US Army Corps of Engineers

ENGINEERING AND CONSTRUCTION BULLETIN

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Subject: DD Form 1391 Preparation Planning Charrette Process

Applicability: Guidance. This document is applicable to the Army Regions, Major Army Commands (MACOM), Army Installations, USACE Major Subordinate Commands (MSC), and US Army Corps of Engineers (USACE) districts with a mission to support the design and/or construction of Military Construction, Army (MCA) projects. This Engineering and Construction Bulletin (ECB) supersedes ECB No. 2002-16, issued 28 Jun 02.

1. Purpose. Planning Charrettes are conducted in the formulative stage (Guidance Year-1) for projects identified in the Future Years Defense Program (FYDP). The purpose is to identify and resolve issues of standardization, functionality, location, scope, and cost which might otherwise affect execution of the project. The objective deliverable of the Planning Charrette is the Department of Defense (DD) Form 1391 signed by the Installation / Garrison Commander, and the Planning Charrette Validation Form (see Appendix D), signed by project users and relevant installation staff. The Validation Form constitutes agreement and should facilitate the design process. Identification of issues, which cannot be resolved in the Planning Charrette process, can, and should, slow project execution until these issues are resolved. Planning Charrettes do not eliminate a need for the much more detailed Design Charrette conducted with Planning and Design (P&D) funding later in the project.

2. References.

a. Army Regulation (AR) and guidance.

(1) AR 415-15, "*Army Military Construction Program Development and Execution*," dated 4 Sep 98, (see website http://www.usapa.army.mil/pdffiles/r415_15.pdf).

(2) Memorandum, DAIM-ZA, "Planning Charrettes for Military Construction, Army (MCA) Projects," dated 3 Mar 03.

(3) Memorandum, DAIM-FD, "Conducting a Planning Charrette for Military Construction, Army (MCA) Projects," dated 2 Apr 03

b. Department of the Army (DA) Pamphlets (PAM).

(1) DA PAM 190-51, "*Risk Analysis for Army Property*," dated 30 Sep 93, (see website http://www.usapa.army.mil/pdffiles/p190_51.pdf).

(2) DA PAM 415-15, "*Army Military Construction Program Development and Execution*," dated 25 Oct 99, (see website: http://www.usapa.army.mil/pdffiles/p415_15.pdf).

c. Corps of Engineers Regulation (ER) and Technical Manual (TM).

(1) ER 5-1-11, "*U.S. Army Corps of Engineers Business Process*," dated 17 Aug 01, (see website: http://www.usace.army.mil/inet/usace-docs/eng-regs/er5-1-11/toc.htm).

(2) TM 5-800-4, "*Programming Cost Estimates for Military Construction,"* dated 24 May 94. Users should refer the PAX Newsletter located at website http://www.hq.usace.army.mil/cemp/e/ec/PAX/paxtoc.htm for the most current cost guidance, location factors, and escalation indices in developing the project cost estimate.

3. Funding. Headquarters, Department of the Army (HQDA) centrally funds Planning Charrettes through USACE. The Installation Management Agency (IMA) Region, MACOM or installation may also fund Planning Charrettes with other funds. In addition, Planning Charrettes for Sustainable Range Program projects classified as "New Mission" or "Transformation" are funded separately by the HQDA Training Ranges Proponent and conducted by the Range and Training Land Program (RLTP) Mandatory Center of Expertise (MCX), (point of contact (POC): Mr. Mark Fleming, 256-895-1537). Only Operations and Maintenance, Army (OMA) funds are used for Planning Charrettes.

4. Responsibilities.

a. The Office of the Assistant Chief of Staff for Installation Management (OACSIM).

(1) Prepare MILCON programming guidance for the central funding of the Planning Charrette process.

(2) Direct which projects will receive central funding for the Planning Charrette process.

b. Headquarters, U.S. Army Corps of Engineers (HQUSACE), Directorate of Military Programs, Programs Management Division, Army / Air Force Branch (CEMP-MA).

(1) Provide a list to HQDA for those projects identified in the FYDP ranking the condition of DD Form 1391 development to date.

(2) Provide a cost estimate for each Planning Charrette.

(3) Manage the HQDA funds provided for the Planning Charrette process.

(4) Provide accurate feedback to HQDA for funding expenditures and progress.

(5) Provide policy and guidance for Planning Charrette execution.

(6) Establish a communication strategy that provides clear and concise understanding of program requirements.

(7) Assign participation by the appropriate Corps Center of Standardization or Center of Expertise.

(8) Perform quality assurance of the program.

c. USACE Major Subordinate Command (MSC).

(1) Appoint a primary Point-of-Contact (POC) for Planning Charrettes.

(2) Provide a suggested list of projects considered appropriate for district Planning Charrette support.

(3) Provide quality control of Planning Charrette products.

d. USACE District. HQDA centrally funds Planning Charrettes through USACE. Because the Corps of Engineers has valuable, established experience in performing charrettes and also has essential information on costing and standards, OACSIM recommends that the Installation use them as the resource for Planning Charrette support.

(1) Project Manager (PM). Appoint a PM as the Planning Charrette process leader for requested Corps services.

(2) Cost Engineer. Appoint a cost engineer who is present at the Planning Charrette workshop and is able to develop and update cost information electronically at the workshop.

(3) Other District Support. Other disciplines and criteria specialists may be included as justified by the project.

(4) Report Planning Charrette Progress via PROMIS/P2. Show the authorized phase as "0-Planning Charrette activities authorized using OMA funds."

(5) Planning Charrette Cost Estimate for USACE Services. When directed by HQUSACE the PM reviews the current DD Form 1391 (if in existence) to determine suggested support, and then meets with the installation POC to establish the level of support required (if any). After determination has been made as to services required by the installation POC, the PM assembles a scope and funds request broken down by the following work items:

(a) Provide an expert facilitator at the Planning Charrette workshop.

(b) Coordinate Planning Charrette workshop location, invite participants, arrange hotels, and materials (projectors, paper, telephone, etc.), and provide other administrative support as necessary.

(c) Accomplish a site visit. Determine the project requirements. Resolve site issues.

(d) Schedule and conduct Pre-Planning Charrette workshop activities to include interviews and questionnaires, information and policy assembly, rehearsals, homework preparation and assignment, checklist (see Appendix E), etc.

(e) Develop a sketch site layout.

(f) Coordinate support from the Centers of Standardization (COS) (see Appendix B), Centers of Expertise (DX and MCX) (see Appendix C) and the HQUSACE lead economist (Ms Donna Smigel, tel 202-761-0217).

(g) Develop or update existing DD Form 1391.

(h) Review the draft DD Form 1391 prior to and after the Planning Charrette workshop and provide comments.

(i) Coordinate participants' review of draft DD Form 1391 during and after the Planning Charrette workshop.

(j) Input data directly into the DD Form 1391 Processor during the Planning Charrette workshop and make adjustments as a result of Planning Charrette workshop participant review comments.

(k) Other – specify.

e. Centers of Expertise (CX) to include Centers of Standardization (COS), Directory of Expertise (DX) and Mandatory Centers of Expertise (MCX) (see Appendices B and C). The scope of work may include teleconferencing or actual Planning Charrette workshop participation and review of the draft DD form 1391. In general CX services are reimbursable and are funded by the district from funds received from HQUSACE. A list of CX is available at the following website: http://www.usace.army.mil/inet/functions/cw/cecwe/coexpert/index.htm.

f. Installation Management Agency (IMA) Region.

(1) Coordinate with OACSIM to provide a draft prioritized "1" to "N" list for those projects identified in the FYDP.

(2) Attend the Planning Charrette, when possible.

(3) Provide quality control to insure that the installations have the expertise and funds to execute the work.

g. Garrison Commander. The Garrison Commander is the lead for organizing, conducting, and facilitating the Planning Charrette and, even though requesting the services of the Corps of Engineers to provide some or all of these functions, retains the overall lead responsibility.

(1) Responsibilities.

(a) Appoint an Installation Project Manager to be responsible for all Planning Charrette activities and for delegation of responsibilities to USACE.

(b) Coordinate with the USACE district on the Planning Charrette process.

(c) Assist tenants in project formulation and documentation.

(d) Identify an approved site.

(2) As a minimum, the following agencies under the Garrison Commander participate in the Planning Charrette.

(a) Installation Project Manager

(a) Director of Public Works (DPW).

(c) Installation Master Planner.

(d) Environmental Officer

(e) Force Protection Officer

(f) Provost Marshal

(g) Director of Information Management (DOIM).

(3) The following agencies under the Garrison Commander should participate in the Planning Charrette if required.

(a) Director of Housing.

(b) Director of Community Activities.

(c) Fire Marshal.

(d) Safety Officer.

(e) DPW staff to represent all utilities, base operations and engineering.

h. Primary User/ Tenant.

(2) Participate in the Planning Charrette process.

(3) Coordinate the project with the installation and host MACOM.

i. U.S. Army Information Systems Engineering Command (USAISEC). Teleconference or participate at the Planning Charrette workshop providing information systems expertise (POCs are Jerry Kimberley @ 301-619-6488 and John Verbanick @ 240-629-3356 ex 312).

