This instruction implements Air Force Policy Directive (AFPD) 32-10, *Installations and Facilities*, and AFPD 34-1, *Services*, and establishes an asset management framework to deliver common levels of service for civil engineering activities. It provides guidance and instruction for planning and programming and obtaining approval for appropriated fund and nonappropriated fund maintenance, repair, and construction projects. This instruction applies to all civilian employees and uniformed members of the Regular Air Force, Air Force Reserve, and Air National Guard. To ensure a full understanding of the process of providing maintenance, repair, and construction support to real property, users of this instruction should be familiar with other Air Force 32-(Civil Engineer) and 65-(Budget) series publications. Air Force Manual (AFMAN) 65-605, Volume 1, *Budget Guidance and Technical Procedures*, is particularly important for determining funded and unfunded costs for all projects. Ensure 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 located in the Air Force Records Information Management System. Refer recommended changes and questions about this publication to the Office of Primary Responsibility using AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through Major Command (MAJCOM) publications/forms managers. MAJCOMs may supplement this instruction to include command-unique requirements. The waiver authority is the Deputy Assistant Secretary of the Air Force (Environment, Safety, and Infrastructure) (SAF/IEE). The authorities to waive wing/unit level requirements in this publication are identified with a Tier ("T-0, T-1, T-2,
and T-3”) number following the compliance statement. See Air Force Instruction (AFI) 33-360, *Publications and Forms Management*, Table 1.1 for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the requestor’s commander for non-tiered compliance items. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

**SUMMARY OF CHANGES**

This revision consolidates and supersedes AFI 32-1032, *Planning and Programming Appropriated Fund Maintenance, Repair, and Construction Projects*, AFI 32-1021, *Planning and Programming Military Construction (MILCON) Projects*, and AFI 32-1022, *Planning and Programming Nonappropriated Fund Facility Construction Projects*. In addition, this AFI includes changes provided by AFI 32-1021 AFGM2018-01, 24 April 2018, and AFI 32-1032 AFGM 2018-01, 23 May 2018. Chapter 1 of this instruction provides roles and responsibilities for the individuals who support Planning and Programming Built Infrastructure Projects. Chapter 2 provides a detailed description of planning and programming projects. Chapter 3-6 detail the different funding sources that could acquire Built Infrastructure: Maintenance and Repair (Chapter 3), Unspecified Minor Construction (Chapter 4), Military Construction (Chapter 5), Nonappropriated Fund Projects (Chapter 6). Chapter 7 provides information on other authorities that could be utilized to acquire built infrastructure.

**Chapter 1—INTRODUCTION**

1.1. Overview. ........................................................................................................ 5

1.2. Roles and Responsibilities. ............................................................................. 5

1.3. Legal Framework. ............................................................................................ 8

**Chapter 2—PROJECT PLANNING/PROGRAMMING**

2.1. Overview. ........................................................................................................ 12

2.2. Responsibilities. ............................................................................................... 12

2.3. Requirements Identification and Definition. .................................................. 12

2.4. Development and Evaluation of Alternative Solutions. .................................. 13

2.5. Work Classification and Demolition. ............................................................... 17

2.6. Programming Actions. ..................................................................................... 17

Table 2.1. Suggested Source Documentation. ......................................................... 19

2.7. Planning and Programming Factors............................................................... 19

Table 2.2. UFC 3-600-01, Fire Protection Engineering for Facilities, Compliance Metrics... 27

2.8. Temporary Facilities. ....................................................................................... 32
2.9. Cost Estimates. .................................................................................................................. 33
2.10. Funded and Unfunded Costs. ............................................................................................. 34
2.11. Estimated Facility Replacement Cost for Repair Projects. .............................................. 34
2.12. AFCAMP Floor. ................................................................................................................ 35

Chapter 3—MAINTENANCE AND REPAIR PROJECTS ................................................... 36
3.1. This chapter provides general procedures for programming Air Force real property projects with the work classified as maintenance or repair. .................................................. 36
3.2. Maintenance. ....................................................................................................................... 36
3.3. Repair Authority. ............................................................................................................... 36
3.4. Funding Categories. ........................................................................................................... 39
3.5. Delegation and Approval Levels. ....................................................................................... 41

Chapter 4—UNSPECIFIED MINOR CONSTRUCTION .................................................. 44
4.1. Unspecified Minor Construction. ....................................................................................... 44
4.2. Unspecified Minor Construction approval. ....................................................................... 44
4.3. Project Justification. ........................................................................................................... 44
4.4. Re-Approval. ...................................................................................................................... 45

Chapter 5—PROGRAMMING MILITARY CONSTRUCTION (MILCON) ................................... 46
5.1. Military Construction (MILCON) Definition. ...................................................................... 46
5.2. MILCON Programming. ..................................................................................................... 46
5.3. Project Identification and Validation. ................................................................................ 49

Chapter 6—NONAPPROPRIATED FUND PROJECTS .................................................. 51
6.1. Nonappropriated Fund Projects. ......................................................................................... 51
6.2. Fund Sources for NAF Projects. ....................................................................................... 51
6.3. Project Approvals ............................................................................................................. 58

Chapter 7—OTHER CONSTRUCTION AUTHORITIES ............................................... 60
7.1. Contingency Construction Authority and Limitations. ..................................................... 60
7.2. Restoration or Replacement of Damaged or Destroyed Facilities (10 USC § 2854). .............. 63

Attachment 1—GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION 65
Attachment 2—NETWORKED FACILITY DETERMINATION  77
Attachment 3—CERTIFICATE OF COMPLIANCE  85
Attachment 4—EXAMPLES OF WORK CLASSIFICATION  92
Attachment 5—FUNDED AND UNFUNDED COSTS  98
Chapter 1

INTRODUCTION

1.1. Overview. This instruction establishes policy and provides guidance on planning and programming cost-effective appropriated fund and nonappropriated fund (NAF) maintenance, repair, and construction projects for real property facilities, collectively referred to as “built infrastructure projects,” in compliance with law and Department of Defense (DoD) and Air Force policies. NAF projects are those funded with monies not appropriated by Congress, such as private donations, Army and Air Force Exchange Services (AAFES) dividends, Defense Commissary Agency (DeCA) surcharges, and revenue generated from Air Force Services Directorate morale, welfare and recreation (MWR) or lodging activities. Construction on Air Force installations funded through foreign military sales is a distinct project category subject to special planning and programming requirements discussed in this Instruction. Planning and programming of military family housing is addressed in AFI 32-6002, Family Housing Planning, Programming, Design and Construction. See AFI 34-205, Services Nonappropriated Fund Facility Projects, for specific guidance on identifying, developing, validating, designing and funding NAF maintenance, repair and construction projects through the installation, the Air Force MWR Fund, the Air Force Base Capital Improvement Fund (AFBCIF) and the Air Force Lodging Fund.

1.2. Roles and Responsibilities. Organizations at all levels are responsible for employing a sustainable asset management approach while performing the activities described in this instruction.

1.2.1. Assistant Secretary of the Air Force (Installations, Environment and Energy) (SAF/IE). As delegated in Headquarters Air Force Mission Directive (MD) 1-18, Assistant Secretary of the Air Force (Installations, Environment and Energy), SAF/IE is responsible for providing guidance, direction and oversight with respect to Air Force built infrastructure and executes built infrastructure-related statutory authorities as referenced in MD 1-18.

1.2.2. Secretary of the Air Force, Administrative Assistant (SAF/AA). Acts as a Major Command (MAJCOM) representative for Field Operating Agencies (FOA) that report to elements of the Headquarters Air Force (HAF), primarily by gathering FOA requirements and ensuring their consideration in annual planning, programming, budgeting, and execution (PPB&E) processes. For example, with respect to project planning and programming, SAF/AA gathers annual FOA Military Construction (MILCON) requirements and submits those requirements to Air Force Installation and Mission Support Center (AFIMSC) for consideration at the annual MILCON Working Group.

1.2.3. Director of Civil Engineers (AF/A4C). Provides policy-implementing guidance and oversight for built infrastructure programs and facilities investment. Advocates for Civil Engineer portfolio resources through the Air Force Corporate Structure, Office of the Secretary of Defense (OSD), Office of Management and Budget (OMB), and Congress. A4C will define 35% design maturity to ensure Air Force budget requests are in compliance with OSD standards.
1.2.4. Director of Services (AF/A1S). Provides oversight for facility investments and programs sourced by nonappropriated funds (NAF) through trend analyses and recommends guidance revisions. Advocates NAF resource allocation and exercises oversight over approved funding to ensure use is in accordance with authorized parameters of the NAF construction program.

1.2.5. Air Force Installation and Mission Support Center (AFIMSC). Manages and oversees the planning, programming, budgeting, and execution processes and deliverables for Installation and Mission Support capabilities. Serves as the single intermediate-level organization providing Installation & Mission Support oversight capabilities to MAJCOMs/Direct Reporting Unit (DRU) and their subordinate organization and installations. Build and advocate for budgets to support maintenance, repair, and construction projects.

1.2.6. Air Force Civil Engineer Center (AFCEC). Provides assistance to installations and MAJCOMs for the identification and justification of facility projects. Oversees the process to develop a facility requirement into a fully programmed project. Ensures project documentation is completed and compliant. Assist AFIMSC/RMP with preparing projects for presentation to the MILCON Working Group. Oversees the process to prepare project justification documents (DD Form 1391, *FY__ Military Construction Project Data*) for submission in the Budget Estimation Submission and Justification Book. Provides requirement development and definition capability to include technical support. Executes the FSRM centralized funding program through the Comprehensive Asset Management Plan (CAMP) process, issuance of the Construction Tasking Order (CTO) and issuance of funds through execution. Publishes business rules for management of the program. Receives and reviews DD1391 programming packages for HHQ approval. The AFCEC Director (AFCEC/CL) approves projects within authority as delegated by AF/A4C or provides coord for projects requiring a higher authority approval.

1.2.7. Air Force Services Center (AFSVC). Oversees and develops procedures to implement the Air Force NAF Facilities Program. Validates requirements identified by bases. Provides technical clarification and functional assistance to installations on NAF capital improvement issues.

1.2.8. Major Commands, Field Operating Agencies, and Direct Reporting Units. Prioritize and advocate for direct mission related requirements (FSRM – Facility Sustainment, Restoration and Modernization, MILCON – Military Construction, and NAF – Nonappropriated Funds) in accordance with public law, DoD policy, and Air Force policy and guidance. Use asset management principles and understanding of mission related requirements and impacts to prioritize requirements provided by their installations or subordinate units.

1.2.9. Installation Commanders. Ensure existing facilities are used economically and efficiently and that excess space is evaluated for demolition. Identify, plan, and program facility requirements to support assigned missions provides the installation’s input for priority of facility requirements to the MAJCOM for consideration. Are responsible and accountable for ensuring all work accomplished on Air Force-owned/controlled real property is properly authorized and funded in accordance with all laws, policies, and regulations and project approval authority within limits as delegated by AFCEC/CL.
1.2.10. Base Civil Engineer (BCE). Accomplishes required planning actions, programming actions, compliance items, and certifications on behalf of the installation commander for every built infrastructure requirement. Retains documentation for future reference and project management.

1.2.11. The Air Force Surgeon General (AF/SG) and Air Force Medical Support Agency Health Facilities Division (AFMSA/SG8F). Provides Defense Health Program funds for maintenance, repair, and construction of medical facilities. AFMSA/SG8F, or successor agency, provides technical and functional design guidance for medical facilities. AFMSA/SG8F also provides planning, programming, and budgetary guidance, direction, and oversight for using appropriated funds for medical facility repair, maintenance, and construction projects.

1.2.12. Air Force Reserve (AF/RE). Manages and oversees the planning, programming, budgeting, and execution processes for Air Force Reserve units and provides data to AFIMSC for consolidation into Total Force submissions. Provides assistance to installations for the identification and justification of facility projects. Oversees the process to develop a facility requirement into a fully programmed project. Ensures project documentation is completed and compliant for Air Force Reserve funded requirements. Prepares and submits the Air Force Reserve portion of military construction included the President’s Budget. Advocates for the Air Force Reserve Military Construction Program through the Air Force Corporate Structure, OSD, OMB, and Congress.

1.2.13. Air Force Reserve (AFRC/A4). Review, validate, approve, prioritize, and advocate for direct mission related requirements (FSRM – Facility Sustainment, restoration and Modernization, MILCON – Military Construction, and NAF – Nonappropriated Funds) in accordance with public law, DoD policy, and Air Force policy and guidance. Provides assistance to installations for the identification and justification of facility projects. Oversees the process to develop a facility requirement into a fully programmed project. Ensures project documentation is completed and compliant for Air Force Reserve funded requirements. Use asset management principles and understanding of mission related requirements and impacts to prioritize requirements provided by their installations or subordinate units.

1.2.14. Air National Guard (NGB/A4). Manages and oversees the planning, programming, budgeting, and execution processes for Air National Guard units and provides data to AFIMSC for consolidation into Total Force submissions. Provides assistance to installations for the identification and justification of facility projects. Oversees the process to develop a facility requirement into a fully programmed project. Ensures project documentation is completed and compliant for Air National Guard funded requirements. Prepares and submits the Air National Guard portion of military construction included in the President’s Budget. Advocates for the Air National Guard MILCON program through the National Guard Bureau, Air Force Corporate Structure, OSD, OMB, and Congress.

1.2.15. Headquarters Army and Air Force Exchange Services (AAFES). Determines and approves policies, plans, and programs pertaining to AAFES. Decides annual financial plans and goals; monitors, reviews, and recommends approval of construction projects. Submits project documentation to USAF and Congress when projects exceed AAFES approval thresholds. Plans, programs, designs and constructs AAFES projects. Coordinates with USAF on issues requiring APF.
1.2.16. Host, Tenant, and Supported Unit Responsibilities. The host prepares program documents, obtains required certifications, and provides BCE planning and programming services. The host prepares facility project packages requiring AF/A4C and SAF/IEE approval and Congressional notification. Air Reserve Components (ARC) will prepare and staff approval request packages for ARC-funded work. Tenants on Air Force installations will coordinate their approval request packages with the host (T-1).

1.2.17. Joint Basing. AF-led joint bases will comply with the policies in this Instruction. On joint bases where the AF is the supported component, the supporting component’s processes and procedures will take precedence unless otherwise specified in Department of Defense Facilities Investment Supplemental Guidance for Implementing and Operating a Joint Base or the installations Joint Base Memorandum of Agreement.

1.3. Legal Framework. This section provides an overview of the statutory authorities that apply to the planning and programming of built infrastructure projects.

1.3.1. Authorization. By statute, the Air Force may carry out only those military construction projects that are authorized by law. Title 10 United States Code section 2801 defines “military construction” as “any construction, development, conversion, or extension of any kind carried out with respect to a military installation, whether to satisfy temporary or permanent requirements, including acquisition of land.” A “military installation” includes any base or other activity under the jurisdiction of the Secretary of the Air Force, or under the operational control of the Secretary with respect to activities in foreign countries, without regard to the duration of the operational control. Together these provisions mean that virtually all appropriated-fund construction and repair projects must be based on a statutory authorization. The primary statutory authorities are the annual National Defense Authorization Acts and standing provisions in Title 10 of the United States Code. However, certain other statutory provisions may authorize military construction. Facility maintenance and NAF construction projects are not addressed by statute and are not treated as “military construction” for purposes of project authorization.

1.3.1.1. National Defense Authorization Act (NDAA). Congress authorizes specific proposed Air Force, Air Force Reserve and Air National Guard (ANG) military construction projects in Division B (entitled the “Military Construction Authorization Act”) of the annual National Defense Authorization Acts. Congress usually authorizes the appropriation of Military Construction (MILCON) funds for such projects. However, Congress can authorize specific projects using other appropriations, such as Research, Development, Test and Evaluation (RDT&E) under the Defense Laboratory Modernization Pilot Program created by Section 2803 of Public Law 114-92, National Defense Authorization Act for Fiscal Year 2016. Planning and programming are necessary prerequisites to the inclusion of specific military construction projects in the annual President’s Budget Request and corresponding NDAA. In the NDAA, Congress also authorizes lump-sum MILCON appropriations for Air Force, Air Force Reserve and ANG unspecified minor construction under Title 10 of the United States Code, as discussed below.
1.3.1.2. Title 10 United States Code Authorities. Title 10 of the United States Code includes several non-project-specific military construction and facility repair authorities. Proper planning and programming is necessary to ensure compliance with these statutes. The entire United States Code Reference Library is available through the Office of the Law Revision Council at http://uscode.house.gov/.

1.3.1.2.1. Unspecified Minor Construction. (10 U.S.C. § 2805, Unspecified minor construction) This is the most frequently used non-project-specific construction authority addressed in this Instruction.

1.3.1.2.1.1. This statute authorizes the Secretary of the Air Force to carry out unspecified minor military construction projects not otherwise authorized by law, using the lump-sum MILCON appropriation authorized in the annual NDAAs as discussed above. An unspecified minor military construction project is one costing not more than the amount specified in 10 U.S.C. § 2805(a).

1.3.1.2.1.2. 10 U.S.C. § 2805 also authorizes the Secretary to carry out unspecified minor military construction projects costing not more than the amount specified in 10 USC § 2805(c) using funds available for operation and maintenance.

1.3.1.2.1.3. Additionally, 10 U.S.C. § 2805 authorizes the Secretary to carry out unspecified minor military construction projects for the revitalization and recapitalization of laboratories using funds available for operation and maintenance not more than the amount specified in 10 U.S.C. § 2805(d).

1.3.1.2.1.4. The above cost limits are subject to adjustment based on the area construction cost index for military construction published by DoD not to exceed the amount specified in 10 U.S.C. § 2805(f) within the US and its territories. The dollar limitations for a given fiscal year apply to all projects awarded for construction during that fiscal year. 10 U.S.C. § 2805 (b) and (d) state the congressional notification requirements. (See Chapter 4 for additional information).

1.3.1.2.1.5. For the Air Force Reserve and Air National Guard, unspecified minor construction authority using funds available for operation and maintenance corresponding to 10 U.S.C. § 2805 is granted to the Secretary of Defense under 10 U.S.C. § 18233b, Authority to carry out small projects with operation and maintenance funds. This authority has been delegated to the Secretary of the Air Force under DoDI 1225.08, Reserve Component (RC) Facilities Programs and Unit Stationing.

1.3.1.2.2. Repair. (10 U.S.C. § 2811, Repair of facilities) This provision authorizes the Secretary to carry out facility repair projects using funds available for operation and maintenance. The statute defines a “repair project” as a project to restore a real property facility, system, or component to such a condition that it may effectively be used for its designated functional purpose, or a project to convert a real property facility, system, or component to a new functional purpose without increasing its external dimensions. The Secretary must notify Congress of a decision to approve a repair project with an estimated cost in excess of $7.5 million and provide a report that includes: the justification for the project; if estimated repair cost exceeds 75% of the estimated cost
of a military construction project to replace the facility, an explanation of why replacement is not in the best interests of the Government; and a description of any elements of construction included in the project. (See Chapter 3 for additional information).

1.3.1.2.3. Emergency Construction (10 U.S.C. § 2803, *Emergency construction*). This provision is used for projects vital to national security or for the protection of health, safety, or the quality of the environment, which are so urgent they cannot be deferred to the next MILCON submittal. (See Chapter 5 for additional information).

1.3.1.2.4. Secretary of Defense Contingency Construction. (10 U.S.C. § 2804, *Contingency construction*) Use of this authority is rare. Projects should be considered for funding under authorities available to the Secretary of the Air Force before being considered for funding under the authority of the Secretary of Defense. Use of this authority does not require identification of funding from project cancellations or savings since limited appropriations are provided to the Secretary of Defense for this authority. (See Chapter 5 for additional information).

1.3.1.2.5. Construction Authority in the Event of Declaration of War or National Emergency (10 U.S.C. § 2808, *Construction authority in the event of a declaration of war or national emergency*). The Secretary of Defense may authorize the services to undertake military construction projects not otherwise authorized by law. The Air Force may undertake these projects only within the amount of funds appropriated. The Secretary of Defense will provide guidance at the time this authority is needed. (See Chapter 7 for additional information).

1.3.1.2.6. Restoration or Replacement of Damaged or Destroyed Facilities (10 U.S.C. § 2854, *Restoration or replacement of damaged or destroyed facilities*). 10 U.S.C. § 2854 provides authority to repair, restore or replace facilities damaged or destroyed by such events as fire, flood, wind, crashes, explosions, tornados, hurricanes, volcanoes, earthquakes, typhoons, blizzards, snow storms or a terrorism incident, etc. In 10 U.S.C. § 2854, “repair” and “restore” have the same meaning. (See Chapter 7 for additional information).

1.3.1.2.7. Acquisition or construction of facilities and equipment for research and development contracts. (10 U.S.C. § 2353, *Contracts: acquisition, construction, or furnishing of test facilities and equipment*). This statute authorizes the use of RDT&E appropriations to acquire research, development, and test facilities that contractors need to fulfill RDT&E contracts. (See Chapter 5 for additional information).

1.3.2. Appropriation. Statutory authorization alone is not sufficient to execute an appropriated-fund repair or construction project. Congress must also have appropriated the applicable funds through the annual appropriation acts, and there must be sufficient available, unobligated appropriate funds to execute the project.
1.3.3. The “Complete and Usable Facility” Requirement and Project Splitting. One of the most fundamental legal concepts in the planning and programming of all repair and construction projects is the requirement that a project must include all work necessary for a complete and usable new facility or a complete and usable improvement to an existing facility. The requirement is based on the statutory definition of military construction, but is considered a substantive rule of law intended to prevent project-splitting, which is dividing a project into segments to avoid full up-front funding or statutory cost limitations. Numerous requirements in this Instruction are intended to prevent project-splitting.

1.3.4. National Environmental Policy Act (NEPA). The Air Force implements the “National Environmental Policy Act (NEPA)”, (Public Law 91-190, 42 U.S.C. §§ 4321-4347) and the “President’s Council on Environmental Quality Regulations for Implementing the Procedural Provisions of the NEPA” (40 CFR Parts 1500 – 1508) through the “Environmental Impact Analysis Process” (EIAP) (32 Code Federal Regulation (CFR) Part 989, Environmental Impact Analysis Process). Part 989 provides procedures for the EIAP both within the United States and overseas. Procedures used in combination for environmental impact analysis of actions overseas are also contained in Executive Order (EO) 12114, Environmental Effects Abroad of Major Federal Actions and AFI 32-7091, Environmental Management Outside the United States, Chapter 5. The Air Force Form 813, Request for Environmental Impact Analysis, is the principal form adopted in the Air Force EIAP procedures. Issues reflected in AF Form 813 and related EIAP documentation may also be subsequently reflected in other adopted forms, to inform the purposes for which they were adopted (e.g, Forms 332, Base Civil Engineer Work Request, 1391, etc). Commitment of resources cannot be made until the EIAP and related regulatory actions are complete. The Certificate of Compliance for Critical Planning Actions (Attachment 3) is the Air Force vehicle for ensuring that planning, programming and execution of built infrastructure projects complies with the EIAP and environmental laws. Consult AFI 32-1015, Integrated Installation Planning, and other 32-7000 series AFIs for associated policies on environmental protection, land use, and natural and cultural resources.
Chapter 2

PROJECT PLANNING/PROGRAMMING

2.1. Overview. Project planning is the strategy and analysis which results in a built infrastructure requirement. Project planning results in preferred project alternatives to provide, operate, maintain, and protect facilities, infrastructure, and installations for effective mission support at the lowest life-cycle cost. These planning actions enable project programming, which is the process of documenting requirements and acquiring both the authority and the resources necessary to accomplish planned work. However, certain planning actions may continue into the programming phase. See also AFI 32-1015, for how project planning supports integrated on and off-installation planning.

2.1.1. Certificate of Compliance for Critical Planning Actions. Commanders will ensure that installations complete a Certificate of Compliance for every construction and repair project (T-1). These planning results should be approved by the installation Facilities Board.

2.1.2. Certificate of Compliance Review/Approval Process. For projects being submitted to higher headquarters, the installation commander (or as delegated, but not lower than the first cross-functional commander above the BCE) shall sign the Certificate of Compliance. (T-1). For other projects, the BCE shall sign the Certificate of Compliance. (T-1). For projects funded by the military construction appropriation, AFCEC/CP, AFRC/A4, or NGB/A4 shall review the Certificate of Compliance and resolve any discrepancies with the BCE prior to submission to the MILCON Working Group or Unspecified Minor Military Construction (UMMC) Board. (T-1). For repair or unspecified minor construction projects, AFCEC/CP, AFRC/A4, or NGB/A4 shall review the Certificate of Compliance and resolve any discrepancies with the BCE prior to submission to higher headquarters for approval. (T-1). The BCE shall retain the signed Certificate of Compliance in the project folder at the installation. (T-1). Refer to Certificate of Compliance Attachment 3.

2.2. Responsibilities. The installation BCE with real property accountability is responsible to ensure all facility work complies with applicable laws, codes, and standards (e.g., Unified Facilities Criteria [UFC], and AFIs). (T-1). See Paragraph 1.2.15. for programming considerations for host-tenant requirements and responsibilities. Projects must be planned and programmed to support current and future mission needs.

2.3. Requirements Identification and Definition. For this Instruction, this stage is the analysis of conceptual planning and applying Asset Management principles prior to any particular project being conceived. The product of this should be a list of requirement solutions that align to strategy while balancing fiscal constraints. Installation needs to apply asset management principles as outlined in CE strategic guidance and further detailed in AFIT training. AFIMSC, AFCEC, AFRC/A4 and NGB/A4 have further developed methods that illustrate how bases should identify and document requirements. The BCE will identify and document requirements in accordance with applicable asset management process. (T-1). The BCE uses a variety of methods to identify requirements, including, but not limited to: projected mission changes; installation development plans; Asset Management Plans (AMP); space utilization surveys; sustainable infrastructure assessments; condition surveys (pavements, roofs, etc.); environmental compliance assessments,
safety, security, laws, codes, regulations, design guides, and unified facilities criteria; energy conservation surveys and audits; and user-identified requirements. See AFMAN 32-1084, Facility Requirements, for guidance for determining space allocations for facilities and for evaluation of existing facilities. See Air Force Reserve Command Handbook (AFRCH) 32-1001, Standard Facility Requirements, for AFRC-occupied facilities, and Air National Guard Handbook (ANGH) 32-1084, Facility Space Standards, for Air National Guard (ANG)-occupied facilities.

2.4. Development and Evaluation of Alternative Solutions. With a defined requirement, the BCE determines: (1) solutions to provide, operate, maintain, and protect facilities, infrastructure, and installations for effective mission support at the lowest life-cycle cost to include sustainable design concepts (i.e., facility site, space allocation, facility orientation, energy and water sources); (2) technical engineering requirements; (3) work classification (see Paragraph 2.5.1), and (4) cost estimates. These actions enable project(s) development and programming.

2.4.1. Proposed work requires compliance with the National Environmental Policy Act (NEPA), prior to obligation of resources. The proponent shall be responsible for compliance with the Environmental Impact Analysis Process (EIAP). (T-0). See also AFI 32-1015.

2.4.1.1. The proponent initiates the EIAP as early in the planning process as possible, by completing Section I on the AF Form 813, Request for Environmental Impact Analysis Process, and then submitting the signed (Block 6a) form to the host base Environmental Planning Function. The proponent will ensure all projects comply with 32 CFR Part 989 and that all supporting decisions are consistent with the results of the EIAP. (T-0). The EIAP must be completed as early as possible in the design process but no later than design completion or award of a design build contract. (T-1).

2.4.1.2. Emergency situations do not exempt the Air Force from complying with NEPA, prior to commitment of resources. In some situations, limited emergency response may take place while completing the EIAP (refer to 32 CFR Part 989 paragraph 34(b) and 40 CFR Part 1506, Other Requirements on NEPA, paragraph 11).

2.4.2. Facility Optimization. In accordance with the Air Force Infrastructure Investment Strategy, optimize the use and reuse of existing facility resources, divest failing and underutilized facilities, and offset new construction with conversion, consolidation, demolition, and divestment. Limit maintenance, repair, and construction work in facilities identified for disposal to the minimum required to ensure safety and security, to protect health and the environment, and to permit the facility to accomplish its mission. Installations shall evaluate existing assets and determine the most economical and effective means of satisfying facility needs. (T-2). Consideration should be given to consolidating requirements into existing or “right-sized” facilities to optimize the Air Force physical plant.

