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Civil Engineering

**FACILITIES SUPPORT TO PROGRAM
OFFICES AND PROGRAM DIRECTORS**



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This instruction establishes policies and responsibilities for facility engineering support between the Aeronautical Systems Center (ASC), Acquisition Environmental, Safety and Health Division (ASC/ENV) and ASC organizations involved in the development and acquisition of aeronautical systems, sub-systems, and equipment. It does not apply to Government-owned, Contractor-operated (GOCO), industrial facilities which are excluded from this instruction.

SUMMARY OF REVISIONS

This revision of ASDR85-1 incorporates ASC/ENV organizational changes and requests publication of the document as an ASC instruction in series 32.

1. Background.

1.1. The acquisition, deployment, evolution and sustainment of aeronautical systems require that facilities be provided for test, training, operation and logistics support. These facilities must be acquired to meet the time constraints associated with development, deployment and operational milestones of the weapons system acquisition.

1.2. The facilities acquisition process consists of identification of the requirements, programming, design, construction and acceptance. The Systems Program Office (SPO) will identify and develop the weapon system facility requirements and assist the major commands (MAJCOM), and test, training, operational and logistic support bases in the development of site specific facility requirements. Programming, design, construction and acceptance of facilities are accomplished by civil engineering activities external to ASC, using nonsystem funds except as outlined in Air Force Instruction (AFI) 32-1032, *Planning and Programming Appropriated Funded Maintenance, Repair and Construction Projects*, and AFI 65-601, Vol 1, *Budget Guidance and Procedures*. Since a majority of the facilities acquisition process lies outside of the direct control of the SPO, it is essential that a team environment

be established that provides a technical and management link between the SPO and these external Civil Engineering resources.

2. Explanation of Terms.

2.1. System Program Office (SPO). The integrated Air Force Materiel Command (AFMC) organization is responsible for cradle-to-grave military system management.

2.2. System Program Director (SPD). The individual in an AFMC SPO who is ultimately responsible and accountable for decisions and resources in overall program execution. The single face to the user who oversees the seamless process. SPD is the designated title for the single manager of a program who reports to a program executive officer (PEO) or designated acquisition commander (DAC).

2.3. System Facility Engineer. An engineer (AFSC 32EXX) assigned to the Facilities Support Branch (ASC/ENVP) and responsible for providing support to a particular system or program director for the development of the real property facilities requirements needed to support development, test, training, operation, and depot maintenance of the weapon system.

2.4. Facility Engineering. Process of acquiring, constructing, or modifying real property facilities in support of development, testing, and deployment of the weapon system.

2.5. Facilities. Facilities are defined as real property entities such as buildings, structures, utility systems, pavements, and underlying land. For the purposes of these instructions, the term “facilities” and “real property” are synonymous.

2.6. Equipment. Equipment is defined as other than real property installed equipment (RPIE) installed in a facility. This equipment is not procured via the MILCON process and cannot be obtained using MILCON funds.

3. Policy.

3.1. Acquisition Environmental, Safety and Health Division is the point of contact for all matters pertaining to facilities required to support test, training, depot, and operational deployment efforts of the ASC SPOs and SPDs. ASC/ENVP is the designated action office and will assign System Facility Engineers to programs as required to assure proper facilities support.

3.2. Program Directors will provide ASC/ENVP access to all SPO personnel and documentation as needed to develop the system facility requirements beginning with the Concept Exploration and Definition phase of the weapons system life cycle. This will allow sufficient time to program facility requirements to meet the design and construction milestones of the normal Military Construction Program (MCP). The use of Unspecified Minor Construction (P-341) projects will be reserved for those requirements where it is not possible to meet critical program milestones by the normal MCP cycle. Certain special-category facilities may be acquired or modified by the use or RDT&E appropriations in accordance with AFI 32-1032, and AFI 65-601, Vol.

3.3. A separate Memorandum of Agreement (MOA) will be developed, when necessary, to further clarify the relationship and procedures between each SPO and ASC/ENV. The MOA will include exit criteria to define the basis for transitioning the system facility engineering support (i.e., from “full time” to “on call”).

3.4. The Defense Acquisition Desk (DAD) book contains additional guidance on the role of the systems facility engineer and the MILCON process as it relates to the weapons systems acquisition.

4. Responsibilities.

4.1. System Program Director (SPD) or Program Office will:

- 4.1.1. Advise ASC/ENVP of program actions starting in the Concept Exploration and Definition phase and continuing throughout the system life cycle so that facility impacts can be assessed and programmed through civil engineering channels.
- 4.1.2. Include facilities funding requirements (3300 funds) in the System Program Decision Package (PDP) and the System Program Objective Memorandum (POM) submittals.
- 4.1.3. Arrange for the ASC/ENVP System Facility Engineer to interface with SPO personnel who have a direct impact on facilities. This will include as at least the test manager for test-base facilities and the manager responsible for deployment to training, operational, and depot facilities. These interfaces will be maintained until all engineering and management matters pertaining to these facilities are completed.
- 4.1.4. Procure facilities-related criteria and information from the system contractor(s) by placing on contract specific data items as recommended by the system facility engineer.
- 4.1.5. For Foreign Military Sales (FMS) programs, identify facility needs in accordance with Letters of Offer and Acceptance (LOA) to permit timely identification, design, and construction of facilities.
- 4.1.6. Provide office space and administrative support for the system facility engineer.

4.2. ASC/ENVP will:

- 4.2.1. Assign a system facility engineer to support each ASC SPO or SPD in accordance with mutually agreed upon requirements. The level of support provided will depend upon the needs of the program and SPD and will be mutually agreed upon by the SPO or SPD and ASC/ENV.
- 4.2.2. Serve as a member of integrated product team (IPT) as required to provide facility engineering support.
- 4.2.3. Provide cost estimates for total direct facilities support to the system in conjunction with the using MAJCOM's recommendations. These estimates are required input to the POM and PDP. The cost of FMS portion of the facilities should also be included in these estimates.
- 4.2.4. Act as the ASC point of contact on matters pertaining to system facilities.
- 4.2.5. Prepare facilities portions of the system contract, statement of work, program management plan, data items, and other system program documentation.
- 4.2.6. Review facility-related data prepared by the system contractors to assure accuracy and adequacy. Identify actions needed to correct deficiencies in this data.
- 4.2.7. Provide using, training, and supporting MAJCOMs and test centers with the engineering data required to program, design, and construct the real property facilities needed to support the test phases and operational deployment of the system.
- 4.2.8. Participate in or lead surveys to identify facility needs at specified test, training, depot, operational deployment, and enroute locations.

- 4.2.9. Perform functional reviews of facility designs and completed construction, in conjunction with the civil engineers from acquiring commands, to ensure that essential elements of the design criteria have been met and that proper systems equipment and systems facility interface exists.
- 4.2.10. Participate in Site Activation Task Force (SATAF) function pertaining to facilities and serve as chairperson or co-chairperson of the SATAF Facilities Working Group.
- 4.2.11. Provide an evaluation of facilities status to the SPD for selected acquisition reviews (SAR) and program analysis resource reviews (PARR).
- 4.2.12. Provide other support to the SPOs and SPDs including participating in conferences, reviews, and other program actions.

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