



DoD MANUAL 1225.08

RESERVE COMPONENT FACILITIES, CONSTRUCTION, AND REAL PROPERTY PROGRAMS

Originating Component: Office of the Under Secretary of Defense for Personnel and Readiness

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Purpose: In accordance with the authority in DoD Directive (DoDD) 5124.02 and DoD Instruction (DoDI) 1225.08, this issuance:

- Implements policy, assigns responsibilities, and provides procedures for acquiring and using Reserve Component (RC) facilities programs and unit stationing.
- Prescribes procedures for administering the facilities programs and unit stationing specific to the Army National Guard (ARNG), Air National Guard (ANG) and the Reserves (Army, Navy, Air Force, and Marine Corps), referred to collectively as the “RC.”
- Provides direction for the Senior Engineer Steering Group (SESG).
- Provides direction for the State Facilities Boards (SFB) and explains their expanded duties and responsibilities in each of the 50 States, the District of Columbia, the Commonwealth of Puerto Rico, and the U.S. possessions and territories (referred to collectively in this issuance as “States”).
- Establishes authorities and provides procedures for real property acquisition methods, joint construction and use of RC facilities, facility criteria unique to the RCs, and joint federal and State agreements covering contributions of federal funds to the States for National Guard facilities.

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SECTION 1: GENERAL ISSUANCE INFORMATION

1.1. APPLICABILITY.

This issuance applies to OSD, the Military Departments, the Office of the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Combatant Commands, the Office of the Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all other organizational entities within the DoD (referred to collectively in this issuance as the “DoD Components”).

1.2. POLICY.

a. SESG and SFB meeting minutes and progress reports, referred to throughout this issuance, do not require licensing with a report control symbol in accordance with Paragraph 1.b.(15) of Enclosure 3 of Volume 1 of DoD Manual 8910.01.

b. The feedback reports, referred to in Paragraph 3.1.a.(10), do not require licensing with a report control symbol in accordance with Paragraphs 1.b.(9) and 1.b.(15) of Enclosure 3 of Volume 1 of DoD Manual 8910.01.

c. DD Form 1391, “Military Project Construction Data,” referred to in Paragraphs 4.1.a.(1)(b), 4.1.a.(1)(c), and 4.1.a.(1)(e), does not require licensing with a report control symbol in accordance with Paragraph 1.b.(10) of Volume 1 of DoD Manual 8910.01.

1.3. SUMMARY OF CHANGE 1.

This change is administrative and:

a. Updates the organizational alignment of the RC facilities oversight function from the Office of the Deputy Assistant Secretary of Defense for Readiness Programming and Resources to the Office of the Deputy Assistant Secretary of Defense for Reserve Integration pursuant to the April 10, 2019 Under Secretary of Defense for Personnel and Readiness Memorandum.

b. Updates references and organizational symbols to reflect the reorganization of the Office of the Under Secretary of Defense for Acquisition, Technology, and Logistics, pursuant to the July 13, 2018 Deputy Secretary of Defense Memorandum.

SECTION 2: RESPONSIBILITIES

2.1. ASSISTANT SECRETARY OF DEFENSE FOR MANPOWER AND RESERVE AFFAIRS (ASD(M&RA)).

Under the authority, direction, and control of the Under Secretary of Defense for Personnel and Readiness (USD(P&R)), the ASD(M&RA):

- a. Oversees the implementation of this issuance by developing and distributing plans, programs, actions, and taskings for RC facilities and installations.
- b. Annually reports to the USD(P&R) the status of the RC facilities programs.
- c. Reviews and de-conflicts RC recruiting demand on communities between the RCs that may occur in the context of reviewing RC facility or stationing decisions.
- d. Coordinates with the Under Secretary of Defense (Comptroller)/Chief Financial Officer, Department of Defense (USD(C)/CFO) and the Under Secretary of Defense for Acquisition and Sustainment (USD(A&S)) as appropriate, on any proposed exceptions to DoD issuances about facilities or applicable Unified Facilities Criteria prescribed in Military Standard MIL-STD-3007F or Chapter 6 of DoD 7000.14-R, regarding unique RC criteria for planning, design, construction, sustainment, restoration, and modernization.

2.2. DEPUTY ASSISTANT SECRETARY OF DEFENSE FOR RESERVE INTEGRATION (DASD(RI)).

Under the authority, direction and control of the ASD(M&RA), the DASD(RI):

- a. Uses its Facilities Directorate as the DoD focal point for policy implementation and coordination for RC facilities related issues and actions.
- b. Establishes procedures for managing the SESG and SFBs.
- c. Establishes and maintains a website for collecting and storing minutes of the SESG and SFB. This website will include templates and best practices to improve the efficiency and effectiveness of the boards, and any issue action plans.
- d. Reviews and analyzes the minutes of each SFB.
- e. Reviews cancellation of a support agreement for joint construction following review and recommendation by the SESG, and adjudicates disputes between the RCs regarding follow-on responsibilities.
- f. Coordinates with the USD(C)/CFO on all RC military construction (MILCON) reprogramming actions, before submitting reprogramming requests to Congress.

g. Coordinates with the USD(A&S) on all facilities-related congressional reports, proposals for facilities-related statutory authorities in United States Code (U.S.C.), and authorizations in annual defense authorization bills.

2.3. USD(C)/CFO.

The USD(C)/CFO provides copies of all RC reprogramming requests for RC MILCON projects to the Facilities Directorate of DASD(RI).

