

CHAPTER 20. PROJECTS

I. INTRODUCTION

A. SCOPE

This Chapter establishes policy, assigns responsibilities, and promulgates procedures for the formulation, development, submission, and execution of repair, improvement, and minor construction projects.

B. POLICY

1. Field Activities will develop repair and improvement projects to correct all identified deficiencies or perform all desired work within the "whole-site" concept.

2. All projects will consider the current state-of-the-art, energy-saving techniques, and the economic life of the facility.

3. Minor construction projects must be of an urgent nature precluding submission as a part of the next budget request.

4. The Navy facilities assets category codes will be used in the development of all projects.

5. Field Activities will establish an objective to complete all projects within 2 years from the award of contract or initiation of work by station forces. The execution of project work will be planned, scheduled, and performed to ensure the least possible disruption to occupants of family housing.

6. Only facilities identified on the Family Housing Property Account will be supported by the Family Housing Management Account, Defense.

7. All changes to project scope must be approved by the original approving authority.

C. REFERENCES

1. DODINST 4270.1-M: "Department of Defense Construction Criteria Manual"

2. DODINST 4270.21-SPEC: "Department of Defense Guide Specifications for Military Family Housing"

3. SECNAVINST 7000.14: "Economic analysis and Program Evaluation for Navy Resource Management"

4. NAVFAC DM-35: "Design Manual for Family Housing"

5. NAVCOMPT Manual, Volume 3, Chapters 5 and 7, and Volume 7, Chapter 5

6. NAVFACINST 4100.5: Design Criteria Guidance for Energy Conservation"
7. NAVFACINST 11010.14: "Project Engineering Documentation (PED) for Proposed Military Construction Projects"
8. NAVFACINST 7820.1: "Financing of Administrative Costs of Engineering Field Division (EFDs) and OICC/ROICC Activities - Construction"
9. NAVFACINST 11101.94: "Maintenance and Repair Inspection Program (MARIP) for Family Housing
10. NAVFAC P-72: Department of the Navy Facility Category Codes
11. NAVFAC P-442: Economic Analysis Handbook

D. SUMMARY

This Chapter is organized into the four topical areas summarized below:

1. Responsibilities. The Commander, Naval Facilities Engineering Command (COMNAVFACENGCOM), establishes policy, provides direction, and obtains resources for the Navy Family housing repair, improvement, and minor construction programs. The Engineering Field Divisions (EFD's) provide on-site assistance, establish priorities, allocate resources, monitor progress, and account for expenditures for all projects. Field Activities are responsible for maintaining family housing facilities at a standard which provides adequate and habitable accommodations consistent with the preservation of plant investments.
2. Project Formulation. Projects are a means of correcting deficiencies or improving facilities when the scope or cost of the work exceeds the limit for approval by the Commanding Officer responsible for the Family Housing Property Account. Projects are segregated into three categories: repair, improvement, and minor construction. All repair and improvement projects will be developed under the "whole-site" concept, identifying all work to a Navy facilities assets category code and facility group within a housing site or area. Repair projects are utilized to correct deficiencies in facilities or systems so they can be effectively utilized for their intended functions. Improvement projects are used to initiate work which increases the property account value of a facility or system. Minor construction projects are used to accomplish urgently required work such as repairing fire damaged units.
3. Project Submission. The Field Activity Housing Manager is responsible for initiating necessary documentation and justification for all repair, improvement, and minor construction projects funded from the Family Housing Management Account, Defense (FHMA,D). The necessary documents and submission procedures are explained in this section.
4. Project Execution. This section describes funding procedures, specifications, impact on occupants, and status reports required for repair, improvement, and minor construction projects.

II. RESPONSIBILITIES

A. THE COMMANDER, NAVAL FACILITIES ENGINEERING COMMAND

COMNAVFACENGCOM establishes policy and obtains resources for the Navy's repair, improvement, and minor construction programs. In fulfilling this responsibility, COMNAVFACENGCOM will:

1. Establish objectives and standards for the development of repair, improvement, and minor construction projects.
2. Establish and promulgate procedures and priorities for the submission of projects.
3. Administer the repair, improvement, and minor construction programs.

B. ENGINEERING FIELD DIVISIONS

EFD's manage the family housing repair, improvement, and minor construction programs for Field Activities within their purview. In fulfilling these responsibilities, EFD's will:

1. Establish specific amplifying instructions, standards, and criteria for the development and submission of projects.
2. Provide on-site assistance to the Field Activities in support of project development.
3. Review and validate all project submissions.
4. Establish priorities, allocate resources, monitor progress, and account for expenditures for all projects.
5. Perform contract administration functions.

C. FIELD ACTIVITIES

Field Activities are responsible for maintaining family housing facilities at a standard which provides adequate and habitable accommodations consistent with preservation of plant investments. The repair, improvement, and minor construction programs provide a means of fulfilling this responsibility. Accomplishment of these programs requires the Field Activities to:

1. Develop and submit projects in a timely manner for the accomplishment of desired repair, improvement, and minor construction work.
2. Perform project execution and contract administration.
3. Perform all project work with the least disruption to occupants of family housing.
4. Inform occupants of major work efforts and scheduled completion time.

III. PROJECT FORMULATION

Projects are a means of correcting deficiencies or improving facilities when the scope or cost of the work exceeds the approval authority of the Commanding Officer (CO) accountable for the maintenance of the Family Housing Property Account. Projects are segregated into three categories: repair, improvement, and minor construction.

Attachment 1 to this Chapter provides guidance for distinguishing between repair and improvement types of work. FHMA,D funding for projects will be provided only for assets on the Family Housing Property Account. Details on the maintenance of the Family Housing Property Account are contained in Chapter 11 of this Manual. Once the type of project has been determined, the formulation will be in accordance with the guidelines contained in the following paragraphs.

A. WHOLE-SITE

All repair and improvement projects will be developed within the "whole-site" concept. The whole-site concept requires that projects be developed to accomplish all the identified work on all the facilities at one housing site. A housing site is a locally defined, readily identifiable grouping of family housing dwelling units and associated facilities within a proximate area. Examples of housing sites are Goodland Heights, Nimitz Village, or Hazy Acres. All repair and improvement projects must be identified to a specific classification code. Classification codes will describe both the group of facilities upon which the work will be performed and the Housing Cost Category to which all costs for one project will be charged. Table 20-1 identifies the facility groups and delineates the application of facility category codes to these groups. Table 20-2 identifies the Housing Cost Categories and the classification codes which will be used for the repair and improvement projects. Facility group B and C protects (for utility systems and other real property) identified to more than one housing cost category must be charged to Housing Cost Category F, "all active quarters." The three facility groups are all inclusive in that all class 1 and class 2 facilities on the Family Housing Property Account can be identified to one of them. Each facility group represents a segment of the facilities located at a specific housing site and is directly related to the facility category codes used for the identification of real property on the Family Housing Property Account. Guidance on the Family Housing Property Account is contained in Chapter 11 of this Manual.

A separate project will be developed for each facility group at each housing site. Furthermore, a separate project, within facility group A, will be developed for each category of housing site at each housing site. For example, if "Goodland Heights" had one category of housing, it would be necessary to prepare three projects to accomplish all the desired work: one project for the dwelling units, one project for the utility systems, and one project for the other real property. If "Goodland Heights" had three categories of housing, it may be necessary to prepare five projects to accomplish all the desired work: three separate projects for the dwelling units (one for each category of housing), one project for the utility systems, and one project for the other real property.

Table 20-1
Facility Groups

Facility Groups	Facility Category Codes
<u>Facility Group A: Dwelling units (to the 5-foot line); includes all family housing dwelling units and mobile home sites, integral equipment, and detached garages and carports.</u>	
• Wherry quarters	711-20 through 711-24 714-10 through 714-31
• 1970 and after quarters	711-70 through 711-74 714-10 through 714-31
• 1950- 1969 quarters	711-25 through 711-34 711-45 through 711-54 714-10 through 714-31
• Other public quarters	711-40 through 711-44 711-55 through 711-59 714-10 through 714-31
• Inadequate quarters	711-60 through 711-63 714-10 through 714-31
• Leased quarters	711-35 through 711-39 714-10 through 714-31
• Noncategory	712-10 through 713-11
<u>Facility Group B: Utilities; includes all utility sources, distribution or collection systems, and associated facilities.</u>	
	135-20 811-09 through 845-30
<u>Facility Group C: Other real property; includes housing offices, community centers, roads, streets, sidewalks, parking lots, drainage systems, landscaping, and related facilities.</u>	
	610-10 730-10 through 760-20 851-10 through 880-10 911-10 through 933-10

* Garages carports, and other detached family housing facilities. Facility category codes 714-10 through 714-31 will be included with the respective category of housing to which the particular facilities are related.

TABLE 20-2
Classification Codes

Facility Groups (FAC GRP)	Housing Cost Categories (HCC)
A Dwelling Units	A Wherry Quarters
B Utility Systems	B 1970 and after quarters
C Other Real Property	C 1950- 1969 quarters
	D Other public quarters
	E Inadequate quarters
	F All active quarters
	G Inactive quarters
	H Leased quarters
	K Non Category

Classification Code	Project Description
FAC	
GRP HCC	
A A	Work performed on dwelling units; identified as Wherry quarters
B A	Work performed on utility systems; identified only to Wherry quarters
C A	Work performed on other real property; identified only to Wherry quarters
A B	Work performed on dwelling units; identified as 1970 and after quarters
B B	Work performed on utility systems; identified only to 1970 and after quarters
C B	Work performed on other real property; identified only to 1970 and after quarters
A C	Work performed on dwelling units; identified as 1950-1969 quarters
B C	Work performed on utility systems; identified only to 1950-1969 quarters
C C	Work performed on other real property; identified only to 1950-1969 quarters
A D	Work performed on dwelling units; identified as other public quarters
B D	Work performed on utility systems; identified only to other public quarters
C D	Work performed on other real property; identified only to other public quarters
A E	Work performed on dwelling units; identified as inadequate quarters
B E	Work performed on utility systems; identified only to inadequate quarters
C E	Work performed on other real property; identified only to inadequate quarters
B F	Work performed on utility systems; identified to more than one housing cost category
C F	Work performed on other real property; identified to more than one housing cost category
A G	Work performed on dwelling units; identified as inactive quarters
B G	Work performed on utility systems; identified only to inactive quarters
C G	Work performed on other real property; identified only to inactive quarters
A H	Work performed on dwelling units; identified as leased quarters
A K	Work performed on dwelling units; identified as noncategory
B K	Work performed on utility systems; identified only to noncategory
C K	Work performed on other real property; identified only to noncategory

B. SPECIFICATIONS

Design criteria are contained in DODINST 4270.1-M, Department of Defense Construction Criteria Manual; DODINST 4270.21-SPEC, Department of Defense Guide Specifications for Military Family Housing; and the NAVFAC DM-35, Design Manual for Family Housing. While these publications primarily address construction of new housing, the criteria therein will be used to determine the maximum specifications and materials during the formulation of all projects. However, projects should not be formulated just to bring a facility into conformance with the latest new construction design criteria.

