

<p>CEMP-EE Engineer Technical Letter 415-3-1</p>	<p>Department of the Army U.S. Army Corps of Engineers Washington, DC 20314-1000</p>	<p>ETL 415-3-1 30 June 2000</p>
	<p><b>EXPIRES 30 JUNE 2005</b></p> <p>Construction</p> <p>DD FORM 1391 REVIEW AND CERTIFICATION STANDARD OPERATING PROCEDURE</p>	
	<p><b>Distribution Restriction Statement</b> Approved for public release; distribution is unlimited.</p>	

DEPARTMENT OF THE ARMY  
U.S. Army Corps of Engineers  
Washington, DC 20314-1000

ETL 415-3-1

CEMP-EE

Technical Letter  
No. 415-3-1

30 June 2000

EXPIRES 30 JUNE 2005  
Construction  
DD FORM 1391 REVIEW AND CERTIFICATION  
STANDARD OPERATING PROCEDURE

1. Purpose. The purpose of this engineer technical letter (ETL) is to provide a standard operating procedure (SOP) and guidance for review and certification of DD Forms 1391 for proposed Military Construction, Army (MCA), and Army Family Housing (AFH) projects.
2. Applicability. This ETL is applicable to U.S. Army Corps of Engineers (USACE) divisions with a mission to support the design and/or construction of MCA and AFH projects.
3. Distribution Statement. Approved for public release; distribution is unlimited
4. References.
  - a. AR 200-1, Environmental Protection and Enhancement
  - b. AR 200-2, Environmental Effects of Army Actions
  - c. AR 210-20, Master Planning for Army Installation
  - d. AR 415-15, Army Military Construction Program Development and Execution
  - e. AR 415-28, Army Facility Classes and Construction Categories (Category Codes)
  - f. DA Pam 415-3, Economic Analysis: Description and Method
  - g. DA Pam 415-15, Guide to Army Military Construction Project Data Development
  - h. DA Pam 415-28, Guide to Army Real Property Category Codes
  - i. ER 5-1-10, CEMP-MP/CECW-EP, Corps Wide Areas of Work Responsibility
  - j. ER 5-1-11, CEMP/CECW, Program and Project Management
  - k. ER 1110-3-113, Department of Army Facilities Standardization Program
  - l. ER 1110-345-122, Interior Design
  - m. TI 800-01, Design Criteria
  - n. TI 801-02, Family Housing
  - o. TI 801-04, Area Planning, Site Planning and Design
  - p. TM 5-800-3, Project Development Brochure
  - q. TM 5-800-4, Programming Cost Estimates for Military Construction

ETL 415-3-1  
30 Jun 2000

PAX Newsletter No. 3.2.1 – Area Cost Factor Indexes

PAX Newsletter No. 3.2.2 – Military Facilities Unit Costs

r. TN 210-50-01, Army Family Housing Planning Guide

s. Interim Department of Defense Antiterrorism/Force Protection Construction Standards, December 16, 1999

## 5. Policy.

a. Review and certification must be independent and not influenced by values already presented on the DD Form 1391. Further, individuals preparing the DD Form 1391 should not be the same individuals reviewing the DD Form 1391.

b. Divisions will list subject activity as a primary mission and function of the Division. HQ will provide Military Construction (MILCON)/Division Operations and Maintenance, Army (MOA), Appropriation Code 21\*2020, Army Management Structure Code (AMSCO) 437013.71 funds to Divisions for management and technical direction of the MILCON mission. These funds include all work for subject.

c. Scope of work will comply with reference 4.d.

d. Division Commanders are authorized to re-delegate their authority for certification of DD Form 1391 to District Commanders. Further re-delegation of such certification authority below the level of District Commander is not authorized. Whether assigning the certification to the District or having the District provide assistance, funding for such activity should be provided by purchase request to the Districts from Division funds.

e. Divisions will not review and certify DD Form 1391's that are not in their area of responsibility unless the terms of reference 4.i. are followed.

f. Work to review and certify DD Form 1391 will be in accordance with reference 4.j.

g. Project Delivery Team (PDT) members that are engaged in subject activity are encouraged to attend USACE Prospect Training Course, DD Form 1391 Preparation.

## 6. Responsibilities.

a. AR 415-15 requires USACE to review and certify the DD Forms 1391 for MCA and AFH projects. The DD Forms 1391 shall be reviewed and certified that sufficient technical information is available to commence a concept design (Code 2) or Parametric Design (Code 3) and that the project scope is in compliance with Army standards, criteria, and cost estimating requirements. Appendix A, DD Form 1391 Certification Activities, lists the roles of USACE and Major Army

Command (MACOM) in the DD Form 1391 review and certification process.

b. The appointed Project Manager (PM) is responsible for managing all activities of the DD Form 1391 review and certification process. The PM may be a member of a technical function, and is appointed in coordination with the Director of Programs and Project Management and the Functional Chief. The PM is the point of contact (POC) for coordination with HQUSACE, the Office of the Assistant Chief of Staff for Installation Management (OACSIM), MACOM, and the installation Directorate of Public Work (DPW), when required. The PM will:

(1) Develop and maintain an annual master schedule of the DD Form 1391 activities by coordinating with MACOM and OACSIM;

(2) Maintain HQUSACE, OACSIM, MACOM and DPW POC lists for the DD Forms 1391 reviews;

(3) Contact the MACOM POC for a list of projects required for USACE review and certification. OACSIM issues guidance on the upcoming Project Review Board (PRB) to the MACOM in the February-March timeframe;

(4) Retrieve these projects from the DD Form 1391 Processor in the Army Programming, Administration, and Execution (PAX) System;

(5) Make sure that a complete set of full DD Forms 1391 is available for review by the PDT members, and set a suspense date for review comments;

(6) Schedule and coordinate site visits with installation DPW and the PDT members;

(7) Coordinate with the PDT members to consolidate the review comments;

(8) Forward the consolidated comments to MACOM with information copy to the installation DPW;

(9) Coordinate with MACOM /installation DPW to ensure that the review comments have been appropriately incorporated into the DD Form 1391 prior to the certification, if the review schedule allows time to do so. Any unresolved issues and comments should be identified on the DD Forms 1391;

(10) Represent the division at the Army Construction Requirements Review Committee (CRRC) PRB meetings, along with technical representatives, when so requested by the MACOM;

(11) Maintain a file of reviewed and certified DD Forms 1391.

