



DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
WASHINGTON, D.C. 20350

IN REPLY REFER TO
OPNAVINST 11010.1J
OP-44
1 October 1979

OPNAV INSTRUCTION 11010.1J

From: Chief of Naval Operations

Subj: Policies, responsibilities, and procedures for facilities planning of the Naval Shore Establishment

Ref: (a) NAVFACINST 11010.44D
(b) NAVFACINST 11010.63
(c) NAVFAC P-73
(d) OPNAVINST 6240.3E
(e) NAVFACINST 11010.57B

Encl: (1) Definition of Terms

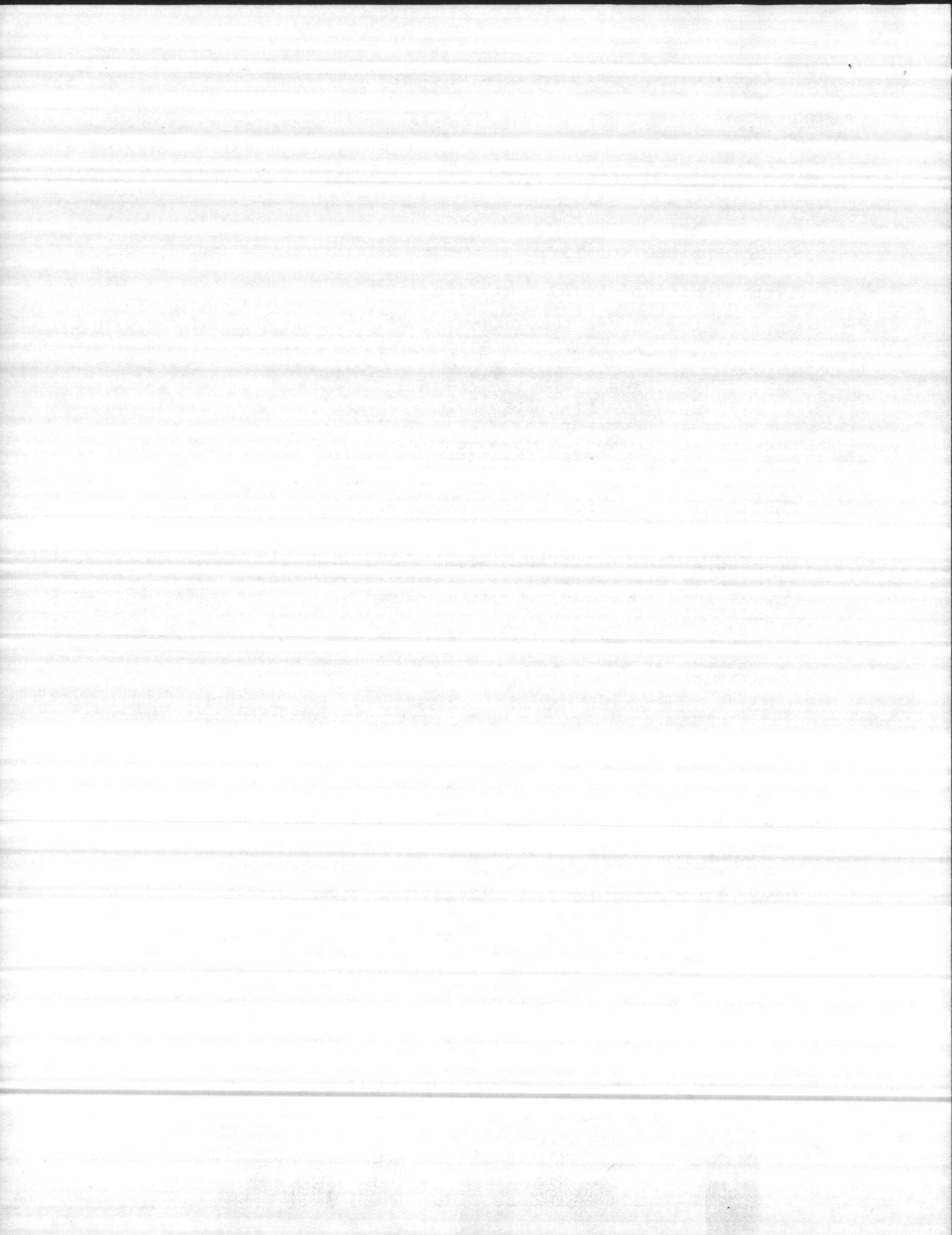
1. Purpose. To establish policies, responsibilities, and procedures for facilities planning of the naval shore establishment. The policies, responsibilities, and procedures established herein do not apply to Marine Corps activities and the Navy Family Housing program.

2. Cancellation. OPNAVINST 11010.1H and the following OPNAV reports symbols and forms are cancelled:

<u>SYMBOL</u>	<u>TITLE</u>
OPNAV 11000-1	Basic Facility Requirements List
OPNAV 11000-1A	Evaluation of Existing Shore Facility Assets
OPNAV 11000-1B	Summary of Facility Deficiencies and Excesses
OPNAV 11000-1D	Summary of Disposal of Facility Excesses

<u>FORM NO.</u>	
OPNAV 11000/1	Basic Facility Requirements List
OPNAV 11000/2	Evaluation of Existing Shore Facility Assets
OPNAV 11000/3	Summary of Facility Deficiencies and Excesses
OPNAV 11000/5	Summary of Disposal of Facility Excesses

