



Department of Defense Education Activity

ADMINISTRATIVE INSTRUCTION

NUMBER 4300.01

DATE FEB 24 2015

LOGISTICS DIVISION

SUBJECT: Planning, Designing, and Constructing 21st Century School Facilities

References: See Enclosure 1

1. **PURPOSE.** This Administrative Instruction establishes policies and assigns responsibilities in accordance with DoD Directives 1342.20 (Reference (a)) and 4270.5 (Reference (b)) for the administrative and logistics procedures pertaining to the Military Construction (MILCON) of Department of Defense Education Activity (DoDEA) school facilities.

2. **APPLICABILITY.** This Administrative Instruction applies to the Office of the Director, DoDEA; the Director, Domestic Dependent Elementary and Secondary Schools and Department of Defense Dependents Schools, Cuba (DDESS/DoDDS-Cuba); the Director, Department of Defense Dependents Schools, Europe (DoDDS-E); and the Director, Department of Defense Dependents Schools, Pacific and Domestic Dependent Elementary and Secondary Schools, Guam (DoDDS-P/DDESS-Guam) (hereafter collectively referred to as "DoDEA Area Directors"); and all DoDEA Area and District Superintendents and support staff.

3. **POLICY.** It is DoDEA policy that:
 - a. School facilities provide a healthy, safe, and secure learning environment.

 - b. Education Facility Specifications (Ed Specs) are established to build or modernize DoDEA school facilities. Ed Specs are based upon the needs of DoDEA educators and students and align to the standards and instructional programs to provide for 21st Century Teaching, Learning, and Leading.

 - c. Development and refinement of Ed Specs take into account the diverse points of view of educators, students, parents, industry experts, and applicable research.

 - d. The Facilities Governance Council (FGC) (comprised of the Director, DoDEA, the Principal Deputy Director and Associate Director for Education (ADE), the Associate Director for Financial and Business Operations (ADF&BO), and the Area Directors) reviews and the

Director, DoDEA, approves the Ed Specs and waiver requests. Specific responsibilities and procedures of the FGC are provided at Enclosure 3.

e. The process of planning, designing, and constructing school facilities will follow the steps outlined in Enclosure 4.

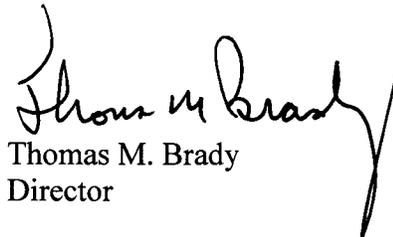
f. The charrette process will be used for school facilities design and construction to ensure all requirements of the DoDEA Education Facility Specifications (Reference (c)) are incorporated into every project. DoDEA Facilities Management Guides “Planning Charrette” (References (d)), and “Parametric Design Charrette” (Reference (e)) outline specific procedures for conducting the various types of charrettes required throughout the school design and construction process.

g. The out brief of the design charrettes will be reviewed and concurred on by the appropriate Superintendent and Area Director. The Chief, Headquarters (HQ) Facilities Branch will obtain final approval by the ADF&BO. Enclosure 4 provides additional guidance.

h. School facilities will meet the requirements established for environmentally-friendly facilities in accordance with the DoDEA Facilities Management Guide, “Sustainability and Energy Efficiency Program” (Reference (f)).

4. RESPONSIBILITIES. See Enclosure 2.

5. EFFECTIVE DATE. This Administrative Instruction is effective immediately.



Thomas M. Brady
Director

Enclosures:

1. References
2. Responsibilities
3. Facilities Governance Council Responsibilities and Procedures
4. Procedures and Responsibilities for Military Construction of School Facilities
5. Facilities Condition Assessments
6. MILCON DD Form 1391

Glossary

ENCLOSURE 1

REFERENCES

- (a) DoD Directive 1342.20, "Department of Defense Education Activity," October 19, 2007
- (b) DoD Directive 4270.5, "Military Construction," February 12, 2005
- (c) DoDEA Education Facility Specifications (<http://www.dodea.edu/edSpecs/index.cfm>)¹
- (d) DoDEA Facilities Management Guide, "Planning Charrette (Code 0)," September 17, 2013
- (e) DoDEA Facilities Management Guide, "Parametric Design Charrette (Code 3)," September 23, 2013
- (f) DoDEA Facilities Management Guide, "Sustainability and Energy Efficiency Program," October 1, 2013

¹ Copies may be obtained from the Internet at <http://www.dodea.edu/edSpecs/index.cfm>