ETL 415-3-1  
30 Jun 2000

7. Procedure.

a. The DD Forms 1391 will be reviewed by a designated PDT, which may be composed of the following disciplines:

- (1) Project Manager (PDT Leader)
- (2) Architect
- (3) Structural Engineer
- (4) Mechanical Engineer
- (5) Electrical Engineer
- (6) Cost Engineer
- (7) Geo-technical Engineer
- (8) Hydraulic Engineer
- (9) Environmental Engineer / Environmentalist
- (10) Antiterrorism/Force Protection
- (11) Information Systems
- (12) Others as applicable

b. The PDT members will be responsible to ensure that each section of the DD Form 1391, as identified in Appendixes A, B and C is properly reviewed for their specific area of expertise, and to coordinate with Centers of Expertise (CX) for review as required. Appendix D is a checklist to verify more specific information for the project site and building facilities, if applicable.

c. Review comments should be concise, directive statements and not questions. Questionable areas will be resolved within the PDT, or with the installation DPW and/or MACOM.

d. The PM will coordinate with the installation DPW and the MACOM to arrange for any necessary site visits. The geographic District will be invited to attend, if required.

e. The site visit:

(1) Before the Site Visit

(a) Provide the installation DPW a list of items of information required for certification of the DD Form 1391, such as the sample items identified in Appendix E – Site Visit Checklist, if applicable.

(b) Arrange for a camera permit. If the installation is a “closed post” which will not permit picture taking by visitors, arrange for an installation photographer to take photos for the PDT at the proposed site.

(c) Gather and analyze the DD Form 1391 review comments generated by the PDT members to identify the project deficiencies and/or any recommended resolutions, which will be discussed with the installation DPW at the site visit.

(2) At the Site

(a) Meet with the installation DPW to examine requested documentation and attempt to resolve any comments or questions generated by the DD Form 1391 review.

(b) Tour project site(s) to verify site conditions based on the site visit checklist of Appendix E and project data presented in the DD Form 1391, and to resolve questions concerning the site physical conditions and/or site utilities.

(c) Take photographs (preferably using a digital camera) showing topography, geography, utilities and surrounding structures. If project is an addition or modification to an existing building, photograph all sides, important details, interiors, structural system and visible utilities. The purpose of the photographs is to provide the PDT members, who were not present at the site visit, as much site information as possible. Photos can also help to support the comments.

(3) After the Site Visit

(a) Provide photographs to the PDT members, if applicable and available.

(b) The PDT members should revisit their comments to determine whether the photographs or the site visit team can provide answers to their questions.

(c) The PM will request the MACOM or the installation DPW to make necessary corrections to the DD Form 1391 and also coordinate with them to identify any outstanding issues.

ETL 415-3-1  
30 Jun 2000

(4) If site visits are not feasible due to time and cost constrains, the PDT members should coordinate with the installation DPW to obtain as much information as possible for review and evaluation purposes.

8. Certification.

a. The DD Form 1391 is ready for certification once site visit, if any, is complete and the review comments have been appropriately incorporated into the DD Form 1391 by the MACOM or by the installation DPW, if the review schedule allows time to do so. However, any unresolved issues and comments should be identified.

b. The PM will prepare a "hard copy" of the certification form and prepare a project folder to file this form and the revised version of the DD Form 1391 that incorporated the PDT review comments.

c. Once the DD Form 1391 has been certified and signed by the Commander, the PM will enter the required information, including any unresolved issues/comments, into the DD Form 1391 Processor in the PAX system. Certification process for that DD Form 1391 is now complete, and the PM will so notify the MACOM.

d. Out-of-Cycle Congressional Adds to the MILCON Program - In general, due to the extremely limited time frame to react to requests by the Congressional Committees for the DD Forms 1391, USACE certification of these out-of-cycle projects is not required.

9. HQUSACE Points-of-Contact. For policy and funding, Mr. Howard Stickley, CEMP-MA at 202-761-1995. For technical matters, Mr. Robert Wong, CEMP-EE at 202-761-1241.

FOR THE DEPUTY COMMANDER FOR MILITARY PROGRAMS:



DWIGHT A. BERANEK, P.E.  
Chief, Engineering and Construction Division  
Military Programs

5 APPENDICES:

- A. DD Form 1391  
Certification Activities
- B. DD Form 1391  
Section Numbers
- C. DD Form 1391 Section Review Check List
- D. Project & Facility Review Check List
- E. Site Visit Checklist

## Appendix A - DD Form 1391 Certification Activities (MCA, AFH, and UMMCA Only)

### Certification Activity Definitions:

Review: Examine and evaluate (subject of certification).

\*Review: Section to be completed by USACE after Design Code 2 or Code 3 is issued and prior to 1 July of the DY

Check: Use and question if not clear.

Use: Use information, but do not question accuracy.

N/A: No action required.

Certify: Responsible agent certifies project data or provides signature in this block.

