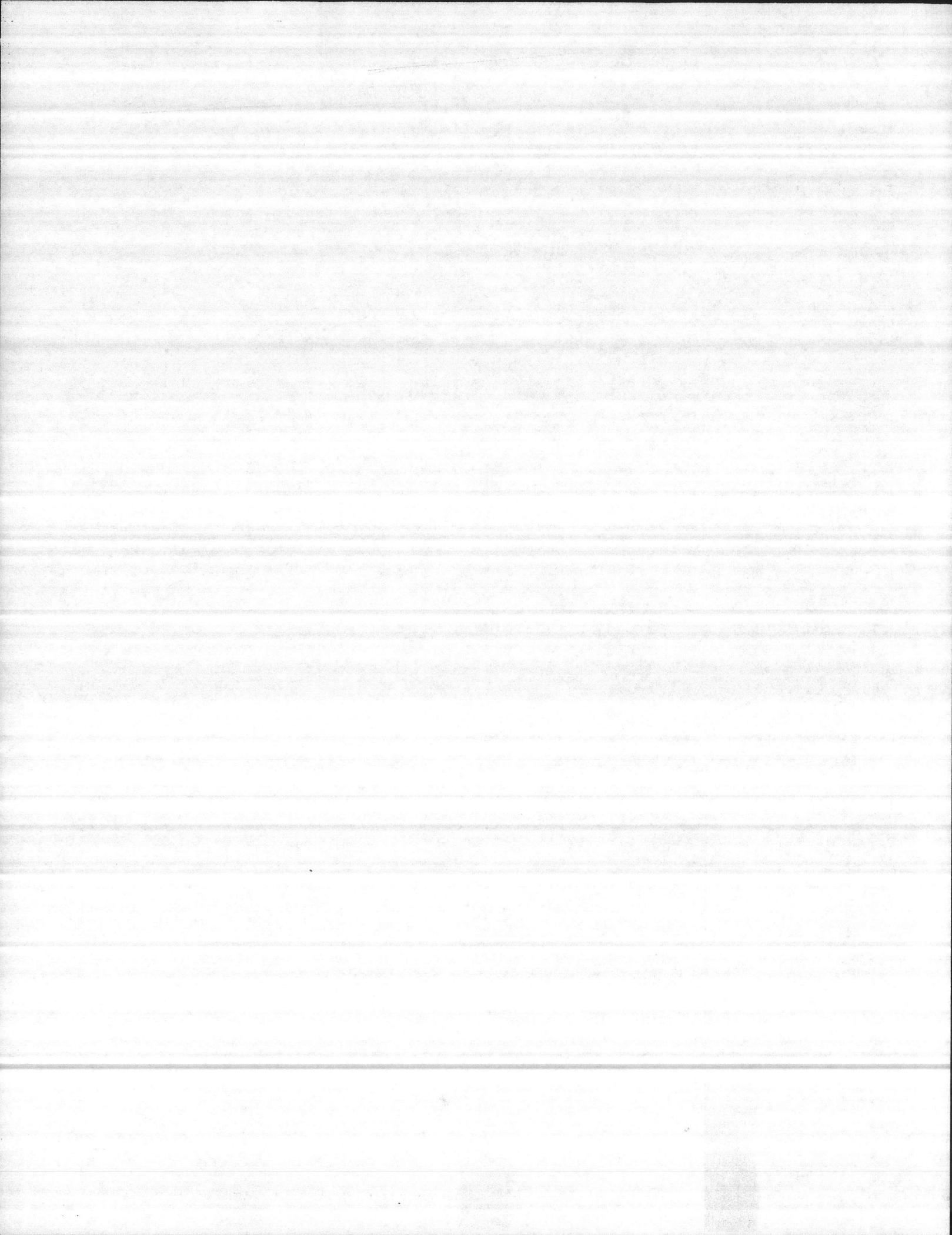


NAVFACINST 11010.44D



SHORE FACILITIES PLANNING MANUAL

DEPARTMENT OF THE NAVY
NAVAL FACILITIES ENGINEERING COMMAND
200 STOVALL STREET
ALEXANDRIA, VA 22332





DEPARTMENT OF THE NAVY

NAVAL FACILITIES ENGINEERING COMMAND

200 STOVALL STREET

ALEXANDRIA, VIRGINIA 22332

IN REPLY REFER TO

NAVFACINST 11010.44D CH-1

FAC 201

24 FEB 1981

NAVFAC INSTRUCTION 11010.44D CHANGE TRANSMITTAL 1

From: Commander, Naval Facilities Engineering Command

Subj: Shore Facilities Planning Manual

Encl: (1) Revised and reissued pages II-1 through II-4, III-1 through III-15, IV-1 through IV-2b, IV-7 through IV-12, VI-1 through VI-5, VII-1 through VII-3, VIII-3 through VIII-6, VIII-9 through VIII-14, IX-7 through IX-10, D-3, D-4, E-1, F-1, F-2, G-1, L-1, L-2, and M-1.

(2) Pen changes

1. Purpose. To promulgate change 1 to the basic instruction.
2. Background. This instruction is being updated to implement revised procedures to the Shore Facilities Planning System.
3. Action. Addressees shall:
 - a. Remove pages II-1 through II-4, III-1 through III-15, IV-1, IV-2, IV-7 through IV-14, VI-1 through VI-5, VII-1 through VII-4, VIII-3 through VIII-6, VIII-9 through VIII-16, IX-7 through IX-10, D-3, D-4, E-1, F-1, F-2, G-1, L-1, L-2, M-1 and M-2. Substitute the attached revised enclosure (1) pages.
 - b. Enter changes listed on enclosure (2) as appropriate.

A. W. COLLINS
Assistant Commander
for Facilities Planning
and Real Estate

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See page 2

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NAVFACINST 11010.44D CH-1

24 FEB 1981

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DEPARTMENT OF THE NAVY
NAVAL FACILITIES ENGINEERING COMMAND
200 STOVALL STREET
ALEXANDRIA, VA 22332

IN REPLY REFER TO
NAVFACINST 11010.44D
FAC 201
19 NOV 1979

NAVFAC INSTRUCTION 11010.44D

From: Commander, Naval Facilities Engineering Command

Subj: Shore Facilities Planning Manual

Ref: (a) OPNAVINST 11010.1J
(b) NAVMATINST 4860.13B (NOTAL)
(c) OPNAVINST 4040.33E
(d) NAVFACINST 11010.32E
(e) NAVFACINST 11010.63
(f) OPNAVINST 11010.20D

1. Purpose. This instruction provides a complete revision to the procedures and guidance for the accomplishment of shore facilities planning, in accordance with responsibilities assigned to the Naval Facilities Engineering Command (NAVFACENGCOM) by reference (a).

2. Cancellation. NAVFACINST 11010.44C of 22 April 1977 is superseded by this instruction.

3. Background

a. Reference (a) directs the Naval Facilities Engineering Command to publish detailed procedures for the implementation of the Shore Facilities Planning System (SFPS).

b. This instruction describes the procedures and techniques for the performance of the SFPS and provides detailed instructions for the submission and review of the required documents. The facility planning techniques of (1) determining requirements, (2) evaluating existing assets, (3) comparing requirements with usable assets, and (4) determining the optimum means of correcting deficiencies and disposing of excesses are basic steps. The documentation produced by the SFPS provides assets and requirements data to all commands for all types of construction projects. The procedures for the development of military construction projects (Military Construction Requirements List) are described herein.

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4. Applicability and Scope

a. The SFPS applies to all shore activities that are responsible for military construction planning and programming programs, with the following exceptions:

- (1) Shore activities commanded by the Commandant of the Marine Corps (CMC)
- (2) Family housing
- (3) Family type supplemental or recreational lodging facilities for short term occupancy, constructed and/or managed by non-appropriated funds
- (4) Facilities programmed, budgeted, and financed with funds from appropriations for research, development, test, and evaluation or procurement pursuant to reference (b)

The SFPS procedures and the supporting Naval Facility Assets Data Base (NFADB) are available in planning for these facility categories, and their use is encouraged.

b. Base development planning for contingency operations, annual military construction programming, and installation master planning are described by references (c), (d), and (e), respectively.

c. Reference (f) provides instructions for the preparation and submission of other types of facility projects.

5. Discussion

a. NAVFACENGCOM has continued to improve the automated procedures for the storage, processing, and display of SFPS data. These procedures have been developed to the stage where virtually all facility planning situations, including complex activity support relationships, can be accommodated.

b. This revised instruction describes the changes in the format of the automated system, provides detailed procedures and guidance in system use, and introduces a revised OPNAV Form 11000/4. This instruction also details the use of the newly developed Facilities Requirements Plan and its components which replace the OPNAV Forms 11000/1, 11000/2 and 11000/3.

6. Action Addressees shall comply with the shore facility planning procedures outlined herein.

7. Reports and Forms

a. The reporting requirement contained in paragraph 5b has been approved by the Chief of Naval Operations and has been assigned symbol OPNAV 11000-1C.

b. The revised OPNAV Form 11000/4 (4-79) will be available from the Naval Publications and Forms Center, Philadelphia, PA 19120, in May 1980, under stock number 0107-LF-110-020. An initial supply will be provided to the Engineering Field Divisions under separate cover. The revised OPNAV Form 11000/4 (4-79) will be required for submission purposes beginning in June 1980.



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Assistant Commander for
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SECTION I - THE SHORE FACILITIES PLANNING SYSTEM

A. THE PLANNING PROCESS

1. PLANNING is defined as a detailed scheme, program, or method worked out beforehand for the accomplishment of an objective or goal. In terms of the Naval Shore Establishment, planning is the process of providing for the efficient use and orderly development of real estate and facility resources for naval installations.

2. The facility resources of the Naval Shore Establishment are fundamental to the execution of assigned missions. These missions are dynamic and often necessitate changes in characteristics of ships, aircraft, and other weapons 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 or 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, Navy planning, programming, and budgeting must ensure that new or replacement facilities required to support Navy missions are identified and included in programs on a timely basis.

3. The SHORE FACILITIES PLANNING SYSTEM (SFPS) has been developed to determine facility requirements necessary for the accomplishment of assigned missions and to ensure optimum utilization of existing assets at shore activities. Navy shore facilities must be:

- In place when they are needed;
- The minimum necessary to support the function;
- Economical and efficient;
- Financially attainable;
- Utilized fully or disposed of when not required;
- Maintained so as to achieve optimum life;
- Sensitive to human needs.

Use of the SFPS can assist in the attainment of these objectives.

B. PHASES OF THE PROCESS

1. Shore facilities planning is a continuous process, keying on the activity mission. If the mission is stable and assets remain the same, the process is static. If either of these changes, the process will indicate that action (a product) must be developed. Planning analysis will indicate the action or product required.

2. Logical steps in the process are:

- a. Define the future mission, optimally 5 - 8 years ahead.

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- b. Express the resources needed to carry out the mission in physical terms, i.e., number of people, ships, aircraft, etc.
- c. Determine facilities (housing, dining halls, piers, airfields, utilities, etc.) required to support the people and craft that perform the mission.
- d. Compare facility requirements with existing assets, and propose solutions to resolve the differences.
- e. Program and budget realistically.
- f. Develop alternate use for surplus assets; dispose of excess assets.

Figure I-1 expresses the process schematically.

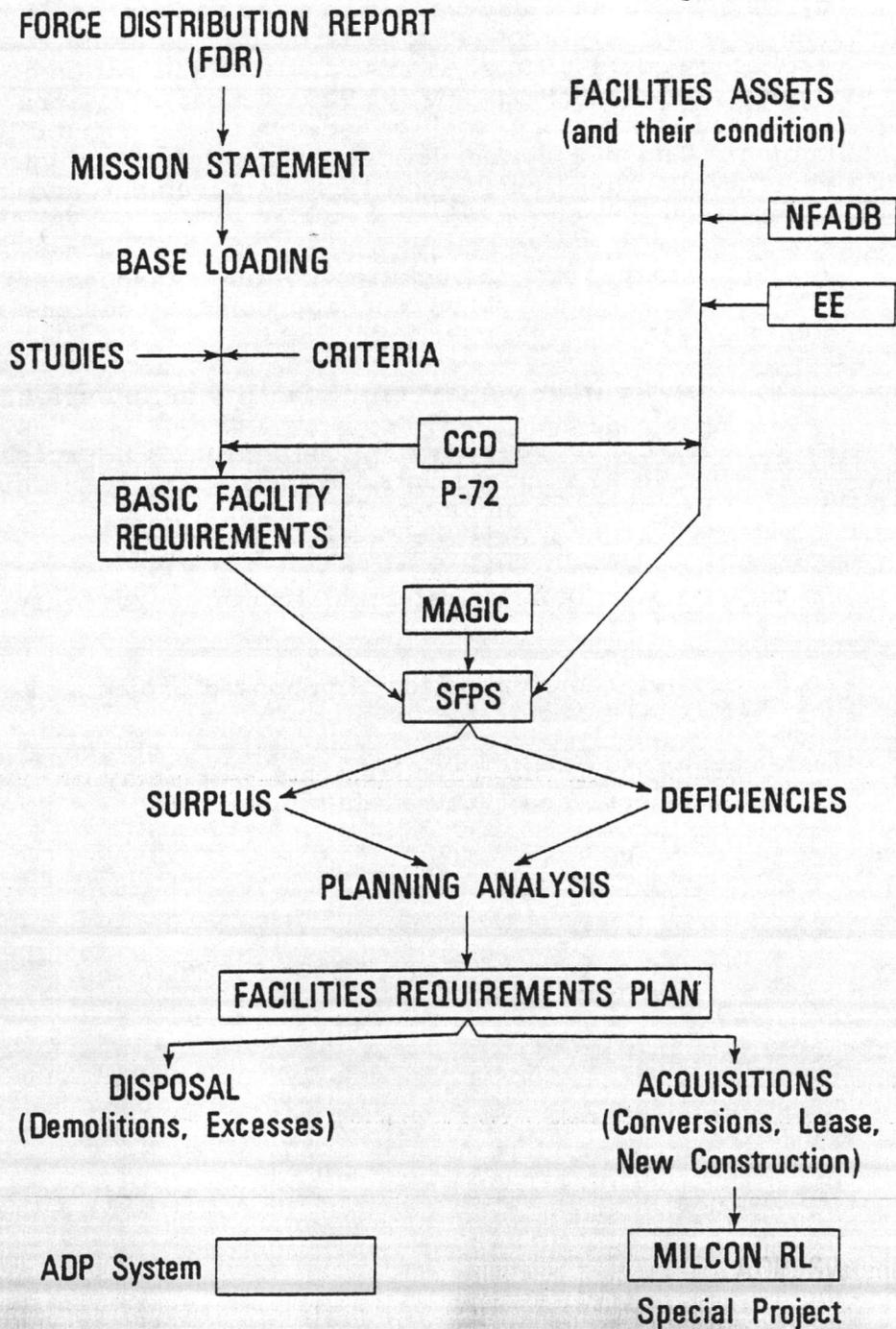
C. THE ANALYSIS

1. In today's environment of fewer dollars available for Military Construction (MILCON) it is imperative that total facility management become part of shore facility planning. MILCON dollars for facility replacement cannot be considered as the sole source for solving facility deficiencies. Full and complete utilization of existing assets must play a vital role in each facility planning decision.

2. Identified surpluses are the first source of satisfaction of an identified deficiency. Where it is not possible to satisfy a deficiency with a surplus, the rehabilitation of substandard assets must be considered in any facility planning decision. An analysis of the economics of each source of satisfaction (new construction versus rehabilitation; site A versus site B; etc.) is also part of the planning decision.

3. Office of Management and Budget (OMB) Circular A-76 and various DOD regulations emphasize that maximum practicable use should be made of existing commercial and government resources before constructing new facilities. In addition, surpluses that exist at one activity should be considered for satisfaction of a documented deficiency at another activity.

4. Occasionally, identified surpluses, along with economic renovation of substandard assets, will solve all deficiencies. In all cases, where acquisition of additional facilities has been determined to be the only method to satisfy the identified deficiency, the facility management process described above assures the Navy of the validity and necessity of the identified acquisition.



SHORE FACILITY PLANNING COMPONENTS AND RELATIONSHIPS

FIGURE I-1

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5. The SFPS can also be used as a means of adjusting requirements previously thought to exist. For example, an indicated deficiency could ultimately result in the generation of a MILCON project, but based on existing experience, it is apparent that the projected operations will be adequately supported without the project. The overstated deficiency should be analyzed through a review of the Basic Facilities Requirement and reduced or eliminated.

6. In summary, the information obtained through the use of the SFPS provides the activity and appropriate echelons and review commands the necessary data to:

- a. Identify in gross terms the facility deficiencies.
- b. Identify in gross terms those facilities in excess of projected requirements, and assist in determining alternate use or disposal, resulting in effective utilization of existing assets.
- c. Assist in priority determination of proposed facility projects.
- d. Assist in the validation of proposed projects in the MILCON Requirements List.
- e. Highlight facility requirements which may be erroneous and require adjustment.

SECTION II - SFPS ELEMENTS

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A. FACILITIES REQUIREMENTS PLAN

1. The SFPS provides the capability to define facility use, acquisition and disposal plans in a concise, logical manner. It uses the Facilities Requirements Plan (FRP) to provide a display of facility planning data and to document a systematic planning rationale. (A)

2. The FACILITIES REQUIREMENTS PLAN provides a statement of facility requirements, lists existing assets by condition and displays future plans to utilize, acquire or dispose of assets. As part of the plan, a host activity may include planning information relating to supported units. A host activity may also include facility requirements located at other host activities in its plan. A tenant activity plan may include facility requirements at more than one host location.

3. The Facilities Requirements Plan is made up of three elements:

a. Activity General Information

This element depicts general data for the particular activity, including major claimant, special areas, tenants, supported units, etc. A sample of this is found as Figure II-1.

b. Facilities Requirements Plan Summary

This summary provides a concise overview, by category codes, of Basic Facility Requirements; existing assets; existing deficiencies and surpluses; and deficiencies and surpluses that would remain after implementation of the actions associated with the Facility Planning Document (FPD). Figure II-2 is an example. (R)

c. Facility Planning Documents (FPD)

An FPD is 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 plan for reduction of deficiency and surplus. Also included is a section for notes to explain any special conditions. Figure II-3 provides a sample FPD.

B. RELATED SYSTEMS

1. In addition to developing facility planning information, the SFPS also consolidates and sorts data from component automated data processing (ADP) systems, including:

MAGIC (Master Activity General Information and Control)

24 FEB 1981

FACSO RPT SYM/NO. 11016/R2002R01

11 FEB 81

ACTIVITY GENERAL INFORMATION

ACTIVITY UIC..... N00620 NAS WHIDBEY ISLAND WA
 H/T CODE..... 0 HOST
 HOST UIC..... N00620 NAS WHIDBEY ISLAND WA
 PARENT UIC..... N00620 NAS WHIDBEY ISLAND WA
 MAJOR CLAIMANT..... F PACFLT
 SUB-MAJOR CLAIMANT..... F0 AIRPAC
 EFD UIC..... N62474 WESTDIV
 AREA-COORDINATOR..... 13 NBSEATTL
 AREA COMPLEX..... MC WHIDBEY IS WA

SPECIAL AREAS

AD OLF COUPEVILLE
 AE NAVWPNSYSTRAFAC BRDMAN
 CA KITSAP COUNTY ARPT
 FA LAKE MANCOCK
 JA SEALION ROCK
 KA ADMIRALTY BAY
 OA DECEPTION PASS PARK
 PA CASEY STATE PARK
 SI SMITH ISLAND

ALTERNATE HOST LOCATIONS

UIC	NAME	H/T CD	SUB-CLAIMANT
N62146	NAYMARCORESCEN SPOKANE WA	0	BP RESRED22

SUPPORTED UNITS

UIC	NAME	H/T CD	SUB-CLAIMANT
N65907	NAVOCSEANCOMDET WHIDBEY ISLAND	4	L OCEANAV
N66058	NAMTRAGRUDET WHIDBEY IS	3	MO CNTECHTR

TENANTS

UIC	NAME	H/T CD	SUB-CLAIMANT
N00621	NARU OAK HARBOR WA	1	B CNAVRES
N63355	BRCOMMSTOR NAS WHIDBEY IS WA	1	K4 NAVSHIP
N66097	NAVHOSP WHIDBEY ISLAND WA	1	I BUMED

ALTERNATELY HOSTED TENANTS/SUPPORTED UNITS

UIC	NAME	H/T CD	SUB-CLAIMANT
N68095	NAVREGMEDCEN BREMERTON WA	0	I BUMED
N68443	NAVREGDENCEN BREMERTON WA	1	I BUMED

* IDENTIFIES DISESTABLISHED ACTIVITIES

UIC...N00620

GENERAL INFORMATION

PAGE

1

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FACSO RPT SYM/NO. 11016/R2001R01

FACILITIES REQUIREMENTS PLAN SUMMARY

ACTIVITY UIC. N-62688 ACTIVITY NAME, NAVSTA NORFOLK VA 11 FEB 81

CCN	CATEGORY CODE DESCRIPTION	UM	BASIC FACILITY REQUIREMENT	A S S E T S			EXISTING QUANTITY	PROPOSED QUANTITY
				ADEQUATE A	SUBSTNRD S	INADEQTE I		
730-77	MISC PERS SUP S	SF	770		786 S		16 + 770 -	16 +
730-80	EMP PK BLDG	SF			1920 A		1920 +	1920 +
730-81	REHAB CENTER	SF	17900				17900 -	17900 -
730-83	CHAPEL	SF			18920 S		18920 +	18920 +
730-84	RELIGIOUS ED	SF	6760		3118 A		3642 -	3642 -
SUPPORTED CATEGORY	UNIT.. N-62563	SF	2400		2400 A			
	CODE 730-84 TOTAL	SF	9160		5518 A		3642 -	3642 -
730-85	POST OFFICE	SF	33308		33308 A			
740-12	RD CRSS/NAVY RLF	SF	9072		19670 A		10598 +	10598 +
740-19	CREDIT UNION	SF	3605		3732 A		127 +	127 +
740-25	FAMILY SVC C	SF	2258		3234 A		976 +	976 +
740-26	CIV CAF/RESTRNT	SF	22350		9783 A 19830 S		7263 + 12567 -	7263 +
740-28	AMUSEMENT CENTR	SF	13360		13884 A		524 +	6536 +
740-34	THRIFT SHOP	SF	6300		6013 A		287 -	287 -
740-36	HOBBY SHOP-AR/C	SF	21494		5512 A 15982 S		15982 -	
740-37	SPEC SERV CTR	SF	20467		20967 A		500 +	500 +
740-38	AUTO HOBBY SHOP	SF	5848		4100 A		1748 -	1748 -
740-40	BOWLING ALLEY	SF	51852		51852 A			
740-43	GYMNASIUM	SF	89395		88303 A 6012 I		4920 + 1092 -	

UIC.. N-62688

SUMMARY

PAGE 5

FIGURE II-2

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FACILITY PLANNING DOCUMENT

79MAR26

ACTIVITY UIC... N02542 NAME... NAS WHITEHALL
SPECIAL AREA... BA NAME... ARDMUORE

CATEGORY CODE.. 17120 DESCRIPTION.. APPLIED INSTRUCTION BLDG
RMTS DATE.. 19 MAR 79 LATEST CHANGE DATE.. 19 MAR 79 EFD CERT DATE..

BASIC		FACILITY ASSETS DATA				QUANTITY	QUANTITY	
FAC	RMT	UM	ADEQUATE	SUBSTNRD	INADEQTE	OTHER	DEFICIENT	SURPLUS
38677	SF*		20677	9800	23401		18000	15201
320	MN		140	40	160		180	20

FACILITY DETAIL		FACILITY ASSETS DATA				SATISFACTION OF		DEF/SURP			
FAC NO	U	EE	C	ADEQUATE	SUBSTNRD	INADEQTE	DEF CODES	ACTION ID	D	SCOPE	NT
212	N	77	P			7500	A24	RENOV	P-123	+	7500 01
213	N	77	P	3000			C45	USE		+	3000
215	N	78	S			2600	A30826A01	CUNVTO	21910	-	2600
216	Y	77	T			2100	A30826A01	DISPOS	VAC	-	2100
221	N	77	T			1729	A30826A01	DISPOS	VAC	-	1729 03
223	Y	77	S			8024	A30826A01	OUTG-C		-	8024 02
231	N	78	P	11000			C40	MODIFY	P-124	+	11000 04
242	N	78	P			7024	A30826A01	DISPOS	VAC	-	7024
247	N	78	S			1924	E05A30826	DEMOL	VAC	-	1924 05
323	N	78	S			2300	A24	RENOV	P-123	+	2300 01
342	Y	78	P	6677				OUTG-R		+	6677 06
ACQ								CUNSTR	P-134	+	8200

TOTAL PROPOSED ADEQUATE ASSETS = 38677

NOTES FOR CATEGORY CODE.. 17120
STD NOTES: PENDING NAVFAC HQ APPROVAL

GEN NOTES: REQUIREMENT REPRESENTS CONSOLIDATION OF 17120 AT SPECIAL AREAS
DA AND BA, SPECIAL AREA DA IS TO BE EXCESSED

FPD ACTION NOTES:

- 01 P-123 WILL REPAIR ROOFS OF FAC #212 AND #323
- 02 CONTINUE OUTGRANT OF FAC #223 TO MCDUGALL ACFT, TERM DTE 30 SEPT 85
- 03 DEMOLITION TO BE ACCOMPLISHED BY CBU 441
- 04 P-124 WILL CORRECT OSHA DEFICIENCY
- 05 FAC #247 TO BE DEMOLISHED BY P-134
- 06 TERM OUTGRANT OF FAC #342, SOUTHROP ACFT, TERM DTE 30 SEP 79

END DATA FOR CATEGORY CODE 17120

UIC.. N02542 BA

FPD

CCN.. 17120 PAGE.. 1

FIGURE II-3

II - 4

CCD (Category Code Directory for Navy Facilities Assets,
NAVFAC P-72)
NFADB (Navy Facility Assets Data Base)
MILCON RL (Military Construction Requirements List)

2. A brief description of these systems as each relates to the Shore Facilities Planning System follows.

a. MAGIC (Master Activity General Information and Control)

(1). The MAGIC data base is an automated file containing general information on each Navy and Marine Corps shore activity (e.g., name, location, command relationships, host/tenant relationships and various codes used by the automated systems). The reconciliation of requirements and assets within the SFPS is dependent on the activity data in the MAGIC data base maintained by the Facilities Systems Office (FACSO) in Port Hueneme, California.

(2). At Navy shore activities, a HOST is an activity that holds Class I and/or II property. Navy shore activities are considered tenants, or supported units if they are users of a host's real property. The MAGIC file shows the relationships between various Navy activities by HOST/TENANT (H/T) CODE. This indicator ties the user's Unit Identification Code (UIC) to its respective host and identifies the support relationship. Host/tenant codes are explained in Appendix C.

(3). A host activity may list property that is non-contiguous to the main site as a SPECIAL AREA (SA). Each special area is identified with a double alpha character designation (i.e., AD, CD, etc.). In addition to non-contiguous areas of a host, the situation exists where a host activity may require assets at another host's location. This condition is referred to as an ALTERNATE HOST, and the Facilities Requirements Plan of the initial host reflects use of assets at the alternate host location. This eliminates the creation of "islands of property" at a single location, and allows for the predominant host to hold all plant account.

(4). Operating procedures for the MAGIC system are described in NAVFAC Instruction 5400.4 series and summarized as follows:

(a). The activity will forward to the EFD (Code 20) marked-up ACTIVITY RECORD PRINTOUTS (ARP's) reflecting activity requested changes to special area listings. Additionally, the EFD will receive activity requests for changes to host/tenant codes, host identifiers and parent identifiers. The EFD processes these

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requested changes directly to the MAGIC data base via Cathode Ray Tube (CRT) computer terminal after EFD approval.

(b). Quarterly, FACSO will distribute new and updated ARP's to the EFD (Code 20). The EFD should review the ARP's to ensure that the data elements referred to in 4 (a) above are correct. Corrections should be processed via the CRT to the MAGIC data base. In addition, the NAVFAC Systems Division (Code 011) sponsored data elements for the major claimant and area coordinator codes should be verified. Corrections to NAVFAC Code 011 sponsored data elements should be marked in red on a copy of an ARP and forwarded to FACSO (Attention: Code 1823).

(c). The EFD (Code 20) will receive quarterly from FACSO a listing of all activities in the MAGIC data base with host/tenant codes of 0 through 4. This listing will display a "flag" by those activities that were disestablished during the previous quarter. This listing should be reviewed in accordance with paragraph (5) below.

(5). To provide for proper interface of the MAGIC system with the NFADB and SFPS, the EFD should ensure that:

(a). Recommended new special areas are appropriate, prior to processing them into the MAGIC data base. The activity, in coordination with the EFD will initiate action to adjust Property Records and Basic Facility Requirements to reflect new special area assignments.

(b). Special areas are not deleted from the MAGIC data base until both Class I and II Property Records for the special areas are adjusted or disposed of in accordance with NAVFAC P-78, Navy Facility Assets Data Base Procedures Manual. The activity, in coordination with the EFD, will initiate action to adjust Basic Facility Requirements as appropriate to reflect deleted special areas.

(c). Class I and II Property Records are processed into the NFADB for newly established Navy activities where appropriate.

(d). Disposal procedures for Property Records as outlined in NAVFAC P-78 are implemented for disestablished Navy activities.

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b. NAVFAC P-72 (Category Code Directory for Navy Facilities Assets)

(1). The CATEGORY CODE DIRECTORY (CCD) is an automated file containing the Department of the Navy facility category codes, category code names and units of measure. The file also contains the Investment Category and Maintenance Cost Account Numbers for each category code. The CCD file is maintained at FACSO. Maintenance and operation of the CCD is as follows:

(a). Recommendations for CCD modifications are forwarded to NAVFACENGCOMHQ (Code 2013) for review. After approval, changes and additions are processed by NAVFACENGCOMHQ via CRT to the CCD file.

(b). NAVFAC P-72 is computer-generated from the CCD file. Tape extracts of the file are used by the other systems described herein.

c. NFADB (Navy Facility Assets Data Base)

(1). The NAVY FACILITY ASSETS DATA BASE is an automated file of data on each existing facility owned by or leased to the Navy and Marine Corps. Included in the NFADB are Class I (land) and Class II (buildings, structures, utilities) facilities. Data is provided on location, type of acquisition, type of construction, cost, size, utilization and condition. The SFPS uses the NFADB as the source for existing assets data. The NFADB file is maintained at FACSO. Maintenance and operation of the NFADB are described in detail in the NFADB Manual, NAVFAC P-78, and are summarized as follows:

(a). The EFD inputs facility utilization and condition data via the CRT, for those data elements addressed by SFPS. All other data is submitted by the NFADB reporting activities to the EFD as changes occur. These changes are also processed via CRT to FACSO.

(b). To confirm NFADB transactions, computer-generated PROPERTY RECORDS (PR's), OUTGRANT RECORDS (OR's) and DISPOSAL RECORDS (DR's) are returned by mail to reporting activities, with copies of these provided to the EFD for Navy activities and the Headquarters Marine Corps for Marine Corps activities.

