

APPENDIX E - DD Form 1391 Checklist

Location on DD 1391	<i>Prepared by CEMP-MA, HQUSACE DD Form 1391 Quality Assurance Team (POC Bob Perrine 202-761-1260) Reviewed for...</i>	Reference (in bold) / Example (format only - figures are not accurate)
	<p>A SITE INSPECTION has been performed and the following items are in agreement with the DD Form 1391 (or will be developed) to include Tab J - "<i>Energy and Utility Requirements</i>" and Tab C - "<i>General Justification</i>." 1. Supporting facilities (utility connections, roads, sub-stations, central utility supply, etc) information and cost have been verified. 2. Project is in accordance with the approved master plan or a sitting approval request has been initiated. 3. Construction rights-of-way, existing overhead wires, and underground pipes present no problems or conflicts. 4. Temporary construction utility hook-ups and access are described correctly. 5. Other existing or proposed projects (especially privatization, utility, and installation infrastructure) do not overlap or interfere with the project. 6. An Economic Analysis has driven the decision process for the facility. 7. Quantitative data has been validated.</p>	<ul style="list-style-type: none"> * Army Criteria Tracking System (ACTS) * Real Property Master Plan (RPMP) * Installation Real Property Planning and Analysis System (RPLANS) (Huntsville Engineering and Support Center Range and Land Program Mandatory Center of Expertise (RTLPMCX) uses the Range Development Plan (RDP) in lieu of RPLANS). * Strength reports * Army Stationing and Installations Plan (ASIP) * Integrated Facilities System's (IFS) Real Property Inventory (RPI) and the Building Information Schedule (BIS) reports * Installation Status Reports (ISR)
TAB A, Block 1	COMPONENT is correct	ARMY
TAB A, Header Information	FISCAL YEAR (FY) . FY is correct (matches year in which project is being programmed).	FY 2004
TAB A, Block 6 - Header Information	PROJECT CATEGORY CODE . Project Category Code is correct and the Project Title matches the category code.	AR-415-28 & DA PAM 415-28 & TC 25-8 (For Ranges) <u>PROJECT TITLE</u> <u>CATEGORY CODE</u> Whole Barracks Renewal 72111
TAB A, Block 9 - Cost	CURRENCY EXCHANGE RATE for overseas projects has been verified.	See PAX Newsletter (see web site http://www.hq.usace.army.mil/cemp/e/EC/PAX/paxtoc.htm) 3.2.1 DoD Area Cost Factors, 3.2.2 Facilities Unit Costs - Military Constr
TAB A, Block 9 - Cost	INAPPROPRIATE COST LINE ITEM(s) . "Other" has not been used as a description for a Primary or Supporting Facilities cost line item listing.	
TAB A, Block 9 - Cost	UNIT OF MEASURE corresponds with Category Code.	AR 415-28 and DA Pamphlet 415-28.
TAB A, Block 9 - Cost	MID-POINT OF CONSTRUCTION . Unit costs have been developed using a mid-point of construction that is reasonable. Construction periods are typically 18 months for a \$5 million Military Construction, Army (MCA) project and construction starts average in "June" or the end of the 3rd quarter of the program year.	
TAB A, Block 9 - Cost	COST CAP . The primary facilities cost-per-square-foot has not exceeded the Office of Secretary of Defense (OSD) Unit Cost Guidance amount for the facility type at the project location. Higher than allowed costs have been justified and explained under " <i>Description of Proposed Construction</i> ."	PAX Newsletter (see web site http://www.hq.usace.army.mil/cemp/e/EC/PAX/paxtoc.htm) 3.2.1 DoD Area Cost Factors, 3.2.2 Facilities Unit Costs - Military Constr

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TAB A, Block 9 - Cost	<p>OSD LIMITS ON BARRACKS AREA AND UNIT COST. Unit costs have not exceed the approved allowances for area, size and inflation which is 34 SM or as adjusted by OSD approval which can be increased to 36 SM/space for "site-specific requirements" or buildings over three stories, but can not result in cost increases to unaccompanied enlisted personnel housing (UEPH) buildings or increase the average cost to house each military member).</p>	PAX Newsletter 3.2.2 - Facilities Unit Costs
TAB A, Block 9 - Cost	<p>PRIMARY FACILITY. Primary Scope agrees with the primary scope quantity at TAB C, "Miscellaneous Support Data, Quantitative Data, Primary Scope", and also agrees with Block 11 "Requirement."</p>	
TAB A, Block 9 - Cost General (coordinate with <u>Description</u>)	<p>PRIMARY AND SUPPORTING FACILITY COST LINE ITEM DESCRIPTIONS. All costs entries listed in "Primary Facilities," including costs for special conditions or unique requirements within five feet of the main facility (such as costs for anit-terrorism/force protection (AT/FP) considerations, installation of electronic security equipment, unusual foundation, etc.) have been described in Block 10 "<i>Description of Proposed Construction</i>" and clearly and concisely outline scope of project. For Support Facilities, description of each major elements has been checked to be in accordance with Section 3-18 of DA Pamphlet 415-15, 25 Oct 99.</p>	DA PAM 415-15 (3-17 Sect 2 Cost Estimate, para d.)
TAB A, Block 9 - Cost, Supporting Facilities (coordinate with <u>Description</u>)	<p>SUPPORTING FACILITIES LINE ITEM COST TARGET. Supporting facilities do not exceed 20% of primary facilities for Military Construction, Army (MCA) or 30% for Army Family Housing (AFH). If they do, an explanation has been provided in block 10, "<i>Description of Proposed Construction</i>" to support unusual site conditions for high support cost and special design requirements. Also the supporting facilities line items do not include any components of the primary facility line items.</p>	<p>DA PAM 415-15 (3-17 Sect 2 Cost Estimate, para d.) Block 10 - <u>Description</u> "Supporting facilities costs are higher than normal because this project site has several large existing utility lines that require relocation or replacement." "Supporting facility costs are high due to a remote site location." "Supporting facilities costs are high because work includes site demolition, asbestos removal; utility removal; relocation and extension of water distribution; relocation and extension of sanitary and storm water sewerage..."</p>
TAB A, Block 9 - Cost	<p>INAPPROPRIATE ENTRY. The following costs have <u>not</u> been shown as separate line items on the front page. 1. Heating, ventilation and air conditioning (HVAC) Commissioning. 2. The extra costs to obtain a Sustainable Design and Development (SDD), Showcase SPiRiT (Gold or Platinum) Rating. They have, however, been shown as a separate sub-line items in the detail support cost section, (see Block 11, Additional Paragraph for the SDD statement).</p>	

