



DEPARTMENT OF THE NAVY

BUREAU OF MEDICINE AND SURGERY  
WASHINGTON, D.C. 20372-5120

IN REPLY REFER TO

BUMEDINST 11010.6  
BUMED-43  
12 August 1992

BUMED INSTRUCTION 11010.6

From: Chief, Bureau of Medicine and Surgery

Subj: MAINTENANCE OF REAL PROPERTY PROGRAM GUIDANCE

Ref: (a) OPNAVINST 11000.16A (NOTAL)  
(b) OPNAVINST 11010.34B (NOTAL)  
(c) OPNAVINST 3501.167B (NOTAL)  
(d) OPNAVINST 11100.3 (NOTAL)  
(e) OPNAVINST 11010.23E (NOTAL)  
(f) OPNAVINST 11010.20E (NOTAL)  
(g) NAVFAC P-164 (NOTAL)

Encl: (1) Abbreviation and Acronym Listing  
(2) Instructions for Preparing and Submitting the Annual Inspection Summary  
(3) Shore Base Readiness Report  
(4) BUMED Facilities Special Projects Program

1. Purpose. By reference (a), the Chief of Naval Operations (CNO) tasks claimants and subclaimants with responsibility for issuing guidance and instructions for managing facilities. This instruction complements the general guidance of references (b) through (g) by providing specific Bureau of Medicine and Surgery (BUMED) guidance on preparing and submitting the annual inspection summary (AIS), base readiness reports (BASEREP), and facility special projects. Enclosure (1) provides a complete listing of abbreviations and acronyms used in this instruction.

2. Background. A sound, well planned facilities management program is a critical part of BUMED resourced shore activity readiness. It supports the mission, saves scarce resources, and enhances productivity. The AIS, BASEREP, and facility special projects are important parts of the program. The AIS, a primary source document for program objective memorandum (POM) and budget issues, identifies specific examples of degraded mission readiness due to facility deterioration. The BASEREP reflects an activity's readiness to perform assigned missions and provides specific information on mission areas having C3 or C4 readiness ratings. Facility special projects are derived from the AIS and are the activity's means to obtain project funding. The AIS, BASEREP, and facility special projects must incorporate specific BUMED guidance and requirements contained in enclosures (2) through (4).

3. Action. Incorporate guidance contained in enclosures (2) through (4) in AIS, BASEREP, and facility special project submissions.



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4. Forms. NAVFAC 11014/64, Special Project Request (Step Two Submission), S/N 0105-LF-003-4230 and NAVFAC 11014/64A, Special Project Request (Step One Submission), S/N 0105-LF-003-4235, are available from the Navy Supply System and may be requisitioned per NAVSUP P-2002D.

  
D. F. HAGEN

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ABBREVIATIONS AND ACRONYMS

ADP	Automated data processing
AIS	Annual inspection summary
ASCII	American standard code for information interchange
ASN	Assistant Secretary of the Navy
BASEREP	Base readiness report
BCS	BASEREP claimant subsystem
BUMED	Bureau of Medicine and Surgery
CBU	Construction battalion unit
CCA	Construction contract award
CCO	Construction change order
CNO	Chief of Naval Operations
CON	Construction
DCA	Design contract award
DCO	Design change order
DES	Design
DLA	Defense Logistics Agency
DMFO	Defense Medical Facilities Office
ECAP	Energy cost avoidance program
ECIP	Energy conservation investment program
EFD	Engineering field division
ELH	Expense limitation holder
FY	Fiscal year
HLTHCARE SUPPO	Healthcare support office
JFIP	Japanese facilities improvement program
MILCON	Military construction
MRP	Maintenance of real property
MRRP	Maintenance and repair of real property
MWR	Morale, welfare, and recreation
NA	Nonappropriated
NAVOSH	Navy occupational safety and health
NMCB	Naval mobile construction battalion
O&M	Operation and maintenance
PA	Pollution abatement
PRC	Printing and reproduction cost
POM	Program Objective Memorandum
RDT&E	Research, development, testing, and evaluation
RLC	Responsible line commander
SAG	Subactivity group
SFC	Subfunctional category
SIOH	Supervision, inspection, and overhead
UIC	Unit identification code