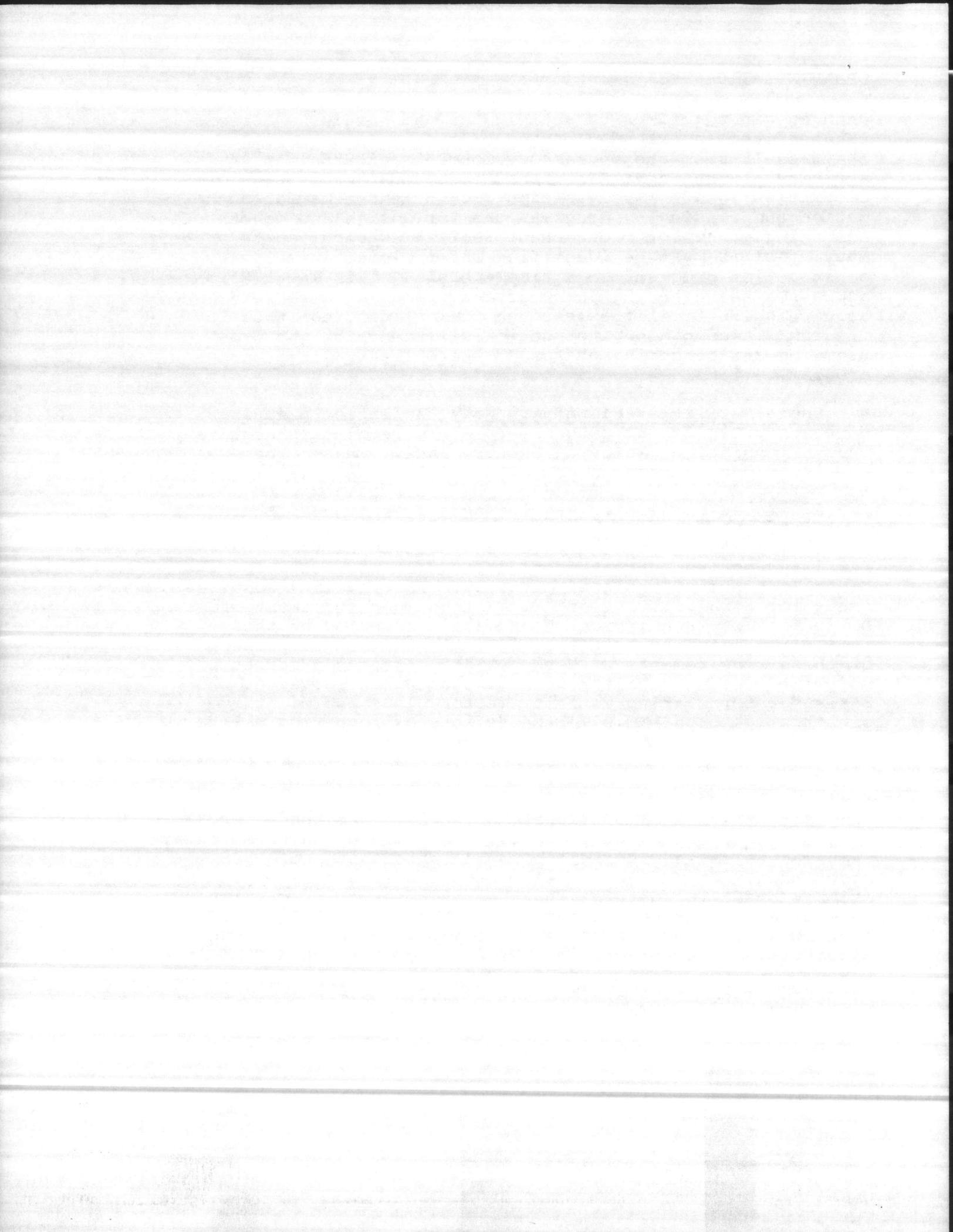
3. Background. The facilities of the naval shore establishment are fundamental to the execution of assigned missions. These missions are dynamic and respond to changes in characteristics of ships, aircraft, and other weapon systems. Mission



changes can sometimes be anticipated and requisite actions planned over an extended period of time. In other cases, they result from unexpected developments external to an activity of the Navy. In either case, the acquisition of facilities ashore involves significant lead time for authorization and funding by Congress and for design and construction. Accordingly, new or replacement facilities required to support Navy missions must be identified and included in military construction programs on a timely basis. This instruction addresses the planning phase of the system used to fund and acquire shore facilities through the military construction program. A companion instruction will describe the programming and budgeting phases of the military construction program.

4. Shore Facilities Planning. Navy facilities planning consists of two formal processes: Shore Facilities Requirements Planning and Activity Master Plans. These processes are described in references (a) and (b) respectively.

a. Shore Facilities Requirements Planning. A Shore Facilities Planning System has been developed by the Naval Facilities Engineering Command to assist in determining facility requirements at shore activities necessary for the accomplishment of assigned missions. The facility requirements for each activity are formalized in a statement of Basic Facility Requirements, and are predicated on those facilities required to perform its mission. A comparison of these requirements with the existing assets produces a document listing facility deficiencies which serves as the basis for formulating activity master plans and military construction programming. Each deficiency requiring military construction is described on form OPNAV 11000/4 (Project for Correction of Facility Deficiency) and is entered into the Military Construction Requirements List (MILCON RL) and depicted in the activity's master plan. The MILCON RL is a composite listing of previously authorized and funded projects, budgeted and programmed projects, and those projects which are required to satisfy deficiencies but which have not been programmed. The MILCON RL will be utilized as one of the primary bases for determining the resources to be committed to military construction during the Navy programming process. Therefore, it is vital that all projects which are placed within this file not only be validated by the Shore Facilities Planning System (SFPS) from a technical standpoint, but that each project be reviewed by responsible echelons of command to assure that the deficiencies are in fact valid and urgent, thus requiring serious consideration for funding. It is



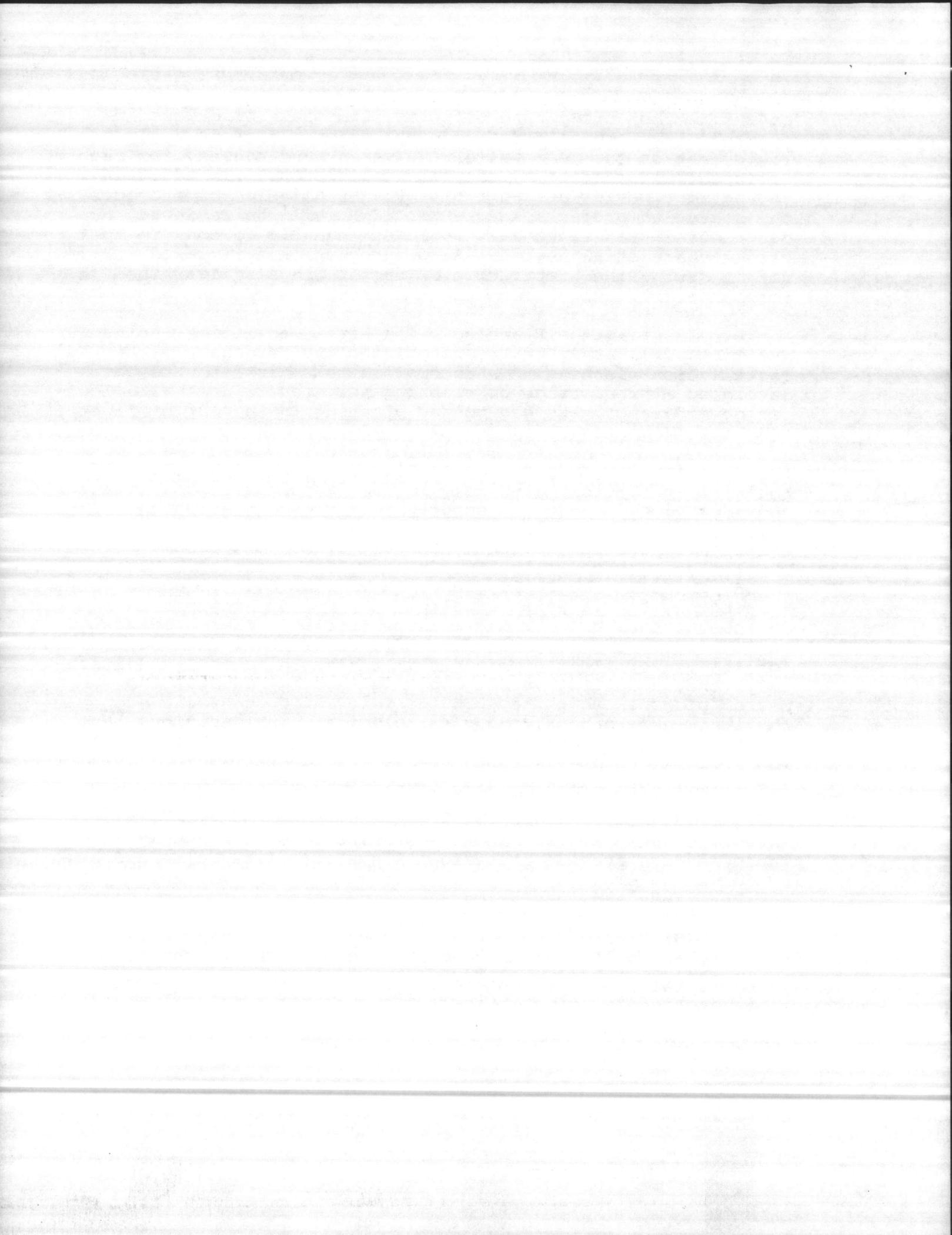
essential that commanding officers, immediate superiors in command, area coordinators, and the major claimants apply a rigid test of the real world requirement and urgency for each deficiency identified by the planning process. In addition to a strict review during the initial submission of projects, the status of projects in the MILCON RL will be reviewed, as described in reference (a), at least annually to confirm that projects are still needed. Also, projects are reviewed in detail during the preparation of master plans as described in reference (b).