2.4. ASSISTANT SECRETARY OF DEFENSE FOR SUSTAINMENT (ASD(S)).

Under the authority, direction, and control of the USD(A&S), the ASD(S), in addition to the responsibilities in DoDI 1225.08, resolves disputes among the RCs for joint use facilities and installations regarding host and tenant responsibilities when disputes cannot be resolved by the Military Departments.

2.5. SECRETARIES OF THE MILITARY DEPARTMENTS.

In addition to the responsibilities in DoDI 1225.08, the Secretaries of the Military Departments designate an RC host organization for each joint project and provide adequate support to RC facilities and installations.

SECTION 3: RC FACILITIES GOVERNANCE FORUM

3.1. SESG.

a. Purpose.

This section establishes the structure and operational reporting procedures for the SESG. It outlines guidance for the coordination of SESG issues and activities, and ensures maximum unity of effort by providing advice and assistance to the SFB in each State. The SESG:

- (1) Provides strategic-level oversight and cross-Service component coordination among RC headquarters engineers and their staff.
- (2) Advises the DASD(RI) on facilities engineering and installation management matters.
- (3) Identifies RC facilities issues and challenges; shares ideas, innovations, and solutions; exchanges best practices and lessons learned; coordinates initiatives; and facilitates collaboration.
- (4) Provides cross-Service component coordination on training and support requirements for their respective staff and the SFB memberships in each of the respective States.
- (5) Gathers issues from the field, coordinates with working groups, and provides recommended actions to the RC facilities community. Recommended actions will be coordinated through the Secretaries of the Military Departments, the Office of the USD(A&S), the Office of the ASD(S), the USD(C)/CFO, and the DASD(RI) before they are implemented as required under their respective polices and procedures.
- (6) Gathers issues from the field, analyzes them, coordinates with appropriate working groups, and recommends actions to the RC facilities community via the RC Service Chiefs, the Secretaries of Military Departments, ASD(S) and/or the DASD(RI).
- (7) Provides feedback to the RC community on State and unit-level impacts of proposed changes to policies, regulations, and criteria.
- (8) Collects feedback from their respective RC on the challenges and successes of newly constructed joint facilities. A report on this feedback will become a standing agenda item during the SESG meeting.
- (9) Recommends improvements to training, policy, procedures, design philosophies, construction and engineering criteria, and standards to the RC facilities community.
- (10) Encourages Active Component (AC) participation in SFB meetings.
- (11) Provides representatives to other recognized and approved advisory councils, steering groups, symposiums, activities, or events as requested.

(12) This manual is not intended to alter established DoD policies and procedures, including delegations of authority, with respect to acquisition and disposition of real property facilities.

b. Membership.

The SESG will consist of a primary and alternate representative from the DASD(RI), and a principal or alternate member from each of the six RCs:

(1) Each RC will provide a steering group principal member comprising the RC headquarters-level senior engineer or equivalent facility service representatives responsible for each RC facilities program, to provide strategic-level oversight and cross-Service component coordination for RC facilities programs, and advise on RC facilities to the USD(A&S), the ASD(S), and the DASD(RI). RC SESG membership requirements are contained in Table 1.

Table 1. RC SESG Membership.

Reserve Component	Title
Army National Guard	Chief, Installations and Environment Directorate
United States Army Reserve	Director, Army Reserve Installation Management Directorate
Air National Guard	Deputy Director, Installations, National Guard Bureau/A4
United States Air Force Reserve	Associate Director, and Command Civil Engineer, Logistics, Engineering, and Force Protection Directorate, HQ AFRC/A4
United States Navy Reserve	Director, Facilities & Environmental (N4); Commander, Navy Installations Command
United States Marine Corps Reserve	Assistant Chief of Staff, Marine Forces Reserve Facilities

(2) SESG membership terms will coincide with their respective assignment tour requirements. Alternates are selected at the discretion of the primary member; the alternate is typically the person occupying the deputy position for the primary member. The alternate member will attend meetings when the primary SESG member is not available to attend and, for continuity, is encouraged to attend regular meetings with the primary member.

(3) If an appointed SESG member resigns, is incapacitated, or fails to carry out duties of the office, the impacted RC will appoint an alternate to fill the unexpired term.

(4) The SESG member's organization or command will be responsible for all costs associated with their participation in the SESG.

c. Process and Procedures.

- (1) The SESG will meet twice a year hosted on a rotating basis, among the member organizations. Second and fourth quarters are the target periods for the meetings.
- (2) The RC host or designated representative will assume responsibility for coordinating the facility and logistical requirements for the SESG meetings. The host will establish a meeting time and location, and send invitations to the rest of the members.
- (3) The RC host, with input from the primary SESG members and the DASD(RI), will prepare the meeting agenda in advance. The host will distribute the agenda at least a week in advance to all SESG members and other appropriate participants. The agenda will also allow any member to submit new issues using appropriate communication tools (i.e., briefing, issue papers, and action memos) for the SESG members to consider. The DASD(RI) will be responsible for any required approvals associated with hosting a conference, as applicable.
- (4) The RC host will appoint an executive administrator to provide administrative support to the chair and members of the SESG, and prepare, record, and distribute the SESG minutes. The DASD(RI) will follow up on taskings for SESG meetings.
- (5) The RC host will schedule SESG meetings to ensure maximum representation from all RC primary members. If the primary member cannot attend, the RC will send an alternate from its organization.
- (6) The SESG members will perform services required and any associated travel in their assigned status, and within funds allocated by their own organization.
- (7) Additional individuals, to include a representative from other advisory councils, may attend SESG meetings at the invitation of their respective RC.
- (8) The SESG may appoint working groups to conduct studies, surveys, and prepare reports or other documents, on design philosophies, facilities engineering, and installation management matters related to the RCs in accordance with the procedures in Volume 1 of DoD Manual 8910.01.

d. Working Groups, Committees, and Subcommittees.

