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SECRETARY OF THE AIR FORCE**

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**Civil Engineering**

**PLANNING AND PROGRAMMING MILITARY  
CONSTRUCTION (MILCON) PROJECTS**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements AFD 32-10, Installations and Facilities. It provides instructions to major commands and installations on how to plan, develop, and obtain approval for Military Construction (MILCON) projects. It applies to the active forces, the Air National Guard, and the US Air Force Reserve. It addresses facilities obtained through military construction, unspecified minor construction (P-341), emergency construction, defense access roads, and relocatable building programs. It excludes military family housing (MFH) and defense-wide military construction programs; non-appropriated fund (NAF) and host nation funded construction programs; operations and maintenance (O&M) funded minor construction; Working Capital funds; and construction projects funded with research, development, test, and evaluation (RDT&E) funds. The phrase "to HQ USAF/ILEC" should be replaced with "to HQ USAF/REL" throughout the instruction when referring to the US Air Force Reserve and "to ANG/CE" when referring to the Air National Guard. References to "MAJCOM" in this instruction apply to major commands, direct reporting units (DRU), and field operating agencies (FOA). This instruction implements statutes and DoD Directives outlined in **Attachment 1**. Users should send comments and suggested improvements on AF Form 847, Recommendation for Change of Publication, through MAJCOMs to HQ USAF/ILEC, 1260 Air Force Pentagon, Washington DC 20330-1260.

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**(USAFE) AFI 32-1021, 24 January 2003, is supplemented as follows:** This supplement provides procedures and incorporates United States Air Forces in Europe (USAFE) guidance as it applies to AFI 32-1021, *Planning and Programming Military Construction (MILCON) Projects*. It also incorporates USAFE specific guidance according to Final Governing Standards (FGS) specific to USAFE area of responsibility (AOR), Department of Defense Directive (DoDD) 4715.5-G, *Overseas Environmental Baseline Guidance Document (OEBGD)*, AFI 32-7006, *Environmental Programs in Foreign Countries*, and other USAFE Instructions. It prescribes USAFE IMT 320, **Certificate of Compliance for Critical Planning Actions**, in USAFE. This supplement applies to all USAFE installations. It does not apply to

Air Force Reserve and Air National Guard units. Send recommendations for changes or improvements to this instruction on AF Form 847, **Recommendation for Change of Publication**, to the Programs Division (HQ USAFE/A7CP), Unit 3050, Box 10, APO AE 09094-5010. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 37-123, Management of Records and disposed of in accordance with the Air Force Records Disposition Schedule (RDS).

**SUMMARY OF REVISIONS**

**This document is substantially revised and must be completely reviewed.**

Revisions include updated and expanded discussions of the MILCON planning and programming processes, host and tenant MAJCOM responsibilities, MILCON submittal procedures, cost estimating, and the Defense Medical Facility and Defense Access Roads construction programs. New project compliance certification, demolition policy, and antiterrorism force protection (AT/FP) requirements for MILCON projects are also included.

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## Chapter 1

### PRINCIPLES AND RESPONSIBILITIES

**1.1. Facility Project Planning and Programming Objective.** The objective of facility project planning and programming is to provide facilities needed to perform the Air Force mission. All commanders shall support this objective by ensuring project requests meet validated requirements; are in compliance with all applicable standards; are programmed at the lowest life cycle cost; achieve optimum resource efficiency and minimize damage to the natural and human environments; and are within authorities and available resources.

**1.2. Principles.** Planning and programming facilities follows these principles.

1.2.1. **Facility Project Planning.** Facility project planning identifies facilities needed to satisfy current and future mission requirements and determines the most economical means of providing those facilities. This determination shall always begin with an evaluation of existing facilities for their suitability to satisfy mission requirements.

1.2.2. **Military Construction (MILCON) Programming.** MILCON programming is the process of acquiring both the authority and resources necessary to provide facility requirements identified by the planning process. A construction project with an estimated cost greater than \$750,000 is normally funded through the MILCON Program.

**1.3. Responsibilities.**

1.3.1. **Deputy Assistant Secretary of the Air Force (Installations), SAF/IEI.** Provides Air Force policy development and oversight; and advocates for the MILCON program through the Office of the Secretary of Defense (OSD), Office of Management and Budget (OMB), and Congress.

1.3.2. **The Civil Engineer, HQ USAF/ILE.** Formulates policy governing the Air Force MILCON program, directs development of Air Force capital investment strategies, and advocates for resources through the Air Force Corporate Structure, OSD, OMB, and Congress.

1.3.3. **The Engineering Division, HQ USAF/ILEC.** Formulates policy and procedures governing the Air Force MILCON program, develops Air Force capital investment strategies, and validates and integrates Total Force (Active Air Force, Air National Guard, Air Force Reserve) facility project requirements into a corporate Air Force MILCON program. Advocates for MILCON resources through the Air Force Corporate Structure, OSD, OMB, and Congress. Coordinates construction programs requiring interagency approvals, such as defense access roads, medical facilities, defense fuels, and energy conservation.

1.3.4. **US Air Force Reserve Installations and Logistics Directorate, HQ USAF/REL.** Issues guidance to Air Force Reserve Command (AFRC) for submitting its MILCON program, reviews and validates the submittal, assists Air Staff in determining size and content of their MILCON program, and advocates for AFRC MILCON program through OSD and Congress.

1.3.5. **Air National Guard, ANG/CE.** Provides instructions to ANG installation commanders for planning and preparing construction programs, reviews and validates cost estimates, validates and prioritizes facility requirements, reviews and validates cost estimates, and program documents. Prepares

and submits the ANG MILCON portion of the President's Budget. Advocates for the ANG MILCON program through National Guard Bureau, OSD, and Congress.

1.3.6. **Major Commands.** Develop and submit MILCON programs in accordance with guidance issued by HQ USAF, and all applicable Air Force Instructions. Provide instructions and guidance to installation commanders for planning and submitting MILCON programs, to include review and validation of cost estimates, and validation and prioritization of all facility requirements. Coordinate with the MAJCOM/SC to verify all communication requirements are documented and cost estimates are accurate.

1.3.7. **Installation Commanders.** Identify, plan, and program facilities to support their assigned missions. Determine whether existing facilities are available to meet the requirement (see AFI 32-9001, *Acquisition of Real Property*); ensure existing facilities are used economically and efficiently and that excess space is evaluated for demolition. Prioritize and submit MILCON programs to their MAJCOMs.

1.3.8. **Host, Tenant, and Supported Unit Responsibilities.** The host installation will provide services to tenant and supported units in accordance with AFI 25-201, *Support Agreement Requirements* and AFI 65-601, Vol 1, *Budget Guidance and Procedures*. These services include, but are not limited to, preparing program documents, obtaining required certifications, and providing Base Civil Engineer services.

1.3.8.1. **Projects for On-Base Tenants and Supported Units.** Host installations will provide facilities and/or space needed by on-base tenants or supported units from existing assets, if available. If adequate existing facilities are not available, or if the tenant otherwise requires construction or renovation of facilities for its sole use, the host installation will prepare program-related project documentation on behalf of the tenant or supported unit's mission. The host installation will then forward documentation concurrently to the host MAJCOM's and tenant or supported MAJCOM's Civil Engineers. Any MILCON requirements and siting programmed or planned by other organizations must be coordinated by the host base MAJCOM/CV. This level of authority will not be delegated below the host MAJCOM/CV. Additionally, for mission beddown MILCON, the host base MAJCOM must participate in the beddown planning and the host MAJCOM/CV will coordinate on the beddown plan. The tenant or supported unit's command will validate the project, establish its priority, and submit the project as part of its MILCON submittal to HQ USAF/ILEC. ANG should reference AFI 32-1012, *Reserve Component Facilities Programs*.

1.3.8.2. **Air Force Reserve Command Units.** Host Installations will follow AFI 25-201, *Support Agreements Requirements*, on host-tenant relationships when reserve component units are tenants on Air Force installations.

1.3.8.3. **Joint Use of Installations with Other Agencies.** Host installations will follow AFI 25-201, *Support Agreements Requirements*, in cases where units of other government agencies, departments, or military services use facilities or portions of an Air Force installation. Each MILCON project must be reviewed for joint use potential and certified in the certificate of compliance and stated on the DD Form 1391. (See [Chapter 2](#).)

1.3.8.4. **Installations in Foreign Countries.** In foreign countries, installations will follow guidelines outlined in status of forces or country-to-country agreements.

## Chapter 2

### MILITARY CONSTRUCTION PROJECT PLANNING

**2.1. Planning.** Effective planning establishes facility requirements critical for mission accomplishment and proposes the most effective and economical means of satisfying those requirements.

#### 2.2. Planning Actions.

**2.2.1. Determine Requirements.** Installations identify facility needs and determine which needs cannot be met with existing facilities. Installation commanders review, validate, and prioritize installation MILCON facility requirements. Requirements shall be based on Air Force Handbook 32-1084, *Facility Requirements*, which provides typical requirements for a given facility type. Reference to other Air Force or DoD publications or a detailed study of unique user requirements may also be necessary to determine complete needs.

**2.2.2. Evaluate Alternative Solutions.** Installations evaluate existing assets and determine the most economical and effective means of satisfying facility needs. New construction may require justification based on an economic analysis performed in accordance with AFI 65-501, *Economic Analysis*.

**2.2.3. Initiate Programming Actions.** When it is determined a facility shall be constructed or upgraded, the Base Civil Engineer (BCE) will prepare and submit DD Forms 1391, and all other applicable documentation, and enter the project into the Automated Civil Engineering System – Project Management module (ACES-PM). Documentation (typically obtained from facility users) shall include a fully justified, indisputable case for accomplishing the project.

**2.3. Certificate of Compliance.** Installations shall accomplish several planning actions for every MILCON project. A Certificate of Compliance (as shown in [Figure 2.1.](#)) signed by the installation commander, documents completion of these actions. MAJCOMs review these certificates to ensure installations have fulfilled all compliance requirements, and retain them for future reference and use. Although this certificate is only completed once, MAJCOMs shall ensure required actions take place when and as needed. The following paragraphs, listed in the same order on the certificate, briefly describe the actions being certified. If more detailed information is required to ensure compliance, referenced documents should be reviewed.

**2.3. (USAFE) Certificate of Compliance for Critical Planning Actions in USAFE.** Installations shall prepare and submit to the Directorate of Civil Engineering (HQ USAFE/A7C), USAFE Form 320, **Certificate of Compliance for Critical Planning Actions**, in USAFE signed by the installation commander that certifies these planning actions have been accomplished. The USAFE Form 320 must be submitted prior to HQ USAFE/A7C submitting projects to HQ USAF for inclusion in program. **NOTE:** USAFE will not submit projects to HQ USAF for funding without a completed USAFE Form 320 signed by the installation commander. Installations shall not award any construction contract until the certificate of compliance and all necessary siting approvals have been obtained. HQ USAFE/A7C shall review these certificates to ensure installations have fulfilled all compliance requirements and retain them for future reference and use. Although each certificate is only completed once, HQ USAFE/A7C ensures required actions take place. The following paragraphs, listed in the order of the certificate of compliance items (**USAFE Form 320**), direct personnel to the USAFE applicable documents.

2.3.1. **Environmental Impact Analysis Process.** (Figure 2.1., Item 1). Installations shall complete the environmental impact analysis process (EIAP), or have it underway, for each MILCON project submitted to HQ USAF. See AFI 32-7061, *The Environmental Impact Analysis Process*.

2.3.1. (USAFE) **Environmental Impact Analysis Process. USAFE Form 320**, Item 7--AFI 32-7061, *Environmental Impact Analysis Process*, USAFEI 32-7061, *The Environmental Impact Analysis Process*, and USAFEI 32-7066, *Environmental Baseline Surveys in Real Estate Transactions* contain procedures for informing decision makers of environmental considerations when authorizing major DoD actions at installations. Maintain and dispose of form according to Air Force Records Disposition Schedule, Table 32-6, Rule 6.00.

2.3.2. **Wetlands.** (Figure 2.1., Item 2). Before MILCON projects are submitted to the MAJCOM, they shall comply with Executive Order 11990, *Protection of Wetlands and Guidelines of the US Water Resources Council*. See also AFI 32-7064, *Integrated Natural Resources Management*. Projects with potential impact to wetlands may require special permits and authorizations. Installation program managers shall consult with the US Army Corps of Engineers, Regulatory District Office for their region prior to initiating any actions affecting wetlands. Additionally, before undertaking any projects in or adjacent to wetlands, installations shall prepare a "Finding of No Practicable Alternative (FONPA)," based on qualified expert opinion. The FONPA shall be submitted and signed by the MAJCOM before the project is initiated.

2.3.2. (USAFE) **Wetlands. USAFE Form 320**, Item 8--FGS, chapter 13, identifies standards for protection of natural resources such as wetlands. USAFEI 32-7064, *Integrated Natural Resources Management*, provides the framework to help installations comply with FGS.

2.3.3. **Floodplains.** (Figure 2.1., Item 3). Before projects with potential impact to floodplains are submitted to the MAJCOM, they shall comply with the Clean Water Act, Executive Order 11988, *Floodplains Management* and AFI 32-7064. Projects with potential impact to floodplains may require special permitting and authorizations. Installation program managers shall consult with the US Army Corps of Engineers, Regulatory District Office for their region prior to initiating any actions affecting floodplains. Additionally, before undertaking any projects in a floodplain, installations shall prepare a "Finding of No Practicable Alternative," based on qualified expert opinion. The FONPA shall be submitted and signed by the MAJCOM before the proposed project is initiated. See AFI 32-7064, *Integrated Natural Resources Management*.