5. Process. The DD Form 1391 Planning Charrette is a process that includes the preparation, planning, on-site workshop, and time required to complete the DD Form 1391, a programming tool used to request and justify a construction need. It defines the site, scope and cost estimate for the project. It must be relevant, factual, clear, and concise. The DD Form 1391 is created, updated and stored in the Programming Administration and Execution (PAX) system DD Form 1391 Processor (1391 Processor) as maintained by The US Army Engineering & Support Center, Huntsville (hotline service @ 256-895-1838). The Planning Charrette participants are an interdisciplinary team who are brought together by the designated lead and may be guided by the expertise of the geographic district. There is broad participation by the user, installation staff, USACE staff, USACE Centers of Expertise (CX), DA component, technical criteria specialists, and others with vested interests in the project. The user's needs, expectations and special mission or locality requirements are reviewed against standard designs and current criteria. The facility and site requirements are determined in sufficient detail to develop a project scope. The costs evaluations are based on the need to provide a reliable project cost for inclusion in the Presidents Budget. The deliverables are a complete DD Form 1391, to include TAB A through TAB J, signed by the Installation / Garrison Commander, site sketch, and completed Planning Charrette Validation Form.

a. Team Members. Team members are determined by the functional requirements of the project or as warranted by specific conditions. All team members should be authorized to make binding decisions for their organizations. The team members collect all background data, maps, materials and references; and identify points of contact. Planning Charrette Team Responsibilities include (but are not limited to):

(1) Analyze alternatives.
(2) Conduct economic analyses.
(3) Prepare project justification.
(4) Develop cost estimates.
(5) Develop information systems costs.
(6) Develop environmental and Antiterrorism/Force Protection requirements.
(7) Ensure project site is approved and on the Installation Master Plan.
(8) Identify and cost one-for-one demolition in accordance.
(9) Identify Operation and Maintenance, Army (OMA) and Other Procurement, Army (OPA) items required to construct a complete and usable facility.
(10) Enter project documentation into the DD 1391 Processor (TABs A-J).
(11) USACE, IMA Region, and USISEC should review and concur with the draft DD Form 1391 if not team participants.
(12) Obtain Garrison Commander's signature on the DD Form 1391 and Planning Charrette Validation Form (see Appendix D).

b. Facilitator. Select an experienced facilitator early to facilitate the Planning Charrette workshop. The facilitator, in coordination with the PM, executes the schedule and maintains focus; establishes the goals and objectives for the Planning Charrette workshop; and establishes the rules towards achieving those goals.

c. Preparation. To maximize the benefits and minimize the cost of the Planning Charrette process, the following requirements should be considered prior to the Planning Charrette workshop.

(1) Gather the sources of information that are needed to determine facility requirements (reference Appendix A).

(2) Schedule interviews with the user prior to the Planning Charrette workshop. A questionnaire or survey may be used as a tool to identify the requirements or needs. A well-designed questionnaire should stimulate discussion and become part of the interview.

(3) Prepare a comprehensive checklist of items to include or resolve (see appendix E).

(4) Identify participants and schedule their time. Ensure the participants can make decisions for their agency. Control the quantity of Planning Charrette workshop attendees.

(5) Assign homework so the participants attend the meeting with the information needed. Resolve as many issues as possible prior to the Planning Charrette workshop.

(6) Consider a rehearsal to create the agenda, identify the decision points and accommodate realistic presentation timelines.

d. Site Visit. Accomplish a site visit. Determine the project requirements defined by the user/customer as being compatible with the existing site conditions and adjacent land uses. Resolve site issues.

e. Planning Charrette Workshop. This is an intensive effort, which takes place over several days at the project site or as near to the site as possible. A successful Planning Charrette workshop requires a significant investment in preparation time. The workshop brings together the experts so that the DD Form 1391 can be developed or modified, and checked at the workshop.

f. Cost Engineer. A critical part of the DD Form 1391 is the development of an accurate cost estimate. The Cost Engineer should be present at the Planning Charrette workshop and, having access to the 1391 Processor (via laptop computer), input cost items as they are developed and adjusted. Cost estimates may be prepared using PC-Cost or the 1391 Processor program. The PC-Cost Module is a software tool used to prepare and submit budget estimates and can be easily downloaded from the 1391 Processor, and, when completed, uploaded to the DD Form 1391 Processor (see web site http://www.hnd.usace.army.mil/traces/Government.asp). Responsibilities of the Cost Engineer include the following:

(1) Ensure that unit costs for the primary facilities are in accordance with the most current data in the PAX newsletter available at http://www.hq.usace.army.mil/cemp/e/ec/PAX/paxtoc.htm. Additional cost adjustment factors are provided for in paragraph 11 of TM 5-800-4 for unique, complex, and historical projects.

(2) Ensure that the selected acquisition strategy and the construction schedule (especially if accelerated) are fully understood.

(3) Identify costs to be incurred during the warranty period, as may be required, such as the commissioning of the entire heat, ventilation and air conditioning (HVAC) systems and other mechanical and electrical systems. Costs for special foundations, abatement of asbestos containing materials and lead containing paint and other potential environmental issues should not be ignored as omission can lead to increased costs.

(4) Ensure the Information System and the Antiterrorism/Force Protection (AT/FP) costs are accurate and verifiable. Information system cost estimates are prepared with the Information System Cost Estimate (ISCE) or other approved software by the Director of Information Management (DOIM).

(5) Identify potential costs resulting from a Sustainable Design and Development (SDD) Project Rating Tool (SPiRiT). All projects for fiscal year 2006 and up are required to achieve a minimum Gold SPiRiT rating in accordance with the Assistant Secretary of the Army for Installations and Environment Memo, subject, "*Sustainable Design and Development Requirements*," dated March 18, 2003. SDD items (with quantity) are shown as breakdown detail for the appropriate facility category code primary line item(s) and /or supporting facilities and clearly marked as SDD items. SDD line items are not allowed on the front page of the DD Form 1391. However, the DD Form 1391 should include a description of SDD items in Block 10, "*Description of Proposed Construction.*" Draft approximations for the DD Form 1391 costs are based on SPiRiT, Version 1.4, April 01 (see website http://www.hqda.army.mil/acsimweb/fd/docs/SPiRiTv14Final.doc).

6. Deliverables. The Planning Charrette process results in three mandatory deliverables, the complete draft DD Form 1391, the site sketch, and the Planning Charrette Validation Form.

a. DD Form 1391 (Mandatory). The complete draft DD Form 1391 includes the "front page" and supporting documentation TAB A through TAB J signed by the Installation / Garrison Commander on the DD Form 1391, front page or TAB "A." Each TAB is described at Appendix "E" with the exception of TAB B – Planning and Design data. The USACE district completes this TAB normally in conjunction with the Parametric / Concept design submission. It is generally not developed prior to design release. Also TAB F – Information Systems, is the responsibility of the Director of Information Management (DOIM) who prepares cost estimates separately using Information System Planning, Programming, and Cost Estimation (ISPPCE) Software. Coordination with the DOIM is required to insure scope and cost are developed correctly and displayed as primary and supporting facility costs on the front page (TAB A).

b. Facility Sketch (Mandatory). The sketch should be no more developed than to display general areas and their relationships to each other. It should show the footprint of the proposed primary and supporting facilities, utilities, and AT/FP setback information. The facility sketch should be coordinated with the Real Property Master Plan.

c. Planning Charrette Validation Form (Mandatory). This form (see Appendix D) is completed and included as part of the DD Form 1391. Planning Charrette Validation Forms requesting an exemption will be e-mailed by the Garrison Commander through the IMA Region and IMA Headquarters to the OACSIM POC, Mr. Richard Murphy @ 703-692-9209 (Richard.O.Murphy@hqda.army.mil).

d. Design Intent (Optional). This is a statement that summarizes tentative and firm decisions reached at the Planning Charrette workshop to included type of procurement (1 or 2 Phase Solicitation, Design-Build, or Design-Bid-Build), proposed SPiRiT rating (Gold or Platinum), provisions for the handicapped, joint use, seismic evaluation, historic and archeological considerations, environmental documentation, flood hazard, utility availability, construction rights-of-way, anti-terrorism / force protection level, and physical security requirements. The Design Intent should be part of the project's life cycle Project Management Plan (PMP) baseline for the design/construction project to follow.

7. Coordination. In addition to the agencies mentioned above, the project may require coordination with other agencies to determine facility requirements. A few of these agencies are listed as follows.

a. Defense Commissary Agency (DeCA).

b. Army and Air Force Exchange Service (AAFES).

c. U.S. Army Aeronautical Services Agency (USAASA).

d. U.S. Army Training Support Center (ATSC), Army Training Modernization Directorate (ATMD).

8. HQUSACE POC. Howard Stickley, CEMP-MA, 202-761-1995.

DONALD L. BASHAM, P.E.
Chief, Engineering and Construction Division
Directorate of Civil Works

J. JOSEPH TYLER, P.E.
Chief, Programs Management Division
Directorate of Military Programs

APPENDIX A

SOURCES OF INFORMATION FOR DETERMINING FACILITY REQUIREMENTS

To maximize the benefits and minimize the cost of a Planning Charrette, the following sources of information are to be used for determining the Project definition. The team members should coordinate with the points of contact to obtain this information.

1. Installation Real Property Master Plan (RPMP). This document defines the orderly management and development of the real property assets of the installation including land, facilities and infrastructure. RPMP products include the following:

a. Capital Investment Strategy (CIS) defining the commander's plan for investing in real property to satisfy the total requirement.

b. Topographic map showing two-foot contours.

c. Site Plan or area map showing the proposed project location.

d. Land use and circulation analyses.

e. Building Constraints Map showing wetlands, environmentally sensitive areas, explosive safety distances, noise contours and all compatible use zones.

f. Utility maps showing all the utility lines in the area of the project site. The utilities include water, sanitary sewer, natural gas, electrical, industrial waste, communications, energy distribution and storm drainage.

2. Strength Reports. This information may include the Standard Installation/Division Personnel System (SIDPERS) and the Army Stationing and Installation Plan (ASIP).

3. Existing Facility Information. This information may include the Installation Status Report (ISR), Integrated Facility System (IFS), Real Property Inventory (RPI), Building Information Schedule (BIS), and Real Property Planning and Analysis System (RPLANS).

4. Utilization Reports, Housing Market Analysis, Military Family Housing Justification and Workload Projections.

5. Installation Design Guide (IDG). The IDG is a component of the installation long-range master plan which is required by AR 210-20, Master Planning for Army Installations. See example IDG for Fort Gordon, GA at website http://www.gordon.army.mil/dpw/pwd/eps/idg/page6.html

6. Department of the Army (DA) Facilities Standardization Program. Website http://hqserver.hnd.usace.army.mil/stddgn describes standard design for the facility type.

