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SECRETARY OF THE AIR FORCE**

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Civil Engineering

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

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This Instruction implements AFPD 32-10, *Installations and Facilities*. It provides guidance 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), medical facility funding, Defense Logistics Agency (DLA) 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. Users should send comments and suggested improvements on AF Form 847, *Recommendation for Change of Publication*, through MAJCOM/DRUs to AF/A7CP, 1260 Air Force Pentagon, Washington DC, 20330-1260. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afrims/afrims/afrims/rims.cfm>.

SUMMARY OF CHANGES

This document is substantially revised. Revisions include updated and expanded discussions of the MILCON planning and programming processes, host and tenant responsibilities, MILCON submittal procedures, cost estimating, and the Defense Access Roads construction programs. New project compliance certification, demolition policy, sustainable design, 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 quality facilities needed to perform the Air Force mission. All commanders and civilian directors 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, determines the most economical means of providing those facilities, and identifies the year in which they will be required. This determination shall always begin with an evaluation of existing facilities for their suitability to satisfy mission requirements.

1.2.1.1. Asset Management /Activity Management Plans. Executive Order 13327, through AFPD 32-90 and the AFI 32-9000 series, directs efficient and economical use of federal real property assets by all federal departments and agencies through the development and implementation of an asset management planning process. Air Force Civil Engineering Asset Management employs Activity Management Plans (AMPs) for key installation services (to include providing facilities) to integrate CE processes in a standardized manner. This approach ensures visibility of all requirements to support key assets needed for mission execution and provide the capability to advocate for and allocate the necessary resources over the life of those assets. By implementing comprehensive AMPs at installation, MAJCOM/DRU, and HQ USAF Staff levels, risk management based decisions can be made ensuring valuable resources are expended where they are needed most. CE asset management implementation leverages a spiral development process and will incorporate MILCON planning in the future.

1.2.2. Military Construction (MILCON) Programming. MILCON programming is the process of acquiring both the authority and resources necessary to meet 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, AF/A7C. Formulates guidance 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 Programs Division, AF/A7CP.** Formulates guidance and procedures governing the Air Force MILCON program, develops Air Force capital investment strategies, validates facility requirements, and presents the MILCON program to the Air Force corporate structure. 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, AF/RE.** 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 the AFRC MILCON program through OSD and Congress. AFRC MILCON programming, design, and execution will continue to be accomplished by AFRC, in coordination with AFCEE, USACE, or NAVFAC.

1.3.5. **Air National Guard, NGB/A7.** Provides instructions to ANG installation commanders for planning and preparing construction programs, reviews and validates cost estimates and program documents, validates and prioritizes facility requirements. Prepares and submits the ANG MILCON portion of the Presidents Budget. Advocates for the ANG MILCON program through National Guard Bureau, OSD, and Congress. ANG MILCON programming, design, and execution will continue to be accomplished by ANG, in coordination with AFCEE, USACE, or NAVFAC.

1.3.6. **Major Commands, Field Operating Agencies and Direct Reporting Units.** Develop and submit MILCON programs in accordance with guidance issued by AF/A7CP 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 scope, cost estimates, and validation and prioritization of all facility requirements. Coordinate with all applicable functions; including MAJCOM/A6 to verify all communication requirements are documented and cost estimates are accurate. Execute O&M funded Requirements Documents (RD2s) in support of the MILCON program. MAJCOM/DRUs should ensure AFCEE representation at RD2 development efforts. Consult with AFCEE on MILCON acquisition strategies and other policy, or project features affecting programming such as LEED, and standard design aspects.

1.3.7. **Installation Commanders.** Identify, plan, and program facilities to support their assigned missions. Determine whether existing facilities are available to meet the mission requirement (refer to AFI 32-9001, *Acquisition of Real Property*); ensure existing facilities are used economically and efficiently and that excess space is evaluated for demolition. (See also Para. 3.3.2). Once a facility requirement has been accepted, work with the requestor to initiate an AF Form 813, *Request for Environmental Impact Analysis*. The communication squadron identifies all communication necessary to provide a complete and useable facility, and must coordinate work with their base STEM-B to identify communication requirements. This ensures information provided aligns with the base communication blue print. Prioritize and submit MILCON programs to their assigned MAJCOM.

1.3.7.1. **Installation Base Civil Engineer (BCE).** Ensure all required certifications and environmental actions are complete or well underway prior to project submission to MAJCOM for programming consideration. Installation shall accomplish required

planning actions, compliance items, and certificates for every MILCON project and retain for future reference and project management. Installation BCE will also develop an initial requirements document (RD1) and project management plan (PMP) to support their MILCON projects.

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*.

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/DRU and tenant or supported MAJCOM Civil Engineers. Any MILCON requirements 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 bed-down MILCON, the host base MAJCOM/DRU must participate in the bed-down planning and the host MAJCOM/CV will coordinate on the bed-down plan. The tenant or supported units command will validate the project, establish its priority, and submit the project as part of its MILCON submittal to AF/A7CP. 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 Basing. At joint bases, refer to Department of Defense Initial Guidance for BRAC 2005 Joint Basing Implementation, dated January 22, 2008, and Department of Defense Facilities Investment Supplemental Guidance for Implementing and Operating a Joint Base dated April 15, 2008.

1.3.8.4. Installations in Foreign Countries. In foreign countries, installations will follow guidelines outlined in Status of Forces (SOFA) or country-to-country agreements during the planning phase of the project.

1.3.9. AFCEE. Consult with MAJCOM/DRU and BCE during Requirement Document 2 (RD2) phase in the project programming process. Provide PM design/construction experience into project requirements definition. Facilitate project definition rating index (PRDI) assessment during the RD2 process to evaluate and mitigate project risk. Note: the RD2 document, including PDRI assessment, is key transfer documents as MILCON project transitions from programming to design phase.