2.4.3. Planning Determinations. With a defined requirement, the BCE determines: (1) solutions to provide, operate, maintain, and protect facilities, infrastructure, and installations for effective mission support at the lowest life-cycle cost to include sustainable design concepts (i.e., facility site, space allocation, facility orientation, energy and water sources); (2) technical engineering requirements; (3) work classification (see Paragraph 2.5.1.), and (4) cost estimates. These actions enable project(s) development and programming. Existing built or natural assets should be used to the greatest extent possible to minimize new construction. Facilities that are inefficient or excess to requirements should be demolished when possible. Consider facility space utilization, asset operating costs, and asset condition when making
planning considerations. The BCE ensures the project course of action selection and scope is in alignment with the installation and the Asset Management Program. The Requirements Definition & Programming Playbook (RD&P) provides elements to consider when defining and programming projects. The RD&P Playbook can be found on the CE Portal under the Playbooks menu in the Engineering Flight Portfolio Optimization list. The CE Portal is located at https://cs2.eis.af.mil/sites/10041/pages/default.aspx.

2.4.4. Planners and programmers must ensure each project provides a complete and usable facility or improvement to a facility. (T-0). Additionally, programmers must ensure the bona fide need is not split to keep the project under the construction cost limit or approval thresholds. (T-0). The entire requirement is subject to the appropriate statutory and policy limitations.

2.4.5. Project Phasing.

2.4.5.1. Specified Construction (MILCON). Phases must be complete and usable and can be independent projects. (T-0). Specified construction only applies to MILCON projects authorized by Congress in an annual National Defense Authorization Act.

2.4.5.2. Unspecified Minor Construction. Unspecified minor construction projects may be phased as long as the total cost of all phases does not exceed the statutory cost limits for minor construction as specified in 10 USC § 2805. Phases are defined as being interdependent in achieving an overall requirement or objective, and are complete and usable on their own.

2.4.5.3. Repair. Per 10 USC 2811, project approval must include all phases. (T-0). For programming purposes, phases are defined as being interdependent in achieving an overall requirement or objective (e.g. renovating a facility, repairing a system, etc.) but must be complete and usable on their own. (T-0). A requirement may be phased to minimize the impact of work on a facility’s mission or for other reasons. Programmers shall not use the word ‘phase’ in project titles unless it meets this definition. (T-1). Do not confuse the programming definition of “phases” with a project’s construction “phases”. For approval and notification threshold determination programmers must sum the cost of all phases of a project, and include all phases in project approval requests. (T-0).

2.4.6. Project Splitting in Repair or Unspecified Minor Construction. Installations must not plan a requirement for partial completion with one project and the remainder of the requirement with a separate project. (T-0). This applies to both construction and repair (or combination maintenance and repair) projects. Identify and program the total known or projected requirements as a single project. This determines the appropriate project approval level. This is true whether the projects are planned for simultaneous accomplishment or phased over a period of years. Programmers must not split projects to circumvent approval authorities, reporting requirements, building code, UFC, EIAP requirements, or programming policy. (T-0).

2.4.7. MILCON Incremental Funding. Incremental funding is a single project with funding appropriated over multiple years. The Office of Management and Budget (OMB) Circular A-11, Part 2, Section 31.5 mandates fully funded MILCON projects in the President’s Budget. Specifically, OMB Circular A-11, Financial Reporting Requirements, encourages phasing of large projects into complete and usable phases, with phases in multiple years, when feasible, in lieu of requesting incremental funding for projects. For large projects where phasing is not
feasible, OMB approval is required prior to requesting incremental funding. Full authorization of incrementally funded projects is necessary in the first year of the budget cycle and appropriations should be requested over multiple years. If congress incrementally funds a project, the full balance of required funding must be requested in each subsequent year. (T-0).

2.4.8. Economic Analysis and Project Value Assessment. A key step in the evaluation of alternatives is the cost and value comparison. A cost and value comparison is one consideration in determining the most appropriate solution to meet a repair or construction requirement. The optimal solution must be chosen within the context of the enterprise-wide funding environment. The preferred option or optimal engineering solution may not be the most affordable option that meets the requirement. Lifecycle costs must be considered as the cheapest option up-front may not be the best option over the long term.

2.4.8.1. Economic Analysis (EA). The economic analysis is a decision-making tool to help select the best course of action utilizing asset management principles, appropriate authorities and processes, and available funding. Economic analyses for facilities projects will be conducted and presented as a cost comparison using the four steps outlined in Paragraph 2.4.8.1.1. As a decision-making tool the economic analysis must be conducted early in project development stage when comparing courses of action. An EA is one consideration in determining the most appropriate solution to meet a repair or construction requirement. The optimal solution must be chosen within the context of the enterprise-wide funding environment. The preferred option may not be the most affordable option that meets the requirement.

2.4.8.1.1. For facilities projects, project owners will present four levels of analysis:

2.4.8.1.1.1. Programmed amount. This captures the current estimate of project cost in the projected year of award. Programmed amount need to be based on a parametric estimate, at a minimum, and not the Guidance Unit Costs found in UFC 3-701-01, DoD Facilities Pricing Guide. It does not include intangible or weighted benefits.

2.4.8.1.1.2. Lifecycle cost. The second level of analysis captures the total lifecycle cost, converted to total cost in year of award. This includes all maintenance, repair, and recapitalization for the projected life of the facility. It does not include intangible or weighted benefits.

2.4.8.1.1.3. Other project factors. Detail other non-monetary factors that could affect decision-making efforts, i.e. siting locations that influence inter-office work capabilities such as maintenance functions needing to be located close together for work synergy.

2.4.8.1.1.4. Comparative analysis. If the mission owner desires, they may include a narrative benefit analysis as detailed in AFMAN 65-506, Economic Analysis.

2.4.8.1.2. Though cost comparison and value analysis should be completed for all work, in accordance with AFI 65-501, Economic Analysis, project justification based on an economic analysis is required when either: 1) the construction cost is greater than $2M, 2) the repair cost is greater than $2M and is greater than 75% of estimated cost of a construction project to replace the facility justification, or 3) per AF/A4C policy,
the estimated repair project cost exceeds $20 million. (T-1). If at any time in the life cycle of a project the cost of the project exceeds these thresholds, an EA, EA waiver, or cost analysis where appropriate must be accomplished. (T-1). See paragraph 2.5.1. for work classification guidance.

2.4.8.1.3. When accomplishing an EA, programmers must demonstrate use of an acceptable cost estimating method for determining the estimated facility replacement cost: Parametric Cost Estimating System (PACES) cost estimate, MII, or other method specified by the Life-Cycle Cost Estimate (LCCE) Subject Matter Experts (SME). (T-1).

2.4.8.1.4. For repair projects, when the work is being accomplished in a networked facility, the estimated facility replacement cost includes the entire networked facility. See Paragraph 2.7.23 for additional guidance on networked facilities.

2.4.8.1.5. BCEs must consult with AFCEC to submit an EA with all temporary facility acquisition requests. (T-1)

2.4.8.1.6. SAF/FMCE is the EA waiver approval authority. In accordance with AFI 65-501, forward EA waiver requests to higher headquarters through the functional channel (e.g., Civil Engineering). The functional office at each level is responsible for obtaining FM coordination before forwarding to the next level.

2.4.8.1.7. If an EA is necessary for any work, programmers must ensure all higher headquarters staffing packages (e.g. repair and construction approval requests) include an EA or EA waiver. (T-1).

2.4.8.1.8. When facility repair cost exceeds 75% of the replacement cost is because of lifecycle-cost-effective energy program improvements, the Building Lifecycle Cost analysis may be used in the EA justification.

2.4.8.1.9. When a repair project has been notified to congressional committees with a repair to replacement ratio of less than 75% and the ratio later exceeds 75%, re-notification to the committees is required before the project can continue. A completed EA, EA waiver, or cost comparison is required prior to re-notification.

2.4.8.1.10. AFCEC/CL, AFRC/A4, or NGB/A4 (or delegated approving official) must approve requests to perform facility repairs which exceed 75% of the estimated cost of a military construction project to replace the facility regardless of cost. (T-2).

2.4.8.1.11. Facilities on National Register of Historic Places. Facilities eligible for listing or listed on the National Register of Historic Places are not an automatic exception to being considered for replacement. Exceptions may be requested and require documentation from the State Historic Preservation Office noting that the repairs for the facility in question must be undertaken as proposed and the facility should not be demolished. Even with this documentation, an exception is not assured.

2.4.8.2. NAF Project Validation Assessment (PVA). A PVA validates all NAF maintenance, repair, and construction projects costing $500,000 and greater. See AFI 34-205, for additional guidance. The Installation Commander and Air Force Services Center (AFSVC) must ensure a PVA is accomplished prior to project submission. (T-2). A PVA is the process used to formally collect data, document facts, determine projected demand,
and analyze results to help make a decision. It verifies customer demand, analyzes site and collocation possibilities, and calculates financial viability. A PVA considers alternatives, weighs new construction versus addition or alteration, proposes acquisition resources and methods (such as design-build, design-bid- build, etc.) and analyzes competition to determine project requirements.

2.5. Work Classification and Demolition.

2.5.1. Work classification. Programmers must classify work as maintenance, repair, or construction. (T-0). Demolition is not a work classification (see Paragraph 2.5.2.). Project approval levels, and appropriate funding sources vary with work classification. See Chapter 3 for details on maintenance and repair and Chapter 4 for details on unspecified minor construction. NOTE: [maintenance, repair, and construction are work classifications, and are not to be confused with fund source categories such as Sustainment, Restoration, Modernization, NAF, MILCON, etc.] See Chapter 3 for funding categories.

2.5.2. Demolition. Demolition of a facility (or portion of a facility) unrelated to or which is not integral to any maintenance, repair, or construction and which provides a complete and usable facility/site does not carry a work classification and can stand alone as its own project. Demolition work performed independently from repair or construction work is not subject to project approval thresholds, but must still be planned and programmed. (T-1). If demolition is required to accomplish a construction or repair project (i.e., demolition is integral to other work in the project), the demolition carries the same class of work as the associated project and the cost for demolition or removal work is a cost of the associated project and will be funded as an integral part of the associated project. See AFI 32-9004, Disposal of Real Property, for further information regarding disposal actions. Demolition funded as part of a MILCON project should be directly related to the project (e.g., in the footprint of the new construction or no longer needed as a result of new construction).

2.6. Programming Actions. When it is determined that a facility project is necessary and a course of action has been agreed, the BCE will initiate the project programming process, and complete the initial planning documents. The BCE shall prepare appropriate project documentation and obtain appropriate approvals based on the work classification and total funded cost of a facility project prior to obligating project funds or awarding the project (ARC units will staff approval packages for ARC-funded work). (T-1). AF Form 332 or DD Form 1391, FY ___ Military Construction Project Data, or other AF/A4C-designated forms and electronic approval documents are all acceptable means of documenting projects in the official folder. Projects requiring approval at a level above the installation and all projects funded by military construction appropriations must include: DD Form 1391, facility siting documentation, EIAP review, economic analysis (when required), and all other applicable documents. (T-0). The BCE shall enter the DD Form 1391 information in an approved Civil Engineer (CE) electronic programming database. (T-1). A properly developed project requires active involvement of all stakeholders to include personnel from Civil Engineering shops, function users, communications, security, and others. Bases should use AF Civil Engineering enterprise tools for developing projects, follow the latest processes/rules and triggers for reviews, approvals, and other required tools to fully define projects. These products are available from AFCEC, AFRC/A4 or NGB/A4.
2.6.1. Planning and design may be accomplished prior to project approval. The BCE must ensure the approved programming document (DD Form 1391, AF Form 332, etc.) at award is recorded in the official record (official folder, project of record), and is not changed/updated throughout the lifecycle of the contract/work. (T-0). Changes should be documented in contract modifications and re-approval packages.

2.6.2. Audit Readiness. All work on facilities requires approval per the delegated authorities. Appropriately designated officials (e.g., Operations Flight Commander, Engineering Flight Commander) shall document approval for all levels for all work. (T-1).

2.6.3. Key Supporting Documents for Financial Improvement and Audit Readiness (FIAR) Compliance. The BCE must ensure the documentation of project approval, cost estimate, economic analysis, and certificate of compliance are placed in the project file. (T-0).

2.6.4. In conjunction with the real property accountable officer, the programmer will determine if capitalization of any of the project work is necessary, and if so, must initiate a draft DD Form 1354, Transfer and Acceptance of Military Real Property, identifying all work needing to be capitalized. (T-1). If a facility is being demolished, the programmer must initiate a draft AF Form 300, Facility Disposal, for real property asset disposal where applicable and in accordance with AFI 32-9004, Disposal of Real Property. (T-1).

2.6.5. Project Files. The installation Civil Engineer programming and project management offices are responsible for establishing and maintaining project files in accordance with established AF standards. These offices will create and maintain project files to capture project documentation, including evidence of proper approval. (T-1). Programmers shall ensure project documents are sufficient to allow an independent reviewer to understand the requirement, the benefit, the classification of work, the total cost (funded and unfunded), the current impact to installation mission, the impact if not provided, and the timing of project requirements, including all potential phases (see paragraph 2.4.5 for definition of project phases). (T-1).

2.6.5.1. MILCON Projects. For MILCON Projects the following project documents are required as a minimum. Installations should maintain MILCON project files according to the Air Force Records Disposition Schedule (RDS) located at https://afrims.cce.af.mil/afrims/rims.cfm.

2.6.5.1.1. Following is a list of the documents that are necessary as part of the regular MILCON programming process.

2.6.5.1.1.1. DD Form 1390, Military Construction Program or DD Form 1390S, Guard & Reserve Military Construction

2.6.5.1.1.2. DD Form 1391

2.6.5.1.1.3. DD Form 1391c, Military Construction Project Data

2.6.5.1.1.4. Cost Estimate

2.6.5.1.1.5. Facility Space Optimization Worksheet

2.6.5.1.1.6. Single Line Drawing

2.6.5.1.1.7. Site Plan
2.6.5.1.8. Location Plan
2.6.5.1.9. Certificate of Compliance for Critical Planning Actions
2.6.5.1.10. Economic Analysis Certification
2.6.5.1.12. In addition to the documents listed above, the items listed in Table 2.1 serve as adequate supporting documentation for project development.

Table 2.1. Suggested Source Documentation.

<table>
<thead>
<tr>
<th>Item</th>
<th>Example Documents to Maintain Along with the DD Form 1391c</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scope/Quantity (Primary and Supporting Facilities)</td>
<td>CE electronic database real property module screenshots</td>
</tr>
<tr>
<td></td>
<td>Applicable AFMAN 32-1084 pages and cover page showing the publication number and date, if not on the page(s) retained</td>
</tr>
<tr>
<td></td>
<td>Site Activation Task Force report (applicable pages)</td>
</tr>
<tr>
<td></td>
<td>Building drawings and manual calculations</td>
</tr>
<tr>
<td></td>
<td>Area and space measurements and calculations</td>
</tr>
<tr>
<td>Unit Cost (Primary and Supporting Facilities)</td>
<td>Applicable UFC pages and cover page showing the publication number and date, if not on the page(s) retained</td>
</tr>
<tr>
<td></td>
<td>Detailed calculations performed</td>
</tr>
<tr>
<td></td>
<td>CE electronic database real property-project management screenshots of similar projects already contracted and/or completed</td>
</tr>
<tr>
<td></td>
<td>PACES report</td>
</tr>
<tr>
<td></td>
<td>US Army Core of Engineers (USACE) or contractor reports and calculations</td>
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</tbody>
</table>

2.6.5.2. Umbrella DD Form 1391s. The following types of project should be programmed using the DD Form 1391 “umbrella” structure: phased projects, projects with multiple facilities, and projects with multiple fund sources where at least one fund source requires its own DD Form 1391. See the AF/A4CF DD 1391 business rules for guidance on programming umbrella DD Form 1391s.

2.7. Planning and Programming Factors.

2.7.1. Special Considerations for Nonappropriated Fund Projects see Chapter 6.

2.7.2. Work on New Facilities. The BCE shall not modify newly constructed facilities, funded by any source, within 12 months after the placed-in-service date. (T-1). A request to the appropriate authority to waive this requirement must certify that the modification is based on a requirement that was not known or reasonably foreseeable when the construction contract was awarded. (T-1). If the requirement arises prior to the placed-in-service date, the waiver request must be submitted prior to the placed-in-service date and must explain why it was not in the best interest of the Air Force to modify the construction contract and reprogram funds and seek authority as necessary for any scope increase. (T-1). The waiver should be submitted sufficiently in advance of the anticipated placed-in-service date to allow for action on the request. See paragraph 3.4.3.2 for funding to correct a deficiency of the original project (e.g., whether due to inadequate design, construction, or installation).

2.7.3. Multiple Construction Projects in a Single Facility.
2.7.3.1. 12-Month Window for Unspecified Minor Construction. Planners and programmers will plan and program all known unspecified minor construction work required for a facility within the next 12 months (do not split the full requirement to stay under a dollar limitation), for accomplishment as a single construction project. (T-1). The 12-month window is defined as completion of one project (placed-in-service date) and start (award) of the next project or upon the start of construction for non-contract projects. Exceptions to this 12-month window policy are outlined below. To carry out any of the exceptions noted below programmers must obtain prior written approval (signed programming documents) by AFCEC/CL, AFRC/A4 or NGB/A4 when the total, combined funded construction cost of such projects in a singleFY exceeds the unspecified minor construction statutory limit specified in 10 USC § 2805. (T-1).

2.7.3.1.1. The requirement for an additional construction project in a 12-month period could not have been reasonably anticipated at the time the previous construction contract was awarded; or

2.7.3.1.2. The requirement for an additional construction project is for an area of the facility with a different category code or function. Each project must be independently complete and usable, must be in clearly unrelated and noncontiguous areas of the building, and programmed separately with its own approval threshold and statutory limit. (T-1). For infrastructure and utility systems, construction on clearly unrelated and noncontiguous components of the system can be programmed as separate undertakings, each with its own approval threshold and statutory limit.

2.7.3.2. An unspecified minor construction project shall not be accomplished concurrently with a MILCON project in the same facility. (T-1). An unspecified minor construction project may precede a known MILCON project for a new mission requirement when the unspecified minor construction provides a complete and usable facility to meet a specific need. An unspecified minor construction project may follow a complete MILCON project when necessary per the guidance above.

2.7.4. Multiple Work Classifications in a Single Project. A project must include all work necessary to result in a complete and useable facility. (T-0). For example, if a dormitory reconfiguration requires construction of balconies to be complete and usable, program a single project including both the reconfiguration work classified as repair and the balcony work classified as construction. Programmers must ensure all work is programmed in a single programming document, but with funded costs of each work classification delineated separately (e.g., repair and construction each detailed on separate line items). (T-1). See AF/A4CF DD1391 preparation business rules for properly programming multiple work classifications. A copy of the current business rule can be found in the Programming Approval Portal.
2.7.5. Multiple Fund Sources in a Single Project. A project may be funded from multiple fund sources. The programming document must note the fund sources involved in the project. (T-1). When one or more of the fund sources requires its own programming document for funding and/or approval purposes (e.g. MILCON-funded construction combined with Operations and Maintenance (O&M) funded repair, NAF-funded repair combined with APF-funded repair), use the “umbrella” programming structure outlined in the AF/A4CF DD1391 preparation business rules. Do not confuse “multiple fund sources” with “companion projects”; use of multiple fund sources is not the same as companion projects. Use of multiple fund sources is simply the combining of funding to execute a single project.

2.7.5.1. Combined APF and NAF Projects. Combining APF maintenance and repair with a NAF maintenance and repair or NAF construction project is allowable within certain restrictions and controls. Programmers may program certain APF repair and construction within a NAF facility (e.g., a military clothing sales store in a base exchange). In APF/NAF companion projects, the NAF and APF portion each have their own approval authorities. Submit separate NAF documents and APF documents to the proper approval authority. SAF/IEE must approve the combined use of APF and NAF for construction in a NAF facility, regardless of cost. (T-1).

2.7.5.2. Combined Funding. Planners and programmers shall not combine funds from different funding sources (i.e., O&M, MILCON, RDT&E, and NAF) for a single unspecified minor construction project, although you may program certain APF activities within a NAF facility (e.g., a military clothing sales store in a base exchange). (T-0).

2.7.6. Concurrent Projects. Concurrent projects are simply independent projects taking place in the same facility and being accomplished at approximately the same time. Concurrent projects should not be programmed on a single programming document.

2.7.7. Work in Multiple Facilities. Work in multiple facilities should not typically be combined in a single project. Programmers shall not combine work at separate installations or geographically separated units into a single project. (T-1). Exception 1: while not required to be programmed in one project, if work in multiple facilities is intended to be procured in one acquisition, then it may be programmed in a single project if the work is essentially identical, is indistinguishable from facility to facility, or is illogical to separate. Exception 2: for maintenance and repair projects with similar work at multiple sites belonging to a single installation only, similar work in facilities with the same category code may be programmed as a single project. If work in multiple facilities is combined into a single project, programmers must clearly lay out in the programming text which facilities are involved and must clearly delineate what work is taking place in each facility and the cost associated with each facility. (T-1). This is necessary for proper work accountability through the life of the project and clean audit readiness. See AF/A4CF FSRM DD1391 preparation business rules for further guidance on programming FSRM requirements.
2.7.7.1. When combining work in multiple facilities into a single project, the approval threshold determination is dependent upon the summed programmed amount for all facilities within the project. The total project cost is the determining amount for threshold determination, not the cost in each facility. (T-1) Example projects allowable under this programming exception include: 1) removing bat guano and repair/sealing of access points in multiple dormitories, 2) repairing the same door-opening/closing problem on multiple protective aircraft shelters, and 3) repairing the fire protection system which spans two hangars from a single pump house. Combining multiple facilities with extensive renovations into one project, such as renovating dorms to current standards, does not meet the intention of this policy allowance.

2.7.7.2. Minor Construction and Repair in Multiple Facilities for a Single Requirement. When programming minor construction and/or repair of multiple facilities to meet a single overall requirement, programmers must program the work in all facilities as a single project. (T-1) Exceptions may be granted on a case-by-case basis where work in a single facility or subset of facilities would result in a project that is independently useful in meeting the requirement regardless whether the remaining work was completed. All requests for such exceptions shall be routed through AF/A4C and SAF/FMB to SAF/IEE for approval.

2.7.8. Facility Security and Antiterrorism (AT) Measures. Security and AT are primary considerations in the planning and programming of Air Force facilities, which should include independent review and consultation with installation security and AT personnel. UFC 4-010-01, DoD Minimum Antiterrorism Standards for Buildings, is the official AT minimum design standard for DoD facilities. If the total of any work classified as repair (renovations, modifications, revitalizations, and restorations, etc), regardless of fund source exceeds 50% of the current Plant Replacement Value of record or changes the occupancy level of the facility (as defined in UFC 4-010-01), programmers must ensure the entire facility is brought into compliance with UFC 4-010-01. (T-0). Costs of building additions are not included in the calculation for the compliance threshold. Planners and programmers must ensure planned window and door replacement or new installation included in any project for existing inhabited buildings, regardless of cost, meet UFC 4-010-01 glazing requirements. (T-0). Planners and programmers must also ensure planned HVAC replacement or new installation included in any project for existing inhabited buildings, regardless of cost, must meet UFC 4-010-01 standard 18. (T-0). UFC 4-020-01, DoD Security Engineering Facilities Planning Manual, provides the initial AT process for identifying AT requirements, design basis threat, and protection levels. UFC 3-340-01, Design and Analysis of Hardened Structures for Conventional Weapons Effects, is also the design standard for DoD facility hardening against biological, chemical, and conventional weapons chemical, biological, and radiological contamination effects. Contact AFCEC, AFRC/A4 or NGB/A4 for guidance on programming requirements for collective protection systems to protect against chemical, biological, and radiological contamination. Reference Military Standard (MIL-STD) MIL-STD-188-125-1, High-Altitude Electromagnetic Pulse (HEMP) Protection for Ground Based C4I Facilities Performing
Critical, Time-Urgent Missions – Part 1, Fixed Facilities, if required. The process for approval of applicable deviations from DoD Minimum AT Standards for Buildings (UFC 4-010-01) facility standards is provided in DoDI O-2000.16 Volume 1, Antiterrorism (AT) Program Implementation. All other UFC AT and Security criteria follows that typical UFC deviation process.

2.7.8.1. Per DoDI O-2000.16 Volume 1: DoD Antiterrorism (AT) Standards, the installation commander (or as delegated, but not lower than the first cross-functional commander above the BCE) will certify on the Certificate of Compliance, that new facilities or renovation projects comply with UFC AT standards. (T-1). The AT Officer (ATO) will work with the engineering staff during planning, design, and construction to ensure requirements are met, including coordination prior to certification. (T-2). A member of the installation Civil Engineer staff should complete security engineering training in accordance with DoDI O-2000.16 Volume 1.

2.7.8.2. Planners and programmers can classify permanently installed bollards, drop-arm barriers, tire shredders, and pop-up barriers as Real Property Installed Equipment (RPIE); however, cameras, radar, scanners, card readers, mobile/repositionable tire shredders, barriers, and transmitting detection systems/alarms are not RPIE. (T-1). References include; UFC 4-021-01, Design and O&M: Mass Notification Systems; DoDI 2000.12, DoD Antiterrorism (AT) Program; DoDI 5200.8, Security of DoD Installations and Resources; DoDI O-2000.16 Volume 1, Antiterrorism (AT) Program Implementation; AFMAN 65-605, Volume 1, Budget Guidance and Procedures; AFMAN 32-1084, Facility Requirements, and AFI 32-9005, Real Property Accountability and Reporting, for additional information.

2.7.8.3. Installation Entry Control Areas. The UFC 4-022-01, Security Engineering: Entry Control Facilities / Access Control Points, establish standards for improving and strengthening the protection of our forces and installations from potential terrorist attack. The following four basic types of facilities may be needed at installation entry control areas: gatehouse, vehicle inspection facility, visitor control center, and overwatch (including associated final pop-up barriers). Although these facilities each contribute to controlling access to an installation, they each accomplish separate and distinct functions and do not have to be accomplished at the same time (although they may be) as long as they are non-contiguous and are physically separated from each other at an installation’s entry control area. Programmers may program these four facility requirements as separate projects provided there is not a specific reason at a particular location that makes aspects of one project dependent on another project. See paragraph 2.7.7.1 for additional guidance. For programming roadwork (repair or construction), programmers will determine if the new facility is complete and usable if the road or expansion and alteration of the existing footprint is not constructed. If not, programmers shall program the roadwork as a funded cost of the associated facility project. (T-0). Programmers must include supporting requirements, such as roads, parking lots, pedestrian and bicycle infrastructure, lighting, utilities, and landscaping which make the facility complete and usable in the cost of the project. (T-0).
2.7.8.4. Intrusion Detection System (IDS), Integrated Base Defense Security System, Closed-circuit television and Remote Targeting Engagement Systems are equipment items. The user or security unit is responsible for the funding, procurement, installation, and sustainment of these security equipment items. (T-1). If a system requires installation of a platform to support the sensors (e.g. fencing, gates, posts, slabs, etc.) and/or allied support (e.g. power, conduit, etc.), the platform component(s) and/or allied support are considered real property and are a funded cost to the project. The real property components of these systems should be a funded cost to the project.

2.7.8.5. Guard Towers and Defensive Fighting Positions. Determine whether guard towers and defensive fighting position structures are real property. If real property, planners and programmers shall classify installation of these where they did not previously exist as construction. (T-1). If permanently installed, these will be maintained, sustained, and repaired as real property. If these are not real property, they are equipment items, and the procurement, installation, and sustainment is the responsibility of the user.

2.7.9. Sensitive Compartmented Information Facilities (SCIF). When a project will include a SCIF subject to Intelligence Community Directive (ICD) Number 705, Technical Specifications for Construction and Management of Sensitive Compartmented Information Facilities, the Installation must obtain project security requirements from the Site Security Manager/Accrediting Official. Applicable construction standards and any escorts, Construction Surveillance Technicians (CST) or cleared American Guards, if allowed by 10 USC § 2465, Prohibition on contracts for performance of firefighting or security-guard functions, shall be identified and estimated costs included as separate lines on the DD Form 1391. (T-0). The Installation will include the estimated cost of escorts, construction surveillance technicians, or cleared American Guards on the DD Form 1391 as an unfunded cost from other appropriations; these costs will be funded by the user. (T-1). The SCIF Security cost shall be calculated during the planning phase and certified by the Design Agent and/or Design and Construction Project Managers (DM/CM). (T-1). CST are used outside the United States when cleared contractors are not used. If the installation is to provide any project support, only that portion of installation overhead or support costs that can be identified as additional costs that would not have been incurred were it not for the project should be included (DoDI 7000.14-R Volume 3 Chapter 17, Accounting Requirements For Military Construction Projects, Paragraph 1704). Any requirements that exceed a standard, even when based on risk, require a waiver be processed and approved in accordance with ICD 705 (see Technical Specifications for Construction and Management of Sensitive Compartmented Information Facilities, Version 1.4, September 28, 2017 and ICD 705, Section D.4 located at https://fas.org/irp/dni/icd/ics-705-ts.pdf). SCIF requirements, including escorts and CSTs, not identified on the DD Form 1391 will be considered out of scope.

