAR:

- Airfield
- Explosives
- EMR (HERP/HERF/HERO)
- EMR (EMI)
- Radiological
- Small Arms Range/Outdoor Live-Fire Range
- Re-Submittal (Category B)
- OTHER
- N/A

18(c) Responsible authority(ies) for Category B SAR. (Check all that may apply):

- Host Command (Category A)
- FEC
- REGCOM
- NAVAIR
- NAVSEA (NOSSA)
- NAVSEA (NSWCDD)
- NAVSEA (RASSO)
- SPAWARSYSCEN (Atlantic)
- CNIC
- OPNAV
- CNO
- DUSD (I&E)
- OTHER (Specify in Block 20)
- N/A

18(d) Specify:

19. If construction related (or event), specify duration in which the certification, waiver, is required (Days/Weeks/Months). If "Permanent", so indicate. Otherwise, enter "Not Applicable":

20. Determination of Category of SAR, siting rationale, justification for request for endorsement, waiver, exemption, impact if not approved, etc:

23. Date SAR validated, forwarded for Signature/Endorsement/Certification, or Action Suspended:

24. Name/Title/E-mail Address(of PWD SAR POC):

25. Name/Title/E-mail Address (of SAR POC SUPERVISOR):

**SECTION B - PRELIMINARY EVALUATION OF CATEGORY B IMPACTS
(TO BE COMPLETED BY SAR POC)**

NOTE: If Category A, skip Section B and C and complete applicable portions of Section D (Host Command Summary and Final Site Approval Request Action).

SECTION B(1) - AIRFIELD SAFETY

1. Is NAVAIR Airfield Safety Waiver required for a facility, construction, crane, or other event, including air shows. Are there potential impacts to instrument approach/departure procedures? (If YES, complete Section B(1) and request NAVAIR airfield safety waiver and other clearance(s) via ICO memo using NAVAIR IBONS and other SYSCOM processes:
- YES
NO
2. Is FAA OE/AAA (Notice of Proposed Construction) Required? (If YES, provide data to CPLO and attach FAA permit):
- YES
NO

3. Runway Number:
4. Select Runway Type (Class "A" or "B"):
5. Airfield Elevation (ft):

For the following set of questions (Block 6 - 20), enter "N/A" for "Not Applicable", if that is the case:

6. Maximum Height of Facility (ft):
7. Maximum Height of Equipment at Location (ft):
8. Lateral Distance from Runway Centerline (ft):

9. Horizontal Distance to Runway Primary Surface (ft):
10. Horizontal Distance from Clear Zone (ft):
11. Horizontal Distance to Edge of Parking Apron (ft):

12. Allowable Height Based on Transitional Surface (ft):
13. Allowable Height Based on Approach-Departure Surface (ft):
14. Allowable Height Based on Apron Clearance Criteria (ft):

15. Allowable Distance Based on Taxiway Clearance (ft)
16. Existing Waiver Number
17. Existing Waiver

18. Indicate Type of Construction Airfield Safety Waiver of interest. (Construction waiver includes request related to a facility violating airfield safety criteria):
- Repair
Maintenance
Construction
Event (e.g. Air Show)
Other (Specify in Block 19)
Not Applicable
19. Airfield Safety Waiver (Other):
- Contingency
Aids-to-Navigation
RDT&E
Other

20. If construction related (or event), specify duration of ASW (Days/Weeks/Months).

NOTE: A NAVAIR ASW is not a substitute for a UFC criteria waiver/exemption (e.g. Design waiver). The airfield safety waiver and FAA OE/AAA permit require coordination by AIROPS, Control Tower, CPLO, NAVREP, NAVFIG, CPLO, Base Security, Explosives Safety Officer, Base Communications, Public Works Utilities, etc. See Asset Management Bulletin 2013-03 for more information.

SECTION B(2) - EXPLOSIVES SAFETY

1. In coordination with Explosives Safety Officer, AIROPS, Port Ops, Base Communication, etc, are there potential impacts to/of explosives safety (or fuels)? (If there are no explosives safety impacts, check "No" and skip to next section).

YES

NO

2. What type of project or event is triggering review for explosives safety impacts? (Select all that apply):

Repair

Renovation

Equipment Installation

Changes in operation(s)

New Construction

3. If there are explosives safety impacts, what type of NOSSA review is/are required for certification? (Select all that apply)

Construction Worker Authorization

Preliminary Explosives Safety Certification

Final Explosives Safety Certification

SAFER (Site Approval by Safety Assessment for Explosives Risk)

Deviation (from Explosives Safety Criteria)

NOTE (EXPLOSIVES SAFETY): Per Section B(2), if there are explosives safety impact(s), attach copy of NAVFAC 11010/31, Part I, GeoReadiness-generated Site Plan(s), and Automated Explosives Safety Site Planning (AESSP)-generated explosives quantity-distance arcs/maps endorsed by Explosives Safety Officer (ESO), etc. Forward request to NOSSA through ICO using WebSAR, the NOSSA online application for explosives SARS. WebSAR will automatically route and complete the NOSSA Part II, NOSSA Form 8020.22. Use this link for access to [WebSAR](#).

SECTION B(3) - ELECTROMAGNETIC RADIATION (HERP, HERF, HERO & EMI) SAFETY

1. In coordination with Base Communication and the Spectrum Manager, are there potential EMR impacts (HERP, HERF, HERO, EMI)? (If there are no EMR impacts, skip to next section).

YES

NO

2. System Location (Physical Address, and Zip Code):

3. Type of Transmitter:

4. Distance to Nearest Fueling Facility Operation (ft). Enter N/A, if not applicable:

NOTE 1 (HERP, HERF, HERO): Attach copy of NAVFAC 11010/31, Part I, copy of EMR Data Form, site plan, etc., and forward the request for impacts of Hazards of Electromagnetic Radiation to Personnel (HERP), Hazards of Electromagnetic Radiation to Fuels (HERF), and Hazards of Electromagnetic Radiation to Ordnance (HERO) for all Navy site approval requests through the Chain-of-Command to Naval Surface Warfare Center, Dahlgren Division (NSWCDD), using the Electromagnetic Environmental Effects, [E3 Online LINK](#), off the NSWCDD website.

NOTE 2 (EMI): Attach copy of NAVFAC 11010/31, Part I, copy of EMR Data Form, site plan, etc., and forward the request for impacts of Hazards of Electromagnetic Radiation, Electromagnetic Interference (EMI), for all Navy site approval requests through the Chain-of-Command to SPAWARSSYSCEN Atlantic: SPACE AND Naval Warfare Systems Center, SPAWARSSYSCEN Atlantic, ATTN CODE 59440, PO Box 190022, North Charleston, SC 29419-9022 (Phone: (843) 218-5273; DSN: 588-5273)).

SECTION B(4) - SMALL ARMS RANGE

1. Does the project construct a new weapons range or add to the capacity of an existing weapons range.

YES

NO

2. In coordination with Weapons Officer, Range Safety Officer, Industrial Hygienist, Explosives Safety Officer, AIROPS, Port Ops, Base Communication, CPL0, etc, are there potential impacts on an existing range?:

YES

NO

NOTE (SMALL ARMS RANGE): If answer to Block 1 or 2 is "YES", attach copy of NAVFAC 11010/31, Part I, site plan, etc., and forward SAR memo to CNO through the Chain-of-Command.