Chapter 2

MILITARY CONSTRUCTION PROJECT PLANNING

2.1. Planning. Effective planning establishes facility and infrastructure 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 future facility needs 3 – 5 years in the future and determine which needs cannot be met with existing facilities. Installation commanders review, validate, and prioritize installation MILCON facility requirements. MAJCOM/DRUs review and submit their programs as outlined in paragraph 3.3.7. Requirements shall be based on AFH 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. The ANG has unique facility requirements that can be different from active duty installations. ANG unique facility requirements are published by NGB/A7.

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*.

2.3. Certificate of Compliance. Installations shall accomplish several planning actions for every MILCON project. These planning results should be approved by the Installation Facilities Board before obtaining the Certificate of Compliance (as shown in Figure 2.1.), signed by the installation commander, documenting completion of these actions. MAJCOM/FOA/DRUs 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, MAJCOM/FOA/DRUs 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.

2.3.1. Environmental Impact Analysis Process. (Figure 2.1., Item 1). The environmental impact analysis process (EIAP) must be complete before initiating MILCON projects for both CONUS and OCONUS. Refer to AFI 32-7061, *The Environmental Impact Analysis Process (EIAP)* as promulgated at *Title 32, Code of Federal Regulations, Part 989, Environmental Impact Analysis Process (EIAP)*.

2.3.2. Wetlands and Floodplains. (Figure 2.1., Items 2 and 3). Before MILCON projects are submitted to the MAJCOM/DRU, they shall comply with Executive Order 11990, *Protection of Wetlands* and Executive Order 11988, *Floodplain Management*. Refer to AFI 32-7064, *Integrated Natural Resources Management* and 32 CFR § 989.14(g). When one or both of these Executive Orders apply, a Finding of No Practical Alternative (FONPA) must be completed and submitted to MAJCOM/DRU EPF before action is taken. Compliance with these Executive Orders may be accomplished as part of the EIAP documentation. Projects with potential impact to wetlands and/or floodplains may require special permits and

authorizations. Consult with the US Army Corps of Engineers, Regulatory District Office, or the Naval Facilities Engineering Command prior to initiating any actions affecting wetlands or floodplains.

2.3.3. Coastal Zone Management. (Figure 2.1., Item 4). Refer to AFI 32-7064, *Integrated Natural Resources Management*.

2.3.4. Coastal Barrier Resources. (Figure 2.1., Item 5). Refer to AFI 32-7064, *Integrated Natural Resources Management*.

2.3.5. 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. These consultations should be complete before the FONSI or ROD is signed. Refer to AFI 32-7064, *Integrated Natural Resources Management*.

2.3.6. 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. 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. Consultation must also be conducted with any Indian tribe or Native Hawaiian organization that attaches religious and cultural significance to historic properties in the area of potential effect. Further consultation with the Advisory Council on Historic Preservation (ACHP) is required when a National Historic Landmark is affected or when adverse effects cannot be resolved with the SHPO. This process shall be completed prior to project award or obligation of funds. Refer to AFI 32-7065 and 36 CFR Part 800.

2.3.7. Unexpected Discovery of Archaeological Sites. Installations shall be aware of the requirement to stop work after inadvertent discovery of cultural items as defined in *Title 25, United States Code*, Sections 3001 - 3013, the Native American Graves Protection and Repatriation Act. Installations shall include provisions in construction contracts for possible delays in areas where inadvertent discovery is possible. The discovery will be protected in accordance with federal law, regulation, and any existing executed agreements.

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 in accordance with applicable laws and regulations. Refer to AFI 32-7060, *Interagency and Intergovernmental Coordination for Environmental Planning*.

2.3.9. Environmental Permits.

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 underground storage tanks. Applicable federal laws include *Title 42, United States Code*, Section 9601 et seq, *Comprehensive Environmental Response, Compensation, and Liability Act*, *Title 42, United States Code*, Section 7401 - 7671q ,

Clean Air Act; Title 33, United States Code, Section 1251 - 1387, Clean Water Act; Title 42, United States Code, Section 6901 - 6992k, Resource Conservation and Recovery Act; and Title 42, United States Code, Section 300f - 300j-26, Safe Drinking Water Act.

2.3.9.2. Permits. Base Civil Engineer 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. Base Civil Engineer shall forward electronic copies of required permits to AFCEE at earliest completion but no later than requesting Authority to Advertise.

2.3.10. Potentially Regulated Substances at Existing Sites. (Figure 2.1., Item 10). During project design and for preparation of EIAP documentation, installations shall survey the site/structures and soil, where soil disturbance is anticipated, to find out whether hazardous and toxic substances are present. These substances include, but are not limited to, pesticides, asbestos, lead-based paint, polychlorinated biphenyls (PCBs), ozone-depleting substances, and radon.

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), Military Munitions Response Program (MMRP) and Compliance Restoration Program (CRP). (Figure 2.1, Item 12). Installations shall ensure project siting and construction will not adversely affect ERP, MMRP or CRP activities and there are no land use constraints impacting siting and construction.

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* as promulgated by 32 CFR § 989, *Environmental Impact Analysis Process (EIAP)*.

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.

2.3.15. 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 to include treatment, storage and disposal facilities according to paragraph 2.3.9.

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. ANG requires NGB/A7 approval for UST installation.

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* and Land Use Compatibility tables in AFH 32-7084, *AICUZ Program Manager's Guide*.