2.7.10. Communications Requirements. Refer to UFC 3-580-01, Telecommunications Building Cabling Systems Planning and Design and AFMAN 65-605, Volume 1 for guidance on communications-related requirements for repair and construction projects. The real property elements of a project (e.g. conduit, manholes, duct banks, etc.) are subject to construction and repair approval and congressional notification thresholds, are funded costs of the project, and cannot be financed with equipment procurement funds. Communications service lines from manhole to network connection panel are funded project costs. Elements of a project that are not real property, such as communications wiring (telephone lines, data lines, etc.) and
termination devices (telephones, computers, racks, switches, etc.), are unfunded costs of a project and financed as expenses in accordance with AFMAN 65-605, Volume 1. See **Paragraph 2.10** for additional guidance on funded and unfunded costs. When facility projects will include installation or replacement of communications systems, CE programmers are urged to coordinate closely with A6/Communications officials to ensure that adequate resources for both facility work and communications systems work will be available concurrently to enable on-time delivery of facilities.

2.7.11. Seismic Evaluation and Potential Mitigation. Seismic evaluation and mitigation of an existing building needs to be determined based on guidance provided in UFC 3-310-04, *Seismic Design for Buildings*, and the Interagency Committee on Seismic Safety in Construction, NIST GCR 11-917-12, *Standards of Seismic Safety for Existing Federally Owned and Leased Buildings*, ICSSC Recommended Practice 8 is applicable to all existing DoD-owned and leased buildings, as well as to newly acquired buildings added to the DoD inventory through purchase, lease, or donation.

2.7.11.1. RP 8 Section 1.3 describes buildings that are exempt from the RP 8 standards.

2.7.11.2. RP 8 Section 2.1. lists all other situations that require evaluation and potential mitigation. In general, in case of the following situations, planners and programmers will initiate actions for seismic evaluation and potential mitigation of existing facilities (the thresholds below are applicable in the pre-award phase of the work):

2.7.11.3. UFC 3-310-04 Replacement for RP 8 Section 2.1 (b): For Seismic Design Category C buildings when a project is planned in which the cost totals more than 50% of the replacement value of the building. (T-0).

2.7.11.4. UFC 3-310-04 Replacement for RP 8 Section 2.1 (c): For Seismic Design Category D, E, or F buildings when a project is planned in which the cost totals more than 30% of the replacement value of the building. (T-0).

2.7.11.5. UFC 3-310-04 applies to DoD facilities worldwide, and for specific applicability defines the “United States” to include all 50 states, the District of Columbia, Commonwealth of Puerto Rico, Virgin Islands, Guam, American Samoa, Commonwealth of the Mariana Islands, and any other territory or possession of the United States.

2.7.12. Floodplain Management. Federal agencies are required to carefully consider floodplain area use. Federal Emergency Management Agency flood hazard insurance maps shall be used, if available, to identify if an installation or part of an installation is located within a designated 100 year floodplain area. (T-0). DoDD 4715.21, *Climate Change Adaptation and Resilience*, requires Federal agencies to evaluate climate change risks and vulnerabilities to manage effects on missions and operations, and tasks Federal agencies with developing and implementing climate adaptation plans. It requires consideration of the life-cycle costs of investments and actions that effect military installation resilience. UFC 2-100-01, *Installation Master Planning*, Paragraph 2-2.16. provides guidance regarding protection of facilities in flood hazard areas. These documents and pertinent DUSD(I&E) guidance require that DoD components comply with the following:
2.7.12.1. Planners and programmers shall follow the process outlined in AFI 32-7064, *Integrated Natural Resources Management*, Chapter 5. *(T-1)*. The goal should first be to avoid the construction of facilities in or partially within a floodplain. The EIAP process shall be completed for all repair or construction projects within or partially within the 100-year floodplain. *(T-0)*.

2.7.12.2. After completing the EIAP process and assuming a Finding of No Practicable Alternative determination has been made, programmers will document on DD Form 1391 that flood mitigation measures have been incorporated in the project when renovating or constructing facilities within or partially within 100 year floodplain areas. *(T-0)*. See *A4CF FSRM DD Form 1391 preparation business rules* for further guidance. Assess the vulnerability of mechanical and/or electrical subsystems to flood damage and program necessary measures to mitigate those vulnerabilities, along with electrical & mechanical, items such as protecting flooring and wall surfaces from water damage and mold. *(T-0)*. Refer to UFC 3-201-01, *Civil Engineering*, for flood mitigation plan requirements.

2.7.12.3. Submit a report through the chain of command to SAF/IEE for proposed projects to be sited within or partially within a 100-year floodplain. The report must include an assessment of flood vulnerability for the proposed project; any information concerning alternative construction sites that were considered and an explanation of why those sites do not satisfy mission requirements; and a description of planned flood mitigation measures. *(T-0)*.

2.7.13. Sustainable Design and Development (SDD) Compliance. The Air Force is committed to incorporating sustainable concepts in the planning, programming, design, construction, and operation of facilities and infrastructure. As project planning and programming is the first stage of the facility development process, decisions made during this stage set the project direction and have the greatest impact upon facility life-cycle costs. Installations must comply with Air Force SDD guidance. *(T-1)*. Programmers shall ensure all projects adhere to the most current UFCs and policy; specifically, UFC 1-200-02, *High Performance and Sustainable Building Requirements*; UFC 2-100-01; UFC 3-210-10, *Low Impact Development*; and the most current DoD policy and AF Sustainable Design and Development (SDD) implementing guidance. *(T-1)*. When applicable, programmers shall ensure programming documents include the cost associated with sustainable design elements necessary to achieve sustainable design guidance compliance and most current UFC 1-200-02. *(T-0)*. AF SDD implementing guidance, including mandatory third party certification and mandatory Federal compliance tracking and reporting is maintained by AFCEC at https://www.wbdg.org/ffc/af-afcec/sustainable-design-development-sdd.

2.7.14. Accessibility. Planners and programmers shall ensure the scope of each construction and repair project incorporates applicable accessibility standards as prescribed by the Architectural Barriers Act (ABA). *(T-0)*. Information on ADA standards and ABA guidelines is available at the United States Access Board website at https://www.access-board.gov.
2.7.15. Fire Safety Deficiencies (FSDs). Refer to UFC 3-600-01, *Fire Protection Engineering for Facilities*, Paragraph 1-3.2.2, and AFI 32-10141, *Planning and Programming Fire Safety Deficiency Correction Projects*, for policy regarding the programming of fire protection system work when facility repair costs equal or exceed 50% of the estimated facility replacement cost. This threshold applies in the work’s pre-award phase, up to and including project award. See Table 2.1. for UFC 3-600-01 programming compliance metrics. (T-1).

Table 2.2. UFC 3-600-01, Fire Protection Engineering for Facilities, Compliance Metrics.

<table>
<thead>
<tr>
<th>UFC Term</th>
<th>UFC Definition</th>
<th>Abridged UFC rule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Repair</td>
<td>Patching, restoring, painting to maintain sound condition</td>
<td>Work area must comply to UFC</td>
</tr>
<tr>
<td>Renovation</td>
<td>Replacement, strengthening, or upgrading not resulting in reconfiguration of space</td>
<td>Work area must comply to UFC</td>
</tr>
<tr>
<td>Modification</td>
<td>Reconfigurations</td>
<td>Work area must comply; If 50% area, entire facility must comply</td>
</tr>
<tr>
<td>Reconstruction</td>
<td>Reconfiguration affecting exit or shared corridor</td>
<td>Entire building must comply</td>
</tr>
<tr>
<td>Addition</td>
<td>An increase in area</td>
<td>Addition must comply</td>
</tr>
<tr>
<td>Change in Use</td>
<td>None</td>
<td>Area of change must comply</td>
</tr>
<tr>
<td>Vacant Building</td>
<td>None</td>
<td>Entire building must comply before occupancy</td>
</tr>
</tbody>
</table>

2.7.16. Historic Property Considerations. Title 54 U.S.C. 306108, *Effect of undertaking on historic property*; comment by Advisory Council on Historic Preservation, requires the Air Force to consider the impact of undertakings on properties that are potentially eligible (identified, but unevaluated), eligible for, or listed on the National Register of Historic Places. For undertakings on historic properties (including force protection and anti-terrorism measures), the Air Force must engage in consultation with the State Historic Preservation Officer or Tribal Historic Preservation Officer for Indian lands and other consulting parties to identify, evaluate, and mitigate any adverse effects on historic properties. (T-0). Air Force undertakings that are found to adversely affect historic properties require mitigation measures outlined in a Memorandum of Agreement or Programmatic Agreement or cited in relevant concurrent NEPA documents (in compliance with 32 CFR Part 989). When projects are programmed to repair historic facilities, some additional cost may result from the use of materials and construction methods (life cycle costs may actually show historic properties are less expensive to repair and maintain in the long term) that comply with the Secretary of the Interior’s Standards for Rehabilitation. AFI 32-7065, *Cultural Resources Management Program*, has additional guidance for undertakings on historic properties.
2.7.17. Water and Wastewater Treatment Plants. Consider each wastewater treatment plant or water treatment plant as a single facility for project programming purposes and threshold determination (inclusive of all components, but not the external collection or distribution systems/lines). Waste and water treatment plants are network source facilities and are not part of a network facility.

2.7.17.1. Wastewater treatment plants can include the following facilities as designated by the respective 4-digit DoD Facility Analysis Category code: Sewage Treatment (8311), Industrial Waste Treatment (8312), Water Separation Facility (8313), Septic Tank and Drain Facility (8314), and Septic Lagoon and Settlement Ponds (8315).

2.7.17.2. Water treatment plants can include the following facilities as designated by the respective 4-digit DoD Facility Analysis Category code, Water Treatment Facility (8412) Desalination Plant (8415). A treatment plant under this paragraph is considered an interconnected set of 4-digit facilities functioning together.

2.7.18. Parking lots, fences, sidewalks. Programmers must group parking lots, fences, and/or sidewalks serving a single building with the associated building for determining compliance with construction approval and notification thresholds. (T-1). For repair projects: parking lots, fences, and/or sidewalks that serve a single facility are only grouped with the facility for approval thresholds if they are not captured distinctly in the real property records (i.e. each has its own facility number).

2.7.19. Electrical distribution circuit. An electrical distribution circuit which can be activated/de-activated independent of other electrical distribution circuits can be considered as a distinct component for programming purposes. (Lighting systems are separate from electrical distribution.)

2.7.20. Airfield pavements. Airfield pavements recorded as distinct facilities can be treated as components for programming purposes in accordance with the networked facility policy in this Instruction (see Paragraph 2.7.23.). Programmers may not necessarily distinguish “named” airfield infrastructure (e.g. Alpha Apron, Bravo Apron) as separate components unless they are non-contiguous and non-adjacent (separated by unimproved surface). Intersecting taxiways can be treated as separate components; however, programmers must treat continuous taxiways (e.g., a taxiway that turns, but does not intersect another taxiway) as a single component for project programming purposes. (T-1). A taxiway crossing a runway is a continuous taxiway for project programming purposes.

2.7.21. Artificial Turf. When determining the benefit of artificial turf use, installations should consider the life-cycle cost of sustaining both the artificial and natural turf fields prior to installing. Refer to Attachment 4 for work classification guidance regarding repair by replacement of natural turf with artificial turf.

2.7.21.1. Exterior Artificial Turf, Permanently Installed. Programmers must ensure artificial turf used in place of grass or natural turf is considered an improvement to land and is programmed as a funded, capitalized cost. (T-1).
2.7.21.2. Interior Artificial Turf, Permanently Installed. Artificial turf used as an interior floor surface (such as carpet or court surface) is considered an improvement to real property. If installed when the facility is originally constructed, programmers will ensure the cost of the turf is a funded cost of the construction project and value of the turf will be capitalized. (T-1).

2.7.21.3. Non-permanently Installed Turf—Interior or Exterior. If artificial turf may be rolled up or otherwise dismantled and is removed in practice, then planners and programmers will ensure such turf is classified as equipment and is user-funded. (T-1).

2.7.21.4. Multiple fields in a single recreational complex may comprise a single “facility”. In such a situation, when comparing a repair project cost to the estimated replacement cost, the estimated replacement cost includes the entire facility.

2.7.22. Air Force Government Furnished Equipment (GFE). AFMAN 65-605, Volume 1, Chapters 10 and 21, and DoDI 7000.14-R Volume 4 Chapter 25, General Equipment, address GFE and accounting for GFE when developing the cost of a facility project. When RPIE designated as GFE is being added to a facility where that specific GFE did not previously exist, such GFE is generally considered as a funded cost of a facility project. If GFE is depreciated (i.e., is not new), then the depreciated value of the GFE, as opposed to the value of the GFE when newly procured, should be used in calculating the funded cost to a facility project. When unfunded equipment (such as communications equipment, systems furniture, desks, chairs, electronic alarm systems, etc.) is designated as GFE, such GFE should be classified as an unfunded project cost. Designation of either funded RPIE or unfunded equipment as GFE does not change the nature of the equipment, it simply signifies that the equipment was procured via means other than competitive sourcing by the contractor. Document all GFE cost decisions and determinations. Refer to AFI 32-9005 for policy regarding the recording of the value of GFE in real property inventory records.

2.7.23. Networked facilities. This policy is only needed and applicable when determining the repair-by-replacement eligibility of a facility. The work to replace a facility must be classified as construction; however, if a facility is a component of a networked facility, the work to replace it can be classified as repair. (T-1). Networked facilities are complete "systems" or compound assets comprised of linear structures, buildings, and structures. The interconnected assets of a networked facility deliver a capability, commodity, or service. Attachment 2 establishes and defines the networked facilities allowed under this policy.

2.7.23.1. The networked facility policy applies for determinations in the project programming process and may not align with Air Force real property facility naming convention or segmentation (e.g., a networked facility will likely not have a unique facility number, but components of a networked facility may have unique facility numbers).

2.7.23.2. A particular component of a networked facility does not carry the Mission Dependency Index (MDI) of other components in the networked facility. A particular component of a network facility carries the MDI as recorded in the real property records.

2.7.23.3. This networked facility policy is not used as a facility definition when pursuing centralized funding via the Air Force Comprehensive Asset Management Plan (AFCAMP). Follow AFCEC, AFRC/A4 or NGB/A4 business rules for pursuing centralized funding. The following definitions apply:
2.7.23.3.1. Building. A roofed and floored facility enclosed by exterior walls and consisting of one or more levels that is suitable for single or multiple functions and that protects human beings and their properties from direct harsh effects of weather such as rain, wind, sun, etc.

2.7.23.3.2. Linear Structure. A facility whose function requires that it traverse land (e.g., runway, road, rail line, pipeline, fence, pavement, electrical distribution line) or is otherwise managed or reported by a linear unit of measure at the category code level.

2.7.23.3.3. Structure. A facility, other than a building or linear structure, that is constructed on or in the land.

2.7.23.3.4. Network Source. The logical start of a networked facility (typically a utility) that generates the need for the rest of the associated assets. This definition applies similarly for the treatment facilities in the Sewage & Industrial Waste Treatment & Disposal networked facility. The network source is not considered to be a component of the networked facility and cannot be fully replaced as a repair project. Examples of network source facilities includes power plants, water and sewage treatment plants, wells, base-wide water storage facilities associated with the treatment plant.

2.7.23.3.5. The two-digit DoD Category Group Codes, three-digit DoD Basic Categories Codes, four-digit DoD Facility Analysis Category (FAC) Codes, and six-digit Category Codes used in Attachment 2 are defined in The Department of Defense Real Property Classification System published by DASD (INF).

2.7.23.3.6. Parking lots are not part of a networked facility. See paragraph 2.7.18 for further guidance.

2.7.24. Aircraft Sunshades. AF/A4L establishes AF policy on aircraft sunshades. Aircraft sunshades, which are comprised of a roof and no more than two enclosed sides, are equipment items (refer to AFI 21-136, Aircraft Sun Shade Management). Sunshades having more than 2 enclosed sides must be treated as real property using construction authority. (T-1). Aircraft sunshades generally fulfill a long-term requirement and are not considered as relocatable/temporary facilities per the definition in DoDI 4165.56, Relocatable Buildings. The sunshade user is responsible for advocating, procuring, installing, and maintaining aircraft sunshades. Procurement will be made in accordance with AFMAN 65-605, Volume 1, Chapter 9, Section 9B, Funding Relocatable Buildings, STSs and Aircraft Sunshades and Other Modular Structures. The user will appoint (to be designated by the contracting officer) a Contracting Officer Representative (COR) from within the user’s organization for contract oversight of procurement, installation, and long-term sustainment of aircraft sunshades. With concurrence from the local Civil Engineer unit, the user may recommend a Civil Engineer as a technical representative to assist the COR in ensuring contractor compliance. Siting, energy/water consumption systems, and other considerations must be approved by the installation facility board. (T-1).
2.7.25. Cybersecurity of Civil Engineer Control Systems. As a minimum, repair or construction projects (FSRM, MILCON, NAF, etc.) repairing or installing a civil engineer control system will comply with the latest Air Force Guidance Memorandum, Civil Engineer Control Systems Cybersecurity and UFC 4-010-06, Cybersecurity of Facility-Related Control Systems. If an FSRM project performs work on a control system, as defined in the AFGM (e.g. water distribution system, fire alarm system, airfield lighting control systems, traffic signal systems, etc.), programmers will ensure costs and approvals for control systems cybersecurity compliance are included as identified. Bringing a control system into compliance may not be required if work is only being performed on the supported infrastructure (e.g. repairing or replacing ducts in an HVAC system would not require replacement of the control system unless components of the control system were within the scope of work). However, AMP or Sub-AMP managers may make more restrictive determinations of control system cybersecurity compliance requirements based on mission criticalities or vulnerabilities.

2.7.26. Environmental Quality (EQ) Funding Eligibility. Primarily, EQ funding is to be used for the cost of initial construction, modification, or upgrade of a facility, system, or component(s) to comply with new environmental laws or regulations. Once constructed, maintenance and repair of these systems should be accomplished with FSRM funds even if the need to perform maintenance or repair is to satisfy environmental requirements, as cited by an environmental law, regulation, or permit. However, EQ funding is to be used for construction, modification, or upgrade necessary to comply with new or increased EQ requirements. See AFI 32-7001, Environmental Management, for additional guidance on programming environmental projects and information on EQ exceptions including limited exemption on using EQ to address formal Enforcement Actions.

2.7.27. Land Acquisition. For land acquisition projects, do not show SIOH as a cost element on the DD Form 1391. If the land acquisition is programmed with a construction project, include SIOH only on the construction portion. If a project includes acquisition of 1,000 or more acres of land, or land with an estimated purchase price that exceeds $1 million, DODI 4165.71, Real Property Acquisition, requires approval of the acquisition before including the project in the budget request.

2.7.28. Emergency and Standby Power Authorization. The Air Force authorizes use of emergency or standby diesel generators when needed to support mission-critical functions. Refer to section 2 of AFI 32-1062, Electrical Systems, Power Plants and Generators, for type of facilities authorized for emergency power. Authorized backup generators are paid by the MILCON appropriation and should be included in the MILCON project, documented in Block 9 of the DD Form 1391 as a separate line item under Supporting Facilities. However, Uninterruptible Power Supply systems are not funded by the MILCON appropriation (3300) and should be funded by other appropriations.

2.7.29. Unaccompanied Housing. The Installation Commander will ensure the BCE programs and designs:

   2.7.29.1. A major improvement project for a UH facility when the BCI score falls below 80 for inclusion on the Integrated Priority List (IPL) within the FYDP or

   2.7.29.2. A major repair project in the next fiscal year when either the roofing, plumbing, HVAC, or electrical and lighting System Component Index score falls below 70.
2.7.29.2.1. When other component scores (in the same facility) are approaching 70, carefully consider including these other components into the repair project.

2.7.29.2.2. To provide timely asset visibility, the BCE will ensure the applicable BUILDERTM component index data is updated at the completion of each project for UH facilities. (T-1).

2.8. Temporary Facilities. For Regular Air Force, AFCEC manages the temporary facility program and holds approval responsibility for use of temporary facilities to include waiving use beyond five years. Approval and waiver responsibility may be delegated within AFCEC, but may not be delegated outside of AFCEC. (T-1). AFRC/A4 and NGB/A4 similarly hold approval and waiver responsibility for their respective units. If necessary, AFCEC, AFRC/A4, and NGB/A4 will establish approval criteria beyond what is provided below.

2.8.1. Temporary facilities are used to satisfy space requirements intended for a short-term requirement (e.g., working, training, storage, recreational, and living), typically less than five years. While this Instruction covers temporary facilities, it does not address all relocatable buildings nor preclude guidance in DoDI 4165.56, Relocatable Buildings. Temporary facilities, as covered in this Instruction, are used to satisfy space requirements provided by modular construction, pre-manufactured metal buildings, stress tension fabric shelters, air inflatable shelters, and relocatable units (e.g., trailers and CONEX boxes) to fulfill a temporary requirement. Planners, programmers, and project managers shall ensure temporary facilities are used for the shortest term possible and only until the permanent facility is built or the mission no longer requires their use. (T-1).

2.8.2. Economic Analysis Requirement. Installation Commanders shall prepare an economic analysis to support acquisition of temporary facilities according to the guidelines in AFI 65-501, Economic Analysis. (T-1) Prior to exercising annual options to continue leasing temporary facilities, users should review and validate the economic analysis.

2.8.3. Reporting. In accordance with DoDI 4165.56, Relocatable Buildings, DoD components will report inventory of leased and owned temporary facilities to ASD(EI&E) at the end of each fiscal year (FY) by 31 December following the end of the respective FY. (T-1). AFCEC is responsible for assembling the annual temporary facility report and will use the Relocatable Buildings Inventory Spreadsheet template shown in DoDI 4165.56, Relocatable Buildings. (T-1). Data for each temporary building is required for each data element listed in DoDI 4165.56, Relocatable Buildings, figure 1, Relocatable Building Report Data. Temporary facilities classified as real property are not to be included.

2.8.3.1. To improve visibility of temporary facility management, AFCEC shall highlight on the comprehensive list of temporary facilities those approved for longer than five years or were granted an extension to exceed five years. (T-0).

2.8.3.2. Installations will report their Temporary Facility Inventory Report to AFCEC, AFRC/A4 or NGB/A4 by 1 November, which includes information as of 30 September of same year. (T-1) AFCEC will compile the Temporary Facility annual report and submit for coordination to AF/A4CF by 15 December of each year. (T-1). AF/A4CF submits the report to ASD(EI&E) thru SAF/IEE by 31 December of each year.
2.8.4. Relocatable buildings must meet fire and safety requirements in accordance with Unified Facilities Criteria (UFC) 3-600-01 (Reference (l)), and antiterrorism requirements in accordance with UFC 4-010-01 (Reference (m)), and AF construction standards (e.g., live and lateral loads).

2.9. **Cost Estimates.** All estimates for projects exceeding $1,000,000 must be prepared by an authorized cost estimator (i.e. AFIT WENG 400 graduate). (T-1). Projects with costs exceeding installation approval level must be reviewed by a dedicated reviewer/approver (i.e. AFIT WENG 500 graduate). (T-1). All estimates must be prepared and reviewed/approved in accordance with guidelines in the Civil Engineering Cost Estimating Improvement Program. (T-1).

2.9.1. Installations must prepare cost estimates using parametric estimating tools. (T-1). The basis for parametric project cost estimates is completed planning documents, as defined by the USAF Project Managers Guide for Design and Construction. Use the Tri-Service Parametric Cost Estimating System (PACES) as a tool to develop parametric cost estimates. Installation approval requests for projects that require higher headquarters approval must include the basis of estimate (RP 34R-05) as taught in AFIT’s cost estimating training (WENG 400). (T-1). Additional detailed requirements for use of PACES, initial and refresher AFIT training and other cost estimating and review guidance are found on the LCCE SME Cost Estimating guidance in CE DASH SharePoint tool.

2.9.2. Capture unique requirements of a project as separate line items under Primary or Supporting Facility cost. A good starting point for project contingency is 5%, but should be adjusted based on complexity of the project and market conditions. Commanders will ensure that MILCON project costs include contingency in Block 9 of the DD1391. (T-1). FSRM projects should not include contingency in a parametric estimate or Block 9 of the DD1391 unless it will actually be paid to the agent. All project cost estimates must include applicable Supervision, Inspection, and Overhead (SIOH). (T-1).

2.9.3. On MILCON projects, programmers shall coordinate with Design Manager/Construction Manager (DM/CM) to determine Design During Construction (for USACE) or Post Construction Award Services (PCAS) for Naval Facilities Engineering Command (NAVFAC) and include as a line item in Block 9 of the DD Form 1391. (T-1). This amount is shown after SIOH to avoid compounding. Confirm the project execution strategy with the Design and Construction Project Managers (DM/CM) or project manager--Design Build or Design Bid Build.

2.9.4. A figure of 4% is a good starting point for estimating DB design cost, but may be less or more depending a variety of factors (complexity, area, etc.). For projects using the Design Build strategy, an estimated cost for the design portion of the Design-Build contract must be included in Block 9 of the DD Form 1391. (T-1).

2.9.5. Owned Utility Connections. Projects should capture the cost to connect to existing installation utility infrastructure to provide a complete and usable facility. If existing utilities do not have enough capacity to carry the new loads generated by the project, include the cost to provide this capacity increase under Supporting Facilities. Major base-wide capacity increases should be programmed as a separate project.
2.9.6. Privatized Utility Connections. This work should be a separate line item in Block 9 (Supporting Facilities), Cost Estimates, titled “Privatized Utility Connection Fee” and described in detail in Block 10, Description of Proposed Construction. The cost estimate should be shown as a lump sum requirement for each privatized utility connection and should not include quantities of materials or components. Utility systems include: piping, lift stations, transformers, valves, lines, conduit, overhead electrical poles, electrical vaults, water wells, water hydrants, sewer manholes, primary power electrical generators, waste water treatment and collection plants, etc.

2.10. Funded and Unfunded Costs. For determinations regarding the classification of project costs as funded or unfunded, for both repair and construction, conform to guidance in the DoDI 7000.14-R Volume 3 Chapter 17, Accounting Requirements For Military Construction Projects. Note that paragraph 1704 provides information unique to projects funded by military construction appropriations, while paragraph 1705 provides guidance on unfunded and planning costs for projects not funded by military construction appropriations. Refer to AFMAN 65-605, Volume 1, Ch. 9 and UFC 3-580-01, Telecommunications Building Cabling Systems Planning and Design, for definition and guidance on funded and unfunded costs. (For additional guidance on Funded and Unfunded Cost, refer to Attachment 5).

2.11. Estimated Facility Replacement Cost for Repair Projects. 10 USC §2811 requires the comparison of the repair project cost to the estimated cost of a MILCON project to replace the facility. See AF/A4CF FSRM DD1391 preparation business rules for documenting the repair-to-replacement ratio. In the repair-to-replacement ratio it’s best to use a parametric estimate to determine the facility replacement cost; however, the following formula to estimate the facility replacement cost is allowable as an initial rough estimate: Estimated cost of a MILCON project to replace the facility = Plant Replacement Value (PRV) x 1.4.

2.11.1. Except where noted in this Instruction or any superseding Air Force Guidance Memorandum, programmers must either calculate the PRV using the PRV formula in UFC 3-701-01, DoD Facilities Pricing Guide, paragraph 3-2.2 or use the current year PRV of record as available in the Air Force Civil Engineer real property database. (T-1). Note: [One factor in the UFC formula is the facility’s 4-digit Facility Analysis Category (FAC).] Some facilities have more than one FAC. Programmers should check the facility’s “use record” which will provide all FACs for the facility. Determine the PRV for each FAC and then sum for the total PRV for the facility. Because PRV is a modeled cost, the 1.4 factor in the formula above roughly accounts for one standard deviation from the modeled cost plus additional costs of a construction project such as supporting structures and demolition.

2.11.2. To ensure an equivalent cost-to-replacement comparison, programmers cannot expand the facility used in the replacement cost estimate to accommodate new or additional requirements beyond the existing facility (mission, function, size, etc.), but the replacement facility can be brought up to current standards and codes. (T-1).
2.11.3. For packages going to the HAF for approval, programmers must show how the estimated replacement cost was determined (PRV from the database, PRV from the UFC formula, PACES estimate, etc.) in a document separate from the DD Form 1391. (T-1). Programmers must provide the estimate calculations in an attachment to the approval request package. (T-1). Programmers must indicate if any scope/cost increases in the replacement facility are due to compliance with codes or standards. (T-1). Additionally, if programmers choose not to use the PRV of record, the estimate must show the factors/numbers and calculations used in the PRV formula from the UFC. (T-1).