DD1391 Processor Block Number	DD1391 Processor Block Title or Content	USACE Role	MACOM Role
1A			
DD	Program Type	N/A	N/A
1B Table 3-2	Component	N/A	Review
1C	Fiscal Year	Check	Review
1D1	Construction Start Date	Review	Check
1D2	Construction End Date	Review	Check
N/A	Construction Mid-Point	Review	Check
1E1	Installation Name	Check	Review
1E2	Subpost/Remote Location Name	Check	Review
1F	Location	Check	Review
1G	Category Code	Check	Review
1H	Project Title	Check	Review
1I	Type of Work	Use	Review
1J1	Reserved		
1J2	Reserved		
1J3	Reserved		
1J4	Reserved		
1J5	Reserved		
1K	Type of Construction	Check	Review
1L	Program Element	N/A	N/A
1M	Permanent Project Number (Form Number)	Use	Use
1N	Temporary Project Number	N/A	N/A
1O	Preparation Date	N/A	N/A
2AO	Currency Type/ Exchange Rate	Review	Check
2A1	General Primary Facilities	Review	Review
2A2	Information Systems/ Primary Facilities	Review	Review
2B1-2B6	Supporting Facilities	Review	Review
2B8 & 2B9			
2B7	Information Systems/ Supporting Facilities	Check	Review
2C	Contingency Factor	Review	Check
2D	SIOH Percent	Review	Check
2E	Category E Equipment (\$000)	Check	Review or Check
2F	Estimated Project Cost (Rounded)	Check	Check
2G	Installed Equipment -Other Appropriations)	Check	Review
3A	Description of Proposed Construction	Review	Review
3B	Remarks	Use	Review



DD1391 Processor Block Number	DD1391 Processor Block Title or Content	USACE Role	MACOM Role
3C	Project Description	Use	Review
3D	Requirement	Check	Review
3E	Current Situation	N/A	Review
3F	Impact If Not Provided	N/A	Review
3G	Additional	N/A	Review
3H	NATO Infrastructure	N/A	Review
3I	Related Projects	Check	Review
4A	Type of Design	Use	Review
	Drawing Number	Use	Use
4B	Scope (UM)	Use	Use
4C	Size (UM)	Use	Use
4D	Cooling (Air Conditioning, Evaporation, Mechanical Vent) Capacity Cost	Check	Check
4E	Unit of Measure	Use	Review
4F	Total Requirement	N/A	Review
4G	Existing Substandard	N/A	Review
4H	Existing Adequate	Use	Review
4I	Funded, Not in Inventory	N/A	Review
4J	Adequate Assets	N/A	Check
4K	Unfunded Prior Authorization (By FY)	N/A	Check
4L	Included in Prior Year, Program, Fiscal Year, Authorized Funded	N/A	Check
4M	Deficiency Authorized Funded	N/A	Check
4N	Provisions for Handling Classified Information Date of TEMPEST Risk Assessment	Check	Review
4O	Signature Block Name, Rank, Title, Organization of Pre- paring Official, Signed (Y/N?), Date Signed	N/A	Review
4P	Capital Investment Strategy Preparation Date Project Development Brochure Preparation Date (For PBS projects Only )	N/A	N/A
4Q	Is DDESB (Department of Defense Explosives Safety Board) Approval Required? (Y/N) DDESB Approval Date	Review	Review
4R	Is FAA (Federal Aviation Administration) Approval Required? (Y/N) FAA Approval Date	Check Review	Review Review
5	Reserved for Ballistic Missile Defense Organization (BMDO) Projects	Check	Review
6A	Design Start Date, Estimated	*Review	N/A

DD1391 Processor Block Number	DD1391 Processor Block Title or Content	USACE Role	MACOM Role
6B	Concept Completion Date, Estimated	*Review	N/A
6C	Design Completion Date, Estimated	*Review	N/A
6D	Estimated Percent Complete as of 15 September DY (Design Year)	*Review	N/A
	30% Complete as of (MMM YYYY) (For BMDO Projects Only	*Review	N/A
6E	Estimated Percent Complete as of 01 January BY (Budget Year)	*Review	N/A
	60% Complete as of (MMM YYYY) (For BMDO Projects Only	*Review	N/A
6F	Estimated Percent Complete as of 01 October PY (Program Year)	*Review	N/A
	90% Complete as of (MMM YYYY) (For BMDO Projects Only	*Review	N/A
6G	Standard or Definitive Design (Y/N?)	*Review	N/A
6H	Installation Where Design was Last Used	*Review	N/A
6I	Contract Architect-Engineer Design Cost, Estimated	*Review	N/A
6J	In-house Design Cost plus Architect Engineer Contract Supervision and Administration Cost and Government Forces Design Cost, Estimated	*Review	N/A
6K	Total Design Cost	*Review	N/A
6L	Production of Plans and Specifications	*Review	N/A
6M	All Other Design Costs	*Review	N/A
6N	Construction Start Date	*Review	N/A
6O1	USACE Certification	Certify	Check
6O2	Certifying Official's Name and Office Symbol, and Certification Date	Certify	Check
7A	General Justification Data	Check	Review
7B	Traffic Analysis	N/A	Review
7C	MACOM Certification	N/A	Certify
7D1	Installation Engineer Name	N/A	Check
7D2	Installation Engineer Phone Number	N/A	Check
8A	Present Accommodations Now In Use and Disposition	Use	Review
8B	Present Accommodations and Disposition	Use	Review
9A-9D	Real Property Maintenance Activity (RPMA)	N/A	N/A
10	Analysis of Deficiencies	N/A	Review
11A-11E	Economic Analysis	N/A	Review

DD1391 Processor Block Number	DD1391 Processor Block Title or Content	USACE Role	MACOM Role
11F	Reserved	N/A	N/A
12A	Criteria for Proposed Construction	Review	Review
12B	User Discretionary Block	Review	Review
13A1	Furnishings and Equipment	Check	Review
13A2	Information Systems Furnishings and Equipment	Check	Review
13B	Furnishings and Equipment Discussion	Check	Review
14	Reserved		
15A	Environmental Documentation	Check	Review
15B1	Summary of Environmental Consequences	Check	Review
15B2	Environmental Standard Text	Check	Review
16A1-16A2	Evaluation of Flood Hazards	Check	Review
17A1-17A11	Information Systems Cost Estimate Preparation Data	Check	Review
17B1-17B3	Primary Facility Information Systems Cost Data	Check	Review
7C1-7C3	Supporting Facilities Information Systems Cost Data	Check	Review
17D	Information Systems Cost Summary	Check	Review
17E	Enter Section 13 Procuring APRN for PROP Cost Data	Check	Review
17F	Remarks	Check	Review
17G	(DOIM/DCSIM) Signature Block, Name Title, (DOIM/DCSIM) Organization of Preparing Official, Signed (Y/N?), Date Signed	Check	Review
17H	Date Prepared	Check	Review
17I	Information Systems Certification (Standard Text)	Check	Review
17J	Information Systems Cost Estimate Certifying Official	Check	Review
18A-18F	Protection of Historic Properties	Check	Review
19A-19C	Energy and Utility Requirements	Check	Review
20A-20C	Provisions for the Handicapped	Check	Review
21A-21B	Commercial Activities Analysis	Check	Review
22A-22D	Anti-Terrorism/Force Protection	Check	Review
23A-23F	Special Additional Data Requirements	Check	Review
24	Miscellaneous Data	N/A	N/A