INSTRUCTIONS FOR PREPARING AND SUBMITTING  
THE ANNUAL INSPECTION SUMMARY

1. This guidance applies to all BUMED echelon 3 activities and below having class II real property maintenance funding responsibility (see note at the end of this enclosure). Per references (a) and (b), above activities are required to submit the AIS directly to BUMED (MED-43) with a copy to respective HLTHCARE SUPPO/ELH, RLC, and local EFD by 1 November each year. The Naval Medical Research and Development Command must consolidate reports for RDT&E funded activities and forward the consolidated report with supporting documentation to BUMED by the same date. BUMED will consolidate all reports (regular shore activities) and forward the final claimant report to CNO by 1 December each year.

2. Report CNO required data following reference (b) detailed instructions.

3. The following BUMED guidelines amplifying reference (b) are provided on the Type "A" AIS MRRP deficiency list.

a. Block 2, Fund Source. Deficiencies to be corrected by all fund sources must be included in the AIS. Indicate fund source using the alpha codes in figure 1-1.

Figure 1-1. Alpha Codes for Fund Sources

A - Operation and Maintenance	(O&M)
B - Research Development Testing and Evaluation	(RDT&E)
C - Military Construction, Navy	(MCON)
D - Nonappropriated	(NA)
E - Japanese Facilities Improvement Program	(JFIP)
F - Defense Medical Facilities Office	(DMFO)
G - Navy Occupational Safety and Health	(NAVOSH)
H - Pollution Abatement	(PA)
I - Defense Logistics Agency	(DLA)
J - Other	Specify

b. Block 8, Deficiency Description. Check only one deficiency description block for each deficiency line. Show design costs as separate deficiency lines. Enter special project work on a single line using the single deficiency description that best characterizes the project.

c. Block 9, Facility Number. List all facilities. Where no deficiencies exist in a given facility, enter a zero in block 16. Facility numbers and respective property record numbers must agree with reference (g) and the maintenance responsibility report.

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d. Block 14, Deficiency Code. Must match the funding authority associated with the deficiency.

e. Block 16, Current Cost Estimate. Include only costs associated with maintenance and repair portions of projects.

f. Block 17, Project Number. Ensure that every code two deficiency has a special project number entered in this block. Also include project numbers for any claimant funded code one deficiencies. Show every unfunded project involving maintenance and repair in the BUMED special projects program on the AIS.

g. Block 18, Inspection Status. Show the inspection status only once for each facility, but provide status for each inspection type. Include all facilities, even those with no noted deficiencies.

h. Block 19, Claimant Use. For each code two critical deficiency, identify its first year reported followed by the most recent reference (c) BASEREP facility condition rating for the respective function (Example: 1990C4). Reference (d) provides policy guidance for correcting critical deficiencies. BASEREP ratings and age of critical backlog are key factors in determining the relative priority and program year for BUMED special projects.

4. Submit documentation with the AIS for all previously unsubmitted projects as follows:

a. Step One (NAVFAC 11014/64A) documentation will accompany the AIS for all deferable deficiencies within BUMED funding authority.

b. Step Two (NAVFAC 11014/64) documentation will accompany the AIS for critical deficiencies within BUMED funding authority.

5. Request activities carefully review their AIS reports to ensure the quality of their data. Comprehensive analysis is now possible and omissions will be noted and additional information requested.

6. In place of the narrative assessment, report significant changes in the backlog, defined as an increase or decrease of 5 percent or more from the previous year. Provide an explanation for significant changes in the forwarding letter.

7. Submit the AIS maintenance and repair deficiency data on a 5 1/4 inch, 360K, double-sided, double-density disk. ADP readable media reduces the effort needed to prepare reports required by CNO and to develop information to support your facilities maintenance funding requirements. Preparation

instructions for the ADP media are the same as for the hard copy. To ensure consistency between activity submissions, the format below must be followed **without** deviation. A hard copy of the MRRP deficiency list and the cost account summary is also required.

a. Prepare a record for each line item on the MRRP deficiency list.

b. Place data anywhere in the respective field. There is no need to right or left justify or zero fill the data.

c. The format below is for an ASCII text file with fixed length data fields. Data is not delineated and every record ends with a carriage return and line feed.