7. Antiterrorism/Force Protection (AT/FP) Risk and Threat Analysis. Refer to the following policy:

a. Unified Facilities Criteria (UFC) 4-010-01, DOD Minimum Antiterrorism Standards for Buildings, 31 Jul 02 (see web site http://www.tisp.org/files/pdf/dodstandards.pdf)

b. UFC 4-010-10, DOD Minimum Antiterrorism Standoff Distances for Buildings, 31 Jul 02 (see web site http://www.hnd.usace.army.mil/techinfo/ufc/ufc4-010-10-FOUO-extract.pdf)

c. TMs 5-853-1 through –4, Security Engineering (FOUO).

8. Sustainable Design and Development (SDD). The Sustainable Project Rating Tool (SPiRiT) provides an approximation for establishing a "Design Intent" level rating and for estimating additional costs in the DD Form 1391. The minimum level rating to achieve is GOLD. (see website http://www.hqda.army.mil/acsimweb/fd/docs/SPiRiTv14Final.doc).

9. Seismic Mitigation Requirements. Provide seismic evaluation and a list of structural deficiencies to obtain the rehabilitation concepts. These concepts are required to develop cost.

10. Acquisition Strategy. Determine the project acquisition strategy considering delivery schedule, funding profile (type, availability and appropriation year), and methodology assessment from perspective of customer, project scope, industry, and executing agent. The project acquisition strategy should address contract type (definite or indefinite delivery), pricing strategy (fixed price or cost reimbursable), delivery method (design-bid-build or design-build), and consideration of small business objectives. See ER 1180-1-9, Contracts - Design-Build Contracting dated 31 July 1999 (see website http://www.usace.army.mil/inet/usace-docs/eng-regs/er1180-1-9/toc.htm

11. Regulatory Information. Required regulatory information to include the following:

a. Flood hazard and encroachment on wetlands evaluation.

b. Historic or archeological site evaluation.

c. Asbestos and lead paint surveys of existing facilities.

d. Installation Compatible Use Zone (ICUZ)/Air Installation Compatible Use Zone (AICUZ) clearances.

e. Explosive safety clearances and Department of Defense Explosives Safety Board (DDESB) requirements.

f. Secured Compartmented Information Facility (SCIF) requires a TEMPEST Risk Assessment in accordance with AR 380-19-1 when provisions for storage, handling, or use of classified information are required.

g. Environmental documentation to include the Categorical Exclusion; Record of Environmental Consideration (REC); Environmental Assessment (EA) and Finding of No Significant Impact (FONSI); or an Environmental Impact Statement (EIS) and Record of Decision (ROD).

12. Economic Analysis (EA) (TAB D). An economist or other individual such as the master planner responsible for preparing the EA should be at the Planning Charrette workshop in order to prepare or revise the EA. The HQUSACE lead economist is Ms Donna Smigel, CECW-EI, tel 202-761-0217.

13. Airfield Pavement Structures, Navigation Aids and Pavement. Refer to UFC 3-260 at web site http://65.204.17.188/report/doc_ufc.html.

APPENDIX B

CENTERS OF STANDARDIZATION

DA PAM 415-28 Project Category Code	Dist	POC	Phone
11___ - Airfield and Heliport-Pavements	NWO	B.J. Skar	402-221-7262
13115 - Information Systems Facility	NAO	Terry L. Deglandon	757-441-7702
13140 - Information Processing Center	NAO	Terry L. Deglandon	757-441-7702
133__ - Air Navigation and Traffic Aids Buildings	NAO	John B Gregory	402-221-7267
134__ - Air Nav & Traffic Aids, Other Than Buildings	NWO	John B Gregory	402-221-7267
136__ - Airfield & Heliport Pavement Lighting Sys	NWO	John B Gregory	402-221-7267
14112 - Aviation Unit Operations Building	NWO	B.J. Skar	402-221-7262
14114 - Criminal Investigation Facility (CIDC)	NAO	Terry L. Deglandon	757-441-7702
14183 - Brigade and Battalion Headquarters	SPK	Shigeru Fujitani	916-557-7412
14185 - Company Operations Facility	SAS	Tom Brockbank	912-652-5212
17119 - Classroom 21	NAO	Terry L. Deglandon	757-441-7702
17120 - General Instruction Building	NAO	Terry L. Deglandon	757-441-7702
17200 - Close Combat Tactical Trainer	HNC	James T. Clark	256-895-1673
177__ Training Land	HNC	Mark Fleming	256-895-1535
178__ Training Ranges	HNC	Mark Fleming	256-895-1535
179__ Training Ranges	HNC	Mark Fleming	256-895-1535
21410-21417 - Tactical Equip Maintenance Facility	SAS	Tom Brockbank	912-652-5212
21835-21887 - Tactical Equip Maintenance Facility	SAS	Tom Brockbank	912-652-5212
21910-21925 - Tactical Equip Maintenance Facility	SAS	Tom Brockbank	912-652-5212
431__ - Troop Issue Subsistence Activity Facility	NAO	Terry L. Deglandon	757-441-7702
432__ - Troop Issue Subsistence Activity Facility	NAO	Terry L. Deglandon	757-441-7702
44130 - Facility and General Purpose Warehouse	NWS	John.J.Maciejewski	206-764-3444
44210 - Central Issue	NWS	John.J.Maciejewski	206-764-3444
44228 - Hazardous Material Storage Facility	HNC	James T. Clark	256-895-1673
61050 - Military Entrance Processing Station	SAS	Tom Brockbank	912-652-5212
710__ - Family Housing	NAO	Terry L. Deglandon	757-441-7702
72111 - Unaccom Enlist Person Housing (Barracks)	SAS	Tom Brockbank	912-652-5212
72121 - Advanced Individual Training (AIT) Brks	SWT	Sandra Egan	918-669-7033
72181 - Basic Combat Trainee (BCT) Barracks	SWT	Sandra Egan	918-669-7033
72210 - Enlisted Personnel Dining Facility	NAO	Terry L. Deglandon	757-441-7702
72410 - Unaccompanied Officer Quarters (UOQ)	SWT	Sandra Egan	918-669-7033
72411 - Unaccompanied Officer Quarters Transient	SWT	Sandra Egan	918-669-7033

APPENDIX B
Centers Of Standardization

DA PAM 415-28 Project Category Code	Dist	POC	Phone
73010 - Fire Station	HNC	James T. Clark	256-895-1673
73017 - Army Chapel	NWO	Richard R. Lewis	402-221-4434
73018 - Religious Education Facility	NWO	Richard R. Lewis	402-221-4434
73019 - Chapel Family Life Center	NWO	Richard R. Lewis	402-221-4434
74014 - Child Development Center	HNC	Marcus J Searles	256-895-1672
74025 - Education Center	NAO	Terry L. Deglandon	757-441-7702
74028 - Physical Fitness Center	HNC	James T. Clark	256-895-1673
74066 - Youth Activity Center	HNC	Marcus J Searles	256-895-1672
750__ - Outdoor Sports Facilities	HNC	James T. Clark	256-895-1673
832__ - Sewage and Industrial Waste - Collection	SAM	Joe Findley	251-694-4012
842__ - Water Distribution	SAM	Joe Findley	251-694-4012

APPENDIX C

CENTERS OF EXPERTISE (CX) FOR MANDATORY CENTERS OF EXPERTISE (MCX) AND DIRECTORY OF EXPERTS (DX)

U.S, Army Corps of Engineers (USACE) Centers of Expertise (CX). CX's (Mandatory Centers of Expertise (MCX) and Directory of Experts (DX)) provide assistance for USACE preparation and review of DD Forms 1391. Centers of Expertise are listed herein (a complete list is maintained at the web site for USACE Centers of Expertise. See website http://www.usace.army.mil/civilworks/cecwe/coexpert

1. The MCX, Army Range and Training Land Program (RTLP) (U.S. Army Engineering and Support Center at Huntsville) provides expert advise for projects with a facility category code beginning with "178- Training Ranges" and "179-Other Mission Related Training Facilities". POC is Mark A Fleming, 256-895-1535
See website http://www.usace.army.mil/civilworks/cecwe/coexpert/mcx/rtlp/rtlp.htm.

2. The MCX for Protective Design for Antiterrorism/Force Protection (AT/FP) (CENWO-ED-S) provides expertise and review of DD 1391's for resistance to terrorist threat (TAB "G – AT/FP Data") POC is Douglas E Wehring, 402-221-4918. See website http://www.usace.army.mil/civilworks/cecwe/coexpert/mcx/pdc/pdc.htm .

3. The DX for Heating, Ventilation and Air Conditioning (HVAC) Control Systems (CESAS-EN-DEM) provides expertise and review of DD 1391's for determining general criteria and cost associated with HVAC and commissioning. POC is Stephen T Burch, 912-652-5318
See website http://www.usace.army.mil/civilworks/cecwe/coexpert/doe/hvac.htm.

4. The MCX for Ordinance and Explosives (OE) (U.S. Army Engineering and Support Center at Huntsville) provides technical advise for projects having ammunition storage and requiring Department of Defense Explosive Safety Board (DDESB) approval. POC is Charles D Douthat, 256-895-1510. See website http://www.usace.army.mil/civilworks/cecwe/coexpert/mcx/oec/oec.htm.

5. The MCX for Utility Monitoring & Control Systems (U.S. Army Engineering and Support Center at Huntsville) provides technical advise for projects that include utility and energy monitoring and control systems, supervisory control and data acquisition systems, or any similar computer based monitoring and control systems. POC is John A Brown, 256-895-1756.
See website http://www.usace.army.mil/civilworks/cecwe/coexpert/mcx/umcs/umcs.htm.