2.3.18. **Base General Plan.** (Figure 2.1, Item 18). Installations shall comply with their General Plan when siting MILCON projects. The Installation Facilities Board will approve MILCON to conform to base general plan. Further guidance on base comprehensive planning is contained in AFI 32-7062, *Air Force Comprehensive Planning* and AFP 32-1010, *Land Use 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/DRU 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 installations TERPS authority (AFMAN 11-226, *United States Standards for Terminal Instrument Procedures*).

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 (refer to Federal Aviation Regulations, *Parts 77 and 77.13*) with the proper Federal Aviation Administration (FAA) region through the regional Air Force representative. (Refer to 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 (SOFA) for specific procedures.

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 award. 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/DRU submits the project to HQ USAF. Refer to AFMAN 91-201, *Explosive Safety Standards*.

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 (WMP-1), Annexes J and L. Per AFI 10-401, paragraph 2.14.1., the WMP volumes, access instructions, and restrictions are available electronically using either the GCCS or the A5XW SIPRNet homepage at: <http://c2www.af.pentagon.smil.mil/xoxw/>.

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 and comply with *Title 42, United States Code*, Sections 12101 – 12213, and *Title 47, United States Code*, Section 611, also known as the Americans with Disabilities

Act (ADA). 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 AF/A7CP; AF/RE for Reserve facilities; or NGB/A7 for Air National Guard facilities. For further guidance, refer to AFI 36-2707, *Nondiscrimination on the Basis of Handicap in Programs and Activities Conducted by the Department of the Air Force*. In addition, facilities must now comply with the Architectural Barriers Act, as directed by DoD Memorandum October 31, 2008.

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, UFC 4-010-01, *DoD Minimum Anti-Terrorism Standards for Building*, 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. Analysis conducted during the project planning and programming phases shall assess potential threats and vulnerabilities, review design opportunities and constraints, and integrates protective strategies into the facility and its surroundings. Refer to AFI 10-245, *Antiterrorism (AT)*, UFC 4-020-01, *Security Engineering Facility Planning Manual*, other applicable publications, and annual AF/A7CP 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.

2.3.26. 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 shall be demolished or otherwise removed upon completion of the project. Refer to 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 pre-wiring 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 Form 1391.

2.3.29. Energy and Water Conservation. (Figure 2.1, Item 29). Installation commanders shall certify the project complies with applicable policies, statutes, and laws such as, but not limited to the Energy Policy Act of 2005, Executive Order 13423 and other subsequent EOs, the Energy and Independence Security Act of 2007 and Air Force goals and guidance, including AFPD 90-17, *Energy Management*, and AFI 90-1701, *Energy Management*.

Provide an explanation and justification if the project will not comply with these 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 UFC 3-310-04, *Seismic Design for Buildings*. Installations shall evaluate renovation projects with respect to seismic considerations. Existing facilities shall be evaluated for seismic deficiencies IAW UFC 1-200-01 *General Building Requirements*, Chapter 34. 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 that all MILCON project requests include a certification that the project was evaluated for joint use or unilateral construction. The selected recommendation must be stated on the DD Form 1391. Refer to annual HQ AF/A7CP call letter for applicable Joint Use statement.

2.3.32. Sustainable Design and Development. (Figure 2.1, Item 32). Base Civil Engineers 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 mission requirements. Sustainable principles shall be integrated into the design, development, and construction of the project in accordance with Executive Order 13423 and all other applicable laws and Executive Orders. The United States Green Building Councils (USGBC) Leadership in Energy and Environmental Design (LEED) Green Building Rating System is the Air Force assessment metric. All eligible MILCON projects must achieve a minimum of LEED silver certification and incorporate the Unified Facilities Criteria for Low Impact Design. Refer to Air Force Sustainable Design and Development (SDD) Policy for specific criteria. Unspecified Minor Construction (P-341) projects should also be considered when implementing sustainable development. This policy does not apply to OCONUS, Host Nation or NATO funded projects. Installations in the Chesapeake Bay watershed shall incorporate sustainable design concepts, to the maximum extent practicable, in accordance with the reports and strategies developed as a requirement of EO 13508.

Figure 2.1. Certificate of Compliance for Critical Planning Actions.

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.
(See AF Form 813)

___ Environmental Assessment/Finding of No Significant Impact:
Expected completion date is _____.

___ Environmental Assessment/Finding of No Significant Impact
signed _____ (date).

___ Final EIS/Record of Decision: Expected completion date is _____.

___ Final EIS completed/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).

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 submit prioritized list of projects to their MAJCOM/DRU. MAJCOM/DRUs compile, validate, and submit prioritized command MILCON programs according to this AFI and instructions provided in HQ USAF MILCON program annual call letters. AF/A7CP presents the Total Force AF MILCON program to the Air Force Corporate Structure and advocates for MILCON resources through the Air Force Corporate Structure, OSD, OMB, and Congress. NGB/A7A and AF/RE establish submittal dates and issue annual guidance to ANG and AFRC installations for the separate submittal of their MILCON programs to OSD. The MILCON program is typically a five-year process. Requirements, identification, feasibility studies, DD Forms 1391 creation, etc., should be programmed for and accomplished prior to formally initiating a project into the Air Force program.

3.2. Definition of MILCON. Military Construction, as defined in *Title 10, United States Code*, Section 2801, *Military Construction and Military Family Housing* 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. MILCON may in some cases be required to fund the cost of environmental contamination. For details and requirements, refer to AFI 32-7020, *The Environmental Restoration Program*, para. 3.6.

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. OMB Circular A-11, Part 2, Sections 31.3 and 31.6 prohibit incrementally funded MILCON projects. Phasing of large projects is permitted, however; each phase must be

independently complete and usable if the subsequent out year's phases are delayed due to funding constraint.

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. Installation BCEs will also develop an initial requirement document (RD1) and project management plan (PMP) to support their MILCON projects.

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/DRU 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.