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TAB A, Block 9 - Cost	<p>DEMOLITION COST LINE ITEMS. The proposed building(s) to be demolished have been described in TAB A, block 10, "<i>Description of Proposed Construction,</i>" and identified in details in TAB H. Building demolition or asbestos/lead paint removal costs have not been entered in the Primary Facility Cost Block, but, instead, have been entered in the Site Improvement/Demo sub-line under Support Facility Cost. They have not been entered as lump sum (LS), but, instead, have quantity (SF/SM) and unit costs. Army standard policy for demolition is one square foot of demolition for every square foot of construction. See TAB H - "<i>Present Accommodations and Disposition.</i>"</p>	<p>SUPPORTING FACILITIES Site Imp (500) Demo (54) LS (554)</p>										
TAB A, Block 9 - Cost	<p>SEPARATE LINES ITEMS. Special items have been shown as separate line items.</p> <ol style="list-style-type: none"> 1. Special foundation work. 2. Intrusion detection system (IDS) and auxiliary generator installation. (Note: equipment is other appropriations, Army (OPA) funded and has been shown in TAB E) 3. Energy monitoring and control system (EMCS) connection. (Note: equipment is OPA-funded and has been shown in TAB E) 4. Auxiliary generators in support of only those facilities or activities noted in AR 420-49. Generators affixed as a permanent part of a facility and power facility electrical loads are Military Construction (MILCON) funded. Generators that solely support personal property have been listed in TAB E - "Furnishings and Equipment" as OPA/OMA funded. 5. Relocation costs primary facilities. 6. Seismic upgrade. 	<p>PRIMARY FACILITY</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding-left: 20px;">Special Foundations</td> <td style="text-align: right;">LS (2,910)</td> </tr> <tr> <td style="padding-left: 20px;">EMCS Connection</td> <td style="text-align: right;">LS (194)</td> </tr> <tr> <td style="padding-left: 20px;">IDS Installation</td> <td style="text-align: right;">LS (163)</td> </tr> <tr> <td style="padding-left: 20px;">Seismic Upgrade</td> <td style="text-align: right;">LS (1,200)</td> </tr> </table> <p>NOTE: The EMCS is designed in accordance with TM 5-815-2 and IDS is designed IAW TM 5-853-4 and both have been coordinated with the Mandatory Center of Expertise (CEHNC-ED-ME), tel (256) 895-1741</p>	Special Foundations	LS (2,910)	EMCS Connection	LS (194)	IDS Installation	LS (163)	Seismic Upgrade	LS (1,200)		
Special Foundations	LS (2,910)											
EMCS Connection	LS (194)											
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TAB A, Block 9 - Cost	<p>PRIMARY FACILITY LINE ITEM COST FORMAT. The main Primary Facility line items have been shown with unit of measure, quantity, and unit cost and total cost, not LUMP SUM. Other costs listing lump sum (LS) on the front page have been checked to insure that this is a roll-up only and a detailed back up has included appropriate quantities (e.g. CY, HA, LF) and unit costs.</p>	<p>Block 9 - PRIMARY FACILITIES</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;"></th> <th style="width: 10%; text-align: center;">U/M</th> <th style="width: 15%; text-align: center;">QUANTITY</th> <th style="width: 15%; text-align: center;">UNIT COST</th> <th style="width: 10%; text-align: center;">COST(000)</th> </tr> </thead> <tbody> <tr> <td style="padding-left: 20px;">Building</td> <td style="text-align: center;">m2</td> <td style="text-align: center;">6,800</td> <td style="text-align: center;">1,819</td> <td style="text-align: center;">(12,370)</td> </tr> </tbody> </table>		U/M	QUANTITY	UNIT COST	COST(000)	Building	m2	6,800	1,819	(12,370)
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TAB A, Block 9 - Cost	<p>RANGE PROJECTS PRIMARY FACILITY LINE ITEM COST FORMAT. For a range project all earth work and other site preparation within the 5 foot line has been included in the cost of the Primary Facility.</p> <ul style="list-style-type: none"> * The "break-line" for Primary and Supporting Facilities are correct (5-feet outside range facility, flagpole to last target). Fiber optic downrange is shown as a primary item. * Correct Federal Communication Commission (FCC's) limits have been shown for individual major line items under Primary Facilities (IAW PAM-415-28). * All special items/exceptions have been identified and explained; such as exception to range standards, special foundations, extreme earthwork, baffles, mission specific training requirements. * Target count/layout match the standard configuration. * Project contains a standard Range Operations Control Area (ROCA). * Deviations have been explained. * Building sizes match standard ROCA buildings. 	<p>Reference: TC-25-8</p> <p><u>PRIMARY FACILITY</u> Site Prep Work/Earth Work LS (317)</p>
TAB A, Block 9 - Cost (coordinate with Description)	<p>SUPPORTING FACILITIES LINE ITEM COST FORMAT. Steam and chilled water distribution lines usually are describing a central plant and if appropriate have been included in block 10, "<i>Description of Proposed Construction</i> ."</p>	<p><u>SUPPORTING FACILITIES</u> Steam And/Or Chilled Water Dist LS* (1,682)</p> <p>Block 10 - <u>Description</u>. "Heating and air conditioning (30 tons) will be provided by connection to a central plant."</p>
TAB A, Block 9 - Cost (coordinate with Description)	<p>SUPPORTING FACILITIES RANGE LINE ITEM. Sewage and water have not been included, unless hook up to installation supply facility is in close proximity to the site.</p>	

