



**US Army Corps
of Engineers®**

ENGINEERING AND CONSTRUCTION BULLETIN

No. 2003-8

Issuing Office: CEMP-MA / CECW-EI

Issued: 11 April 2003

Expires: 11 April 2005

Subject: DD Form 1391 Preparation Planning Charrette Process

Applicability: Guidance. This document is applicable to the Army Regions, Major Army Commands (MACOM), Army Installations, USACE Major Subordinate Commands (MSC), and US Army Corps of Engineers (USACE) districts with a mission to support the design and/or construction of Military Construction, Army (MCA) projects. This Engineering and Construction Bulletin (ECB) supersedes ECB No. 2002-16, issued 28 Jun 02.

1. Purpose. Planning Charrettes are conducted in the formulative stage (Guidance Year-1) for projects identified in the Future Years Defense Program (FYDP). The purpose is to identify and resolve issues of standardization, functionality, location, scope, and cost which might otherwise affect execution of the project. The objective deliverable of the Planning Charrette is the Department of Defense (DD) Form 1391 signed by the Installation / Garrison Commander, and the Planning Charrette Validation Form (see Appendix D), signed by project users and relevant installation staff. The Validation Form constitutes agreement and should facilitate the design process. Identification of issues, which cannot be resolved in the Planning Charrette process, can, and should, slow project execution until these issues are resolved. Planning Charrettes do not eliminate a need for the much more detailed Design Charrette conducted with Planning and Design (P&D) funding later in the project.

2. References.

a. Army Regulation (AR) and guidance.

(1) AR 415-15, "Army Military Construction Program Development and Execution," dated 4 Sep 98, (see website http://www.usapa.army.mil/pdffiles/r415_15.pdf).

(2) Memorandum, DAIM-ZA, "Planning Charrettes for Military Construction, Army (MCA) Projects," dated 3 Mar 03.

(3) Memorandum, DAIM-FD, "Conducting a Planning Charrette for Military Construction, Army (MCA) Projects," dated 2 Apr 03

b. Department of the Army (DA) Pamphlets (PAM).

(1) DA PAM 190-51, "Risk Analysis for Army Property," dated 30 Sep 93, (see website http://www.usapa.army.mil/pdffiles/p190_51.pdf).

(2) DA PAM 415-15, "Army Military Construction Program Development and Execution," dated 25 Oct 99, (see website: http://www.usapa.army.mil/pdffiles/p415_15.pdf).

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c. Corps of Engineers Regulation (ER) and Technical Manual (TM).

(1) ER 5-1-11, “*U.S. Army Corps of Engineers Business Process*,” dated 17 Aug 01, (see website: <http://www.usace.army.mil/inet/usace-docs/eng-regs/er5-1-11/toc.htm>).

(2) TM 5-800-4, “*Programming Cost Estimates for Military Construction*,” dated 24 May 94. Users should refer the PAX Newsletter located at website <http://www.hq.usace.army.mil/comp/e/ec/PAX/paxtoc.htm> for the most current cost guidance, location factors, and escalation indices in developing the project cost estimate.

3. Funding. Headquarters, Department of the Army (HQDA) centrally funds Planning Charrettes through USACE. The Installation Management Agency (IMA) Region, MACOM or installation may also fund Planning Charrettes with other funds. In addition, Planning Charrettes for Sustainable Range Program projects classified as “New Mission” or “Transformation” are funded separately by the HQDA Training Ranges Proponent and conducted by the Range and Training Land Program (RLTP) Mandatory Center of Expertise (MCX), (point of contact (POC): Mr. Mark Fleming, 256-895-1537). Only Operations and Maintenance, Army (OMA) funds are used for Planning Charrettes.

4. Responsibilities.

a. The Office of the Assistant Chief of Staff for Installation Management (OACSIM).

(1) Prepare MILCON programming guidance for the central funding of the Planning Charrette process.

(2) Direct which projects will receive central funding for the Planning Charrette process.

b. Headquarters, U.S. Army Corps of Engineers (HQUSACE), Directorate of Military Programs, Programs Management Division, Army / Air Force Branch (CEMP-MA).