b. Installation Planning. The Naval Facilities Engineering Command is assigned the responsibility for shore installation planning. To accomplish this task, NAVFAC has developed a broad range of planning services to deal with long-range, mid-range, and day-to-day planning in support of fleet and shore commands.

(1) Long-range planning is accomplished by conducting regional and systems studies. Regional studies exist, or are under development, for 20 geographical areas in which the Navy and Marine Corps have a significant presence. These geographical areas include Oahu, San Diego, Norfolk, Guam, Charleston, Jacksonville, New Orleans, San Francisco, Puget Sound, Okinawa, the Philippines, Japan, the Mediterranean, Washington, D. C., North Carolina, the United Kingdom, the Caribbean, Pensacola, Texas and Los Angeles. These regional studies provide an overview description of shore facility assets for the use of fleet commands and area coordinators. Additionally, they constitute a data base for special studies and master plans in that they provide information on socio-economic, physical, geographical and climatological considerations that are common to all activities in a given region. In accomplishing regional studies, problem areas are identified and given visibility for follow-on study and action proposals.

(2) Systems studies are conducted to provide insight into functional systems such as ordnance, POL and supply. These studies provide a catalog of system-related data and are useful in determining problem areas within a system for further study and resolution.

(3) Where a number of Navy and Marine Corps activities are geographically related and share community and personnel support facilities, experience the same traffic and transportation problems, and interface with the same community and jurisdictional entities, NAVFAC prepares complex master plans.



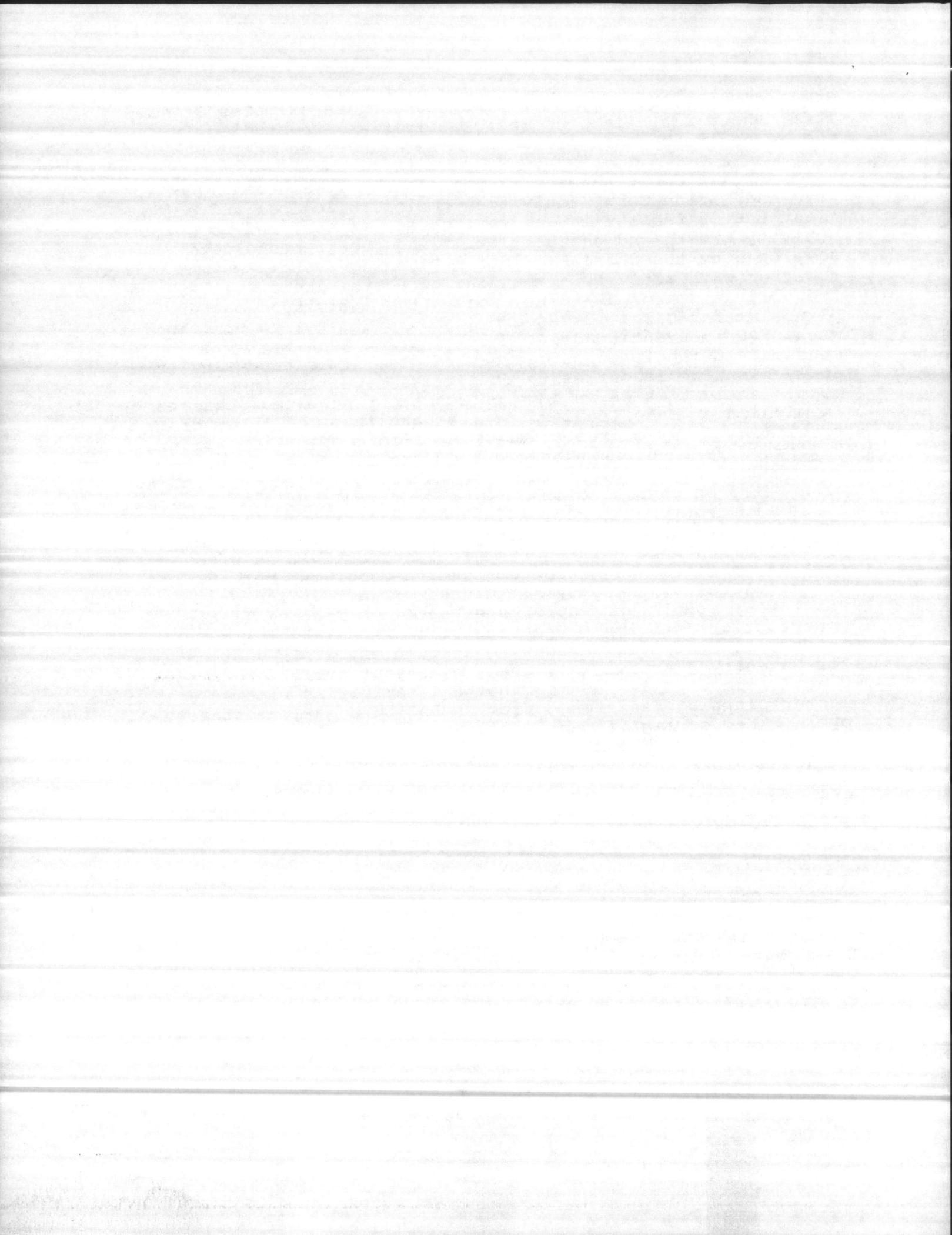
Sewells Point, Point Loma and New London are examples of some fifty shore installations where activities are studied in the aggregate because of common assets and problems.