SECTION B(5) - RADIOLOGICAL SAFETY

1. In coordination with activity CROPM (Contractor Radiological Oversight Program Manager), COT (the Contractor Oversight Technicians (COT), NAVFAC Safety Officer, Industrial Hygienist, Base Communication, etc., does the project install, impact, or provide capabilities for the operation of radioactive materials or radiation-generating devices? (If "NO", skip to next section).	YE S NO
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NOTE (RADIOLOGICAL SAFETY): If answer to Block 1 is "YES", provide copy of NAVFAC 11010/31, Part I, site plan, etc., to activity CROPM, per NAVFACINST 5104.1. The CROPM will initiate memo for approval by by ICO or NAVSEA/Radiological Affairs Support Office (RASO), depending on determination by CROPM and COT at the installation.

SECTION B(6) - ADDITIONAL COMMENTS

1. Provide name of organization at Activity and POC, and comments:

2. Provide name of organization at Activity and POC, and comments:

3. Provide name of organization at Activity and POC, and comments:

**SECTION C - FEC/LANT/PAC/SYSCOM EXTERNAL REVIEW FOR
CATEGORY B SAR (TO BE COMPLETED BY REVIEW/ENDORSEMENT/
CERTIFICATION AUTHORITY)**

In accordance with NAVFAC Instruction 11010.3/11010.45A, for program management and reporting purposes, please provide a brief summary of your review actions on this form, prior final review and approval of SAR by the ICO (in Section D). Please make a copy and attach to NAVFAC SAR package, if additional reviews are required by agency(ies)).

1. Review Agency (Name of Agency)

1(1) Date Received

1(2) Summary Evaluation of Category B SAR:

1(3) Reviewer's Name/Code/Phone No./E-Mail Address:

1(4) Date Forwarded

2. Review Agency (Name of Agency)

2(1) Date Received

2(2) Summary Evaluation of Category B SAR:

2(3) Reviewer's Name/Code/Phone No./E-Mail Address:

2(4) Date Forwarded

3. Review Agency (Name of Agency prior to submittal to ICO)

3(1) Date Received

3(2) Summary Evaluation of Category B SAR:

3(3) Final Determination by Review/Endorsement/Certification Organization/Agency

Endorsed/Certified (Forwarded to Activity)

Not Endorsed (Activity to Re-Submit)

Not Endorsed (Returned to Activity)

3(4) Reviewer's Name/Code/Phone No./E-Mail Address:

3(5) Date Forwarded to ICO

SECTION D - HOST COMMAND SUMMARY & FINAL SITE APPROVAL ACTION

1. Date Received

2. What Category SAR? (If A, proceed to Block 5:

A B

3. Category B SAR Endorsement/Certification Received from (Attach copy of documentation):

FEC	NAVFAC LANT	NAVFAC PAC	REGCOM	NAVAIR	NAVSEA (NOSSA)	NAVSEA (NSWCDD)
NAVSEA (RASO)	SPAWARSYSCEN (Atlantic)		CNIC	OPNAV	CNO	DUSD (I&E) OTHER

4. Type of Category B SAR Endorsed/Certified

4(1). Airfield Safety Waiver (ASW)

Repair
 Maintenance
 Construction
 Contingency
 Aids-to-Navigation
 RDT&E
 Other Event
 Not Applicable

4(2). Explosive Safety Certification

Construction Waiver Authorization
 Preliminary Explosives Safety
 Certification
 Final Explosives Safety Certification
 Not Applicable

4(3). Electromagnetic Radiation (NAVSEA)

HERO
 HERP
 HERF
 Not Applicable

4(4). Electromagnetic Radiation (SPAWARSYSCEN (Atlantic))

EMI
 Not Applicable

4(5). Small Arms YES
 Range Safety Not Applicable

4(6). Radiological YES
 Not Applicable

5(1). Duration/Begin Date. (Enter N/A if Not Applicable):

5(2). Duration/End Date. (Enter N/A if Not Applicable):

6. If SAR is being recommended for approval (with/without condition(s), briefly state:

7. Recommendation by Public Works Officer, Asset Management Branch Head, or Delegated Authority (Name/Title/E-mail Address/Signature):

8. Date:

9. **Host Command Final Decision on Site Approval Request**
(*Select one action item):

Approved
Disapproved
Deferred/Returned

10. **Comments**

11. **Name/Title/Signature of ICO**
(or Delegated Authority):

12. **Date**

***To be signed by Installation Commanding Officer (ICO), or Delegated Authority, for both Category A and B SAR. To complete the electronic signature, sign using your DOD CAC card, then lock the document. Signature should be visible on the completed form.**

For addition information and assistance, visit the [Site Approval Request](https://hub.navfac.navy.mil/webcenter/portal/am/) webpage on the HQ NAVFAC/Asset Management portal (<https://hub.navfac.navy.mil/webcenter/portal/am/>).



**NAVFAC
GUIDE TO NAVY
SITE APPROVAL REQUEST (SAR)
PROCESS**

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PART 1
ABOUT THE GUIDE

1. PURPOSE OF THE GUIDE

a. This Guide is issued by the Asset Management Branch at HQ NAVFACENGCOM.

b. The Guide is a supplement to NAVFACINST 11010.45A, Site Approval Request Process, and associated NAVFAC 11010/31, Part I. Together, they support NAVFAC compliance and audit readiness programs for land-use planning and facilities development, to include water and port operations. The Guide provides information on minimum administrative records for endorsement and approval of project/event sites on CNIC installations by the Installation Commanding Officer (ICO) and other external certification authorities, per references (a) through (k).

2. WHO SHOULD USE THE GUIDE

a. Asset Management Branch and other employees within the NAVFAC Public Works Department (PWD) who have responsibilities for initiating or otherwise reviewing site approval requests on behalf of the ICO.

b. Host and Tenant Command organizations and employees, including other PWD subject matter experts (SME) personnel at Navy installations whose activities and missions impact, or are impacted by projects/event proposed on Navy installations.

c. Site approval endorsement and other external certification authorities, including Facilities Engineering Commands (FEC), NAVFAC Atlantic/Pacific, and SYSTEM Commands (NAVAIR, NOSSA, NAVSEA, etc.).

3. ASSUMPTIONS

a. The Navy SAR Process is a collaborative effort between the Asset Management Branch at the NAVFAC Public Works Department, other PWD organizations, and Host and Tenant Commands potentially impacted by a proposal that seeks to develop or use a site for a project or event. A strongly recommended “Best Practice” is the establishment of an Installation Site Approval Request Team (ISART), or similar group at the activity. Whether formal, or informal, the ISART reviews and endorses all SARs to include projects/events requiring waivers/exemptions, after the request has been inducted into the NAVFAC Work Induction System (WIS), and before the SAR is sent to any external organization for endorsement or certification. Refer to the [ISART Resource](#) for a list of agencies that may have a potential stake in a particular project/event. For a copy of the latest ISART Resource and other SAR documentation requirements, visit the dedicated website for the NAVY SAR Process on the HQ NAVFAC portal, at: <https://hub.navfac.navy.mil/webcenter/portal/am/>.

b. Beyond the span of control of the ICO, all external organization requirements for site approvals are part of the NAVFAC Category II SAR process. Compliance with those processes include utilizing the forms, systems, and other support available through those organizations to accomplish the SAR prior to final signature by the ICO on the NAVFAC 11010/31. External certification systems include NAVAIR's IBONS, NOSSA's WebSAR, NAVSEA's E3, etc., per Part 2 of this Guide.