## WEBPAX/WEB1391 PROGRAM

The Web1391 is available on the World Wide Web at <http://www.webpax.net>. The following data provides a matrix of the relationship between the tabs contained in the Web1391 and the section numbers of the DD Form 1391 as reflected in the mainframe DD1391 Processor System.

### WEB1391 TABS

Tab A - Front Page 1391  
Tab B – Planning and Design  
Tab C – Miscellaneous Support Data  
Tab D – Economic Analysis  
Tab E – Furnishings & Equipment  
Tab F – Information Systems Cost  
Tab G – AT/FP Data  
Tab H – Present Accommodation and Deposition  
Tab I – RPMA Data  
Tab J – Regulatory Data

### MAINFRAME DD1391 SECTIONS

Sections 1, 2, 3, and Parts of 4  
Section 6  
Part of Section 4, Sections 7, 10, 12, 23, and 24  
Section 11  
Section 13  
Section 17  
Section 22  
Section 8  
Section 9  
Sections 15, 16, 18, 19, 20, and 21

## Appendix B - DD Form 1391 Section Numbers

	1C 2001	12608 P	REVISION DATE: 18 MAR 1998
1B ARMY	1A MCA (AS OF 05/27/1998 AT 07:39:40)	LAF=.96	03 OCT 1984
		UM=E	
1E Fort Engineers Center			1H Physical Fitness Training Center
1F District of Columbia			
87796A 1L	1G 740 28	1M 12608	2F 7,100
2A PRIMARY FACILITY			5,523
2A1 Physical Fitness Center	m2	3,300	1,628 (5,373)
Antiterrorism Force Protection	LS	--	-- (35)
2A2 Building Information Systems	LS	--	-- (115)
2B SUPPORTING FACILITIES			1,213
2B1 Electric Service	LS	--	-- (355)
2B2 Water, Sewer, & Gas	LS	--	-- (78)
2B3 Steam and/or Chilled Water Distribution	LS	--	-- (120)
2B4 Paving, Walks, Curbs & Gutters	LS	--	-- (22)
2B5 Storm Drainage	LS	--	-- (96)
2B6 Site Imp( 507) Demo( )	LS	--	-- (507)
2B7 Information Systems	LS		(15)
2B8 Antiterrorism Force protection	LS		(20)
2B9 Others	LS		(0)
ESTIMATED CONTRACT COST			6,763
2C CONTINGENCY PERCENT (0.00%)			0
SUBTOTAL			6,763
2D SUPERVISION, INSPECTION & OVERHEAD (5.70%)			384
TOTAL REQUEST			7,147
2F TOTAL REQUEST (ROUNDED)			7,100
2G INSTALLED EQT-OTHER APPROPRIATIONS			(0)

3A Construct a standard-design physical fitness center to include a mezzanine, gymnasium, six handball/racquetball courts, exercise and weight room, locker rooms, showers, toilets, and saunas, indoor running track, laundry, storage, supply and issue room, mechanical room, vending area and administrative areas. Supporting facilities include utilities; electric service; paving, walks, curbs and gutters; fire protection and alarm systems; exterior lighting; parking; storm drainage; retaining wall; information systems; and site improvements. Storm water management is linked to the installation system. Support facility costs are high due to the topographical features of the site. Heating and air conditioning (120 tons) will be provided by existing central (steam) heating plant. Access for the handicapped will be provided.

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11. REQ: 4F 6,621 m2 4E ADQT:4H NONE SUBSTD: 4G 1,471 m2 4E

### 3C PROJECT:

Construct a standard-design physical fitness center. (Current Mission)

### 3D REQUIREMENT:

This project is required to support the military fitness program to maintain the readiness of military assigned to Fort Engineers Center which also includes two major tenants: The Engineering Center Institute of Research and the Engineers Training center. There are no facilities at the installation to support the mission, or at nearby installations or communities.

### 3E CURRENT SITUATION:



**2.A2 BUILDING INFORMATION SYSTEMS.**

1.0) 80800 Building Information Systems LS -- -- (115)

**2.B SUPPORTING FACILITIES.**

**2.B1 Electric Service** LS -- -- (355)  
 1) ELECTRICAL SVC LS -- -- 263  
 2) Transformer EA 2 46,031 92

B-2

2001 12608 P REVISION DATE: 18 MAR 1998  
 ARMY MCA (AS OF 05/27/1998 AT 07:39:40) 03 OCT 1984  
 LAF=.96 UM=E

Fort Engineers Center Physical Fitness Training Center  
 District of Columbia

87796A 740 28 12608 7,100

**2.B2 Water, Sewer, & Gas** LS -- -- (78)  
 1) Water Service LS -- -- 33  
 2) Sanitary Sewer LS -- -- 45

**2.B3 Steam and/or Chilled Water Distrib** LS (120)  
 1) Steam Line m 350.00 180.00 63  
 2) Chilled Water Line m 350.00 163.00 57

**2.B4 Paving, Walks, Curbs & Gutters** LS -- -- (22)  
 1) Pavement m2 122.91 22.75 3  
 2) Concrete Curb & Gutter m 266.70 66.18 18  
 3) Pavement Stripping m 199.03 3.64 1  
 4) Parking Signs Handicap EA 2 327.11 1  
 5) Concrete Pads EA 3 196.29 1