(4) Comprehensive master plans are maintained for Navy and Marine Corps activities to insure logical and efficient use of facilities and real estate assets, and to guide activity growth and change. Utilizing requirements data developed by the Shore Facilities Planning System, NAVFAC, together with activity commanding officers, their staffs, and the activity major claimant, update the activity's master plan. Master plan updates are scheduled to follow or coincide with SFPS document updates, complex plans, and regional studies. Owing to resource constraints, it is necessary to apply planning resources to activities requiring them the most. Activities which have encroachment problems, changes in mission or base loading, or that are involved in programs to eliminate explosives safety or airfield operation waivers, require more in-depth planning and more frequent attention. Two hundred eighty-eight Navy and Marine Corps activities have been rated on these factors and categorized into one of three classifications. Category A includes activities with significant facility problems requiring a considerable amount of funding assistance. Category B includes activities with facility problems requiring corrective programs, but not in the magnitude of Category A. Category C activities are relatively stable and would be expected to receive little construction activity. Updating of master plans follows a three-year cycle for Category A activities, a six-year cycle for Category B activities, and a nine-year cycle for Category C activities. This insures that all activities receive master planning assistance from NAVFAC on a maximum nine-year cycle. New or significantly changed master plans are approved by CNO (OP-44). The master plan update process provides the mechanisms for insuring that activity projects are sited to meet operational, safety and environmental requirements, but also to insure that road and utility infrastructure support and site improvements have been considered.

5. Action.

a. Chief of Naval Operations.

(1) CNO (OP-40) will periodically promulgate a Force Distribution Report, which shows the aggregate of ships, aircraft, and personnel included in the FYDP which will require support from host shore activities, to assist major claimants



in promulgating workload information to their subordinate commands and to activities which must identify Basic Facility Requirements.

(2) CNO (OP-44) will review and approve significant changes to activity master plans as well as new activity master plans.

b. Major Claimants.

(1) The major claimants will promulgate to their activities mission, task, and workload information to be used as a basis for preparing Basic Facility Requirements and activity master plans. This information will identify the ships, aircraft, and personnel to be assigned and the functions to be performed to accomplish the assigned missions.

(2) The major claimants will assure that the activities have current Basic Facility Requirements on file, in accordance with reference (a) and actively participate in updating activity master plans in accordance with reference (b).

c. Naval Facilities Engineering Command (NAVFACENGCOM).

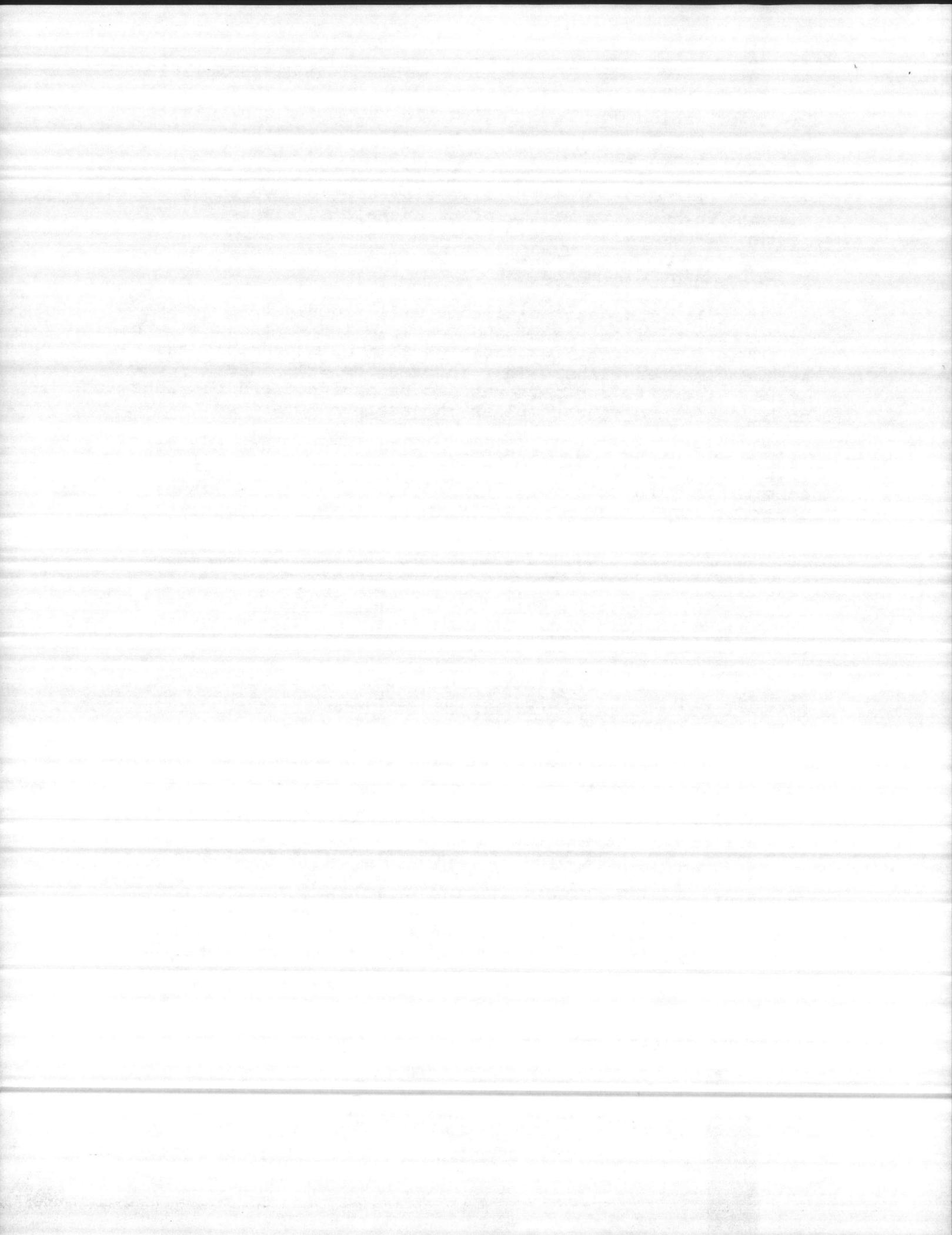
(1) Publish facility planning standards and criteria for Navy-wide guidance, ensuring that such standards and criteria are:

(a) Realistic and in accordance with those promulgated by the Office of the Secretary of Defense or other competent authority, and

(b) Coordinated with the cognizant technical systems command, bureau or office prior to issue.

(2) Conduct shore facilities requirements planning for all components of the Navy, and others as directed by preparing and submitting, in accordance with reference (a), Engineering Evaluation of Existing Assets and Facility Planning Documents. Ensure that detailed procedures for the Navy Shore Facilities Planning System are published in reference (a) to implement the policies of this instruction. Ensure that Facility Requirements Plans are updated prior to the initiation of a master plan in accordance with reference (b).