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TAB A, Block 9 - Cost	<p>ANTI-TERRORISM/FORCE PROTECTION (AT/FP) line items have been shown for both primary and supporting facilities unless TAB G AT/FP data indicates no AT/FP is required (No cost is listed). If TAB G indicates a "Minimum Threat," Block 9 sum of AT/FP costs for primary and supporting facilities is 0.5% to 3.5% of the total cost. If TAB G indicates "Above Minimum Threat," Block 9 sum of AT/FP cost is 3.5% to 10% of the total cost. If these cost targets are exceeded, coordination has been made with the Installation Force Protection Officer (FPO) and/or the Protective Design Center (POC Douglas E. Wehring, tel 402-221-4918). Category Code 88041 for Primary Facilities and category code 88042 for Supporting Facilities have been used. AT/FP measures for both Primary and Supporting Facilities have been described in Block 10, "<i>Description of Proposed Construction</i>" stating what is provided for AT/FP.</p>	<p><u>PRIMARY FACILITY</u> Anti-terrorism/Force Protection LS (517)</p> <p><u>SUPPORTING FACILITIES</u> Anti-terrorism/Force Protection LS (79)</p> <p>Block 10 - <u>Description</u>: <i>Whatever is in TAB G</i> "Anti-terrorism/force protection (AT/FP) measures include special windows and doors, and site measures."</p>
TAB A, Block 9 - Cost (coordinate with Line Item Description)	<p>SUPPORTING FACILITY DEMOLITION. In Supporting Facilities under Site Improvement/Demolition (in the detailed cost estimate) "Demolition" has been indicated by a space then "D" at the end of the line item for vertical structures to be torn down in direct support of mission only and includes asbestos/lead base paint removal, but not utilities, loading docks, pavement removal, oil tank removal, etc. This causes "demolition" items to be segregated from "site improvement" items.</p> <p>Demolition has been identified in Block 10 "Description of Proposed Construction."</p> <p>Army standard policy for demolition is one square foot of demolition for every square foot of construction. See Tab H - "Present Accommodations and Disposition."</p>	<p><u>SUPPORTING FACILITIES</u> Site Improvement(2,092) Demo(4,223) LS (6,262)</p> <p>Block 10 - Description "Demolish seven buildings (69,523 SF)."</p>
TAB A, Block 9 - Cost Totals	<p>COST TOTALS, DESIGN-BUILD LINE ITEM. If the project is design-build, there is a line item for the cost of design and design review at a standard 4.0% of the primary plus supporting facilities (Estimated Cost of Construction - ECC) plus contingency. This is consistent with TAB B, Supplemental Data, Estimated Design Data, (1) Status, (g) Type of Design Contract: "Design-Build."</p>	<p>DESIGN / BUILD - DESIGN COST 11,981</p>
TAB A, Block 9 - Cost Totals	<p>COST TOTALS, S&A. Contingency and Supervision, Inspection and Overhead (SIOH) or Supervision and Administration (S&A) are the correct percentages IAW ER 1110-3-1300, Military Programs Cost Engineering. The current default, in the DD1391 Processor System, for Contingency is 5% and SIOH is 5.7% for CONUS and 6.5% for OCONUS (incl Alaska and Hawaii).</p>	<p>CONTINGENCY PERCENT (5.00%) 578 SUPV, INSP & OVERHEAD (6.50%) 752 SUPV, INSP & OVERHEAD (5.70%) 659</p>

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TAB A, Block 10 - Description of Proposed Construction	<p>DESCRIPTION OF PROPOSED CONSTRUCTION LEAD STATEMENT. Paragraph begins with "Construct", "Renovate" or "Modernize", etc. Where the term "modernize" or "renovate" is used, a "SUBSTD" quantity for the installation has been listed.</p>	<p>Description of Proposed Construction: "Construct a petroleum, oils, and lubricants (POL) fuel storage complex with a" "Renovate three barracks buildings to meet current Army standards. Barracks will also.." "Renovate/modernize two buildings, Quad C, to provide barracks in..." "Modernize existing barracks to meet current standards including the..." "Upgrade Saber Hall Complex to include renovating an existing ready building,..." "Expand Railroad Classification Yard to stage 200 rail flat cars at Blue Grass Army Depot...."</p>
TAB A, Block 10 - Description of Proposed Construction	<p>STANDARD DESIGN FOR CONSTRUCTION. The term "standard" or "modified standard" has been used (modifying or constructing), but "nonstandard" has not been used (non-standard). If a standard design has not been used, exemption has been approved by US Army Corps of Engineers (USACE) and Assistant Chief of Staff for Installation Management (ACSIM) and so noted. When using a DA Standard Design, deviations from mandatory design elements have been approved by waiver from (DAIM-FD). DD Forms 1391-EF will indicate if standard designs are being used. Range Projects: Range projects have been identified as "standard" or "nonstandard".</p>	<p>Description of Proposed Construction: "Construct a modified standard-design 1+1 barracks." "Construct a standard design vehicle maintenance shop." Ref AR 415-15 Chap 5 (5-3) Design Management) 5-3-b(1)and(20) "HQDA (DAIM-FD) has approved a waiver to deviate from using a standard design on this project." "Standard-design was not used on this project. An exemption was approved by USACE and ACSIM."</p>
TAB A, Block 10 - Description of Proposed Construction	<p>DESCRIPTION OF ALL COST LINE ITEMS. All major items of Primary and Support facilities have been outlined. Adequate information in "Description of Proposed Construction" supports the cost block Primary and Supporting Facilities. Scope (quantity) has not been repeated in the description (except for the square footage of demolition and tons of air conditioning). Scope often gets changed, but not in the description. Paragraph contains no design details. Discussion has stated what, not why and has not provided for specific design. Type of construction has not been discussed. Regulations, Technical Manuals (TMs) and Field Manuals (FMs) have not been quoted. In other words, everything costed is described.</p>	<p>"Construct modified 2+2 barracks, six medium company headquarters building. Supporting facilities include utilities; electric service; security lighting; fire protection and alarm system; paving, walks, curbs and gutters; parking; storm drainage; site improvements; information systems; and fuel oil storage tanks. Access for the handicapped will be provided. Supporting facilities costs are high due to upgrade of sewage lift stations. Heating and air conditioning (400 tons) will be provided by self-contained systems. Comprehensive building and furnishings related interior design services are required."</p>