**2.B5 Storm Drainage** LS -- -- (96)  
 1) Foundation Drains m 662.94 63.94 42  
 2) Storm System w/Manholes m 661.42 80.48 53

**2.B6 Site Improvement/Demolition** LS -- -- (507)  
 1) Concrete Retaining Wall m 64.01 630.50 40  
 2) Earthwork Cut & Fill m3 6,844 8.75 60  
 3) Hauling m3 7,604 25.18 191  
 4) Erosion Control LS -- -- 10  
 5) Landscaping LS -- -- 205

**2.B7 Information Systems** (15)  
 1) Information Systems LS 15

**2.B8 Antiterrorism Force Protection** LS (20)  
 1) 88042 Concrete Barriers LS 20

QUANTITATIVE DATA

4E (U/MFA)  
 TOTAL REQUIREMENT 4F 6,621  
 A. EXISTING SUBSTANDARD 4G 1,471  
 B. EXISTING ADEQUATE 4H (---)  
 C. FUNDED, NOT INVENTORY 4I 6,621  
 D. ADEQUATE ASSETS 4J (---)  
 ////////////////////////////////////AUTHORIZED FUNDED////////////////////////////////////  
 F. UNFUNDED PRIOR AUTHORIZATION 4K  
 G. INCLUDED IN FY PROGRAM 4L

H. DEFICIENCY (A-E-F-G) 4M

**Note - The remainder of the sections are sequentially numbered.**



## Appendix C – DD Form 1391 Section Review Checklist

### GENERAL:

- Refer to **Appendix A** for USACE role and responsibility.
- The following is written primarily for MCA projects. *AFH project specific information is annotated in italic.*
- Write all text in simple English, not technical jargon. Remember our audience is non-technical.
- State the need in short concise sentences. Do not embellish or use meaningless statements like “continue to impair mission execution.”
- Write the document to be current in the execution year. If mission is being stationed prior to project execution, make sure document addressed them in past tense.

### SECTION 1 – HEADER INFORMATION

Correct Program Type (MCA, AFH, BCA)?

Right location/Installation/Sub-installation?

Is the fiscal year correct? Is the proposed construction schedule reasonable?

Is project title correct?

Is project category code (Catcode) correct IAW AR 415-28 & DA Pamphlet 415-28?

Correct Program Classification (New Construction, Mod, etc.)?

Is project Number correct (same as 1391 Form Number)?

### SECTION 2 – COST DATA

Are all cost data input in correct format under primary and support facilities?

Are the cost items reflecting the project scope of work as described in Section 3A?

Any special items should be separately identified such as Special foundation, IDS Installation, EMCS, Antiterrorism/Force Protection (AT/FP), etc.

Is correct category code used for individual major line item under primary facilities IAW DA Pam 415-28?

Facility item in primary facilities should have unit of measure, quantity and unit cost. Avoid lump sum.

Is the facility unit cost reasonable with the guidance cost?

Make sure that the information systems costs are on the designated line items:

Building Information Systems - 2A2 with category code 80800 under primary facilities

Information Systems - 2B7 for support facilities

In general, these costs are carried over from Section 17 automatically.

If support facilities exceed 25% of primary facilities, a short explanation should be in Section 3A.

**For AFH new construction in general, use 30% support facilities.**

Demolition – Separately identified to include part of site demo or non-site demo if facilities to be torn down to directly support the mission relocation into the new facilities. If required, asbestos/lead base paint removal and disposal associated with demolition must be identified.

For New Construction – Demo and asbestos/lead base paint removal should be included under Site Improvement/Demolition in support facilities. A “D” should be added at the end of line item description.

For Building Renovation – Selective interior demolition is part of the building renovation cost. However, asbestos/lead base paint removal should be separately identified as a major line item in primary facilities.

Construction Contingency – Use 0% or per latest guidance.

SIOH – Use 5.7% for CONUS and 6.5% for OCONUS or per latest guidance.

Antiterrorism Force Protection costs are included and separately identified, if required. Use category codes 88041 and 88042 for primary and support facilities respectively.

## **SECTION 3 – FRONT PAGE TEXT**

### **3A. Description of Proposed Construction**

General DO and DON'T:

Do not discuss type of construction (permanent, semi-permanent, temporary). Paragraph should contain no design details (e.g., steel frame, reinforced concrete, R-30 insulation).

Discuss with what, not why. **Avoid Acronyms.**

Do not use negative statements ( Handicapped not provided for).

Begin paragraph with “Construct”/”Renovate”/”Modernize,” etc.

Outline all major items of primary and support facilities.

Add statement when required for “Interior Design Requirements.”

Sample - “Project requires comprehensive interior design.”

Mention handicapped requirements if required.

Mention unusual site conditions for high support cost and special design requirements, if any.

State number of buildings and total S.F. (m2) to be demolished and asbestos/lead paint removal if any.

**MCA Only** - Indicate type of heating and cooling required and the tonnage for A/C.

Describe Antiterrorism Force Protection requirements, if applicable.

All AFH projects should be **WHOLE NEIGHBORHOOD RENEWAL** (either by renewing housing or replacing it). If not, classify as line item improvement, Whole House Renewal, or other program.

AFH Projects - Section 3A should contain the following in the first sentence... state number of units, grade of occupants, type of unit (Wherry, Capehart), when constructed, how many of what kind of unit (2BR, 3BR).

AFH Projects – should have statement that 5% of quarters will be accessible or easily modifiable to accommodate handicapped requirements.

### **3C. Project Description**

Should be one sentence statement, e.g., “Construct a standard designed Child Development Center.”

### **3D. Requirement**

Does paragraph show continuing need or say for what purpose the project is being built or what the requirement for the project is? Use positive statements only.

Provide detailed, informative statements as to precisely why AT/FP is provided, as appropriate.

Standard statement that must be included for specific projects:  
Training Projects – state average daily loads/throughout.  
Barracks – What is maximum and intended utilization.

### **3E. Current Situation**

Does paragraph show how need is currently being met (how does unit currently operate), and what hardships are being overcome? Address any waivers that may apply (i.e., OSHA, Safety, Security, etc.).