2.3.3. (USAFE) **Flood Plains. USAFE Form 320**, Item 9--FGS, chapter 13, identifies standards for protection of areas such as flood plains. FGS, chapter 13, has detailed requirements for watercourse protection. USAFEI 32-7064, *Integrated Natural Resources Management* provides a framework to help installations comply with the FGS.

2.3.4. **Coastal Zone Management.** (Figure 2.1., Item 4). See AFI 32-7064, *Integrated Natural Resources Management*.

2.3.4. (USAFE) **Coastal Zone Management. USAFE Form 320**, Item 10--FGS, chapter 13, identifies standards for protection of water resources. USAFEI 32-7064, *Integrated Natural Resources Management*, provides framework to help installations comply with FGS.

2.3.5. **Coastal Barrier Resources.** (Figure 2.1., Item 5). See AFI 32-7064, *Integrated Natural Resources Management*.

2.3.5. (USAFE) **Coastal Barrier Resources. USAFE Form 320**, Item 11--FGS, chapter 13, identifies standards for protection of water resources. USAFEI 32-7064, *Integrated Natural Resources Management*, provides a framework to help installations comply with FGS.

2.3.6. **Threatened and Endangered Species. (Figure 2.1., Item 6).** Installations shall consult with the US Fish and Wildlife Service (USFWS), according to Section 7 of the Endangered Species Act, for MILCON actions potentially affecting threatened or endangered species. See AFI 32-7064, *Integrated Natural Resources Management*. Early in project development, installations shall arrange for a qualified/certified expert to perform a survey within the region for potential effect on threatened or endangered species. Information on the project's potential for affecting threatened or endangered species or critical habitats shall be provided in the EIAP. If the project jeopardizes threatened or endangered species, initiate formal consultation with the USFWS and take appropriate action.

2.3.6. (USAFE) **Threatened and Endangered Species. USAFE Form 320**, Item 12--FGS, chapter 13, identifies standards for protection of threatened and endangered species. USAFEI 32-7064, *Integrated Natural Resources Management*, provides a framework to help installations comply with FGS.

2.3.7. **Cultural Resources Management. (Figure 2.1., Item 7).** Areas of potential effect shall be surveyed to identify historic buildings, archaeological sites, and other cultural resources. This survey shall be performed by a person qualified in identifying cultural resources and evaluating eligibility for listing in the National Register of Historic Places. Complete survey prior to submitting MILCON project to HQ USAF.

2.3.7. (USAFE) **Cultural Resources. USAFE Form 320**, Item 13--FGS, chapter 12, contains standards for required plans and programs needed to ensure proper protection and management of cultural resources. These include historic and prehistoric properties under DoD control, and properties on the World Heritage List or on the host countries' list equivalent to the U.S. National Register of Historic Places. USAFEI 32-7065, *Cultural Resources Management*, provides a framework to help installations comply with FGS requirements.

2.3.7.1. **Survey Results.** Installations shall report survey results, regardless of the findings, to the State Historic Preservation Officer (SHPO) for consultation in accordance with Section 106 of the National Historic Preservation Act. Further consultation with the Advisory Council on Historic Preservation (ACHP) may be required, depending on the finding of the SHPO. This process shall be completed prior to project construction. See AFI 32-7065, *Cultural Resources Management*.

2.3.7.2. **Unexpected Discovery of Archaeological Sites.** Installations shall be aware of the requirement to stop work for 30 days after inadvertent discovery of objects as defined in the Native American Graves Protection and Repatriation Act of 1991. Installations shall include provisions in construction contracts for possible delays in areas where inadvertent discovery is possible.

2.3.8. **Interagency and Intergovernmental Coordination for Environmental Planning. (Figure 2.1., Item 8).** Installations shall submit data to state and local review agencies on proposed construction projects and real property acquisition plans that may affect local, regional (area-wide), and state community plans, programs, and projects as outlined in AFI 32-7060, *Interagency and Intergovernmental Coordination for Environmental Planning*.

2.3.8. (USAFE) **Interagency and Intergovernmental Coordination for Environmental Planning. USAFE Form 320**, Item 14--FGS, chapter 1, identifies Environmental Executive Agents for respective host countries and installation commander responsibilities that include coordination of

activities with host nations. Many of the FGS chapters identify activities that require coordination. The proponent must compare components of the action with each FGS Chapter so all coordination requirements for a given action are addressed. The user evaluating coordination requirements must understand both facility construction and planned facility activities.

### 2.3.9. Environmental Permits.

2.3.9. (USAFE) **Environmental Permits. USAFE Form 320** , Item 15--FGS, chapter 1, permits must be obtained before constructing or operating a facility that emits or generates pollutants.

2.3.9.1. **Environmental Compliance. (Figure 2.1, Item 9)**. Permits required by applicable federal, state, interstate, or local regulations shall be obtained before constructing or operating a facility that emits or generates pollutants. Permits may be required for construction or modification of wastewater, drinking water, storm water runoff systems, and when installing or removing underground storage tanks. Applicable federal laws are the Clean Air Act, 42 U.S.C. 7491; Clean Water Act, 33 U.S.C. 1251; Resource Conservation and Recovery Act, 42 U.S.C. 6901; and Safe Drinking Water Act, 42 U.S.C. 300.

2.3.9.1. (USAFE) At overseas locations, the host nation construction agency or contractor normally obtains these permits for the US government. Any costs (except Environmental Impact Analysis Process (EIAP) and Environmental Baseline Survey (EBS) actions) associated with project construction permitting, mitigation actions, or other actions addressing, controlling or mitigating existing contamination during construction, must be programmed and paid for with project funds. AFI 32-7006, *Environmental Program in Foreign Countries*, identifies environmental AFIs that apply to USAFE activities.

2.3.9.2. **Permits.** MAJCOMs shall obtain environmental permits required for MILCON projects, or make certain the appropriate government contractor has obtained the required permits. For MILCON projects, the Base Civil Engineer shall ensure funds are included in the project to meet all environmental requirements.

2.3.10. **Potentially Regulated Substances at Existing Sites. (Figure 2.1, Item 10)**. Before alterations to construction sites or existing structures begin, installations shall survey the site/structures to find out whether hazardous and toxic substances are present. These substances include, but are not limited to, asbestos, lead-based paint, polychlorinated biphenyls (PCBs), ozone-depleting substances, and radon.

2.3.10. (USAFE) **Potentially Regulated Substances. USAFE Form 320** , Item 16--FGS, chapter 14, contains standards to control and abate threats to human health and the environment from the handling, use, storage, and disposal of items or substances containing trichlorinated and more highly chlorinated biphenyls, e.g. polychlorinated biphenyls (PCB) and polychlorinated terphenyls (PCT). FGS, chapter 15, contains standards to control and abate threats to human health and the environment from asbestos and asbestos-containing materials, and describes management of asbestos during removal and disposal. Other regulated substances found in older facilities, such as ozone-depleting substances, do not have separate FGS chapters, but as with asbestos and PCBs, standards exist in other FGS chapters, such as Chapter 2-Air Emissions, and Chapter 6-Hazardous Waste.

2.3.11. **Radon at New Construction Sites. (Figure 2.1, Item 11)**. Installations shall determine if a proposed construction site is likely to generate radon gas and include appropriate mitigation measures in design.

2.3.12. **Environmental Restoration Program (ERP).** (Figure 2.1., Item 12). Installations shall ensure project siting and construction will not adversely affect ERP activities and there are no land use constraints impacting siting and construction.

2.3.12. (USAFE) **Restoration Program. USAFE Form 320**, Item 17--European Command (EUCOM) Directive 80-2, *Environmental Executive Agent Remediation Policy* and USAFEI 32-7067, *USAF in Europe Cleanup Program Management*, contain guidance for the detection, risk assessment and restoration of sites. Primary objectives for identifying restoration program sites are to minimize conflicts between the project and planned restoration activities and to identify hazards to human health and safety presented by contaminants. Environmental Baseline Surveys, USAFEI 32-7066, are also conducted to identify contaminated soil or water. For projects proposed on land managed by USAFE, project programmers must contact their Civil Engineer Squadron Environmental Flight to determine locations of contaminated sites with hazardous substances. The restoration program manager can identify mitigation requirements, including host nation coordination, if required.

2.3.13. **Air Pollutants.** (Figure 2.1., Item 13). Installations shall obtain construction and operating permits for air pollution sources according to paragraph 2.3.9. Installations shall ensure facility designs incorporate appropriate pollution control technology and perform a conformity determination, if required, according to AFI 32-7040, *Air Quality Compliance* and AFI 32-7061, *Environmental Impact Analysis Process*.

2.3.13. (USAFE) **Air Pollutants. USAFE Form 320**, Item 18--FGS, chapter 2, contains standards for the control of air emissions from DoD-owned and, or -operated facilities and equipment. The chapter covers general emissions, emissions from facilities and operations, and emissions from motor vehicles and fueled engines. Chapter 2 also identifies requirements for measuring and monitoring emissions. USAFEI 32-7040, *Air Quality Compliance*, provides a framework to help installations comply with FGS requirements.

2.3.14. **Water Pollutants.** (Figure 2.1., Item 14). Installations shall obtain construction and operating permits for water pollution sources according to paragraph 2.3.9. Installations shall also ensure facility designs incorporate appropriate pollution and erosion control technologies and plans consistent with local, state, and national environmental requirements.

2.3.14. (USAFE) **Water Pollutants. USAFE Form 320**, Item 19--FGS, chapter 3, states installations shall obtain construction and operating permits for water pollution sources according to paragraph 2.3.9. Installations shall also ensure facility designs incorporate appropriate pollution and erosion control technologies and plans consistent with FGS requirements.

2.3.15. **Solid and Hazardous Wastes.** (Figure 2.1., Item 15). Installations shall apply for and obtain construction and operating permits for facilities to be used for managing solid and hazardous wastes according to paragraph 2.3.9.

2.3.15. (USAFE) **Solid and Hazardous Wastes. USAFE Form 320**, Item 20--FGS, chapter 7, contains standards to ensure solid wastes are identified, classified, collected, transported, stored, treated and disposed of safely and in a manner protective of human health and the environment. These criteria apply to residential and commercial solid waste generated at the installation level. FGS, chapter 6, contains standards for a comprehensive management program to ensure hazardous waste is identified, stored, transported, treated, disposed and recycled in an environmentally-sound manner. This program provides a tracking system for management of hazardous waste from generation to ultimate disposal.

USAFEI 32-7042, *Hazardous Waste Management*, provides a framework to help installations comply with FGS requirements.

2.3.16. **Underground Storage Tanks (UST).** (Figure 2.1., Item 16). Installations shall apply for and obtain construction and operating permits for installing, upgrading, or removing underground storage tanks according to paragraph 2.3.9., if required by federal, state, or local regulatory agencies.

2.3.16. (USAFE) **Aboveground (AST) and Underground Storage Tanks (UST).** USAFE Form 320, Item 21--USAFEI 32-7044, *HQ USAFE Storage Tank Policy and Guidance*, provides a framework to help installations comply with FGS requirements. FGS, chapter 19, contains standards for UST construction to prevent pollution resulting from petroleum, oil and lubricants (POL) products and hazardous substances. FGS, chapter 9, contains standards for construction to control and abate pollution resulting from petroleum, oil and lubricants (POL) products and hazardous substances for both ASTs and USTs. Standards for USTs containing hazardous wastes are covered in FGS, chapter 6.

2.3.17. **Air Installation Compatible Use Zone (AICUZ).** (Figure 2.1., Item 17). When applicable, installations shall ensure siting and design of all facility projects conform to AFI 32-7063, *Air Installation Compatible Use Zone Program*.

2.3.17. (USAFE) **Air Installation Compatible Use Zone.** USAFE Form 320, Item 22--FGS, chapter 10, (unless reserved), AFI 32-7063, *Air Installation Compatible Use Zones* and Air Force Handbook (AFH) 32-7084, *AICUZ Program Manager's Guide* contain standards to control environmental noise within installations. These AFIs are limited to measures allowing reasonable internal DoD planning efforts and do not address procedures for operating aircraft or ships, which are outside the scope of DoD Directive 6050.16.

2.3.18. **Base General Plan.** (Figure 2.1., Item 18). Installations should comply with their General Plan when siting MILCON projects. Further guidance on base comprehensive planning is contained in AFI 32-7061, *The Environmental Impact Analysis Process* and AFI 32-7062, *Air Force Comprehensive Planning*.

2.3.18. (USAFE) **Base Comprehensive Plan.** USAFE Form 320, Item 23--Installations must site all facility projects in conformance with the base comprehensive plan. Further guidance on base comprehensive planning is contained in AFI 32-7062, *Base Comprehensive Planning*.

2.3.19. **Airfield Clearance Criteria.** (Figure 2.1., Item 19). Installations shall ensure all facilities and structures conform to the airfield and airspace clearance criteria and airfield frangibility requirements in Unified Facilities Criteria (UFC) 03-260-01, *Airfield and Heliport Planning and Design*. Prior to submitting projects, installations shall obtain a waiver from their MAJCOM for any proposed project creating an obstruction or intrusion that will violate airfield and airspace criteria. Installations shall coordinate on projects affecting terminal instrument procedures (TERPS) with the installation's TERPS authority (AFMAN 11-226, *United States Standards for Terminal Instrument Procedures*). Refer waivers for projects planned in the clear zone or within accident potential zone I or II to the MAJCOM staff; and maintain a record of all such waivers.