(1) Provide a list to HQDA for those projects identified in the FYDP ranking the condition of DD Form 1391 development to date.

(2) Provide a cost estimate for each Planning Charrette.

(3) Manage the HQDA funds provided for the Planning Charrette process.

(4) Provide accurate feedback to HQDA for funding expenditures and progress.

(5) Provide policy and guidance for Planning Charrette execution.

(6) Establish a communication strategy that provides clear and concise understanding of program requirements.

(7) Assign participation by the appropriate Corps Center of Standardization or Center of Expertise.

(8) Perform quality assurance of the program.

c. USACE Major Subordinate Command (MSC).

(1) Appoint a primary Point-of-Contact (POC) for Planning Charrettes.

(2) Provide a suggested list of projects considered appropriate for district Planning Charrette support.

(3) Provide quality control of Planning Charrette products.

d. USACE District. HQDA centrally funds Planning Charrettes through USACE. Because the Corps of Engineers has valuable, established experience in performing charrettes and also has essential information on costing and standards, OACSIM recommends that the Installation use them as the resource for Planning Charrette support.

(1) Project Manager (PM). Appoint a PM as the Planning Charrette process leader for requested Corps services.

(2) Cost Engineer. Appoint a cost engineer who is present at the Planning Charrette workshop and is able to develop and update cost information electronically at the workshop.

(3) Other District Support. Other disciplines and criteria specialists may be included as justified by the project.

(4) Report Planning Charrette Progress via PROMIS/P2. Show the authorized phase as "0-Planning Charrette activities authorized using OMA funds."

(5) Planning Charrette Cost Estimate for USACE Services. When directed by HQUSACE the PM reviews the current DD Form 1391 (if in existence) to determine suggested support, and then meets with the installation POC to establish the level of support required (if any). After determination has been made as to services required by the installation POC, the PM assembles a scope and funds request broken down by the following work items:

(a) Provide an expert facilitator at the Planning Charrette workshop.

(b) Coordinate Planning Charrette workshop location, invite participants, arrange hotels, and materials (projectors, paper, telephone, etc.), and provide other administrative support as necessary.

(c) Accomplish a site visit. Determine the project requirements. Resolve site issues.

(d) Schedule and conduct Pre-Planning Charrette workshop activities to include interviews and questionnaires, information and policy assembly, rehearsals, homework preparation and assignment, checklist (see Appendix E), etc.

(e) Develop a sketch site layout.

(f) Coordinate support from the Centers of Standardization (COS) (see Appendix B), Centers of Expertise (DX and MCX) (see Appendix C) and the HQUSACE lead economist (Ms Donna Smigel, tel 202-761-0217).

(g) Develop or update existing DD Form 1391.

(h) Review the draft DD Form 1391 prior to and after the Planning Charrette workshop and provide comments.

(i) Coordinate participants' review of draft DD Form 1391 during and after the Planning Charrette workshop.

(j) Input data directly into the DD Form 1391 Processor during the Planning Charrette workshop and make adjustments as a result of Planning Charrette workshop participant review comments.

(k) Other – specify.

e. Centers of Expertise (CX) to include Centers of Standardization (COS), Directory of Expertise (DX) and Mandatory Centers of Expertise (MCX) (see Appendices B and C). The scope of work may include teleconferencing or actual Planning Charrette workshop participation and review of the draft DD form 1391. In general CX services are reimbursable and are funded by the district from funds received from HQUSACE. A list of CX is available at the following website: <http://www.usace.army.mil/inet/functions/cw/cecwe/coexpert/index.htm>.

f. Installation Management Agency (IMA) Region.

(1) Coordinate with OACSIM to provide a draft prioritized “1” to “N” list for those projects identified in the FYDP.

(2) Attend the Planning Charrette, when possible.

(3) Provide quality control to insure that the installations have the expertise and funds to execute the work.

g. Garrison Commander. The Garrison Commander is the lead for organizing, conducting, and facilitating the Planning Charrette and, even though requesting the services of the Corps of Engineers to provide some or all of these functions, retains the overall lead responsibility.

(1) Responsibilities.

(a) Appoint an Installation Project Manager to be responsible for all Planning Charrette activities and for delegation of responsibilities to USACE.