6. The MCX for Electronic Security System (ESS) (U.S. Army Engineering and Support Center at Huntsville) provides review services for DD Forms 1391's that identify electronic security systems. POC is Guy Wilson, 256-895-1736.
See website http://www.usace.army.mil/civilworks/cecwe/coexpert/mcx/ids/ids.htm.

7. The MCX for Transportation Systems (TS) (CENWO-ED-TX) provides technical expertise at Planning Charrette and technical reviews of DD Form 1391 for transportation systems to include airfields, heliports/helipads, railroads, and roadways. The TS center also can provide Airfield Suitability Studies for airfield/heliport/helipad upgrades, runway realignments and extensions, and airfield lighting/NAVAIDS upgrade. POC is Terry W. Sherman, 402-221-7260. See website http://www.tsmcx.com/index.html.

APPENDIX D
PLANNING CHARRETTE VALIDATION FORM

Project Number:	**DD FORM 1391 NUMBER**
Project Title:	
Installation:	
Region:	
MACOM :	If sponsoring project
Project Description:	**SUMMARIZE – NO MORE THAN 3-5 SENTENCES**
Dates of Charrette:	**IDENTIFY DATES WHEN THE CHARRETTE TEAM MET**
DD Form 1391 Completed:	Date when DD Form 1391 finalized (Including TABs A-J)
Date of Garrison Commander Signature:	
Planning Charrette Team Members:	
Members listed below participated in the planning charrette team and concur with the DD Form 1391 developed for this project. All requirements for development of the project have been met, environmental documentation has been started/completed or will be completed prior to budget year, all known costs have been identified and are included in the project cost estimate.	
Signature and Date	
Charrette Lead:	
User/Tenant Rep:	
Installation PM:	
Project Manager:	
Master Planner:	
USACE Dist Participants:	
Region Rep:	
MACOM Rep:	
USAISEC-FDEO Reviewer:	
Provost Marshal:	
Force Protection Officer:	
Environmental Officer:	
Info Systems Planner:	
Other Team Members:	

Please check one:

1. _____This document certifies that a planning charrette has been conducted. DD Form 1391 has been signed by the installation Garrison Commander and is ready for review.

2. Request for Exemption: Project has met the following condition(s) for planning charrette exemption:

_____Design is underway/completed and the DD Form 1391 is complete: DATE: _____

or

_____Project has been:

Presented at a Project Review Board (PRB): DATE: _____

Programmed in the Army's Future Years Defense Program (FYDP) in FY: _____

Reviewed and certified by the Region, USACE and ISEC: DATE: _____

Date Signed: _____ _____

Installation Director of Public Works (or equivalent)

Date Approved: _____ _____

ACSIM Construction Division

APPENDIX E - DD Form 1391 Checklist

Location on DD 1391	*Prepared by CEMP-MA, HQUSACE DD Form 1391 Quality Assurance Team (POC Bob Perrine 202-761-1260)* **Reviewed for…**	**Reference (in bold) / Example (format only - figures are not accurate)**
	A SITE INSPECTION has been performed and the following items are in agreement with the DD Form 1391 (or will be developed) to include Tab J - "*Energy and Utility Requirements* " and Tab C - "*General Justification.* " 1. Supporting facilities (utility connections, roads, sub-stations, central utility supply, etc) information and cost have been verified. 2. Project is in accordance with the approved master plan or a sitting approval request has been initiated. 3. Construction rights-of-way, existing overhead wires, and underground pipes present no problems or conflicts. 4. Temporary construction utility hook-ups and access are described correctly. 5. Other existing or proposed projects (especially privatization, utility, and installation infrastructure) do not overlap or interfere with the project. 6. An Economic Analysis has driven the decision process for the facility. 7. Quantitative data has been validated.	*** Army Criteria Tracking System (ACTS)** *** Real Property Master Plan (RPMP)** *** Installation Real Property Planning and Analysis System (RPLANS) (Huntsville Engineering and Support Center Range and Land Program Mandatory Center of Expertise (RTLP MCX) uses the Range Development Plan (RDP) in lieu of RPLANS).** *** Strength reports** *** Army Stationing and Installations Plan (ASIP)** *** Integrated Facilities System's (IFS) Real Property Inventory (RPI) and the Building Information Schedule (BIS) reports** *** Installation Status Reports (ISR)**
TAB A, Block 1	**COMPONENT** is correct	ARMY
TAB A, Header Information	**FISCAL YEAR (FY)**. FY is correct (matches year in which project is being programmed).	FY 2004
TAB A, Block 6 - Header Information	**PROJECT CATEGORY CODE.** Project Category Code is correct and the Project Title matches the category code.	**AR-415-28 & DA PAM 415-28 & TC 25-8 (For Ranges)** PROJECT TITLE CATEGORY CODE Whole Barracks Renewal 72111
TAB A, Block 9 - Cost	**CURRENCY EXCHANGE RATE** for overseas projects has been verified.	**See PAX Newsletter (see web site http://www. hq.usace.army.mil/cemp/e/EC/PAX/paxtoc.htm)** **3.2.1 DoD Area Cost Factors,** **3.2.2 Facilities Unit Costs - Military Constr**
TAB A, Block 9 - Cost	**INAPPROPRIATE COST LINE ITEM(s)**. "Other" has not been used as a description for a Primary or Supporting Facilities cost line item listing.	
TAB A, Block 9 - Cost	**UNIT OF MEASURE** corresponds with Category Code.	**AR 415-28 and DA Pamphlet 415-28.**
TAB A, Block 9 - Cost	**MID-POINT OF CONSTRUCTION**. Unit costs have been developed using a mid-point of construction that is reasonable. Construction periods are typically 18 months for a $5 million Military Construction, Army (MCA) project and construction starts average in "June" or the end of the 3rd quarter of the program year.	
TAB A, Block 9 - Cost	**COST CAP**. The primary facilities cost-per-square-foot has not exceeded the Office of Secretary of Defense (OSD) Unit Cost Guidance amount for the facility type at the project location. Higher than allowed costs have been justified and explained under "*Description of Proposed Construction.* "	**PAX Newsletter (see web site http://www. hq.usace.army.mil/cemp/e/EC/PAX/paxtoc.htm)** **3.2.1 DoD Area Cost Factors,** **3.2.2 Facilities Unit Costs - Military Constr**

APPENDIX E - DD Form 1391 Checklist

Location on DD 1391	*Prepared by CEMP-MA, HQUSACE DD Form 1391 Quality Assurance Team (POC Bob Perrine 202-761-1260)* **Reviewed for…**	**Reference (in bold) / Example (format only - figures are not accurate)**
TAB A, Block 9 - Cost	**OSD LIMITS ON BARRACKS AREA AND UNIT COST.** Unit costs have not exceed the approved allowances for area, size and inflation which is 34 SM or as adjusted by OSD approval which can be increased to 36 SM/space for "site-specific requirements" or buildings over three stories, but can not result in cost increases to unaccompanied enlisted personnel housing (UEPH) buildings or increase the average cost to house each military member).	**PAX Newsletter 3.2.2 - Facilities Unit Costs**
TAB A, Block 9 - Cost	**PRIMARY FACILITY.** Primary Scope agrees with the primary scope quantity at TAB C, "Miscellaneous Support Data, Quantitative Data, Primary Scope", and also agrees with Block 11 "Requirement."	
TAB A, Block 9 - Cost General (coordinate with Description)	**PRIMARY AND SUPPORTING FACILITY COST LINE ITEM DESCRIPTIONS**. All costs entries listed in "Primary Facilities," including costs for special conditions or unique requirements within five feet of the main facility (such as costs for anit-terrorissm/force protection (AT/FP) considerations, installation of electronic security equipment, unusual foundation, etc.) have been described in Block 10 "*Description of Proposed Construction* " and clearly and concisely outline scope of project. For Support Facilities, description of each major elements has been checked to be in accordance with Section 3-18 of DA Pamphlet 415-15, 25 Oct 99.	**DA PAM 415-15 (3-17 Sect 2 Cost Estimate, para d.)**
TAB A, Block 9 - Cost, Supporting Facilities (coordinate with Description)	**SUPPORTING FACILITIES LINE ITEM COST TARGET**. Supporting facilities do not exceed 20% of primary facilities for Military Construction, Army (MCA) or 30% for Army Family Housing (AFH). If they do, an explanation has been provided in block 10, "*Description of Proposed Construction* " to support unusual site conditions for high support cost and special design requirements. Also the supporting facilities line items do not include any components of the primary facility line items.	**DA PAM 415-15 (3-17 Sect 2 Cost Estimate, para d.)** Block 10 - Description "Supporting facilities costs are higher than normal because this project site has several large existing utility lines that require relocation or replacement." "Supporting facility costs are high due to a remote site location." "Supporting facilities costs are high because work includes site demolition, asbestos removal; utility removal; relocation and extension of water distribution; relocation and extension of sanitary and storm water sewerage..."
TAB A, Block 9 - Cost	**INAPPROPRIATE ENTRY**. The following costs have not been shown as separate line items on the front page. 1. Heating, ventilation and air conditioning (HVAC) Commissioning. 2. The extra costs to obtain a Sustainable Design and Development (SDD), Showcase SPiRiT (Gold or Platinum) Rating. They have, however, been shown as a separate sub-line items in the detail support cost section, (see Block 11, Additional Paragraph for the SDD statement).	