2.3.19. (USAFE) **Airfield Clearance Criteria.** USAFE Form 320, Item 24--Installations must ensure all facilities and structures conform to the airfield and airspace clearance criteria in Unified Facilities Criteria (UFC), 3-260-01, *Airfield and Heliport Planning and Design*; and USAFE Supplement 1, USAFEI 32-1007, *Airfield and Heliport Planning and Design*; and USAFE; *NATO Approved Criteria and Standards for Airfields, 1999*.

2.3.20. **Air Space Use.** (**Figure 2.1.**, Item 20). Installations located within the US and its territories shall file FAA Form 7460-1, *Notice of Proposed Construction or Alterations*. Coordinate projects affecting navigable air space (see Federal Aviation Regulations, Parts 77 and 77.13) with the proper Federal Aviation Administration (FAA) region through the regional Air Force representative. (See UFC 03-260-01, *Airfield and Heliport Planning and Design*, paragraph 1.2.2 and Attachment 6; AFI 13-201, *US Air Force Airspace Management*; and AFI 32-7060, *Interagency and Intergovernmental Cooperation for Environmental Planning*, for procedures). Installations outside the US and its territories shall refer to the status of forces agreement for specific procedures.

2.3.20. (USAFE) **Air Space Use. USAFE Form 320** , Item 25--Installations must coordinate projects that will affect the use of navigable air space with the wing or Operations Group.

2.3.21. **Explosives Quantity/Distance Siting and Safety Clearance Criteria.** (**Figure 2.1.**, Item 21). All projects to construct facilities used for storage, handling, testing, and maintenance of explosives or related items require explosive safety siting approval by the Department of Defense Explosives Safety Board (DDESB) prior to construction. Other facilities located within an identified explosive quantity-distance zone may also require DDESB site plan approval. Installations shall obtain DDESB siting approval before their MAJCOM submits the project to HQ USAF. Refer to AFMAN 91-201, *Explosive Safety Standards*.

2.3.21. (USAFE) **Explosives Quantity/Distance Siting and Safety Clearance Criteria. USAFE Form 320** , Item 26--Before funds can be spent to construct any facility that contains a potential explosion site or is hazarded by explosives, an explosive site plan (ESP) for that facility must be approved by the Department of Defense Explosives Safety Board (DDESB), or at the appropriate level specified in Air Force Manual (AFMAN) 91-201 *Explosive Safety Standards*, Chapter 5. The ESP is submitted to higher headquarters by wing safety in accordance AFMAN 91-201. Coordinate with wing safety to determine if construction projects are hazarded by explosives. Siting of O&M and MILCON projects (non-explosive) outside explosive clear zones may be approved at base level.

2.3.21.1. (Added-USAFE) Installations Commanders must identify all construction projects to the wing weapons safety office

2.3.21.2. (Added-USAFE) Wing weapons safety determines the explosives quantity-distance criteria that apply to the project. Following determination, wing safety will submit those projects requiring explosive siting approval to the Air Force Safety Center (AFSC), seeking eventual Department of Defense Explosives Safety Board (DDESB) approval. As noted above, DDESB approval must be obtained before construction contract award, except as noted in AFMAN 91-201 *Explosive Safety Standards*, Chapter 5.

2.3.22. **Air Base Survivability, Conventional Hardening, Chemical Protection Levels and Priorities, Camouflage, Concealment and Deception.** (**Figure 2.1.**, Item 22). When constructing, substantially altering, or renovating facilities, installations shall follow the air base survivability criteria contained in *War Mobilization Plan 1, Annexes J and L*.

2.3.23. **Allowance for the Physically Handicapped.** (**Figure 2.1.**, Item 23). Installations shall ensure all new facilities are planned to be readily accessible to and usable by handicapped persons. Alterations to existing facilities shall be planned, to the maximum extent feasible, to be readily accessible to and usable by handicapped persons. When accessibility cannot be achieved without causing a substantial impairment of significant historic features, forward a request for modification or waiver of access standards to HQ USAF/ILEC, or ANG/CE for ANG facilities. For further guidance, see DoD

Directive 1020.1, *Nondiscrimination on the Basis of Handicap in Programs and Activities Conducted by the Department of Defense*.

2.3.24. **Real Estate Requirements.** (Figure 2.1., Item 24). Installations shall determine whether any proposed construction project requires acquisition of real estate interests and what such interests would cost. Refer to AFI 32-9001, *Acquisition of Real Property*, for additional information.

2.3.25. **Antiterrorism/Force Protection (AT/FP).** (Figure 2.1., Item 25). All military construction shall comply with DoD Antiterrorism Construction Standards except when the local Commander sets more stringent standards to meet specific AT threats. Installations shall coordinate antiterrorism/force protection facility requirements through the Installation Security Council and/or the Antiterrorism/Force Protection Officer. Analyses conducted during the project planning and programming phases shall assess potential threats and vulnerabilities, review design opportunities and constraints, and integrate protective strategies into the facility and its surroundings. Refer to AFH 32-1084, *Facility Requirements*; and AFI 31-210, *The Air Force Antiterrorism/Force Protection (AT/FP) Program Standards*; and annual HQ USAF/ILEC MILCON program call letters for additional information. Document the Certificate of Compliance and DD Form 1391 when protective measures, provided under paragraph 2.3.21., also satisfy AT/FP requirements.

2.3.25. (USAFE) **Antiterrorism/Force Protection. USAFE Form 320**, Item 30--Installations must ensure all projects conform to the requirements in USCINCEUR OPORD 03-11, *Antiterrorism/Force Protection (AT/FP) Construction Design Standards*, Annex D to Appendix 1 (Logistics); and Unified Facilities Criteria (UFC 4-010-01), *DoD Minimum Antiterrorism Standards for Buildings*.

2.3.26. **Excess Space.** (Figure 2.1., Item 26). Installation commanders shall certify existing excess space cannot be used to satisfy a new requirement in lieu of a MILCON project.

2.3.27. **Temporary Facilities Incident to Construction.** (Figure 2.1., Item 27). Installation commanders shall certify temporary facilities required incident to MILCON will be demolished or otherwise removed upon completion of the project. See Chapter 6 of this AFI for more information.

2.3.28. **Communications and Information Systems.** (Figure 2.1., Item 28). Installation commanders shall certify common user communications equipment, information systems, and other prewiring requirements were identified and their costs included in MILCON project documentation and base communications budgets as required by AFI 65-601, Vol 1, *Budget Guidance and Procedures*. This includes all MILCON-funded communication items and communications items funded from other sources. A copy of the communication cost estimate provided by the base communications office shall be provided with the DD 1391.

2.3.28. (USAFE) **Communications and Information Support. USAFE Form 320**, Item 33--Installation commanders shall certify common user communications equipment, information systems, and other prewiring requirements are identified and their costs included in MILCON project documentation and base communications budgets as required by AFI 65-601, Volume 1, *Budget Guidance and Procedures*, and Engineering Technical Letter 02-12, *Communications and Information System Criteria for AF Facilities*. This includes all MILCON-funded communication items and communications items funded from other sources. A copy of the communication cost estimate provided by the base communications office shall be provided with the DD Form 1391. Also, a copy of the USAFE Military Construction (MILCON) Collateral Requirements Checklist must be completed by the base civil engineer, the base communications systems officer, the base comptroller, and the occupant/user, and included with the DD Form 1391. The most current version of the checklist can be obtained from HQ

USAFE Civil Engineer Directorate, Plans and Programs Division (USAFE/A7CPDM) or USAFE Directorate of Communications and Information Plans, Policy and Resources Division (USAFE/SCXI).

2.3.29. **Energy and Water Conservation.** (Figure 2.1., Item 29). Installation commanders shall certify the project complies with minimum energy and water conservation performance standards.

2.3.30. **Seismic Considerations.** (Figure 2.1., Item 30). All projects shall be planned and designed to withstand seismic loading in accordance with TI 809-04, *Seismic Design for Buildings*. Installations shall evaluate renovation projects with respect to seismic considerations. Any seismic deficiencies shall be mitigated as a result of project completion.

2.3.31. **Joint Use Facilities.** (Figure 2.1., Item 31). Congressional Authorization and Appropriation committees directed all MILCON projects include a certification that the project was evaluated for joint use or unilateral construction. The selected recommendation must be stated on DD Form 1391.

2.3.32. **Sustainable Design and Development.** (Figure 2.1., Item 32). Installation commanders shall ensure sustainable development concepts are applied in the planning, design, construction, environmental management, operation, maintenance, and disposal of facilities and infrastructure projects, consistent with budget and mission requirements. The United States Green Building Council's (USGBC) "Leadership in Energy and Environmental Design (LEED™)" Green Building Rating System is the Air Force preferred self-assessment metric. The goal is to have all MILCON projects in the FY09 program and beyond capable of achieving LEED™ certification. Unspecified Minor Construction (P-341) projects should also be considered when implementing sustainable development. This policy does not apply to Host Nation or NATO funded projects.

**Figure 2.1. Certificate of Compliance for Critical Planning Actions.**

**CERTIFICATE OF COMPLIANCE  
FOR CRITICAL PLANNING ACTIONS**

Command:

Base, State, Country (if Overseas):

Project Title:

Project (Automated Civil Engineering System) Number:

**I. INSTRUCTIONS:**

Place one X in the most appropriate response for each topic area to show status of compliance. When responding to a statement requiring additional data, fill in the blank with appropriate information. If none of the printed statements are appropriate, add or attach an appropriate comment. For MILCON projects, the BCE and installation commander shall sign the certificate and submit it to the MAJCOM where it will be updated and readily available to HQ USAF.

**II. PLANNING:**

1. Environmental Impact Analysis Process (AFI 32-7061):
  - Categorical exclusion (CATEX) number \_\_\_\_\_ applies.
  - Environmental Assessment/Finding of No Significant Impact signed \_\_\_\_\_ (date).
  - Draft Environmental Impact Statement (EIS) started. Expected completion date is: \_\_\_\_\_.
  - Draft EIS filed on \_\_\_\_\_ (date).
  - Final EIS filed on \_\_\_\_\_ (date).
  - Record of Decision signed on \_\_\_\_\_ (date).
  - Foreign nation or protected global resource exemption number \_\_\_\_\_ applies.
  - Environmental study (or review underway) under preparation. Expected completion date is \_\_\_\_\_.
  - Environmental study (or review) completed on \_\_\_\_\_ (date).
2. Wetlands (AFI 32-7064):
  - Project is not sited in or adjacent to a wetland.
  - Requirements of Clean Water Act, Section 404 & 401 in progress. Estimated completion date is \_\_\_\_\_.
  - Requirements of Clean Water Act, Section 404 & 401 completed on \_\_\_\_\_ (date).
  - Section 404 & 401 Permits issued \_\_\_\_\_ (date).
  - Finding of No Practicable Alternative signed \_\_\_\_\_ (date).
3. Floodplains (AFI 32-7064):

- \_\_\_ Project is not sited in a 100-year flood plain.
- \_\_\_ Requirements of EO 11988 in progress. Estimated completion date is \_\_\_\_\_.
- \_\_\_ Project is sited in a 100-year flood plain. Requirements of EO 11988 completed on \_\_\_\_\_ (date). Finding of No Practicable Alternative signed \_\_\_\_\_ (date).

4. Coastal Zone Management (AFI 32-7064):

- \_\_\_ Project does not directly affect a state coastal zone.
- \_\_\_ Consistency determination is being developed. Estimated completion date is \_\_\_\_\_.
- \_\_\_ Consistency determination completed on \_\_\_\_\_ (date).

5. Coastal Barrier Resources (AFI 32-7064):

- \_\_\_ Project is not sited within the Coastal Barrier Resources System.
- \_\_\_ Project exempt from the Coastal Barrier Resources Act (CBRA).
- \_\_\_ Consultation with the Regional Director, United States Fish and Wildlife Service (USFWS) and National Marine Fisheries Service (NMFS) in progress. Estimated completion date is \_\_\_\_\_. Consultation with the Regional Director, USFWS, concluded \_\_\_\_\_ (date).

6. Threatened and Endangered Species (AFI 32-7064):

- \_\_\_ Project has no potential for affecting threatened or endangered species or critical habitats.
- \_\_\_ Based on consultation with USFWS/NMFS or host nation liaison on \_\_\_\_\_ (date), threatened or endangered species in the vicinity of the project will not be affected.
- \_\_\_ Consultation with USFWS/NMFS underway in accordance with the Endangered Species Act.
- \_\_\_ Formal consultation with the Regional Director, USFWS completed on \_\_\_\_\_ (date).
- \_\_\_ Biological Assessment is required. Estimated completion date is \_\_\_\_\_.
- \_\_\_ Biological opinion issued by USFWS on \_\_\_\_\_ (date).

7. Cultural Resources Management (AFI 32-7065):

- \_\_\_ Properties affected by project are addressed in a Programmatic Agreement that was fully executed with the State Historic Preservation Officer (SHPO) and the Advisory Council on Historic Preservation (ACHP) on \_\_\_\_\_ (date).
- \_\_\_ Project area has not been surveyed for historic properties. Survey requirements are identified in the A-106 system and the estimated completion date is \_\_\_\_\_.
- \_\_\_ Project area has been surveyed and no historic properties were identified; the SHPO was notified by letter dated \_\_\_\_\_.
- \_\_\_ Survey identified historic properties but the project will have no effect on them; written concurrence by the SHPO is dated \_\_\_\_\_.