C. REPAIR PROJECTS

Repair projects are used to restore a real property facility or system to such condition that it may be effectively utilized for its designated purpose and which does not increase the property account value. This includes the replacement of constituent parts or materials which have deteriorated by action of the elements or use and have not been corrected through maintenance. Repair projects must be submitted within the whole-site concept, with separate projects to correct all deficiencies within each classification code at a housing site.

1. Sources. The identification of deficiencies in facilities and systems can be determined from several sources.

a. Maintenance and Repair Inspection Program (MARIP). The deficiencies identified during MARIP inspections are the primary source for the development or formulation of repair projects. Detailed guidance for the conduct of a MARIP is contained in Chapter 17 of this Manual.

b. Short- and Long-range Maintenance Plan (SLRMP). This plan will identify and segregate work to be accomplished as routine maintenance, as annual repairs within the budget funding, or as a repair project. The detailed guidance for the preparation of the short- and long-range maintenance plan is contained in Chapter 17 of this Manual.

c. Inspections. Change of occupancy inspections, routine observations, and those inspections performed between formal MARIP inspections also provide a source of identifying deficiencies.

d. Facility History Records. Although facility history records are a part of the short- and long-range maintenance plan they should be reviewed thoroughly with respect to emergency/service (E/S) calls, previous repair work, and consideration for replacement of equipment.

e. Disaster. Repairs necessary as a result of a natural disaster or other emergency.

2. Development. To correct the deficiencies identified through the above sources when the scope or cost exceeds the approval authority of the CO, a repair project must be developed for formal submission. The development process includes the consolidation of work and the preparation of documents. Maintenance and improvement items, as well as deficiencies for which corrective action has been

previously approved or budgeted, should be eliminated.

All remaining deficiencies must ultimately be identified to a classification code based upon the facility category code, associated facility group, and housing cost category within the housing site. Classification codes are identified in Table 20-2.

Example: Naval Station Anywhere has 500 Capehart units and 100 Other Public Quarters at Goodland Heights, 300 Wherry units at Skyview Park, and 200 units 1970 and After at Lakeside Village. This example applies only to the deficiencies in the Capehart units in the area known as Goodland Heights, including 100 officer quarters and 400 enlisted units. The Field Activity will prepare four separate projects for Goodland Heights for classification codes AC, AD, BF, and CF. After removing the maintenance and improvements items, as well as the previously approved work, the following deficiencies were identified to the Capehart units at that family housing site:

<u>Source</u>	<u>Facility</u>	<u>Fac Group</u>	<u>Deficiency</u>	<u>Fac Cat Code</u>	<u>Qty</u>
MARIP	Roads	C	Deteriorates road	851-10	23300 SY
"	Dwelling	A	Inadequate insulation	711-25	400 UN
"	Sidewalks	C	Heaving sidewalks	852-20	614 SY
"	Water lines	B	Leaking water lines	842-10	10700 LF
"	Hsg office	C	Decayed window and door frames	610-10	LS
"	Str lights	B	Malfunctioning street lights(100 off units)	812-20	42 EA
"	Hsg office	C	Termite damage to floor and structural members	610-10	720 SF
"	Dwellings	A	Inadequate insulation	711-26	100 UN
SLRMP	Dwellings	A	Deteriorated roofs	711-25	400 UN
"	Dwellings	A	Deteriorated roofs	711-26	100 UN
Observe	Hsg office	C	Worn out floor tile	610-10	2160 SF
"	Hsg office	C	Damaged exterior wall	610-10	980 SF
SLRMP &	Dwellings	A	Worn out furnaces	711-25	400 UN
E/S Call	Dwellings	A	Worn out furnaces	711-26	100 UN

The consolidation of these deficiencies into facility groups shows:

- Facility Group A: all repairs required on "dwellings"
- Facility Group B: all repairs required on "utilities"
- Facility Group C: all repairs required on "other real property"

Projects will be developed to correspond with the classification codes from Table 20-2. Estimated costs should be budgeted accordingly.

3. Documentation. The documentation for all repair projects will include: NAVFAC Form 11013/7, Cost Estimate (attachment 2); DD Forms 1391 and 1391c, Military Construction Project Data (attachments 3 and 4); supporting pictures or drawings; and any other justification considered essential to support the project. Instructions for the preparation of necessary documents, along with completed examples, are contained in the respective attachments to this Chapter.

D. IMPROVEMENT PROJECTS

1. Improvement Projects. Improvement projects are used to accomplish alterations, conversions, modernization, or additions-expansions-extensions which increase the property account value and are for the purpose of enhancing rather than repairing a facility or system. They must be submitted within the whole-site concept, identifying all work in a facilities category code series to the appropriate facility group. Improvement project should not be developed just to bring a facility into conformance with the latest new construction design criteria.

2. Energy Conservation Investment Program Projects. The Energy Conservation Investment Program (ECIP) was developed to provide a means for accomplishing improvements to facilities or systems for the specific purpose of reducing the consumption of nonrenewable energy. In order to qualify for accomplishment, the ECIP Economic Analysis Summary must show that the project will have a benefit/cost ratio greater than 1.0, as well as meet established energy to cost (E/C) ratios. Attachment 5 to this Chapter provides guidelines for an Economic Analysis Summary.

A 5-year ECIP and improvement program will be developed by each EFD and submitted to COMNAVFACENGCOM on the NAVFAC Form 8-11101/17, Family Housing Special Projects Priority List, no later than 1 February each year. Emphasis will be placed on projects which conserve energy, reduce operation and maintenance (O&M) costs, and improve the living conditions of enlisted personnel and junior officers. Attachment 6 to this Chapter is a copy of NAVFAC Form 8-11101/17. Report NAVFAC 11101-14 applies to this report.

3. Sources. The origination of improvements to facilities or systems can come from a variety of sources.

a. Technological Advancement. Living standards are enhanced by the use of technically improved equipment or operating procedures. New construction criteria will provide a guide to the technological advances in facilities.

b. Observation. Grounds and landscaping types of improvement projects can best be conceived by imagining the aesthetic value of the addition of trees or shrubs. Ideas for improving the appearance of facilities can also occur by observation.

c. Energy Conservation. The use of advanced energy-saving techniques and devices can result in a significant savings to the Navy. Increased insulation, direct spark igniters, and limited range thermostats are examples of energy-saving improvements.

4. Development. Improvements planned for accomplishment by projects must be developed for formal submission. The development process includes the consolidation of work and the preparation of project documents.

a. Each improvement must be identified to a classification code based upon the facility category code, associated facility group, and housing cost category within the housing site. This will be done in the manner prescribed

in paragraph III.A. above. Classification codes are identified in Table 20-2.

b. Improvement projects will be developed within the following limitations:

(1) The whole-site concept will apply to all improvements, including ECIP projects.

(2) No improvements are to be made to inadequate quarters, nor will inadequate quarters be included in the determination Of the average cost per unit for any improvement project.

(3) Any improvements which will enhance newly constructed units or supporting facilities beyond the original construction contract within 3 years of the beneficial occupancy date require a full explanation of circumstances.

(4) Improvement projects should be planned so that additional improvements to the same facilities or systems will not be required within 10 years of the completion of prior improvement projects.

(5) All improvements must be consistent with the current design, type of construction, economic life of the facility, and projected requirements of the Field Activity.

(6) Projects which include facilities on the national or state historic register must be developed with consideration for the preservation of historical significance and architectural integrity.

(7) For project approval purposes, the controlling 12-month period for the expenditure of funds for improvements shall begin with the date the project is submitted and will include costs for all maintenance and repair work accomplished during the 12 months preceding that date.

(8) Repair or maintenance work included in the scope of the project and accomplished simultaneously with improvements must be separately identified. Such costs for facility groups A, B, and C shall be combined with improvement costs when applying either project or per unit cost limitations. Separate Congressional line item approval is required where costs exceed \$20,000 per unit.

(9) All ECIP projects will be developed in accordance with the guidance provided in attachment 5 to this Chapter.

5. Documentation. The documentation for all improvement projects will include: NAVFAC Form 11013/7, Cost Estimate (attachment 2); and DD Forms 1391 and 1391c, Military Construction Project Data (attachments 3 and 4). An ECIP Economic Analysis Summary (attachment 5) is additionally required for all ECIP projects. Supporting pictures and drawings, along with any other justification considered essential to support the project, must also be submitted. Instructions for the preparation of necessary documents, along with completed examples, are contained in the respective attachments to this Chapter.

E. MINOR CONSTRUCTION PROJECTS

Minor construction projects provide for the accomplishment of urgently required work which involves the addition, extension, expansion, alteration, conversion, replacement, or installation of permanent facilities. Restoration, costing in excess of 50 percent of replacement or \$10,000 per unit, of dwelling units or other family housing real property damaged or destroyed will be funded with minor construction funds. A minor construction project is considered urgent when, because of an existing or developing condition, the project cannot be delayed for inclusion in future military construction legislation. Normally, consideration of economy, efficiency, welfare, or morale alone is insufficient justification for considering a project urgent. Projects which should be considered involve the health, safety, or security of the occupants.

Each project accomplished under the minor construction authority must result in a complete and usable real property facility or improvement thereto. Because of their urgency, minor construction projects should not be developed within the whole-site concept. The planned acquisition, conversion, or improvement of a real property facility through a series of minor construction projects, i.e., incremental-type construction, is prohibited. No minor construction project will be approved which provides facilities in excess of new construction criteria.

Minor construction projects must be developed within the following limitations:

1. Inadequate Quarters. No minor construction projects will be authorized for quarters designated as inadequate.
2. Program Year Concept. Minor construction funds will be administered on a program year basis.
 - a. The program year for a minor construction project is the same as the fiscal year in which the final approval authority is obtained. All obligation authorities and obligations thereunder will be in accordance with this definition.
 - b. After the program year has ended, financial obligation may be incurred only for those projects where documented management approval has been granted prior to the end of the same fiscal year. Retroactive approval is prohibited.
 - c. Year-end balances held by the EFD's and not obligated or certified to projects which have received approval will be reported to COMNAVFACENGCOM on 1 October each year by NAVFAC Form 11014/18A, a copy of which is provided as attachment 7 to this Chapter.
3. Project Integrity. Projects must be consistent with statutory intent regarding the composition of separate projects.
 - a. The planned acquisition, conversion, or improvement of a real property facility through a series of minor construction projects, i.e.,

incremental-type construction, is prohibited.

b. Minor construction work of the same type concurrently required to be done to two or more similar real property facilities will be grouped together into a single project.

c. Construction accomplished simultaneously with repair or maintenance work must be separately identified (with the exception of approved restoration of damaged housing units in excess of \$10,000 per unit or 50 percent of the replacement value). Specific legislative authority is required for projects involving improvement or minor construction, including concurrent maintenance and repairs to all facility groups in excess of \$20,000 per housing unit. This limit does not apply to restoration action.