- (1) The SESG members will have broad latitude to appoint special working groups, standing committees, and chartered subcommittees. These committees will be chaired by a SESG member, senior representative, or staff member of each RC engineer headquarters to study issues or perform tasks determined to be necessary. Unless designated as a standing committee by the SESG primaries, all committees will be dissolved upon completion of their task, as determined by the board members.
- (2) The need for each chartered subcommittee and their charters will be reconfirmed twice a year. All chartered subcommittees will report to and receive direction from the SESG.

(3) Working group members should meet outside of regular SESG meetings as required to complete their work.

(4) Working groups will provide progress reports and updates at regular SESG meetings.

e. Reports.

(1) Minutes of SESG meetings will be prepared. The executive administrator will give a copy of the minutes to each SESG member, with this schedule:

(a) Within 15 days, a draft will be sent to each member electronically.

(b) Within 7 days of receiving the draft, each member will respond with comments.

(c) Within 30 days of the meeting, a final copy with enclosures or attachments will be e-mailed to each member and posted on the SESG Milbook Website at:
<https://www.milsuite.mil/book/groups/reserve-components-senior-engineer-steering-group>.

(2) At the start of each regularly scheduled SESG meeting, the previous RC host will summarize and present the follow-up report from the previous meeting.

(3) At designated SESG meetings, directed special committee chairs will provide an oral or written progress report of their committee's actions and recommendations. Any reports will be included in SESG meeting minutes.

(4) Issues assigned to a working group by the SESG will be placed into an issue action plan format contained on the SESG Milbook Website.

(5) The issue action plan will be used to record tasking actions and to monitor the status of the issue until completion. Members presenting new issues to the SESG will prepare and distribute an issue action plan for the group to consider.

3.2. SFBS.

a. Purpose.

(1) The SFB assists in carrying out the policy stated in Section 18231 of Title 10, U.S.C. The SFB will consider the joint use of facilities by units of two or more RCs, to the greatest practicable extent for efficiency and economy. The mission of the SFB is to maximize use of RC land, facilities, and installations by promoting joint use by two or more components (AC and/or RC) and reuse of existing vacant or underutilized facilities. The SFB will consider the installation real property master plans, where practicable, to identify opportunities for joint use and reuse. The SFB will also pursue opportunities for shared use with any ACs in their area. Although AC participation is not mandatory, it is encouraged to assist in identifying underutilized facilities potentially available for RC use.

(2) The SFB will review each proposed RC construction project annually and comment on its joint use potential. All projects proposed to be included in an annual RC MILCON program will be reviewed by the respective SFB before being submitted to the OSD. If the project is not included in the President's Budget for the fiscal year (FY) for which it was first proposed, the SFB will review the project again for joint use potential. The construction project review performed by the SFB will not be limited to large MILCON projects. The SFB will also identify projects that could be jointly funded using operation and maintenance funds or unspecified minor MILCON funds.

(3) At annual SFB meetings, SFB members will identify vacant or underutilized facilities under their management which are (or could become) available for re-use or joint consolidation. This space utilization review should include any properties affected by mission or manpower changes, and all facilities on installations identified for closure or realignment action.

(4) The SFB will share their best practices for facilities and unit stationing issues that impact unit readiness. Examples include anti-terrorism and force protection, encroachment, security, energy resiliency and sustainability. SFB members:

(a) Ensure each proposed joint use project is consistent with the installation real property master plan.

(b) Recommend a Joint Land Use Study as necessary to address encroachment.

(c) Share information concerning utility rates at their respective locations and seek efficiencies.

(5) The SFB will look for opportunities to encourage combining contracting efforts to achieve economies of scale, share maintenance, or provide contracting for minor construction and maintenance for one another. For example, rather than each RC separately contracting for linear segmentation at its respective base, RCs should combine efforts to collect data for all RCs within a State.

(6) The SFB is not limited to just the review of proposed projects. It may also, as a body, make recommendations on any facility needs of the RCs of that State that will enhance readiness and provide, in their view, a significant return for the investment.

b. Membership.

(1) Each State with at least one RC unit stationed in it will have an SFB. SFB membership will comprise principal members and alternate members appointed by the respective RC engineer organizations responsible for RC facilities programs within that State. Period of service will be for an indefinite period, on a part-time basis. Not all State SFBs will have members from all RCs.

(2) The requirement for an SFB principal member and alternate member will not apply for Military Departments that have only recruiting activities in that State.

(3) When the United States Coast Guard is operating as a Service in the Navy pursuant to law, they may designate a representative to serve on SFB in States where the United States Coast Guard Reserve training units are, or may be, located.

(4) AC representatives from each active duty installation within the State are encouraged to attend to share information on upcoming projects and available facilities and land for possible joint or unilateral use.

(5) SFB members should be subject matter experts for their respective RC facility program.

(6) Sample appointment letter formats are provided on the SFB Website. Each SFB member will follow the guidance provided by their respective RC regarding appointment authority, process, and distribution for appointment letters. The SFB Website is located at: <https://prhome.defense.gov/Readiness/ProgrammingResources/StateFacilitiesBoard/>.

(7) The chair of each SFB will be the ARNG construction facilities management officer (CFMO) for the given State. If this person is not available, the Office of the CFMO will provide an alternate.