APPENDIX E - DD Form 1391 Checklist

Location on DD 1391	*Prepared by CEMP-MA, HQUSACE DD Form 1391 Quality Assurance Team (POC Bob Perrine 202-761-1260)* **Reviewed for…**	**Reference (in bold) / Example (format only - figures are not accurate)**
TAB A, Block 9 - Cost	**DEMOLITION COST LINE ITEMS.** The proposed building(s) to be demolished have been described in TAB A, block 10, "*Description of Proposed Construction,* " and identified in details in TAB H. Building demolition or asbestos/lead paint removal costs have not been entered in the Primary Facility Cost Block, but, instead, have been entered in the Site Improvement/Demo sub-line under Support Facility Cost. They have not been entered as lump sum (LS), but, instead, have quantity (SF/SM) and unit costs. Army standard policy for demolition is one square foot of demolition for every square foot of construction. See TAB H - "*Present Accommodations and Disposition.* "	SUPPORTING FACILITIES Site Imp (500) Demo (54) LS (554)
TAB A, Block 9 - Cost	**SEPARATE LINES ITEMS**. Special items have been shown as separate line items. 1. Special foundation work. 2. Intrusion detection system (IDS) and auxiliary generator installation. (Note: equipment is other appropraitions, Army (OPA) funded and has been shown in TAB E) 3. Energy monitoring and control system (EMCS) connection. (Note: equipment is OPA-funded and has been shown in TAB E) 4. Auxiliary generators in support of only those facilities or activities noted in AR 420-49. Generators affixed as a permanent part of a facility and power facility electrical loads are Military Construction (MILCON) funded. Generators that solely support personal property have been listed in TAB E - "Furnishings and Equipment" as OPA/OMA funded. 5. Relocation costs primary facilities. 6. Seismic upgrade.	PRIMARY FACILITY Special Foundations LS (2,910) EMCS Connection LS (194) IDS Installation LS (163) Seismic Upgrade LS (1,200) **NOTE: The EMCS is designed in accordance with TM 5-815-2 and IDS is designed IAW TM 5-853-4 and both have been coordinated with the Mandatory Center of Expertise (CEHNC-ED-ME), tel (256) 895-1741**
TAB A, Block 9 - Cost	**PRIMARY FACILITY LINE ITEM COST FORMAT**. The main Primary Facility line items have been shown with unit of measure, quantity, and unit cost and total cost, not LUMP SUM. Other costs listing lump sum (LS) on the front page have been checked to insure that this is a roll-up only and a detailed back up has included appropriate quantities (e.g. CY, HA, LF) and unit costs.	Block 9 - PRIMARY FACILITIES U/M QUANTITY UNIT COST COST(000) Building m2 6,800 1,819 (12,370)

APPENDIX E - DD Form 1391 Checklist

Location on DD 1391	*Prepared by CEMP-MA, HQUSACE DD Form 1391 Quality Assurance Team (POC Bob Perrine 202-761-1260)* **Reviewed for…**	**Reference (in bold) / Example (format only - figures are not accurate)**
TAB A, Block 9 - Cost	**RANGE PROJECTS PRIMARY FACILITY LINE ITEM COST FORMAT.** For a range project all earth work and other site preparation within the 5 foot line has been included in the cost of the Primary Facility. * The "break-line" for Primary and Supporting Facilities are correct (5-feet outside range facility, flagpole to last target). Fiber optic downrange is shown as a primary item. * Correct Federal Communication Commission (FCC's) limits have been shown for individual major line items under Primary Facilities (IAW PAM-415-28). * All special items/exceptions have been identified and explained; such as exception to range standards, special foundations, extreme earthwork, baffles, mission specific training requirements. * Target count/layout match the standard configuration. * Project contains a standard Range Operations Control Area (ROCA). * Deviations have been explained. * Building sizes match standard ROCA buildings.	**Reference: TC-25-8** PRIMARY FACILITY Site Prep Work/Earth Work LS (317)
TAB A, Block 9 - Cost (coordinate with Description)	**SUPPORTING FACILITIES LINE ITEM COST FORMAT**. Steam and chilled water distribution lines usually are describing a central plant and if appropriate have been included in block 10, "*Description of Proposed Construction* ."	SUPPORTING FACILITIES Steam And/Or Chilled Water Dist LS* (1,682) Block 10 - Description. "Heating and air conditioning (30 tons) will be provided by connection to a central plant."
TAB A, Block 9 - Cost (coordinate with Description)	**SUPPORTING FACILITIES RANGE LINE ITEM.** Sewage and water have not been included, unless hook up to installation supply facility is in close proximity to the site.	

APPENDIX E - DD Form 1391 Checklist

Location on DD 1391	*Prepared by CEMP-MA, HQUSACE DD Form 1391 Quality Assurance Team (POC Bob Perrine 202-761-1260)* **Reviewed for…**	**Reference (in bold) / Example (format only - figures are not accurate)**
TAB A, Block 9 - Cost	**ANTI-TERRORISM/FORCE PROTECTION (AT/FP)** line items have been shown for both primary and supporting facilities unless TAB G AT/FP data indicates no AT/FP is required (No cost is listed). If TAB G indicates a "Minimum Threat," Block 9 sum of AT/FP costs for primary and supporting facilities is 0.5% to 3.5% of the total cost. If TAB G indicates "Above Minimum Threat," Block 9 sum of AT/FP cost is 3.5% to 10% of the total cost. If these cost targets are exceeded, coordination has been made with the Installation Force Protection Officer (FPO) and/or the Protective Design Center (POC Douglas E. Wehring, tel 402-221-4918). Category Code 88041 for Primary Facilities and category code 88042 for Supporting Facilities have been used. AT/FP measures for both Primary and Supporting Facilities have been described in Block 10, "*Description of Proposed Construction* " stating what is provided for AT/FP.	PRIMARY FACILITY Anti-terrorism/Force Protection LS (517) SUPPORTING FACILITIES Anti-terrorism/Force Protection LS (79) Bock 10 - Description: *Whatever is in TAB G* "Anti-terrorism/force protection (AT/FP) measures include special windows and doors, and site measures."
TAB A, Block 9 - Cost (coordinate with Line Item Description)	**SUPPORTING FACILITY DEMOLITION.** In Supporting Facilities under Site Improvement/Demolition (in the detailed cost estimate) "Demolition" has been indicated by a space then "D" at the end of the line item for vertical structures to be torn down in direct support of mission only and includes asbestos/lead base paint removal, but not utilities, loading docks, pavement removal, oil tank removal, etc. This causes "demolition" items to be segregated from "site improvement" items. Demolition has been identified in Block 10 "Description of Proposed Construction." Army standard policy for demolition is one square foot of demolition for every square foot of construction. See Tab H - "Present Accommodations and Disposition."	SUPPORTING FACILITIES Site Improvement(2,092) Demo(4,223) LS (6,262) Block 10 - Description "Demolish seven buildings (69,523 SF)."
TAB A, Block 9 - Cost Totals	**COST TOTALS, DESIGN-BUILD LINE ITEM**. If the project is design-build, there is a line item for the cost of design and design review at a standard 4.0% of the primary plus supporting facilities (Estimated Cost of Construction - ECC) plus contingency. This is consistent with TAB B, Supplemental Data, Estimated Design Data, (1) Status, (g) Type of Design Contract: "Design-Build."	DESIGN / BUILD - DESIGN COST 11,981
TAB A, Block 9 - Cost Totals	**COST TOTALS, S&A**. Contingency and Supervision, Inspection and Overhead (SIOH) or Supervision and Administration (S&A) are the correct percentages IAW ER 1110-3-1300, Military Programs Cost Engineering. The current default, in the DD1391 Processor System, for Contingency is 5% and SIOH is 5.7% for CONUS and 6.5% for OCONUS (incl Alaska and Hawaii).	CONTINGENCY PERCENT (5.00%) 578 SUPV, INSP & OVERHEAD (6.50%) 752 SUPV, INSP & OVERHEAD (5.70%) 659

APPENDIX E - DD Form 1391 Checklist

Location on DD 1391	*Prepared by CEMP-MA, HQUSACE DD Form 1391 Quality Assurance Team (POC Bob Perrine 202-761-1260)* **Reviewed for…**	**Reference (in bold) / Example (format only - figures are not accurate)**
TAB A, Block 10 - Description of Proposed Construction	**DESCRIPTION OF PROPOSED CONSTRUCTION LEAD STATEMENT**. Paragraph begins with "Construct", "Renovate" or "Modernize", etc. Where the term "modernize" or "renovate" is used, a "SUBSTD" quantity for the installation has been listed.	Description of Proposed Construction: "Construct a petroleum, oils, and lubricants (POL) fuel storage complex with a …." "Renovate three barracks buildings to meet current Army standards. Barracks will also.." "Renovate/modernize two buildings, Quad C, to provide barracks in…" "Modernize existing barracks to meet current standards including the..." "Upgrade Saber Hall Complex to include renovating an existing ready building,..." "Expand Railroad Classification Yard to stage 200 rail flat cars at Blue Grass Army Depot...."
TAB A, Block 10 - Description of Proposed Construction	**STANDARD DESIGN FOR CONSTRUCTION**. The term "standard" or "modified standard" has been used (modifying or constructing), but "nonstandard" has not been used (non-standard). If a standard design has not been used, exemption has been approved by US Army Corps of Engineers (USACE) and Assistant Chief of Staff for Installation Management (ACSIM) and so noted. When using a DA Standard Design, deviations from mandatory design elements have been approved by waiver from (DAIM-FD). DD Forms 1391-EF will indicate if standard designs are being used. **Range Projects:** Range projects have been identified as "standard" or "nonstandard".	Description of Proposed Construction: "Construct a modified standard-design 1+1 barracks." "Construct a standard design vehicle maintenance shop." **Ref AR 415-15 Chap 5 (5-3) Design Management) 5-3-b(1)and(20)** "HQDA (DAIM-FD) has approved a waiver to deviate from using a standard design on this project." "Standard-design was not used on this project. An exemption was approved by USACE and ACSIM."
TAB A, Block 10 - Description of Proposed Construction	**DESCRIPTION OF ALL COST LINE ITEMS**. All major items of Primary and Support facilities have been outlined. Adequate information in "Description of Proposed Construction" supports the cost block Primary and Supporting Facilities. Scope (quantity) has not been repeated in the description (except for the square footage of demolition and tons of air conditioning). Scope often gets changed, but not in the description. Paragraph contains no design details. Discussion has stated what, not why and has not provided for specific design. Type of construction has not been discussed. Regulations, Technical Manuals (TMs) and Field Manuals (FMs) have not been quoted. In other words, everything costed is described.	"Construct modified 2+2 barracks, six medium company headquarters building. Supporting facilities include utilities; electric service; security lighting; fire protection and alarm system; paving, walks, curbs and gutters; parking; storm drainage; site improvements; information systems; and fuel oil storage tanks. Access for the handicapped will be provided. Supporting facilities costs are high due to upgrade of sewage lift stations. Heating and air conditioning (400 tons) will be provided by self-contained systems. Comprehensive building and furnishings related interior design services are required."