ENCLOSURE 2
RESPONSIBILITIES

1. DIRECTOR, DEPARTMENT OF DEFENSE EDUCATION ACTIVITY (DODEA). The Director, DoDEA shall:

- a. Submit DoDEA's annual Program Objective Memorandum (POM) MILCON budget request to the Assistant Secretary of Defense (Readiness and Force Management).
- b. Chair the FGC and approve or disapprove any waiver requests regarding the specifications of Reference (c).
- c. Ensure the condition of each school facility is assessed every three years.
- d. Ensure school facilities are maintained to meet the acceptable DoD facility condition standard of Q-1 (good) or Q-2 (fair).
- e. Ensure the DoDEA Areas have five-year sustainment plans and adequate Operations and Management funding to maintain the schools at an acceptable facility condition.

2. PRINCIPAL DEPUTY DIRECTOR AND ASSOCIATE DIRECTOR FOR EDUCATION (ADE). The Principal Deputy Director and ADE shall:

- a. Ensure educational standards and requirements are aligned with Reference (c).
- b. Identify to the Director any changes required to Reference (c).
- c. Ensure all education requirements are fully addressed throughout the processes outlined in Enclosures 3 and 4.

3. ASSOCIATE DIRECTOR FOR FINANCIAL AND BUSINESS OPERATIONS (ADF&BO). The ADF&BO shall:

- a. Build the annual MILCON Program to support construction of healthy, safe, and secure school facilities.
- b. Develop and submit to the Director, DoDEA the annual POM Future Year Defense Plan budget submission in support of the DoDEA MILCON Program.
- c. Coordinate the DoDEA MILCON Program with members of the Dependents Education Council.
- d. Provide updates to the Director, DoDEA relating to the requirements and procedures set forth in Reference (c) and Enclosures 3 and 4.

e. Review and approve, in coordination with DoDEA Area Directors, the design charrette out brief within the predetermined allocated review period.

4. DODEA AREA DIRECTORS. The DoDEA Area Directors shall:

a. Appoint, in writing, a DoDEA Area Project Manager (DoDEA PM) for each school construction project to manage and oversee the design and construction process in accordance with Enclosure 4.

b. Develop a five-year facilities plan for each school on an annual basis to identify funding requirements for safe and well maintained schools.

c. Review and concur on the design charrette out brief provided at the conclusion of the design charrette.

5. DODEA FACILITIES GOVERNANCE COUNCIL (FGC) MEMBERS. The FGC Members shall:

a. Review and make recommendations on waiver requests from the responsible Area Director for designs which vary from the criteria established in Reference (c).

b. Review and make recommendations on any changes in scope to on-going projects not in compliance with the requirements established in Reference (c).

c. Review and approve or disapprove any proposed revisions to Reference (c).

6. CHIEF, HEADQUARTERS (HQ) FACILITIES BRANCH. The Chief, HQ Facilities Branch shall:

a. Initiate the facility condition assessment. The assessment for each facility will be accomplished by a qualified assessment team every three years and must assess the overall condition of the facility structure, associated systems, and internal finishings.

b. Ensure that all DoDEA school facilities are assigned a facility condition index rating based upon the facility assessment. Facility condition index ratings are assigned according to DoD guidance.

c. Maintain the assessment data, including a detailed list of deficiencies for each facility.

d. Ensure adequate documentation is developed to support project insertion into the five-year MILCON plan for future funding.

ENCLOSURE 3

DODEA FGC RESPONSIBILITIES AND PROCEDURES

1. PURPOSE. The FGC is established to:
 - a. Ensure that school facility designs are aligned with education requirements.
 - b. Ensure the integrity of the design, planning, and construction process.

2. RESPONSIBILITIES. See Enclosure 2.

3. MEMBERSHIP. The Director, DoDEA, will serve as the FGC Chair. The FGC is comprised of the Principal Deputy Director and ADE, the ADF&BO, and the Area Directors.

4. MEETING REQUIREMENTS. Meetings will occur on an as needed basis when there is a requirement to review and either approve or disapprove a variance(s). Additional meetings will be scheduled semi-annually to review the program, make recommendations, and incorporate lessons learned into the Ed Specs.