4. Restoration Protects. Damage caused by natural disasters or fires result in unforeseen repairs which require rapid resolution. Resulting repair projects are to be accomplished with minor construction funds when the project cost exceeds \$10,000 per unit or 50 percent of the replacement value.

5. Time Limits.

a. Any minor construction project which has not been placed under contract or otherwise initiated within 6 months of the approval date will be resubmitted for reapproval.

b. In order to use current fiscal year funds, minor construction projects must be approved in writing no later than 30 September. Any balance of funds for which management approval has not been granted by 30 September should be returned to COMNAVFACENGCOM.

c. Projects for damaged or destroyed units must be developed and submitted within 30 days. For fire damaged quarters, fire reports are not required to accompany projects submitted within this timeframe. Projects submitted months after the event reflect a lack of requirement which considerably detracts from the potential for approval.

6. Documentation. The documentation for all minor construction projects will include: NAVFAC Form 11013/7, Cost Estimate (attachment 2); DD Forms 1391 and 1391c, Military Construction Project Data (attachments 3 and 4); supporting pictures or drawings; and any other justification considered essential to support the project. Instructions for the preparation of necessary documents, along with completed examples, are contained in the respective attachments to this Chapter.

IV. PROJECT SUBMISSION

The Field Activity is responsible for initiating necessary documentation and Justification for all repair, improvement, and minor construction projects funded from the FHMA, D. Under the "whole-site" concept, each project will encompass all identified and required work for a particular facility group. Projects for dwelling units will be further broken down to the housing cost category within the housing site. Projects for Flag, General, and Installation Commander

Quarters (FG&ICQ's) require special approvals and, therefore, must be submitted as an independent project separate from all other projects. Such a project will include all FG&ICQ's affected, specifically identifying each unit and providing separate cost estimates.

A. PROJECTS DOCUMENTATION

Under the whole-site concept, a separate set of detailed documentation is required for each classification code within a housing site. Attachments 2, 3, 4, and 5 provide the necessary instructions and examples for completing and evaluating the respective documentation discussed in section III. Use DD Forms 1391 and 1391c, revised 1 Dec 1976, for all project submissions. Projects received by COMNAVFACENGCOM on prior edition forms will be returned to the EFD without action.

B. PROJECT TRANSMITTAL

Project submissions will include an original and at least two copies and will be submitted in accordance with the following procedures:

1. Repair projects will be transmitted individually from the Field Activity to the appropriate EFD by NAVFAC Form 11101/18 (Rev. 4-78), Family Housing Repair Projects Transmittal and Endorsement. Detailed instructions for completing the transmittal form, along with a completed example, are contained in attachment 8 to this Chapter. No other transmittal letter is necessary. This report is approved through 31 March 1989.

2. Improvement and minor construction projects will be submitted by separate cover letters. Indicate the area cost factor incorporated in the project cost.

3. The cost limits and approval authorities for various funding amounts are listed in Table 20-3. For projects exceeding the EFD's approval authority and receiving the EFD's endorsement for approval, the original and one copy of each project will be submitted to COMNAVFACENGCOM upon completion of the EFD review, including management and technical validations. Advance copies of projects should not be forwarded to COMNAVFACENGCOM.

4. For projects within the EFD's approval authority, the EFD's are to provide additional guidance on the submission of repair or minor construction projects; however the submission of required documentation may not be waived.

C. VALIDATION

Each project submitted to COMNAVFACENGCOM will be reviewed and validated by the EFD for technical accuracy and appropriateness. Particular attention should be given to the scope of work, proposed methods, costs, and materials. Projects received by COMNAVFACENGCOM which are not consistent with current criteria or not in accordance with current procedures will be returned to the EFD without action.

D. IMPROVEMENT CERTIFICATION

All improvement project transmittal letters will contain the following certification: "The proposed project, involving MILCON improvement is a 'whole-site' improvement projects. The project incorporates energy conservation items and maintenance and repairs which should be accomplished concurrently. No further improvement of these facilities is foreseen for 10 years after completion of the project."

E. INTERNATIONAL BALANCE OF PAYMENTS (IBOP) DATA

Projects for accomplishment of work on family housing facilities in foreign countries must include cost estimates for the "normal" and "IBOP" projects procedures. The recommended method for project accomplishment and justification should be provided in accordance with NAVFACINST 11010.14, Project Engineering Documentation (PED) for Proposed Military Construction Projects.

TABLE 20-3
Project Approval Authorities

CATEGORY	COST LIMITS	APPROVAL AUTHORITY	SUBMISSION TO	VIA
1. Minor Construction (BP-33) ¹				
a. Flag/CO Quarters (Per unit in any 12 mo. period) ²	\$2,500 or less	EFD	EFD	EFD
	\$2,501 - \$5,000	CNO	NAVFAC	EFD
	\$5,001 - \$20,000 ³	OSD	NAVFAC	EFD
b. Any one unit in any 12 mo. period; combining 2 or more units ^{2 4}	\$5,000 or less	EFD	EFD	EFD
	\$5,001 - \$20,000	OSD	NAVFAC	EFD
c. Single project	\$25,000 or less	EFD	EFD	EFD
	\$25,001 - \$100,000	ASSTSECNAV MRAL	NAVFAC	EFD
	\$100,001 - \$500,000	OSD	NAVFAC	EFD
	over \$500,000	Congress	NAVFAC	EFD
2. O&M Incidental Improvement (BP-20)				
a. Any one unit within a fiscal year	\$250 or less	Field Activity	EFD	EFD
	\$251 - \$500	EFD	EFD	EFD
b. Single project	\$5,000 or less ⁵	Field Activity	EFD	EFD
	\$5,001 - \$10,000 ⁶	EFD	EFD	EFD
3. Annual Improvement (BP-31) ⁷		Congress	NAVFAC	EFD
4. Repairs (BP-20) ^{1 2}				
a. Flag/CO quarters (Per unit in any 12 mo. period)	Flag \$3,700	Field Activity	EFD	MC/EFD
	Captain \$3,000	Field Activity	NAVFAC	MC/EFD
	\$5,000	EFD	NAVFAC	NAVFAC
	\$5,001 - \$20,000	CNO	NAVFAC	NAVFAC
	over \$20,000	OSD	NAVFAC	NAVFAC
b. Cost per unit in any 12 mo. period ^{2 4}	\$5,000 or less	Field Activity	EFD	EFD
	\$5,001 - \$10,000	EFD	NAVFAC	EFD
	\$10,001 - over \$20,000	NAVFAC	NAVFAC	EFD
	\$20,000 or less	OSD	NAVFAC	EFD
d. Single projects ⁸	\$20,001 - \$500,000 ^{8 9}	Field Activity	EFD	EFD
	over \$500,000	ASSTSECNAV MRAL	NAVFAC	EFD

Footnotes are on next page.

Footnotes for Table 20-3

1. Limit does not apply to repair projects for restoration or replacement of dwelling units damaged or destroyed.
2. For project approval purposes, the controlling 12-month period for expenditure of funds for minor construction or repairs shall begin with the date the project is submitted, and will include all costs, except maintenance, for all work accomplished during the 12-month period preceding that date.
3. Projects over \$20,000 per unit require Congressional approval in annual improvement program.
4. Projects for the restoration of damaged units exceeding \$10,000 or 50 percent of replacement cost require OSD approval and will be accomplished with minor construction funds.
5. Projects not to exceed an average of \$50 per unit within a fiscal year for a Field Activity having ten or more units or \$500 per project for a Field Activity having less than ten units. Inadequate units are not counted.
6. Projects not to exceed an average of \$100 per unit within a fiscal year for a Field Activity having ten or more units or \$1,000 per project for a Field Activity having less than ten units. Inadequate units are not counted.
7. Programmed on an annual basis using EFD priority. Selected projects must be approved by OSD for legislative consideration and authorization as a program. Separate line item Congressional approval required where costs exceed \$20,000 per unit, including concurrent maintenance and repairs.
8. Repair project cost increases may be approved by the EFD up to 10 percent of the original COMNAVFACENGCOM authorized amount. At no time may this 10 percent waiver be used to increase a cost over \$20,000 per unit or \$500,000 per project.
9. Projects in excess of 50 percent of replacement costs of facilities other than dwelling units require approval of Assistant Secretary of the Navy (Manpower, Reserve Affairs and Logistics) (ASSTSECNAV MRAL).

V. PROJECT EXECUTION

A. FUNDING

Subsequent to EFD validation of an improvement project, funding for the design should be requested and the project submitted to higher authority. For repair or improvement projects, no change in project scope may be accomplished without approval by the appropriate authority. Subsequent to project approval and upon completion of design, as long as the scope of the project remains unchanged and if the EFD holds sufficient funds to cover the government estimate, the project may be advertised. After bids are opened, if additional approval is required, such approval must be obtained prior to contract award. Each improvement project will be funded by the EFD on a separate and distinct funding document. If unforeseen requirements would bring the cost of a project over the approved funding level, work will be deferred until the proper approval has been obtained. Approval authorities for all projects are delineated in Table 20-3. The Field Activity and the EFD must ensure that administrative or statutory cost constraints are not violated during project execution.

B. OCCUPANT IMPACT

Upon receipt of funding authorization the Field Activity should commence to schedule accomplishment. Whether work is to be performed by station forces or contract, the disruption to the occupants should be minimized. In order to do this the whole-site concept will be followed. Utilizing this concept, an attempt is made to identify and subsequently design and execute a single project to correct all deficiencies to the facilities or accomplish all desired improvements. In addition to minimizing occupant disruption, this approach also provides the most work-in-place for dollar spent as it reduces construction time and offers the economy of a single contract. It also helps ensure that once a project is initiated at a particular Field Activity, annual funding fluctuations will not lead to incompleteness, or delay in completing, all of the identified repairs.

Housing occupants may misperceive the positive effects of a project if they are not properly informed and motivated. Accordingly, primary responsibility falls to the local housing organization to ensure that occupants are kept fully informed at all times of the stages of project accomplishment, including initial planning, design, and execution. Specifically, the following guidance will apply to all housing management organizations:

1. Ensure occupants are informed of the reasons for the project and the benefits which will accrue to them and to future occupants. Uninformed and unmotivated occupants may only see the current inconveniences to themselves.
2. Implement an aggressive public relations program. Good communication between occupants and housing management is the key to preventing problems. The word must be passed accurately, honestly, and as far in advance as possible.
3. Though it might be helpful, publication of articles in a general newsletter does not guarantee that the message is received. Individual letters delivered to each unit by the Field Activity are appropriate to pass the word to

each family. In some instances, the endorsement of the installation commander may prove helpful.