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TAB A, Block 10 - Description of Proposed Construction	DEMOLITION DESCRIPTION. Demolition has been identified in Block 10 " <i>Description of Proposed Construction.</i> " Army standard policy for demolition is one square foot of demolition for every square foot of construction. See TAB H - "Present Accommodations and Disposition."	AR 415-15, "Army Military Construction Program Development and Execution," dated 4 Sep 1998, Appendix K, paragraph K-36. "Facilities Reduction Program." "Demolish two facilities (522 SF (48 SM)) and a loading dock." "Supporting facilities costs are high because of extensive demolition including seven buildings (294,000 SF), and relocation of utility lines."
TAB A, Block 10 - Description of Proposed Construction	DEMOLITION AND AIR CONDITIONING have been entered correctly. Selection has been made for demolition and air conditioning tonnage in the Standard Statement Assistance area, and the heat source (not part of the "Standard Statement area") has been entered manually.	<i>Note: There are "assistance buttons" in the 1391 Processor if selected, will automatically append the example statement to the text block and are identified as "STANDARD STATEMENT ASSISTANCE" hereon.</i> Description of Proposed Construction: STANDARD STATEMENT ASSISTANCE: Number of Buildings to be Demolished _____ Total SF for Demolition: _____ Total tons for Air Conditioning: _____ "Demolish 2 buildings (12,000 SF). Air Conditioning (300 tons)." Heat Source Example: "Heating will be provided by a gas-fired, self-contained system."
TAB A, Block 10 - Description of Proposed Construction	HANDICAPPED REQUIREMENTS have been stated where required. The statement may also indicate the location. Negative statements have absolutely not been used.	No, incorrect - "Accessibility for people with disabilities will be provided." No, incorrect - "Handicapped access will not be provided." Yes, correct - "Access for the handicapped will be provided." or "Access for the handicapped will be provided in the soldier support building only." or (For AFH projects) "5% of quarters will be accessible or easily modifiable to accommodate handicapped requirements."
TAB A, Block 10 - Description of Proposed Construction	SEISMIC SCREENING/EVALUATION. For alteration, renovation, and improvement projects, seismic screening/evaluation has been completed. A statement to this effect has been made in block 10, " <i>Description of Proposed Construction.</i> "	Reference TM 5-809-10 and TM 5-809-10-1 "This project does not require a seismic screening/evaluation." "A seismic screening and evaluation was performed and appropriate mitigation will be conducted."
TAB A, Block 10 - Description of Proposed Construction	INTERIOR DESIGN. If required, a statement for "Interior Design Requirements" has been added.	Description of Proposed Construction: "Comprehensive interior design services are required."

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TAB A, Block 10 - Description of Proposed Construction	Description includes " OTHER APPROPRIATIONS " as indicated in TAB "E" - Furnishings and Equipment (OMSA, OPA, and other funds) Also - If demolition is being done using O&M dollars (as noted in TAB H) a sentence has been included stating this.	"Unexploded ordnance (UXO) clearance and remediation of contaminated soil will be accomplished with other appropriations." "Demolition will be accomplished using OMA funds."
TAB A, Block 10 - Description of Proposed Construction	OTHER APPROPRIATIONS FOR RANGES. For range projects, targetry has been identified in block 10, " <i>Description of Proposed Construction</i> " and the cost shown in TAB "E" - Furnishings and Equipment (OPA).	Description of Proposed Construction: "Targetry will be funded by other appropriations, Army (OPA)." Range projects to be validated by Huntsville Engineering and Support Center Range and Land Program Mandatory Center of Expertise (RTL P MCX), Mark Fleming, tel 256-895-1535.
TAB A, Block 10 - Description of Proposed Construction	SPECIFIC DATES. In describing events, dates have been used and are current.	NO - incorrect "... by next summer heavy aircraft will not be allowed" YES - correct "On 15 Jun 2003, heavy aircraft will not be allowed."
TAB A, Block 10 - All Front Pages	ACRONYM'S first occurrence have been spelled out.	"Department of the Army (DA)"
TAB A, Block 11-1-1 Requirement	REQUIREMENT (REQ). The "Requirement" figure has been obtained from Installation Real Property Planning and Analysis System (RPLANS) or comparable installation status reports (blanks are not acceptable). This has been determined to be the TOTAL requirement for the installation for the facility Category Code. The Scope of the DD Form 1391 (Block 9 - Cost) has been checked to insure that it does not exceed the difference between the REQUIREMENT and ADEQUATE figures.	FOR BARRACKS: (PN = Persons) REQ: 1,536 PN
TAB A, Block 11-1-2 Adequate - coordinate with CURRENT SITUATION	ADEQUATE (ADQT). This amount has been obtained from the existing facilities that are classified as adequate in the installation's inventory (RPLANS, IFS, ISR) for the total Facility Category Group (FCG) of the project Facility Category Code (FCC). See TAB C, "Miscellaneous Support Data, Quantitative Data," below.	FOR BARRACKS: (PN = Persons) ADQT: 374 PN
TAB A, Block 11-1-3 Sub-Standard coordinate with CURRENT SITUATION & IMPACT IF NOT PROVIDED	SUB-STANDARD (SUBSTD). This amount has been obtained from the total installation EXISTING facilities that are classified as sub-standard in the installation's inventory (RPLANS, IFS, ISR) for the total Facility Category Group (FCG) of the project Facility Category Code (FCC). Statements have been made in "CURRENT SITUATION" and "IMPACT IF NOT PROVIDED" to support this figure.	FOR BARRACKS: (PN = Persons) SUBSTD: 1,162 PN
TAB A, Block 11-2 Project:	PROJECT. "New" or "Current" mission has been described in a simple a one line statement and has <u>not</u> indicated the construction type (renovation or new facility).	PROJECT: "Construct a standard-design child development center". (Current Mission)