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. When it is determined a facility shall be constructed or upgraded, the Base Civil Engineer (BCE) will prepare and submit DD Form 1391, with 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. A project is considered ~~initiated~~ "initiated" for programming once it is entered into the ACES-PM system. For ANG projects, the BCE submits DD Forms 1391s/1390s to NGB/A7A. AFRC submits forms to AF/RE.

3.3.3. Validation. HQ USAF, MAJCOM/FOA/DRUs, 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/A7CP or equivalent confirms by a signed letter that DD Form 1391 data is accurate and complete.

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 MAJCOM/DRUs should prepare cost estimates using parametric estimating tools. The basis for parametric project cost estimates shall be a completed Requirements Document, as defined by the USAF Project Managers 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 cost differences between PACES and the OSD Pricing Guide (e.g., clay tile roof versus standing seam metal roof) shall be fully justified to AF/A7CP. Capture unique requirements of a project as separate line items under Primary or Supporting Facility cost. The cost of Sustainable Design should be identified under Primary Facilities. Project costs shall include contingency (typically 5 percent) and Supervision, Inspection, and Overhead (SIOH). SIOH costs vary by locations; within the USA - 5.7% except Hawaii and Alaska - 6.5%, and Guam 6.2%. Outside the USA it is 6.5% except 2.5% in United Kingdom and 7.7% in Afghanistan and Iraq. Coordinate with AFCEE to confirm the project design method, Design Build vs. Traditional. For Design Build projects, a 4% design cost should be included on the DD Form 1391.

3.3.5. Design Schedules. MAJCOM/DRUs 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 AF/A7CP risk being deleted from the program by OSD Comptroller. Coordinate with AFCEE to validate project design schedule.

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. Facilities committed to Congress for demolition shall be promptly removed from the inventory.

3.3.7. MAJCOM/DRU MILCON Program Submittals. MAJCOM/DRUs shall prioritize validated projects and submit their commander-approved program in accordance with annual MILCON program call letter issued by AF/A7CP. 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*. NGB/A7A and AF/RE shall submit their prioritized validated program to HQ AF/A7CP for total force consolidation and Air Force corporate structure review.

3.4. MILCON Program Development. AF/A7CP, 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 scope and cost. In developing the MILCON program, AF/A7CP consolidates projects from the MAJCOM/DRUs, ANG, AFR, Fact-of-Life requirements, and Corporate Adjustments, and presents the proposed program to the Air Force corporate structure for approval.

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 for 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. MAJCOM/DRUs 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 (refer to 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. These projects are so necessary that they are considered “~~must-pay~~” bills and do not compete with other MAJCOM/DRU requirements.

3.5. MILCON and Program Objective Memorandum Schedules. The Air Force submits a biennial MILCON budget (two fiscal years at one time) to OSD 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 Years 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 the OSD Comptroller.

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 Resource Management Decisions (RMDs) 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 RMD decision and ultimately the content and size of the MILCON program to be included in the President's Budget. After approval by OMB and the President, the budget is submitted to Congress in the first week of February.

3.5.2. Congressional Review. The Secretary of Defense submits the MILCON portion (for all services and Defense-Wide Agencies) of the President's Budget to Congress in listings aggregated by country and state. The Secretary of Defense requests both authorization and appropriation for each MILCON project 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 (TOA) are included in the authorization request. However, items authorized in a prior year for which only an 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 President signs the act, 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. AFCEE staffs shall submit requests for extensions to AF/A7CP describing the circumstances that prevented obligation. AF/A7CP 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. MAJCOM/FOA/DRUs can propose legislative changes to AF/A7CP for consideration. The proposed changes will be reviewed by AF/A7C and staffed through SAF/IEI to OSD for consideration.

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 President signs the bill, it becomes law (Military Construction and Veterans Affairs 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.

3.5.3. Construction of Projects. AF/A7CPP will issue an initial design instruction in ACES to AFCEE to signal the authority to start the design of a project. Once this action takes place, control of project design and construction will be transferred to AFCEE. After both the authorization and appropriation acts are signed, AF/A7CP will arrange funding for construction of projects on a project-by-project basis. Refer to AFI 32-1023, *Designing and Constructing Military Construction Projects* (Chapters 2 and 3).

3.6. Project Files. Installations, MAJCOM/DRUs, AFCEE, and AF/A7CP should maintain MILCON project files according to the Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afrims/afrims/afrims/rims.cfm> .

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 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: DoDI 6015.17, *Planning and Acquisition 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 Form 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 (AF/SGSFW) with information copies to the Air Force Center for Engineering and the Environment (AFCEE/CM) and AF/A7CP. AF/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 DoDI 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 Title 23, Code of Federal Regulations, Part 660, Subpart E, *Defense Access Roads*, and implemented by Army Regulation 55-80, *DoD Transportation Engineering Program*. The DAR Program is managed by Military Surface Deployment and Distribution Command (SDDC), 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/DRU to AF/A7CP for requirement validation.

3.7.2.3. DAR Project Programming and Execution. Upon validation, AF/A7CP will coordinate the requirement with SDDC for eligibility determination and certification that the road is important to national defense. With AF/A7CP validation and SDDC certification, the MAJCOM/DRU 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 laws *Title 10, United States Code*, Parts 2912- 2913 allow 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/DRU. Refer to DOD 7000.14-R, Volume 12, Chapter 12 for further guidance.