APPENDIX E - DD Form 1391 Checklist

Location on DD 1391	*Prepared by CEMP-MA, HQUSACE DD Form 1391 Quality Assurance Team (POC Bob Perrine 202-761-1260)* **Reviewed for…**	**Reference (in bold) / Example (format only - figures are not accurate)**
TAB A, Block 10 - Description of Proposed Construction	**DEMOLITION DESCRIPTION.** Demolition has been identified in Block 10 "*Description of Proposed Construction.* " Army standard policy for demolition is one square foot of demolition for every square foot of construction. See TAB H - "Present Accommodations and Disposition."	**AR 415-15, "*Army Military Construction Program Development and Execution* , " dated 4 Sep 1998, Appendix K, paragraph K–36. "*Facilities Reduction Program.* "** "Demolish two facilities (522 SF (48 SM)) and a loading dock." "Supporting facilities costs are high because of extensive demolition including seven buildings (294,000 SF), and relocation of utility lines."
TAB A, Block 10 - Description of Proposed Construction	**DEMOLITION AND AIR CONDITIONING** have been entered correctly. Selection has been made for demolition and air conditioning tonnage in the Standard Statement Assistance area, and the heat source (not part of the "Standard Statement area") has been entered manually.	*Note: There are "assistance buttons" in the 1391 Processor if selected, will automatically append the example statement to the text block and are identified as "STANDARD STATEMENT ASSISTANCE" hereon.* Description of Proposed Construction: STANDARD STATEMENT ASSISTANCE: Number of Buildings to be Demolished _____ Total SF for Demolition: ____ Total tons for Air Conditioning: _____ "Demolish 2 buildings (12,000 SF). Air Conditioning (300 tons)." Heat Source Example: "Heating will be provided by a gas-fired, self-contained system."
TAB A, Block 10 - Description of Proposed Construction	**HANDICAPPED REQUIREMENTS** have been stated where required. The statement may also indicate the location. Negative statements have absolutely not been used.	No, incorrect - "Accessibility for people with disabilities will be provided." No, incorrect - "Handicapped access will not be provided." Yes, correct - "Access for the handicapped will be provided." or "Access for the handicapped will be provided in the soldier support building only." or (For AFH projects) "5% of quarters will be accessible or easily modifiable to accommodate handicapped requirements."
TAB A, Block 10 - Description of Proposed Construction	**SEISMIC SCREENING/EVALUATION.** For alteration, renovation, and improvement projects, seismic screening/evaluation has been completed. A statement to this effect has been made in block 10, "*Description of Proposed Construction* ."	**Reference TM 5-809-10 and TM 5-809-10-1** "This project does not require a seismic screening/evaluation." "A seismic screening and evaluation was performed and appropriate mitigation will be conducted."
TAB A, Block 10 - Description of Proposed Construction	**INTERIOR DESIGN**. If required, a statement for "Interior Design Requirements" has been added.	Description of Proposed Construction: "Comprehensive interior design services are required."

APPENDIX E - DD Form 1391 Checklist

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TAB A, Block 10 - Description of Proposed Construction	Description includes "**OTHER APPROPRIATIONS**" as indicated in TAB "E" - Furnishings and Equipment (OMSA, OPA, and other funds) Also - If demolition is being done using O&M dollars (as noted in TAB H) a sentence has been included stating this.	"Unexploded ordnance (UXO) clearance and remediation of contaminated soil will be accomplished with other appropriations." "Demolition will be accomplished using OMA funds."
TAB A, Block 10 - Description of Proposed Construction	**OTHER APPROPRIATIONS FOR RANGES**. For range projects, targetry has been identified in block 10, "*Description of Proposed Construction* " and the cost shown in TAB "E" - Furnishings and Equipment (OPA).	Description of Proposed Construction: "Targetry will be funded by other appropriations, Army (OPA)." Range projects to be validated by Huntsville Engineering and Support Center Range and Land Program Mandatory Center of Expertise (RTLP MCX), Mark Fleming, tel 256-895-1535.
TAB A, Block 10 - Description of Proposed Construction	**SPECIFIC DATES**. In describing events, dates have been used and are current.	NO - incorrect "… by next summer heavy aircraft will not be allowed" YES - correct "On 15 Jun 2003, heavy aircraft will not be allowed."
TAB A, Block 10 - All Front Pages	**ACRONYM'S** first occurrence have been spelled out.	"Department of the Army (DA)"
TAB A, Block 11-1-1 - Requirement	**REQUIREMENT (REQ).** The "Requirement" figure has been obtained from Installation Real Property Planning and Analysis System (RPLANS) or comparable installation status reports (blanks are not acceptable). This has been determined to be the TOTAL requirement for the installation for the facility Category Code. The Scope of the DD Form 1391 (Block 9 - Cost) has been checked to insure that it does not exceed the difference between the REQUIREMENT and ADEQUATE figures.	FOR BARRACKS: (PN = Persons) REQ: 1,536 PN
TAB A, Block 11-1-2 - Adequate - coordinate with CURRENT SITUATION	**ADEQUATE (ADQT).** This amount has been obtained from the existing facilities that are classified as adequate in the installation's inventory (RPLANS, IFS, ISR) for the total Facility Category Group (FCG) of the project Facility Category Code (FCC). See TAB C, "Miscellaneous Support Data, Quantitative Data," below.	FOR BARRACKS: (PN = Persons) ADQT: 374 PN
TAB A, Block 11-1-3 - Sub-Standard coordinate with CURRENT SITUATION & IMPACT IF NOT PROVIDED	**SUB-STANDARD (SUBSTD).** This amount has been obtained from the total installation EXISTING facilities that are classified as sub-standard in the installation's inventory (RPLANS, IFS, ISR) for the total Facility Category Group (FCG) of the project Facility Category Code (FCC). Statements have been made in "CURRENT SITUATION" and "IMPACT IF NOT PROVIDED" to support this figure.	FOR BARRACKS: (PN = Persons) SUBSTD: 1,162 PN
TAB A, Block 11-2 Project:	**PROJECT.** "New" or "Current" mission has been described in a simple a one line statement and has <u>not</u> indicated the construction type (renovation or new facility).	PROJECT: "Construct a standard-design child development center". (Current Mission)

APPENDIX E - DD Form 1391 Checklist

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TAB A, Block 11-3 Requirement	**REQUIREMENT**. A positive statement for the continuing need, project requirement, or purpose has been made. A negative statement has absolutely not been used.	"This project is required to destroy toxic chemical agent stored at Newport Chemical Depot in a safe, environmentally acceptable manner. Congress has mandated the disposal of the existing unitary chemical stockpile under Public Laws 99-145, 99-661, and 100-180."
TAB A, Block 11-3 Requirement	**REQUIREMENT.** Additional standard statements have been included for specific projects. **RANGES.** Average daily loads/training have been identified.	Training Projects: "Estimated loads/throughout is 28,320 soldiers annually." Barracks: "The barracks is intended to house 134 soldiers (124 E1-E4s and 10 E5-E6s). Maximum utilization is 144 soldiers." Range: "This requirement for this range has been validated by Range and Training Land Program Development Plan (RDP) prepared for Fort EXAMPLE and the (Show Region) Live Fire Training Investment Strategy (LFTIS)."
TAB A, Block 11-4 Current Situation	**CURRENT SITUATION.** The need and how it is being currently met has been stated (current unit operation). Hardships and how they are being overcome have been stated. Any waivers that may apply (i.e., OSHA, Safety, Security, etc.) have been stated. Regulations, TMs and FMs have not been quoted except requirements IAW a Public Law. The word "existing" has been used for description of facilities in place. Where the words "substandard," "no facilities," etc. are used, there is a supporting quantity in SUB-STANDARD for the installation.	"Adequate unaccompanied enlisted personnel housing is not available to support approved stationing of additional units in Darmstadt. All existing on-post facilities suitable for use as barracks are fully utilized." "The existing gang latrine barracks are substandard and have deteriorated utility systems." "There are no automatic range facilities existing on the installation supporting modified rifle record fire training."
TAB A, Block 11-5 Impact if Not Provided - coordinate with Current Situation	**IMPACT IF NOT PROVIDED.** A specific and factual description has been made as to the consequences if the project is not approved. The "Current Situation" paragraph has not been repeated here. Where the word "substandard" is used there is a supporting quantity in SUB-STANDARD for the installation.	"If this project is not provided, the Army will not be able to comply with the Congressional mandate for chemical munitions stockpile disposal." "If this project is not provided, soldiers will continue to live and work in substandard and deteriorated facilities." NO INCORRECT - "Inability to bring the library into accordance with standards could put …."
TAB A, Block 11-6 Additional	**JOINT USE CERTIFICATION.** In accordance with the FY01 Military Construction Act, the installation garrison commander has certified and selected one of the two standard joint use statements. Common use facilities, such as sewer and water, ranges, fitness and day care centers, chapels, etc. have indicated that they are joint use (always).	(use STANDARD STATEMENT ASSISTANCE) 1. "The Deputy Assistant Secretary of the Army (Installations and Housing) certifies that this project has been considered for joint use potential. Mission requirements, operational considerations, and location are incompatible with use by other components." 2. "The Deputy Assistant Secretary of the Army (Installations and Housing) certifies that this project has been considered for joint use potential. This facility will be available for use by other components."