4. REFERENCES (In Alphabetical Order)

- (a) MIL-STD-3007F
- (b) NAVFAC Asset Management Bulletin (AMB) 2013-02
- (c) NAVFAC Asset Management Bulletin (AMB) 2017-03
- (d) NAVFAC Business Management System (BMS) B-25.3.4
- (e) NAVFAC Shore Facilities Planning System Guidebook
- (f) OPNAVINST 5450.348
- (g) OPNAVINST 11000.16A
- (h) OPNAVINST 11010.20H
- (i) OPNAVINST 11010.36C
- (j) OPNAVINST 11010.40
- (k) UFC 2-000-05N

PART 2
INTRODUCTION

1. Overview

a. In accordance with reference (g), site approval is required for active and reserve Navy projects and qualifying events regardless of general type of construction, work classification, funding source, or sponsor. Site approval is required prior to legal obligations of funds.

2. Categories of Site Approval

a. There are two categories of site approval requests (Category A and Category B) with different levels of impact on missions at a Navy Installation (Table 1).

TABLE 1: Site Approval Request Authorities, By Category

	Categories of SARs	Signature/Endorsement/Approval Authority
	“A”	
1	Standard	Installation Commanding Officer (or Delegated Authority).
	“B”	
1	Explosives Safety	Naval Sea Systems Command (NAVSEA). Responsibility has been delegated to Naval Ordnance Safety and Security Activity (NOSSA), Indian Head, Maryland. Owns WebSAR, online.
2	Airfield Safety	Naval Air Systems Command (NAVAIRSYSCOM), via IBONS (excludes UFC design deviations, incompatible facilities under AICUZ guidance, etc.)
3	Electromagnetic Radiation (EMR) Safety (Personnel (HERP), Fuels (HERF), and Ordnance (HERO))	Naval Surface Warfare Center, Dahlgren Division (NSWCDD). Owns Electromagnetic Environmental Effects (E3), online.
4	Electromagnetic Radiation (EMR) Safety Electromagnetic Interference (EMI)	SPAWARSYSCEN, NAVFAC Atlantic, NAVFAC Pacific.
5	Radiological Safety (Radioactive Materials and Radioactive Equipment)	Naval Sea Systems Command Detachment, Radiological Affairs Support Office (RASO).
6	Small Arms Range Safety	Chief of Naval Operations (OPNAV).

NOTE: (1) At Joint Bases, the controlling DOD Service has responsibility for site approvals. Follow process established by that Service, if other than Navy.

(2) Unified Facilities Criteria (UFC) design deviations (e.g. for airfield projects) are approved by NAVFAC Chief Engineer (CHE), via ICO and NAVFAC LANT, then attached to SAR package.

(3) See reference (h) for guidance on projects and facilities that are incompatible with Air Installation Compatible Use Zones (AICUZ).

b. Category A Site Approval Requests (SAR) apply to site approval requests for facilities projects or events that are (1) consistent with the Installation Development Plan (IDP), (2) do not have any safety impacts, (3) are compatible with existing/planned land uses and regulations, “and” or “or” (4) are temporary in duration. Site approval requests for those projects and events, including Air Shows, are initiated and tracked to completion by the Public Works Department (PWD) using NAVFAC 11010/31, Part I.

c. Category A SARs have the following major characteristics:

(1) Repair and maintenance to a building or facility that have potential to impact a facility, facility system, or other mission’s operations, including work on those facilities by tenant organizations and other occupants. This work may include a repair to, replacement of, and modification to a facility system or component that may interfere with other work in the facility or adjacent building(s), or supporting utilities, that could lead to additional work or expenditure by NAVFAC.

(2) Capital improvement and construction that adds new footprints and results in new or an addition to a Property Record Card.

(3) Demolishes a facility.

(4) Changes the use (Category Code) or fundamentally alters the physical layout of a facility or land (area).

(5) Sites or moves a relocatable.

(6) Proposes using a site for an event not directly related to the primary mission/purpose of the owner/location.

(7) Limited duration events (e.g. Air Shows).

(8) Approved by the Installation Commanding Officer (ICO), or delegated authority.

NOTE: Regardless of the funding source or strategy, when a new project or an improvement stays within the former/existing footprint, SAR is required if the project increases capacity of the building’s system(s), adds capability or efficiency, reconfigures or alters the interior, converts the function of a facility, or is of a different design in construction, materials, equipment, or painting scheme from the original building or structure.

d. Category B SARs apply to projects or events with characteristics identified in paragraph 2c that in addition, have safety impacts “and” or “or” require approval above the span of control of the ICO:

(1) Explosives Safety.

(2) Airfield Safety.

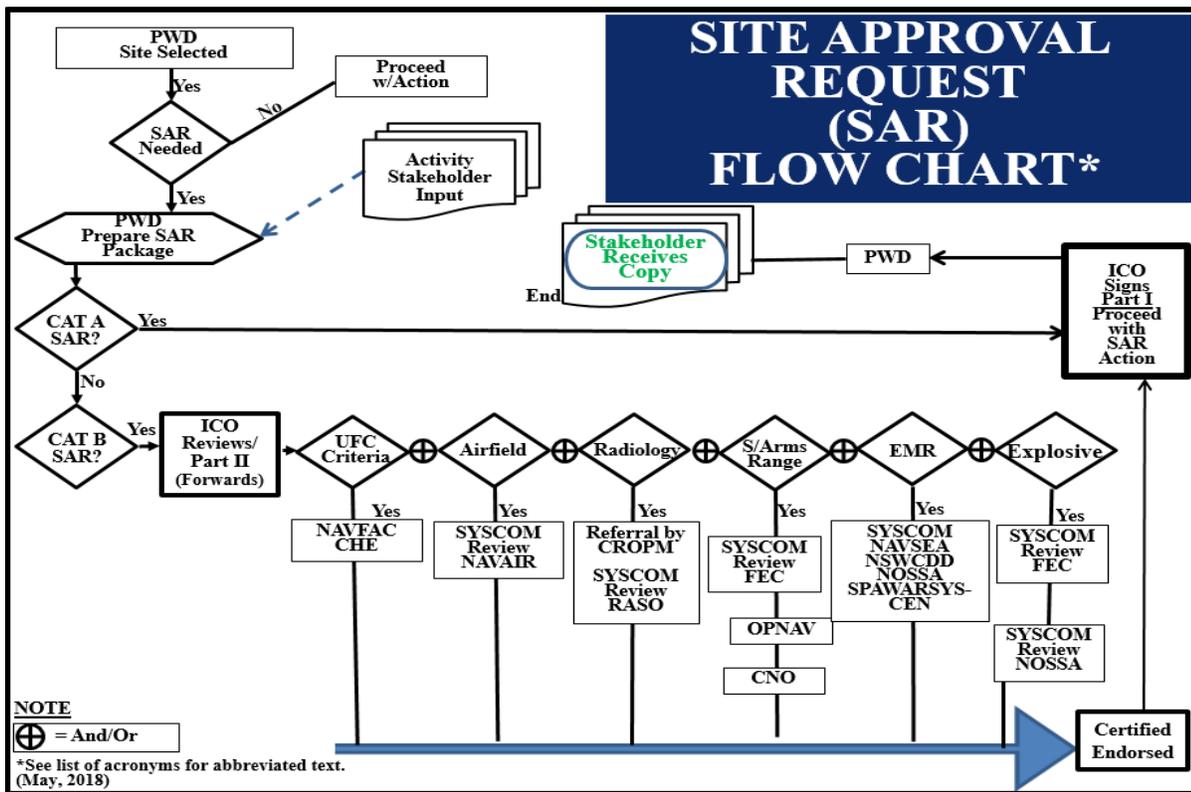
(3) Electromagnetic Radiation Safety (HERP/HERF/HERO).

