



DD1391

**GUIDE TO GENERATING BUDGET
BOOKS**

November 2012

CHAPTER 1

THE CONGRESSIONAL NONAPPROPRIATED FUNDED (NAF) CONSTRUCTION BUDGET BOOK

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1.0 INTRODUCTION

The CONGRESSIONAL NONAPPROPRIATED FUNDED (NAF) CONSTRUCTION BUDGET BOOK is divided into the following indices or sort orders:

TABLE OF CONTENTS

STATE LIST

SUMMARY BY FUND SOURCE

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1.1 TABLE OF CONTENTS

The TABLE OF CONTENTS contains one column of data which provides a description. The descriptions listed are specified by the System and the page numbers are derived in the program. Only Fund Source titles of printed projects show in the Table of Contents. If there are no DD Forms 1391 for a particular fund source, no entry is made in the Table of Contents [See EXAMPLE 1 – TABLE OF CONTENTS DATA SOURCES].

EXAMPLE 1 – TABLE OF CONTENTS DATA SOURCES

Nonappropriated Funded Construction Projects

Fiscal Year 2010

1 TABLE OF CONTENTS

2

Executive Summary.....

State List.....

Summary by Fund Source.....

DD1390.....

Fund Source Sales.....

 Exchange Funds.....

 Morale, Welfare and Recreation Funds.....

 Commissary Surcharge Funds.....

 Lodging Funds.....

 Private Funds.....

EXAMPLE 1 – TABLE OF CONTENTS DATA SOURCES (Cont.)

**FORM BLOCK
NUMBER**

BLOCK TITLE

DATA SOURCE

1

TABLE OF CONTENTS

PROGRAM DERIVED

2

DESCRIPTION

CAPCES (NFTYPE file in
the NAFTA Focus File)

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1.2 STATE LIST

The first three lines of the header in the STATE LIST itemize the DEPARTMENT OF THE ARMY, Nonappropriated Funded Construction, and Fiscal Year XXXX. They are the same throughout the State Lists.

Inside the United States
Outside the United States
Worldwide

The area indicated is determined by the CONUS field in the CAPCES PMMFILE file. Projects Inside the United States are sorted by State; Outside the United States are sorted by Country; and within the State or Country grouping, projects are sorted alphabetically by Installation/Community name. Additionally, within Installations/Communities, projects are listed in sequential order by Project Number. Each Installation/Community has a Total (*) for that Activity, with a Total (***) given for each State.

The STATE LIST contains a Cost column which is pulled from the CAPCES (AUTH_REQ) file. There are two page number columns. The first page number column (Summary Page) indicates the page number which contains the Description and Justification Data for the project. The second page number column (1390/1391 Page) indicates the pages which contain the DD Form 1390 and DD Form 1391 for the specified project. [See EXAMPLE 2 – STATE LIST DATA SOURCES.]

EXAMPLE 2 – STATE LIST DATA SOURCES

1 DEPARTMENT OF THE ARMY

2 Nonappropriated Funded Construction

3 Fiscal Year 2010

4 Inside the United States

5	<u>State</u>	6	<u>Installation</u>	8	<u>Project Title</u>	9	<u>Cost (\$000)</u>	10	<u>Summary</u>	11	<u>Page</u>
		7	<u>Project Number</u>						1390		
									1391		
									<u>Page</u>		<u>Page</u>

Georgia	Fort Gordon 53050	Bowling Center	<u>10,400</u>
	* Total for Fort Gordon		\$10,400
	** Total for Georgia		\$10,400

Hawaii	Fort Shafter 48023	Youth Activity Center	<u>5,900</u>
	* Total for Fort Shafter		\$ 5,900
	** Total for Hawaii		\$ 5,900

Kentucky	Fort Campbell 63299	Youth Activities Center	<u>4,600</u>
	* Total for Fort Campbell		\$ 4,600
	** Total for Kentucky		\$ 4,600

EXAMPLE 2 – STATE LIST DATA SOURCES (Cont.)

<u>FORM BLOCK NUMBER</u>	<u>BLOCK TITLE</u>	<u>DATA SOURCE</u>
1	DEPARTMENT OF THE ARMY	HARD CODED INTO PRINT PROGRAM
2	NONAPPROPRIATED FUNDED CONSTRUCTION	PROGRAM DERIVED
3	FISCAL YEAR	USER SUPPLIED
4	INSIDE THE UNITED STATES OUTSIDE THE UNITED STATES WORLDWIDE	CAPCES INSTTBL (CONUS)
5	STATE	CAPCES INSTTBL (STATE)
6	INSTALLATION	CAPCES INSTTBL (GBSTATION or GBSITE)
7	PROJECT NUMBER	CAPCES (PERM_PN)
8	PROJECT TITLE	CAPCES (LONG_DESC)
9	COST (\$000)	CAPCES (AUTH_REQ)
10	SUMMARY PAGE	PROGRAM DERIVED
11	1390/1391 PAGE	PROGRAM DERIVED

* INSTALLATION/COMMUNITY
TOTAL

** STATE TOTAL

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1.3 SUMMARY BY FUND SOURCE

A DD Form 1390 is followed by a main DD Form 1391 which is sorted by Fund Source. A “Summary by Fund Source” Justification Summary precedes each group of DD1391 Forms. The heading on the Justification Summary lists DEPARTMENT OF THE ARMY, Summary of Fund Source, The Period covered by the listing, (In Thousands of Dollars), and the Fund Source. The Justification Summary contains the name and location of each Installation, Project Description, Total NAF/SC/Private Investment, Design Cost, Construction Cost, Collateral Equipment Cost and the Total Investment of the project. The Justification Paragraph is pulled from TAB C (General Justification hotlink) of the automated DD1391 Form in the DD1391 Module. [See EXAMPLE 4 – SUMMARY OF FUND SOURCE JUSTIFICATION SUMMARY DATA SOURCES.]

EXAMPLE 3 – SUMMARY BY FUND SOURCE (SEPARATE INDEX) DATA SOURCES

1 DEPARTMENT OF THE ARMY

2 Nonappropriated Funded Construction

3 Summary by Fund Source

4 Exchange Funds

5 <u>Installation</u>	6 <u>Project Number</u>	7 <u>Project Title</u>	8 <u>Cost (\$000)</u>	9 <u>Summary Page</u>	10 <u>1391 Page</u>
Fort Belvoir	63035	Construct Shoppette (South Post)	3,600		
Fort Bliss	63425	Construct Shoppette (Stuart Rd)	2,000		
	63041	Dual Food	1,650		
	63405	Construct Mini Mall (Biggs Field)	5,300		
Fort Bragg	63046	Expand Shoppette (Honeycutt Road)	1,450		
	63044	Construct Butner Rd Shoppette	2,800		
	63438	Construct Car Wash	900		
Fort Irwin	63060	Expand Post Exchange	3,550		
Fort Jackson	63042	Construct Car Care Center	1,200		
Fort Knox	63570	Construct Car Wash/Expand Gas Station	<u>1,850</u>		
** Total for Exchange Funds			\$24,300		

EXAMPLE 3 – SUMMARY BY FUND SOURCE (SEPARATE INDEX) DATA SOURCES (Cont.)

<u>FORM BLOCK NUMBER</u>	<u>BLOCK TITLE</u>	<u>DATA SOURCE</u>
1	DEPARTMENT OF THE ARMY	PROGRAM DERIVED
2	NONAPPROPRIATED FUNDED CONSTRUCTION	PROGRAM DERIVED
3	SUMMARY BY FUND SOURCE	PROGRAM DERIVED
4	FUND SOURCE	CAPCES (NAFTBL)
5	INSTALLATION	CAPCES INSTTBL (AIN)
6	PROJECT NUMBER	CAPCES (PERM_PN)
7	PROJECT TITLE	CAPCES (LONG_DESC)
8	COST (\$000)	CAPCES (AUTH_REQ)
9	SUMMARY PAGE	PROGRAM DERIVED
10	1391 PAGE	PROGRAM DERIVED

**EXAMPLE 4 – SUMMARY OF FUND SOURCE JUSTIFICATION SUMMARY
DATA SOURCES**

1 DEPARTMENT OF THE ARMY

2 Summary of Fund Source

3 Fiscal Year 2011 Major Construction Program

4 For the Period October 1, 2010 to September 30, 2011

5 (In Thousands of Dollars)

6 EXCHANGE FUNDS

7 Category B

10

8 Installation/ State	9 Description	Total NAF/SC/ Private Investment
--------------------------	---------------	-------------------------------------

Fort No-Where, Texas	Service Member Techno-Activities Center	\$5,182
-------------------------	---	---------

11 Construct a 761 square meter (8,200 square foot) Service Member Techno-Activities Center (Warrior Zone). The facility will include food and beverage concession with seating; multi-purpose entertainment activity areas; a games and billiards area; multi-play on-line gaming area; administrative space; cyber center; home theater; multi-purpose flex space; patio with built-in cooking and serving capability. A separate, climate controlled, secure area will be included for the audio/visual equipment. The facility will be Wi-Fi enabled. Flat screen televisions will be located throughout. Adequate utilities will be included to allow for electric, cable/satellite television, and gaming cables. Project will include a full service kitchen and beverage area. All necessary supporting facilities are included. Project shall include a covered or semi-covered outside patio area. Facility will have male and female restrooms accessible to the patio and to the interior. There will be storage areas for dry goods, chairs, tables, equipment, and janitorial supplies. If this project is not provided, Soldiers' well-being will be severely impacted forcing the young Soldiers to go off post for entertainment. Fort Hood's Junior Enlisted population per the PVA is approximately 16,500. The target population of this facility is 816 Junior Enlisted Soldiers residing in barracks on West Fort Hood. Fort Hood's assigned population is 66,182 and is expected to decrease to 62,376 by 2015. The typical user population provided by the PVA totals 406,414 broken down as: Military personnel 57,317; Family members 98,019; DoD civilians and Contractors 5,580 and Retirees, Survivors and Family members 245,498. This is a Category B facility. There are no appropriated funds, companion projects, or privately financed costs associated with this project. A PVA validated the requirement, scope and cost. A PPV assessment is not required for Category B facilities. The Department of the Army has certified this project is not required to implement BRAC, Grow the Army, or Restationing.

12 Design Cost	13 Construction Cost	14 Collateral Equipment Cost	15 Total Investment
\$315	\$3,150	\$1,717	\$5,182

**EXAMPLE 4 – SUMMARY OF FUND SOURCE JUSTIFICATION SUMMARY
DATA SOURCES (Cont.)**

<u>FORM BLOCK</u> <u>NUMBER</u>	<u>BLOCK TITLE</u>	<u>DATA SOURCE</u>
1	DEPARTMENT OF THE ARMY	PROGRAM DERIVED
2	SUMMARY OF FUND SOURCE	PROGRAM DERIVED
3	FISCAL YEAR XXXX MAJOR CONSTRUCTION PROGRAM	USER SUPPLIED (FISCAL YEAR)
4	FOR THE PERIOD _____ (Dependent to _____ upon specified fiscal year)	USER SUPPLIED
5	(IN THOUSANDS OF DOLLARS)	PROGRAM DERIVED
6	FUND SOURCE TITLE	HARD CODED IN PRINT PROGRAM
7	CATEGORY B OR CATEGORY C	PROGRAM DERIVED
8	INSTALLATION STATE	CAPCES INSTTBL (AIN) INSTTBL (STATE)
9	DESCRIPTION	CAPCES (LONG_DESC)
10	TOTAL NAF/SC/PRIVATE INVESTMENT	SUMMATION OF DD1391 DESIGN COST (TAB B), CONSTRUCTION COST (TAB A) & COLLATERAL EQUIPMENT COST (TAB E) <u>NOTE: IF DESIGN/BUILD,</u> <u>WILL NOT INCLUDE DESIGN</u> <u>COST IN SUMMATION</u>

**FORM BLOCK
NUMBER**

BLOCK TITLE

DATA SOURCE

11	JUSTIFICATION	DD1391 TAB C (GENERAL JUSTIFICATION) SPECIAL REQUIREMENTS (Reserved for HQ)
12	DESIGN COST	DD1391 NO RNDFL, if not in No Round File DD1391 (TAB B) TOTAL DESIGN COST
13	CONSTRUCTION COST	DD1391 (TAB A) BLOCK 9– TOTAL REQUEST FIELD
14	COLLATERAL EQUIPMENT COST	DD1391 (TAB E) FURNISHING & EQUIPMENT TOTAL
15	TOTAL INVESTMENT	DD1391 SUMMATION OF DESIGN COST (TAB B) & CONSTRUCTION COST (TAB A) & COLLATERAL EQUIPMENT COST (TAB E)

1. COMPONENT ARMY	FY 2011 MILITARY CONSTRUCTION PROGRAM	2. DATE 19 JAN 2011
1		2
3. INSTALLATION AND LOCATION Fort No-Where Texas	4. COMMAND US Army Installation Management Command	5. AREA CONSTRUCTION COST INDEX 0.91
	3	4
		5
6. PERSONNEL STRENGTH:		6A
	PERMANENT STUDENTS SUPPORTED	
	OFFICER ENLIST CIVIL OFFICER ENLIST CIVIL OFFICER ENLIST CIVIL TOTAL	
A. AS OF 03 NOV 2009	5902 40728 3806 3 478 0 213 1881 13171	66,182
B. END FY 2015	5654 36535 4502 0 366 0 359 2306 12654	62,376
		6B
7. INVENTORY DATA (\$000)		
A. TOTAL AREA.....	86,965 ha (214,895 AC)	
B. INVENTORY TOTAL AS OF 31 DEC 2008.....		7,664,961
C. AUTHORIZATION NOT YET IN INVENTORY.....		98,000
D. AUTHORIZATION REQUESTED IN THIS PROGRAM.....		38,297
E. AUTHORIZATION INCLUDED IN FOLLOWING PROGRAM.....		0
F. PLANNED IN NEXT THREE YEARS.....		0
G. REMAINING DEFICIENCY.....		0
H. GRAND TOTAL.....		7,801,258
		7A-H
8. PROJECTS REQUESTED IN THIS PROGRAM:		
CATEGORY PROJECT		8
CODE NUMBER PROJECT TITLE	COST (\$000)	DESIGN STATUS START COMPLETE
740 73003 Service Member Techno-Activities Center	3,150	06/2010 12/2010
740 72961 Shopping Center	35,147	09/2009 09/2010
	TOTAL	38,297
9. FUTURE PROJECTS:		
CATEGORY		COST (\$000)
CODE PROJECT TITLE		
A. INCLUDED IN THE FOLLOWING PROGRAM (FY 2012) : NONE		9A-B
B. PLANNED NEXT THREE PROGRAM YEARS : NONE		
10		
10. MISSION OR MAJOR FUNCTIONS:		
Provide the nation's Armed Forces with a sustaining base and a power projection platform, in support of National Objectives. Major functions include: Support and enable operational and training requirements of Maneuver units, support basic and advanced skill training for new Soldiers; exercise command and control; provide for public safety and security; provide sound stewardship of installation resources and the environment; provide services/programs to enable readiness; execute community and family support services and programs; maintain and improve installation infrastructure.		

1. COMPONENT ARMY	FY 2011 MILITARY CONSTRUCTION PROGRAM	2. DATE 19 JAN 2011								
INSTALLATION AND LOCATION: Fort No-Where , Texas										
<div style="text-align: right; border: 1px solid black; width: fit-content; margin: 0 auto 20px auto; padding: 2px 10px;">11A-C</div> <p>11. OUTSTANDING POLLUTION AND SAFETY DEFICIENCIES:</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 80%;"></th> <th style="width: 20%; text-align: right;">(\$000)</th> </tr> </thead> <tbody> <tr> <td>A. AIR POLLUTION</td> <td style="text-align: right;">0</td> </tr> <tr> <td>B. WATER POLLUTION</td> <td style="text-align: right;">0</td> </tr> <tr> <td>C. OCCUPATIONAL SAFETY AND HEALTH</td> <td style="text-align: right;">0</td> </tr> </tbody> </table>				(\$000)	A. AIR POLLUTION	0	B. WATER POLLUTION	0	C. OCCUPATIONAL SAFETY AND HEALTH	0
	(\$000)									
A. AIR POLLUTION	0									
B. WATER POLLUTION	0									
C. OCCUPATIONAL SAFETY AND HEALTH	0									
<div style="text-align: right; border: 1px solid black; width: fit-content; margin: 0 auto 20px auto; padding: 2px 10px;">12</div>										

EXAMPLE 5 – DD FORM 1390 DATA SOURCES (Cont.)

<u>FORM BLOCK NUMBER</u>	<u>BLOCK TITLE</u>	<u>DATA SOURCE</u>
1	COMPONENT FY (FISCAL YEAR)	DD1391 MODULE USER SUPPLIED
2	DATE (DD MMM YYYY)	USER SUPPLIED
3	INSTALLATION LOCATION	CAPCESINSTTBL (GB STATION) CAPCES INSTTBL (STATE)
4	COMMAND	CAPCES INSTTBL (REGIONNAME) or if SPACES, (INSTTBL - Region)
5	AREA CONSTRUCTION COST INDEX	DD1391 MODULE (ACF)
6A-6B	PERSONNEL STRENGTH	ASIP SYSTEM
7	INVENTORY DATA	IFS SYSTEM

EXAMPLE 5 – DD FORM 1390 DATA SOURCES (Cont.)

<u>FORM BLOCK NUMBER</u>	<u>BLOCK TITLE</u>	<u>DATA SOURCE</u>
7A	TOTAL ACREAGE	HQIFS – Sum of all gross Area where DESIGN greater than 9000000 by INSTNO
7B	INVENTORY TOTAL AS OF	HQIFS – Sum of all COSTGOV by INSTNO
7C	AUTHORIZATION NOT YET IN INVENTORY	Total of all projects' PROG_AMT fields in CAPCES, if field FY is less than current fiscal year, and DES_PERCENT begins with a C or D
7D	AUTHORIZATION REQUESTED IN THIS PROGRAM	CAPCES (PROG_AMT – summation of PROG_AMT from Block 8)
7E	AUTHORIZATION INCLUDED IN FOLLOWING PROGRAM	CAPCES (PROG_AMT – summation of PROG_AMT from Block 9.A)
7F	PLANNED IN NEXT THREE YEARS	CAPCES (TOTAL BLOCK 9B – the total of the PROG_AMT in CAPCES)

EXAMPLE 5 – DD FORM 1390 DATA SOURCES (Cont.)

<u>FORM BLOCK NUMBER</u>	<u>BLOCK TITLE</u>	<u>DATA SOURCE</u>
7G	REMAINING DEFICIENCY	SUPPLIED BY OACSIM
7H	GRAND TOTAL	SYSTEM CALCULATED (7B – 7G)
8	PROJECTS REQUESTED IN THIS PROGRAM	CAPCES: CATCD5 PPN LONG_DESC PA, and DD1391 Module's TAB B
9	FUTURE PROJECTS	CAPCES
9A	INCLUDED IN THE FOLLOWING PROGRAM	CAPCES FIELD FY+1: CATCD5 LONG_DESC (if blank, then PDES) PA
9B	PLANNED NEXT THREE PROGRAM YEARS	CAPCES FIELD FY+2 TO 6: (CATCD5 LONG_DESC (If blank, PDES) PA

EXAMPLE 5 – DD FORM 1390 DATA SOURCES (Cont.)

<u>FORM BLOCK NUMBER</u>	<u>BLOCK TITLE</u>	<u>DATA SOURCE</u>
10	MISSION OR MAJOR FUNCTIONS	USER SUPPLIED OR FROM DD1390 MISSION STATEMENT REPOSITORY
11	OUTSTANDING POLLUTION AND SAFETY DEFICIENCIES	USER SUPPLIED
11A	AIR POLLUTION	USER SUPPLIED
11B	WATER POLLUTION	USER SUPPLIED
11C	OCCUPATIONAL SAFETY AND HEALTH	USER SUPPLIED
12	REMARKS	USER SUPPLIED

1.COMONENT ARMY 1	FY 2011 MILITARY CONSTRUCTION PROJECT DATA	2.DATE 01 JAN 2011 2		
3.INSTALLATION AND LOCATION Ansbach Mil Cnty Germany (Germany Various) 3		4.PROJECT TITLE Shopping Center 4		
5.PROGRAM ELEMENT 85796A 5	6.CATEGORY CODE 740 6	7.PROJECT NUMBER 12345 7		
		8.PROJECT COST (\$000) 18,500 8		
9.COST ESTIMATES				
<u>ITEM</u>	<u>UM (M/E)</u>	<u>QUANTITY</u>	<u>UNIT COST</u>	<u>COST (\$000)</u>
<u>PRIMARY FACILITY</u>				
Shopping Center - Main Exchange	m2 (SF)	6,833 (73,550)	2,166	15,164 (14,800)
SDD and EPAct05	LS	--	--	(364)
9A				
<u>SUPPORTING FACILITIES</u>				
Electric Service	LS	--	--	571 (132)
Water, Sewer, Gas	LS	--	--	(62)
Paving, Walks, Curbs & Gutters	LS	--	--	(220)
Storm Drainage	LS	--	--	(69)
Site Imp(88) Demo()	LS	--	--	(88)
9B				
ESTIMATED CONTRACT COST				15,735
CONTINGENCY (5.00%)				787
SUBTOTAL				16,522
SUPV, INSP & OVERHEAD (6.50%)				1,074
DESIGN/BUILD - DESIGN COST				661
TOTAL REQUEST				18,257
TOTAL REQUEST (ROUNDED)				18,500
AAFES INSTALLED EQT. 9C				(2,250)
DESIGN COST				2,664
APF(749) AAFES Other(0)				
10.Description of Proposed Construction Concrete footings, slab/foundation with steel or concrete framing and roof to meet base standards. Exterior to match existing base construction. Includes interior walls, finishes, lighting and complete mechanical, electrical and life/safety systems. Installs AAFES provided shelving and equipment. Ties into existing utility services and communications systems. Provides pavement, walks, curbs, gutters, storm drainage, retention walls, and site improvements for a complete and useable facility. Includes multi-product gasoline dispensers, storage tanks and canopy roofing system. 10				
11. REQ: 6,833 m2 ADQT: NONE SUBSTD: NONE 11				
PROJECT: This project will construct a new 73,548 square foot (6,833 SM) AAFES module 7.0 Shopping Center to include a retail store, Military Clothing Sales Store (MCSS), 3 food concepts (Subway, Charley's and Anthony's Pizza)and concession activities. It will include retail gasoline sales with 4 multi-product dispensers (MPDs), a canopy roofing system and associated parking.				

1. COMPONENT ARMY	FY 2011 MILITARY CONSTRUCTION PROJECT DATA	2. DATE 01 JAN 2011
--------------------------	--	----------------------------

3. INSTALLATION AND LOCATION

Ansbach Mil Cmty, Germany (Germany Various)

4. PROJECT TITLE Shopping Center	5. PROJECT NUMBER 12345
---	--------------------------------

REQUIREMENT: This project supports GDPR and the USAREUR/IMCOM-EUR Master Plan to relocate community center functions to Urlas Training Area.
CURRENT SITUATION: Currently, activities are conducted in facilities built between 1932 and 1945. Vacated facilities will be turned over to the garrison for disposition.
IMPACT IF NOT PROVIDED: AAFES cannot realize full sales potential of the installation. Limited patronage will affect fee percentages concessionaires agree to pay. Failure to construct this project will also impact unfavorably on the ability of AAFES to provide adequate service to active and retired military personnel and their dependents - contributing to low morale. Failure will also reduce potential supplemental funds for the Morale, Welfare, and Recreation (MWR) Programs.
ADDITIONAL: APF will fund \$749K for the APF portion of the MCSS and for bringing utilities to the site.

12. SUPPLEMENTAL DATA:

12

A. Estimated Design Data:

- (1) Date Design Started..... OCT 2008
- (2) Percent Complete as Of July 2010..... 65.00
- (3) Design Complete..... OCT 2009
- (4) Construction Award..... MAY 2010
- (5) Construction Completion..... JUN 2012
- (6) Type of Design Contract: Design-build

B. Determination & Certification of actual need is on file.

TEXT LINE

EXAMPLE 6 – DD FORM 1391 DATA SOURCES (Cont.)

<u>FORM BLOCK NUMBER</u>	<u>BLOCK TITLE</u>	<u>DATA SOURCE</u>
1	COMPONENT FY	DD1391 MODULE USER SUPLIED
2	DATE	USER SUPPLIED
3	INSTALLATION COMMUNITY SUBPOST LOCATION	CAPCES INSTTBL (GBSTATION or GBSITE) CAPCES (GBSTATION) CAPCES – AIN field should contain corresponding Installation Name CAPCES INSTTBL (GBSTATE)
4	PROJECT TITLE	CAPCES (LONG_DESC)
5	PROGRAM ELEMENT	CAPCES (PROG_ELE)
6	CATEGORY CODE	CAPCES (CATCD5)
7	PROJECT NUMBER	CAPCES (PERM_PN)
8	PROJECT COST	CAPCES (AUTH_REQ)
9A	PRIMARY FACILITY	DD1391 MODULE

EXAMPLE 6 – DD FORM 1391 DATA SOURCES (Cont.)

<u>FORM BLOCK NUMBER</u>	<u>BLOCK TITLE</u>	<u>DATA SOURCE</u>
9B	SUPPORTING FACILITIES	DD1391 MODULE
9C	OTHER COST ITEMS	DD1391 MODULE
	INSTALLED EQUIPMENT - OTHER APPROPRIATIONS	DD1391 MODULE IF AAFES, WILL BE LABELED AAFES INSTALLED EQT
	DESIGN COST	DD1391 TOTAL DESIGN COST
	APF COST	DD 1391 MODULE FOR AAFES PROJECTS ONLY
10	DESCRIPTION OF PROPOSED CONSTRUCTION	TAB A OF THE DD1391 MODULE
11	REQUIREMENT	TAB A OF THE DD1391 MODULE
12	SUPPLEMENTAL DATA	TAB B OF THE DD1391 MODULE
Text Line	TEXT LINE	HARD CODED IN THE PROGRAM

EXAMPLE 7 – DD1391 TAB K

DEPARTMENT OF DEFENSE
COMMISSARY SURCHARGE AND NONAPPROPRIATED FUND
CONSTRUCTION PROJECT CERTIFICATION

INSTALLATION: Ansbach Installations

PROJECT TITLE: Construct Shopping Center 7.0

THE UNDERSIGNED ACCEPT FIDUCIARY RESPONSIBILITY FOR THIS PROJECT;
CERTIFYING THAT THE PROJECT COMPLIES WITH APPLICABLE DoD POLICIES AND
DIRECTIVES.

1. The project scope is based on actual need and not solely on authorized space criteria.
2. All known requirements have been identified in the project and there is no incremental construction or “project splitting.”
3. The site selected is the most appropriate location.
4. Analysis forecasts a Net Present Value of \$ (1,946,642), Internal Rate of return of 4.5%, and payback of 15 years compared to a benchmark of 7%, estimated useful life of 30 years.
5. The correct funding source is being used.
6. Quality standard are consistent with the base exterior and architectural plan for building system, finishes, collateral equipment, and are neither overstated nor understated.
7. Where the project combines more than one funding source, separate contracts will be awarded; or if a single contract is awarded, separate cost accounting schedules will be used.
8. The work proposed is properly classified as new construction, restoration or modernization.
9. The project documentation identifies all design, construction, collateral equipment, restoration and modernization projects being accomplished in conjunction with this project, regardless of funding source.
10. An independent project validation has been performed.
11. A PPV assessment is not required by DoDI 1015.13.
12. N/A.

MWR, Exchange or Commissary Headquarters Director
/S/ John Doe
Director
Community Activities

Date of Certification

03 MAY 2010

Installation/Regional Command
/S/ John D. Doe
COL
Commander

Date of Certification

03 MAY 2010

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1.4 PRINTING THE CONGRESSIONAL NONAPPROPRIATED FUNDED (NAF) CONSTRUCTION BUDGET BOOK

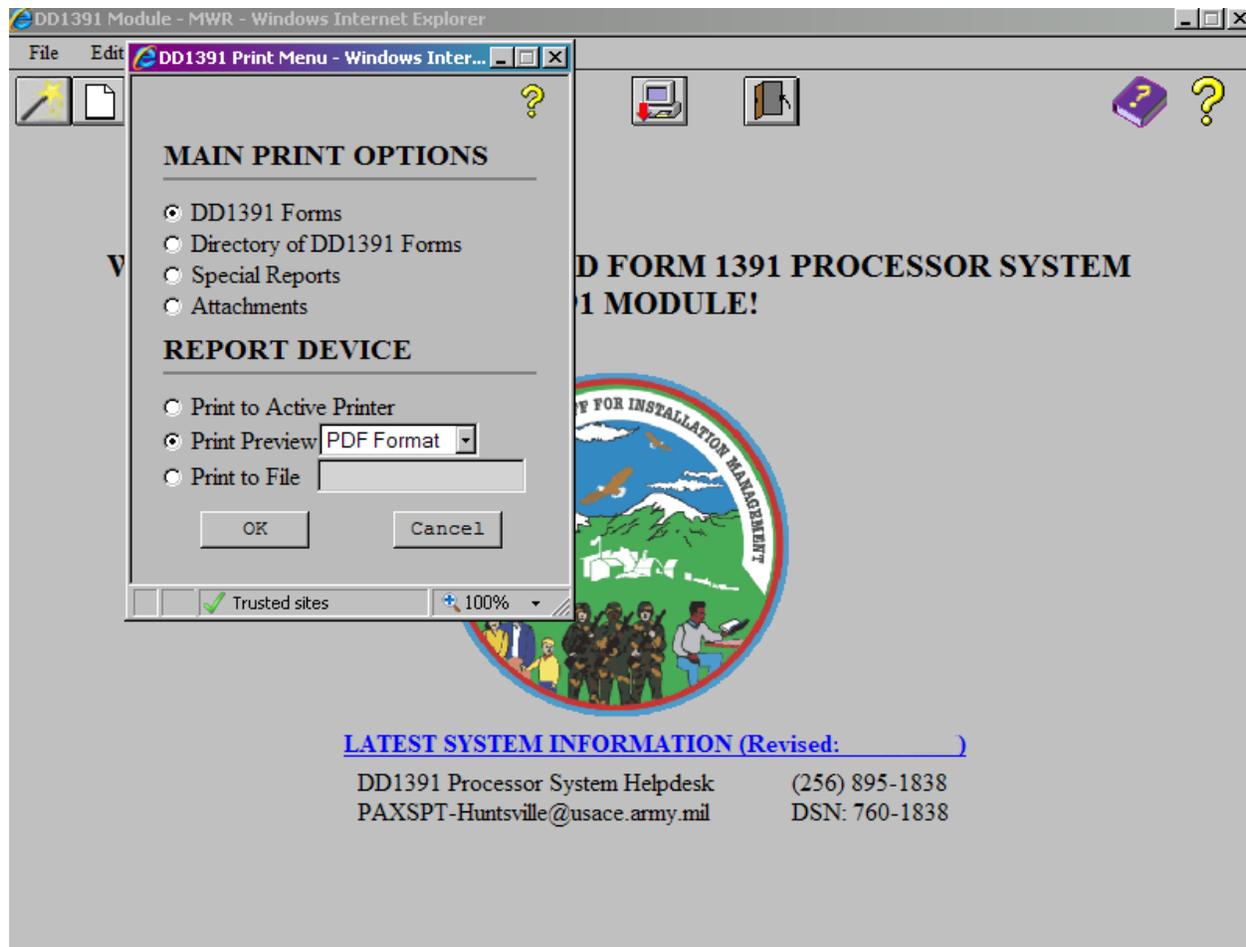
1.4.1 General

The Print function in the DD1391 Module allows the user to print active and archived DD1391 Forms. Users are provided with the capability of printing forms entered in the DD1391 Module in a Standard format, a Reviewers format, or formats as they appear in the PRB Budget Books, OSD Budget Books, and the Congressional Budget Books. The Print function has been programmed to provide users with the options to print either (a) one to two hundred specific forms, (b) forms by fiscal year, or (c) forms with a specific rank. It also provides users with the capability of monitoring a specific project by giving them the options to print (a) the entire form, (b) specific sections of the form, (c) all comments entered by Activities monitoring the form, or (d) a list of all changes made to the form after the authority to modify it was submitted by the Installation. This list includes the change, the date change was made, and the Activity making the change. The Print function also allows the user to print the Critical Items Data Sheet and snapshots taken of the form(s) on specified dates. The following pages contain information about the Congressional NAF Budget Book as printed by the Print function.

1.4.2 Accessing the PRINT Function

To print a DD1391 Form in the Congressional NAF Budget Book format, the user must first log onto the PAX SYSTEM and access the DD1391 Processor System. From the DD1391 PROCESSOR SYSTEM MAIN MENU, the user chooses the DD1391 MODULE option. The System then displays the DD1391 ACTIVITY MENU. When the user enters the DD1391 MODULE and selects the PRINT ICON located below the DD1391 Module Menu, the System displays the DD1391 MAIN PRINT OPTIONS.

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1.4.3 Explanation of the DD1391 MAIN PRINT OPTIONS Menu

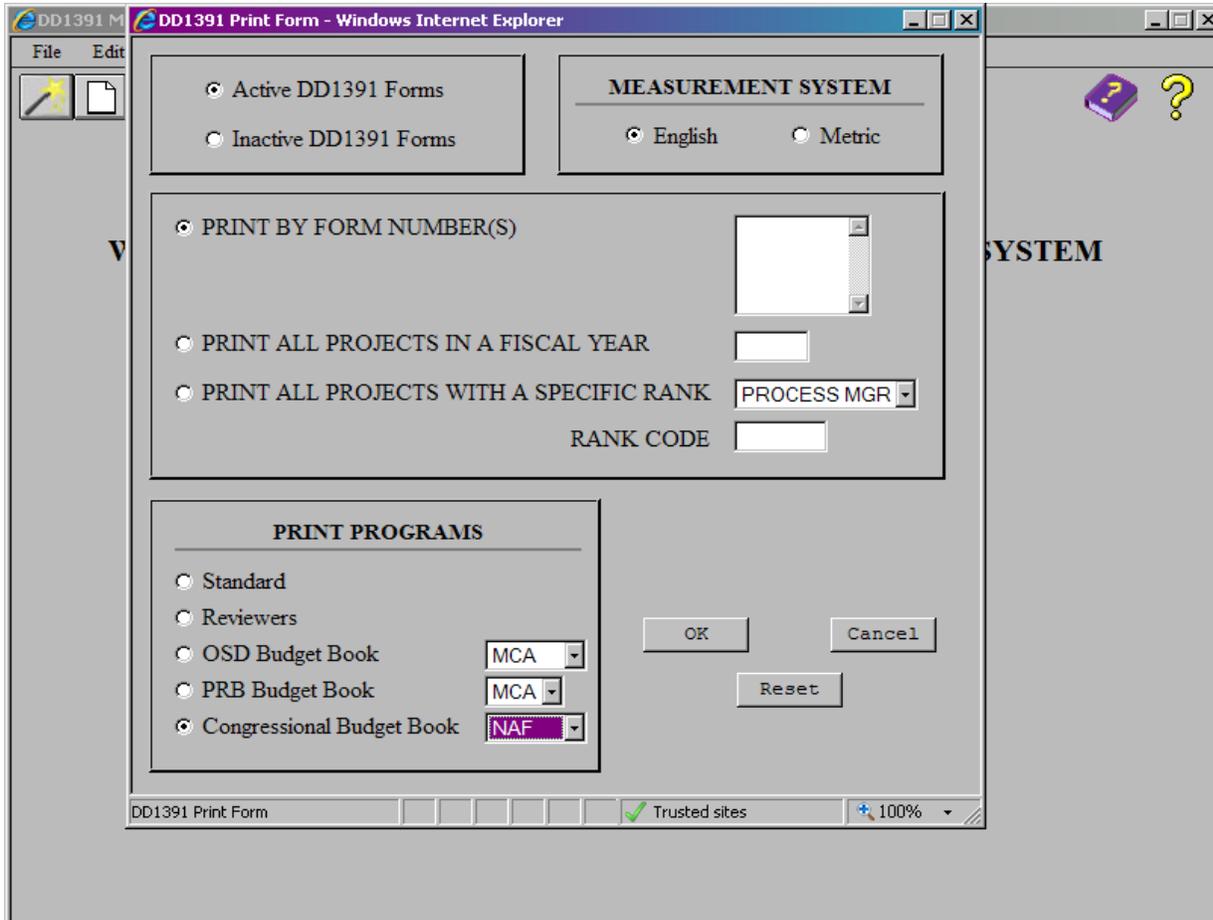
DD1391 Forms - Allows the user to print copies of a specific form(s) either to an Active Printer, Print Preview (either in PDF or Text Format) or Print to File.

Directory of DD1391 Forms - Allows the user to print a directory report that contains data about DD1391 Forms. Various reports can be obtained in a Standard format or a Custom format.

Special Reports - Option supports the printing of Change History, Comments, Route History, One-for-One Demolition, Unit Cost Comparison, and Snapshots.

Attachments - Allows the user to print a graphic image that has been uploaded to the Attachments Tab.

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1.4.4 The CONGRESSIONAL NONAPPROPRIATED FUNDED (NAF) BUDGET BOOKS Prompting Sequence

CONGRESSIONAL BUDGET BOOKS produce copies of the requested form(s) in the format used for presentation to Congress in the Budget Book. When obtaining the Congressional Budget version of the form, the user should not combine projects with different program types or fiscal years. The available Congressional Budget Books are Army Family Housing (AFH), Base Closure Army (BCA), Military Construction Army (MCA), Medical Facilities (MED), Chemical Demilitarization (ChemD), and Non-Appropriated Funded (NAF) Construction.

During the prompting routine, the user may select forms to be printed by rank or form number. If Rank is selected, the user is prompted for the Rank Priority and then for a specific Rank Code. This option gives the user the capability to print all forms which have been ranked by the Process Manager with the specified code. A dollar sign (\$) may be used in this code to represent any

other character; that is, entering the code A1\$\$ tells the system to print all forms in the user's directory which the Process Manager has ranked with a code beginning with the two characters "A1" and ending with any characters in the next two positions.

If the user selects to print by form, the user will enter the form numbers in the appropriate area. Form numbers should be stacked one beneath the other with each followed by a carriage return until the last number is entered.

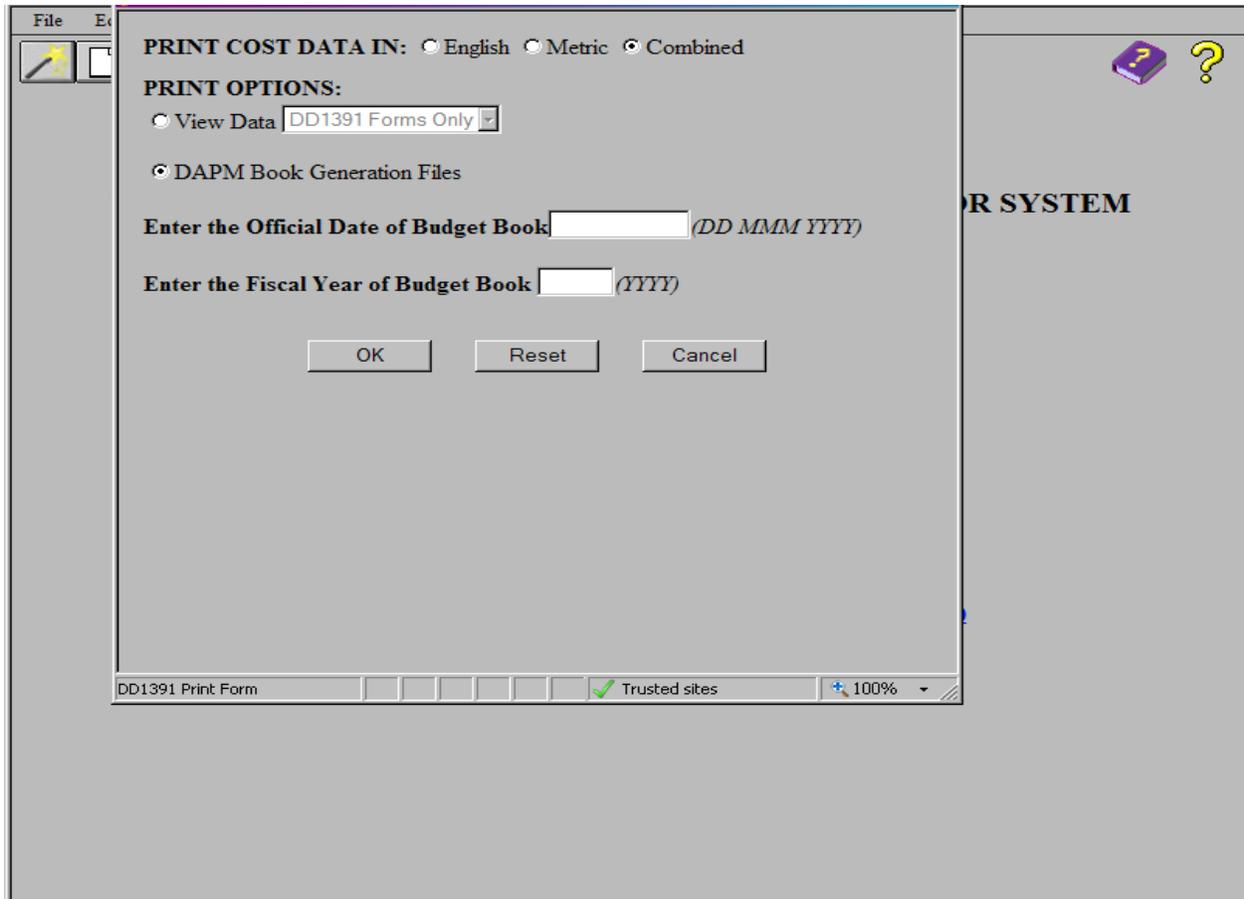
Only forms which have been assigned permanent Project Numbers and have been entered in the CAPCES data file (PMMFILE) may be printed in the Congressional Budget Books Format. The following is an example of the prompting sequence for printing forms in the Congressional Budget Books format.