d. Enter the data from the MRRP deficiency list in the positions indicated below:

<u>Field Name</u>	<u>Start Position</u>	<u>Length</u>	<u>Type*</u>	<u>Legal Entries/Notes</u>
UIC	1	5	A	UIC having maintenance responsibility (see note)
Line number	6	5	N	Sequential numbers
Line number extension	11	1	A	Leave blank, claimant use
<u>Category work:</u>				
Maintenance	12	1	A	Only one "X" should exist between positions 12 and 15, inclusive
Repair	13	1	A	
Demo	14	1	A	
Design	15	1	A	
<u>Type work:</u>				
Structural	16	1	A	Only one "X" should exist between positions 16 and 22, inclusive
Roof	17	1	A	
Electrical	18	1	A	
Mechanical	19	1	A	
Paint	20	1	A	
Special	21	1	A	
Other	22	1	A	
Facility number	23	7	A	Agree with reference (g)
Property record number	30	7	A	No dashes or blanks

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<u>Field Name</u>	<u>Start Position</u>	<u>Length</u>	<u>Type*</u>	<u>Legal Entries/Notes</u>
Category code	37	5	A	No hyphen; primary use category code (see note)
Cost account	42	4	A	Leave blank
Investment category	46	2	A	Leave blank
Fund source	48	1	A	Use figure 1-1
Deficiency code	49	1	A	"1" or "2"
Deficiency type	50	1	A	E, M, S, Q, or D
Cost estimate	51	9	N	No decimals or commas, in thousands of dollars
Project number	60	11	A	Hyphen before last two digits for special projects only

Inspection Status:

Structural	71	1	A	C, N, or X
Electrical	72	1	A	C, N, or X
Mechanical	73	1	A	C, N, or X
Roof	74	1	A	C, N, or X
Other	75	1	A	C, N, or X

Claimant Use:

FY identified	76	4	A	
BASEREP facility condition rating	80	2	A	
Activity use	82	18	A	Remarks

\* N = Numeric, A = Alpha/Numeric

Note: Activities having real property maintenance funding responsibility are identified in data element 701 on each class II property record card. Facility Maintenance Responsibility Report (FACSO RPT/SYM NO 11016/R 3044R1) is distributed to activities at the beginning of each fiscal year. The report lists all facilities by their primary use category code and in order of investment category code and cost account code that an activity has real property maintenance funding responsibility.

SHORE BASE READINESS REPORT

1. The BASEREP provides the activity with a means of measuring shore base readiness. The report allows the activity to identify problems that restrict readiness. Of particular interest to the facilities manager are the facility quantity and condition ratings. These ratings indicate the impact that the facilities have on mission readiness. While AIS data and the backlog of special projects do not solely determine mission readiness, the reports provided to higher authority should present a consistent picture of the activity's current situation. Facility ratings of C1 or C2 often raise concerns when the AIS reflects a significant critical backlog or the activity submits a number of major special projects or military construction projects.
2. Activities listed in reference (c), plus those in figure 2-1 are required to submit a BASEREP.

Figure 2-1. Additional Activities for BASEREP

Navy Environmental and Preventive Medicine Unit Six, Pearl Harbor
Navy Environmental and Preventive Medicine Unit Two, Norfolk
Naval Medical Research Unit, Cairo, Egypt
Navy Biodynamics Laboratory, New Orleans
Naval Medical Clinic, Philadelphia

The annual report is due to BUMED by 1 August for the period ending 30 June.

3. Reference (c) outlines the procedures to follow when preparing the BASEREP. Mission areas addressed in the report must be consistent with reference (g) and the previous year's submission. Provide an explanation for any added or deleted mission areas. Include facilities that are owned by an activity and those for which the activity has maintenance responsibility in the BASEREP. If an activity neither owns nor has maintenance responsibility for facilities, the facility quantity and condition ratings will not be reported on the submission. Ensure, however, that the host activity properly reports the appropriate ratings for their respective health care facilities.
4. The BCS was developed to facilitate reporting and analysis of BASEREP data. The BCS is a microcomputer based database developed by Price Waterhouse under contract with the Navy. BCS Release 4.0 (March 1990) is the most current version and will be used until a revision is provided.