4. It would help to supplement general contract information signs on the project site with information on the scope of work, schedule of accomplishment, and other items of particular interest to occupants.

5. Counseling of applicants for housing will include discussion regarding ongoing and planned projects with emphasis on those which could affect them.

6. The housing organization must be kept abreast of all planned and ongoing projects. They must be ready to provide accurate information without undue referrals or delays.

7. Information should continue to be communicated to occupants regarding the status of ongoing projects to include delays, scheduled completion dates, et cetera.

Occupancy turnover should be planned and scheduled to identify those units which must remain vacant while extensive work is performed. It may be necessary to extend the vacancy period in order for the work to be completed. Accomplishment of a project may be impeded by a lack of vacancy. In this case, occupants should be moved and the units inactivated to ensure their availability for work. In accordance with Volume 7, Chapter 5, of the NAVCOMPT Manual, the cost of these local moves will be funded from the operating budget of the Field Activity administering the housing funds. FHMA,D funds will not be used for these moves.

C. PROJECT STATUS

The Field Activity housing organization will ensure all work performed by contract is acceptable by maintaining liaison with the officer in charge of construction or resident officer in charge of construction and by conducting spot-check inspections prior to the verification of work for payment. For work performed by station forces, the Housing Manager should ensure a high quality by coordinating with the maintenance or maintenance control organizations. The EFD will establish communications with the Field Activity to monitor the status of approved repair work. The EFD's will provide to COMNAVFACENGCOM, upon request, information relative to the status of the repair program.

Annual reports (NAVFAC Form 11014/18A) are required which identify each minor construction project and the costs. These reports are to be prepared by the Field Activity, consolidated at the EFD by major claimant, and forwarded in duplicate to COMNAVFACENGCOM within 15 work days of the close of the books for the fiscal year. The instructions and format for the annual report are provided as attachment 7. Report DD-M(A)431(11101) applies to this report.

DISTINCTIONS: REPAIR - IMPROVEMENT

Repair: To restore a real property facility or system to such condition that it may be effectively used for its designated purpose and which does not increase the property account value. This includes the replacement of constituent parts or materials which have deteriorated by action of the elements or use and have not been corrected through maintenance.

Improve: To accomplish alterations, conversions, modernization, or additions-expansions-extensions which increase the property account value and are for the purpose of enhancing rather than repairing a facility or system.

The determination that planned work will be a repair or an improvement will be made based upon these two definitions and the guidance provided in this section.

1. When a facility, because of its age or condition is no longer adequately performing the function for which intended, it is considered to be dysfunctional and thus requires repair. In determining the most appropriate method of making the required repair, the following criteria govern:

a. Constituent parts replaced in a repair project will be approximately equal in quality and size or capacity to the item removed.

b. Maintenance work (other than annual maintenance) must be performed as a repair when it becomes a significant quantity or a prevalent condition throughout a given housing site. As examples, the few roofs, kitchen counter tops, or furnaces which fail during the year may be corrected through maintenance. However, the mass replacement of these items should be initiated through a repair project.

c. Repairs, however, can be effected by substituting for original materials under the following conditions:

(1) When a direct replacement is no longer available.

(2) When economic or environmental conditions dictate. Improved materials may be used if new materials have been developed and accepted since installation of the original material. A new material will be of a quality and durability permitted for a similar use by new construction criteria.

(3) In the course of repair by replacement, constituent parts of a structure, for example, electrical wiring, piping, and ventilating equipment (contained within the individual building), may be sized to meet current demands or modern engineering practices. Increases in capacity of heating systems or air conditioning units are specifically excluded from this provision.

2. The following lists include examples of work items normally defined as repair and improvement work, but they are not intended to be all inclusive or totally definitive.

R E P A I R S

1. Replacing broken decks or structural elements of a porch
2. Repairing or replacing damaged foundations
3. Reroofing a structure
4. Replacing deteriorated pavement or overlaying work
5. Replacing worn out (installed) equipment such as furnaces, water heaters, garbage disposers, and permanently installed dishwashers. Replacement or repair of ranges and refrigerators is funded from FHMA,D BP-10, Operations and Maintenance
6. Overlaying a floor, which can no longer be sanded and refinished, with linoleum or floor tile
7. Correcting deteriorated or damaged kitchens or bathroom facilities (repair by replacement)
8. Refinishing enamel bath tub or wash basin surfaces
9. Repairing exterior wall surfaces and related or resulting painting
10. Installing siding over exterior wall surfaces
11. Repairing or replacing existing utility lines
12. Correcting termite damage

I M P R O V E M E N T S

1. Additional bedrooms or bathrooms - either by additions or alterations
2. Additional closets, bulk storage space, carports, or garages
3. Increased utility capacity
4. Modernize kitchen or bathrooms
5. Provision of space, utility connections, and vents for occupant owned washers and dryers
6. Air conditioning (where permitted by criteria)
7. Installation of garbage disposals and dishwashers
8. Installation of storm sewers, curbs, gutters, sidewalks, recreational area, street lights, security fencing, privacy fencing, patios, windbreaks, and additional off-street parking
9. Sound conditioning, additional insulation, storm doors and sash, gutters, and downspouts
10. Demolishing an unusable building which is unsafe, uneconomical to restore, and not being replaced and funded from FHMA,D, BP-33, Construction. (If demolition is parts of a construction project, then the cost of demolition must be included in the construction or MILCON project cost.)

NAVFAC 11013/7, Cost Estimate

The instructions below apply to all facility groups. ALL COSTS MUST BE SHOWN IN CONSTANT YEAR DOLLARS - DO NOT ESCALATE! Refer to the examples at the end of these instructions for clarification.

A. INSTALLATION AND LOCATION: Enter the official name of the installation and location, city and state or city and country, as contained in the standard Navy distribution list (SNDL). Do not abbreviate. Use code name or designations only when necessary to preclude security classification or when an official name is not available.

B. PROJECT TITLE: Include the type of work being done, i.e., repair or improvement, the facilities involved, the name of the housing site, and any other appropriate information.

C. IDENTIFICATION NUMBER: Each project will be assigned an identification number by the originating Activity. Projects will be identified by the letters "HR" for repair, "HC" for improvement or minor construction, and "HEC" for ECIP projects, followed by a dash, a priority sequence number, another dash, and the last two digits of the fiscal year in which the project estimate is originally developed (e.g., HR-21-83, HC-7-84). Identification numbers will not be changed during the life of the project even if the project is carried into subsequent years. Changes or revisions in scope or estimated cost should be indicated by adding to the number "(Rev. 1), (Rev. 2)" and so on.

D. Complete the other blocks as appropriate. For repair or improvement projects, formulated under the whole-site concept, separate detailed forms are to be prepared indicating the costs to perform the work identified to each facility group (see e see examples). For projects involving improvements and repairs to be accomplished concurrently, a separate cost estimate is to be prepared showing the engineering estimate, in detail, for each portion of the facility group included in the project. Sizes and quantities will be stated for each item of material. Lump sum entries should be avoided. Materials and labor to accomplish each portion of the project will be listed at the price a contractor may be expected to pay. Do not include overhead and profit at this time. When these items are summed they will constitute the "engineering estimate." Support costs will then be included, in addition to the engineering estimate, and summed as follows.

1. For projects to be accomplished by station forces, separately identify the Field Activity overhead costs for Navy Industrial Fund (NIF) Activities, and the accelerated labor rate.

2. For projects to be accomplished by contract, separately identify the contractor's overhead and profit" (OH&P) and specify the rate used.

3. Enter a "subtotal" for the "engineering estimate" plus the "OH&P."

4. Separately identify "contingencies", not to exceed 5 percent of the "subtotal" without justification.

5. Add the contingency and the "subtotal" and enter the "total contract cost."

6. Calculate and identify "supervision, inspection and overhead (SIOH) at the appropriate rate (as stipulated in NAVFACINST 7820.1) Off the "total contract cost. "

7. Enter "design," identify the rate used (NOTE: statutory limit is 6 percent), and multiply by the "total contract cost." Enter the result in the "total" columns. For improvement project, enclose this cost in parentheses (to indicate nonadditive).

8. Add to the "total contract cost" the "SIOH" and "design" costs and enter the "total request" followed, in parentheses, by the constant fiscal year dollars which were used in the estimate.

E. For projects which include the installation of air conditioning, a separate cost estimate must be provided for the air conditioning portion of the project. This separate estimate will identify all items of equipment, materials, and related structural, mechanical, and utility modifications including various special requirements such as exhaust fans or insulation.

F. For all housing projects, cost estimates must be prepared to separately identify funded and unfunded costs even though project cost limits are based on funded cost only. Unfunded costs are restricted to the following:

1. All costs for military labor financed from Military Personnel Appropriations. See the NAVCOMPT Manual, Volume 3, Chapter 5 for a detailed explanation.

2. Engineering support costs.

3. Materials, supplies, and items of installed capital equipment which have been obtained specifically for the project on a nonreimbursable basis either as excess distribution from another military department or Defense component or as excess distributions from other Government agencies. The owning military department, Government agency, or Defense component is precluded from using materials, supplies, or items of installed capital equipment on its own minor construction projects on a non reimbursable basis. Pricing of property to be treated as unfunded costs will be standard prices or at estimated replacement value if standard prices are not available.

NAVFAC 110137 (1-78) Supercedes NAVDOCKS 2417 and 2417A		COST ESTIMATE		DATE PREPARED 22 SEP 80	SHEET 1 OF 1			
ACTIVITY AND LOCATION Naval Station Anywhere Anywhere, US		CONSTRUCTION CONTRACT NO		IDENTIFICATION NUMBER HR-1-80				
PROJECT TITLE Replace Furnaces, Repair Rafters, and Replace Insulation - 500 Capehart Units		ESTIMATED BY John Smith		CATEGORY CODE NUMBER 711-25 711-26				
		STATUS OF DESIGN <input checked="" type="checkbox"/> PED <input type="checkbox"/> 30% <input type="checkbox"/> 100% <input type="checkbox"/> FINAL <input type="checkbox"/> Other (Specify %)		JOB ORDER NUMBER				
ITEM DESCRIPTION	QUANTITY * NUMBER	UNIT	MATERIAL COST		LABOR COST		ENGINEERING ESTIMATE	
			UNIT COST	TOTAL	UNIT COST	TOTAL	UNIT COST	TOTAL
Patch & Replace Damaged Roof Rafters	38	B.F.	.47	17.86	.31	11.78	.78	30
Replace Damaged Roof Sheathing	81	S.E.	.52	42.12	.37	29.97	.09	72
New Flashing	12	L.F.	1.04	12.48	1.01	12.12	2.05	25
New Roofing	28	SQ.	63	1724	25	700	88	2464
Caulking	172	L.F.	.11	18.92	.99	170.28	1.10	189
Exterior Painting (touch-up)	460	S.F.	.05	23	.39	179.40	.44	202
Duct Furnace	1	EA.	395	395	59	59	454	454
Duct Work	119	lbs.	.56	67	2.08	248	2.65	315
Attic Insulation	1165	S.E.	.18	209.70	.22	256.30	.40	466
Engineering Estimate								4,217
500 units								2,108,500
Contractor's OH&P	(25%)							527,125
Subtotal								2,635,625
Contingency	(5%)							131,781
Total Contract Cost								2,767,406
SIOH (3 1/2%)								96,859
Design (6%)								166,044
Total Request								3,030,309

S/W 0105 U-F-010-1355 *U. S. Government Printing Office: 1978-093-076/8488 2-1

*This hsg proj. has 100-4 br, 250-3 br, & 150-2 br units - these quantities represent a proj average.