2.11.4. If programmers use the estimated replacement cost formula above, and the repair-to-replacement ratio exceeds 70%, programmers must use an actual MILCON replacement project cost estimate in the denominator using an accepted cost estimating method: PACES cost estimate, MII, or other method specified by the LCCE SME. (T-1).

2.12. AFCAMP Floor. To support the Chief of Staff of the Air Force’s efforts to reinvigorate squadrons and develop leaders as well as decrease the effort required by civil engineers at every organizational level, installations will assume greater responsibility to fund relatively small dollar repair projects beginning with the Fiscal Year 2020 AFCAMP.

2.12.1. Installations competing for centralized facility repair project funding through AFCEC via the AFCAMP will not submit projects less than the following thresholds to enable and allow for localized prioritization:

2.12.1.1. Sustainment repair projects - $2 million

2.12.1.2. Restoration & Modernization repair projects - $1 million

2.12.2. For projects that include a combination of repair work classes, the threshold applies to the work classification comprising the majority of the requirement.

2.12.3. This policy is about trusting commanders to make good decisions with limited resources. AFIMSC will establish a funds allocation methodology and funding process that follows the spirit and intent of this policy to reduce project funding approval workload. AFIMSC will develop decision support tools (performance indicators) to measure allocation and execution effectiveness. The allocation methodology will be reviewed annually based on the established performance indicators. (T-1).

2.12.4. The following types of project are exempt from this policy:

2.12.4.1. Energy savings projects.

2.12.4.2. Troop training projects.

2.12.4.3. Third party companion projects.

2.12.4.4. Lajes Air Base real property reduction pay back (also referred to as “efficiency”).

2.12.4.5. Unaccompanied Housing as defined in AFI 32-6005, Unaccompanied Housing Management.
Chapter 3

MAINTENANCE AND REPAIR PROJECTS

3.1. This chapter provides general procedures for programming Air Force real property projects with the work classified as maintenance or repair. Funds for these projects are normally from the operation and maintenance (O&M, 3400) appropriation (3740 for AFRC and 3840 for ANG), but may include: Research, Development, Test, and Evaluation (RDT&E) funds (3600 appropriation); Working Capital Fund (WCF); Defense Health Program funds; Defense Sustainment/Restoration and Modernization (S/R&M) accounts, and other fund sources when made available for operation and maintenance purpose.

3.2. Maintenance. Maintenance is the recurring, day-to-day, periodic, or scheduled work required to preserve real property facilities, systems, or components and prevent premature failure or deterioration, so they may be effectively used for their designated purposes. Maintenance does not change the function of a facility nor does it result in a capital improvement. Maintenance is a subset of Sustainment. See AF/A4CF FSRM DD1391 preparation business rules for details on preparing a DD Form 1391.

3.2.1. Classify work as maintenance which entails the application of “protective coatings” or “sealants,” removal of rubber from paved surfaces, dredging of existing features (not for new construction), and upkeep of existing dredging spoils areas.

3.2.2. Sustainment Services Contracts. Classify work in service tasks which invest in (sustain) real property as maintenance. See Attachment 4 for examples of maintenance service or commodity contracts.

3.2.3. Energy System Re- and Retro-Commissioning. These projects restore complex, high energy systems to their optimal performance and are considered “maintenance” if the investment is less than 25% of the replacement cost of the energy system. If the investment is greater than 25% of the replacement cost of the energy system, planners and programmers will classify the work as “repair.” (T-1).

3.2.4. Maintenance Approval. There is no statutory or Headquarters Air Force cost approval threshold for maintenance projects.

3.3. Repair Authority. See Paragraph 1.3.1.2.2 for the definition of repair. Work to add, alter, or replace any real property systems and/or real property components within the external dimensions of an existing facility may be classified as repair. Repair does not normally increase the volume or footprint of a facility, although repair may result in greater usable floor space due to reconfiguration of the interior of a building. For example, work to increase the gross square footage of a building by adding floors to interior space within the existing building envelope may be classified as repair. Space allowances and optimization need to be primary considerations in reconfiguration work or work to increase interior square footage.
3.3.1. An entire facility cannot be replaced as a repair project; however, components of a facility, including components of a networked facility as defined in this Instruction (Attachment 2) can be entirely replaced as repair. Repair work may be accomplished via a project funded by military construction appropriations. However, the fund source does not change the work classification. Work to add exterior appurtenances (such as fire escapes, elevators, and handicap ramps) where such work is required to meet applicable building codes and standards may be classified as repair.

3.3.2. Conversion. Repair includes the work to convert a facility, system, or component to a new functional purpose (change in category code) without increasing the facility’s external dimensions. Repair work may result in a change of facility category code, but repair work cannot result in a change of the facility category code unit of measure (i.e., both current use and converted use possess the same primary unit of measure). (T-1).

3.3.2.1. OSD Reporting. OSD requires an annual report on conversion work classified as repair. To enable ease of gathering data for this report programmers will include the words “Convert” or “Conversion” as the first word in the project title of any project that includes conversion of a facility, portion of a facility, a system, or a component. (T-1). Conversion for purposes of this paragraph means work resulting in a change in the predominant design use category code for a facility with a Real Property Unique Identifier.

3.3.2.2. Construction work to create a new facility or add to an existing facility cannot be accomplished with the intention of later converting it using repair work to circumvent MILCON authority.

3.3.3. Repair by Replacement. Existing components of a facility, including components and sub-components of networked facilities, may be repaired by replacement, and replacements can be up to current industry, Federal, DoD, or AF standards, directives, or codes. Industry standards used to justify repair work need to be well-documented and widely-accepted. If not interior to an existing facility, component repair-by-replacement must be predicated on the need to repair the component due to failure and replacement must be the most cost-effective method of repair. (T-1). In good stewardship and oversight, unless part of a greater renovation project, replacement of components interior to a facility must be predicated on the need to repair the component or its functional obsolescence. (T-1).

3.3.3.1. A failed facility, system, or component is one that is functionally or technologically obsolete, no longer meets codes or standards, or is no longer maintainable (e.g. replacement parts are no longer available). Standards used to justify repair work need to be well documented and well accepted. Repairing a failed system or component can include sizing to meet a known requirement.

3.3.3.2. Relocation of Replacement Components. Components being replaced with a repair project may be relocated (and linear structures extended as necessary) as part of the repair work if the scenario fulfills one of the following criteria:

3.3.3.2.1. When the component being replaced needs to remain functional until the new component is ready.

3.3.3.2.2. When safety or code requirements warrant moving the component or portion of a component.
3.3.3.2.3. When it is more cost effective to move the component or portion of the component than to replace it in its current location, to include consideration of life cycle costs and benefits.

3.3.3.2.4. When repair-by-replacement requirement aligns with a mission change driving the need to alter the location of the item in order to continue to provide the support originally intended.

3.3.3.3. How much of a facility can be repaired by replacement? The allowable extent of repair-by-replacement of facility components is as follows:

3.3.3.3.1. Vertical Structures. A facility cannot be replaced with the work being classified as repair, but components of a facility may be replaced with the work classified as repair. (T-1). Any single major component or portion thereof may be replaced as repair, except the foundation and superstructure. In a vertical structure repair project, the primary components which define the facility structure (foundation and superstructure) must remain intact—no more than 25% of each replaced. (T-1). The major components of a vertical facility are: foundation, superstructure, HVAC, electrical, plumbing, fire protection, exterior enclosure, interiors (including conveying systems).

3.3.3.3.2. Linear Structures. A repair project may replace an existing linear structure (i.e., measured in lineal feet) such as components of an electrical or water distribution line, but may not increase its carrying capacity unless: 1) the linear structure serves only as a service (branch) line between the distribution line and existing building, or 2) the linear structure is in an unserviceable or failing condition.

3.3.3.3.3. Networked Facilities. For networked facilities, any number of the components as defined in Attachment 2 (including sub-components or portions thereof) can be replaced as repair; however, no more than 75% of an entire networked facility, as defined in Attachment 2, can be replaced with the work classified as repair. (T-0). The percentage is based on a reasonable quantification of the networked facility as a whole (e.g., linear feet, square feet, etc.).

3.3.3.3.3.1. For purposes of determining whether more than 75% of a networked facility is being replaced as repair the numerator includes the quantification (size, not cost) of the repair requirements in the component plus all known phases (at least five years out). The denominator includes the quantification (size, not cost) of the entire networked facility.

3.3.3.4. When a component is repaired by replacement, the original component must be demolished. (T-0). It cannot remain in place for its original function or any new function. Lack of resources necessary to accomplish the demolition is not an exception to this policy. When it is cost-prohibitive to demolish the component (e.g., removing an abandoned drainage pipe running under an aircraft parking apron), the original component must be left in a state where it is incapable of being re-used for any function. (T-0). If the component being replaced is not demolished or left in a state incapable of being re-used for any function, then the work to replace the component must be classified as construction. (T-0).
3.3.4. Golf Courses. Refer to Chapter 6 for programming golf course maintenance and repair. For work classification determinations, components of a “golf course playing area” per Chapter 6 can be repaired by replacement.

3.3.5. Combat Arms Training Facilities. Verify RPIE determination with the Real Property Accountable Officer. Exterior installation of real property components where they did not previously exist is construction. Refer to Engineering Technical Letter (ETL) 11-18, *Small Arms Range Design and Construction*, or applicable UFC, for combat arms training facility standards. Cleaning, inspection, disposal of hazardous and nonhazardous residues, and daily maintenance of range components is a using organization responsibility to fund or perform. Periodic maintenance, repair, and replacement of range components, if Real Property Installed Equipment (RPIE), is a Civil Engineer (CE) responsibility.

3.4. Funding Categories. This paragraph addresses work eligible using fund sources available for operation and maintenance (O&M, RDT&E, WCF, etc.) Funding categories (Sustainment, R&M) should not be confused with work classification (maintenance, repair, and construction) as well as demolition. It is critical that programmers first correctly identify the work classification when programming projects to determine the appropriate approval authority thresholds and fund sources. (T-0). After the work has been classified, planners and programmers can determine the proper funding category.

3.4.1. Sustainment.

3.4.1.1. Sustainment Maintenance. Maintenance includes work to maintain the inventory of real property assets through its expected service life. It includes regularly scheduled adjustments and inspections, and preventive maintenance tasks. Maintenance is routinely completed through the Recurring Work Program and Direct Scheduled Work Program. There may be times when a contract effort is necessary to complete maintenance work. See Attachment 4 for examples of contract maintenance work.

3.4.1.2. Sustainment Repair. Sustainment repair is a portion of work classified as repair in para 3.3. It includes repair activities. It includes emergency response and service calls for minor repairs. It also includes major repairs or replacement of facility components (usually accomplished by contract) that are expected to occur periodically throughout the life cycle of facilities, and any repairs to inadequately-sustained components. Timing of the work (within or post life cycle) isn’t the determining factor between sustainment and R&M—the purpose of the work is the primary factor. Life cycle repairs accomplished post-expected life cycle (e.g., deferred, delayed, neglected) are still sustainment repairs. Use Asset Management concepts and tools to identify and program life cycle sustainment projects. This work includes regular roof replacement, refinishing of wall surfaces, repairing and replacing heating and cooling systems, replacing tile and carpeting, and similar types of work. See Attachment 4 for examples sustainment repair work.

3.4.2. Restoration and Modernization.
3.4.2.1. Restoration Repair. Is a portion of work classified as repair in para 3.3. It includes repair and replacement work to restore facilities collaterally damaged due to natural disaster, fire, accident or other causes. This is considered non-life cycle repair of real property. In the case of repairs necessary because of inadequate sustainment, any work required to directly resolve the lack of sustainment is still considered sustainment repair (not to include collateral damage). See Attachment 4 for examples of restoration repair.

3.4.2.2. Modernization Repair. Is a portion of work classified as repair in para 3.3. It includes repair activities to alter facilities or components within the facility’s external dimensions to implement new or higher standards (including regulatory changes and code compliance) or to accommodate conversion. Modernization Repair is considered non-life cycle repair of real property. See Attachment 4 for examples of modernization repair.

3.4.3. Other Funding Considerations.

3.4.3.1. Funding of Replacement Real Property Installed Equipment (RPIE). If RPIE is being replaced and functioned properly when originally installed, the repair or replacement of the item should be funded using funds available for operation and maintenance. This is applicable whether the equipment is being replaced as part of a larger repair project or as a stand-alone replacement. If the equipment was initially and properly categorized as equipment (not RPIE), then it is not real property and its replacement is properly funded with procurement funds (in accordance with the expense/investment threshold).

3.4.3.2. Funding Military Construction Deficiencies. Programmers and project managers need to ensure funds available for operation and maintenance are not used, regardless of funding source, to correct deficiencies in projects funded with other appropriations (when a component of the original project funded by military construction appropriations has never functioned properly whether due to inadequate design, construction, or installation), including real property installed equipment, throughout the life of the facility. This section is applicable to all non-3400 appropriations to including MILCON, BRAC, and RDT&E funds provided pursuant to paragraph (a) in 10 USC §2363, Mechanisms to provide funds for defense laboratories for research and development of technologies for military missions.

3.4.3.3. Working Capital Fund (WCF). WCF activities (e.g. Transportation, Defense, etc.) are responsible for costs associated with S/R&M projects in accordance with DoD Regulation 7000.14R, DoD Financial Management Regulation, Vol. 11B, Chapter 12, paragraph 1205. WCF activities use WCF funds to reimburse host installations or use direct cite funding for such work. When a WCF activity partially occupies a building, WCF will, as established above, fund costs in support of the space occupied by the WCF activity. WCF projects are subject to the same statutory limitations as those projects funded with other funds available for operation and maintenance. The Defense Commissary Agency (DeCA) is a WCF activity; however, DeCA facility S/R&M requirements are programmed, approved, and funded with nonappropriated funds and guidance. AFMAN 65-605, Volume 1, details all WCF activities on Air Force installations. Additionally, refer to any established base support agreements.
3.5. Delegation and Approval Levels. By MD 1-18, the SECAF delegated authorities under 10 USC §2811 to SAF/IE, who re-delegated them to SAF/IEE. SAF/IEE re-delegation memoranda specify approval levels for AF/A4C, Air Force Reserve, and Air National Guard. AF/A4C re-delegation memoranda specify approval levels for AFCEC/CL and permit AFCEC/CL to further delegate certain approval responsibilities. In all cases refer to current re-delegation memoranda for details. SECAF, SAF/IE, SAF/IEE, or AF/A4C may, at their discretion, for particular projects, reduce or otherwise impose restrictions on the delegated approval levels. Maintenance projects do not require approval under 10 USC §2811 (AFCEC, AFRC/A4, NGB/A4 and installations may set approval requirements for maintenance projects).

3.5.1. Failure to seek proper approval before obligating project repair funds can expose personnel to a possible statutory violation. In a multi-phase project (single facility), failure to obtain the appropriate level of approval for all phases before obligating funds on any phase may expose personnel to a programming or statutory violation. See Paragraph 2.4.5. for definition of project phases.

3.5.2. After approving repair projects estimated to exceed $7,500,000, SAF/IEE will report the approval to the appropriate congressional committees and such projects may not proceed until AF/A4CF notifies AFCEC, AFRC/A4 or NGB/A4 that the congressional notification has been completed. (T-0). Failure to obtain SAF/IEE approval of such projects prior to the obligation of funds may be a statutory violation. See the AF/A4CF FSRM DD1391 preparation business rules for details on the contents of a project approval request package. AF/RE and NGB/A4 will establish procedures within their respective chains to obtain necessary SAF/IEE approvals and notifications for repair projects.

3.5.3. Emergency and Emergent Projects. Emergency and emergent projects require approval at the appropriate level prior to obligating funds (without regard to other pending non-emergency repair projects), to include modifications or other changes. Programmers and project managers must ensure proper approval is in place prior to funds obligation. (T-0).

3.5.4. Project Re-Approval. The authorities provided for project approval cover both scope and cost as provided in the approval document (DD1391). Projects with work outside the scope of what was approved or with costs exceeding the threshold amounts described in this paragraph require re-approval. The cost threshold requiring re-approval of a repair project is different in the project’s pre-award and post-award life cycle. Prior to award, a repair project with costs exceeding 125% of the approved amount requires re-approval by the appropriate approval authority (based on the newly-expected cost). After award, the baseline is reset at the award amount and a repair project with costs exceeding 115% of the award amount requires re-approval by the appropriate approval authority (based on the newly-expected cost). Once a project has been re-approved, the new threshold for the project is based on the re-approved amount.

3.5.4.1. In accordance with 10 USC §2811, all phases of a repair project must be approved together. (T-0). For phased projects, re-approval thresholds are applied to the individual phases, not the overall “umbrella” approved amount. Programmers or project managers must ensure the work causing an individual phase to exceed the applicable threshold does not commence until approved or re-approved by the appropriate authority. (T-1).
3.5.4.2. Cost Increase and Re-approval. If a project costing less than the SAF/IEE approval threshold and project costs later exceed the delegated approval threshold from SAF/IEE, programmers or project managers must request SAF/IEE approval, including notification to the appropriate congressional committees. (T-0). The BCE must ensure any portion of the work that will cause the project (including all phases) to exceed the applicable approval threshold shall not start until after re-approval and any necessary report to the appropriate congressional committee is complete. (T-0). Do not proceed with obligation of funds until AF/A4CF provides written notification that the congressional notification and waiting period is complete.

3.5.4.3. If modifications or additional phases of an already-approved project will change the approved scope, programmers or project managers must obtain appropriate approval prior to obligating funds for the newly-added scope (see Chapter 2 for project phases). (T-1). Determinations of allowable scope changes within the approved project can be addressed on a case-by-case basis with AF/A4CF.

3.5.4.4. When requesting re-approval of a project, if the project has been awarded, do not modify the DD Form 1391 from the time of award. The DD Form 1391 indicates the project of record at the time of award. The re-approval request package should explain the reason for re-approval, what has happened to cause the cost and/or scope to increase from the initial approval, root cause analysis leading to the cost and/or scope increases, local and enterprise lessons learned and corrective actions, etc.

3.5.5. Petroleum, Oil, Lubricant (POL) Systems. The Defense Logistics Agency-Energy (DLA-E) is responsible for project approval on Air Force installations (including ANG installations) for the fuel systems and related appurtenances which receive, store, and dispense DLA-E-owned fuels, as well as for projects in facilities for which DLA-E earns sustainment funding. For guidance regarding POL project requirements, to include programming and documentation, contact the Air Force Petroleum Agency (AFPET).

3.5.6. Defense Health Program (DHP). The Defense Health Agency (DHA) has authority to classify and approve DHP-funded projects. In the project planning stage, the medical unit on Air Force installations will coordinate their projects (fire compliance, safety compliance, siting approval, NEPA compliance, architectural compatibility, etc.) with the host Civil Engineer unit and other applicable installation officials early in project development and prior to sourcing funds. (T-1). The Using Medical Service facilities component will prepare and staff approval request packages through DHA for DHP-funded work in medical facilities. The Using Medical Service facilities component will also coordinate project closeout (real property updates, as-built updates, etc.) with the host Civil Engineer unit, including final project costs to complete financial close-out actions. (T-1). The Using Medical Service can determine the execution agent for O&M (DHP)-funded efforts. For questions and how to coordinate efforts contact the Air Force Medical Support Agency.

3.5.7. Approval Request Packages and Certification.
3.5.7.1. Programmers must ensure documents (e.g., DD Form 1391, etc.) are signed/approved by the appropriate certifying official (per designations in this Instruction or other delegations). (T-1). Programmers must ensure approval request packages coming to the Air Staff include the following at minimum (preliminary review packages do not require signed documents): 1) DD Form 1391 (AF/A4CF FSRM DD1391 preparation business rules), 2) Certificate of Compliance for Critical Planning Actions signed by the installation commander (or as delegated, but not lower than the first cross-functional commander above the BCE), 3) an approved economic analysis or economic analysis waiver as required, or a completed cost comparison when the economic analysis is not required (see Paragraph 2.4.8.1.) and 4) a cost estimate in sufficient detail to show how the costs on the 1391s were derived. (T-1). Reviewers must ensure approval request packages sent to Air Staff include, at minimum, an approval request certified by AFCEC/CL, AFRC/A4, NGB/A4 or designated coordinating official (memorandum, electronic staff summary sheet, etc.) which includes a certifying statement of review and concurrence and the four items outlined above. (T-1). The AFCEC certifying statement should read similarly to the following, “This package’s programming document has been reviewed, and I certify it is complete and accurate, and compliant with appropriate statute(s) and instructions. The primary and supporting costs and work classification have been reviewed.”

3.5.7.2. Certification.

3.5.7.2.1. DD Form 1391 (DD1391). The DD1391 does not need to be signed during preliminary review; however, a DD1391 signed by the BCE is required for final staffing and approval above the installation level. The signed DD1391 must include the following certification from the Base Civil Engineer (BCE): “I have reviewed this document and certify it is complete and accurate, and is compliant with appropriate statute(s) and instructions. I have validated the project’s primary and supporting costs and work classification. It has been fully coordinated with the user and other appropriate agencies.” (T-1).

3.5.7.2.2. Electronic Signature. Use of electronic (including digital) signatures on documents supporting repair and construction projects is authorized if the signature meets the criteria established in AFI 33-321, Authentication of Air Force Records, Paragraph 3.1.3.
Chapter 4

UNSPECIFIED MINOR CONSTRUCTION

4.1. Unspecified Minor Construction. The source of funds for unspecified minor construction projects can be either funds available for operation and maintenance (including RDT&E) or military construction appropriations based on the project cost. Projects under this authority funded with military construction appropriations are referred to as UMMC projects; previously, these projects were referred to as P-341 projects. Projects under this authority funded with funds available for operation and maintenance are referred to as Unspecified Minor Construction (UMC) projects. See Chapter 1 laying out the legal framework and authorities.

4.1.1. When a project includes construction and repair work, the scope of work and all associated costs (estimated and/or actual) must be identified separately for measurement of compliance with respective approval authorities and statutory dollar limitations. (T-1). Actual costs of each work class must be tracked separately during project execution through closeout. (T-1). If construction is funded by military construction appropriations, the repair and construction work require separate DD Form 1391s. In this case, use the umbrella structure described in A4CF FSRM DD Form 1391 preparation business rules.

4.1.2. Construction projects costing less than 90% of the limit specified in 10 USC §2805 (c) must not be funded using military construction appropriations. (T-1). Projects costing greater than 90% of the limit may be considered for funding by military construction appropriations with SAF/IEE approval.

4.2. Unspecified Minor Construction approval. By MD 1-18, the SECAF delegated authorities for unspecified minor construction using funds available for operation and maintenance to SAF/IE, who re-delegated them to SAF/IEE. SAF/IEE re-delegation memoranda specify approval levels for AF/A4C, Air Force Reserve, and Air National Guard. AF/A4C re-delegation memoranda specify approval levels for AFCEC/CL and permit AFCEC/CL to further delegate certain approval responsibilities. In all cases refer to current re-delegation memoranda for details. SECAF, SAF/IE, SAF/IEE, or AF/A4C may, at their discretion, for particular projects, reduce or otherwise impose restrictions on the delegated approval levels.

4.3. Project Justification. Commanders will ensure that requests identify any land acquisition and temporary facilities, indicate the date when the requirement was first known, identify unit or activity relocation in submittal documents, provide the required completion date, and schedule of related equipment delivery. (T-1). The BCE shall sign the following statement, included on the DD Form 1391, for all projects submitted for approval above installation level: “I have reviewed the DD Form 1391 and assure the document is complete and accurate, and have validated the primary and supporting costs. The scope has been fully coordinated with the user and the Base Civil Engineer.” (T-1). In the submittal, include a Certificate of Compliance for Critical Planning Actions (Attachment 3) signed by the host installation commander.
4.4. Re-Approval. Re-approval of projects under this chapter experiencing costs increases is required where either 1) the current working estimate at project award is 125% or more of the estimated project cost stated in the documented approval or 2) the current working estimate at project award is 90% or more of the applicable project dollar limitation stated in the SAF/IEE approval memorandum. Re-approval of projects under this chapter also is required where the current working estimate equals 115% or more of the current working estimate at project award.
Chapter 5

PROGRAMMING MILITARY CONSTRUCTION (MILCON)

5.1. Military Construction (MILCON) Definition. Military Construction includes any construction, development, conversion, or extension of any kind carried out with respect to a military installation. MILCON includes construction projects for all types of buildings, roads, airfield pavements, and utility systems. See Chapter 1 laying out the legal framework and authorities.

5.1.1. A MILCON project costing not more than the amount in 10 USC § 2805(c) and (d) is generally planned and programmed using other appropriations available for Operation and Maintenance (O&M), Research, Development, Test, and Evaluation (RDT&E), Working Capital Fund, etc.) in accordance with Chapters 2 and 3 of this Instruction. The Air Force MILCON program objective is to provide quality facilities to support Air Force missions. A MILCON project includes all construction work necessary to produce a complete and usable facility or a complete and usable improvement to an existing facility.

5.1.2. Project Authority. Authority to carry out a MILCON project includes authority for surveys and site preparation; acquisition, conversion, rehabilitation, or installation of facilities; acquisition and installation of equipment and appurtenances integral to the project; acquisition and installation of supporting facilities (including utilities) and appurtenances incident to the project; and planning, supervision, administration, and overhead incident to the project.

5.2. MILCON Programming. Installations and other project sponsors identify, develop, and validate MILCON projects, and submit prioritized list of projects to AFIMSC according to this Instruction and guidance provided in annual AFIMSC MILCON program call letters. In addition; NGB/A4 and AFRC/A4 compile, validate and submit their MILCON programs according to AFI and instructions provided in annual AFIMSC MILCON program call letter. AFIMSC obtains MAJCOM/FOA/DRU priorities and runs MILCON scoring model to develop draft priority list. AFISMC presents the Total Force AF MILCON program to the Air Force Corporate Structure and advocates for MILCON resources. AF/A4C advocates for resources through the Air Force Corporate Structure, Office of the Secretary of Defense (OSD), and Congress.

5.2.1. Other MILCON Authorities.

5.2.1.1. Emergency Construction (10 USC §2803).

5.2.1.1.1. Project Justification and Submittal. AFCEC/CP will submit project justifications to AF/A4CF. Installations will ensure that the submittal includes a DD1391, a DD1391c, and any additional info requested by AF/A4CF. (T-1). The Air National Guard and Air Force Reserve follows similar processes but Commanders will submit emergency construction requests directly to SAF/IEE and coordinate with AF/A4CF. Commanders will ensure that the urgency of the project is explained, including the date the emergency arose and why it was not known in time for inclusion in the MILCON budget currently before Congress. (T-1). Commanders will ensure that the submittal also explains the impact on the installation mission if the urgent requirement is deferred until the next MILCON budget submission. (T-1).

5.2.1.1.2. Funding. Emergency construction projects are funded from unobligated balances made available from authorized and appropriated MILCON programs.
5.2.1.3. Approvals Required. AF/A4CF validates the requirement and submits projects to SAF/IEE for approval and notification to the appropriate Congressional authorization committees. Subsequently, AF/A4CF, through SAF/FMB, requests the OSD Comptroller seek approval from the Senate and House Appropriations Committees to reprogram the identified offsets to the emergency project. A project may be carried out only if: (1) no objection is raised by the Armed Services Committees and (2) approval from the Appropriations Committees is obtained for reprogramming funds. Emergency projects should be accomplished within approved funds. The maximum that can be obligated by the Air Force under 10 USC §2803 in any fiscal year is $50 million.

5.2.1.2. Secretary of Defense Contingency Construction (10 USC §2804). For project submittals, requests should include Unified and Specified Commander's certification the project is vital to the United States Security. Factors making the project vital to the security of the United States should be described in detail. Reasons the project cannot be programmed in accordance with established planning, programming, and budgeting system procedures, or accomplished using Air Force emergency construction authority should be listed. Also, provide anticipated contract award and design completion dates.

5.2.1.3. Acquisition or construction of facilities and equipment for research and development contracts (10 U.S.C. 2353). Submit each project through A4CF to SAF/IE for approval. Guidance for programming projects under this authority can be found in AFMAN 65-605, Volume 1, Section 13B.

5.2.1.4. Defense Access Road (DAR) Program.

5.2.1.4.1. General. This program provides a means for DoD to contribute funding to improve public highways serving defense installations and activities. The program is authorized by Section 210 of 23 CFR Part 660 Subpart E, Defense Access Roads, and implemented by Army Regulation (AR) 55-80, DoD Transportation Engineering Program. The DAR Program is managed by Military Surface Deployment and Distribution Command (SDDC), Department of the Army, and co-administered by the Federal Highway Administration (FHWA) and the Department of Transportation (DOT). The FHWA is the link to State and local transportation agencies that normally execute the projects.