(b) Coordinate with the USACE district on the Planning Charrette process.

(c) Assist tenants in project formulation and documentation.

(d) Identify an approved site.

(2) As a minimum, the following agencies under the Garrison Commander participate in the Planning Charrette.

(a) Installation Project Manager

(a) Director of Public Works (DPW).

(c) Installation Master Planner.

(d) Environmental Officer

(e) Force Protection Officer

(f) Provost Marshal

(g) Director of Information Management (DOIM).

(3) The following agencies under the Garrison Commander should participate in the Planning Charrette if required.

(a) Director of Housing.

(b) Director of Community Activities.

(c) Fire Marshal.

(d) Safety Officer.

(e) DPW staff to represent all utilities, base operations and engineering.

h. Primary User/ Tenant.

(2) Participate in the Planning Charrette process.

(3) Coordinate the project with the installation and host MACOM.

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i. U.S. Army Information Systems Engineering Command (USAISEC). Teleconference or participate at the Planning Charrette workshop providing information systems expertise (POCs are Jerry Kimberley @ 301-619-6488 and John Verbanick @ 240-629-3356 ex 312).

5. Process. The DD Form 1391 Planning Charrette is a process that includes the preparation, planning, on-site workshop, and time required to complete the DD Form 1391, a programming tool used to request and justify a construction need. It defines the site, scope and cost estimate for the project. It must be relevant, factual, clear, and concise. The DD Form 1391 is created, updated and stored in the Programming Administration and Execution (PAX) system DD Form 1391 Processor (1391 Processor) as maintained by The US Army Engineering & Support Center, Huntsville (hotline service @ 256-895-1838). The Planning Charrette participants are an interdisciplinary team who are brought together by the designated lead and may be guided by the expertise of the geographic district. There is broad participation by the user, installation staff, USACE staff, USACE Centers of Expertise (CX), DA component, technical criteria specialists, and others with vested interests in the project. The user's needs, expectations and special mission or locality requirements are reviewed against standard designs and current criteria. The facility and site requirements are determined in sufficient detail to develop a project scope. The costs evaluations are based on the need to provide a reliable project cost for inclusion in the Presidents Budget. The deliverables are a complete DD Form 1391, to include TAB A through TAB J, signed by the Installation / Garrison Commander, site sketch, and completed Planning Charrette Validation Form.

a. Team Members. Team members are determined by the functional requirements of the project or as warranted by specific conditions. All team members should be authorized to make binding decisions for their organizations. The team members collect all background data, maps, materials and references; and identify points of contact. Planning Charrette Team Responsibilities include (but are not limited to):

- (1) Analyze alternatives.
- (2) Conduct economic analyses.
- (3) Prepare project justification.
- (4) Develop cost estimates.
- (5) Develop information systems costs.
- (6) Develop environmental and Antiterrorism/Force Protection requirements.
- (7) Ensure project site is approved and on the Installation Master Plan.
- (8) Identify and cost one-for-one demolition in accordance.
- (9) Identify Operation and Maintenance, Army (OMA) and Other Procurement, Army (OPA) items required to construct a complete and usable facility.
- (10) Enter project documentation into the DD 1391 Processor (TABs A-J).
- (11) USACE, IMA Region, and USISEC should review and concur with the draft DD Form 1391 if not team participants.
- (12) Obtain Garrison Commander's signature on the DD Form 1391 and Planning Charrette Validation Form (see Appendix D).

b. Facilitator. Select an experienced facilitator early to facilitate the Planning Charrette workshop. The facilitator, in coordination with the PM, executes the schedule and maintains focus; establishes the goals and objectives for the Planning Charrette workshop; and establishes the rules towards achieving those goals.

c. Preparation. To maximize the benefits and minimize the cost of the Planning Charrette process, the following requirements should be considered prior to the Planning Charrette workshop.

(1) Gather the sources of information that are needed to determine facility requirements (reference Appendix A).

(2) Schedule interviews with the user prior to the Planning Charrette workshop. A questionnaire or survey may be used as a tool to identify the requirements or needs. A well-designed questionnaire should stimulate discussion and become part of the interview.

