US Army Corps of Engineers

ENGINEERING AND CONSTRUCTION BULLETIN

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SUBJECT: Operations & Maintenance (O&M) Facility Data Requirements

CATEGORY: Directive and Guidance

1. **References**:

a. Unified Facilities Guide Specification (UFGS) 01 78 24.00 10, "Facility Data Requirements"

b. Under Secretary of Defense Memorandum, Subject: Standardizing Facility Condition Assessment, 10 September 2013

c. Department of Defense Memorandum, Subject: Facility Sustainment and Recapitalization Policy, 29 April 2014

d. Engineering Construction Bulletin (ECB) 2016-19, Subject: Operations & Maintenance Facility Data Requirements

e. Unified Facilities Criteria (UFC) 1-300-02, "Unified Facilities Guide Specifications Format Standard"

f. Engineer Regulation (ER) 1110-345-100, "Design Policy for Military Construction"

g. Engineer Regulation (ER) 415-345-38, "Transfer and Warranties"

2. **Purpose.** This Engineering and Construction Bulletin (ECB) establishes the mandatory use of the UFGS 01 78 24.00 10, "Facility Data Requirements" (Ref. a.) applicable to projects as described below. This specification facilitates procurement of electronic operations and maintenance (O&M) facility data for use by Department of the Army (DA) stakeholders in various systems of record. Use of this specification improves the quality of the data, the flexibility of use, and its portability.

3. **Background.**

a. Stakeholders require many operations and maintenance data points in order to successfully and efficiently operate a myriad of facilities across installations. The traditional method for procuring this data involves manually transferring manufacturer and warranty information from hard copy O&M manuals into a computerized maintenance management system (CMMS). This process can be labor intensive and prone to error, requires real property to house physical O&M submittals, and fails to embrace streamlined digital data transfer through

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established software platforms. Additionally, as Army Directorates of Public Works continue to face staffing and funding challenges, adoption of more efficient and effective processes for data transfer avoids further taxing of already limited resources.

b. In response to direction from Department of Defense and Office of the Secretary of Defense (Ref. b. and c.), USACE developed and published an Army-specific UFGS that requires data transfer at project closeout in a standardized format (Ref. d.). This process has since been tested on several Army projects to ensure the workflow for collecting, translation, and integration of O&M data into installation CMMS are feasible, repeatable, and improve the quality and efficiency of data collection and transfer.

c. Industry continues to transition into fully electronic workflows, rendering hard copy documentation obsolete. Additionally, industry-recognized data standards streamline the process of transfer of relevant O&M information from design through construction to project closeout from one system to the next. The use of the UFGS, and its components, supports Army-wide consistency in the delivery of data to USACE stakeholders. Electronic documentation of facility data provides long-term value for installation and facility sustainment, maintainability, and resilience.

4. **Directive.** This ECB mandates the use of UFGS 01 78 24.00 10, "Facility Data Requirements".

a. This requirement is already reflected in Change 1 to UFC 1-300-02 (Ref. e.).

b. This requirement will be included in pending revisions to ER 1110-345-100 (Ref f.) and ER 415-345-38 (Ref. g.).

5. **Applicability.**

a. This directive applies to all project types listed below:

(1) All Military Programs projects executed by USACE in all locations that include more than 5,000 gross square feet of project scope and a programmed amount in excess of $2.5M, and;

(2) All Sustainment, Restoration, and Modernization (SRM) projects over $5 million and over 5,000 gross square feet.

b. This directive does not apply to Host Nation projects, however, project delivery teams should consider use of the UFGS to the greatest extent practical in coordination with mission objectives and Host Nation agreements.

c. This directive does not apply to Civil Works or non-Army funded projects. However, project delivery teams should consider use of the UFGS to the greatest extent practical in coordination with stakeholder unique facility data requirements and deliverables.

6. **Implementation Guidance.**

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a. This directive qualifies as routine implementation of new criteria (Ref. f.), and must be incorporated into any current project that meets applicability requirements above and is not yet at 35% design (i.e. still in schematic design phase).

b. Include UFGS 01 78 24.00 10 in all construction contracts that meet the applicability requirements described above. These requirements apply to both Design-Build and Design-Bid-Build strategies.

c. For projects that use an Architect-Engineer to either complete a design, or write a Request for Proposal, the corresponding AE Scope of Work must include specific direction to include an edited version of UFGS 01 78 24.00 10 as a part of its deliverable.

d. Facility Data Exchange information is available at the USACE CAD/BIM Technology Center website: https://cadbimcenter.erdc.dren.mil.

e. Engage with Directorates of Public Works and other stakeholder groups to refine requirements as necessary. Assets (i.e. items and/or equipment) and Attributes (i.e. characteristics, nameplate data, features) identified in the Facility Data Workbook are intended to be a starting point of the most common features of work that require data in a CMMS. This list can and should be expanded to capture all stakeholders' needs.

f. The Facility Data Workbook (FDW) is an Excel file that can be downloaded from the USACE CAD/BIM Technology Center website and must be maintained and submitted by the contractor on each project. This workbook includes pertinent project information, asset identification, and attribute description required to populate an Installation CMMS.

g. The Facility Document Set (FDS) is an electronically compiled O&M manual that must be generated, maintained, and submitted by the contractor on each project. This PDF file must be indexed, searchable, and include complete product, warranty, and operations information for all products installed on the project.

(1) It is recommended that Project delivery teams should remove requirements for hard copy deliverables of O&M manuals which duplicate this electronic document, require real property to store, and are not a searchable format. Related UFGS (e.g. 01 33 00, 01 78 00, and 01 78 23) are being revised to contain bracketed options for reducing hard copy submittal requirements. Design teams should coordinate requirements across applicable specifications to minimize duplicate deliverables.

(2) If required by project stakeholder, hard copy submittals will be in addition to, not in lieu of, FDW and FDS deliverables. Limit hard copy submittals to the smallest subset of documents that is required by stakeholders.

h. FDW users may enter facility data manually but are encouraged to use more advanced and efficient methodologies. For example, duplicative data entry can be avoided by importing data from a Building Information Model (BIM) using the FDW Construction Operations Building Information Exchange (COBie) import function.

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7. **Update.** All new requirements will be included in the next appropriate policy document update.

8. **Points of Contact.** HQUSACE point of contact for this ECB is Brandon Tobias, CECW-EC, (202) 761-0505.

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