BUMED FACILITIES SPECIAL PROJECTS PROGRAM

1. This guidance applies to the Facilities Special Projects Program for all BUMED naval shore activities. BUMED is responsible for budgeting and central management of funds for special projects. When funds are unavailable within an activity's funding base to support a local authority project, BUMED special project funding may be requested. Likewise, when centrally managed funds are not available, activities may request BUMED approval via the chain of command for the use of activity MRP funds. The fund source will not be a determinant in the technical review of facilities projects. Because budgeting, programming, and execution of special projects takes a considerable amount of time and effort, projects should be prepared and submitted as soon as practical.

2. BUMED special projects are defined by the cost thresholds shown in figure 3-1. The thresholds are separately defined for each category of work. The estimated cost of each category of work, not the total estimated project cost, is used to determine the approval authority for a particular project. Prepare projects following reference (f).

Figure 3-1. BUMED Special Projects Approval Thresholds

Category of Work	Estimated cost	Notes
Construction	Greater than \$100K and up to \$300K	Projects over \$300K are funded with MILCON appropriations
Maintenance and Repair	Greater than \$200K and up to \$3 million	Costs over \$3 million or over \$200K and more than 50 percent of the facility replacement cost require ASN approval
Equipment Installation	Greater than \$100K	(see note)

Note: In existing facilities, design and accomplishment of equipment installation type work is funded by the same type funds used to procure the equipment. In new facilities, the funds available for construction are used for equipment installation.

3. In times of decreasing BUMED resources, alternate sources of funding should be considered during project development. Some of the available sources of funding and support are shown in figure 3-2.

Figure 3-2. Alternate Funding and Support Sources

Program	Reference
Energy Cost Avoidance Program (ECAP)	BUMED ltr 11300 ser 432A/9U2324 of 18 May 90
Morale, Welfare, and Recreation (MWR)	BUMED ltr 1710 ser 344/0127 of 23 May 90
Naval Mobile Construction Battalions (NMCBs) and Construction Battalion Units (CBUs)	OPNAVINST 5450.46J
Pollution Abatement (PA) Account	OPNAVINST 5090.1A NAVFACINST 5090.1
Navy Occupational Safety and Health (NAVOSH)	NAVFACINST 5100.14A
Energy Conservation Investment Program (ECIP)	BUMED ltr 11300 ser 432A/3072 of 28 Feb 92

4. Due to limited resources, all projects must compete for programming and funding. To ensure that critical projects are programmed in a timely manner, documentation must be complete and sufficiently detailed to fully describe and justify the project. Photographs are encouraged, when practical, to give added support to project justification. Maps and sketches are generally included to provide the reviewer with a better understanding of the project.

5. While complete engineering estimates are not required, the cost estimates must contain enough detail to allow for an adequate cost review. The estimate must include the categories of work involved (e.g., construction, repair, etc.) to support the step two document. Where feasible, larger maintenance and repair projects should be phased over 2 or more years.

6. Submit special project step one documentation to BUMED via the cognizant HLTHCARE SUPPO/ELH. Provide a copy of the step one to the RLC and the appropriate EFD. Submit step two documentation to BUMED via the EFD and HLTHCARE SUPPO/ELH with a copy to the RLC.

7. A current working estimate will be established when each project is approved. Since this estimate is used for programming, it is critical that BUMED be advised of changes in the estimate. The final approval amount will take the form of

the authority to obligate the construction contract. Activities must not exceed this final approval amount (via modifications, etc.) by more than 10 percent without BUMED approval. Minor construction projects, including modifications and SIOH, must not exceed the statutory limitation.

8. Annually, generally in the fall, BUMED holds a Facilities Special Projects Programming Board. Before the programming board meets, BUMED requests that HLTHCARE SUPPOS/ELHs review their prioritized project list and make adjustments or provide status as appropriate. When new projects are submitted during the FY, the HLTHCARE SUPPO/ELH will assign a priority relative to the established project list. Likewise, HLTHCARE SUPPOS/ELHs will notify BUMED of any changes to their priorities. By doing so, the HLTHCARE SUPPO/ELH prioritized project list will be continuously updated. Recommend that HLTHCARE SUPPOS/ELHs and larger activities also have programming boards to facilitate the prioritization of their respective projects.