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 (AFCESA) issue annual guidance letters to MAJCOM/DRUs 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. CONUS MAJCOMs submit MILCON fuels projects to Air Force Petroleum Agency (AFPET) for prioritization and final submission to DESC. AMC, AFCENT, USAFE, and PACAF submit their projects directly to their Combatant Commands (COCOM) TRANSCOM, CENTCOM, EUCOM, and PACOM respectively. These COCOMs will submit the MILCON fuels projects to DESC, which is documented in accordance with DLAM 4270.1, *DLA Facilities Projects Manual*, and DODM 4140.25, *DOD Management of Bulk Petroleum Products, Natural Gas and Coal*. Also, see AFI 23-201, *Fuels Management* and UFC 3-460-01, *Petroleum Fuel Facilities*, for additional guidance. Submit information copies to AF/A7CP/A7CA.

3.7.5. Land Acquisition. Land acquisition guidance is included in AFI 32-9001, *Acquisition of Real Property*, dated 27 July, 1994. The Air Force Real Property Office (AFRPA) is the execution agency for land acquisition. Major land acquisitions are subject to the OSD policy on land acquisition and leasing. This policy states that proposals for major

land acquisitions cannot be made public through a request for proposals, notice of intent to perform an environmental analysis or request for legislation or budget line item, press release or other official notice without approval of the Deputy Secretary of Defense. This is done by requesting a waiver of the land moratorium. Major land acquisitions are defined as the purchase, withdrawal from public domain, lease or permit from individuals or government entities or any other use agreement involving more than 1,000 acres, or land whose estimated purchase or annual lease price exceeds \$1M. Land acquisition is accomplished in one of two ways:

3.7.5.1. **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.

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

3.7.5.2.1. 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.

3.7.5.2.2. 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.

3.7.6. **North Atlantic Treaty Organization (NATO) Security Investment Program (NSIP).** Facilities and equipment required to support U.S. NATO-assigned forces and NATO operational plans shall be funded, to the maximum extent possible, through the NSIP in accordance with latest version of DoDD 2010.5.

Chapter 4

UNSPECIFIED MINOR CONSTRUCTION PROGRAMMING

4.1. Unspecified Minor Construction. Unspecified minor construction (UMC) projects are authorized by *Title 10, United States Code, Section 2805, Unspecified Minor Construction*. This chapter implements DoDD 4270.5, *DoD Military Construction*.

4.2. Minor Construction Project Criteria. UMC projects are MILCON projects having a funded cost between \$750,000 and \$2,000,000. However, if the UMC project is intended solely to correct a life-threatening, health-threatening, or safety-threatening deficiency, the funded cost is between \$2,000,000 and \$3,000,000. These projects are funded from the P-341 account or from reprogrammed MILCON funds. AFI 32-1032, *Planning and Programming Appropriated Funded Maintenance, Repair, and Construction 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). In some cases where contamination is found during construction, MILCON may be required to fund the cost of environmental contamination. For details and requirements, refer to AFI 32-7020, *The Environmental Restoration Program*, para. 3.6.

4.2.1. Types of Projects. UMC includes MILCON projects as defined in para. 3.2 and repair-type work that exceed 75 percent of a building's replacement cost. Note: when the estimated cost to repair a building exceeds 75 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, such repair-type work is referred to as rehabilitation. SAF/IEI may approve repair projects exceeding 75% of a facility's replacement cost 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 that the project 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 accomplished concurrently with a MILCON project in the same facility. 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. MAJCOM/DRUs submit project requests under the UMC authority to AF/A7CP 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/A7P 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 2.1.) signed by the host installation commander and endorsed by the MAJCOM commander, or designated representative.

4.4. Project Approval. AF/A7CP validates UMC (P-341) projects and submits validated projects to SAF/IEI for approval. SAF/IEI and the OSD Comptroller notify the House and Senate Armed Services and Appropriations Committees of the intent to accomplish the project. If no committee raises an objection within 21 calendar days (14 days if submitted electronically) after notification, the notification process is complete, and AF/A7CP advises the MAJCOM/DRU and AFCEE to proceed with the project. For the Air Force Reserve Components, AFRC/RE and NGB/A7 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.

4.5. Project Execution. Installations have the lead role to design and construct P-341 projects. AFCEE is available to assist with design/construction if requested by the host installation.

Figure 4.1. Certificate of Compliance for Minor Construction Projects Carried Out Under Authority of USC 2805.

Figure 4.1. Certificate of Compliance for Minor Construction Projects Carried Out Under Authority of 10 USC § 2805.

(Per 10 USC § 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 USC § 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, Title, 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 DoDD 4270.5, *Military Construction*. Special programs include: *Title 10, United States Code, Section 2803, Emergency Construction*; *Title 10, United States Code, Section 2854, Restoration or Replacement of Damaged or Destroyed Facilities*; *Title 10, United States Code, Section 2804, Secretary of Defense (SECDEF) Contingency Construction*; and *Title 10, United States Code, Section 2808, Construction Authority in Event of Declaration of War or National Emergency*.

5.2. Special Construction Programs.

5.2.1. Emergency Construction (10 USC § 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. MAJCOM/DRUs submit project justifications to AF/A7CP. The submittal shall include all 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. AFCEE and MAJCOM/DRUs 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, AF/A7CP will work to identify the balance of the requirement.

5.2.1.3. Approvals Required. AF/A7CP validates the requirement and submits projects to SAF/IEI for approval and notification to the appropriate congressional authorization committees. Simultaneously, AF/A7CP, 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 21calendar days after they were notified (14 days if filed electronically), 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 *Title 10, United States Code, Section 2853* applies.

5.2.2. Restoration or Replacement of Damaged or Destroyed Facilities. (10 USC § 2854) This authority is used for facilities damaged or destroyed by fire, flood, wind, crashes,

explosions, tornadoes, hurricanes, volcanoes, earthquakes, typhoons, etc. 10 USC § 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 MAJCOM/DRUs may provide for limited increases as a result of economy of design or compliance with new criteria. MAJCOM/DRUs cannot use these projects to correct space deficiencies.

