

CEMP-MF  Regulation No. 415-4-41	Department of the Army U.S. Army Corps of Engineers Washington, DC 20314-1000	ER 415-4-41  31 Mar 93
	Construction  WORK AUTHORIZATION AND FUNDS FOR AIR FORCE AND AIR FORCE MILITARY CONSTRUCTION	
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DEPARTMENT OF THE ARMY  
U.S. Army Corps of Engineers  
Washington, D.C. 20314

CEMP-MF

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Construction  
WORK AUTHORIZATION AND FUNDS  
FOR AIR FORCE MILITARY CONSTRUCTION

1. Purpose. This regulation prescribes the procedures and responsibilities for funding and authorization of Air Force, Air Force Reserve and Air Force Family Housing military construction (MILCON) projects from design through construction.

2. Applicability. This regulation is applicable to all HQUSACE/OCE elements, major subordinate commands (MSC), districts, laboratories and field operating activities (FOA) having responsibility for design and construction of Air Force and Air Force Reserve projects.

3. References.

a. AR 415-11

b. ER 5-7-1 (FR)

c. ER 415-345-13

d. Air Force/Corps of Engineers Memorandum of Understanding (MOU Level I) dated 16 Apr 91.

4. Work Authorization.

a. In some instances, HQUSACE (CEMP-MF) will issue design directives. However, normally Programs/Project Management (PPM) at MSC will issue the directives for design undertaken for the Department of the Air Force based on design instructions from the Air Force Design Manager (DM) and in coordination with the requiring Major Command (MAJCOM). Operating MSCs will write directives for the file.

b. HQUSACE (CEMP-MF) will issue the construction directives for Air Force facilities when authorized by

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Headquarters United States Air Force (HQUSAF). The funds authorized in the directive represent the limitations of costs. Job series numbers on the directive (Automated Directive Network-DIRNET) will consist of the station location (base name and two-character country or state code), fiscal year (FY), the appropriate program acronym, i.e., Military Construction Air Force (MCAF), Military Construction Air Force Reserve (MAFR), and Family Housing Air Force (FHAF), the alphanumeric three-character Budget Authorization Accounting Number (BAAN), and the directive number in order listed. Except for the directive number, the job series number remains unchanged, unless specifically changed by a subsequent directive.

c. All directives (design/construction) will be addressed to PPM organizations for execution.

#### 5. Design Funds and Authorities.

a. Budget. The Air Force Design Manager (DM) and the District Project Manager (PM) will jointly develop a project design funds budget for each active project. The design funds budget is the estimated total design funds requirement for the project through construction award. This responsibility is coordinated with the requiring MAJCOM and serves as the basis for design funds requests. The design funds budget includes requirements for all design services, including value engineering, comprehensive interior design, energy budget analyses, district in-house expenses, and other services as requested by the requiring MAJCOM. This budget is developed by the PM in conjunction with the district functional elements and the customer. This is part of the baseline cost estimate and included in the HQUSACE project management plan. HQUSACE will receive design funds from HQUSAF by way of Air Force Form 401. Funds will be loaded into the Program Budget Accounting System (PBAS) by FY and BAAN by HQUSACE, Directorate of Resource Management. Design funds will be identified as P-313 funds on MCAF and MCAFR funding documents and as P-714 funds on FHAF funding documents. The Air Force appropriation codes are MCAF P-3300, MAFR P-3730, and FHAF P-7040.

b. Transfer of Design Funds. The Corps of Engineers (CE) district PM in coordination with the appropriate functional elements will request project design funds through the DM. Request will be broken down by in-house and Architect/Engineer costs. After requested funds are validated by the requiring MAJCOM, HQUSAF will issue design funding instructions to HQUSACE by electronic message. Instructions will be by project, FY, base and MAJCOM BAAN. After receipt of HQUSAF approval, funds and authorities

will be issued by an electronic Funds Authorization Document (FAD) to the Resource Management, Finance and Accounting (RM/F&A) office. RM/F&A will ensure the PM is promptly advised of funds receipt at the district via PBAS. On receipt of FAD from HQUSACE, authorizing design instruction from appropriate DM and design directive from MSC, CE districts shall proceed with design to the authorized level (i.e., codes 2, 3, 6, etc.). If code 8 is received, design will stop at the point most advantageous to the Government. After coordination with the appropriate Air Force MAJCOM, excess funds will be identified to HQUSACE via memorandum for revocation. HQUSACE (CEMP-MF) will withdraw funds via a revoking FAD. Funds allocated to a project deferred or on hold will not be spent on another, unless approved by the DM and the project is appropriate to fund from the same BAAN. Project schedule, progress, and funding levels for all projects will be provided by districts monthly via AMPRS, and for projects meeting the reporting requirements of ER 5-7-1(FR) via the Life Cycle Project Management Reporting System (LRS).