(8) The office of the CFMO will store SFB records for its respective State. This allows for continuity in record keeping and provides the DoD and the Military Services a standard point of contact.

(9) SFB membership data (e.g., mailing address and telephone numbers) will accompany SFB minutes in the format shown on the SFB Website.

c. Process and Procedures.

(1) Each SFB will convene at the call of its chair, but will meet at least once each FY. Locations for meetings may rotate, but should not place an undue burden on members. Options such as teleconference should be offered to members who cannot travel to meetings.

(2) The SFB Chair will encourage AC participation. The SFB Chair will invite the senior ranking engineer of each AC installation within the State.

(3) An SFB quorum will comprise all principal members. An alternate member will be deemed a principal member if the principal member from his or her organization is absent.

(4) An SFB review and analysis of each RC project will be recorded within the minutes of the meeting. Copies of the completed minutes will be retained by the project sponsor and archived by the office of the CFMO who is the Adjutant General's appointed ARNG records custodian. A template for the minutes is provided at <https://ra.defense.dodlive.mil/>.

(5) Any principal member or alternate member serving in the principal member's absence, who disagrees with the majority opinion of the SFB, may require that a minority report be included in the records of the SFB's proceedings.

(6) The chair will ensure that information received relative to the meeting from the DASD(RI) is disseminated to each principal and alternate member.

(a) After the meeting, the chair will ensure that copies of the minutes with attachments or summaries of meetings, studies, surveys, or reports and recommendations prepared by the SFB are furnished to each principal and alternate member.

(b) The principal SFB member for each RC will provide copies of all documents to their applicable RC headquarters engineer sections within 30 days after the meeting adjourns.

(c) Thirty days following the meeting, the chair will post the SFB meeting minutes with membership data, applicable reports and studies directly to the DASD(RI) Website at: <https://ra.defense.dodlive.mil/wp-login.php>.

(7) Approved SFB meeting minutes will:

(a) Include the name and title of each member in attendance.

(b) Include attendance, a table with each project listed, location, owning RC, and joint construction recommendation. If a project is recommended for joint construction, a tentative host RC may be recommended.

(c) Identify estimated date of the next annual meeting.

(8) The chair will sign and post the SFB meeting minutes with applicable reports, and studies directly to the DASD(RI) Website at: <https://ra.defense.dodlive.mil/wp-login.php> within 30 days after the meeting adjourns.

(9) On receiving the SFB minutes from the chair, the Office of DASD(RI) will compile and analyze the results and make this analysis available to the SESG annually.

(10) The CFMO of the ARNG within the State will act as the records custodian and maintain a current and historical file of SFB minutes, membership, meetings, actions, and other items, as applicable.

(11) The SFB may establish their own procedures for all items not covered in this issuance.

d. Reports.

The templates for the reporting requirements are available on the DASD(RI) Website.

3.3. RC HEADQUARTERS ENGINEERS.

In accordance with DoDD 5124.02, and DoDI 1225.08, each RC headquarters engineer will coordinate with the DASD(RI) Facilities Directorate on the annual facilities update briefings and coordinate on updating guidance documents.

a. Annual Facilities Update Briefings.

(1) Each October, the Facilities Director will coordinate with the RC headquarters engineers to schedule each RC for an annual facilities update briefing for the DASD(RI). These briefings will provide an execution summary of the previous FY's facilities programs, and will include:

- (a) MILCON.
 - (b) Joint construction projects.
 - (c) Operation and Maintenance funds for sustainment, restoration, and modernization.
 - (d) Planning and design.
 - (e) Unspecified minor MILCON.
 - (f) Facility condition index assessment.
 - (g) Environmental programs.
 - (h) Energy programs.
 - (i) Base realignment and closure (BRAC) actions, if applicable.
- (2) The RCs are also encouraged to use this opportunity to brief:
- (a) New facilities goals and initiatives.
 - (b) New congressional reporting requirements.
 - (c) Specific OSD facilities policies that are of concern.

(3) The RCs should also highlight any new reprogramming actions, property exchanges, major land acquisition waivers, or legislative proposals that the Facilities Directorate can help coordinate with either the USD(C)/CFO or the ASD(S).

(4) Annual facilities update briefings will be scheduled within the first quarter of the FY to give the RCs sufficient time to close out their prior year's facilities program execution. After establishing the RC briefing dates and times, the DASD(RI) will formally request these briefings through the Secretaries of the Military Departments, and also notify the Reserve Chiefs of this requirement. The ARNG and ANG will be notified through the Office of the Chief, National Guard Bureau. The senior engineers are expected to brief their facilities programs, with the assistance of their key staff.

b. Reprogramming.

In accordance with DoDI 1225.08, the USD(C)/CFO will coordinate with the ASD(M&RA) on all RC MILCON reprogramming actions before submitting them to Congress. This will be achieved by forwarding any such reprogramming requests to the DASD(RI) Facilities Directorate as part of their review timeline. This review should be done in parallel with the USD(C)/CFO reprogramming review to expedite the process. The Facilities Directorate may request additional time to review. RC headquarters engineers may request the Secretary concerned to provide reprogramming requests to the DASD(RI) Facilities Directorate at the same time they submit the requests to the USD(C)/CFO to further shorten the review period.

c. Updates to Issuance.

- (1) This issuance will be reviewed at least every 3 years.
- (2) An implementation working group consisting of members of each RC appointed by the SESG will adjudicate comments and select changes to adopt following the review.
- (3) Out of cycle changes or updates to this issuance can be requested through the SESG or RC headquarters engineers.