Cost Estimate for Dwellings

NAVFAC 1101317 (1-78) Supersedes NAVDOCKS 2417 and 2417A		DATE PREPARED 22 SEP 80		SHEET 1	OF 1
ACTIVITY AND LOCATION		CONSTRUCTION CONTRACT NO.			
PROJECT TITLE		ESTIMATED BY		IDENTIFICATION NUMBER	
ITEM DESCRIPTION		John Smith		HR-2-80	
QUANTITY		STATUS OF DESIGN		CATEGORY CODE NUMBER	
NUMBER		PED <input type="checkbox"/> 30% <input type="checkbox"/> 100% <input checked="" type="checkbox"/> 100% <input type="checkbox"/> FINAL <input type="checkbox"/> OTHER (S, A, V, W)		812-20 842-10	
UNIT		MATERIAL COST		ENGINEERING ESTIMATE	
UNIT COST		TOTAL		TOTAL	
UNIT COST		TOTAL		TOTAL	
UNIT COST		TOTAL		TOTAL	
Naval Station Anywhere Anywhere, US					
Replace Street Lights (officer area), Replace all Water Distribution Lines in Goodland Hts.					
Removing Old and Replacing					
Luminaires	42	EA	288	12,096	4704
Excavate & Remove Existing Piping	10,700	L.F.F.	6.50	69,550	6.50
Replace Water Line & Fittings	10,700	L.F.F.	35.50	379,850	112,350
Engineering Estimate					46.00
Contractor's OH&P			25%		578,550
Subtotal					144,638
Contingency (5%)					723,188
Total Contract Cost					36,159
SIOH (3 1/2%)					759,347
Design (6%)					26,577
Total Request (FY 80 dollars)					45,561
					831,485

S/N 0105-1F-010-1135

U.S. Government Printing Office: 1979-083-076/0488 2-1

Cost Estimate for Utilities

Instructions for completing DD Form 1391 (1 Dec. 1976),
Military Construction Project Data

The instructions below apply to all facility groups. ALL COSTS MUST BE SHOWN IN CURRENT YEAR DOLLARS - DO NOT ESCALATE! Refer to the examples at the end of these instructions for any clarification.

- A. ITEM 1 - COMPONENT: Enter "NAVY."
- B. HEADING: Enter the fiscal year of planned accomplishment.
- C. ITEM 2 - DATE: Enter the date prepared (e.g., 26 Sep 1980). Subsequent revisions should reflect new dates.
- D. ITEM 3 - INSTALLATION AND LOCATION: Enter the official name of the installation and location, city and state or city and country as contained in the SNDL. Do not abbreviate. Use code name or designations only when necessary to preclude security classification or when an official name is not available.
- E. ITEM 4 - PROJECT TITLE: Include the type of work being done, i.e., repair or improvement, the facilities involved, and the name of the housing site.
- F. ITEM 5 - PROGRAM ELEMENT: Enter the respective two digit project classification code from Table 20-2.
- G. ITEM 6 - CATEGORY CODE: Leave blank.
- H. ITEM 7 - PROJECT NUMBER: Each project will be assigned an identification number by the originating Field Activity. Projects will be identified by the letters "HR" for repair, "HC" for improvement or minor construction, and "HEC" for ECIP projects, followed by a dash, a priority sequence number, another dash, and the last two digits of the fiscal year in which the project was originally estimated (e.g., HR-21-83, HC-7-84). Identification numbers will not be changed during the life of the project even if the project is carried into subsequent years. Changes or revisions in scope or estimated cost should be indicated by adding to the number "(Rev. 1), (Rev. 2)" and so on.
- I. ITEM 8 - PROJECT COST (\$000): Enter the total estimated project cost in thousands of dollars rounded to one decimal place. This amount must be the same as the TOTAL REQUEST ESCALATED shown in the "cost" column in Item 9.
- J. ITEM 9 - COST ESTIMATES: Summarize work items from the detailed listing included on the Cost Estimate, NAVFAC 11013/7, described in attachment 2. The total cost of these items, to be inserted at the bottom of the "cost" column, must be the same as the amount reported in Item 8.
1. ITEM: Provide a brief description of the proposed work as described in item 9 above.

2. U/M (Unit of Measure): Use the accepted two character abbreviation (e.g., SF, SY, LF, EA, et cetera) associated with each "item" listed. Where it is not feasible to show a unit of measure, use LS.

3. QUANTITY: Enter the required number of units of measure comprising the "item" entry. Where "LS" is the unit of measure, enter a dash.

4. UNIT COST: From the Cost Estimate, enter the appropriate unit costs, EXCLUDING both ESCALATION and the OVERHEAD AND PROFIT (OH&P) for each "item" entry where a unit of measure is indicated. If the unit of measure is "LS," enter a dash.

5. COST (\$000): EXCLUDING both ESCALATION and OVERHEAD AND PROFIT (OH&P) enter the cost for each "item" in thousands of dollars, rounded to one decimal place (e.g., \$58,370 = \$58.4). If "quantity" and "unit" columns are completed, this entry should be the product of those numbers.

(a) ENGINEERING ESTIMATE: List "ENGINEERING ESTIMATE" in the "item" column and, in the "cost" column, enter the sum of the costs entered. This figure should be the same as the "engineering estimate" from the respective facility group Cost Estimate.

(b) OVERHEAD AND PROFIT: Enter the appropriate total from the respective facility group Cost Estimate. In the "item" column, indicate "CONTRACTOR OVERHEAD AND PROFIT" or "ACTIVITY OVERHEAD," as appropriate, followed, in parentheses by the percentage applied.

(c) SUBTOTAL: List "SUBTOTAL" in the "item" column and, in the "cost" column, enter the sum of the costs shown.

(d) CONTINGENCY: List "CONTINGENCY" in the "item" column followed, in parentheses, by the appropriate rate. Justify any rate exceeding 5 percent. Multiply the rate times the "subtotal" and enter the result in the "cost" column.

(e) TOTAL CONTRACT COST: List "TOTAL CONTRACT COST" in the "item" column and, in the "cost" column, enter the sum of the "subtotal" and the "contingency" costs.

(f) SUPERVISION, INSPECTION, AND OVERHEAD (SIOH): List "SIOH" in the "item" column followed, in parentheses, by the appropriate rate as stipulated in NAVFACINST 7820.1. Multiply this rate times the "total contract cost" and enter the result in the "cost" column.

(g) DESIGN: In the "item" column list "DESIGN" followed, in parentheses, by the appropriate rate (note: statutory limit is 6 percent). Multiply the rate times the "total contract cost" and enter the result in the "cost" column. For improvement projects, enclose this entry in parentheses to indicate it is nonadditive.

(h) TOTAL REQUEST (FY__ Dollars List): List "TOTAL REQUEST (FY__ DOLLARS)" in the "item" column showing the fiscal year of the cost estimate. In the "cost" column, enter the sum of the "total contract cost", "SIOH" and "design" if appropriate.

(i) TOTAL REQUEST ESCALATED: Enter "TOTAL REQUEST ESCALATED" in the "item" column followed, in parentheses, by the escalation factor(s) applied to the "total request" to reflect the value of the project in the proposed program year. This entry should be made here and in item 8 by the EFD.

(j) Note the additional work to be done in the "item" column if repairs are to be accomplished along with improvements (or vice versa), under the same or concurrent contracts, by use of other funds. Enter the amount of such other funding in parentheses in the "cost" column, but do not add it to the "total request" or "total request escalated."

K. ITEM 10 - DESCRIPTION OF PROPOSED CONSTRUCTION: Provide a clear and concise description of all principal features of the required work and its correlation with the various data entered in item 9. For dwellings (facility group A), identify the appropriate housing cost category from Table 20-2 and state whether the units are designated for Flag, General, and Installation Commander Quarters (FG&ICQ's) officers, enlisted, or both officers and enlisted.

L. ITEM 11 - REQUIREMENT: At the end of item 10, draw a line across the page, border to border, and add "11. REQUIREMENT." The survival of a project through the various review levels often depends on the information contained in this section. It is the only written justification that reaches many of the review levels. It is vital, therefore, that the data be presented in a clear, concise, and convincing manner. Should additional space be required, use a separate DD Form 1391c.

1. PROJECT: Provide a one sentence statement indicating what this project provides.

2. REQUIREMENT: Provide detailed, informative statements as to precisely why the project is needed. Use positive statements to support the requirement and avoid the use of such words as "inadequate," "uneconomical," and "necessary" unless they are fully explained.

3. CURRENT SITUATION: Describe how and under what conditions the requirement is presently being met. Comments should support the stated requirement and include the identity and description of the facility as well as the reason they are considered unsuitable for continued use.

4. IMPACT IF NOT PROVIDED: Describe the manner and extent of impact on the housing of military personnel if the project were not approved.