(2). The following annual reports are generated from the NFADB:

(a). NAVFAC P-77, Inventory of Military Real Property, Navy

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- (b). NAVFAC P-164, Detailed Inventory of Naval Shore Facilities
 - (c). NAVFAC P-319, Statistical Tables of Real Property, Navy
- d. MILCON RL (Military Construction Requirements List)
- (1). The data contained in the MILCON RL is initiated at the activity level by means of the OPNAV Form 11000/4, "Project for Correction of Facility Deficiency".
 - (2). These projects are developed to satisfy deficiencies identified by the SFPS that cannot be solved by other means. The MILCON RL also uses the MAGIC and the CCD to describe the projects shown. Upon completion of a project, those facilities acquired are entered into the NFADB.

SECTION III - THE FACILITY PLANNING DOCUMENT

A. GENERAL

1. Each Facility Planning Document (FPD) is a record of existing and proposed planning data for a particular category code at an activity. A properly prepared FPD will provide proposals for optimum use of existing assets, and will provide a means for developing a plan to satisfy deficiencies and dispose of surplus facilities.
2. The FPD must be dynamic and it should be updated whenever:
 - a. A change in mission or base loading dictates a change in requirements.
 - b. The facility assets are changed as a result of an Engineering Evaluation.
 - c. A project is completed that affects the quantity or alters the adequacy of a facility.
 - d. Proposals for satisfying existing deficiencies and disposals of surpluses are revised.
3. It is essential that information from the Annual Inspection Summary, Special Projects Summary, Utilities Improvements Program, Fire Protection Survey, Energy Conservation Plan, and Master Plan be a part of the planning analysis in order that the availability of supporting facilities (such as roads, utilities, land) and other information not directly obtainable from the FPD, can be determined. In addition, the information contained in the Master Plan on environmental, intergovernmental and regional concepts should be used as well as regional plans, AICUZ plans, and other available information.

B. ELEMENTS OF THE FPD
(Refer to Figure III-1)

1. ACTIVITY UIC; NAME - Unit Identification Code and name of the activity.
2. AH/SU UIC; NAME - Unit Identification Code and name of the Alternate Host/Supported Unit, if applicable.
3. SPECIAL AREA; NAME - Special area designator and special area name, if applicable.
4. CATEGORY CODE, DESCRIPTION - The function of the facilities listed as extracted from the NAVFAC P-72.

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FACILITY PLANNING DOCUMENT

79MAR26

ACTIVITY UIC... N02542 NAME... NAS WHITEHALL
SPECIAL AREA... BA NAME... ARDMOORE

CATEGORY CODE.. 17120 DESCRIPTION.. APPLIED INSTRUCTION BLDG
RQMTS DATE.. 19 MAR 79 LATEST CHANGE DATE.. 19 MAR 79 EFD CERT DATE..

BASIC		FACILITY ASSETS DATA				QUANTITY	QUANTITY	
FAC	RQMT	UM	ADEQUATE	SUBSTNRD	INADEQTE	OTHER	DEFICIENT	SURPLUS
38677	SF*		20677	9800	23401		18000	15201
320	MN		140	40	160		180	20

FACILITY DETAIL									
FAC NO	U	EE	C	ADEQUATE	SUBSTNRD	INADEQTE	DEF CODES	SATISFACTION OF	DEF/SURP
								ACTIUM ID	D SCOPE NT
212	N	77	P		7500		A24	RENOV P-123	+ 7500 01
213	N	77	P	3000			C45	USE	+ 3000
215	N	78	S			2600	A30826A01	CUNVTO 21910	- 2600
216	Y	77	T			2100	A30826A01	DISPOS VAC	- 2100
221	N	77	T			1729	A30826A01	DISPOS VAC	- 1729 03
223	Y	77	S			8024	A30826A01	OUTG-C	- 8024 02
231	N	78	P	11000			C40	MODIFY P-124	+ 11000 04
242	N	78	P			7024	A30826A01	DISPOS VAC	- 7024
247	N	78	S			1924	E05A30826	DEMOL VAC	- 1924 05
323	N	78	S		2300		A24	RENOV P-123	+ 2300 01
342	Y	78	P	6677				OUTG-R	+ 6677 06
	ACQ							CUNSTR P-134	+ 8200

TOTAL PROPOSED ADEQUATE ASSETS = 38677

NOTES FOR CATEGORY CODE.. 17120

STD NOTES: PENDING NAVFAC HQ APPROVAL

GEN NOTES: REQUIREMENT REPRESENTS CONSOLIDATION OF 17120 AT SPECIAL AREAS
DA AND BA, SPECIAL AREA DA IS TO BE EXCESSED

FPD ACTION NOTES:

- 01 P-123 WILL REPAIR ROOFS OF FAC #212 AND #323
- 02 CONTINUE OUTGRANT OF FAC #223 TO MCDUGALL ACFT, TERM DTE 30 SEPT 85
- 03 DEMOLITION TO BE ACCOMPLISHED BY CBU 441
- 04 P-124 WILL CORRECT USMA DEFICIENCY
- 05 FAC #247 TO BE DEMOLISHED BY P-134
- 06 TERM OUTGRANT OF FAC #342, SOUTHROP ACFT, TERM DTE 30 SEP 79

END DATA FOR CATEGORY CODE 17120

UIC.. N02542 BA

FPD

CCN.. 17120

PAGE.. 1

FIGURE III-1

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5. RQMTS DATE - Computer generated indicating the date the EFD entered the Basic Facility Requirement into the data base.
6. LATEST CHANGE DATE - Computer generated, date that any element of the FPD was updated.
7. EFD CERT DATE - Latest date that the geographic EFD validated all data on the FPD page as accurate and complete and the activity has concurred with the plan. It is important that (A the EFDs certify the FPDs as they are updated.
8. BASIC FAC RQMT; UM - Approved Basic Facility Requirement for the specific category code. The applicable units of measure are found in NAVFAC P-72. To ensure a proper comparison of requirements with the existing assets, all units of measure (A indicated in P-72 must be completed. The primary unit of measure is denoted by parentheses ().
9. FACILITY ASSETS DATA - Data extracted directly from the NFADB file.
10. ADEQUATE; SUBSTNRD; INADEQTE - Total quantities for all facilities with the appropriate category code number (as found in the NFADB). These totals are listed for each unit of measure shown in NAVFAC P-72. The definitions of these terms are found in Section V.
11. OTHER - This column is used to enter assets that are not included in the NFADB; e.g., joint-use facilities owned by a non-navy activity, or GSA-leased facilities. For purposes of determining surpluses and deficiencies these assets are (R considered to be adequate. When assets are included in this column it is necessary to include a General Note to describe the situation concerning these assets.
12. QUANTITY DEFICIENT; QUANTITY SURPLUS - These quantities are based on existing assets as compiled in the NFADB for the (R particular category code. The quantities are calculated as follows:
- a. Deficiency = requirements - adequate - other
 - b. Surplus = adequate + substandard + inadequate + other
- requirement

In certain cases, it is possible to have both a deficiency and a surplus for the same category code. This condition results when some of the assets making up the surplus are substandard and/or (R inadequate. These assets are therefore of no direct benefit in reducing a deficiency that is based on satisfaction by adequate assets. (Substandard assets can be made adequate by renovation, as is discussed later in this section).

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13. FACILITY DETAIL - Detailed assets information for each facility listed.
14. FAC NO - Assigned building or structure number; when no building or structure number is assigned, property record numbers will be shown.
15. U - Indicator (Y (yes) or N (no)) that the facility has more than one use (CCN) or user.
16. EE - Year of the latest Engineering Evaluation.
17. C - Type of construction of the particular facility. The type of construction will be denoted by P, S, and T, referring to permanent, semi-permanent, and temporary, respectively. (See NAVFAC P-164, Detailed Inventory of Naval Shore Facilities for definitions).
18. ADEQUATE; SUBSTNRD; INADEQTE - Specific quantity (primary unit of measure only) displayed under the appropriate heading for each facility number.
19. DEF CODES - Applicable deficiency codes (See Section V and Appendix E), listed on the same line as the facility to which they relate.
20. SATISFACTION OF DEF/SURP - Heading for the Planning Analysis section of the FPD. The proposed methods for satisfaction of deficiencies and disposal of surpluses are depicted in this section. The planning actions (described later in this section) and their associated scopes will be used in calculating the TOTAL PROPOSED ADEQUATE ASSETS shown on the FPD and the PROPOSED QUANTITY DEFICIENT and the PROPOSED QUANTITY SURPLUS depicted on the Facilities Requirements Plan Summary (See Figure II-2).
21. ACTION - Proposed planning action for each facility. Proposed planning actions are described in paragraph C of this section and in Appendix L.
22. ID - Identifier which further describes proposed planning actions (e.g., a construction project number P-001 could be displayed in this column). The possible identifiers which describe planning actions are explained in paragraph C of this section.
23. D; SCOPE - Designator, indicating how the particular planning action and associated scope will impact on the TOTAL PROPOSED ADEQUATE ASSETS on the FPD, and PROPOSED QUANTITY DEFICIENT and the PROPOSED QUANTITY SURPLUS of the Facilities Requirements Plan Summary. Designators are as follows:

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- (+) The scope associated with the planning action and (+) designator will be included in the calculation of PROPOSED QUANTITY DEFICIENT and PROPOSED QUANTITY SURPLUS shown on the FRP Summary. The asset (whether existing or planned as an acquisition) will contribute to reducing any deficiency and/or will increase any surplus shown for these "proposed" quantities on the FRP Summary. The TOTAL PROPOSED ADEQUATE ASSETS, shown on the FPD, is based on the summation of all scopes with a planning action that has a (+) designator. (R)
- (-) The planning action associated with this designator proposes to remove the asset quantity displayed in the SCOPE column from the particular category code. The asset would, therefore, not figure in the calculations of TOTAL PROPOSED ADEQUATE ASSETS, and the "proposed" quantities on the FRP Summary. (R)
- (0) The condition of the asset shown in the SCOPE column is inadequate and therefore will not impact the calculation of TOTAL PROPOSED ADEQUATE ASSETS. It will, however, contribute to the PROPOSED QUANTITY SURPLUS on the FRP Summary. (R)

The calculation of the PROPOSED QUANTITY DEFICIENT and PROPOSED QUANTITY SURPLUS is as follows:

PROPOSED QUANTITY DEFICIENT = Requirement - TOTAL PROPOSED ADEQUATE ASSETS - Other Assets (A)

PROPOSED QUANTITY SURPLUS = TOTAL PROPOSED ADEQUATE ASSETS + Other Assets + All Scopes with (0) designator - Requirement

24. NT - Indicator of which FPD ACTION NOTE listed on the FPD is associated with the particular planning action.

25. ACQ - Additions, new construction, leases, and proposed acquisitions of Class II assets.

26. TOTAL PROPOSED ADEQUATE ASSETS - Is the summation of all the quantities in the SCOPE column which have a (+) designator.

27. NOTES FOR CATEGORY CODE - This is the heading for the notes section of the FPD.

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28. STD NOTES - Standard notes as found in Appendix M. These notes are generated by the standard note number given in the appendix and are limited to a maximum of two (2) notes per category code. They apply to facility requirements and approval conditions and are updated only by NAVFACENCOMHO.

29. GEN NOTES - Further explanation of any data or peculiar aspects of the FPD. General notes are input by the EFD, up to a maximum of 99 lines for each category code.

30. FPD ACTION NOTES - Further explanation of any planning action. Notes are tied to a particular planning action by use of a note number shown under the "NT" column.

C. PLANNING ACTION CATEGORIES

1. CONTINUED UTILIZATION - The planning action which indicates the continued use of a facility is "USE".

R) 2. RETENTION - A surplus facility which is to be retained must be documented as to the circumstances. Retentions normally will be allowed for planned mission expansions, if supported by major claimant, or for approved contingency plans. The planning action to denote this use is "RETAIN".

3. ACQUISITIONS - Acquisitions are shown on the FPD following the FACILITY DETAIL and appear under the heading "ACO". Planning actions for acquisitions are as follows:

a. Construction - The acquisition or addition of a facility is expressed as "CONSTR". This action can be further defined by placing a project number or other descriptive information in the ID column. Project numbers should reflect type of funding (i.e., P - MILCON, R - REPAIR, C - Special Project, N - NATO).

b. Lease - A plan to acquire facilities may recommend leasing of nearby facilities. This will be expressed by the planning action "LEASE".

R) c. Conversion from other category codes - The plan may recommend acquisition of facilities by conversion of assets from other category codes. This will be indicated by use of the planning action "CONVER" (conversion from). The ID column should be annotated to reflect the current category code of the asset proposed

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for conversion. The appropriate planning action for that existing asset is "CONVTO" (conversion to), and the ID column should indicate the proposed category code to which the asset will be converted. Such conversion will be commonplace in the optimum utilization of assets. A proposed conversion may result in certain facilities being converted from inadequate to adequate or substandard, depending on the degree of satisfaction they provide.

Conversions may be recommended within the FRP of a host or a tenant activity. It may also be used to indicate a change in user of an asset while the plant account holder remains unchanged. Conversion of an asset from a host to a tenant or a supported unit (H/T Code 3) is an example of this. The UIC of the losing or gaining activity should be shown in an FPD Action Note.

- d. Class 3 Property - The proposed facility plan may identify satisfaction of a deficiency by a van or other relocatable facility. This proposed acquisition is expressed by "CLASS 3".
- e. Reassignment - The change in plant account from one host to another within the Navy is referred to as a reassignment. In developing Facility Planning Documents for utilization of vacant regional facilities, it may become necessary to recommend reassignment between the Naval commands.

The activity that is receiving facilities in a reassignment will express the planning action as "REASFR" (reassignment from). The UIC of the releasing activity should be shown in the ID column. Conversely, the planning action for the releasing activity will be denoted as "REASTO" (reassignment to), with the receiving activity's UIC indicated in the ID column. (See Section VII). (D)

4. FACILITY UPGRADE - There are two planning actions associated with upgrading facilities:

- a. Renovation - The planning action "RENOV" will be used to designate a facility scheduled to be renovated. This planning action can only be used for a substandard facility, as it implies an upgrading of condition to adequate. An inadequate facility cannot be renovated since inadequate has been defined as a facility that cannot have its condition upgraded for its present use through "economically justifiable means".

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- b. **Modify** - A project to upgrade a facility without a change of condition will be denoted as "MODIFY". An example of this would be a facility that has been declared substandard, but a project is developed to correct OSHA related deficiencies and correction of these will not result in an adequate facility.

5. **DISPOSABLE ASSETS** - The planning action used to denote **SURPLUSES** will be "DISPOS". This planning action will be used unless the disposition of the asset has been further defined (e.g., demolition of asset included in MILCON project, interested outgrantee located, etc.) as discussed below.

R)

- a. **Demolition** - The planning action "DEMOL" will apply to a facility that has been scheduled for demolition within a military construction project shown in the Military Construction Requirements List. When the "DEMOL" planning action is used the MILCON project number should be listed as a FPD Action Note.

- b. **Reassignment** - The planning action associated with the releasing activity in a reassignment is "REASTO" (reassignment to), with the UIC of the receiving activity indicated in the ID column.

- c. **Outgrants** - The releasing of a facility not currently required for the activity mission through a license, lease or permit is referred to as an outgrant. An outgrant will appear on the planning documents as either "OUTG-C" or "OUTG-R". The planning action "OUTG-C" will be used to propose continuation of an outgrant. "OUTG-R" will be used to indicate a proposed retrieval of an outgranted facility. When the outgrant planning action is used, the outgrantee and the expiration date of the outgrant should be indicated by an FPD Action Note.

D)

- d. **Excess Facilities** - Facilities are sometimes determined to be excess to the needs of the activity and therefore available for release. NAVFAC P-73 sets forth procedures for processing of excess facilities. All approved excesses must be reflected on the FPD and the property record. The FPD should indicate the planning action "DISPOS" for each facility approved for excess. The excess can be further described by use of a General Note. The property record should indicate the appropriate Excess Action Code (Data Element 604) as described in NAVFAC P-78.

R)

6. VACANT ASSETS - If a facility is vacant, the ID column should indicate "VAC". If the ID column is left blank, the facility will be understood to be occupied. ^{24 FEB 1981}

D. FPD DATA ELEMENT ORIGINS

1. Some of the data depicted on the FPD is extracted directly from the other systems discussed in Section II of this instruction.

- a. The "NAME" associated with ACTIVITY UIC, AH/SU UIC, and SPECIAL AREA are extracted from the MAGIC data on file (See highlighted data in Figure III-2).
- b. The category code "DESCRIPTION" and the "UM" (unit of measure) for the particular category code are taken from the Category Code Directory, P-72 (See highlighted data in Figure III-3).
- c. The "FACILITY ASSET DATA" shown on the FPD are extracted directly from the data in the Navy Facility Assets Data Base (See highlighted data in Figure III-4).

2. Data that will be input/updated via the CRT are depicted in Figures III-5 and III-6. Data highlighted in Figure III-6 are input/updated by NAVFACENGCOMHQ.

3. The data highlighted in Figure III-7 are computer generated and cannot be updated via the CRT.

E. ACTIVITY CONCURRENCE

1. On completion of the FPD's for an activity, the planning analysis will be reviewed by the activity and concurrence indicated by letter to the EFD. (R)

2. If the activity does not concur with the EFD and agreement cannot be reached, the activity, will advise NAVFACENGCOMHQ by letter, via the EFD and chain of command, outlining the differences. NAVFACENGCOMHQ will then undertake steps to resolve the differences.

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FACILITY PLANNING DOCUMENT

79MAR26

ACTIVITY UIC... N02542 NAME... NAS WHITEHALL
SPECIAL AREA... BA NAME... ARDMUORE

CATEGORY CODE... 17120 DESCRIPTION... APPLIED INSTRUCTION BLDG
RMTS DATE... 19 MAR 79 LATEST CHANGE DATE... 19 MAR 79 EFD CERT DATE...

BASIC		FACILITY ASSETS DATA				QUANTITY	QUANTITY	
FAC	RMT	UM	ADEQUATE	SUBSTNRD	INADEQTE	OTHER	DEFICIENT	SURPLUS
38677	SF		20677	9800	23401		18000	15201
320	MM		140	60	160		160	20

FACILITY DETAIL		SATISFACTION OF DEF/SURP									
FAC NO	U	EE	C	ADEQUATE	SUBSTNRD	INADEQTE	DEF CODES	ACTION ID	D	SCOPE	NT
212	N	77	P		2500		A24	RENOV P-123	+	7500	01
213	N	77	P	3000			CAS	USE	+	3000	
215	N	78	S			2600	A30826A01	CUNVTD 21910	-	2600	
216	N	77	T			2100	A30826A01	DISPOS VAC	-	2100	
221	N	77	T			1729	A30826A01	DISPOS VAC	-	1729	03
223	Y	77	S			8024	A30826A01	OUTG-C	-	8024	02
231	N	78	P	11000			C40	MODIFY P-124	+	11000	04
242	N	78	P			7024	A30826A01	DISPOS VAC	-	7024	
247	N	78	S			1924	E05A30826	DEMOL VAC	-	1924	05
323	N	78	S		2300		A24	RENOV P-123	+	2300	01
342	Y	78	P	6677				OUTG-R	+	6677	06
	ACC							CUNSTR P-134	+	8200	

TOTAL PROPOSED ADEQUATE ASSETS = 38677

NOTES FOR CATEGORY CODE... 17120
STD NOTES: PENDING NAVFAC HQ APPROVAL

GEN NOTES: REQUIREMENT REPRESENTS CONSOLIDATION OF 17120 AT SPECIAL AREAS
DA AND BA, SPECIAL AREA DA IS TO BE EXCESSED

FPD ACTION NOTES:

- 01 P-123 WILL REPAIR ROOFS OF FAC #212 AND #323
- 02 CONTINUE OUTGRANT OF FAC #223 TO MCDUGALL ACFT, TERM DTE 30 SEPT 85
- 03 DEMOLITION TO BE ACCOMPLISHED BY CBU #01
- 04 P-124 WILL CORRECT OSHA DEFICIENCY
- 05 FAC #247 TO BE DEMOLISHED BY P-134
- 06 TERM OUTGRANT OF FAC #342, SOUTHROP ACFT, TERM DTE 30 SEP 79

END DATA FOR CATEGORY CODE 17120

UIC... N02542 BA

FPD

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MAGIC SYSTEM DATA ELEMENTS

FIGURE III-2

FACILITY PLANNING DOCUMENT

79MAR26

ACTIVITY UIC... N02542 NAME... NAS WHITEHALL
SPECIAL AREA... BA NAME... ARDMOORE

CATEGORY CODE... 17120 DESCRIPTION.. APPLIED INSTRUCTION BLDG
ROMTS DATE... 19 MAR 79 LATEST CHANGE DATE... 19 MAR 79 EFD CERT DATE..

BASIC FAC RQMT	UM	FACILITY ADEQUATE	ASSETS SUBSTNRD	DATA INADEQTE	OTHER	QUANTITY DEFICIENT	QUANTITY SURPLUS
38677	SF*	20677	9800	23401		18000	15201
320	MN	140	40	160		180	20

FACILITY DETAIL				SATISFACTION OF DEF/SURP							
FAC NO	U	EE	C	ADEQUATE	SUBSTNRD	INADEQTE	DEF CODES	ACTION ID	D	SCOPE	NT
212	N	77	P		7500		A24	RENOV	P-123	+	7500 01
213	N	77	P	3000			C45	USE		+	3000
215	N	78	S			2600	A30826A01	CONVTO	21910	-	2600
216	Y	77	T			2100	A30826A01	DISPOS	VAC	-	2100
221	N	77	T			1729	A30826A01	DISPOS	VAC	-	1729 03
223	Y	77	S			8024	A30826A01	OUTG-C		+	8024 02
231	N	78	P	11000			C40	MODIFY	P-124	+	11000 04
242	N	78	P			7024	A30826A01	DISPOS	VAC	-	7024
247	N	78	S			1924	E05A30826	DEMOL	VAC	-	1924 05
323	N	78	S		2300		A24	RENOV	P-123	+	2300 01
342	Y	78	P	6677				OUTG-R		+	6677 06
ACQ								CONSTR	P-134	+	8200

TOTAL PROPOSED ADEQUATE ASSETS = 38677

NOTES FOR CATEGORY CODE... 17120
STD NOTES: PENDING NAVFAC HQ APPROVAL

GEN NOTES: REQUIREMENT REPRESENTS CONSOLIDATION OF 17120 AT SPECIAL AREAS DA AND BA, SPECIAL AREA DA IS TO BE EXCESSED

EFD ACTION NOTES:

- 01 P-123 WILL REPAIR ROOFS OF FAC #212 AND #323
- 02 CONTINUE OUTGRANT OF FAC #223 TO MCDUGALL ACFT, TERM DTE 30 SEPT 85
- 03 DEMOLITION TO BE ACCOMPLISHED BY CBU 441
- 04 P-124 WILL CORRECT OSHA DEFICIENCY
- 05 FAC #247 TO BE DEMOLISHED BY P-134
- 06 TERM OUTGRANT OF FAC #342, SOUTHP ACFT, TERM DTE 30 SEP 79

END DATA FOR CATEGORY CODE 17120

UIC.. N02542 BA

FPD

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CATEGORY CODE DIRECTORY
DATA ELEMENTS

FIGURE III-3

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FACILITY PLANNING DOCUMENT

70MAR26

ACTIVITY UIC... N02542 NAME... NAS WHITEHALL
 SPECIAL AREA... BA NAME... ARMUORE

CATEGORY CODE... 17120 DESCRIPTION... APPLIED INSTRUCTION BLDG
 RMTS DATE... 19 MAR 79 LATEST CHANGE DATE... 19 MAR 79 EPD CERT DATE...

BASIC		FACILITY ASSETS DATA			QUANTITY			
FAC	RMT	UM	ADEQUATE	SUBSTNRD	INADEQTE	OTHER	DEFICIENT	SURPLUS
38677	SF		20677	9800	23401		18000	15201
320	MN		140	40	160		180	20

FACILITY DETAIL		FACILITY ASSETS DATA			SATISFACTION OF DEF/SURP						
FAC NO	U	EE	C	ADEQUATE	SUBSTNRD	INADEQTE	DEF CODES	ACTION ID	D	SCOPE	NT
212	N	77	P			7500	A24	RENOV P-123	+	7500	01
213	N	77	P	3000			C45	USE	+	3000	
215	N	78	S				2600 A30826A01	CONVTO 21910	-	2600	
216	Y	77	T				2100 A30826A01	DISPOS VAC	-	2100	
221	N	77	T				1729 A30826A01	DISPOS VAC	-	1729	03
223	Y	77	S				8024 A30826A01	OUTG-C	-	8024	02
231	N	78	P	11000			C40	MODIFY P-124	+	11000	04
242	N	78	P				7024 A30826A01	DISPOS VAC	-	7024	
247	N	78	S				1924 E05A30826	DEMOL VAC	-	1924	05
323	N	78	S			2300	A24	RENOV P-123	+	2300	01
342	Y	78	P	6677				OUTG-R	+	6677	06
ACQ											8200

TOTAL PROPOSED ADEQUATE ASSETS = 38677

NOTES FOR CATEGORY CODE... 17120
 STD NOTES: PENDING NAVFAC HQ APPROVAL

GEN NOTES: REQUIREMENT REPRESENTS CONSOLIDATION OF 17120 AT SPECIAL AREAS
 DA AND BA, SPECIAL AREA DA IS TO BE EXCESSED

EPD ACTION NOTES:
 01 P-123 WILL REPAIR ROOFS OF FAC #212 AND #323
 02 CONTINUE OUTGRANT OF FAC #223 TO MCDUGALL ACFT, TERM DTE 30 SEPT 85
 03 DEMOLITION TO BE ACCOMPLISHED BY CBU #81
 04 P-124 WILL CORRECT OSHA DEFICIENCY
 05 FAC #247 TO BE DEMOLISHED BY P-134
 06 TERM OUTGRANT OF FAC #342, SOUTHRUP ACFT, TERM DTE 30 SEP 79

END DATA FOR CATEGORY CODE 17120

UIC... N02542 BA FPD CCN... 17120 PAGE... 1

NAVY FACILITY ASSETS DATA BASE DATA ELEMENTS

FIGURE III-4

FACILITY PLANNING DOCUMENT

79MAR26

ACTIVITY UIC... N02542 NAME... NAS WHITEHALL
SPECIAL AREA... 8A NAME... ARDMOORE

CATEGORY CODE.. 17120 DESCRIPTION.. APPLIED INSTRUCTION BLDG
RQMTS DATE.. 19 MAR 79 LATEST CHANGE DATE.. 19 MAR 79 EFD CERT DATE..

BASIC FAC RQMT	UM	FACILITY ASSETS DATA			OTHER	QUANTITY	QUANTITY
		ADEQUATE	SUBSTNRD	INADEQTE		DEFICIENT	SURPLUS
38677	SF+	20677	9800	23401		18000	15201
320	MN	140	40	160		180	20

FACILITY DETAIL						SATISFACTION OF DEF/SURP					
FAC NO	U	EE	C	ADEQUATE	SUBSTNRD	INADEQTE	DEF CODES	ACTION ID	D	SCOPE	NT
212	N	77	P			7500	A24	RENOV	P-123	+	7500 01
213	N	77	P	3000			C45	USE		+	3000
215	N	78	S			2600	A30826A01	CUNVTO	21910	-	2600
216	Y	77	T			2100	A30826A01	DISPOS	VAC	-	2100
221	N	77	T			1729	A30826A01	DISPOS	VAC	-	1729 03
223	Y	77	S			8024	A30826A01	OUTG-C		-	8024 02
231	N	78	P	11000			C40	MODIFY	P-124	+	11000 04
242	N	78	P			7024	A30826A01	DISPOS	VAC	-	7024
247	N	78	S			1924	E05A30826	DEMOL	VAC	-	1924 05
323	N	78	S			2300	A24	RENOV	P-123	+	2300 01
342	Y	78	P	6677				OUTG-R		+	6677 06
	ACD							CUNSTR	P-134	+	8200

TOTAL PROPOSED ADEQUATE ASSETS = 38677

NOTES FOR CATEGORY CODE.. 17120
STD NOTES: PENDING NAVFAC HQ APPROVAL

GEN NOTES: REQUIREMENT REPRESENTS CONSOLIDATION OF 17120 AT SPECIAL AREAS
DA AND 8A, SPECIAL AREA DA IS TO BE EXCESSED

FPD ACTION NOTES:

- 01 P-123 WILL REPAIR ROOFS OF FAC #212 AND #323
- 02 CONTINUE OUTGRANT OF FAC #223 TO MCDUGALL ACFT, TERM DTE 30 SEPT 85
- 03 DEMOLITION TO BE ACCOMPLISHED BY CBU 441
- 04 P-124 WILL CORRECT USMA DEFICIENCY
- 05 FAC #247 TO BE DEMOLISHED BY P-134
- 06 TERM OUTGRANT OF FAC #342, SOUTHROP ACFT, TERM DTE 30 SEP 79

END DATA FOR CATEGORY CODE 17120

UIC... N02542 8A

FPD

CCN... 17120

PAGE.. 1

ENGINEERING FIELD DIVISION
UPDATABLE DATA ELEMENTS

FIGURE III-5

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FACILITY PLANNING DOCUMENT

19MAR26

ACTIVITY UIC... N02542 NAME... NAS WHITEHALL
SPECIAL AREA... BA NAME... ARDMOORE

CATEGORY CODE... 17120 DESCRIPTION... APPLIED INSTRUCTION BLDG
RMTS DATE... 19 MAR 79 LATEST CHANGE DATE... 19 MAR 79 EFD CERT DATE...

BASIC		FACILITY ASSETS DATA				QUANTITY	QUANTITY	
FAC	RMT	UM	ADEQUATE	SUBSTNRD	INADEQTE	OTHER	DEFICIENT	SURPLUS
38677	SF		20677	9800	23401		18000	15201
320	MN		140	40	160		180	20

FACILITY DETAIL		FACILITY ASSETS DATA				SATISFACTION OF DEF/SURP						
FAC NO	U	EE	C	ADEQUATE	SUBSTNRD	INADEQTE	DEF CODES	ACTION	ID	D	SCOPE	NT
212	N	77	P		7500		A24	RENOV	P-123	+	7500	01
213	N	77	P	3000			C45	USE		+	3000	
215	N	78	S			2600	A30826A01	CONVTO	21910	-	2600	
216	Y	77	T			2100	A30826A01	DISPOS	VAC	-	2100	
221	N	77	T			1729	A30826A01	DISPOS	VAC	-	1729	03
223	Y	77	S			8024	A30826A01	OUTG-C		-	8024	02
231	N	78	P	11000			C40	MODIFY	P-124	+	11000	04
242	N	78	P			7024	A30826A01	DISPOS	VAC	-	7024	
247	N	78	S			1924	E05A30826	DEMOL	VAC	-	1924	05
323	N	78	S		2300		A28	RENQV	P-123	+	2300	01
342	Y	78	P	6677				OUTG-R		+	6677	06
ACQ								CUNSTR	P-134	+	8200	

TOTAL PROPOSED ADEQUATE ASSETS = 38677

NOTES FOR CATEGORY CODE... 17120
STD NOTES: PENDING NAVFAC HQ APPROVAL

GEN NOTES: REQUIREMENT REPRESENTS CONSOLIDATION OF 17120 AT SPECIAL AREAS
DA AND BA, SPECIAL AREA DA IS TO BE EXCESSED

- FPD ACTION NOTES:
- 01 P-123 WILL REPAIR ROOFS OF FAC #212 AND #323
 - 02 CONTINUE OUTGRANT OF FAC #223 TO MCDUGALL ACFT, TERM DTE 30 SEPT 85
 - 03 DEMOLITION TO BE ACCOMPLISHED BY CBU #41
 - 04 P-124 WILL CORRECT OSHA DEFICIENCY
 - 05 FAC #247 TO BE DEMOLISHED BY P-134
 - 06 TERM OUTGRANT OF FAC #342, SOUTHROP ACFT, TERM DTE 30 SEP 79

END DATA FOR CATEGORY CODE 17120

UIC... N02542 BA

FPD

CCN... 17120 PAGE... 1

NAVFACENGCOM HQ UPDATABLE
DATA ELEMENTS

FIGURE III-6

24 FEB 1981

FACILITY PLANNING DOCUMENT

79MAR26

ACTIVITY UIC... N02542 NAME... NAS WHITEHALL
SPECIAL AREA... BA NAME... ARDMOORE

CATEGORY CODE... 17120 DESCRIPTION... APPLIED INSTRUCTION BLDG
ROMTS DATE.. 19 MAR 79 LATEST CHANGE DATE.. 19 MAR 79 EPD CERT DATE..