- After consultation, SHPO concurred the project will have no adverse effect on historic properties by written correspondence dated \_\_\_\_\_.
- Project will have an adverse effect on historic properties. A memorandum of agreement (MOA) mitigating the adverse effect was executed on \_\_\_\_\_ (date).
- Estimated date to execute the MOA is \_\_\_\_\_ (date) or no MOA was developed and the formal comments of the Council were sought in a memo dated \_\_\_\_\_.
- Project will affect a site or property of interest to Native Americans. Appropriate Native American Tribe or Group contacted on \_\_\_\_\_ (date).
8. Interagency and Intergovernmental Coordination for Environmental Planning (AFI 32-7060):
- Coordination of proposed project with the state Single Point of Contact or other agencies is not required.
- Coordination with the state Single Point of Contact is in progress. Expected date of completion is \_\_\_\_\_ (date).
- Proposed project was coordinated with the state Single Point of Contact or other agencies on \_\_\_\_\_ (date). (Specify any other agencies.)
9. Environmental Permits (AFIs 32-7040, 7041, 7042, 7044):
- No permits are required.
- No permits required, but regulatory agency notification required prior to construction (e.g., underground storage tank removals)
- The following permits are required prior to construction: (List the construction and operating permits).
1. \_\_\_\_\_
2. \_\_\_\_\_
- Etc. \_\_\_\_\_
10. Potentially Regulated Substances at Existing Sites (AFIs 32-1052, 7042)
- a. Asbestos:
- Not present
- Survey underway
- Present (Describe mitigation, or state why mitigation is not necessary.)
- b. Lead-Based Paint:
- Not present
- Survey underway
- Present (Describe mitigation, or state why mitigation is not necessary.)
- c. Ozone depleting substance:
- Not present

- \_\_\_ Survey underway  
 \_\_\_ Present (Describe mitigation, or state why mitigation is not necessary.)

d. Polychlorinated biphenyls (PCBs):

- \_\_\_ Not present  
 \_\_\_ Survey underway  
 \_\_\_ Present (Describe mitigation, or state why mitigation is not necessary.)

e. Radon:

- \_\_\_ Not present  
 \_\_\_ Survey underway  
 \_\_\_ Present (Describe mitigation, or state why mitigation is not necessary.)

f. Other known hazardous or toxic substances and pollutants (e.g., contaminated soils):

- \_\_\_ Not present  
 \_\_\_ Survey underway  
 \_\_\_ Present (Describe mitigation, or state why mitigation is not necessary.)

11. Radon at New Construction Sites:

- \_\_\_ Not Present  
 \_\_\_ Present (Describe mitigation, or state why mitigation is not necessary.)

12. Environmental Restoration Program:

- \_\_\_ Facility is not sited on or near an ERP site.  
 \_\_\_ Facility is sited near an ERP site approximately \_\_\_\_\_ feet away.  
 \_\_\_ Facility is on an ERP site.  
 \_\_\_ A Request for Waiver was submitted to MAJCOM on \_\_\_\_\_ (date).  
 \_\_\_ The site is projected to be remediated and/or closed out on \_\_\_\_\_ (date), prior to commencement of construction activities.  
 \_\_\_ The nature of the site contamination does not preclude the type of construction activity proposed.  
 \_\_\_ There is a Compliance Agreement associated with this site.  
 \_\_\_ A Remedial Investigation Feasibility Study was completed on \_\_\_\_\_ (date) to accurately delineate the extent of the contamination.  
 \_\_\_ Cost of remedial action is included as part of MILCON project

13. Air Pollutants (AFI 32-7040):

a. Generation:

- \_\_\_ Will not be generated by the operation or construction of this facility.  
 \_\_\_ Will be generated by the operation or construction of this facility. Describe type and amount of substances expected to be generated, existing control systems, and the need for additional controls.

b. Conformity:

- Conformity analysis required.
- Conformity analysis not required.
14. Water Pollutants (AFI 32-7041):
- Facility will not generate water pollutants.
- Facility construction will not cause soil erosion.
- Facility will generate water pollutants. Describe type and amount along with minimization, treatment, and disposal plan.
- Facility construction will cause erosion and require an erosion control plan.
15. Solid and Hazardous Wastes (AFIs 32-7042, 7080):
- Facility will not be used for managing solid or hazardous wastes.
- Facility will be for managing solid or hazardous wastes.
16. Underground Storage Tanks (AFI 32-7044) (Check all that apply):
- No underground storage tanks are involved.
- New underground storage tanks will be installed.
- Existing tanks on the project site will be removed.
- Regulatory agency was notified on \_\_\_\_\_ (date).
- Contamination exists.
- Cost of contamination clean up is included as part of MILCON project.
- Contamination does not exist.
- Contamination unknown.
- Existing tanks on the project site will be retained.
- Contamination exists.
- Contamination does not exist.
- Contamination unknown.
17. Air Installation Compatible Use Zone (AFI 32-7063):
- Facility is sited within acceptable noise level according to the Air Installation Compatible Use Zone Study. No noise level reduction is required.
- Facility is not sited in compliance with Air Installation Compatible Use Zone Study. Noise level reduction of \_\_\_\_\_ will be provided in design and construction.
18. Base General Plan (AFI 32-7062):
- Facility is sited in accordance with the General Plan and is within a compatible land use area.
- Facility is not sited in accordance with the General Plan and is not within a compatible land use area for the following reason: \_\_\_\_\_.
19. Airfield Clearance Criteria (UFC 03-260-01):

\_\_\_\_ Facility is in compliance with airfield clearance criteria, including clear zone, accident potential zones, frangibility requirements, and airfield airspace (height obstruction) criteria and poses no potential threat to flight safety.

\_\_\_\_ A request for waiver to airfield/air space clearance criteria is being prepared. Expected completion date is \_\_\_\_\_.

\_\_\_\_ A temporary waiver for construction activity in the airfield vicinity was approved on \_\_\_\_\_ (date).

\_\_\_\_ A permanent waiver of airfield/air space clearance criteria was obtained on \_\_\_\_\_ (date).

20. Air Space Use:

\_\_\_\_ Project does not affect air space use and does not require submittal of FAA Form 7460-1 to the Regional Office of the FAA.

\_\_\_\_ Project sent to Regional FAA on \_\_\_\_\_ (date). Obstruction marking and lighting recommendations are included in the project.

21. Explosives Quantity/Distance Siting and Safety Clearance Criteria:

a. Projects (new construction, facility modification, or change in use) involving explosives storage or handling.

\_\_\_\_ Explosives safety siting approval obtained on \_\_\_\_\_ (date).

\_\_\_\_ Request for explosive safety siting approval sent to MAJCOM on \_\_\_\_\_ (date). Expected approval date is \_\_\_\_\_.

\_\_\_\_ Request for Waiver/Exemption sent to MAJCOM on \_\_\_\_\_ (date). Expected approval date is \_\_\_\_\_.

b. Projects not involving explosives (new construction, facility modification, or change in use).

\_\_\_\_ Project is not sited within explosives clear zones.

\_\_\_\_ Explosives safety siting approval obtained on \_\_\_\_\_ (date).

\_\_\_\_ Request for explosive safety siting approval sent to MAJCOM on \_\_\_\_\_ (date). Expected approval date is \_\_\_\_\_.

\_\_\_\_ Request for Waiver/Exemption sent to MAJCOM on \_\_\_\_\_ (date). Expected approval date is \_\_\_\_\_.

22. Air Base Survivability, Conventional Hardening, Chemical Protection Levels and Priorities, Camouflage, Concealment and Deception:

\_\_\_\_ Project does not affect air base operability

\_\_\_\_ Facility is sited or constructed in compliance with criteria contained in WMP-1

\_\_\_\_ Waiver or exemption required; request submitted to MAJCOM Civil Engineering Readiness Office, in accordance with WMP-1 on \_\_\_\_\_ (date).

\_\_\_\_ Waiver or exemption granted on \_\_\_\_\_ (date).

23. Allowance for the Physically Handicapped:

\_\_\_\_ Project provides all design features for handicapped.

- Project provides access and limited features.
  - Project provides access but no other features.
  - Design features for handicapped are not required.
  - Design features will not be provided for the following reason: \_\_\_\_\_.
24. Real Estate Requirements (AFI 32-9001):
- Project does not require acquisition of real estate interest.
  - Project requires acquisition of a real estate interest over \$500,000.
  - Land interest is to be acquired through minor land authority.
  - Other (explain): \_\_\_\_\_.
25. Antiterrorism/Force Protection:
- Antiterrorism/force protection measures included in this project are based on a completed installation terrorist threat assessment and a completed Command or Joint Staff Installation Vulnerability Assessment.
  - Antiterrorism/force protection measures included in this project satisfy requirements established by a completed installation Physical Security and Force Protection Plan (DoD 2000.16. Standard 15).
  - Project meets or exceeds the requirements of DoD Antiterrorism Construction Standards.
26. Excess Space:
- Excess space is not available to satisfy the requirement.
27. Temporary Facilities Incident to Construction:
- Temporary facilities are not required for this project.
  - Temporary facilities are required for this project and will be demolished or removed upon completion.
28. Communications and Information Support:
- The communications equipment, information technology systems, rewiring costs, and other requirements for this project have been identified and are included in the project cost estimate and all other applicable project documents. A copy of the communication cost estimate is attached to the DD 1391.
29. Energy and Water Conservation:
- Project complies with the minimum energy and water conservation performance standards.
30. Seismic Considerations:
- Seismic planning and design complies with TI 809-04.
  - Seismic evaluations performed for existing facilities.
  - Seismic deficiencies identified by the seismic evaluations are mitigated by project completion.
31. Joint Use Certification (include selection on DD Form 1391):

- \_\_\_\_\_ Mission requirements, operational considerations, and location are incompatible with use by other components.
- \_\_\_\_\_ This is an installation utility/infrastructure project, and does not qualify for joint use at this location. However, all tenants on this installation are benefited by this project.
- \_\_\_\_\_ This facility can be used by other components on an “as available” basis; however, the scope of the project is based on Air Force requirements.
- \_\_\_\_\_ This facility is programmed for joint use with \_\_\_\_\_ (identify the component the facility is jointly used with); however, it is fully funded by the Air Force.
- \_\_\_\_\_ The facility is programmed for joint use with \_\_\_\_\_ (identify the component(s) the facility is jointly used with) and is conjunctively funded by \_\_\_\_\_ (identify the participating component(s)).

32. Sustainable Design and Development:

- \_\_\_\_\_ Project includes sustainable development concepts.
- \_\_\_\_\_ Project will qualify for LEED™ certification.
- \_\_\_\_\_ Project does not include sustainable development concepts.

I concur with the above statements.

\_\_\_\_\_  
Base Civil Engineer (date)

\_\_\_\_\_  
Installation Commander (date)

## Chapter 3

### MILITARY CONSTRUCTION PROGRAMMING

**3.1. MILCON Programming.** Programming is the process of developing and obtaining approval and funding for Military Construction (MILCON) projects. Installations identify, develop, and validate MILCON projects, and MAJCOMs compile, validate, and submit command MILCON programs according to this AFI and instructions provided in HQ USAF MILCON program call letters. HQ USAF/ILEC integrates MAJCOM inputs in the development of the Air Force-wide MILCON Program and advocates for MILCON resources through the Air Force Corporate Structure, OSD, OMB, and Congress while the Air Force Panels advocate for specific MILCON requirements. ANG/CE and AF/REL establish submittal dates and issues annual guidance to ANG and AFRC installations for the separate submittal of their MILCON programs to OSD.

**3.2. Definition of MILCON.** Military Construction, as defined in 10 U.S.C. 2801, includes any construction, development, conversion, or extension of any kind carried out with respect to a military installation. MILCON includes construction projects for all types of buildings, roads, airfield pavements, and utility systems costing \$750,000 or more. The Air Force MILCON program objective is to provide quality facilities to support Air Force missions. A MILCON project includes all construction work necessary to produce a complete and usable facility or complete and usable improvement to an existing facility. Additionally, instances may occur when maintenance and repair work will be accomplished as MILCON, either because it is part of a large project or a decision has been made to use MILCON instead of O&M funds.

**3.2.1. Project Authority.** Authority to carry out a MILCON project includes authority for surveys and site preparation; acquisition, conversion, rehabilitation, or installation of facilities; acquisition and installation of equipment and appurtenances integral to the project; acquisition and installation of supporting facilities (including utilities) and appurtenances incident to the project; and planning, supervision, administration, and overhead incident to the project.

**3.2.2. Project Limitations.** Each MILCON project shall result in a complete and usable facility or a complete and usable improvement to a facility. Avoid combining work on multiple facilities of different types into a single project. Combining multiple projects into a single, "lump sum" request is prohibited, except when each project is in the same general facility category (i.e. supply facilities, maintenance and production facilities, etc.) and the required completion date of each facility necessitates programming all of them in the same fiscal year.

**3.3. MILCON Project Development.** Project development is one of the most important actions in MILCON programming and is documented using a DD Form 1391. The DD Form 1391, by itself, shall explain and justify the project to all levels of the Air Force, OSD, OMB, and Congress. Justification data shall clearly describe the impact on mission, people, productivity, life-cycle cost, etc., if the project is not accomplished.