Active and Inactive DD1391 Forms – Users may select to print forms from the Active or Inactive database.

PRINT BY FORM NUMBER(S) - The form number must be valid and appear in the user's directory. Users are encouraged not to enter more than fifty form numbers, but two hundred is the maximum.

PRINT BY RANK – Users may print by a specific Rank Code.

PRINT PROGRAMS – User selects Congressional Budget Book and the desired Congressional Book Program Type.

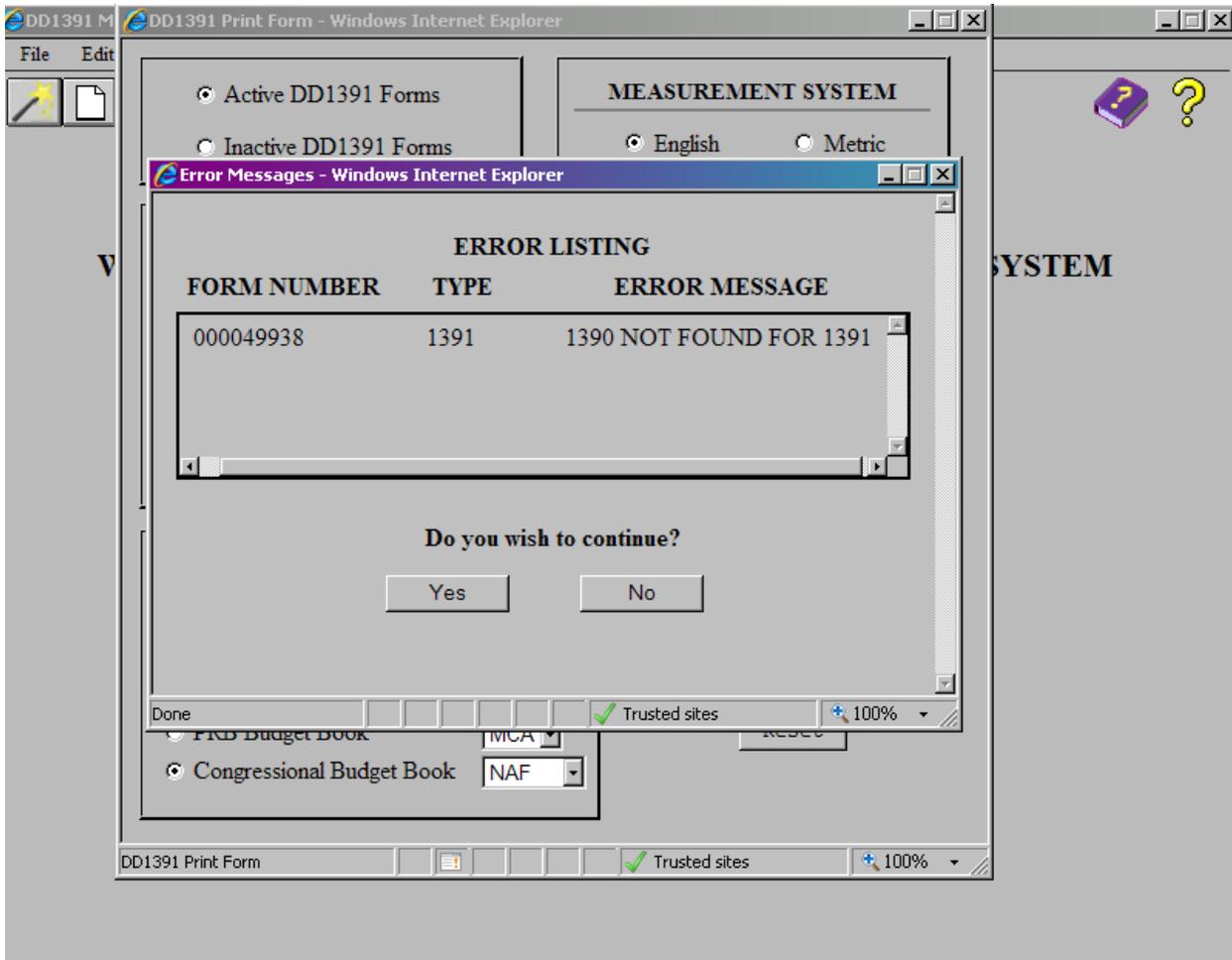


PRINT COST DATA IN – User selects whether to print the cost data in English, Metric or Combined unit of measure.

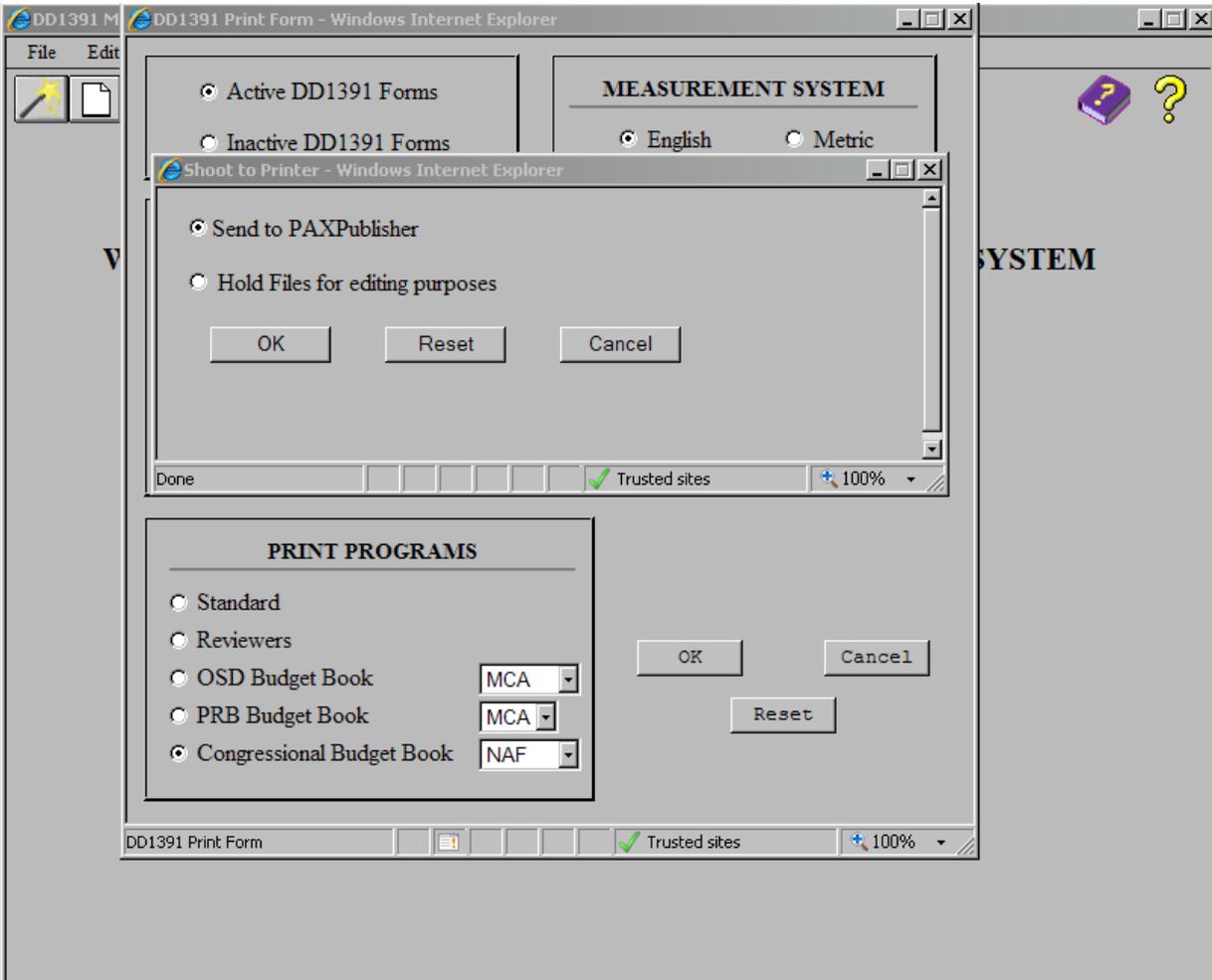
Print Options - User selects DAPM Book Generation Files and enters the Fiscal Year(s) of Projects. (The View Data option requires a selection of the Print Preview – Text option on the previous screen).

Enter the Official Date of Budget Book – User enters Budget Book date, which will display on each DD1390 and DD1391 Form printed.

Enter the Fiscal Year of Budget Book – User enters the Fiscal Year, which will display on each DD1390, DD1391, and Index in the book.

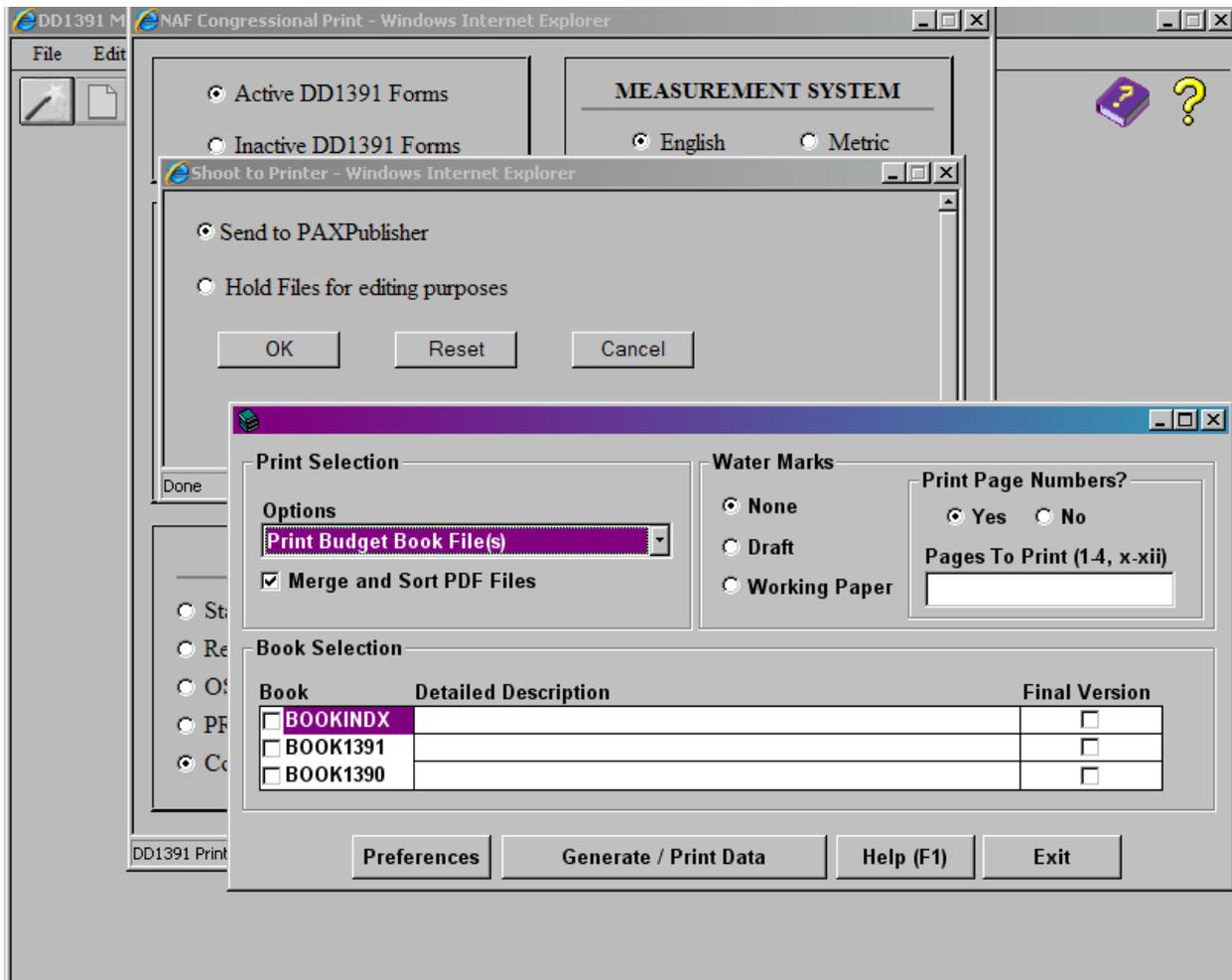


ERROR LISTING - Window displays listing the Form Number, Type, and the Error Message of invalid form numbers. The user will need to go through the list to determine if there are valid form numbers remaining that can be printed. Valid form numbers will not be on the list. The user will select Yes to continue providing there are valid projects to print.



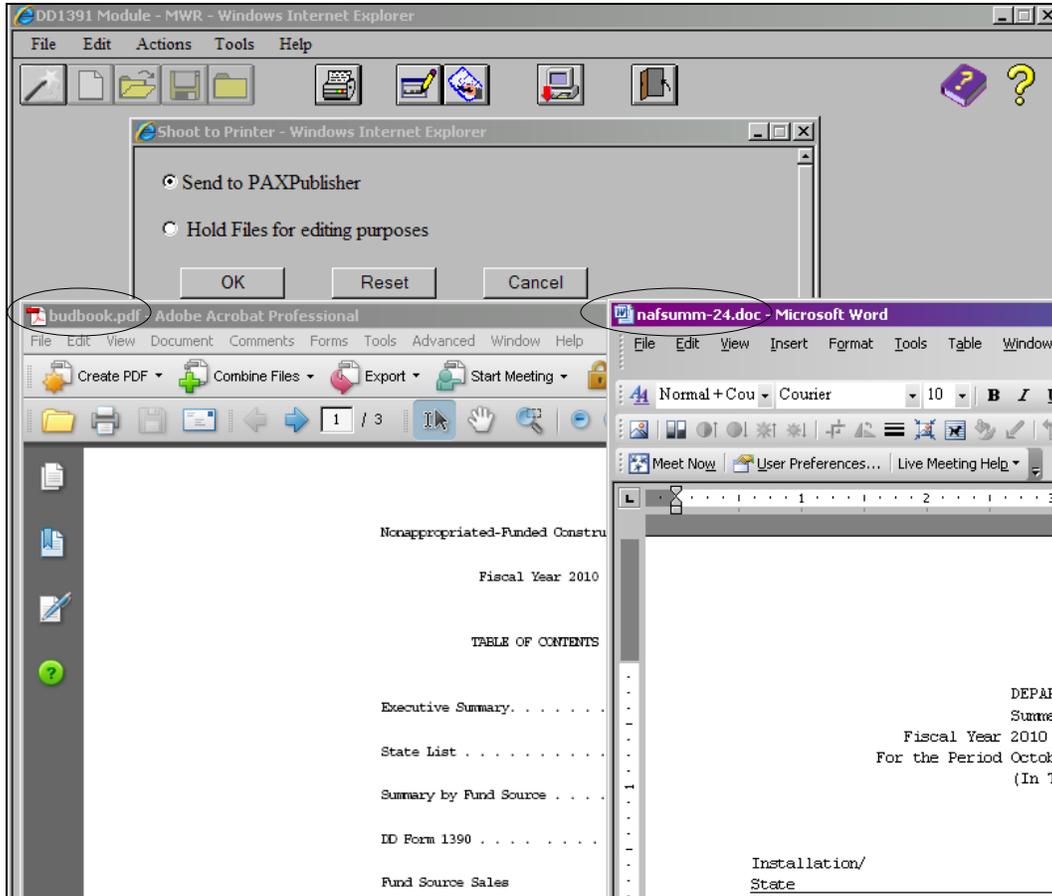
Send to PAXPublisher – This option is selected by default. (Note: You must have PAXPublisher loaded on your machine to proceed.)

Hold Files for editing purposes – This option is for specialized editing that may be needed before sending to the PAXPublisher. Editing may only be done by those users that still have access to the Pre-1999 version of the DD1391 Processor System.



Book Selection – User must select which Book files they want to print and enters a Detailed Description in the appropriate area. (NOTE: Adobe must be installed on the user’s PC.)

If the “Merge and Sort PDF Files” option is checked, the system will take the “Book” files selected and merge/sort the data into one file. If the user selects Final Version, the file will be placed on the user disk.



The system prints the form(s) in the Congressional NAF Budget Book format as user requested and returns to the DD1391 CONGRESSIONAL BUDGET BOOKS MENU. (NOTE: The budget book files can be found in the c:\paxapps\paxpub\data folder).

The system also simultaneously opens a Word document “.doc” of the Executive Summary of Fund Source(s) in another window for all projects in accordance with guidance from the Office of Secretary of Defense requiring this information in the “.doc” format.

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1.5 ACTIVITIES PRECEDING BOOK GENERATION

1. Projects that need to print in a particular fiscal year Congressional NAF Book should be ranked with a unique rank code. (For Example: NAF05).
2. Process Managers will need to access the DD1390 Module to do the initial prepare of DD1390 Forms for projects in a specified fiscal year. Upon preparation, the DD1390 Module automatically puts a DD1390 Form in a valid Installation DD1390 directory.
3. **IMPORTANT:** The CAPCES program is currently maintained by McClendon Corporation. The HQUSACE POC for CAPCES is Linda Conaway (Primary) and Garry Runyans (Secondary). Contact number is (202) 761-8888 and email address is ACOE.Support@baesystems.com

***DD1390's Special Note:**

In order for a DD1390 Form to be prepared, CAPCES field PRCD must equal NA (NAF OR AAFES), and there must be at least one qualifier for Block 8 of the DD1390 Form (i.e., there must be a project coded for the year requested).

3. All projects should have project description data entered in Tab C (General Justification Data) SPECIAL REQUIREMENTS (reserved for HQ) field for data to be pulled in for the Executive Summary.
4. The Process Manager's Office should update all appropriate fields that are extracted from the CAPCES database. These fields are documented in this Print Guide.
5. Permit AAFES projects to NAF directory when printing both program types from the NAF Process Manager level. Utilize the DD1391 PERMIT command to permit the form(s) to MWR.
6. In the DD1391 Form, if Block 11 Requirement, Adequate, and Substandard equals zero, then "None" will print in all three blocks.

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1.6 NOTES

1. The PAXPublisher program used with the Budget Book programs may be downloaded via the Download PC-Programs icon in the DD1391 Module.
2. The permanent Project Number on all printed forms (DD1391s and DD1390s) and indices are pulled from the PERM_PN field in CAPCES. The format for printing the Project Number is to print the entire field, but suppress leading zeros.
3. The NAF Congressional Book DD1391 Forms contain projects pulled from two different Program Types: NAF and AAFES. The DD1390 Form for each Installation has a combination of projects pulled from each of these Program Types.
4. The DD1391 Forms sort by Fund Source Codes. The Summary by fund source titles are coded by using the NFTYPE and NAFCAT fields in the NAFTBL FOCUS file in CAPCES usually by HQ Personnel.

```
EVALUATE NAFTYPE
  WHEN 'DeCA'
    MOVE 'COMMISSARY SURCHARGE FUNDS' TO TITLE
    MOVE '01'                          TO INDX (acts as sort code key)
  WHEN 'Exchange'
    MOVE 'EXCHANGE FUNDS' TO TITLE
    MOVE '02'                          TO INDX
  WHEN 'Lodging'
    MOVE 'LODGING FUNDS' TO TITLE
    MOVE '03'                          TO INDX
  WHEN 'MWR'
    MOVE 'MILITARY WELFARE OR RECREATION FUNDS' TITLE
    MOVE 'CATEGORY' AND NAFCAT TO TITLE SECOND LINE
    MOVE '04'                          TO INDX
  WHEN 'Private'
    MOVE 'PRIVATE FUNDS' TO TITLE
    MOVE '05'                          TO INDX
```

5. The Installation Algorithm. The Installation and Location block of the form consists of the concatenation of three computed fields: INSTALLATION, SITE, and LOCATION.

INSTALLATION is computed from CAPCES INSTTBL as follows:

DD1391 Block 3 – all cases – only print GBSTATION when it does not match GBSITE

GBSITE
GBSTATE (GBSTATION)

DD1390 Block 3 – all cases

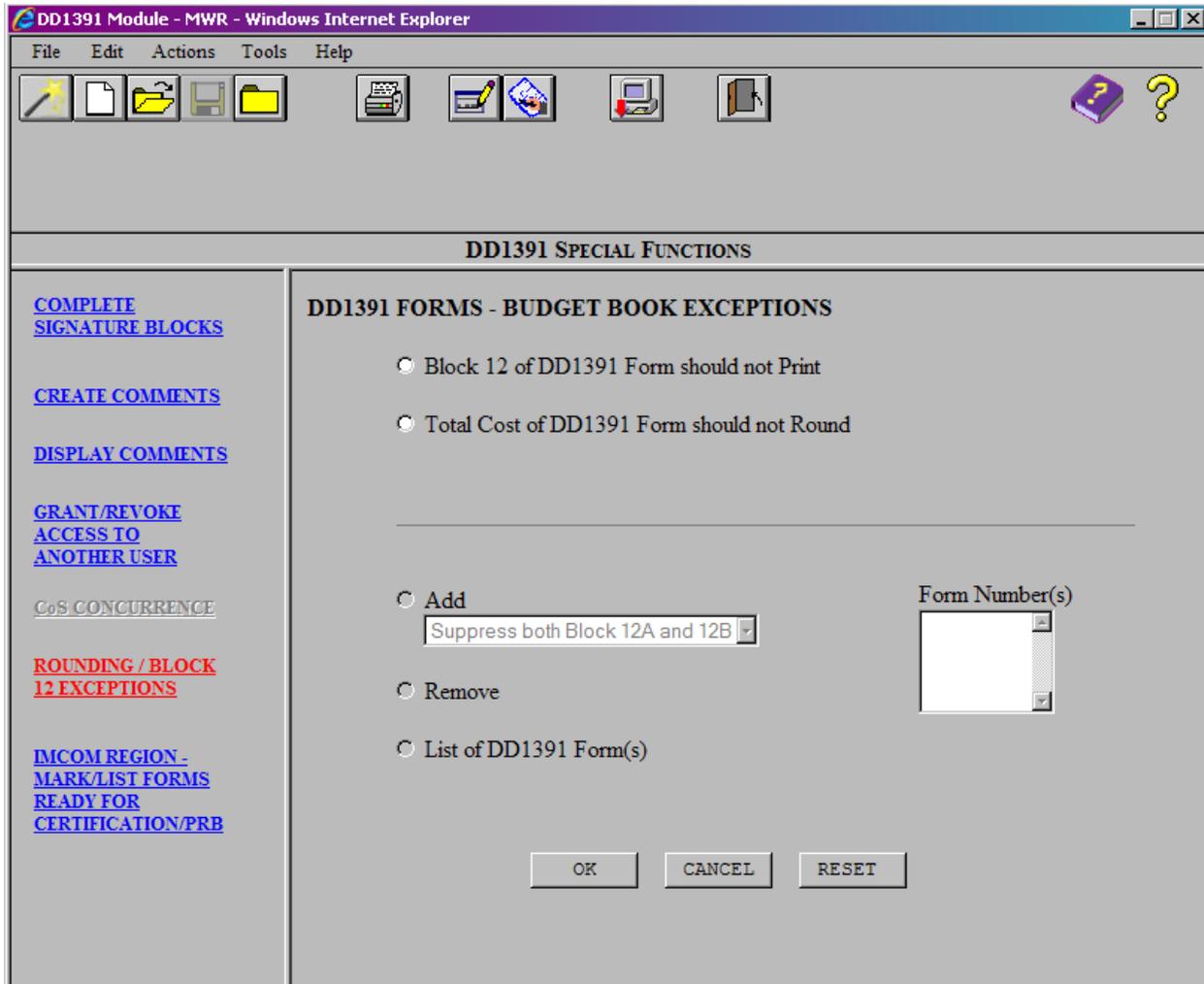
STATION
STATE

SITE is computed as follows:

- If GBSTATION = SPACES; DISPLAY GBSITE ONLY else
- If GBSITE = SPACES; DISPLAY GBSTATION ONLY else
- If GBSITE = GBSTATION; DISPLAY GBSTATION ONLY else
Display GBSTATION and GBSITE

LOCATION in DD1391 Forms is the GBSTATE field from INSTTBL.

COMMUNITY – INSTTBL (GBSTATION and GBSITE)



6. The Process Manager can use the **Rounding/Block 12 Exceptions** option, in association with the printing of Congressional NAF Budget Book, to suppress portions or all of the printing of Supplemental Data (Block 12). This option also allows the Process Manager to prevent the printed Total Cost on the DD1391 Form(s) from rounding.

From the DD1391 Special Functions screen, select **Rounding/Block 12 Exceptions**. From the **DD1391 Forms Budget Book Exceptions** screen, click the appropriate radio button and select either **Block 12 of DD1391 Form should not Print** or **Total Cost of DD1391 Form should not Round**. From the options on the lower panel, enter the DD1391 Form numbers impacted by this process and click the appropriate radio button to select **Add, Remove, or List of DD1391 Form(s)**.

CHAPTER 2

PRB BUDGET BOOKS

CHAPTER 2

PRB BUDGET BOOKS (Cont.)

TABLE OF CONTENTS

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2.3 SPECIAL NOTES: MED PRB BUDGET BOOK	2-14
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CHAPTER 2

PRB BUDGET BOOKS (Cont.)

2.0 INTRODUCTION.

The PRB BUDGET BOOKS are used at the PRB Review Boards which are held in the spring of each year. Each program (AFH, BCA, MCA, and MED) has its own Book. These Books could contain forms from different fiscal years (i.e., MCA 94-95, AFH 94-96, etc.). The PRB BUDGET Book prints in the same order in which the user enters or selects the forms when responding to the RANK or FORM option.

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CHAPTER 2

PRB BUDGET BOOKS (Cont.)

2.1 TABLE OF CONTENTS.

The header of the TABLE OF CONTENTS contains four lines: TABLE OF CONTENTS, fiscal year(s) (FY xx) specified by the user, and PRB REVIEW. The content listing contains the following columns:

INSTALLATION	-	specifies the Name of Installation.
PN	-	indicates the Form Number.
PROJECT DESCRIPTION	-	gives a project title.
PAGE	-	indicates page number where information is located.

[See EXAMPLE 1 - TABLE OF CONTENTS DATA SOURCES.]

EXAMPLE 1 - TABLE OF CONTENTS DATA SOURCES

TABLE OF CONTENTS
FY 2006
Project Review Board

1	INSTALLATION	3	PROJECT DESCRIPTION	4	PAGE
	2				
	PN				
	Fort Carson 1080		Combined Arms Collective Training Facility		1
	Fort A P Hill 12535		Modified Record Fire Range		7
	Fort Drum 14210		Barracks Complex 10300 Block Incr 1		15
	Fort Hood 23194		Vehicle Maintenance Shop		23
	Fort Carson 31469		Barracks Complex		33
	Fort Bragg 35361		Barracks Complex-3d Bde Incr 1		39
	36195		Barracks Complex-DIVARTY Incr 1		49
	Fort Campbell 43934		Barracks Complex Incr 2		59
	Fort Bragg 44494		Barracks Complex Incr 2		65
	Fort Wainwright 46790		Barracks Complex		75
	Fort Bragg 46828		Courthouse		85
	Fort Drum 47171		Physical Fitness Facility		93
	Fort Irwin 48607		Land Acquisition Ph 3		99
	Fort Campbell 48670		Barracks Complex - 52nd St		105

CHAPTER 2

PRB BUDGET BOOKS (Cont.)

EXAMPLE 1 - TABLE OF CONTENTS DATA SOURCES (Cont.)

<u>COLUMN</u>	<u>DATA SOURCE</u>
1 INSTALLATION	CAPCES (INSTTBL (AIN))
2 PN	USER SUPPLIED
3 PROJECT DESCRIPTION	CAPCES (LONG_DESC, or PDES if LONG_DESC blank)
4 PAGE	PROGRAM DERIVED

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CHAPTER 2

PRB BUDGET BOOKS (Cont.)

2.2 DD FORM 1391

The DD Forms 1391 for the various projects on the complete INSTALLATION LIST are located on the pages following the PRB'S INSTALLATION LIST. Forms appear in the PRB Budget Book in the same order in which the user enters or selects the forms when responding to the RANK or FORM option. The DD Form 1391 printing includes (1) the front page and continuation pages; (2) USACE Certification (from Tab B); (3) a page containing remarks from Tab F; (4) a page showing an itemization of all line items entered on the automated DD1391 Form in Tab A; and (5) a presentation of specified comments if requested in the prompting sequence. [See EXAMPLE 3 - DD FORM 1391 DATA SOURCES.]

EXAMPLE 2 - DD FORM 1391 DATA SOURCES

FYDP FY 2006 FYDP PA (\$000) 25,522

1. COMPONENT 1		FY 2006 31469I S REVISION DATE: 13 JAN 2005		2. DATE 2	
ARMY		MCA (AS OF 05/30/2006 AT 14:14:45)		15 FEB 1989	
3. INSTALLATION AND LOCATION 3			4. PROJECT TITLE 4		
Fort Carson Colorado			Barracks Complex		
5. PROGRAM ELEMENT 5	6. CATEGORY CODE 6	7. PROJECT NUMBER 7	8. PROJECT COST (\$000) 8		
22696A	721 11	31469	26,000		
9. COST ESTIMATES					
ITEM		U/M	QUANTITY	UNIT COST	COST (\$000)
<u>PRIMARY FACILITY</u> 9A					20,825
Barracks		SF	61,488	171.45	(10,543)
Company Ops Facilities, 4 EA		SF	58,120	142.13	(8,261)
Covered Equip Layout Area		SF	11,064	48.00	(531)
Special Foundations		LS	--	--	(496)
IDS Installation		LS	--	--	(12)
Total from Continuation page					(982)
<u>SUPPORTING FACILITIES</u> 9B					2,171
Electric Service		LS	--	--	(325)
Water, Sewer, Gas		LS	--	--	(205)
Paving, Walks, Curbs And Gutters		LS	--	--	(472)
Storm Drainage		LS	--	--	(159)
Site Imp(785) Demo(171)		LS	--	--	(956)
Information Systems		LS	--	--	(54)
<u>ESTIMATED CONTRACT COST</u> 9C					22,996
CONTINGENCY PERCENT (5.00%)					1,150
SUBTOTAL					24,146
SUPERVISION, INSPECTION & OVERHEAD (5.70%)					1,376
TOTAL REQUEST					25,522
TOTAL REQUEST (ROUNDED)					25,522
INSTALLED EQT-OTHER APPROPRIATIONS					(164)
10. Description of Proposed Construction 10					
<p>Construct a standard design barracks and a consolidated four company (two medium and two large) operations facility, with mezzanine. Arms rooms in the company operations facilities will be prepared for follow-on installation of an intrusion detection system. Connect both the barracks and company operations facilities to an energy monitoring and control system (EMCS). Supporting facilities include all required utility support systems; exterior lighting; fire protection and alarm systems; xeriscape landscaping; paving, walks, curbs and gutters; POV parking; and a pavilion and basketball court. Heating will be by self-contained natural gas systems. Air conditioning will be provided for the barracks and the administrative areas of the company operations facilities. Due to the expansive soils prevalent on Fort Carson, special foundations are required. Antiterrorism/force protection will be provided by resistance to progressive collapse, special windows and doors, and site measures. Access for individuals with disabilities will be provided in public areas. Demolish 2 Buildings (9,753 Total SF). Air Conditioning (Estimated 200 Tons).</p>					
11. REQ: 4,016 PN ADQT: 3,848 PN SUBSTD: 168 PN					
PROJECT: Construct a barracks complex. (Current Mission) 11					

CHAPTER 2

PRB BUDGET BOOKS (Cont.)

PRB BUDGET BOOKS (Cont.)

EXAMPLE 2 – DD FORM 1391 DATA SOURCES (Cont.)

<u>FORM BLOCK NUMBER</u>	<u>BLOCK TITLE</u>	<u>DATA SOURCES</u>
1	Component FY	DD1391 MODULE – TAB A
NOTE: The FY (Fiscal Year) block also contains:		
	FORM NUMBER	DD1391 MODULE – TAB A
	USER'S AUTHORITY	DD1391 MODULE – TAB A
	DATE AND TIME COPY WAS PRINTED	SYSTEM GENERATED
2	DATE	DD1391 MODULE – TAB A
	REVISION DATE	DD1391 MODULE – TAB A
3	INSTALLATION	CAPCES
	LOCATION	CAPCES
	LAF (Location Adjustment Factor)	DD1391 MODULE – TAB A
4	PROJECT TITLE	CAPCES (LONG_DESC, OR PDES IF LONG_DESC BLANK)
5	PROGRAM ELEMENT	CAPCES (PROG_ELE) – TAB A
6	CATEGORY CODE	DD1391 MODULE – TAB A
7	PROJECT NUMBER	DD1391 MODULE – TAB A

CHAPTER 2

PRB BUDGET BOOKS (Cont.)

PRB BUDGET BOOKS (Cont.)

EXAMPLE 2 – DD FORM 1391 DATA SOURCES (Cont.)

<u>FORM BLOCK NUMBER</u>	<u>BLOCK TITLE</u>	<u>DATA SOURCES</u>
8	PROJECT COST	DD1391 MODULE – TAB A
9A	PRIMARY FACILITY	DD1391 MODULE TAB A
9B	SUPPORTING FACILITIES	DD1391 MODULE TAB A
9C	OTHER COST ITEMS	DD1391 MODULE TAB A
10	DESCRIPTION OF PROPOSED CONSTRUCTION	DD1391 MODULE – TAB A
11	REQUIREMENT	DD1391 MODULE - TAB A

NOTES:

The following types of data print after each DD1391 Form:

- A) USACE Certification – Tab B
- B) USAISEC – TAB F

For the MCA PRB Book, the RELATED PROJECTS text data is appended to the bottom of any text in the ADDITIONAL block. (The RELATED PROJECTS block title does not print.)

CHAPTER 2

PRB BUDGET BOOKS (Cont.)

2.3 SPECIAL NOTES: MED PRB BUDGET BOOK.

1. In the PRINT prompting sequence, when a user selects the MED PRB Book, the third line of the Installation List Header reads:

MILITARY DEPARTMENT REVIEW FOR
THE DEFENSE MEDICAL MILCON PROGRAM

2. When accessing the PRB Budget Book Print function, the user is prompted to enter the name of the PRB Book to be printed. At that time, the user is allowed to input multiple words, i.e., US AIR FORCE or US NAVY. This data affects the content of the header on the third line of the Congressional Review Board List.

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CHAPTER 2

PRB BUDGET BOOKS (Cont.)

2.4 PRINTING THE PRB BUDGET BOOKS.

2.4.1 General.

The Print function in the DD1391 Module allows the user to print active and archived DD1391 Forms. Users are provided with the capability of printing forms entered in the DD1391 Module in a Standard format, a Reviewers format, or formats as they appear in the PRB Budget Books, OSD Budget Books, and the Congressional Budget Books. The Print function has been programmed to provide users with the options to print either (a) one to two hundred specific forms, (b) forms by fiscal year, or (c) forms with a specific rank. It also provides users with the capability of monitoring a specific project by giving them the options to print (a) the entire form, (b) specific tabs of the form, (c) all comments entered by Activities monitoring the form, or (d) a list of all changes made to the form after the authority to modify it was submitted by the Installation. This list includes the change, the date change was made, and the Activity making the change. The Print function also allows the user to print the Critical Items Data Sheet and snapshots taken of form(s) on specified dates. The following pages contain information about the PRB Budget Books as printed by the Print function.

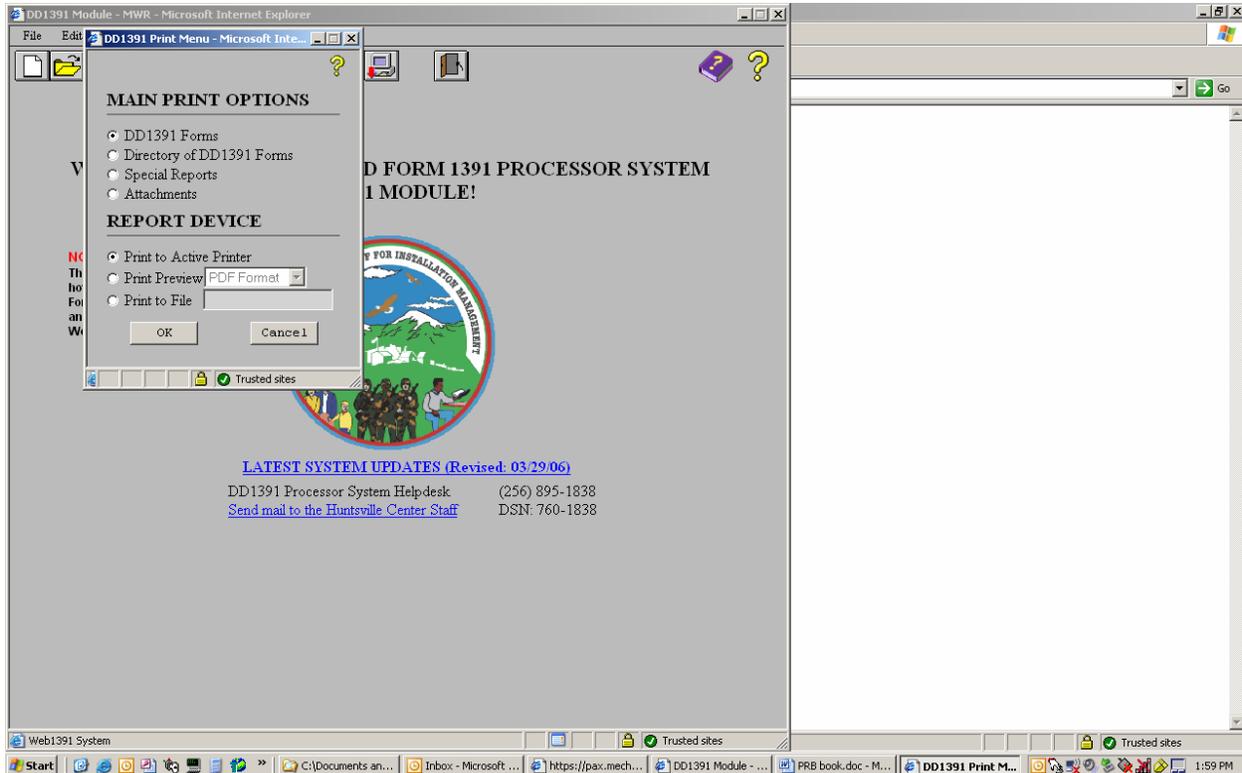
2.4.2 Accessing the PRINT Function.

To print a DD1391 Form in the PRB BUDGET BOOK format, the user must first log onto the PAX System and access the DD1391 Processor System. From the DD1391 Processor System Main Menu the user selects the PRINT Icon. The system displays the DD1391 PRINT MENU.

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CHAPTER 2

PRB BUDGET BOOKS (Cont.)



2.4.3 Explanation of the DD1391 MAIN PRINT OPTIONS Menu.

DD1391 Forms - allows the user to print copies of specific form either to an Active Printer, Print Preview (either in PDF or Text Format) or Print to File.

Directory of DD1391 Forms - allows the user to print a directory report that contains data about the forms to which you have access. Various reports can be obtained in a Standard format or a Custom format.

Special Reports - option supports the printing of Change History, Comments, Route History, One-For-One Demolition, Unit Cost Comparison, and Snapshots.