(3) Prepare regional systems studies for CNO, CNM, SYSCOMS, Bureaus and Fleet Commands. Prepare and submit



to CNO for approval of Naval complex plans and activity master plans. Approved master plans will be utilized for siting facilities to ensure maximum economy of construction, efficiency of operations, and compliance with federal and Navy policies in areas such as safety, environment, energy, and regional planning. Deviations from an approved plan will not be permitted without prior approval by CNO.

(4) Provide project validation and site approval, prior to start of design, for all facilities.

(5) Maintain data bases on Navy facility assets, requirements, deficiencies, excesses, and military construction projects.

d. Commanding Officers.

(a) (1) Prepare and submit, in accordance with reference

(a) Identification of Basic Facility Requirements (requirements are to be updated prior to the initiation of a master plan).

(b) Form OPNAV 11000/4, Project for Correction of Facility Deficiency.

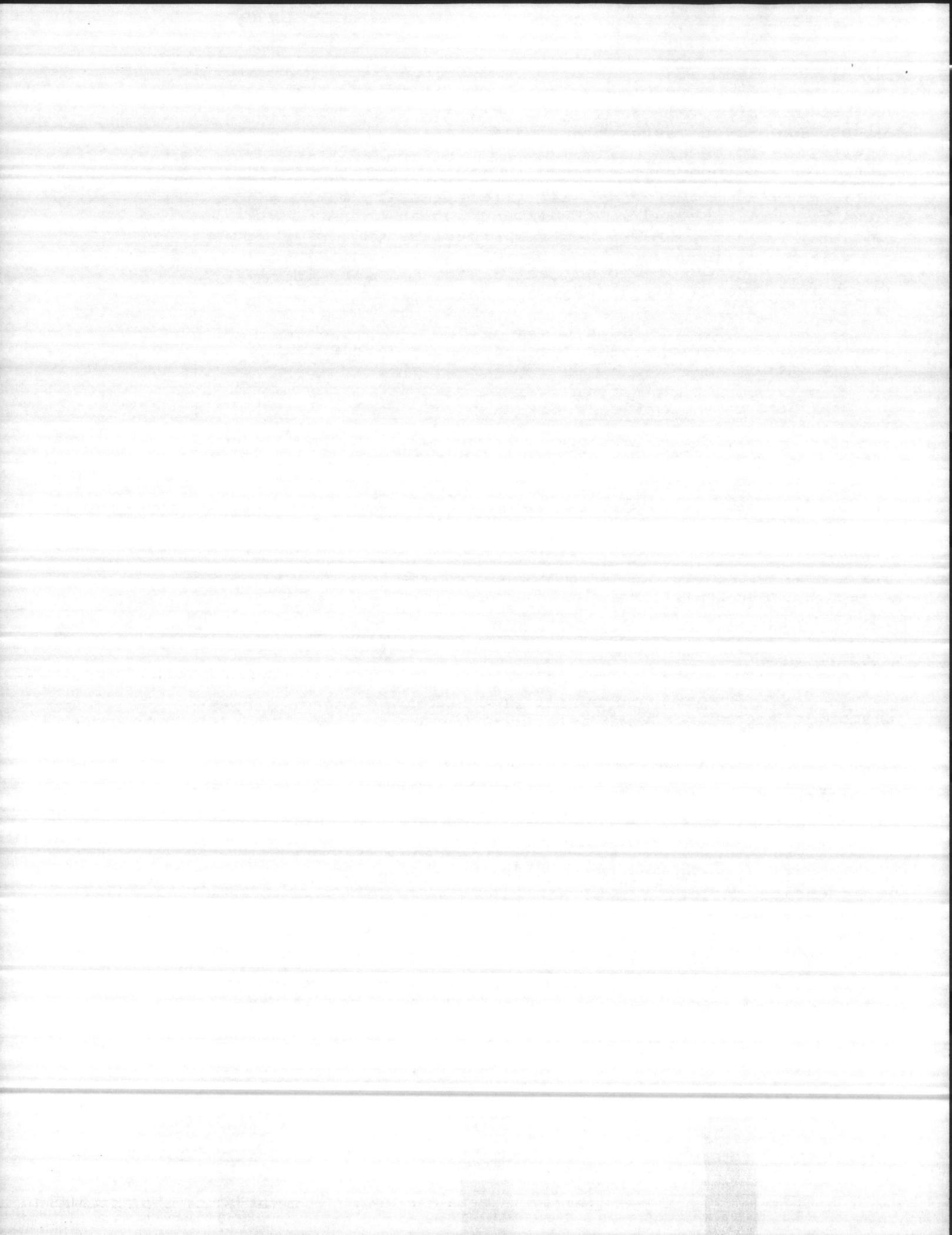
(c) Report of excess real property in accordance with reference (c).

(2) Prepare and submit environmental impact documentation in accordance with reference (d).

(3) Review current Engineering Evaluations of Existing Assets, and Facility Planning Documents, to ensure that those facilities designated as inadequate, thereby generating a deficiency, are actually incapable of performing the designated function.

(4) Review projects in the MILCON RL to ensure that deficiencies reflect actual activity requirements supported by assigned mission, tasks, and functions.

(5) Review all available assets to ensure that occupied assets are properly utilized, as reflected in the Basic Facility Requirements, and that surplus assets are considered for satisfaction of deficiencies prior to generation of MILCON projects.



(6) Actively participate in scheduled master plan update procedures in accordance with reference (b). Ensure full participation of activity department heads and key personnel.

(7) Prepare and submit site approval requests for all projects involving the acquisition or modification of Class 2 Navy property, regardless of type of funding, in accordance with reference (e).

(8) Prepare and submit historic and cultural preservation documentation in accordance with reference (d).

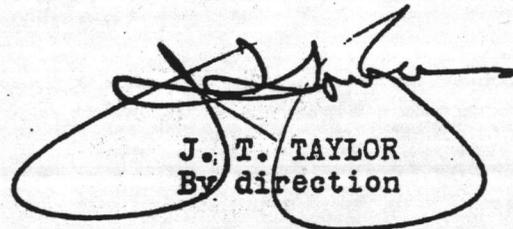
6. Definition of Terms. Provided as enclosure (1).