5. WAIVER/CHANGE REQUEST PROCESS. All project waivers/change requests should be submitted no later than during the 35% design review so that revisions may be incorporated in the future design submittals. Waivers to the Ed Specs or variance(s) to project scope will only be considered if sufficient justification is provided to substantiate a critical impact on educational or facility functionality. The waiver process will be expedited to minimize delay to the ongoing design. Figure (2) of this enclosure provides a graphical depiction of the waiver request process and expected timeline for the process.
 - a. The DoDEA PM will complete the Waiver Request at Figure 1 of this enclosure and obtain concurrence from the corresponding Project Delivery Team (PDT) members identified. PDT members must indicate that they have reviewed and support the waiver request. The DoDEA PM will sign as the submitting official and route the request to the DoDEA HQ Deputy Chief of Curriculum and Chief, HQ Facilities Branch. The DoDEA PM must substantiate that the PDT has evaluated all possible design alternatives that would allow the design to meet specification requirements. The DoDEA PM will provide supporting documentation (e.g., drawings, notes) with the waiver/change request form, if necessary.

 - b. The DoDEA HQ Deputy Chief of Curriculum and the DoDEA Chief, HQ Facilities Branch, will review the waiver and recommend either approval or disapproval. If disapproval is

recommended then comments will be provided. The waiver or change request will be returned to the submitting DoDEA PM.

c. The DoDEA PM will then submit the waiver/change request to the responsible Area Director for their recommendation. If the Area Director recommends approval, the request will be provided to the DoDEA HQ Deputy Chief of Curriculum or the Chief, HQ Facilities Branch to coordinate consideration by the FGC.

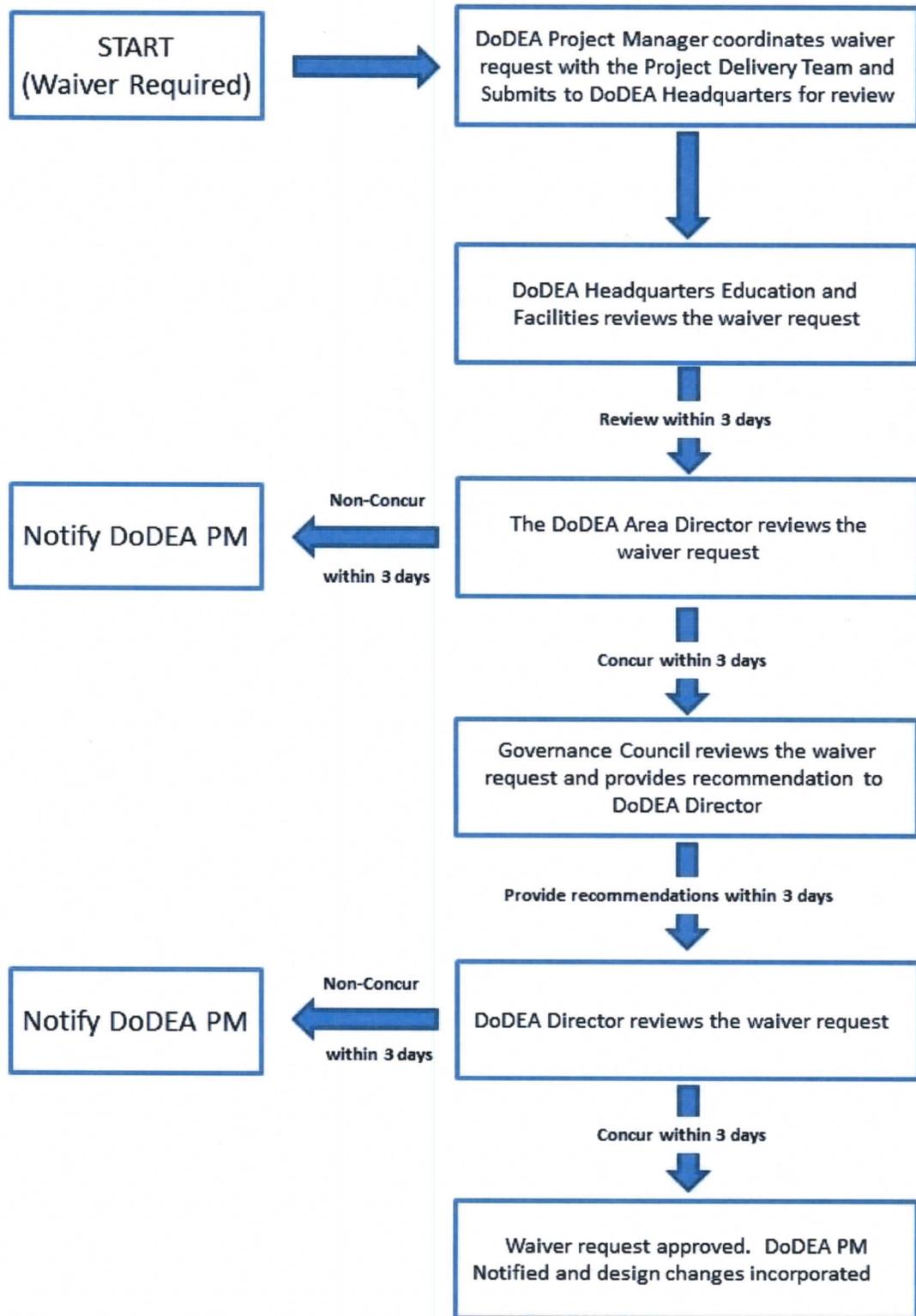
d. The FGC will review the waiver request and supporting documentation and document their recommendation. FGC members may request a conference call to discuss any concerns or obtain additional information. The Principal Deputy Director and ADE is responsible for facilitating any coordination required between members.