5.2.2.2. Operations and Maintenance Funds for Clean Up. MAJCOM/DRUs 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 MAJCOM/DRUs is the same as for emergency projects (refer to 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. MAJCOM/DRUs 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 (refer to 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 (refer to paragraph 5.2.1.3.).

5.2.3. Secretary of Defense Contingency Construction. (10 USC § 2804) Use of this authority is rare. Projects must be considered for funding under authorities available to the Secretary of the Air Force before being considered for funding under the authority of the Secretary of Defense.

5.2.3.1. Project Justification. The Air Force shall first consider using its Emergency Construction Authority (10 USC § 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. MAJCOM/DRUs shall submit requests according to DoDD 4270.5. 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 USC § 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.

5.2.5. Emergency Compliance with the EIAP. Emergency situations do not exempt the Air Force from complying with NEPA, but do allow emergency response while completing the EIAP (refer to 32 CFR § 989.34(b) & 40 CFR § 1506.11)

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 relocatable facilities authority was a concession on the part of Congress to provide the DoD a way to satisfy requirements that were so urgent they could not wait for normal processes to obtain construction for a very short period with unsubstantial buildings. 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 relocatable 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. Leased facilities must meet energy intensity requirements of EISA 2007. Detailed guidelines for construction of relocatable and temporary facilities in a contingency environment are specified in Combatant Command construction and base development regulations; see also para. 6.2.5.3.

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.** A relocatable building is designed to be readily erected, disassembled, stored, moved, and reused.

6.2.1.1. **Interim Facility Requirement.** A short-term, normally 3 years or less, requirement for facilities due to either;

6.2.1.1.1. Transitory peak military missions, deployments, military contingency operations, or disaster relief requirements.

6.2.1.1.2. Urgent requirements pending approval; construction of facilities via normal military construction programs.

6.2.2. **Restrictions on Relocatable Facilities.** MAJCOM/DRUs and ANG shall keep relocatable facilities to a minimum. MAJCOM/DRUs and ANG 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.

6.2.2.1. Stress tension shelters (STS) or fabric covered structures having a rigid frame cannot be purchased as equipment per specific direction of Congress. Therefore, they cannot be purchased with 3400 (O&M) or 3080 funds. The FY86 House Appropriation report 99-275 restricted the purchased of Rigid Frame Tensioned Fabric Structures as

equipment. The FY86 appropriation conference report 99-380 later upheld the house opinion. In the Committees opinion, the definition clearly dictates that modular structures be budgeted as military construction line items. The costs of the structures themselves and supporting features of construction should be combined into one line item in the military construction (MILCON, P-341, or O&M funded minor construction). This procedure is to apply to U. S. military installations worldwide.

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

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

6.2.3.2. 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.

6.2.3.3. 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. Approval Authority. SAF/IEI delegated authority to The Civil Engineer, AF/A7C, to approve the use of relocatable facilities longer than three years. AF/A7C further delegated this authority to the MAJCOM/A7C (including NGB/A7). This authority may not be further delegated.

6.2.5. Program Management. To improve visibility of peak and short-term facility management, all MAJCOM/DRUs and ANG 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. Submittal is required annually in response to the annual AF/A7CP call letter. 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/DRU 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 AF/A7CP.

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 MAJCOM/DRUs. The MAJCOM/DRU validates the requirement, and if warranted, the MAJCOM/A7 approves the purchase or lease. The Command shall identify the mission for which the temporary relocatable facility is required.

6.2.5.3. **Approval of Relocatable Facilities for Contingency Environments.** Refer to guidelines provided in AFI 32-1032, *Planning and Programming Appropriated Funded Maintenance, Repair, and Construction Projects*, Chapter 7, ~~Facilities for Operational Requirements.~~"

6.2.6. Acquisition of Relocatable Facilities. Installations shall submit a DD Form 1391 to the MAJCOM/DRU or ANG 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 (refer to paragraph 6.2.6.3.) and 20 percent rule calculations (refer to paragraph 6.2.7.) shall be included in the submittal. They can be reused by another organization at the same site or at another site on another installation.

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.

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 MAJCOM/DRUs 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, MAJCOM/DRU/ANG shall calculate the percentage of non-recoverable (funded) costs to facility acquisition (unfunded) costs. For purposes of this calculation, the non-recoverable costs include both the funded costs and the costs of average building disassembly and repackaging (including normal repair and refurbishment of components). 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 percent 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 percent 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 percent, consider a different type of relocatable that complies with the 20 percent 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. MAJCOM/DRUs shall submit a DD Form 1391 to AF/A7CP describing the project and showing all costs. A7CP will request SAF/IEI approval. SAF/IEI approves the project and notifies the House and Senate Armed Services and Appropriations Committees of the AFs intent to convert the facility. If no committee raises an objection within 21 days after notification (14 days if filed electronically), the notification process is complete, and HQ USAF advises the MAJCOM/DRU to proceed with the project. AF/A7CP will resolve any objection, if raised, prior to proceeding. ANG installations will submit documentation described above to NGB/A7 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/DRU staffs shall submit detailed justifications, including data on funded and unfunded costs, to AF/A7CP for conversion approval. AF/A7CP will notify commands of approval or disapproval. ANG installations will submit documentation described above to NGB/A7 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/DRU staffs shall submit requests for such conversions to AF/A7CP 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 funding the maintenance cost of the real property associated with the relocatable (e.g., the foundations, site preparation, and utility connections).

6.2.10. Inventory, Reuse and Disposition of Relocatable Facilities. Purchased relocatable facilities are accounted for as equipment. MAJCOM/DRUs and ANG 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/DRU 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. There are no new forms prescribed by this directive.