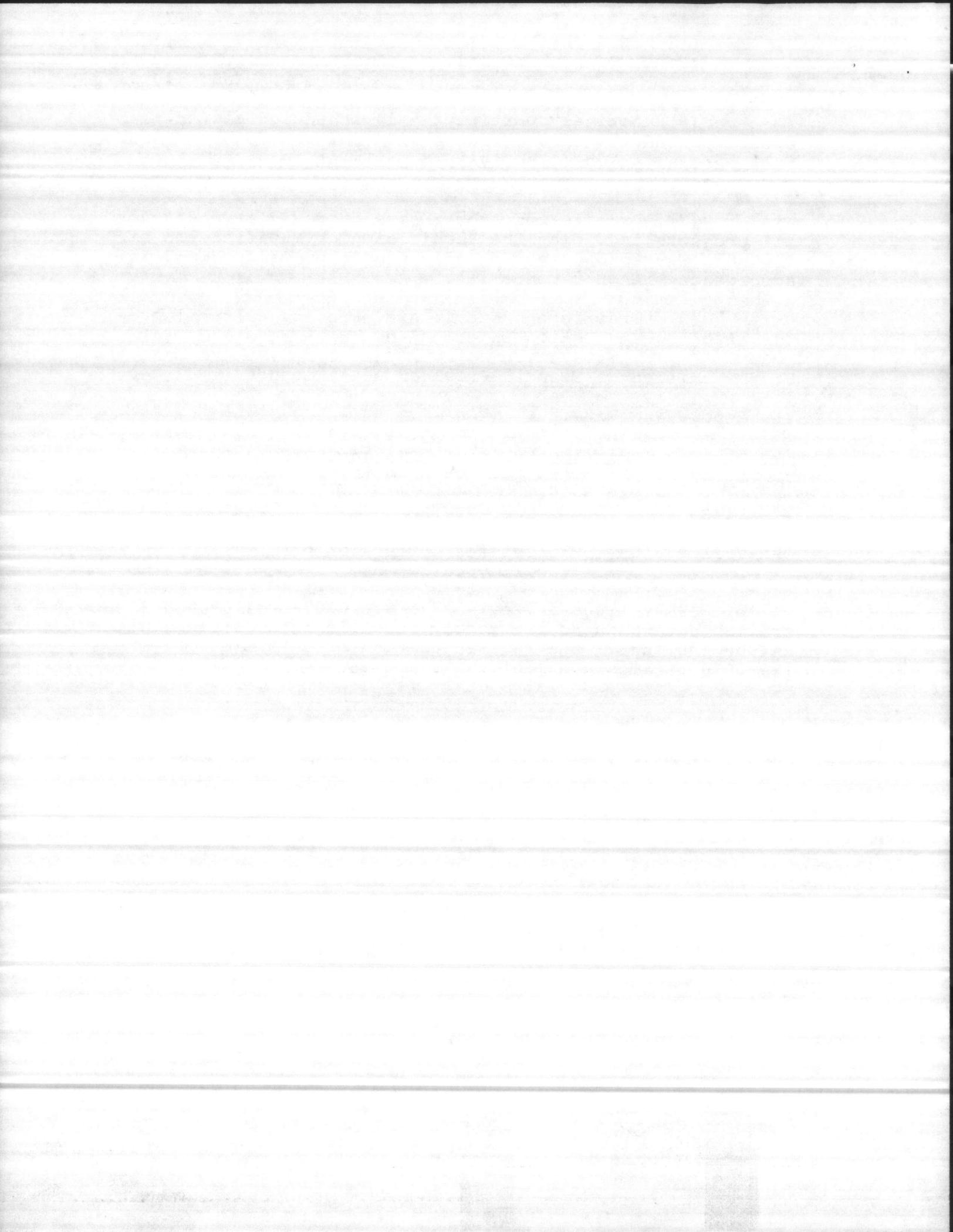
7. Report and Form.

a. The following report symbol is assigned to the reporting requirements set forth in this instruction:

<u>SYMBOL</u>	<u>TITLE</u>	<u>PARAGRAPH</u>
OPNAV 11000-1C	Project for Correction of Facility Deficiency	5d

b. OPNAV 11000/4 (Rev. 3-77) S/N 0107-LF-110-0035 is now available through normal supply channels in accordance with NAVSUP 2002 until the revised edition of 4-79 S/N 0107-LF-110-0020 becomes available.