e. The Director, DoDEA, will review the waiver request, supporting documentation, and the FGC's recommendation. The Director, DoDEA, may request a meeting with the entire FGC prior to making a final decision. The submitting Area Director is expected to obtain any coordination or supplemental information required. After the Director, DoDEA, concurs or non-concurs with the waiver or change request, the responsible DoDEA PM will be notified and will provide official direction to the PDT for implementation.

Figure 1. Waiver Request Form

Education Facilities Specification Waiver Request																
Project Name:	<input style="width: 100%;" type="text"/>															
Waiver Request:	<input style="width: 100%;" type="text"/>															
Cost/Time Impact:	\$ <input style="width: 150px;" type="text"/> / <input style="width: 150px;" type="text"/>															
Waiver Justification:	<div style="border: 1px solid black; height: 80px; width: 100%;"></div> <p style="font-size: small; margin-top: 5px;">(Attach all supporting documentation referenced.)</p>															
Submitted By:	<input style="width: 250px;" type="text"/>															
Reviewed By:	<input type="checkbox"/> DoDEA Project Manager <input type="checkbox"/> District Superintendent <input type="checkbox"/> Architect-Engineer <input type="checkbox"/> Construction Agent Project Manager <input type="checkbox"/> USACE Design Center <input type="checkbox"/> <input style="width: 100px;" type="text"/>															
DoDEAHQ Facilities:	<input style="width: 150px;" type="text"/> <input type="checkbox"/> Concur <input type="checkbox"/> Non-Concur															
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Area Director, DoDEA:	<input style="width: 150px;" type="text"/> <input type="checkbox"/> Concur <input type="checkbox"/> Non-Concur															
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Director, DoDEA:	<input style="width: 150px;" type="text"/> <input type="checkbox"/> Concur <input type="checkbox"/> Non-Concur Director, Department of Defense Education Activity															

Figure 2. Waiver Request Process



ENCLOSURE 4

PROCEDURES AND RESPONSIBILITIES FOR MILITARY CONSTRUCTION OF SCHOOL FACILITIES

1. GENERAL. Designing and building school facilities with a minimum life expectancy of 45 years is a complex and lengthy process that requires significant oversight to ensure projects are executed on time, within budget, and meet the needs of the DoDEA educational program. To that end, DoDEA will execute a four-phase approach to school facility planning and construction that brings together the standardized processes used by DoD construction agents and the specialized requirements necessitated by 21st Century educational curriculum delivery. The four phases are planning, parametric design, design, and construction.

2. PHASE ONE (PLANNING PHASE). The Planning Phase begins when the Chief, HQ Facilities Branch provides a written directive authorizing release of Operations and Maintenance funds for a specific project to the DoD construction agent. The Planning Phase ends when the DoD construction agent provides a planning charrette final report to the DoDEA Chief, HQ Facilities Branch. This report will include the initial MILCON DD Form 1391 (Enclosure 6) with an initial cost. Reference (d) provides additional information relating to the Planning Phase.

a. Phase One establishes customer requirements, identifies an adequate site with supporting infrastructure, begins user involvement, and develops the initial DD Form 1391 and cost estimate. Reference (d) provides specific procedures for conducting the planning charrette.

b. With initiation of Phase One, the responsible DoDEA Area Director must appoint, in writing, a facilities engineer to be the DoDEA PM. This requirement applies to each DoDEA MILCON project (including those projects funded and constructed by foreign governments). The DoDEA PM shall provide coordination and oversight throughout the life of the project (until project completion or cancellation). Because the DoDEA PM will be working in close coordination with the DoD construction agent, DoDEA PM responsibilities may not be delegated. A change of the DoDEA PM must be approved, in writing, by the Area Director except in cases where a DoDEA PM leaves the Area. The DoDEA Chief, HQ Facilities Branch will receive written notification of a change in DoDEA PM.

c. The Planning Phase includes development of a draft school staffing document, using projected enrollment, by the DoDEA HQ Resource Management Division. The draft staffing document will be coordinated with the Area, approved by the Deputy Chief, HQ Curriculum Division, and will be provided to the DoDEA Design Center for production of the Program for Design (PFD). The PFD utilized for the planning charrette does not require the degree of coordination needed for the parametric design charrette.

d. A planning charrette will take place on the installation where the school is to be constructed. Representatives will be, at a minimum, the host installation personnel, the assigned school principal or designated representative, the DoDEA PM, and the DoD construction agent.