Attachments - allows the user to print a graphic image that has been uploaded to the Attachments Tab.

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CHAPTER 2

PRB BUDGET BOOKS (Cont.)

2.4.4 The PRB BUDGET BOOKS Prompting Sequence.

PRB BUDGET BOOKS produces copies of the requested forms printed in a specified format for presentation at the PRB Review Boards, and the user is prompted for the desired Fiscal Year(s) to be printed on the form.

During the prompting routine, the user may select forms to be printed by rank or form number. If Rank is selected, the user is prompted for the Rank Priority and then for a specific Rank Code. This option gives the user the capability to print all forms which have been ranked by the Process Manager with the specified code. A dollar sign (\$) may be used in this code to represent any other character; that is, entering the code A1\$\$ tells the System to print all forms in the user's directory which the Process Manager has ranked with a code beginning with the two characters "A1" and ending with any characters in the next two positions.

If the user selects to print by form, the user will enter the form numbers in the appropriate area. Form numbers should be stacked one beneath the other with each followed by a carriage return until the last number is entered.

Only forms which have been assigned permanent Project Numbers and have been entered in the CAPCES data file (PMMFILE) may be printed in the PRB Budget Books Format. The following is an example of the prompting sequence for printing forms in the PRB Budget Books format.

CHAPTER 2

PRB BUDGET BOOKS (Cont.)

The screenshot shows a web browser window displaying the 'DD1391 Print Form' application. The interface includes a menu bar with 'File' and 'Edit' options. The main content area is divided into several sections: 'Active DD1391 Forms' and 'Inactive DD1391 Forms' radio buttons; a 'MEASUREMENT SYSTEM' section with 'English' and 'Metric' radio buttons; a 'PRINT BY FORM NUMBER(S)' section with a text input field and a dropdown menu; a 'PRINT ALL PROJECTS IN A FISCAL YEAR' section with a text input field; a 'PRINT ALL PROJECTS WITH A SPECIFIC RANK' section with a 'PROCESS MGR' dropdown menu and a 'RANK CODE' text input field; and a 'PRINT PROGRAMS' section with radio buttons for 'Standard', 'Reviewers', 'OSD Budget Book', 'PRB Budget Book', and 'Congressional Budget Book', each with an 'MCA' dropdown menu. There are 'OK', 'Cancel', and 'Reset' buttons at the bottom of the form. The browser's address bar shows 'DD1391 Print Form - Microsoft Internet Explorer provided by US Army Corps of Engin...'. The Windows taskbar at the bottom shows the Start button, several application icons, and the system tray with the time '9:23 AM'.

Active and Inactive DD1391 Forms – Users may select to print forms from the Active or Inactive Database.

PRINT BY FORM NUMBER(S) – The form numbers must be valid and appear in the user’s directory. Users are encouraged not to enter more than fifty form numbers, but two hundred is the System’s maximum.

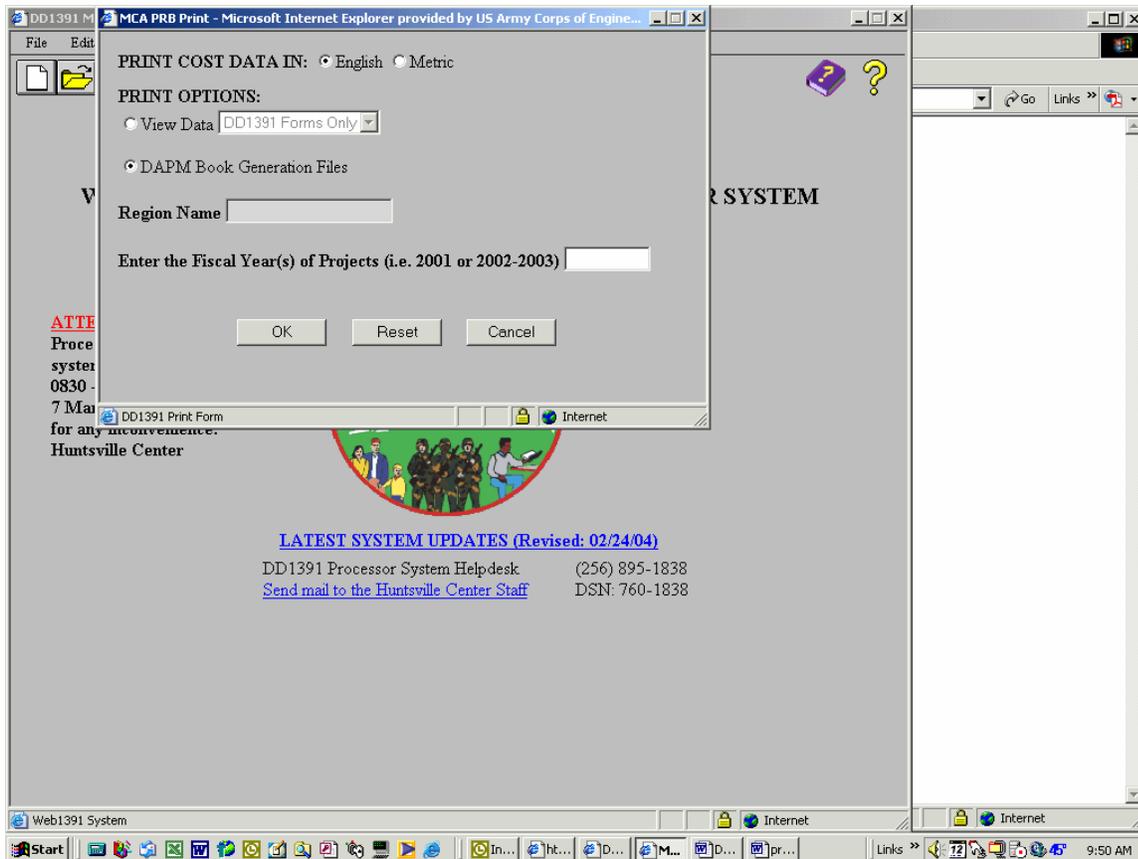
PRINT ALL PROJECTS IN A FISCAL YEAR - Users may print by a specific Fiscal Year.

PRINT BY RANK CODE - Users may print by a specific Rank Code

PRINT PROGRAMS – User selects PRB Budget Book and the desired PRB Book Program Type.

CHAPTER 2

PRB BUDGET BOOKS (Cont.)



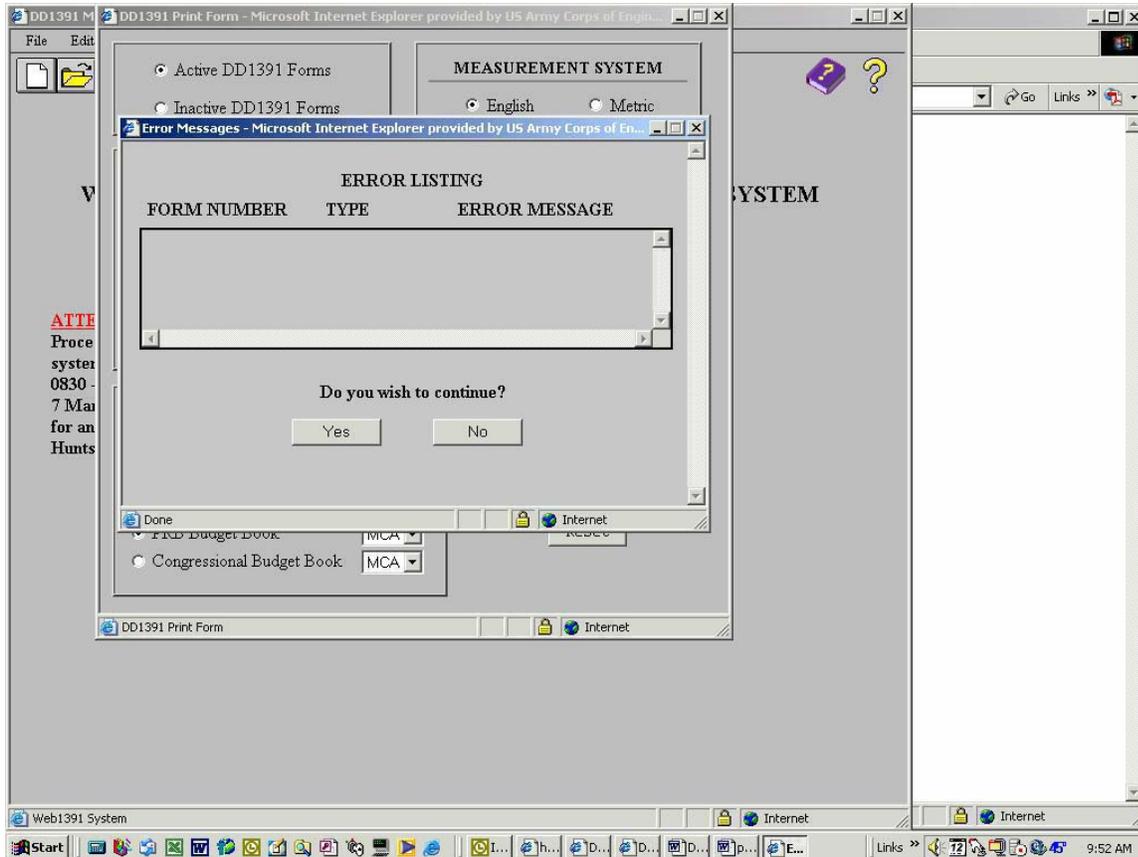
PRINT COST DATA IN – User selects whether to print the cost data in English or Metric unit of measure.

Print Options - User selects DAPM Book Generation Files and Enters the Fiscal Year(s) of Projects. (The view Data option requires a selection of the Print Preview – Text option on the previous screen.

Enter the Fiscal Year(s) of Projects – User enters the Fiscal Year, which will display on the DD1391s and Indices in the book.

CHAPTER 2

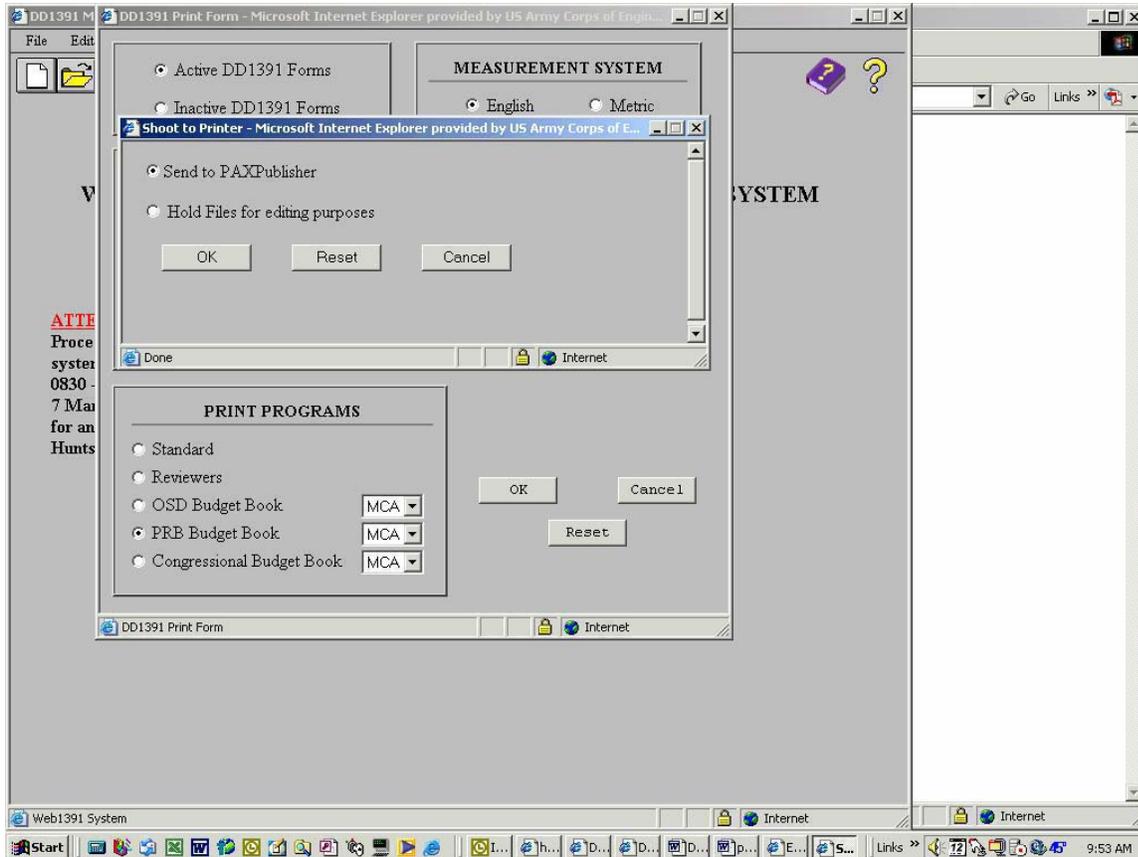
PRB BUDGET BOOKS (Cont.)



ERROR LISTING - Window will appear and list the Form Number, Type and the Error Message of any invalid form numbers. The user will need to go through the list to determine if there are any valid form numbers remaining that can be printed. Valid form numbers will not be on the list. The user will select Yes to continue providing there are valid projects to print.

CHAPTER 2

PRB BUDGET BOOKS (Cont.)

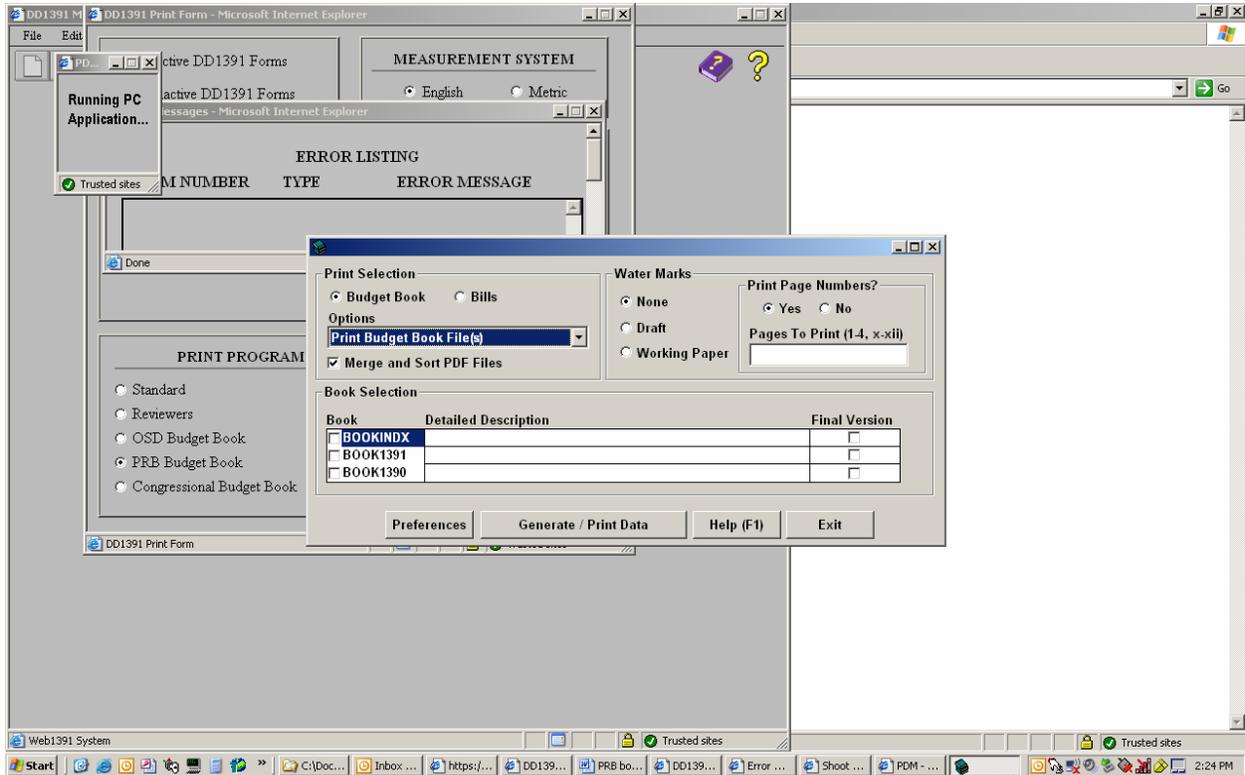


Send to PAXPublisher – This option is selected by default. **Note:** You must have PAX Publisher loaded on your machine in order to proceed.

Hold Files for editing purposes - This option is for specialized editing that may be needed before sending to the PAX publisher. Editing may only be done by those users that still have access to the pre-1999 version of the DD1391 Processor System.

CHAPTER 2

PRB BUDGET BOOKS (Cont.)



Book Selection – User must select which Book they want to print and enter a Detailed Description in the appropriate area. **Note:** Adobe must be installed on the user’s PC.

CHAPTER 2

PRB BUDGET BOOKS (Cont.)

FYDP FY 2006 FYDP PA (\$000) 28,000

1. COMPONENT		2. DATE		
ARMY FY 2006 1080I S MCA (AS OF 04/18/2006 AT 15:19:29)		REVISION DATE: 01 FEB 2005 30 MAR 1981		
3. INSTALLATION AND LOCATION		4. PROJECT TITLE		
Fort Carson LAF-1.07 Colorado		Combined Arms Collective Training Facility		
5. PROGRAM ELEMENT	6. CATEGORY CODE	7. PROJECT NUMBER	8. PROJECT COST (\$000)	
22212A	179 01	1080	28,000	
9. COST ESTIMATES				
ITEM	U/M	QUANTITY	UNIT COST	COST (\$000)
PRIMARY FACILITY				
Combined Arms Collec. Trng Fac.	EA	1	12386656	15,948 (12,387)
Urban Assault Course	EA	1	1338854	(1,339)
Operations/Storage Building	SF	800	188.50	(151)
Range Operations/AAR	SF	4,592	306.09	(1,406)
Latrine	SF	1,092	297.13	(324)
Total from Continuation page				(341)
SUPPORTING FACILITIES				
Electric Service	LS	--	--	9,423 (6,050)
Water, Sewer, Gas	LS	--	--	(186)
Paving, Walks, Curbs And Gutters	LS	--	--	(2,445)

The System will generate the book files in the PRB Budget Book format as user requested in a .pdf format. **Note:** The budget book files can be found in the c:\paxapps\paxpub\data folder.

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CHAPTER 2

PRB BUDGET BOOKS (Cont.)

2.5 ACTIVITIES PRECEDING BOOK GENERATION.

1. Projects in the PRB Budget Book will print in the order that the user enters the form numbers during print prompting. Also, due to there not being a specific sort order for this book, special rank codes are not feasible.
2. The Process Manager's Office will need to update all appropriate fields that are extracted from the CAPCES data base.
3. **IMPORTANT:** The CAPCES program is currently maintained by McClendon Corporation. The HQUSACE POC for CAPCES is Linda Conaway (Primary) and Garry Runyans (Secondary). Contact number is (202) 761-8888 and email address is ACOE.Support@baesystems.com.

2.6 NOTES.

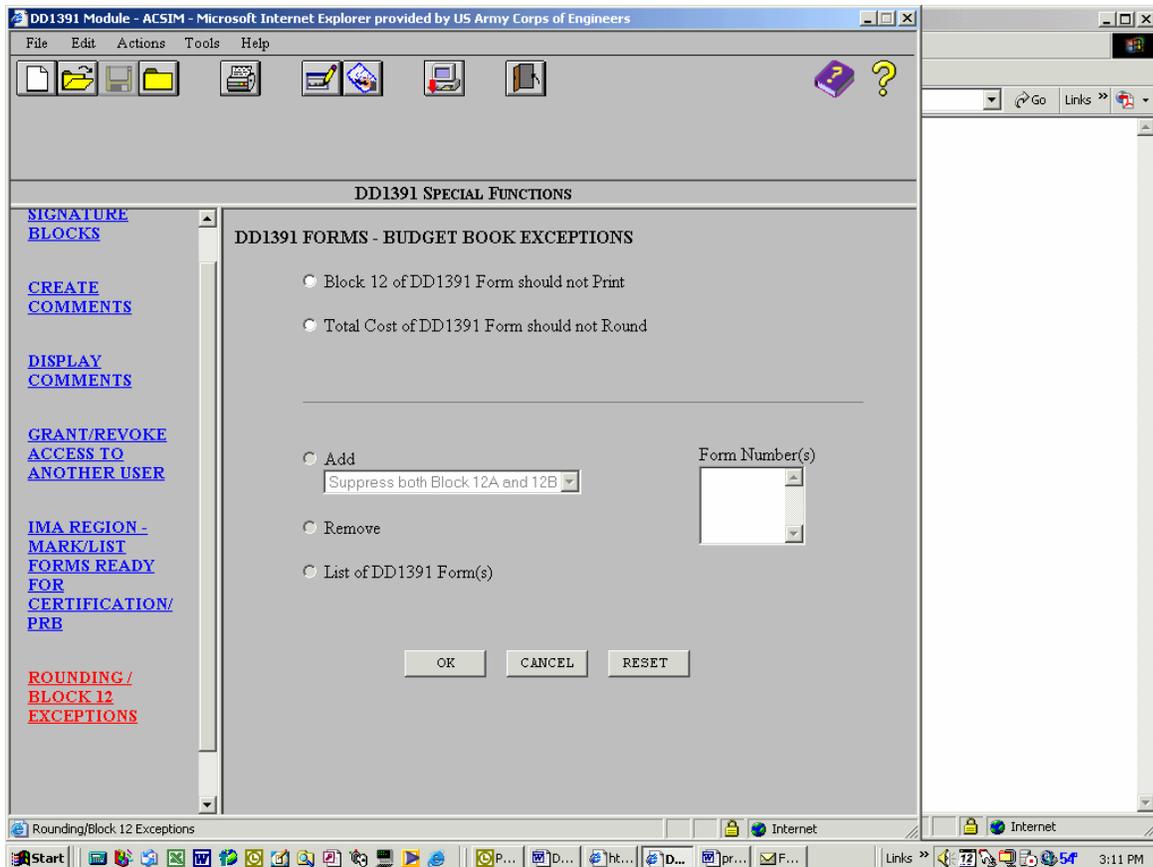
1. The PAXPublisher program used with the budget book programs may be downloaded from the Download PC-Programs Icon area in the DD1391 Module.
2. In the PRB Budget Book(s), the DD Form 1391 has extra header information, as does the Reviewers print.
3. The Installation Algorithm. The INSTALLATION and LOCATION block of the form consists of the concatenation of three computed fields: INSTALLATION, SITE, and LOCATION.

SITE is computed as follows:

- If GBSTATION = Spaces; Display GBSITE only.
 - If GBSITE = Spaces; Display GBSTATION only.
 - If GBSITE = GBSTATION; Display GBSTATION
 - Else, Display GBSTATION and GBSITE.
4. The AFH PRB Budget Book prints/sorts exactly the same as the MCA Book, with the exception of minor header changes (i.e., MCA to AFH).

CHAPTER 2

PRB BUDGET BOOKS (Cont.)



5. Process Managers can use the **Rounding/Block 12 Exceptions** option, in association with the printing of OSD Budget Books, Congressional Budget Books, and the MACOM Budget Book, to suppress the printing of Supplemental Data (Block 12). This option also allows the Process Manager to prevent the printed Total Cost on the DD1391 Form(s) from rounding.
6. If a user chooses to input each form number to be printed (instead of by rank), the PRB Book Print function prints the projects in the exact order keyed in by the user. If printed by "rank," the system sorts projects in alphabetical order by Installation name.

CHAPTER 3

THE OFFICE OF THE SECRETARY OF DEFENSE (OSD) BUDGET BOOKS

CHAPTER 3

THE OFFICE OF THE SECRETARY OF DEFENSE (OSD) BUDGET BOOKS (Cont.)

TABLE OF CONTENTS

<u>SECTION</u>	<u>PAGE</u>
3.0 INTRODUCTION	3-4
3.1 TABLE OF CONTENTS.....	3-6
3.2 SUMMARY INDEX	3-10
3.3 INDEX BY FACILITIES/CATEGORIES	3-20
3.4 PRINTING THE OFFICE OF THE SECRETARY OF DEFENSE (OSD) BUDGET BOOKS.....	3-30
3.4.1 General.....	3-30
3.4.2 Accessing the PRINT Function	3-30
3.4.3 Explanation of the DD1391 PRINT MENU Options	3-32
3.4.4 The OFFICE OF THE SECRETARY OF DEFENSE (OSD) BUDGET BOOKS Prompting Sequence.....	3-34
3.5 ACTIVITIES PRECEDING BOOK GENERATION	3-42
3.6 NOTES.....	3-44

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CHAPTER 3

THE OFFICE OF THE SECRETARY OF DEFENSE (OSD) BUDGET BOOKS (Cont.)

3.0 INTRODUCTION.

The OFFICE OF THE SECRETARY of DEFENSE (OSD) BUDGET BOOK is sorted by Decision Unit according to the following facility classes and categories:

- 301.1 OPERATION FACILITIES
- 301.2 TRAINING FACILITIES
- 302.1 MAINTENANCE FACILITIES
- 302.2 PRODUCTION FACILITIES
- 303 RESEARCH & DEVELOPMENT FACILITIES
- 304 SUPPLY FACILITIES
- 305 HOSPITAL & MEDICAL FACILITIES
- 306 ADMINISTRATIVE FACILITIES
- 307 UNACCOMPANIED HOUSING FACILITIES
- 308 COMMUNITY FACILITIES
- 309 UTILITIES & REAL ESTATE
- 312 ENERGY CONSERVATION PROGRAM
- 314 PLANNING & DESIGN PROGRAM/HOST NATION
- 315 UNSPECIFIED MINOR CONSTRUCTION

CHAPTER 3

THE OFFICE OF THE SECRETARY OF DEFENSE (OSD) BUDGET BOOKS (Cont.)

- 318 FOREIGN CURRENCY
- 330 NFIP
- 331 GENERAL DEFENSE INTELLIGENCE PROGRAM
- 390 MAJOR REPAIR
- 391 MINOR CONSTRUCTION

A Table of Contents is the first page in the OSD Budget Book, followed by a Summary Index which lists all the projects sorted by Installation. Following the summary data are the indices by Facility Classes and Categories.

CHAPTER 3

THE OFFICE OF THE SECRETARY OF DEFENSE (OSD) BUDGET BOOKS (Cont.)

3.1 TABLE OF CONTENTS.

The TABLE OF CONTENTS contains a two-line header and four types of data: TAB, DESCRIPTION, PAGE NUMBER and TOTAL REQUEST. The descriptions listed are specified by the System and the page numbers are derived in the program. The TABLE OF CONTENTS is divided into two parts separated by the TOTAL REQUEST column heading. The upper section lists three columns: TAB, DESCRIPTION, and PAGE NUMBER. The lower section of the TABLE OF CONTENTS lists the TAB number, the DECISION UNIT number along with the various facility class and category descriptions, the TOTAL REQUEST (in thousands), and the page number which contains the data.

[See EXAMPLE 1 - TABLE OF CONTENTS DATA SOURCES.]

EXAMPLE 1 - TABLE OF CONTENTS DATA SOURCES

1

DEPARTMENT OF THE ARMY
MILITARY CONSTRUCTION FY 2005 PROGRAM

2

TABLE OF CONTENTS

3

4

5

TAB DESCRIPTION

PAGE NUMBER

1.	TABLE OF CONTENTS.....	i
2.	INSTALLATION LIST.....	iii

6

TOTAL
REQUEST
(\$000)

7

FACILITY CLASSES AND CATEGORIES

3.	DU 304.0 Supply Facilities.....	1
4.	DU 306.0 Administrative Facilities.....	5
5.	DU 307.0 Unaccompanied Housing Facilities.....	9
6.	DU 309.0 Utilities & Real Estate.....	17

TOTAL

\$0

CHAPTER 3

THE OFFICE OF THE SECRETARY OF DEFENSE (OSD) BUDGET BOOKS (Cont.) EXAMPLE 1 - TABLE OF CONTENTS DATA SOURCES (Cont.)

<u>COLUMN</u>	<u>DATA SOURCE</u>
1 HEADER	PROGRAM DERIVED
2 TABLE OF CONTENTS	PROGRAM DERIVED
3 TAB	PROGRAM DERIVED
4 DESCRIPTION	PROGRAM DERIVED OR USER SUPPLIED
5 PAGE NUMBER	PROGRAM DERIVED
6 TOTAL REQUEST (\$000)	CAPCES APPR_REQ totals if MED or AFH. CAPCES ARMY_REQ totals if MCA or BCA.
7 LISTING OF DECISION UNIT NUMBERS AND FACILITY CLASSES AND CATEGORIES	PROGRAM DERIVED

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CHAPTER 3

THE OFFICE OF THE SECRETARY OF DEFENSE (OSD) BUDGET BOOKS (Cont.)

3.2 SUMMARY INDEX.

The SUMMARY INDEX lists all projects found in the OSD Budget Book by Installation, within the Installation by a three-digit category code, and within category code by Project Number.

This index has the following columns:

- * INSTALLATION/LOCATION
- * CATCODE
- * PROJECT NUMBER
- PROJECT TITLE/COUNT
- NEW/CURRENT MISSION
- APPROP REQUEST or ARMY REQUEST
- 1390/1391 PAGE

[See EXAMPLE 2 - SUMMARY INDEX DATA SOURCES.]

*Sort Order

EXAMPLE 2 - SUMMARY INDEX DATA SOURCES

1 DEPARTMENT OF THE ARMY
2 MILITARY CONSTRUCTION PROGRAM FY 2005

3					6	7	8
	INSTALLATION/ LOCATION				NEW/ CURRENT MISSION	ARMY REQUEST \$000	1390/ 1391 PAGE
	-----	5					
4	CAT CODE	PROJECT NUMBER	PROJECT TITLE/COUNT	-----			
	----	-----	-----		-----	-----	----
	<u>OCONUS</u>						
	AFGHANISTAN		Kabul				
	411	62833			New	0	2
	811	62853			New	0	18
	IRAQ		Baghdad				
	721	62806			New	0	10
	721	62809			New	0	13
	831	62758	Primary Waste Water Treatment		New	0	21
	KUWAIT		Kuwait Various				
	610	62762	Administrative Building, General Purpose		New	0	6
	851	62970			New	0	24
	<u>TOTAL OCONUS</u>		<u>7 Projects</u>			<u>0</u>	
	<u>GRAND TOTAL</u>		Total Cost of New Mission projects		(7)	0	
			Total Cost of Current Mission Projects		(0)	0	
			Total Cost of other line items		(0)	0	
			<u>Total Cost of FY 2005 MCA Projects</u>		<u>(7)</u>	<u>0</u>	

CHAPTER 3

THE OFFICE OF THE SECRETARY OF DEFENSE (OSD) BUDGET BOOKS (Cont.)

EXAMPLE 2 - SUMMARY INDEX DATA SOURCES (Cont.)

<u>COLUMN</u>		<u>DATA SOURCE</u>
1	DEPARTMENT OF THE ARMY	USER SUPPLIED
2	MILITARY CONSTRUCTION PROGRAM FY _____	USER SUPPLIED
3	INSTALLATION/LOCATION	CAPCES
4	CATCODE	CAPCES (CATCD5)
5	PROJECT NUMBER	CAPCES (PERM_PN)
6	PROJECT TITLE/COUNT	CAPCES (LONG_DESC)
7	NEW/CURRENT MISSION	CAPCES (MISSION) [if 1, print N; if 2, Print C; if empty, leave blank]
8	ARMY REQUEST	CAPCES (ARMY_REQ) for MED & AFH
9	1390/1391 PAGE	PROGRAM DERIVED

EXAMPLE 3 - DD FORM 1390 DATA SOURCES

1. COMPONENT ARMY 1	FY 2006-2007 MILITARY CONSTRUCTION PROGRAM	2. DATE 07 JUN 2006 2																																											
3. INSTALLATION AND LOCATION Redstone Arsenal Alabama 3	4. COMMAND US Army Materiel Command (Installation Mgt Agency, Southeast Region) 4	5. AREA CONSTRUCTION COST INDEX 5 0.85																																											
6. PERSONNEL STRENGTH: <table style="width:100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th rowspan="2"></th> <th colspan="3">PERMANENT</th> <th colspan="3">STUDENTS</th> <th colspan="3">SUPPORTED</th> <th rowspan="2">TOTAL</th> <th rowspan="2" style="border: 1px solid black; padding: 2px;">6A - 6B</th> </tr> <tr> <th>OFFICER</th> <th>ENLIST</th> <th>CIVIL</th> <th>OFFICER</th> <th>ENLIST</th> <th>CIVIL</th> <th>OFFICER</th> <th>ENLIST</th> <th>CIVIL</th> </tr> </thead> <tbody> <tr> <td>A. AS OF 30 SEP 2004</td> <td>263</td> <td>609</td> <td>8541</td> <td>28</td> <td>740</td> <td>33</td> <td>49</td> <td>33</td> <td>14237</td> <td>24,533</td> </tr> <tr> <td>B. END FY 2011</td> <td>261</td> <td>601</td> <td>8429</td> <td>29</td> <td>821</td> <td>39</td> <td>49</td> <td>32</td> <td>14200</td> <td>24,461</td> </tr> </tbody> </table>			PERMANENT			STUDENTS			SUPPORTED			TOTAL	6A - 6B	OFFICER	ENLIST	CIVIL	OFFICER	ENLIST	CIVIL	OFFICER	ENLIST	CIVIL	A. AS OF 30 SEP 2004	263	609	8541	28	740	33	49	33	14237	24,533	B. END FY 2011	261	601	8429	29	821	39	49	32	14200	24,461	
	PERMANENT			STUDENTS			SUPPORTED			TOTAL	6A - 6B																																		
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8. PROJECT APPROPRIATIONS REQUESTED IN THE FY 2006 PROGRAM: NONE		8																																											
9. FUTURE PROJECT APPROPRIATIONS: <table style="width:100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th style="text-align: left;">CATEGORY</th> <th style="text-align: left;">COST</th> <th></th> </tr> <tr> <th style="text-align: left;">CODE</th> <th style="text-align: left;">PROJECT TITLE</th> <th style="text-align: left;">(\$000)</th> </tr> </thead> <tbody> <tr> <td colspan="3">A. REQUESTED IN THE FY 2007 PROGRAM:</td> </tr> <tr> <td>171</td> <td>General Instruction Facility</td> <td>4,700</td> <td style="border: 1px solid black; padding: 2px;">9A</td> </tr> <tr> <td></td> <td style="text-align: right;">TOTAL</td> <td>4,700</td> <td style="border: 1px solid black; padding: 2px;">9B</td> </tr> <tr> <td colspan="3">B. PLANNED NEXT FOUR PROGRAM YEARS (NEW MISSION ONLY): NONE</td> </tr> <tr> <td colspan="2">C. DEFERRED SUSTAINMENT, RESTORATION, AND MODERNIZATION (SRM):</td> <td>N/A</td> <td style="border: 1px solid black; padding: 2px;">9C</td> </tr> </tbody> </table>			CATEGORY	COST		CODE	PROJECT TITLE	(\$000)	A. REQUESTED IN THE FY 2007 PROGRAM:			171	General Instruction Facility	4,700	9A		TOTAL	4,700	9B	B. PLANNED NEXT FOUR PROGRAM YEARS (NEW MISSION ONLY): NONE			C. DEFERRED SUSTAINMENT, RESTORATION, AND MODERNIZATION (SRM):		N/A	9C																			
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C. DEFERRED SUSTAINMENT, RESTORATION, AND MODERNIZATION (SRM):		N/A	9C																																										
10. MISSION OR MAJOR FUNCTIONS: <p style="margin-top: 5px;"> Headquarters of the U.S. Army Aviation and Missile Command, the principle commodity center for the research, development, and acquisition effort on aviation systems, rockets, guided missiles and related systems and equipment. Home of the Aviation and Missile Research Development and Engineering Center (AMRDEC). Home of the U.S. Army Test, Measurement and Diagnostic Equipment (TMDE) Support Group. Home of three U.S. Army Program Executive Offices (PEOs) responsible for Air, Space, and Missile Defense, Aviation, and Tactical Missiles. Home of the Ground-Based Midcourse Defense Joint Program Office. Home of the Space and Missile Defense Command which is the Army's proponent for Space and its integrator for Missile Defense. Home of the Redstone Technical Test Center (RTTC) which provides planning and conducting technical tests of aviation, rocket, and missile systems. Home of the Ordnance Munitions and Electronics Maintenance School (OMEMS) which trains soldiers for systems such as Javelin, Avenger, Patriot, and Linebacker, as well as electronics maintenance and munitions training. Also home to the Defense Intelligence Agency's Missile and Space Intelligence Center which provides analyses of foreign threat </p>																																													

EXAMPLE 3 - DD FORM 1390 DATA SOURCES (Cont.)

1. COMPONENT ARMY	FY 2006-2007 MILITARY CONSTRUCTION PROGRAM	2. DATE 07 JUN 2006
INSTALLATION AND LOCATION: Redstone Arsenal, Alabama		
10. MISSION OR MAJOR FUNCTIONS: (...CONTINUED) missile systems.		
11. OUTSTANDING POLLUTION AND SAFETY DEFICIENCIES:		
A. AIR POLLUTION	(\$000)	11A - 11C
B. WATER POLLUTION		0
C. OCCUPATIONAL SAFETY AND HEALTH		0

CHAPTER 3

THE OFFICE OF THE SECRETARY OF DEFENSE (OSD) BUDGET BOOKS (Cont.)

EXAMPLE 3 – DD FORM 1390 DATA SOURCES (Cont.)

<u>FORM BLOCK NUMBER</u>	<u>BLOCK TITLE</u>	<u>DATA SOURCES</u>
1	COMPONENT FY (FISCAL YEAR)	PROGRAM DERIVED USER SUPPLIED
2	DATE (DD MMM YYYY)	USER SUPPLIED
3	INSTALLATION LOCATION	INSTTBL (AIN) INSTTBL (STATE)
4	COMMAND (IMA Region Office)	INSTTBL (MACCOMMAME) or if spaces, (SMACOMNAME)
5	AREA CONSTRUCTION COST INDEX	DD1391 MODULE
6A-6B	PERSONNEL STRENGTH	ASIP SYSTEM
7	INVENTORY DATA	
7A	TOTAL AREA	HQIFS – Sum of all gross area where DESIGN greater than 9000000 by INSTNO
7B	INVENTORY TOTAL AS OF	HQIFS – Sum of all COSTGOV by INSTNO
7C	AUTHORIZATION NOT YET IN INVENTORY	Total of all projects' PROG_AMT fields in CAPCES, if field FY is less than current fiscal year, and DES_PERCENT begins with a C or D.
7D	AUTHORIZATION REQUESTED IN THIS PROGRAM [regular DD1390s] AUTHORIZATION REQUESTED IN THE FY PROGRAM [five and six-year DD1390s]	CAPCES (PROG_AMT - summation of PROG_AMT from Block 8.)

CHAPTER 3

THE OFFICE OF THE SECRETARY OF DEFENSE (OSD) BUDGET BOOKS (Cont.)

EXAMPLE 3 - DD FORM 1390 DATA SOURCES (Cont.)

<u>FORM BLOCK NUMBER</u>	<u>BLOCK TITLE</u>	<u>DATA SOURCE</u>
7E	AUTHORIZATION INCLUDED IN FOLLOWING PROGRAM [regular DD1390s] AUTHORIZATION INCLUDED IN THE FY fy+1 PROGRAM [five-year DD1390s] AUTHORIZATION REQUESTED IN THE FY fy+1 PROGRAM [six-year DD1390s]	CAPCES (PROG_AMT - summation of PROG_AMT from Block 9A).
7F	PLANNED IN NEXT THREE YEARS [regular DD1390s] PLANNED IN NEXT THREE YEARS (NEW MISSION ONLY) [five-year DD1390s] PLANNED IN NEXT FOUR YEARS (NEW MISSION ONLY) [six-year DD1390s]	CAPCES (TOTAL BLOCK 9B - whether the projects are actually printed on the DD1390 Form or not, it is the total of the PROG_AMT in CAPCES.)
7G	REMAINING DEFICIENCY	Total of all projects' PROG_AMT fields in CAPCES, if field FY equals LR or if fiscal year is five years beyond current fiscal year (on the DD1390 Form).
7H	GRAND TOTAL	SYSTEM CALCULATED (7B - 7G)

CHAPTER 3

THE OFFICE OF THE SECRETARY OF DEFENSE (OSD) BUDGET BOOKS (Cont.)

EXAMPLE 3 - DD FORM 1390 DATA SOURCES (Cont.)

