

**BY ORDER OF THE COMMANDER
439TH AIRLIFT WING**

**439TH AIRLIFT WING INSTRUCTION
32-1001**



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Civil Engineering

**REVIEW OF CONSTRUCTION PLANS AND
SPECIFICATIONS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFPD 32-10, *Installations and Facilities*. It establishes procedures for performing the review of construction plans and specifications by installation agencies to ensure that design errors or omissions are identified and corrected before contract bids are obtained. It applies to all organizations assigned or attached to Westover ARB. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afrims/afrims/>. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847 to 439 MSG/CECD, 250 Patriot Avenue, Box 35, Westover ARB, MA 01022-1670.

SUMMARY OF CHANGES

This revision includes the requirement for reviewing agencies and approvers to sign only the cover sheet of all final drawing sets instead of signing every individual sheet. It also directs the utilization of a separate certification form/process for both SABER and some Design-Plan/Build projects due to the smaller scale and informal nature of those plans and specifications.

1. Responsibilities. The following agencies will be responsible for performing the review of all Military Construction (MILCON) projects, Facility Sustainment, Restoration & Modernization (FSRM) projects and Simplified Acquisitions of Base Engineer (SABER) projects.

- 1.1. Using Agency.
- 1.2. Safety.
- 1.3. Fire Protection.
- 1.4. Security Forces.
- 1.5. Antiterrorism/Force Protection.
- 1.6. Communications.
- 1.7. Bioenvironmental Engineering.
- 1.8. Base Civil Engineering (BCE).
- 1.9. Other agencies affected by a particular project will also be required to perform the design review and will be notified as described below.
- 1.10. The using agency will verify functional adequacy with specific emphasis on incorporating all future or incomplete requirements. All agencies will verify that the design provides for, and does not violate, requirements established by regulations pertaining to their functions. Review by BCE functions will eliminate conflict between in-house and contract work and improve maintainability and standardization of equipment, controls and real property installed equipment.

2. Procedures.

- 2.1. Design reviews will normally be performed at the 10, 35, 65, 90 and 100 percent design levels for all Architect-Engineer designed projects. Design review for SABER projects will be performed, as a minimum, at the 100% design level.
- 2.2. All agencies will be notified by an e-mail that project plans and specifications are available for review in the Engineering Flight of BCE. Addressees will be allowed ten calendar days from the date of the notification to perform their review.
- 2.3. Each agency will provide written comments separately for each project to the BCE. Comments shall be forwarded by e-mail. The reviewing agency and the author of the review comments must be identified. If after the review there are no comments to be made, written responses to that effect are also required to be electronically submitted. A formal design review meeting will be conducted at each level of Architect-Engineer designed projects to discuss the review comments, overall design development, critical details and phasing requirements during execution of the work. The project designer will be notified to incorporate all comments at the next design stage or before design documents are sent to Contracting, as applicable. Comments not intended to be included in the design will be answered in writing to the agency by the engineering staff.
- 2.4. The title block of all drawing sheets will include a review coordination block with a space for signature for each reviewing agency to denote that it has been given the opportunity to review the plans and specifications. Before the final drawings and specifications are reproduced for release to Contracting, a representative of each of the reviewing agencies will sign the review coordination block on the cover sheet of the original drawings set. At this time, all previous comments made by the reviewer should have been incorporated into the final design documents. A separate certification form will be used for

SABER and some Design-Plan/Build projects due to the smaller scale and informal nature of the plans and specifications of these projects.

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