APPENDIX E - DD Form 1391 Checklist

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Tab A, Block 11-6 Additional	**ANTI-TERRORISM/FORCE PROTECTION.** Based on entries in TAB G for anti-terrorism/force protection statements, one of the two statements have been selected. This matches the cost block, i.e., if required, cost line items have been shown, and if not, no cost line item is shown.	(use STANDARD STATEMENT ASSISTANCE) 1. "No anti-terrorism/force protection measures are required." or 2. "All required anti-terrorism/force protection measures are included."
TAB A, Block 11-6 Additional	**SUSTAINABLE DESIGN AND DEVELOPMENT (SDD)**. This has been used (required on all DD Forms 1391 unless specifically indicated by ACSIM that this is not required). Exceptions are Chemical Demilitarization facilities.	(use STANDARD STATEMENT ASSISTANCE) "Sustainable principles will be integrated into the design, development, and construction of the project in accordance with Executive Order 13123 and other applicable laws and Executive Orders."
TAB A, Block 11-6 Additional	**SUSTAINMENT, RESTORATION AND MODERNIZATION (SRM) (Barracks Projects Only)** For all Barracks projects a analyze of historical data to determine needs has been performed and the subsequent Sustainment, Restoration and Modernization (SRM) Statement (except for Trainee Barracks) provided. All unaccompanied housing real property maintenance conducted in the past two years and all future SRM requirements for unaccompanied housing at that installation have been shown. NOTE: If a zero or any data is entered in any of the blanks, the standard statement will be included.	DoD Financial Management Regulation Volume 2B, Chapter 6, June 2000 (use STANDARD STATEMENT ASSISTANCE) "During the past two years, $------ has been spent on sustainment, restoration and modernization (SRM) (formerly known as Real Property Maintenance) of unaccompanied enlisted personnel housing at ----------. Upon completion of this multi-phased project, and other projects approved through FY XXXX, the remaining unaccompanied enlisted permanent party deficit is ------- personnel at this installation."
TAB A, Block 11-6 Additional	**HOST NATION - (Korea Projects Only):** For all Korea projects, a statement has been made indicating whether or not the project is eligible for Host Nation funding.	DoD Financial Management regulation Volume 2B, Chapter 6. ADDITIONAL: "This project is located on an installation which will be retained by Eighth United States Army for the foreseeable future. The possibility of Host Nation funding has been addressed, but sufficient funds from the Host Nation programs are not available to support this requirement."
Tab A, Block 11-6 Additional	**PHYSICAL SECURITY STATEMENT.** One of the two physical security statements has been selected.	(use STANDARD STATEMENT ASSISTANCE) 1. "This project has been coordinated with the installation physical security plan, and all physical security measures are included." or 2. "This project has been coordinated with the installation physical security plan, and no physical security measures are required."

APPENDIX E - DD Form 1391 Checklist

Location on DD 1391	*Prepared by CEMP-MA, HQUSACE DD Form 1391 Quality Assurance Team (POC Bob Perrine 202-761-1260)* **Reviewed for…**	**Reference (in bold) / Example (format only - figures are not accurate)**
Tab A - Block 11-6 Additional	**NATO SECURITY INVESTMENT STATEMENT FOR EUROPE PROJECTS ONLY.** If applicable a statement has been made (statement "1" is not offered in the Standard Statement Assistance and has been manually entered into the NATO Security Investment block which prints in the "Additional" paragraph) or the Standard Statement Assistance (see example "2") statement has been selected for NATO Security Investment block.	**Ref: DoD Financial Management Regulation Volume 2B, Chapter 6.** 1. "This project is only partially eligible for funding within an established NATO infrastructure category for common funding, identified as CP3A-0019. This project has the potential for partial recoupment of costs from NATO." (use STANDARD STATEMENT ASSISTANCE) 2. "This project is not within an established NATO infrastructure category for common funding, nor is it expected to become eligible in the foreseeable future."
TAB A - Installation Commander's Signature	**INSTALLATION COMMANDER'S SIGNATURE BLOCK.** The Installation/Garrison Commander's Signature Block has been marked signed (YES) and the date signed has been posted.	Commander's Signature Block: NAME: RANK: TITLE: SIGNED: DATE SIGNED: mm/dd/yyy
TAB C - Additional Requirements	**CAPITAL INVESTMENT STRATEGY (CIS)** preparation date has been entered. CIS contains a zero-based property requirement analysis for each appropriate major facility type and considers all alternatives to solve inadequacies and deficits. The alternatives may include construction and other management actions intended to achieve an affordable plan for each appropriate facility type. CIS integrates these individual plans and summaries and priorities the commander's investment strategy without regard to funding sources.	**Reference: AR 210-20 Master Planning for Army Installations (see web site http://www. hq.usace.army.mil/ISD/YellowPages/info/cis.html)** CAPITAL INVESTMENT STRATEGY (CIS) PREP DATE (mm/dd/yyyy)
TAB C - Additional Requirements	**DEPARTMENT OF DEFENSE EXPLOSIVE SAFETY BOARD (DDESB).** DDESB approval date requirement has been checked "yes" or "no" and (if required) a date has been entered in (mm/dd/yyyy) format noting when approval will be / was provided (usually after parametric/concept design). Range projects that include ammunition storage require DDESB approval. DDESB approval request should be coordinated through command channels to DDESB during preliminary site approval to give DDESB appropriate review time. Another submission is required after the parametric or concept design to DDESB.	**References: AR210-21.1, AR 415-15, Appendix K-3, and AR 385-60.** "Is DDESB (Department of Defense Explosive Safety Board) Approval Required? Yes No DDESB APPROVAL DATE (mm/dd/yyyy)"
TAB C - Additional Requirements	**FEDERAL AVIATION ADMINISTRATION (FAA)** (aviation projects only) requirement has been checked "yes" or "no" and the date when approval will be / was provided is entered in MM/DD/YYYY format (if checked "yes").	Is FAA (Federal Aviation Administration) approval required? O YES O NO FAA Approval Date (MM/DD/YYYY)

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TAB C - General Justification Data - General Justification	**GENERAL JUSTIFICATION DATA.** Description of the mission and justification of its needs have been provided.	GENERAL JUSTIFICATION: "This facility requires automated data processing due to complex monitoring and control systems associated with the Demil processes". or "This project is required to replace existing permanent barracks that currently house the 5th Special Forces Group."
TAB C - General Justification Data - Traffic Analysis	**TRAFFIC ANALYSIS:** The correct standard statement has been chosen, and for impacts, has been coordinated with Military Traffic Management Command (MTMC). A date has been provided of MTMC survey.	TRAFFIC ANALYSIS: Traffic analysis applied to this project: o NO o YES Explanation shown below if applicable.
TAB C - General Justification Data - Analysis of Deficiencies	**ANALYSIS OF DEFICIENCIES.** Narrative has identified all deficiencies and shown how they hinder mission accomplishment. It has been written in simple concise statements.	ANALYSIS OF DEFICIENCIES (Example): "Two existing arms storage buildings are located adjacent to the 1st and 3rd Calvary Support Maintenance Shops that were constructed to accommodate a different mission. There is no facility available for storage of weapons systems associated with the 21CR. With the transit of 2ACR to 21CR, the need for additional space becomes even more critical".
TAB C - General Justification Data - Criteria for Proposed Construction	**CRITERIA FOR PROPOSED CONSTRUCTION.** Criteria calculations have been shown and regulations/references are specific.	**TI 800-01, Design Criteria.** **EUROPE SPECIFIC - Reference applicable US standards. In Germany, Host Nation standards are the primary source of guidance for the State Construction Authority (SHBA), the German agency that contracts for design and construction. Therefore, reference to US standards assist the SHBA.** FOR RANGES: "This project is programmed in accordance with the Corps of Engineers Standard Design for (Enter Type of Range Complex) and TC 25-8, Training Ranges".
TAB C - Miscellaneous Support Data, Commander's Signature Installation Engineer's Name and Number	The name and phone number of the **INSTALLATION ENGINEER** has been provided. In most instances this is the installation's Director of Public Works (DPW), Director of Base Operations Support (DBOS), DPEL, etc.	Installation Engineer: Name: John Doe, DPW Phone: 808-123-5555

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TAB D - Economic Analysis	An **ECONOMIC ANALYSIS AND JUSTIFICATION SUMMARY** has been included. Coordination/approval has been made with the HQUSACE lead economist, Donna Smigel, CECW-EI, tel 202-761-0217. 1. The Economic Analysis has been included (current version of ECONPACK) . 2. TAB A - Additonal Paragraph, Block 11 includes appropriate statement.	**AR 415-15, "Army Military Construction Program Development and Execution"** **DA PAM 415-3, "Economic Analysis: Description and Methods"** **DA PAM 415-15, "Army Military Construction Program Development and Execution"**
TAB E - Furnishings and Equipment	**INSTALLED EQUIPMENT-OTHER APPROPRIATIONS.** The following OPA /OMA funded items have not been identified as MCA funded. 1. Environmental clean-up / restoration. 2. Remediation of contaminated soil, wetland mitigation, and endangered species protection. 3. Archeological survey / preservation 4. Emergency generators, intrusion detection system (IDS) equipment, and uninterruptible power supplies (UPS) (installation is MCA funded) (if critical to building mission then these are MCA funded). 5. De-dudding and unexploded ordnance (UXO) clearance. 6. Targetry, simulators, and information systems components. Note: OPA costed items roll to TAB A and are displayed below "Rounded Cost." A statement for these items have been shown in TAB A - "Description of proposed Construction".	**DA PAM 415-15 (3-29 Section 13 para a.)** INSTALLED EQUIP-OTHER APPROP (1,100) Proc Total Appr Proc Line Desc Cost FY Appr 1. Targetry 492 2006 OPA 2. IDS Eq 156 2006 OPA 3. Monitor 218 2006 OMA TOTAL OMA 218 INSTALL EQ - OTHER APPRO 648
TAB E - Furnishings and Equipment	All **OMA EQUIPMENT AND FURNISHINGS** have been identified with fiscal year (FY)	EXAMPLE: 1. Monitor Sta 218 2006 OMA
TAB F - Information Systems	**DIRECTOR OF INFORMATION MANAGEMENT (DOIM)** has signed and dated.	/s/ John Smith Director of Information Management
TAB G - Anti-Terrorism/Force Protection (AT/FP)	**ANTI-TERRORISM/FORCE PROTECTION THREAT STATEMENT:** The correct statement below has been chosen: (1). Minimum Threat - Only minimum AT/FP standards apply; (2). Above Minimum Threat - Both minimum standards and above minimum measures are required; (3). No Threat - AT/FP construction standards do not apply to this project. If the applicable statement is either (1) or (2), a second paragraph has been inserted that includes a summary of the risk and threat analysis results and a detailed description of what construction features are required to mitigate those threats. A line item estimate of the cost of those measures has been provided in both the Primary and Supporting Facilities in the Estimate of Construction on the front page.	**DA PAM 190-51 and TM 5-853-1** **UFC 4-0101-01, DOD Minimum Antiterrorism Standards for Buildings, 8 Oct 03 (web site http://65.204.17.188//report/doc_ufc.html)** **& UFC 4-010-02 (was UFC 4-010-10), DOD Standoff Distances for Buildings,** FOUO - copy available from Protective Design Center Omaha, Douglas Wehring, tel 402-221-4918 **TMs 5-853-1 through –4, Security Engineering**