SECTION 4: UNIT STATIONING

4.1. JOINT FACILITIES.

a. The RC and AC of the Military Departments will seek to use joint facilities to the maximum extent practicable. When Military Departments make unit stationing decisions that impact facilities requirements, joint opportunities and efficiencies should be considered. When unilateral construction and use are proposed, factual justification will be provided to support the conclusion that joint use of facilities are neither practical nor economically advantageous to the Federal government. Military Departments concurrently approve joint facilities and are responsible for integrating these facilities as part of the respective Military Departments' Planning, Programming, Budgeting and Execution process and:

(1) Each SFB will review and recommend potential joint facility projects to their members' respective chains of command for evaluation. If approved for joint construction, the affected Military Departments will collectively designate a lead component for planning, design, and construction of the project.

(a) All affected Military Departments will enter a memorandum of agreement (MOA) on budget formulation, execution, and other pertinent matters. MOA signature authority for each affected DoD component resides at the general officer-level responsible for prioritizing their component's facility construction projects in the Future Years Defense Program.

(b) A DD Form 1391, Fiscal Year MILCON Project Data, will delineate each involved DoD Component's cost share, in accordance with the procedures in Volume 2B, Chapter 6 of DoD 7000.14-R.

(c) The DD Form 1391 and the MOA will each contain references to the other document for ease of identifying each RC involved in the construction. Together, the two documents represent the involved RCs' project cost sharing, any project specific agreements, and a unified priority for funding.

(d) For Military intradepartmental joint projects (i.e., those involving two or more Service components from one Military Department), each component will program its pro rata share of the joint facility during the Program Objective Memorandum process. A Military Department will make the transfers to the lead component.

(e) For interdepartmental joint construction (i.e., those involving more than one Military Department), the lead component will submit a coordinated DD Form 1391 and MOA through the Military Departments to the USD(C)/CFO for consolidation during the Planning, Programming, Budgeting, and Execution process. The first opportunity to consolidate funding under the lead component is typically during the Program Objective Memorandum process and documented in a Program Decision Memorandum. If not reflected in a Program Decision Memorandum, each component will identify and include its share of the joint use project cost agreed to in the MOA and identified in the coordinated DD Form 1391 in its Budget Estimate

Submission. The amounts identified will be transferred to the project's lead component in a Resource Management Decision.

(2) The lead component will budget for the full project in the agreed-upon FY.

b. Each DoD Component will program the planning, design, and construction costs for their applicable share of the joint facility:

(1) *Exclusive Use.*

100 percent of the design and construction costs for exclusive-use areas within the joint facility will be programmed by the using component. Funding for facility design should be negotiated between the affected RCs and documented in the project MOA.

(a) Interior exclusive-use areas are those that will be used 100 percent by a component and include, but are not limited to, areas such as offices, component-unique training, facilities/areas, and storage areas.

(b) Outside exclusive-use areas include, but are not limited to, component-designated military vehicle parking, pavement and fencing, security lighting, fuel dispensing systems, and separate maintenance and storage buildings.

(2) *Common Use.*

Costs for the design and construction of common-use areas should be shared among the joint users. Funding for facility design should be negotiated between the affected RCs and documented in the project MOA.

(a) Interior common-use areas include, but are not limited to, assembly halls, classrooms, conference rooms, restroom facilities, corridors, stairwells, circulation areas, and mechanical equipment rooms.

(b) Rifle ranges, weapons simulation, food preparation, and kitchen areas will be treated as common-use areas if required by two or more components participating in a joint construction project.

(c) Outside common-use areas include, but are not limited to, site preparation, utilities, walks, pavements, and privately-owned vehicle parking.

c. Each component will provide base real property operations and maintenance support for joint facilities using an agreed upon methodology. Sample methodologies include recoding of sustainment entity in real property records, reimbursement documented in a formal support agreement, or as a last resort, transfer of total obligation authority. Selected methods should be worked out by the affected RCs and documented in the project MOA.

4.2. ACQUISITION METHODS.

a. Acquiring additional land, new facilities, expansion, major rehabilitation, construction, or replacement of existing facilities will be done using the most cost-effective methods. Economic analyses, program evaluations, and budgetary documentation of RC facilities requirements will be made in accordance with DoD 7000.14-R and DoDI 4165.71.

b. In fulfilling RC facilities requirements, the RCs will consider:

(1) Joint construction of a new facility by two or more RCs or with an AC. If such construction at a single location may not be done concurrently for some irreconcilable reason, the design and siting of the initial structure will include provisions for future expansion.

(2) Full use of existing and partially used facilities of other RCs and the ACs.

(3) Use of existing real property facilities excess to the needs of the Military Departments or other federal agencies by transfer, use agreement, or permit. This includes maximum use of facilities identified as excess by ACs and RCs during base closure and realignment actions, as allowed by law.

(4) In accordance with applicable laws and regulations, lease or donation of privately or publicly owned facilities that meet the need or may be modified at reasonable cost to meet the need.

(5) Construction of additions to existing RC and AC facilities or on property controlled by them, with provision for maximum joint or common use of existing space and facilities.

(6) Acquisition of facilities by exchange, utilizing Section 18240 of Title 10, U.S.C.

(7) Purchase of existing real property facilities that meet the requirement and are determined economical by a cost benefit analysis in accordance with Section 2813 of Title 10, U.S.C.

(8) Unilaterally constructing a new facility by one RC when recommended by a SFB that has carefully reviewed all other acquisition methods, and found them impractical, uneconomical, or incompatible because of unique mission requirements, operational considerations, or physical location.