5.2.1.4.2. DAR Project Justification and Submittal. The DoD expects state and local transportation agencies to develop and maintain public highways that serve permanent defense installations. Before requesting funds through the DAR program, installation commanders shall first request the jurisdictional authority to fund and accomplish the required improvements. (T-1). However, some defense-generated impact may be too sudden or unusual to be incorporated into normal civil highway improvement programs. Such impacts could include traffic increases due to major on-base facility expansions, addition of a new entrance gate, a requirement to move unique defense vehicles on low-volume roads, or realignment of public roads due to new facility development (e.g., runway extension), or to repair damage caused to, and for any infrastructure to mitigate the risks posed to, highways by recurrent flooding and sea level fluctuation, if continued access to an installation has been impacted by past flooding and mean sea level fluctuation. When it is understood that State and local
authorities cannot or choose not to not fund the necessary improvements, installation commanders shall submit an Access Road Needs Report through AFCEC/CP to AF/A4CF for requirement validation. (T-1).

5.2.1.4.3. DAR Project Programming and Execution. Upon validation, AF/A4CF will coordinate the requirement with SDDC for eligibility determination and certification that the road is important to national defense. With AF/A4CF validation and SDDC certification, the MAJCOM/DRU shall include the project in the next command MILCON submittal, and clearly identify the requirement on the DD Form 1391 as a DAR project. (T-2). Air Force funds are transferred to the FHWA via Standard Form 1151, Non-expenditure Transfer Authorization, to proceed with project design and construction.

5.2.2. Defense Wide Programs. For the following authorities, follow programming instructions of the sponsor organization.

5.2.2.1. Defense Medical MILCON.

5.2.2.1.1. Authority. This program is managed by the Defense Health Agency (DHA) and is funded by the Defense Health Program, not Air Force total obligation authority. This section applies to all active Air Force medical and medical related facilities; it does not apply to ANG or AFR medical or medical training facilities. The following directives apply: DoDI 6015.17, Planning and Acquisition of Military Health Facilities; and UFC 4-510-01, Design: Medical Military Facilities.

5.2.2.1.2. Project Justification, Submittal, and Program Development. Reference UFC 4-510-01, Chapter 2, Planning.

5.2.2.1.3. Medical Unspecified Minor Military Construction Requirements. Installations and MAJCOMs shall process Medical Unspecified Minor Construction requirements in the same manner as medical MILCON projects. (T-2). OASD (HA) funds approved projects from the Defense Health Program. Commanders will ensure that projects programmed under the unspecified minor construction authority shall comply with DoDI 6015.17. (T-0)

5.2.2.1.4. Medical Relocatable Facilities. Medical relocatable facilities are provided in accordance with guidance in Chapter 2 of this Instruction.

5.2.2.2. Liquid Fuels Facilities. Liquid fuels facilities handling Defense Energy Support Center owned products are the responsibility of the Defense Logistics Agency (DLA) for MILCON funding and advocacy. In response to the annual DLA program call, CONUS installations submit MILCON fuels projects to Air Force Petroleum Agency for prioritization and release to DLA. Air Mobility Command, U.S. Air Forces Central Command, U.S. Air Forces in Europe, and Pacific Air Forces submit their projects directly to their Combatant Commands. Combatant Commands will submit the MILCON fuels projects to DLA, in accordance with DLA Manual 4270.1, DLA Facilities Projects Manual, and DoD Manual (DoDM) 4140.25, Volume 1, DoD Management of Energy Commodities: Overview. Also, see AFI 23-201, Fuels Management, and UFC 3-460-01, Design: Petroleum Fuel Facilities, for additional guidance. Submit information copies to AF/A4CF.
5.2.2.2.1. DLA fuels project data are not maintained in the CE electronic programming database. Microsoft Word ® document generated DD Forms 1391 should be used for fuel projects.

5.2.2.2.2. Bases or MAJCOMs shall contact Air Force Petroleum Office to request DLA funds during the planning phase to develop the requirement, assess the site, and prepare DLA required project documents as needed. (T-2).

5.2.2.2.3. If a site survey is performed IAW Attachment 3 indicates presence of regulated substances (e.g. POL contamination) at the DLA project site, then a site mitigation plan should be developed during advanced planning to identify how the regulated substances present on-site should be managed to minimize impact to the project.

5.2.2.3. North Atlantic Treaty Organization (NATO) Security Investment Program (NSIP). Facilities and equipment required to support U.S. NATO-assigned forces and NATO operational plans should be funded, to the maximum extent possible, through the NSIP in accordance with latest version of DoDD 2010.5, The North Atlantic Treaty Organization (NATO) Security Investment Program.

5.2.2.4. DoD Education Activity (DoDEA). DoDEA is a Department of Defense field activity operating under the direction and authority of the Undersecretary of Defense for Personnel and Readiness in accordance with DoDD 1342.20, Department of Defense Education Activity (DoDEA). DoDEA is responsible for all aspects of providing education programs to eligible DoD dependents, including facilities construction. DoDEA plans and programs its MILCON projects centrally.

5.2.2.5. Foreign Military Sales Construction (FMS). 22 USC § 2751 et seq., Arms Export Control, establishes legal controls on the import and export of defense articles and defense services and codifies the Arms Export Control Act. 22 USC § 2769 authorizes construction services sales to eligible foreign countries. Air Force installations must ensure that proposed FMS construction facilities, built on their installations, are solely for foreign government use. (T-0). Facilities required for Air Force use, which may also be available for FMS, must be constructed with appropriated funds. (T-0). FMS construction facilities built on Air Force installations are not Air Force real property assets unless the foreign government transfers title to the Air Force an appropriate statutory authority. Unless title is thus conveyed to the Air Force, installations must ensure that the land on which the facility is built is leased to the foreign government. (T-0). Installations must consult the Office of the Air Force Deputy General Counsel (Installations, Energy and Environment) through AFCEC regarding such leases. (T-1). All FMS construction on Air Force installations is subject to the EIAP and must be approved by AF/A4C and SAF/IEE. (T-1).

5.3. Project Identification and Validation. Project development is one of the most important actions in MILCON programming and is documented using a DD Form 1391. The DD Form 1391, by itself, should explain and justify the project to all levels of the Air Force, OSD, Office of Management and Budget, and Congress. Justification data should clearly describe the impact on mission, people, productivity, life-cycle cost, etc., if the project is not accomplished. BCEs will develop the initial planning documents to support each MILCON project. Commanders will ensure changes to the DD Form 1391 from the initial planning stages to President’s Budget submission are tracked and filed for record in the project folder at the installation. (T-2).
5.3.1. Project Identification. With the exception of HQ USAF-directed projects, installation commanders determine which facility needs cannot be met with existing facilities. Installation commanders review, validate, and prioritize installation MILCON facility requirements. (T-2). When it is determined a facility should be constructed or upgraded, the BCE will prepare and submit a DD Form 1391, with all other applicable documentation. (T-1). DD Form 1391 shall comply with DoD 7000.14R, Financial Management Regulation, Chapter 17 instructions and AF/A4CF supplement. (T-0). Documentation (typically obtained from facility users/tenants) should include a fully justified case for accomplishing the project. A project is considered initiated for programming once it is entered into the CE electronic programming database. New Mission MILCON requirements should be identified and advocated through the respective command lead who serves as the principal integrator for their assigned Service Core Function. For ANG projects, the BCE submits DD Forms 1390S and DD Forms 1391 to NGB/A4. For AFRC projects, BCE submit DD Forms 1390S and DD Forms 1391 to HQ AFRC/A4.

5.3.2. Requirements. To ensure only developed projects are included in budget requests, each project submitted for prioritization and inclusion in the first budget year at the MILCON Working Group must include a DD Form 1391, completed Certificate of Compliance, economic analysis (or approved waiver), completed planning documents including a planning charrette report (PCR) or equivalent which may be approved by AFCEC/CP, and a cost estimate based on those planning documents. (T-1). Products of the 35% design, discussed in AFI 32-1023, Designing and Constructing Military Construction Projects, are utilized during programming. As required by Congress and OSD, the DD Form 1391 which goes into the President’s Budget Request shall reflect the scope and cost estimate from a 35% design. (T-0).
Chapter 6

NONAPPROPRIATED FUND PROJECTS

6.1. Nonappropriated Fund Projects. Nonappropriated funds provide facilities that improve the morale and welfare of Air Force personnel and family members by providing enhanced recreation, services, and resale activities and programs that are not authorized for construction with congressionally appropriated funds. Nonappropriated fund projects are funded with monies not appropriated by Congress such as private donations, Army and Air Force Exchange Service (AAFES) dividends, Defense Commissary Agency (DeCA) surcharges, and revenue generated from Services MWR or lodging activities. For APF funded projects associated with or related to facilities housing NAF activities, follow APF planning and programming rules and authorities for APF fund type.

6.2. Fund Sources for NAF Projects. Facility categories are a primary factor in determining the proper fund source for NAF projects. Use AFI 65-106, Appropriated Fund Support Of Morale, Welfare, And Recreation (MWR) And Other Nonappropriated Fund Instrumentalities (NAFIs), Table 2.1 and Table 4.2. to determine the facility category and fund source. The three identifiable categories or groupings of Morale, Welfare and Recreation (MWR) facilities are Category-A: Mission Sustaining Activities; Category-B: Basic Community Support Activities; and Category-C: Revenue Generating Activities. In addition there are lodging facilities as a separate non-MWR category. A discussion of each follows:

6.2.1. Category A—Mission Sustaining Activities. These programs promote the physical and mental well-being of military personnel. They support the basic military mission and are funded with Appropriated Funds (APF). Restrict use of NAFs to specific instances where the law or policy limits Appropriated Funds. Programs in this category have virtually no capacity for generating NAF revenues.

6.2.2. Category B − Basic Community Support Activities. These programs support the military mission by satisfying the basic physiological and psychological needs of military members and their families. They provide community support systems for the mobile military population. These programs differ from those in Category A, in part, because of their limited ability to generate NAF revenues. Approved remote and isolated locations have additional Category B APF support; see AFI 65-106, Table 3.1. for details.

6.2.3. Category C − Revenue Generating Activities. These programs provide recreational and resale activities that benefit military morale. They foster community spirit and provide alternatives for off-duty pursuits. These programs are the most profitable, and should fund most of their expenses.

6.2.4. Other Activities. This final group includes activities that are not in one of the above groups. They are privately funded and not authorized APF support unless specifically authorized in this instruction. DoD has directed use of nonappropriated funds to construct, maintain and repair lodging facilities. See Directive Type Memorandum (DTM) 18-007, Conversion of DoD Temporary Duty and Permanent Change of Station Lodging to Fully Nonappropriated Fund Operations, Maintenance, and Construction, 21 Nov 18, for specific guidance. Note: Maintenance and repair of banks and credit unions are funded in accordance with the lease agreement for the facility. For support to Fisher Houses reference AFI 65-106.
6.2.5. Waiver to Fund Source. Occasionally, unique situations or exigencies may require deviation or exception to the basic funding policy. Except as noted below, authority to waive the fund source remains with the Principal Deputy Under Secretary of Defense, Personnel and Readiness or PDUSD(P&R). The installation must completely justify requests for waiver, regardless of cost. (T-1). Deputy Director of Civil Engineers, Deputy Assistant Secretary of the Air Force (Environment, Safety and Infrastructure), and PDUSD(P&R) will review these requests on a case-by-case basis. Support requests with the same programming documentation required for project approval. Installation must make sure funds are available for the project and are authorized by the funding authority. (T-0). Include this information in the waiver request. Show how and why the waiver is in the best interest of the Air Force.

6.2.6. Nonappropriated Funding for Projects Normally Funded with APFs. For OCONUS youth centers, youth courts, and youth playing fields, SAF/FMC may approve the use of NAF funding when APFs are certified as unavailable. This certification requires the MAJCOM comptroller to state the following criteria have been satisfied: (1) the installation submitted the project to the MAJCOM for consideration in its Military Construction (MILCON) (major and minor construction) or APF modernization budget; (2) the project was not prioritized high enough to be funded within the AFIMSC, Air Force Reserve or Air National Guard total obligation authority for any APF source; (3) the MAJCOM certifies that the project is of higher priority than all other non-funded NAF construction and modernization requirements. Waiver requests should be submitted through Air Force Services Center (AFSVC) to AF/A1S, AF/A4C and SAF/FMB for funding consideration and SAF/FMC for approval. The waiver request must include certification that the project meets all three criteria. (T-1).

6.2.7. Appropriated Funding for NAF Facility Requirements. APFs are the appropriate fund source for facility requirements supporting NAF activities that are driven by: (1) restationing actions, (2) facility relocation for the convenience of the Government, (3) constructing facilities denied by a Status of Forces Agreement or other international agreement, or (4) if a facility is destroyed by a natural disaster (see 32 CFR Part 842 Subpart C, Personnel Claims, paragraph 22(a)), by fire, or by terrorism. In these cases, appropriated funds are the appropriate fund source for all construction. Installations will not use APF, MWR, or Lodging funds to construct or relocate facilities for private organizations. (T-0).

6.2.7.1. Establishing, Activating, and Expanding a Military Installation. An expansion is a major increase in authorized and assigned personnel strength over a short period of time. For example, a 25 percent increase of assigned personnel over a two year period as noted in DoDI 1015.15, Establishment, Management, and Control of Nonappropriated Fund Instrumentalities and Financial Management of Supporting Resources, Footnote 12, Enclosure 4. Evolutionary expansion over time would not qualify.

6.2.7.2. Relocating Facilities for the Convenienc of the Government. When a government requirement displaces a NAF activity (to include any Category B or C facility, regardless of original fund source), the installation may include the costs of removal, relocation, or construction of a replacement for the NAF facility in the military construction DD Form 1391 documentation. Replacement facilities could include either newly constructed facilities or alteration of existing buildings. Examples are: installation-initiated consolidations or traffic circulation issues. Another example would be the requirement to move facilities out of the Clear Zone/Accident Potential Zone (CZ/APZ).
6.2.7.3. Constructing NAF Facilities Denied by a Status of Forces Agreement or Other International Agreement. Installations will submit replacement of facilities to which access has been denied by a Status of Forces Agreement or other international agreement for APF consideration. (T-0).

6.2.7.4. Utility Runs. Use of APFs is authorized to expand or extend utilities from the base system to connect to the site boundaries or nearest manhole, whichever is closest to the facility under construction. An exception that would not qualify for appropriated funding is long utility runs solely for the irrigation of golf courses.

6.2.7.5. Mixing Nonappropriated and Appropriated Fund Construction Funds. See Paragraph 2.7.5.1 for guidance.

6.2.8. Projects Funded by APF and NAF. Combining APF maintenance and repair with a NAF maintenance and repair or NAF construction project is allowable within certain restrictions and controls. 10 USC § 2492, Nonappropriated fund instrumentalities: contracts with other agencies and instrumentalities to provide and obtain goods and services, authorizes the establishment of contracts or agreements between NAFIs and APF organizations that may serve as a vehicle to provide and obtain goods and/or services beneficial to the efficient management and operation of the exchange system or the morale, welfare, and recreation system. Submit separate NAF documents and APF documents to the proper approval authority. See Chapter 2 to view details for programming projects from multiple funding sources and Chapter 3 to view details on maintenance, repair, and approval levels. Site Development and Allied Support Funded by APF. DoDI 1015.15, Footnote 13, Enclosure 4, includes guidance on use of APF for site development, environmental remediation, demolition, excessive utility connections and other activities identified as allied support. This applies to all projects funded by NAF including AAFES and DECA.

6.2.9. Use of Appropriated Funds or Nonappropriated Funds for Maintenance and Repair. Most maintenance and repair applies to work needed to maintain buildings, grounds, and facility systems (electrical, mechanical, plumbing, roofing, foundations, windows, doors, etc.). APFs are the appropriate fund source for this type of maintenance and repair of all categories (A, B, and C), to include AAFES facilities. Installations will not use APFs to repair functionally unique items required to support Category C activity operations with the exception of Remote and Isolated locations. (T-0). Note that funding for all nonstandard signage, e.g., those using logos in nonstandard colors, are considered functionally unique.

6.2.9.1. Waivers. For all categories of facilities, installations must obtain a waiver allowing use of NAF for maintenance and repair if APF is not available. (T-0).

6.2.9.2. Fund Source Availability. NAF is the fund source for functionally unique items to support Category C activity operations with the exception of Remote and Isolated locations. Functionally unique items make the facility usable for the activity it contains, but are not considered part of the normal facility system. Some work in Category B activities can use NAFs or APFs depending on availability of funds without a waiver (See AFI 65-106). Addition, rearrangement, or removal of non-load-bearing walls is subject to availability of APFs and does not require a waiver to fund source if funds are available (See AFI 65-106. Submit waiver requests to AF/A4CF for routing through AF/A1SR to SAF/FMC.
6.2.10. Project Approval for NAF Funded Work. NAF construction and repair projects must be approved by the appropriate approval authority as detailed in the latest official delegation memorandums. (T-1). Projects requiring approval greater than the installation commander’s approval limit require installations submit a completed DD Form 1391 signed by the Base Civil Engineer to AFCEC/CP for routing to the appropriate approval authority. The installation commander will concur with the 1391 by signing an accompanying Certificate of Compliance. When appropriate, the installation commander may delegate this responsibility to the MSG or equivalent. For all construction projects exceeding $750,000, installations must submit to Air Force Services Center (AFSVC/SVXFC) the completed DD Form 1391, 1391C, Fiscal Year 20XX Military Construction Project Data, and when appropriate additional requested supporting documentation for inclusion in the annual NAF Construction Report to Congress. (T-1).

6.2.10.1. Supervision, Inspection, and Overhead (SIOH). SIOH is a civil engineer responsibility and an APF cost if performed by installation civil engineering employees (includes government and A-76 contractor employees). SIOH is a NAF cost if performed by contract, Army Corps of Engineers, AFCEC, overhires, or overtime by installation CE personnel. The civil engineering agency has the authority to provide their own Title II services. (T-1). In all other instances, if the installation CE is unable to perform SIOH, the Air Force Services Center (AFSVC) Indefinite Delivery/Indefinite Quantity Construction Management Inspection Contract (Title II Services) should be utilized to ensure lowest cost to the project.

6.2.10.2. Design Services. Design is an APF cost if performed by in-house personnel (includes government and contractor employees). Design is a NAF cost if performed by contract; including USACE, AFCEC, NAVFAC; or by overhires. Installations will use NAFs to fund all contract design services. (T-1). Use published standard designs and design guides as applicable.

6.2.10.3. Design Instruction. For a typical annual program of construction projects with funded costs of over $1,000,000, Air Force Services Center (AFSVC) will request Design Instructions from AF/A4CF through AFCEC, AFRC/A4 or NGB/A4 to authorize designs to proceed, upon completion of the Project Validation Assessment for centrally funded projects. (T-2). AFCEC/CF will manage Design Instructions for advertisement and award with coordination by Air Force Services Center (AFSVC) and AF/A4CF. (T-2).

6.2.10.4. Golf Courses. Installations will use NAFs as the normal source of funds for golf courses, maintenance facilities, golf clubhouses and parking, and golf cart storage, construction, maintenance, and repair. (T-1). APFs may be used for maintenance and repair in certain cases: the clubhouse, cart storage facilities attached to a clubhouse, and parking lots. Additionally, base-wide services such as mosquito fogging, control of ticks, rats, forest pests, etc., may be provided as a common service. As a rule, do not use APFs for golf course grounds maintenance and repair. This includes maintenance facilities, latrines, shelters, pump houses, sprinkler systems, and driving ranges, etc. Specialized pest control services such as herbicide and pesticide treatment of fairways, greens, water hazards, sand traps, etc. may be provided on a reimbursable basis.

6.2.10.4.1. Golf Course Programming Guidance. For the purpose of construction and major repair project approval, divide a golf course into the following separate entities:
6.2.10.4.1.1. Golf Course Playing Area (to include the course itself and tee boxes, fairways, traps, bunkers, greens, golf cart paths, driving range, practice putting green, trees and shrubs, water hazards, shelters, latrines, and snack bars on the course, and irrigation system—including sprinklers, piping, ponds, water wells, and other irrigation appurtenances).

6.2.10.4.1.2. Golf Clubhouse (to include parking lot and golf cart storage if the cart storage is attached to the clubhouse).

6.2.10.4.1.3. Maintenance Facilities (program each building with a separate facility number as a separate project). This includes golf cart storage facilities that are not attached to the clubhouse.

6.2.10.4.2. Remote and Isolated Locations. The PDUSD (P&R) officially designates certain installations as "remote and isolated" locations. With this designation, the installation will increase the use of APFs to maintain golf course facilities. (T-0). The following breaks out the appropriate fund source for various golf course requirements at remote and isolated locations.

6.2.10.4.2.1. Appropriated Fund Support. APFs are authorized for routine golf course grounds maintenance and repair at remote and isolated locations. Routine grounds maintenance and repair includes mowing of grass, maintaining greens/tees/fairways, irrigating, applying fertilizer and soil amendments, verticutting greens, aerating, top dressing of greens, green collars and tees, over seeding, repairing damaged areas, weeding, removing debris, providing routine maintenance of maintenance facilities, cart storage facilities, latrines and shelters, cart paths and bridges, course maintenance facilities, changing holes, marking the course, maintaining trees and shrubs, maintaining sand traps and bunkers, maintaining water hazards, maintaining irrigation distribution systems, controlling erosion, applying pest control products as needed, controlling pest, and restoring grounds destroyed by fire or other natural disasters.

6.2.10.4.2.2. Nonappropriated Fund Support. For exceptionally large repair projects, such as when SAF/IEE approval is given, NAFs are the appropriate fund source for additions, alterations, and replacements to the golf course playing area and golf maintenance facilities either by contract or reimbursement to APFs at remote and isolated locations. Also use NAFs to construct golf clubhouses and cart storage facilities.

6.2.10.4.3. Unrelated Costs. APFs are the appropriate fund source for maintenance costs for facilities or environmental features adjacent to or within the boundaries of the golf course that would exist if the golf course was not there. Do not report these costs in golf course maintenance. This includes, but is not limited to, perimeter roads, drainage ditches, culverts, fences, structures, cemeteries, tree removal, waterways, or appurtenances (power lines, runway approach lights, etc.).
6.2.10.4.4. Damage due to Natural Disaster, Fire, or Terrorism. APFs may be used to restore grounds destroyed by natural disasters (hurricane, tornadoes, earthquakes, floods, etc.), fire, or terrorism. In the case of flooding, this refers to levels that exceed the 100-year flood as defined by FEMA and where the location is not currently identified as a flood hazard area; refer to 44 CFR Part 72, Procedures and Fees for Processing Map Changes. Do not use APFs to correct situations such as recurrent flooding (except where the course controls base water run-off during storms), or normal erosion of a river or creek exacerbated by an above normal amount of rain or snow. Repair of vandalism does not qualify for APF funding under this section.

6.2.11. Army and Air Force Exchange Service Facilities (AAFES). Unless exempted in this instruction, AAFES funds all construction and minor construction projects with related supervision, inspection, and overhead, equipment purchase, and installation. This includes DoD-approved remote and isolated locations. AAFES Board of Directors provides all authority for AAFES projects. The AAFES Director/CEO funds projects within amounts delegated by the Board of Directors. The AAFES Director/CEO in turn delegates approval authority to overseas region commanders and CONUS region directors. Projects that exceed the AAFES Director/CEO’s approval authority are presented at an AAFES Board meeting for funding approval. The AAFES Director/CEO will approve all projects with a funded construction cost of up to $750,000. For construction, the AAFES command engineer must submit to AF/A4CF for all project approval packages exceeding $750,000 for inclusion in the next annual NAF report to Congress. (T-1).

6.2.11.1. Army Air Force Exchange Service (AAFES) Responsibilities. AAFES will:

6.2.11.1.1. Serve as the program manager for AAFES maintenance, repair and construction projects.

6.2.11.1.2. Work with installations to obtain site approvals and technical sufficiency for project design.

6.2.11.1.3. Coordinate AAFES construction projects exceeding $1.0M and maintenance/repair projects exceeding $5.0M with the installation, MAJCOMs, AFCEC and AF/A4C.

6.2.11.1.4. Work with the installation, MAJCOMs, AFCEC and AF/A4C to properly advocate for APF for APF eligible work.

6.2.11.1.5. Prepare the Annual NAF Construction Report to Congress for AAFES funded construction projects. Submit through SAF/IEE to PDUSD (P&R).

6.2.11.2. AF/A4C Responsibilities. AF/A4C will:

6.2.11.2.1. Work with MAJCOMs and installations to properly program projects for AAFES facilities. Resolve nonappropriated and appropriated funded responsibility issues.

6.2.11.3. Installation Commander Responsibilities. Installation Commanders will:

6.2.11.3.1. Ensure installation participates in planning, pre-design, charrette and design conferences. (T-2).
6.2.11.3.2. Review project documentation for inclusion of specific installation information and requirements. (T-2). Coordinate on the DD Form 1391 when AAFES funded projects exceed AAFES and installation approval authorities.

6.2.12. Multipurpose Facilities. Commanders should consider constructing multipurpose facilities, similar to modern municipal recreation centers and college student unions, designed for optimum use. Most multi-use facilities include revenue-generating activities such as fast food outlets, delis, dining rooms, concession areas, sports bars, and amusement machines, as well as mission-sustaining functions (fitness centers, community centers, libraries, etc.). Therefore, commanders can use a pro-rated share of APFs and NAFs for construction with prior Deputy Assistant Secretary of the Air Force (Environment, Safety and Infrastructure) approval. A contract or agreement, can also be established with approval from Deputy Assistant Secretary of the Air Force (Environment, Safety and Infrastructure). Installations must submit requests to AFCEC/CP, AFRC/A4 or NGB/A4 for transmittal to AF/A4CF, for processing. (T-1).

6.2.13. Short-term Facility Requirements. If a NAF construction or repair project generates the requirement for short-term facilities (temporary or relocatable), installations will use NAFs to pay all costs associated with the facility programmed as a funded cost of the NAF construction or repair project. (T-1). If an APF construction or repair project on a NAF facility generates the requirement for short-term facilities, use APFs to pay all costs associated with the facility programmed as a funded cost of the APF construction or repair project. (T-1). If a requirement is generated by both APF and NAF construction or repair work, installations will share a temporary facility for the APF and NAF activities. (T-1). Costs may be split equitably using a standard measure such as correlating costs with square footage used.

6.2.14. Appropriated Fund Maintenance and Repair Support to Facilities Leased or Constructed with Nonappropriated Funds. Do not use APFs for maintenance or repair of facilities leased or constructed with NAFs until the Air Force acquires title to the facilities. The AF acquires title through acceptance of the final DD Form 1354. If the NAF activity, private organization, or a concession retains ownership (does not apply to AAFES) of the facility, installations will not use APFs to maintain or repair the facility or equipment (AFI 65-106). (T-1). However, within available resources, the Civil Engineer staff may perform maintenance and repair on a reimbursable basis provided beneficial occupancy is taken and the items are not part of a construction project punch-list. See AFI 32-9005, for details on transfer of ownership.

6.2.15. Commissary Surcharge. According to 10 U.S.C. § 2685, Adjustment of or surcharge on selling prices in commissary stores to provide funds for construction and improvement of commissary store facilities, funds originating from the adjustment of sale prices of goods and services sold in commissary store facilities are considered Commissary Surcharge Funds. Installations shall only use these funds to acquire (including acquisition by lease), construct, convert, expand, improve, repair, maintain, and equip the physical infrastructure of commissary stores and central product processing facilities of the Defense Commissary system; and to cover environmental evaluation and construction costs, including surveys,
administration, overhead, planning, and design, related to activities described in this paragraph. (T-0). The term physical infrastructure includes real property and equipment (installed and free standing, including computer equipment), necessary to provide a complete and usable commissary store or central product processing facility. See DoDI 7700.20, Commissary Surcharge, Nonappropriated Fund (NAF), and Privately Financed Construction Policy.

6.2.15.1. Defense Commissary Agency (DeCA) Responsibilities. DeCA will:

6.2.15.1.1. Serve as the program manager for commissary facilities construction.

6.2.15.1.2. Assist installation commanders, as needed, in the completion of siting approval, justification, and documentation for DeCA projects.

6.2.15.1.3. Coordinate the Air Force Commissary projects with AF/A4C through installation.

6.2.15.1.4. Prepare the annual construction report for DeCA-sponsored projects and submit the report through the PDUSD (P&R) to Congress.