A primary objective of the planning charrette is to validate the adequacy of proposed sites. This validation only requires development of a facility blocking diagram rather than detailed floor plans.

e. Due to DoDEA's unique requirements for information technology (IT) capabilities to support school operations, the DoDEA PM must coordinate with the Area Chief, IT Division, to ensure all IT connectivity requirements are identified, included in planning documents, and coordinated with the host installation. The DoDEA PM is responsible for obtaining a written acknowledgement of DoDEA specific IT requirements and a detailed plan for providing the site's IT infrastructure required for school operations from the host installation.

f. The Area Director will be informed of the results of the planning charrette. The DoDEA Chief, HQ Facilities Branch will receive a copy of the final planning charrette report and brief the ADF&BO.

3. PHASE TWO (PARAMETRIC DESIGN PHASE). The Parametric Design Phase (5-15 percent design completion) begins when the Chief, HQ Facilities Branch provides a written project-specific directive authorizing the release of MILCON planning and design funds to the DoD construction agent which allows for award of an architect and engineering (A&E) contract. This phase ends with receipt and acceptance by the Chief, HQ Facilities Branch, of the final parametric design report which will include a DD Form 1391 and the supporting project cost estimate to be utilized for the President's Budget submission. Reference (e) provides additional information relating to the Parametric Design Phase.

a. Parametric design charrettes provide a better definition of user requirements and implement the use of parametric estimating with a minimal expenditure of planning and design funds. The parametric design charrette incorporates facilities requirements and computes associated costs. Development of a detailed design is not initiated at this point.

b. The PFD will be updated to support the parametric cost estimate. This PFD will require production of a staffing document by the DoDEA HQ Resource Management Division which will be coordinated with DoDEA HQ Education. This staffing document will be provided to the DoDEA Design Center for production of a PFD which will be provided by the DoDEA Design Center to the DoDEA Chief, HQ Facilities Branch. After DoDEA HQ review, the PFD will be returned to the DoDEA PM who will set up a teleconference with representatives of the Design Center, school, district and Area. This teleconference will allow the DoDEA Design Center to explain the PFD and receive concurrences or input for revision. After incorporating comments or revisions, an approved PFD will be signed by the school principal, district superintendent, Area Director, Deputy Chief, HQ Curriculum Division, and the Chief, HQ Facilities Branch.

c. When feasible, the parametric design charrette will take place on the installation where the school is to be constructed. Representatives will be, at a minimum, the host installation personnel, the DoDEA PM, and the DoD construction agent. Reference (e) provides specific procedures for conducting a parametric design charrette.

d. The parametric design charrette will produce a report and budget ready DD Form 1391 which will be coordinated with the Area Director. The DoDEA Chief, HQ Facilities Branch will receive a copy of the final parametric design charrette report and brief the ADF&BO.

4. PHASE THREE (DESIGN PHASE). The Phase Three Design Phase (from 35 percent to 100 percent design completion) begins when the Chief, HQ Facilities Branch provides a written code directive and release of MILCON planning and design funds to the DoD construction agent for continued design development by an A&E. The Design Phase ends once the Chief, HQ Facilities Branch receives and accepts a 100% school design certified by the DoD construction agent to provide a complete and useable school facility design in compliance with the DD Form 1391.

a. Design charrettes utilized to produce a 35 percent design are intended to obtain concurrence from all stakeholders and to ensure that the project meets all federal, host nation (where applicable), DoDEA, and installation requirements. These requirements include building and site functional relationships, criteria and code compliance, and adequate supporting infrastructure.

b. Participants in design charrettes will represent a cross-section of stakeholders who are well-versed in the vision and tenets of 21st Century education. At a minimum, each design charrette, the foundational meeting upon which the design is based, should include the following DoDEA participants:

- (1) School administrator;
- (2) Representatives for classroom teachers and specialists who can address a broad spectrum of grade levels and program areas;
- (3) Local union/association representative(s) (not mandatory);
- (4) DoDEA HQ Education Directorate representative (not mandatory);
- (5) DoDEA HQ Facilities Branch representative (not mandatory);
- (6) DoDEA PM;
- (7) Area Office of Safety and Security representative;
- (8) Area IT representative;
- (9) Student representation or input, where appropriate.