**3.3.1. Automated Civil Engineer System – Project Management Module (ACES-PM).** ACES-PM is the single official Air Force-wide database management system used to create, store, retrieve, and update MILCON project records. It is used to develop the Air Force MILCON program from MAJCOM submittals, support the MILCON submittal to Congress, answer Congressional inquiries, provide an audit trail and historical record of project activity, and as an information source

for Air Force managers. Program managers will use the data in ACES-PM to update and monitor project progress, cost, and schedule. This unique and essential relational database requires all ACES-PM users ensure project data for which they are responsible is accurate and current. ACES-PM does not currently apply to the ANG and AFRC.

**3.3.2. Project Identification.** With the exception of HQ USAF-directed projects, installation commanders determine which facility needs cannot be met with existing facilities. Installation commanders review, validate, and prioritize installation MILCON facility requirements. In accordance with schedules established by the MAJCOM, the BCE prepares and submits the DD Forms 1391 with all supporting documents and enters the project into the ACES-PM system. For ANG projects, the BCE submits DD Forms 1391s/1390s to ANG/CEP. AFRC submits forms to AF/REL.

**3.3.3. Project Validation.** HQ USAF, MAJCOMs, and installations shall validate each MILCON project by verifying the requirement that creates the need for the proposed project and confirming the proposed project is the most cost effective means of satisfying the requirement. Projects justified on an economic basis, and all projects costing over \$2 million, require an economic analysis in accordance with AFI 65-501, *Economic Analysis*. The MAJCOM/CEP or equivalent confirms DD Form 1391 data is accurate and complete by signing the form in block 9.

**3.3.4. Project Cost Estimates.** Accurate project cost estimates are essential to successful MILCON project development and execution. Cost estimates must be closely scrutinized to ensure they are in-line with the OSD Pricing Guide or fully justified with historical cost data. Installations and MAJCOMs should prepare cost estimates using parametric estimating tools (defined as being equivalent to 15% design completion) or based on 35% conventional design. The basis for parametric project cost estimates shall be a completed Requirements Document, as defined by the *USAF Project Manager's Guide for Design and Construction*. Use the Tri-Service Parametric Cost Engineering System (PACES) as a tool to develop parametric cost estimates; however, PACES cost estimates for primary facilities shall be consistent with unit prices published in OSD Pricing guide or AFCESA Historical Construction Cost Handbook. Major differences between PACES and the OSD Pricing Guide (e.g., clay tile roof versus standing seam metal roof) shall be fully justified to HQ USAF/ILEC. Capture unique requirements of a project as separate line items under Primary or Supporting Facility cost. The cost of force protection within the facility should be identified under Primary Facility as "Antiterrorism Force Protection" and outside the facility identified under Supporting Facilities as "Passive Force Protection Measures".

**3.3.5. Design Schedules.** MAJCOMs shall document design and construction schedules in Block 12 of the DD Form 1391 for each MILCON project. The schedule shall show design will be complete in time to award the construction in the fiscal year that funding is requested. Projects not achieving this status at the time of the Budget Estimate Submission (BES) by HQ USAF/ILEC risk being deleted from the program.

**3.3.6. Demolition.** Demolition funded as part of a MILCON project shall be directly related to the project (e.g., in the footprint of the new construction or no longer needed as a result of the new construction). Once the project is appropriated and authorized by Congress, the scope of demolition work (total square meters/footage) identified shall be accomplished to complete the project.

**3.3.7. MAJCOM MILCON Program Submittals.** MAJCOMs shall prioritize validated projects and submit their Commander-approved program in accordance with MILCON program call letters issued by HQ USAF/ILEC. AFRC and ANG shall submit projects to their respective Joint Service

Reserve Component Facility Board in accordance with instructions found in AFI 32-1012, *Reserve Component Facilities Programs*.

**3.4. MILCON Program Development.** HQ USAF/ILEC, in conjunction with other HQ USAF functional offices, will review each MILCON project in detail and validate the need, engineering feasibility, economic benefits, compliance with Air Force objectives, and project cost. In developing the MILCON program, HQ USAF/ILEC integrates projects from the MAJCOMs and lists projects in priority order, in accordance with “Fact-of-Life” requirements, Corporate Adjustments, and the MILCON Investment Strategy Scoring Model (ISSM).

3.4.1. **“Fact-of-Life” Projects.** Fact-of-Life projects are required to achieve compliance with laws, treaties, and international agreements. Projects are intended solely to fund initial construction, modification, or upgrade of a facility, system, or component(s) to comply with new Federal and/or State environmental laws or regulations. Other infrastructure projects must compete for MILCON or O&M funding as applicable on their own merits. MAJCOMs should include environmental projects in a fiscal year MILCON program early enough to prevent non-compliance. Project narrative and data shall identify project requirements and justify them as Level I, “Fact of Life” requirements, and include information on violations (see AFI 32-7001, *Environmental Budgeting*).

3.4.2. **Corporate Adjustments.** Corporate Adjustments are projects approved and placed in the MILCON program by Chief of Staff of the Air Force (CSAF) or the Secretary of the Air Force (SECAF) due to their overriding importance to the Air Force. Examples include Quality of Life requirements from the Dormitory and Fitness Center Master Plans. These projects are so necessary that they are considered “must pay” bills and do not compete with other MAJCOM requirements. MAJCOM/CCs and HAF Directors with MILCON requirements that cannot be met through the normal MAJCOM scoring and prioritization process may submit a written request to CSAF or SECAF for a Corporate Adjustment. Since Corporate Adjustments impact the TOA available for scored projects, the requesting MAJCOM must indicate where the corporate-adjusted project fits into the MAJCOM’s existing priorities of previously submitted projects.

3.4.3. **The MILCON Investment Strategy Scoring Model (ISSM).** For all validated projects other than Fact-of-Life and Corporate Adjustment projects as identified in 3.4.1 and 3.4.2 above, HQ USAF/ILEC calculates project rankings (or priorities). Numerical scores are derived from the MAJCOM commander’s project priority, the HQ USAF MILCON ISSM, Air Force Corporate Structure mission panel points, and MILCON IPT points. The MILCON ISSM considers each project for its mission category and mission impact. Mission panel points are assigned based on the merit of individual projects and whether they shall be funded or should be funded in the programmed year. The MILCON IPT points address efficiencies, mission timing, demolition, and overseas presence.

3.4.4. **The Integrated Priority List (IPL).** All MILCON projects are integrated into a single Total Force list, which includes active Air Force, ANG, and AFRC. After Fact-of-Life and Corporate Adjustment projects are determined, the remaining project rankings are derived from ISSM scores. Based on the MILCON budget authority available, projects on the IPL are included in the MILCON program in descending order beginning with the highest ranking IPL project.

3.4.5. **Changes to the Integrated Priority List.** After the Air Force Civil Engineer approves the IPL, changes to project priority, scope, and cost must be approved by the Air Force Corporate Structure. Project substitutions will not be accepted. Projects that cannot be executed at the programmed

amount (PA) will be deferred unless the increase in PA is offset at the expense of other MAJCOM projects.

**3.5. MILCON and Program Objective Memorandum Schedules.** The Air Force submits a biennial MILCON budget (two fiscal years at one time) to OSD and Congress each even numbered fiscal year. OSD reviews both years in detail and issues decisions on each. Congress, however, does not normally review the second year program, and therefore, that program is resubmitted by the Air Force to OSD the next year as an amended program. OSD reviews the amended program, and after approval, it is submitted to Congress as part of the President's Budget (PB) for that respective year. Additionally, each even numbered year, a six-year MILCON program or Future Year Defense Program (FYDP) is developed for the Program Objective Memorandum (POM), which outlines the forces and resources proposed for the next six years. Scheduling of these submittals is subject to change and is provided annually by HQ USAF.

**3.5.1. Office of the Secretary of Defense Budget Review.** The Air Force submits the MILCON budget to OSD by facility category (such as operations and training facilities, maintenance and production facilities, research and development facilities, etc.). OSD reviews every project submitted and issues Program Budget Decisions (PBDs) that transmit their proposed decision on every project (approve, disapprove, revise, or defer to a future year). OSD provides reasons for their decisions. If the Air Force is not satisfied with these decisions and a strong case can be made to rebut the proposed decision, a reclama is developed and submitted. OSD review and consideration of these reclaims, along with senior level negotiations, determine the final PBD decision and ultimately the content and size of the MILCON program to be included in the President's Budget. The total Air Force budget goes through a similar process. After approval by OMB and the President, the budget is submitted to Congress.

**3.5.2. Congressional Review.** The Secretary of Defense submits the MILCON portion (for all services and DoD Agencies) of the President's Budget to Congress in listings aggregated by country and state. The Secretary of Defense requests both authorization and appropriation from Congress.

**3.5.2.1. Congressional Authorization.** Authorization of MILCON projects is provided by the Defense Authorization Bill that includes authorization requests for other Defense accounts such as Procurement; Research, Development, Test and Evaluation; Operations and Maintenance; and Military Personnel. Normally, all projects that comprise the MILCON total obligation authority are included in the authorization request. However, items authorized in a prior year for which only appropriation is being requested are not included in the authorization request. They are included in the appropriation request only.

**3.5.2.1.1. Armed Services Committees:** The House and Senate Armed Services Committees review the MILCON authorization request and hold hearings attended by witnesses from each service. These two committees then issue reports detailing their recommendations. The full House and Senate then act on the committees' recommendations and each passes its own version of the authorization program (referred to as committee marks).

**3.5.2.1.2. Congressional Authorization Conference Actions :** Differences between the House and Senate versions are resolved by an Armed Services Conference Committee which also issues a report that shows how the differences were resolved. Congress then passes the authorization program approved by the conference that becomes the authorization act. After the act is signed by the President, it becomes law (National Defense Authorization Act).

3.5.2.1.3. **Authorization Expirations** : If no obligation is made for a project within three years after an authorization act becomes law, the authorization for that project will expire, unless an authorization extension is included in the authorization act passed at the end of the third year. MAJCOM staffs shall submit requests for extensions to HQ USAF/ILEC describing the circumstances that prevented obligation. HQ USAF/ILEC will validate the request and ask OSD, through SAF/IEI, to include requests for the extension in the authorization bill submitted to Congress.

3.5.2.1.4. **Other Matters Included in Authorization Request** : The authorization request may include proposed changes to the existing United States Code that the Secretary of Defense submits for legislative consideration. MAJCOMs can propose legislative changes to HQ USAF/ILEC for consideration and staffing through SAF/IEI to OSD.

3.5.2.2. **Congressional Appropriation.** The Secretary of Defense requests, for all services, appropriations for all items in the MILCON total obligation authority. The MILCON appropriation is a separate bill from all other DoD appropriations. The House and Senate Appropriations Committees follow the same procedure outlined for the Armed Services Committees in Paragraph 3.5.2.1. in reviewing the appropriation request. After the bill is signed by the President, it becomes law (Military Construction Appropriations Act). MILCON appropriations expire five years after they are appropriated; however, from time to time, general reductions and rescissions reduce funds available in prior years. See AFI 32-1023, *Design and Construction Standards and Execution of Facility Construction Projects*, for additional information on MILCON appropriation expiration.

3.5.3. **Construction of Projects.** After both the authorization and appropriation acts are signed, HQ USAF/ILEC will arrange funding for construction of projects on a project-by-project basis. See AFI 32-1023, *Design and Construction Standards and Execution of Facility Construction Projects (Chapter 5 and Chapter 6)*.

**3.6. Project Files.** Installations, MAJCOMs, and HQ USAF/ILEC should maintain MILCON project files according to AFMAN 37-139, *Records Disposition Schedule*.

### **3.7. Special Military Construction Authorities.**

#### **3.7.1. Defense Medical MILCON.**

3.7.1.1. **Authority.** This program is managed by the Office of the Assistant Secretary of Defense for Health Affairs, OASD(HA), and is funded by the Defense Health Program, not the Air Force Total Obligation Authority (TOA). This section applies to all active Air Force medical and medical related facilities; it does not apply to ANG medical facilities. The following directives apply: DoD Directive 6015.16, *Department of Defense Policies for the Acquisition of Military Health Facilities*; DoD Instruction 6015.17, *Procedures for the Planning, Programming, Budgeting and Execution for Construction of Military Health Facilities*; and MIL-HDBK-1191, *Department of Defense Medical and Dental Treatment Facilities Design and Construction Criteria*.

3.7.1.2. **Project Justification, Submittal, and Program Development.** OASD(HA) issues an annual call to the services for medical MILCON projects. Installations, with assistance from the Regional Health Facility Office (RHFO), develop MILCON requirements. The RHFO, with assistance from the Medical Treatment Facility Commander (MTF) and the BCE, develop DD Forms 1391. The BCE prepares supporting documents in accordance with Chapter 2 of this Instruction.

Installations forward completed DD Forms 1391 to the MAJCOM Civil Engineer and Surgeon General. They, in turn, jointly validate and prioritize all projects, and submit them to the Air Force Medical Support Agency (HQ USAF/SGSFW) with information copies to the Air Force Center for Environmental Excellence (HQ AFCEE/CMM) and HQ USAF/ILEC. HQ USAF/SG prioritizes the MAJCOM projects, develops the DoD Medical MILCON Program, and forwards the projects to OASD(HA) as part of the unified medical POM submission.

**3.7.1.3. Medical Unspecified Minor Construction Requirements.** Installations and MAJCOMs shall process Medical Unspecified Minor Construction (UMC) requirements in the same manner as medical MILCON projects. OASD(HA) funds approved projects from the Defense Health Program. Projects programmed under the unspecified minor construction authority shall comply with DoD Instruction 6015.17. UMC programming further is described in **Chapter 4** of this Instruction.

