

APPENDIX F

PREPARATION OF ENG FORM 4943-R, PRIP PLANT ITEM
JUSTIFICATION SHEET

F-1. Purpose. To provide guidance on how to prepare Engineer Form 4943-R to request obligation authority and funding for the acquisition of capital assets through the Revolving Fund, Plant Replacement and Improvement Program (PRIP).

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PRIP PLANT ITEM JUSTIFICATION SHEET FUNDING REQUEST FOR FY _____ ER 37-1-29		RCS: CERM-BA-22
DATE PREPARED:	DISTRICT:	OFFICE SYMBOL:
		OFFICE PRIORITY:
		DISTRICT PRIORITY:
DIVISION:		
AUTHORIZATION:		
DIVISION PRIORITY:		
APPROVED BY (SIGNATURE):		
PROJECT NAME:		
INVESTMENT TYPE:		
Mission <input type="checkbox"/> Administrative <input type="checkbox"/>		
FY of MINS Approval:	00 Land	5V (Suspended)
MDC No.:	05 Buildings	5X Other Mobile Land Plant
PRIP Project No.:	10 Structures	6C Communication Equipment
Estimated Life: _____ years	30 Dredges	6X Other Fixed Land
ITIPS No.:	40 Other Floating Plant	70 Tools, Office Equipment & Furniture
CATEGORY CODES (select one)		
A. Legal, Safety and/or Environmental	C. Addition-Betterment-Productivity	E. Base Operation-General/Administrative
B. Replacement	D. New Mission	F. Other (Specify)
CAUSE: (select one)		
G. _____		
H. _____		
COST ESTIMATES (\$K)		
Project Total \$	Budget Year \$	Budget Year + 1 \$
	FY	FY
	Future Years \$	
FUNCTION: (Use & application; related assets)		
JUSTIFICATION: (regulatory requirements; alternatives considered; workload volume; benefits of proposal; condition/shortcomings of current asset)		

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PRIP PLANT ITEM JUSTIFICATION SHEET														
Supplemental Information														
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MINS DATES		Design Effort 35% Completed:		Eng Fm 4613-R Submitted:		Narrative Justification Submitted:								
ECONOMIC ANALYSIS		B/C Ratio:		Incremental Cost:		Impact:					Payback Period:			
PRIP PAYBACK		SIR Ratio:		NPV:		First year: FY _____		Second year: FY _____		Future years, ending FY _____				
\$ In Thousands		\$		\$		\$		\$			\$			
OBLIGATION SCHEDULE														
Current Fiscal Year														
\$ In Thousands														
MONTH	ESTIMATE	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Total
PROJECTS/APPROPRIATIONS														
Supported By Investment														
% Supported														
1.														
2.														
3.														
4.														
5.														
6.														
7.														
8.														
9.														
10.														
												% Total		

F-2. Instructions.

- a. Date Prepared. Self-explanatory.
- b. District. District name.
- c. Office Symbol. Office symbol of requesting organization.
- d. Office Priority. Priority number assigned by the requesting organization if the office is requesting more than one item through PRIP.
- e. District Priority. Priority assigned within the requesting district.
- f. Division. Division Name (Major Subordinate Command/Field Operating Activity).
- g. Division Priority. Division priority number (to be completed by Division PRIP Manager).
- h. Authorization. Examples are property ID code being replaced, public law authorizing construction or acquisition for new or replacement items, and additions and betterments.
- i. Project Name. Self-explanatory.
- j. Approved By (Signature). Signature of division office chief.

F-3. Project Data.

- a. Type. Mission assets are those assets justified and used principally for core mission. Administrative assets are those assets justified and used principally for managerial purposes.
- b. FY of MINS Approval. Funding requests for Continuing Major Items (CMI) will indicate the fiscal year in which the item was approved. Once approved, this data element will not change.

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c. MDC No. Indicates Marine Design Center project number, if applicable.

d. PRIP Project No. If multi year funded asset, project number assigned in previous fiscal year. If new item, the PRIP Project number will be assigned by HQUSACE, if approved.

e. Estimated Life. Useful life based on minimum and maximum limitations in ER 37-2-10.

f. ITIPS Number. Number assigned to an information technology initiative in the Information Technology Investment Portfolio System (ITIPS)

g. Category Code. Select item category based on property asset codes listed in Appendix G. Subcategory codes must be used for Category codes 50, 60, and 90. Any item submitted using the summary level Category Code would not be forwarded for consideration.

h. Cause. Indicates the reason the item is being requested.

i. Cost estimate. Project total must equal the sum of Prior Years plus Budget years and Future Year funds requested.

j. Function. Briefly describe the use and application of the requested item and related assets used in its application. Include the ITIPS number in this field, if applicable. Any IT item submitted without the ITIPS number will not be included in the consolidated, prioritized division request to HQUSACE.

k. Justification. The narrative justification must be fully supportive of the district's need and mission. Justifications must be clear, concise, and include appropriate economic analysis, and adverse impact statements.

l. MINS Dates. Complete this section if requesting funds for a new MINS item or continuing major item.

(1) Design Effort 35% Complete. Indicate date design effort completed.

(2) ENG 4613-R submitted. Indicate date of original or updated form, if applicable, submitted.

(3) Narrative justification submitted. Indicate date submitted.

m. Economic Analysis. Required for all MINS and minor items in excess of \$525,000.

(1) B/C Ratio. Provide benefit to cost ratio.

(2) SIR Ratio. Supervision and Inspection ratio (applies to Major items only).

(3) Payback Period. Provide the estimated useful life.

(4) NPV. Give net present value of item.

(5) Incremental Costs. Additional costs to be incurred if the item is not approved.

(6) Impact. Describe how work performance in dollars and work years could be impacted with or without the asset.

n. PRIP Payback. Provide estimates of PRIP payback for first, second, and future fiscal years.

o. Obligation Schedule. Estimate month(s) you plan to obligate funds to acquire item if approved. Update in year of execution.

p. Projects/Appropriations. Provide projects and/or appropriations the item requested will support.

(1) Project/Appropriation Name. Self-explanatory.

(2) Percentage (%) Supported. Provide the percentage that the item will support each project and/or appropriation.

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(3) Percentage (%) Total. The sum total of all the projects and/or appropriations supported percentages. The total will equal 100%.