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TAB A, Block 11-3 Requirement	REQUIREMENT. A positive statement for the continuing need, project requirement, or purpose has been made. A negative statement has absolutely not been used.	"This project is required to destroy toxic chemical agent stored at Newport Chemical Depot in a safe, environmentally acceptable manner. Congress has mandated the disposal of the existing unitary chemical stockpile under Public Laws 99-145, 99-661, and 100-180."
TAB A, Block 11-3 Requirement	REQUIREMENT. Additional standard statements have been included for specific projects. RANGES. Average daily loads/training have been identified.	Training Projects: "Estimated loads/throughout is 28,320 soldiers annually." Barracks: "The barracks is intended to house 134 soldiers (124 E1-E4s and 10 E5-E6s). Maximum utilization is 144 soldiers." Range: "This requirement for this range has been validated by Range and Training Land Program Development Plan (RDP) prepared for Fort EXAMPLE and the (Show Region) Live Fire Training Investment Strategy (LFTIS)."
TAB A, Block 11-4 Current Situation	CURRENT SITUATION. The need and how it is being currently met has been stated (current unit operation). Hardships and how they are being overcome have been stated. Any waivers that may apply (i.e., OSHA, Safety, Security, etc.) have been stated. Regulations, TMs and FMs have not been quoted except requirements IAW a Public Law. The word "existing" has been used for description of facilities in place. Where the words "substandard," "no facilities," etc. are used, there is a supporting quantity in SUB-STANDARD for the installation.	"Adequate unaccompanied enlisted personnel housing is not available to support approved stationing of additional units in Darmstadt. All existing on-post facilities suitable for use as barracks are fully utilized." "The existing gang latrine barracks are substandard and have deteriorated utility systems." "There are no automatic range facilities existing on the installation supporting modified rifle record fire training."
TAB A, Block 11-5 Impact if Not Provided - coordinate with Current Situation	IMPACT IF NOT PROVIDED. A specific and factual description has been made as to the consequences if the project is not approved. The "Current Situation" paragraph has not been repeated here. Where the word "substandard" is used there is a supporting quantity in SUB-STANDARD for the installation.	"If this project is not provided, the Army will not be able to comply with the Congressional mandate for chemical munitions stockpile disposal." "If this project is not provided, soldiers will continue to live and work in substandard and deteriorated facilities." NO INCORRECT - "Inability to bring the library into accordance with standards could put"
TAB A, Block 11-6 Additional	JOINT USE CERTIFICATION. In accordance with the FY01 Military Construction Act, the installation garrison commander has certified and selected one of the two standard joint use statements. Common use facilities, such as sewer and water, ranges, fitness and day care centers, chapels, etc. have indicated that they are joint use (always).	(use STANDARD STATEMENT ASSISTANCE) 1. "The Deputy Assistant Secretary of the Army (Installations and Housing) certifies that this project has been considered for joint use potential. Mission requirements, operational considerations, and location are incompatible with use by other components." 2. "The Deputy Assistant Secretary of the Army (Installations and Housing) certifies that this project has been considered for joint use potential. This facility will be available for use by other components."

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Tab A, Block 11-6 Additional	<p>ANTI-TERRORISM/FORCE PROTECTION. Based on entries in TAB G for anti-terrorism/force protection statements, one of the two statements have been selected.</p> <p>This matches the cost block, i.e., if required, cost line items have been shown, and if not, no cost line item is shown.</p>	<p>(use STANDARD STATEMENT ASSISTANCE)</p> <p>1. "No anti-terrorism/force protection measures are required." or 2. "All required anti-terrorism/force protection measures are included."</p>
TAB A, Block 11-6 Additional	<p>SUSTAINABLE DESIGN AND DEVELOPMENT (SDD). This has been used (required on all DD Forms 1391 unless specifically indicated by ACSIM that this is not required). Exceptions are Chemical Demilitarization facilities.</p>	<p>(use STANDARD STATEMENT ASSISTANCE)</p> <p>"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>
TAB A, Block 11-6 Additional	<p>SUSTAINMENT, RESTORATION AND MODERNIZATION (SRM) (Barracks Projects Only)</p> <p>For all Barracks projects a analyze of historical data to determine needs has been performed and the subsequent Sustainment, Restoration and Modernization (SRM) Statement (except for Trainee Barracks) provided. All unaccompanied housing real property maintenance conducted in the past two years and all future SRM requirements for unaccompanied housing at that installation have been shown.</p> <p>NOTE: If a zero or any data is entered in any of the blanks, the standard statement will be included.</p>	<p>DoD Financial Management Regulation Volume 2B, Chapter 6, June 2000 (use STANDARD STATEMENT ASSISTANCE)</p> <p>"During the past two years, \$----- has been spent on sustainment, restoration and modernization (SRM) (formerly known as Real Property Maintenance) of unaccompanied enlisted personnel housing at ----- . Upon completion of this multi-phased project, and other projects approved through FY XXXX, the remaining unaccompanied enlisted permanent party deficit is ----- personnel at this installation."</p>
TAB A, Block 11-6 Additional	<p>HOST NATION - (Korea Projects Only): For all Korea projects, a statement has been made indicating whether or not the project is eligible for Host Nation funding.</p>	<p>DoD Financial Management regulation Volume 2B, Chapter 6. ADDITIONAL: "This project is located on an installation which will be retained by Eighth United States Army for the foreseeable future. The possibility of Host Nation funding has been addressed, but sufficient funds from the Host Nation programs are not available to support this requirement."</p>
Tab A, Block 11-6 Additional	<p>PHYSICAL SECURITY STATEMENT. One of the two physical security statements has been selected.</p>	<p>(use STANDARD STATEMENT ASSISTANCE)</p> <p>1. "This project has been coordinated with the installation physical security plan, and all physical security measures are included." or 2. "This project has been coordinated with the installation physical security plan, and no physical security measures are required."</p>