9. The programming board analyzes and prioritizes projects and formulates a multi-year design and execution plan. The plan will be provided to the activities with copies to the respective HLTHCARE SUPPO/ELH. The activities will then have the opportunity to reclaims the design and execution plan. Any reclaims will be sent via the cognizant HLTHCARE SUPPO/ELH.

10. This design and execution plan is **not a commitment of funds or authority to proceed with design or execution**; that authority is provided as outlined below. Nor is the plan a guarantee that every project will be accomplished as programmed. Availability of funds and changing priorities may cause projects to move between program years or fall out of the program entirely.

11. The programming board considers availability of funds, CNO directives, and BUMED objectives, as well as HLTHCARE SUPPO/ELH priorities, when making programming decisions. BUMED's general programming concept is to fund the design of a project in one fiscal year and execution in the following year. Programmed designs should be planned and executed to ensure design completion before the programmed construction year. Projects involving medical or dental design criteria or environmental compliance must be reviewed by BUMED at the 35 percent design stage. Other designs will be reviewed as requested.

12. When an activity is ready to advertise or negotiate a contract, a reservation of funds is requested. When the activity is ready to obligate funds, obligation authority and funds are requested. Activities must ensure that obligations occur as early as practical in the programmed fiscal year. Direct all requests for funds reservation or obligation authority and funding to BUMED (MED-43) with a copy to the cognizant EFD and

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HLTHCARE SUPPO/ELH. BUMED will forward funds reservation directly to the activity. BUMED will forward obligation authority and funds to the ELH, who will then provide it to the activity for forwarding to the obligating activity. Contract or project modifications are funded by the same procedures.

13. All BUMED ELHs must submit a quarterly special projects funds status report within 15 days of the end of each fiscal quarter. Include reservations and obligations made during the quarter. Indicate the quarter which the update represents. Use the following sample format, figure 3-3, to generate the report.

Figure 3-3. Sample Report Format

SPECIAL PROJECTS FUNDS STATUS REPORT Active Commitment of Funds and Certified Obligations for the _____ Quarter, FY__									
Month/ Type Fund	FY	Activity	Project Number	Project Title	SAG/ SFC	Action	Amount (\$000)	Total (\$000)	Remarks

Use the following details to develop the report:

- a. Month Fund. The month when the funding reservation originally occurred or when the actual obligation is made.
- b. Type Fund. Include commitment or obligation of funds for any special project for actions such as design, design change order, construction, construction change order, or printing and reproduction contract. Enter an "R" for reservation or an "O" for obligation. List obligations only once on the quarterly report. Do not carry obligations over to the next update. Reservations are carried over from one quarterly report to the next until the obligation occurs. Do not list a funding action both as a reservation and an obligation.
- c. FY. Fiscal year appropriations to be charged for the obligation of funds for the specific project action.
- d. Activity. Abbreviated name of the activity initiating the project.
- e. Project Number. Special project number assigned by the activity when the project was initiated.

f. Project Title: Special project title assigned by the activity.

g. SAG and SFC. Subactivity group and subfunctional category of budgeted funds used for the reservation or obligation (e.g., FAM2, FBR2, PLM2, PLR2).

h. Action. Specific project action as described below. Provide separate data entry for each project action by SAG and SFC for combination projects.

(1) Use "DES" for reservation of funds for project design or design change order.

(2) Use "DCA" for obligation of funds for project design.

(3) Use "DCO" for obligation of funds for design change order.

(4) Use "CON" for reservation of funds for project construction or construction change order.

(5) Use "CCA" for obligation of funds for project construction.

(6) Use "CCO" for obligation of funds for construction change order.

(7) Use "PRC" for reservation or obligation of funds for costs associated with printing and reproduction of project documents.

i. Amount. Dollar amount of funds committed or obligated (in \$000).

j. New Total. Total amount of funds obligated for either design or construction, including this obligation. Show separate totals for design and construction. Enter new total only for project obligations, not reservations.

k. Remarks. For projects with authorized commitments, indicate the bid opening date. For projects with authorized obligations, indicate the contract number and award date, project order acceptance date, or estimated design completion date.