**3.7.1.4. Medical Relocatable Facilities.** Medical relocatable facilities are provided in accordance with guidance in **Chapter 6** of this Instruction.

### **3.7.2. Defense Access Road (DAR) Program.**

**3.7.2.1. General.** This program provides a means for DoD to contribute funding to improve public highways serving defense installations and activities. The program is authorized by 23 U.S.C. 210, *Defense Access Roads*, and implemented by Army Regulation 55-80, *Highways for National Defense*. The DAR Program is managed by Military Traffic Management Command (MTMC), Department of the Army, and co-administered by the Federal Highway Administration (FHWA), Department of Transportation. The FHWA is the link to State and local transportation agencies that normally execute the projects.

**3.7.2.2. DAR Project Justification and Submittal.** The DoD expects State and local transportation agencies to develop and maintain public highways that serve permanent defense installations. Before requesting funds through the DAR Program, an installation shall first request the jurisdictional authority to fund and accomplish the required improvements. However, some defense-generated impact may be too sudden or unusual to be incorporated into normal civil highway improvement programs. Such impacts could include traffic increases due to major on-base facility expansions, addition of a new entrance gate, a requirement to move unique defense vehicles on low-volume roads, or realignment of public roads due to new facility development (e.g., runway extension). When it is understood that State and local authorities cannot or will not fund the necessary improvements, installations shall submit an Access Road Needs Report through their MAJCOM to HQ USAF/ILEC for requirement validation.

**3.7.2.3. DAR Project Programming and Execution.** Upon validation, HQ USAF/ILEC will coordinate the requirement with MTMC for eligibility determination and certification that the road is important to national defense. With HQ USAF/ILEC validation and MTMC certification, the MAJCOM shall include the project in the next command MILCON submittal, and clearly identify the requirement on the DD Form 1391 as a DAR project. Air Force funds are transferred to the FHWA via Standard Form 1151, Non-expenditure Transfer Authorization, to proceed with project design and construction.

**3.7.3. Energy Conservation Program.** Public law 10 U.S.C. 2865 allows the installation to share in savings from energy reductions. One-half of the savings remain at the installation to be used for maintenance and repair; minor alterations to existing military family housing units (with family housing

energy savings); unspecified minor construction projects that enhance quality of life; or morale, welfare, or recreation (MWR) facilities/services that can be supported with appropriated funds. The other half of the savings is to be used for additional energy conservation measures. This portion is to be accumulated and managed by the MAJCOM.

3.7.3.1. **Normal MILCON.** Energy projects may be MILCON-funded as outlined in paragraph 3.4. of this Instruction.

3.7.3.2. **Energy Conservation Investment Program (ECIP).** ECIP is a special MILCON program centrally managed by OSD for all services. The program is submitted to Congress by OSD as a lump sum amount without base or project identification. The services compete for portions of the lump sum amount by submitting candidate projects with detailed justifications to OSD. The program is intended to provide projects that reduce energy consumption and utility costs. OSD reviews the projects, determines which are to be funded, and transfers funds to the service for project accomplishment. HQ USAF and the Air Force Civil Engineering Support Agency (AFC-ESA) issue annual guidance letters to MAJCOMs for implementing this program.

3.7.4. **Liquid Fuels Facilities.** Liquid fuels facilities handling Defense Energy Support Center (DESC) owned product are the responsibility of the Defense Logistics Agency (DLA) for MILCON funding and advocacy. MAJCOMs submit MILCON fuels projects to DESC, documented in accordance with 30 AM 4270.1, *DLA Facilities Projects Manual*. Also, see ETL 01-15, *Programming Fuels Projects*, for additional guidance. Submit information copies to HQ USAF/ILEC/ILEV/ILSP.

3.7.5. **Productivity Investment Fund (PIF).**

3.7.5.1. **Fund Description.** Air Force TOA allocated for the PIF program may be used to fund MILCON projects that result in hard savings or cost avoidance in operations and maintenance (O&M) and manpower. Normally, only projects with a payback period of less than two years are approved and funded.

3.7.5.2. **Project Justification and Submittal.** Air Force Productivity Investment Funds may be used to fund MILCON projects meeting the criteria established in AFI 38-301, *Productivity Enhancing Capital Investment Programs*. HQ USAF/XPMR issues special guidance on submittal of PIF projects. MAJCOMs submit MILCON projects to HQ USAF/XPMR in response to their call for PIF candidates, and shall provide an information copy to HQ USAF/ILEC clearly marked as PIF. HQ USAF/XPMR and ILEC review PIF candidates and determine whether PIF funding can be anticipated. Commands shall not include PIF projects in their command MILCON submittals. If warranted, HQ USAF/ILEC will authorize design. No design funds are provided in the PIF program, therefore, MAJCOMs shall fund design of PIF projects from funds made available for MILCON design. Upon HQ USAF approval, the PIF funds will be transferred and the project will become part of the MAJCOM's MILCON program.

3.7.6. **Land Acquisition.** Land acquisition is accomplished in one of two ways:

3.7.6.1. **Land Acquisition Only.** Land acquisitions not associated with any facility construction and estimated to cost more than \$500,000 are programmed as separate MILCON projects. Examples include lands purchased for Air Installation Compatible Use Zones (AICUZ) or for explosive quantity/distance safety zones.

3.7.6.2. **Land Acquisition with Facility Construction.** When land acquisition is required in conjunction with facility construction, the land acquisition is programmed one of two ways:

3.7.6.2.1. If the estimated land cost is greater than 30 percent of the estimated total project cost (land plus facility construction), land acquisition is programmed as a single and separate MILCON project from the construction project.

3.7.6.2.2. If the estimated land cost is 30 percent or less of the estimated total project cost, the project is programmed together with the construction and the words "land acquisition" are included in the project title on the DD Form 1391.

## Chapter 4

### UNSPECIFIED MINOR CONSTRUCTION PROGRAMMING

**4.1. Unspecified Minor Construction.** Unspecified minor construction (UMC) projects are authorized by 10 U.S.C. 2805, *Unspecified Minor Construction*, and DoD Directive 4270.36, *DoD Emergency, Contingency, and Other Unprogrammed Construction*.

**4.2. Minor Construction Project Criteria.** UMC projects are MILCON projects having a funded cost between \$750,000 and \$1,500,000. However, if the UMC project is intended solely to correct a life-threatening, health-threatening, or safety-threatening deficiency, the funded cost is between \$1,500,000 and \$3,000,000. These projects are funded from the P-341 account. AFI 32-1032, *Planning and Programming of Real Property Maintenance Projects*, describes minor construction (funded from the O&M account) projects costing less than \$750,000 (or less than \$1,500,000 where the project corrects a life-, safety-, or health-threatening deficiency).

**4.2.1. Types of Projects.** UMC includes constructing, erecting, or installing a new facility or system; work that expands the current size of an existing building by constructing additional functional space (e.g., by constructing a building addition or adding an additional level); converting a building from one primary function to another; and repair-type work that exceeds 70 percent of a building's replacement cost. Note: when the estimated cost to repair a building exceeds 70 percent of the replacement cost, a replacement building should normally be programmed through the MILCON process. However, when other factors dictate retention and restoration of the existing building (e.g., in the case of a building on the National Register of Historic Places), such repair-type work is referred to as rehabilitation and is programmed as construction class work. SAF/IEI may approve exceptions to this on a case-by-case basis. Repair work in the same facility may be programmed as a separate project and executed with the UMC project. The programming documents for both projects shall be cross-referenced and Congress shall be notified of intent to proceed with an UMC project and companion repair work.

**4.2.2. Project Limitations.** Unspecified minor construction requirements should be unforeseen and so urgent it cannot wait for the next MILCON program submittal. Each project shall provide a complete and usable facility or improvement to an existing facility. Splitting requirements to keep project costs below the UMC threshold is prohibited. An UMC project shall not be accomplishment concurrently with a MILCON project in the same facility. Combining UMC funds with other fund types to accomplish a single requirement is prohibited. An UMC project may precede a MILCON project for a new mission requirement when the UMC will provide a complete and usable facility to meet a specific need during a specific time frame. An UMC project may follow a MILCON project when new mission requirements are identified after the MILCON project was completed.

**4.3. Project Justification and Submittal.** MAJCOMs submit project requests under the UMC authority to HQ USAF/ILEC using a DD Form 1391. Project requests shall describe the requirement; explain the project urgency; why it was not included in a prior year MILCON program; and why it cannot wait for the next MILCON program. Each project request shall explain how the new requirement is to be satisfied in the interim. Requests shall identify any land acquisition and temporary facilities; indicate the date when the requirement was first known; and identify unit or activity relocations in submittal documents. Provide the required completion date and justification for that completion date. Include a schedule of related

equipment delivery and any steps taken to expedite design and construction. If requesting minor construction funding for a project previously denied by Congress, provide new information justifying the urgency and what changed since the original request. Describe all actions taken to satisfy the requirement and identify all other reasonable alternatives considered. Explain why the alternatives were not adopted. Identify any O&M funded work associated with the total project scope and provide copies of DD Form 1391 for any companion O&M project and cross-reference DD Forms 1391 to each other. The MAJCOM/CEP shall sign the following statement, included on the DD Form 1391, for all projects submitted to HQ USAF for authority approval: "I have reviewed the DD Form 1391 and assure the document is complete and accurate, and have validated the primary and supporting costs. The scope has been fully coordinated with the user and the Civil Engineer Squadron Commander." In the submittal, include a Certificate of Compliance (**Figure 4.1.**) signed by the host installation commander and endorsed by the MAJCOM commander, or designated representative.

**4.4. Project Approval.** HQ USAF/ILEC validates UMC projects and submits validated projects to SAF/IEI for approval. SAF/IEI (together with the OSD Comptroller) approves the projects and notifies the House and Senate Armed Services and Appropriations Committees of the intent to accomplish the project. If no committee raises an objection within 30 calendar days after notification, the notification process is complete, and HQ USAF/ILEC advises the MAJCOM to proceed with the project. For the Air Force Reserve component, AFRC/CE and ANG/CE have unspecified minor construction project approval up to \$1,500,000. Projects exceeding \$1,500,000 require SAF/IEI approval and the same Congressional notification.

**Figure 4.1. Certificate of Compliance for Minor Construction Projects Carried Out Under Authority of 10 U.S.C. 2805. (Per 10 U.S.C. 18233a, the below Certification of Compliance is not required for reserve components).**

**CERTIFICATION OF COMPLIANCE  
FOR  
MINOR CONSTRUCTION PROJECTS UNDERTAKEN UNDER AUTHORITY OF  
TITLE 10, UNITED STATES CODE, SECTION 2805**

Project description and cost:

(Insert the project title, location or installation, funded cost, and a brief statement describing the single undertaking.)

I certify that the project described above complies with 10 U.S.C. 2805 and Department of Defense regulations as implemented by Air Force Instruction 32-1021. Further, the project is essential and represents the minimum requirements. I have taken every reasonable action to verify the accuracy of these statements.

Responsible Official:

Name, Signature, Date  
(Installation Commander)

Name, Title, Signature, Date  
(MAJCOM Commander or Designated Representative)

## Chapter 5

### EMERGENCY, DAMAGED OR DESTROYED, AND CONTINGENCY CONSTRUCTION PROGRAMS

**5.1. Purpose of Chapter.** This chapter provides guidance for obtaining MILCON projects under certain special emergency program authorities. This chapter implements United States Code and DoD Directive 4270.36, *Emergency, Contingency, and Other Unprogrammed Construction*.

**5.2. Special Emergency Programs Available.** Special programs include: Emergency Construction (10 U.S.C. 2803), Restoration or Replacement of Damaged or Destroyed Facilities (10 U.S.C. 2854), Secretary of Defense (SECDEF) Contingency Construction (10 U.S.C. 2804), and Construction Authority in Event of Declaration of War or National Emergency (10 U.S.C. 2808). MAJCOMs should submit projects costing more than \$1,500,000 for these programs. Use the procedures in **Chapter 4** for requirements costing less than \$1,500,000, but more than \$750,000. If minor construction cannot be used, MAJCOMs will explain the circumstances in their submittal.

**5.2.1. Emergency Construction (10 U.S.C. 2803).** This provision is used for projects vital to national security or for the protection of health, safety, or the quality of the environment, so urgent they cannot be deferred to the next MILCON submittal.

**5.2.1.1. Project Justification and Submittal.** MAJCOMs submit project justifications to HQ USAF/ILEC. The submittal shall include all DoD Directive 4270.36 requested information, a DD Form 1391, and a DD Form 1391c. The urgency of the project shall be explained, including the date the emergency arose and why it was not known in time for inclusion in the MILCON budget currently before Congress. The submittal shall also explain the impact on the installation mission if the urgent requirement is deferred until the next MILCON budget submission. Include design and contract award schedule data showing project award will be prior to availability of the next year's MILCON funds.

**5.2.1.2. Funding.** Emergency construction projects are funded from unobligated balances made available from authorized and appropriated MILCON programs. MAJCOMs will identify and use the oldest savings and cancellations from their MILCON projects, first. If these funds are insufficient to cover the cost of the emergency project, HQ USAF/ILEC will work to identify the balance of the requirement.