APPENDIX E - DD Form 1391 Checklist

Location on DD 1391	<i>Prepared by CEMP-MA, HQUSACE DD Form 1391 Quality Assurance Team (POC Bob Perrine 202-761-1260) Reviewed for...</i>	Reference (in bold) / Example (format only - figures are not accurate)
Tab A - Block 11-6 Additional	NATO SECURITY INVESTMENT STATEMENT FOR EUROPE PROJECTS ONLY. If applicable a statement has been made (statement "1" is not offered in the Standard Statement Assistance and has been manually entered into the NATO Security Investment block which prints in the "Additional" paragraph) or the Standard Statement Assistance (see example "2") statement has been selected for NATO Security Investment block.	Ref: DoD Financial Management Regulation Volume 2B, Chapter 6. 1. "This project is only partially eligible for funding within an established NATO infrastructure category for common funding, identified as CP3A-0019. This project has the potential for partial recoupment of costs from NATO." (use STANDARD STATEMENT ASSISTANCE) 2. "This project is not within an established NATO infrastructure category for common funding, nor is it expected to become eligible in the foreseeable future."
TAB A - Installation Commander's Signature	INSTALLATION COMMANDER'S SIGNATURE BLOCK. The Installation/Garrison Commander's Signature Block has been marked signed (YES) and the date signed has been posted.	Commander's Signature Block: NAME: RANK: TITLE: SIGNED: DATE SIGNED: mm/dd/yyyy
TAB C - Additional Requirements	CAPITAL INVESTMENT STRATEGY (CIS) preparation date has been entered. CIS contains a zero-based property requirement analysis for each appropriate major facility type and considers all alternatives to solve inadequacies and deficits. The alternatives may include construction and other management actions intended to achieve an affordable plan for each appropriate facility type. CIS integrates these individual plans and summaries and priorities the commander's investment strategy without regard to funding sources.	Reference: AR 210-20 Master Planning for Army Installations (see web site http://www.hq.usace.army.mil/ISD/YellowPages/info/cis.html) CAPITAL INVESTMENT STRATEGY (CIS) PREP DATE (mm/dd/yyyy)
TAB C - Additional Requirements	DEPARTMENT OF DEFENSE EXPLOSIVE SAFETY BOARD (DDESB). DDESB approval date requirement has been checked "yes" or "no" and (if required) a date has been entered in (mm/dd/yyyy) format noting when approval will be / was provided (usually after parametric/concept design). Range projects that include ammunition storage require DDESB approval. DDESB approval request should be coordinated through command channels to DDESB during preliminary site approval to give DDESB appropriate review time. Another submission is required after the parametric or concept design to DDESB.	References: AR210-21.1, AR 415-15, Appendix K-3, and AR 385-60. "Is DDESB (Department of Defense Explosive Safety Board) Approval Required? Yes No DDESB APPROVAL DATE (mm/dd/yyyy)"
TAB C - Additional Requirements	FEDERAL AVIATION ADMINISTRATION (FAA) (aviation projects only) requirement has been checked "yes" or "no" and the date when approval will be / was provided is entered in MM/DD/YYYY format (if checked "yes").	Is FAA (Federal Aviation Administration) approval required? O YES O NO FAA Approval Date (MM/DD/YYYY)

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TAB C - General Justification Data - General Justification	GENERAL JUSTIFICATION DATA. Description of the mission and justification of its needs have been provided.	GENERAL JUSTIFICATION: "This facility requires automated data processing due to complex monitoring and control systems associated with the Demil processes". or "This project is required to replace existing permanent barracks that currently house the 5th Special Forces Group."
TAB C - General Justification Data - Traffic Analysis	TRAFFIC ANALYSIS: The correct standard statement has been chosen, and for impacts, has been coordinated with Military Traffic Management Command (MTMC). A date has been provided of MTMC survey.	TRAFFIC ANALYSIS: Traffic analysis applied to this project: o NO o YES Explanation shown below if applicable.
TAB C - General Justification Data - Analysis of Deficiencies	ANALYSIS OF DEFICIENCIES. Narrative has identified all deficiencies and shown how they hinder mission accomplishment. It has been written in simple concise statements.	ANALYSIS OF DEFICIENCIES (Example): "Two existing arms storage buildings are located adjacent to the 1st and 3rd Calvary Support Maintenance Shops that were constructed to accommodate a different mission. There is no facility available for storage of weapons systems associated with the 21CR. With the transit of 2ACR to 21CR, the need for additional space becomes even more critical".
TAB C - General Justification Data - Criteria for Proposed Construction	CRITERIA FOR PROPOSED CONSTRUCTION. Criteria calculations have been shown and regulations/references are specific.	TI 800-01, Design Criteria. EUROPE SPECIFIC - Reference applicable US standards. In Germany, Host Nation standards are the primary source of guidance for the State Construction Authority (SHBA), the German agency that contracts for design and construction. Therefore, reference to US standards assist the SHBA. FOR RANGES: "This project is programmed in accordance with the Corps of Engineers Standard Design for (Enter Type of Range Complex) and TC 25-8, Training Ranges".
TAB C - Miscellaneous Support Data, Commander's Signature Installation Engineer's Name and Number	The name and phone number of the INSTALLATION ENGINEER has been provided. In most instances this is the installation's Director of Public Works (DPW), Director of Base Operations Support (DBOS), DPEL, etc.	Installation Engineer: Name: John Doe, DPW Phone: 808-123-5555