<u>FORM BLOCK NUMBER</u>	<u>BLOCK TITLE</u>	<u>DATA SOURCE</u>
8	PROJECTS REQUESTED IN THIS PROGRAM [regular DD1390s] PROJECTS REQUESTED IN THE FY fy PROGRAM [five and six-year DD1390s]	CAPCES: CATCD5 PPN LONG_DESC PA, and DD1391 Module: Blocks 6A and 6C.
9	FUTURE PROJECTS APPROPRIATIONS	
9A	INCLUDED IN THE FOLLOWING PROGRAM [regular DD1390s] INCLUDED IN THE FY fy+1 PROGRAM [five-year DD1390s] REQUESTED IN THE FY fy+1 PROGRAM [six-year DD1390s]	CAPCES FIELD FY+1: CAPCES (CATCD5 LONG_DESC (if blank, then PDES) PA)
9B	PLANNED NEXT THREE PROGRAM YEARS [regular DD1390s] PLANNED NEXT THREE PROGRAM YEARS (NEW MISSION ONLY) [five-year DD1390s] PLANNED NEXT FOUR PROGRAM YEARS (NEW MISSION ONLY) [six-year DD1390s]	CAPCES FIELD FY+2 to 6: CAPCES (CATCD5 LONG_DESC (if blank, PDES) PA). (NOTE: Block 9B will not print if there are five or more projects in Block 9A.)

CHAPTER 3

THE OFFICE OF THE SECRETARY OF DEFENSE (OSD) BUDGET BOOKS (Cont.)

EXAMPLE 3 - DD FORM 1390 DATA SOURCES (Cont.)

<u>FORM BLOCK NUMBER</u>	<u>BLOCK TITLE</u>	<u>DATA SOURCE</u>
9C	DEFERRED SUSTAINMENT, RESTORATION, AND MODERNIZATION (SRM)	USER SUPPLIED
10	MISSION OR MAJOR FUNCTIONS	USER SUPPLIED OR FROM PREVIOUS DD1390 FORM WHEN AVAILABLE.
11	OUTSTANDING POLLUTION AND SAFETY DEFICIENCIES	
11A	AIR POLLUTION	USER SUPPLIED
11B	WATER POLLUTION	USER SUPPLIED
11C	OCCUPATIONAL SAFETY AND HEALTH	USER SUPPLIED
12	REMARKS	DD1391 MODULE

NOTES:

On a PREPARE or UPDATE of DD1390 Forms (MCA & BCA), projects that have the APPR_REQ field of zero or blanks are not pulled into Blocks 8 and 9. This is regardless of the content of the PA field.

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CHAPTER 3

THE OFFICE OF THE SECRETARY OF DEFENSE (OSD) BUDGET BOOKS (Cont.)

3.3 INDEX BY FACILITIES/CATEGORIES

Each Facilities Class or Category has its own Summary Index page which is divided into various columns dependent upon the Decision Unit. The Decision Unit name appears on each page.

Decision Units 301.1, 301.2, 302.0, 302.1, 302.2, 303.0, 304.0, 305.0, 306.0, 307.0, 308.0, 309.0, 310.0, 311.0, 318.0, and 330.0 have the following columns:

- * CATEGORY CODE
- * INSTALLATION/LOCATION
- * PROJECT NUMBER
- PROJECT TITLE
- APPROP REQUEST - TOTAL COST or ARMY REQUEST - TOTAL COST
- NEW/CURRENT MISSION
- PAGE NO.

Decision Unit 312.0 has the following columns:

- * STATE
- * INSTALLATION/LOCATION
- * PROJECT NUMBER
- PROJECT TITLE
- APPROP REQUEST or ARMY REQUEST
- NEW/CURRENT MISSION
- PAGE NO.

Decision Units 314.0 and 315.0 have the following columns:

- * INSTALLATION/LOCATION
- * PROJECT NUMBER
- PROJECT TITLE
- APPROP REQUEST or ARMY REQUEST
- NEW/CURRENT MISSION
- PAGE NO.

CHAPTER 3

THE OFFICE OF THE SECRETARY OF DEFENSE (OSD) BUDGET BOOKS (Cont.)

If Total Request is \$0, an asterisk is placed to the right of the 0, with the following note written below the Total:

* See Individual 1391s for cost

The DD1391s for the projects listed in the Decision Unit Summary Index are found on the pages following the Summary Index. [See EXAMPLE 4 - FACILITIES SUMMARY INDEX DATA SOURCES and EXAMPLE 5 - DD FORM 1391 DATA SOURCES.]

CHAPTER 3

THE OFFICE OF THE SECRETARY OF DEFENSE (OSD) BUDGET BOOKS (Cont.)

EXAMPLE 4 - FACILITIES SUMMARY INDEX DATA SOURCES (Cont.)

<u>COLUMN</u>		<u>DATA SOURCE</u>
1	DEPARTMENT OF THE ARMY	PROGRAM DERIVED
2	MILITARY CONSTRUCTION PROGRAM FY__	USER SUPPLIED
3	(DOLLARS IN THOUSANDS)	PROGRAM DERIVED
4	PROGRAM BUDGET DECISION NO. __	SYSTEM GENERATED
5	NAME OF FACILITY CLASS	SYSTEM GENERATED
6	CATEGORY CODE	CAPCES (CATCD5)
7	INSTALLATION/LOCATION	CAPCES - INSTTBL (AIN and SAB) or AR405TBL (GBSITE or GBSTATION and CAB)
8	PROJECT NUMBER	CAPCES (PERM_PN)
9	PROJECT TITLE	CAPCES (LONG_DESC)
10	APPROP REQUEST ARMY REQUEST	CAPCES (APPR_REQ) for MED & AFH CAPCES (ARMY_REQ) for MCA & BCA
11	NEW/CURRENT MISSION	CAPCES (MISSION) [if 1, print N; if 2, print C; if empty, leave blank]
12	PAGE NO.	PROGRAM DERIVED

EXAMPLE 5 - DD FORM 1391 DATA SOURCES

DU 302.1

1. COMPONENT ARMY		FY 2006 MILITARY CONSTRUCTION PROJECT DATA			2. DATE 07 JUN 2006	
3. INSTALLATION AND LOCATION Fort Gordon Georgia			4. PROJECT TITLE Vehicle Maintenance Shop			
5. PROGRAM ELEMENT 85796A	6. CATEGORY CODE 214	7. PROJECT NUMBER 43998	8. PROJECT COST (\$000)			
9. COST ESTIMATES						
ITEM		U/M	QUANTITY	UNIT COST	COST (\$000)	
<u>PRIMARY FACILITY</u>					7,171	
Vehicle Maintenance Shop		SF	40,000	122.25	(4,890)	
Hardstand Parking		SY	40,085	46.00	(1,844)	
Concrete Apron		SY	1,318	46.00	(61)	
POL Storage Building		SF	400	84.86	(34)	
Battery Shop		SF	560	83.40	(47)	
Total from Continuation page					(295)	
<u>SUPPORTING FACILITIES</u>					1,720	
Electric Service		LS	--	--	(52)	
Water, Sewer, Gas		LS	--	--	(17)	
Paving, Walks, Curbs And Gutters		LS	--	--	(453)	
Storm Drainage		LS	--	--	(21)	
Site Imp(400) Demo(535)		LS	--	--	(935)	
Information Systems		LS	--	--	(106)	
Antiterrorism Measures		LS	--	--	(136)	
ESTIMATED CONTRACT COST					8,891	
CONTINGENCY PERCENT (5.00%)					445	
SUBTOTAL					9,336	
SUPERVISION, INSPECTION & OVERHEAD (5.70%)					532	
TOTAL REQUEST					9,868	
TOTAL REQUEST (ROUNDED)					9,900	
INSTALLED EQT-OTHER APPROPRIATIONS					()	
10. Description of Proposed Construction						
Construct a modified standard design battalion vehicle maintenance shop. Project includes hardstand paving; POV parking; mechanical room; maintenance bays; storage and administration areas; petroleum, oils, and lubricants (POL) storage buildings; Short term waste storage building; and secure storage for communications equipment. Facility will be connected to the utility monitoring and control system (UMCS). Supporting facilities include sanitary sewer, natural gas, electric service, fire protection and alarm systems, water distribution lines, storm drainage, and site improvements. Antiterrorism/force protection include resistance to progressive collapse, blast resistant exterior doors and windows, and site measures. Heating (gas-fired) and air-conditioning will be provided by self-contained units for administrative areas. Access for individuals with disabilities will be provided. Demolish 7 Buildings (40,362 Total SF). Air Conditioning (Estimated 10 Tons).						
11. REQ: 239,847 SF		ADQT: 100,153 SF		SUBSTD: 35,749 SF		
PROJECT: Construct a modified standard design battalion vehicle maintenance facility to support the ongoing missions of the 442nd Signal Bn and the 56th Signal Bn at Fort Gordon. (Current Mission).						

EXAMPLE 5 - DD FORM 1391 DATA SOURCES (Cont.)

DU 302.1

1. COMPONENT ARMY	FY 2006 MILITARY CONSTRUCTION PROJECT DATA	2. DATE 07 JUN 2006																									
3. INSTALLATION AND LOCATION Fort Gordon, Georgia																											
4. PROJECT TITLE Vehicle Maintenance Shop		5. PROJECT NUMBER 43998																									
<p><u>9. COST ESTIMATES (CONTINUED)</u></p> <table style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><u>Item</u></th> <th style="text-align: center;"><u>U/M</u></th> <th style="text-align: center;"><u>QTY</u></th> <th style="text-align: center;"><u>Unit COST</u></th> <th style="text-align: right;"><u>Cost (\$000)</u></th> </tr> </thead> <tbody> <tr> <td colspan="5"><u>PRIMARY FACILITY (CONTINUED)</u></td> </tr> <tr> <td>Antiterrorism/Force Protection</td> <td style="text-align: center;">LS</td> <td style="text-align: center;">--</td> <td style="text-align: center;">--</td> <td style="text-align: right;">(224)</td> </tr> <tr> <td>Building Information Systems</td> <td style="text-align: center;">LS</td> <td style="text-align: center;">--</td> <td style="text-align: center;">--</td> <td style="text-align: right;">(71)</td> </tr> <tr> <td></td> <td></td> <td></td> <td style="text-align: right;">Total</td> <td style="text-align: right;">295</td> </tr> </tbody> </table> <p><u>REQUIREMENT:</u> This project is required to provide permanent facilities for current missions on the installation. Required facilities must accommodate current operational, tactical vehicles, provide work space and tool storage, POL storage space and hazardous materials short-term storage. Administrative space for daily operational functions and related service areas and repair shops should support a medium signal battalion mission. Two small battalion missions on the installation can co-locate in one operational space with separate maintenance bays, divided from a partitioned central core administrative area. Facility may be converted to single user with little or no modification should either mission increase greatly.</p> <p><u>CURRENT SITUATION:</u> There are no available standard, Table of Organization and Equipment (TOE) vehicle maintenance facilities that can be assigned to these two battalions. Many of the battalions at Fort Gordon are currently housed in temporary, World War II wood facilities and are forced to borrow maintenance space in permanent facilities occupied by other units to perform even the most basic maintenance. The temporary facilities and the makeshift space-borrowing arrangements are not conducive to supporting the battalions' mission. In addition, ventilation, power, heating and other utilities are inadequate or failing. Unit that occupy these failing wood structures are required to take extraordinary measures to ensure security and safety.</p> <p><u>IMPACT IF NOT PROVIDED:</u> If this project is not provided, the installation's battalions will continue to be less-than-fully capable of supporting the maintenance requirements of their respective missions, which results in reduced capability and readiness.</p> <p><u>ADDITIONAL:</u> This project has been coordinated with the installation physical security plan, and all physical security measures are included. All required antiterrorism protection measures are included. Alternative methods of meeting this requirement have been explored during project development. This project is the only feasible option to meet the requirement. The Deputy Assistant Secretary of the Army (Installations and Housing) certifies that this project has been considered for joint use potential. The facility will be available for use by other components. Sustainable principles will be integrated into the design, development, and construction of the project in accordance with Executive Order 13123 and other applicable laws and Executive Orders.</p>			<u>Item</u>	<u>U/M</u>	<u>QTY</u>	<u>Unit COST</u>	<u>Cost (\$000)</u>	<u>PRIMARY FACILITY (CONTINUED)</u>					Antiterrorism/Force Protection	LS	--	--	(224)	Building Information Systems	LS	--	--	(71)				Total	295
<u>Item</u>	<u>U/M</u>	<u>QTY</u>	<u>Unit COST</u>	<u>Cost (\$000)</u>																							
<u>PRIMARY FACILITY (CONTINUED)</u>																											
Antiterrorism/Force Protection	LS	--	--	(224)																							
Building Information Systems	LS	--	--	(71)																							
			Total	295																							

EXAMPLE 5 - DD FORM 1391 DATA SOURCES (Cont.)

DU 302.1

1. COMPONENT ARMY	FY 2006 MILITARY CONSTRUCTION PROJECT DATA	2. DATE 07 JUN 2006
3. INSTALLATION AND LOCATION Fort Gordon, Georgia		
4. PROJECT TITLE Vehicle Maintenance Shop	5. PROJECT NUMBER 43998	
12. SUPPLEMENTAL DATA:		
A. Estimated Design Data:		12
(1) Status:		
(a) Design Start Date.....		OCT 2004
(b) Percent Complete As Of 15 Sep 2004 (DSGN YR)....		15
(c) Percent Complete As Of 01 Jan 2005 (BDGT YR)....		35
(d) Percent Complete As Of 01 Oct 2005 (PROG YR)....		100
(e) Concept Complete Date.....		JAN 2005
(f) Design Complete Date.....		JUL 2006
(g) Type of Design Contract: Design-bid-build		
(2) Basis:		
(a) Standard or Definitive Design - (YES/NO) Y		
(b) Where Design Was Most Recently Used Fort Gordon		
(c) Percentage of Design utilizing Standard Design..		100
(3) Total Design Cost (c) = (a)+(b) OR (d)+(e): (\$000)		
(a) Production of Plans and Specifications.....		350
(b) All Other Design Costs.....		337
(c) Total Design Cost.....		687
(d) Contract.....		430
(e) In-house.....		257
(4) Construction Contract Award.....		
		JAN 2007
(5) Construction Start.....		
		FEB 2007
(6) Construction Completion.....		
		JUL 2008
B. Equipment associated with this project which will be provided from other appropriations:		
Equipment Nomenclature	Procuring Appropriation	Fiscal Year Appropriated Or Requested
		Cost (\$000)
NA		
Installation Engineer: Vince Grewatz Phone Number: 706-791-3225/9733		

CHAPTER 3

THE OFFICE OF THE SECRETARY OF DEFENSE (OSD) BUDGET BOOKS (Cont.)

EXAMPLE 5 - DD FORM 1391 DATA SOURCES (Cont.)

<u>FORM BLOCK NUMBER</u>	<u>BLOCK TITLE</u>	<u>DATA SOURCE</u>
1	COMPONENT FY	USER SUPPLIED USER SUPPLIED
2	DATE	USER SUPPLIED
3	INSTALLATION LOCATION	INSTTBL GBSTATION or GBSITE INSTTBL GBSTATE
4	PROJECT TITLE	CAPCES (LONG_DESC)
5	PROGRAM ELEMENT	CAPCES (PROG_ELE)
6	CATEGORY CODE	CAPCES (CATCD5)
7	PROJECT NUMBER	CAPCES (PERM_PN)
8	PROJECT COST	CAPCES (APPR_REQ) if AFH & MED CAPCES (ARMY_REQ) if MCA & BCA

CHAPTER 3

THE OFFICE OF THE SECRETARY OF DEFENSE (OSD) BUDGET BOOKS (Cont.)

EXAMPLE 5 - DD FORM 1391 DATA SOURCES (Cont.)

<u>FORM BLOCK NUMBER</u>	<u>BLOCK TITLE</u>	<u>DATA SOURCE</u>
9A	PRIMARY FACILITY	DD1391 MODULE
9B	SUPPORTING FACILITIES	DD1391 MODULE
9C	OTHER COST ITEMS	DD1391 MODULE
10	DESCRIPTION OF PROPOSED CONSTRUCTION	TAB A OF THE DD1391 MODULE
11	REQUIREMENT	TAB A OF THE DD1391 MODULE
12	SUPPLEMENTAL DATA	TABS B AND E OF THE DD1391 MODULE NOTE: FROM TAB E, OMA, OMN, OM DHP, AND 3400 COSTS ARE NOT DISPLAYED IN BLOCK 12. Also, only a total cost of over \$1M will be shown in Tab A's Installed Equipment area.

NOTES:

1. Decision Units 314 and 315 have the following blocks suppressed: Block 11 (Requirement Line) and Block 12 (Supplemental Data).

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CHAPTER 3

THE OFFICE OF THE SECRETARY OF DEFENSE (OSD) BUDGET BOOKS (Cont.)

3.4 PRINTING THE OFFICE OF THE SECRETARY OF DEFENSE (OSD) BUDGET BOOKS.

3.4.1 General.

The Print function in the DD1391 Module allows the user to print active and archived DD1391 Forms. Users are provided with the capability of printing forms entered in the DD1391 Module in a Standard format, a Reviewers format, or formats as they appear in the PRB Budget Books, OSD Budget Books, and the Congressional Budget Books. The Print function has been programmed to provide users with the options to print either (a) one to two hundred specific forms, (b) forms by fiscal year, or (c) forms with a specific rank. It also provides users with the capability of monitoring a specific project by giving them the options to print (a) the entire form, (b) specific tabs of the form, (c) all comments entered by Activities monitoring the form, or (d) a list of all changes made to the form after the authority to modify it was submitted by the Installation. This list includes the change, the date change was made, and the Activity making the change. The Print function also allows the user to print the Critical Items Data Sheet and snapshots taken of the form(s) on specified dates. The following pages contain information about the OSD Budget Books as printed by the Print function.

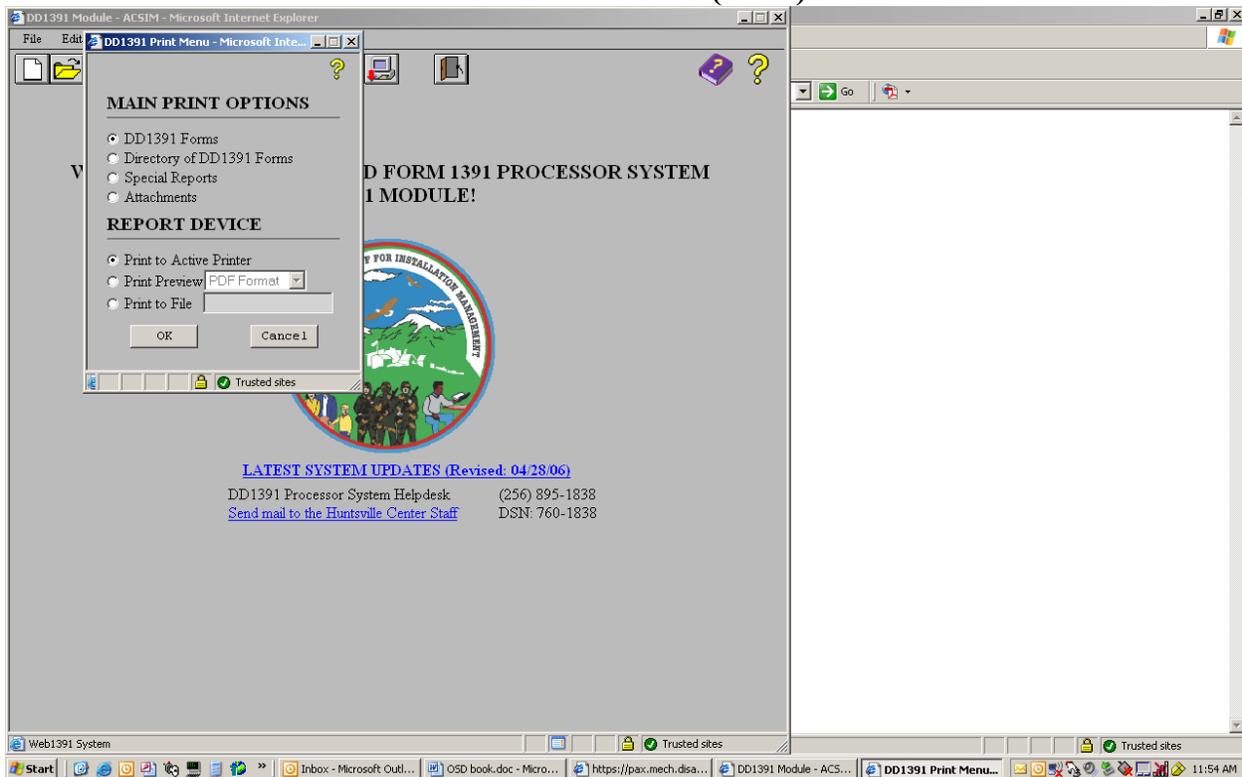
3.4.2 Accessing the PRINT Function.

To print a DD1391 Form in the OSD Budget Book format, the user must first log onto the PAX SYSTEM and access the DD1391 Processor System. From the DD1391 PROCESSOR SYSTEM MAIN MENU, the user chooses the DD1391 MODULE option. The system then displays the ACTIVITY MENU. When the user selects their ACTIVITY, they will be taken to the WELCOME screen of the DD1391 MODULE. Once user selects the PRINT ICON from the DD1391 MODULE WELCOME screen, the System displays the DD1391 PRINT MENU.

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CHAPTER 3

THE OFFICE OF THE SECRETARY OF DEFENSE (OSD) BUDGET BOOKS (Cont.)



3.4.3 Explanation of the DD1391 MAIN PRINT OPTIONS Menu.

DD1391 Forms - allows the user to print copies of specific form either to an Active Printer, Print Preview (either in PDF or Text Format) or Print to File.

Directory of DD1391 Forms - allows the user to print a directory report that contains data about the forms to which you have access. Various reports can be obtained in a Standard format or a Custom format.

Special Reports - option supports the printing of Change History, Comments, Route History, One-For-One Demolition, Unit Cost Comparison, and Snapshots.

ATTACHMENTS - allows the user to print a graphic image that has been uploaded to the Attachments Tab.

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CHAPTER 3

THE OFFICE OF THE SECRETARY OF DEFENSE (OSD) BUDGET BOOKS (Cont.)

3.4.4 The OFFICE OF THE SECRETARY OF DEFENSE (OSD) BUDGET BOOKS Prompting Sequence.

OSD BUDGET BOOKS produces DD1391 Forms in the specified format for presentation to the Office of the Secretary of Defense. The System allows the user to select the OSD Budget Book to be printed; that is, Military Construction, Army (MCA); Army Family Housing (AFH); Medical Facilities (MED); Chemical Demilitarization (ChemD); or Base Closure, Army (BCA). During the prompting routine, the user may select forms to be printed by rank or form number. If Rank is selected, the user is prompted for the Rank Priority and then for a specific Rank Code. This option gives the user the capability to print all forms which have been ranked by the Process Manager with the specified code. A dollar sign (\$) may be used in this code to represent any other character; that is, entering the code A1\$\$ tells the System to print all forms in the user's directory which the Process Manager has ranked with a code beginning with the two characters "A1" and ending with any characters in the next two positions.

The preparation date does not automatically print when the user selects the OSD Budget Book. The user is prompted for the desired date to be printed on the form(s) format: DD MMM YYYY (i.e., 15 SEP 2004).

CHAPTER 3

THE OFFICE OF THE SECRETARY OF DEFENSE (OSD) BUDGET BOOKS (Cont.)

The screenshot shows a web browser window titled "DD1391 Print Form - Microsoft Internet Explorer provided by US Army Corps of Engin...". The interface is a form with several sections:

- Active DD1391 Forms** (radio button selected) and **Inactive DD1391 Forms** (radio button).
- MEASUREMENT SYSTEM** section with **English** (radio button selected) and **Metric** (radio button).
- PRINT BY FORM NUMBER(S)** section with a text input field.
- PRINT ALL PROJECTS IN A FISCAL YEAR** section with a text input field.
- PRINT ALL PROJECTS WITH A SPECIFIC RANK** section with a dropdown menu set to "PROCESS MGR" and a **RANK CODE** text input field.
- PRINT PROGRAMS** section with radio buttons for **Standard**, **Reviewers**, **OSD Budget Book** (selected), **PRB Budget Book**, and **Congressional Budget Book**. Each selected option has a dropdown menu set to "MCA".

Buttons for **OK**, **Cancel**, and **Reset** are located at the bottom right of the form. The browser's address bar shows "DD1391 Print Form" and the status bar shows "Web1391 System".

Active and Inactive DD1391 Forms – Users may select to print forms from the Active or Inactive database.

PRINT BY FORM NUMBER(S) - The form numbers must be valid and appear in the user's directory. Users are encouraged not to enter more than fifty form numbers, but two hundred is the System's maximum.

PRINT ALL PROJECTS IN A FISCAL YEAR - Users may print by a specific Fiscal Year.

PRINT BY RANK CODE - Users may print by a specific Rank Code.

PRINT PROGRAMS – User selects OSD Budget Book and the desired OSD Book Program Type.

CHAPTER 3

THE OFFICE OF THE SECRETARY OF DEFENSE (OSD) BUDGET BOOKS (Cont.)

The screenshot shows a web browser window titled "MCA OSD Print - Microsoft Internet Explorer provided by US Army Corps of Engine...". The main content area is a form for printing budget books. It includes the following sections:

- PRINT COST DATA IN:** Radio buttons for English, Metric, and Combined.
- PRINT OPTIONS:**
 - View Data: A dropdown menu currently shows "DD1391 Forms Only".
 - DAPM Book Generation Files.
- Additional Sections needed in the Index?:** Radio buttons for Yes and No. Below this is a table with two columns: "Description of Item to be Added" and "Number of Reserved Pages (even number only)". There are three empty rows in the table.
- Additional Sections needed in the Body of the Book?:** Radio buttons for Yes and No. Below this is a similar table with two columns: "Description of Item to be Added" and "Number of Reserved Pages (even number only)". There are three empty rows in the table.

The browser's address bar shows "DD1391 Print Form". The taskbar at the bottom displays "Web1391 System" and "Internet". The system tray shows the time as 10:58 AM and temperature as 78°/79°.

PRINT COST DATA IN – User selects whether to print the cost data in English Metric or Combined unit of measure.

Print Options - User selects DAPM Book Generation Files. (The View Data option requires a selection of Print Preview – Text option on the previous screen.)

Additional Sections needed in the Index – May be added to either the Index area or the body of the book.

CHAPTER 3

THE OFFICE OF THE SECRETARY OF DEFENSE (OSD) BUDGET BOOKS (Cont.)

DD1391 Print Form

Description of Item to be Added (even number only)

Description of Item to be Added (even number only)	Number of Reserved Pages (even number only)

Additional Sections needed in the Body of the Book? Yes No

Description of Item to be Added (even number only)	Number of Reserved Pages (even number only)

Enter the Official Date of Budget Book (DD MMM YYYY)

Enter the Fiscal Year of Budget Book

Is this a Biennial Budget Book print? Yes No

OK Reset Cancel

DD1391 Print Form Internet

Web1391 System Internet

Start Links 78° 79° 10:59 AM

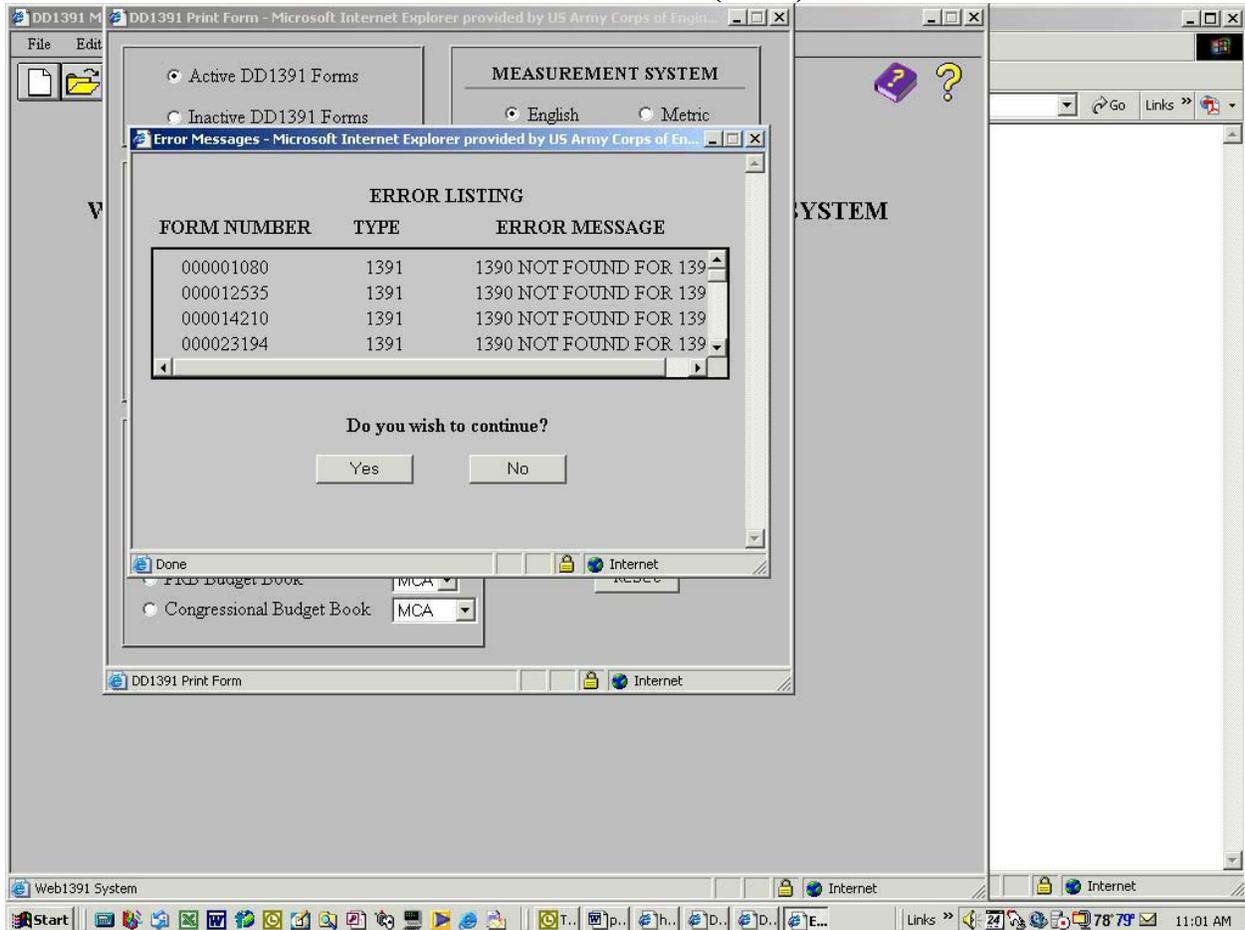
Enter the Official Date of Budget Book – User enters Budget Book date, which will display on each DD1390 and DD1391 form printed.

Enter the Fiscal Year of Budget Book – User enters the fiscal year, which will display on each DD1390 and Index in the Book

Is this a Biennial Budget Book print – User selects Yes or No

CHAPTER 3

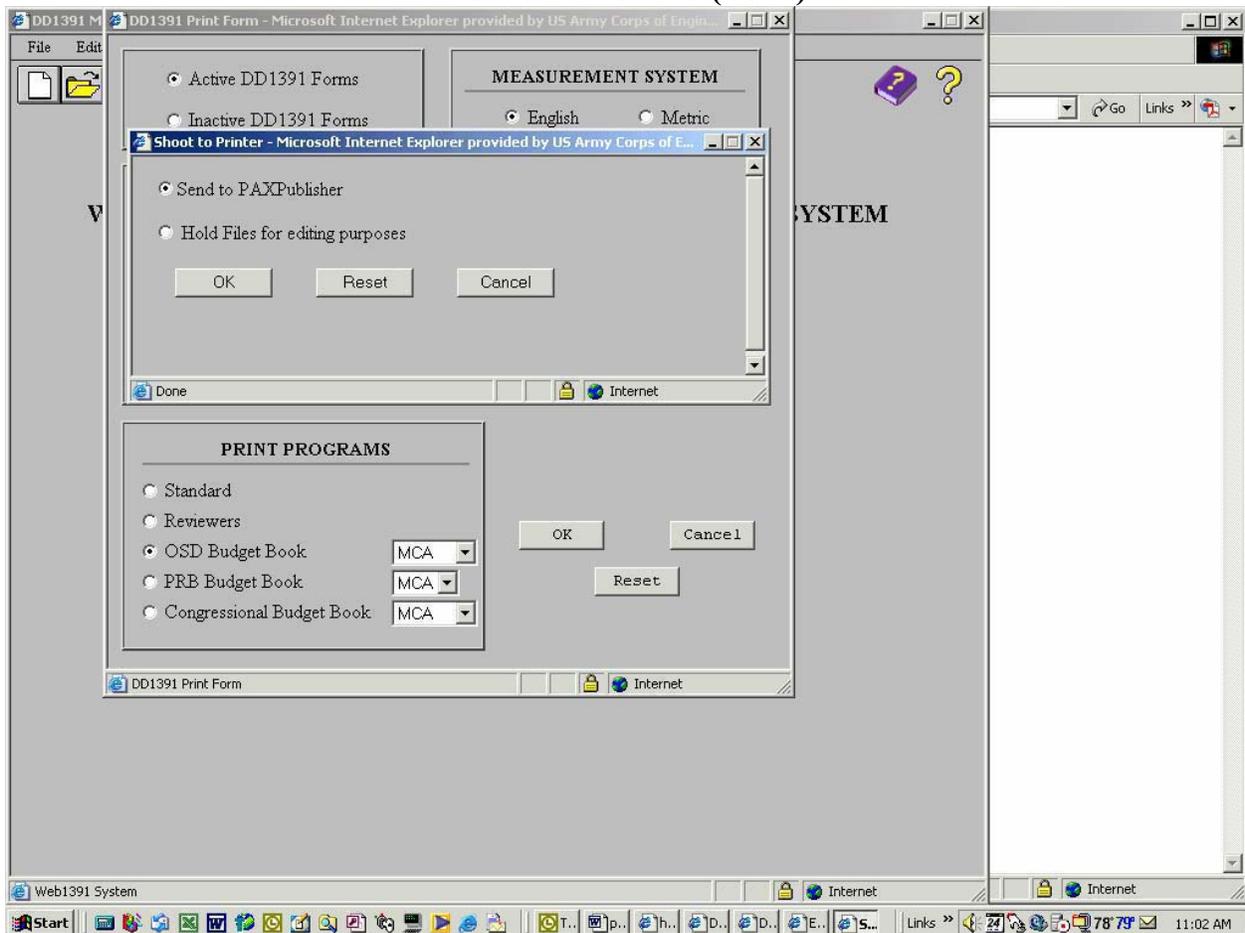
THE OFFICE OF THE SECRETARY OF DEFENSE (OSD) BUDGET BOOKS (Cont.)



ERROR LISTING - Window will appear and list the Form Number, Type and the Error Message of any invalid form numbers. The user will need to go through the list to determine if there are any valid form numbers remaining that can be printed. Valid form numbers will not be on the list. The user will select Yes to continue providing there are valid projects to print.

CHAPTER 3

THE OFFICE OF THE SECRETARY OF DEFENSE (OSD) BUDGET BOOKS (Cont.)

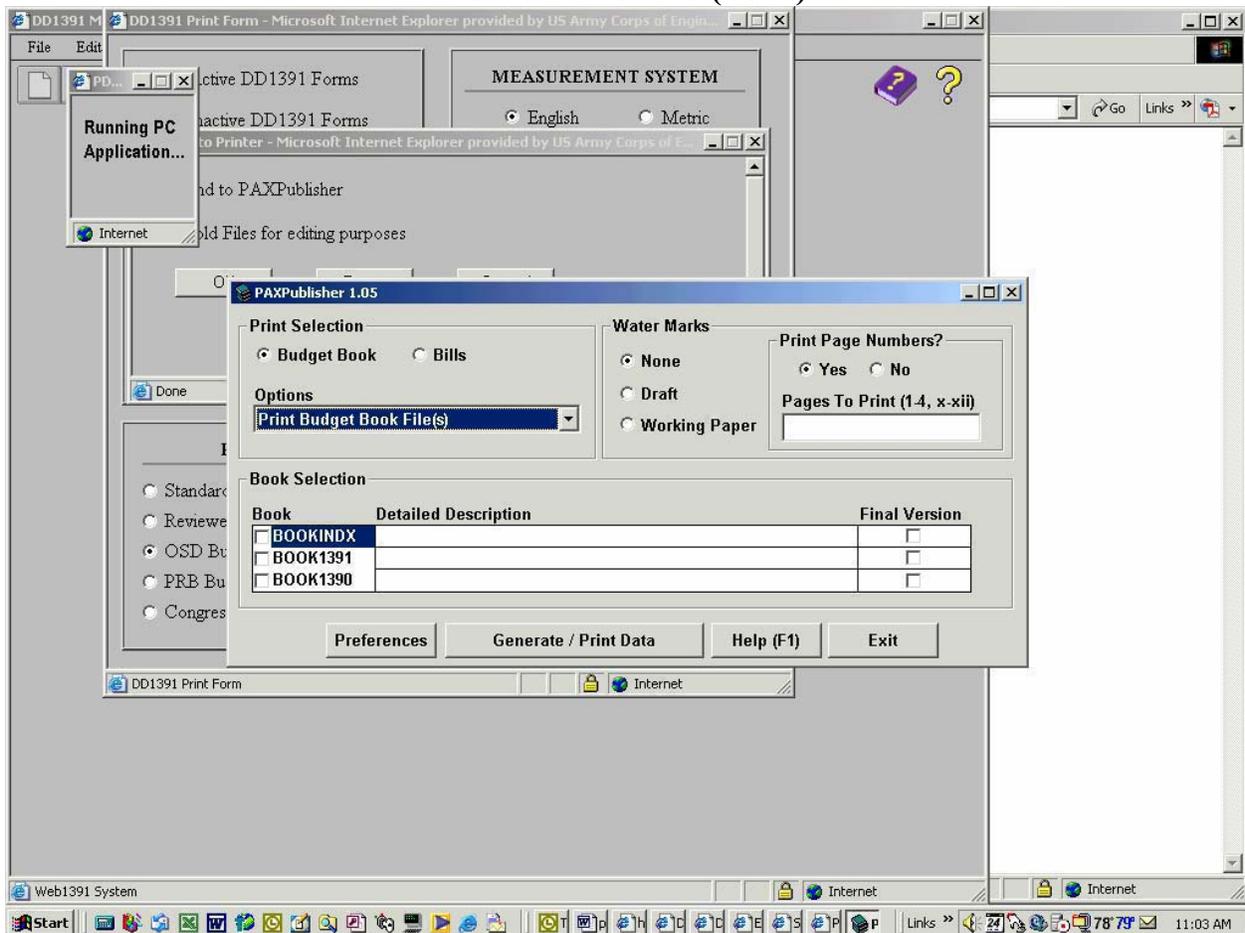


Send to PAXPublisher – This option is selected by default. **Note:** You must have PAX Publisher loaded on your machine in order to proceed.

Hold Files for editing purposes – This option is for specialized editing that may be needed before sending to the PAXPublisher. Editing may only be done by those users that still have access to the pre – 1999 version of the DD1391 Processor System.

CHAPTER 3

THE OFFICE OF THE SECRETARY OF DEFENSE (OSD) BUDGET BOOKS (Cont.)



Book Selection – User must select which Book they want to print and enter a Detailed Description in the appropriate area. **Note:** Adobe must be installed on the user's PC.

CHAPTER 3

THE OFFICE OF THE SECRETARY OF DEFENSE (OSD) BUDGET BOOKS (Cont.)

DEPARTMENT OF THE ARMY
MILITARY CONSTRUCTION PROGRAM FY 2006

INSTALLATION/ LOCATION	CYC	PROJECT	PROJECT TITLE/CYCLE	NEW/ CURRENT MISSION	ARMY REQUEST \$000	1390/ PAGE
<u>ALABAMA</u>						
	421	59148	Aniston Army Depot Storage Igloo	Current	3,150	160
<u>ALASKA</u>						
	860	59636	Fort Richardson Railhead Anchorage Post Facility	Current	4,500	302
	721	46790	Fort Wainwright Barracks Complex	Current	24,000	261
<u>ARIZONA</u>						
	131	55241	Fort Huachuca Network Operations Facility	Current	21,000	8
<u>CALIFORNIA</u>						
	425	59508	Concord Naval Weapons Sta Upgrade Outload Facilities	Current	3,250	169
	680	57882	Pier Security Upgrade	Current	8,600	308
Port Irwin						

The system prints the form(s) in the OSD Budget Book format as user requested and returns to the DD1391 OSD BUDGET BOOKS MENU. **Note:** The budget book files can be found in the c:\paxapps\paxpub\data folder.