(3) Prepare a comprehensive checklist of items to include or resolve (see appendix E).

(4) Identify participants and schedule their time. Ensure the participants can make decisions for their agency. Control the quantity of Planning Charrette workshop attendees.

(5) Assign homework so the participants attend the meeting with the information needed. Resolve as many issues as possible prior to the Planning Charrette workshop.

(6) Consider a rehearsal to create the agenda, identify the decision points and accommodate realistic presentation timelines.

d. Site Visit. Accomplish a site visit. Determine the project requirements defined by the user/customer as being compatible with the existing site conditions and adjacent land uses. Resolve site issues.

e. Planning Charrette Workshop. This is an intensive effort, which takes place over several days at the project site or as near to the site as possible. A successful Planning Charrette workshop requires a significant investment in preparation time. The workshop brings together the experts so that the DD Form 1391 can be developed or modified, and checked at the workshop.

f. Cost Engineer. A critical part of the DD Form 1391 is the development of an accurate cost estimate. The Cost Engineer should be present at the Planning Charrette workshop and, having access to the 1391 Processor (via laptop computer), input cost items as they are developed and adjusted. Cost estimates may be prepared using PC-Cost or the 1391 Processor program. The PC-Cost Module is a software tool used to prepare and submit budget estimates and can be easily downloaded from the 1391 Processor, and, when completed, uploaded to the DD Form 1391 Processor (see web site <http://www.hnd.usace.army.mil/traces/Government.asp>). Responsibilities of the Cost Engineer include the following:

(1) Ensure that unit costs for the primary facilities are in accordance with the most current data in the PAX newsletter available at

<http://www.hq.usace.army.mil/comp/e/ec/PAX/paxtoc.htm>. Additional cost adjustment factors are provided for in paragraph 11 of TM 5-800-4 for unique, complex, and historical projects.

(2) Ensure that the selected acquisition strategy and the construction schedule (especially if accelerated) are fully understood.

(3) Identify costs to be incurred during the warranty period, as may be required, such as the commissioning of the entire heat, ventilation and air conditioning (HVAC) systems and other mechanical and electrical systems. Costs for special foundations, abatement of asbestos containing materials and lead containing paint and other potential environmental issues should not be ignored as omission can lead to increased costs.

(4) Ensure the Information System and the Antiterrorism/Force Protection (AT/FP) costs are accurate and verifiable. Information system cost estimates are prepared with the Information System Cost Estimate (ISCE) or other approved software by the Director of Information Management (DOIM).

(5) Identify potential costs resulting from a Sustainable Design and Development (SDD) Project Rating Tool (SPiRiT). All projects for fiscal year 2006 and up are required to achieve a minimum Gold SPiRiT rating in accordance with the Assistant Secretary of the Army for Installations and Environment Memo, subject, "*Sustainable Design and Development Requirements*," dated March 18, 2003. SDD items (with quantity) are shown as breakdown detail for the appropriate facility category code primary line item(s) and /or supporting facilities and clearly marked as SDD items. SDD line items are not allowed on the front page of the DD Form 1391. However, the DD Form 1391 should include a description of SDD items in Block 10, "*Description of Proposed Construction*." Draft approximations for the DD Form 1391 costs are based on SPiRiT, Version 1.4, April 01 (see website <http://www.hqda.army.mil/acsimweb/fd/docs/SPiRiTv14Final.doc>).

6. Deliverables. The Planning Charrette process results in three mandatory deliverables, the complete draft DD Form 1391, the site sketch, and the Planning Charrette Validation Form.

a. DD Form 1391 (Mandatory). The complete draft DD Form 1391 includes the "front page" and supporting documentation TAB A through TAB J signed by the Installation / Garrison Commander on the DD Form 1391, front page or TAB "A." Each TAB is described at Appendix "E" with the exception of TAB B – Planning and Design data. The USACE district completes this TAB normally in conjunction with the Parametric / Concept design submission. It is generally not developed prior to design release. Also TAB F – Information Systems, is the responsibility of the Director of Information Management (DOIM) who prepares cost estimates separately using Information System Planning, Programming, and Cost Estimation (ISPPCE) Software. Coordination with the DOIM is required to insure scope and cost are developed correctly and displayed as primary and supporting facility costs on the front page (TAB A).

b. Facility Sketch (Mandatory). The sketch should be no more developed than to display general areas and their relationships to each other. It should show the footprint of the proposed primary and supporting facilities, utilities, and AT/FP setback information. The facility sketch should be coordinated with the Real Property Master Plan.