### **3F. Impact if Not provided**

Describe what happens if project is not approved. Be specific and factual. Do not repeat current situation.

### **3G. Additional**

Must contain Physical Security Statement (from Section 22).

Economic Analysis – All MCA projects must include one of the following standard economic analysis statements: (should be used exclusively. There is usually no reason to NOT prepare an economic analysis. **Most projects must have one!!!**).

1. “An economic analysis has been prepared and utilized in evaluating this project.”
2. “Alternative methods of meeting this requirement have been explored during project development. This project is the only feasible option to meet the requirements.

AFH Projects – Use same statements as MCA. If replacement construction is chosen, must state percent of replacement cost to renovation (i.e., replacement 106% of renovation).

## **SECTION 4 – FRONT PAGE DISCRETE DATA**

Does UM correspond with Category Code in AR 415-28 & DA Pam 415-28?

Do total requirements for CATCODE correspond with TAB/HQRPLANS?

Is Existing Substandard correct?

Does Existing Adequate correspond with TAB/HQRPLANS?

**NOTE:** If project conflicts with HQRPLANS, annotate reason why on checklist and possible or working solution.

Are any related projects discussed?

**CHECK ON AMMUNITION STORAGE AND RANGE PROJECTS:**

Is Department of Defense Explosive Board (DDESB) approval required?

**CHECK ON AVIATION PROJECTS:**

Is Federal Aviation Administration (FAA) approval required?

Address Provisions for Handling Classified Information. Enter date for TEMPEST Assessment if required?

Is Signature Block included, correct, and signed?

## **SECTION 5 – RESERVED**

## **SECTION 6 – PLANNING AND DESIGN – Reserved for USACE Use.**

## **SECTION 7 – GENERAL**

Shows relationship of project to mission.

Describes general location. Is project IAW approved master plan or is siting approval request initiated?

Does project have supporting Capital Investment Strategy (CIS), if required?

Paragraph should contain justification not contained elsewhere on form.

Fill in name and phone number of Installation Engineer.

Fill in MACOM Certification when signed by MACOM Engineer.

## **SECTION 8 – PRESENT ACCOMMODATIONS AND DISPOSITION**

Is block in standard format? Does it contain applicable information?

Is Unit of Measure IAW AR 415-28 and DA Pam 415-28 for category code?

Are all facilities to be disposed listed? Check demolition total against total site demo cost in **SECTION 2** and listed in **SECTION 3**. List all facilities used and their disposition (Retain, Demo, etc.)

## **SECTION 9 – REAL PROPERTY MAINTENANCE** (This information is optional and is only required by some MACOM)

Are physical impacts described?

Are O&M costs included for existing and proposed facilities?

Is BMAR to be eliminated listed?

## **SECTION 10 – ANALYSIS OF DEFICIENCIES**

Narrative should identify all deficiencies and show how they hinder mission accomplishment. Write in simple concise statements that factually describe the hurt.

## **SECTION 11 – ECONOMIC ANALYSIS**

Is Economic Analysis (EA) included (ECONPACK for Windows Version)? All projects should have an analysis, few exceptions.

If EA not required, cite for justification and check **SECTION 3** appropriate statement.

EXCEPTIONS:

If cost of analysis exceeds benefit of analysis.

If legal requirements or higher authority directives prevent alternative method for solving requirement.

Does the analysis examine FEASIBLE alternatives? Usually:

Lease

Renovate existing facilities

Use Government facilities on neighboring installations

Construct new facilities

Renovate-construct mix

Is it written to execution year? Check against **SECTION 1** Fiscal Year. Check **DISCOUNT RATE % !!!**

**AFH PROJECTS:** *Should compare new construction with revitalization. Has the new construction alternative been generated use the Tri-Service Family Housing Cost Model (if not, should be)?*

## **SECTION 12 – CRITERIA FOR PROPOSED CONSTRUCTION**

Check criteria referenced. Are criteria applicable, valid and up-to-date?

Are references specific?

Are criteria calculations shown?

Is Project Development Brochure (PDB) required and discussed?

## **SECTION 13 – FURNISHINGS AND EQUIPMENT**

Are OMA equipment/furnishings identified?

Identify furnishings and associated equipment requirements.

Identify appropriation used for procurement of furnishings and equipment.

Identify project and fiscal years for which they are programmed, if appropriate.

Are furnishings and equipment discussed (if required)?

Has user been contacted about special requirements?

Are OPA equipment items and costs identified? The OPA equipment may include IDS, range target, information systems equipment from Section 17, etc.

## **SECTION 15 – ENVIRONMENTAL ANALYSIS**

Section should summarize environmental impacts.

Does it contain standard statements from AR 415-15?

Is appropriate environmental documentation included (Categorical exclusion, project category, etc.)?

Is it signed by the proper party (environmental rep)?

## **SECTION 16 – EVALUATION OF FLOOD HAZARDS**

Verify project is not in flood plain (100-year flood) or wetlands. If in flood plain, state reason to put the project there and that mitigation measures will be incorporated into the project design.

Verify that siting is not in flood plain or wetlands (500-year flood plan for critical facilities, hazardous materials, or toxic waste sites).

Is standard statement included?

## **SECTION 17 – INFORMATION SYSTEMS SUPPORT**

Make sure this section is properly prepared by the installation DOIM and fund sources are clearly identified in the cost estimates IAW Appendix L in the AR 415-15 for the Funding of Information Systems Support Components.

Make sure this section is properly signed and dated.

Make sure the cost estimates from this section are properly rolled up to **SECTION 2 Cost Block** and **SECTION 13 (OPA Cost)**.

OACSIM is responsible to coordinate with USAISEC for review and certification of this section prior to the MACOM Project Review Boards (PRB). Contact HQ USAISEC at Fort Detrick, MD if you have any questions concerning the information systems requirement and cost estimates in this section.

#### **SECTION 18 – HISTORIC AND ARCHEOLOGICAL SITES**

Has project been reviewed for impact?

Standard statement included?

Appropriate documentation included?