(9) This guidance does not limit the rights of governors of States or the Commanding General of the National Guard of the District of Columbia to fix the location of units of the National Guard of the United States within their respective borders, as authorized by Section 18238 of Title 10, U.S.C., and Subsection (a) of Section 104 of Title 32, U.S.C.

(10) This guidance is not intended to undermine the role of the United States Property and Fiscal Officer (USPFO) as defined in DoDI 1200.18, or the authority of the USPFO to execute grants and cooperative agreements as outlined in National Guard Regulation 5-1.

4.3. USE AGREEMENTS AND SUPPORT AGREEMENTS.

Use agreements and inter-agency and intra-agency support will be provided by a supplier and obtained by a receiver in a manner that maximizes benefit to the DoD as a whole. Support agreements will fully document the terms of agreement that an RC enters into with another entity, will comply with Financial Improvement Audit Readiness guidance and with documentation requirements outlined in DoDI 4000.19. Support agreements that require the exclusive use of real property by the receiver must have associated use agreement and required real property documentation in accordance with DoDI 4165.70. When preparing these documents, the parties will:

a. Programming and Design Phase.

- (1) Validate joint construction among all affected RCs, align programming documents, determine the year of execution, and determine the level and method of funding.
- (2) Include minimum standards, design requirements, defined common vs. exclusive use space.

b. Construction Phase.

- (1) Monitor construction for progress and submit reprogramming actions as needed.
- (2) Transfer funding between RCs as required.

c. Operations Phase.

- (1) Maintain support requirements, to include agreements designating the support to be provided on a reimbursable basis.
- (2) Determine the basis for reimbursement amounts, and the billing and payment process.
- (3) Establish minimum standards by the host Military Service, in accordance with Paragraph 3.i.(1).
- (4) Determine deviations from the minimum required standards of the host Military Service.
- (5) Pool non-deployable support for maximum efficiencies. For example, establish the use of only one base support office, security force, fire department, fuel farm, facilities repair and maintenance activity, and, where practical, contracting, civilian personnel, transportation activity, and supply and maintenance warehousing activity for each joint RC base, installation, or enclave, unless a better value is available.
- (6) Determine methods to maximize value and life-cycle cost-effectiveness by privatizing or obtaining from municipalities services (e.g., refuse collection and disposal, sewage

treatment, water supply and treatment, fuel storage and supply, utilities, and heating and cooling).

d. Cancelling or Terminating Support Agreements.

Terminating a support agreement can cause serious harm to the remaining parties and the viability of any project(s) in the joint construction agreement; therefore, neither a support agreement nor cancellation will be pursued lightly.

(1) Any component that has signed a support agreement and determines a need to cancel its agreement will provide a justification to the Facilities Directorate for review.

(2) The Facilities Directorate will use the SESG as an advisory board for reviewing support agreement cancellations for determination of impacts and mitigations measures.

4.4. JOINT FEDERAL AND STATE AGREEMENTS COVERING CONTRIBUTIONS OF FEDERAL FUNDS TO THE STATES FOR NATIONAL GUARD FACILITIES.

a. A separate joint federal and State agreement will be executed for each project to be constructed on State-owned land involving contributions of both State and federal MILCON funds, according to the criteria and procedures established in DoDI 1225.08 and by law.

b. When the National Guard operates as a tenant on a joint reserve base, or as a non-supported tenant on a joint base (as established in the BRAC round of 2005), the USPFO may choose between using a DoD or non-DoD construction agent, in accordance with Paragraphs 4.2. and 4.3. of DoDD 4270.5. The USPFO, or the delegated authority, is responsible for the final inspection of construction projects within that state for National Guard facilities. The Real Property Accountable Officer for the host installation is responsible for the final acceptance of the construction project.

c. The USPFO will ensure that all federal funds used in constructing and maintaining National Guard facilities comply with Financial Improvement Audit Readiness guidance.

SECTION 5: FACILITY DESIGN

5.1. DESIGN.

To provide adequate project scopes and cost estimates and ensure early program execution, RCs will have all MILCON projects either to at least the 35 percent design complete stage or have a parametric cost estimate completed when their budget estimate is submitted to the USD(C)/CFO, in accordance with Paragraph 060301, Chapter 6, Volume 2B of DoD 7000.14-R.

a. Projects submitted in the budget estimate using the parametric cost estimate will be at 35 percent design status by January 1 before submission of the President's Budget to Congress. The USD(C)/CFO's Director for Construction and the DASD(RI) will be notified if any projects fail that requirement.

b. When the DoD submits a biennial budget, the 35 percent rule only applies to projects submitted in the first-year program. The 35 percent design-completion criteria will provide a project ready for award during the budget year. A detailed cost estimate using unit prices and quantities for structures, utilities, and appurtenances that incorporate the most current scope and criteria will make this calculation.

c. Projects proposed for alternative construction methods (e.g., design-build, turnkey, or private-financing alternatives) for which percent design is not applicable, are exempt.

5.2. RC FACILITIES FUNCTIONAL CRITERIA.

a. General.

This guidance provides general facilities procedures for the RCs.

(1) Facilities will be constructed to make the greatest contribution to readiness and promote economic life-cycle use of resources.

(2) Maximum practicable use will be made of existing facilities to satisfy requirements before considering additions, alterations, or new construction.

(3) RC facilities will be designed in an economical manner, but will ensure life-cycle economy of construction and maintenance.

(4) An economic analysis will be completed for all new construction requests with cost estimates above established dollar thresholds, in accordance with Paragraph 60301.B.1.e., Chapter 6, Volume 2B of DoD 7000.14-R. The analysis will substantiate unilateral construction and support alteration or rehabilitation. Business case analysis will be completed for privatization projects.