- (4) Electromagnetic Radiation Safety (EMI).
- (5) Radiological Safety.
- (6) Small Arms Range Safety.

NOTE: For Category B SARs, the project/event may be impacted by, or may have adverse impacts on other missions and systems on the installation. As a result, the proposal may require certification, a waiver, or exemption by another authority before the site can be formally approved by the ICO. For those projects/events, copies of the documentation and results of the SAR review on the applicable SYSCOM form(s), if any, will be attached to the NAVFAC 11010/31, Part I. The documents are then forwarded via the Chain-of-Command to the responsible certification/endorsement authority, and back to the ICO (or the delegated authority), for final approval. The ICO signs the NAVFAC 11010/31, Part I, after certification/endorsement by the responsible SYSCOM/authority.

e. Figure 1 is a functional flow chart of the primary processes for both Category A and Category B SARs. All SARs are initiated by the Host Command (ICO), and are signed by the ICO, after coordination/endorsement/certification, using NAVFAC 11010/31, Part I.

FIGURE 1: Site Approval Request (SAR): Functional Flow Chart



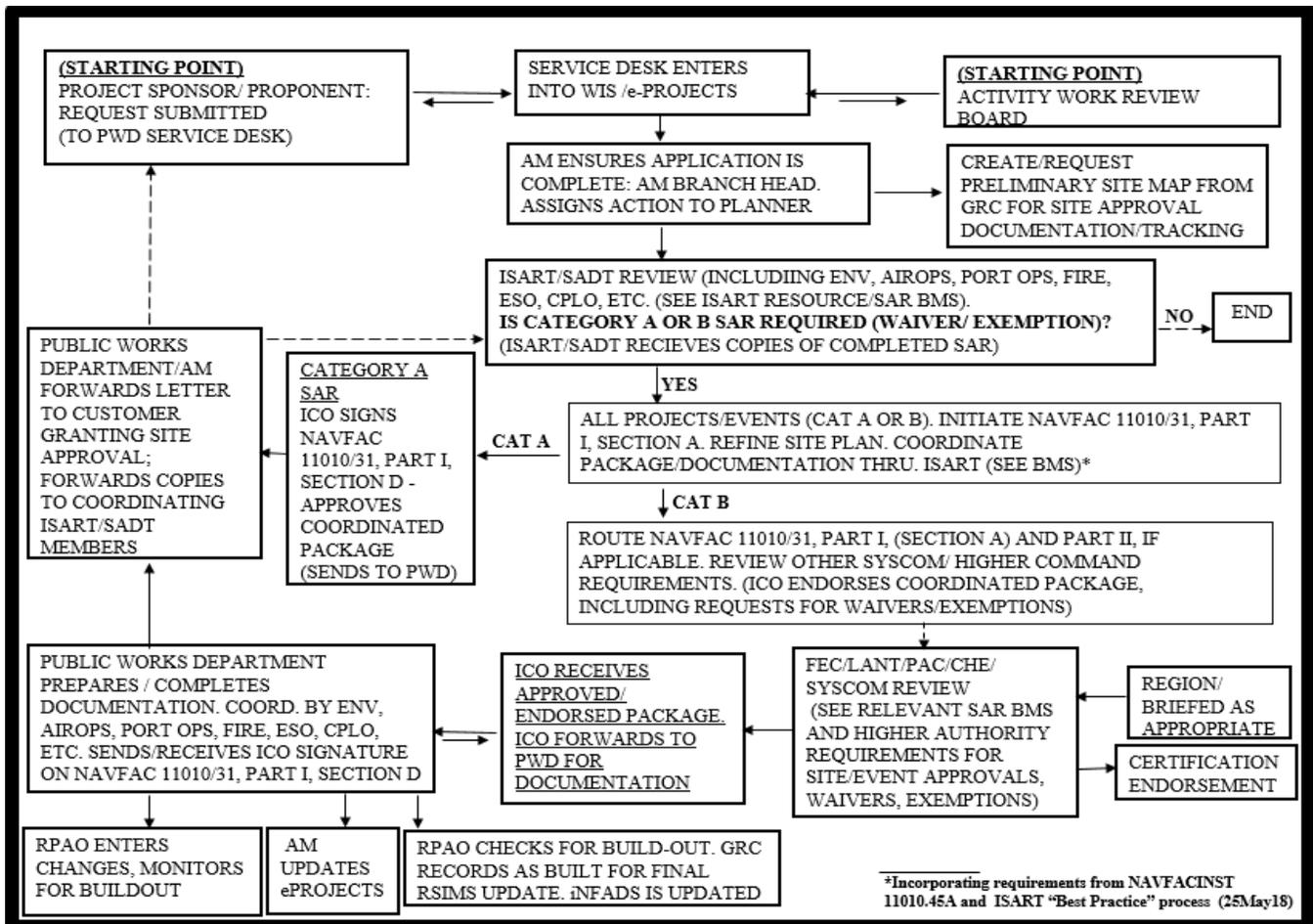
- NOTE:** (1) Due to differences in certification authority processes, a particular CAT B SAR may deviate from this notional flow chart.
 (2) CAT B SAR (YES) certification schedule is not sequential, or, all-inclusive.

3. Concurrence by Installation Commanding Officer. For all SARs, the signed NAVFAC 11010/31, Part I, is approval by the ICO, or delegated authority, of the requested site for the purpose and duration specified in the request. Site approval is not authorization to directly proceed with construction or execution to the extent the project/event may require other permissions.

4. When to Initiate Site Approval Request

a. The SAR is initiated by the NAVFAC Public Works Department Asset Management Branch on behalf of the Host Command, or equivalent. (Site Approval Request Schema below provides a more detailed workflow by Category of SAR).

FIGURE 2: Site Approval Request Process Schema



NOTE: Due to differences in certification/endorsement authority processes, a particular SAR category may still deviate from what is shown in this detailed SAR process flow chart. The SAR is initially vetted by Host and Tenant Commands at the installation, including subject matter experts (SME) within the NAVFAC PWD. Coordination by those stakeholders recognizes that a proposed project or event may impact existing missions and agencies at the installation, that those agencies must be

cognizant of the plan, and be provided opportunity to address all potential impacts.

b. Category A SARs should be initiated when the requirement for the project/event has been formally validated by the sponsor, a site has been selected (among alternatives, if necessary), and the requirements have been captured into the MAXIMO/eProjects.

c. Category B SARs should be initiated for Military Construction projects or Special Projects that have impacts on an explosive storage facility or range, airfield, ports, electromagnetic radiation, radiological, and small arms ranges, when the activity/region develops a DD Form 1391 or similar program document for the project and the requirement is documented in the Electronic Program Generator (EPG) and eProjects. Events on land and in facilities with similar impacts are likewise treated.

d. All SARs will be entered into MAXIMO/eProjects within the NAVFAC Facilities Planning, V-56, Product and Service(P&S) Line. The SAR will then be reviewed by those various departments, including but not limited to Environmental, Natural Resources, Base Fire Department, Base Communications, PWD Utilities, Base Safety, Base Security, local utility survey company, Air and Shore Operations Department, etc. Upon approval from all agencies tasked, including external SYSCOMs for Category B SARs, and signature by the ICO, the SAR POC at the PWD will close out the MAXIMO/E-Projects entry.