BASIC		FACILITY ASSETS DATA				QUANTITY DEFICIENT	QUANTITY SURPLUS
FAC	ROMT UM	ADEQUATE	SUBSTNRD	INADEQTE	OTHER		
38677	SF	20677	9800	23401		18000	15201
320	MM	100	40	160		160	20

FACILITY DETAIL		SATISFACTION OF DEF/SUMP							
FAC NO	U EE C	ADEQUATE	SUBSTNRD	INADEQTE	DEF CODES	ACTION ID	D	SCOPE	NT
212	N 77 P		7500		A24	RENOV P-123	+	7500	01
213	N 77 P	3000			C45	USE	+	3000	
215	N 76 S			2600	A30826A01	CONVTO 21910	-	2600	
216	Y 77 T			2100	A30826A01	DISPOS VAC	-	2100	
221	N 77 T			1729	A30826A01	DISPOS VAC	-	1729	03
223	Y 77 S			8024	A30826A01	OUTG-C	-	8024	02
231	N 78 P	11000			C40	MODIFY P-124	+	11000	04
242	N 78 P			7024	A30826A01	DISPOS VAC	-	7024	
247	N 78 S			1924	E05A30826	DEMOL VAC	-	1924	05
323	N 78 S		2300		A24	RENOV P-123	+	2300	01
342	Y 78 P	6677				OUTG-R	+	6677	06
	ACQ					CONSTR P-134	+	6200	

TOTAL PROPOSED ADEQUATE ASSETS = 38677

NOTES FOR CATEGORY CODE... 17120
STD NOTES: PENDING NAVFAC HQ APPROVAL

GEN NOTES: REQUIREMENT REPRESENTS CONSOLIDATION OF 17120 AT SPECIAL AREAS
DA AND BA, SPECIAL AREA DA IS TO BE EXCESSED

FPD ACTION NOTES:

- 01 P-123 WILL REPAIR ROOFS OF FAC #212 AND #323
- 02 CONTINUE OUTGRANT OF FAC #223 TO MCDUGALL ACFT, TERM DTE 30 SEPT 85
- 03 DEMOLITION TO BE ACCOMPLISHED BY CBU 441
- 04 P-124 WILL CORRECT OSHA DEFICIENCY
- 05 FAC #247 TO BE DEMOLISHED BY P-134
- 06 TERM OUTGRANT OF FAC #342, SOUTHRUP ACFT, TERM DTE 30 SEP 79

END DATA FOR CATEGORY CODE 17120

UIC.. N02542 BA

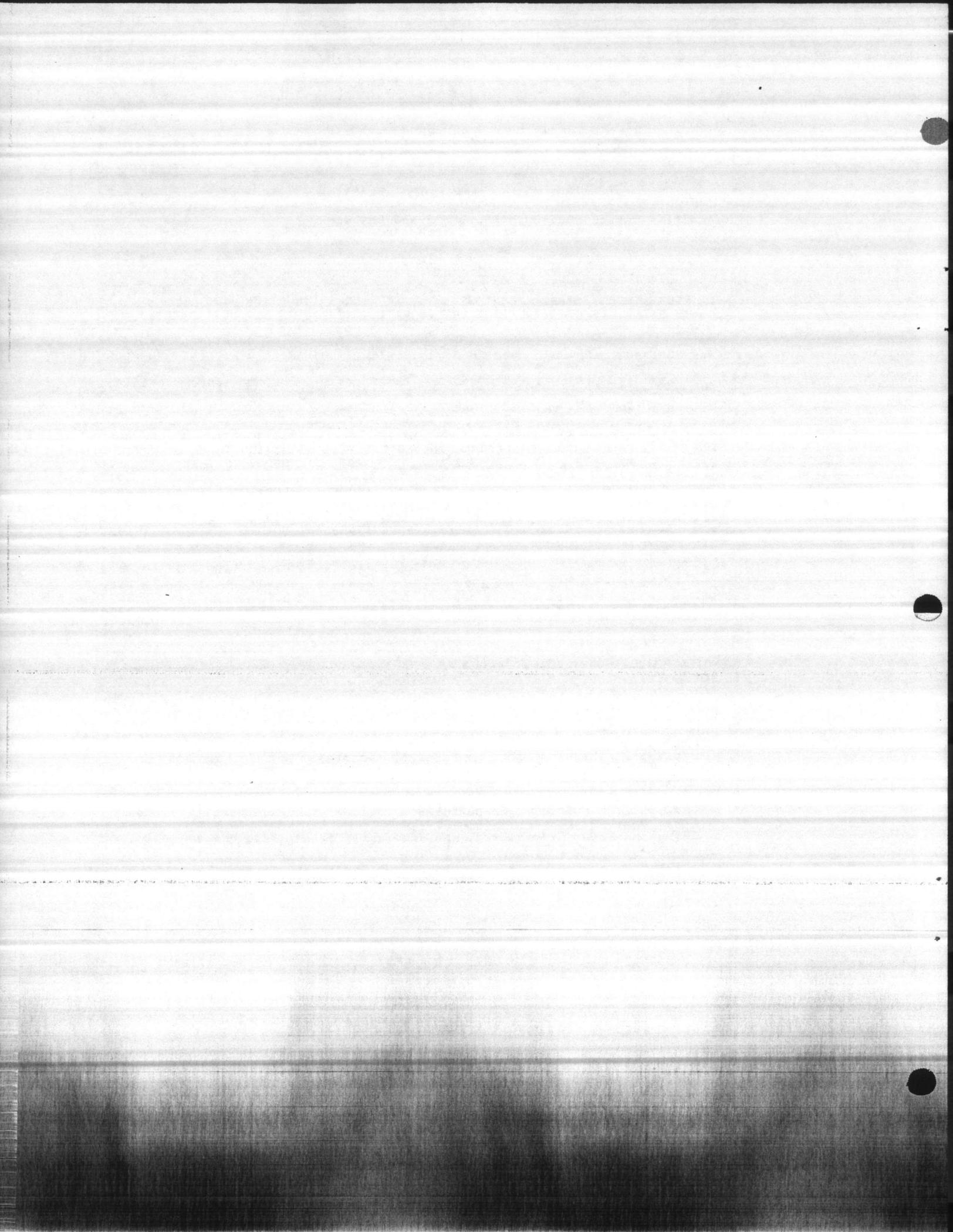
FPD

CCN.. 17120

PAGE.. 1

COMPUTER GENERATED UPDATABLE
DATA ELEMENTS

FIGURE III-7



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SECTION IV - BASIC FACILITY REQUIREMENTS

A. PURPOSE

Basic Facility Requirements is the title given to the listing of quantities, by category code, of those facilities required to perform the mission of a shore activity. It should include only those facilities necessary to support the assigned mission.

B. DEVELOPMENT

1. The activity must ensure that the Basic Facility Requirements reflect the mission and base loading projections. If an activity finds that the information is no longer current, it should initiate an update. (A)

2. The requirement for each category code is derived by applying base loading/quantitative workload data to the planning factors/criteria included in NAVFAC P-80, "Facility Planning Factor Criteria for Navy and Marine Corps Shore Installations". Particular attention is directed to Chapter 2 of P-80 which indicates that requirements shall be limited to minimum actual need. Standard planning factors should be applied judiciously and, if the actual requirement is less than the amount indicated by the use of the factor, the lesser amount should be used. The fact that a planning factor is provided by NAVFAC P-80 does not automatically mean that the entire quantity allowed is actually required by the activity, particularly where considerable external community support is available within a reasonable distance. Entry shall be made only for that quantity which is actually needed regardless of criteria. Requirements within each category code shown must be supported by justification data showing the complete rationale used to determine the requirement. The justification provided may range from calculations based upon a table in NAVFAC P-80, to an engineering analysis of space requirements when no planning factor exists. In developing the justification, application of environmental adjustment factors (EAF's) and related regional and community impact should be given careful consideration.

3. NAVFAC P-80 does not include criteria for all facility category codes. In cases where criteria are unavailable or inappropriate for the local situation, the back-up justification must include adequate detail to substantiate the requirement. Regardless of the method employed to justify requirements, the number of personnel associated with each functional area should be included. Possible means of justification include: (R)

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- A)
- a. Industrial engineering standards or analyses, including conceptual layouts depicting equipment required for the given operation. This kind of analysis is often appropriate for shops and research, development, test and evaluation (RDT&E) facilities. If this method of justification is used, the methodology used in developing equipment needs should be explained in sufficient detail to allow the reviewer to verify the requirements.
 - b. Commercial standards to justify requirements based on utilization of commercial equipment, such as automatic data processing (ADP) equipment. This type of justification would be based on vendor layout defining the space required based on technical expertise in that special field.
 - c. Conceptual layout of spaces and equipment based on expertise and experience of activity personnel. It should be noted, however, that the identification of existing space as the requirement without appropriate space analysis is not acceptable because existing space may be based on inefficient utilization and excess equipment.
 - d. Contract with Architect-Engineer consultants to develop justification in areas of their expertise.

4. If local and/or peculiar conditions create a requirement for facilities in excess of approved criteria, an additional statement of detailed justification must accompany the Basic Facility Requirements submission for each category code which exceeds criteria. This is of particular importance for personnel support facilities for which DOD criteria controls. Requests to exceed planning criteria as described in DOD Construction Criteria Manual 4270.1M and in NAVFAC P-80 will require analysis and justification of the need for additional space. Any requirement which exceeds criteria controlled by higher authority will be listed on the FPD with a Standard Note stating that a waiver of OSD criteria is required prior to funding of a project at the requested scope. Official waivers from the Office of the Secretary of Defense are processed only after the Navy has indicated that funds will be made available for a project. Instructions for the submission of waiver requests are provided in OPNAVINST 11010.20 series.

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C. BASE LOADINGS

1. The most critical aspect in requirements determination is the use of current and complete projections for base loadings (personnel, aircraft, ships, etc.). Regardless of the number of requirements being updated, base loadings associated with those requirements must be provided. Additionally, the source of these quantities should be included. Requirements should be based on five-year projected base loadings. (R)

2. A base loading sheet must accompany any change to Basic Facility Requirements. This will permit easy reference and ensure consistency in updating requirements. The base loading sheet provided should consolidate all loading information that was necessary to develop the requirements submitted. This loading information will also indicate units deployed from the site, units deployed to the site, transient loadings, and students. Dependents of deployed personnel are normally shown at the homeport location. A suggested format for base loading sheets is found in Figure IV-1. Personnel should be enumerated by graded and ungraded civilian, officer and enlisted, with student personnel listed separately. Aircraft, ships and vehicles should be listed by type. Other workloads or base loadings should be expressed in normal terms (tons of ammunition, number of units per unit of time, etc.). If any part of the base loading information is classified, that portion will be made by separate submission, ensuring that identification is sufficient for referral to the appropriate Basic Facility Requirements submission. Likewise, the Basic Facility Requirements submission should be cross referenced to that classified base loading. The major claimant should review this loading data and advise NAVFACENGCOMHO of any necessary corrections to the data. (A)

3. The source document from which to derive an activity's base loading projection is the Navy Force Distribution Report (FDR). This report is a classified forecast of ships, aircraft, and personnel, by location. For a list of other documents relating to loading for specific criteria, refer to NAVFAC P-80. An explanation should accompany all base loading data that differ from the FDR. All loadings must be based upon "approved" versus "proposed" force levels. It is essential that all base loading questions be resolved prior to development of requirements calculations, since non-concurrence by the major claimant during the review process can result in a major rework of calculations and possible delay in needed projects. (A)

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D. FACILITY EXEMPTIONS

R) 1. Basic Facility Requirements will be developed for all units of measure for category codes identified in series 100 through 700 of the NAVFAC P-72 with the exception of those category codes annotated with a "NO" in the Facilities Requirements Plan Indicator column (all 800 series category codes will have "NO" indicators displayed in a future edition of P-72). Requirements for those facilities with "NO" indicators, by their nature, do not require continuous updating, but rather are developed as a part of the project submission process. Special emphasis should be given to development of requirements when a project for improvement, replacement or expansion of those facilities is anticipated.

2. Facility requirements in the category code 900 series (land) will not be shown even though there may be specific land requirements for facility clearance due to ammunition storage, sound/noise interference, electromagnetic interference, etc. These specific land requirements are considered a normal part of the facility itself and are determined on the basis of facility siting.

E. ACTIVITIES PREPARING REQUIREMENTS

R) 1. Basic Facility Requirements will be prepared by each shore activity included in the Standard Navy Distribution List, Part 2 and Catalog of Naval Shore Activities (OPNAV P09B2-105) as follows:

LIST B3 - Armed Forces Staff College only

LIST E3A - Laboratory, ONR

LIST F - All activities under the command of the CNO except those listed in Appendix D.

D)

2. Basic Facility Requirements for planned new activities not yet established, or for appreciable changes of existing activities resulting from RDT&E, new development, etc., will be prepared jointly by NAVFACENCOMHQ/EFD and the cognizant systems command, project manager, major claimant or other commands responsible for planning for shore facilities.

3. Fleet units or fleet activities (non-shore activities) based ashore and occupying shore facilities on a permanent basis will be provided those facilities by a host activity in the manner prescribed below for "Supported Units".

BASE LOAD - PERSONNEL

BASE LOAD-PART A-(PERSONNEL) PROJECTION YEAR 19

ACT NAME .

LOCATION

PERSONNEL PERMANENT

OFF	MILITARY			CIVILIAN			
	QTY	EM	QTY	GS	QTY	WB	QTY
07+		E9		11+		4	
06		E8					
05		E7		8 - 10		3	
04		E6					
03		E5		5 - 6		2	
02		E4					
01		E1-3		1 - 4		1	
WO		RECR					
SUB TOTAL	_____		_____		_____		_____

SUPPORTED

OFF	MILITARY			CIVILIAN			
	QTY	EM	QTY	GS	QTY	WB	QTY
07+		E9		11 +		4	
06		E8		8 - 10			
05		E7				3	
04		E6		5 - 6			
03		E5				2	
02		E4		1 - 4			
01		E1-3				1	
WO		RECR					
SUB TOTAL	_____		_____		_____		_____

BASE LOADING SHEET - PERSONNEL

FIGURE IV-1

SAMPLE

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1979

BASE LOAD - PERSONNEL (continued)

BASE LOAD (PERSONNEL) PROJECT YEAR 19__

ACT NAME

LOCATION

STUDENTS

OFF	MILITARY		STUDENTS		CIVILIAN		QTY
	QTY	EM	QTY	GS	QTY	WB	
07+		E9		11 +		4	
06		E8					
05		E7		8 - 10		3	
04		E6					
03		E5		5 - 6		2	
02		E4					
01		E1-3		1 - 4		1	
WO		RECR					

SUB

TOTAL

GRAND

TOTAL

MISCELLANEOUS PERSONNEL

OFF

E7 & ABOVE

E6 & BELOW

- RETIRED
- FAMILIES
- DEPENDENTS
- ORD ADMIN
- ORD HANDLERS
- MAINTENANCE(PW)
- CREDIT UNION
- EXCH ADMIN
- SECUR FORCE
- SPEC SERVICE
- ADMINISTRATIVE

TOTAL MIL _____

TOTAL CIV _____

BASE LOADING SHEET

FIGURE IV-1 (continued)

SAMPLE

19 NOV 1979

BASE LOAD - SHIPS/CRAFT
PROJECTION YEAR 19__

ACT. NAME _____

LOCATION _____

CLASS SHIP TYPE HOMEPORT % DEPLOYED QUANTITY

BASE LOADING SHEET

FIGURE IV-1 (continued)

SAMPLE

BASE LOAD - OTHER

SUPPLY

GENERAL				BULK	AMMUNITION		
CAT	T	M/T	QTY	CAT	CAT	S/T	QTY
CODE				CODE	CODE		
431-10				411-10	421-12		
441-10				411-20	421-22		
441-20				411-30	421-32		
441-35				411-40	421-35		
441-70				411-50	421-42		
441-71				411-60	421-48		
441-72				411-82	421-52		
441-73				411-84	421-62		
451-10				412-15	423-10		
451-70				412-25	423-20		
				412-35	425-10		
				412-40	425-20		

VEHICLES/EQUIPMENT

	QTY	QTY
BUSES		UTILITY JEEP
SEDANS, STA WAG, AMB		BOMB TRUCK
TRUCKS		BOMB TRAILER
TRAILERS		FLATBED TRUCK
CYCLES, SCOOTERS, ETC		PLATFORM TRUCK
TRACTOR, TRUCK (WHSE)		GCA MOBILE UNIT
CRUSH, MIX, BATCH, PVNG		AIRFRAME VAN
DRILL, BLAST, DRIVING EQ		ARMAMENT VAN
EXCAVAT, GRADING EQUIP		ENGINE VAN
MISC. CONSTR/MAINT EQUIP		FIREFIGHTER-OPS
FIREFIGHTING EQUIP		REFUELER/DISPENSER
WEIGHT HANDLING EQUIP		LOCOMOTIVES
TOW TRUCK		OTHER: (SPECIFY EACH)
REFUELER AV TRUCK		
REFUELER TRAILER		
REFUELER TRUCK		
MOBILE POWER UNIT		
OXYGEN TRAILER		

BASE LOADING SHEET

FIGURE IV-1 (continued)

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F. HOST/TENANT RELATIONSHIPS

R) 1. To facilitate planning at Navy activities and to describe the various host/tenant relationships at an activity, HOST/TENANT CODES have been developed to differentiate activities included in the SFPS. Host/tenant codes are shown in Appendix C and are discussed below with regard to requirements development.

a. A HOST (H/T Code 0) activity is a shore activity which holds Class I and/or II plant account regardless of occupancy. The facility requirements of the host will normally include:

- R) (1) Facilities needed to support assigned host mission and tasks.
- (2) Facility requirements of a "common-use" nature, such as personnel support facilities, runways at an air station, general supply where such logistic support is contained in the mission and tasks of the host.
- (3) Facilities of fleet units based ashore.
- (4) Facilities for other military services and government agencies which are assigned to the host for facility support. Requirements for the sole use of these agencies will be separately identified and should be substantiated by established host/tenant agreements. In those instances where a complete area is assigned to other military services or agencies and the facilities within that area are the direct responsibility of the other service or agency, requirements for such facilities will not be shown on the host Basic Facility Requirements even though limited services such as utilities, roads, etc., are provided by host/tenant agreement.

R) In some cases, the identification of requirements as listed in "1" through "4" above, may require exceptions because of individual circumstances. In such cases, requests for exception should be forwarded to NAVFACENGCOMHQ for CNO decision.

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b. A TENANT (H/T Code 1) is an activity or unit occupying facilities on the plant account of another activity (host) and for which the major claimant of the tenant usually has MILCON programming responsibility. Basic Facility Requirements of a tenant include facilities needed for the sole or predominant use and operation by the tenant activity in performing its own assigned mission and tasks. Common-use facilities provided by the host will not be included in the facility requirements of a tenant. Example: A naval air reserve unit (NARU) is normally a tenant to a host naval air station. The NARU and the naval air station will require certain facilities (runways, jet engine test cells, etc.) that are used by both. These common-use facilities will be shown in the host (naval air station) Basic Facility Requirements. (R)

c. SUPPORTED UNITS (including shore activities exempted per paragraph E1 above) are those activities which occupy facilities on the plant account of their host and for which the host is also responsible for planning and programming support. Two options of listing data for supported units are available within the SFPS: (R)

(1) Supported Unit With Requirements Shown Separately from Host Requirements (H/T Code 3). The unit will provide a statement of requirements for facility support to the host activity. The host activity will list requirements for the supported unit separately in numerical Unit Identification Code (UIC) order of the supported unit(s). Each category code for each such supported unit will require complete supporting justification. Listing requirements in this way will allow effective planning at the unit level, and enable the host to clearly define the facility support it provides. (R)

(2) Supported Unit With Requirements Integrated into the Host Requirements (H/T Code 4). The unit will also provide a statement of requirements for facility support to the host activity. The host activity will include these support requirements in the total host facility requirements, but identify the supported unit requirements separately in the justification statements. (R)

The identification of a supported unit by UIC number is at the option of the host activity.

2. Facilities required at the designated SPECIAL AREAS of the host should be separately identified on the submission. (R)

- R) 3. ALTERNATE HOST. In some cases, a host activity (host A) or a tenant of that host, will require facilities that are on the plant account of another host (host B). In these cases, host A or the tenant is said to have facility requirements at an "alternate host" (host B). To provide homogeneous planning documents, the facility assets at the alternate host (host B) must carry the UIC of host A or the tenant as "user" in the NFADB as defined in NAVFAC P-78.

G. SUBMISSION PROCEDURES

- R) 1. An activity will initiate a change to the Basic Facility Requirements by marking in red on the Facility Planning Document the revised quantity. Each submission must also include the Facilities Requirements Plan Summary (See Figure II-2) annotated with new requirements in red to provide an overview of the requirements being updated. Activities developing new requirements (requirements that do not appear on the pre-printed FRP Summary) will include them on the annotated FRP Summary Sheet. All identifying information with regard to the requirements must be included (i.e., activity UIC, alternate host or supported unit UIC, special area, etc.). All requirements submissions must include appropriate back-up justification.
- R) 2. The commanding officer of the submitting activity must sign the submission stating that the requirements are adequate to carry out the projected mission. At the bottom of the annotated FRP Summary, the commanding officer/officer-in-charge will sign under the caption "Submitted by" and indicate the date.
- R) 3. The activity will submit the requirements update package (annotated FPDs and FRP Summary with back-up justification) to the geographic EFD with a copy of the complete package to NAVFACENGCOMHQ. A copy of the annotated FRP Summary with the back-up justification (excluding marked-up copies of the individual FPDs) will be provided to each echelon in the chain of command including major claimant, area coordinator and other interested commands. A copy of each BFR package will be provided by each tenant to its host activity.
- R) 4. An activity that has requirements at alternate host locations (as described above) will submit requirements for the various locations to its geographic EFD. A copy of the annotated FRP Summary with back-up justification will also be provided to the geographic EFD of the alternate host location.

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H. REVIEW

1. The EFD is the point of contact for all reviews and approvals of Basic Facility Requirements. While all Basic Facility Requirements require certification by the EFD, the EFD's have approval authority over certain category codes. NAVFACENGCOMHQ will continue to monitor all requirements submissions to ensure continuity of navy-wide planning. Additionally, codes not delegated to the EFD's will be approved by NAVFACENGCOMHQ through coordination with the EFD's. The activity has the basic responsibility of ensuring that a requirement is not modified without analyzing the impact of such a change on the Planning Analysis section of the FPD.
 - a. The EFD will enter via the Cathode Ray Tube (CRT) all Basic Facility Requirements. Those category codes requiring NAVFACENGCOMHQ approval will automatically be denoted by the computer with a Standard Note to indicate that NAVFACENGCOMHQ approval is pending. (R)
 - b. NAVFACENGCOMHQ will notify the EFD of approval/ modification action by letter within 45 days of receipt and, if appropriate, will remove the Standard Note from the FPD within this period. (R)
 - c. After review of the requirements submission, including NAVFAC review comments, the EFD will notify the activity, in writing, of action taken on the requirements submission, with copies to the chain of command and NAVFACENGCOMHQ. (R)
 - D. Upon final approval, the EFD will distribute an updated Facilities Requirements Plan (Activity General Information Sheet, Facilities Requirements Plan Summary, and the appropriate FPD's) to the cognizant activity and appropriate commands.
2. A copy of the Basic Facility Requirements submission is provided to the area coordinator to enable that coordinator to be cognizant of the facility requirements of the activities located within his geographic area of responsibility. The area coordinator reviews the submission primarily to ensure that facility requirements at a single location are not duplicated unnecessarily, that assets are utilized on a regional basis, and (R)

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that host/tenant relationships specified in the loading are correct. Comments and recommendations relating to the facilities listed, or other aspects of the submission, should be made within 45 days to the appropriate EFD. A copy of these comments should be provided to NAVFACENGCOMHQ.

3. Using the copy provided, each command echelon should provide its comments, on an exception basis, to the EFD, with copies to NAVFACENGCOMHQ and activity within forty-five (45) days of the date of the facility requirements submission concerning:

- a. Exceptions to individual or collective Basic Facility Requirements, and
- b. Exceptions to the base loading upon which the facility requirements are based.

4. The EFD will coordinate such comments and make any changes necessary after consultation with the appropriate commands.

5. Activity commanding officers should be kept informed by their major claimants to the maximum extent practicable of the latest plans affecting missions, tasks and base loading proposed for the mid-range period (5 - 8 years), so that the Basic Facility Requirements can be kept current. It is recognized that in some cases a significant error in the base loading indicated will invalidate a large number of facility requirements listed (See paragraph C above). In these instances the Basic Facility Requirements may need to be returned for redevelopment, in which case the EFD and NAVFACENGCOMHQ should be advised by the superior-in-command. However, if exception to the listed requirements is limited to a specific facility or group of facilities, or if a particular supported unit or tenant activity has not been included in the base loading, it is recommended that the facility requirements be processed and that the activity concerned be advised by the superior-in-command to make corrections by amendment. In those instances wherein agreement between the activity commanding officer or major claimant and the EFD/ NAVFACENGCOMHQ, on Basic Facility Requirements cannot be reached, the matter will be referred by NAVFACENGCOMHQ to CNO for resolution.

- a. NAVFACENGCOMHQ will notify the EFD of approval/modification action by letter within 45 days of receipt and, if appropriate, will remove the Standard Note from the FPD within this period.
 - b. After review of the requirements submission, including NAVFAC review comments, the EFD will notify the activity, in writing of action taken on the requirements submission, with copies to the chain of command and NAVFACENGCOMHQ.
 - c. The EFD will enter via the Cathode Ray Tube (CRT) all Basic Facility Requirements. Those category codes requiring NAVFACENGCOMHQ approval, as indicated in paragraph H1 above, will automatically be denoted by the computer with a Standard Note to indicate that NAVFAC-ENGCOMHQ approval is pending.
 - d. Upon final approval, the EFD will distribute an updated Facilities Requirements Plan (Activity General Information Sheet, and Facilities Requirements Plan Summary, and the appropriate FPD's) to the cognizant activity and appropriate commands.
2. A copy of the Basic Facility Requirements submission is provided to the area coordinator to enable that coordinator to be cognizant of the facility requirements of the activities located within his geographic area of responsibility. The area coordinator reviews the submission primarily to ensure that facility requirements at a single location are not duplicated unnecessarily, that assets are utilized on a regional basis, and that host/tenant relationships specified in the facilities listed, or other aspects of the submission, should be made within 45 days to the appropriate EFD. A copy of these comments should be provided to NAVFACENGCOMHQ.
3. Using the copy provided, each command echelon should provide its comments, on an exception basis, to the EFD, with copies to NAVFACENGCOMHQ and activity within forty-five (45) days of the date of the facility requirements submission concerning:
- a. Exceptions to individual or collective Basic Facility Requirements, and
 - b. Exceptions to the base loading upon which the facility requirements are based.
4. The EFD will coordinate such comments and make any changes necessary after consultation with the appropriate commands.

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5. Activity commanding officers should be kept informed by their major claimants to the maximum extent practicable, of the latest plans affecting mission, tasks and base loading proposed for the mid-range period (5 - 8 years), so that the Basic Facility Requirements can be kept current. It is recognized that in some cases a significant error in the base loading indicated will invalidate a large number of facility requirements listed (See paragraph C above). In these instances the Basic Facility Requirements may need to be returned for redevelopment, in which case the EFD and NAVFACENGCOMHQ should be advised by the superior-in-command. However, if exception to the listed requirements is limited to a specific facility or group of facilities, or if a particular supported unit or tenant activity has not been included in the base loading, it is recommended that the facility requirements be processed and that the activity concerned be advised by the superior-in-command to make corrections by amendment. In those instances wherein agreement between the activity commanding officer or major claimant and the EFD/NAVFACENGCOMHQ, on Basic Facility Requirements, cannot be reached, the matter will be referred by NAVFACENGCOMHQ to CNO for resolution.

SECTION V - ENGINEERING EVALUATION OF EXISTING ASSETS

A. PURPOSE

1. The Engineering Evaluation (EE) of existing assets is an on-site inspection by the Engineering Field Division of buildings and structures at an installation. The following items are determined or verified:

- a. Current functional use/uses, by category codes
- b. Using activity, by Unit Identification Code (UIC)
- c. Adequacy for current use, with identification of any deficiencies which may impact upon suitability for its use
- d. Potential for conversion to another use
- e. Potential for renovation
- f. Facility obsolescence and demolition potential
- g. Accuracy of identification on current Existing Conditions Map
- h. Inclusion in the Navy Facility Assets Data Base (NFADB)
- i. Correctness of area, length, width, height, etc.

2. Other steps which should be accomplished in conjunction with the on-site inspection are:

- a. Determination of the extent to which existing facilities satisfy the requirements enumerated in the Basic Facility Requirements.
- b. Identification of facilities excess to Basic Facility Requirements that may be converted to other use, reassigned or disposal accomplished.

These steps are often considered as being separate and distinct from the EE. However, they cannot be totally separated and should be accomplished while on location.

B. METHOD OF ACCOMPLISHMENT

1. The EE for a shore installation is performed by the EFD in close cooperation with the activity commanding officer. The scheduling of EE's should be based on factors such as productive capacity of the EFD, currency of existing assets data, mission

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importance of an installation, potential for the identification of surplus assets, the degree of activity in MILCON at an installation, and scheduled Master Plan updates.

2. Commanding officers of installations will assist the EFD by providing personnel, without reimbursement, to assist in the performance of EE's.

3. Two vehicles are provided to incorporate data into the NFADB. At the option of the EFD, either the Property Records (Figure V-1) for each individual facility evaluated or the EE Worksheet (Figure V-2) may be used to initiate changes. Prior to commencing actual work, the EFD will obtain from FACSO, via remote terminal, either the Property Records (building sequence) or the EE Worksheet for field mark-up.

