DEPARTMENT OF THE NAVY
COMMANDER NAVY REGION SOUTHWEST
937 NO. HARBOR DR.
SAN DIEGO, CA 92132-0058

IN REPLY REFER TO:

COMNAVREGSWINST 11010.1
N46RM

11 APR 2002

COMNAVREGSW INSTRUCTION 11010.1

Subj: PROJECT APPROVALS FOR CONSTRUCTION, REPAIR, MAINTENANCE AND/OR MODIFICATION OF FACILITIES

Ref: (a) COMNAVREGSW 130001Z APR 01
(b) NAVFACINST 11010.45
(c) OPNAVINST 11010.20F
(d) NAVFACINST 11010.44E

Encl: (1) Project Approval Checklist

1. Purpose and Scope. The purpose of this instruction is to re-establish and clarify project approval procedures for all new construction, alterations, equipment installation, structure modifications, or major repairs and maintenance on class 1 (land), class 2 (buildings), and miscellaneous re-locatable structures such as trailers, vans and Conex boxes used as temporary facilities. This instruction provides further guidance to requirements established in reference (a). This instruction is separate from the site approval requirements outlined in reference (d).

2. Discussion. Proposed work on COMNAVREGSW bases must be reviewed to ensure:

a. Compliance with references (a) through (d);

b. That the most cost effective life cycle facilities solution is selected;

c. Compliance with the National Environmental Policy Act (NEPA) and other environmental regulations;

d. Identification of existing conditions that need remediation such as asbestos and lead paint;

e. Compliance with Regional Shore Infrastructure Plan (RSIP) Functional and Activity Overview Plans, Air Installation Compatible Use Zones (AICUZ), Base Exterior Architecture Plans (BEAP), Explosive Safety Quantity Arcs (ESQA), Installation Restoration (IR) Sites, and electromagnetic and laser hazard zones;

f. Utilities (electricity, water, etc.) requirements are coordinated;

g. Compliance with historic preservation act consultation requirements or programmatic agreements;

h. As-built drawings, maintenance manuals, and property record changes are flagged for updates after project completion;

i. Compliance with operational requirements for the activity's mission.

3. Applicability. All proposed facility construction, alterations, equipment installation, structure modifications, major maintenance, major repairs, will be approved by the base Commanding Officer regardless of funding source or method of accomplishment (in-house, contractor, etc.). However, different methods of acquisition and contracting vehicles will require different levels of detail for applicable documentation. Different levels of supporting documentation in no way removes the requirement to have the project approved by the base Commanding Officer.

4. Policy. The project approval process is initiated via a request submitted to the base Public Works Officer (PWO). The project approval request will normally contain the following information:

a. Detailed project description and scope of work, project plans, drawings, specifications, and a site map showing utilities connections;

b. Quantity of utilities required (if utility requirements are known);

c. For new construction/modifications/alterations, the purpose or intended use of the facility for new construction or additions to existing facilities;

d. If excavation is required, attach draft digging permit (leave construction dates blank for later input as appropriate);

e. What actions will be taken to protect personnel and property occupying areas adjacent to the project site (as applicable);

f. A copy of Site Approval documentation, if already received;

g. Proposed funding source(s);

h. A point-of-contact with telephone number and e-mail address for any questions about the project.

5. Responsibilities

a. The project proponent will complete the Project Development portion of the Project Approval Checklist (see Enclosure (1)) prior to submitting the project package to the PWO. The project proponent will notify the PWO pending receipt of project funds, if funds are from a proponent-identified source. The proponent will also continuously coordinate with all parties involved throughout the life of the project, to ensure all issues are addressed to provide a usable facility that meets mission requirements.

b. The base PWO shall review the package submitted by the project proponent. If modifications to the proposed project are needed, the PWO shall identify those changes needed to the project proponent. Upon completion of project review, the PWO shall make a recommendation to the base Commanding Officer as to whether the proposed project should be approved. Upon approval of a project on an Integrated Priority List (IPL), the PWO will notify the project proponent of the approval. The PWO will notify the proponent of receipt of project funds, if funds are for an approved project listed on an IPL. The PWO shall also follow-up on all applicable project closeout items, and complete the Project Closeout portion of the Project Approval Checklist after all proposed work has been completed.

c. The base Commanding Officer shall approve or disapprove all proposed projects for the activity. Upon approval of a proposed project, the Commanding Officer will direct the PWO to add the project to the appropriate IPL for funding consideration, unless the project proponent has an existing source of funds identified. If the proponent does not have an existing source of funds identified, the project will be added to either the

Military Construction, Special Project or Specifics IPL, based upon the project's cost estimate and the funding limits for each of these IPLs.

D. C. KENDALL
Deputy and
Chief of Staff

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PROJECT APPROVAL CHECKLIST

▪ Detailed project description and scope of work.	Y	N	N/A
▪ The purpose or intended use of the facility for new construction or additions to existing facilities.	Y	N	N/A
▪ Project plans, drawings, specifications.	Y	N	N/A
▪ Site map showing utilities connections, if available, based on acquisition method/ contracting vehicle.	Y	N	N/A
▪ Quantity of utilities required (if utility requirements are known).	Y	N	N/A
▪ Safety Plan.	Y	N	N/A
▪ Excavation Permit attached?	Y	N	N/A
▪ Site Approval attached?	Y	N	In progress
▪ A point-of-contact with telephone number and e-mail address for any questions about the project.			

Name:_____ Phone:_____

▪ PWO Review and Approval

Signature: _____ Date: _____

Public Works Use Only

Project Closeout: *Signature and date indicates the listed items have been completed or received.*

▪ Mitigation requirements are complete, and monitoring reports have been completed.

Signature: _____ Date: _____

▪ Property record cards have been updated.

Signature: _____ Date: _____

▪ Maintenance manuals have been received.

Signature: _____ Date: _____

▪ As-built drawings have been received.

Signature: _____ Date: _____