6.5. Adopted Forms.

AF Form 813, *Request for Environmental Impact Analysis*

AF Form 847, *Recommendation for Change of Publication*

DD Form 1390, *FY___ Military Construction Program*

DD Form 1391, *FY___ Military Construction Project Data*

DD Form 1391C, *FY___ Military Construction Project Data (Continuation*

FAA Form 7460-1, *Notice of Proposed Construction or Alterations)*

Standard Form 1151, *Non-expenditure Transfer Authorization*

LOREN M. RENO, Lieutenant General, USAF
DCS/Logistics, Installations & Mission Support

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

- AFPD 32-10, *Installations and Facilities*, Mar 27, 1995
- AFPD 33-3, *Information Management*, Sep 20, 2007
- AFPD 90-17, *Energy Management*, Jul 16, 2009
- AFI 10-245, *Antiterrorism (AT)*, Mar 30, 2009
- AFI 10-401, *Air Force Operations Planning and Execution*, Dec 7, 2006
- AFI 13-201, *Air Force Airspace Management*, Dec 1, 2006
- AFI 23-201, *Fuels Management*, Nov 27, 2009
- AFI 25-201, *Support Agreements Procedures*, May 1, 2005
- AFI 32-1012, *Reserve Component Facilities Programs*, Jul 22, 1994
- AFI 32-1023, *Design and Construction Standards and Execution of Facility Construction Projects*, Jul 19, 1994
- AFI 32-1032, *Planning and Programming Appropriated Funded Maintenance, Repair, and Construction Projects*, Oct 15, 2003
- AFI 32-1052, *Facility Asbestos Management*, Mar 22, 1994
- AFI 32-7001, *Environmental Budgeting*, Oct 28, 2009
- AFI 32-7020, *The Environmental Restoration Program*, Feb 7, 2001
- AFI 32-7040, *Air Quality Compliance*, Aug 27, 2007
- AFI 32-7041, *Water Quality Compliance*, Dec 10, 2003
- AFI 32-7042, *Solid and Hazardous Waste Compliance*, Apr 21, 2009
- AFI 32-7044, *Storage Tank Compliance*, Nov 13, 2003
- AFI 32-7060, *Interagency and Intergovernmental Coordination for Environmental Planning*, Mar 25, 1994
- AFI 32-7061, *The Environmental Impact Analysis Process*, Mar 12, 2003
- AFI 32-7062, *Air Force Comprehensive Planning*, Nov 13, 2009
- AFI 32-7063, *Air Installation Compatible Use Zone Program*, Nov 17, 2009
- AFI 32-7064, *Integrated Natural Resources Management*, Sep 17, 2004
- AFI 32-7065, *Cultural Resources Management*, Nov 2, 2009
- AFI 32-7080, *Pollution Prevention Program*, Oct 27, 2009
- AFI 32-9001, *Acquisition of Real Property*, Jul 27, 1994

AFI 36-2707, *Nondiscrimination on the Basis of Handicap in Programs and Activities Conducted by the Department of The Air Force*, May 1, 1998

AFI 38-301, *Productivity Enhancing Capital Investment Programs*, Nov 20, 2009

AFI 65-501, *Economic Analysis* Nov 10, 2004

AFI 65-601, Vol 1, *Budget Guidance and Procedures*, Nov 6, 2009

AFI 90-1701, *Energy Management*, Jul 16, 2009

AFH 32-1084, *Facility Requirements*, Sep 1, 1996

AFH 32-7084, *AICUZ Program Manager's Guide*, Mar 1, 1999

AFMAN 33-363, *Management of Records*, Mar 1, 2008

AFMAN 11-226, *United States Standard for Terminal Instrument Procedures*, Nov 1, 1999

AFMAN 91-201, *Explosives Safety Standards*, Nov 17, 2008

DLAM 4270.1, *DLA Facilities Projects Manual*, Dec 31, 1984

DoD 2000.16 Standard 4, *Physical Security and Force Protection Plan*, Oct 2, 2006

DoDD 1020.1, *Nondiscrimination on the Basis of Handicap in Programs and Activities Conducted by the Department of Defense*, Mar 31, 1982

DoDD 2010.5, *The North Atlantic Treaty Organization (NATO) Security Investment Program*, Dec 13, 2004

DoDD 4270.5, *Military Construction*, Feb 12, 2005

DoDD 6050.7, *Environmental Effects Abroad of Major Department of Defense Actions*, Mar 31, 1979

DoDI 4165.56, *Relocatable Buildings*, Apr 13, 1988

DoDI 6015.17, *Planning and Acquisition of Military Health Facilities*, Mar 17, 1983

DODM 4140.25, *DOD Management of Bulk Petroleum Products, Natural Gas and Coal*, Dec 16, 2008

MIL-HDBK-1165, *Water Conservation*, Apr 17, 1997

MIL-HDBK-1191, *Department of Defense Medical and Dental Treatment Facilities Design and Construction Criteria*, Sep 1994

UFC 1-200-01 *General Building Requirements*, Nov 27, 2007

UFC 3-260-01, *Airfield and Heliport Planning and Design*, Nov 17, 2008

UFC 3-310-04, *Seismic Design for Buildings*, Jun 22, 2007

UFC 3-460-01, *Petroleum Fuel Facilities*, Nov 27, 2009

UFC 4-010-01, *DoD Minimum Anti-Terrorism Standards for Building*, Oct 8, 2003

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Public Law 110-14, *Energy and Independence Security Act of 2007*, Jan 4, 2007