CHAPTER 3

THE OFFICE OF THE SECRETARY OF DEFENSE (OSD) BUDGET BOOKS (Cont.)

3.5 ACTIVITIES PRECEDING BOOK GENERATION.

1. Any projects that need to print in a particular fiscal year's OSD Book should be ranked a unique code. (For example: OSD08)
2. The Process Manager's Office will need to update all appropriate fields that are extracted from the CAPCES database. These fields are documented in this Print Guide.
3. Process Managers will need to access the DD1390 Module to do the initial prepare of DD1390s for projects in a specified fiscal year. Upon preparation, the DD1390 Module automatically puts a DD1390 in a valid Installation's DD1390 directory. The DD1390 Module has been programmed to prepare a form for one or all Installations at any one time.
4. In the DD 1391 Form If Block 11 Requirement, Adequate, and Substandard equal zero then NA will print for all three blocks.

DD1390 SPECIAL NOTES:

In order for a DD1390 to be prepared, CAPCES field PRCD must equal MA (MCA), BC (BCA), KK & LL (PBS), or ME (Minor); and there must be at least one qualifier for Block 8 of the DD1390 Form (i.e., there must be a project coded for the year requested).

For MCA and BCA DD1390s, projects that have the APPR_REQ field zero or blanks are not pulled into Blocks 8 and 9.

In order for MED DD1390 Forms to be prepared, the CAPCES field PRCD should equal 39, and the SUBFUNDTYPE (SFT) must equal 3B, 3C (Army), 3D (Navy), or 3E (Air Force).

5. **IMPORTANT:** The CAPCES program is currently maintained by McClendon Corporation. The HQUSACE POC for CAPCES is Linda Conaway (Primary) and Garry Runyans (Secondary). Contact number is (202) 761-8888 and email address is ACOE.Support@baesystems.com.

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CHAPTER 3

THE OFFICE OF THE SECRETARY OF DEFENSE (OSD) BUDGET BOOKS (Cont.)

3.6 NOTES.

1. The PAXPublisher program used with the budget book programs may be downloaded from the Download PC-Programs Icon area in the DD1391 Module.
2. The permanent Project Number on the DD1391 Form and the Indices is pulled from the PERM_PN field in CAPCES. The format for printing the Project Number is to print the entire field, but suppress all leading zeros.
3. As the OSD Budget Book is sorted by Decision Units, please find below how the projects are separated for AFH, BCA, and MED:

```
-* Two fields are created DEFDU and DEFUTITLE
DEFINE FILE PMMFILE ADD
DU_2/F5.1 = IF PE IS '31011A' THEN 330.0 ELSE
IF PE IS '31308A' THEN 331.0 ELSE
IF PDES CONTAINS 'PLANNING' AND CATCD3 EQ '000' THEN 314.0 (PLANNING &
DESIGN) ELSE
IF CATCD3 IS 'BBB' OR 'MMM' THEN 315.0 (MINOR) ELSE
IF TF EQ 'A' THEN 311.0 ELSE
IF TF EQ 'B' THEN 318.0 ELSE
IF TF EQ '4' OR TF EQ '5' THEN 310.0 ELSE
IF TF EQ '3' THEN 312.0 ELSE
IF (CATCD3 GE '100' AND CATCD3 LE '170') THEN 301.1 ELSE
IF (CATCD3 GE '171' AND CATCD3 LE '199') THEN 301.2 ELSE
IF (CATCD3 GE '200' AND CATCD3 LE '219') THEN 302.1 ELSE
IF (CATCD3 GE '220' AND CATCD3 LE '299') THEN 302.2 ELSE
IF (CATCD3 GE '300' AND CATCD3 LE '399') THEN 303.0 ELSE
IF (CATCD3 GE '400' AND CATCD3 LE '499') THEN 304.0 ELSE
IF (CATCD3 GE '500' AND CATCD3 LE '599') THEN 305.0 ELSE 0;
```

```
DEFDU/F5.1 = IF DU_2 NE 0 THEN DU_2 ELSE
IF (CATCD3 GE '600' AND CATCD3 LE '699') THEN 306.0 ELSE
IF (CATCD3 GE '700' AND CATCD3 LE '729') THEN 307.0 ELSE
IF (CATCD3 GE '730' AND CATCD3 LE '799') THEN 308.0 ELSE
IF (CATCD3 GE '800' AND CATCD3 LE '999') THEN 309.0 ELSE 999.0;
```

```
DEFDUTITLE/A40 =
DECODE DEFDU (301.1, 'OPERATION FACILITIES'
301.2, 'TRAINING FACILITIES'
302.1, 'MAINTENANCE FACILITIES'
302.2, 'PRODUCTION FACILITIES'
303, 'RESEARCH & DEVELOPMENT FACILITIES'
304, 'SUPPLY FACILITIES'
305, 'HOSPITAL & MEDICAL FACILITIES'
306, 'ADMINISTRATIVE FACILITIES'
307, 'UNACCOMPANIED HOUSING FACILITIES'
308, 'COMMUNITY FACILITIES,
309, 'UTILITIES & REAL ESTATE'
```

CHAPTER 3

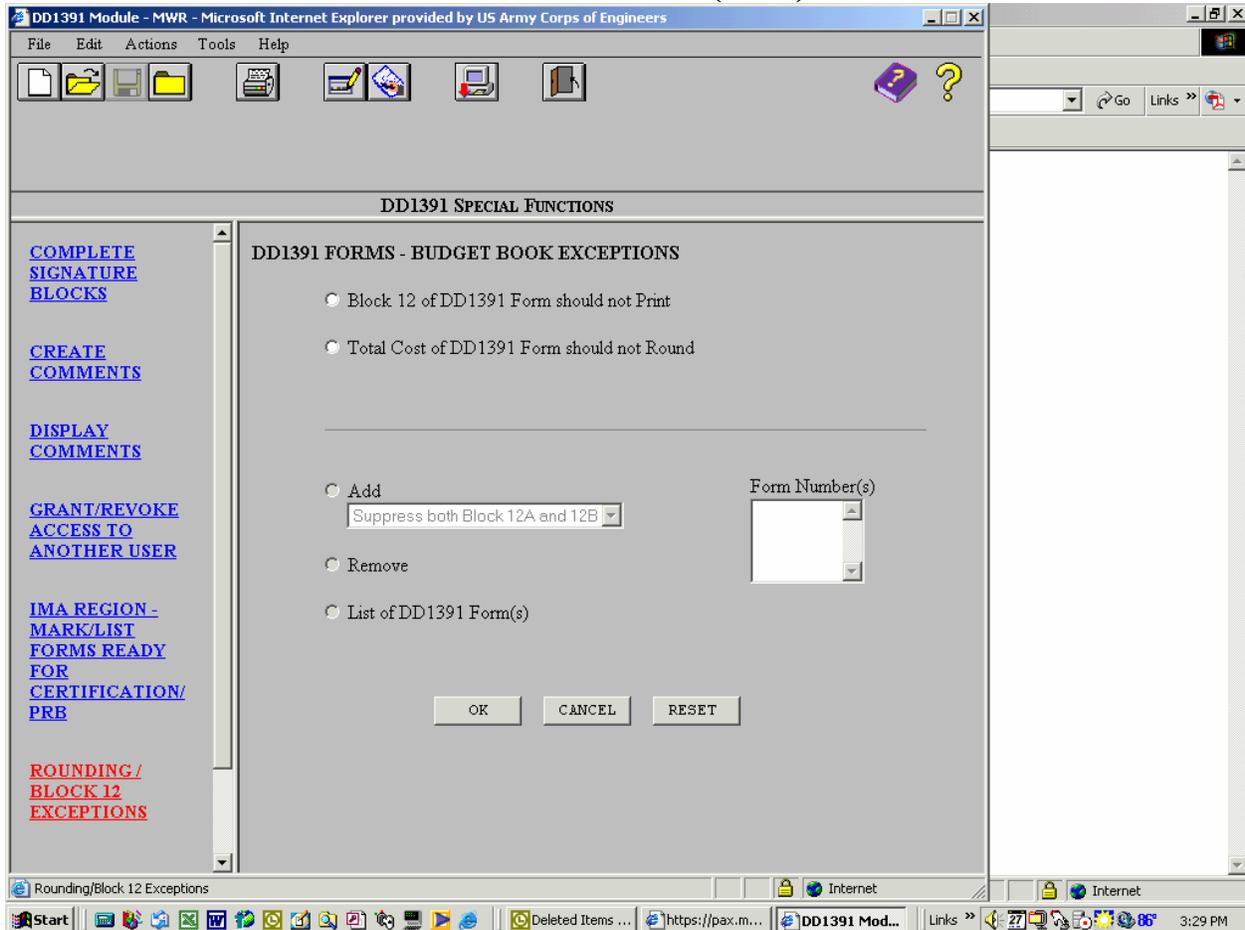
THE OFFICE OF THE SECRETARY OF DEFENSE (OSD) BUDGET BOOKS (Cont.)

```
310, 'POLLUTION ABATEMENT'  
311, 'DEFENSE FACILITIES REPLACEMENT FUND'  
312, 'ENERGY CONSERVATION IMPROVEMENT PROGRAM'  
314, 'PLANNING & DESIGN PROGRAM'  
315, 'UNSPECIFIED MINOR CONSTRUCTION PROGRAM'  
318, 'DEFENSE RELOCATION ACCOUNT'  
330, 'CONSOLIDATED CRYPTO PROGRAM'  
331, 'GENERAL DEFENSE INTELLIGENCE PROGRAM'  
999, '*****ERROR***** CHECK CAT CODE');  
END
```

4. For the MED OSD Budget Book, there are minor index header changes (i.e., DEFENSE AGENCIES - MEDICAL PROGRAM instead of MILITARY CONSTRUCTION, ARMY).

CHAPTER 3

THE OFFICE OF THE SECRETARY OF DEFENSE (OSD) BUDGET BOOKS (Cont.)



5. The Process Manager can use the **Rounding/Block 12 Exceptions** option, in association with the printing of an OSD Budget Book, to suppress the printing of Supplemental Data (Block 12). This option also allows the Process Manager to prevent the printed Total Cost on the DD1391 Form(s) from rounding.

From the DD1391 Special Functions screen, select **Rounding/Block 12 Exceptions**. From the **DD1391 Forms Budget Book Exceptions** screen, click the appropriate radio button and select either **Block 12 of DD1391 Form should not Print** or **Total Cost of DD1391 Form should not Round**. From the options on the lower panel, enter the DD1391 Form numbers impacted by this process and click the appropriate radio button to select either **Add**, **Remove**, **List of DD1391 Form(s) on User's Disk**, or **List of DD1391 Form(s) on ARAB Disk**

CHAPTER 3

THE OFFICE OF THE SECRETARY OF DEFENSE (OSD) BUDGET BOOKS (Cont.)

6. The MCA / ChemD OSD Budget is sorted differently. Please find below the focexec for separating decision units:

```
-----
-* PROGRAM NAME: DUDEF      FOCEXEC      ON: V3ACE      *
-* DESCRIPTION : This program provides a project listing sorting by *
-*              -----      CHANGES      -----      *
-* 1. DATE : April 4, 1988      AUTHOR : McClendon Auto. (RGJ) *
-* DESCRIPTION : Added documentation, standardized user prompts. *
-* Added global variable, &&FN *
-* 2. DATE : AUGUST 28,1989      AUTHOR: MS.CONNOLLY *
-* DESCRIPTION : MINOR ADJ FOR MISC PROJECTS *
-----
DEFINE FILE &&FN ADD
DU_2/F5.1 = IF PE IS '31011A' OR '31398A' THEN 331.0 ELSE
IF PROP PRI IS 'GP3I' THEN 330.0 ELSE
IF PE IS '28022A' THEN 318.0 ELSE
IF FORMNO IS '35907' THEN 309.0 ELSE
IF PDES CONTAINS 'DESERT SHIELD' THEN 314.0 ELSE
IF PDES CONTAINS 'PLANNING' OR CATCD3 EQ '000' THEN 314.0 ELSE
IF CATCD3 IS 'BBB' THEN 315.0 ELSE
IF CATCD5 IS 'DDDD' THEN 301.1 ELSE
IF PE IS '22076A' THEN 391.0 ELSE
IF PE IS '22078A' THEN 390.0 ELSE
IF (CATCD3 GE '171' AND CATCD3 LE '199') THEN 301.2 ELSE 0;
DEFDU/F5.1 = IF DU_2 NE 0 THEN DU_2 ELSE
IF (CATCD3 GE '100' AND CATCD3 LE '170') THEN 301.1 ELSE
IF (CATCD3 GE '200' AND CATCD3 LE '219') THEN 302.1 ELSE
IF (CATCD3 GE '220' AND CATCD3 LE '299') THEN 302.2 ELSE
IF (CATCD3 GE '300' AND CATCD3 LE '399') THEN 303.0 ELSE
IF (CATCD3 GE '400' AND CATCD3 LE '499') THEN 304.0 ELSE
IF (CATCD3 GE '500' AND CATCD3 LE '599') THEN 305.0 ELSE
IF (CATCD3 GE '600' AND CATCD3 LE '699') THEN 306.0 ELSE
IF (CATCD3 GE '700' AND CATCD3 LE '729') THEN 307.0 ELSE
IF (CATCD3 GE '730' AND CATCD3 LE '799') THEN 308.0 ELSE
IF (CATCD3 GE '800' AND CATCD3 LE '999') THEN 309.0 ELSE
IF FNO IS '38613' THEN 301.1 ELSE
IF FNO IS '39102' THEN 304.0 ELSE
IF PDES CONTAINS 'HOST NATION' AND CATCD3 EQ '000' THEN 314.0 ELSE
-*IF CATCD3 IS '833' THEN 310.0 ELSE 999.0;
999.0;
DEFDUTITLE/A40 =
DECODE DEFDU (301.1, 'OPERATION FACILITIES'
301.2, 'TRAINING FACILITIES'
302.1, 'MAINTENANCE FACILITIES'
302.2, 'PRODUCTION FACILITIES'
303, 'RESEARCH & DEVELOPMENT FACILITIES'
304, 'SUPPLY FACILITIES'
305, 'HOSPITAL & MEDICAL FACILITIES'
306, 'ADMINISTRATIVE FACILITIES'
307, 'UNACCOMPANIED HOUSING FACILITIES'
308, 'COMMUNITY FACILITIES,
309, 'UTILITIES & REAL ESTATE'
-*310, 'POLLUTION ABATEMENT'
312, 'ENERGY CONSERVATION PROGRAM'
```

CHAPTER 3

THE OFFICE OF THE SECRETARY OF DEFENSE (OSD) BUDGET BOOKS (Cont.)

314, 'PLANNING & DESIGN PROGRAM/HOST NATION'
315, 'UNSPECIFIED MINOR'
318, 'FOREIGN CURRENCY'
330, 'NFIP'
331, 'GDIP PROGRAM'
390, 'MAJOR REPAIR'
391, 'MINOR CONSTRUCTION'
999, '*****ERROR***** CHECK CAT CODE');
END

CHAPTER 4

CONGRESSIONAL BUDGET BOOKS

(MCA, BCA, ChemD AND MED)

CHAPTER 4
CONGRESSIONAL BUDGET BOOKS
(MCA, BCA, AND MED) (Cont.)

TABLE OF CONTENTS

<u>SECTION</u>	<u>PAGE</u>
4.0 INTRODUCTION	4-4
4.1 PART I - MILITARY CONSTRUCTION	4-4
4.2 TABLE OF CONTENTS.....	4-6
4.3 STATE LIST.....	4-10
4.4.1 REGION/COMMAND SUMMARY	4-14
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4.5 STATE INDEXES	4-22
4.6 SPECIAL NOTES (MED CONGRESSIONAL BUDGET BOOK)	4-38
4.7 PRINTING THE CONGRESSIONAL BUDGET BOOKS	4-40
4.7.1 General.....	4-40
4.7.2 Accessing the PRINT Function	4-40
4.7.3 Explanation of the DD1391 PRINT MENU Options	4-42
4.7.4 The CONGRESSIONAL BUDGET BOOKS Prompting Sequence	4-44
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CHAPTER 4

CONGRESSIONAL BUDGET BOOKS (MCA, BCA, AND MED) (Cont.)

4.0 INTRODUCTION.

The CONGRESSIONAL BUDGET BOOK is divided into three parts:

- Part I - MILITARY CONSTRUCTION
- Part II - ARMY FAMILY HOUSING
- Part III - HOMEOWNERS ASSISTANCE

In this section of the guide, Part I is described in detail. The "MED" Congressional Budget Book is discussed in this section under SPECIAL NOTES.

4.1 PART I - MILITARY CONSTRUCTION.

The Military Construction, Army (MCA) and the Base Closure, Army (BCA) Congressional Budget Books sort first by the CONUS field in CAPCES file PMMFILE (INSTTBL) then by State and location based upon CAPCES fields STATECD, STASORT and ALPHASORT. Additionally, the Print function prints informational listings indicating where in the Congressional Budget Books various projects may be found. Each listing has headings which identify the nature of the information presented in the different columns. In this section of the guide, each of the indices is described with a sample page for that index, indicating the data base from which the System extracts the information.

NOTE: Medical Facilities Projects are sorted by Services - Army, Navy, or Air Force - followed by Planning & Design and Minor (Unspecified). See the SPECIAL NOTES section, page 4-37, for more information regarding the MED Congressional Budget Book.

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CHAPTER 4

CONGRESSIONAL BUDGET BOOKS (MCA, BCA, AND MED) (Cont.)

4.2 TABLE OF CONTENTS

The TABLE OF CONTENTS has one header line which specifies TABLE OF CONTENTS. The Table of Contents has three columns:

TAB	-	Indicates the tab number behind which the specified information can be found.
DESCRIPTION	-	Delineates the title of the information found behind the various tabs.
PAGE NUMBER	-	Indicates the page number on which specified data is located.

Beneath the column titles is another header line (flush with the left margin) which indicates the section number and title; for example, PART I - MCA.

[See EXAMPLE 1 - TABLE OF CONTENTS DATA SOURCES.]

NOTE: The BCA Congressional Budget Book prints separately and has no references made to PART I, PART II, etc.

EXAMPLE 1 - TABLE OF CONTENTS DATA SOURCES

1 TABLE OF CONTENTS

2	3	4
TAB DESCRIPTION		PAGE NUMBER
-----		-----

PART I - MCA

1.	TABLE OF CONTENTS.....	i
2.	STATE LIST.....	iii
3.	REGION AND COMMAND SUMMARIES.....	v
4.	BUDGET APPENDIX EXTRACT.....	ix
	BUDGET SUMMARY.....	ix
	APPROPRIATION LANGUAGE.....	x
5.	SPECIAL PROGRAM CONSIDERATIONS.....	xi
6.	INSIDE THE UNITED STATES.....	1
	Alaska.....	1

PART II - AFH

PART III - HOMEOWNERS ASSISTANCE

CHAPTER 4

**CONGRESSIONAL BUDGET BOOKS
(MCA, BCA, AND MED) (Cont.)**

EXAMPLE 1 - TABLE OF CONTENTS DATA SOURCES (Cont.)

<u>BLOCK NUMBER</u>	<u>BLOCK TITLE</u>	<u>DATA SOURCE</u>
1	TABLE OF CONTENTS	PROGRAM DERIVED
2	TAB	PROGRAM DERIVED
3	DESCRIPTION	PROGRAM DERIVED
4	PAGE NUMBER	PROGRAM DERIVED

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CHAPTER 4

CONGRESSIONAL BUDGET BOOKS (MCA, BCA, AND MED) (Cont.)

4.3 STATE LIST.

The first four lines of the header in the STATE LIST itemize the DEPARTMENT OF THE ARMY, FISCAL YEAR XXXX, the project category (e.g., MILITARY CONSTRUCTION (PART I)), and an indication that project costs are in thousands. The last line indicates one of the following major areas:

INSIDE THE UNITED STATES
OUTSIDE THE UNITED STATES
WORLDWIDE

The area indicated is determined by the CONUS field in the CAPCES PMMFILE (INSTTBL). Projects Inside the United States are sorted by States; Outside the United States by Country; and within the State or Country grouping, they are sorted alphabetically by Installation/Community name. The Worldwide projects are sorted by location. The Command and Region name is entered in parentheses beside each Installation name. Additionally, within Installations/Communities, projects are listed in sequential order by Project Number. The State List contains the following columns:

STATE
PROJECT NUMBER
INSTALLATION NAME and PROJECT TITLE
AUTHORIZATION REQUEST
APPROPRIATION REQUEST
PAGE
NEW/CURRENT MISSION

Each Installation/Community has a Subtotal, with a TOTAL (*) given for each State. PLANNING & DESIGN and MINOR (Unspecified) projects also print behind the WORLDWIDE tab. [See EXAMPLE 2 -STATE LIST DATA SOURCES.]

NOTE: Two blank pages (for front/back printing) are left immediately following the STATE LIST for the section tabbed NEW/CURRENT MISSION, which is obtained from CAPCES, and should be manually inserted by the Process Manager.

EXAMPLE 2 - STATE LIST DATA SOURCES

DEPARTMENT OF THE ARMY
 FISCAL YEAR 2006
 MILITARY CONSTRUCTION (PART I)
 (DOLLARS ARE IN THOUSANDS)
 1 INSIDE THE UNITED STATES

2 STATE	3 PROJECT ----- NUMBER	4 1 INSTALLATION (COMMAND/REGION) 5 PROJECT TITLE -----	7 AUTHORIZATION REQUEST	8 APPROPRIATION REQUEST	9 NEW/ CURRENT	10 MISSION PAGE
---------	------------------------------	---	----------------------------	----------------------------	-------------------	-----------------

Alaska		Fort Richardson (USARPAC/PARO)				
	56920	Ammunition Supply Point Upgrade	9,800	9,800	C	3
	61240	Barracks Complex	50,000	50,000	C	6
	61244	Child Development Center	12,500	12,500	C	9
		Subtotal Fort Richardson PART I	\$ 72,300	72,300		
		* TOTAL MCA FOR Alaska	\$ 72,300	72,300		
		** TOTAL INSIDE THE UNITED STATES FOR MCA	\$ 72,300	72,300		
		MILITARY CONSTRUCTION (PART I) TOTAL	\$ 72,300	72,300		
		Total Cost of New Mission Projects	(0)	\$ 0		
		Total Cost of Current Mission Projects	(3)	\$ 72,300		
		Total Cost of other line items	(0)	\$ 0		
		Total Cost of FY 2006 MCA Projects	(3)	\$ 72,300		

CHAPTER 4
CONGRESSIONAL BUDGET BOOKS
(MCA, BCA, AND MED) (Cont.)

EXAMPLE 2 - STATE LIST DATA SOURCES (Cont.)

<u>BLOCK NUMBER</u>	<u>BLOCK TITLE</u>	<u>DATA SOURCE</u>
1	INSIDE THE UNITED STATES OUTSIDE THE UNITED STATES WORLDWIDE	INSTTBL (CONUS) INSTTBL (OCONUS)
2	STATE	INSTTBL (GBSTATE)
3	PROJECT NUMBER	CAPCES (PERM_PN)
4	INSTALLATION	CAPCES (AIN)
5	(COMMAND/REGION)	INSTTBL (MACOM/REGION)
6	PROJECT TITLE	CAPCES (LONG_DESC)
7	AUTHORIZATION REQUEST	CAPCES (AUTH_REQ)
8	APPROPRIATION REQUEST	CAPCES (APPR_REQ)
9	NEW/CURRENT MISSION	PMMFILE (MISSION) (1=N; 2=C; 3=(blank))
10	PAGE	PROGRAM DERIVED

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CHAPTER 4

CONGRESSIONAL BUDGET BOOKS (MCA, BCA, AND MED) (Cont.)

4.4.1 REGION SUMMARY.

The REGION SUMMARY index is grouped according to the names of Major Army Region Offices INSIDE THE UNITED STATES, OUTSIDE THE UNITED STATES, and WORLDWIDE. Within each grouping, the Regions are listed alphabetically, with columns showing each Region's AUTHORIZATION REQUEST and APPROPRIATION REQUEST. Additionally, the REGION SUMMARY contains a combined AUTHORIZATION REQUEST TOTAL and APPROPRIATION REQUEST TOTAL for all Region offices. [See EXAMPLE 4 - REGION SUMMARY DATA SOURCES.]

EXAMPLE 3 - REGION SUMMARY DATA SOURCES

DEPARTMENT OF THE ARMY
MILITARY CONSTRUCTION (PART I) FY 2006

REGION SUMMARY

	2	3
1	AUTHORIZATION	APPROPRIATION
-----	REQUEST	REQUEST
-----	-----	-----
4		
INSIDE THE UNITED STATES		

USA Installation Management Pacific Region Office	72,300	72,300
4		
OUTSIDE THE UNITED STATES		

USA Installation Management Europe Region Office	89,132	89,132
4		
WORLDWIDE		

ACSIM	34,800	270,630
TOTAL	196,232	432,062

CHAPTER 4

**CONGRESSIONAL BUDGET BOOKS
(MCA, BCA, AND MED) (Cont.)**

EXAMPLE 3 – REGION SUMMARY DATA SOURCES (Cont.)

<u>BLOCK NUMBER</u>	<u>BLOCK TITLE</u>	<u>DATA SOURCE</u>
1	REGION OFFICE	INSTTBL (REGION)
2	AUTHORIZATION REQUEST	PMMFILE (AUTH_REQ)
3	APPROPRIATION REQUEST	PMMFILE (APPR_REQ)
4	INSIDE THE UNITED STATES OUTSIDE THE UNITED STATES WORLDWIDE	INSTTBL (CONUS) INSTTBL (OCONUS)

NOTE: Sorted by CONUS field then REGION field in CAPCES.

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CHAPTER 4

CONGRESSIONAL BUDGET BOOKS (MCA, BCA, AND MED) (Cont.)

4.4.2 COMMAND SUMMARY.

The COMMAND SUMMARY index is grouped according to the names of Major Army Commands INSIDE THE UNITED STATES, OUTSIDE THE UNITED STATES, and WORLDWIDE. Within each grouping, the commands are listed alphabetically, with columns showing each Command's AUTHORIZATION REQUEST and APPROPRIATION REQUEST. Additionally, the COMMAND SUMMARY contains a combined AUTHORIZATION REQUEST TOTAL and APPROPRIATION REQUEST TOTAL for all Commands. [See EXAMPLE 4 - COMMAND SUMMARY DATA SOURCES.]

EXAMPLE 4 - COMMAND SUMMARY DATA SOURCES

DEPARTMENT OF THE ARMY
MILITARY CONSTRUCTION (PART I) FY 2006

COMMAND SUMMARY

	2	3
1 MAJOR ARMY COMMAND NAME -----	AUTHORIZATION REQUEST -----	APPROPRIATION REQUEST -----
4 INSIDE THE UNITED STATES -----		
US Army Pacific	72,300	72,300
4 OUTSIDE THE UNITED STATES -----		
US Army Europe and Seventh Army	89,132	89,132
4 WORLDWIDE -----		
Various US Army Major Commands-Worldwide	34,800	34,800
Military Construction, Army Minor	0	23,000
Planning and Design	0	212,830
TOTAL	196,232	432,062

CHAPTER 4
CONGRESSIONAL BUDGET BOOKS
(MCA, BCA, AND MED) (Cont.)

EXAMPLE 4 - COMMAND SUMMARY DATA SOURCES (Cont.)

<u>BLOCK NUMBER</u>	<u>BLOCK TITLE</u>	<u>DATA SOURCE</u>
1	MAJOR ARMY COMMAND NAME	MACMTBL (MACOM_TITLE)
2	AUTHORIZATION REQUEST	CAPCES (AUTH_REQ)
3	APPROPRIATION REQUEST	CAPCES (APPR_REQ)
4	INSIDE THE UNITED STATES OUTSIDE THE UNITED STATES WORLDWIDE	INSTTBL (CONUS) INSTTBL (OCONUS)

NOTE: Sorted by CONUS field then REGION field in CAPCES.

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CHAPTER 4

CONGRESSIONAL BUDGET BOOKS (MCA, BCA, AND MED) (Cont.)

4.5 STATE INDEXES.

The STATE INDEXES are divided into three sections tabbed:

INSIDE THE UNITED STATES
OUTSIDE THE UNITED STATES
WORLDWIDE

The following information presents a description of data which prints behind each tab.

A. INSIDE THE UNITED STATES

The INSIDE THE UNITED STATES tab is followed by a separate State Index for each State. The State Index listing all projects for that State prints first, then the DD1390 Form for those projects, followed by the supporting DD1391 Forms. The four lines of the State Index header lists the DEPARTMENT OF THE ARMY, FISCAL YEAR XXXX, MILITARY CONSTRUCTION (PART I), and (DOLLARS ARE IN THOUSANDS). The State Index contains the following columns:

STATE
PROJECT NUMBER
INSTALLATION (COMMAND/REGION) and PROJECT TITLE
AUTHORIZATION REQUEST
APPROPRIATION REQUEST
NEW/CURRENT MISSION
PAGE

A project SUBTOTAL for each Installation is shown at the end of each Installation's list, and a project TOTAL (*) for the State is shown at the end of the State's list. [See EXAMPLE 5 - STATE INDEX DATA SOURCES.]

After the State Index, the DD1390 Form, and DD1391 Forms for all projects listed for that State print, the process is repeated until all projects for each State are printed in that same order. Projects are sorted alphabetically by State and within the State by Installation, then sequentially by Project Number. [See EXAMPLE 6 - DD FORM 1390 DATA SOURCES and EXAMPLE 7 - DD FORM 1391 DATA SOURCES.]

CHAPTER 4

CONGRESSIONAL BUDGET BOOKS (MCA, BCA, AND MED) (Cont.)

The following is an example of the print order:

STATE INDEX FOR ALABAMA
DD1390 FOR THE ANNISTON ARMY DEPOT
DD1391 AND DD1391C FOR ANNISTON ARMY DEPOT
DD1390 FOR FORT MCCLELLAN
DD1391 AND DD1391C FOR FORT MCCLELLAN
ETC.

B. OUTSIDE THE UNITED STATES

The section following the tab labeled OUTSIDE THE UNITED STATES contains a separate STATE INDEX for each Country. The State Index listing all Installation/Community projects for that Country prints first, then the DD1390 Form (yellow page) for those projects, followed by the DD1391 Forms. The four lines of the State Index Header lists the DEPARTMENT OF THE ARMY, FISCAL YEAR XXXX, MILITARY CONSTRUCTION (PART I), and (DOLLARS ARE IN THOUSANDS). The columns are the same as those on the INSIDE THE UNITED STATES State Index. A Country SUBTOTAL and TOTAL (*) for each Country's projects are shown at the end of the project listing.

After the State Index, the DD1390 Form, and DD1391 Forms for all projects listed for a Country print, the process is repeated until all projects for each Country are printed in this same order. Projects are sorted alphabetically by Country and within the Country by Installation/Community name then Project Number. The following is an example of the print order:

STATE INDEX FOR GERMANY
DD1390 FOR GERMANY VARIOUS
DD1391 AND DD1391C FOR CONN BARRACKS
DD1391 AND DD1391C FOR SULLIVAN BARRACKS
ETC.
STATE INDEX FOR ITALY
DD1390 FOR ITALY VARIOUS
ETC.

CHAPTER 4

CONGRESSIONAL BUDGET BOOKS (MCA, BCA, AND MED) (Cont.)

C. WORLDWIDE

The WORLDWIDE tab is followed by a State Index which lists special projects (Planning and Design, Minor (Unspecified), and Access Roads). The State Index is followed by a printing of the corresponding DD1390 Form (yellow paper) and DD1391 Forms. The five-line header on the Worldwide State Index lists DEPARTMENT OF THE ARMY, FISCAL YEAR XXXX, MILITARY CONSTRUCTION (PART I), (DOLLARS ARE IN THOUSANDS), and WORLDWIDE. The column headings are the same as the State Index in the previous two sections. Projects are sorted by State within the Special project category and within the State by Installation, then Project Number. SUBTOTALS are given for each special project category, and a TOTAL (*) for WORLDWIDE projects.

EXAMPLE 5 - STATE INDEX DATA SOURCES

DEPARTMENT OF THE ARMY
 FISCAL YEAR 2006
 MILITARY CONSTRUCTION (PART I)
 (DOLLARS ARE IN THOUSANDS)

1	3	4	5	6	7	8	
STATE	INSTALLATION (COMMAND/REGION)	PROJECT NUMBER	PROJECT TITLE	AUTHORIZATION REQUEST	APPROPRIATION REQUEST	NEW/ CURRENT MISSION	PAGE
Alaska	Fort Richardson (USARPAC/PARO)	56920	Ammunition Supply Point Upgrade	9,800	9,800	C	3
		61240	Barracks Complex	50,000	50,000	C	6
		61244	Child Development Center	12,500	12,500	C	9
			Subtotal Fort Richardson PART I	\$ 72,300	72,300		
			* TOTAL MCA FOR Alaska	\$ 72,300	72,300		
			** TOTAL INSIDE THE UNITED STATES FOR MCA	\$ 72,300	72,300		

CHAPTER 4

CONGRESSIONAL BUDGET BOOKS (MCA, BCA, AND MED) (Cont.)

EXAMPLE 5 - STATE INDEX DATA SOURCES (Cont.)

<u>BLOCK NUMBER</u>	<u>BLOCK TITLE</u>	<u>DATA SOURCE</u>
1	STATE	INSTTBL (STATE)
2	PROJECT NUMBER	CAPCES (PERM_PN)
3	INSTALLATION	INSTTBL (ALPHASORT)
4	COMMAND/REGION	INSTTBL (MACOM) / INSTTBL (REGION)
5	PROJECT TITLE	CAPCES (LONG_DESC)
6	AUTHORIZATION REQUEST	CAPCES (AUTH_REQ)
7	APPROPRIATION REQUEST	CAPCES (APPR_REQ)
8	NEW/CURRENT MISSION	CAPCES (MISSION) [if 1, print N; if 2, print C; if empty, leave blank.]
9	PAGE	PROGRAM DERIVED

EXAMPLE 6 - DD FORM 1390 DATA SOURCES

1. COMPONENT ARMY 1	FY 2006 MILITARY CONSTRUCTION PROGRAM	2. DATE 09 JUN 2006 2																																																																																																								
3. INSTALLATION AND LOCATION Germany Various 3 Germany	4. COMMAND US Army Europe and Seventh Army 4 (Installation Mgt Agency, Europe Region)	5. AREA CONSTRUCTION COST INDEX 5 1.21																																																																																																								
6. PERSONNEL STRENGTH: <table style="width:100%; border-collapse: collapse;"> <thead> <tr> <th rowspan="2"></th> <th colspan="3">PERMANENT</th> <th colspan="3">STUDENTS</th> <th colspan="3">SUPPORTED</th> <th rowspan="2">TOTAL</th> <th rowspan="2" style="border: 1px solid black; padding: 2px;">6A</th> </tr> <tr> <th>OFFICER</th> <th>ENLIST</th> <th>CIVIL</th> <th>OFFICER</th> <th>ENLIST</th> <th>CIVIL</th> <th>OFFICER</th> <th>ENLIST</th> <th>CIVIL</th> </tr> </thead> <tbody> <tr> <td>A. AS OF 30 SEP 2004</td> <td>14996</td> <td>89845</td> <td>40649</td> <td>0</td> <td>511</td> <td>18</td> <td>5743</td> <td>18794</td> <td>42366</td> <td>212,922</td> <th style="border: 1px solid black; padding: 2px;">6B</th> </tr> <tr> <td>B. END FY 2010</td> <td>6679</td> <td>35344</td> <td>19533</td> <td>0</td> <td>1</td> <td>18</td> <td>2827</td> <td>9465</td> <td>22205</td> <td>96,072</td> <td></td> </tr> </tbody> </table>				PERMANENT			STUDENTS			SUPPORTED			TOTAL	6A	OFFICER	ENLIST	CIVIL	OFFICER	ENLIST	CIVIL	OFFICER	ENLIST	CIVIL	A. AS OF 30 SEP 2004	14996	89845	40649	0	511	18	5743	18794	42366	212,922	6B	B. END FY 2010	6679	35344	19533	0	1	18	2827	9465	22205	96,072																																																												
	PERMANENT			STUDENTS			SUPPORTED			TOTAL	6A																																																																																															
	OFFICER	ENLIST	CIVIL	OFFICER	ENLIST	CIVIL	OFFICER	ENLIST	CIVIL																																																																																																	
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B. END FY 2010	6679	35344	19533	0	1	18	2827	9465	22205	96,072																																																																																																
7. INVENTORY DATA (\$000) <table style="width:100%; border-collapse: collapse;"> <tbody> <tr> <td>A. TOTAL AREA.....</td> <td>6,392 AC</td> <td></td> </tr> <tr> <td>B. INVENTORY TOTAL AS OF 30 SEP 2004.....</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>3,048,180</td> <td></td> <td></td> </tr> <tr> <td>C. AUTHORIZATION NOT YET IN INVENTORY.....</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>973,536</td> <td></td> <td></td> </tr> <tr> <td>D. AUTHORIZATION REQUESTED IN THE FY 2006 PROGRAM.....</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>0</td> <td></td> <td style="border: 1px solid black; padding: 2px;">7A - 7H</td> </tr> <tr> <td>E. AUTHORIZATION INCLUDED IN THE FY 2007 PROGRAM.....</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>190,800</td> <td></td> <td></td> </tr> <tr> <td>F. PLANNED IN NEXT THREE YEARS (NEW MISSION ONLY).....</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>0</td> <td></td> <td></td> </tr> <tr> <td>G. REMAINING DEFICIENCY.....</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>9,066,170</td> <td></td> <td></td> </tr> <tr> <td>H. GRAND TOTAL.....</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>13,278,686</td> <td></td> <td></td> </tr> </tbody> </table>											A. TOTAL AREA.....	6,392 AC											B. INVENTORY TOTAL AS OF 30 SEP 2004.....									3,048,180			C. AUTHORIZATION NOT YET IN INVENTORY.....									973,536			D. AUTHORIZATION REQUESTED IN THE FY 2006 PROGRAM.....									0		7A - 7H	E. AUTHORIZATION INCLUDED IN THE FY 2007 PROGRAM.....									190,800			F. PLANNED IN NEXT THREE YEARS (NEW MISSION ONLY).....									0			G. REMAINING DEFICIENCY.....									9,066,170			H. GRAND TOTAL.....									13,278,686		
A. TOTAL AREA.....	6,392 AC																																																																																																									
B. INVENTORY TOTAL AS OF 30 SEP 2004.....									3,048,180																																																																																																	
C. AUTHORIZATION NOT YET IN INVENTORY.....									973,536																																																																																																	
D. AUTHORIZATION REQUESTED IN THE FY 2006 PROGRAM.....									0		7A - 7H																																																																																															
E. AUTHORIZATION INCLUDED IN THE FY 2007 PROGRAM.....									190,800																																																																																																	
F. PLANNED IN NEXT THREE YEARS (NEW MISSION ONLY).....									0																																																																																																	
G. REMAINING DEFICIENCY.....									9,066,170																																																																																																	
H. GRAND TOTAL.....									13,278,686																																																																																																	
8. PROJECT APPROPRIATIONS REQUESTED IN THE FY 2006 PROGRAM: <table style="width:100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2">CATEGORY PROJECT</th> <th rowspan="2">PROJECT TITLE</th> <th rowspan="2">COST (\$000)</th> <th colspan="2">DESIGN STATUS</th> <th rowspan="2" style="border: 1px solid black; padding: 2px;">8</th> </tr> <tr> <th>CODE</th> <th>NUMBER</th> <th>START</th> <th>COMPLETE</th> </tr> </thead> <tbody> <tr> <td>721</td> <td>55981</td> <td>Barracks Complex</td> <td>40,000</td> <td>02/2004</td> <td>08/2005</td> <td></td> </tr> <tr> <td>214</td> <td>55984</td> <td>Brigade Complex-Forward Support</td> <td>40,681</td> <td>05/2002</td> <td>08/2005</td> <td></td> </tr> <tr> <td>178</td> <td>58210</td> <td>Urban Assault Course</td> <td>1,600</td> <td>05/2004</td> <td>06/2005</td> <td></td> </tr> <tr> <td>178</td> <td>58203</td> <td>Shoothouse</td> <td>1,800</td> <td>04/2003</td> <td>09/2005</td> <td></td> </tr> <tr> <td>721</td> <td>60382</td> <td>Barracks Complex Ph 2</td> <td>13,600</td> <td>09/2003</td> <td>09/2005</td> <td></td> </tr> <tr> <td colspan="3" style="text-align: right;">TOTAL</td> <td>97,681</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>											CATEGORY PROJECT		PROJECT TITLE	COST (\$000)	DESIGN STATUS		8	CODE	NUMBER	START	COMPLETE	721	55981	Barracks Complex	40,000	02/2004	08/2005		214	55984	Brigade Complex-Forward Support	40,681	05/2002	08/2005		178	58210	Urban Assault Course	1,600	05/2004	06/2005		178	58203	Shoothouse	1,800	04/2003	09/2005		721	60382	Barracks Complex Ph 2	13,600	09/2003	09/2005		TOTAL			97,681																																														
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EXAMPLE 6 - DD FORM 1390 DATA SOURCES

1. COMPONENT ARMY	FY 2006 MILITARY CONSTRUCTION PROGRAM	2. DATE 09 JUN 2006												
INSTALLATION AND LOCATION: Germany Various, Germany														
<div style="text-align: right; border: 1px solid black; width: 30px; margin: 0 auto;">10</div> <p>10. MISSION OR MAJOR FUNCTIONS:</p> <p>Installations support US Army, Europe and Seventh Army (USAREUR), a trained and ready force capable of rapidly responding and operating jointly in support of US EUCOM theater strategy. Installations serve as a base for projecting power in and out of EUCOM area of responsibility by providing facilities for training, maintaining, housing, and supporting USAREUR s subordinate and supporting units/organizations. These units consist of combat, combat support, and combat service support tactical units as well as theater, mission, installation support, and quality of life organizations required to maintain a trained and ready force overseas.</p>														
<p>11. OUTSTANDING POLLUTION AND SAFETY DEFICIENCIES:</p> <table style="width:100%; border-collapse: collapse;"> <tr> <td></td> <td style="text-align: right;">(\$000)</td> <td style="text-align: right; border: 1px solid black;">11A - 11C</td> </tr> <tr> <td>A. AIR POLLUTION</td> <td style="text-align: right;">0</td> <td></td> </tr> <tr> <td>B. WATER POLLUTION</td> <td style="text-align: right;">0</td> <td></td> </tr> <tr> <td>C. OCCUPATIONAL SAFETY AND HEALTH</td> <td style="text-align: right;">0</td> <td></td> </tr> </table>				(\$000)	11A - 11C	A. AIR POLLUTION	0		B. WATER POLLUTION	0		C. OCCUPATIONAL SAFETY AND HEALTH	0	
	(\$000)	11A - 11C												
A. AIR POLLUTION	0													
B. WATER POLLUTION	0													
C. OCCUPATIONAL SAFETY AND HEALTH	0													

CHAPTER 4
CONGRESSIONAL BUDGET BOOKS
(MCA, BCA, AND MED) (Cont.)