6.2.15.2. AF/A4C Responsibilities. AF/A4C will:

6.2.15.2.1. Coordinate with DeCA and AF/A1S on the DeCA facility program.

6.2.15.2.2. Assist bases with properly programming DeCA projects and resolve funding responsibility issues.

6.2.15.2.3. Will provide funding for the expansion of commissaries as a result of installation growth.

6.2.15.3. Installation Commander Responsibilities. Installation Commanders will:

6.2.15.3.1. Ensure installation participation in planning, pre-design, charrette and design conferences. (T-2).

6.2.15.3.2. Review project documentation for inclusion of specific installation information and requirements. (T-2). Coordinate the DD Form 1391 for DeCA funded projects, as the project is work on Air Force Real Property.

6.3. Project Approvals

6.3.1. Maintenance and Repair Project Approval Levels. The current approval delegation memorandum details the approval level for maintenance and repair projects on facilities where NAFs are specified fund source for construction.

6.3.2. Requirements and Conditions on Projects Reported to the Congress. The annual NAF report includes major construction projects planned for award within the next fiscal year. DoDI 7700.18, provides guidance on the annual NAF report. PDUSD (P&R) forwards the report to the Senate and House Armed Services Committees. Make sure the projects are at least 35 percent (design-build can be 15 percent) designed before submitting them to AF/A4CF, for inclusion in the report. For AF Centrally funded NAF projects, designs must be at least 35% by the time PDUSD (P&R) forwards the report to HASC/SASC. (T-1).
6.3.3. Submittal Process. Installation and AFIMSC staffs must obtain PDUSD (P&R) approval for projects costing above current major construction reporting threshold. (T-0). The installation will initiate the projects and submit its annual program to AFCEC, AFRC/A4 or NGB/A4 which then forwards the program to AF/A4CF, for submittal to Deputy Assistant Secretary of the Air Force (Environment, Safety and Infrastructure), the PDUSD (P&R), and the Congress. (T-0). AAFES projects are submitted directly to AF/A4CF. Follow guidance from AF/A4CF for the annual report.

6.3.4. President’s Budget Submissions. AF/A4CF will assemble a summary list of projects supporting NAF activities that are submitted in the President’s Budget Request for MILCON appropriations.

6.3.5. Proposed Public-Private Ventures (PPV). AAFES/RE and Air Force Services Center (AFSVC/SVXF) shall submit to AF/A4CF a summary list of proposed PPV projects anticipated for contract award during the upcoming fiscal year. (T-0). The format conforms to Enclosure 9 of DoDI 7700.18.

6.3.6. Capital Investment Summary. AAFES/RE and Air Force Services Center (AFSVC) shall submit to AF/A4CF their capital investment program summaries in accordance with Enclosure 10 of DoDI 7700.18, Commissary Surcharge, Nonappropriated Fund (NAF), and Privately Financed Construction Reporting Procedures. (T-0).
Chapter 7

OTHER CONSTRUCTION AUTHORITIES

7.1. Contingency Construction Authority and Limitations. Congress may authorize specific, unique authorities for facility construction supporting contingency operations (e.g., Public Law 108-136, National Defense Authorization Act for Fiscal Year 2004, Section 2808—as amended and extended by subsequent Defense Authorization Acts). When such authority is provided, provisions of this Chapter will apply to the extent they are consistent with such authority and any Undersecretary of Defense (Comptroller) (USD(C)) implementation guidance. Consult with AF/A4C as to the current status of such authority and applicable locations. The fund source for facilities provided under this chapter will be Air Force O&M Appropriation 3400.

7.1.1. This section applies to construction projects necessary to meet an urgent military operational requirements of a temporary nature in support of a declaration of war, a national emergency under section 201 of the National Emergencies Act (50 USC § 1621, Declaration of Emergency by President; Publication in Federal Register; Effect on Other Laws; Superseding Legislation), or a contingency operation as defined in 10 USC § 101, Definitions, paragraph (a)(13).

7.1.2. Refer to DoDD 3000.10, Contingency Basing Outside the United States, for guidance regarding facility programming actions that may be undertaken in support of contingency basing outside the U.S. See AFI 10-504, Overseas Force Structure Changes and Host Nation Notification, for guidance regarding procedures for all basing actions affecting overseas installations.

7.1.3. This section applies to that geographical area for which the combatant command conducting the contingency operation is responsible and then only in the area where actual operations are being conducted. The requirement for projects carried out under this authority should be in immediate and direct support of combat operations or force protection for those engaged in combat operations. It does not apply to a rear echelon even if that echelon provides support to the front-line troops.

7.1.4. This section is intended to address contingency facility requirements costing more than the unspecified minor construction threshold stated in 10 USC §2805(c) or where the United States does not have operation control and Title 10 statues are not applicable. Requirements costing less than the unspecified minor construction threshold stated in 10 USC §2805(c) may be accomplished using other available authority, such as 10 USC §2805(a) authority, if applicable to the geographical area.

7.1.5. This section applies to an operational requirement expected to be temporary. This guidance is offered as a means by which to program contingency facility requirements identified too late for inclusion in a normal facility programming cycle such as MILCON.
7.1.6. Without regard to standard Air Force or DoD facility construction standards, any facility provided under the authority of this chapter will be designed and built as a temporary facility. The exception to this requirement is when the host nation requires a higher standard to obtain its approval or where the temporary standard and the permanent standard are essentially identical. The DD Form 1391 should explain any exceptions. The applied construction standard will recognize that the facility is being provided to meet a temporary need and will be abandoned at termination of operational requirements. No facilities provided under authority of this chapter will be built with the expectation they will eventually be turned over to and used by other organizations beyond the original Air Force requirement. All such facilities will meet appropriate safety standards and force protection requirements applicable in the area, but will not necessarily be expected to meet the safety standards and force protection requirements that would apply to permanent construction.

7.1.7. This section does not apply to construction to be carried out at a military installation, as defined under 10 USC §2801(c), or at a location where the U.S. is reasonably expected to have a long-term interest or presence unless otherwise provided in specific authorizing legislation. In context of this Chapter, a military installation is defined as a location where the U.S. Armed Forces have operational control by virtue of a written basing agreement.

7.1.8. No facility supporting morale, welfare, and recreation activities will be provided under the authority of this chapter.

7.1.9. Characteristics of Projects.

7.1.9.1. Projects to which the authority of this section may be applied include erection of facilities, acquisition of temporary interests in land, and design.

7.1.9.2. The requirement for such projects should be in immediate and direct support of combat operations or force protection for those engaged in combat operations. This authority is particularly applicable in countries, friendly or not, where the United States does not currently have a significant permanent military presence.

7.1.9.3. Such projects may combine work typically considered as construction with work considered as Facility Operation (FO) (e.g., leasing a trailer, security, refuse, or custodial service etc.).

7.1.9.4. Such projects may include repair of pre-existing facilities.

7.1.9.5. Use relocatable or semi-permanent construction to the maximum extent possible. The types of structures normally used should be trailers, tension fabric structures, K-spans, air-supported domes, or pre-engineered buildings. More permanent construction materials should normally not be used, unless specifically required for security, force protection, or mission operations. Any departure from the use of semi-permanent construction needs to be well-documented and justified on the DD Form 1391. Program projects with all costs being funded for the structure, transportation, erection, site preparation, and related costs.
7.1.10. Approval Limitations. Repair projects require approval at the same levels as those stated for garrison repair projects in **Chapter 3**. Projects using contingency construction authority require approval by the OSD Comptroller (USD(C)). Submit contingency construction project requests to AF/A4C, who will coordinate projects with SAF/GCN before sending to SAF/IEE for review of conformance with Air Force programming policy for O&M-funded projects promulgated in this Instruction. With coordination by SAF/IEE, the Deputy Assistant Secretary for Budget (SAF/FMB) will seek approval of the proposal by USD(C) before proposed work may proceed. Re-approval thresholds stated in **Chapter 3** for repair and **Chapter 5** for construction apply.

7.1.11. Documentation. All projects constructed under this authority must be documented on a standard DD Form 1391 project document and signed by the appropriate approving official including the approval date. (T-1). The document must clearly identify the military operation the work supports, and define the period of time the facility will be required, based on known planning factors. (T-1). The document must explain the urgency and how the temporary construction will satisfy the mission requirements. (T-1). The document can be classified, or not, depending on the operational details and dates written in the text, and current classification guidance for the military contingency. Personnel will mark classified documents in accordance with AFI 16-1404, *Air Force Information Security Program*. Classification of a project’s information neither excuses nor waives compliance with the requirements of this chapter. Particular care needs to be exercised to document compliance with all conditions of specific authority provided by Congress and/or required by USD(C).

7.1.11.1. DD Form 1391 (DD1391). Facilities that are part of a single undertaking (i.e., are accomplished at the same time, for the same general need, and are required for the same time period) can be listed on a single DD1391 provided each facility to be approved under this authority is identified separately with its associated justification, purpose, and cost. See **AF/A4CF DD1391 preparation business rules** for the “umbrella” DD1391 structure. It is important to identify each facility requirement as part of the same undertaking so a cost for each facility requirement can readily be identified, as well as work accountability through project execution. General costs such as site preparation should be spread over the associated facilities with which it is associated. Facilities that are satisfying separate facility requirements (e.g., administrative, base operations, maintenance, utilities) but satisfy a general purpose, such as a beddown, should be submitted and approved as part of the same undertaking. Facilities meeting different contingencies, not being accomplished at the same time, or are required for differing periods of time, should be programmed on separate DD1391s.

7.1.12. Certification. Programmers must ensure DD1391s forwarded to Air Staff for approval contain the following signed certification from the Air Force component senior Civil Engineer: “I have reviewed the DD Form 1391 for this project and certify that the document is accurate. This construction has been directed by higher headquarters to accomplish specified operational requirements. I certify that the project described above is in compliance with Department of Defense regulations, as implemented by Air Force Instruction 32-1020, and the FY___ National Defense Authorization Act.” (T-1). Include the signed certification in the approval documentation, using a DD1391c. Adhere to the provisions of any applicable international agreements to ensure compatibility with applicable host nation construction criteria.
7.1.13. Related Authority. The authority provided in this chapter is separate from the provisions of temporary short-term facilities defined in Chapter 2 and is not related.

7.2. Restoration or Replacement of Damaged or Destroyed Facilities (10 USC § 2854). While 10 USC § 2854 provides authorization, projects conducted under this authority must be funded with previously appropriated MILCON or appropriations made available for operation and maintenance. (T-1). Commanders will ensure that Air National Guard entities follow similar procedures for project approval and reprogramming, but work directly with SAF/IEE and SAF/FMB and coordinate with AF/A4CF (T-1).

7.2.1. Criteria for Projects. If eligible, other repair (10 USC §2811) and construction (10 USC §2805) authorities should be used. Title 10 USC § 2854 authority shall be used only when restoring or replacing a facility that was in use or planned for use at the time of the damage or destruction and only when the conditions described in paragraph 1.3.1.2.6 are satisfied. (T-1). Restoration or replacement projects programmed under 10 USC § 2854 authority should not provide larger facilities than those damaged or destroyed, except that Installations may provide for limited increases as a result of economy of design or compliance with new criteria. Installations cannot use these projects to correct space deficiencies. (T-1).

7.2.2. O&M Funding. Title 10 USC § 2854 authority may be used to program un-allocated O&M funds to replace a facility that has been damaged or destroyed only when the following conditions are met: (i) the damage or destruction was the result of a natural event or terrorism incident; (ii) deferral of the replacement project for inclusion in the next regular MILCON program would be inconsistent with the national security or the protection of health, safety or environmental quality; and (iii) in the case of damage to a facility rather than destruction, a replacement project is more cost-effective than repairing the facility. (T-0). While there is no cost limitation on any single project described in this paragraph, the total aggregated cost of O&M-funded projects across the Air Force shall not exceed $50 million in one fiscal year. (T-0).

7.2.3. MILCON Funding. SAF/IEE may approve funding a replacement project under 10 USC § 2854 authority using unobligated funds from authorized and appropriated MILCON programs. A reprogramming request must be submitted to the OSD Comptroller. (T-1).

7.2.4. Project Justification and Submittal. Installations will submit project justifications as specified in the published storm damage business rules, which are located at https://org2.eis.af.mil/sites/13945/RMA/RMAS/SitePages/Storm%20Damage.aspx. Commanders will ensure that the submittal includes a DD Form 1391, a DD Form 1391c, and any additional information requested. The submittal should explain the urgency and indicate, for each facility, the cause of damage or destruction. The Base Civil Engineer shall certify the following: (i) the project is for restoration or replacement of facilities damaged or destroyed; (ii) any scope increase is a result of economy of design or compliance with new criteria; (iii) deferral of the replacement project for inclusion in the next regular MILCON program would be inconsistent with the national security or the protection of health, safety or environmental quality; and (iv) in the case of damage to a facility rather than destruction, a replacement project is more cost-effective than repairing the facility. (T-2).
7.2.5. Congressional notification. Projects using authority 10 USC § 2854 must be submitted to SAF/IEE for approval and notification to the appropriate Congressional committees. All notifications must include the justification for the project, the current estimate of the cost, the source of funds for the requested project, and justification for using this authority. *(T-0)*.

7.2.5.1. O&M-funded projects. The notification must also include: (1) in the case of damage to a facility rather than destruction, a certification that the replacement project is more cost-effective than repair or restoration; and (2) a certification that deferral of the replacement project for inclusion in the next Military Construction Authorization Act would be inconsistent with national security or the protection of health, safety or environmental quality. *(T-0)*. The project may not be carried out until 7 days after the notification is submitted, in accordance with 10 USC § 2854(c).

7.2.5.2. MILCON-funded projects. The project may not be carried out until 14 days after the notification is submitted, in accordance with 10 USC § 2854(c))

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Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References


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10 USC § 18233, Acquisition
10 USC § 18233b, Authority to carry out small projects with operation and maintenance funds
10 USC § 2353, Contracts: acquisition, construction, or furnishing of test facilities and equipment
10 USC § 2465, Prohibition on contracts for performance of firefighting or security-guard functions
10 USC § 2492, Nonappropriated fund instrumentalities: contracts with other agencies and instrumentalities to provide and obtain goods and services
10 USC § 2685, Adjustment of or surcharge on selling prices in commissary stores to provide funds for construction and improvement of commissary store facilities
10 USC § 2801, Scope of Chapter; Definitions
10 USC § 2802, Military Construction Projects
10 USC § 2803, Emergency construction
10 USC § 2804, Contingency construction
10 USC § 2805, Unspecified minor construction
10 USC § 2808, Construction authority in the event of a declaration of war or national emergency
10 USC § 2811, Repair of facilities
10 USC § 2854, Restoration or replacement of damaged or destroyed facilities
10 USC § 9540, Architectural and Engineering Services
10 USC §2363, Mechanisms to provide funds for defense laboratories for research and development of technologies for military missions
22 USC § 2778, Control of arms exports and imports
50 USC § 1621, Declaration of Emergency by President; Publication in Federal Register; Effect on Other Laws; Superseding Legislation
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AFI 16-1404, Air Force Information Security Program, 14 September 2018

AFI 21-136, Aircraft Sun Shade Management, 03 February 2017

AFI 23-201, Fuels Management, 12 December 2016


AFI 32-10141, Planning and Programming Fire Safety Deficiency Correction Projects, 15 May 2019

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AFI 32-1023, Designing and Constructing Military Construction Projects, 19 November 2015

AFI 32-1052, Facility Asbestos Management, 24 December 2014

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**Adopted Forms**

AF Form 300, *Facility Disposal*

AF Form 332, *Base Civil Engineer Work Request*

AF Form 813, *Request for Environmental Impact Analysis*

AF Form 847, *Recommendation for Change of Publication*

DD Form 1354, *Transfer and Acceptance of DoD Real Property*

DD Form 1390, *FY ____ Military Construction Program*

DD Form 1390S, *FY ____ Guard and Reserve Military Construction*

DD Form 1391, *FY ____ Military Construction Project Data*

DD Form 1391c, *FY ____ Military Construction Project Data (continuation)*

**Abbreviations and Acronyms**

ABA—Architectural Barriers Act

ACC—Architectural Barriers Act Asphalt Cement Concrete

AF—Air Force

AFCAMP—Air Force Comprehensive Asset Management Plan

AFCEC—Air Force Civil Engineer Center

AFI—Air Force Instruction

AFIMSC—Air Force Installation and Mission Support Center

AFMAN—Air Force Manual
EQ—Environmental Quality
FAC—Facility Analysis Code
FHWA—Federal Highway Administration
FIAR—Financial Improvement and Audit Readiness
FO—Facility Operation
FOA—Field Operating Agencies
FMS—Foreign Military Sales Construction
FY—Fiscal Year
HAF—Headquarters Air Force
GFE—Government Furnished Equipment
IDS—Intrusion Detection System
LCCE—Life-Cycle Cost Estimate
MAJCOM—Major Command
MII—Micro Computer Aided Cost Estimating System 2nd Generation
MILCON—Military Construction
MWR—Morale, Welfare, and Recreation
NAF—Nonappropriated Funds
NATO—North Atlantic Treaty Organization
NAVFAC—Naval Facilities Engineering Command
NDAA—National Defense Authorization Act
NEPA—National Environmental Policy Act
NHPA—National Historic Preservation Act
NRG—Energy Conservation and Initiative Funds Source code
NRHP—National Register of Historic Places
NSPI—NATO Security Investment Program
NTE—Not to Exceed
O&M—Operation & Maintenance
OSD—Office of the Secretary of Defense
PACES—Parametric Cost Estimating System
PCAS—Post Construction Award Services
PCC—Portland Cement Concrete
PEC—Program Element Code
Aircraft Sunshade—A structure with the sole purpose of providing minimal protection for personnel from the elements (sun, wind, rain, snow, etc.) with a roof and a maximum of two sides. Aircraft sunshades generally fulfill a long-term requirement and are not considered as relocatable facilities per the definition of DoDI 4165.56. AF/A4L establishes AF policy on aircraft sunshades (refer to AFI 21-136). Aircraft sunshade procurement will be made in accordance with AFMAN 65-605, Volume 1, Chapter 9, Funding Relocatable Buildings, STSs and Aircraft Sunshades, Funding For Relocatable Buildings, Stress Tension Shelters, Aircraft Sun Shades, And Other Modular Structures.

Allied Support—Allied support includes utilities roads, sidewalks, parking, fencing, signage, lighting (exterior and not attached to the asset), foundations, and other site preparation.
Collective Protection—Systems that protect those inside a building, room, shelter or tent against chemical, biological, and radiological contamination through the combination of impermeable structural materials, air filtration equipment, air locks, and over-pressurization. See AFMAN 10-2503, Operations in a Chemical, Biological, Radiological, and Nuclear (CBRN) Environment.

Companion Project—A project that enables a separate project. For example, the construction of an AAFES facility requires the demolition of another facility. The demolition project is a companion project. The programming documents for each project should reference the other. Note: [If a requirement (related work in a single facility) includes multiple work classifications (e.g. repair or minor construction), these are not companion projects—they are interdependent elements of the requirement.]

Concurrent Project—A separate project in a facility that is independently a complete and usable improvement to the facility from another coinciding project in the facility. For example, a repair project to replace the roof on a facility is concurrent to a construction project that adds to the facility. Each project is independent of the other; however, they are cross-referenced in the programming documents.

Facility—A real property asset consisting of a building, structure, or linear structure.

Facilities Operation (FO—) —The FO program encompasses those services performed on an installation that are related to real property such as refuse collection, grounds maintenance, and custodial service. FO also includes Civil Engineer (CE) combat capabilities [i.e. Prime Base Engineer Emergency Force (PRIME BEEF)]. The FO program includes manpower authorizations, support equipment, contracts, and associated costs belonging exclusively to and required to plan, manage, and execute the functions defined throughout this document. The FO program excludes sustainment, restoration and modernization of facilities, environmental services (such as disposal of hazardous waste), Installation Services (IS), and mission-funded costs which are funded through other Program Element Codes (PECs). The PEC for 3400 O&M FO is ***79F.

Funded and Unfunded Costs—See AFMAN 65-605, Volume 1, Chapter. See clarifying guidance on troop labor, design, and GFE in this Instruction.

Host—A unit or activity that has management control of facilities, and provides services or facilities to another unit or activity (tenant). Within the Air Force, the host is the Air Force MAJCOM that has jurisdiction over the installation and other real property (including use rights such as leases, permits, easements, and licenses). Also, the host may be the organization which has been designated by the MAJCOM, or by HQ USAF as a supplier (reference AFI 25-201, Intra-Service, Intra-Agency, And Inter-Agency Support Agreements Procedures), to furnish tenant support.

Historic Property—Any district, site, building, structure, or object included on or eligible for inclusion on the National Register of Historic Places (National Register). 36 CFR Part 60.4, Criteria for Evaluation, explains criteria for determining eligibility for listing to the National Register.

Installation Development Plan—The product that provides the installation commander and other decision-makers a condensed picture of an installation’s capability to support the mission with its physical assets and delivery systems. It is a general assessment of the installation’s infrastructure and attributes for the purpose of gauging development potential.
Interservice, Interdepartmental, and Interagency—A unit or activity of one department, agency, or command that occupies the facilities of, or receives support from, another department, agency, or command, usually on a continuing basis (see DoDI 4000.19, Support Agreements).

Intraservice—An Air Force, Air Force Reserve, or Air National Guard unit or activity that occupies the facilities of, or receives support from, one another.

Joint Use—Concurrent use of host facilities and equipment by both host and tenant, as required by the mission of each user.

Major Force Program—A major force program is an aggregation of related budget items that can be used to track resources that support a macro-level combat or support mission, such as special operations forces.

Military Installation Resilience—The capability of a military installation to avoid, prepare for, minimize the effect of, adapt to, and recover from extreme weather events, or from anticipated or unanticipated changes in environmental conditions, that do, or have the potential to, adversely affect the military installation or essential transportation, logistical, or other necessary resources outside of the military installation that are necessary in order to maintain, improve, or rapidly reestablish installation mission assurance and mission-essential functions.

Modernization—May include either repair or construction work. Includes the alteration of facilities or components solely to implement new or higher standards (including regulatory changes) or to accommodate new functions. Includes work associated with functional conversion and work classified as construction.

National Register of Historic Places (National Register)—The Federal government's official list of buildings, structures, districts, sites, and objects that are significant in American history, architecture, archaeology, engineering, or culture, and are thereby considered for preservation. The National Register is administered by the Department of the Interior, National Park Service. Criteria for eligibility, and the procedures for nomination, making changes to listed properties, and for removing properties from the National Register are detailed in 36 CFR Part 60.4

Overhead—Includes personnel services and related expenses (such as travel, transportation, printing and binding, rents and utilities, contractual services, supplies, and materiel) used to perform the following: project management and administration; inspection and supervision of construction; and direct administrative support of these two categories.

Parametric Estimate—An estimate using pre-developed algorithms and cost models using the AFCEC approved software. Currently, PACES is the approved software for parametric estimates. Parametric estimates should not include guidance unit costs.

Phases—Interdependent portions of a project which achieves an overall requirement or objective (e.g. renovating a facility, repairing a system), and are complete and usable on their own. Phases will have unique project numbers (i.e., phases are not delineated by adding suffixes to the same project number). See Paragraph 2.5.1. for more details about project phases.
**Plant Replacement Value (PRV)**—Represents a modeled cost, in current year dollars, to design and construct a notional facility to replace an existing facility at the same location. The notional replacement facility will perform the same functions as the existing facility, within the same capacity (size) as calculated in the assigned Facility Analysis Code (FAC) primary unit of measure. The notional replacement facility will also be constructed to current standards of materials and design consistent with DoD policies. PRV does not represent the actual cost to construct a specific, existing facility, and should not be used as a cost estimate. Note: [PRV for a single facility does not include the costs for land acquisition, site preparation, earthwork, landscaping, supporting facilities, associated facilities, or studies/surveys outside normal planning and design for construction.] Additionally, it does not include costs not associated with recapitalization or replacement construction such as demolition or environmental mitigation/remediation. Refer to UFC 3-701-01 *DoD Facilities Pricing Guide*, for the PRV formula and factors.

**Project**—Includes the maintenance, repair, and construction work necessary to produce a complete and usable single facility or a complete and usable improvement to an existing facility.

**Project Splitting**—The splitting of a project into separate parts where: it is done solely to reduce costs below an approval threshold or the minor construction ceiling; or each part is not in itself complete and usable; or the total project is not complete until all parts are complete.

**Real Property Installed Equipment**—Installed real property building equipment item affixed or built into the facility which is an integral part of the facility.

**Replacement Cost**—Replacement cost is “the estimated cost of a military construction project to replace the facility”. See Chapter 2 for guidance for determination of replacement costs. This definition is to be used solely for programming in compliance with Chapter 169 in Title 10 of the U.S. Code and may not be consistent with the real property definition for replacement cost.

**Restoration**—Includes repair and replacement work to restore facilities collaterally damaged due to inadequately sustained components, premature aging, natural disaster, fire, accident or other causes. This is considered non-life cycle repair of real property.

**State Historic Preservation Officer (SHPO)**—The official appointed by the Governor of each State and territory to carry out the functions defined in the National Historic Preservation Act (NHPA), and to administer the State Historic Preservation Program. SHPOs provide advice and assistance to Federal agencies regarding their Cultural Resources Management programs and historic preservation responsibilities. Throughout this Instruction, SHPO is understood to mean Tribal Historic Preservation Officer (THPO) where consulting a designated THPO is appropriate.

**Support Agreement**—A host-tenant support agreement between Air Force units drawn up under AFI 25-201.

**Sustainment**—Includes resources for cyclical maintenance and scheduled repair activities to maintain the inventory of real property assets through its expected life. It includes regularly scheduled adjustments and inspections, preventative maintenance tasks, and emergency response and service calls for minor repairs. It also includes major repairs or replacement of facility components (usually accomplished by contract) that are expected to occur periodically throughout the facility life cycle. This work includes regular roof replacement, refinishing of wall surfaces, repairing and replacement of heating and cooling systems, replacing tile carpeting, and similar type work. Sustainment does not include restoration, modernization, environmental compliance, historical preservation, or costs related to unexpected events, which are funded elsewhere.
Tribal Historic Preservation Officer (THPO)—The official appointed by an Indian Tribe in accordance with the NHPA to administer the Tribal Historic Preservation Program and assume duties and functions for tribal lands similar to those that the SHPO has for State lands. The Secretary of Interior designates tribes with THPO responsibilities. Air Force installations will need to consult with the THPO, instead of the SHPO, on undertakings on or over Indian tribal lands where a Tribe has been granted THPO responsibilities by the Secretary of the Interior.

Undertaking—Any project, activity, action, or program wholly or partly funded under the direct or indirect jurisdiction of a Federal agency. Includes projects and activities that are executed by or on behalf of a Federal agency; Federally funded; require a Federal permit, license or approval; or are subject to State or local regulation administered through delegation or approval authority by a Federal agency.
## Attachment 2

### NETWORKED FACILITY DETERMINATION

Table A2.1. Networked Facility Determination.