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c. Planning Charrette Validation Form (Mandatory). This form (see Appendix D) is completed and included as part of the DD Form 1391. Planning Charrette Validation Forms requesting an exemption will be e-mailed by the Garrison Commander through the IMA Region and IMA Headquarters to the OACSIM POC, Mr. Richard Murphy @ 703-692-9209 (Richard.O.Murphy@hqda.army.mil).

d. Design Intent (Optional). This is a statement that summarizes tentative and firm decisions reached at the Planning Charrette workshop to included type of procurement (1 or 2 Phase Solicitation, Design-Build, or Design-Bid-Build), proposed SPiRiT rating (Gold or Platinum), provisions for the handicapped, joint use, seismic evaluation, historic and archeological considerations, environmental documentation, flood hazard, utility availability, construction rights-of-way, anti-terrorism / force protection level, and physical security requirements. The Design Intent should be part of the project's life cycle Project Management Plan (PMP) baseline for the design/construction project to follow.

7. Coordination. In addition to the agencies mentioned above, the project may require coordination with other agencies to determine facility requirements. A few of these agencies are listed as follows.

- a. Defense Commissary Agency (DeCA).
- b. Army and Air Force Exchange Service (AAFES).
- c. U.S. Army Aeronautical Services Agency (USAASA).
- d. U.S. Army Training Support Center (ATSC), Army Training Modernization Directorate (ATMD).

8. HQUSACE POC. Howard Stickley, CEMP-MA, 202-761-1995.



DONALD L. BASHAM, P.E.
Chief, Engineering and Construction Division
Directorate of Civil Works



JOSEPH TYLER, P.E.
Chief, Programs Management Division
Directorate of Military Programs

APPENDIX A

SOURCES OF INFORMATION FOR DETERMINING FACILITY REQUIREMENTS

To maximize the benefits and minimize the cost of a Planning Charrette, the following sources of information are to be used for determining the Project definition. The team members should coordinate with the points of contact to obtain this information.

1. Installation Real Property Master Plan (RPMP). This document defines the orderly management and development of the real property assets of the installation including land, facilities and infrastructure. RPMP products include the following:
 - a. Capital Investment Strategy (CIS) defining the commander's plan for investing in real property to satisfy the total requirement.
 - b. Topographic map showing two-foot contours.
 - c. Site Plan or area map showing the proposed project location.
 - d. Land use and circulation analyses.
 - e. Building Constraints Map showing wetlands, environmentally sensitive areas, explosive safety distances, noise contours and all compatible use zones.
 - f. Utility maps showing all the utility lines in the area of the project site. The utilities include water, sanitary sewer, natural gas, electrical, industrial waste, communications, energy distribution and storm drainage.
2. Strength Reports. This information may include the Standard Installation/Division Personnel System (SIDPERS) and the Army Stationing and Installation Plan (ASIP).
3. Existing Facility Information. This information may include the Installation Status Report (ISR), Integrated Facility System (IFS), Real Property Inventory (RPI), Building Information Schedule (BIS), and Real Property Planning and Analysis System (RPLANS).
4. Utilization Reports, Housing Market Analysis, Military Family Housing Justification and Workload Projections.
5. Installation Design Guide (IDG). The IDG is a component of the installation long-range master plan which is required by AR 210-20, Master Planning for Army Installations. See example IDG for Fort Gordon, GA at website <http://www.gordon.army.mil/dpw/pwd/eps/idg/page6.html>
6. Department of the Army (DA) Facilities Standardization Program. Website <http://hqserver.hnd.usace.army.mil/stdngn> describes standard design for the facility type.
7. Antiterrorism/Force Protection (AT/FP) Risk and Threat Analysis. Refer to the following policy:
 - a. Unified Facilities Criteria (UFC) 4-010-01, DOD Minimum Antiterrorism Standards for Buildings, 31 Jul 02 (see web site <http://www.tisp.org/files/pdf/dodstandards.pdf>)
 - b. UFC 4-010-10, DOD Minimum Antiterrorism Standoff Distances for Buildings, 31 Jul 02 (see web site <http://www.hnd.usace.army.mil/techinfo/ufc/ufc4-010-10-FOUO-extract.pdf>)
 - c. TMs 5-853-1 through -4, Security Engineering (FOUO).