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USAF Project Managers *Guide for Design and Construction*, Nov 28, 2007
War Mobilization Plan Annexes J and L, Apr 1993
TI 809-04, *Seismic Design for Buildings*, Dec 31, 1998
Federal Facilities Pollution Abatement Report A-106
Guidelines of the United States Water Resources Council
OMB Circular A-11, *Preparation, Submission and Execution of the Budget*
OMB Circular A-76, *Performance of Commercial Activities*
Department of Defense BRAC 2005 Joint Basing Implementation Guidance, January 22, 2008
10 USC § 2801, *Military Construction and Military Family Housing*
10 USC § 2803, *Emergency Construction*
10 USC § 2804, *Contingency Construction*
10 USC § 2805, *Unspecified Minor Construction*
10 USC § 2807, *Architect and Engineer Services and Construction Design*
10 USC § 2808, *Construction Authority in the Event of a Declaration of War or National Emergency*
10 USC § 2853, *Authorized Cost and Scope of Work Variations*
10 USC § 2854, *Restoration or Replacement of Damaged or Destroyed Facilities*
10 USC § 2912, *Availability and Use of Energy Cost Savings*
10 USC § 2913, *Transfer of Funds for Energy and Water Efficiency in Federal Buildings*
10 USC § 18233, *Acquisition*
16 USC §§ 470 - 470-v2, *National Historic Preservation Act*
16 USC §§ 1531 – 1599, *Endangered Species Act*
16 USC §§ 3501 – 3510, *Coastal Barrier Resources Act (CBRA)*
25 USC § 3001 - 3013, *Native American Graves Protection and Repatriation Act*
33 USC § 1251 - 1387, *Clean Water Act*
42 USC § 300f - 300j-26, *Safe Drinking Water Act*
42 USC §§ 4151 – 4157, *Architectural Barriers Act*
42 USC § 4321 - 4370f, *National Environmental Policy Act*
42 USC § 6901 - 6992k, *Resource Conservation and Recovery Act*
42 USC § 7401 - 7671q, *Clean Air Act*
42 USC §§ 9601, *Comprehensive Environmental Response, Compensation, and Liability Act*

42 USC §§ 12101-12213 and 47 USC § 611, *Americans with Disabilities Act of 1990*
42 USC §§ 15801-16538, *Energy Policy Act of 2005*
23 CFR Part 660, Subpart E, *Defense Access Roads*
32 CFR Part 187, *Environmental Effects Abroad of Major Department of Defense Actions*
32 CFR Part 989, *Environmental Impact Analysis Process (EIAP)*
40 CFR Parts 1500-1508, *Council on Environmental Quality Regulations for Implementing NEPA*
Public Law 110-14, *Energy Independence and Security Act of 2007*, January 4, 2007
Executive Order 11990, *Protection of Wetlands*, May 24, 1977
Executive Order 11988, *Flood Plain Management*, May 24, 1977
Executive Order 12114, *Environmental Effects Abroad of Major Federal Actions*, Jan 4, 1979
Executive Order 13327, *Federal Real Property Asset Management*, Feb 4, 2004
Executive Order 13423, *Strengthening Federal Environmental, Energy, and Transportation Management*, Jan 24, 2007
Executive Order 13514, *Federal Leadership in Environmental, Energy, and Economic Performance*, Feb 4, 2004

Abbreviations and Acronyms

ACES—PM—Automated Civil Engineer System - Project Management Module
ACHP—Advisory Council on Historic Preservation
AF/A7CP—Air Staff Programs Division
AFI—Air Force Instruction
AFMAN—Air Force Manual
AFPD—Air Force Policy Directive
AF RDS—Air Force Records Disposition Schedule
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
CRP—Compliance Restoration Program
CSAF—Chief of Staff of the Air Force

DDESB—Department of Defense Explosives Safety Board
DoD—Department of Defense
DoDD—Department of Defense Directive
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
EIS—Environmental Impact Statement
FAA—Federal Aviation Administration
FOA—Field Operating Agency
FONPA—Finding of No Practicable Alternative
FONSI—Finding of No Significant Impact
FYDP—Future Year Defense Program
HQ USAF (or HAF)—Headquarters United States Air Force
AF/SG—Air Force Surgeon General
MAJCOM—Major Command
MILCON—Military Construction
MMRP—Military Munitions Response Program
MTF—Medical Treatment Facility
NGB—National Guard Bureau
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—Presidents Budget
POM—Program Objective Memorandum
RDT&E—Research, Development, Test and Evaluation
RHFO—Regional Health Facility Office

RMD—Resource Management Decision
ROD—Record of Decision
SAF/FMB—Deputy Assistant Secretary of the Air Force (Budget)
SAF/IEI—Deputy Assistant Secretary of the Air Force (Installations)
SDDC—Surface Deployment and Distribution Command
SECAF—Secretary of the Air Force
SECDEF—Secretary of Defense
SHPO—State Historic Preservation Officer
TOA—Total Obligation Authority
UMC—Unspecified Minor Construction (P-341)
U.S.C.—United States Code
USFWS—United States Fish and Wildlife Service
UST—Underground Storage Tank
WIMS—Work Information Management System

Terms

Finding of No Practicable Alternative (FONPA)—A finding contained in a Finding of No Significant Impact (FONSI) or Record of Decision (ROD) indicating that the Air Force has evaluated practicable alternatives to siting in a floodplain or a wetland and that there is no other practicable alternative to taking the action in the floodplain or wetland. This finding is based on a rigorous analysis contained in the supporting EA or EIS.

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:

MAJCOM/DRU—Some Direct Reporting Units (DRUs) manage MILCON programs and must follow the same submittal procedures as MAJCOMs. The US Air Force Academy and the Air Force District of Washington are examples of DRUs that manage MILCON programs.

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 U.S. Army 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 9 of AFI 65-601, Volume I, for DoD civilian personnel.

Gifts—Gifts from private parties.