4. The guidelines provided in NAVFAC P-78 will be used in updating the NFADB to reflect the EE findings.

C. METHODS OF EVALUATION

1. At the initiation of an EE, the EFD team will review with the Public Works Officer or activity planner the information contained on the EE Worksheet/Property Records and the latest Annual Inspection Summary (AIS) to determine those facilities which might not require inspection. Examples of facilities that may not require an inspection are:

- a. A facility coded as substandard or inadequate on the last EE for which no improvement or change in use has been made.
- b. Facilities of the same usage and approximate age (example: warehouses at a supply center or magazines at an ordnance facility). Depending on the situation, one or more typical facility(ies) would be inspected vice each facility.
- c. Facilities classified as adequate in a prior EE, the activity concurs in its continued adequacy, and the AIS does not indicate any problem areas. Verify use only.
- d. New construction completed since the last EE and the activity concurs in its adequacy. Verify use only.
- e. Outleased facilities where near-term recovery and use by activity is not anticipated.

The EFD will be responsible for determining the facilities that will not be evaluated during the particular on-site visit.

2. The facilities to be evaluated should be analyzed and updated

STRUCTURE CLASS 2 PROPERTY RECORD
 (004) UIC..N00205 NAVSUPACT NEW ORLEANS LA (001) PR NO.....2-00017
 (005) FACILITY NO..390 (106) SPEC AREA....

L O C A T I O N		G E N E R A L I N F O R M A T I O N	
(101) COUNTRY..US	UNITED STATES	(007) ACTION.....	CORRECTION
(102) STATE....22	LOUISIANA	(008) FAM HOUSING....	NO
(103) COUNTY...071	ORLEANS	(009) EE DATE.....	01 JUN 78
(104) CITY.....1690	NEW ORLEANS	(011) PR REVIEW DATE.	
(105) NO.....08		(010) FACILITY NAME..	
(107) MAP GRID..T26			WHARF BERTHING

A C Q U I S I T I O N		M E A S U R E M E N T S	
(201) ESTATE.....14	N/REASSIGNMENT	(301) LENGTH....	3,745 FT
(202) ACQ CONTRACT..		(302) WIDTH.....	30 FT
(203) ACQ DATE.....01	MAY 66	(303) HEIGHT....	0 FT
(204) GOVT COST.....\$1,496,993		(304) AREA.....	12,483 SY
(207) LAND CCN.....91110			

C O N S T R U C T I O N		
(401) YEAR BUILT.....1943		(409) PROJECT NO.....
(402) CONSTRUCTION TYPE..SEMI-PERM		(410) HISTORIC IND...
(403) YEAR IMPROVED.....1975		

S T A T U S / U T I L I Z A T I O N			
(502) CATEGORY CODE...15220	(501) USE..GENL PURP/BERTHING WHARF		
(510) USER UIC.....N00205	NAVSUPACT NEW ORLEANS LA		
AREA/SY	OTHER/FR*	ALT/	DEF CODES
ADEQ(515)	(516)	(517)	(524)
SBST(518)	(519).....3,725.00	(520)	(525)A04 A21 F30
INAD(521)	(522)	(523)	(526)
TOTAL	3,725.00		

ENGINEERING EVALUATION WORKSHEET

FACSO RPT/SYM NO. 11010/R01EER01
ACTIVITY UIC...N02542

ACTIVITY NAME AND LOCATION...NAS WHITEHALL
SPECIAL AREA.....

DATE 02 APR 79

NAVFAACINST
11010-44D

DESCRIPTIVE INFORMATION	CATEGORY CODE	FACILITY DESCRIPTION	USER UIC OUTGR ID	COND	AREA	OTHER	ALTERNATE	DEF CODES
FAC NO...41	PR NO...200041	74001 EXCHANGE RETAIL	N02542	ADEQ	50,000 SF*			E05
AREA...106,000	GRID...A1	74037 SPEC SERV CTR	N02542	ADEQ	5,000 SF*			E05
TYPE...PERMANENT EE..		74040 BOWLING ALLEY	N02542	ADEQ	15,000 SF*		16 LA	
		74060 OFFICERS CLUB	N02542	SUBS	36,000 SF*			C11 C12 C10
TOTALS =					106,000 SF			
FAC NO...42	PR NO...200042	74043 GYMNASIUM	N02542	INAD	5,000 SF*			A30
AREA...15,000	GRID...A2	74084 INDR PLAY CRTS	N02542	INAD	10,000 SF*			A30
TYPE...TEMPORARY EE..					TOTALS = 15,000 SF			
FAC NO...43	PR NO...200043	74053 INDR SWIM POOL	N02542	ADEQ	15,000 SF*		25 ME	
AREA...15,000	GRID...A3				TOTALS = 15,000 SF		25 ME	
TYPE...PERMANENT EE..								
FAC NO...44	PR NO...200044	54010 DENTAL CLINIC	N02542	SUBS	500 SF	2 DU*		A29
AREA...500	GRID...A4				TOTALS = 500 SF	2 DU		
TYPE...TEMPORARY EE..								
FAC NO...45	PR NO...200045	44110 GEN MHSE/BULK	N02542	INAD	15,000 SF*	12,000 NS	10 SH	D36
AREA...20,000	GRID...D5	44120 CNTN HUM MHS	N02542	INAD	5,000 SF*	4,000 NS	10 SH	D36
TYPE...SEMI-PERM EE..					TOTALS = 20,000 SF	16,000 NS	20 SH	

FIGURE V-2

V-4

to reflect current conditions as follows:

a. Use/Users

Identify additional use/users not previously documented. Spaces occupied by supporting functions such as corridors, toilets, mechanical equipment rooms, etc., are to be allocated among the various uses.

b. User and host-tenant relationships

c. Functional adequacy for current use

d. Siting adequacy for current use based on safety criteria

e. Suitability for other uses

Although not included as part of the EE data elementd, this information should be recorded during an EE, especially if items (c) and (d) above have adverse comments. This information can then be entered on the Facility Planning Document(s) that relate to the building.

f. Condition of facility

Is it adequate, substandard or inadequate? What are deficiencies?

3. The facility assets are entered on the EE Worksheet or Property Records under three basic condition standards.

a. An ADEQUATE facility is defined as being fully capable of supporting its current use without modifications or repairs which normally require approval and funding beyond the authority of the activity's commanding officer. This means that the facility should be within the limits and restrictions of planning criteria, satisfy structural and mechanical criteria, and does not conflict with operational requirements or safety restrictions. Facilities that are acceptable but barely satisfactory, will be considered adequate.

b. SUBSTANDARD describes a facility with modification or repair deficiencies that normally require approval and funding beyond the authority of the activity commanding officer to make the facility adequate for its function. A facility will be considered substandard if deterioration will result in deficiencies within the next five years. (A substandard facility can be converted or redesignated to another functional use, if it can be economically justified.)

- c. INADEQUATE would describe a facility that cannot be made adequate for its present use through "economically justifiable means". An inadequate facility could; however, be adequate or substandard for a use other than its assigned category code. (Example: An aircraft hangar which no longer conforms to criteria and cannot be used to support aircraft could be converted to an adequate storage facility.) Deficiencies which prohibit, or will prohibit within the next five years due to expected deterioration, the use of the facility for its designated function will be cause for the facility to be inadequate. The degree and nature of deficiencies will determine whether the facility can or cannot be made adequate for other uses.

The fine line that separates a substandard facility from an inadequate one lies in the interpretation of "economically justifiable means". As a general guideline: When the rehabilitation of a facility will cost in excess of 75% of the cost for equivalent new construction, such a facility should be classified inadequate. Conversely, a facility that can be made adequate for its present use by rehabilitation at less than 75% of the cost for new construction, should be classified substandard.

4. Deficiency codes must be entered for all substandard or inadequate facilities. An adequate facility may have deficiency codes, if appropriate. Appendix E lists current deficiency codes.

5. The prime unit of measure as designated in NAVFAC P-72 must be used in all cases to quantify existing assets. For category codes where P-72 lists other units of measure besides the prime, it is mandatory that quantities for those units also be shown in the NFADB if a requirement in the unit of measure has also been established.

6. If a facility is not shown on the EE Worksheet or Property Records, the necessary steps to insert the facility into the NFADB will be taken. (See NAVFAC P-78.) Conversely, if a facility listed in the NFADB is found to be non-existent, the Disposal Date (DE 601) and Disposal Method (DE 602) should be noted and steps taken upon return to the EFD to delete the facility from the NFADB. (See NAVFAC P-78.)

D. DATA SUBMISSION PROCEDURES

1. Upon completion of the EE, the EFD team will review the results with the activity commanding officer or his representative. The last sheet of the marked-up EE Worksheet or the Property Records will be countersigned and dated by the commanding officer under the notation "Concur". If the commanding officer does not concur with the EFD and agreement cannot be reached, the commanding officer will advise

NAVFACENGCOMHQ by letter, via the EFD and chain of command, outlining the differences. The major claimant, EFD, activity commanding officer and NAVFACENGCOMHQ will take steps to resolve the differences. In the event an agreement cannot be reached, the matter will be submitted by NAVFACENGCOMHQ to CNO for resolution. Planning will proceed in the areas of agreement.

2. Upon completion of the EE, and concurrence by the activity, the EFD will process the revised data via CRT into the NFADB file.

E. DATA MAINTENANCE PROCEDURES

1. Revisions to the Facility Requirements Plan should be submitted as changes occur. A general updating will be accomplished as EFD resources permit. Whenever possible evaluations will be done in connection with other EFD inspections. Partial evaluations may be required for those category codes included in projects programmed in early years of the Military Construction Program.

2. The primary responsibility for the accuracy of the EE is vested in the EFD. Activity commanding officers are, however, expected to assist in maintaining accuracy of the facilities assets data. If the activity determines that elements of the status/utilization data need updating, copies of the appropriate Property Records or EE Worksheet should be annotated and forwarded to the EFD (Code 20) for concurrence and data entry. It should be extremely rare that a facility deteriorates between EFD visits, to the extent that a change in condition prior to the next EFD visit is warranted. However, if due to a natural disaster or unusual deterioration a change is essential, additional documentation should be attached describing the reason for the proposed change. The deficiencies of the facility and how they impair or prohibit its use for its designated function should be fully explained. The attachment of photographs is encouraged. A statement should be included to indicate that the deficiencies are included in the activity's current Annual Inspection Survey (AIS). Copies of these justifications for changes in facility condition should be provided to NAVFACENGCOMHQ. Prior to entering any of these changes into the data base, the EFD should ensure that the justification data has been forwarded to NAVFACENGCOMHQ, Code 201.

F. FORMAT

1. A detailed description of the individual data elements in the NFADB is provided in NAVFAC P-78. It should be noted that data element (501), local facility description, does not appear on the Facility Planning Document, but does appear in the EE Worksheet and Property Records. If such a local description is desired on

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the Facility Planning Document it can be included by use of a General Note.

2. All data entered into the computerized files must be unclassified.

SECTION VI - SPECIAL CONSIDERATIONS

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A. DISCUSSION AND PURPOSE

1. During the development of Basic Facility Requirements and EE data, an awareness of the desired end product is required. In order to properly develop the FPD's, care must be taken to ensure that requirements and assets used to satisfy those requirements are aligned with respect to the category code, special areas, etc. It is also essential that the correct user be shown for each facility. The following sections are designed to assist in avoiding mismatches in requirements and assets, to ensure proper FPD display, and to highlight special items that impact on the development of the FPD.

B. SPECIAL SFPS CONSIDERATIONS

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1. Some activities have unique situations with respect to the SFPS and therefore require specialized guidance.

a. COMBINED NAVY AND MARINE CORPS RESERVE CENTERS - These centers are under the command of the Chief of Naval Operations. The facility programs for these activities are coordinated and administered by the Chief of Naval Reserve, in accordance with the procedures of OPNAVINST 11010.1 series and this instruction. The requirements should be computed as outlined in NAVFAC P-80 criteria for category code 171-15. The Marine Corps portions of these combined centers are to be considered as supported units (H/T Code 3, See Appendix C) with their facility planning and programming being a part of the host planning document. The requirements for Marine Corps portions require approval by the Commandant of the Marine Corps. The requirements and assets (user), are to be designated as Marine Corps Reserve Unit under UIC "MCREC".

b. MARINE CORPS AIR RESERVE TRAINING DETACHMENTS (MARTD)
In those cases where MARTD's are located at naval air stations, total facility planning support should be provided by the commanding officer of the naval air station or naval air reserve unit, i.e., the MARTD should be considered as a "Supported Unit" (H/T Code 3).

c. PARENT ACTIVITIES - Parent activities are responsible for the facility planning of branches within their area of cognizance. Planning for these branches may be done

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by using the alternate host concept, and so, the requirements and assets of these branches are shown on the FRP of the parent at the alternate host location. In some cases, the branch offices can be treated as supported units (H/T code 3 or 4), and therefore, planning information is included in the FRP of the individual host activity. Following is a list of examples of regionalized parent activities:

NAVINSERVO	Navy Investigative Service Office
NAVREGMEDCEN	Naval Regional Medical Center
NAVREGDENCEN	Naval Regional Dental Center
COMSYSTOREG	Navy Commissary Store Region
NPFSO	Navy Publications and Printing Service Office
HUMRESMANCEN	Human Resource Management Center

- R) d. NON-NAVY USER OF NAVY FACILITIES - A non-Navy activity which occupies Navy owned property is not normally included in the SFPS. The facilities used by those activities are usually "outgranted". The facility requirements for a non-Navy activity should be included in the SFPS only when, as a result of a host/tenant agreement, the Navy is responsible for the planning and programming of new facilities for the non-Navy activity. This can be accomplished by indicating the non-Navy activity as a supported unit (H/T code 3 or 4). If the host desires to have the non-Navy activity's requirements and assets separately identified (H/T code 3), it will be necessary to request from NAVFACENCOMHQ a UIC to identify them.
- R) e. NAVY USER OF NON-NAVY FACILITIES - The SFPS may be utilized for facility planning for a Navy user of non-Navy assets. Again, this is normally the result of a host/tenant agreement. In order to include the facilities being used by the Navy activity in the NFADB, they must be recorded as an ingrant to the Navy (See NAVFAC P-78). Additionally, the Navy activity must be designated as a host (H/T code 0). In all cases, the General Note Section of the FPDs should indicate that assets are provided by others.

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C. COGNIZANT COMMAND COORDINATION

(R)

1. In special cases, criteria and MILCON programming responsibilities are governed by higher authority or more cognizant commands. Such cases include:

- a. NAVAL AIR RESERVE COMPONENTS - Based on DOD policy and congressional authorization acts, the CNO has established a Navy policy that "common use" facilities (including unaccompanied personnel housing) required for naval air reserve components located at a regular naval air station will be provided as follows:

(1). At an installation where there is an existing air station deficiency as well as a deficiency of the reserve component, the reserve component needs shall be added to the total requirement programmed by the air station for MILCON funding.

(2). At an installation where there is no corresponding air station deficiency, reserve component requirements will be submitted by the reserve activity for Military Construction Naval Reserve (MCNR) funding.

- b. MILITARY HEALTH AND MEDICAL FACILITIES - The programming of Military Health and Medical Facilities varies from the procedures established by this instruction. Review and approval of projects in the Medical Construction Program by the Assistant Secretary of Defense (Health Affairs) is required prior to inclusion in the Department of Defense Annual Military Construction Program and is in addition to the regular Navy Military Construction Program review promulgated by OPNAVINST 11010.1 series and this instruction. By OPNAVINST 11110.2, the Chief, Bureau of Medicine and Surgery has been assigned technical responsibility for coordination of the Health and Medical Facilities Program. Activities should, therefore, request the assistance of BUMED in the formulation of any project relating to that program. The procedures of this instruction, however, should be followed in regard to identification of requirements, assessment of existing facilities, and reporting of excesses.

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- c. SUPPLY FACILITIES - Facility requirements for supply facilities (430, 440, and 450 series category codes) require review and concurrence by Naval Supply Systems Command (NAVSUP) prior to NAVFACENGCOMHQ approval. NAVSUP reviews will be coordinated by NAVFACENGCOMHQ.
- d. SHIPYARDS - Facility requirements for shipyards will incorporate modernization programs developed by Naval Sea Systems Command (NAVSEA). If facility requirements are based on a NAVSEA Shipyard Modernization Program, submission of the program as backup justification is required.
- e. UNACCOMPANIED PERSONNEL HOUSING - The responsibility for managing the unaccompanied personnel housing requirements of the Navy is assigned to NAVFACENGCOMHQ (Code 08), Assistant Commander for Family Housing. In this role, NAVFACENGCOMHQ Code 08 tabulates the Determination of Unaccompanied Personnel Housing Survey (UPHS) annually. This document forms the basis for the justification for the construction or modernization of unaccompanied personnel housing facilities. To insure consistency in facility planning goals, the UPHS must be incorporated into the SFPS, and assets information reflected in the Navy Facility Assets Data Base (NFADB).

(1). NAVFACENGCOMHQ Code 08 initiates the annual UPHS. Each activity receives the survey for review and update. UPHS changes are forwarded to NAVFACENGCOMHQ (Code 08) with a copy to the EFD (Code 08). NAVFACENGCOMHQ (Code 08) reviews, approves changes and tabulates the validated unaccompanied personnel housing requirements which will be entered into the SFPS data bank via CRT by NAVFACENGCOMHQ (Code 20).

(2). The activity will be responsible for reporting the adequacy of existing unaccompanied personnel housing assets with respect to prescribed OSD habitability standards (e.g., room capacities, bathroom facilities, etc.) and physical/ structural conditions (See Section V). This information will be forwarded to NAVFACENGCOMHQ (Code 08) with a copy to the EFD (Code 20). The EFD (Code 20) will be responsible for validating the adequacy of the assets with regard to building systems (e.g., normal Engineering Evaluation process). If the EFD disagrees with the activity-generated habitability condition, and a resolution cannot be reached, the matter

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will be referred to NAVFACENGCOMHQ Code 2012 for coordination and resolution with NAVFACENGCOMHQ Code 08. The EFD will enter all unaccompanied personnel assets information (condition and unit of measure by category code) into the NFADB via CRT.

(3). Each EFD Code 20 will recommend planning actions for satisfaction of deficiencies and surpluses of unaccompanied personnel quarters in the preparation of the Facility Planning Documents for the activity.

(4). Military Construction project submissions for unaccompanied personnel housing will be processed in accordance with Section VIII of this instruction.

(5). CNO must approve conversion/diversion of unaccompanied personnel quarters to other uses, and vice versa, in accordance with OPNAV Instruction (A) 11012.2 series. The process can be initiated upon completion of the FPD. A request for CNO approval for conversion/diversion should be forwarded to CNO (OP-01) via the EFD and major claimant. NAVFACENGCOMHQ and the Naval Military Personnel Command (NMPC 64). In the forwarding endorsement (R) the EFD should certify that the conversion/diversion is in conformance with the Facilities Requirements Plan.

D. FAMILY HOUSING

1. Family housing is excluded from the SFPS, except that assets constructed by family housing funds under category codes for which criteria is found in NAVFAC P-80 should be considered when planning for similar facilities under the SFPS.

E. CLASSIFIED PLANNING INFORMATION

1. The SFPS data base maintained at FACSO is not secure, therefore, no classified information may be entered into the automated file.

2. When requirements are classified, the EFD will input, via CRT, zeroes in the "BASIC FAC RQMT" field of the FPD. This action will serve as a "flag" to indicate classified requirements until NAVFACENGCOMHQ annotates the requirement by the addition of Standard Note number 13, QUANTITY CLASSIFIED.

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Date: 10/10/2010
Time: 10:10:10 AM

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SECTION VII - DISPOSABLE ASSETS

A. DISCUSSION

1. The Facility Planning Document displays a plan for the acquisition and disposition of assets. This plan identifies necessary assets that should be retained to support mission requirements. It also shows those assets that are surplus to the activity's mission requirements, and are therefore "disposable assets." This section describes the options for disposing of these unnecessary assets. (R)

2. NAVFAC P-73, Real Estate Procedural Manual, tasks NAVFACENCOMHQ (Code 204) and the EFD (Code 24) with coordinating disposal actions. However, the EFD (Code 20) has the primary responsibility for identifying surplus facilities and ensuring that the proposed disposition action is in conformance with the Facilities Requirements Plan.

B. DISPOSAL OPTIONS

1. The initial planning action to indicate a disposable asset is "DISPOS." This planning action can be used until the disposal method can be further defined and a more descriptive planning action inserted in its place. These more descriptive disposition planning actions are as follows: (R)

- a. OUTG-C, OUTG-R - Continuation of an outgrant, termination of an outgrant, respectively. The property remains on the plant account of the Navy activity. (A)
- b. DEMOL - Demolition of facility included in MILCON project.
- c. REASTO - Reassignment of asset(s) from one Navy or Marine Corps host to another.

2. Once an asset has been identified as surplus to the needs of an activity, it may be appropriate to delete the asset from the Navy inventory by the excessing process. An asset that is being excessed will continue to have the planning action "DISPOS" shown on the FPD. Further description of the excessing action can be described by use of an FPD Action Note. Additionally, the NAVFAC P-78 requires that the appropriate Excess Action Code (Data Element 604) be inserted on the property record of the excessed asset. (R)

3. Procedures for initiating and processing dispositions are detailed in NAVFAC manuals P-73 and P-78. (R)

- R) 4. A procedural requirement necessary to be completed before a REASSIGNMENT can be transacted, is that the major claimant(s) of the activities involved must grant approval of the action. The activity receiving the property will initiate the request in letter form to the EFD via the releasing activity and the major claimant(s) of each of the activities. The EFD will review the proposed reassignment for technical adequacy as it affects both of the activities. If the reassignment proves to be technically adequate from a planning standpoint and the major claimant(s) have approved it, then the EFD (Code 20) will make the appropriate changes to the NFADB. If the reassignment involves land, the Real Estate Division at the EFD (Code 24) should receive copies of the reassignment package.

C. FPD PLANNING ACTION - DISPOSITION REPORT

- R) 1. To insure an accurate assessment of the status of facility disposals, an annual Facility Planning Action-Disposition Report will be distributed for verification and correction. This report will list, by activity, those facilities for which the planning action "DISPOS" has been entered onto the FPD. Additionally, facilities that have been indicated as being vacant (e.g., the ID column of the FPD displays "VAC") regardless of associated planning action, will also be listed. A sample of this report is shown as Figure VII-1.
- R) 2. The major claimants will receive the entire disposition report for all activities under their cognizance to assist in the identification of assets that could be used to meet mission requirements.

FACILITY PLANNING ACTION --- DISPOSITION REPORT

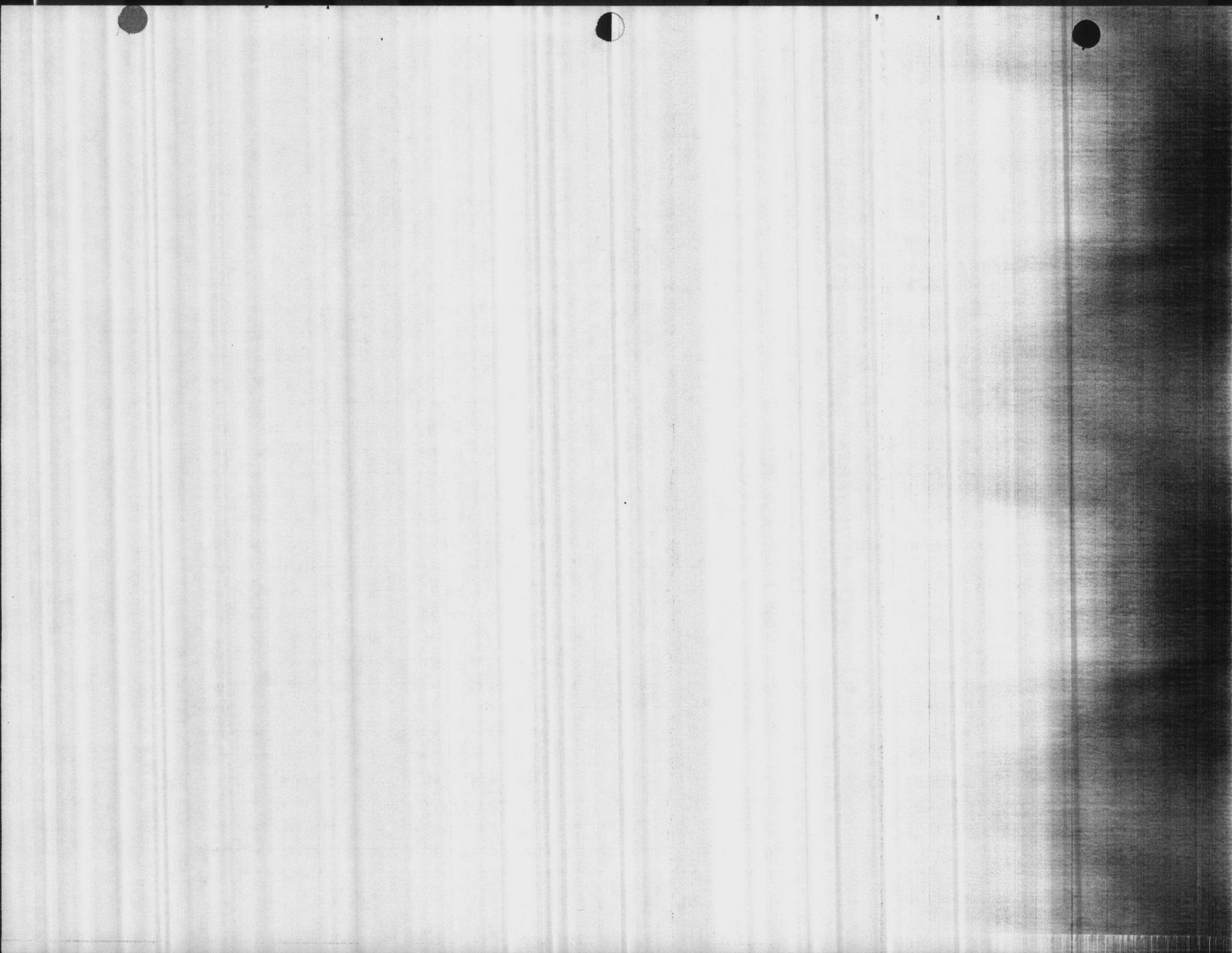
07 JAN 81

SUB-MAJOR CLAIMANT (CODE F5)... LOGPAC
 ACTIVITY (UIC N=81552)... SUBIC BAY RP NS

CCN	DESCRIPTION	SA	AM/SU UIC	AM/SU NAME AND LOCATION	FACILITY	U	ACTION	ID	SCOPE	UM	COND
740-03	EX CNTL ADMIN				1822	N	DISPOS		1036	SP	INAD
					65	Y	DISPOS		1750	SP	INAD
CATEGORY CODE 740-03 TOTAL									3872	SP	
740-04	EX CAPE				211	Y	DISPOS		10665	SP	INAD
740-09	EX SVC OUTLETS				211	Y	DISPOS		10000	SP	INAD
					65	Y	DISPOS		3111	SP	INAD
					66	N	DISPOS		6746	SP	INAD
					67	N	DISPOS		6644	SP	INAD
CATEGORY CODE 740-09 TOTAL									30501	SP	
740-16	EX MAINTN SHOP				65	Y	DISPOS		2989	SP	INAD
740-17	EX CNTL SPT FAC				186	N	DISPOS	VAC	9020	SP	INAD
740-20	TEMPORARY LODNG				10	N	DISPOS		1176	SP	SUBS
					739	N	DISPOS		960	SP	SUBS
					A	N	DISPOS		1176	SP	SUBS
					9	N	DISPOS		1176	SP	SUBS
CATEGORY CODE 740-20 TOTAL									4468	SP	
740-26	AMUSEMENT CENTR				65	Y	DISPOS		1127	SP	INAD
740-37	SPEC SERV CTR				167	Y	DISPOS		10995	SP	INAD
					299	N	DISPOS		1937	SP	INAD
					80	N	DISPOS		16887	SP	INAD
CATEGORY CODE 740-37 TOTAL									29419	SP	
740-43	GYMNASIUM				MC5	N	DISPOS		1740	SP	INAD
740-52	GUN/SKT/TRP BLD				1044	N	DISPOS		1120	SP	INAD
740-55	YOUTH CENTER				1903	N	DISPOS	VAC	1536	SP	INAD
740-56	THEATER				167	Y	DISPOS		10481	SP	INAD

FIGURE VII-1
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SECTION VIII - PROJECT SUBMISSIONS

A. PURPOSE

1. The Facilities Requirements Plan for an activity documents facility deficiencies and identifies solutions to these deficiencies, including proposed construction projects. Such projects costing in excess of \$100,000 will be submitted on the OPNAV Form 11000/4 for potential entry into the Military Construction Requirements List (MILCON RL). The 11000/4 is the only document that will be accepted for this purpose.

2. Submission of a DD Form 1391 and Facility Study is not required for a proposed MILCON project until it reaches an advanced stage of programming; until that time the 11000/4 provides project data for use by the major claimant and others.

B. PROCEDURES

1. Activities will initiate the 11000/4 for projects. From time to time, guidance can be expected from the major claimant regarding priorities and urgencies for selected projects. In addition, the EFD will provide technical assistance through the development of the Facility Planning Document to determine the best means for satisfying deficiencies, (i.e., new construction, modernization, rehabilitation of existing assets, etc).

2. Identification of a deficiency is not enough, taken alone, to justify a project. Although the existing Basic Facility Requirements may support a project, loadings and criteria governing those requirements may have changed. Care must be taken, therefore, to ensure that the approval requirements are current. Projects must be free from embellishment and must show evidence that their continued deferral will result in diminished mission capability and/or morale impairments. The validity of each project as it relates to real Navy needs is critical.

3. When compiled into the MILCON RL, the projects form the MILCON backlog. A large project backlog does not increase an activity's chances for getting a project funded. CNO undertakes an annual analysis of deficiencies by investment category in the MILCON RL, assessing the impacts of the projects in each investment category on military readiness and mission performance. The product of this analysis is utilized by OP-44 as MILCON appropriation sponsor to develop annual issue papers and base line assessments. These documents are submitted in the POM process and are used to recommend to the Resource Sponsors required MILCON support levels. This analysis of deficiencies by investment category is fundamental to:

- a. Allocation of a proper share of the Navy's total resources to MILCON for correction of facility deficiencies, and

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- b. Allocating approved resources among investment categories in a manner which will provide the most improvement, Navy-wide, in military readiness and mission performance.

4. Certain types of proposed facilities, because of their magnitude or cost, may require separation into two or more projects, called "Related Projects". Such projects should be independent and usable portions which can be funded and constructed separately over a period of years until the total scope is accomplished. This is distinct from phasing of a project which does not provide completely independent and usable portions; individual phases are constructed, which are not usable alone, such as, foundations of a facility one year and one or more phases of the superstructure in the following years until the project is completed. Phasing is not in consonance with the "full funding policy" of OSD and the Office of Management and Budget and requires special justification, including advance notification of Congressional committees.

5. Initial approval of a project for listing in the MILCON RL does not ensure indefinite retention. Each year it must be reviewed, revised as appropriate, and recertified as part of the Report 1360 review process. (See Section IX.)

6. Directed programs and new weapons support programs are initiatives by CNO or other higher authority to meet specific requirements of the Naval establishment. Examples are pollution abatement, utilities improvements, energy conservation and safety standards imposed by the Occupational Safety and Health Act. Additionally, there are directed programs for new missions, acquisition of ships, aircraft and other weapons systems. All projects required to provide support of the directed program will be identified. The major claimant will review the Program Objectives Memorandum (POM) submission to determine whether projects satisfying all requirements are included in the MILCON RL. When SFPS documents for an activity are not current the major claimant will direct their revision to determine the validity and scope of projects prior to the submission of an 11000/4 for entry into the MILCON RL. Projects to implement directed programs shall be submitted in the same manner as for any other project (i.e., using the 11000/4) to ensure inclusion into the MILCON RL. It is important that all projects, regardless of type, be carefully formulated and reviewed in accordance with the SFPS to insure that only valid, supportable projects are entered into the MILCON RL. For pollution abatement projects, the requirements are identified by the activity and the EFD and are submitted to NAVFACENGCOMHQ for inclusion in the Office of Management and Budget Pollution Control Report.