5. The NAVFAC Asset Management Business Management System (BMS). The NAVFAC Asset Management BMS for Land Use Planning, Site Approval Request, specify the processes for accomplishing site approvals, per reference (c). The SAR BMS provides information on specific requirements related to site approval procedures for both Category A and Category B SARs. (Additional information is available on the NAVFAC portal for those “living documents”).

6. Life of a Site Approval. Site approvals are granted based on the conditions and circumstances shown in the SAR. The site approval becomes invalid if any of those conditions change. Approvals become invalid if the project scope or location is altered in any manner from the information on which the safety certification, environmental review, or other endorsement was granted. Approvals become invalid if project sponsor or owner fails to comply with conditions stipulated by a certification or other authority when the project was initially approved with those conditions.

7. Conformance with the Land Use Plan

a. The best place to start validating a site for a project or event is the Installation Development Plan (IDP). The IDP has synthesized the myriad of complex issues associated with land use planning. The IDP describes planning constraints, existing and proposed land uses, and includes summaries of facilities requirements, transportation, utilities, real estate, capital improvements, and mobilization plans. (Host and Tenant Commands impacted by the proposal should have copies of the IDP and other related plans).

b. The site selected should be in conformance with the IDP. However, if there were overriding considerations that precluded siting consistent with the IDP, the SAR POC must document that information in the request for site approval (e.g., NAVFAC 11010/31, Part I), and secure appropriate

approval(s), including safety certifications and other permissions, before project award, design, funding, and execution.

c. For events, a site selected may periodically be used for the same general purpose(s), and may have existing records of approvals, including site approvals. If planned event is a new activity, consistency with the IDP is paramount, as is ensuring all affected Subject Matter Expert (SME) agencies have an opportunity to evaluate potential impacts on their missions and operations. Frequently, an Operational Risk Management (ORM) report may be required for those events before they are endorsed, certified, or approved.

8. Required Documentation for Site Approval Request

a. The NAVFAC 11010/31, Part I, Request for Project Site Approval, is the standard form used in the site approval process for both Category A and B SAR, for all projects and events proposing to utilize a site. Consistent with reference (e) and (g), this applies to all projects (funded, unfunded, MILCON, Special Project, RDT&E, Design, etc.), regardless of cost, project sponsor, or classification. The NAVFAC 11010/31, Part I, form is issued as a Portable Document Format (PDF) electronic file and should be completed as such to enable all its functions. (However, depending on the certification/endorsement authority, there may be another form (Part II), or other process, for a Category B SAR).

NOTE: SAR documentation must be attached to project documents prior to request for approval “and” or “or” request for funding, in accordance with DoN and certification authority requirements.

b. The NAVFAC 11010/31, Part I, has 4 parts, A, B, C, D. The electronic form has “Help Tips” embedded in the form to facilitate entry of data into the fields.

(1) Section A, Project Information, is completed by the SAR POC in the NAVFAC Asset Management Branch, or other designated personnel. Section A requires general information on the project/event, (e.g. proponent, site coordinates, type of project/event, description, justification for the specific Category of SAR, justification for the SAR itself, identification of all responsible authorities reviewing or approving, and contact information for the SAR Point of Contact at the PWD.

(2) Section B, Preliminary Evaluation of Category B Impacts, is also completed by the SAR POC, but with greater assistance by stakeholders. The SAR POC and the SAR team of stakeholders (e.g., ISART), must apprise themselves of the minimum data requirements for Category B, (i.e. Airfield, Explosives, Electromagnetic Radiation, Small Arms Range, and Radiological Safety) impacts that are the responsibility of other SYSCOMS and authorities. Instructions on the form, together with the “Help Tips” provide information on where to route the SAR package to ensure all constraints and opportunities are addressed corroboratively, fully, completely, and timely.

(3) Section C, FEC/LANT/PAC/SYSCOM External Review for Category B SAR, is completed by the responsible endorsing/certification authority to ensure NAVFAC and the ICO have a summary documentation of all the review. The 1-page section has two blocks for the reviews, in addition to a third for the final review, prior return of the SAR documentation to the ICO. If additional reviews are

required before the third/final, the SYSCOM/endorsing/certification authority should use a blank copy of Section C to record the additional review actions, prior to forwarding to the third/final authority, if necessary, then to the ICO.

(4) Section D, Host Command Summary and Final Site Approval Action is required for both Category A and B SARs. It is completed by the NAVFAC Asset Management Branch (i.e. SAR POC), or other designated personnel, prior to review and signature by the ICO, or their delegated authority. The section allows the Host Command to summarize all the review actions (Category of SAR(s), type of project/event, duration, limitations placed on project/event by stakeholders, and Host Command "Final Decision" indicating whether the SAR was Approved, Disapproved, or Deferred/Returned to the PWD/PWO. The electronic signature of the ICO (or their delegated authority) goes in Block 11. Block 12 is used to record the date the SAR was signed, prior to being sent to the NAVFAC PWD for action.

9. Attachments and Electronic Forms

a. NAVFAC 11010/31, Part I, is issued as an electronic Portable Document Format (PDF) file with fillable form fields. The form has capability for attachments in electronic mode when all features are enabled. The form can be forwarded via mail and signed electronically by the ICO.

b. The Part II forms and other endorsing/certification authority requirements, when available from NAVFAC, are provided only as a gap measure to facilitate coordination with those external agencies. Therefore, a SAR certification authority may require completion of their own form or process, including utilization of a system that generates the required data and form(s).

c. The required number of copies of the SAR is determined by the type of project/event, impact-driven requirements, the review process, and online capabilities (WebSAR, IBONS, etc.) available to the SAR POC and reviewer(s) at each organization responsible for the review action. In all cases, in addition to electronic copies, one (1) complete set of all documents in hard copy form should be retained in the activity files for the SAR action by the NAVFAC PWD for program continuity, inspection, and audit readiness.

d. For program management and reporting purposes, upon completion and signature by the ICO, an electronic version of the completed SAR action, preferably in one PDF file, should be forwarded to all SME agencies impacted by the project/event, and to those organizations (ISART) that coordinated the SAR.

PART 3
OTHER SITE APPROVAL REQUEST DOCUMENTATION REQUIREMENTS

1. Site Approval Requests with Other Potential Operational Mission Impacts. Cognizant authorities reviewing SARs should complete their review with a holistic and comprehensive assessment of any additional threats. By endorsing the SAR, they are certifying that proposed project/event, as far as they can reasonably tell, does not impede Navy's ability to operate, train, and execute Research, Development, Test, and Evaluation (RDT&E) requirements at sea, in the air, and on land, in accordance with reference (a) through (j).