APPENDIX A

Sources Of Information For Determining Facility Requirements

8. Sustainable Design and Development (SDD). The Sustainable Project Rating Tool (SPiRiT) provides an approximation for establishing a “Design Intent” level rating and for estimating additional costs in the DD Form 1391. The minimum level rating to achieve is GOLD. (see website <http://www.hqda.army.mil/acsimweb/fd/docs/SPiRiTv14Final.doc>).

9. Seismic Mitigation Requirements. Provide seismic evaluation and a list of structural deficiencies to obtain the rehabilitation concepts. These concepts are required to develop cost.

10. Acquisition Strategy. Determine the project acquisition strategy considering delivery schedule, funding profile (type, availability and appropriation year), and methodology assessment from perspective of customer, project scope, industry, and executing agent. The project acquisition strategy should address contract type (definite or indefinite delivery), pricing strategy (fixed price or cost reimbursable), delivery method (design-bid-build or design-build), and consideration of small business objectives. See ER 1180-1-9, Contracts - Design-Build Contracting dated 31 July 1999 (see website <http://www.usace.army.mil/inet/usace-docs/eng-regs/er1180-1-9/toc.htm>

11. Regulatory Information. Required regulatory information to include the following:

- a. Flood hazard and encroachment on wetlands evaluation.
- b. Historic or archeological site evaluation.
- c. Asbestos and lead paint surveys of existing facilities.
- d. Installation Compatible Use Zone (ICUZ)/Air Installation Compatible Use Zone (AICUZ) clearances.
- e. Explosive safety clearances and Department of Defense Explosives Safety Board (DDESB) requirements.
- f. Secured Compartmented Information Facility (SCIF) requires a TEMPEST Risk Assessment in accordance with AR 380-19-1 when provisions for storage, handling, or use of classified information are required.
- g. Environmental documentation to include the Categorical Exclusion; Record of Environmental Consideration (REC); Environmental Assessment (EA) and Finding of No Significant Impact (FONSI); or an Environmental Impact Statement (EIS) and Record of Decision (ROD).

12. Economic Analysis (EA) (TAB D). An economist or other individual such as the master planner responsible for preparing the EA should be at the Planning Charrette workshop in order to prepare or revise the EA. The HQUSACE lead economist is Ms Donna Smigel, CECW-EI, tel 202-761-0217.

13. Airfield Pavement Structures, Navigation Aids and Pavement. Refer to UFC 3-260 at web site http://65.204.17.188/report/doc_ufc.html.