6. Funds and Authorities Under Continuing Resolutions. If the defense budget is not signed into law before the beginning of a new FY, Congress will issue a continuing resolution to permit continuation of design and construction efforts at the same level as the previous year. HQUSAF will issue a funds target to HQUSACE authorizing continuing effort. HQUSACE CEMP-MF, will issue design fund FADs to districts for those same funds target levels. District PMs will be responsible for proceeding with work in progress to the specified limits. FADS will identify only FY and BAAN. When funds limits are reached, work must stop.

7. Reimbursable Work. Neither FADs nor directives will be issued by HQUSACE for reimbursable work accepted directly by districts. Districts will maintain an AMPRS entry for reimbursable projects, however, responsibility for obtaining funds and for compliance with authorizations and public law will lie with the districts.

8. Advance Planning. Advance planning work done by districts will be funded with O&M Air Force (OMAF) funds only and will be authorized directly by MAJCOMs. No Air Staff authorization or HQUSACE FAD will be issued. Districts PPM organizations are responsible for obtaining funds and authority directly from MAJCOMs. Districts will maintain an AMPRS entry for all projects with advance planning authorized. The type of funds entry shall reflect the funds used for advance planning, normally OMAF.

9. Construction Funds and Authorities.

a. Air Staff will normally furnish construction funds to HQUSACE (CEMP-MF) via Air Force Forms 401 and 378 in advance of bid opening for new projects, on request for change orders to projects in progress, for Real Estate acquisition and other purposes specified in Congressional Authorization and Appropriations Bills. Construction funds shall be identified as P-321 funds for regular Air Force in the Continental U.S.; P-331 for regular Air Force outside the Continental U.S. and for Air Force Reserve Projects; and P-711 for Air Force Family Housing.

b. Districts will obtain authority to advertise new projects from HQUSACE through MSC PPM Organizations. Authorizations will be furnished via electronic communications system and shall represent confirmation of authority to expend funds on solicitation. For projects where the current working estimate (CWE) exceeds the program amount (PA)/or other established criteria, specific authority to advertise must be received from HQUSACE.

c. On receipt of bids, districts will furnish via the PPM Organizations a written bid breakdown identifying the successful bidder's MILCON bid (including other funds and the Air Force Design/Construction manager approved additives) plus 2% contingencies, 0.5% Engineering During Construction, 6.0% Supervision and Administration (S&A) for CONUS projects, 6 1/2% S&A for OCONUS projects, and 3.0% for management reserve (if CWE is less than the programmed amount) and Government estimate through the MSC to HQUSACE (CEMP-MF). HQUSACE (CEMP-MF) will obtain the required MILCON funds from Air Staff and will issue the full amount to districts via FAD. Other funds will normally be obtained by the district. Funds are available for obligation on receipt of FAD. The code 9 directive shall be issued by HQUSACE (CEMP-MF) however, this is only a confirming document.

d. If additional funds are required during construction, the district PM in coordination with appropriate functional elements will furnish a written funds request through the MSC to Air Force CM with an information copy to HQUSACE. On receipt of funds from Air Staff and funds request from district, HQUSACE will issue a FAD in the authorized amount to the district.

e. Construction fund status should be reviewed at least quarterly. Construction funds in excess of 2% of unplaced work and excess of project needs should be identified to HQUSACE via a memorandum for revocation. HQUSACE will

revoke funds by means of written revoking directives and PBAS FAD. If contingency balance is less than 2% of the unplaced work yet to be accomplished, a request to increase the contingency balance should be considered.

f. When projects are physically complete, and after coordination with functional elements, all unobligated/excess construction funds shall be revoked by the PM to HQUSACE. Claims with merit will be funded on receipt of funds request from districts; no funds in excess of the amount needed for pending modifications should be retained on project accounts after physical completion of project.

10. Financial Closeout. It is HQUSAF policy to financially closeout projects as expeditiously as possible after acceptance of construction. ER 415-345-13 establishes guidance for financial closeout of military construction projects. Ensure that financial closeout documents are coordinated with district finance and accounting personnel.

FOR THE COMMANDER:



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