2. Projects/Events with Safety and Other Implications. Chapter 1, paragraph 2d identifies Category B SARs that require endorsement/certification by an authority outside the span of control of the ICO. In those cases, when appropriate certification(s) have been accomplished as required, the ICO or delegated authority signs Section D of NAVFAC 11010/31, Part I, to formalize and finalize the administrative record for the site approval action that required a safety certification or other higher-level endorsement.

3. Required Cartographic Documentation

a. Location Map. In addition to the justification and rationale documented on NAVFAC 11010/31, Part I, and applicable Part II form or process, if any, plans and maps showing the proposed project location in relationship to the activity's planned land use, existing facilities, and siting constraints are a necessary part of each SAR. All maps must be geo-referenced. In addition, the geographic coordinates (Latitude/Longitude in degree, minutes, and seconds) and elevation (in feet) should be provided per the NAVFAC 11010/31, Part I. The location map must show the project site relative to its location on the activity. Features which must be emphasized include the project's relationship to existing structures and facilities, natural and man-made development constraints, and the project's impact on planned and future development.

b. Site Plan. The geo-referenced project/events site plan should be at a scale no smaller than 1 inch = 400 feet, and provide information on its site development to include:

- (1) Location.
- (2) Vehicular circulation and access to the project/event site.
- (3) Utility distribution systems.
- (4) Natural "and" or "or" man-made constraints in the vicinity of the proposed project.
- (5) Structure separation requirements necessary (for fire, noise, odor) safety and convenience.
- (6) Scale and North arrow.

- (7) Date the map was certified.
- (8) Coordinates (Latitude/Longitude).
- (9) Elevation.

4. Specialized Cartographic Data

a. In addition to the cartographic data required for site approval outlined above, specialized safety criteria data must be highlighted on site plans for all projects requiring higher level approval. In some cases (i.e., explosive safety site approval requests), the mapping requirements are prescribed by specific instructions and are accomplished using special computer applications/software. In those instances where more than one set of criteria must be addressed, it should, as far as practical, be illustrated on the same site plan.

5. Additional Information

a. Additional information about the NAVFAC SAR process is available from the dedicated website for Site Approval Request on the HQ NAVFAC portal, at:
<https://hub.navfac.navy.mil/webcenter/portal/am/>.

APPENDIX (1)
DEFINITIONS

CONCEPT	DEFINITION
Category A SAR	Approved by the ICO. May be delegated.
Category B SAR	Approved by the ICO, after endorsement/certification by another authority outside the span of control of the ICO.
Exemption	Permission to deviate from siting criteria indefinitely. When it is not possible to follow the requirements, request for exemption should be submitted to responsible authority for consideration of an exemption, specifying what measures are planned to mitigate the effects of non-compliance. In some case no improvements may be allowed, or they may be limited to repairs, maintenance, and emergency projects.
Installation Development Plan (IDP)	This document contains the long-range vision of an installation's future development against which all facilities projects are measured with respect to consistency, compatibility, compliance, and sustainability.
Relocatable	For purposes of site approval, applies to mobile structures, to include modular sheds, administration trailers, construction/contractor trailers, connex boxes, and tents installed by agency other than organization/tenant that controls the land parcel. Excluded are command posts, emergency management trailers, and military mission readiness, and portable communications and aircraft support equipment.
Small Arms Range	Indoor or outdoor range for firing handguns, riot guns (12 gauge shotguns), rifles up to 7.62 mm, and machine guns to 50 cal. The site and design must promote safe, efficient operation and yet be affordable to construct and maintain.
Waiver	Permission to deviate from siting criteria, usually for a limited duration. When it is not possible to strictly follow the requirements, request for waiver should be submitted to responsible authority for consideration of a waiver, specifying what measures are planned to planned to mitigate the effects of non-compliance. In some case no improvements may be allowed, or they may be limited to repairs, maintenance, and emergency projects.

APPENDIX (2)
LIST OF ACRONYMS

ACRONYM	DESCRIPTION
ASPT/ESS	Automated Site Planning Tool/Explosives Safety Site (ASPT/ESS) Planning
AICUZ	Air Installation Compatible Use Zones
AIOPS	Air Operations Officer
AMBL	Asset Management Business Line
ASW	Airfield Safety Waiver
ATC	Air Traffic Control (Tower)
AWR	AICUZ Waiver Request
BMS	Business Management System
CAC	Common Access Card
CHE	Chief Engineer – NAVFAC
CNIC	Commander, Navy Installations Command
CNO	Chief of Naval Operations
CONOPS	Concept of Operations – NAVFAC
COT	Contractor Oversight Technician
CPLO	Community Planning and Liaison Officer
CROPM	Contractor Radiological Oversight Program Manager
CWA	Construction Worker Authorization
DDESB	Department of Defense Explosives Safety Board
E3	Electromagnetic Environmental Effects
EMI	Electromagnetic Interference
EMR	Electromagnetic Radiation
EPG	Electronic Project Generator
ES	Exposed Site (Explosives)
ESO	Explosives Safety Officer
ESQD	Explosives Safety Quantity Distance
ESSAR	Explosives Safety Site Approval Request
EUL	Enhanced Use Lease
FAA	Federal Aviation Administration
FEC	Facilities Engineering Command
FEMA	Federal Emergency Management Agency
FMD	Facilities Management Division
FVAC	Floodplain Vulnerability Assessment and Certification
GIS	Geographic Information System
GRC	GeoReadiness Resource Center
HERF	Hazards of Electromagnetic Radiation to Fuels
HERO	Hazards of Electromagnetic Radiation to Ordnance

HERP	Hazards of Electromagnetic Radiation to Personnel
HQMC	Headquarter Marine Corps
IBONS	Infrastructure Business Operations Navy-NAVAIR-NAWC Support System
ICO	Installation Commanding Officer
IDP	Installation Development Plan
iNFADS	Internet Naval Facilities Assets Data Store
ISART	Installation Site Approval Request Team
LANT	NAVFAC Atlantic
MARCORSYSCOM	Marine Corps System Command
MILCON	Military Construction
NAVAIRSYSCOM	NAVAIR Systems Command
NAVREP	Navy Representative (FAA)
NAVSEA	Naval Sea Systems Command
NOSSA	Naval Ordnance Safety and Security Activity
NSWCDD	Naval Surface Warfare Center, Dahlgren Division
ORM	Operational Risk Management
P&S Line	Products and Services (NAVFAC Deliverable). Site Approval Request products are part of the "V" line, under "Facility Planning"
PAC	NAVFAC Pacific
PDF	Portable Digital Format
PES	Potential Explosives Site
PPV	Public-Private Partnership
PWBL	Public Works Business Line
PWD	Public Works Department
RASO	Radiological Affairs Support Office
RCT	Regional Coordination Team
RDT&E	Research, Development, Test, and Evaluation
REGCOM	Regional Commander
REPO	Renewable Energy Program Office
RIP	Regional Integration Plan
SAFER	Safety Assessment for Explosives Risk
SAR	Site Approval Request
SME	Subject Matter Expert
SPAWARSYSCEN	Space and Naval Warfare Systems Center
SYSCOM	Navy System Command
UFC	Unified Facilities Criteria
WebSAR	Web Site Approval Request - Online (Explosives)
WIS	Work Induction System
WON	Work Order Number