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<thead>
<tr>
<th>Networked Facility</th>
<th>Networked Facility Components</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Airfield Pavements:</strong></td>
<td><em>(those which are interconnected within the networked facility)</em></td>
</tr>
<tr>
<td>Interconnected assets within the 2-digit DoD Category Group “11”.</td>
<td><strong>Note:</strong> FAC = Facility Analysis Category</td>
</tr>
<tr>
<td>Airfield Runways (3-digit DoD Basic Category - 111)</td>
<td><strong>Exclude</strong> Runway, Unsurfaced (4-digit DoD FAC - 1114)</td>
</tr>
<tr>
<td>Associated Lighting, Runway (6-digit Category Code - 136664)</td>
<td><strong>Airfield Taxiways (3-digit DoD Basic Category - 112)</strong></td>
</tr>
<tr>
<td>Associated Utility Vaults (4-digit DoD FAC - 8927)</td>
<td>Associated Taxiway Lighting (6-digit Category Code - 136667)</td>
</tr>
<tr>
<td>Associated Aircraft Pavement Shoulder (4-digit DoD FAC - 1165)</td>
<td>Associated Utility Vaults (4-digit DoD FAC - 8927)</td>
</tr>
<tr>
<td><strong>Exclude</strong> Runway, Unsurfaced (4-digit DoD FAC - 1114)</td>
<td>Associated Aircraft Pavement Shoulder (4-digit DoD FAC - 1165)</td>
</tr>
<tr>
<td>Airfield Aprons (3-digit DoD Basic Category - 113)</td>
<td><strong>Compass Calibration Pad, Surfaced (4-digit DoD FAC - 1161)</strong></td>
</tr>
<tr>
<td>Associated Airfield Pavement Lighting (4-digit DoD FAC - 1361)</td>
<td>Associated Airfield Pavement Lighting (4-digit DoD FAC - 1361)</td>
</tr>
<tr>
<td>Associated Utility Vaults (4-digit DoD FAC - 8927)</td>
<td>Associated Utility Vaults (4-digit DoD FAC - 8927)</td>
</tr>
<tr>
<td>Associated Aircraft Pavement Shoulder (4-digit DoD FAC - 1165)</td>
<td>Associated Aircraft Pavement Shoulder (4-digit DoD FAC - 1165)</td>
</tr>
<tr>
<td>Compass Calibration Pad, Surfaced (4-digit DoD FAC - 1161)</td>
<td><strong>Aircraft Washing Pad, Surfaced (4-digit DoD FAC - 1163)</strong></td>
</tr>
<tr>
<td>Associated Airfield Pavement Lighting (4-digit DoD FAC - 1361)</td>
<td>Associated Aircraft Pavement Lighting (4-digit DoD FAC - 1361)</td>
</tr>
<tr>
<td>Associated Utility Vaults (4-digit DoD FAC - 8927)</td>
<td>Associated Utility Vaults (4-digit DoD FAC - 8927)</td>
</tr>
<tr>
<td>Associated Aircraft Pavement Shoulder (4-digit DoD FAC - 1165)</td>
<td>Associated Aircraft Pavement Shoulder (4-digit DoD FAC - 1165)</td>
</tr>
<tr>
<td>Networked Facility</td>
<td>Networked Facility Components</td>
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<tr>
<td>----------------------------------------</td>
<td>------------------------------</td>
</tr>
<tr>
<td>(those which are interconnected within the networked facility)</td>
<td></td>
</tr>
<tr>
<td>Note: FAC = Facility Analysis Category</td>
<td></td>
</tr>
<tr>
<td>Miscellaneous Airfield Pavement, Surfaced (4-digit DoD FAC - 1164)</td>
<td></td>
</tr>
<tr>
<td>Aircraft Fuel Dispensing Facilities: <strong>Interconnected</strong> assets within the 3-digit DoD Basic Category “121”, to include associated components as listed to the right.</td>
<td></td>
</tr>
<tr>
<td>Aircraft Fueling Facility (4-digit DoD FAC - 1211)</td>
<td></td>
</tr>
<tr>
<td>Aircraft Defueling Facility (4-digit DoD FAC - 1212)</td>
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</tr>
<tr>
<td>Aircraft Operating Fuel Storage (4-digit DoD FAC - 1241)</td>
<td></td>
</tr>
<tr>
<td>Other Operating Fuel Storage (4-digit DoD FAC - 1244)</td>
<td></td>
</tr>
<tr>
<td>POL Pipeline (4-digit DoD FAC - 1251)</td>
<td></td>
</tr>
<tr>
<td>POL Piping (4-digit DoD FAC - 1252)</td>
<td></td>
</tr>
<tr>
<td>Liquid Fuel Loading/Unloading Facility (4-digit DoD FAC - 1261)</td>
<td></td>
</tr>
<tr>
<td>POL Pump Station (4-digit DoD FAC - 1262)</td>
<td></td>
</tr>
<tr>
<td>Bulk Liquid Fuel Storage (4-digit DoD FAC - 4111)</td>
<td></td>
</tr>
<tr>
<td>Large Bulk Liquid Fuel Storage (4-digit DoD FAC - 4112)</td>
<td></td>
</tr>
<tr>
<td>Cut-and-Cover Bulk Liquid Fuel Storage (4-digit DoD FAC - 4113)</td>
<td></td>
</tr>
<tr>
<td>Small Bulk Storage (4-digit DoD FAC - 4114)</td>
<td></td>
</tr>
<tr>
<td>Miscellaneous Storage Tank and Basin (4-digit DoD FAC - 8951)</td>
<td></td>
</tr>
<tr>
<td>Marine Fuel Dispensing Facilities: <strong>Interconnected</strong> assets within the 3-digit DoD Basic Category “122”, to include associated components as listed to the right.</td>
<td></td>
</tr>
<tr>
<td>Marine Fueling Facility (4-digit DoD FAC - 1221)</td>
<td></td>
</tr>
<tr>
<td>Marine Operating Fuel Storage (4-digit DoD FAC - 1242)</td>
<td></td>
</tr>
<tr>
<td>Other Operating Fuel Storage (4-digit DoD FAC - 1244)</td>
<td></td>
</tr>
<tr>
<td>POL Pipeline (4-digit DoD FAC – 1251)</td>
<td></td>
</tr>
<tr>
<td>POL Piping (4-digit DoD FAC - 1252)</td>
<td></td>
</tr>
<tr>
<td>Liquid Fuel Loading/Unloading Facility (4-digit DoD FAC - 1261)</td>
<td></td>
</tr>
<tr>
<td>POL Pump Station (4-digit DoD FAC - 1262)</td>
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</tr>
<tr>
<td>Networked Facility</td>
<td>Networked Facility Components</td>
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</tr>
<tr>
<td></td>
<td><em>(those which are interconnected within the networked facility)</em></td>
</tr>
<tr>
<td></td>
<td><strong>Note:</strong> FAC = Facility Analysis Category</td>
</tr>
<tr>
<td></td>
<td>Bulk Liquid Fuel Storage (4-digit DoD FAC - 4111)</td>
</tr>
<tr>
<td></td>
<td>Large Bulk Liquid Fuel Storage (4-digit DoD FAC - 4112)</td>
</tr>
<tr>
<td></td>
<td>Cut-and-Cover Bulk Liquid Fuel Storage (4-digit DoD FAC - 4113)</td>
</tr>
<tr>
<td></td>
<td>Small Bulk Storage (4-digit DoD FAC - 4114)</td>
</tr>
<tr>
<td></td>
<td>Miscellaneous Storage Tank and Basin (4-digit DoD FAC - 8951)</td>
</tr>
<tr>
<td>Land Vehicle Fuel Dispensing Facilities: <strong>Interconnected</strong> assets within the 3-digit DoD Basic Category “123”, to include associated components as listed to the right.</td>
<td>Vehicle Fueling Facility (4-digit DoD FAC - 1231)</td>
</tr>
<tr>
<td></td>
<td>Vehicle Operating Fuel Storage (4-digit DoD FAC - 1243)</td>
</tr>
<tr>
<td></td>
<td>Other Operating Fuel Storage (4-digit DoD FAC - 1244)</td>
</tr>
<tr>
<td></td>
<td>POL Pipeline (4-digit DoD FAC - 1251)</td>
</tr>
<tr>
<td></td>
<td>POL Piping (4-digit DoD FAC - 1252)</td>
</tr>
<tr>
<td></td>
<td>Liquid Fuel Loading/Unloading Facility (4-digit DoD FAC - 1261)</td>
</tr>
<tr>
<td></td>
<td>POL Pump Station (4-digit DoD FAC - 1262)</td>
</tr>
<tr>
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<td>Bulk Liquid Fuel Storage (4-digit DoD FAC - 4111)</td>
</tr>
<tr>
<td></td>
<td>Large Bulk Liquid Fuel Storage (4-digit DoD FAC - 4112)</td>
</tr>
<tr>
<td></td>
<td>Cut-and-Cover Bulk Liquid Fuel Storage (4-digit DoD FAC - 4113)</td>
</tr>
<tr>
<td></td>
<td>Small Bulk Storage (4-digit DoD FAC - 4114)</td>
</tr>
<tr>
<td></td>
<td>Miscellaneous Pump Station (4-digit DoD FAC - 8924)</td>
</tr>
<tr>
<td></td>
<td>Miscellaneous Storage Tank and Basin (4-digit DoD FAC - 8951)</td>
</tr>
<tr>
<td>Networked Facility Components</td>
<td>Note: FAC = Facility Analysis Category</td>
</tr>
<tr>
<td>--------------------------------</td>
<td>---------------------------------------</td>
</tr>
<tr>
<td>Communication Lines:</td>
<td>- Communication Lines (4-digit DoD FAC - 1351)</td>
</tr>
<tr>
<td><strong>Interconnected</strong> assets</td>
<td>Associated Utility Vaults (4-digit DoD FAC - 8927)</td>
</tr>
<tr>
<td>within the 3-digit DoD Basic</td>
<td>Associated Utility Tunnels (4-digit DoD FAC - 8931)</td>
</tr>
<tr>
<td>Category “135”, to include</td>
<td>- Electrical Power Distribution Line, Overhead (4-digit DoD FAC - 8121)</td>
</tr>
<tr>
<td>associated components as</td>
<td>Exterior Lighting, Pole (4-digit DoD FAC - 8122)</td>
</tr>
<tr>
<td>listed to the right.</td>
<td>Electrical Power Distribution Line, Underground (4-digit DoD FAC - 8123)</td>
</tr>
<tr>
<td>Electrical Power:</td>
<td>Electric Power Substation (4-digit DoD FAC - 8131)</td>
</tr>
<tr>
<td><strong>Interconnected</strong> assets</td>
<td>Electric Power Switching Station (4-digit DoD FAC - 8132)</td>
</tr>
<tr>
<td>within the 2-digit DoD Category Group “81”, to include</td>
<td>Electric Power Transformers (4-digit DoD FAC - 8133)</td>
</tr>
<tr>
<td>associated components as</td>
<td>Associated Utility Vaults (4-digit DoD FAC - 8927)</td>
</tr>
<tr>
<td>listed to the right.</td>
<td>Associated Utility Tunnels (4-digit DoD FAC - 8931)</td>
</tr>
<tr>
<td>Exclude all Electric Power Source assets (3-digit DoD Basic Category - 811)</td>
<td>- Heat Distribution Line (4-digit DoD FAC - 8221)</td>
</tr>
<tr>
<td>Heat Transmission and</td>
<td>Miscellaneous Pump Station (4-digit DoD FAC - 8924)</td>
</tr>
<tr>
<td>Distribution Lines:</td>
<td>Associated Utility Tunnels (4-digit DoD FAC - 8931)</td>
</tr>
<tr>
<td><strong>Interconnected</strong> assets</td>
<td>Associated Utility Channels (4-digit DoD FAC - 8932)</td>
</tr>
<tr>
<td>within the 3-digit DoD Basic</td>
<td>- Heat Gas Storage (4-digit DoD FAC - 8232)</td>
</tr>
<tr>
<td>Category “824”, to include</td>
<td>- Heat Gas Distribution Line (4-digit DoD FAC - 8241)</td>
</tr>
<tr>
<td>associated components as</td>
<td>- Heat Gas Transmission:</td>
</tr>
<tr>
<td>listed to the right.</td>
<td><strong>Interconnected</strong> assets</td>
</tr>
<tr>
<td>within the 3-digit DoD Basic</td>
<td>Heat Gas Storage (4-digit DoD FAC - 8232)</td>
</tr>
<tr>
<td>Category “824”, to include</td>
<td>- Heat Gas Distribution Line (4-digit DoD FAC - 8241)</td>
</tr>
<tr>
<td>associated components as</td>
<td>- Heat Gas Transmission:</td>
</tr>
<tr>
<td>listed to the right.</td>
<td><strong>Interconnected</strong> assets</td>
</tr>
<tr>
<td>Note: FAC = Facility Analysis Category</td>
<td>- Heat Gas Storage (4-digit DoD FAC - 8232)</td>
</tr>
<tr>
<td>- Heat Gas Distribution Line (4-digit DoD FAC - 8241)</td>
<td></td>
</tr>
<tr>
<td>Networked Facility</td>
<td>Networked Facility Components</td>
</tr>
<tr>
<td>-----------------------------------------------------------------------------------------------------------------</td>
<td>-------------------------------</td>
</tr>
<tr>
<td><strong>Networked Facility Components</strong> <em>(those which are interconnected within the networked facility)</em></td>
<td></td>
</tr>
<tr>
<td><strong>Chilled Water (Air Conditioning) Transmission and Distribution Lines:</strong> <strong>Interconnected</strong> assets within the 3-digit DoD Basic Category “827”, to include associated components as listed to the right.</td>
<td>Chilled Water and Refrigerant Distribution Line (4-digit DoD FAC - 8271)</td>
</tr>
<tr>
<td></td>
<td>Miscellaneous Pump Station (4-digit DoD FAC - 8924)</td>
</tr>
<tr>
<td></td>
<td>Associated Utility Tunnels (4-digit DoD FAC - 8931)</td>
</tr>
<tr>
<td></td>
<td>Associated Utility Channels (4-digit DoD FAC - 8932)</td>
</tr>
<tr>
<td><strong>Sewage and Industrial Waste Treatment and Disposal:</strong> <strong>Interconnected</strong> assets within the 3-digit DoD Basic Category “831”, to include associated components as listed to the right.</td>
<td>Septic Tank and Drain Field (4-digit DoD FAC - 8314)</td>
</tr>
<tr>
<td></td>
<td>Septic Lagoon and Settlement Ponds (4-digit DoD FAC - 8315)</td>
</tr>
<tr>
<td></td>
<td>Sewage Lift Stations (4-digit DoD FAC - 8316)</td>
</tr>
<tr>
<td></td>
<td>Sewer and Industrial Waste Line (4-digit DoD FAC - 8321)</td>
</tr>
<tr>
<td></td>
<td>Associated Utility Tunnels (4-digit DoD FAC - 8931)</td>
</tr>
<tr>
<td></td>
<td>Associated Utility Channels (4-digit DoD FAC - 8932)</td>
</tr>
<tr>
<td></td>
<td><strong>Exclude</strong> all Sewage Treatment assets (4-digit DoD FAC - 8311)</td>
</tr>
<tr>
<td></td>
<td><strong>Exclude</strong> all Industrial Waste Treatment assets (4-digit DoD FAC - 8312)</td>
</tr>
<tr>
<td></td>
<td><strong>Exclude</strong> all Water Separation Facility assets (4-digit DoD FAC - 8313)</td>
</tr>
<tr>
<td><strong>Potable Water Distribution System:</strong> <strong>Interconnected</strong> assets within the 3-digit DoD Basic Category “842”, to include associated components as listed to the right.</td>
<td>Water Storage, Potable (4-digit DoD FAC - 8413)</td>
</tr>
<tr>
<td></td>
<td>Water Distribution Line, Potable (4-digit DoD FAC - 8421)</td>
</tr>
<tr>
<td></td>
<td>Water Pump Facility, Potable (4-digit DoD FAC - 8422)</td>
</tr>
<tr>
<td></td>
<td>Associated Utility Tunnels (4-digit DoD FAC - 8931)</td>
</tr>
<tr>
<td></td>
<td>Associated Utility Channels (4-digit DoD FAC - 8932)</td>
</tr>
<tr>
<td><strong>Fire Protection Water Facilities:</strong> <strong>Interconnected</strong> assets within the 3-digit DoD Basic Category “843”, to include associated components as listed to the right.</td>
<td>Water Distribution Line, Fire Protection (4-digit DoD FAC - 8432)</td>
</tr>
<tr>
<td></td>
<td>Water Impoundment, Fire Protection (4-digit DoD FAC - 8433)</td>
</tr>
</tbody>
</table>
| Networked Facility | Networked Facility Components  
(those which are interconnected within the networked facility) |
<table>
<thead>
<tr>
<th></th>
<th></th>
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</thead>
<tbody>
<tr>
<td><strong>Note:</strong> FAC = Facility Analysis Category</td>
<td></td>
</tr>
</tbody>
</table>
Water Pump Facility, Fire Protection (4-digit DoD FAC - 8434)  
Water Tank, Fire Protection (4-digit DoD FAC - 8435)  
Associated Utility Tunnels (4-digit DoD FAC - 8931)  
Associated Utility Channels (4-digit DoD FAC - 8932)  
**Exclude** all Water Source, Fire Protection assets (4-digit DoD FAC - 8431) |
| **Non-potable Water Distribution System:** Interconnected assets within the 3-digit DoD Basic Category “845”, to include associated components as listed to the right. | Water Storage, Non-potable (4-digit DoD FAC - 8442)  
Water Distribution Line, Non-potable (4-digit DoD FAC - 8451)  
Water Pump Facility, Non-potable (4-digit DoD FAC - 8452)  
Associated Utility Tunnels (4-digit DoD FAC - 8931)  
Associated Utility Channels (4-digit DoD FAC - 8932) |
| **Roads, Bridges, and Tunnels:** Interconnected assets within the 3-digit DoD Basic Category “851”, to include associated components as listed to the right. | Road, Surfaced (4-digit DoD FAC - 8511)  
Vehicle Bridge (4-digit DoD FAC - 8513)  
Vehicular Tunnel (4-digit DoD FAC - 8514)  
Traffic Control Signals (4-digit DoD FAC - 8541)  
Vehicle Parking, Surfaced assets (4-digit DoD FAC - 8521) [**Exclude** those serving a single building]  
Vehicle Parking and Staging Area, Unsurfaced assets (4-digit DoD FAC - 8522) [**Exclude** those serving a single building]  
Vehicle Staging Area, Surfaced assets (4-digit DoD FAC - 8523) [**Exclude** those serving a single building]  
Miscellaneous Paved Area assets (4-digit DoD FAC - 8526) [**Exclude** those serving a single building]  
**Exclude** all Driveway assets (6-digit Category Code - 851145) |
<table>
<thead>
<tr>
<th>Networked Facility Components</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>(those which are interconnected within the networked facility)</em></td>
</tr>
<tr>
<td><strong>Note:</strong> FAC = Facility Analysis Category</td>
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</table>

<table>
<thead>
<tr>
<th>Excluded Components</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Exclude</strong> all Road, Unsurfaced assets (4-digit DoD FAC - 8512)</td>
</tr>
</tbody>
</table>

**Sidewalks and Other Pavements:** Interconnected assets within the 3-digit DoD Basic Category “852”, to include associated components as listed to the right.

<table>
<thead>
<tr>
<th>Included Components</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sidewalk and Walkway (4-digit DoD FAC - 8524)</td>
</tr>
<tr>
<td>Pedestrian Bridge (4-digit DoD FAC - 8525)</td>
</tr>
</tbody>
</table>

**Exclude** all Vehicle Parking, Surfaced assets (4-digit DoD FAC - 8521)

**Exclude** all Vehicle Parking and Staging Area, Unsurfaced assets (4-digit DoD FAC - 8522)

**Exclude** all Vehicle Staging Area, Surfaced assets (4-digit DoD FAC - 8523)

**Exclude** all Miscellaneous Paved Area assets (4-digit DoD FAC - 8526)

**Railroad Tracks:**  
Interconnected assets within the 3-digit DoD Basic Category “860”, to include associated components as listed to the right.

<table>
<thead>
<tr>
<th>Included Components</th>
</tr>
</thead>
<tbody>
<tr>
<td>Railroad Track (4-digit DoD FAC - 8601)</td>
</tr>
<tr>
<td>Railroad Bridge (4-digit DoD FAC - 8611)</td>
</tr>
</tbody>
</table>

**Grounds Drainage:**  
Interconnected assets within the 3-digit DoD Basic Category “871”, to include associated components as listed to the right.

<table>
<thead>
<tr>
<th>Included Components</th>
</tr>
</thead>
<tbody>
<tr>
<td>Storm Drainage (4-digit DoD FAC - 8711)</td>
</tr>
<tr>
<td>Retaining Structure assets (4-digit DoD FAC - 8712) <strong>[Note: only those contributing to grounds drainage]</strong></td>
</tr>
</tbody>
</table>

Grounds Drainage Dams (4-digit DoD FAC - 8713)

Levees and Dikes for Ground Drainage (4-digit DoD FAC - 8714)

Storm Water Ponds (4-digit DoD FAC - 8715)

Sewer and Industrial Waste Line (4-digit DoD FAC – 8715)  
**[Note: only those contributing to grounds drainage]**

Miscellaneous Pump Station (4-digit DoD FAC - 8924)
<table>
<thead>
<tr>
<th>Networked Facility</th>
<th>Networked Facility Components</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grounds Fencing, Gates, and Guard Towers: <strong>Interconnected</strong> assets within the 3-digit DoD Basic Category “872”, to include associated components as listed to the right.</td>
<td><strong>Note:</strong> FAC = Facility Analysis Category</td>
</tr>
<tr>
<td>Boundary Fence and Wall (4-digit DoD FAC - 8721)</td>
<td></td>
</tr>
<tr>
<td>Security Fence (4-digit DoD FAC - 8722)</td>
<td></td>
</tr>
<tr>
<td>Installation Gas Distribution Line: <strong>Interconnected</strong> assets within the 4-digit DoD Facility Analysis Category “8930”, to include associated components as listed to the right.</td>
<td>Installation Gas Distribution Line (4-digit DoD FAC - 8930)</td>
</tr>
</tbody>
</table>
**Attachment 3**

**CERTIFICATE OF COMPLIANCE**

**Figure A3.1. For Critical Planning Actions.**

<table>
<thead>
<tr>
<th>Command:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Base, State, Country (if Overseas):</td>
</tr>
<tr>
<td>Project Title:</td>
</tr>
<tr>
<td>Project Number (Block 7 of DD 1391):</td>
</tr>
</tbody>
</table>

**I. INSTRUCTIONS:**
Place one X in the most appropriate response for each topic area to show status of compliance. When responding to a statement requiring additional data, fill in the blank with appropriate information. If none of the printed statements are appropriate, add or attach an appropriate comment. For MILCON projects, the BCE and the first cross functional manager above Civil Engineer Squadron shall sign the certificate and submit it to the AFCEC/CP, AFRC/A4 or NGB/A4 with the DD 1391 package for approval.

**II. PLANNING:**

   - _____ Categorical exclusion (CATEX) number ________________ applies. (See AF Form 813)
   - _____ Environmental Assessment/Finding of No Significant Impact: Signed _______(date).
   - _____ Final EIS/Record of Decision: Signed __________ (date).

2. Wetlands (AFI 32-7064):
   - _____ Project is not sited in or adjacent to a wetland.
   - _____ Requirements of Clean Water Act, Section 404 & 401 in progress.
   - _____ Section 401 Certification completed __________ (date).

3. Floodplains (AFI 32-7064 and UFC 3-201-01 ):
   - _____ Project is not sited in or partially within 100-year flood plain.
   - _____ Project is sited in or partially within 100-year flood plain. AFI 32-7064 process completed on: __________ (date).
   - _____ Project is sited in or partially within a 100-year flood plain. 100-year flood plain and flood mitigation design features comply with UFC 3-201-01.
   - _____ Repair of facility is greater than $7.5M and is on a facility already located in a 100-year flood plain. The vulnerability of the mechanical and electrical subsystems was evaluated and necessary measures are incorporated into the project to mitigate the vulnerabilities.

4. Coastal Zone Management (AFI 32-7064):
   - _____ Project does not directly affect a state coastal zone.
   - _____ Consistency determination completed on __________ (date).

<table>
<thead>
<tr>
<th>Command:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Base, State, Country (if Overseas):</td>
</tr>
<tr>
<td>Project Title:</td>
</tr>
<tr>
<td>Project Number (Block 7 of DD 1391):</td>
</tr>
</tbody>
</table>
5. Coastal Barrier Resources (AFI 32-7064):
   ____ Project is not sited within the Coastal Barrier Resources System.
   ____ Project exempt from the Coastal Barrier Resources Act (CBRA).
   ____ Consultation with the Regional Director, United States Fish and Wildlife Service (USFWS) and National Marine Fisheries Service (NMFS) concluded ________ (date).

6. Threatened and Endangered Species (AFI 32-7064):
   ____ Project has no potential for affecting threatened or endangered species or critical habitats.
   ____ Based on consultation with USFWS/NMFS or host nation liaison on _______ (date), threatened or endangered species in the vicinity of the project will not be affected.
   ____ Consultation with USFWS/NMFS underway in accordance with the Endangered Species Act.
   ____ Formal consultation with the Regional Director, USFWS completed on _________ (date).
   ____ Biological opinion issued by USFWS on ____________ (date).

7. Cultural Resources Management (AFI 32-7065):
   ____ Properties affected by project are addressed in a Programmatic Agreement that was fully executed with the State Historic Preservation Officer (SHPO) and the Advisory Council on Historic Preservation (ACHP) on ____________ (date).
   ____ Project area has been surveyed and no historic properties were identified; the SHPO was notified by letter dated ____________.
   ____ Survey identified historic properties but the project will have no effect on them; written concurrence by the SHPO is dated ____________.
   ____ After consultation, SHPO concurred the project will have no adverse effect on historic properties by written correspondence dated ____________.
   ____ Project will have an adverse effect on historic properties. A Memorandum of Agreement (MOA) mitigating the adverse effect was executed on ____________ (date).
   ____ Project will affect a site or property of interest to Native Americans. Appropriate Native American Tribe or Group contacted on ____________ (date).

8. Interagency and Intergovernmental Coordination for Environmental Planning:
   ____ Coordination of proposed project with the state Single Point of Contact or other agencies is not required.
   ____ Proposed project was coordinated with the state Single Point of Contact or other agencies on ____________ (date). (Specify any other agencies.)

   ____ No permits are required.
   ____ No permits required, but regulatory agency notification required prior to construction (e.g., underground storage tank removals)

a. Asbestos:
Survey completed: ________(date)
   ___ Not present
   ___ Present (Describe mitigation, or state why mitigation is not necessary.)

b. Lead-Based Paint:
Survey completed: ________(date)
   ___ Not present
   ___ Present (Describe mitigation, or state why mitigation is not necessary.)

c. Ozone depleting substance:
Survey completed: ________(date)
   ___ Not present
   ___ Present (Describe mitigation, or state why mitigation is not necessary.)

d. Polychlorinated biphenyls (PCBs):
   ___ Not present
   ___ Present (Describe mitigation, or state why mitigation is not necessary.)

e. Radon:
   ___ Not present
   ___ Survey underway
   ___ Present (Describe mitigation, or state why mitigation is not necessary.)

f. Other known hazardous or toxic substances and pollutants (e.g., contaminated soils):
   ___ Not present
   ___ Survey underway
   ___ Present (Describe mitigation, or state why mitigation is not necessary.)

11. Environmental Restoration Program:
   ___ Facility is not sited on or near an ERP site.
   ___ Facility is sited near an ERP site approximately _________ feet away.
   ___ Facility is on an ERP site.
   ___ The site is project is funded and expected to be remediated and/or closed out on
      __________ (date), prior to commencement of construction activities.
   ___ The nature of the site contamination does not preclude the type of construction activity
      proposed.
   ___ There is a Compliance Agreement (CA) associated with this site and this project does not
      hinder the ability to meet the requirements of the CA.
   ___ A Remediator Investigation Feasibility Study was completed on __________ (date) to
      accurately delineate the extent of the contamination.
   ___ Cost of remedial action is included as part of project scope.
12. Air Pollutants (AFI 32-7040):

a. Generation:
   ____ Will not be generated by the operation or construction of this facility.
   ____ Will be generated by the operation or construction of this facility. Describe type and amount of substances expected to be generated, existing control systems, and the need for additional controls.

b. Conformity:
   ____ Conformity analysis required and was completed on:________ (date).
   ____ Conformity analysis not required.

13. Water Pollutants (AFI 32-1067):
   ____ Facility will not generate water pollutants.
   ____ Facility construction will not cause soil erosion.
   ____ Facility will generate water pollutants. Describe type and amount along with minimization, treatment, and disposal plan.
   ____ Facility construction will cause erosion and require an erosion control plan.

   ____ Facility will not be used for managing solid or hazardous wastes.
   ____ Facility will be used for managing solid or hazardous wastes.

15. Underground Storage Tanks (AFI 32-7044) (Check all that apply):
   ____ No underground storage tanks are involved.
   ____ New underground storage tanks will be installed.
   ____ Existing tanks on the project site will be removed on:________ (date).
   ____ Regulatory agency was notified on ________ (date).
   ____ Cost of contamination clean-up is included as part of project.
   ____ Contamination does not exist.
   ____ Contamination unknown, survey accomplished on:_______ (date).
   ____ Existing tanks on the project site will be retained.
   ____ Contamination exists.

16. Air Installation Compatible Use Zone (AFI 32-1015):
   ____ Facility is sited within acceptable noise level according to the Air Installation Compatible Use Zone Study. No noise level reduction is required.
   ____ Facility is not sited in compliance with Air Installation Compatible Use Zone Study. Noise level reduction of ________ will be provided in design and construction.

17. Installation Development Plan (AFI 32-1015):
   ____ Facility is sited in accordance with the Installation Development Plan, or in accordance with the prescribed system (Comprehensive Planning Platform) and is within a compatible land use area.
Facility is not sited in accordance with the Installation Development Plan, or in accordance with the prescribed system (Comprehensive Planning Platform) and is not within a compatible land use area for the following reason: _____________________.