7. Mission oriented programs are those designed to progressively diminish the backlog of projects reported on the MILCON RL.

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resulting from aging, obsolescence, routine mission changes, changes in homeports, etc., at existing shore activities. These programs consist of projects that satisfy deficiencies identified during development of the Facility Planning Document.

C. SUPPORTING DOCUMENTATION

1. All OPNAV Form 11000/4 submissions must include FPD Sheets for each category code included in the project. The FPD(s) will indicate by means of the various planning actions the planning rationale used to develop the project. Projects that include category codes for which there are facilities assigned to a supported unit that have their requirements separately identified (H/T code 3), must also include an FRP Summary to indicate that a surplus situation does not exist for the supported units of the host under that category code. (R)

2. The submission must include a SITE PLAN depicting location of the proposed site. The site plan may be a portion of the Existing Conditions Map, Master Plan/CIP or an appropriate sketch, at a scale no less than one inch equals 400 feet. The site plan shall identify the following:

- a. Location of proposed construction
- b. Location of facilities to be demolished
- c. Location of existing utility lines
- d. Proposed paved areas such as parking lots (if they are significant cost items)
- e. Existence of safety hazards such as ESQD arcs, AICUZ, etc.

3. Those projects which are being justified primarily on the basis of expected savings over an existing mode of operation must be supported by a Primary Economic Analysis, also referred to as a Type I Analysis. A Savings-to-Investment Ratio (SIR) greater than 1.0 is required to justify a project solely on the basis of economics. Projects in which economic considerations are secondary to operational requirements should be supported by a Secondary Economic Analysis, also referred to as a Type II Analysis. Quantitative measures applied to alternatives in Type II analyses include Net Present Value (NPV) and equivalent Uniform Annual Cost (UAC). In accordance with OMB Circular A-94, a 10% effective annual discount rate will be used to evaluate time-distributed costs and benefits. Economic analyses must be performed in accordance with procedures described in the current versions of SECNAVINST 7000.14, NAVFACINST 11010.32 series, NAVFAC P-442, Economic Analysis Handbook. The EFD will provide technical assistance as resources permit.

The determination as to whether an existing facility should be modernized (or improved) or replaced by new construction will be based upon an economic analysis of viable alternatives. Each alternative under consideration must be considered in terms of its

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full life-cycle total funding implications (regardless of funding source) as well as its benefits. The economic analysis upon which a decision is made to modernize an existing enlisted bachelor housing facility must include an alternative involving a provision of central bathrooms, in lieu of a separate bathroom for each sleeping room.

In lieu of submission of an economic analysis, a strong defensible statement as to why an economic analysis was not prepared should be forwarded. For situations in which one and only one method of satisfying a facility deficiency exists, the submitting Navy activity is required to document the thought processes that led to this conclusion. In essence, a list of the possible alternatives and proof of their infeasibility, economic or otherwise, should be submitted as part of the facility study in lieu of the economic analysis. Only then can the premise be fully supported, that only one method of satisfying a facilities deficiency exists.

Economic Analysis - Type I, or Primary Economic Analysis

A Military Construction project classified as Type I is justified principally on the basis of economics of projected dollar savings, since the operational requirement is being met at the present time. Projects of this type are recommended on the economics of their payback period and Savings-to-Investment Ratio (SIR) comparisons with the status quo.

Economic Analysis - Type II, or Secondary Economic Analysis

A Military Construction project is classified as Type II when the project is required to fulfill a military operational requirement. Since the requirement exists, the economic analysis is accomplished in order to provide a basis for the selection of alternatives. Projects of this type are recommended by comparing the Net Present Value (NPV) of the alternative ways of satisfying the operational requirement.

4. In compliance with OPNAVINST 6240.3 series, a Preliminary Environmental Assessment (PEA) is mandatory for all projects. A copy must be provided to the EFD for review and comment.

5. A CDST ESTIMATE will be prepared on NAVFAC Form 11013/7, Cost Estimate Form, converted to budget level, and submitted with each 11000/4. Guidance is provided by Appendix N of this instruction.

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6. A statement must be included in block 21 of the OPNAV Form 11000/4 to indicate that the proposed MILCON project does or does not impact a building, structure or area of possible historical significance.

7. Project submittals shall list (under Block 21) all costs, by funding source, for items required to make the facility complete and usable.

8. The EFD will not forward the 11000/4 package to NAVFACENCOMHQ unless the package is complete as described above. If the 11000/4 package is missing any of these components, it will be held at the EFD pending receipt of required information, or returned to the activity for re-submission in cases requiring extensive revisions or where extensive delay is anticipated.

D. PREPARATION GUIDANCE

1. The activity prepares and submits the OPNAV 11000/4 (Figure VIII-1) to NAVFACENCOMHQ via the EFD, type commander, and major claimant with copies to the area coordinator and other interested commands. Tenant activities will provide copies to the host/alternate host. (R)

2. The General Information portion of the 11000/4 depicts data relating to the activity submitting the project:

a. Classification

(1). Self-explanatory. It is desirable to have all information on the 11000/4 unclassified to facilitate processing. Should it be necessary to classify only the Project Description/Justification (Block 21), it should be indicated on the 11000/4 so that information in Block 21 may be removed and the remainder of the data processed normally.

b. Project Number

(1). Enter in the upper right corner the project number, assigned by the activity, consisting of the letter "P" and three digits. This number will serve throughout the planning, programming and construction process as a permanent identification for that project. It is essential to use the same project number until the completed facilities are reported to the Navy Facility Assets Data Base. If a project requires re-numbering because of a decision to split, combine or otherwise alter it, during any phase of the planning, programming or construction process, NAVFACENCOMHQ will request the EFD or Activity to re-number the project. When a project is

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OPNAV 11000/4 (REV. 4-79)

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CLASSIFICATION		PROJECT FOR CORRECTION OF FACILITY DEFICIENCY							PROJECT NO. P-		
SUBMITTING ACTIVITY NAME AND LOCATION							ACTIVITY UIC	MAJOR CLAIMANT			
HOST ACTIVITY							HOST UIC	AREA COORD			
COMPONENT NAME							COMPONENT UIC				
EST. YEAR	USEABLE COMPL.		INVESTMENT PROGRAM	ECONOMIC ANALYSIS	P E A	S I T E	RELATED PROJECTS	%W	%W/O	MAJOR CLAIMANT PRIORITY	
	MOS.	CODE									
1	2	3	4	5	6	7	8	9	10	11	
CATEGORY CODE	PROJECT TITLE				AHSU UIC	SA	SCOPE QUANTITY	UIC	ESTIMATED COST \$/SQ	CONST/MISSION CODE	VAL CODE
12	13				14	15	16	17	18	19	20
Q											
R											
L											
M											
N											
O											
P											

21. PROJECT DESCRIPTION/JUSTIFICATION

<p>ACTIVITY CERTIFICATION: I certify that this project is required to support Activity/Mission functions.</p> <p>_____ Activity Commanding Officer</p> <p>_____ Date</p>	<p>MAJOR CLAIMANT CERTIFICATION: I certify that this project is required to support Activity/Mission functions.</p> <p>_____ Major Claimant Representative</p> <p>_____ Date</p>
<p>EPD CERTIFICATION: The project is supported by EPDS.</p> <p>_____ EPD Commander/Commanding Officer</p> <p>_____ Date</p>	<p>(DO NOT WRITE IN THIS SPACE - FOR NAVFAC USE ONLY) This project is authorized for entry into the MILCON PL.</p> <p>_____ NAVFAC Authorizing Signature</p> <p>_____ Date</p>
<p>CLASSIFICATION</p>	

FIGURE VIII-1

complete or cancelled, the project number will be retired. A project that is deleted from the MILCON RL may be returned to the RL with the same P-number, when justified, provided the project scope, as resubmitted, is supported by the SFPS. However, if a project is deleted and resubmitted with a conceptual change, e.g., category codes added or deleted from initial submission, a new P-number must be assigned. If an activity exceeds 999 projects in the course of its planning, the series is started anew with P-001. The use of a four-digit number, or a three-digit number with an alphabetic suffix, to designate a project is not permitted.

c. Submitting Activity Name and Location

(1). Enter the name and location of the submitting activity as listed in the Catalog of Naval Shore Activities (OPNAV P09B3-105). Limit to a maximum of 50 typing spaces. (NOTE: The 11000/4 for components, detachments and branches will be submitted by the parent and this block will name the parent activity.)

d. Activity Unit Identification Code (UIC)

(1). Enter the UIC of the activity name as listed in NAVCOMPT Manual, Volume 2, Chapter 5.

e. Major Claimant Code

(1). Enter a one or two-digit code from Appendix F to identify the MILCON major claimant/sub-major claimant of the submitting activity. For example, activities under the command of LOGPAC would use F5; activities under the command of NAVTELCOM enter M.

f. Host Activity

(1). If the submitting activity is the host activity, enter the word "SAME". If the submitting activity identified is a tenant, enter the name and location of the host. If the submitting activity is a parent, sponsoring MILCON for a branch, enter the name and location of the host activity for the branch. Host name and location are indicated in Part II, Section 2 of the Catalog of Naval Shore Activities and are limited to a maximum of 50 typing spaces.

g. Host UIC

(1). Enter the UIC for the host activity as listed in NAVCOMPT Manual, Volume 2, Chapter 5. Leave blank if host reads "SAME" as submitting activity.

h. Area Coordinator Code

(1). Enter a two to three-digit alpha-numeric code from Appendix G to identify the cognizant Area Coordinator. (NOTE: If the submitting activity is a parent activity making a submission for a component, indicate the Area Coordinator for the geographic location of the component.)

i. Component Name

(1). If the 11000/4 is being prepared for a component or detachment of the submitting activity, enter the title of that component or detachment. Limit to a maximum of 25 typing spaces.

j. Component UIC

(1). Enter the UIC of any component or detachment for which a separate UIC has been assigned by NAVCOMPT Manual, Volume 2, Chapter 5; otherwise leave blank.

3. Enter specific project related data as follows:

a. Column 1, Estimate Year

(1). Enter the two-digit fiscal estimate year for which the cost estimate is valid.

b. Columns 2 and 3, Usable Completion Date (UCD)

(1). Enter in column 2 the estimated number of months from the date of Appropriation Act (Congressional funding) until usable completion of the project; consider both the administrative and construction lead times. If appropriate enter in column 3 the one-digit code to indicate that the project has a critical UCD for which the construction must be scheduled. Select the appropriate code from Appendix H. Leave blank if UCD is not unusually critical.

c. Column 4, Investment Program

(1). Enter the two-digit code as listed in P-78, or the appropriate functional program as defined in Appendix I. If an item does not fit any of the listed investment programs, enter code 99 (NOTE: These codes are subject to change; if in doubt, consult the major claimant.)

d. Column 5, Economic Analysis

(1). If a Type I economic analysis has been performed, enter a two-digit savings/investment ratio to the nearest tenth (not to exceed 9.9). A copy of the analysis must be

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forwarded.

(2). If a Type II economic analysis has been done, enter an "S" and submit a copy with the 11000/4 submission.

(3). For projects for which an economic analysis is not appropriate as described in paragraph C3 above enter the letters "NR" (for "not required") in this column. (A)

e. Column 6, Preliminary Environmental Assessment

(1). A copy must be provided to the EFD for review and comment. A copy of the PEA will remain on file at the EFD. Enter an "A" (for accomplished) in column 6.

f. Column 7, Site

(1). A sketch showing the proposed location of the facility must be prepared (as indicated in paragraph C2 of this Section) and forwarded with the 11000/4, and an "X" placed in column 7.

g. Column 8, Related Projects

(1) If the project is one of a series of "related projects" (See paragraph B 6), enter the project number of the other projects.

h. Columns 9 and 10, Percent Requirement Satisfied

(1) Leave blank, information in these data elements is no longer required. (D)

i. Column 11, Major Claimant Priority

Activity Leave Blank

Major Claimant: Enter the investment category priority number for each project. Priority numbers are to be assigned in consonance with other items within the investment category. Previous numbers are not to be duplicated; new priority numbers for like items not yet entered into the RL data file should be carried to tenths in order to fit between priority whole numbers appearing on the latest RL update.

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4. Specific Project Data

- a. If the project is for a single category code only, enter data on the first line (@) in columns 12 through 20. If the project consists of several category codes, enter data for each category code on line K and succeeding lines, the dominant category code on line K. On line @, enter in columns 12 and 13 the same category code and nomenclature as line K. In column 14 through 20, enter composite data of all category codes for the projects. If more than six category codes are included, continue the seventh and subsequent category codes on an additional, appended 11000/4, designating the lines as Q, R, S, etc.

b. Column 12, Category Codes

Enter the appropriate five-digit category code from NAVFAC P-72.

c. Column 13, Project Title

Enter the descriptive title for the predominant category code of the project as listed in the NAVFAC P-72. If a project is for a function not adequately described in P-72 or so unusual as to warrant a title different than that given in P-72, then the title should be listed as identified locally and a request for P-72 addition/modification made, as indicated in Section II.

- d. Column 14, UIC of the alternate host or Supported Unit (See Appendix C for definition) as listed in NAVCOMPT Manual, Volume 2, Chapter 5.

e. Column 15, Special Area

Enter a two alpha character (e.g., AB, AC, AD) to identify the remote or specifically identified area for which the project is planned, if applicable. This designator should be identified for this area in MAGIC. In the case of a multiple use project, the special area should be indicated for each use.

f. Column 16, Quantity

Self-explanatory. The term "lump sum" to designate project scope is to be used sparingly and only as a last resort.

g. Column 17, Unit of Measure (U/M)

Enter the appropriate abbreviation for the prime unit of measure as identified in NAVFAC P-72. If "LS" is shown

(d). Drainage off the edge of a runway shoulder is to be improved to prevent the rare flooding of operational pavement, which flooding requires the suspension of air operations for a brief period. Unless a safety problem, or probability of damage of equipment is involved, the %W would equal the %WO. In this case, the %WO would never equal zero.

(5). For those category codes for which requirement entries are not required, a common-sense rationale should be employed and a best estimate value entered. If assets and requirements can be quantified under a single unit of measure, these quantities may be used in calculating the %W/%WO. If assets or requirements cannot be readily quantified, the %W/%WO should be based upon an estimate of the value of existing assets and the cost of the proposed project(s). For the sake of simplicity the value of the existing assets may be assumed to be the replacement cost, as shown in NAVFAC P-164, less the estimated cost of any required rehabilitation. A simple example: a utility system with a replacement cost of \$9 million, for which there is a \$2 million rehabilitation project (P-001) to be followed by an expansion project (P-002) for \$1 million. The value of the assets would be \$7 million (9 - 2) and the total requirement \$10 million (9 - 2 + 2 + 1). The %W would then be 90% for P-001 and 100% for P-002; and the %WO would be 70% for P-001 and 90% for P-002.

(6). For projects with multiple codes, the %W/%WO for the primary category code may be used for the first line in lieu of composite data; when the scope of the dominant use is greater than the total scope of the other uses.

i. Column 11, Major Claimant Priority

Activity Leave Blank

Major Claimant: Enter the investment category priority number for each project. Priority numbers are to be assigned in consonance with other items within the investment category. Previous numbers are not to be duplicated; new priority numbers for like items not yet entered into the RL data file should be carried to tenths in order to fit between priority whole numbers appearing on the latest RL update.

4. Specific Project Data

a. If the project is for a single category code only, enter data on the first line (@) in columns 12 through 20. If the project consists of several category codes, enter data for each category code on line K and succeeding lines, the dominant category code on line K. On line @, enter in columns 12 and 13 the same category code and nomenclature as line K. In column 14 through 20, enter composite data of all category codes for the projects. If more than six category codes are included, continue the seventh and subsequent category codes on an additional, appended 11000/4, designating the lines as Q, R, S, etc.

b. Column 12, Category Codes

Enter the appropriate five-digit category code from NAVFAC P-72.

c. Column 13, Project Title

Enter the descriptive title for the predominant category code of the project as listed in the NAVFAC P-72. If a project is for a function not adequately described in P-72 or so unusual as to warrant a title different than that given in P-72, then the title should be listed as identified locally and a request for P-72 addition/modification made, as indicated in Section II.

d. Column 14, UIC of the alternate host or Supported Unit (See Appendix C for definition) as listed in NAVCOMPT Manual, Volume 2, Chapter 5.

e. Column 15, Special Area

Enter a two alpha character (e.g., AB, AC, AD) to identify the remote or specifically identified area for which the project is planned, if applicable. This designator should be identified for this area in MAGIC. In the case of a multiple use project, the special area should be indicated for each use.

f. Column 16, Quantity

Self-explanatory. The term "lump sum" to designate project scope is to be used sparingly and only as a last resort.

g. Column 17, Unit of Measure (U/M)

Enter the appropriate abbreviation for the prime unit of measure as identified in NAVFAC P-72. If "LS" is shown

in column 16, leave blank.

h. Column 18, Estimated Cost

Enter the estimated cost of the project in thousands as shown on the cost estimate attached as supporting documentation (for preparation details see Appendix N).

i. Column 19, Construction/Mission Code

Enter the one-digit construction code to identify the purpose of the project, as defined in Appendix J. Suffix this code with the alpha designator to identify whether the mission supported by the construction is current or a new expanded mission, as defined in Appendix J.

j. Column 20, Validation Code

Activity Leave Blank

EFD: The reviewing EFD or NAVFACENGCOMHQ will enter in this column coded reason(s) for non-validation of the project, if applicable, as shown in Appendix K.

k. Block 21, Project Description/Justification

The information provided in this block will be used in assessing the MILCON RL during development of annual Program Objectives Memorandum (POM) issues. It is necessary that the data be presented in clear, concise language, and should be a condensation of the basic information and facts to permit an immediate understanding of the problem. A specific format has been devised for use in this block and shall be utilized for all submissions. This format is the same as presented in NAVFACINST 11010.32 series to be used for block 11 of the DD Form 1391. The format is as follows:

(1). PROJECT: Provide a one sentence statement that indicates what this project provides.

(2). REQUIREMENT: Answer the question: "Why does the Navy need this project?" The facts presented here must clearly show that the military requirement for the project is essential to effectively support current and future operations set forth in the latest mission. The requirement must establish maximum utilization of existing assets and identify alternatives considered, along with reasons for their rejection.

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(3). CURRENT SITUATION: Describe how the requirements is presently being met, and under what conditions.

(4). IMPACT IF NOT PROVIDED: Describe the manner and extent to which mission accomplishment would be affected if the project were not approved.

(5). CONSTRUCTION: A brief description of the proposed construction should be entered. This description is particularly important for those projects for which the U/M shown in block 17 is "lump sum". Any buildings scheduled for demolition as part of the project should be identified.

1. Activity Certification

The 11000/4 should be signed and dated by the activity commanding officer or his designated representative.

m. EFD Certification

The commander/commanding officer or his designated representative should sign. Projects which cannot be certified should be returned to the activity.

n. EFD Certification

This statement is to be signed and dated by the major claimant or his designated representative.

o. NAVFACENGCOSMHQ Entry Into RL

This block is reserved for use at NAVFACENGCOSMHQ. The 11000/4 will be reviewed to ensure that the proposed project is justified and valid in accordance with SFPS. When a positive determination has been made an authorizing signature will initiate the entry of the proposed project into the MILCON RL. No project will be entered into the MILCON RL until this authorization is complete.

E. SUBMISSION AND REVIEW

1. It is vital that all projects placed in the MILCON RL be validated from the SFPS and technical standpoints; but more importantly, the facilities proposed must meet a reigd test of real world need, based on common sense and engineering judgement.

a. Although all elements of the 11000/4 are important, some require extra consideration. Of special importance, for instance, is the quantity (scope) of the project. This quantity must be supported by the Facility Planning Document and it

must be established within applicable criteria limitations (See Section IV). Of equal importance is the narrative justification required to explain the project. It is vital that this statement be presented in clear, concise, language which provides in condensed form the basic information and facts to permit an understanding of the problem.

- b. Proposed projects will be subjected not only to initial review and certification, but to continuing review in order to determine if they merit retention in the MILCON RL. Initial certification in no way ensures such retention. Through changes in criteria, mission, personnel and equipment loading, projects can become obsolete and will be deleted. Development of new, higher priority requirements can make a project non-competitive for funding within the five years of the FYPD, at which time it should be deleted. The MILCON RL must at all times represent requirements which are "real world" in the sense that they merit funding within the resources realistically expected to be available.

2. The EFD has the responsibility to validate the technical data related to each project. This applies to both the original total submission and to subsequent submissions with changes to the original. If the project is considered invalid for any of one or more data items and the discrepancy cannot be resolved with the activity, the reason(s) for such invalidation should be recorded in column 20 of the 11000/4 with the applicable code selected from Appendix K. If the nonvalidation code is "A" (scope not supported by SFPS and EFD has no positive knowledge that the project can be supported) the EFD should return the project to the activity.

3. Major claimants will review the OPNAV 11000/4 so that all projects included in the MILCON RL and the annual MILCON programs can be supported. As required by NAVFACINST 11010.32 and DODINST 4100.33, each project should be reviewed for conformance with Office of Management and Budget Circular A-76. In addition, the major claimant will assign project priorities to each project in accordance with current guidance from CNO, and review the narrative justification and modify as required. The judgements of the major claimant are critical in selecting a given project for programming.

4. Upon receipt of the project submission and endorsements, NAVFACENCOMHQ will review to determine that all actions as required above have been completed. If the review determines the project to be valid, it will be entered into the MILCON RL for programming consideration.

F. Non-Appropriated Fund (NAF)

Facilities for Morale, Welfare and Recreation (MW&R) are often acquired by nonappropriated funds. These funds are generated by exchanges, commissaries, open messes and recreational facilities and are administered by the Navy Resale Systems Office (NRSO)/Naval Supply Systems Command (NAVSUP) and the Chief of Naval Personnel (CHNAVPERS) in annual programs. Each NAF project is submitted in the same manner as for MILCON. The project must be supported by the FPD's to receive favorable endorsement. Non-appropriated fund projects will be entered into a NAF facility requirements list similar to the MILCON RL.

G. Exigent Construction

Projects for unforeseen mission changes or immediate correction of a facility deficiency are programmed as Exigent Minor MILCON projects. Guidance on preparation and submission is found in OPNAVINST 11010.20 series. Exigent Minor MILCON projects require conformance with the SFPS. An FPD sheet validated by the EFD must accompany these submissions for NAVFACENGCOMHQ Code 201 review.

H. North Atlantic Treaty Organization (NATO)

Facility deficiencies at locations where the U. S. is the host nation or provides dedicated forces for NATO missions may be considered for a NATO slice program. Only operational facilities may be included in a NATO funding program, with the exception of the U. S. Special Interest Program which considers some supporting facilities. The EFD's, when preparing a Facilities Requirements Plan, should consider the NATO program as a funding source.

I. Department of Defense Office of Dependent Schools

Projects for facility deficiencies identified in the Facilities Requirements Plan for dependent schools will be submitted to Department of Defense Office of Dependent Schools for funding consideration. These projects will not be entered into the MILCON RL, but will be reviewed and validated in the same manner as MILCON submissions.

SECTION IX - ANNUAL MILCON
REQUIREMENTS LIST (Report 1360)

A. PURPOSE

1. Navy activities develop and submit an OPNAV Form 11000/4, Project for Correction of Facility Deficiencies, to enter a project into the MILCON RL. Each project is reviewed through the chain of command, and a priority rating is established by the major claimant. Based upon the combined priority ratings of all major claimants, the Chief of Naval Operations, utilizing the services of NAVFACENGCOMHQ and the multi-year programming procedures described in NAVFAC P-907, develops tentative fiscal year programs and continually refines this planning, leading to the development of the annual budget year request. The proposed annual funding levels are taken from the Five Year Defense Program (FYDP) which covers the five years following the "budget" year. All projects with probable funding beyond the period of the FYDP are shown as "unprogrammed". From the data bank, a series of reports are generated for use in maintaining the MILCON RL as a dynamic facilities planning and programming tool.

2. The MILCON RL file consists of a list of activity submitted 11000/4's for the period of eight years preceding the date of the RL Report 1360. All projects which have been on the RL for more than eight years and which remain in an unprogrammed status, are automatically deleted from the data bank. Projects thus deleted must be re-submitted in accordance with Section VIII if the activity or major claimant feels that the project is competitive for funding and desires their retention in the MILCON RL.

3. The RL Report 1360 has been developed to provide a display of the RL data maintained on file. The applicable portion of this report is provided to each addressee (activity, area coordinator, EFD, major claimant). Those activities not having projects in the RL will not receive a copy of the report. The purpose of this Report 1360 is to:

- a. Provide a ready means for verification of the RL data bank by the activity.
- b. Provide a simple procedure for the deletion of projects that, due to changes in mission or workload, or changes in relative priority, are no longer needed or are no longer competitive for funding.
- c. Provide an alternative process for updating/correcting errors for projects identified in the RL.
- d. Provide a means for identification of projects shown in the RL for which SFPS validation by the EFD has not yet

been completed, either due to the need for additional data or additional review effort. Such projects will be annotated with a validation code.

- e. Provide the activity with an indication of the general programming status for its MILCON program. (However, the activity's major claimant should be consulted for precise programming status).

4. The Report 1360 NAF is included in the annual 1360 package and contains information on nonappropriated fund projects. Projects in this report are required to undergo the same review and validation process as those in the MILCON Report 1360.

B. BASIC PROCEDURES

1. The data contained in the MILCON RL is initiated at the activity level by means of the project submission. The 1360 report may be used to make handwritten corrections or update information for projects already in the RL, with some limitation as described in paragraph 2.

2. If new projects are identified, or if existing projects are combined/adjusted to create a new project, the new entry must be submitted on an 11000/4 in the normal manner prescribed in Section VIII. Also, if the basic project concept is changed; i.e., new category codes are added to a multiple-coded project, or the basic purpose of the project has changed, the project should be resubmitted on a new 11000/4. For example: A project in the RL under category code 211-35, Engine Maintenance Hangar, is sized as follows:

211-35	Engine Maintenance Shop	20,000 SF
211-36	Air Frames Shop	9,000 SF

Between 1360 reviews, a change in aircraft loading eliminated the deficiency in 211-35 space; however, a larger deficiency in category code 211-36, Air Frames Shop, has been identified. The activity wants to delete the 211-35 scope and substitute 211-36 in lieu thereof. As this is a change in the basic project concept (Air Frames Shop vice Engine Maintenance Shop) a new 11000/4 must be initiated. This allows the entire chain of command to review the action, as well as enabling the major claimant to reassess priorities.

3. If a new project submitted on an 11000/4 does not appear in the subsequent 1360, this omission is not to be remedied by attempting to enter the new project by making corrections on the 1360. The 11000/4 should be traced to ensure that it has not been lost or held up at some point in the transmission chain. If necessary, a new

submission should be made. If a project is no longer required it may be deleted by correspondence via the EFD and the chain of command or merely lined out on a copy of the 1360 with copies to NAVFACENGCOMHQ and other interested commands.

4. A common misconception is that a large backlog of projects will assist the activity, or claimant, in obtaining more MILCON dollars. However, the Multi-Year Programming System is designed primarily to benefit major claimants based on the quality of their input. In addition, projects of poor quality have the negative effect of diminishing the Navy's credibility. For example, one project whose needs is overstated or not properly supported casts suspicion on the validity of other projects submitted by the same activity and its major claimant.

5. Any exceptions to the basic procedures provided herein will be enumerated in the annual CNO letter distributing the RL Report 1360 for review.

C. ACTIVITY RESPONSIBILITIES

1. The RL Report 1360 and the Report 1360 NAF will be published at least once a year. The date of publication will be established yearly by CNO to assure proper phasing with MILCON programming actions.

2. Upon receipt of its 1360, each activity will review all MILCON and NAF projects identified to ensure that they reflect real problems supportable by mission functions, and that the projects have not been overtaken by events. In addition, the activity will:

a. Correct any clerical or machine errors by lining out the error and clearly inserting the correction immediately above the red pencil. Corrections of this type are not considered to be "changes" as referred to in paragraph C2b below.

b. Update as necessary the 1360 Reports to reflect the planning analysis of the current FPD's for the appropriate category codes as noted in paragraph B2 above. If changes in one or more of the data entries describing the project are necessary, line out the existing entries to be changed and clearly insert the changed data immediately above the entry in red pencil.

c. Forward one copy of the corrected/updated report to NAVFACENGCOMHQ via the EFD and the major claimant. Copies to other commands should be provided at the discretion of the activity commanding officer or as directed by the major claimant. This action must be accomplished within thirty (30) calendar days of the date of the report.

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Changes submitted later than this date may have to be deferred to a future updating. If no changes are to be made to the Report 1360 or the Reprot 1360 NAF, they should be sent unmarked via the chain of command with the statement, "All projects included in the report are current and valid".

3. A description and instructions relating to each individual data item in the report are contained in paragraph G below.

D. EFD REVIEW AND VALIDATION

1. The EFD will, upon receipt of an updated/corrected 1360 package from an activity, review and validate all projects and forward with appropriate comments to NAVFACENGCOMHQ through the major claimant within forty-five (45) calendar days of receipt. The review shall include a specific indication, as described in paragraph D3 below, that the project has been validated with regard to:

- a. Proper category code for functional project description.
- b. Scope (quantity) supported by the SFPS.
- c. Proper unit of measure; agrees with primary units contained in P-72. Other helpful units may be shown in the description field.
- d. Estimated Cost. Cost is reasonable for scope, category code and estimate year (EY).
- e. Usable Completion Date (UCD) Code.
- f. Proper construction code.
- g. Percent of Requirement Satisfied With and Without (%W, %WO) the project.
- h. Economic anlysis, that it is realistic and documented. (Note: Maximum value cannot exceed 9.9)

2. The EFD will be provided with two copies of the 1360 package. One should be used to maintain an EFD record of changes entered by the activity and the EFD validation. In those cases where a project is determined to be invalid for a specific reason, the EFD shall initiate immediate action with the activity to rectify the item in question. As a result of this action, the EFD may correct the 1360 (in blue or green) with activity concerrence. In the cases of improper category code, improper unit of measure, unrealistic UCD, %W, %WO or improper construction code, the EFD may correct without immediate referral to the activity; however, the activity should be advised of the EFD action. If the time required

for resolution of a difference exceeds the allowed time or review, the EFD will indicate the reason(s) for invalidation as explained in paragraph 3 below. If a variance in opinion cannot be resolved, the EFD shall so indicate in the forwarding endorsement. Resolution of immediate program year discrepancies must receive first priority; the later years should be corrected/validated within a reasonable time as resources permit.

3. If the project is considered to be valid with regard to the SFPS the column headed by the letter "U" in the report will normally be left blank. (An exception is the code "M" which will be used by EFD's to indicate that a project is valid and is one of two or more projects for improvements to the same existing facility or provides necessary reconfiguration of space, and therefore the project is valid but its scope is not additive within the SFPS.) If the project is considered to be invalid and the discrepancy cannot be resolved with the activity or if review time is insufficient to initiate validation procedures for an individual project, the reason for such invalidation will be entered in column "U" of the report by the appropriate code (See Appendix L).