c. The DoD construction agent has primary responsibility for conducting the design charrette and reports all concerns to the responsible DoDEA PM who will upwardly report to DoDEA HQ Facilities Branch personnel. The DoD construction agent is responsible for establishing a PDT. The key members of the PDT are the DoD construction agent PM, the responsible DoDEA PM, the responsible DoDEA District Superintendent and staff, and the United States Army Corps of Engineers Design Center representatives. The PDT will manage production and project deliverables, and will verify that the project meets all DoDEA design requirements.

d. The PDT is responsible for developing a detailed project execution schedule. It is ideal to have a construction timeline that places the beneficial occupancy date no later than May 1st of the construction completion year to allow sufficient time for school outfitting. Program requirements and other mitigating factors can influence the execution schedule and should be closely evaluated by the PDT prior to establishing the beneficial occupancy date.

e. The design charrette out brief, which provides the basis for the follow-on design work and associated deliverables, will be reviewed and signed in order by the following responsible DoDEA staff members:

- (1) DoD construction agent;
- (2) DoDEA PM;
- (3) School principal;
- (4) District Superintendent;
- (5) Area Logistics Division Chief;
- (6) Area Director;
- (7) ADF&BO.

f. The concept (35%) design is a minimum concept submittal from the construction agent's A&E that ensures the requirements outlined in the design charrette have been defined and incorporated. The required attendees for 35% review are the same as that defined for the design charrette. Attendees are responsible for reviewing the design to validate functionality and adjacencies of the design charrette were incorporated into the 35% design. Attendees must understand that design requirements (structural, mechanical, seismic) may lead to changes from the design charrette so exact duplication of the design charrette floor plans should not be expected. Normally the 35% design review will allow interior designers to introduce and discuss outfitting considerations for the Comprehensive Interior Design (CID) package accomplished for the 65% design stage.

g. The intermediate (65%) design is a quality control check submittal from the construction agent's A&E. It is to ensure that the A&E is on schedule and that the documents developed are meeting technical and user requirements. Subsequent intermediate (full or partial) submittals may be needed if found unsatisfactory. At this point in design, there should not be significant layout (site and floor plan) changes from the 35% design and inputs made at the 35% review meeting should have been incorporated. The DoDEA PM, IT, and Safety and Security will review the design to ensure previous inputs made have been addressed (addressed does not imply incorporated). The DoDEA PM will review for incorporation of DoDEA Education inputs. How previous review inputs were resolved may require the DoDEA PM to engage with

Education Division personnel. Only the DoDEA PM is required to attend the 65% design review meeting. Attendance by other DoDEA functional areas is discretionary but they will be notified and provided the opportunity to attend.

h. The CID package submittal from the construction agent's A&E is normally done in conjunction with but not required to be part of the 65% design. Education Division personnel will be involved in development and review of the interior design package. This meeting should be held at the school to allow for maximum Education Division personnel involvement.

i. The prefinal (95%) design submittal from the construction agent's A&E is a pre-final design package. Only the DoDEA PM will be involved in review/participation during the remaining design stages. The DoDEA PM will reach back to other DoDEA functional participants as required.

j. The final (100%) design submittal from the construction agent's A&E ensures all remaining government review comments have been adequately addressed from the prefinal (95%) design review. The submission certifies that the project meets bidability, constructability, operability, and environmental requirements prior to advertisement.

5. PHASE FOUR (CONSTRUCTION PHASE). The Construction Phase begins when the Chief, HQ Facilities Branch issues a written directive to the DoD construction agent to award the construction contract and ends with the acceptance of the fully functional and useable school facility.

a. The DoD construction agent has overall management responsibility of the construction project, to include ensuring the project is built according to the approved design and delivered on time and within the authorized budget. The DoD construction agent is also responsible for the technical adequacy, acceptance of construction quality, and conducting physical inspections with the DoDEA PM throughout the project's duration.

b. DoDEA will participate in the DoD construction agent's quarterly line item reviews of all on-going DoDEA funded MILCON projects. DoDEA participants will be, at a minimum, the DoDEA PM and the DoDEA HQ Facilities Branch representative. The DoDEA PM will notify the Area Director of issues that seriously affect project delivery cost and timeline.

c. The DoDEA PM will work closely with the DoD construction agent, Chief, HQ Facilities Branch, and Area Facilities Branch representative(s) to ensure proper project management and reporting. Duties of the DoDEA PM include:

(1) Attending the construction kick off meeting. During the kickoff meeting the DoDEA PM will review all site considerations in preparation for the beginning of construction. Especially important are the location of the laydown area for construction supplies, impact on traffic flow of delivery vehicles, appropriate fencing for separation of staff and students from the construction site, and behavioral expectation of construction workers if in close proximity to students.