EXAMPLE 6 - DD FORM 1390 DATA SOURCES (Cont.)

<u>BLOCK NUMBER</u>	<u>BLOCK TITLE</u>	<u>DATA SOURCE</u>
1	COMPONENT FY (Fiscal Year)	PROGRAM DERIVED USER SUPPLIED
2	DATE (DD MMM YYYY)	USER SUPPLIED
3	INSTALLATION LOCATION	INSTTBL (AIN) INSTTBL (STATE)
4	REGION / COMMAND	INSTTBL (REGION) OR IF SPACES (SREGION) / INSTTBL (MACOMNAME) or if spaces, (SMACOMNAME)
5	AREA CONSTRUCTION COST INDEX	DD1391 MODULE
6A-6B	PERSONNEL STRENGTH	ASIP SYSTEM
7	INVENTORY DATA	

CHAPTER 4

CONGRESSIONAL BUDGET BOOKS (MCA, BCA, AND MED) (Cont.)

EXAMPLE 6 - DD FORM 1390 DATA SOURCES (Cont.)

<u>FORM BLOCK NUMBER</u>	<u>BLOCK TITLE</u>	<u>DATA SOURCE</u>
7A	TOTAL ACREAGE	EIS - Sum of all gross area where DESIGN greater than 9000000 by INSTNO
7B	INVENTORY TOTAL AS OF	EIS - Sum of all COSTGOV by INSTNO
7C	AUTHORIZATION NOT YET IN INVENTORY	Total of all projects' PROG_AMT fields in CAPCES, if field FY is less than current fiscal year, and DES_PERCENT begins with a C or D.
7D	AUTHORIZATION REQUESTED IN THIS PROGRAM [regular DD1390s] AUTHORIZATION REQUESTED IN THE FY fy PROGRAM [five and six-year DD1390s]	CAPCES (AUTH_REQ - summation of AUTH_REQ from Block 8.)
7E	AUTHORIZATION INCLUDED IN FOLLOWING PROGRAM [regular DD1390s] AUTHORIZATION INCLUDED IN THE FY fy+1 PROGRAM [five-year DD1390s] AUTHORIZATION REQUESTED IN THE FY fy+1 PROGRAM [six-year DD1390s]	CAPCES (AUTH_REQ - summation of AUTH_REQ from Block 9A.)

CHAPTER 4

CONGRESSIONAL BUDGET BOOKS (MCA, BCA, AND MED) (Cont.)

EXAMPLE 6 - DD FORM 1390 DATA SOURCES (Cont.)

<u>FORM BLOCK NUMBER</u>	<u>BLOCK TITLE</u>	<u>DATA SOURCE</u>
7F	PLANNED IN NEXT THREE YEARS [regular DD1390s] PLANNED IN NEXT THREE YEARS (NEW MISSION ONLY) [five-year DD1390s] PLANNED IN NEXT FOUR YEARS (NEW MISSION ONLY) [six-year DD1390s]	CAPCES (TOTAL BLOCK 9B - whether the projects are actually printed on the DD1390 Form or not, it is the total of the PROG_AMT in CAPCES.)
7G	REMAINING DEFICIENCY	Total of all projects' PROG_AMT fields in CAPCES, if field FY equals LR or if fiscal year is 5 years beyond current fiscal year (on the DD1390 Form).
7H	GRAND TOTAL	SYSTEM CALCULATED (7B - 7G)
8	PROJECT APPROPRIATIONS REQUESTED IN THIS PROGRAM [regular DD1390s] PROJECT APPROPRIATIONS REQUESTED IN THE FY fy PROGRAM [five and six-year DD1390s]	CAPCES: CATCD5, PPN, LONG_DESC, APPR_REQ, and DD1391 Module: Blocks 6A and 6C. NOTE: If the ACE_PA field equals 0, the project will not be listed under Block 8 or 9.
9	FUTURE PROJECTS APPROPRIATIONS	

CHAPTER 4
CONGRESSIONAL BUDGET BOOKS
(MCA, BCA, AND MED) (Cont.)

EXAMPLE 6 - DD FORM 1390 DATA SOURCES (Cont.)

<u>FORM BLOCK NUMBER</u>	<u>BLOCK TITLE</u>	<u>DATA SOURCE</u>
9A	<p>INCLUDED IN THE FOLLOWING PROGRAM [regular DD1390s]</p> <p>INCLUDED IN THE FY fy+1 PROGRAM [five-year DD1390s]</p> <p>REQUESTED IN THE FY fy+1 PROGRAM [six-year DD1390s]</p>	<p>CAPCES FIELD FY+1: CAPCES (CATCD5, LONG_DESC (if blank, then PDES, APPR_REQ)</p>
9B	<p>PLANNED NEXT THREE PROGRAM YEARS [regular DD1390s]</p> <p>PLANNED NEXT THREE PROGRAM YEARS (NEW MISSION ONLY) [five-year DD1390s]</p> <p>PLANNED NEXT FOUR PROGRAM YEARS (NEW MISSION ONLY) [six-year DD1390s]</p>	<p>CAPCES FIELD FY+2 to 4: CAPCES (CATCD5 LONG_DESC (if blank, PDES) PA) (NOTE: Block 9B will not print if there are five or more projects in Block 9A.)</p>
9C	SUSTAINMENT	USER SUPPLIED
10	MISSION OR MAJOR FUNCTIONS	USER SUPPLIED OR FROM PREVIOUS DD1390 FORM WHEN AVAILABLE
11	OUTSTANDING POLLUTION AND SAFETY DEFICIENCIES	
11A	AIR POLLUTION	USER SUPPLIED

CHAPTER 4

**CONGRESSIONAL BUDGET BOOKS
(MCA, BCA, AND MED) (Cont.)**

EXAMPLE 6 - DD FORM 1390 DATA SOURCES (Cont.)

<u>FORM BLOCK NUMBER</u>	<u>BLOCK TITLE</u>	<u>DATA SOURCE</u>
11B	WATER POLLUTION	USER SUPPLIED
11C	OCCUPATIONAL SAFETY AND HEALTH	USER SUPPLIED

NOTE: On a PREPARE or UPDATE of DD1390 Forms (MCA & BCA), projects that have the APPR_REQ field of zero or blanks are not pulled into Blocks 8 and 9. This is regardless of the content of the PA field.

EXAMPLE 7 - DD FORM 1391 DATA SOURCES

1. COMPONENT ARMY 1		FY 2006 MILITARY CONSTRUCTION PROJECT DATA		2. DATE 09 JUN 2006 2	
3. INSTALLATION AND LOCATION East Camp Grafenwoehr Germany (Grafenwoehr) 3			4. PROJECT TITLE Brigade Headquarters 4		
5. PROGRAM ELEMENT 22396A 5	6. CATEGORY CODE 141 6	7. PROJECT NUMBER 64020 7	8. PROJECT COST (\$000) 8		
			Auth 11,132		
			Approp 11,132		
9. COST ESTIMATES					
ITEM		U/M	QUANTITY	UNIT COST	COST (\$000)
<u>PRIMARY FACILITY</u>					8,173
Brigade HQs Renovation	9A	SF	35,242	138.16	(4,869)
Company Ops Renovation		SF	8,365	129.00	(1,079)
IDS Installation		LS	--	--	(103)
EMCS Connection		LS	--	--	(164)
Antiterrorism Measures		LS	--	--	(1,523)
Building Information Systems		LS	--	--	(435)
<u>SUPPORTING FACILITIES</u>					1,782
Electric Service	9B	LS	--	--	(210)
Water, Sewer, Gas		LS	--	--	(519)
Steam And/Or Chilled Water Distribution		LS	--	--	(290)
Paving, Walks, Curbs And Gutters		LS	--	--	(315)
Site Imp(150) Demo()		LS	--	--	(150)
Information Systems		LS	--	--	(225)
Antiterrorism Measures		LS	--	--	(73)
<u>ESTIMATED CONTRACT COST</u>					9,955
CONTINGENCY PERCENT (5.00%)	9C				498
<u>SUBTOTAL</u>					10,453
SUPERVISION, INSPECTION & OVERHEAD (6.50%)					679
<u>TOTAL REQUEST</u>					11,132
<u>TOTAL REQUEST (ROUNDED)</u>					11,132
<u>INSTALLED EQT-OTHER APPROPRIATIONS</u>					(1,358)
10. Description of Proposed Construction Renovate/convert community facilities to company operations and brigade headquarters. Renovate/convert two buildings into two brigade headquarters building and a company headquarters facility. Supporting facilities include information systems, minor repairs to heating, electric service, water, sanitary sewer, storm drainage, exterior lighting, utility management and control system (UMCS), and paving, walks, curbs, and gutters. Heating is provided by district heat from existing lines. Antiterrorism/force protection will be provided by resistance to progressive collapse, special windows and doors, and site measures. Access for individuals with disabilities will be provided in public areas. Comprehensive building and furnishings related interior design services are required. 10					
11. REQ: 169,989 SF ADQT: 126,391 SF SUBSTD: NONE 11					
PROJECT: Renovate/convert community facilities to provide required company operations facility and brigade headquarters buildings. (Current Mission)					
REQUIREMENT: This project is required to execute USAREUR Efficient Basing. It is also required to close many widely dispersed, WWII era installations.					

EXAMPLE 7 - DD FORM 1391 DATA SOURCES (Cont.)

1. COMPONENT ARMY	FY 2006 MILITARY CONSTRUCTION PROJECT DATA	2. DATE 09 JUN 2006
3. INSTALLATION AND LOCATION East Camp Grafenwoehr, Germany (Grafenwoehr)		
4. PROJECT TITLE Brigade Headquarters	5. PROJECT NUMBER 64020	
<p><u>CURRENT SITUATION:</u> There are insufficient adequate operations facilities at Grafenwoehr to support the units.</p> <p><u>IMPACT IF NOT PROVIDED:</u> If this project is not provided, the units will continue to be stationed in multiple, dispersed WWII-era installations, which create inefficiencies and adversely impact readiness, force protection, and quality of life.</p> <p><u>ADDITIONAL:</u> This project has been coordinated with the installation physical security plan, and all physical security measures are included. All required antiterrorism protection measures are included. Alternative methods of meeting this requirement have been explored during project development. This project is the only feasible option to meet the requirement. The Deputy Assistant Secretary of the Army (Installations and Housing) certifies that this project has been considered for joint use potential. The facility will be available for use by other components. A parametric cost estimate based upon project engineering design was used to develop this budget estimate. Sustainable principles will be integrated into the design, development, and construction of the project in accordance with Executive Order 13123 and other applicable laws and Executive Orders.</p> <p><u>NATO SECURITY INVESTMENT:</u> This project is not within an established NATO infrastructure category for common funding, nor is it expected to become eligible in the foreseeable future.</p>		
12. SUPPLEMENTAL DATA:		12
A. Estimated Design Data:		
(1) Status:		
(a) Date Design Started.....	FEB 2005	
(b) Percent Complete As Of January 2005.....	35.00	
(c) Date 35% Designed.....	JAN 2006	
(d) Date Design Complete.....	SEP 2006	
(e) Parametric Cost Estimating Used to Develop Costs	YES	
(f) Type of Design Contract: Design-bid-build		
(g) An energy study and life cycle cost analysis will be documented during the final design.		
(2) Basis:		
(a) Standard or Definitive Design: NO		
(3) Total Design Cost (c) = (a)+(b) OR (d)+(e): (\$000)		
(a) Production of Plans and Specifications.....	640	
(b) All Other Design Costs.....	320	
(c) Total Design Cost.....	960	
(d) Contract.....	600	
(e) In-house.....	360	
(4) Construction Contract Award.....		
	DEC 2006	

CHAPTER 4

CONGRESSIONAL BUDGET BOOKS (MCA, BCA, AND MED) (Cont.)

EXAMPLE 7 - DD FORM 1391 DATA SOURCES (Cont.)

<u>FORM BLOCK NUMBER</u>	<u>BLOCK TITLE</u>	<u>DATA SOURCE</u>
1	COMPONENT FY	PROGRAM DERIVED USER SUPPLIED
2	DATE	USER SUPPLIED
3	INSTALLATION LOCATION	INSTTBL (AIN) INSTTBL (GBSTATE)
4	PROJECT TITLE	CAPCES (LONG_DESC)
5	PROGRAM ELEMENT	CAPCES (PROG_ELE)
6	CATEGORY CODE	CAPCES (CATCD5)
7	PROJECT NUMBER	CAPCES (PERM_PN)
8	PROJECT COST AUTHORIZED APPROPRIATED	CAPCES (AUTH_REQ) CAPCES (APPR_REQ)

CHAPTER 4

CONGRESSIONAL BUDGET BOOKS (MCA, BCA, AND MED) (Cont.)

EXAMPLE 7 - DD FORM 1391 DATA SOURCES (Cont.)

<u>FORM BLOCK NUMBER</u>	<u>BLOCK TITLE</u>	<u>DATA SOURCE</u>
9A	PRIMARY FACILITY	DD1391 MODULE
9B	SUPPORTING FACILITIES	DD1391 MODULE
9C	OTHER COST ITEMS	DD1391 MODULE
10	DESCRIPTION OF PROPOSED CONSTRUCTION	TAB A OF THE DD1391 MODULE
11	REQUIREMENT	TAB A OF THE DD1391 MODULE
12	SUPPLEMENTAL DATA	TAB B AND E OF THE DD1391 MODULE NOTE: FROM TAB E, OMA, OMN, OM DHP, AND 3400, COSTS ARE NOT DISPLAYED IN BLOCK 12.

CHAPTER 4

CONGRESSIONAL BUDGET BOOKS (MCA, BCA, AND MED) (Cont.)

4.6 SPECIAL NOTES (MED CONGRESSIONAL BUDGET BOOK).

The MED CONGRESSIONAL BUDGET BOOK is sorted by Services - Army, Navy, or Air Force - followed by Planning & Design and Minor (Unspecified), based upon the CAPCES PMMFILE, SFT Field (Alias= SUBFUNDTYPE). SUBFUNDTYPE should be coded as follows: 3C = Army, 3D = Navy, and 3E = Air Force. DD Forms 1390 and 1391 for Medical Facilities projects are printed in the same format as MCA projects. The following list delineates the variations in the MED Congressional Budget Book as compared to the MCA:

1. The headings for the various indices read DEFENSE AGENCIES - MEDICAL PROGRAM rather than DEPARTMENT OF ARMY.
2. All references to AFH or MCA in the STATE LIST "TOTAL" lines appear as DA.
3. In the INSTALLATION LIST, the TAB column indicates ARMY, NAVY, AIR FORCE, PLNG & DES, or MINOR and is pulled from the SFT Field.
4. The MED Book does not have a COMMAND/REGION SUMMARY index, and there are no references made to Major Commands (REGIONS or MACOMs).
5. STATE LIST TOTAL lines read TOTAL INSIDE THE UNITED STATES FOR DA, TOTAL OUTSIDE THE UNITED STATES FOR DA, or TOTAL WORLDWIDE FOR DA.
6. Block 1 on the DD1390 Form and the DD1391 Form reads DEF (DA).
7. The sort order of the State Indices are the same as MCA Congressional Budget Book except after AIR FORCE are PLANNING & DESIGN (CAPCES fields CATCD3 coded BBB and SFT coded 3B) and MINOR (Unspecified) (CAPCES fields CATCD3 coded 000 and SFT coded 3B).
8. Planning & Design and Minor (Unspecified) projects should not have Block 12 (Supplemental Data) print.
9. The DD1391 Processor system generates the appropriate files (i.e., BOOKINDX, BOOK1390, and BOOK1391) which automatically transfers and builds a DD1391 Template in WORD format.
10. No biennial year question.

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CHAPTER 4

CONGRESSIONAL BUDGET BOOKS (MCA, BCA, AND MED) (Cont.)

4.7 PRINTING THE CONGRESSIONAL BUDGET BOOKS.

4.7.1 General.

The Print function in the DD1391 Module allows the user to print active and archived DD1391 Forms. Users are provided with the capability of printing forms entered in the DD1391 Module in a Standard format, a Reviewers format, or formats as they appear in the PRB Budget Books, OSD Budget Books, and the Congressional Budget Books. The Print function has been programmed to provide users with the options to print either (a) one to two hundred specific forms, (b) forms by fiscal year, or (c) forms with a specific rank. It also provides users with the capability of monitoring a specific project by giving them the options to print (a) the entire form, (b) specific tabs of the form, (c) all comments entered by Activities monitoring the form, or (d) a list of all changes made to the form after the authority to modify it was submitted by the Installation. This list includes the change, the date change was made, and the Activity making the change. The Print function also allows the user to print the Critical Items Data Sheet and snapshots taken of the form(s) on specified dates. The following pages contain information about the Congressional Budget Books as printed by the Print function.

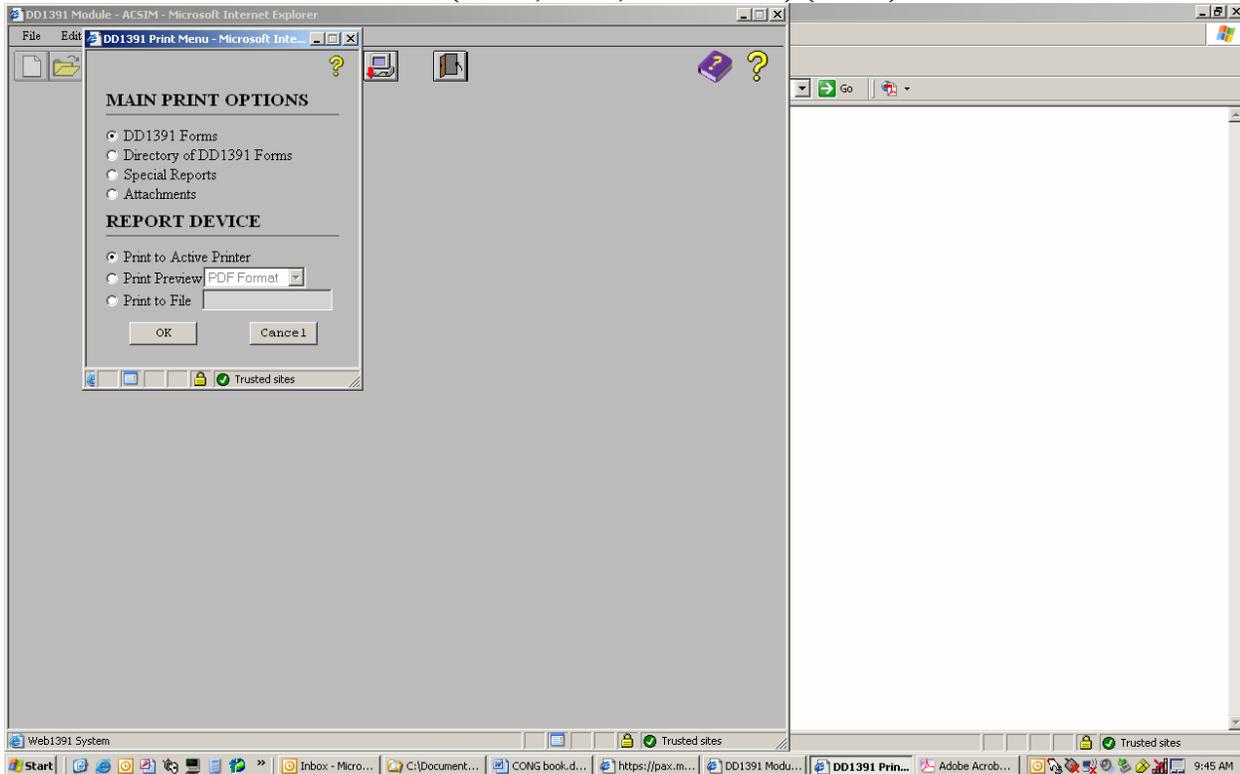
4.7.2 Accessing the PRINT Function.

To print a DD1391 Form in the Congressional Budget Book format, the user must first log onto the PAX SYSTEM and access the DD1391 Processor System. From the DD1391 PROCESSOR SYSTEM MAIN MENU, the user chooses the DD1391 MODULE option number. The System then displays the DD1391 MODULE MENU. When the user selects the PRINT ICON from the DD1391 MODULE MENU, the System displays the DD1391 MAIN PRINT OPTIONS.

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CHAPTER 4

CONGRESSIONAL BUDGET BOOKS (MCA, BCA, AND MED) (Cont.)



4.7.3 Explanation of the DD1391 MAIN PRINT OPTIONS Menu.

DD1391 Forms - allows the user to print copies of specific form either to an Active Printer, Print Preview (either in PDF or Text Format) or Print to File.

Directory of DD1391 Forms - allows the user to print a directory report that contains data about the forms to which you have access. Various reports can be obtained in a Standard format or a Custom format.

Special Reports - option supports the printing of Change History, Comments, Route History, One-For-One Demolition, Unit Cost Comparison and Snapshots.

Attachments - allows the user to print a graphic image that has been uploaded to the Attachments Tab.

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CHAPTER 4

CONGRESSIONAL BUDGET BOOKS (MCA, BCA, AND MED) (Cont.)

4.7.4 The CONGRESSIONAL BUDGET BOOKS Prompting Sequence.

Option 9 - CONGRESSIONAL BUDGET BOOKS produces copies of the requested form(s) in the format used for presentation to Congress in the Budget Book. When obtaining the Congressional Budget version of the form, the user should not combine projects with different program types or fiscal years. The available Congressional Budget Books are Army Family Housing (AFH); Base Closure, Army (BCA); Military Construction, Army (MCA); Medical Facilities (MED); Chemical Demilitarization (ChemD); and Nonappropriated-Funded (NAF) Construction.

During the prompting routine, the user may select forms to be printed by rank or form number. If Rank is selected, the user is prompted for the Rank Priority and then for a specific Rank Code. This option gives the user the capability to print all forms which have been ranked by the Process Manager with the specified code. A dollar sign (\$) may be used in this code to represent any other character; that is, entering the code A1\$\$ tells the System to print all forms in the user's directory which the Process Manager has ranked with a code beginning with the two characters "A1" and ending with any characters in the next two positions.

CHAPTER 4

CONGRESSIONAL BUDGET BOOKS (MCA, BCA, AND MED) (Cont.)

The screenshot displays a web-based form titled "DD1391 Print Form" within a Microsoft Internet Explorer browser window. The form is organized into several functional areas:

- Form Selection:** Radio buttons for "Active DD1391 Forms" and "Inactive DD1391 Forms".
- MEASUREMENT SYSTEM:** Radio buttons for "English" and "Metric".
- PRINT BY FORM NUMBER(S):** A radio button followed by a text input field for entering form numbers.
- PRINT ALL PROJECTS IN A FISCAL YEAR:** A radio button followed by a text input field for the fiscal year.
- PRINT ALL PROJECTS WITH A SPECIFIC RANK:** A radio button, a dropdown menu labeled "PROCESS MGR", and a text input field labeled "RANK CODE".
- PRINT PROGRAMS:** Radio buttons for "Standard", "Reviewers", "OSD Budget Book", "PRB Budget Book", and "Congressional Budget Book". Each radio button is accompanied by a dropdown menu (e.g., "ChemD", "MCA", "MCA").

At the bottom of the form area, there are three buttons: "OK", "Cancel", and "Reset". The browser's address bar is empty, and the taskbar at the bottom shows various open applications and the system clock at 9:48 AM.

Active and Inactive DD1391 Forms – Users may select to print forms from the Active or Inactive database.

PRINT BY FORM NUMBER(S) - The form numbers must be valid and appear in the user's directory. Users are encouraged not to enter more than fifty form numbers, but two hundred is the System's maximum.

PRINT ALL PROJECTS IN A FISCAL YEAR - User may print by a specific Fiscal Year.

RANK CODE – Users may print by a specific Rank Code.

PRINT PROGRAMS – User selects Congressional Budget Book and the desired Congressional Book Program Type.

CHAPTER 4

CONGRESSIONAL BUDGET BOOKS (MCA, BCA, AND MED) (Cont.)

DD1391 MCA DSD Print - Microsoft Internet Explorer provided by US Army Corps of Engine...

File Edit

PRINT COST DATA IN: English Metric Combined

PRINT OPTIONS:

View Data DD1391 Forms Only

DAPM Book Generation Files

V Additional Sections needed in the Index? Yes No

Description of Item to be Added	Number of Reserved Pages (even number only)

Additional Sections needed in the Body of the Book? Yes No

Description of Item to be Added	Number of Reserved Pages (even number only)

DD1391 Print Form

Web1391 System

Internet

Internet

Start

Links »

2/27 10:58 AM 78° 79°

PRINT COST DATA IN – User selects whether to print the cost data in English, Metric or Combined unit of measure.

PRINT OPTIONS - User selects DAPM Book Generation Files. (The View Data option requires a selection of Print Preview – Text option on the previous screen.)

Additional Sections needed in the Index – May be added to either the Index area or the body of the book.

CHAPTER 4

CONGRESSIONAL BUDGET BOOKS (MCA, BCA, AND MED) (Cont.)

The screenshot shows a web browser window titled "MCA Congressional Print - Microsoft Internet Explorer". The form contains the following fields and controls:

- A question: "Additional Sections needed in the Body of the Book?" with radio buttons for "Yes" and "No".
- A table with two columns: "Description of Item to be Added" and "Number of Reserved Pages (even number only)". There are three rows of input fields.
- A text input field: "Enter the Official Date of Budget Book:" with a placeholder "(DD MMM YYYY)".
- A text input field: "Enter the Fiscal Year of Budget Book:".
- A question: "Is this a Biennial Budget Book print?" with radio buttons for "Yes" and "No".
- Buttons: "OK", "Reset", and "Cancel".

The browser's address bar shows "https://pax.m...". The taskbar at the bottom includes icons for Start, Internet Explorer, and several open applications like "Inbox - Micro...", "CONG book.d...", "MCA Congre...", and "Adobe Acrob...". The system clock shows "9:47 AM".

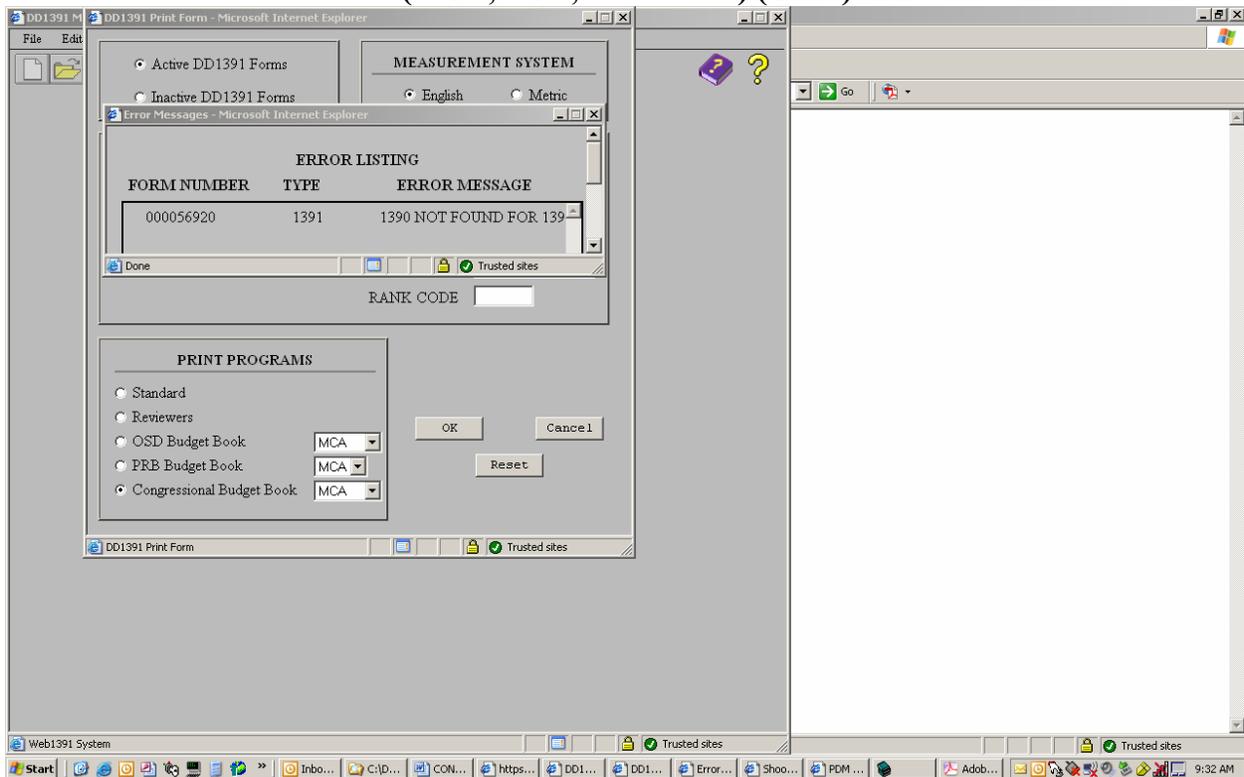
Enter the Official Date of Budget Book – User enters Budget Book date.

Enter the Fiscal Year of Budget Book – User enters the fiscal year.

Is this a Biennial Budget Book print – User selects Yes or No

CHAPTER 4

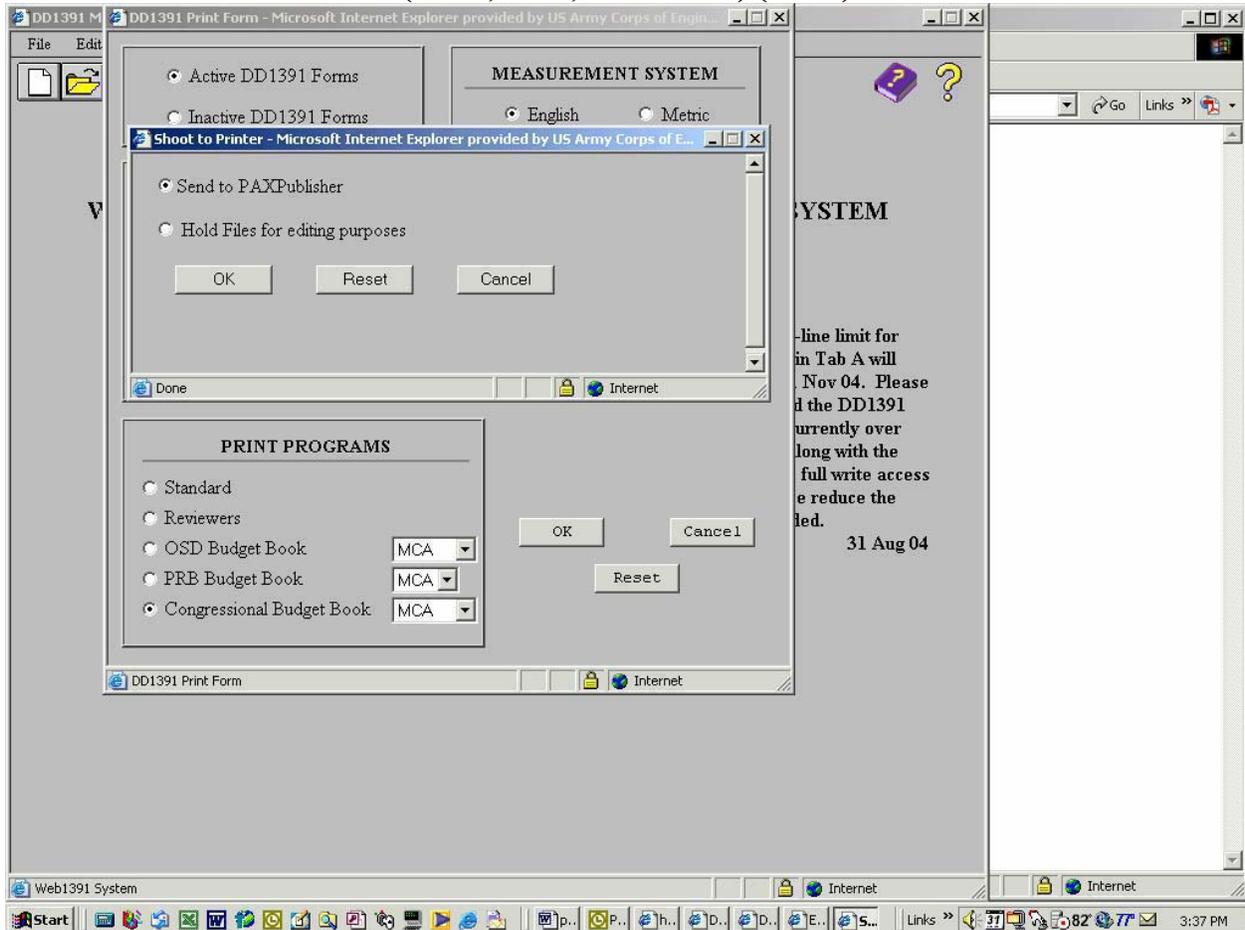
CONGRESSIONAL BUDGET BOOKS (MCA, BCA, AND MED) (Cont.)



ERROR LISTING - Window will appear and list the Form Number, Type and the Error Message of any invalid form numbers. The user will need to go through the list to determine if there are any valid form numbers remaining that can be printed. Valid form numbers will not be on the list. The user will select Yes to continue providing there are valid projects to print.

CHAPTER 4

CONGRESSIONAL BUDGET BOOKS (MCA, BCA, AND MED) (Cont.)

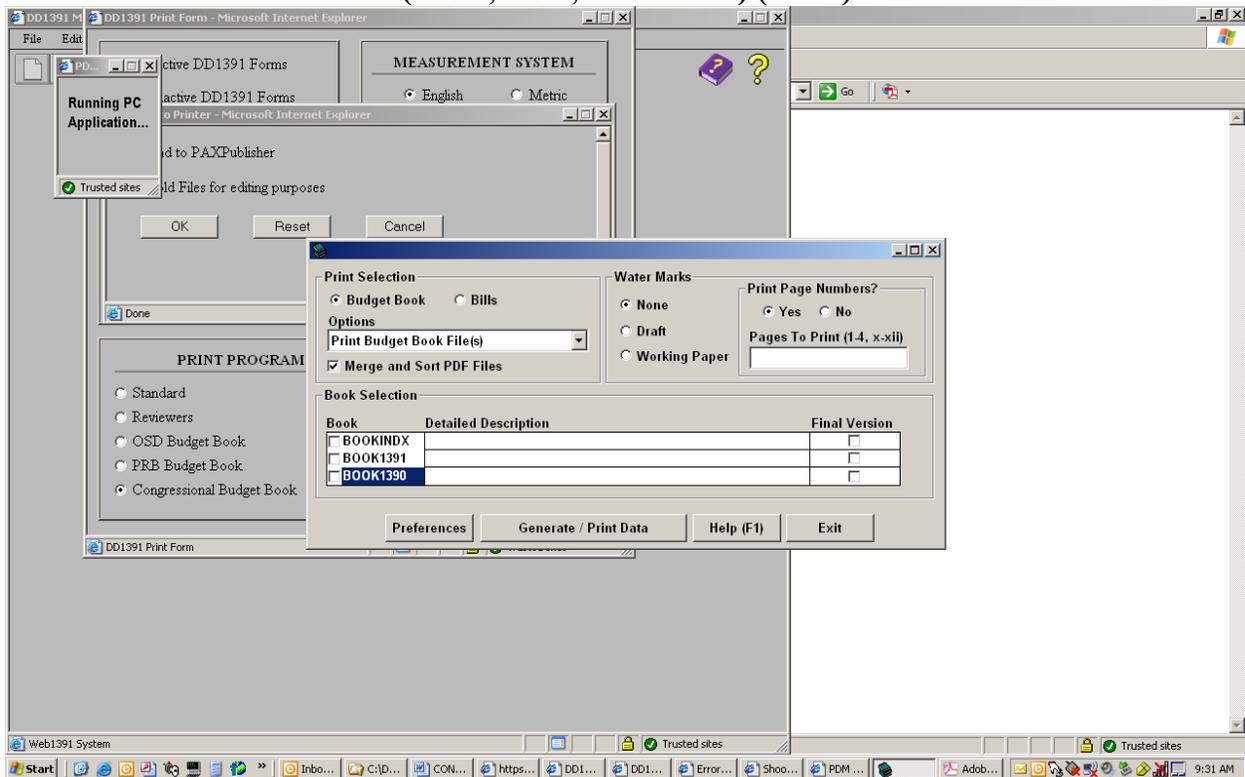


Send to PAXPublisher – This option is selected by default. **Note:** you must have PAX Publisher loaded on your machine in order to proceed.

Hold Files for editing purposes - This option is for specialized editing that may be needed before sending to the PAXPublisher. Editing may only be done by those users that still have access to the pre – 1999 version of the DD1391 Processor System.

CHAPTER 4

CONGRESSIONAL BUDGET BOOKS (MCA, BCA, AND MED) (Cont.)



Book Selection – User must select which Book they want to print and enter a Detailed Description in the appropriate area. **Note:** Adobe must be installed on the user’s PC.

CHAPTER 4

CONGRESSIONAL BUDGET BOOKS (MCA, BCA, AND MED) (Cont.)

DEPARTMENT OF THE ARMY
FISCAL YEAR 2006
MILITARY CONSTRUCTION (PART I)
(DOLLARS ARE IN THOUSANDS)
INSIDE THE UNITED STATES

STATE	PROJECT NUMBER	INSTALLATION (COMMAND/REGION) PROJECT TITLE	AUTHORIZATION REQUEST	APPROPRIATION REQUEST	CURRENT REQUEST	MISSION PAGE
Alabama	58148	Anniston Army Depot (AMC/SERC) Storage Igloo	3,150	3,150	C	3
		Subtotal Anniston Army Depot PART I	\$ 3,150	3,150		
		* TOTAL MCA FOR Alabama	\$ 3,150	3,150		
Alaska	58636	Fort Richardson (USAREAC/PARCO) Railhead Anchorage Port Facility	4,500	4,500	C	9
		Subtotal Fort Richardson ERYT I	\$ 4,500	4,500		
	46790	Fort Wainwright (USAREAC/PARCO) Barracks Complex	24,000	24,000	C	13
		Subtotal Fort Wainwright ERYT I	\$ 24,000	24,000		
		* TOTAL MCA FOR Alaska	\$ 28,500	28,500		

The system prints the form(s) in the Congressional Budget Book format as user requested and returns to the DD1391 Congressional BUDGET BOOKS MENU. **Note:** The budget book files can be found in the c:\paxapps\paxpub\data folder.