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TAB G - Anti-Terrorism/Force Protection (AT/FP) Costs	**AT/FP THREAT COSTS STATEMENTS:** * "No Threat" agrees with Block 9 (No cost is listed). * "Minimum Threat" agrees with Block 9 (Sum of AT/FP costs is 0.5 to 3.5%. * "Above Minimum Threat" agrees with Block 9 (sum of AT/FP cost is 3.5 - 10% of total cost). If these cost targets are exceeded, coordination has been made with the Installation Force Protection Officer (FPO) and/or the Protective Design Center (POC Douglas E. Wehring, tel 402-221-4918).	**DA PAM 190-51 and TM 5-853-1**
TAB G - Anti-Terrorism/Force Protection (AT/FP)	**PHYSICAL SECURITY STATEMENT:** A physical security statement has been provided and is separate from AT/FP requirements.	ADDITIONAL: 1. This project has been coordinated with the installation physical security plan, and all physical security measures are included. 2. This project has been coordinated with the installation physical security plan, and no physical security measures are required.
TAB G - Anti-Terrorism/Force Protection (AT/FP)	**ANTI-TERRORISM/FORCE PROTECTION CERTIFICATIONS**: Provost Marshal (PM), Force Protection Officer (FPO) and Director of Public Works (DPW) have signed and the date when signed is shown.	PMO DPW FPO /s/ John Doe /s/ Joe Smith /s/ Ira Yost LTC, MP Rank/Title Rank/Title Date: Rank/Title Date: Date: Date: Date:
TAB H - Present Accommodations and Disposition	**PRESENT ACCOMMODATIONS AND DISPOSITION:** All facility dispositions have been listed (retain, demolish, etc.). Demolition total checks against total site demolition list in TAB A, Supporting Facilities Cost line item and TAB A, "Description of Proposed Construction." If being funded with Operation and Maintenance, Army (OMA), this has been described here and also on TAB A, "*Description of Proposed Construction* ." The installation has specified that the project scope has, or has not met the Army requirement for One-for-One Demolition and Construction. The statement quantifies square footage of vertical construction that will not be demolished to offset new construction if the facility cannot meet the one-for-one requirement.	"Demolish two World War II buildings (12,317 SF)." or "The facilities listed above are those facilities that provide Unaccompanied Personnel Housing (UPH) or Dining Facilities for the 5th Special Forces Group (SFG). It is intended that all of these facilities will be demolished upon completion of this project and the successful authorization and appropriation of a construction project that is being programmed by US Army Special Operations Command (USASOC). The USASOC project will provide the operational and administrative space required by the 5th SFG. Until the USASOC project is constructed, the existing operational and administrative contained in the facilities listed above will have to be maintained."
TAB I - Real Property Maintenance Army (RPMA)	**TAB I - REAL PROPERTY MAINTENANCE DATA.** Provision have been made for the continuing funding requirement for the operation, maintenance and functional use of the facility that includes the total cost of not only the new facility, but the projected costs to operate and maintain the new facility, as well as net changes in real property assets. Continuing cost have been identified for retained facilities not demolished or transferred.	

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TAB J - Commercial Activities	**COMMERCIAL ACTIVITIES ANALYSIS (AR 5-20)** OPTIONAL - Not required by HQDA	**Reference: AR 5-20** "Product and services available from commercial sources will not be provided by this facility. No commercial or industrial activity has requirements for this project".
TAB J - Environmental Data	**ENVIRONMENTAL DATA:** Environmental data has been checked to insure that the data has been filled out correctly and there are no blanks to be filled in later. In creating the correct environmental data, the 1391 Processor prompts for data and dates as shown in the example. ACSIM policy requires completion prior to the budget year.	* Option 1 checked...."The record of Environmental Consideration (REC) is included. It has been determined that the action is adequately covered in the existing Environmental Assessment (EA) / Environmental Impact Statement (EIS); is exempt from National Environmental Policy Act (NEPA) requirements; or qualifies for categorical exclusion." * Option 2 checked...."This project has been assessed. A copy of the draft finding of No Significant Impact.." * Option 3 checked and also checked is the first button of option 3 - "This project will have significant environmental impact and a copy of the notice of Intent to Prepare an EIS is included". * Option 3 checked and also checked is the 2nd button and selection one - "This project will have significant environmental impact and a draft EIS is included". * Option 3 checked and also checked is the 2nd button and selection two - "This project will have significant environmental impact and a final EIS is included".
TAB J - Environmental Data	**ENVIRONMENTAL DOCUMENTATION:** Environmental documentation has been checked to insure that it is current. If the environmental data is more than five years old an update to TAB J has been made that either asserts "no change" or, if there are new circumstances, a supplemental Environmental Impact Statement (EIS) has been prepared to make the necessary substantive changes.	**Environmental Impact Statement in accordance with the National Environmental Policy Act (NEPA) (Section 1502.9(c)) (see web site - http://ceq.eh.doe.gov/nepa/regs/ceq/1502.htm#1502.9)**
TAB J - Environmental Data	**ENVIRONMENTAL DATE - EUROPE SPECIFIC:** · Has stated how the project satisfies the applicable laws or international agreements; · Has described environmental elements and effects of this project; · Has stated when and how the Host Nation interests get reviewed.	EUROPE-SPECIFIC - Statement on DD1391 reads: "The Record of Environmental Consideration (REC) is included. It has been determined that the action is exempt from NEPA requirements under provisions of AR 200-2."
TAB J - Environmental Data	**ENVIRONMENTAL SIGNATURES:** Environmental Officer and Director of Public Works has signed and dated. NOTE: There is no signature block, but one is provided in the summary block.	There is currently no area for signatures, however, there is a text block that can be used to show, name, title, phone number and date when approved/signed.
TAB J -Energy and Utility Requirements	**ENERGY & UTILITY REQUIREMENTS:** A concise listing of required utilities and services has been provided and has been added to the front page Block 9, "Cost".	Summary of Energy Requirements: "An energy requirement appraisal has been prepared for this project".

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TAB J - Evaluation of Flood Hazard	**EVALUATION OF FLOOD HAZARD:** If the project is in flood plain, the reason to put the project there has been stated and a statement that mitigation measures will be incorporated into facility design have been included.	1. "This facility is subject to flooding under certain conditions, however, the mission dictates that it be located as proposed. The facility will be designed and sited to minimize a. Adverse effect on flood heights damages to the structures or contents resulting from floods. b. Possible environmental damages caused by encroachment on the floodplains, no practical alternative exists to the facility as proposed and sited." 2. "This facility is located on wetlands, however, the mission dictates that it be located as proposed and sited. The facility will be designed to minimize adverse impacts on the wetlands. No practical alternative exists to the facility as proposed and sited." 3. "This project is not sited in a floodplain or on wetlands."
TAB J - Historic and Archeological Sites	**HISTORIC AND ARCHEOLOGICAL SITES:** Project has been reviewed for impact and appropriate documentation is included.	1. "This project has been evaluated for impact on historic and archeological property and complies with the National Historic Preservation Act (PL 89-665), as amended, and Executive Order (EO) 11593." 2. "Review procedures has been implemented for this project IAW 36 CFR 800. The review has established that there will be no adverse effect. The State Historic Preservation Officer (SHPO), concurrence has been granted." 3. "This project is in direct support of a historical property listed in the National Register and meets 'The Secretary of the Interiors standard for Historic Preservation Projects, 1979).as established that there will be no adverse effect. The State Historic Preservation Officer (SHPO), concurrence has been granted."
TAB J - Historic and Archeological Sites	**HISTORIC AND ARCHEOLOGICAL SIGNATURES**: Appropriate parties have signed and dated. There is currently no area for signatures, however, there is a text block that can be used to show, name, title, phone number and date when approved/signed.	

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TAB J - Provisions for the Handicapped	**PROVISIONS FOR THE HANDICAPPED: S**election here matches what is in TAB A, block 10, "*Description of Proposed Construction* ." Correct standard statement has been made and number of civilian indicated including employees and visitors. a. In general, all facilities will be made accessible to the handicapped; exceptions are where it can be demonstrated that only able-bodied military personnel will use the facility for the foreseeable future; b. In the case of barracks, sleeping areas will not be accessible, but “public” areas should be accessible; c. The other exception is where it can be demonstrated that the presence of handicapped personnel would constitute a safety hazard.	**Public Law 90-480** TAB A - Description of Proposed Construction: "Access for the handicapped will be provided."