Signed by appropriate parties?

#### **SECTION 19 – ENERGY AND UTILITY REQUIREMENTS**

Are capacities and utilization for each utility shown in tabular format?

Have energy sources been evaluated?

#### **SECTION 20 - PROVISION FOR THE HANDICAPPED**

Does this section contain standard statement?

#### **SECTION 21 – COMMERCIAL ACTIVITIES**

Is Commercial Activities Analysis required (cite AR 5-20 exception)?

Is Commercial Activities Analysis signed by Comptroller?

#### **SECTION 22 – ANTI-TERRORISM/FORCE PROTECTION (AT/FP) DATA**

Is AT/FP statement included?

Has valid Thread Assessment been prepared and summarized?

Check that one of the three standard AT/FP paragraphs has been entered here.

Have facility requirements generated by the threat assessment been included in appropriate sections (Section 2 – Cost Estimates and 3 – Project Description of Work) of the 1391 form?

Are the signature blocks completed and signed by the Provost Marshal, by the Director of Public Work, and by the Force Protection Officer?

## **Appendix D – Project & Facility Review Checklist**

**Project Number (1391 Form Number)/FY:**

**Project Title:**

**Project Location:**

**Certification Team Leader/Phone Number:**

### **PROJECT SITE:**

#### **Site Improvement**

##### **\_ Demolition:**

- concrete
- masonry
- wood
- steel
- Asbestos
- Lead based paint
- pavement
- underground fuel tanks
- other

##### **\_ Landscaping**

- irrigation system
- Bubblers
- Spray
- Drip

#### **Parking/Access Roads**

- type of pavement
- no. of parking spaces

#### **Utilities**

- water
- sewer
- storm drain
- gas
- steam/chilled water
- electrical service
  - underground
  - overhead
  - service transformer
- exterior lighting (area, security, roadway & parking)
- cathodic protection
- exterior information systems connection (DCO location, manhole, conduit, etc.)
- other

### **BUILDING FACILITY:**

#### **Foundations**

- spread footing
- drilled pier

## Appendix D – Project & Facility Review Checklist

- piles
- other
- soil condition
- engineering fill/cut

### Superstructure

- concrete
- steel
- wood
- high bay

### Exterior Wall System

- exterior insulation finish system (EIFS)
- masonry
- pre-cast concrete
  - tilt-up
- stucco
- metal siding
- wood

### Roofing system

- built-up roofing
- single-ply
- steep roofing
  - asphalt
  - metal
  - tile
  - wood shingles and shakes
  - other
- standing seam
- non conventional

### Special Structure Consideration

- seismic
- wind
- explosive

### Mechanical

- HVAC
  - boiler, chiller
  - cooling tower or air-cooled condenser
  - air handlers
  - control system
  - other
- special requirements
- special piping(compressed air)
- UMCS
- plumbing
- special equipment
  - crane
  - conveyer
  - elevator



## Appendix D – Project & Facility Review Checklist

- \_ escalator
- \_ storage rack
- \_ system commissioning

### Electrical

- \_ emergency generator
- \_ UPS
- \_ Power Conditioning/PCCIE
- \_ lightning protection
- \_ static electricity isolation
- \_ unique electrical equipment
- \_ special grounding
- \_ special power(400 Hz)
- \_ EMP(electromagnetic protection)
- \_ lighting
  - \_ interior(direct, indirect, other)

### Fire Protection

- \_ sprinkler system
  - \_ foam
  - \_ dry
  - \_ wet
- \_ fire hydrant
- \_ alarm panel location
  - \_ remote
  - \_ local
  - \_ type(radio, cable)

### Information Systems/Antennas

- \_ PA system
- \_ Intercom
- \_ telecommunications
- \_ TV connection
- \_ other
- \_ LAN
- \_ fiber optic cable
- \_ other

### TEMPEST/HEMP/RF Shielding

#### Antiterrorism/Force Protection

- \_ levels of protection:  \_ minimum  \_ low  \_medium  \_high
- \_ standoff distance
- \_ perimeter barrier
  - \_ fence
  - \_ wall
  - \_ passive vehicle barrier
  - \_ other
- \_ security lighting
- \_ security vaults
- \_ IDS

## **Appendix D – Project & Facility Review Checklist**

### **Safety**

- eye wash
- emergency shower
- other

### **American Disability Act (ADA) Requirements**

### **Sustainable Design Requirements**

### **Environmental Concerns**

### **Signage**

- exterior
- interior

### **Comprehensive Interior Design**

### **Special Considerations**

### **Others**

## Appendix E - Site Visit Checklist

Appendix E - Site Visit Checklist			REVIEW RESULTS			
PROJECT NUMBER/ LOCATION	SITE VISIT DATE		1391 SCOPE IS CORRECT	ITEM IS NOT RELEVANT	CORRECT IS REQUIRED	COMMENTS ATTACHED
<b>FY</b>	<b>PROJECT TITLE:</b>					
<b>CONTACTS:</b>						
	NAME	OFFICE	PHONE			
<b>SYNOPSIS/COMMENTS:</b>						
<b>CHECKLIST SUMMARY:</b>						
	1. Existing Facilities Interface					
	2. Site Preparation					
	3. Site Improvements					
	4. Site Utilities					
	5. Environmental Issues					
	6. Antiterrorism Force Protection					
	7. Existing Documentation Collection					
	8. Site Photographs					