CHAPTER 4

CONGRESSIONAL BUDGET BOOKS (MCA, BCA, AND MED) (Cont.)

4.8 ACTIVITIES PRECEDING BOOK GENERATION.

1. Any projects that need to print in a particular fiscal year's Congressional Book should be ranked a unique rank code. (For example: CONG07)
2. As the automated Print function leaves blank, numbered pages for the BUDGET SUMMARY, APPROPRIATION LANGUAGE, and SPECIAL PROGRAM CONSIDERATIONS, Process Managers need to gather/complete this data in-house and incorporate it into the Congressional Book before taking it to the "Printer."
3. The Process Manager's Office needs to update all appropriate fields that are extracted from the CAPCES database. These fields are documented in this Print Guide.
4. In the DD1391 Form if block 11 Requirement, Adequate, and Substandard equal zero then NA will print for all three blocks.
5. **IMPORTANT:** The CAPCES program is currently maintained by McClendon Corporation. The HQUSACE POC for CAPCES is Linda Conaway (Primary) and Garry Runyans (Secondary). Contact number is (202) 761-8888 and email address is ACOE.Support@baesystems.com.

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CHAPTER 4

CONGRESSIONAL BUDGET BOOKS (MCA, BCA, AND MED) (Cont.)

4.9 NOTES.

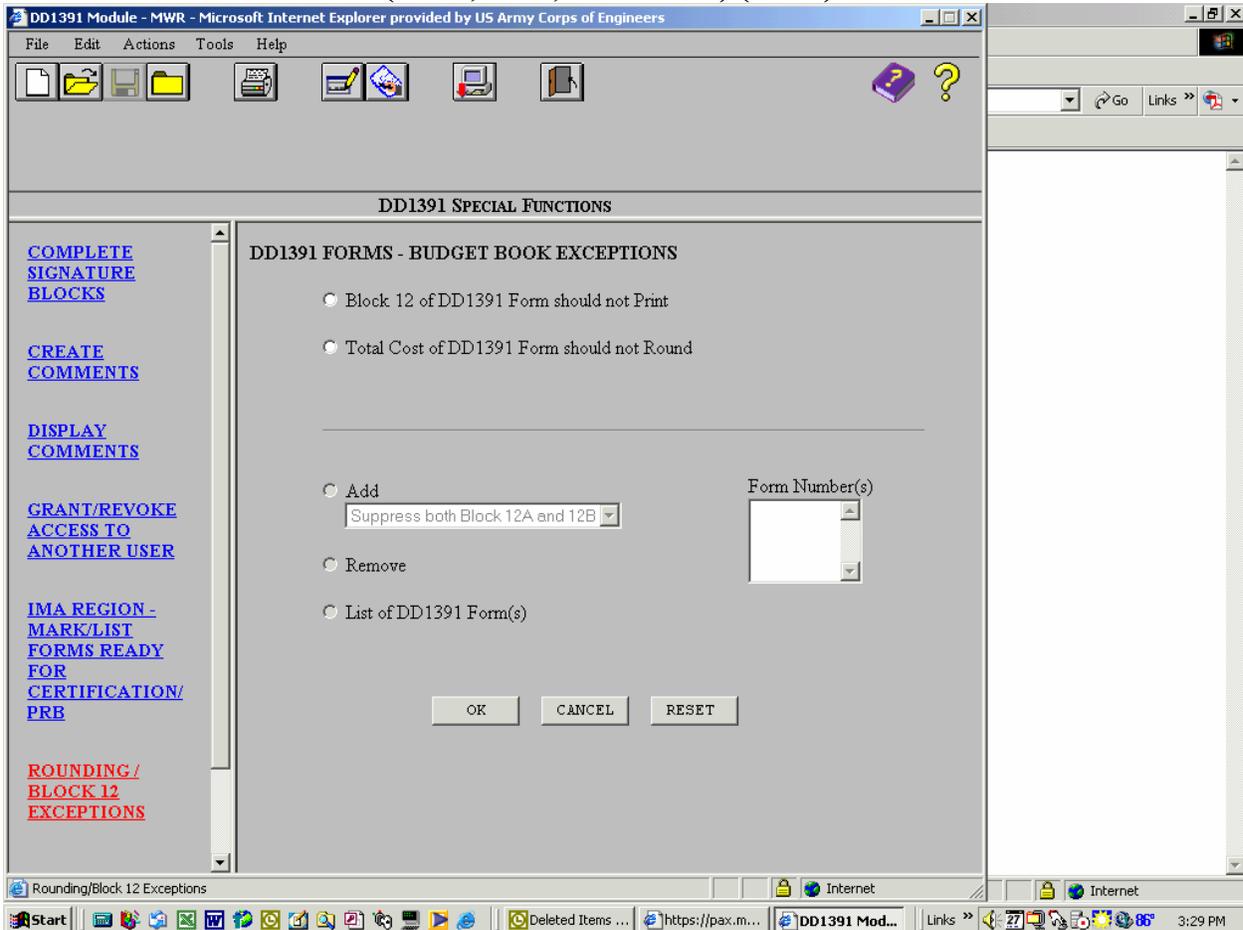
1. The PAXPublisher program may be downloaded from the DD1391 Module's Download PC-Programs Icon and must be utilized in conjunction with the budget book program. Please see Appendix A for guidance on the PAXPublisher
2. The permanent Project Number on all printed forms (DD1391s and DD1390s) and indices is pulled from the PERM_PN field in CAPCES. The format for printing the Project Number is print the entire field, but suppress leading zeros.
3. The Installation Algorithm. The Installation and Location block of the form consists of the concatenation of three computed fields: INSTALLATION, SITE, and LOCATION.

SITE is computed as follows:

- If GBSTATION = Spaces; Display GBSITE only.
- If GBSITE = Spaces; Display GBSTATION only.
- If GBSITE = GBSTATION; Display GBSTATION
 - Else, Display GBSTATION and GBSITE.

CHAPTER 4

CONGRESSIONAL BUDGET BOOKS (MCA, BCA, AND MED) (Cont.)



5. The Process Manager can use the **Rounding/Block 12 Exceptions** option, in association with the printing of the Congressional Budget Book, to suppress the printing of Supplemental Data (Block 12). This option also allows the Process Manager to prevent the printed Total Cost on the DD1391 Form(s) from rounding.

From the DD1391 Special Functions screen, select **Rounding/Block 12 Exceptions**. From the **DD1391 Forms Budget Book Exceptions** screen, click the appropriate radio button and select either **Block 12 of DD1391 Form should not Print** or **Total Cost of DD1391 Form should not Round**. From the options on the lower panel, enter the DD1391 Form numbers impacted by this process and click the appropriate radio button to select either **Add**, **Remove**, **List of DD1391 Form(s) on User's Disk**, or **List of DD1391 Form(s) on ARAB Disk**.

CHAPTER 5

CONGRESSIONAL ARMY FAMILY HOUSING (AFH) BUDGET BOOK

CHAPTER 5
CONGRESSIONAL ARMY FAMILY HOUSING
BUDGET BOOK (Cont.)

TABLE OF CONTENTS

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5.2 STATE LISTS	5-6
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CHAPTER 5

CONGRESSIONAL ARMY FAMILY HOUSING BUDGET BOOK (Cont.)

5.0 INTRODUCTION.

The CONGRESSIONAL ARMY FAMILY HOUSING (AFH) BUDGET BOOK is divided into three parts:

- Part I - MILITARY CONSTRUCTION
- Part II - ARMY FAMILY HOUSING
- Part III - HOMEOWNERS ASSISTANCE

5.1 PART II - CONGRESSIONAL ARMY FAMILY HOUSING (AFH) BUDGET BOOK.

The Army Family Housing (AFH) portion of the Congressional Budget Book presents fiscal year projects sorted into two major groups, NEW CONSTRUCTION and POST ACQUISITION CONSTRUCTION. Within these groups, projects are further sorted by:

- CONUS or OCONUS (CONOC field (INSTTBL) in CAPCES)
- State (GBState field (INSTTBL) in CAPCES)
- Installation/Community (INSTTBL (AIN) or AR405TBL (GBSITE or GBSTATION))
- Permanent Project Number (PERM_PN field in CAPCES)

To indicate which projects are New Construction and which are Post Acquisition, the field SUBFUNDTYPE in CAPCES is coded as follows:

New Construction: FC

Post Acquisition: FE (ECIP projects)
FI (Improvement projects)
FJ (Attic Conversion projects)

CHAPTER 5

CONGRESSIONAL ARMY FAMILY HOUSING BUDGET BOOK (Cont.)

If this field is invalid, the following error message should print out in the beginning prompting sequence: Form XXXXX - field SFT is invalid in CAPCES.

When the System prints this project book, 28 beginning page numbers are set aside for the indices. If the number of pages actually needed for any System-generated index exceeds the set limit, the "point system" is available (i.e., 820.1, 820.2, etc.) with the System starting back with an odd page name.

The page numbers are broken out as follows:

<u>NUMBER OF PAGE NUMBERS</u>	<u>SECTION</u>	<u>WHO PROVIDES</u>
2	Table of Contents	Process Manager, manually
4	New Construction State List	System Generated
8	Post Acquisition Construction State List	System Generated
4	Summary Tab	Process Manager, manually
8	Program and Financing Statement Tab	Process Manager, manually
2	Paragraph information before New Construction data	Process Manager, manually

28 page numbers

These page numbers should be set aside for use at the beginning of the Congressional AFH Budget Book. The first DD Form 1390 starts printing at the page number requested in the beginning prompting sequence, plus 28.

NOTE: The first page number has to be an odd number.

CHAPTER 5
CONGRESSIONAL ARMY FAMILY HOUSING
BUDGET BOOK (Cont.)

5.2 STATE LISTS.

There are two separate STATE LISTS, one for NEW CONSTRUCTION (labeled PART IIA) and one for POST ACQUISITION (labeled PART IIB). Projects on each STATE LIST are listed alphabetically by State name. Within the listing, they are sorted by Installation name and then by permanent Project Number within an Installation.

Each page in the STATE LISTS contains a header with six lines of information. The first five lines itemize: 1) DEPARTMENT OF THE ARMY, 2) the FISCAL YEAR, 3) the project Program Type, ARMY FAMILY HOUSING, 4) Project Type, NEW CONSTRUCTION (PART IIA) or POST ACQUISITION CONSTRUCTION (PART IIB), and 5) an indication that project costs are in the thousands. The last line indicates one of the following major areas:

INSIDE THE UNITED STATES
OUTSIDE THE UNITED STATES

Each STATE LIST contains seven kinds of information in five columns:

1. Name of STATE in which the Installation is located
2. Permanent PROJECT NUMBER as assigned by the Process Manager
3. Name of INSTALLATION, MAJOR COMMAND/REGION, and PROJECT TITLE
4. Amount of AUTHORIZATION REQUEST
5. Amount of APPROPRIATION REQUEST

NOTE: In this section of the guide, an example of each kind of STATE LIST is provided. [See EXAMPLE 1 - NEW CONSTRUCTION STATE LIST DATA SOURCES and EXAMPLE 2 - POST ACQUISITION CONSTRUCTION STATE LIST DATA SOURCES.]

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CHAPTER 5

CONGRESSIONAL ARMY FAMILY HOUSING BUDGET BOOK (Cont.)

5.3 SPECIAL NOTES FOR NEW CONSTRUCTION STATE LIST.

1. New Construction is coded FC in the SFT field.
2. Each Installation or Country has its own DD1390 Form. The appropriate DD1390 Form prints first followed by the related DD1391 Form. [See EXAMPLE 3 - DD FORM 1390 DATA SOURCES and EXAMPLE 4 - DD FORM 1391 DATA SOURCES.]
3. After each Installation's forms print, the System leaves two page numbers. This allows space for the Process Manager to manually incorporate a DD Form 1523.

5.4 SPECIAL NOTES FOR POST ACQUISITION CONSTRUCTION STATE LIST.

1. Post Acquisition Construction is coded FE, FI, and FJ in the SFT field.
2. When the System prints these lists, the tab begins by leaving a blank page (two page numbers) for manual input by the AFH Process Manager.
3. After the blank page, there is a "cover" DD1391 which is hardcoded into the system. The line item totals are calculated as follows:

Improvements - coded FI
Attic Conversions - coded FJ
ECIP - coded FE

The total amount is brought into Block 8. Also, the "cover" DD1391 is two pages. [See EXAMPLE 5 - "COVER" DD FORM 1391 OF POST ACQUISITION PROJECTS DATA SOURCES.]

4. After the cover DD1391 Form, the System should begin a "short form" version of all the Post Acquisition projects. The following sorts are applicable:
 - a. First, CONUS projects (determined by CONOC field in INSTTBL) print by State, and within State by Installation. There is a SUBTOTAL line for each Installation, and a TOTAL AFH (*) line for each State. After all States have printed, there is a USA Total Line (for CONUS).

CHAPTER 5

CONGRESSIONAL ARMY FAMILY HOUSING BUDGET BOOK (Cont.)

- b. Then the sort is for all OCONUS Countries (determined by CONOC field in INSTTBL), and within Country by Community (or Installation, if applicable). There should be TOTAL lines for:
 - a) each Installation (Community in actuality)
 - b) each Country
 - c) Overseas (OCONUS)
 - d) USA and Overseas together (CONUS and OCONUS)

ECIP costs should have a grand total in its column.

- 5. For these "short form" versions, the following applies:
 - a. There are two cost columns. If the projects are coded FE, their cost (pulled from the AUTH_REQ field in CAPCES) falls out under the ECIP column. If the projects are coded FI or FJ, their cost falls out under the POST ACQUISITION CONSTRUCTION column.
 - b. These "short forms" print on DD Forms 1391C and should have the headers hard-coded. Also, the first two lines in the body of the 1391C should be hardcoded:

DESCRIPTION OF WORK TO BE ACCOMPLISHED

Country/State Installation and Project

- c. Please note that the State or Country is printed on the first line, and the Installation/Community, along with the description, follows on the second line. All data below the State or Country is indented three spaces, and all text data does not go beyond the middle of the page, but wraps. (The text data does not overlap into the first cost column.) Descriptive text data is pulled from block 23A of the DD1391 Form.
- d. If any one Installation or Community has more than one project, the State/Country, or Installation/Community information is not repeated.
- e. There are no DD Form 1390s for Post Acquisition projects.

CHAPTER 5

**CONGRESSIONAL ARMY FAMILY HOUSING
BUDGET BOOK (Cont.)**

- f. When the very first project for a particular Country prints, an exchange rate line should print. For example:

Germany (Note all projects in Germany are priced at \$1 = .98 EURO)

The information for currency exchange rates is pulled from a file, created by HQUSACE, called EXCHTBL. It resides on the CAPSINK, in conjunction with the CAPLIB disk. The exchange rate (.98 in the example above) pulls from the field FOR_EXCH. The currency title (EURO in the previous example) pulls from the field CURRENCY. Following is the master for this file:

```
FILENAME=EXCHTBL , SUFFIX=FOC , $  
, $*****  
  
SEGNAME=CNTRYEXC , SEGTYPE=S , $  
FIELD=CAB , ALIAS=COUNTRY_ABBR , USAGE=A2 , $  
FIELD=CNTRCD , ALIAS=COUNTRY_CD , USAGE=A2 , $  
FIELD=CNTRY , ALIAS=COUNTRY , USAGE=A11 , $  
FIELD=FOR_EXCH , ALIAS=PER_DOLLAR , USAGE=I8C , $  
FIELD=DATE_CHG , ALIAS=DT_EXC_CHG , USAGE=I6YMDT , $  
FIELD=CURRENCY , ALIAS=CURR_TITLE , USAGE=A10 , $  
FIELD=CURRCD , ALIAS=CURR_CODE , USAGE=A3 , $
```

When the System pulls from the FOR_EXCH field for the Currency Exchange Rate - if there are only zeroes to the right of the decimal point, it suppresses the decimal point and the zeroes. If no zeroes, it truncates after the hundredths; no rounding. [See EXAMPLE 6 - DD FORM 1391 POST ACQUISITION PROJECTS DATA SOURCES.]

- g. The System prints long-form versions (i.e., a 1391 form) of Post Acquisition projects if they meet the following criteria:

- 1) A limitation has to be set first:

$$\$50,000.00 \times \text{Location Adjustment Factor of the project} = \text{Limitation}/1,000$$

- 2) TOTAL of DD1391 Primary Facilities * SIOH * Contingency
(cost of project divided by number of dwelling units)

CURR. SCOPE (SCOPE field) - both fields in CAPCES

CHAPTER 5

CONGRESSIONAL ARMY FAMILY HOUSING BUDGET BOOK (Cont.)

- 3) If the result of the DD1391 Prime * SIOH * Contingency divided by the SCOPE is greater than but not equal to the Limitation, then a long-form version of the project should print.
- 4) Of the forms that meet this criteria, if any are coded FJ in the SFT field, then a blank page should be left after the DD1391 Form for manual input of a DD Form 1523. The page following the blank page has **THIS PAGE INTENTIONALLY LEFT BLANK** printed on it.

NOTES:

- 1) For OCONUS, both the Community and Installation names are pulled for each project, except in the "short form" area which pulls just Country and Community name.
- 2) All DD Forms 1390, DD Forms 1391 and Indices always start on a right page. When appropriate, the words **THIS PAGE INTENTIONALLY LEFT BLANK** appear on various pages.

EXAMPLE 1 - NEW CONSTRUCTION STATE LIST DATA SOURCES

DEPARTMENT OF THE ARMY
 FISCAL YEAR 2006
 ARMY FAMILY HOUSING
 NEW CONSTRUCTION (PART IIA)
 (DOLLARS ARE IN THOUSANDS)
1 INSIDE THE UNITED STATES

2 STATE	4 INSTALLATION (COMMAND/REGION) 5		7 AUTHORIZATION REQUEST	8 APPROPRIATION REQUEST
3 PROJECT NUMBER	PROJECT TITLE 6			
Alaska	Fort Richardson (USARPAC/PARO)			
62342	Family Housing Replacement Construction		45,000	45,000
62515	Family Housing Replacement Construction		25,000	25,000
			-----	-----
	SUBTOTAL Fort Richardson PART IIA		\$ 70,000	70,000
	* TOTAL AFH FOR Alaska		\$ 70,000	70,000
	** TOTAL INSIDE THE UNITED STATES FOR AFH		\$ 70,000	70,000
	MILITARY CONSTRUCTION (PART IIA) TOTAL		\$ 70,000	70,000

CHAPTER 5

CONGRESSIONAL ARMY FAMILY HOUSING BUDGET BOOK (Cont.)

EXAMPLE 1 - NEW CONSTRUCTION STATE LIST DATA SOURCES

<u>FORM BLOCK NUMBER</u>	<u>BLOCK TITLE</u>	<u>DATA SOURCE</u>
1	INSIDE THE UNITED STATES OTHER OUTSIDE THE UNITED STATES	INSTTBL (CONUS) INSTTBL (OCONUS)
2	STATE	INSTTBL (GBState)
3	PROJECT NUMBER	CAPCES (PERM_PN)
4	INSTALLATION	INSTTBL (AIN) (GBSITE or GBSTATION)
5	COMMAND/REGION	INSTTBL (REGION)
6	PROJECT TITLE	CAPCES (LONG_DESC)
7	AUTHORIZATION REQUEST	CAPCES (AUTH_REQ)
8	APPROPRIATION REQUEST	CAPCES (APPR_REQ)

* STATE TOTAL

EXAMPLE 2 - POST ACQUISITION CONSTRUCTION STATE LIST DATA SOURCES

DEPARTMENT OF THE ARMY
 FISCAL YEAR 2006
 ARMY FAMILY HOUSING
 POST ACQUISITION (PART IIB)
 (DOLLARS ARE IN THOUSANDS)
 1 INSIDE THE UNITED STATES

2 STATE	4 PROJECT	5 INSTALLATION (COMMAND/REGION)	7 AUTHORIZATION REQUEST	8 APPROPRIATION REQUEST
3 NUMBER	6 PROJECT TITLE			
Alaska	62377	Fort Richardson (USARPAC/PARO) Family Housing Improvements	14,800	14,800
		SUBTOTAL Fort Richardson PART IIB	\$ 14,800	14,800
		* TOTAL AFH FOR Alaska	\$ 14,800	14,800
Arizona	62378	Fort Huachuca (TRADOC/SWRO) Family Housing Improvements	6,200	6,200
		SUBTOTAL Fort Huachuca PART IIB	\$ 6,200	6,200
		* TOTAL AFH FOR Arizona	\$ 6,200	6,200
Arkansas	60214	Pine Bluff Arsenal (AMC/SWRO) Family Housing Improvements	4,059	4,059
		SUBTOTAL Pine Bluff Arsenal PART IIB	\$ 4,059	4,059
		* TOTAL AFH FOR Arkansas	\$ 4,059	4,059
California	65193	Fort Irwin (FORSCOM/SWRO) Family Housing Privatization	31,000	31,000
		SUBTOTAL Fort Irwin PART IIB	\$ 31,000	31,000
		* TOTAL AFH FOR California	\$ 31,000	31,000
		** TOTAL INSIDE THE UNITED STATES FOR AFH	\$ 56,059	56,059

CHAPTER 5

CONGRESSIONAL ARMY FAMILY HOUSING BUDGET BOOK (Cont.)

EXAMPLE 2 - POST ACQUISITION CONSTRUCTION STATE LIST DATA SOURCES (Cont.)

<u>FORM BLOCK NUMBER</u>	<u>BLOCK TITLE</u>	<u>DATA SOURCE</u>
1	INSIDE THE UNITED STATES OTHER OUTSIDE THE UNITED STATES	INSTTBL (CONUS) INSTTBL (OCONUS)
2	STATE	INSTTBL (GBState)
3	PROJECT NUMBER	CAPCES (PERM_PN)
4	INSTALLATION	INSTTBL (AIN) or AR405TBL (GBSITE or GBSTATION)
5	COMMAND/REGION	INSTTBL (MACOM/REGION)
6	PROJECT TITLE	CAPCES (LONG_DESC)
7	AUTHORIZATION REQUEST	CAPCES (AUTH_REQ)
8	APPROPRIATION REQUEST	CAPCES (APPR_REQ)

* *STATE TOTAL

EXAMPLE 3 - DD FORM 1390 DATA SOURCES

1. COMPONENT ARMY 1	FY 2007 MILITARY CONSTRUCTION PROGRAM	2. DATE 12 JUN 2006 2																																												
3. INSTALLATION AND LOCATION Fort Richardson Alaska 3	4. COMMAND US Army Pacific (Installation Mgt Agency, Pacific Region) 4	5. AREA CONSTRUCTION COST INDEX 5 1.67																																												
6. PERSONNEL STRENGTH: <table style="width:100%; border-collapse: collapse;"> <thead> <tr> <th rowspan="2"></th> <th colspan="3">PERMANENT</th> <th colspan="3">STUDENTS</th> <th colspan="3">SUPPORTED</th> <th rowspan="2">TOTAL</th> <th rowspan="2" style="border: 1px solid black; padding: 2px;">6A</th> </tr> <tr> <th>OFFICER</th> <th>ENLIST</th> <th>CIVIL</th> <th>OFFICER</th> <th>ENLIST</th> <th>CIVIL</th> <th>OFFICER</th> <th>ENLIST</th> <th>CIVIL</th> </tr> </thead> <tbody> <tr> <td>A. AS OF 30 SEP 2005</td> <td>751</td> <td>5564</td> <td>1045</td> <td>0</td> <td>64</td> <td>0</td> <td>19</td> <td>77</td> <td>1473</td> <td>8,993</td> <td rowspan="2" style="border: 1px solid black; padding: 2px;">6B</td> </tr> <tr> <td>B. END FY 2011</td> <td>850</td> <td>6165</td> <td>893</td> <td>0</td> <td>30</td> <td>0</td> <td>20</td> <td>60</td> <td>1369</td> <td>9,387</td> </tr> </tbody> </table>				PERMANENT			STUDENTS			SUPPORTED			TOTAL	6A	OFFICER	ENLIST	CIVIL	OFFICER	ENLIST	CIVIL	OFFICER	ENLIST	CIVIL	A. AS OF 30 SEP 2005	751	5564	1045	0	64	0	19	77	1473	8,993	6B	B. END FY 2011	850	6165	893	0	30	0	20	60	1369	9,387
	PERMANENT			STUDENTS			SUPPORTED			TOTAL	6A																																			
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B. END FY 2011	850	6165	893	0	30	0	20	60	1369	9,387																																				
7. INVENTORY DATA (\$000)																																														
A. TOTAL AREA..... 72,560 AC																																														
B. INVENTORY TOTAL AS OF 30 SEP 2005..... 3,098,048 7A - 7H																																														
C. AUTHORIZATION NOT YET IN INVENTORY..... 108,060																																														
D. AUTHORIZATION REQUESTED IN THE FY 2007 PROGRAM..... 84,800																																														
E. AUTHORIZATION INCLUDED IN THE FY 2008 PROGRAM..... 0																																														
F. PLANNED IN NEXT THREE YEARS (NEW MISSION ONLY)..... 0																																														
G. REMAINING DEFICIENCY..... 332,105																																														
H. GRAND TOTAL..... 3,623,013																																														
8. PROJECT APPROPRIATIONS REQUESTED IN THE FY 2007 PROGRAM: 8 <table style="width:100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2">CATEGORY PROJECT</th> <th rowspan="2">PROJECT TITLE</th> <th rowspan="2">COST (\$000)</th> <th colspan="2">DESIGN STATUS</th> </tr> <tr> <th>CODE</th> <th>NUMBER</th> <th>START</th> <th>COMPLETE</th> </tr> </thead> <tbody> <tr> <td>711</td> <td>62377</td> <td>Family Housing Improvements</td> <td>14,800</td> <td>10/2004</td> <td>10/2006</td> </tr> <tr> <td>711</td> <td>62342</td> <td>Family Housing Replacement Construction</td> <td>45,000</td> <td>10/2004</td> <td>04/2007</td> </tr> <tr> <td>711</td> <td>62515</td> <td>Family Housing Replacement Construction</td> <td>25,000</td> <td>10/2004</td> <td>05/2007</td> </tr> <tr> <td colspan="3" style="text-align: right;">TOTAL</td> <td>84,800</td> <td colspan="2"></td> </tr> </tbody> </table>											CATEGORY PROJECT		PROJECT TITLE	COST (\$000)	DESIGN STATUS		CODE	NUMBER	START	COMPLETE	711	62377	Family Housing Improvements	14,800	10/2004	10/2006	711	62342	Family Housing Replacement Construction	45,000	10/2004	04/2007	711	62515	Family Housing Replacement Construction	25,000	10/2004	05/2007	TOTAL			84,800				
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9. FUTURE PROJECT APPROPRIATIONS: 9A <table style="width:100%; border-collapse: collapse;"> <thead> <tr> <th>CATEGORY</th> <th>PROJECT TITLE</th> <th>COST (\$000)</th> </tr> </thead> <tbody> <tr> <td>A. INCLUDED IN THE FY 2008 PROGRAM:</td> <td>NONE</td> <td></td> </tr> <tr> <td>B. PLANNED NEXT THREE PROGRAM YEARS (NEW MISSION ONLY):</td> <td>NONE</td> <td></td> </tr> <tr> <td>C. DEFERRED SUSTAINMENT, RESTORATION, AND MODERNIZATION (SRM):</td> <td></td> <td>N/A</td> </tr> </tbody> </table>											CATEGORY	PROJECT TITLE	COST (\$000)	A. INCLUDED IN THE FY 2008 PROGRAM:	NONE		B. PLANNED NEXT THREE PROGRAM YEARS (NEW MISSION ONLY):	NONE		C. DEFERRED SUSTAINMENT, RESTORATION, AND MODERNIZATION (SRM):		N/A																								
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A. INCLUDED IN THE FY 2008 PROGRAM:	NONE																																													
B. PLANNED NEXT THREE PROGRAM YEARS (NEW MISSION ONLY):	NONE																																													
C. DEFERRED SUSTAINMENT, RESTORATION, AND MODERNIZATION (SRM):		N/A																																												
10. MISSION OR MAJOR FUNCTIONS: 10 Provide the nation's Armed Forces with a sustaining base and a power projection platform, in support of National Objectives. Major functions include: exercise command and control; provide for public safety and security; provide sound stewardship of installation resources and the environment; provide services/programs to enable readiness; execute community and family support services and programs; maintain and improve installation infrastructure.																																														

EXAMPLE 3 - DD FORM 1390 DATA SOURCES (Cont.)

1. COMPONENT ARMY	FY 2007 MILITARY CONSTRUCTION PROJECT DATA	2. DATE 12 JUN 2006
3. INSTALLATION AND LOCATION Various Locations - Continental and Overseas		
4. PROJECT TITLE Army Family Housing Post Aquisition Construction	5. PROJECT NUMBER	
<div style="text-align: right; border: 1px solid black; width: 20px; height: 15px; margin-bottom: 10px;">11</div> <p>11. REQUIREMENTS: The many acquisitions of the 1950s and 1960s have left a legacy of houses that are over thirty-five years old which require major revitalization. The improvement requirements of the inventory have increased faster than prior years programs have met. Consequently, there is an on going requirement to renew and upgrade quarters including upgrading/replacement of the supporting infrastructure and recreational facilities. Units must be revitalized/improved due to age and obsolescence as contemporary standards have evolved. Since units are fully occupied and in high demand, accomplishing the program requires that a systematic revitalization effort be maintained. Units have deteriorated support systems and size/functionality deficiencies that are not adequate for today's family. Privatization will support this program using alternative authorities for improvement.</p> <p>IMPACT IF NOT PROVIDED: The desired/required improvements to our service members' quality of life will not be realized. Family housing units and supporting systems will continue to be used as is with increasing obsolescence, recurring maintenance costs and unnecessarily high energy use. The President's goal of 30% energy reduction between 1985 and 2005 will not be met. Soldiers and their families will continue to live in quarters that are below acceptable standards, affecting their duty performance and adversely impacting on the Army's mission. Without privatization, the OSD goal of bringing all family quarters up to current standards by 2007 will not be met.</p>		

CHAPTER 5

CONGRESSIONAL ARMY FAMILY HOUSING BUDGET BOOK (Cont.)

EXAMPLE 3 - DD FORM 1390 DATA SOURCES (Cont.)

<u>FORM BLOCK NUMBER</u>	<u>BLOCK TITLE</u>	<u>DATA SOURCE</u>
1	COMPONENT FY	PROGRAM DERIVED USER SUPPLIED
2	DATE (DD MMM YYYY)	USER SUPPLIED
3	INSTALLATION LOCATION	INSTTBL (AIN) INSTTBL (GBState)
4	COMMAND/REGION	INSTTBL (MACOMNAME/REGION) or if spaces, (SMACOMNAME/SREGION)
5	AREA CONSTRUCTION COST INDEX	DD1391 MODULE
6A-6B	PERSONNEL STRENGTH	ASIP SYSTEM
7	INVENTORY DATA	

CHAPTER 5

CONGRESSIONAL ARMY FAMILY HOUSING BUDGET BOOK (Cont.)

EXAMPLE 3 - DD FORM 1390 DATA SOURCES (Cont.)

<u>FORM BLOCK NUMBER</u>	<u>BLOCK TITLE</u>	<u>DATA SOURCE</u>
7A	TOTAL ACREAGE	EIS - Sum of all gross area where DESIGN greater than 9000000 by INSTNO
7B	INVENTORY TOTAL AS OF	EIS - Sum of all COSTGOV by INSTNO
7C	AUTHORIZATION NOT YET IN INVENTORY	Total of all projects' PROG_AMT fields in CAPCES, if field FY is less than current fiscal year, and DES_PERCENT begins with a C or D.
7D	AUTHORIZATION REQUESTED IN THIS PROGRAM [regular DD1390s] AUTHORIZATION REQUESTED IN THE FY fy PROGRAM [five and six-year DD1390s]	CAPCES (AUTH_REQ - summation of AUTH_REQ from Block 8.)
7E	AUTHORIZATION INCLUDED IN THIS PROGRAM [regular DD1390s] AUTHORIZATION INCLUDED IN THE FY fy+1 PROGRAM [five-year DD1390s] AUTHORIZATION REQUESTED IN THE FY fy+1 PROGRAM [six-year DD1390s]	CAPCES (TOTAL BLOCK 9A - whether the projects are printed on the DD1390 Form or not, it is in the total of the PROG_AMT field in CAPCES.) CAPCES (AUTH_REQ - summation of AUTH_REQ from Block 9A.)

CHAPTER 5

CONGRESSIONAL ARMY FAMILY HOUSING BUDGET BOOK (Cont.)

EXAMPLE 3 - DD FORM 1390 DATA SOURCES (Cont.)

<u>FORM BLOCK NUMBER</u>	<u>BLOCK TITLE</u>	<u>DATA SOURCE</u>
7F	PLANNED IN NEXT THREE YEARS (NEW MISSION ONLY) [regular DD1390s] PLANNED IN NEXT THREE YEARS (NEW MISSION ONLY) [five-year DD1390s] PLANNED IN NEXT FOUR YEARS (NEW MISSION ONLY) [six-year DD1390s]	CAPCES (TOTAL BLOCK 9B - whether the projects are actually printed on the DD1390 Form or not, it is the total of the PROG_AMT field in CAPCES.)
7G	REMAINING DEFICIENCY	Total of all projects' PROG_AMT fields in CAPCES, if field FY equals LR or if fiscal year is five years beyond current fiscal year (on the DD1390 Form).
7H	GRAND TOTAL	SYSTEM CALCULATED (7B - 7G)
8	PROJECT APPROPRIATIONS REQUESTED IN THIS PROGRAM [regular DD1390s] PROJECT APPROPRIATIONS REQUESTED IN THE FY fy PROGRAM [five and six-year DD1390s]	CAPCES: CATCD5, PPN, LONG DESC, APPR_REQ, and DD1391 Module: Blocks 6A and 6C.
9	FUTURE PROJECTS APPROPRIATIONS	

CHAPTER 5

CONGRESSIONAL ARMY FAMILY HOUSING BUDGET BOOK (Cont.)

EXAMPLE 3 - DD FORM 1390 DATA SOURCES (Cont.)

<u>FORM BLOCK NUMBER</u>	<u>BLOCK TITLE</u>	<u>DATA SOURCE</u>
9A	<p>INCLUDED IN THE FOLLOWING PROGRAM [regular DD1390s]</p> <p>INCLUDED IN THE FY fy+1 PROGRAM [five-year DD1390s]</p> <p>REQUESTED IN THE FY fy+1 PROGRAM [six-year DD1390s]</p>	<p>CAPCES FIELD FY+1: CAPCES (CATCD5 LONG_DESC (if blank, then PDES) APPR_REQ)</p>
9B	<p>PLANNED NEXT THREE PROGRAM YEARS [regular DD1390s]</p> <p>PLANNED NEXT THREE PROGRAM YEARS (NEW MISSION ONLY) [five-year DD1390s]</p> <p>PLANNED NEXT FOUR PROGRAM YEARS (NEW MISSION ONLY) [six-year DD1390s]</p>	<p>CAPCES FIELD FY+2 to 4: CAPCES (CATCD5 LONG_DESC (if blank, PDES) PA) (NOTE: Block 9B will not print if there are five or more projects in Block 9A.)</p>
9C	SUSTAINMENT	Section 1 - Tab A USER SUPPLIED
10	MISSION OR MAJOR FUNCTIONS	USER SUPPLIED OR FROM PREVIOUS DD1390 FORM WHEN AVAILABLE
11	OUTSTANDING POLLUTION AND SAFETY DEFICIENCIES	USER SUPPLIED

NOTE: PRCD = FH
 FY = <value>
 APPR-REQ = <value>

EXAMPLE 4 - DD FORM 1391 DATA SOURCES

1. COMPONENT ARMY 1		FY 2006 MILITARY CONSTRUCTION PROJECT DATA		2. DATE 09 JUN 2006 2	
3. INSTALLATION AND LOCATION Fort Richardson Alaska 3			4. PROJECT TITLE Family Housing Improvements 4		
5. PROGRAM ELEMENT 88742A 5	6. CATEGORY CODE 711 6	7. PROJECT NUMBER 62377 7	8. PROJECT COST (\$000) 8		
			Auth	14,800	
			Approp	14,800	
9. COST ESTIMATES					
ITEM		U/M	QUANTITY	UNIT COST	COST (\$000)
<u>PRIMARY FACILITY</u>					11,812
Revitalize JNCO 2-BR Units	9A	FA	47	143,790	(6,758)
Revitalize JNCO 3-BR Units		FA	24	122,899	(2,950)
Revitalize FGO 3-BR Units		FA	3	140,297	(421)
Revitalize FGO 4-BR Units		FA	4	140,297	(561)
Revitalize SO 4-BR Units		FA	8	140,297	(1,122)
<u>SUPPORTING FACILITIES</u>					1,352
Electric Service	9B	LS	--	--	(216)
Water, Sewer, Gas		LS	--	--	(282)
Paving, Walks, Curbs And Gutters		LS	--	--	(166)
Storm Drainage		LS	--	--	(83)
Site Imp(240) Demo(365)		LS	--	--	(605)
<u>ESTIMATED CONTRACT COST</u>					13,164
CONTINGENCY PERCENT (5.00%)	9C				658
<u>SUBTOTAL</u>					13,822
SUPERVISION, INSPECTION & OVERHEAD (6.50%)					898
<u>TOTAL REQUEST</u>					14,720
<u>TOTAL REQUEST (ROUNDED)</u>					14,800
<u>INSTALLED EQT-OTHER APPROPRIATIONS</u>					(0)
10. Description of Proposed Construction Provides for whole neighborhood revitalization of 86 enlisted and officer family quarters consisting of 71 junior noncommissioned officer (JNCO) units (47 two-bedroom and 24 three-bedroom), 7 field grade officer (FGO) units (3 three-bedroom and 4 four-bedroom), and 8 senior officer (SO) four-bedroom units constructed in 1959 and 1960 in the Birch Hill (15 units) and Moose Haven (71 units) neighborhoods. This project includes demolition of 24 units in Moose Haven to connect a trail system and reduce neighborhood density. Work Includes: upgrading kitchens; adding family rooms where needed; replacing windows and doors where appropriate; upgrade of electrical system; fire, health and life safety upgrades; and some asbestos abatement. Exterior work includes: installing privacy fencing; and repairing some roofs. Supporting facilities work includes: resurfacing roads, repairing sidewalks and paths; replacing street lighting; upgrading storm drainage system; placing overhead utilities underground and upgrade existing underground utility runs. 10					
<u>PROJECT:</u> Whole neighborhood revitalization of 86 enlisted and officer family quarters and upgrade of associated neighborhood amenities and supporting facilities, all to current standards, plus demolition of 24 units. (Current Mission)					

CHAPTER 5

CONGRESSIONAL ARMY FAMILY HOUSING BUDGET BOOK (Cont.)

EXAMPLE 4 - DD FORM 1391 DATA SOURCES (Cont.)

<u>FORM BLOCK NUMBER</u>	<u>BLOCK TITLE</u>	<u>DATA SOURCE</u>
1	COMPONENT FY	PROGRAM DERIVED USER SUPPLIED
2	DATE	USER SUPPLIED
3	INSTALLATION LOCATION	INSTTBL (AIN) INSTTBL (GBState)
4	PROJECT TITLE	CAPCES (LONG_DESC)
5	PROGRAM ELEMENT	CAPCES (PROG_ELE)
6	CATEGORY CODE	CAPCES (CATCD5)
7	PROJECT NUMBER	CAPCES (PERM_PN)
8	PROJECT COST	CAPCES (AUTH_REQ) CAPCES (APPR_REQ)
9A	PRIMARY FACILITY	DD1391 MODULE
9B	SUPPORTING FACILITIES	DD1391 MODULE

CHAPTER 5

**CONGRESSIONAL ARMY FAMILY HOUSING
BUDGET BOOK (Cont.)**

EXAMPLE 4 - DD FORM 1391 DATA SOURCES (Cont.)