DD Form 1391 for Dwellings

1. COMPONENT NAVY		FY 19 <u>82</u> MILITARY CONSTRUCTION PROJECT DATA		2. DATE 26 SEP 1980	
3. INSTALLATION AND LOCATION Navy Station Anywhere family housing, Anywhere, US			4. PROJECT TITLE Repairs to 500 units in Goodland Heights		
5. PROGRAM ELEMENT AC	6. CATEGORY CODE	7. PROJECT NUMBER HR-1-80	8. PROJECT COST (\$000) \$3,567.3		
9. COST ESTIMATES					
ITEM		U/M	QUANTITY	UNIT COST	COST (\$000)
Replace attic insulation		UN	500	466	233.0
Repair deteriorated roofs		UN	500	2,982	1,491.0
Replace furnaces		UN	500	769	384.5
Engineering Estimate					2,108.5
Contractor's OH&P (25%)					527.1
Subtotal					2,635.6
Contingency (5%)					131.8
Total Contract Cost					2,767.4
SIOH (3½% x Total Contr Cost)					96.9
Design (6% x Total Contr Cost)					166.0
Total Request (FY 80 Dollars)					3,030.3
Total Request Escalated (FY 81 8.9%, FY 82 = 8.1%)					3,567.3
10. DESCRIPTION OF PROPOSED CONSTRUCTION This project encompasses all repairs required to officer and enlisted Capehart housing units in Goodland Heights: remove existing roofing, repair and replace decayed roof structures, cover with new roofing; replace settled attic insulation; and install new gas furnaces throughout.					
11. REQUIREMENTS <u>PROJECT:</u> Correct deficiencies in insulation, roofs, and furnaces. <u>REQUIREMENT:</u> Roofs in the area are no longer weathertight. Insulation in the attics has settled and is not at original R-values. Original furnaces, now at the end of their useful lives, need replacing. <u>CURRENT SITUATION:</u> Some structural damage has resulted from leaky roofs. Lack of adequate insulation is contributing to high utility bills. Service calls are increasing on furnaces which are 20 years old. <u>IMPACT IF NOT PROVIDED:</u> Further delays in roof repair will accelerate structural decay and possibly damage personal belongings. Energy for heating the underinsulated units will continue to be wasted. Dollar savings will result if the attic insulation is installed at the time of the roof repairs. Furnace parts are increasingly difficult to find, making repairs time consuming and expensive. O&M costs would be reduced by installing energy efficient furnaces.					

DD Form 1391, DEC 76 (EG)

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DD Form 1391 for Utilities

1. COMPONENT NAVY		FY 19 <u>82</u> MILITARY CONSTRUCTION PROJECT DATA		2. DATE 26 SEP 1980	
3. INSTALLATION AND LOCATION Navy Station Anywhere family housing, Anywhere, US			4. PROJECT TITLE Repairs to utility systems in Goodland Heights		
5. PROGRAM ELEMENT BF		6. CATEGORY CODE	7. PROJECT NUMBER HR-2-80		8. PROJECT COST (\$000) \$979.1
9. COST ESTIMATES					
ITEM		U/M	QUANTITY	UNIT COST	COST (\$000)
Replace luminaries		EA	42	400	16.8
Replace water distribution lines		LF	10,700	53	561.8
Engineering Estimate					578.6
Contractor's OH&P (25%)					144.7
Subtotal					723.3
Contingency (5%)					36.2
Total Contract Cost					759.5
SIOH (3½% x Total Contr Cost)					26.6
Design (6% x Total Contr Cost)					45.6
Total Request (FY 80 Dollars)					831.7
Total Request Escalated					979.1
(FY 81 8.9%, FY 82 = 8.1%)					
10. DESCRIPTION OF PROPOSED CONSTRUCTION					
This project encompasses all repairs required to utility systems in Goodland Heights: remove defective street lights and replace with high-pressure sodium lamps with photo electric controls; excavate existing water distribution lines, replace, and fill excavation.					
11. REQUIREMENTS					
<u>PROJECT:</u> Remove and replace street lights. Excavate and replace water distribution lines.					
<u>REQUIREMENT:</u> Replace malfunctioning street lights, replace leaking water distribution lines.					
<u>CURRENT SITUATION:</u> There are no street lights functioning in the officer housing area. The water distribution lines around the entire housing site have small leaks throughout the system.					
<u>IMPACT IF NOT PROVIDED:</u> Street lights are necessary to discourage vandalism and provide safety at night. The leaking distribution system is wasting water and, as in the past, some leaks have progressed to the point of undermining and weakening the pavement.					

DD Form 1391, DEC 76 (EG)

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Attachment 3 (Continued)

Instructions for completing DD Form 1391c (1 Dec. 1976),
Military Construction Protect Data

The instructions below apply to supporting documentation for each facility group. Refer to the examples at the end of these instructions for clarification. Use as many sheets as necessary to provide the information requested. This form may also be used as a DD Form 1391 continuation sheet, but do not use the same sheet for both purposes.

A. ITEMS 1 thru 4: Enter the information from the corresponding blocks of the DD Form 1391.

B. ITEM 5 - PROJECT NUMBER: Enter the number from block 7 on the respective DD Form 1391.

C. SUPPORTING DOCUMENTATION

1. UNIT COMPOSITION AND BILLET DESIGNATION.

a. For dwellings (facility group A), enter the number of dwelling units and buildings affected, the building type (single, duplex, townhouse, apartment, trailer space, garage, community center, et cetera) and number of stories (including finished basements), number of bedrooms in each unit, number of baths, normal occupant rank or rating (irrespective of the category code), and the appropriate category code from the NAVFAC P-72. For utilities (facility group B) and other real property (facility group C), enter the category code and description from the NAVFAC P-72 of the assets on which work is proposed.

b. For dwellings (facility group A), enter the number of units, the year built, when and how they were acquired (construction program, transfer from another agency, conversion to family housing, et cetera), the estimated remaining useful life as family quarters after the project is completed, and the type of construction (frame, masonry, combination, other = explain). For utilities (facility group B) show only the number of units directly affected, by housing cost category (Table 20-2). For other real property (facility group C) show the number of buildings, category code, year built, and type of construction. Also indicate the number of housing units, by housing cost category, directly affected.

c. Identify any billet quarters and indicate the billet for which it is designated.

2. REPAIR AND IMPROVEMENT PROJECTS. In project number sequence, enter the project number, a brief project description, the date (month and year) of completion or acceptance (contract completion date if ongoing), and the actual cost (award amount if ongoing) of all repairs and improvements completed during the past 5 years associated with the facility group involved. If none, enter the last major work performed in the same format. For all replacements and repairs of specific parts on equipment, show the date and cost of the last such replacement or repair regardless of when done. For instance, if a new furnace or roof is required, state the date and cost of the last replacement.

For projects involving Flag, General, and Installation Commander Quarters (FG&ICQ), the total operations cost and the total maintenance cost applicable to each unit for each of the past 5 years must also be shown.

3. PROPOSED METHOD OF ACCOMPLISHMENT.

a. Identify the proposed method of accomplishment (station forces, contractor, combination).

b. Determine if the proposed project is to be accomplished at one time. If not, explain. Improvement projects of a magnitude which will require funding in more than 1 year must include the complete phased plan indicating the scope of work, estimated cost (including escalation), and number of units included in each phase.

4. PHOTOGRAPHS. The submission of photographs in connection with projects is encouraged. Photographs should be included in project submissions to clearly illustrate the need to accomplish certain work. Photographs of unit exteriors showing facilities requiring changes, or the location of proposed additions, as well as interior pictures showing conditions to be corrected and the relationship with surrounding areas are most helpful for proper project evaluation. Good, clear photographs could mean the difference between routine approval and extended delay due to necessary clarification.

5. DRAWINGS. Each project should include drawings or sketches to scale which indicate the existing locations for the proposed work. Drawings should provide:

a. Elevations and sections for the point at which structural work is to be accomplished

b. Plans for an entire floor to show the relationship of the project to other portions of the unit

c. Existing and proposed layouts for projects involving alterations to kitchens or baths

d. Marked-up elevations where changes in fenestration or exterior configuration are proposed

6. OTHER. Provide other information necessary to evaluate a project, such as:

a. For restoration projects, provide estimates for the replacement cost of the facility as well as the demolition expenses required if the project is not approved.

b. For air conditioning projects, identify the type of system to be installed and capacity in tons, and provide the heat gain analysis calculation summary for the entire unit or building. Proposed air conditioning systems must comply with the energy efficiency ratios contained in NAVFACINST 4100.5, Design Criteria Guidance for Energy Conservation.

Attachment 4 (Continued)

c. For conversion projects, provide the estimated cost of constructing new quarters for the proposed occupant and the economic advantages of accomplishing the proposed work. The method of analysis as defined and prescribed in NAVFAC P-442, Economic Analysis Handbook, should be used in determining the most advantageous alternative to satisfy the requirement. The results of the analysis should be submitted as supporting data with the project documents.

d. For protects in foreign areas, indicate the international balance of payments (IBOP) data as required in enclosure (1) to NAVFACINST 11010.14.

e. Provide other information considered appropriate.

7. REMAINING REPAIR OR IMPROVEMENT WORK REQUIRED. Briefly identify other unapproved repair or improvement work required to all other facilities at the project site. If none, so state. Enter N/A for ECIP or minor construction projects. Show project classification code, work required (with project number if already developed), and estimated cost.

1. COMPONENT NAVY	FY 19 <u>82</u> MILITARY CONSTRUCTION PROJECT DATA <i>(Continuation)</i>			2. DATE 26SEP1980
3. INSTALLATION AND LOCATION Navy Station Anywhere family housing, Anywhere, US			4. PROJECT TITLE Repairs to 500 units in Goodland Heights	
5. PROGRAM ELEMENT AC	6. CATEGORY CODE	7. PROJECT NUMBER HR-1-80	8. PROJECT COST (\$000) \$3,567.3	
1. <u>UNIT COMPOSITION AND BILLET DESIGNATION</u>				
a. <u>Units (Bldgs) Bldg Type (Stories) BR Baths Rank Cat Code</u>				
120 (60) Duplex (1) 2 1 Enl 711-25				
200 (200) Single (1) 1 1 Enl 711-25				
80 (80) Single (2) 4 1 Enl 711-25				
30 (30) Single (1) 2 1½ Off 711-26				
50 (50) Single (1) 3 1½ Off 711-26				
20 (20) Single (2) 4 2 Off {11-26				
b. <u>Units Yr Built Acquired Life Type Construction</u>				
400 1961 FY 60 Capehart 25 Frame				
100 1952 FY 60 Capehart 25 Frame w/ brk veneer				
c. N/A.				
2. <u>REPAIR AND IMPROVEMENT PROJECTS (last 5 yrs)</u>				
<u>Project No. Description Completed Cost/Awd</u>				
HR-3-76 Replace kitchen flooring (100 units) 09/78 \$ 36,378				
HC-17-78 Install dishwashers (500 units) 07/79 106,412				
HR-10-79 Replace 18 DHW heaters 11/79 CCD 17,500				
This project will replace the original furnaces which are 20 years old.				
3. <u>PROPOSED METHOD OF ACCOMPLISHMENT</u>				
a. Contractor.				
b. No increments.				
4. <u>PHOTOGRAPHS</u> (see attached)				
5. <u>DRAWINGS</u> (see attached)				
6. <u>OTHER</u> N/A				
7. <u>REMAINING REPAIR & IMPROVEMENT WORK REQUIRED</u>				
<u>Proj. Class. Work Required Est. Cost</u>				
AD Replace boilers kitchen counter tops {100 units) \$264.0K				
BF HR-2B-80 Replace water lines, street lights 831.4K				
CF Repair Housing Project Office, repair sidewalks, resurface streets 62.5K				