(2) Monitoring and evaluating construction progress.

(3) Ensuring the DoD construction agent provides DoDEA with any mandatory project change requests and secures DoDEA approval of discretionary changes prior to any contract modification or execution of work in accordance with the appendix to this enclosure.

(4) Verifying all construction changes are within the scope of work.

(5) Tracking and reporting any cost growth.

(6) Conducting site visits, as required.

(7) Attending red zone meetings associated with final acceptance of the facility.

(8) Participating in facility walkthroughs to best ensure the facility is in good working order and participating in pre-final and final inspections to ensure discrepancies are addressed prior to project close out. Note: as DoDEA cannot hold real estate, facility acceptance ultimately falls to the installation. However, the DoDEA PM must be alert to all deficiencies in the acceptance process and highlight to the Area Director and the DoDEA Chief, HQ Facilities Branch of those deficiencies that could result in a change to the beneficial occupancy date of the school. Additionally, the DoDEA PM must coordinate with the Area IT Division Chief to ensure all IT assets are installed and operational during the facility walk-through.

(9) Ensuring DoDEA receives the as-built drawings and all facility operations manuals.

(10) Monitoring the fiscal closeout of a project to allow withdrawal of unused funds in a timely manner.

(11) Providing an after action report upon the project's completion. The primary focus of the after action report will be on lessons learned, and must be submitted through the Area Chief, Facilities Branch, to the DoDEA HQ Facilities Branch for inclusion in the project's file.

d. For construction projects hosted from another source (Service, Host Nation):

(1) The DoDEA PM will monitor construction progress and provide, at a minimum, quarterly updates to the Area Director.

(2) The DoDEA Chief, HQ Facilities Branch will keep the ADF&BO informed highlighting construction issues and deficiencies that could affect the projected date of completion.

Coordination					
Organization	Name	Concur (Y) / (N)	Date	Signature	
Construction Agent PM		Y		X _____ John Doe Project Manager	
Design Center PM		Y			
DoDEA PM		Y			
*HQ DoDEA FB		Y			
DoDEA Area Director		Y			

*Note: The limit for funding of contract modifications is the contingency provided in the award current working estimate. This limitation applies to the total of all modifications both mandatory and non-mandatory (discretionary). For projects with the Current Working Estimate (CWE) less than the Program Amount, approval of all non-mandatory (discretionary) changes of less than \$25,000, with the exception of those changes that deviate from the Education Facilities Specifications or relate to energy or sustainability functions, resides with the DoDEA Area Director. All changes that do deviate from the Education Facilities Specifications will be forwarded to HQ DoDEA for review and approval by the DoDEA Governance Council and associated review process. All changes related to environmental, sustainability, energy systems and ALL construction Value Engineer proposals will be forwarded to HQ DoDEA for review prior to routing the request to the DoDEA Area Director. Whenever the current project CWE exceeds the Award CWE, ALL proposed changes, either mandatory or non-mandatory, must be coordinated through the DoDEA PM and approved by HQ DoDEA.

Mandatory Changes. Unavoidable changes required to provide a complete and usable real property facility. Such changes are caused by unforeseen factors discovered during design or construction, e.g., design oversights/errors, mandatory criteria changes, construction site conditions, or unavailability of materials. These changes include those absolutely necessary for completion of the project; but not those justified by improved efficiency of operation, maintenance, function, or appearance. The classification of a change as “mandatory” is an Execution Agent contract responsibility but must be done in coordination with the DoDEA PM. Mandatory changes do not need to be included in the change request form; however, the sum of all mandatory changes must be counted against the contingency balance in the form.

Non-Mandatory (Discretionary) Changes. This includes any criteria changes that are not mandatory for ongoing projects, changes that would improve the efficiency, maintainability, functionality, or appearance of the facility, and re-siting a project during design or construction. All discretionary changes will be submitted by or through the DoDEA PM. No discretionary changes will be accepted by the Execution Agent PM from other individuals. In accordance with HQ DoDEA processes, all discretionary changes must be submitted to the Area Director. The Area Director has approval authority for discretionary changes of less than \$25,000 when the CWE is less than the Program Amount unless the change affects the Education Specifications, is a Value Engineer proposal, or affects facility energy or sustainability. The DoDEA PM is required to obtain Execution Agent evaluation of proposed changes to include cost and time estimates and impacts. The Execution Agent will coordinate the discretionary changes with the Design Center and include that review in the information package provided to the DoDEA PM. The Execution Agent evaluation and estimates, recommended source of funds, the current project CWE, a list of all known pending changes and claims not yet approved and the Design Center review must be included as supporting documentation for any request.