**5.2.1.3. Approvals Required.** HQ USAF/ILEC validates the requirement and submits projects to SAF/IEI for approval and notification to the appropriate congressional authorization committees. Simultaneously, HQ USAF/ILEC, through SAF/FMB, requests OSD Comptroller seek approval from the Senate and House Appropriations Committees to reprogram the identified offsets to the emergency project. Correspondence is delivered to all committees simultaneously. A project may be carried out only if: (1) no objection is raised by the Armed Services Committees within 30 calendar days after they were notified, and (2) approval from the Appropriations Committees is obtained for reprogramming funds. Emergency projects shall be accomplished within approved funds. If variations in cost occur that could not have been anticipated at the time of approval, the cost flexibility provision under 10 U.S.C. 2853 applies.

**5.2.2. Restoration or Replacement of Damaged or Destroyed Facilities (10 U.S.C. 2854).** This authority is used for facilities damaged or destroyed by fire, flood, wind, crashes, explosions, torna-

does, hurricanes, volcanoes, earthquakes, typhoons, etc. 10 U.S.C. 2854 provides authorization only (no appropriations). There is no annual dollar limit.

**5.2.2.1. Criteria for Projects.** The destroyed or damaged facility shall have been in use or planned for use at the time of the damage or destruction. Restoration or replacement shall not provide larger facilities than those damaged or destroyed, except that MAJCOMs may provide for limited increases as a result of economy of design or compliance with new criteria. MAJCOMs cannot use these projects to correct space deficiencies.

**5.2.2.2. Operations and Maintenance Funds for Clean Up.** MAJCOMs may clean up the damage and minimally restore the facility with Operations and Maintenance funds, provided construction class work does not exceed \$750,000. MILCON funds, if subsequently approved for restoration or replacement of the facility, will not reimburse Operations and Maintenance accounts.

**5.2.2.3. Project Justification and Submittal.** The submittal process for MAJCOMs is the same as for emergency projects (see paragraph **5.2.1.1.**). In addition, the submittal shall explain the urgency and indicate, for each facility, the cause of damage or destruction. Include the building number, name, value before damage or destruction, size, and construction type. MAJCOMs shall certify the project is for restoration or replacement of facilities damaged or destroyed, and any scope increase is a result of economy of design or compliance with new criteria.

**5.2.2.4. Funding.** Project funding is accomplished under the same procedures as for emergency construction projects (see paragraph **5.2.1.2.**).

**5.2.2.5. Project Approval and Cost Limits.** The approval process and limits on project cost are the same as for emergency projects (see paragraph **5.2.1.3.**).

**5.2.3. Secretary of Defense Contingency Construction (10 U.S.C. 2804).** Use of this authority is rare and requires a determination that the project is so urgent that use of other authorities is inconsistent with national security.

**5.2.3.1. Project Justification.** The Air Force shall first consider using its Emergency Construction Authority (10 U.S.C. 2803) and provide reasons to the Secretary of Defense why that authority cannot be used. Use of Contingency Construction Authority does not require identification of funding from project cancellations or savings since appropriations are provided to the Secretary of Defense for this authority.

**5.2.3.2. Project Submittal.** MAJCOMs shall submit requests according to DoD Directive 4270.36. Requests should include the same information as required in paragraph **5.2.1.1.** In addition, requests shall include Unified and Specified Commander's certification the project is vital to US Security. Factors making the project vital to the security of the United States shall be described in detail. Reasons the project cannot be programmed in accordance with established planning, programming, and budgeting system procedures, or accomplished using Air Force emergency construction authority shall be listed. Also, provide anticipated contract award and design completion dates.

**5.2.4. Construction Authority in the Event of Declaration of War or National Emergency (10 U.S.C. 2808).** The Secretary of Defense may authorize the services to undertake military construction projects not otherwise authorized by law. The Air Force may undertake these projects only within the

amount of funds appropriated. The Secretary of Defense will provide guidance at the time this authority is needed.

## Chapter 6

### RELOCATABLE AND TEMPORARY FACILITIES

**6.1. Relocatable and Temporary Use Facilities Background.** This chapter pertains to relocatable and temporary use facilities purchased or leased as equipment. For the purpose of this chapter the terms “temporary” and “relocatable” are used interchangeably. The temporary facility-use (relocatable) authority was a concession on the part of Congress to provide the DoD a way to satisfy (for very short periods with unsubstantial buildings) requirements that were so urgent they could not wait for normal processes to obtain construction. Over time, temporary structures were erected that were more like permanent facilities than austere, relocatable structures. Austere refers to both the exterior and interior appearance and is defined as the basic structure without ornamentation or luxury and without the appearance of permanence. Current DoD and AF policy is to keep temporary facilities to an absolute minimum; as short-term as possible; and only in use until the permanent facility is built or the mission no longer requires their use. This chapter provides guidance on satisfying interim facility requirements using relocatable or temporary facilities. Interim facilities are requirements resulting from transitory or peak military missions, deployments, contingency operations, disaster relief operations, or urgent requirements pending approval and construction of permanent facilities through the normal MILCON process.

**6.2. Relocatable Facilities.** DoD Instruction 4165.56, *Relocatable Buildings*, authorizes the purchase or lease of relocatable buildings to meet interim facility requirements. It provides the authority to acquire, store, and use relocatable facilities when they are the most feasible and economical means of satisfying interim facility requirements.

**6.2.1. Definition.** Relocatable facilities are designed to be erected, disassembled, stored, readily moved, and reused. They can be reused by another organization at the same site or at another site on another installation. Approval is required for each use and reuse. Trailers suitable for offices and storage space can serve as relocatable facilities.

**6.2.2. Approval Authority.** SAF/IEI delegated authority to The Civil Engineer, HQ USAF/ILE, to approve the use of relocatable facilities longer than three years for interim, transitory, or peak situations. Relocatable facilities may be approved for and granted extensions of use for longer than five years. HQ USAF/ILE further delegated this authority to the MAJCOM/CE (including ANG/CE). This authority may not be further delegated.

**6.2.3. Restrictions on Relocatable and Temporary Facilities.** MAJCOMs shall keep temporary and relocatable facilities to a minimum. MAJCOMs shall ensure these facilities are neat in appearance, functional yet austere, and readily removable. There shall be no appearance of permanence, such as brick exteriors, brick building signs, automatic sprinkler systems, or extensive landscaping. Painting is permitted.

**6.2.4. Facilities Not Classified as Relocatable.** The following facility types are not classified as relocatable:

6.2.4.1. Facilities required solely for military training associated with facility use and assembly.

6.2.4.2. Buildings that are part of organizational unit mobility equipment, War Reserve Material (WRM), or an integral part of a mobile equipment item such as shop, communications, and instrumentation vans or trailers.

6.2.4.3. Portable facilities that can be moved intact (such as shelters for workmen), skid-mounted bus shelters, contractor owned construction project offices, small storage sheds not connected to a utility system, and unconnected sanitary facilities or sentry shelters.

6.2.4.3.1. Stress tension shelters or fabric covered structures having a rigid frame cannot be purchased as equipment by specific direction of Congress. Therefore, they cannot be purchased with O&M or 3080 funds for temporary or short-term requirements, under the relocatable authority. However, stress tension shelters can be leased to meet interim facility requirements. If stress tension shelters are purchased as facilities, the shelters, foundations, utilities, and site preparation shall be completely funded as construction (MILCON, P341, or O&M funded minor construction).

6.2.5. **Program Management.** To improve visibility of peak and short-term facility management, all MAJCOMs shall submit a comprehensive list of short-term facilities highlighting those approved for longer than five years or which have been on the installation less than five years, but were granted an extension to exceed five years. This list shall be submitted to HQ USAF/ILEC no later than 15 November each year. HQ USAF/ILEC shall consolidate and submit this report to SAF/IEI by 15 January each year. RCS: HAF-ILE(A)0211. This report has been designated emergency status code C-2. Continue normal reporting during emergency conditions. The program management procedures outlined in this instruction apply to all relocatable facilities purchased or leased as equipment.

6.2.5.1. **Approval for Relocatable Facilities Interim to MILCON.** The requiring MAJCOM shall identify the permanent MILCON or UMC project for which the relocatable facility is interim. The MILCON project shall be identified in the next available MILCON budget submittal to HQ USAF/ILEC.

6.2.5.2. **Approval of Relocatable Facilities for Peak or Transitory Purposes.** Installations shall submit requests for use of relocatable buildings for peak or transitory purposes to MAJCOMs. The MAJCOM validates the requirement, and if warranted, the MAJCOM/CE approves the purchase or lease. The Command shall identify the mission for which the temporary relocatable facility is required.

6.2.6. **Acquisition of Relocatable Facilities.** Installations shall submit a DD Form 1391 to the MAJCOM for acquisition of a relocatable facility showing all costs (funded and unfunded) associated with the purchase or lease, with a separate entry for the construction support costs. An economic analysis (see paragraph 6.2.6.3.) and "20 percent rule" calculations (see paragraph 6.2.7.) shall be included in the submittal.

6.2.6.1. **Funded Costs (Non-recoverable costs).** Funded costs may not exceed \$750,000 for either purchased or leased relocatable facilities. These costs cannot be included in a lease; they shall be funded as a Minor Construction project. Funded (Non-recoverable) facility components include, but are not limited to; foundations, concrete mounting slabs, site preparation, utility connections, stairways, porches or breezeways between units, extra wall covering and paneling, ceramic works, lighting and sound systems, and other interior and exterior finishes and features not included in the original facility package or unit. Non-recoverable facility components also include estimates for the cost of disassembly, repackaging, and normal component repair and refurbishment.

6.2.6.2. **Unfunded Costs (Acquisition Costs).** Unfunded costs include relocatable facility acquisition, leasing, delivery to the site, erection, assembly, disassembly, packaging, transporting,

maintenance, operation, and refurbishment. Relocatable facilities are purchased as equipment using Other Procurement funds (3080) or with Research, Development, Test, and Evaluation (RDT&E) funds (3600) when appropriate. When relocatable facilities are leased, installations and MAJCOMs will lease them as equipment with Operations and Maintenance funds (3400) (3830 and 3730 for ANG and AFRC, respectively) or RDT&E funds (3600).

**6.2.6.3. Economic Analysis Requirement.** Installations shall prepare an economic analysis to support acquisition of relocatable facilities according to the guidelines in AFI 65-501, *Economic Analysis*. Prior to exercising annual options to continue leasing interim facilities, the economic analysis shall be updated and revalidated.

**6.2.6.4. Engineering Evaluation Requirement.** An engineering evaluation shall be performed to ensure the relocatable facility meets safety requirements and normal construction standards established by the Air Force.

**6.2.7. The 20 Percent Rule.** Prior to approving a request for a relocatable facility, MAJCOMs shall calculate the percentage of non-recoverable (funded) costs to facility acquisition (unfunded) costs. This percentage shall not exceed 20 percent. The 20 percent calculation equals "non-recoverable facility component cost" divided by "facility acquisition cost" times "100". If the facility is not new (including facilities acquired from other governmental agencies), apply the "20% rule" to the current cost of a similar new facility instead of the original cost of the facility or its current cost to the Air Force. The 20% calculation shall also be performed for leased relocatable facilities (obtain appropriate data from the lessor). If the calculation results in a percentage greater than 20%, consider a different type of relocatable that complies with the 20% rule.

**6.2.8. Conversion to Real Property.** Conversion of a purchased or leased relocatable building to Air Force real property requires SAF/IEI approval.

**6.2.8.1. Conversion of Purchased Relocatable Facilities Where Funded and Unfunded Costs Exceed \$750,000.** MAJCOMs shall submit a DD Form 1391 to HQ USAF/ILEC describing the project and showing all costs. ILEC will request SAF/IEI approval. SAF/IEI approves the project and notifies the House and Senate Armed Services and Appropriations Committees of the AF's intent to convert the facility. If no committee raises an objection within 30 days after notification, the notification process is complete, and HQ USAF advises the MAJCOM to proceed with the project. HQ USAF/ILEC will resolve any objection, if raised, prior to proceeding. ANG installations will submit documentation described above to ANG/CE for processing to SAF/IEI.

**6.2.8.2. Conversion of Purchased Relocatable Facilities Where Funded and Unfunded Cost is Less than \$750,000.** MAJCOM staffs shall submit detailed justifications, including data on funded and unfunded costs, to HQ USAF/ILEC for conversion approval. HQ USAF/ILEC will notify commands of approval or disapproval. ANG installations will submit documentation described above to ANG/CE for approval.

**6.2.8.3. Conversion of Leased Relocatable Facilities.** This type of conversion involves complex fiscal and legal procedures and should rarely arise. MAJCOM staffs shall submit requests for such conversions to HQ USAF/ILEC for appropriate processing.

**6.2.9. Maintenance of Relocatable Facilities.** Purchases or leases of relocatable facilities, as equipment and not real property, dictate O&M funds or RDT&E funds pay the cost of maintenance. When leased, the lease can stipulate that the lessor provides maintenance. The using organization is responsible for funding the maintenance cost of their relocatable facilities. The BCE is responsible for fund-

ing the maintenance cost of the real property associated with the relocatable (e.g., the foundations, site preparation, and utility connections). The BCE can perform maintenance on the remainder of the facility, on a reimbursable basis.

**6.2.10. Inventory, Reuse and Disposition of Relocatable Facilities.** Purchased relocatable facilities are accounted for as equipment. MAJCOMs shall keep an accurate and current inventory of purchased, stored, and inactivated relocatable facilities. Installations shall determine if a suitable relocatable asset is available through the MAJCOM before purchasing any new relocatable building.