APPENDIX (3)
ELECTRONIC WEB-LINKS

NO.	REQUEST FOR PROJECT SITE APPROVAL*	LINK / NOTE / COMMENT
(A)	NAVFAC Site Approval Request Process	
1	Website	LINK (https://hub.navfac.navy.mil/webcenter/portal/am/page1848/page139?_adf.ctrl-state=nzbtqvab_116)
(B)	Category A SAR Process NAVFAC 11010/31, Part I	
1	Request for Project Site Approval – Minimum requirements	LINK
(C)	Category B SAR (Certification Authority Process)	In addition to NAVFAC 11010/31, may be issued by SYSCOM/Authority as Part II
1	Explosives Safety Certification	The NOSSA form is automatically generated in WebSAR
2	Airfield Safety Waiver Certification	The NAVAIR form is generated via NAVAIR IBONS .
3	Electromagnetic Radiation Safety Certification (HERP, HERF, HERO)	LINK to obtain electronic version of data fields to be provided by Base Communications to NSWCDD. (LINK to E3)
4	Electromagnetic Radiation Safety Certification (EMI)	LINK to obtain electronic version of data fields to be provided by Base Communications to SPAWARSYSCEN
5	Small Arms Range Safety Certification	No table is available for this item. Contact responsible FEC, LANT/PAC for additional information about the SAR requirements.
6	Radioactive Materials and Radiation Generating Devices Safety Certification	LINK to NAVFACINST 5104.1. Contact your local CROPM or COT for additional information about SAR requirements, if any.
(D)	Other: Installation Site Approval Request Team (ISART)	Recommended Resource
1	ISART Resource --Recommended Best Practice	LINK

* ___ The NAVFAC CHE approves deviations from design criteria specified in the Unified Facilities Criteria (UFC) in accordance with reference (a), Appendix A. Route the request for CHE waiver/exemption through ICO and NAVFAC Atlantic.

___ The CNO approves requests for waivers to AICUZ guidance in accordance with reference (h). Route the request for waiver through ICO, Region, etc., to CNO.

Installation Site Approval Request Team (ISART) Resource

FOCUS NAVFAC SITE APPROVAL REQUEST (SAR) BEST PRACTICE

A Site Approval Request (SAR) "Best Practice" is formation on the Navy installation of a Host/Tenant Command subject matter expert (SME) team, the Installation SAR Team (ISART), by code. The ISART represents organizations usually impacted by projects/events requiring sites (see BMS B-25.3.4). Depending on the installation's mission, certain members of the ISART may be Permanent (or Ad Hoc). The PWD Asset Management Branch utilizes this form, in conjunction with NAVFAC 11010/31, Part I, to identify members of the ISART for the current project/event. Typically, the ISART meets "at the table" at least once: when a service request is received through the NAVFAC Work Induction System (WIS); a site has been selected among alternatives; data provided by project proponent/sponsor has been entered into MAXIMO/eProjects, etc. The ISART evaluates the proposal for consistency with Installation Development Plan (IDP), constraints on mission(s), acceptable siting parameters, operational risks, etc. Referencing relevant BMS and other guidelines, the SAR POC prepares the SAR package per NAVFACINST 11010.45A, CNICINST 11010.3, etc. The SAR POC seeks concurrence, endorsement, and signatures by other NAVFAC stakeholders, Host/Tenant Commands, ICO, FEC, NAVFAC LANT/PAC, and/or appropriate certification/endorsement authority(ies) using NOSSA WebSAR, NAVAIR IBONS, NSW/CDD E3, etc., as required for Category B SARs and other regulations. For those, Section D of NAVFAC 11010/31, Part I, may only be completed and signed by the ICO after those certifications and endorsements have been obtained. The SAR POC updates eProjects up to approval/disapproval by the ICO. Before formal coordination of SAR, start by completing Section A of this Resource, then check all SME agencies that will coordinate in Section B and C. The Installation CPLO will coordinate projects/events with potential on/off base impacts (Section C), including those covered by the FAA OE/AAA process. Complete Section D, then attach to applicable NAVFAC 11010/31, Part I, and other documentation. Contact your local GIS/GRC Support staff for assistance with geo-referenced map products and location data. Another Best Practice is ensuring all SAR documentation are contained in one (1) PDF file, as far as practicable. (Retain record as proof of due diligence, even if it is determined that SAR is not required for the project/event, in the end).

Section A - Project Details

<p>2. Requesting Command/Project Proponent:</p> <p>4. Project/Event Name (or Title):</p>	<p>1. DATE: <input style="width: 100px;" type="text"/></p> <p>3. Name/Phone No./Email Address of Project Manager:</p> <p>5. eProjects Work Order Number (WON)</p>
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Section B – Potential Members of ISART (Check if review by SME agency is necessary. Add to list, Ad Hoc, as necessary).

- B1. **Legal/Counsel:** May include review to ensure project site has no potential off-base legal issues. CODE:
- B2. **Environmental (Environmental Officer):** May include review for National Environmental Policy Act (NEPA), Historical & Cultural Resources; Endangered Species Act; Wetlands/Federal Emergency Management Agency (FEMA) 100-Year Floods Plains; Clean Water Act; Migratory Bird Treaty; Marine Mammal Act; Coastal Zone Land Management; State Historic Preservation Officer (SHPO) Program; Installation Restoration Plans; Bird Aircraft Strike Hazard (BASH); Water Tanks, Noise Impacts, etc. CODE:
- B3. **Real Estate (RE):** May include review to ensure project site is not encumbered by an existing real property lease or other obligation for the land; there are no existing Land Use Controls (LUC) such as Deed Restrictions, Purchase Options, etc.); Site is not proposed for Public-Private Venture (PPV), Enhanced Use Lease (EUL), Joint-Use; Liabilities are properly recognized and assumed, etc. CODE:
- B4. **Utilities:** May include review to ensure potential utility points of connection would be adequate to support the project for potable and non-potable water and water tanks and towers, sewer, steam, and electricity, including renewable energy, cyber security, etc. CODE:
- B5. **Fire Department / Federal Fire:** May include review to ensure project does not impede or physically obstruct training or operational routes; vehicle turning radius; fire codes and material composition, etc. CODE:
- B6. **Energy Manager:** May include review to ensure project will not result in negative cumulative impact to previously approved renewable/alternative energy projects, facilities proposed for improvements or demolition, or efforts related to energy security, cyber security, etc. CODE:
- B7. **Anti-Terrorism/Force Protection (AT/FP):** May include review to ensure project will not have adverse impact on AT/FP criteria. CODE:
- B8. **Communications / Base Communications / Frequency Manager:** May include review to ensure electrical infrastructure (e.g., power lines, transformers) will not impact base communications; emit/reflect electronic radiation with adverse impact on radio/spectrum signal transmissions; over-burden information technology and phone networks, produce/impact electromagnetic radiation (EMR/EMI) fields. CODE:
- B9. **Explosives Safety Impacts (Explosives Safety Officer):** Includes review to ensure project is not sited within 110% of Inhabited Building Distance (IBD) Explosive Safety Quantity Distance (ESQD) arcs, infrastructure/equipment (buildings, roads, solar panels, wind turbines, wind mills, water towers, etc.) within Public Transit Route (PTR) distance; does not directly/indirectly increase personnel within or transiting ESQD arcs; is not sited within intraline K18 or K24 distance or require a Construction Work Authorization (CWA). CODE:
- B10. **Electromagnetic Radiation (HERP/HERF/HERO/EMI) Impact (Safety):** May include review to ensure project will not install Radio Frequency (RF) transmitter(s) or cause R/F transmission effects on current systems within proximity of proposed site. CODE:
- B11. **Airfield/Airspace Obstruction Impacts (Air Ops Officer):** May include review to ensure project/event does not penetrate Imaginary Surfaces or impact safety areas of Clear Zones (CZ) and Accident Potential Zones; Project does not obstruct radar or navigational aids, critical view sheds for flight operations, including Air Traffic Control (ATC) tower, restrict airspace, produce electronic interference adverse to aircraft communications, navigation, or weapon systems. Project does not produce emissions, smoke, steam, glint or glare, that could adversely impact operational, aviator, or ATC vision, or produce unmanageable risk for foreign object damage (FOD). CODE:
- B12. **Sea Range Impact:** May include review to ensure project (e.g. Alternative Energy) does not impede or physically obstruct military surface or underwater training areas, create clutter or interference with radar systems, create reflections that can degrade air and sea navigation routes, or cause excessive acoustic noise in surrounding water that can interfere with operations of active/passive sonar systems, weapons control, and Anti-Submarine Warfare capabilities. Code:
- B13. **Base/Range Security:** May include Anti-Terrorism/Force Protection (AT/FP); Personal security; Flightline & Range security, etc. CODE:
- B14. **Training / RDT&E / Live Fire Range / Surface Danger Zone (SDZ):** Range compatibility and safety zones. CODE:

- B15. **Radioactive Materials/Devices:** May include review of location of 2mrem/hr (20~Sv/hr) boundary and impact on drainage systems, seals, intrusion alarms, warning lights, etc., under the authority of local CROPM (Contractor Radiological Oversight Program Manager). CODE:
- B16. **Port Operations (Port Ops):** May include review to ensure project (e.g. Alternative Energy) does not impede or physically obstruct military surface or underwater training areas, create clutter or interference with radar systems, degrade explosives safety mission, etc. CODE:
- B17. **Command Information Officer (CIO):** May include review for Information Technology (IT) and telecommunications requirements, potential anti-deficiency violations, cyber security threats, etc. CODE
- B18. **Other:** CODE:

Section C (Project with Potential Impact on AICUZ Program On/Off-Base)

- C1. **Community Planning & Liaison Officer (CPLO):** May include review to ensure project does not violate/impact airfield Clear Zones (CZ) or Accident Potential Zones (APZ), IAW OPNAVIST 11010.36C land use criteria; project does not cause additional noise, water pollution, air emissions, radio spectrum interference, glint/glare, vehicular traffic, or other undesirable conditions on local community or region; project has been reviewed by installation Encroachment Working Group (EWG) for compatibility and is consistent with Encroachment Action Plan (EAP); project will not dis-incentivise local authorities from adopting AICUZ recommendations; project has been reviewed with all relevant governmental/ non-governmental encroachment partners; project briefing and talking points have been prepared and reviewed with Installation Public Affairs Officer (PAO), if necessary. If Alternative Energy project or, if FAA 7460-01 "Notice of Proposed Construction" is required, ensures Regional Coordination Team (RCT) and NAVREP review/coordinate proposal. CODE:

Section D (PWD/FMD/AM SAR Coordinator)

- D1. **Facilities Planner:** Ensure project is consistent with all applicable installation plans (UFC 2-000-05N, Installation Development Plan (IDP), Functional Plans, Area Development Plans, AICUZ, RAICUZ, EAP, etc.); project or event is not located in an area where operations and maintenance of proposed facility/event would restrict other mission activities; ensure SAR is initiated and completed prior to project funding or design; ensure record of alternative analyses and operational risk assessments are maintained; ensure all SME agencies with a stake coordinate the SAR package that is developed for the project/qualifying event. CODE:

- D2. **Type of Project/Event (Check all that apply):**

Repair	Maintenance	Construction	Demolition	Addition	Re-Adaptation	New Footprint	Other
Change Us (CATCODE)		Relocatable	Energy	OTHER:			(Event)
							Name:

- D3. Based on initial ISART assessment(s), one or more of the following reviews is appropriate or required. (Check all that apply and briefly explain in comments box):

- Explosive Safety Site Approval (ESO/NOSSA/DDESB, as applicable) (D3.1)
- Airfield/Airspace Safety Site Approval (AIROPS, NAVREP, NAVAIR, FAA Obstacle Evaluation, etc.; may also require UFC or AICUZ Waiver/Exemption) (D3.2)
- EMR Safety (HERP/HERF/HERO) Safety Site Approval (NOSSA/SPAWAR, as applicable) (D3.3)
- EMR (EMI) Safety Site Approval ((D3.4)
- Small Arms Range Safety (CNO) (D3.5)
- Radiological - CROPM, Radiological Affairs Support Office - Safety (RASO) (D3.6)
- NAVFAC Chief Engineer (CHE) Waiver/Exemption, Unified Facilities Criteria (UFC) (D3.7)
- Air Installation Compatible Use Zone Waiver (OPNAV) (D3.8)
- Flood Plain Vulnerability Analyses - Review and certification for project located within FEMA 100-Year Flood Plains (D3.9)
- Sustainable Siting Criteria/Checklist (D3.10)
- DOD Siting Clearinghouse Review (e.g., Alternative Energy Project, FAA Obstacle Evaluation, etc.) (D3.11)
- Frequency Safety Site / Spectrum Review (Federal Communications Commission, as applicable) (D3.12)
- Surface Danger Zone (SDZ) Safety Overlay/Plan (D3.13)
- Port Operations - May, or may not be related to Alternative Energy project (D3.14)
- Sea Range - May, or may not be related to Alternative Energy project (D3.15)
- New Footprint Certification (D3.16)
- Land Use Compatibility Study (AICUZ / RAICUZ) (D3.17)
- Host-Nation Permission (D3.18)
- Unified Facilities Criteria (UFC) Design, Separation Distance (Odor, Noise, Gas), Etc. (D3.19)
- Planning Study/Other Review (Indicate in comments box below): (D3.20)
- Category A - Standard Site Approval Request (D3.21)
- OTHER (D3.22): Discuss below.

D4. **Comments by
SME Agencies:**

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

**(Add additional
sheet if
necessary**

D5. **Comments by
SAR Coordinator:**

D5. **Determination by PWD Facilities Planner / SAR Coordinator (Check Applicable Box):**

**Site Approval Required
(to include Waiver/Exemption; Review by External Agency) Site
Approval Not Required**

D6. **Facilities Planner / SAR
Coordinator Name /
Signature**

NOTE: The ISART Resource supports the NAVFAC SAR process consistent with NAVFACINST 11010.45A. After the ISART meeting/conference, initiate SAR, if required. The Navy SAR process applies to all qualifying projects regardless of cost, funding source, or sponsor/proponent. In some cases, events may require site approval. Ensure endorsement/coordination by project proponent, appropriate Host/Tenant SMEs, PWO, ICO, and/or certification authority, as required. If necessary, brief PWO, coordinating agencies, SAR Web page on the NAVFAC portal for additional information, at: https://hub.navy.mil/webcenter/portal/am/page1848/page139?_adf.ctrl-state=nzbtqvqb_116.