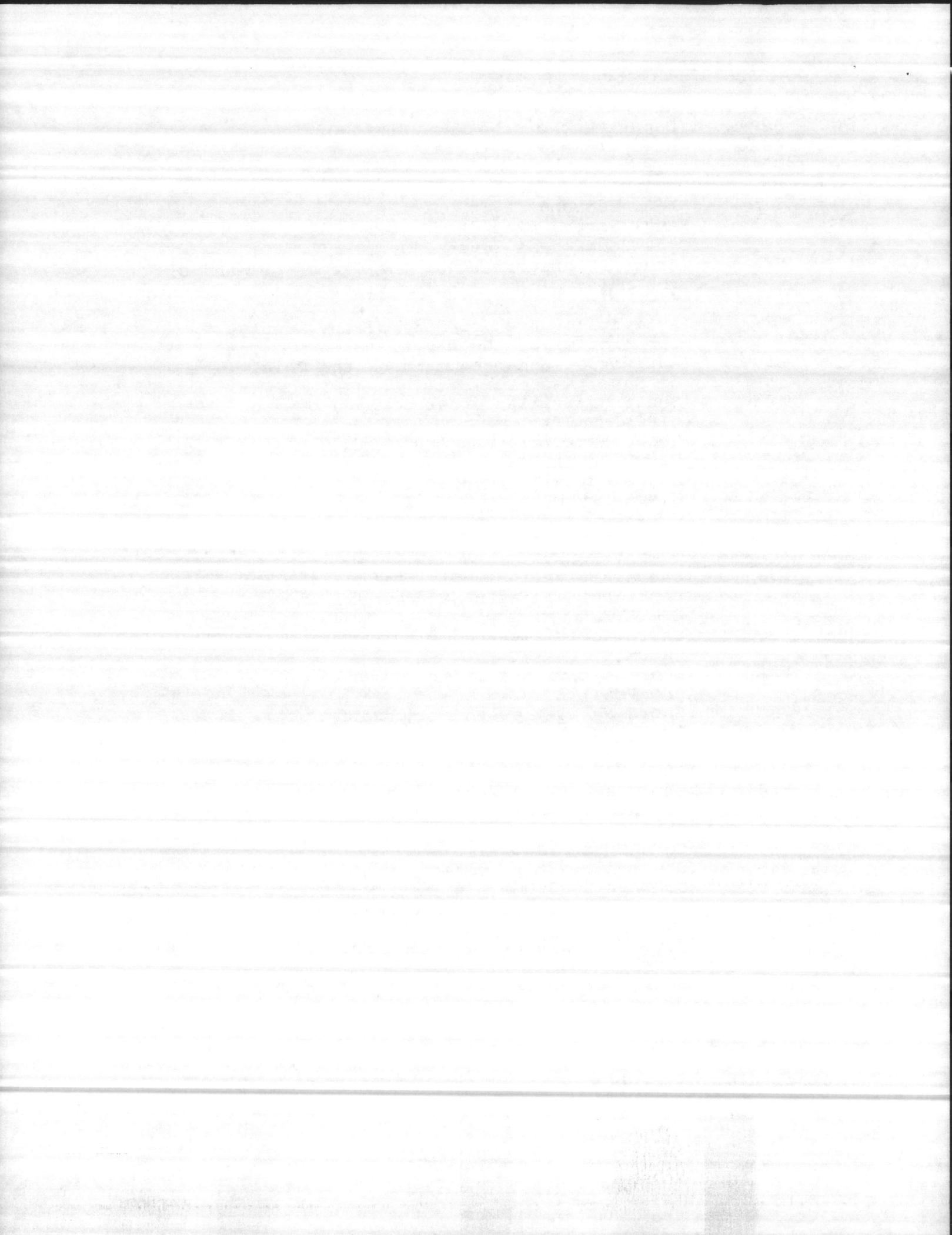

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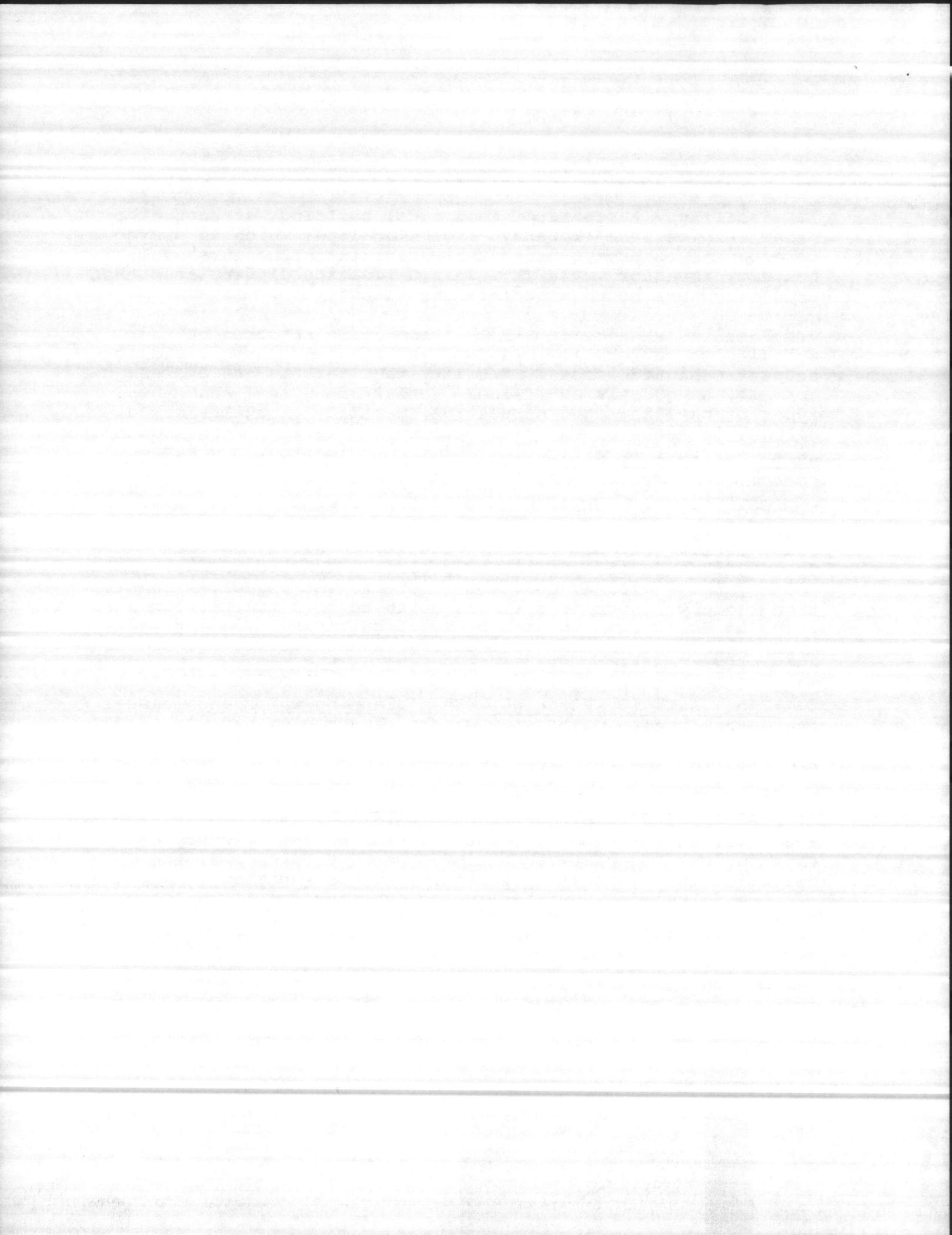
SNDL A2A (Department of the Navy Staff Offices)
 A4A Chief of Naval Material
 A5 Bureaus
 B3 College and University
 21A Fleet Commanders in Chief
 23A Naval Force Commanders
 24 Type Commanders (less 24J)
 C4K (Project Managers under the direct command of
 the Chief of Naval Material)
 D2A DIRNCRFSS UNSECNAV
 E2 (Activities under command of the Deputy
 Comptroller of the Navy)
 E3 (Activities under command of the Chief
 of Naval Research)
 FA (Shore activities under command of
 CINCLANTFLT)
 FB (Shore activities under command of
 CINCPACFLT)
 FC (Shore activities under command of
 CINCUSNAVEUR)
 FD1 (COMNAVOCEANCOM)
 FE (Shore activities under command of
 COMNAVSECGRU)
 FF (Shore activities under command of CNO)
 FG (Shore activities under command of
 COMNAVTELCOM)
 FH (Shore activities under command of
 CHBUMED)
 FKA (Shore activities under command of
 CHNAVMAT)
 FKM (Shore activities under command of
 COMNAVSUPSYSCOM)
 FKN (Shore activities under command of
 COMNAVFACENCOM)
 FKP (Shore activities under command of
 COMNAVSEASYSYSCOM)
 FKQ (Shore activities under command of
 COMNAVELEXSYSCOM)
 FKR (Shore activities under command of
 COMNAVVAIRSYSCOM)
 FL (Shore activities under command of
 COMNAVDAC)
 FS (Shore activities under command of
 COMNAVINTCOM)
 FT (Shore activities under command of CNET)

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DEFINITIONS OF TERMS

1. Facility. A separate, individual building, structure, or other form of real property, including land, which is subject to separate reporting under the Department of Defense real property inventory. (NOTE: This definition differs from that used elsewhere because it includes "land".)
2. Facility Requirements. The facilities required by an activity to perform its mission, tasks, and functions and to support assigned forces. Facility requirements are expressed normally as quantities of land, waterfront space, easements, types of buildings and structures, capacity of utilities, et cetera, in terms of units of measure. A facility requirement is an abstract specification and is not identifiable with a particular building or structure.
3. Project. A statement of a construction requirement for a facility or group of like facilities in terms of a category code, title, unit of measure, quantity required, estimated cost, description, justification, to produce a functional entity. It usually has a clearly dominant feature (the principal construction feature), such as a single building or structure, or a group of buildings, such as bachelor quarters. Project statements will also be used to identify excess facilities, or for such other identification as may be directed.
4. Shore Activity Planning. That planning which encompasses the determination of mission, tasks, functions, and workload to be accomplished by a Naval shore activity, and provides for the coordination and technical support.
5. Shore Facilities Requirements Planning. The determination of the facility requirements for individual shore activities of the Naval establishment, the evaluation of the adequacy of existing real property to satisfy these requirements, the determination of facility deficiencies or excesses, the provisions for maximum utilization of existing facilities, the translation of deficiencies into requirements for construction, and the initiation of disposal action on excess properties.
6. Regional and Systems Studies. Studies designed to provide data common to activities because of similarities in geography or similarities in mission and function. Undertaken to identify problem areas as well as to provide valuable data concerning existing assets.