HQ DoDEA may require the Execution Agent to provide additional technical review on requested changes. Funds for HQ DoDEA-approved changes will be issued by Headquarters United States Army Corps of Engineers to Execution Agents at the time of approval if funds are not available.

Negotiations. Any requested changes where the negotiated price exceeds the Independent Government Estimate will not be approved for funding and execution without notification and approval from DoDEA.

Submittal Requirements. Route the request to all required coordinating personnel and ensure their name and digital signature is included on the request prior to submitting the request to the approving authority. Digital signatures can be included directly into the excel file by clicking on the Insert tab and then clicking on the Signature Line window at the top right of the page. Please submit both the excel file and a .PDF copy of it to the approving authority.

Monthly Reporting. The Execution Agents are required to provide a monthly reporting of all pending and approved changes with their project fact sheet submissions.

ENCLOSURE 5

FACILITY CONDITION ASSESSMENTS

1. GENERAL. Replacing a school facility requires considerable financial investment and should not be undertaken if renovation is a viable option. DoDEA has developed a facility condition assessment process, utilizing A&E firms, which combines an eyes-on assessment of a facility system along with consideration of system age in comparison to the expected life cycle. The results of these facility condition assessments serve as the primary factor for the development of the DoDEA five-year MILCON Program and associated budget documents.

2. RESPONSIBILITIES. See Enclosure 2.

3. FACILITY CONDITION ASSESSMENT

a. The assessment team will provide a draft report to the responsible Area Facilities Branch for review and comment. The responsible Area Facilities Branch will review the facility condition assessment findings for adequacy and then submit comments to DoDEA HQ Facilities Branch for further review and acceptance.

b. The assessment data and the resulting facility condition index rating will be used to determine whether a new facility is required. Additional factors to consider are the age of the facility, the current capacity, and projected maintenance.

c. The assessment data will be used to supplement the yearly development of the five year facilities plan that identifies requirements for safe and well maintained schools.

ENCLOSURE 6

MILCON DD FORM 1391

1. COMPONENT		FY _____ MILITARY CONSTRUCTION PROJECT DATA		2. DATE (YYYYMMDD)	REPORT CONTROL SYMBOL DD-A&T(A)1610
3. INSTALLATION AND LOCATION			4. PROJECT TITLE		
5. PROGRAM ELEMENT	6. CATEGORY CODE	7. PROJECT NUMBER	8. PROJECT COST (\$000)		
B. COST ESTIMATES					
ITEM		UNITS	QUANTITY	UNIT COST	COST (\$000)
10. DESCRIPTION OF PROPOSED CONSTRUCTION					

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PREVIOUS EDITION IS OBSOLETE.

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Adobe Professional 7.0

*Copies may be obtained from the Internet at <http://www.dodea.edu/edSpecs/index.ctm>

GLOSSARY

ABBREVIATIONS AND ACRONYMS

A&E	Architect and Engineering
ADE	Associate Director for Education
ADF&BO	Associate Director for Financial and Business Operations
AI	Administrative Instruction
BOD	Beneficial Occupancy Date
DDESS/DoDDS-Cuba	Domestic Dependents Elementary and Secondary Schools/Department of Defense Dependent Schools, Cuba
DoD	Department of Defense
DoDDS-E	Department of Defense Dependent Schools, Europe
DoDDS-P/DDESS-Guam	Department of Defense Dependent Schools, Pacific/ Domestic Dependents Elementary and Secondary Schools, Guam
DoDEA	Department of Defense Education Activity
Ed Specs	Education Facility Specifications
FGC	Facilities Governance Council
HQ	Headquarters
IT	Information Technology
MILCON	Military Construction
PDT	Project Delivery Team
PFD	Program for Design
PM	Program Manager
POM	Program Objective Memorandum

PART II. DEFINITIONS

design charrette. A collaborative workshop that provides stakeholders the opportunity to influence the design based on need, use, and operation. They are typically a week long and include a diverse group of stakeholders that use, design, build, or are impacted by the project and are critical to its success.

parametric design charrette. A charrette intended to accelerate early execution of project design, provide better definition of customer requirements, improve customer involvement, and implement the use of parametric estimating to provide the Office of the Secretary of Defense and Congress sufficient detail to ensure that DoDEA has an executable project.