(5) Facilities will be designed to be occupied by new units, reorganized units, and units with new missions, with a minimum of additional construction. Individual RCs are encouraged

to develop design standards that allow future use of common areas by additional RCs and that facilitate additions by additional RCs.

(6) Joint use opportunities will be analyzed for combining or integrating proposed facility requirements with the existing or proposed facility requirements of other Military Services. Unilateral construction will be addressed within SFB minutes and supported by an analysis that substantiates it as the only viable alternative.

(7) Standard definitive designs of major facility components or complete buildings will be applied and used where practicable. Military Services are encouraged to develop and publish designs for RC facilities.

(8) Each Military Service may publish a regulation for its RCs to implement this guidance.

(9) RC facilities will comply with all environmental laws and other applicable laws and regulations.

(10) Any facilities built for able-bodied military personnel, but used by the general public, will comply with the guidance in the October 31, 2008 Secretary of Defense Memorandum.

(11) Where specific technical guidance is not provided, Military Department-developed technical criteria will apply.

b. Standards of Construction.

New facility construction will be consistent with mission utilization and anticipated useful life. All permanent, semi-permanent, and temporary facilities will comply with applicable Unified Facilities Criteria, and be similar to those of the AC with modifications to account for periodic usage. Those modifications will cause less costly projects. Designs and site development will make provisions for future expansion.

c. Unaccompanied Personnel Housing at Major Training Areas.

(1) The Military Department will establish the major training area standard. The standard may be at a lesser standard than the Department's permanent party unaccompanied personnel housing standard. Open bay barracks are authorized at the Department's discretion.

(2) The required number of barracks may be based on the authorized strength of units the installations are designed to accommodate at any one time.

(3) Permanent party military (AC and RC) assigned to a RC major training areas are authorized only host-Service standard unaccompanied personnel housing. Requests for constructing unaccompanied enlisted personnel housing (UEPH) will be reviewed by the DASD(RI). Requests will include an economic analysis of constructing UEPH versus contract billeting with commercial establishments. Since UEPH standards vary among the Military Services, the standard for construction should be agreed upon before initiating design.

d. Local Training Areas.

For those training areas where cantonment-type construction is not justified, facilities may follow training facilities in a field environment. Construction may be semi-permanent or permanent and will comply with environmental and pollution control regulations. Temporary construction is authorized for some facilities (e.g., field kitchens, mess shelters, tent pads, and logistic facilities). Ranges and training courses must be justified before being authorized. Installing utilities, construction of roads, security fencing, fuel dispensing systems, and other similar projects will be considered on an individual basis and must comply with all environmental requirements.

e. Other Facilities.

Other facilities required infrequently and for which specific criteria are not provided here will use criteria established by the parent Military Service consistent with similar AC facilities, adjusted in accordance with actual mission requirements.

f. Airfield Requirements.

Special requirements for airfield runways, taxiways, aprons, navigational and approach aids, airfield lighting, arresting gear, and related airfield facilities will be determined in the same manner as for AC when located at active installations. Applicable Military Department regulations or Federal Aviation Administration criteria may modify adherence to those requirements at other locations.

g. Administrative Space.

Where possible, administrative space will be open. Joint use space will have only the minimum essential number of private offices constructed and provide maximum flexibility for changes in office use. Where possible, offices will be joint use and the number and size of exclusive offices kept to a minimum.

h. Storage.

Facilities will include adequate space for storage of equipment in the proper locations (e.g., home station, mobilization station, central storage).

i. Indoor Ranges.

Indoor ranges may be built or rehabilitated. However, they will remain in service as indoor ranges unless otherwise authorized by the Military Service. Converting existing ranges to other uses will not be to the detriment of any Service marksmanship program.

(1) Documented analyses considered in indoor range construction and rehabilitation will include:

(a) Total life-cycle cost estimates and affordability assessments of operating, maintaining, decontaminating, and eventually disposing of an indoor range as opposed to the cost of using alternate training facilities and technologies.

(b) Location(s) and distance to facilities where small-arms prequalification training and qualification is being accomplished, and why the location(s) will not continue to be used for those purposes.

(c) Location and distance to all other military, federal, State, municipal, and private outdoor and indoor range facilities that meet the Military Department standards, that are in 2 hours' travel time from the applicant's armory or Reserve center, and that are available for small-arms training and qualification.

(2) Final acceptance of a MILCON project (either State or federally contracted) that contains an indoor range will include certification that the range is fully operable. The supervisory official of the federal agency which has jurisdiction to accept a project will, execute said certification (e.g., the U.S. Army Corps of Engineers, the Naval Facilities Engineering Command, or the USPFO).

j. Medical Facilities.

Construction of medical treatment facilities that fall into facility category 500 is programmed by the Assistant Secretary of Defense for Health Affairs. Medical unit and individual training facilities fall into facility category 171 and will be programmed by the Military Departments, in accordance with DoDI 6015.17.

GLOSSARY

G.1. ACRONYMS.