<u>FORM BLOCK NUMBER</u>	<u>BLOCK TITLE</u>	<u>DATA SOURCE</u>
9C	OTHER COST ITEMS	DD1391 MODULE
10	DESCRIPTION OF PROPOSED CONSTRUCTION	TAB A OF THE DD1391 MODULE
11	REQUIREMENT	TAB A (NOT ILLUSTRATED IN EXAMPLE 4) ARE PULLED FROM THE DD1391 MODULE

EXAMPLE 5 - "COVER" DD FORM 1391 OF POST ACQUISITION PROJECTS DATA SOURCES

1.COMONENT ARMY 1	FY 2007 MILITARY CONSTRUCTION PROJECT DATA	2.DATE 12 JUN 2006 2			
3.INSTALLATION AND LOCATION Various Locations - Continental and Overseas 3		4.PROJECT TITLE Army Family Housing Post Acquisition Construction 4			
5.PROGRAM ELEMENT 88742A 5	6.CATEGORY CODE 711 6	7.PROJECT NUMBER AFH 7			
		8.PROJECT COST (\$000) Auth Approp 14,800 8			
9.COST ESTIMATES					
	ITEM	U/M	QUANTITY	UNIT COST	COST (\$000)
Post Acquisition Construction Improvements 9		LS			14,800
Privatization using Alternative Authorities for Improvement 10		LS			0
Projects qualifying for the Defense Energy Conservation Investment Program (ECIP) 11		LS			0
Total					14,800
10.Description of Proposed Construction 12					
<p>These projects provide for both privatization and needed revitalization of family housing units that do not meet current standards for livability, maintainability and energy efficiency. Revitalization projects provide for renewal of the whole neighborhood which considers the dwelling unit and supporting infrastructure. Work within the house considers upgrading kitchens (to include dishwashers, garbage disposals and range hoods) and bathrooms, installation of new half-baths (where required), increasing net living area to provide adequate space, where required, comparable to the private sector, installation of central air conditioning and heating systems including, as required, relocation of ductwork, increased insulation, exterior storage, patios and covered parking. Replacement or installation of supporting infrastructure considers utility distribution systems, storm sewers, roads, road realignment, off street parking, landscaping and recreation facilities.</p>					

CHAPTER 5

CONGRESSIONAL ARMY FAMILY HOUSING BUDGET BOOK (Cont.)

EXAMPLE 5 -"COVER" DD FORM 1391 OF POST ACQUISITION PROJECTS DATA SOURCES (Cont.)

<u>FORM BLOCK NUMBER</u>	<u>BLOCK TITLE</u>	<u>DATA SOURCE</u>
1	COMPONENT FY	PROGRAM DERIVED USER SUPPLIED
2	DATE	USER SUPPLIED
3	INSTALLATION LOCATION	Hard-coded into Print Program
4	PROJECT TITLE	Hard-coded into Print Program
5	PROGRAM ELEMENT	Hard-coded into Print Program
6	CATEGORY CODE	Hard-coded into Print Program
7	PROJECT NUMBER	Hard-coded into Print Program
8	PROJECT COST	CAPCES (AUTH_REQ)

CHAPTER 5

CONGRESSIONAL ARMY FAMILY HOUSING BUDGET BOOK (Cont.)

EXAMPLE 5 - "COVER" DD FORM 1391 OF POST ACQUISITION PROJECTS DATA SOURCES (Cont.)

<u>FORM BLOCK NUMBER</u>	<u>BLOCK TITLE</u>	<u>DATA SOURCE</u>
9	POST ACQUISITION CONSTRUCTION IMPROVEMENTS	Total of AUTH REQ for projects labeled FI
10	POST ACQUISITION CONSTRUCTION ATTIC CONVERSIONS	Total of AUTH REQ for projects labeled FJ
11	PROJECTS QUALIFYING FOR THE DEFENSE ENERGY CONSERVATION INVESTMENT PROGRAM	Total of AUTH REQ for projects labeled FE
12	DESCRIPTION OF PROPOSED CONSTRUCTION	Hardcoded into PRINT Program

EXAMPLE 6 - DD FORM 1391 POST ACQUISITION PROJECTS DATA SOURCES

1.COMONENT ARMY	FY 2007 MILITARY CONSTRUCTION PROJECT DATA	2.DATE 12 JUN 2006																
3.INSTALLATION AND LOCATION Various Locations - Continental and Overseas																		
4.PROJECT TITLE Army Family Housing Post Acquisition Construction	5.PROJECT NUMBER																	
DESCRIPTION OF WORK TO BE ACCOMPLISHED																		
Country/State Installation and Project [7]																		
<table style="width:100%; border:none;"> <tr> <td style="width:45%;"></td> <td style="width:15%; text-align:center;">[5] Post</td> <td style="width:15%;"></td> <td style="width:25%; text-align:right;">CWE</td> </tr> <tr> <td></td> <td style="text-align:center;">Acquisition</td> <td style="text-align:center;">[6]</td> <td style="text-align:right;">(\$000)</td> </tr> <tr> <td></td> <td style="text-align:center;">Construction</td> <td style="text-align:center;">ECIP</td> <td style="text-align:right;">Total</td> </tr> <tr> <td></td> <td style="text-align:center;">-----</td> <td style="text-align:center;">----</td> <td style="text-align:right;">----</td> </tr> </table>				[5] Post		CWE		Acquisition	[6]	(\$000)		Construction	ECIP	Total		-----	----	----
	[5] Post		CWE															
	Acquisition	[6]	(\$000)															
	Construction	ECIP	Total															
	-----	----	----															
Alaska [1]																		
Fort Richardson [2]																		
(Project Number 62377) [3]	14,800	[4]																
Whole neighborhood revitalization of junior noncommissioned officer and officer family housing to current standards including energy efficiency and supporting infrastructure - 86 units. (Separate DD Form 1391 is attached).																		
Installation Total		14,800																
USA TOTALS	14,800	14,800																
Total USA and Overseas	14,800	14,800																

CHAPTER 5

CONGRESSIONAL ARMY FAMILY HOUSING BUDGET BOOK (Cont.)

EXAMPLE 6 - DD FORM 1391 POST ACQUISITION PROJECTS DATA SOURCES (Cont.)

<u>FORM BLOCK NUMBER</u>	<u>BLOCK TITLE</u>	<u>DATA SOURCE</u>
1	LOCATION	INSTTBL (STATE)
2	INSTALLATION/COMMUNITY	INSTTBL (AIN) or AR405TBL (GBSITE GBSTATION)
3	PROJECT NUMBER	CAPCES (PERM_PN)
4	PROJECT DESCRIPTION	Block 23A of DD Form 1391
5	POST ACQUISITION CONSTRUCTION	CAPCES (AUTH_REQ) If AUTH_REQ = 0, then uses APPR_REQ.
6	ECIP	CAPCES (AUTH_REQ)
7	CWE	TOTAL COLUMN (AUTH_REQ)

CHAPTER 5

CONGRESSIONAL ARMY FAMILY HOUSING BUDGET BOOK (Cont.)

5.5 PRINTING THE CONGRESSIONAL ARMY FAMILY HOUSING (AFH) BUDGET BOOK.

5.5.1 General.

The Print function in the DD1391 Module allows the user to print active and archived DD1391 Forms. Users are provided with the capability of printing forms entered in the DD1391 Module in a Standard format, a Reviewers format, or formats as they appear in the PRB Budget Books, OSD Budget Books, and the Congressional Budget Books. The Print function has been programmed to provide users with the options to print either (a) one to two hundred specific forms, (b) forms by fiscal year, or (c) forms with a specific rank. It also provides users with the capability of monitoring a specific project by giving them the options to print (a) the entire form, (b) specific TABS of the form, (c) all comments entered by Activities monitoring the form, or (d) a list of all changes made to the form after the authority to modify it was submitted by the Installation. This list includes the change, the date change was made, and the Activity making the change. The Print function also allows the user to print the Critical Items Data Sheet and snapshots taken of the form(s) on specified dates. The following pages contain information about the Congressional AFH Budget Book as printed by the Print function.

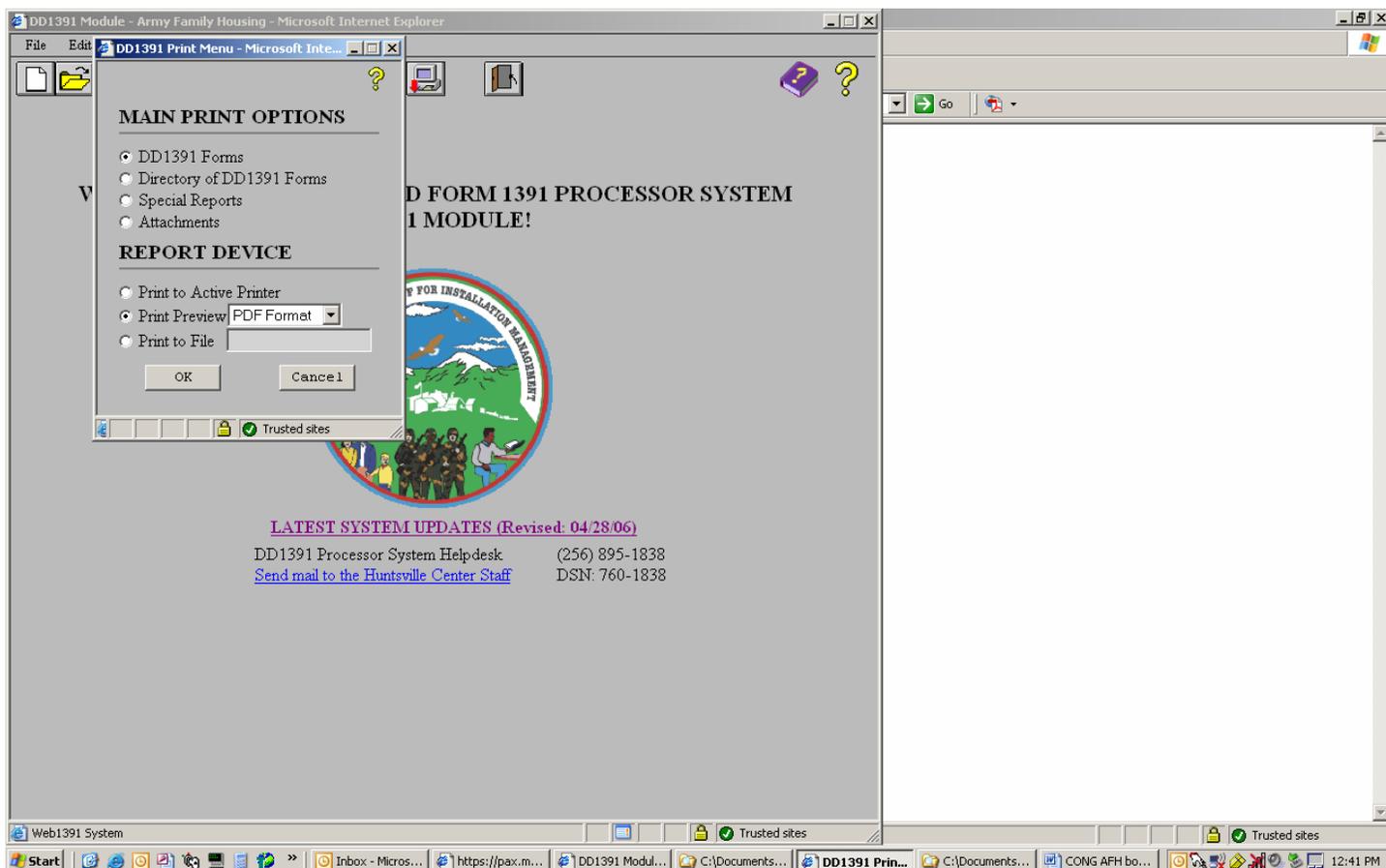
5.5.2 Accessing the PRINT Function.

To print a DD1391 Form in the Congressional AFH Budget Book format, the user must first log onto the PAX SYSTEM and access the DD1391 Processor System. From the DD1391 PROCESSOR SYSTEM MAIN MENU, the user chooses the DD1391 MODULE option number. The System then displays the DD1391 MODULE MENU. When the user selects the PRINT Icon from the DD1391 MODULE MENU, the System displays the DD1391 MAIN PRINT OPTIONS.

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CHAPTER 5

CONGRESSIONAL ARMY FAMILY HOUSING BUDGET BOOK (Cont.)



5.5.3 Explanation of the DD1391 MAIN PRINT OPTIONS Menu.

DD1391 Forms - allows the user to print copies of specific forms either to an Active Printer, Print Preview (either in PDF or Text Format) or Print to File.

Directory of DD1391 Forms - allows the user to print a directory report that contains data about the forms to which you have access. Various reports can be obtained in a Standard format or a Custom format.

Special Reports - option supports the printing of Change History, Comments, Route History, One-For-One Demolition, Unit Cost Comparison and Snapshots.

Attachments - allows the user to print a graphic image that has been uploaded to the Attachments Tab.

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CHAPTER 5

CONGRESSIONAL ARMY FAMILY HOUSING BUDGET BOOK (Cont.)

5.5.4 The CONGRESSIONAL ARMY FAMILY HOUSING (AFH) BUDGET BOOK Prompting Sequence.

Option 9 - CONGRESSIONAL BUDGET BOOKS produces copies of the requested form(s) in the format used for presentation to Congress in the Budget Book. When obtaining the Congressional Budget version of the form, the user should not combine projects with different program types or fiscal years. The available Congressional Budget Books are Army Family Housing (AFH); Base Closure, Army (BCA); Military Construction, Army (MCA); Medical Facilities (MED); Chemical Demilitarization (ChemD) and Nonappropriated-Funded (NAF) Construction.

During the prompting routine, the user may select forms to be printed by rank or form number. If Rank is selected, the user is prompted for the Rank Priority and then for a specific Rank Code. This option gives the user the capability to print all forms which have been ranked by the Process Manager with the specified code. A dollar sign (\$) may be used in this code to represent any other character; that is, entering the code A1\$\$ tells the System to print all forms in the user's directory which the Process Manager has ranked with a code beginning with the two characters "A1" and ending with any characters in the next two positions.

CHAPTER 5

CONGRESSIONAL ARMY FAMILY HOUSING BUDGET BOOK (Cont.)

The screenshot shows a web browser window titled "DD1391 Print Form - Microsoft Internet Explorer". The interface is divided into several sections:

- Active/Inactive Forms:** Radio buttons for "Active DD1391 Forms" (selected) and "Inactive DD1391 Forms".
- MEASUREMENT SYSTEM:** Radio buttons for "English" (selected) and "Metric".
- PRINT BY FORM NUMBER(S):** A radio button (selected) and an empty text input field.
- PRINT ALL PROJECTS IN A FISCAL YEAR:** A radio button and an empty text input field.
- PRINT ALL PROJECTS WITH A SPECIFIC RANK:** A radio button, a dropdown menu set to "PROCESS MGR", and a "RANK CODE" text input field.
- PRINT PROGRAMS:** Radio buttons for "Standard", "Reviewers", "OSD Budget Book", "PRB Budget Book", and "Congressional Budget Book" (selected). Below these are dropdown menus for "MCA" and "AFH".
- Buttons:** "OK", "Cancel", and "Reset".

The browser's address bar shows "https://pax.m...". The Windows taskbar at the bottom includes icons for Start, Internet Explorer, and several open applications, including "DD1391 Print Form". The system clock shows "12:42 PM".

Active and Inactive DD1391 Forms – Users may select to print forms from the Active or Inactive database.

PRINT BY FORM NUMBER(S) - The form numbers must be valid and appear in the user's directory. Users are encouraged not to enter more than fifty form numbers, but two hundred is the System's maximum.

PRINT ALL PROJECTS IN A FISCAL YEAR - Users may print by a specific Fiscal Year.

RANK CODE – User may print by a specific Rank Code.

PRINT PROGRAMS – User selects Congressional Budget Book and the desired Congressional Book Program Type.

CHAPTER 5

CONGRESSIONAL ARMY FAMILY HOUSING BUDGET BOOK (Cont.)

DD1391 M AFH Congressional Print - Microsoft Internet Explorer

File Edit

PRINT COST DATA IN: English Metric Combined

PRINT OPTIONS:

View Data DD1391 Forms Only

DAPM Book Generation Files

Enter the Official Date of Budget Book (DD MMM YYYY)

Enter the Fiscal Year of Budget Book (YYYY)

Is this a Biennial Budget Book print? Yes No

Print the "long version" of all Post Acquisition projects? Yes No

Enter the Beginning Page Number for Installation List (odd number only)

Page Number of first DD1390 Form (odd number only)

Cover Page Number for Post Acquisition DD1391 (odd number only)

OK Reset Cancel

DD1391 Print Form Trusted sites

SYSTEM

Web1391 System Trusted sites

Start | Inboxes - Micros... | https://pax.m... | DD1391 Modul... | C:\Documents... | AFH Congres... | C:\Documents... | CONG AFH bo... | 12:43 PM

PRINT COST DATA IN – User selects whether to print the cost data in English, Metric or Combined unit of measure.

PRINT OPTIONS - User selects DAPM Book Generation Files.
(The View Data option requires a selection of Print Preview – Text option on the previous screen.)

Enter the Official Date of Budget Book – User enters the official date.

Is this a Biennial Budget Book print – User selects Yes or No.

Print the “long version” of all Post Acquisition projects – User selects Yes or No.

CHAPTER 5

CONGRESSIONAL ARMY FAMILY HOUSING BUDGET BOOK (Cont.)

Beginning Page Number for Installation List – User enters desired page number

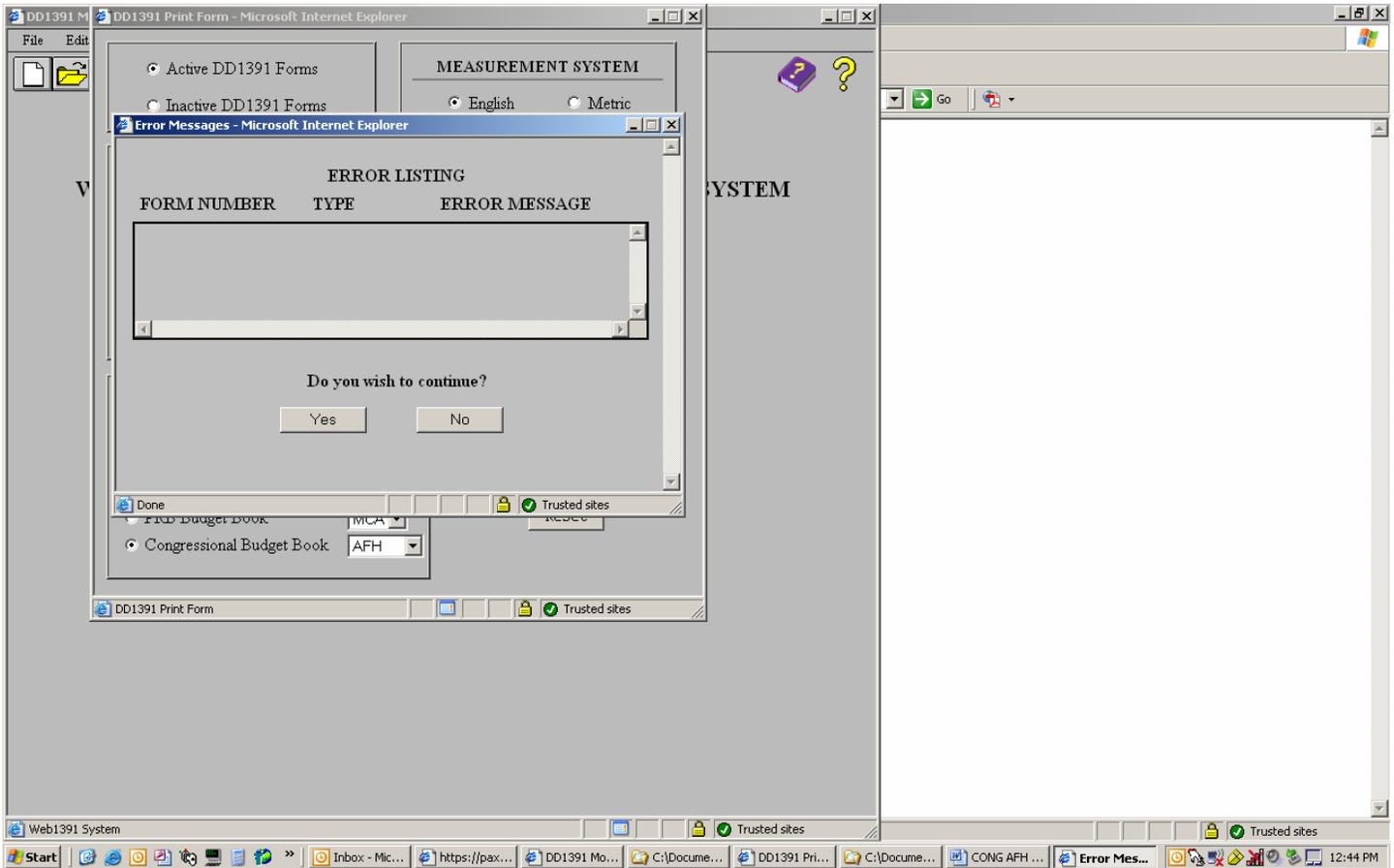
Page Number of first DD1390 Form – User enters desired page number

Cover Page Number for Post Acquisition DD1391 – User enters desired page number

Additional sections may be added to either the index area or the body of the book.

CHAPTER 5

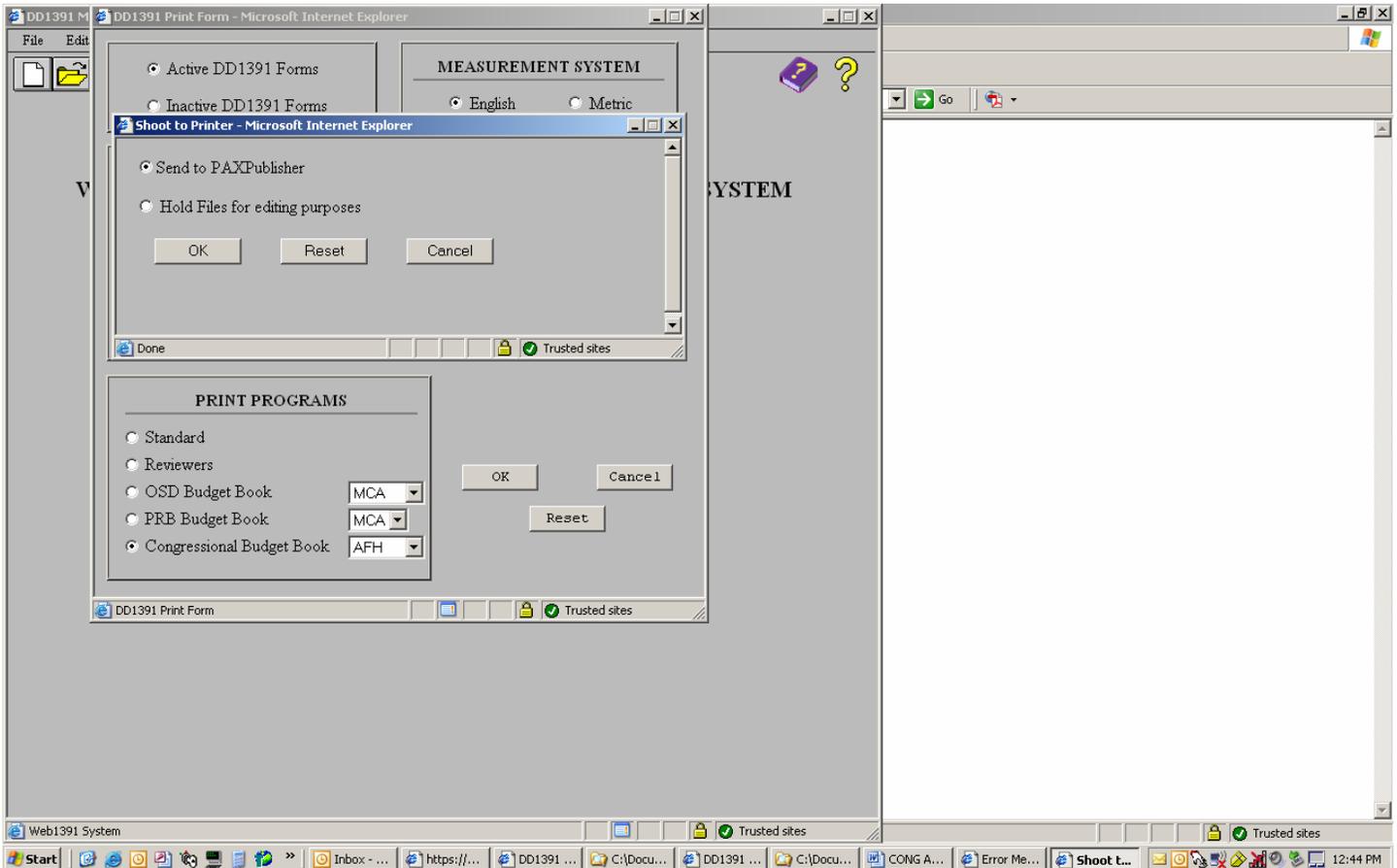
CONGRESSIONAL ARMY FAMILY HOUSING BUDGET BOOK (Cont.)



ERROR LISTING - Window will appear and list the Form Number, Type and the Error Message of any invalid form numbers. The user will need to go through the list to determine if there are any valid form numbers remaining that can be printed. Valid form numbers will not be on the list. The user will select Yes to continue providing there are valid projects to print.

CHAPTER 5

CONGRESSIONAL ARMY FAMILY HOUSING BUDGET BOOK (Cont.)

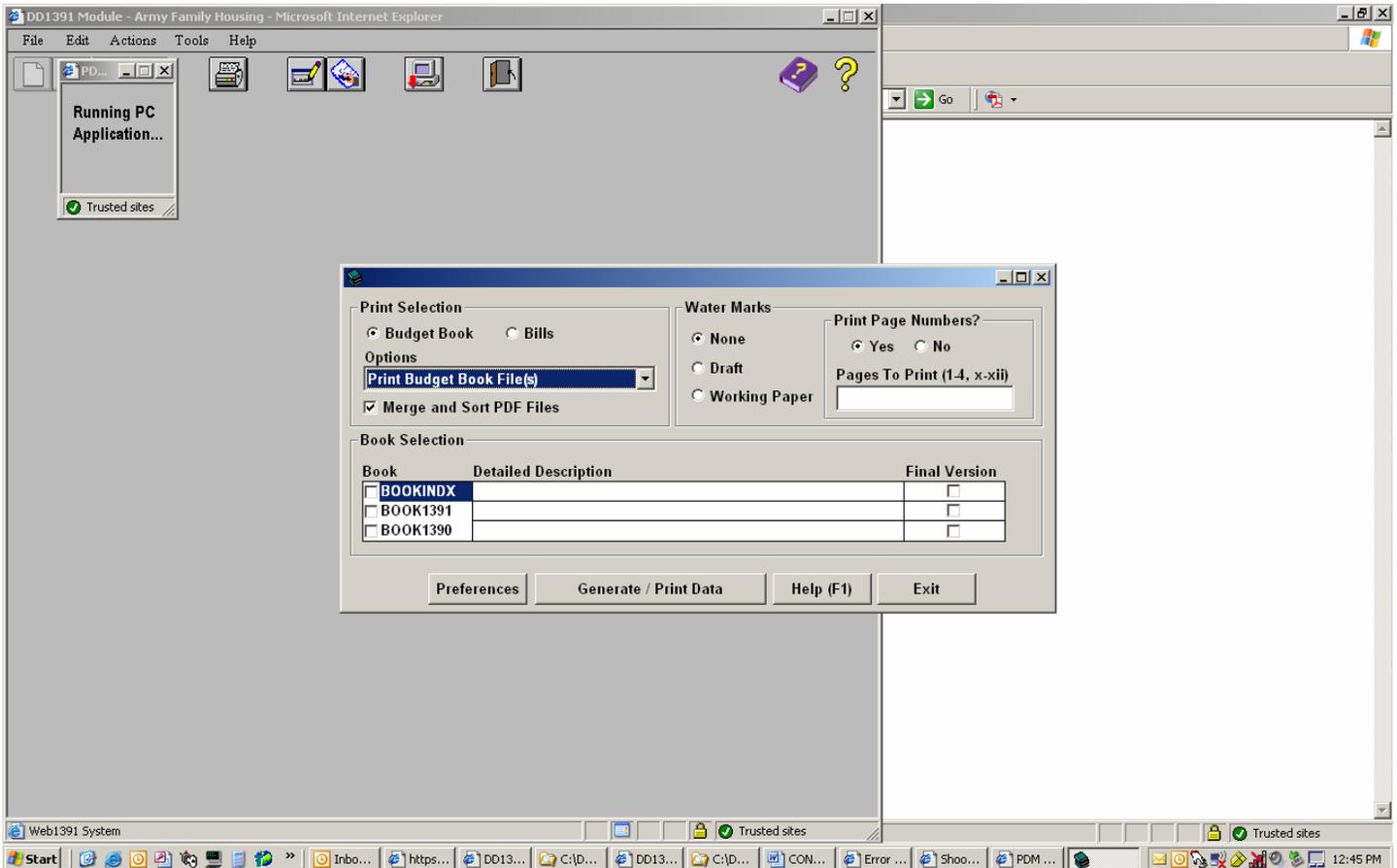


Send to PAXPublisher – This option is selected by default. **Note:** you must have PAX Publisher loaded on your machine in order to proceed.

Hold Files for editing purposes - This option is for specialized editing that may be needed before sending to the PAXPublisher. Editing may only be done by those users that still have access to the pre – 1999 version of the DD1391 Processor System.

CHAPTER 5

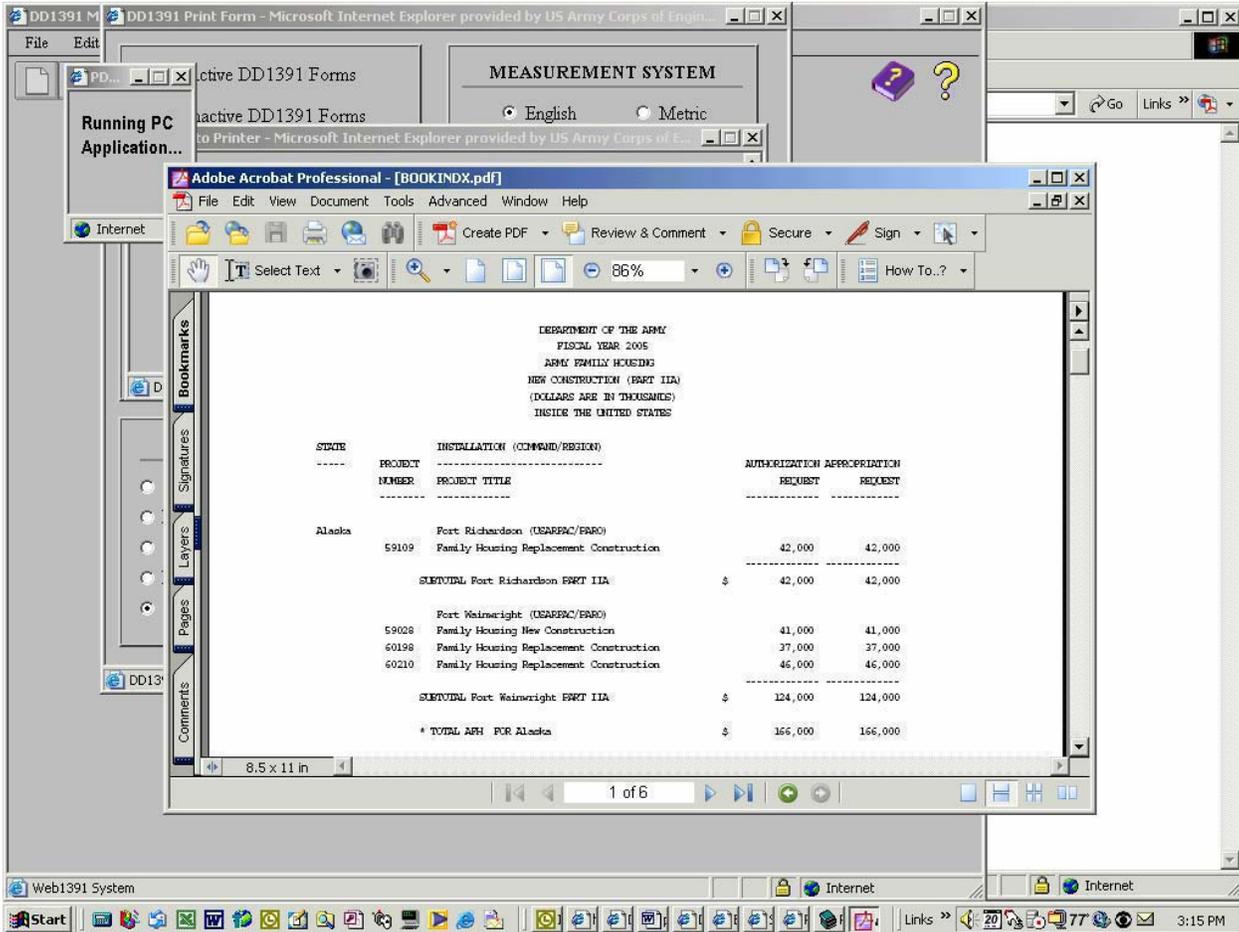
CONGRESSIONAL ARMY FAMILY HOUSING BUDGET BOOK (Cont.)



Book Selection – User must select which Book file they want to print and enter a Detailed Description in the appropriate area. **Note:** Adobe must be installed on the user's PC.

CHAPTER 5

CONGRESSIONAL ARMY FAMILY HOUSING BUDGET BOOK (Cont.)



The system prints the form(s) in the Congressional Budget Book format as user requested and returns to the DD1391 CONGRESSIONAL BUDGET BOOKS MENU. **Note:** The budget book files can be found in the c:\paxapps\paxpub\data folder.

CHAPTER 5

CONGRESSIONAL ARMY FAMILY HOUSING BUDGET BOOK (Cont.)

5.6 ACTIVITIES PRECEDING BOOK GENERATION.

1. Any projects that need to print in a particular fiscal year's Congressional Book should be ranked a unique rank code. (For example: AFH07)
2. Process Managers will need to access the DD Form 1390 Module to do the initial prepare of DD1390 Forms for projects in a specified fiscal year. Upon preparation, the DD1390 Module automatically puts a DD1390 in a valid Installation's DD1390 directory. The DD1390 Module has been programmed to prepare a form for one or all Installations at any one time.

***DD1390 SPECIAL NOTE**

In order for a DD1390 to be prepared, CAPCES field PRCD must equal FH (AFH), and there must be at least one qualifier for Block 8 of the DD1390 form (i.e., there must be a project coded for the year requested). Also, a value is required in the APPR_REQ field.

3. As the automated Print function leaves blank numbered pages for user input, Process Managers need to gather/complete this data in-house and incorporate it into the Congressional Book before taking it to the printer.
4. The Process Manager's Office will need to update all appropriate fields that are extracted from the CAPCES database. These fields are documented in this Print Guide.
5. In the DD1391 Form if block 11 Requirement, Adequate, and Substandard equals zero then NA will print for all three blocks.
6. IMPORTANT: The CAPCES program is currently maintained by McClendon Corporation. The HQUSACE POC for CAPCES is Linda Conaway (Primary) and Garry Runyans (Secondary). Contact number is (202) 761-8888 and email address is ACOE.Support@baesystems.com.

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CHAPTER 5

CONGRESSIONAL ARMY FAMILY HOUSING BUDGET BOOK (Cont.)

5.7 NOTES.

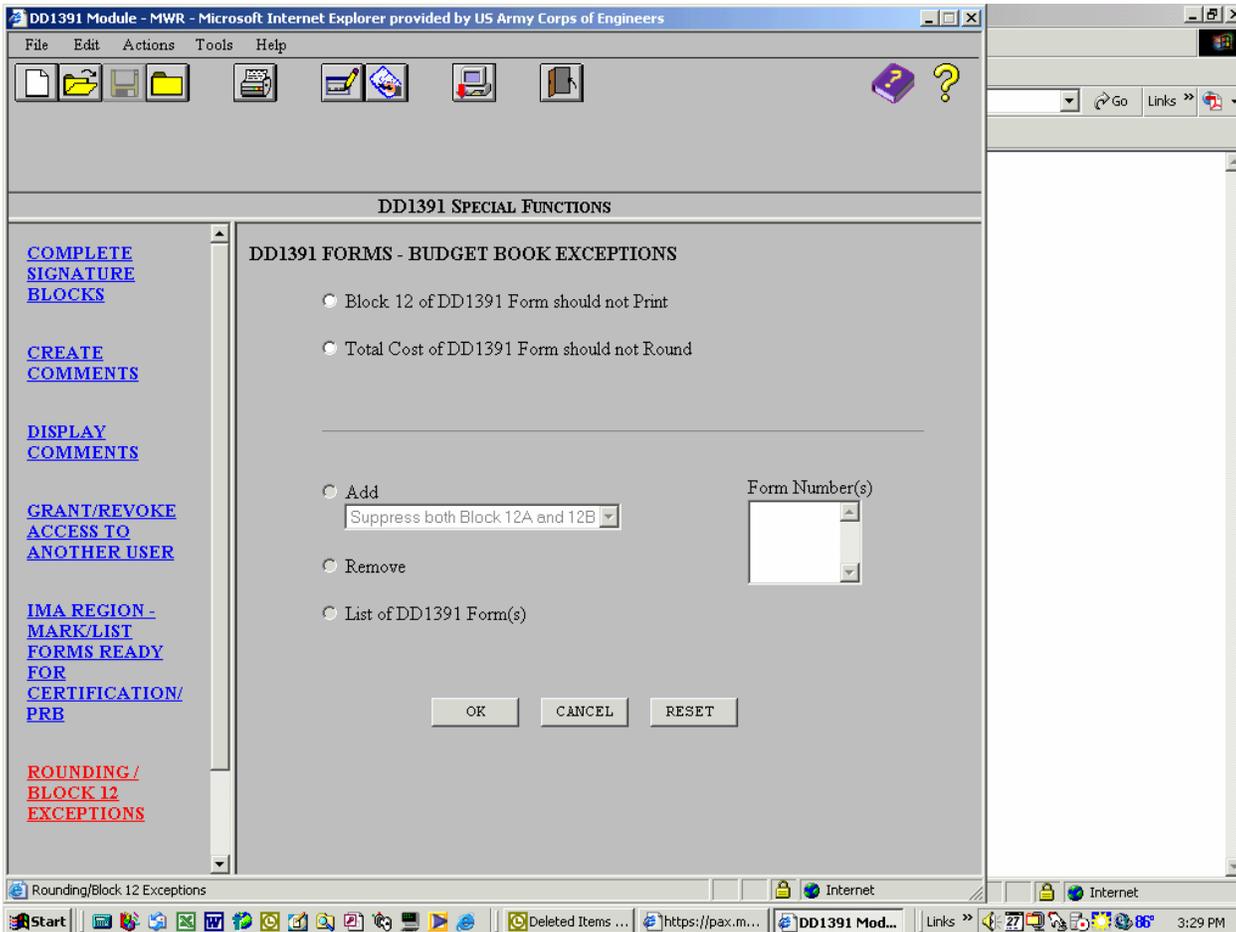
1. The PAXPublisher program may be downloaded from the DD1391 Module's Download PC-Programs Icon and must be utilized in conjunction with the budget book program. Please see Appendix A for guidance on the PAXPublisher.
2. The permanent Project Number on all printed forms (DD1391s and DD1390s) and indices is pulled from the PERM_PN field in CAPCES. The format for printing the Project Number is print the entire field, but suppress leading zeros.
3. The Installation Algorithm. The Installation and Location block of the form consists of the concatenation of three computed fields: INSTALLATION, SITE, and LOCATION.

SITE is computed as follows:

- If GBSTATION = Spaces; Display GBSITE only.
- If GBSITE = Spaces; Display GBSTATION only.
- If GBSITE = GBSTATION; Display GBSTATION
 - Else, Display GBSTATION and GBSITE.

CHAPTER 5

CONGRESSIONAL ARMY FAMILY HOUSING BUDGET BOOK (Cont.)



4. The Process Manager can use the **Rounding/Block 12 Exceptions** option, in association with the printing of the Congressional Budget Book, to suppress the printing of Supplemental Data (Block 12). This option also allows the Process Manager to prevent the printed Total Cost on the DD1391 Form(s) from rounding.

From the DD1391 Special Functions screen, select **Rounding/Block 12 Exceptions**. From the **DD1391 Forms Budget Book Exceptions** screen, click the appropriate radio button and select either **Block 12 of DD1391 Form should not Print** or **Total Cost of DD1391 Form should not Round**. From the options on the lower panel, enter the DD1391 Form numbers impacted by this process and click the appropriate radio button to select either **Add**, **Remove**, **List of DD1391 Form(s) on User's Disk**, or **List of DD1391 Form(s) on ARAB Disk**.