1. COMPONENT NAVY	FY 19 <u>82</u> MILITARY CONSTRUCTION PROJECT DATA <i>(Continuation)</i>		2. DATE 26SEP1980																
3. INSTALLATION AND LOCATION Navy Station Anywhere family housing, Anywhere, US		4. PROJECT TITLE Repairs to utility systems in Goodland Heights																	
5. PROGRAM ELEMENT BF	6. CATEGORY CODE	7. PROJECT NUMBER HR-2-80	8. PROJECT COST (\$000) \$979.1																
<p>1. <u>UNIT COMPOSITION AND BILLET DESIGNATION</u></p> <p style="margin-left: 20px;">a. <u>Cat.Code</u> <u>Description</u> 812-20 Street lighting 842-10 Water distribution system</p> <p style="margin-left: 20px;">b. <u>Units/HCC</u> <u>Affected by:</u> 500 Cat C Water lines 100 Cat C Street lights 100 Cat D Water lines</p> <p style="margin-left: 20px;">c. N/A.</p> <p>2. <u>REPAIR AND IMPROVEMENT PROJECTS (last 5 yrs)</u> This is the first project for these utility systems.</p> <p>3. <u>PROPOSED METHOD OF ACCOMPLISHMENT</u></p> <p style="margin-left: 20px;">a. Contractor. b. No increments.</p> <p>4. <u>PHOTOGRAPHS</u> (see attached)</p> <p>5. <u>DRAWINGS</u> see attached</p> <p>6. <u>OTHER</u> N/A.</p> <p>7. <u>REMAINING REPAIR IMPROVEMENT WORK REQUIRED</u></p> <table style="width:100%; border-collapse: collapse; margin-left: 20px;"> <thead> <tr> <th style="text-align: left; border-bottom: 1px solid black;">Proj.</th> <th style="text-align: left; border-bottom: 1px solid black;">Class.</th> <th style="text-align: left; border-bottom: 1px solid black;">Work Required</th> <th style="text-align: right; border-bottom: 1px solid black;">Est. Cost</th> </tr> </thead> <tbody> <tr> <td></td> <td>AC</td> <td>JR-1-80 Replace furnaces, repair roofs, replace attic insulation (500 units)</td> <td style="text-align: right;">\$831.4K</td> </tr> <tr> <td></td> <td>AD</td> <td>Replace boilers, kitchen counter tops (100 units)</td> <td style="text-align: right;">264.0K</td> </tr> <tr> <td></td> <td>CF</td> <td>Repair Housing Project Office, repair sidewalks resurface streets</td> <td style="text-align: right;">62.5K</td> </tr> </tbody> </table>				Proj.	Class.	Work Required	Est. Cost		AC	JR-1-80 Replace furnaces, repair roofs, replace attic insulation (500 units)	\$831.4K		AD	Replace boilers, kitchen counter tops (100 units)	264.0K		CF	Repair Housing Project Office, repair sidewalks resurface streets	62.5K
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ECIP ECONOMIC ANALYSIS SUMMARY

This attachment, used to determine benefit/cost ratios, will be completed for all ECIP projects as discussed in NAVFACINST 11010.14. For a very few projects this simplified method may not be applicable. An example is when a one-time benefit or cost occurs in years after construction is complete; e.g., a major component replacement is required during the economic life of a retrofit project or when a one-time benefit is claimed during the economic life of the project such as salvage value at the end of the economic life. If this occurs, or at the option of the analyst use SECNAVINST 7000.14 as a guide for the economic analysis. In practice this will seldom occur because the major component replacement is usually annualized as part of the recurring maintenance and repair costs and credit for salvage value at the end of the economic life is usually disregarded because of an unknown market at 12 to 25 years in the future.

The following two lines should be checked by housing personnel to ensure that the project meets established criteria before submission:

Line 8. BENEFIT/COST RATIO. To be eligible as an ECIP project, the benefit/cost ratio on this line must be greater than one (1.0).

Line 9. ENERGY/COST RATIO. This entry shows the annual energy savings in MBTUs per thousand dollars (\$000) of the project cost (shown on line 1a). In order to qualify, each project must attain the minimum energy to cost (E/C) ratio, shown in enclosure (1) to NAVFACINST 11010.14, for the appropriate fiscal year.

If a project has a high BENEFIT/COST ratio but does not meet the minimum ENERGY/COST ratio, it should be submitted for special consideration.

ECIP ECONOMIC ANALYSIS SUMMARY

ACTIVITY & LOCATION NAVAL STATION Anywhere
 TITLE PROJECT WATER HEATER INSULATION JACKET

P- HEC-1-80
 FY- 80

INVESTMENT

1. PROJECTS COSTS (Economic life of <u>25</u> years)	
a. Project cost obligated to end of program year	\$ <u>3,124.6</u>
b. Design costs not yet obligated	\$ <u>170.4</u>
c. Total Project Cost (a + b)	\$ <u>3,295.0</u>

Savings

2. ANNUAL ELECTRICITY SAVINGS KWH <u>12,922,672</u>	
a. Equivalent energy: KWH x 0.0116	(MBTU' s: <u>149,903</u>)
b. Cost per KWH at end of program year	\$ <u>.0477</u>
c. First year annual dollar savings (KWH X b)	\$ <u>619,750</u>
d. Differential escalation present worth factor	\$ <u>18.069</u>
e. Discounted savings {c x d}	\$ <u>11,185,875</u>
3. ANNUAL ENERGY SAVINGS (TYPE: _____)	MBTUs : _____)
a. Cost per MBTU at ends of program year	\$ _____
b. First year annual dollar savings	\$ _____
c. Differential escalation present worth factor	_____
d. Discounted savings (b x c)	\$ _____
4. ANNUAL ENERGY SAVINGS (TYPE: _____)	MBTUs : _____)
a. Cost per MBTU at ends of program year	\$ _____
b. First year annual dollar savings	\$ _____
c. Differential escalation present worth factor	_____
d. Discounted savings (b x c)	\$ _____
5. ANNUAL OTHER-THAN-ENERGY SAVINGS (OR COSTS)	
a. Labor	\$ _____
b. material & Other	\$ _____
c. Total (a + b)	\$ _____
d. 10% Discount Factor	_____
e. Discounted other-than-energy savings (or costs)	_____
6. TOTAL FIRST YEAR ANNUAL SAVINGS (2c+3b+4b+5c)	\$ <u>619,750</u>
7. TOTAL DISCOUNTED SAVINGS (2e+3d+4d+5e)	\$ <u>11,185,875</u>

COST ESCALATION

Current	* ELEC	\$ <u>.0322</u>	x	<u>1.16</u>	x	<u>1.13</u>	x	<u>1.13</u>	x	_____	= \$	<u>.0477</u>
rates	* OIL	\$ _____	x	_____	x	_____	x	_____	x	_____	= \$	_____
as of	* GAS	\$ _____	x	_____	x	_____	x	_____	x	_____	= \$	_____
_____	* _____	\$ _____	x	_____	x	_____	x	_____	x	_____	= \$	_____

RATIOS

8. DISCOUNTED SAVINGS/INVESTMENT RATIO (Line 7 ÷ 1c)	<u>3.39</u>
9. TOTAL MTBU SAVINGS <u>149,903</u> ÷ (Line 1a ÷ 1000)	<u>47.97</u>
10. SIMPLE PAYBACK PERIOD (1a ÷ Line 6)	<u>5.0 YRS</u>

Instructions for completing
Family Housing Special Projects - Priority List
NAVFAC Form 8-11101/17

A. Submit one list with only ECIP projects and a separate list with improvement projects excluding ECIP.

B. Provide the following information in the respective column:

1. Relative priority (assigned by the EFD).
2. Indicate the project's stage of design (PED, 35 percent, 60 percent, 100 percent).
3. Name of Field Activity.
4. Identifying project HC or HEC number.
5. Classification code (from Table 20-2) and title of project in sufficient detail to ensure identification of the work to be accomplished.
6. Estimated budget cost.
7. Method of accomplishment: indicate C for contractor or SL for station labor.
8. Appropriate EFD comments pertinent to the project.
9. To be completed by COMNAVFACENGCOCM.

C. Lists should include all unfunded improvement projects which are still required even though they may have been authorized in prior years or are included in pending legislation. It will be assumed that previously submitted projects which do not appear on the latest priority list are no longer required. Such projects will be removed from COMNAVFACENGCOCM files and destroyed. New projects submitted between priority lists will be assigned a position on the latest list by use of a decimal priority number. Subsequent to the submission of the priority list, if a project is accomplished under the EFD's authority or is otherwise no longer required, COMNAVFACENGCOCM should be notified so the project can be deleted from the program.

D. Activity action: Submit required projects to reach the appropriate EFD by 1 January each year for the annual updating of the 5-year improvement program. Projects for the current budget year and budget year plus one must have complete documentation. Other projects must be supported by a DD 1391 only.

E. EFD action: Consolidate the Field Activity submissions, starting with a new page for each year included in the 5-year plan. Submit to reach COMNAVFACENGCOCM by 1 February each year for the annual updating of the 5-year improvement program.

F. COMNAVFACENGCOCM action: Upon completion of the review of budget year projects, this form will be marked in column 9 with the codes listed below indicating the status of each project and returned to the respective EFD's:

Code Project Status

- 1 Funded in prior years - deleted from program.
- 2 Authorized in prior years - funding pending.
- 3 Being considered for submission in annual program.
- 4 Being funded as a minor construction project.
- 5 Being held for possible minor construction funding.
- 6 Deferred because:
 - a. DD 1391 incomplete
 - b. DD 1391c data incomplete
 - c. NAVFAC 11013/1 incomplete or inadequate
 - d. Drawings inadequate or not received
 - e. Supplementary data for air conditioning projects inadequate or not received
 - f. Supplementary data concerning flow of gold not received
 - g. Uneconomical. As proposed, the cost is excessive in relation to the benefits to be acquired
 - h. Too low on priority list to reach under present funding ceilings
 - i. Project received too late to be considered for this year's budget
 - j. Project data not received.
 - k. Other (separate comments will be provided)

Projects designated 6a. through 6f. may be included in the budget submission provided the required data is received sufficiently in advance of the transmittal of the Congressional budget to the painters at which time the program is frozen.

- 7 Cancelled (will be purged from NAVFAC files - a complete new submission, eliminating the causes of the cancellation action, will be required to gain consideration for accomplishment of the work):
 - a. Exceeds current statutory cost limitations for a single unit
 - b. Is in conflict with policy or criteria
 - c. By OSD
 - d. By CNO/SECNAV
 - e. By Field Activity request
 - f. Project transferred to repair program
 - g. Cannot be amortized as required by statute
 - h. Other (separate comments will be provided)
- 8 Held without action. based on information available, this project is believed to be within the Field Activity Commanding Officer's authority. Unless advised otherwise within 30 days, it will be cancelled and purged.
- 9 Other (separate comments will be provided)
- 10 NAVFAC report 1101-14, "Family Housing Special Project Priority List" is approved through June, 1992.

