

**BY ORDER OF THE COMMANDER
(AFRC)**

911 AIR WING INSTRUCTION

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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 Air Force Policy Directive AFPD 32-10, *Installations and Facilities*. It establishes policies and procedures for performing review of construction plans and specifications by installation agencies to ensure that design errors or omissions are identified and removed before contract bids are obtained. This publication applies to Air Force Reserve Command (AFRC) 911th Airlift Wing unit. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at https://www.my.af.mil/afirms/afirms/afirms/rds/rds_series.cfm." Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using Air Force (AF) Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional's chain of command. See **Attachment 1** for a Glossary of References and Supporting Information.

SUMMARY OF CHANGES

This document has been substantially revised. Major changes include, para 2.1 which changes the design review percentage from 35 to 30 and adds 60 percent for design levels. Also, para 2.4 has moved to 2.5 and the new para 2.4 describes specific suggestions for user change requests.

1. Responsibilities. 1.1 The following agencies will be responsible for performing the review for all Military Construction Projects, Operations & Maintenance Projects and Simplified Acquisitions of Base Engineering (SABER) projects.

- 1.1.1. Communications
- 1.1.2. Safety
- 1.1.3. Bioenvironmental Engineering
- 1.1.4. Security Forces (including Anti-Terrorism)
- 1.1.5. Fire Protection
- 1.1.6. Using Agency
- 1.1.7. Base Civil Engineering – CER
- 1.1.8. Base Civil Engineering – CEV
- 1.1.9. Base Civil Engineering – CEC

1.2. The using agency will verify functional adequacy with specific emphasis incorporating all later 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 Base Civil Engineer (BCE) functions will eliminate conflict between in-house and contract work and improve maintainability and standardization of equipment, controls and Real Property Installed Equipment (RPIE).

2. Procedures.

2.1. Design reviews will be typically performed at the 30, 60, 90 and 100 percent design levels for Architect-Engineer (A-E) designed projects. The reviews are based on the complexity of the project. Design review for SABER Projects will be performed, as a minimum, at the 100% design level.

2.2. All agencies will be notified by letter or e-mail that project plans and specifications are available for review in the Engineering Flight of Civil Engineering, Building 333. Addressees typically are allowed seven (7) 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 Base Civil Engineer. Comments shall be made by e-mail, memo or by discussion with the engineering project manager. Project designer will be notified to incorporate all comments at the next design stage or before design documents are sent to contracting, as applicable. Written negative replies (no comments) are required. Comments not intended to be included in the design will be answered in writing to the agency by the Engineering staff.

2.4. User change requests to the design scope after the 30 percent design stage are discouraged. The design Architect-Engineer will typically have to re-accomplish an engineering design. This costs the government money, as well as time.

2.5. The title block of all drawing sheets will include a review coordination block with a space for signature and date. The reviewer will sign and date this block at the time of his review to denote that they have been given the opportunity to review the plans and

specifications. Before the final drawings and specifications are reproduced for release to Base Contracting, the reviewer will sign the review coordination block on each sheet of the drawings. At this time all previous comments made by the reviewer should have been incorporated into the final design documents.

JEFFREY A. VAN DOOTINGH, Col, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFPD 32-10, *Installations and Facilities*, 4 Mar 2010

AFMAN 33-363, *Management of Records*, 1 Mar 2008

Adopted Forms

AF 847, *Recommendation for Change of Publication*, 22 Sep 2009

Abbreviations and Acronyms

A-E—Architect-Engineer

AF—Air Force

AWI—Air Wing Instruction

BCE—Base Civil Engineer

CEC—Engineering Flight of Civil Engineering

CER—Resources Flight of Civil Engineering

CEV—Environmental Flight of Civil Engineering

RPIE—Real Property Installed Equipment

SABER—Simplified Acquisitions of Base Engineering Projects