18. Airfield Clearance Criteria (UFC 3-260-01):
   ___ Facility is in compliance with airfield clearance criteria, including clear zone, accident potential zones, frangibility requirements, and airfield airspace (height obstruction) criteria and poses no potential threat to flight safety.
   ___ A permanent waiver of airfield/air space clearance criteria was obtained on _________ (date).
   ___ Facility has been evaluated for impacts on airfield support equipment (e.g. instrument landing system, tactical air navigation)

19. Air Space Use:
   ___ Project does not affect air space use and does not require filing of the Obstruction Evaluation/Airport Airspace Analysis (OE/AAA) 7460-1 form to the Regional Office of the FAA.
   ___ Regional FAA approval obtained on _________ (date). Obstruction marking and lighting recommendations are included in the project.

20. Explosives Quantity/Distance Siting and Safety Clearance Criteria:
   a. Projects (new construction, facility modification, or change in use) involving explosives storage or handling.
      ___ Explosives safety siting approval/waiver obtained on _________ (date).
   b. Projects not involving explosives (new construction, facility modification, or change in use).
      ___ Project is not sited within explosives clear zones.
      ___ Explosives safety siting approval obtained on _________ (date).
      ___ N/A

21. Air Base Survivability, Hardening, Chemical Protection Levels and Priorities, Camouflage, Concealment and Deception ():
   ___ Project affects air base operability for the following reason: ________________.
   ___ Project requires Conventional Hardening to_______ level. (UFC 3-340-01)
   ___ Project requires Airborne Chemical, Biological, And Radiological Protection to_______ level. (UFC 4-024-01)
   ___ Project requires Class I (Filtration with Pressurization) Collective Protection. (UFC 4-024-01)

22. Allowance for the Physically Handicapped:
   ___ Project must provide all design features for handicapped.
   ___ Project must provide access and limited features.
   ___ Project must provide access but no other features.
   ___ Design features for handicapped are not required.
   ___ Design features will not be provided for the following reason: ________________.
23. Real Estate Requirements (AFI 32-9001, AFI 32-9005, and UFC 1-300-08):
   ____ Project does not require acquisition of real estate interest.
   ____ Project requires acquisition of a real estate interest over $750,000.
   ____ Land interest is to be acquired through minor land authority.
   ____ Other (explain): _________________________________.

24. Antiterrorism/Force Protection: Antiterrorism/force protection measures included in this project are based on a completed installation terrorist threat assessment and a completed Command or Joint Staff Installation Vulnerability Assessment.
   ____ Antiterrorism/force protection measures included in this project satisfy requirements established by a completed installation Physical Security and Force Protection Plan (DoDI O-2000.16. Standard 4).
   Antiterrorism Force Protection Officer signature obtained: __________(date)
   ____ Project meets or exceeds the requirements of DoD Antiterrorism Construction Standards.

25. Excess Space:
   ____ Possible facility reuse and consolidation opportunities have been considered and excess space in existing facilities is not available to satisfy the requirement.

26. Temporary Facilities Incident to Construction:
   ____ Temporary facilities are not required for this project.
   ____ Temporary facilities are required for this project and will be demolished or removed upon completion.

27. Communications and Information Support:
   ____ Site survey has been completed and there are no impacts to satellite radar or sensor line of site.
   ____ The communications equipment, information technology systems, pre-wiring costs, and other requirements for this project have been identified and are included in the project cost estimate and all other applicable project documents. A copy of the communication cost estimate is attached to the DD Form 1391.

28. Sustainable Design and Development:
   ____ Project meets the requirements of UFC 1-200-02.
   ____ Project meets the requirements of UFC 3-210-10.
   ____ Project will qualify for third-party green building certification (the DoD version of either the US Green Building Council/Green Business Certification Inc. Guiding Principles Assessment or Green Building Initiative Guiding Principles Compliance system).

29. Seismic Considerations:
   ____ Seismic planning and design complies with UFC 03-310-04.
   ____ Seismic evaluations performed for existing facilities.
   ____ Seismic deficiencies identified and mitigations for existing buildings including the nonstructural components are mitigated by project completion.
30. Joint Use Certification (include selection on DD Form 1391):
   ____ Mission requirements, operational considerations, and location are incompatible with use
   by other components.
   ____ This is an installation utility/infrastructure project, and does not qualify for joint use at
   this location. However, all tenants on this installation are benefited by this project.
   ____ This facility can be used by other components on an as available basis; however, the
   scope of the project is based on Air Force requirements.
   ____ This facility is programmed for joint use with ______ (identify the component the
   facility is jointly used with); however, it is fully funded by the Air Force.
   ____ The facility is programmed for joint use with ______ (identify the component(s) the
   facility is jointly used with) and is conjunctively funded by ______ (identify the participating
   component(s)).

31. Sensitive Compartmented Information Facilities (SCIF)
   ____ Not Applicable
   ____ Site Security Manager/Accrediting Official has provided security requirements,
   including construction standards and construction oversight (e.g. escorts, construction
   surveillance technicians, cleared American guards).
   ____ Estimated costs of SCIF construction, escorts and construction surveillance technicians,
   including any support to be provided by the installation that can be identified as additional
   costs that would not have been incurred were it not for the project, are included.
   ____ Waiver is approved for any requirements that exceed a standard (Technical
   Specifications for Construction and Management of Sensitive Compartmented Information
   Facilities, Version 1.2, April 23, 2012 and ICD 705, Section D.4)

I concur with the above statements.

Base Civil Engineer (date)

_____________________________

First Cross Functional Commander above BCE (date)
A4.1. Maintenance.

A4.1.1. Examples of maintenance work include, but are not limited to:

A4.1.1.1. Rebalancing an HVAC system.
A4.1.1.2. Inspecting or performing corrective maintenance fire detection/suppression systems.
A4.1.1.3. Repainting the exterior or interior of facilities Element of Expense Investment Code (EEIC) 521xx.
A4.1.1.4. Performing spall repair or crack sealing on the airfield.
A4.1.1.5. Cleaning out storm drainage systems on a periodic basis.
A4.1.1.6. Chip sealing a road surface.
A4.1.1.7. Restriping airfields and base parking lots.
A4.1.1.8. Inspecting, recertifying, or performing corrective maintenance on collective protection systems.

A4.1.2. The following services or commodities invest in (or sustain) real property; therefore, these are examples of maintenance work.

A4.1.2.1. Real property installed appliance maintenance.
A4.1.2.2. Elevator inspections.
A4.1.2.3. Utility surveys.
A4.1.2.4. Real property installed hoist and crane testing.
A4.1.2.5. Hood and duct cleaning.
A4.1.2.6. Bridge inspections.
A4.1.2.7. Collective protection system maintenance, filter replacement and periodic system recertification.
A4.1.2.8. Grounds maintenance. Grounds maintenance not associated with a facility project is normally funded from the Facilities Operation (FO) (PEC***79F) account.

A4.2. Repair.

A4.2.1. Examples of repair work include, but are not limited to:

A4.2.1.1. Interior rearrangements and restorations of an existing facility can be classified as repair. Repairs may include the movement or reinforcement of existing interior load-bearing members within a facility.
A4.2.1.2. Replacement of one type of roof system (e.g., a flat roof) with another, more reliable or economical type of roof (e.g., sloped roof).
A4.2.1.3. Installation of exterior appurtenances as a means of complying with building fire and safety codes and access laws (e.g., fire escapes and elevators, even if enclosed, and ramps directly adjoining facilities).

A4.2.1.4. The expansion of existing or installation of new fire protection systems in existing facilities, to include reservoirs, deluge storage tanks, pipes, pumps, valves, connections, and other integral parts if undertaken to comply with appropriate UFC or building codes.

A4.2.1.5. Installation of backflow prevention devices in accordance with building/uniform plumbing code on drinking water systems.

A4.2.1.6. A repair project may increase the durability and load-bearing capacity of an existing facility (recorded in the real property records) used to support vehicular or aircraft traffic (such as a road, runway, taxiway, aircraft parking apron, or vehicle parking area) to include improving its wearing surface, but may not expand the wearing surface unless the additional surface is required only to meet applicable international, Federal, DoD or AF standards, directives, or codes. Changing a paved surface from Asphalt Cement Concrete (ACC) to Portland Cement Concrete (PCC) or PCC to ACC is considered repair (e.g., changing existing paved surface of parking areas, driveways, runways, and taxiways or installing a PCC keel on a runway to replace an ACC surface).

A4.2.1.7. Existing components of pavement networked facilities (see Attachment 2) may be repaired by replacement.

A4.2.1.8. If a new capability requires expansion of wastewater treatment plant or water treatment plant facility footprint (such as addition of a tertiary waste treatment process where none existed previously), the programmer needs to classify the work as construction. (T-0). However, existing components (4-digit DoD FAC facilities per Paragraph 2.7.17. and interconnected distribution) of the wastewater treatment plants and water treatment plants can be replaced, functionally sized (justified by code, standard, or demonstrated industry practice), or modernized with state-of-the-art equipment with the work classified as repair. The replacement components can be installed in a new location if required to keep the existing plant operational throughout project execution.

A4.2.1.9. As part of a utility system repair, the system components may be functionally sized (justified by code, standard, or demonstrated industry practice) and modernized to current requirements (for example, replacing 8-inch pipe with 12-inch pipe). Clearly defined justification is necessary to size for possible growth (e.g., demonstrated industry practice) as part of a repair project.

A4.2.1.10. Work to install above ground utilities below grade may be considered repair provided the utility follows the same general route and does not install new utility service.

A4.2.1.11. To prevent future unnecessary pavement repairs, duct banks below pavements may be reasonably-sized for future growth requirements.
A4.2.1.12. Storm Drainage. Storm drainage ditches are considered facilities and should be captured on installation real property records (category code 871101). If interconnected with other grounds drainage assets, they are considered components of a networked facility (see Attachment 2). Storm drainage ditches may be replaced with the work classified as repair, to include relocation, and installation of drainage pipes. However, adding a storm drainage ditch or pipe where one does not exist is properly classified as construction.

A4.2.1.13. Landscaping (to include grading and planting work) of previously improved land done in conjunction with a facility project is classified as repair. Landscaping unimproved land in conjunction with a facility project is classified as construction. Landscaping improved or unimproved land, not done in conjunction with a facility project, and which does not itself result in the creation of an identifiable facility, is considered maintenance. For example, grading required solely to remove airfield obstructions or hazards to navigation and seeding to control erosion should be classified as maintenance.

A4.2.1.14. Artificial Turf. Programmers may classify the replacement of natural turf on existing recreation fields or other improved surfaces with artificial turf as repair. Installing artificial turf on unimproved land/surface would be properly classified as construction.

A4.2.1.15. Existing collective protection systems can be replaced with functionally-sized, state-of-the-art systems as repair.

A4.2.1.16. To classify any other work which adds an exterior component which did not previously exist, but is necessary to bring a facility into compliance with other codes as repair, address on a case-by-case basis with AF/A4C.

A4.2.2. Examples of repair work in the sustainment category include, but are not limited to:

A4.2.2.1. Repairing a roof on a lifecycle basis (built up roof, standing seam metal roof, etc.).

A4.2.2.2. Replacing telephone poles periodically.

A4.2.2.3. Completely replacing a runway or taxiway that achieved its expected life cycle (concrete, base course, drainage system, etc.).

A4.2.2.4. Repairing a water line break caused by inadequate sustainment.

A4.2.2.5. Replacing the floor covering in a facility.

A4.2.2.6. Mill and overlay existing pavement.

A4.2.2.7. Replacing wastewater treatment process components as required for maintenance on a cyclical basis as required to satisfy the installation wastewater permit (Sustainment Maintenance or Sustainment Repair).

A4.2.2.8. Replacing overhead electrical power lines with underground lines when the existing lines have reached the end of their economic life. The underground lines need to generally follow the same path as the overhead lines and cannot contain additional feeders but can be properly sized. Similarly, the replacement of other interior or exterior utility lines (sewer/water/gas/electrical) that have reached the end of their economic life-cycle is sustainment so long as the lines follow the same path as the existing lines and do not expand to new areas. Also, these utility lines can be properly sized.
A4.2.2.9. Replacement of HVAC systems, in kind or to current standards, which have reached the end of their useful life.

A4.2.2.10. Replacement of collective protection systems, in kind or to current standards, which have reached the end of their useful life.

A4.2.2.11. Full replacement of cathodic protection to include exterior painting, interior lining, replacing sacrificial components, and associated connections.

A4.2.3. Examples of repair work in the restoration category include, but are not limited to:

A4.2.3.1. Repairing collateral facility damage caused by a leaking roof (i.e. collapsed ceiling, drywall, floor, etc., resulting from lack of sustainment) [Repairing the roof will be sustainment repair unless the leak was caused by a damage roof.]

A4.2.3.2. Repairing damage to a facility caused by a natural disaster (fire, tornado, hurricane, flood, earthquake, etc.)

A4.2.3.3. Repairing a water line damaged by natural disaster or accidental damage (not caused by insufficient sustainment).

A4.2.3.4. Repairing a facility (to include structural members) as a result of an explosion.

A4.2.3.5. Completely replacing an existing road due to failure before the end of its expected useful life, but requires repair and replacement is the best course of action.

A4.2.3.6. Completely replacing a runway or taxiway that has not achieved its reasonably expected useful life (concrete, base course, drainage system, etc.), but requires repair and replacement is the best course of action.

A4.2.3.7. Replacing a facility component or system that was poorly designed and/or never worked properly. However, if initially funded by military construction appropriations, and it never worked properly, then military construction appropriations will need to be used to correct the deficiency.

A4.2.4. Examples of repair work in the modernization category include, but are not limited to:

A4.2.4.1. Replacing the existing lighting with a more energy efficient system before the end of its useful life.

A4.2.4.2. Converting a library to administrative space within existing dimensions [Note: Any conversion work exterior to existing dimensions is properly classified as construction and could be funded with R&M if the construction cost is within the minor construction threshold.]

A4.2.4.3. Reconfiguring/modifying a facility to accommodate new modular furniture.

A4.2.4.4. Modernizing a facility (new walls, ceiling, floor covering, etc.) to house a new function (administrative, shop, etc.) or to beddown a new mission (as long as work is within existing facility exterior dimensions).

A4.2.4.5. Installing a new fire suppression system to comply with an updated fire code, as described in Paragraph 2.7.15. This example also applies to seismic improvements.
A4.2.4.6. Replacing a functioning facility component solely for modernization, subject to the limitations.

A4.2.4.7. Adding striping to previously-existing, unstriped pavement to meet standards or codes.

**A4.3. Construction.** The following will, as a minimum, be classified as construction unless clearly falling within the definition of repair (see Paragraph 1.3.1.2.2.):

A4.3.1. Creating new or enlarging existing real property facilities (volume or footprint).

A4.3.2. Purchase and installation of RPIE exterior to existing dimensions of a facility when the RPIE did not previously exist. RPIE determinations are made by AF/A4C in accordance with applicable General Services Administration and DoD policy.

A4.3.3. Expansion of any part of a facility’s foundation system beyond its current footprint and elevation, or expansion of functional space beyond existing external dimensions, including, but not limited to, ground level landings and sidewalk systems, balconies, and new basement areas or any other usable space below the existing foundation slab.

A4.3.4. Installation of building systems not presently installed that exceed existing external dimensions.

A4.3.5. All work required to relocate a facility, including transportation, site work at the new location, and restoration of the vacated site. The intent of this example is for a project which includes moving a building or other vertical structure.

A4.3.6. Upgrading the surface of unpaved roads, walks, trails, parking areas, driveways, runways, and taxiways not captured on the real property records. See Paragraph A4.2.1.6 for guidance on improving facilities supporting vehicular or aircraft traffic as a repair project.

A4.3.7. Expanding or enlarging the wearing surface of an existing facility used to support vehicular or aircraft traffic (such as a road, runway, taxiway, aircraft parking apron, or vehicle parking area) unless the additional surface is required only to meet applicable safety codes or standards. This would include additional lanes to a road to support increased traffic demand.

A4.3.8. Changing the permanent route of roads, walks, trails, or other real property transportation systems, except when done solely to reduce the cost resulting from, or to avoid, unacceptable traffic disruption during repair or where required by code, such as clear zone criteria. Costs to temporarily reroute traffic during repair projects are an integral part of the repair and should be classified as repair.

A4.3.9. Installation real property transportation paths, walkways, roadways, curbs, gutters, bike/jog paths, benches, lighting, accessories, and other real property support structures not currently in place.

A4.3.10. Installation of bicycle or jogging paths and related benches, lighting, or other real property support structures.

A4.3.11. Installation of underground storm water conveyance systems not currently in place.
A4.3.12. Installation of airfield navigational aids to include airfield lighting. Adding lighting integral to airfield pavements (e.g., taxiway lighting) is construction, unless it is added to meet documented codes or standards and is being added as part of a repair to the respective pavement.

A4.3.13. Installation of a protective cap on a solid waste landfill. Scope of work includes but is not limited to required sediment and erosion controls, establishing proper subgrade slopes, installing landfill gas vent wells and stone trenches, installing geosynthetic gas vent/liner/drainage layers, final cover soils, and the relocation/consolidation of waste material found unexpectedly outside the reported limits of waste.

A4.3.14. Adding or installing a new treatment component to a wastewater or water treatment plant that did not previously exist and that creates new footprint for the plant.

A4.3.15. Landscaping unimproved land in conjunction with a facility project is classified as construction.

A4.3.16. Installing artificial turf on unimproved land/surface is properly classified as construction.

A4.3.17. Allied support (e.g., site work, foundations, utilities, etc.) to non-RPIE is considered real property and is a Civil Engineer responsibility. Adding allied support for real property that did not previously exist is properly classified as construction. For guidance regarding allied support for temporary facilities, see Paragraph 2.8.

A4.3.18. Any acquisition of land is classified as construction. If land acquisition is associated with another project, it is a funded cost to the project. Independent land acquisition is programmed as a construction project.
Attachment 5

FUNDED AND UNFUNDED COSTS

A5.1. Funded Costs. Funded project costs are those costs used to determine the project cost for purposes such as approval authority (including need to notify the appropriate congressional committee) and appropriate source of funds. The following are funded project costs (the list may not be all inclusive) (T-0):

A5.1.1. Construction Equipment. Project execution costs applicable to maintenance and operation of government-owned construction equipment or applicable to contractor or government construction equipment rental expense.

A5.1.2. Real Property Installed Equipment (RPIE). The cost of all permanently installed RPIE (government-furnished or contractor-furnished) is a funded cost. An exception is government-owned equipment obtained on a non-reimbursable basis. In accordance with DoDI 7000.14-R Volume 3 Chapter 17, Accounting Requirements For Military Construction Projects, Paragraph 170302.E.2. DoD Components are precluded from using materials, supplies, or items of RPIE on their own unspecified minor construction projects on a non-reimbursable basis. Information regarding RPIE is provided in AFI 32-9005, Real Property Accountability and Reporting, and AFMAN 65-605, Volume 1. For medical projects, refer to MIL-STD-1691, Construction and Material Schedule for Military Medical, Dental, Veterinary and Medical Research Laboratories, to determine which equipment should be accounted as funded costs. “Funded” medical equipment is described as Logistics Category “A” within MIL-STD-1691.

A5.1.3. Labor. Labor costs include foreign national construction units, except as noted below with respect to DoD Working Capital Funds (WCF) activities, and exclude U.S. military labor. Labor costs for in-house civilian employees are calculated based on guidance in DoDI 7000.14-R, DoD Financial Management Regulation. When the work is accomplished by contract, include the labor component of all contract costs except labor costs attributable to pre-award execution planning and design. The cost of military labor shall not be included as a funded project cost except for the cost of military personnel assigned to DoD WCF activities. (T-0). DoD WCF activities shall be reimbursed by their customers for the cost of military labor as prescribed in DoDI 7000.14-R Volume 11A Chapter 1, General Reimbursement Procedures And Supporting Documentation, Paragraph 010203.B and DoDI 7000.14-R Volume 11B Chapter 13, Cost Accounting Requirements for Depot Maintenance, Paragraph 130804. (T-0). Troop labor temporary duty (TDY) costs are funded costs to the project unless TDY costs are provided by the troop labor organization from its training budget, in which case these are unfunded costs to the project.

A5.1.4. Land. The cost of any land procured for the proposed project or an independent land acquisition. See Paragraph 5.1.3.16. for classifying land acquisition. Refer to Paragraph 3.12.2.8. for unfunded costs associated with land procurement.
A5.1.5. Material. The cost of direct material (government-furnished and contractor-furnished) used in accomplishing the project except government-owned material obtained on a non-reimbursable basis from another agency. Materials purchased for troop labor projects are funded costs to the project for which they were purchased. Only materials used on the project should be capitalized. Wasted materials (substantial losses due to fire, theft, etc.) on troop labor projects are not capitalized and do not count against the project cost threshold. This does not apply to incidental wastage (e.g., lumber ends, bent nails, non-reusable scraps). Excess materials used on another project become funded costs of the latter project. Materials for troop labor projects may be incrementally procured in different fiscal years.

A5.1.6. Estimated (for programming) or actual (during execution) contractor overhead and profit, and/or that portion of installation overhead or support costs that can be identified as representing additional costs that would not have been incurred were it not for the project, reference DoDI 7000.14-R Volume 3 Chapter 17, Accounting Requirements For Military Construction Projects, Paragraph 170401.E. Overhead is typically estimated at a rate in the range of 15%, but can vary on contract type, complexities, and location. In accordance with Federal Acquisition Regulation (FAR) Subpart 15.404-4, Profit, paragraph (c)(i)(C). for cost-plus-fixed-fee contracts which are not research related or are not architect-engineer services for public works or utilities, profit shall not exceed 10% of the contract's estimated cost, excluding profit. (T-0).

A5.1.7. Government Supervision, Inspection, and Overhead (SIOH) incident to a real property facilities project or program (see 10 USC § 2802 and DoDI 7000.14-R Volume 3 Chapter 17, Accounting Requirements For Military Construction Projects, Paragraphs 170401 and 170402). SIOH is a funded cost based as a percentage of the total contract cost and must be included in the overall project cost. (T-1). For purposes of determining approval, re-approval and notification thresholds, SIOH must be accounted for both in programming and during execution. (T-1). SIOH may also be referred as S&A (Supervision & Administration). SIOH can include:

A5.1.7.1. Post award construction contract administration.

A5.1.7.2. Technical direction and coordination of awarded projects.

A5.1.7.3. Land planning studies or reports, appraisal, and title search after congressional authorization of a land acquisition or exchange.

A5.1.7.4. Construction project management and administration not otherwise identified above, such as: constructability review; source selection team participation regarding construction issues; construction quality assurance; testing of materials; claims analysis; forensic work; and expert consultation, litigation, or other costs related to determining A&E or construction contractor liability.

A5.1.7.5. For SIOH performed by the U.S. Army Corps of Engineers (USACE) or the Naval Facilities Engineering Command (NAVFAC) refer to the applicable agent’s district office for current rates and note the reference in Block 11 of the DD1391. Ensure costs included as SIOH are among those listed in Paragraph 2.9. See AF/A4C DD1391 preparation business rules for guidance about stating the SIOH cost in the DD1391.
A5.1.7.6. Title II services and in-house SIOH costs are typically included in SIOH. When additional service is required above normal SIOH, it must be added as a separate line item in Block 9. (T-1). Do not title these services as "Title II Services". Programmers must specify what the services are. Provide justification for additional services in Block 11, ADDITIONAL. (T-1).

A5.1.8. Reimbursable cost of materials, supplies, services, and items of installed capital equipment obtained from surplus stocks at estimated fair market value. Note: Acquisition of such materials, supplies, and items from those sources on a non-reimbursable basis is prohibited.

A5.1.9. Transportation. The costs applicable to transportation of materials, supplies, installed capital equipment, and government-owned material and capital equipment necessitated by a particular project. Projects accomplished by deployable Air Force units (Rapid Engineer Deployable Heavy Operational Repair Squadron Engineer (RED HORSE), Prime Base Engineer Emergency Force (BEEF), etc.) shall include these costs only when a deployment is intended for the sole purpose of accomplishing that particular project. (T-1). Transportation costs incurred by deployable units shall not be included as a funded project cost when the deployment is conducted for training purposes. (T-1). Transportation costs for materials transferred between supply offices are not included as a funded project cost. See AFI 10-209, RED HORSE Program, for additional Troop Training Program guidance.

A5.1.10. Travel. Travel costs incurred by DoD civilian employees and military personnel incurred in performance of a work order/project shall be charged as a funded cost when such travel can be identified specifically to the order/project, in accordance with DoDI 7000.14-R Volume 11A Chapter 1, General Reimbursement Procedures And Supporting Documentation, Paragraph 010203.C. (T-0).

A5.1.11. Disposal. Removal and disposal of construction debris, including costs to reimburse the base for solid waste management.

A5.1.12. Contamination Cleanup. Programmers and project managers shall treat removal and disposal of contaminated material (e.g., soil, fuel, asbestos containing material, mold) identified in anticipation of or during a facility maintenance, repair, construction, or demolition project (within the project footprint) as a funded cost of the project. (T-1) Programmers and project managers shall classify remediation associated with a repair or construction project as repair. (T-1) Remediation associated with an isolated demolition project (unrelated to a maintenance, repair, or construction project) is part of the demolition project and carries no work classification.

A5.2. Unfunded Costs. Unfunded project costs are excluded from approvals or determinations relating to the funded costs of facilities projects referenced in the DoDI 7000.14-R Volume 3 Chapter 17, Accounting Requirements For Military Construction Projects, Para. 170501. These costs must still be accounted for as project costs and may be included in the capitalized cost for real property referenced in the DoDI 7000.14-R Volume 4 Chapter 24, Real Property. (T-0). Programmers and project managers shall consider the following as unfunded project costs (the list may not be all inclusive (T-0):
A5.2.1. Military labor. All costs funded from Military Personnel Appropriations, except for the cost of military personnel assigned to DoD WCF activities. DoD WCF activities shall be reimbursed by their customers for the cost of military labor. (T-0). See DoDI 7000.14-R Volume 11A Chapter 1, General Reimbursement Procedures And Supporting Documentation, Paragraph 010203.B.1.

A5.2.2. Depreciation. Costs applicable to the depreciation of government-owned equipment.

A5.2.3. Surplus stock from sources outside the Air Force. Cost of materials, supplies, and items of RPIE obtained for a project on a non-reimbursable basis from sources outside the Air Force are not included in the project cost (e.g. excess distributions from other government agencies).

A5.2.4. Gifts from private parties if accepted in accordance with law. See AFI 51-601, Gifts to the Department of the Air Force.

A5.2.5. Personal property equipment procurement and installation.

A5.2.6. Design Services. Design for projects funded with funds available for operation and maintenance is not required to be reported to congressional committees regardless of cost. 10 USC § 9540, Architectural and Engineering Services, authorizes the SECAF to engage architect-engineer services firms to produce and deliver designs, plans, drawings, and specifications at a cost not to exceed 6% of the estimated cost of construction (including repair), which is reiterated in Federal Acquisition Regulation, Paragraph 15.404-4(c)(4)(i)(B). This 6% design limitation is applicable only to negotiated Architectural and Engineering (A&E) contracts negotiated under Brooks Act procedures and not sealed-bid, design-build projects. See the AF/A4C DD1391 preparation business rules for design-build design costs on the DD1391. As described in the following paragraphs, planning and design are unfunded costs and are excluded from the cost for purposes of determining compliance with the amounts established in 10 USC § 2805 for unspecified minor construction and 10 USC § 2811 for repair:

A5.2.6.1. Pre-construction contract award design costs associated with preparation and review of contract solicitation documents, including design plans and specifications (completed through either A&E contracts or in-house) in accordance with DoDI 7000.14-R Volume 3 Chapter 17, Accounting Requirements For Military Construction Projects, Paragraphs 170302.E.1. and 170501.C.

A5.2.6.2. Post-construction contract award design costs in accordance with DoDI 7000.14-R Volume 3 Chapter 17, Accounting Requirements For Military Construction Projects, Paragraphs 170302.E.1. and 170501.C.

A5.2.7. Engineering Services. Services other than Design Services that may be performed by A&E firms prior to award of a contract for a repair or unspecified minor construction project include site investigations, surveys, subsurface investigations, existing facility investigations, and presentation materials. These services are considered to be advance planning activities and would be classified as an unfunded project cost. These services are not subject to the 6% statutory fee limitation for design.
A5.2.8. Land. Surveys, site investigations, appraisals, and other actions required for procuring land. These services are considered to be advance planning activities and would be classified as an unfunded project cost.

A5.2.9. Advance Planning activities are incidental to a project but are typically not included as a funded project cost. Planning activities specified in the DoDI 7000.14-R Volume 3 Chapter 17, Accounting Requirements For Military Construction Projects, Para. 170502 include requirements development, installation master planning, preparing environmental impact assessments, etc.