



NAVAL SPECIAL WARFARE COMMAND

N44 FACILITIES ENGINEER BULLETIN

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Type: Policy

Subject: Submittal of O&M and Investment Unfunded Requests (UFRs) for the Repair or Construction of NAVSOC Facilities on Naval Shore Installations

1. Purpose.

a. This bulletin sets policy and procedures for the submittal of O&M and Investment Unfunded Requests (UFRs) to Naval Special Warfare Command Headquarters for the repair or construction (minor construction less than \$750,000) of NAVSOC facilities on Naval shore installations.

2. Background.

a. OPNAVINST 11010.20G, Facilities Projects Instruction, provides policy and guidance for the classification, preparation, submission, reviews, approval, and reporting of facilities projects at Navy shore installations. Construction, operation, maintenance, and repair of Navy real property facilities shall be:

- a. Consistent with laws, Congressional guidance, Department of Defense (DoD) policy, and Navy guidance;
- b. In direct support of mission requirements;
- c. Performed with full consideration for total life-cycle costs; and
- d. Accomplished through the most economic means.

Project documentation is a critical first step in the planning and development of facilities projects with three principal objectives:

- (1) Provides a clear methodology for addressing all aspects of the facilities requirement including operational, technical, financial, legal, environmental, and social;
- (2) Provides a vehicle for obtaining, when required, approval and/or funding; and
- (3) Provides a record of what actions were taken to address a particular facilities requirement.

b. Historically, Naval Special Warfare Component O&M and Investment Unfunded Requests (UFRs) for the repair or construction of NAVSOC facilities have been submitted by the Echelon III Facility Engineer to the Echelon III N7 to the NSWC Comptroller N7 without a formal technical validation by the NSWC Force Civil Engineer N44. This has led to poorly written and/or missing documentation that has delayed funding until the completion of the documentation or has resulted in USSOCOM funding other UFRs that are fully supported with adequate documentation.

c. NSWC Headquarters is standardizing the process for the submittal of Unfunded Requests (UFRs) for the repair and construction of NAVSOC facilities by the Naval Special Warfare Component, including project documentation requirements. The goal is to eliminate poorly written and/or missing documentation required for UFR submittals, eliminate the potential for construction incrementation, and to eliminate extensive communication and clarification between the N7 staff and N44 staff on questions USSOCOM reviewers may have on the requirement, the request, and the documentation.

3. Policy.

(a) Use: The submittal of Unfunded Requests (UFRs) for the repair and construction of NAVSOC facilities will now go through the N44 Force Civil Engineer for a formal technical review and validation before submittal to NSWC N7 and then to USSOCOM. There are two basic types of O&M projects that a NSWC Component Facility Engineer could request funding for:

- (1) Special Project (Repair): Defined as restoring a real property facility, system or component to such a condition that it may effectively be used for its designated functional purpose, and
- (2) Minor Construction (less than \$750,000): Defined as the erection, installation, or assembly of a new real property facility; or the addition, expansion, extension, alteration, conversion, or replacement of an existing real property facility; or the relocation of a real property facility.

These types of projects have their own project documentation requirements that are outlined in OPNAVINST 11010.20G. Project documentation requirements for technical validation by N44 are as follows:

- (1) Special Project (Repair):
 - a. Site Approval and NEPA documentation (signed CATEX or FONSI)
 - b. For repair projects over \$500,000 a DD 1391 in the Electronic Program Generator (EPG) is required
 - c. For repair projects over \$2,000,000 or a repair project with an estimate greater than 50% of the facility Plant Replacement Value (PRV), an economic analysis in the U.S. Army Corps of Engineers ECONPAK format is also required.
- (2) Minor Construction (less than \$750,000):
 - a. Site Approval and NEPA documentation (signed CATEX or FONSI)
 - b. For minor construction projects \$500,000 - \$750,000, a DD 1391 in the Electronic Program Generator (EPG) is required
 - c. For any repair or minor construction project less than \$500K, a detailed cost estimate is required

NSWC Component Facility Engineers must register for an Electronic Project Generator account (EPG) in order to prepare DD 1391's. The NSWC HQ MILCON Program Manager has a Naval Facilities Engineering Command (NAVFAC) EPG Training DVD that explains the program and how to build a DD 1391. The NSWC Component Facility Engineer must also register for an ECONPAK account in order to prepare a rational economic analysis. The NSWC HQ MILCON Program Manager will provide the link to the U.S. Army Corps of Engineers website for ECONPAK and will provide the training that outlines preparation of an economic analysis.

For O&M and Investment Unfunded Requests (UFRs) for the Repair or Construction of NAVSOC Facilities on host installations other than Navy, project documentation requirements will be at the discretion of the host Public Works Department (PWD). However, in order for the NSWC Force Civil Engineer N44 to review and validate the request, site approval, and NEPA documentation will be required.

(b) Use: This process is developed in coordination with efforts at WARCOM N7 to standardize the UFR process. Under this new process, projects without a technical validation by N4411 will not be considered for funding by the WARCOM N7.

(c) UFR Process Supporting Data:

- (1) UFR Process Flowchart: Provided for general process guidance and policy as well as identification of roles and responsibilities of N4411, NSW Group Engineer, WARCOM N7, and Group N7.
- (2) UFR Validation Cover Sheet: Provided for narrative of proposed construction, narrative on impacts to the mission if it is not provided, documentation requirements, and most importantly, signature by the NSW Group Engineer and N4411.

(d) Steps Required for N4411 Technical Validation:

- (1) NSW Group Facility Engineer prepares and then signs UFR validation cover sheet and sends all supporting documentation as one PDF attachment (UFR validation cover sheet, NEPA documentation, site approval, DD 1391 if >\$500K, detailed cost estimate if < \$500K, and economic analysis if required) via email to N4411 and requests technical validation.
- (2) N4411 ensures all required documentation is attached and completed adequately, project is executable, and is consistent with NSW goals, objectives, and plans. N4411 will request additional information or recommend corrections if the documentation is incomplete. Once N4411 has validated the project, N4411 will sign the validation cover sheet and send the UFR package back to the NSW Group Engineer in order for the NSW Group N7 to load on the portal.
- (3) NSW Group Engineer notifies N4411 via email that the NSW Group N7 has loaded the validated UFR package on the NSW portal.
- (4) N4411 goes into the portal and enters the required text that notifies the WARCOM N7 that the project has been successfully validated.

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