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TAB D - Economic Analysis	An ECONOMIC ANALYSIS AND JUSTIFICATION SUMMARY has been included. Coordination/approval has been made with the HQUSACE lead economist, Donna Smigel, CECW-EI, tel 202-761-0217. 1. The Economic Analysis has been included (current version of ECONPACK) . 2. TAB A - Additional Paragraph, Block 11 includes appropriate statement.	AR 415-15, "Army Military Construction Program Development and Execution" DA PAM 415-3, "Economic Analysis: Description and Methods" DA PAM 415-15, "Army Military Construction Program Development and Execution"
TAB E - Furnishings and Equipment	INSTALLED EQUIPMENT-OTHER APPROPRIATIONS. The following OPA /OMA funded items have not been identified as MCA funded. 1. Environmental clean-up / restoration. 2. Remediation of contaminated soil, wetland mitigation, and endangered species protection. 3. Archeological survey / preservation 4. Emergency generators, intrusion detection system (IDS) equipment, and uninterruptible power supplies (UPS) (installation is MCA funded) (if critical to building mission then these are MCA funded). 5. De-dudding and unexploded ordnance (UXO) clearance. 6. Targetry, simulators, and information systems components. Note: OPA costed items roll to TAB A and are displayed below "Rounded Cost." A statement for these items have been shown in TAB A - "Description of proposed Construction".	DA PAM 415-15 (3-29 Section 13 para a.) INSTALLED EQUIP-OTHER APPROP (1,100) Proc Total Appr Proc Line Desc Cost FY Appr 1. Targetry 492 2006 OPA 2. IDS Eq 156 2006 OPA 3. Monitor 218 2006 OMA TOTAL OMA 218 INSTALL EQ - OTHER APPRO 648
TAB E - Furnishings and Equipment	All OMA EQUIPMENT AND FURNISHINGS have been identified with fiscal year (FY)	EXAMPLE: 1. Monitor Sta 218 2006 OMA
TAB F - Information Systems	DIRECTOR OF INFORMATION MANAGEMENT (DOIM) has signed and dated.	/s/ John Smith Director of Information Management
TAB G - Anti-Terrorism/Force Protection (AT/FP)	ANTI-TERRORISM/FORCE PROTECTION THREAT STATEMENT: The correct statement below has been chosen: (1). Minimum Threat - Only minimum AT/FP standards apply; (2). Above Minimum Threat - Both minimum standards and above minimum measures are required; (3). No Threat - AT/FP construction standards do not apply to this project. If the applicable statement is either (1) or (2), a second paragraph has been inserted that includes a summary of the risk and threat analysis results and a detailed description of what construction features are required to mitigate those threats. A line item estimate of the cost of those measures has been provided in both the Primary and Supporting Facilities in the Estimate of Construction on the front page.	DA PAM 190-51 and TM 5-853-1 UFC 4-0101-01, DOD Minimum Antiterrorism Standards for Buildings, 8 Oct 03 (web site http://65.204.17.188/report/doc_ufc.html) & UFC 4-010-02 (was UFC 4-010-10), DOD Standoff Distances for Buildings, FOUO - copy available from Protective Design Center Omaha, Douglas Wehring, tel 402-221-4918 TMs 5-853-1 through -4, Security Engineering

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TAB G - Anti-Terrorism/Force Protection (AT/FP) Costs	<p>AT/FP THREAT COSTS STATEMENTS: * "No Threat" agrees with Block 9 (No cost is listed). * "Minimum Threat" agrees with Block 9 (Sum of AT/FP costs is 0.5 to 3.5%. * "Above Minimum Threat" agrees with Block 9 (sum of AT/FP cost is 3.5 - 10% of total cost).</p> <p>If these cost targets are exceeded, coordination has been made with the Installation Force Protection Officer (FPO) and/or the Protective Design Center (POC Douglas E. Wehring, tel 402-221-4918).</p>	DA PAM 190-51 and TM 5-853-1												
TAB G - Anti-Terrorism/Force Protection (AT/FP)	<p>PHYSICAL SECURITY STATEMENT: A physical security statement has been provided and is separate from AT/FP requirements.</p>	<p>ADDITIONAL:</p> <ol style="list-style-type: none"> 1. This project has been coordinated with the installation physical security plan, and all physical security measures are included. 2. This project has been coordinated with the installation physical security plan, and no physical security measures are required. 												
TAB G - Anti-Terrorism/Force Protection (AT/FP)	<p>ANTI-TERRORISM/FORCE PROTECTION CERTIFICATIONS: Provost Marshal (PM), Force Protection Officer (FPO) and Director of Public Works (DPW) have signed and the date when signed is shown.</p>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">PMO</td> <td style="width: 33%;">DPW</td> <td style="width: 33%;">FPO</td> </tr> <tr> <td>/s/ John Doe</td> <td>/s/ Joe Smith</td> <td>/s/ Ira Yost LTC, MP</td> </tr> <tr> <td>Rank/Title</td> <td>Rank/Title</td> <td>Rank/Title</td> </tr> <tr> <td>Date:</td> <td>Date:</td> <td>Date:</td> </tr> </table>	PMO	DPW	FPO	/s/ John Doe	/s/ Joe Smith	/s/ Ira Yost LTC, MP	Rank/Title	Rank/Title	Rank/Title	Date:	Date:	Date:
PMO	DPW	FPO												
/s/ John Doe	/s/ Joe Smith	/s/ Ira Yost LTC, MP												
Rank/Title	Rank/Title	Rank/Title												
Date:	Date:	Date:												
TAB H - Present Accommodations and Disposition	<p>PRESENT ACCOMMODATIONS AND DISPOSITION: All facility dispositions have been listed (retain, demolish, etc.). Demolition total checks against total site demolition list in TAB A, Supporting Facilities Cost line item and TAB A, "Description of Proposed Construction." If being funded with Operation and Maintenance, Army (OMA), this has been described here and also on TAB A, "<i>Description of Proposed Construction</i>."</p> <p>The installation has specified that the project scope has, or has not met the Army requirement for One-for-One Demolition and Construction. The statement quantifies square footage of vertical construction that will not be demolished to offset new construction if the facility cannot meet the one-for-one requirement.</p>	<p>"Demolish two World War II buildings (12,317 SF)." or "The facilities listed above are those facilities that provide Unaccompanied Personnel Housing (UPH) or Dining Facilities for the 5th Special Forces Group (SFG). It is intended that all of these facilities will be demolished upon completion of this project and the successful authorization and appropriation of a construction project that is being programmed by US Army Special Operations Command (USASOC). The USASOC project will provide the operational and administrative space required by the 5th SFG. Until the USASOC project is constructed, the existing operational and administrative contained in the facilities listed above will have to be maintained."</p>												
TAB I - Real Property Maintenance Army (RPMA)	<p>TAB I - REAL PROPERTY MAINTENANCE DATA. Provision have been made for the continuing funding requirement for the operation, maintenance and functional use of the facility that includes the total cost of not only the new facility, but the projected costs to operate and maintain the new facility, as well as net changes in real property assets. Continuing cost have been identified for retained facilities not demolished or transferred.</p>													