<b>Appendix E - Site Visit Checklist</b>		<b>REVIEW RESULTS</b>				
PROJECT NUMBER/ LOCATION		SITE VISIT DATE	1391 SCOPE IS CORRECT	ITEM IS NOT RELEVANT	CORRECT IS REQUIRED	COMMENTS ATTACHED
FY	PROJECT TITLE:					
	<b>1. EXISTING FACILITIES INTERFACE</b>					
	a. Conflict/Interference with Project/Master Plan					
	b. Demolition/Disposal Required					
	c. Relocation of Utilities or Structures					
	d. Accessibility & Security Restrictions					
	e. Check Airspace violation					
	<b>2. SITE PREPARATION</b>					
	<b>a. Existing Topography</b>					
	Site Slope/Ravines/Earthwork Requirements					
	Evident Erosion Problems					
	Sedimentation Problems					
	Offsite Drainage (Acres)					
	100-Year Flood Outline					
	<b>b. Potential Storm Impacts</b>					
	Runoff Conditions – Retention Pond Needs					
	Existing Runoff System Capacity/Type					
	Available Drainage Features at Site					
	Storm Water Permit Requirements					
	<b>c. Geotech &amp; Foundations Features</b>					
	Rock or Surface Water Conditions					
	Disturbed Ground Problems Evident					
	Other Structures, Pavements problems					
	Existing Pavement Condition					

Appendix E - Site Visit Checklist		REVIEW RESULTS				
PROJECT NUMBER/ LOCATION		SITE VISIT DATE	1391 SCOPE IS CORRECT	ITEM IS NOT RELEVANT	CORRECT IS REQUIRED	COMMENTS ATTACHED
FY	PROJECT TITLE:					
	<b>d. Borrow &amp; Waste Sites</b>					
	Availability on Base or Off Base Site					
	Contractor or Government Furnished Materials					
	<b>3. SITE IMPROVEMENTS</b>					
	<b>a. Existing Site Vegetation, Landscaping</b>					
	Area of Existing Development					
	Wooded or Mixed Stand of Nature Growth to be Saved					
	Grass, Weed Vegetation, Shrubs & Trees					
	Proposed Landscaping Required					
	<b>b. Traffic Flow and Detouring</b>					
	Pavements and Walkways Adequacy and Widths					
	Marking and Lighting					
	Impact on Existing Circulation patterns					
	<b>4. SITE UTILITIES</b>					
	<b>a. Electrical</b>					
	Distance from Site to Electrical Distribution Systems					
	Are Service Lines Overhead or Underground?					
	Voltage of the Tapped Electrical System Loads Existing					
	Exterior Lighting					
	Does Existing System have Adequate Capacity for					
	Additional Expected Load					

Appendix E - Site Visit Checklist		REVIEW RESULTS					
PROJECT NUMBER/ LOCATION		SITE VISIT DATE		1391 SCOPE IS CORRECT	ITEM IS NOT RELEVANT	CORRECT IS REQUIRED	COMMENTS ATTACHED
FY	PROJECT TITLE:						
	<b>b. Water Service</b>						
	Location and Size of Nearest Water Main						
	Pressure and Quantity of Water Available						
	Special Material Requirement for Local Conditions						
	Existing On-Site Storage Facilities (Elevated & Ground)						
	Fire Water Demand and Required Improvements						
	<b>c. Sanitary Sewer</b>						
	Size, Location, Elevation of Sewer Line/Manholes						
	Forced Main or Gravity Flow Required						
	Special Material or Handling Required						
	Adequacy of Existing Collection, Pumping and Treatment Facilities						
	<b>d. Industrial Waste Systems</b>						
	Size and Location						
	Type of Waste Base Treatment Plant Can Handle						
	Special processing Required						
	Disposal Methodology Adequacy						
	Collection, Treatment & Disposal of Fire Protection Wastewater						
	Oil and Grease Interception						

Appendix E - Site Visit Checklist		REVIEW RESULTS				
PROJECT NUMBER/ LOCATION		SITE VISIT DATE	1391 SCOPE IS CORRECT	ITEM IS NOT RELEVANT	CORRECT IS REQUIRED	COMMENTS ATTACHED
<b>FY</b>	<b>PROJECT TITLE:</b>					
	<b>e. Heating &amp; Cooling Distribution</b>					
	Size and Location of Lines/Manholes					
	Quantity and Pressure of Steam Available					
	Location of Line and Valve pit					
	Condensate Lines					
	High Temperature Water Lines					
	Chilled Water Lines					
	<b>f. Energy Plants</b>					
	Type and Capacity					
	Adequacy					
	Availability					
	Central Plant or Individual Units Planned					
	<b>g. Fuels</b>					
	Natural Gas					
	High Pressure					
	Line size					
	Location					
	Fuel Oil and Storage Tanks					
	<b>5. ENVIRONMENTAL ISSUES</b>					
	<b>a. Environmental Baseline Surveys/Preliminary Site</b>					
	Assessment Complete?					

<b>Appendix E - Site Visit Checklist</b>		<b>REVIEW RESULTS</b>				
PROJECT NUMBER/ LOCATION		SITE VISIT DATE	1391 SCOPE IS CORRECT	ITEM IS NOT RELEVANT	CORRECT IS REQUIRED	COMMENTS ATTACHED
<b>FY</b>	<b>PROJECT TITLE:</b>					
	<b>5. ENVIRONMENTAL ISSUES (CONT.)</b>					
	b. UST's or Hazardous Wastes Present at the Site?					
	c. Site Categorized for Contamination					
	d. Asbestos/Lead Base Paint Removal/Disposal					
	e. Hazardous Materials/Waste Removal/Disposal					
	f. Encroachment on Wetlands?					
	g. Impacts on Endangered Species or Their habitat?					
	h. Noise, Waste, Exhaust Pollution Abatement Required?					
	i. All Necessary Environmental Permits/Clearances Obtained?					
	j. NEPA Documentation Complete?					
	k. Historic Properties/Cultural Resources Identified/Present					
	<b>6. ANTITERRORISM FORCE PROTECTION</b>					
	a. Fully Understand the Requirements as Identified in					
	Section 22					
	b. Coordinate with Installation on Any Questionable Issues					
	c. Investigate Proposed Project Site and Building Location					
	d. Identify Security Features Needed					
	<b>7. EXISTING DOCUMENTATION COLLECTION</b>					
	a. Applicable Current Base Master & Utilities Plan					
	b. Applicable Facility As-Built Drawings					
	c. Completed PBD-1, if required.					
	d. Facility Site Plan (Draw Sketch if not Existing)					
	e. Flood Hazard Information					
	f. Local Historical Cost Backup Data					