Instructions for completing the
Minor Construction Project Listing
NAVFAC Form 11014/18A

All minor construction funds obligated during the previous fiscal year, irrespective of the approving authority or fiscal year funding source, shall be reported to COMNAVFACENGCOM not later than 1 November on NAVFAC Form 11014/18A. This information is required by higher authority as part of the delegation of approvals authority. Negative reports are required.

Heading: Enter the fiscal year which just ended.

Appropriate DoD Component: Enter the respective EFD.

Technical service or major Command: Enter the major claimant.

Period Covered: Enter the dates for the fiscal year indicated in the heading.

- a. Installation: Enter the names of the installations responsible to the respective major claimants.
- b. Project Description: Provide a brief project description of all approved minor construction projects for which funds (other than planning and design) have been obligated during the reporting period. Funds are not obligated until a bid is received and accepted.
- c, d, e, f: Enter in the appropriate column the amount of funds obligated for each project and, in parentheses, indicate the fiscal year in which the funds were appropriated. Total the columns by fiscal year fund source, with subtotals for each major claimant.

List on a separate sheet of paper, by fiscal year fund source and Field Activity, other projects and amounts which have been approved and for which funds have been certified available for project accomplishment but have not yet been obligated. Also, for each year, show the year-end balances of minor construction dollars which are neither obligated nor certified for approved projects; i.e., available for possible recapture.

Instructions for preparing
Family Housing Repair Project Transmittal and Endorsement,
NAVFAC Form 11101/18

Page 1 ACTIVITY SUBMISSION

Encl: (1) Identify the repair project number. Check the appropriate boxes to indicate the enclosures submitted with the project. If the "other" box is checked, specify the type of enclosure; e.g., a fire damage restoration project might include the fire report or A/E report.

1. Check the appropriate box to indicate whether or not the project is in conformance with (developed from) the maintenance and repair inspection program (MARIP) and give the date of the MARIP. If the deficiencies were identified subsequent to the last MARIP, so state and briefly explain the circumstances.

2. Check the appropriate box to indicate when funding is required. Since repair projects are submitted under the whole-site concept, the "incrementally" box should not be checked.

3. Check the appropriate box(es) to identify the scope of work proposed and indicate the number of units. If the "other" box is checked, specify the number of units and type of repairs to be accomplished.

4. Check the appropriate box. Any improvements must be identified on the DD 1391 and 1391c.

5. Check the appropriate box. A housing site is a locally defined, readily identifiable grouping of family housing units and associated facilities within a proximate area. List the local housing site name (if there is one) used by housing personnel to identify the units and the category of housing of project(s).

6. Check the appropriate box and fill in the number of units. DO NOT mix flag or installation commander units with non flag or noninstallation commander units They should be submitted as separate projects

7. Briefly describe why the proposed solution for correcting deficiencies is most appropriate. Identify alternative solutions considered and indicate why they were rejected.

8. Check the appropriate box. If the deign can be accomplished in-house, identify the number of days it will take to complete. This includes preparation of plans, specifications, and bidding package.

9. Check the appropriate box indicating who will accomplish the work. If part of the work is to be done by station forces and part by contract, check the "combination" box.

10. Identify the average cost per housing unit. This is determined dividning the "total request" from DD Form 1391 for Facility Group A only (including

SIOH, design, contingency, et cetera) by the number of units contained in the project. Identify the highest cost for any single unit. Also indicate the area cost factor incorporated in the project cost.

SIGNATURE - The project transmittal must be signed by the Housing Manager.

Page 2 EFD SUBMISSION

2.a. Housing management validation to be done by the EFD housing division, Code 08.

(1)-(5) Check the appropriate boxes. Should any of these questions be answered in the negative, a full explanation must be included in the remarks section.

(6) Disregard this box. Projects should be whole-site, not incremented.

(7) Check the appropriate box and briefly describe any EFD revisions to the activity's project submission.

2.b. Specify the code performing the technical review and validation. The technical review is to be performed outside the EFD housing division.

(1) If an on-site review of the project was conducted check the box and give the date. If an on-site review was not considered necessary check the box and give an explanation.

(2) Check the appropriate box(es). Describe any alternatives considered but rejected.

(3) Check the appropriate box. Refer to: NAVFAC DM-35; DODINST 4270.1-M; and DODINST 4270.21 SPEC. Explain any exceptions to the design criteria.

(4) Check the appropriate boxes. If the Field Activity cost estimate is revised, provide the new average cost per unit and highest cost for any single unit.

(5) If the design is not performed by the Field Activity, check the appropriate box and estimate the design time. This includes preparation of plans, specifications, and bidding package.

3. Remarks/Comments - Indicate any additional information and attach any documents which will help support the project, such as validation reports, MARIP information, applicable records of phone discussions, or verbal information obtained from the activity. Add the statement: "This project does not contain any improvement items other than incidental to repair."

SIGNATURE - The EFD project endorsement must contain the signature of the housing management validator and the technical validator. For the EFD, the signature of the deputy for facilities management (09B) is required.

Attachment 8 (Continued)

FAMILY HOUSING REPAIR PROJECT TRANSMITTAL AND ENDORSEMENT
NAVFAC 11101/18 (Rev. 4-78)

PAGE 1 (Activity Submission)

From: Commanding Officer, Naval Station Anywhere Date: 29 Sep 1980
 To: Commanding Officer, Engineering Field Division, Naval Facilities Engineering Command
 Via:

Subj: Family Housing Repair Project

Encl: (1) Repair Project Number HR- 1-80 includes:
 Cost Estimate, NAVFAC 11013/7
 Military Construction Project Data, DD 1391
 Military Construction Project Data, DD 1391C
 Photographs
 Drawings
 Other _____
 (specify)

1. Enclosure (1) is forwarded for review, approval and funding. The project is is not in conformance with a MARIP dated 22 Jul 79. If not, please explain: In addition to correcting MARIP identified deficiencies, this project will repair leaky roofs and replace worn furnaces. These deficiencies were identified subsequent to the MARIP through E/S calls and the Long and Short Range Maintenance Plan.

2. Proposed work is considered necessary and funding is requested:

- Immediately
- Current Fiscal Year
- Next Fiscal Year
- Beyond Next Fiscal Year _____
 (specify FY)
- Other _____
 (explain)
- Incrementally (specify plan below)

Fiscal Year	Incremental Plan Units	Cost Estimate
Current FY	_____	\$ _____
Current FY + 1	_____	\$ _____ (incl. ___% infl)
Current FY + 2	_____	\$ _____ (incl. ___% infl)
Current FY + 3	_____	\$ _____ (incl. ___% infl)

3. This project is:

- "Whole House" repairs (500 units).
- Limited to repairs caused by fire or acts of nature (_____ units).
- Limited to all required interior repairs (_____ units).
- Limited to all required exterior repairs (_____ units).
- Limited to roads, grounds, exterior utilities, and other real property.
- Other (_____ units) _____
 (specify)

4. Items other than repair are are not included. (If so, they must be clearly identified in forms DD 1391/DD-1391C).

5. This project does does not include all units within housing project(s).
Goodland Heights - Category C, (Capehart)
 (Housing Project Name(s) and Housing Category(s))

6. This project:

- Does not contain a mixture of Flag/Installation Commander units and non Flag/Installation Commander units.
- Limited to _____ Flag unit(s) and _____ Installation Commander unit(s).
 (number) (number)

7. The proposed solution is considered the most appropriate to correct existing deficiencies for the following reason(s):
 If existing deficiencies are allowed to deteriorate, they will pose a safety hazard to personnel and dependents. Proposed project will rectify the situation and protect the government's investment.

Other alternative(s) considered and rejected was (were):
 Demolition. This solution is not recommended because of present and projected housing deficits.

8. Design can cannot be accomplished in-house. The design will take an est. 90 days.

9. Proposed method of accomplishment: station forces contract combination .

10. Average cost per unit \$ 6,061 Highest cost for any single unit \$ 6,2061 (includes area cost factor of 1.1)

Signature (Housing Manager) Jerry Richards
 Jerry Richards, Housing Manager

Signature and Title (Activity) Donald Rogers
 Donald Rogers, CDR, CEC, USN Executive Officer

Copy to:

FIRST ENDORSEMENT

Date: 19 Nov 1980

From: Commanding Officer, Engineering Field Division, Naval Facilities Engineering Command
 To: Commander, Naval Facilities Engineering Command

Subj: Family Housing Repair Project

1. Forwarded.
2. Project is considered necessary and validation data follows:
 - a. Housing Management Validation (EFD Code 08)
 - (1) Project does does not meet administrative/statutory criteria.
 - (2) Photographs are are not representative of proposed work.
 - (3) MARIP does does not support scope of work.
 - (4) Project was was not reviewed during last MAPS visit
 - (5) Project does does not include items listed in the activity's maintenance budget
 - (6) Incremental Plan is approved or has been revised as follows:

 - (7) Project submission is satisfactory or has been revised as follows:
 - b. Technical Review/Validation (EFD Code xx)
 - (1) On-site visit: conducted on 29 Oct 80 not necessary (if not explain)
 (date)

 - (2) Proposed Methods/Material
 - Concur with activity submission
 - Modified activity submission Plan to award in 1st Quarter FY 1982.
 - Considered the following alternative(s):

 - (3) Proposed scope/material does does not meet the design criteria of the Navy and the Office of the Secretary of Defense. (Explain exceptions)

 - (4) Cost estimate:
 - Adequate - in consonance with current building construction data such as "Means".
 - Overhead and profit are included in line item engineering estimates.
 - Overhead and profit are separately identified from line item engineering estimates.
 - Contingency, design, and SIOH are satisfactory.
 - Activity cost estimate has been revised. The new average cost per unit is \$ 7,135 ; the highest cost for any single unit is \$ 7,135 based on escalation to FY 82 (see DD 1391).

 - (5) Design Information (if not designed by activity)
 - EFD in-house design time _____ days*
 - A&E contract design time _____ days*
3. The following remarks or comments apply:
 This project does not contain any improvement items other than incidental to repair.

Signature (Housing Management validation) <i>William Jones</i> William Jones, Housing Division Dir.	Signature (Technical validation) <i>Terri Schneider</i> Terri Schneider, Head, Maintenance Engineering Branch
Copy to	Signature and Title (EFD) <i>John Brown</i> John Brown, Head, Facilities Management Department

* From date of design authorization
 NAVFAC 11101/18 (Back)

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