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TAB J - Commercial Activities	COMMERCIAL ACTIVITIES ANALYSIS (AR 5-20) OPTIONAL - Not required by HQDA	Reference: AR 5-20 "Product and services available from commercial sources will not be provided by this facility. No commercial or industrial activity has requirements for this project".
TAB J - Environmental Data	ENVIRONMENTAL DATA: Environmental data has been checked to insure that the data has been filled out correctly and there are no blanks to be filled in later. In creating the correct environmental data, the 1391 Processor prompts for data and dates as shown in the example. ACSIM policy requires completion prior to the budget year.	* Option 1 checked...."The record of Environmental Consideration (REC) is included. It has been determined that the action is adequately covered in the existing Environmental Assessment (EA) / Environmental Impact Statement (EIS); is exempt from National Environmental Policy Act (NEPA) requirements; or qualifies for categorical exclusion." * Option 2 checked...."This project has been assessed. A copy of the draft finding of No Significant Impact." * Option 3 checked and also checked is the first button of option 3 - "This project will have significant environmental impact and a copy of the notice of Intent to Prepare an EIS is included". * Option 3 checked and also checked is the 2nd button and selection one - "This project will have significant environmental impact and a draft EIS is included". * Option 3 checked and also checked is the 2nd button and selection two - "This project will have significant environmental impact and a final EIS is included".
TAB J - Environmental Data	ENVIRONMENTAL DOCUMENTATION: Environmental documentation has been checked to insure that it is current. If the environmental data is more than five years old an update to TAB J has been made that either asserts "no change" or, if there are new circumstances, a supplemental Environmental Impact Statement (EIS) has been prepared to make the necessary substantive changes.	Environmental Impact Statement in accordance with the National Environmental Policy Act (NEPA) (Section 1502.9(c)) (see web site - http://ceq.eh.doe.gov/nepa/regs/ceq/1502.htm#1502.9)
TAB J - Environmental Data	ENVIRONMENTAL DATE - EUROPE SPECIFIC: · Has stated how the project satisfies the applicable laws or international agreements; · Has described environmental elements and effects of this project; · Has stated when and how the Host Nation interests get reviewed.	EUROPE-SPECIFIC - Statement on DD1391 reads: "The Record of Environmental Consideration (REC) is included. It has been determined that the action is exempt from NEPA requirements under provisions of AR 200-2."
TAB J - Environmental Data	ENVIRONMENTAL SIGNATURES: Environmental Officer and Director of Public Works has signed and dated. NOTE: There is no signature block, but one is provided in the summary block.	There is currently no area for signatures, however, there is a text block that can be used to show, name, title, phone number and date when approved/signed.
TAB J -Energy and Utility Requirements	ENERGY & UTILITY REQUIREMENTS: A concise listing of required utilities and services has been provided and has been added to the front page Block 9, "Cost".	Summary of Energy Requirements: "An energy requirement appraisal has been prepared for this project".

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TAB J - Evaluation of Flood Hazard	EVALUATION OF FLOOD HAZARD: If the project is in flood plain, the reason to put the project there has been stated and a statement that mitigation measures will be incorporated into facility design have been included.	<p>1. "This facility is subject to flooding under certain conditions, however, the mission dictates that it be located as proposed. The facility will be designed and sited to minimize</p> <p>a. Adverse effect on flood heights damages to the structures or contents resulting from floods.</p> <p>b. Possible environmental damages caused by encroachment on the floodplains, no practical alternative exists to the facility as proposed and sited."</p> <p>2. "This facility is located on wetlands, however, the mission dictates that it be located as proposed and sited. The facility will be designed to minimize adverse impacts on the wetlands. No practical alternative exists to the facility as proposed and sited."</p> <p>3. "This project is not sited in a floodplain or on wetlands."</p>
TAB J - Historic and Archeological Sites	HISTORIC AND ARCHEOLOGICAL SITES: Project has been reviewed for impact and appropriate documentation is included.	<p>1. "This project has been evaluated for impact on historic and archeological property and complies with the National Historic Preservation Act (PL 89-665), as amended, and Executive Order (EO) 11593."</p> <p>2. "Review procedures has been implemented for this project IAW 36 CFR 800. The review has established that there will be no adverse effect. The State Historic Preservation Officer (SHPO), concurrence has been granted."</p> <p>3. "This project is in direct support of a historical property listed in the National Register and meets "The Secretary of the Interiors standard for Historic Preservation Projects, 1979).as established that there will be no adverse effect. The State Historic Preservation Officer (SHPO), concurrence has been granted."</p>
TAB J - Historic and Archeological Sites	HISTORIC AND ARCHEOLOGICAL SIGNATURES: Appropriate parties have signed and dated. There is currently no area for signatures, however, there is a text block that can be used to show, name, title, phone number and date when approved/signed.	

APPENDIX E - DD Form 1391 Checklist

Location on DD 1391	<p style="text-align: center;"><i>Prepared by CEMP-MA, HQUSACE DD Form 1391</i> <i>Quality Assurance Team (POC Bob Perrine 202-761-1260)</i> Reviewed for...</p>	Reference (in bold) / Example (format only - figures are not accurate)
TAB J - Provisions for the Handicapped	<p>PROVISIONS FOR THE HANDICAPPED: Selection here matches what is in TAB A, block 10, "<i>Description of Proposed Construction</i> ." Correct standard statement has been made and number of civilian indicated including employees and visitors.</p> <p>a. In general, all facilities will be made accessible to the handicapped; exceptions are where it can be demonstrated that only able-bodied military personnel will use the facility for the foreseeable future;</p> <p>b. In the case of barracks, sleeping areas will not be accessible, but "public" areas should be accessible;</p> <p>c. The other exception is where it can be demonstrated that the presence of handicapped personnel would constitute a safety hazard.</p>	<p>Public Law 90-480 TAB A - Description of Proposed Construction: "Access for the handicapped will be provided."</p>