4. Other codes may be added by NAVFACENGCOMHQ to facilitate review, identify projects that require special attention or explain the reason for project deletion. The continued emphasis on maintaining high quality projects in the MILCON RL has resulted in special review efforts by NAVFACENGCOMHQ, under the direction of CNO. The purpose of these partial RL reviews is to identify projects that are no longer needed or which appear to be poorly supported. It is not the intent of the NAVFACENGCOMHQ review to relieve any command of the review responsibilities described above, but to demonstrate that closer attention should be given to the quality of the MILCON RL at all levels of review. Descriptions of the codes used in those reviews (the "X" codes) will be provided in the letter distributing the 1360 package.

5. Any projects deleted from the MILCON RL in accordance with the procedures described herein will be listed, by activity, on the Report 1491. A copy will automatically be distributed with the 1360 package to each activity that had one or more projects deleted during the previous 1360 update cycle.

E. CHAIN OF COMMAND REVIEW

1. Major claimants will review activity submissions and forward the marked up Report 1360 and the Report 1360 NAF to NAVFAC-ENGCOMHQ for updating of the RL data bank. Other RL reports will be used for major claimant priority update; it is not intended that the 1360 described herein be used for priority assignments.

2. The major claimant review should include the identification of projects which are or may be affected by known base closures,

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reduced missions or planned changes in base loading. Projects known to be no longer required should be removed; those affected by reduced loadings should be reduced in scope.

3. Immediate corrective action should be initiated for any project which is reported by the EFD in the 1360 as not being supported by the SFPS.

F. PROGRESSION AND DELETION OF INVALIDATED PROJECTS

1. If a project is designated by the EFD as invalid by an annotated "A" (signifying that the scope of the project is not currently supported by the SFPS), and the major claimant does not initiate corrective action by endorsement to the 1360 transmittal, the project will be deleted from the RL.

2. If a project is designated by the EFD as invalid by an annotated "A" and the major claimant has, by his endorsement to the 1360 transmittal, directed corrective SFPS action be taken by the activity/EFD, the project will remain in the RL data bank. If corrective action has not been completed by the next 1360 cycle the project will be deleted from the RL.

3. If a project is designated for the first time by the EFD as invalid by an annotated "B" (signifying that the supporting documentation is in the process), the project will remain in the RL data bank. If the invalidation indicator "B" is not removed by the next 1360 cycle through corrective SFPS action, the project will be deleted from the RL.

4. Reinsertion of a deleted project into the RL may be accomplished at any time it can be supported and is competitive for funding within the time frame of the FYDP. Reinsertion will require resubmission of the 11000/4 with appropriate justification.

5. Invalid designators other than "A" or "B" will not normally lead to deletion of the project. However, the activity should take positive steps to rectify the project discrepancy indicated.

G. DESCRIPTION OF THE 1360 (See Sample form - Figure IX-1)

1. The heading of the 1360 contains the following data:

a. SEQ No. - Not applicable outside NAVFACENGCOMHQ.

b. DATE - Date this computer run was accomplished.

c. UIC - The five-digit Unit Identifier Code assigned by the NAVCOMPT Manual, Volume 2, Chapter 5. (From the 11000/4)

d. ACTIVITY LOCATOR NAME - Self-explanatory.

REPORT 1360Q (TB-606-40A)

MILITARY CONSTRUCTION REQUIREMENTS LIST

SEQ.NC. 200 DATE 08/29/78

UIC N-61552-00

ACTIVITY LOCATOR NAME SUBIC BAY RP NS

PAGE 1

APPN ... MCON

SUB MAJOR CLAIMANT (CODE F5) SERVPAC

ENG FIELD DIVISION 40

MC IC PRI	CATCD	PROJECT DESCRIPTION	S C PROJ F	ALT HOST UIC	SA	QUANTITY UM	E/COST EV PY	P/COST	C B C CC	X W	X WO	P PI	U C D	ECON DTE	ENTR VI
04 0020	143-25	NSWG-1 WESTPAC FACILITY	832	*		10,000 SF	600 81 81	600	4	3A			99 012	0.0	02FEB 78
		143-25 OPERATIONS BUILDING	832	K		6,000 SF (273			3A					
		810-10 ADMINISTRATION BUILDING	832	L		4,000 SF (218			3A					
		PY 81 TOTAL					600	600							
18 0150	872-10	SECURITY FENCE	720			29,100 LF	314 75 83	520	5	4B			99 012	0.0	02FEB 78
16 0060	740-69	SVC CLUBS SPRINKLER SYS	844	*		40.369 SF	200 81 83	230	5	2B			99 012	0.0	24APR 78
		740-69 BLDGS 205 & MC-12	844	K		22.289 SF (123			2B					
		740-63 BLDG 418	844	L		18.080 SF (56			2B					
		PY 83 TOTAL					514	750							
16 0150	730-10	REPL FIRE STATION #5	036			8,900 SF	450 76 UP	730	5	3B			99 024	0.0	24APR 78
03 0260	159-66	LST RAMP	146		SL	001 EA	700 76 UP	1,150	5	1B			99 024	0.0	24APR 78
15 0050	721-11	BEQ E1-E4 252 MN	200			40.824 SF	2,238 79 UP	3,000		1B			99 018	0.0	24APR 78
16 0050	740-17	COLD STORAGE WAREHOUSE	208			3,200 SF	654 80 UP	830	5	3B			99 018	5.0	24APR 78
03 0250	152-20	BERTHING WHARF	214			800 FB	1,680 75 UP	2,950	5	4B			99 024	8.6	24APR 78
15 0220	721-11	BEQ MODN	219	*		650 MN	3,000 77 UP	4,550	5	2B			99 018	0.5	02FEB 78

CONTINUED

FIGURE IX-1
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R)

- e. ENG FIELD DIVISION - The appropriate Engineering Field Division for the activity.
- f. SUB-MAJOR CLAIMANT - The sub-major claimant for the activity, as shown on the 11000/4. (See Appendix F for codes.)
- g. APPN (Appropriation) - MCON or MCNR.

2. The project details shown on the 1360 are as follows:

- a. IC (Investment Category) - The number corresponding to a standard Navy grouping of individual projects by category code for investment programming purposes. (See NAVFAC P-72.)
- b. MC/PRI (Major Claimant/Priority Rating Indicator) - The project priority number assigned by the applicable major claimant within an individual IC based upon all similar projects submitted by all activities reporting to the major claimant. Activities will not make changes to the MC/PRI.
- c. CATCD (Category Code) - The category code assigned to the project by the activity from the OPNAV 11000/4 column 12. NOTE: A change in the category code will require revalidation by the EFD and may create a change in the IC which will force the major claimant to re-orient priority designations.
- d. PROJECT DESCRIPTION - As designated by the activity on the 11000/4, column 14.
- e. PROJECT - The project "P" number assigned by the activity on the 11000/4. This number cannot be changed except by deletion of the total project and submission of a new 11000/4. (See Section VIII.)
- f. SCF (Supplementary Category Flag) - When a project is intended for more than one category code use and was submitted as a multiple-use project on the 11000/4, this column will indicate the alpha suffix assigned to that portion of the total project.
- g. ALT. HOST/SU UIC - The UIC of the alternate host or supported unit, as appropriate, where the project is to be located, as indicated in column 15 of the 11000/4.
- h. SA (Special Area) - The special area where the project is to be located as indicated in column 16 of the 11000/4.

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- i. QUANTITY, U/M - Numerical scope and unit of measure for the project as designated on the 11000/4, columns 17 and 18. A change to this scope requires a revalidation of that project.
- j. E/Cost, EY (Estimated Cost, Estimated Year) - The estimated cost of the project (in thousands) and the fiscal year to which the cost applies as designated in the 11000/4, column 19. A change to the estimated cost requires a revalidation of that project.
- k. PY (Program Year) - The fiscal year of the MILCON program in which funding is anticipated, as shown in the RL, as of the date of the 1360. The activity may not change this date.
- l. P/Cost (Program Cost) - The anticipated cost of a facility (in thousands), if it is built in the PY. This cost includes applicable inflation factors and is computer generated. Activities should not change this cost.
- m. CBC - A single-digit code denoting reason that a UCD may be critical as designated on the 11000/4. (See Appendix H for codes.)
- n. CC (Construction Code) - A single-digit construction code identifying the purpose that the project is planned to satisfy, as designated on the 11000/4, column 2. (See Appendix J for CC Codes.)
- o. % W/% WO - These columns will be blank, as the data (R elements are no longer used.
- p. PI (Primary Investment) - If the project is included within a Primary Investment Program (Shipyard, Modernization, Pollution Control, etc.), the two-digit code for the program is designated on the 11000/4, column 4. (See Appendix I for codes.)
- q. UCD (Usable Completion Date) - The number of months between appropriation of funds by Congress and the beneficial occupancy of the facility.
- r. ECON (Economic Analysis) - If a primary economic analysis has been developed for a project, the savings/-investment ratio is as designated on the 11000/4, column 6. If a secondary economic analysis is performed an "S"

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will be indicated. A change in this column requires the revalidation of the project.

R) s. DTE ENIR (Date Entered) - The date the project was first entered into the MILCON RL. If a project was submitted and was included in an annual program with a certified DD Form 1391 and Facility Study, and failed to receive Congressional approval, the date of the 1391/Facility Study will be used as the new "Date Entered".

R) t. VI (Validation Indicator) - An alphabetic character (See Appendix K) in this column indicates that the project cannot be validated in accordance with the SFPS by the EFD. This column may also be used to indicate results of special reviews as explained in D4 above.

R) 3. The Report 1360 NAF is similar in format to that of the Report 1360, however, the following elements do not enter into the project selection process for a NAF project and therefore are not included:

- a. Appropriation
- b. Major Claimant Priority
- c. Program Year
- d. Program Cost
- e. Usable Completion Date
- f. Economic Analysis

4. The Report 1491 is a secondary report in the 1360 sequence which lists projects automatically deleted from the MILCON RL. This report, forwarded with the 1360, is for use by activity planners. The Report 1491 should not be returned with the 1360 package.

SECTION X - FORMULATION OF ANNUAL PROGRAM

A. GENERAL

1. The MILCON RL is a listing of projects which have withstood the rigorous review and validation process by the activity's chain of command. The program year associated with the projects listed in the MILCON RL is, however, highly tentative, in view of constantly changing priorities and resource allocations. In most cases, only those projects indicated for the next budget year program have any real meaning as far as anticipation of funding is concerned.
2. The CNO tasks the major claimants with the preparation of DD Forms 1390, 1390S, 1391, 1391C and Facility Studies as projects are selected for programming in iterations for the next budget year program.

B. PREPARATION OF PROJECT DOCUMENTS

1. Annually the major claimant will task activities with preparation of aforementioned documentation for specific projects and the activity will initiate the DD Forms 1391, 1391C and Facility Studies in accordance with NAVFACINST 11010.32 series. Technical advice and assistance in the preparation of these forms may be obtained from the EFD on request. The data entered on the forms should be capable of withstanding the many critical reviews of the MILCON program within the Navy, OSD, Office of Management and Budget, and the Congress. The detailed justification will include any mandatory statements required by NAVFACINST 11010.32, e.g., flood control, air/water pollution, economic analysis, environmental impact and project siting.

2. For proposed projects already included in the MILCON RL:

- a. The activity need not submit new DD Form 1391 and Facility Study documentation if that previously submitted for a program year is still current. However, the current submittal should be referenced to ensure that the appropriate documentation is used for programming purposes.

- b. The activity should submit a DD Form 1391 with facility study including Economic Analysis and Environmental Impact Statement, as applicable, for each project not previously submitted and supported by the major claimant for the current program year. The original with copies should be sent via the EFD and chain of command to NAVFACENG-COMHQ. Copies should also be sent to any designated offices having technical oversight for a particular project (e.g., Naval Supply Systems Command Code 03210 for

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warehouse projects and Navy Food Service Systems Office for dining facilities).

- c. The EFD will validate the project documents, endorse the original and forward with copies via the submitting activity's chain of command.
- d. The chain of command will review/comment on the project documents and forward the original with copies to the major claimant.
- e. The major claimant will review and forward the original project documents to NAVFACENGCOM HQ.

3. In some instances, because of operational necessity, a proposed project must be submitted for inclusion late in the cycle of developing an annual program, even though the project has not been included in the MILCON RL. Such projects should be submitted in the same manner as in 2 above except that an 11000/4, with any necessary revisions to the FPD required to support the new project(s), will be included as part of the package. Although these documents normally are processed separately by the EFD, the validation process will be expedited by review of a complete project package.

4. Signatures on Project Documents

- a. Activity commanding officer/officer-in-charge: Each DD Form 1391 submitted for consideration shall include in the left margin of the form the activity commanding officer/officer-in-charge certification and signature as follows:

"Project scope and description certified adequate to meet mission/functions."

- b. Commander/Commanding Officer of the EFD or his designated representative:

As indicated in NAVFACINST 11010.32 series, cost estimates included on the 1391 are to reflect the anticipated contract costs at date of award. The EFD shall include in the left margin of the form the EFD signature with certification and Anticipated Date of Contract Award (ADCA) as follows:

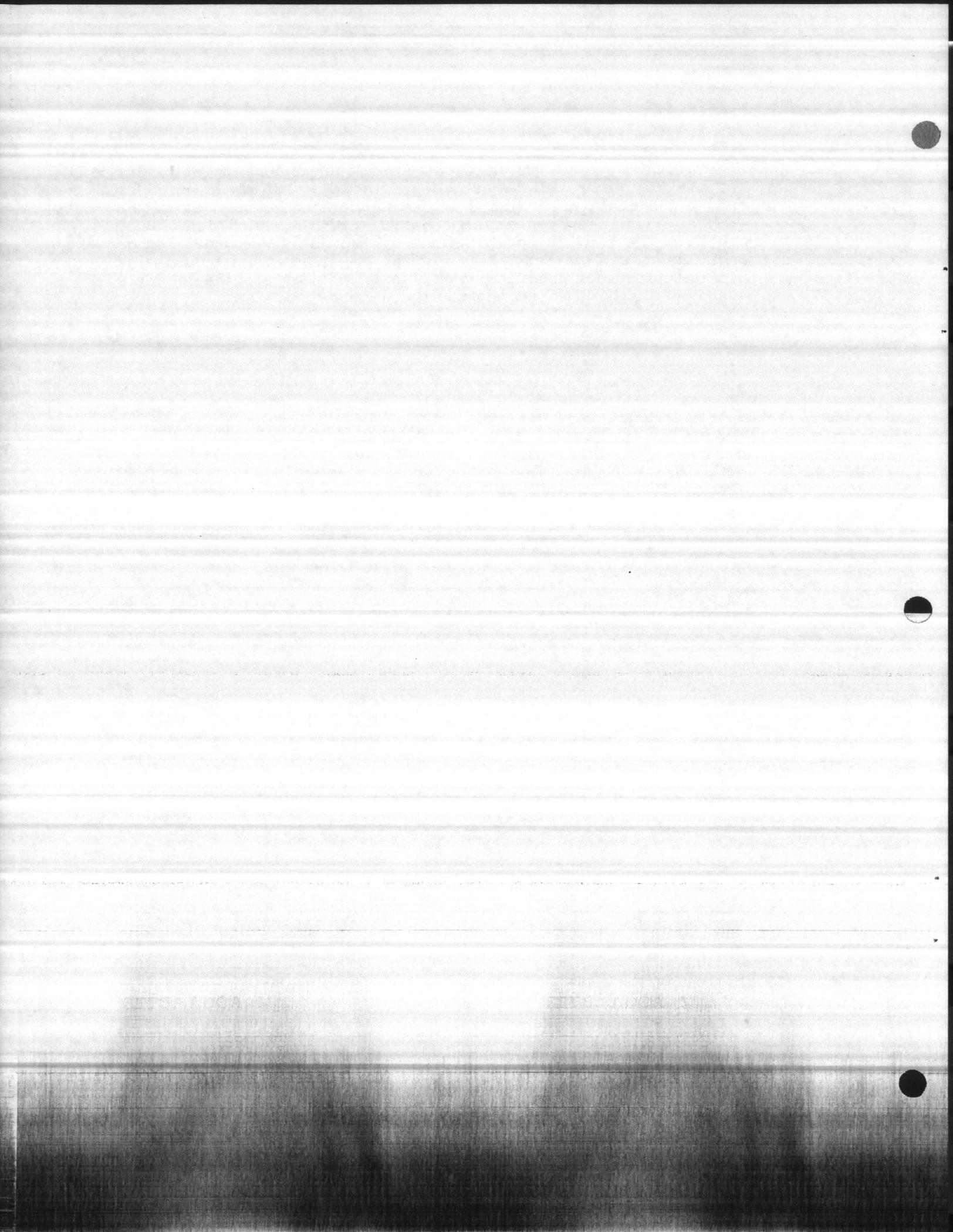
"Cost estimates and facility data certified as to technical adequacy and conformance to SFPS. ADCA (Mo. Yr.)"

C. SUBMISSIONS

- 1. Annual guidance will be provided by CNO for the submission

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of MILCON programming documents. Submission schedules for these documents will be established to allow sufficient time for EFD and chain of command reviews prior to the meeting of the Shore Facilities Programming Board (SFPB), which is usually held in the fall, in preparation of initiating design. Major claimants will task activities with the preparation and submission of documents for specific projects in accordance with the schedule provided in the CNO guidance letter.



APPENDIX A

DEFINITIONS

For the purpose of this instruction, the following definitions are applicable:

ACTIONS (FPD Planning)

Descriptive planning terms used in the Planning Analysis section of the Facility Planning Document, which when implemented, will result in the following:

1. Reduce the facility deficiency by acquisition of facilities (i.e., conversions from other category codes, leases, or new construction).
2. Reduce the facility surplus by dispositions of facilities (i.e., leases, conversions to other category codes, reassignments, and demolitions).
3. Provide for the optimum utilization of existing facility assets to support the mission-derived Basic Facility Requirements prior to considering new construction as an alternative.
4. Provide a reference file to extract Facility Planning Action Reports from an activity's Facilities Requirements Plan to depict excesses, planned construction, etc.
5. Provide documented support for subsequent project submissions and excessing actions as necessary to implement the Facilities Requirements Plan.

ADDITION

Addition, expansion, and extension each constitute a physical increase to a real property facility that adds to the overall external dimensions of the facility. As a general rule, if the dimensions used to record the facility in inventory are increased, then an addition has occurred.

ADEQUATE

An "ADEQUATE" facility is fully capable of supporting its current use without modifications or repairs which require approval and funding beyond the authority of the activity's commanding officer.

APPENDIX A (cont'd)

ALTERATION

An alteration is the work required to adjust interior arrangements, on-base location, or other physical characteristics of an existing real property facility so that it may be more effectively adapted to or utilized for its designated purpose.

ALTERNATE HOST

When a host activity (host A) or a tenant of that host requires facilities that are on the plant account of another host (host B), host A or its tenant is said to have facility requirements at an "alternate host" (host B) location.

BASIC FACILITY REQUIREMENTS

The Basic Facility Requirements for a shore activity is the title used for the aggregate facility requirements, listed by category code and quantity, which are necessary to perform its mission.

CATHODE RAY TUBE (CRT)

The data base terminal, consisting of a keyboard and screen to change and view data base elements of the Shore Facilities Planning System.

COMMUNITY ASSET

A non-government-owned facility available to the military such as private housing and other personnel support facilities in the 730-750 series category codes in the civilian community.

CONSTRUCTION

Construction is the erection, installation, or assembly of a new facility; the addition, expansion, extension, alteration, conversion or replacement of an existing facility; or the relocation of a facility from one installation to another. Construction includes equipment installed in and made a part of such facilities, and related site preparation, excavation, filling and landscaping, or other land improvements.

CONVERSION

A conversion is a revision of a real property facility that changes the functional purpose for which the facility was originally designed or used. A conversion results in a change to the basic real property facilities three digit category code

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APPENDIX A (cont'd)

CONVERSION (continued)

currently assigned to the facility. Two elements are necessary for conversion: (a) a major structural revision and (b) change in functional purpose.

DETACHMENT

A physically distinct but functionally related and administratively dependent extension of an established shore (field) activity, bureau or command; normally categorized as a detachment, branch, annex or other similar title.

EXIGENT MINOR MILCON (EMM)

Exigent Minor MILCON supports projects costing more than \$100,000 and no more than \$500,000 which demand remedy sooner than would be possible if normal MILCON procedures were followed. EMM provides the same basic coverage as the former Urgent Minor Construction program.

FACILITY

A separate, individual building, structure, utility 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".)

FACILITY DEFICIENCY

The quantitative difference in terms of some unit measure between a stated requirement for a facility and the adequate assets available for the satisfaction of that requirement. A facility deficiency may be satisfied in various ways by lease or purchase, by reassignment of otherwise surplus assets, by adaption of existing assets, by new construction, etc.

FACILITY REQUIREMENTS PLAN

The complete Shore Facilities Planning System package for a shore activity, comprising the Activity General Information, a Facilities Requirements Plan Summary, and the individual Facility Planning Documents for each facility category at the activity.

FACILITY PLANNING DOCUMENT (FPD)

The complete record of planning information for a single facility

APPENDIX A (Cont'd)

FACILITY PLANNING DOCUMENT (FPD) (Continued)

category (identified by five digit code) including requirements and assets information, deficient and surplus quantities for the category, buildings included in the category, proposed planning actions to satisfy deficiencies and eliminate surpluses, and notes providing further descriptive information concerning the category code and the proposed planning actions.

GSA SPACE/LEASE

Facilities provided by GSA space allotments or leases. GSA provided space is excluded from Navy Facilities Assets Data Base (NFADB) reporting. Other space, used by a naval activity, under a lease arrangement is reported in the NFADB.

HOST ACTIVITY

For the purpose of the SFPS, an activity that holds Property Records and so has Navy Facilities Assets Data Base accountability for facilities regardless of occupancy. Under this definition a host activity does not necessarily have tenants. Some host activities are not required to prepare Basic Facility Requirements (H/T Code = 2). A host can be a tenant at another host activity. (See ALTERNATE HOST ACTIVITY)

HOST/TENANT CODE

The host/tenant code is an indicator that ties the tenant and supported unit Unit Identification Code (UIC) to its respective host and/or parent and identifies the support relationship.

INADEQUATE

Inadequate describes a facility that cannot be made adequate for its present use through "economically justifiable means". An inadequate facility could, however, be adequate or substandard for a use other than its assigned category code.

INSTALLATION

The aggregate of real property facilities assigned to a shore activity.

INVESTMENT CATEGORY

Static description of like facilities (by five-digit Navy category code) which are utilized functionally to support specific investment requirements.

APPENDIX A (Cont'd)

MAJOR CLAIMANT

Those commands, bureaus and offices designated by the CNO, as claimants responsible for the presentation and formulation of MILCON programs for the shore (field activities under their command) to the OPNAV Resource Sponsors.

MILITARY INSTALLATION PLANNING

A comprehensive document developed for Navy/Marine Corps activities to establish land use and provide direction in the utilization of existing facilities to support mission needs and, when required, to provide for the modification of existing assets or the acquisition of additional land or facilities.

MISSION-ORIENTED FACILITY

A facility designed to perform a specific task or function or to produce a product directly related to the primary mission of an activity or unit, such as an aircraft maintenance hangar at a naval air station.

MULTIPLE USE BUILDING

A building which supports more than one function and is reportable under multiple category codes.

NAVAL ACTIVITY

A unit of the Department of the Navy, of distinct identity, established under an officer in command or in charge.

NAVAL SHORE ACTIVITY

A naval activity on shore, established by the Secretary of the Navy, or in certain cases, by the Chief of Naval Operations. Includes organizational adjuncts established and located at special areas by a naval activity to carry out assigned missions.

PARENT ACTIVITY

A shore activity which has administrative and/or operational control of detached sub-organizational units or detachments.

PARENT COMMAND

A parent command has operational, planning and programming responsibility for its field units regardless of geographic location.

APPENDIX A (cont'd)

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, etc. A project will consist of only those elements necessary to produce a functional entity. It usually has a clearly dominant feature (the principle 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.

REHABILITATION

The action performed in restoring a facility to normal design standards.

RENOVATION

The action performed in upgrading an existing substandard facility to a functionally adequate useable facility.

REPAIR

Repair is the restoration of a facility to such condition that it may be effectively utilized for its designated purposes by overhaul, reprocessing, or replacement of constituent parts or materials that have deteriorated by action of the elements or usage and have not been corrected through maintenance.

REPLACEMENT

A replacement is a complete reconstruction of a facility destroyed or damaged beyond the point at which it may be economically repaired. A construction project for complete replacement should include the cost of demolition of the replaced facility, and such costs are part of the construction costs.

SHORE ACTIVITY PLANNING

That planning which encompasses the determination of mission, tasks, functions and workload to be accomplished by a naval shore (field) activity and provides for the coordination of information from all echelons of command, area coordinator and technical support.

APPENDIX A (cont'd)

SHORE FACILITY PLANNING

The determination of the facility requirements for individual shore activities of the Navy establishment, the evaluation of the adequacy of existing real property to satisfy these requirements, the determination of facility deficiencies or excesses, the provision for maximum utilization of existing facilities, the translation of deficiencies into requirements for construction, and the initiation of disposal action of excess properties.

SPECIAL AREA

A geographic area, under the cognizance of a host activity, which is specially identified due to its non-contiguous location. Specific justification must be provided for the designation of special areas, or the retention of that designation, for any area that is not located at a significant distance from the boundary of the reporting activity.

SUBSTANDARD (Condition)

Substandard describes a facility with deficiencies that require approval and funding beyond the authority of the activity commanding officer for modifications or repairs to make the facility adequate for its function.

SUPPORTED ACTIVITY/UNIT

For the purpose of the SFPS, an activity or unit that does not prepare a Facilities Requirements Plan, occupies facilities accounted for in the NFADB by another activity (host) and has its facility requirements reflected in the Facilities Requirements Plan of the host activity.

SURPLUS

Adequate, substandard and inadequate assets of a facility category that exceed the category requirement.

TENANT ACTIVITY

For the purpose of the SFPS, an activity that has a Facilities Requirements Plan but occupies facilities accounted for in the NFADB by another activity (host). A tenant may have hosts other than his designated host.

APPENDIX A (Cont'd)

YEAR, APPROPRIATION

The fiscal year for which funds are provided by Congress for the execution of MILCON projects.

YEAR, AUTHORIZATION

The fiscal year for which proposed MILCON projects are authorized by Congress.

YEAR, BUDGET

The fiscal year of the MILCON program under review by Congress.

YEAR, ESTIMATE

The fiscal year for which cost estimates are developed. Example: A cost estimate developed in February 1979 for Program Year 1980 would be identified as Estimate Year 1980.

YEAR, PROGRAM

(General) The fiscal year to which a MILCON project is assigned in the MILCON RL for proposed funding as a result of priority determinations. (Specific) The fiscal year immediately following the budget year.

APPENDIX B

ACRONYMS

AC	Area Coordinator
ADCA	Anticipated Date of Contract Award
ADP	Automatic Data Processing
AICUZ	Air Installations Compatible Use Zones
AIS	Annual Inspection Survey
APPN	Appropriation
ARP	Activity Record Printout
CATCD	Category Code
CC	Construction Code
CCD	Category Code Directory
CCN	Category Code Number
CMC	Commandant of the Marine Corps
CNO	Chief Of Naval Operations
CRT	Cathode Ray Tube Computer Terminal
DE	Data Element
DOD	Department of Defense
DR	Disposal Record
EAF	Environmental Adjustment Factors
E/COST FY	Estimated Cost and Fiscal Year
EE	Engineering Evaluation
EFD	Engineering Field Division
EIA	Environmental Impact Assessment
FACSO	Facilities Systems Office
FDR	Force Distribution Report

APPENDIX B (cont'd)

FPD	Facility Planning Document
FY	Fiscal Year
FYDP	Five Year Defense Program
GSA	General Services Administration
H/T Code	Host/Tenant Code
IC	Investment Category
MAGIC	Master Activity General Information and Control
MARTD	Marine Corps Air Reserve Training Detachment
MCIF	Marine Corps Industrial Fund
MCNR	Military Construction, Naval Reserve
MC PRI	Major Claimant Priority
MILCON	Military Construction
MILCON RL	Military Construction Requirements List
NAF	Non-Appropriated Fund
NARF	Naval Air Rework Facility
NARU	Naval Air Reserve Unit
NAVCOMPT	Comptroller of the Navy
NAVFACENGCOM	Naval Facilities Engineering Command
NFADB	Navy Facility Assets Data Base
NIF	Navy Industrial Fund
NAVRESSO	Navy Resale and Services Support Office
NAVSUP	Naval Supply Systems Command
OMB	Office of Management and Budget
O&M	Operations and Maintenance (funds)

APPENDIX B (cont'd)

O&MN	Operations and Maintenance, Navy
OR	Outgrant Record
OSD	Office of Secretary of Defense
P/COST	Anticipated Cost in the Program Year
"P" No.	Project number assigned by activity
PI	Primary Investment Category
POM	Program Objective Memorandum
PR	Property Record
PRV	Project Rating Value
PS %	Percentage of Plans and Specifications
PY	Program Year
RDT&E	Research, Development, Test and Evaluation
RJE	Remote Job Entry
SA	Special Area
SCF	Supplementary Category Flag
SFPB	Shore Facilities Programming Board
SFPS	Shore Facilities Planning System
SNDL	Standard Navy Distribution List
SMC	Sub-Major Claimant
U/M	Unit of Measure
UCD	Usable Completion Date
UDF	Unvalidated Deficiency Flag
UIC	Unit Identification Code
UPHS	Unaccompanied Personnel Housing Survey

APPENDIX B (Cont'd)

%W

Requirement Satisfied With Project

%WO

Requirement Satisfied Without Project

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APPENDIX C

SHORE FACILITY PLANNING SYSTEM --- HOST/TENANT CODES

<u>ACTIVITY TYPE</u>	<u>H/T CODE</u>	<u>PLANT ACCOUNT</u>	<u>FPD DISPLAY</u>	<u>USER UIC</u>
HOST	0	Holds Class 1 and/or Class 2 plant account	Identified by UIC on own FPD	Required. Must show as user of facilities
TENANT	1	Holds no plant account	Identified by UIC on own FPD	Required. Must show as user of facilities
HOST	2	Holds Class 1 and/or Class 2 plant account	No SFPS documents required	Required. Must show as user of facilities
SUPPORTED UNIT	3	Holds no plant account	Identified by UIC on host FPD	Required. Must show as user of facilities
SUPPORTED UNIT	4	Holds no plant account	Not Identified by UIC, included on host or parent FPD	For a supported unit, either the host or supported unit UIC may appear as user.

APPENDIX C (Cont'd)

A "Host/Tenant Code" is a code used in the Shore Facilities Planning System (SFPS) to indicate whether an activity, detachment, or unit is a host (i.e., a real property reporting activity) or a tenant (i.e., a user of real property held by others). The code is further used to indicate responsibility for reporting facility requirements on the Facility Planning Documents (FPD's) of the SFPS. Additionally, the code indicates how facility requirements are reported for those activities, detachments and units that are supported by a host activity.