7. Shore Installation Master Planning. The comprehensive planning performed for an activity or a complex of activities to assure the timely and orderly physical development of facilities required to support present and future military operations. Planning is undertaken to blend considerations of the environment, operational necessities, and human concerns. The planning process includes analysis and evaluation of land, water areas, and airspace; operational and functional relationships, circulation and infrastructure; site selection; determination of capital improvements best suited to satisfy the facility requirements; activity guidelines for the design of facilities and landscape; and assurance of the engineering and construction feasibility of the proposed development. Specific information on the master planning program is detailed in reference (b).

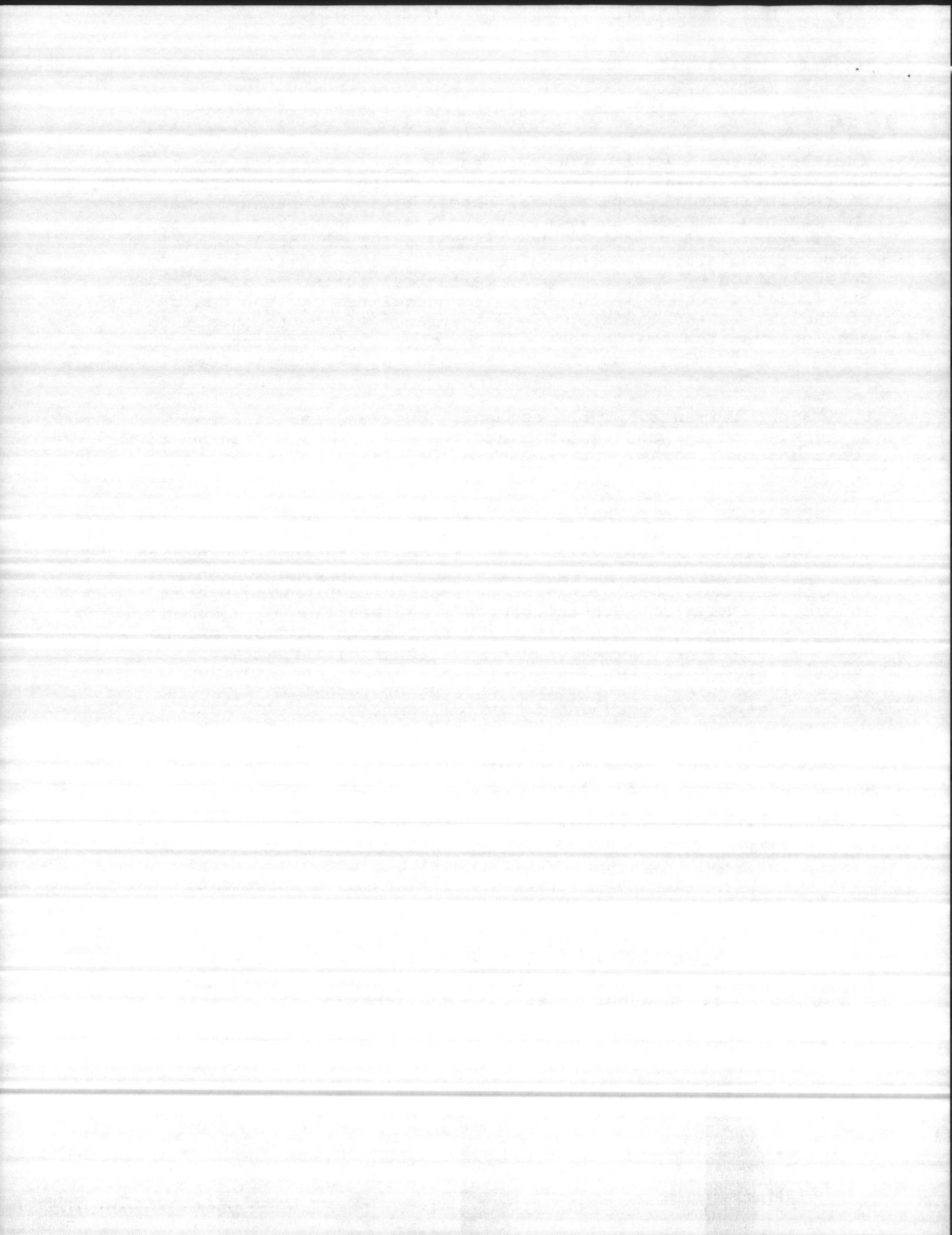
8. Major Claimants. Those commands, bureaus, and offices designated by the CNO as claimants for a share of military construction programs for the shore activities under their command.

9. SFPS. The Shore Facilities Planning System has been designated to document the status of facility requirements planning at the activity level. This documentation is expressed on the computerized printouts detailing the information on file in the data base of the Shore Facilities Planning System and on form used to note the proposed satisfaction of documented deficiencies in terms of military construction projects and to note the proposed methods of disposal for facility surpluses. Detailed procedures for the use of this system are provided in reference (a). The specific purpose of each form and computer generated document is as follows:

a. Facilities Requirements Plan - This plan provides a statement of facility requirements, lists existing assets by condition and displays future plans to utilize, acquire or dispose of assets. The Facilities Requirements Plan is computer generated and is made up of three primary elements.

(1) Activity General Information - Depicts general data for the particular activity, including major claimant, special areas, tenants, detachments, etc.

(2) Facilities Requirements Plan Summary - Serves to provide a concise overview, by five digit category code of Basic Facility Requirements, existing deficiencies and surpluses, and deficiencies and surpluses that would remain after implementation of the proposed planning actions associated with the Facility Planning Document.



(3) Facility Planning Document (FPD) - Prepared for each category code related to the defined mission of the activity, showing the detailed planning information for that particular category code, including Basic Facility Requirement, asset information, deficiency, surplus, and a proposal for reduction of deficiency and surplus. Also included is a section for notes to explain any special or peculiar situations.

b. OPNAV Form 11000/4 - Project for Correction of Facility Deficiency lists individual projects for correction of facility deficiencies, to enable the various command echelons to review all projects and establish priorities for accomplishment.