**6.3. Temporary Facilities Incident to MILCON.** These are short-term facilities required to accommodate activities displaced by an approved and funded MILCON project during the period of project execution. Facilities shall be of non-permanent construction and removed when the MILCON project is completed and the permanent facility occupied. Relocatable facilities can be used to satisfy these temporary requirements. The cost of temporary facilities (building, foundations, site preparation, and utilities) is a funded cost and shall be included as a supporting facility on the DD Form 1391 for the MILCON project. If leased, the full cost of the lease shall be included on the DD Form 1391. The lease cost will reflect the period when the facility being constructed will not be available. If the requirement for temporary facilities arises after award of the MILCON project, it must be handled as a construction modification action. Temporary facility costs shall be included in the project life cycle cost analysis used to validate the construction project.

**6.4. Forms Prescribed.** DD Form 1390, **FY\_\_\_ Military Construction Program**; DD Form 1391, **FY\_\_\_ Military Construction Project Data**; DD Form 1391C, **FY\_\_\_ Military Construction Project Data (Continuation)**.

**6.4. (USAFE) Forms Prescribed.** USAFE Form 320, **Certificate of Compliance for Critical Planning Actions**.

MICHAEL E. ZETTLER, Lt General, USAF  
Deputy Chief of Staff, Installations and Logistics

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

- 10 U.S.C. 2672, *Acquisition: interests in land when cost is not more than \$500,000*
- 10 U.S.C. 2672a, *Acquisition: interests in land when need is urgent*
- 10 U.S.C. 28, *Military Construction and Military Family Housing*
- 10 U.S.C. 2803, *Emergency Construction*
- 10 U.S.C. 2804, *Contingency Construction*
- 10 U.S.C. 2805, *Unspecified Minor Construction*
- 10 U.S.C. 2807, *Architect and Engineer Services and Construction Design*
- 10 U.S.C. 2808, *Construction Authority in the Event of a Declaration of War or National Emergency*
- 10 U.S.C. 2854, *Restoration or Replacement of Damaged or Destroyed Facilities*
- 10 U.S.C. 2865, *Energy Savings at Military Installations*
- 10 U.S.C. 18233, *Acquisition*
- 23 U.S.C. 210, *Defense Access Roads*
- 33 U.S.C. 1251, *Clean Water Act*
- 42 U.S.C. 300, *Safe Drinking Water Act*
- 42 U.S.C. 6901, *Resource Conservation and Recovery Act*
- 42 U.S.C. 7491, *Clean Air Act*
- National Historic Preservation Act, Section 106
- Executive Order 11990, *Protection of Wetlands*
- Executive Order 11988, *Flood Plain Management*
- DoD Directive 1020.1, *Nondiscrimination on the Basis of Handicap in Programs and Activities Conducted by the Department of Defense*
- DoD Instruction 4165.56, *Relocatable Buildings*
- DoD Directive 4270.36, *DoD Emergency, Contingency, and Other Unprogrammed Construction*
- DoD 2000.16 Standard 15, *Physical Security and Force Protection Plan*
- DoD Directive 6015.16, *Department of Defense Policies for the Acquisition of Military, Health Facilities*
- DoD Instruction 6015.17, *Procedures for the Planning, Programming, Budgeting and Execution for Construction of Military Health Facilities*
- Federal Facilities Pollution Abatement Report A-106
- Guidelines of the United States Water Resources Council

OMB Circular A-76

MIL-HDBK-1165, *Water Conservation*

MIL-HDBK-1191, *Department of Defense Medical and Dental Treatment Facilities Design and Construction Criteria*

AFI 13-201, *Air Force Airspace Management*

AFI 25-201, *Support Agreements Procedures*

AFI 31-210, *The Air Force Antiterrorism/Force Protection (AT/FP) Program Standards*

AFPD 32-10, *Installations and Facilities*

AFI 32-1012, *Reserve Component Facilities Programs*

AFI 32-1023, *Design and Construction Standards and Execution of Facility Construction Projects*

AFI 32-1032, *Planning and Programming Appropriated Funded Maintenance, Repair, and Construction Projects*

AFI 32-1052, *Facility Asbestos Management*

AFH 32-1084, *Facility Requirements*

AFI 32-7001, *Environmental Budgeting*

AFI 32-7020, *The Environmental Restoration Program*

AFI 32-7040, *Air Quality Compliance*

AFI 32-7041, *Water Quality Compliance*

AFI 32-7042, *Solid and Hazardous Waste Compliance*

AFI 32-7044, *Storage Tank Compliance*

AFI 32-7060, *Interagency and Intergovernmental Coordination for Environmental Planning*

AFI 32-7061, *The Environmental Impact Analysis Process*

AFI 32-7062, *Air Force Comprehensive Planning*

AFI 32-7063, *Air Installation Compatible Use Zone Program*

AFI 32-7064, *Integrated Natural Resources Management*

AFI 32-7065, *Cultural Resources Management*

AFI 32-7080, *Pollution Prevention Program*

AFI 32-9001, *Acquisition of Real Property*

AFI 38-301, *Productivity Enhancing Capital Investment Programs*

AFI 65-501, *Economic Analysis*

AFI 65-601, Vol 1, *Budget Guidance and Procedures*

AFMAN 11-226, *United States Standard for Terminal Instrument Procedures*

AFMAN 37-139, *Records Disposition Schedule*

AFMAN 91-201, *Explosives Safety Standards*

Army Regulation 55-80, *Highways and National Defense*

Federal Aviation Regulations, Part 77, *Objects Affecting Navigable Airspace*

USAF Project Manager's Guide for Design and Construction

War Mobilization Plan Annexes J and L, April 1993

30 AM 4270.1, *DLA Facilities Projects Manual*

TI 809-04, *Seismic Design for Buildings*

UFC 03-260-01, *Airfield and Heliport Planning and Design*

### **References (Added-USAFE)**

FGS-G, *Environmental Final Governing Standards Germany*, January 2003, IMA-EURO

FGS-B, *Environmental Final Governing Standards Belgium*, February 2003, IMA-EURO

FGS-N, *Environmental Final Governing Standards Netherlands*, February 2003, IMA-EURO

FGS-I, *Environmental Final Governing Standards Italy*, January 2002, NAVEUR

FGS-S, *Environmental Final Governing Standards Spain*, November 2002, NAVEUR

FGS-T, *Standards Governing Environmental Protection for US Installations in the Republic of Turkey*, May 2002, USAFE

FGS-UK, *Standards Governing Environmental Protection for US Installations in the United Kingdom*, March 2002, USAFE

FGS-A, *Environmental Final Governing Standards, Azores, Portugal*, July 94 USAFE

EUCOM Directive 80-2, *Environmental Executive Agent Remediation Policy*

USAFEI 32-1007, *Airfield and Heliport Planning and Design*

USAFEI 32-7040, *Air Quality Compliance*

USAFEI 32-7042, *Hazardous Waste Management*

USAFEI 32-7044, *Storage Tank Policy and Guidance*

USAFEI 32-7047, *Compliance Tracking and Reporting*

USAFEI 32-7061, *The Environmental Impact Analysis Process*

USAFEI 32-7064, *Integrated Natural Resources Management*

USAFEI 32-7065, *Cultural Resources Management*

USAFEI 32-7066, *Environmental Baseline Surveys in Real Estate Transactions*

USAFEI 32-7067, *USAF in Europe Cleanup Program*

USAFEI 32-7080, *Pollution Prevention Program*

Air Force Handbook (AFH) 32-7084, *AICUZ Program Manager's Guide*

*Abbreviations and Acronyms*

**ACES-PM**—Automated Civil Engineer System - Project Management Module

**ACHP**—Advisory Council on Historic Preservation

**AFI**—Air Force Instruction

**AFMAN**—Air Force Manual

**AFPD**—Air Force Policy Directive

**AFRC**—Air Force Reserve Command

**AICUZ**—Air Installations Compatible Use Zone

**ANG**—Air National Guard

**AT/FP**—Antiterrorism/Force Protection

**BCE**—Base Civil Engineer

**BES**—Budget Estimate Submission

**CBRA**—Coastal Barrier Resources System

**CSAF**—Chief of Staff of the Air Force

**DDESB**—Department of Defense Explosives Safety Board

**DoD**—Department of Defense

**DoDI**—Department of Defense Instruction

**DESC**—Defense Energy Support Center

**DLA**—Defense Logistics Agency

**DRU**—Direct Reporting Unit

**ECIP**—Energy Conservation Investment Program

**EIAP**—Environmental Impact Analysis Process

**FAA**—Federal Aviation Administration

**FOA**—Field Operating Agency

**FONPA**—Finding of No Practicable Alternative

**FYDP**—Future Year Defense Program

**HQ USAF**—Headquarters United States Air Force

**HQ USAF/ILEC**—Engineering Division

**HQ USAF/ILEV**—Environmental Division

**HQ USAF/PE**—Director of Programs and Evaluation

**HQ USAF/SG**—Air Force Surgeon General

**IPL**—Integrated Priority List

**ISSM**—Investment Strategy Scoring Model  
**MAJCOMs**—Major Commands  
**MILCON**—Military Construction  
**MTF**—Medical Treatment Facility  
**MTMC**—Military Traffic Management Command  
**NATO**—North Atlantic Treaty Organization  
**OASD(HA)**—Office of the Assistant Secretary of Defense (Health Affairs)  
**OMB**—Office of Management and Budget  
**OSD**—Office of the Secretary of Defense  
**O&M**—Operation and Maintenance  
**PA**—Programmed Amount  
**PB**—President’s Budget  
**PBD**—Program Budget Decision  
**P-341**—Portion of MILCON funds used for unspecified minor construction  
**PIF**—Productivity Investment Fund  
**POM**—Program Objective Memorandum  
**PRIME BEEF**—Prime Base Engineer Emergency Forces  
**RED HORSE**—Rapid Engineer Deployable Heavy Operations Repair Squadron, Engineer  
**RDT&E**—Research, Development, Test and Evaluation  
**RHFO**—Regional Health Facility Office  
**SAF/FMB**—Deputy Assistant Secretary of the Air Force (Budget)  
**SAF/IEI**—Deputy Assistant Secretary of the Air Force (Installations)  
**SECAF**—Secretary of the Air Force  
**SECDEF**—Secretary of Defense  
**SHPO**—State Historic Preservation Officer  
**TOA**—Total Obligation Authority  
**UMC**—Unspecified Minor Construction  
**U.S.C.**—United States Code  
**USFWS**—United States Fish and Wildlife Service  
**UST**—Underground Storage Tank  
**WIMS**—Work Information Management System

### *Terms*

**Funded and Unfunded Costs**—Definitions of funded and unfunded costs are as follows:

**Funded Project Costs**—Costs incurred during the construction phases are funded costs and are funded from MILCON appropriations or O&M funded minor construction accounts. Funded costs include, but are not limited to, the following:

**Materials**—All materials, supplies, and services applicable to the project.

**Equipment**—All items of installed capital equipment.

**Transportation**—Transportation costs applicable to materials, supplies, installed capital type equipment, and government-owned equipment.

**Labor**—All civilian labor costs including labor costs of construction units composed of foreign nationals. These funded civilian labor costs for a project are determined by the accounting system in Work Information Management System (WIMS)/ACES that uses the appropriate shop rate in its calculation. Installation staffs shall not use any method other than this WIMS/ACES accounting procedure to compute civilian labor funded costs. Otherwise, incomplete project costs and subsequent non-compliance with minor construction funding limits might occur.

**Overhead**—That portion of installation overhead or support costs that can be identified as representing additional costs incurred as a result of the project.

**Supervision, Inspection and Overhead**—The costs charged by the Corps of Engineers, the Naval Facilities Engineering Command, and the Air Force when serving as the design and/or construction agent.

**Travel**—All travel and per diem costs.

**Equipment Operation**—That portion of costs applicable to the operation and maintenance of government-owned equipment. Such costs shall be computed on an hourly rate (shown in AFI 65-601V1).

**Unfunded Costs**—Some efforts in support of military construction are identified as unfunded costs. Unfunded costs are those that (a) are part of the construction effort associated with a military construction or O&M funded minor construction project, (b) are financed from appropriations other than MILCON or O&M funded minor construction, and (c) are not reimbursed by appropriations available for MILCON. Unfunded costs are capitalized as part of the real property investment and include the following:

**Military Labor**—Military labor costs used for a project are unfunded. These unfunded military labor costs are determined by the accounting system in WIMS/ACES that uses the shop rate in its calculation. Installation staffs shall not use any method other than the WIMS/ACES accounting procedure to compute these unfunded military labor costs. Otherwise, incomplete project costs and subsequent noncompliance with minor construction funding limits might occur.

**RED HORSE and Prime BEEF Units**—The labor costs of Red Horse and Prime Beef units are unfunded. These are costs for all labor performed by these units on a project. These costs are computed directly from the labor performed and use of the shop rate is not applicable.

**Depreciation**—Costs applicable to the depreciation of government-owned equipment in accordance with hourly rates determined in Chapter 26 of DoD Manual 7220.9-M, "Asset Use Charge."

**Materials**—Materials, supplies, and items of installed capital equipment obtained specifically for a project on a non-reimbursable basis, either as excess distributions from another Military Department of

Defense Agency or as excess distributions from other Government agencies. A military Department of Defense Agency is precluded from using materials, supplies, or items of installed capital type equipment on its own minor construction projects on a non-reimbursable basis.

**Fringe Benefits**—Unfunded civilian fringe benefit rates as prescribed in Chapter 26 of AFI 65-601, Volume I, for DoD civilian personnel.

**Gifts**—Gifts from private parties.