APPENDIX B

CENTERS OF STANDARDIZATION

DA PAM 415-28 Project Category Code	Dist	POC	Phone
11 - Airfield and Heliport-Pavements	NWO	B.J. Skar	402-221-7262
13115 - Information Systems Facility	NAO	Terry L. Deglandon	757-441-7702
13140 - Information Processing Center	NAO	Terry L. Deglandon	757-441-7702
133 - Air Navigation and Traffic Aids Buildings	NAO	John B Gregory	402-221-7267
134 - Air Nav & Traffic Aids, Other Than Buildings	NWO	John B Gregory	402-221-7267
136 - Airfield & Heliport Pavement Lighting Sys	NWO	John B Gregory	402-221-7267
14112 - Aviation Unit Operations Building	NWO	B.J. Skar	402-221-7262
14114 - Criminal Investigation Facility (CIDC)	NAO	Terry L. Deglandon	757-441-7702
14183 - Brigade and Battalion Headquarters	SPK	Shigeru Fujitani	916-557-7412
14185 - Company Operations Facility	SAS	Tom Brockbank	912-652-5212
17119 - Classroom 21	NAO	Terry L. Deglandon	757-441-7702
17120 - General Instruction Building	NAO	Terry L. Deglandon	757-441-7702
17200 - Close Combat Tactical Trainer	HNC	James T. Clark	256-895-1673
177 Training Land	HNC	Mark Fleming	256-895-1535
178 Training Ranges	HNC	Mark Fleming	256-895-1535
179 Training Ranges	HNC	Mark Fleming	256-895-1535
21410-21417 - Tactical Equip Maintenance Facility	SAS	Tom Brockbank	912-652-5212
21835-21887 - Tactical Equip Maintenance Facility	SAS	Tom Brockbank	912-652-5212
21910-21925 - Tactical Equip Maintenance Facility	SAS	Tom Brockbank	912-652-5212
431 - Troop Issue Subsistence Activity Facility	NAO	Terry L. Deglandon	757-441-7702
432 - Troop Issue Subsistence Activity Facility	NAO	Terry L. Deglandon	757-441-7702
44130 - Facility and General Purpose Warehouse	NWS	John.J.Maciejewski	206-764-3444
44210 - Central Issue	NWS	John.J.Maciejewski	206-764-3444
44228 - Hazardous Material Storage Facility	HNC	James T. Clark	256-895-1673
61050 - Military Entrance Processing Station	SAS	Tom Brockbank	912-652-5212
710 - Family Housing	NAO	Terry L. Deglandon	757-441-7702
72111 - Unaccom Enlist Person Housing (Barracks)	SAS	Tom Brockbank	912-652-5212
72121 - Advanced Individual Training (AIT) Brks	SWT	Sandra Egan	918-669-7033
72181 - Basic Combat Trainee (BCT) Barracks	SWT	Sandra Egan	918-669-7033
72210 - Enlisted Personnel Dining Facility	NAO	Terry L. Deglandon	757-441-7702
72410 - Unaccompanied Officer Quarters (UOQ)	SWT	Sandra Egan	918-669-7033
72411 - Unaccompanied Officer Quarters Transient	SWT	Sandra Egan	918-669-7033

APPENDIX B
Centers Of Standardization

DA PAM 415-28 Project Category Code	Dist	POC	Phone
73010 - Fire Station	HNC	James T. Clark	256-895-1673
73017 - Army Chapel	NWO	Richard R. Lewis	402-221-4434
73018 - Religious Education Facility	NWO	Richard R. Lewis	402-221-4434
73019 - Chapel Family Life Center	NWO	Richard R. Lewis	402-221-4434
74014 - Child Development Center	HNC	Marcus J Searles	256-895-1672
74025 - Education Center	NAO	Terry L. Deglandon	757-441-7702
74028 - Physical Fitness Center	HNC	James T. Clark	256-895-1673
74066 - Youth Activity Center	HNC	Marcus J Searles	256-895-1672
750 - Outdoor Sports Facilities	HNC	James T. Clark	256-895-1673
832 - Sewage and Industrial Waste - Collection	SAM	Joe Findley	251-694-4012
842 - Water Distribution	SAM	Joe Findley	251-694-4012

APPENDIX C

CENTERS OF EXPERTISE (CX) FOR MANDATORY CENTERS OF EXPERTISE (MCX) AND DIRECTORY OF EXPERTS (DX)

U.S. Army Corps of Engineers (USACE) Centers of Expertise (CX). CX's (Mandatory Centers of Expertise (MCX) and Directory of Experts (DX)) provide assistance for USACE preparation and review of DD Forms 1391. Centers of Expertise are listed herein (a complete list is maintained at the web site for USACE Centers of Expertise. See website <http://www.usace.army.mil/civilworks/cecwe/coexpert>