HOST ACTIVITIES

An activity can have only one host/tenant (H/T) code and one host activity listed in the MAGIC file. If the activity reports only Class 1 and/or Class 2 property, it is a host activity. The distinction between H/T codes "0" and "2" is based on guidance given in Section IV (Basic Facility Requirements), describing those activities which are and are not required to prepare FPD's (most host activities are required to prepare FPD's). All host activities have their own Unit Identification Code (UIC).

Navy Industrial Plants and non-Navy hosts are examples of activities which should be listed as host/tenant code "2". "Dummy" UIC's have been set-up for some non-Navy hosts to facilitate their use in the MAGIC file:

<u>AGENCY</u>	<u>DUMMY UIC</u>
General Services Administration	HGSA
U. S. Army	ARMY
U. S. Air Force	JUSAF

NON-HOST ACTIVITIES

Definitions of tenants and supported units are given in Section IV, Basic Facility Requirements. The choice between a H/T code "3" and "4" is generally left to how the EFD chooses to display them in the FPD. The exception is in the case of a tenant detachment branch or unit which is a component of a parent shore activity and will be incorporated into its parent's rather than the host's FPD. Examples of detachments or branches which should be shown as H/T code 4 are:

Branch Commissary Store
Medical Clinics
Dental Clinics

The H/T code should be left blank for UIC's which fall into certain categories:

- * Activities of a shore activity which are not used to report facilities (e.g., a separate

APPENDIX C (Cont'd)

UIC for students, midshipmen, etc).

* UIC's for other than shore activities

ALTERNATE HOST SITUATIONS

When a host activity (host A) or a tenant of that host requires facilities that are on the plant account of another host (host B), host A or its tenant is said to have facility requirements at an "alternate host" location. Examples:

Alternate host for a host activity

The headquarters of the Naval Space Surveillance System is located at the Naval Surface Weapons Center (NSWC), Dahlgren, VA. The Space Surveillance System does, however, report Class 1 and Class 2 property at various locations. The Space Surveillance System is, therefore, a host at these locations, and should have a H/T code "0", and NSWC Dahlgren acts as an alternate host activity.

Alternate hosts for a tenant activity

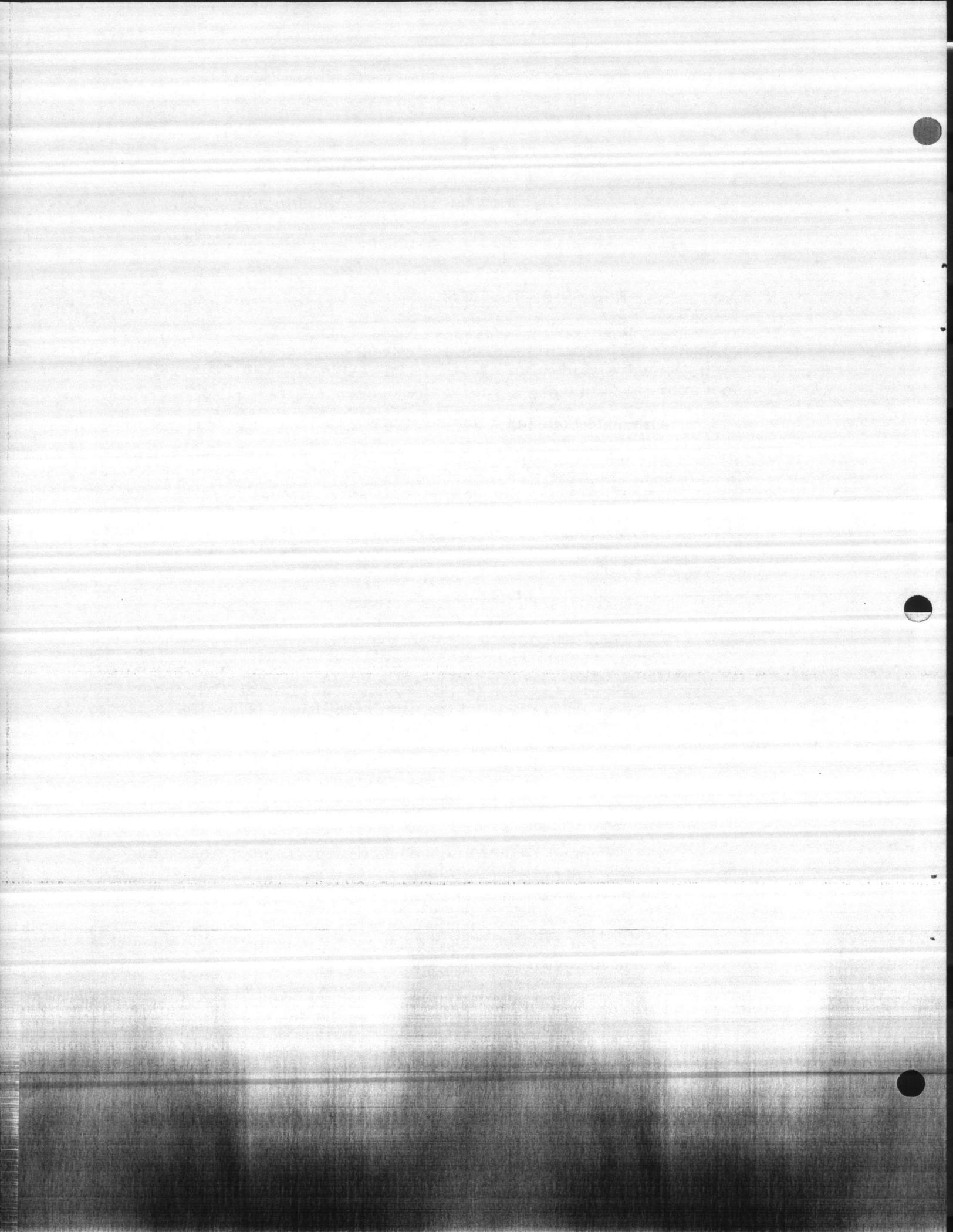
The Naval Regional Dental Center, Long Beach has branch clinics at NAS Point Mugu, CBC Port Hueneme, and WPNCEN China Lake. Requirements are entered for the Regional Dental Center at the clinic locations. The Dental Centers's UIC is shown as the user of the clinic facilities. (The clinics should all be listed as H/T code "4".)

The Naval Regional Dental Center has a H/T code "1", and its host is listed as Naval Support Activity, Long Beach.

Alternate hosts for supported units

When a supported unit uses facilities at more than one host activity the activity at which it has the largest number of personnel should be listed as its host activity. The activity is treated as a supported unit of each host activity at which it is located, that is, its requirements are included with the requirements of the host activity at which that portion of the supported unit is located.

Few activities listed as H/T code "3" or "4" actually use facilities at more than one host. One of these is the dummy UIC NMCRES which is used to designate that portion of any Navy/Marine Corps Reserve Center which is designated for use by the Marine Corps.



APPENDIX D
Shore Activities Under the Command of CNO Exempt
from Facilities Requirements Plan Preparation

<u>SNDL</u>	<u>ACTIVITY TYPE</u>	<u>NO.</u>	<u>ACTIVITY NAME</u>
FA1	4495	1	Atlantic Command Operations Support Facility
FA2	3149	1	Fleet Intelligence Center EUR and LANT
FA3	3158	1	Fleet Post Office LANT
FA22	4478	1	Oceanographic System LANT
FA27	1765	1	Aviation Weapons Facility
FA32	2522	5	Construction Battalion Unit CINCLANTFLT
FA35	3125	1	Fleet Accounting and Disbursing Center LANT
FB1	3145	1	Fleet Intelligence Center PAC
FB38	4479	1	Oceanographic System PAC
FB41	2525	5	Construction Battalion Unit CINCPACFLT
FB47	3126	1	Fleet Accounting and Disbursing Center PAC
FC3	1087	1	Naval Activities Spain
FD1	4480	1	Oceanographer of the Navy
FE1	5772	1	Security Group Headquarters
FE3	2650	1	Courier Service HQ
FE4	5771	2	Security Group Activities (San Vito, Fort George Meade)
FF8	3586	3	Inspection and Survey Board
FF13	3952	1	Liaison Group (Fort Ritchie)
FF18	6216	1	Tactical Doctrine Activity
FF20	3426	1	Historical Center

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APPENDIX D (cont'd)

<u>SNDL</u>	<u>ACTIVITY TYPE</u>	<u>NO.</u>	<u>ACTIVITY NAME</u>
FF29	3770	1	Joint Tactical Air Control Sys/Tactical Air Defense Interface Test Force
FF30	4076	2	Manpower & Material Analysis Center
FF32	3106	2	Field Support Activity
FF45	3702	1	Navy Internal Relations Activity
FF50	1890	1	Navy Broadcasting Service
FG1	6230	1	Telecommunications Command HQ
FG3	2480	5	Communications Unit
FG9	5295	1	HQ Navy/Marine Corps MARS Radio Station
FG10	1684	1	Autodin Switching Center
FJ4	3080	1	Family Allowance Activity
FJ6	5465	6	Recruiting Area
FJ17	5470	43	Recruiting District
FJ18	4725	1	Personnel Program
FJ60	4327	1	Motion Picture Service
FJ62	5920	1	Special Services Administrative Activity
FJ86	5475	1	Recruiting Exhibit Center
FJ87	2965	1	Enlisted Personnel Management Center
FKA1	----	5	Systems Command Headquarters
FKA4	1565	1	ASW Systems Project Office
FKA8A	1680	1	Astronautics Group
FKM7	5525	2	Resale Systems Office
FKM12	4740	1	Petroleum Office
FKM14	3180	1	Food Service Systems Office

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APPENDIX D (cont'd)

<u>SNDL</u>	<u>ACTIVITY TYPE</u>	<u>NO.</u>	<u>ACTIVITY NAME</u>
FKM20	3705	1	International Logistics Control Office
FKM21	2120	1	Clothing and Textile Research Unit
FKM25	5505	1	Regional Plant Equipment Office
FKM26	2725	1	Defense Printing Service
FKM28	3115	1	Regional Finance Office
FKN3	2547	6	Construction Officer in Charge (Including Trident)
FKN7	4462	1	Nuclear Power Unit
FKN8	6210	1	Support Unit State Department
FKN10	6206	1	Support Facility NAVFACENCOMHQ
FKP3A	4806	6	Plant Representative Office
FKP6C	5760	1	Sea Sparrow Project Support Office
FKP6D	2836	1	Experimental Diving Unit
FKP8	6152	16	Supervisor of Shipbuilding/Conv/Repair (except those located at Navy activities) (R)
FKP9	5858	1	Shipbuilding Liaison Officer
FKP10	5866	1	Ship System Command Management Office
FKQ5	5905	1	Space System Activity
FKR1C	8200	2	Marine Aviation Detachment NAVAIRSYSCOM
FKR2A	4805	7	Plant Representative Office
FL3	2755	1	DOD Computer Institute
FO2	3885	18	Legal Service Office

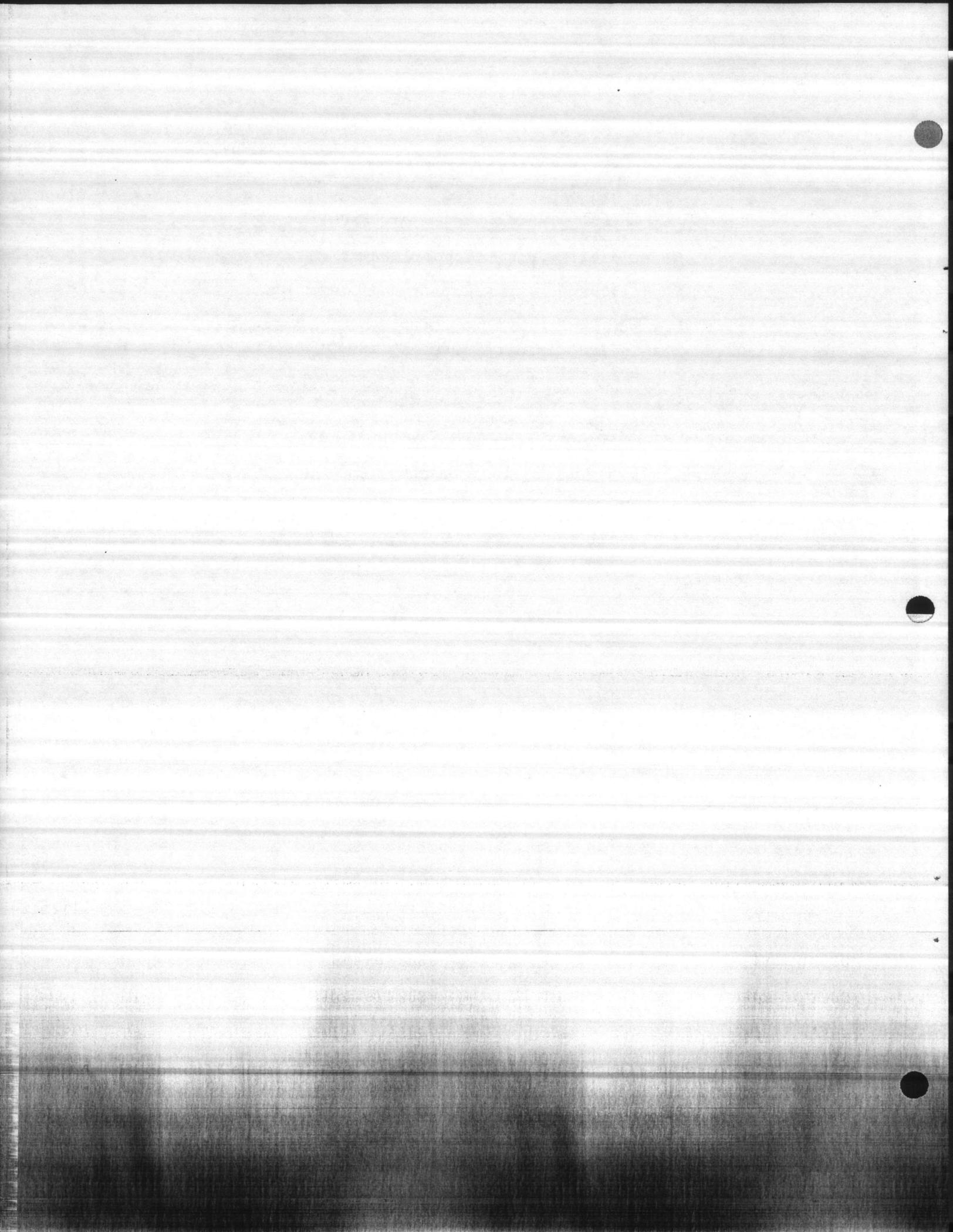
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APPENDIX D (cont'd)

<u>SNDL</u>	<u>ACTIVITY TYPE</u>	<u>NO.</u>	<u>ACTIVITY NAME</u>
FR1	5590	1	Chief of Naval Reserve
FS1	3670	1	Intelligence Command Headquarters
FS3	3700	1	Intelligence Support Center
FS4	3698	1	Intelligence Processing System Support Activity
FS5	3104	1	Field Operational Intelligence Office
FS6	3710	1	Investigative Service Headquarters
FT1	6350	1	Chief of Naval Education and Training
FT2	1469	1	Chief of Naval Air Training
FT5	6220	1	Chief of Naval Technical Training
FT9	1705	1	Naval Aviation Museum
FT10	7195	1	Naval Aviation Schools Command
FT13	1467	2	Air Technical Training Command
FT15	6576	1	Naval Unit CNET
FT16	8210	4	Marine Aviation Training Support Group
FT18	2520	4	Construction Battalion Unit CNET
FT19	1095	4	Administrative Commands and Units (except Norfolk and Idaho Falls)
FT27	4460	3	Nuclear Power Training Unit
FT29	5487	3	Recruit Training Command
FT30	5821	3	Service School Command
FT33	6440	1	Transient Personnel Unit
FT67	2730	1	Defense Resources Management Education Center

APPENDIX D (cont'd)

<u>SNDL</u>	<u>ACTIVITY TYPE</u>	<u>NO.</u>	<u>ACTIVITY NAME</u>
FT71	7345	3	School Honor Naval
FT72	7550	4	Department of Naval Science
FT74	7765	58	School Reserve Officers Training Corps
FT84	2710	1	Defense Activity for Non-Traditional Education Support
FT89	1485	1	Air Training Unit
FU1	1093	1	Administrative Unit
----	5900	1	Space Projects Activity



APPENDIX E

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DEFICIENCY CODES

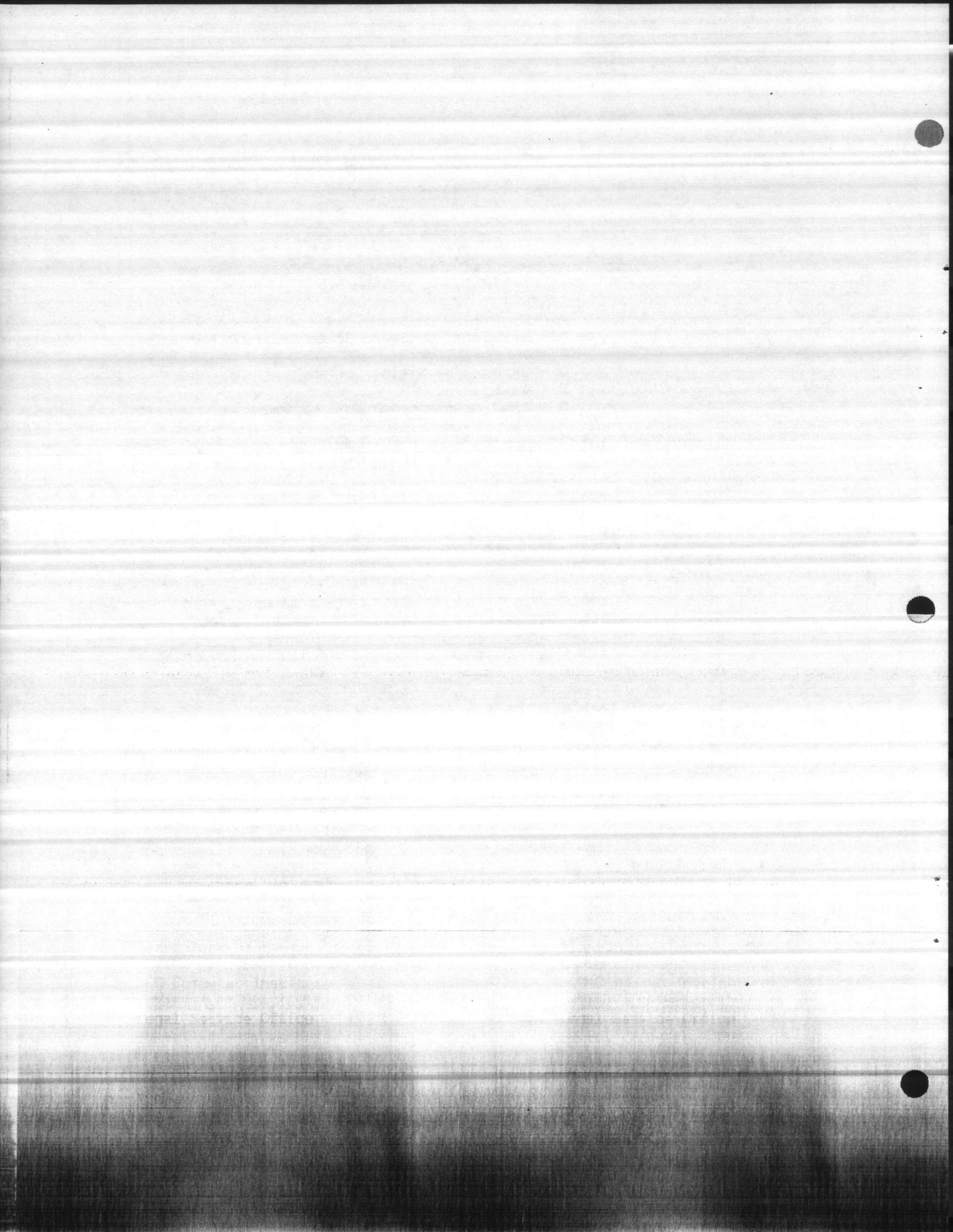
(R)

First Character - Deficient Status or Condition Types
(Deficient because of)

- A - Physical Condition
- B - Functional or Space Criteria
- C - Design Criteria
- D - Location or Siting Criteria
- E - Nonexistent
- F - Total Obsolescence or Deterioration

Second and Third Characters - Facility Components or Related Items
(Area of deficiency)

01	Heating System	31	Fencing
02	Ventilation/Exhaust	32	Drainage
03	Environmental Control Systems (Air Conditioning, etc.)	33	Landscaping
04	Plumbing/Piping/Fixtures	34	Stabilization
05	Fire Deterrent Systems	35	Paved Surfacing
06	Fuel Systems/Piping	36	Explosive Quantity Distance
07	Refrigeration System	37	Airfield Safety Clearance
08	Elevators/Escalators/Dumbwaiters/ Materials Handling Systems	38	Pollution Abatement
09	Sewerage, etc.	39	Excessive Noise
10	Lighting/Fixtures	40	OSHA Deficiency
11	Power Capacity	41	Toilets
12	Wiring/Feeders	42	Fender Systems
13	Alarm Systems	43	Rails/Tracks
14	Communications	44	Cold Iron
20	Foundation	45	Seismic Design
21	Slab/Floor Decking	46	Security Systems
22	Columns	47	Energy Monitoring/ Control System
23	Walls	48	Compressed Air System
24	Roof/Ceiling/Trusses	49	Potable Water System
25	Piling	50	Gas System
26	Building Interior/ Configuration	51	Hydraulic System
27	Roof	52	Steam System
28	Soundproofing	53	Vacuum System
29	Waterproofing		
30	Building or Structure (Total)		



APPENDIX F

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MAJOR/SUB-MAJOR CLAIMANT CODES

Major Claimant Code	Sub-Major Claimant Code	NAME	ABBREVIATION	
A		<u>Department of the Navy Staff Offices</u>	NAVSTAFO	
A	A1	Judge Advocate General	JAG	
A	A2	Deputy Comptroller of the Navy	NAVCOMPT	
A	A3	Chief of Naval Research	ONR	
A	A4	General Counsel	GENCOUNS	
A	A5	Naval Civilian Personnel Command	NCPC	
A	A6	Chief of Information	CHINFO	
A	A7	Director of Naval Petroleum and Oil Shale Reserves	NAVPETRES	
A	A9	Other Navy Staff Offices	OTH/STAFF	
B		<u>Chief of Naval Reserve</u>	CHNAVRES	
B	B9	Other Reserve	OTH/RES	
D		<u>Chief of Naval Operations</u>	CNO	
	DC	Commander, Naval Base, Philadelphia	COMNAVBASE, Philadelphia	(R)
	DD	Commander, Naval Base, Norfolk	COMNAVBASE, Norfolk	(R)
	DE	Commander, Naval Base, Charleston	COMNAVBASE Charleston	(R)
	DF	Chief of Naval Reserve	CHNAVRES	
	DI	Commander, Naval Base, San Diego	COMNAVBASE San Diego	(R)
	DK	Commander, Naval Base, Seattle	COMNAVBASE Seattle	(R)
	DN	Commandant Naval District Washington	COMNDW	
	DP	Superintendent Naval Academy	NAVACAD	
	DO	Board of Inspection and Survey	INSURV	
	D1	Naval Observatory	NAVOBSY	
	D9	Other CNO and Special	OTH/CNO	

APPENDIX F (cont'd)

Major Claimant Code	Sub-Major Claimant Code	NAME	ABBREVIATION
E		<u>Commander in Chief Atlantic Fleet</u>	LANTFLT
	E0	Commander Naval Air Force, Atlantic	AIRLANT
	E1	Commander Second Fleet	SECNDFLT
	E2	Commander Eastern Atlantic	EASTLANT
	E4	Commander Surface Force Atlantic	SURFLANT
	E5	Commander Naval Base Charleston	NBCHSN
	E6	Commander Submarine Force Atlantic	SUBLANT
	E7	Commander Naval Base Norfolk	NBNORVA
	E9	Other CINCLANTFLT	OTH/LANT
F		<u>Commander in Chief Pacific Fleet</u>	PACFLT
	F0	Commander Naval Air Force, Pacific	AIRPAC
	F1	Commander Third Fleet	THIRDFLT
	F4	Commander Surface Forces Pacific	SURFPAC
	F5	Commander Logistic Command Pacific	LOGPAC
	F6	Commander Submarine Force Pacific	SUBPAC
	F9	Other CINCPACFLT	OTH/PAC
G		<u>U. S. Naval Forces Europe</u>	NAVEUR
	G0	Commander Fleet Air Mediterranean	FAIRMED
	G9	Other Naval Forces Europe	OTH/EUR
H		<u>Chief of Naval Education and Training</u>	CNET
	H0	Chief of Naval Technical Training	CNTECHTRA
	H1	Chief of Naval Air Training	CNATRA
	H2	Commander Training Command Atlantic Fleet	TRALANT
	H3	Commander Training Command Pacific Fleet	TRAPAC

APPENDIX F (cont'd)

Major Claimant Code	Sub Major Claimant Code	NAME	ABBREVIATION
	H4	Chief of Naval Training Support	TRASUPP
	H5	Director Naval Education and Training	DNET
	H9	Other Naval Training	OTH/TRNG
I		<u>Bureau of Medicine and Surgery</u>	BUMED
	I9	Other Medicine and Surgery	OTH/MED
J		<u>Naval Military Personnel Command</u>	NMPC
	J9	Other Personnel	OTH/PERS
K		<u>Naval Material Command</u>	NAVMAT
	K0	Naval Air Systems Command	NAVAIR
	K2	Naval Sea Systems Command	NAVSEA
	K3	Naval Electronics Systems Command	NAVELEX
	K4	Naval Supply Systems Command	NAVSUP
	K5	Naval Facilities Engineering Command	NAVFAC
	K6	Director of Naval Laboratories	LAB/CNM
	K7	Project Managers	PM/CNM
	K8	Strategic Systems Project Office	SSPO/CNM
	K9	Other Naval Material Command	OTH/CNM
L		<u>Office of the Oceanographer</u>	OCEANAV
	L9	Other Ocean/Meteorology	OTH/OCNMET
M		<u>Naval Telecommunications Command</u>	NAVTELCOM
	M9	Other Communications	OTH/COMM
N		<u>Naval Security Group Command</u>	NAVSEC GP
	N9	Other Security	OTH/SEC
O		<u>Naval Intelligence Command</u>	NAVINTCOM
	O9	Other Intelligence	OTH/INT
R		<u>Commandant of the Marine Corps</u>	MARCORPS
	R0	Ground Forces	MC/GRD
	R1	Air Forces	MC/AIR

APPENDIX F (cont'd)

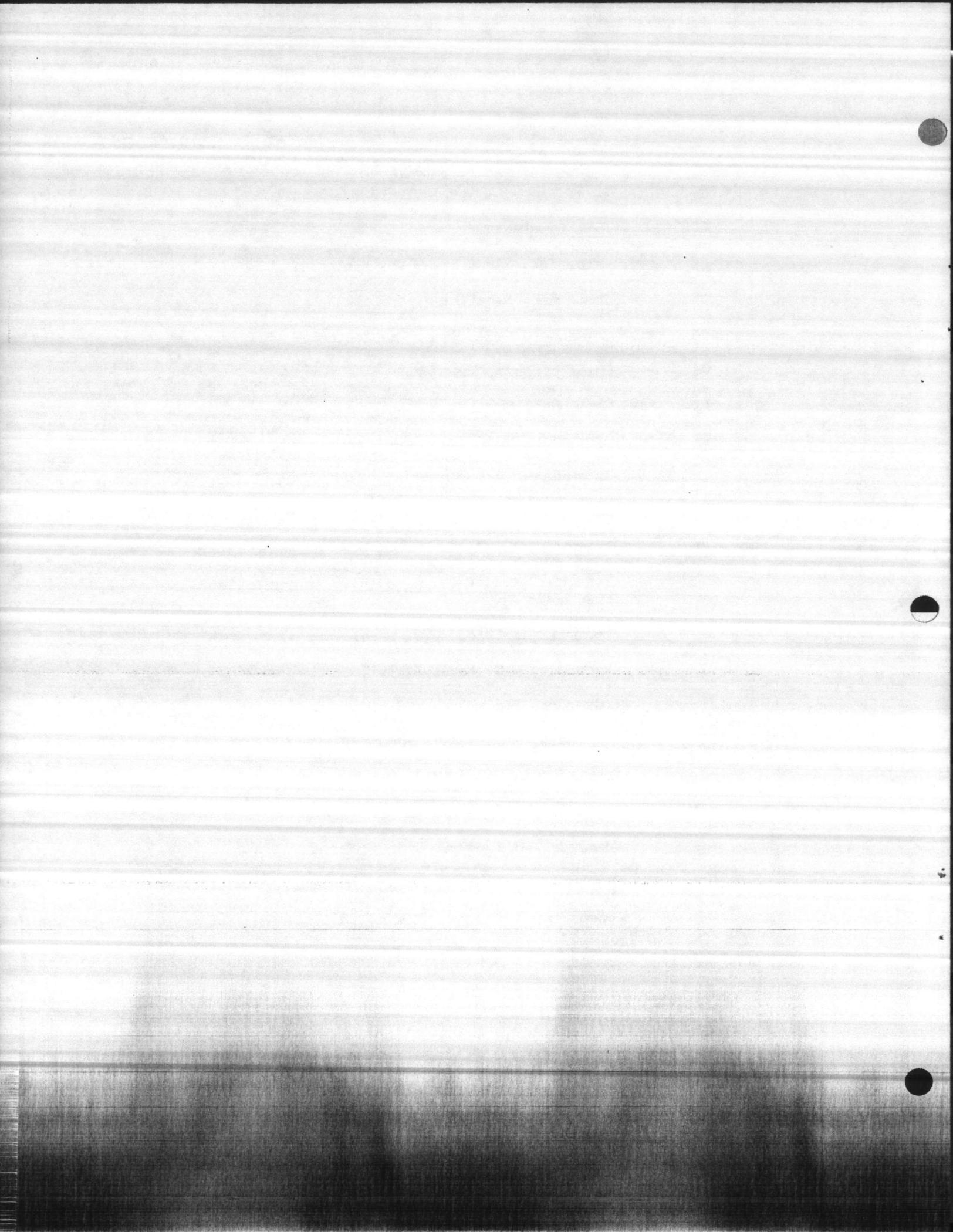
Major Claimant Code	Sub Major Claimant Code	NAME	ABBREVIATION
	R2	Reserve Forces	MC/RES
	R9	Other Marine Corps	OTH/MC
S		<u>Military Sealift Command</u>	MILSEALIFT
	S9	<u>Other Sealift</u>	OTH/SEAL
T		<u>Office of Navy Disability Evaluation and Navy Council of Personnel Boards</u>	ONDENCPB
U		<u>Director Naval Legal Service</u>	NAVLEGSV
V		<u>Naval Data Automation Command</u>	NAVDAC
	V1	<u>Navy Regional Data Automation Center, Norfolk</u>	NARDACNORF
	V2	<u>Navy Regional Data Automation Center, San Francisco</u>	NARDACSF
	V3	<u>Navy Regional Data Automation Center, San Diego</u>	NARDACSD
	V4	<u>Navy Regional Data Automation Center, Washington</u>	NARDACWASH
	V5	<u>Navy Regional Data Automation Center, Pensacola</u>	NARDACPENS
	V6	<u>Navy Regional Data Automation Center, Jacksonville</u>	NARDACJAX

APPENDIX G
AREA COORDINATOR CODES

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(R)

<u>CODE</u>	<u>AREA COORDINATOR</u>
04	Commander, Naval Base, Philadelphia
05	Commander, Naval Base, Norfolk
06	Commander, Naval Base, Charleston
08	Chief of Naval Reserve
11	Commander, Naval Base, San Diego
13	Commander, Naval Base, Seattle
21	Commandant, Naval District, Washington, D.C.
30	Commander in Chief, U.S. Atlantic Fleet
30A	Commander, Naval Air Force, U.S. Atlantic Fleet
30B	Commander, U.S. Naval Base, U.S. Atlantic Fleet, Guantanamo Bay
31	Commander in Chief, U.S. Naval Forces, Europe
31A	Commander, U.S. Naval Activities, United Kingdom
31B	Commander, Fleet Air, Mediterranean
31C	Commander, Middle East Forces
40	Commander in Chief, U.S. Pacific Fleet
40A	Commander, U.S. Naval Forces, Japan
40B	Commander, U.S. Naval Forces, Korea
40C	Commander, U.S. Naval Forces, Marianas
40D	Commander, U.S. Naval Forces, Philippines



APPENDIX H
CRITICAL USE (UCD) CODES

1. Required to assure synchronous product delivery and facility availability for procurement of a weapons system.
2. Required due to expiring lease (or other loss of real estate).
3. Required to permit vacating of facility being displaced by related projects.
4. Required to permit utilization of related projects.
5. Other.