ACRONYM	MEANING
AC	Active Component
ANG	Air National Guard
ARNG	Army National Guard
ASD(M&RA)	Assistant Secretary of Defense for Manpower and Reserve Affairs
ASD(S)	Assistant Secretary of Defense for Sustainment
BRAC	base realignment and closure
CFMO	construction facilities management officer
DASD(RI)	Deputy Assistant Secretary of Defense for Reserve Integration
DoDD	DoD directive
DoDI	DoD instruction
FY	fiscal year
MILCON	military construction
MOA	memorandum of agreement
RC	Reserve Component
SESG	Senior Engineer Steering Group
SFB	State Facilities Board
UEPH	unaccompanied enlisted personnel housing
U.S.C.	United States Code
USD(A&S)	Under Secretary of Defense for Acquisition and Sustainment
USD(C)/CFO	Under Secretary of Defense (Comptroller)/Chief Financial Officer, Department of Defense
USD(P&R)	Under Secretary of Defense Personnel and Readiness
USPFO	United States Property and Fiscal Officer

G.2. DEFINITIONS.

Unless otherwise noted, these terms and their definitions are for the purpose of this issuance.

TERM	DEFINITION
DoD construction agent.	Defined in DoDD 4270.5.
facility basic category	Defined in DoDI 4165.03.
joint base	A location designated in the BRAC 2005 as having installation management functions transferred from one or more installations to another installation.
joint construction	A MILCON or operations and maintenance project that combines the space and functional requirements of two or more Service components into one facility, eliminating the need to build separate (or unilateral) facilities.
joint facility	In accordance with Section 18233(a)(2) of Title 10, U.S.C., a joint facility includes two or more of any of the seven RCs. It is used by the AC and an RC of a single Military Department or two or more components (whether ACs or RCs) of a Military Department in accordance with Section 18233(a)(2) of Title 10, U.S.C. This definition includes a facility shared by two or more associate units from different components of a single Military Service.
joint reserve base.	An installation where the RC is the host, where two or more RC activities are stationed. This is not the same as a joint base as established in the BRAC 2005.
joint project.	Any MILCON or operations and maintenance project that will be a complete or usable facility for joint purposes if contributions of funds, exchanges, or property are provided by more than one AC or RC.
local training area.	A site that has a basic individual live fire range capability, and supports requirements at the individual and/or small unit level at or near home station.
MILCON.	Defined in Section 2801 of Title 10, U.S.C.
National Guard.	Collectively the ARNG and the ANG.
modernization.	Defined in Chapter 6 of DoD 7000.14-R.
operations and maintenance.	Defined in the DoD Dictionary of Military and Associated Terms.
readiness center	Defined in Section 18232 of Title 10, U.S.C. Formerly called “armory.”

TERM	DEFINITION
RC.	Refers collectively to the ARNG, the Army Reserve, the Navy Reserve, the Marine Corps Reserve, the ANG, and the Air Force Reserve.
RC facility	Any interest in land; armory, readiness center, reserve center, or other structure; and storage or other building normally needed for the administration, training, or operations of any unit of the RCs.
RC headquarters engineer.	Typically the RC headquarters-level senior engineer or equivalent service representative who is specifically responsible for RC facilities program planning. When a Military Department does not have a separate RC headquarters, the counterpart responsible for facilities planning over all RC facilities will fill this role.
Reserves	Collectively, the Reserves of the Army, Navy, Air Force, and Marine Corps that does not include the National Guard.
Restoration	Defined in Chapter 6 of DoD 7000.14-R.
State Sustainment	Defined in Section 2679 of Title 10, U.S.C. Defined in Chapter 6 of DoD 7000.14-R.
unilateral construction.	Facility construction to meet unique mission requirements of a single Service component.

REFERENCES

- Deputy Secretary of Defense Memorandum, “Access for People with Disabilities,” October 31, 2008
- Deputy Secretary of Defense Memorandum, “Establishment of the Office of the Under Secretary of Defense for Research and Engineering and the Office of the Under Secretary of Defense for Acquisition and Sustainment,” July 13, 2018
- DoD 7000.14-R, Volume 2B, “Department of Defense Financial Management Regulations (FMRs),” current edition
- DoD Directive 4270.5, “Military Construction,” February 12, 2005, as amended
- DoD Directive 5124.02, “Under Secretary of Defense for Personnel and Readiness (USD(P&R)),” June 23, 2008
- DoD Instruction 1200.18, “The United States Property and Fiscal Officer (USPFO) Program,” June 7, 2012
- DoD Instruction 1225.08, “Reserve Component (RC) Facilities Programs and Unit Stationing,” May 10, 2016, as amended
- DoD Instruction 4000.19, “Support Agreements,” April 25, 2013, as amended
- DoD Instruction 4165.03, “DoD Real Property Categorization,” August 24, 2012, as amended
- DoD Instruction 4165.70, “Real Property Management,” April 6, 2005, as amended
- DoD Instruction 4165.71, “Real Property Acquisition,” January 6, 2005, as amended
- DoD Instruction 6015.17, “Military Health System (MHS) Facility Portfolio Management,” January 13, 2012, as amended
- DoD Manual 8910.01, Volume 1, “DoD Information Collections Manual: Procedures for DoD Internal Information Collections,” June 30, 2014, as amended
- Military Standard MIL-STD-3007F “Standard Practice for Unified Facilities Criteria and Unified Facilities Guide Specification,” December 13, 2006
- National Guard Regulation 5-1, “National Guard Grants and Cooperative Agreements,” May 28, 2010
- Office of the Chairman of the Joint Chiefs of Staff, “DoD Dictionary of Military and Associated Terms,” current edition
- Under Secretary of Defense for Personnel and Readiness Memorandum, “Resources Identified for Realignment in Support of Reserve Component Equipment and Facilities Oversight Functions from the Office of the Deputy Assistant Secretary of Defense for Readiness Programming and Assessment to the Office of the Deputy Assistant Secretary of Defense for Reserve Integration,” April 10, 2019
- United States Code, Title 10
- United States Code, Title 32