1. The MCX, Army Range and Training Land Program (RTLTP) (U.S. Army Engineering and Support Center at Huntsville) provides expert advise for projects with a facility category code beginning with "178- Training Ranges" and "179-Other Mission Related Training Facilities". POC is Mark A Fleming, 256-895-1535
See website <http://www.usace.army.mil/civilworks/cecwe/coexpert/mcx/rtlp/rtlp.htm>.
2. The MCX for Protective Design for Antiterrorism/Force Protection (AT/FP) (CENWO-ED-S) provides expertise and review of DD 1391's for resistance to terrorist threat (TAB "G – AT/FP Data") POC is Douglas E Wehring, 402-221-4918. See website <http://www.usace.army.mil/civilworks/cecwe/coexpert/mcx/pdc/pdc.htm> .
3. The DX for Heating, Ventilation and Air Conditioning (HVAC) Control Systems (CESAS-EN-DEM) provides expertise and review of DD 1391's for determining general criteria and cost associated with HVAC and commissioning. POC is Stephen T Burch, 912-652-5318
See website <http://www.usace.army.mil/civilworks/cecwe/coexpert/doe/hvac.htm>.
4. The MCX for Ordinance and Explosives (OE) (U.S. Army Engineering and Support Center at Huntsville) provides technical advise for projects having ammunition storage and requiring Department of Defense Explosive Safety Board (DDESB) approval. POC is Charles D Douthat, 256-895-1510. See website <http://www.usace.army.mil/civilworks/cecwe/coexpert/mcx/oec/oec.htm>.
5. The MCX for Utility Monitoring & Control Systems (U.S. Army Engineering and Support Center at Huntsville) provides technical advise for projects that include utility and energy monitoring and control systems, supervisory control and data acquisition systems, or any similar computer based monitoring and control systems. POC is John A Brown, 256-895-1756.
See website <http://www.usace.army.mil/civilworks/cecwe/coexpert/mcx/umcs/umcs.htm>.
6. The MCX for Electronic Security System (ESS) (U.S. Army Engineering and Support Center at Huntsville) provides review services for DD Forms 1391's that identify electronic security systems. POC is Guy Wilson, 256-895-1736.
See website <http://www.usace.army.mil/civilworks/cecwe/coexpert/mcx/ids/ids.htm>.

APPENDIX C
Centers Of Expertise (CX)

7. The MCX for Transportation Systems (TS) (CENWO-ED-TX) provides technical expertise at Planning Charrette and technical reviews of DD Form 1391 for transportation systems to include airfields, heliports/helipads, railroads, and roadways. The TS center also can provide Airfield Suitability Studies for airfield/heliport/helipad upgrades, runway realignments and extensions, and airfield lighting/NAVAIDS upgrade. POC is Terry W. Sherman, 402-221-7260. See website <http://www.tsmcx.com/index.html>.

**APPENDIX D
PLANNING CHARRETTE VALIDATION FORM**

Project Number:	DD FORM 1391 NUMBER
Project Title:	
Installation:	
Region:	
MACOM :	If sponsoring project
Project Description:	SUMMARIZE – NO MORE THAN 3-5 SENTENCES
Dates of Charrette:	IDENTIFY DATES WHEN THE CHARRETTE TEAM MET
DD Form 1391 Completed:	Date when DD Form 1391 finalized (Including TABs A-J)
Date of Garrison Commander Signature:	
Planning Charrette Team Members:	
Members listed below participated in the planning charrette team and concur with the DD Form 1391 developed for this project. All requirements for development of the project have been met, environmental documentation has been started/completed or will be completed prior to budget year, all known costs have been identified and are included in the project cost estimate.	
Signature and Date	
Charrette Lead:	
User/Tenant Rep:	
Installation PM:	
Project Manager:	
Master Planner:	
USACE Dist Participants:	
Region Rep:	
MACOM Rep:	
USAISEC-FDEO Reviewer:	
Provost Marshal:	
Force Protection Officer:	
Environmental Officer:	
Info Systems Planner:	
Other Team Members:	

Please check one:

1. This document certifies that a planning charrette has been conducted. DD Form 1391 has been signed by the installation Garrison Commander and is ready for review.

2. Request for Exemption: Project has met the following condition(s) for planning charrette exemption:

Design is underway/completed and the DD Form 1391 is complete: DATE: _____

or

Project has been:

Presented at a Project Review Board (PRB): DATE: _____

Programmed in the Army's Future Years Defense Program (FYDP) in FY: _____

Reviewed and certified by the Region, USACE and ISEC: DATE: _____

Date Signed: _____

Installation Director of Public Works (or equivalent)

Date Approved: _____

ACSIM Construction Division