SECURITY INFORMATION

INTCOM - INTERNATIONAL COMMUNICATIONS

RECORDS - RECORDS SECTION

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APPENDIX I

PRIMARY INVESTMENT PROGRAM CODES

<u>CODE NUMBER</u>	<u>DESCRIPTION</u>
01	PILOT TRAINING
02	SHIPYARD MODERNIZATION
03	NARF
04	POLLUTION ABATEMENT-AIR
05	POLLUTION ABATEMENT-WATER
06	NOISE ABATEMENT
07	MEDICAL/HEALTH FACILITIES
08	WEAPONS SECURITY IMPROVEMENTS
09	PUBLIC WORKS CENTER PROJECTS
10	SUPPLY CENTER MODERNIZATION
11	SAFEGUARDING INVESTMENTS (LAND ENCROACHMENT)
12	ENVIRONMENTAL CONTROL
14	COLD IRON
15	BEQ UPGRADE
16	CHAPELS
17	DEFENSE INTELLIGENCE PROGRAM
19	F-18
20	F-14
21	A-7E
22	MK-48
23	S-3A
24	688 CLASS SUBMARINE
25	AIRBORNE MCM
26	VSS HOMEPORTING
27	WHOLESALE CONSOLIDATION
28	PAY/PERS ADMIN SUPPORT SYSTEM (PASS)
29	TOMAHAWK TRAINER
30	ORD FACS MODERNIZATION
31	P3C/ASTAC
32	LAMPS
33	DEEP DIVE SYSTEM
34	PROJECT CEASAR
35	TRIDENT
37	SEAFARER
38	RDT&E FACILITIES
39	CHILD CARE CENTERS
40	NAF
41	OCEAN OPERATIONS
42	SHORE INTERMEDIATE MAINTENANCE ACTIVITIES (SIMA)
43	SURTASS
44	AE/AOE HOMEPORTING SER (SHORE ESTABLISHMENT REALIGNMENT)

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APPENDIX I (cont'd)

<u>CODE NUMBER</u>	<u>DESCRIPTION</u>
46	WEST/LANT CONSOLIDATION
47	NAVDAC
48	WWMCCS
49	FLEET NUMERICAL WEATHER
50	MCNR - LEASE EXPIRATION ITEMS
52	STRATEGIC CRUISE MISSILE
53	EAST COAST RELOCATION SITE
54	AEGIS
55	EXPLOSIVES SAFETY
56	SPECIAL TRAINING
57	CRYPTOLOGICAL
58	OSHA
59	REPAIR BY REPLACEMENT
60	DOD MEDICAL UNIVERSITY
61	SPASUR
62	POL MODERNIZATION
63	COAL CONVERSION
64	SATCOM FACS
70	ENERGY CONSERVATION
74	SHIP SUPPORT
76	GLOBAL SECURE VOICE COMMUNICATIONS
77	30-DAY FUEL STORAGE
78	ICELAND
79	GAS TO OIL CONVERSION
80	C-4 BACKFIT (FBM)
81	CONTAINERIZED AMMO
86	SWOS (SURFACE WARFARE OFFICER SCHOOL)
89	NAVACAD
90	DIEGO GARCIA
97	SPECIAL ACTIVITIES - NAVY
98	FUTURE DIRECTED PROGRAMS
99	NON-DIRECTED PROJECTS

APPENDIX J

CONSTRUCTION/MISSION CODES

Construction Codes

1. Construction; new facility

Erection, installation or assembly of new facility which will appreciably increase the total assets at an activity.

2. Modernization; Rehabilitation; Alteration

Primary purpose to accomplish major repairs or alter the physical characteristics of an existing facility, with no change in its functional purpose (category code), and no appreciable change in quantity (size). Will change the condition of the facility from SUBSTANDARD to ADEQUATE.

3. Construction; Replacement

To replace a facility which has been, or is to be destroyed, damaged or deteriorated beyond economical repair and will serve the same functional purpose (category code) with no appreciable change in quantity (size).

4. Construction; Addition

Erection, installation, or assembly which will appreciably increase the size of an existing facility.

5. Conversion

Primary purpose to accomplish major repairs or alter the physical characteristics of an existing facility which will change the functional purpose (category code) but with no appreciable change in size. Will result in an ADEQUATE facility.

6. Real Estate; Realty Rights

For the purchase or other acquisition of additional Class I real property.

APPENDIX J (cont'd)

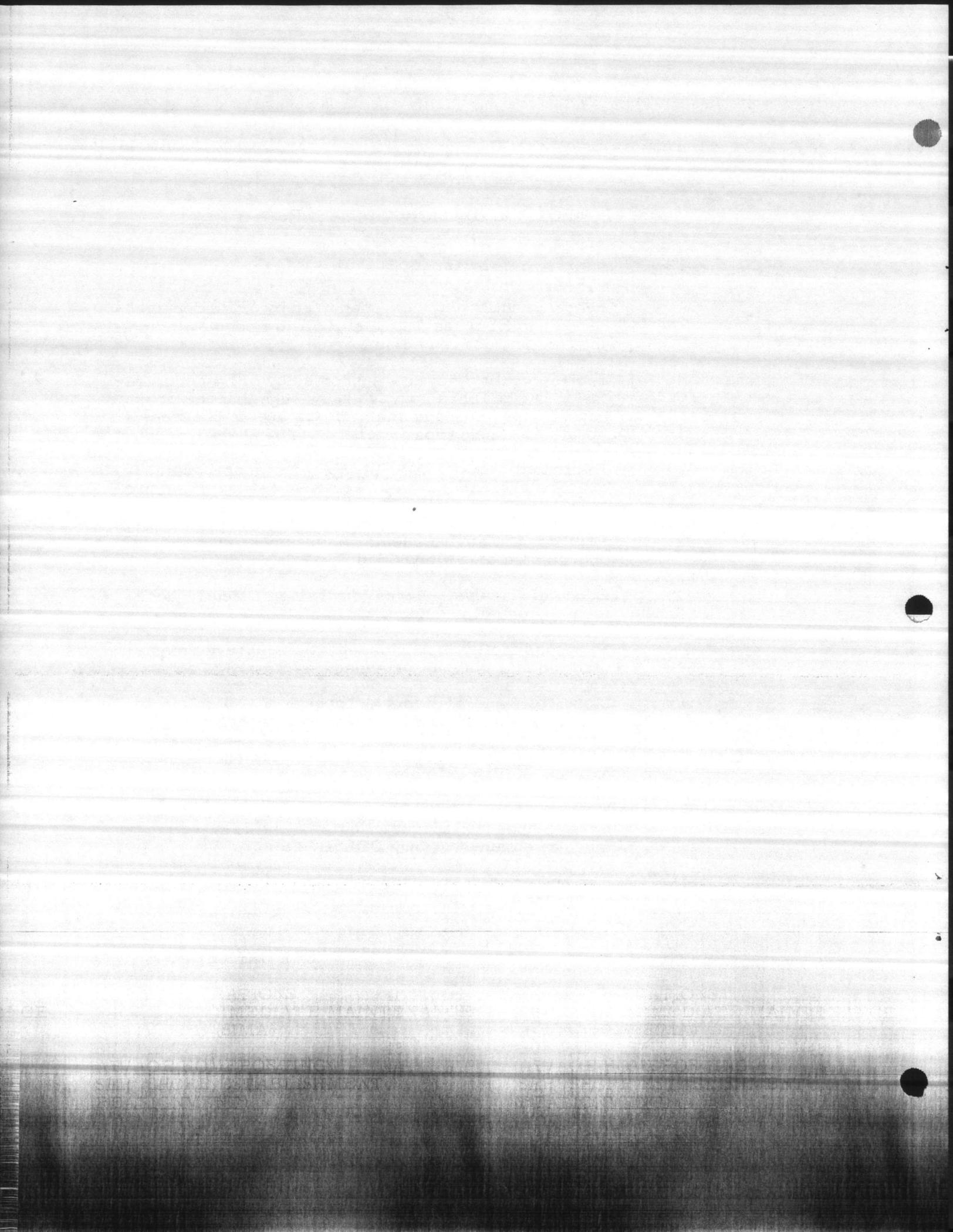
Mission Codes (Suffix to Construction Code)

- A. New or Expanded Mission - The project is in direct support of new or expanded missions that are scheduled to be activated at an installation during the budget or subsequent years. This also includes projects required in direct support of equipment changes and those projects generated by the transfer of functions and/or personnel from one installation to another because of base closures.
- B. Current Mission - The project is in direct support of missions already in place on an installation within the current year.

APPENDIX K

PROJECT VALIDATION INDICATORS

CODE	DESCRIPTION
A	Scope (quantity) not now supported by SFPS documentation and EFD has no positive knowledge to indicate that the project can be supported.
B	Scope (quantity) not now supported by SFPS documentation but EFD has positive knowledge that the project can be supported and that efforts are in progress to update documentation (Facility Planning Document).
C	Estimated cost unreasonable for scope, category code, and estimated year, or cost estimate not provided.
D	Preliminary Environmental Assessment insufficiently documented or not provided.
E	Economic analysis unrealistic, insufficiently documented, or not provided.
F	Proposed facility not included on an approved master plan or site plan not provided.
H	More than one of items A through F. Explain by note or by forwarding letter/endorsement.
M	One of multiple projects for improvement to same existing facility. Project is valid.
W	Project requires waiver of criteria. Project justification appears adequate but exception to criteria must be obtained (OSD, DDESB, etc.).
X	For special review purposes. Use will be described by the letter distributing the 1360.



APPENDIX L

PLANNING ACTIONS

The following planning actions, action identifiers (ID), and action designators (D) are for use in the "Satisfaction of Deficiency/Surplus" portion of the Facility Planning Document. The designators are used to include the scope associated with a particular planning action in the calculation of the Total Proposed Adequate Assets shown on the FPD and the Proposed Quantity Deficient and Proposed Quantity Surplus on the Facilities Requirements Plan Summary.

The designators are computer-generated and are based on the action and condition of the associated asset (i.e., adequate, substandard, inadequate). The identifier column is used to further define the associated planning action. The primary use of this column will be to indicate vacant assets (VAC), if this column is not completed for a facility (left blank), it will be considered by the computer as "used". If a particular asset is vacant (and therefore "VAC" entered in the ID column) other descriptive information may be included as an FPD Action Note.

Shown below are the planning actions, possible identifiers and designators for the particular asset condition. It should be noted that the planning action for renovation (RENOV) is only applicable for a substandard asset.

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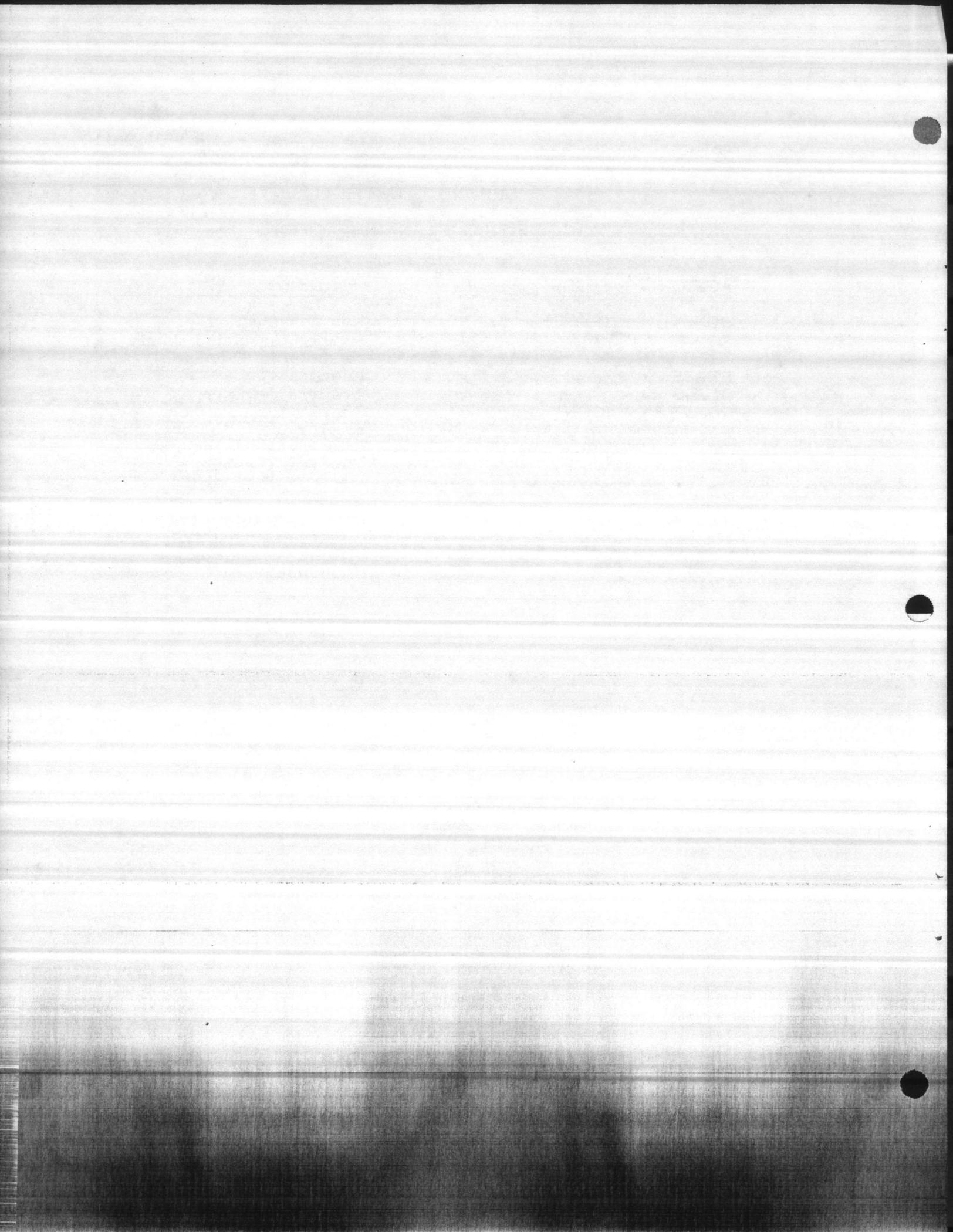
APPENDIX L (cont'd)

<u>ACTION</u>	<u>ID</u>	<u>ADEQ</u> <u>D</u>	<u>SUBSTND</u> <u>D</u>	<u>INADEQ</u> <u>D</u>	<u>DEFINITION</u>
USE		+	+	0	Continue to use
RETAIN		+	+	0	Retain for contin- gency
DISPOS		-	-	-	Disposable asset
CONVTO	(CON) (UIC)	-	-	-	Convert to another category code (the receiving category code may be shown in ID column) or show change in user with host unchanged (UIC of receiving activity may be shown in ID column)
OUTG-C		-	-	-	Outgrant, continue
OUTG-R	RETR	+	+	0	Outgranted, plan to retrieve
DEMOL	P-001	-	-	-	Demolish by MILCON (Project number associated with demolition may be shown in ID column)
MODIFY	P-001	+	+	0	Modify facility (will not change asset condition, project number associated may be shown in ID column)
REASTO	(UIC)	-	-	-	Reassign to another UIC (Receiving UIC may be shown in ID column)
RENOV	P-001		+		Renovate (improve condition, project number associated with renovation may be shown in ID column)

APPENDIX L (cont'd)

ACQUISITION PLANNING ACTIONS

<u>ACTION</u>	<u>ID</u>	<u>D</u>	<u>DEFINITION</u>
CONSTR	(P-001)	+	New construction (project number associated should be shown in ID column)
LEASE		+	Inlease
CLASS 3		+	Trailers, vans, etc.
CONVFR	(CCN)	+	Convert from another category code (the previous category code should be shown in ID column)
REASFR	(UIC)	+	Reassign from another UIC (releasing activity UIC may be shown in ID column)

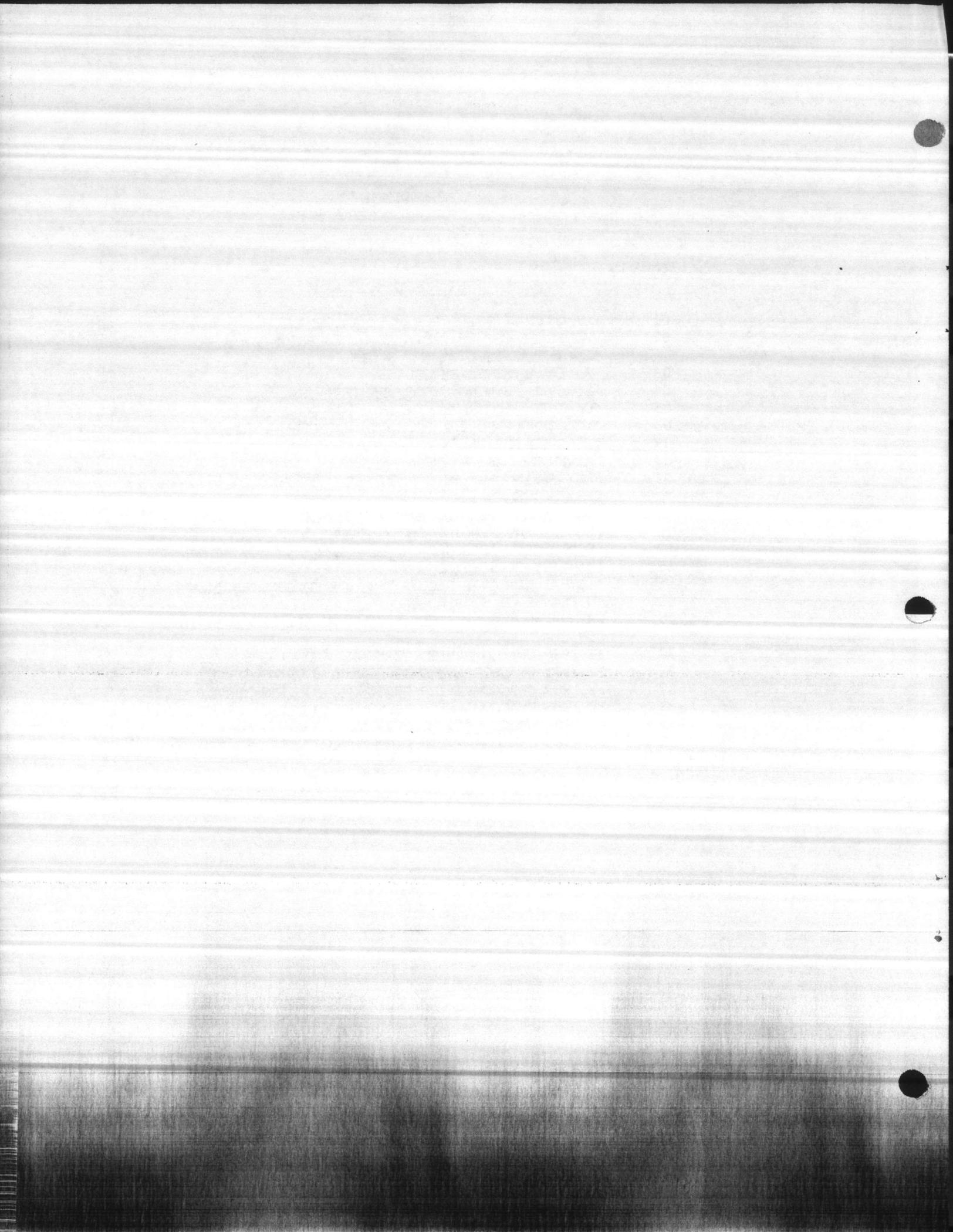


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APPENDIX M
STANDARD NOTES

(R)

<u>FPD STANDARD NOTE NUMBER</u>	<u>STANDARD NOTE NAME</u>
01	QUANTITY DEFERRED FOR MORE INFORMATION
02	WAIVER OF OSD CRITERIA REQUIRED PRIOR TO FUNDING AT REQUIREMENT SCOPE
03	WAIVER APPROVED BY OSD
04	APPROVED PENDING SYSCOM REVIEW
05	COMBINED REQUIREMENT WITH OTHER ACTIVITY
06	INCLUDES UP TO 20% FROM OTHER EXCHANGE CCN
07	APPROVED FOR PLANNING PURPOSES ONLY
08	WAIVER OF EAF GRANTED
09	ENGINEERING ANALYSIS REQUIRED WITH PROJECT SUBMISSION
10	REQUIREMENT PENDING NAVFACENCOMHQ APPROVAL
11	REQUIREMENT PENDING CMC APPROVAL
12	REQUIREMENT APPROVED BY CMC
13	QUANTITY CLASSIFIED
14	ASD(HA) APPROVAL REQUIRED PRIOR TO CONSTRUCTION IN EXCESS OF \$250,000
15	WHEN PLANNING THIS CCN, REFER TO ALL FPD'S IN THIS CCN
30	FY 1980 UNACCOMPANIED PERSONNEL HOUSING SURVEY
31	FY 1981 UNACCOMPANIED PERSONNEL HOUSING SURVEY
32	FY 1982 UNACCOMPANIED PERSONNEL HOUSING SURVEY
33	FY 1983 UNACCOMPANIED PERSONNEL HOUSING SURVEY
34	FY 1984 UNACCOMPANIED PERSONNEL HOUSING SURVEY
35	FY 1985 UNACCOMPANIED PERSONNEL HOUSING SURVEY



APPENDIX N
PROJECT COST ESTIMATE

GENERAL:

The 11000/4 submission must include a cost estimate of sufficient detail to allow for a comprehensive review of project costs and to provide justification of costs to higher authority. To this end, project cost estimates will be developed on NAVFAC Form 11013/7. The Form 11013/7 is to include a narrative as well as the specific associated costs as follows:

- (1) A brief but definitive description of work
- (2) Scope of the primary facility
- (3) List of special design features required
- (4) Major special mechanical and electrical systems
- (5) Support Facilities (All project related items outside the 5 foot building line, such as pavements, utilities and their related components, landscaping, etc.)
- (6) Assumptions used to estimate the work - It is important that all assumptions in cost development be stated so that cost can be verified by the reviewer. This will identify the basis for costs, should any future adjustments be necessary
- (7) Source of Unit Costs if obtained from a published Cost Guide

PREPARATION OF ESTIMATE:

For primary facilities, backup can vary from a simple cost per square foot of gross area to a detailed quantity take off. The per square foot of gross area is usually adequate for the OPNAV Form 11000/4, however it should be adequately developed and justified. It should be clear that all required major components have been included. Three possible levels of backup are:

- (1) Dollars per square foot
- (2) Dollars per major trade (i.e., General Construction, Plumbing, HVAC, Electrical, etc.)
- (3) Dollars per building system (Special systems should be shown as separate entries.)

Supporting facilities should also be shown with as much detail as

APPENDIX N (Cont'd)

possible. It is recognized that in most cases, no design work has been completed.

OTHER COST CONSIDERATIONS:

The below means of adjusting cost is applicable to any level: total costs, cost per square foot, cost per building system, or any other method. Care must be taken to allow for items not reflected in the data base. Contingencies and SIOH should be added when not included. When no information on supporting facilities is available, an allowance of 15 - 20% of the primary facility is recommended.

- (1) Escalate to date - adjust to escalate data from its pricing year to the projected fiscal year of construction. For overseas work use the best available data. Projects costs for construction in the U.S. should be escalated using stateside escalation. Rates should be compounded. (Ten (10) percent per year for two years results in twenty one (21) percent total escalation.) High overseas escalation rates may be offset by revised foreign exchange rates.
- (2) Adjustment for size of project - factors are obtained from size/unit cost adjustment chart shown in NAVFAC P-448 and DOD 4270.1CG costs guides on Page N-3. Divide the gross area of the proposed building by the gross area of the data source. Use the area relationship and the size/unit cost adjustment chart to adjust unit costs. Care should be exercised when adjustments are a large percentage or when total project costs are large. For example, increasing a building size from 10,000 to 20,000 square feet is more likely to reflect a 5% reduction shown on the chart than an increase from 100,000 to 200,000 square feet would. An increase in size results in a decrease in unit cost.
- (3) Adjustment for geographical factor - divide the factor for the proposed project by the factor at the location from which cost data has been obtained. Stateside factors are available in DOD 4270.1CG. Overseas factors are available in P-448.
- (4) Adjustment for criteria changes -
 - (a) Seismic

Add for Zone 0 to Zone 1: 3%

If wind loads are over 100 MPH, add: 1%

APPENDIX N (Cont'd)

(b) Energy - The estimate should allow for insulation requirements, modifications to conventional HVAC systems, solar heating systems or special architectural/mechanical considerations to achieve reduction in energy usage.

(c) Sound Attenuation - add for:

Zone 2 : 3%

Zone 3: 5%

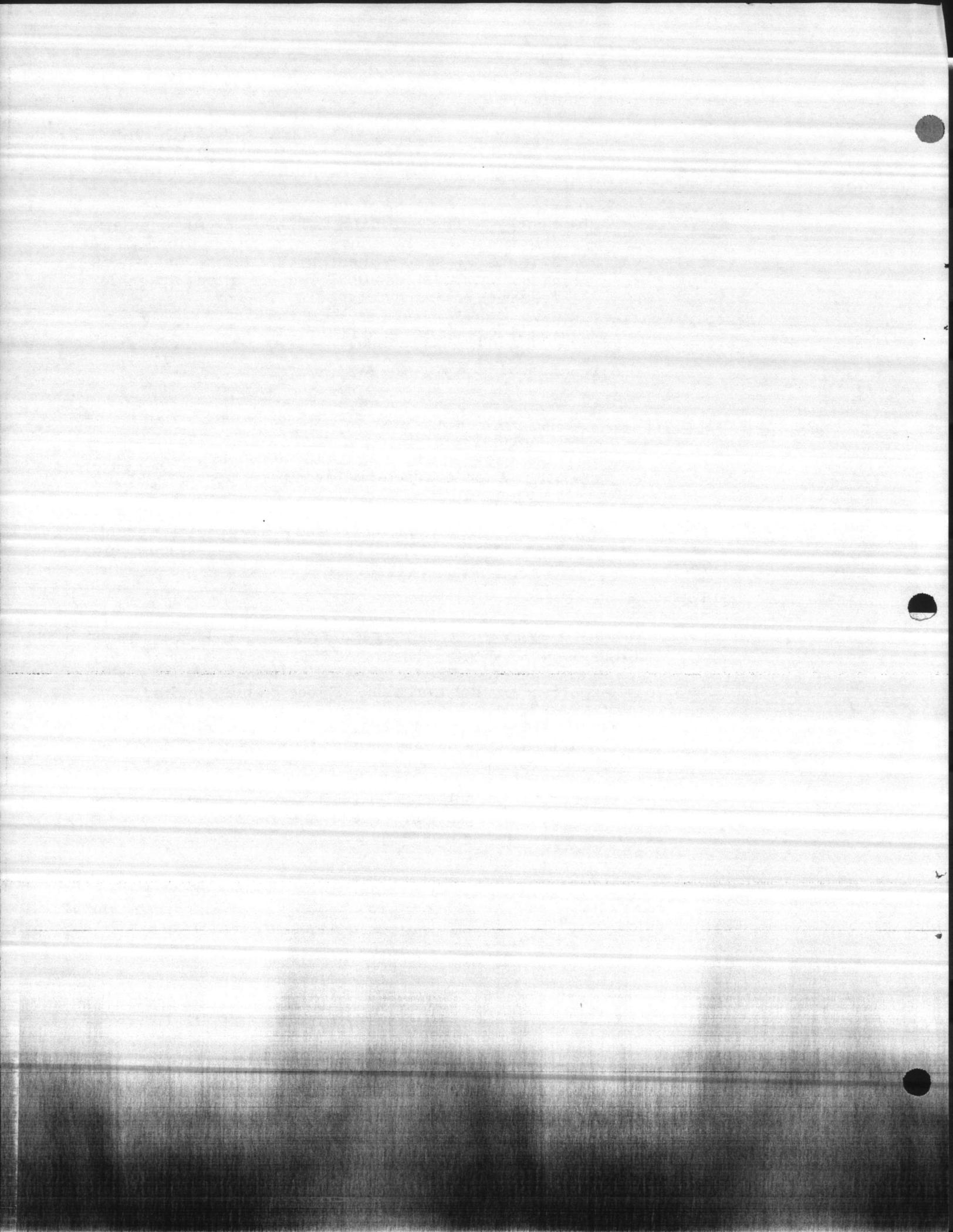
If normal construction uses materials (such as masonry and concrete) with inherent sound attenuation characteristics, these percentages may be reduced.

(d) If the other factors, such as special security restrictions, will increase costs these should also be listed.

SOURCE OF DATA:

- (1) NAVFAC P-438 - Historical Military Construction Costs Data. Published by NAVFAC. Lists building costs per square foot by category codes. Good source of building cost data when local experience is not available. Based on bid results.
- (2) NAVFAC P-448 - Conceptual Military Construction Cost Data. (Old DM-10). Source of data on unusual projects. Not reliable for building costs.
- (3) DOD 4270.1CG - Published by DOD yearly. Lists costs of selected types of facilities. These are DOD costs from all services and are used as a guide to higher levels to review costs. In the past many have been on the low side.

NOTE: Due to differences between various cost guide methodologies, care should be exercised to become familiar with the guide prior to its use.



24 FEB 1991

Pen Changes

1. Make the following pen changes.
 - a. On page II-7, paragraph B.2.b.(1).(b). change "computer-generated" to "developed."
 - b. On page IX-4, paragraph D.1.g. should be deleted.
 - c. On page IX-4, paragraph D.2. "% W, % WO" should be deleted.
 - d. On page IX-5, paragraph D.3. "column headed by the letter "U"" should read "column headed by the letters "VI".

"Column "U"" should be changed to "column "VI"".

"(See Appendix L)" should be changed to "(See Appendix K)."
 - e. On page B-2 add the abbreviation "FRP Facilities Requirements Plan" between "FPD" and "FY."

