

**Reference 1.c. of memorandum, DAIM-ZA, 1 Jul 05, subject: Military Construction (MILCON) Transformation Execution.**

**Appendix D**

**Authority for Approval of Changes to MILCON Projects Funded by MCA, UMMCA, USAHFPA, and AFH Appropriations**

**D-1. Changes associated with Military Construction, Army and Army Family Housing projects after budget lock**

There are two types of changes associated with MCA, UMMCA and AFH projects:

a. **Mandatory changes.** Unavoidable changes required to provide a complete and usable facility. Such changes are caused by unforeseen factors discovered during design or construction (e.g. design oversights and errors, mandatory criteria changes, construction site conditions, or unavailability of materials). These changes include those necessary for completion of the project; but not those justified by improved efficiency of operation, maintainability, function or appearance.

b. **Discretionary changes.** Changes not absolutely required to provide a complete and usable facility that meets operational requirements. This includes any criteria changes that are not mandatory for ongoing projects and changes that would improve the efficiency, maintainability, functionality, or appearance of the facility. Any change that is not necessary is considered discretionary. Table D-1 summarizes the approval authorities for changes to MCA, UMMCA, and AFH projects.

**D-2. Approval of mandatory changes**

Approval follows USACE command lines to HQDA and the Congress, as appropriate, for the funding authority required for mandatory changes.

**D-3. Approval of discretionary changes prior to budget lock**

An IMA region director may approve changes during concept design (35 percent) or parametric design (5-15 percent) to incorporate user requirements prior to budget lock for the OSD Budget Estimate Submission (1 August), as long as such changes meet the intent, scope, and cost approved by the CRRC. For mission projects, discretionary changes shall be coordinated with and concurred on by the appropriate MACOM before the IMA region approves any change. Discretionary changes that also require a waiver from an Army Standards or a Standard Design/Criteria will include all waiver request requirements outlined in Appendix E.

**D-4. Approval of discretionary changes after budget lock and prior to construction contract award**

An IMA region director may approve discretionary changes, after budget lock and before construction contract award (but preferably before project advertisement), provided all conditions below are met. For mission projects, discretionary changes shall be coordinated with and concurred on by the appropriate MACOM before the IMA region approves any change.

If any condition below is not met, the change must be approved by HQDA (DAIM-FD).

a. Such changes are in accordance with technical criteria (normally published in USACE technical publications or Army technical manuals) and Army standards (Standard Design/Criteria, etc.).

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- b. Such changes do not cause the CWE to exceed 95 percent of the PA.
- c. Such changes are within the scope of the DD Form 1391-EF presented to the Congress with the Budget Justification and do not cause a change in the scope of the project.
- d. Incorporation of such changes does not cause the scheduled award date to slip.
- e. The total of discretionary changes does not cause any increase in the original design cost budget for the project.
- f. Coordination and concurrence with the appropriate MACOM on mission projects.
- g. A waiver approval has been granted if the change requested would effect either an Army Standard or a mandatory design element of a Standard Design/Criteria. (See App E.)

**D-5. Approval of discretionary changes after construction contract award**

All discretionary changes after construction contract award, including those related to sources of funding, will be submitted by an installation through the appropriate IMA region director to HQDA (DAIM-FD) for approval. The IMA region director will validate each such request prior to forwarding it to HQDA (DAIM-FD). Change request must include an approved waiver if the change requested would effect either an Army Standard or a mandatory design element of a Standard Design/Criteria (See App E.). This includes coordinating with the appropriate MACOM and receiving their concurrence. Where such approvals are granted, USACE will issue directive authorizations and funds to the appropriate USACE districts for implementation of those changes. All change requests submitted to HQDA (DAIM-FD) shall include a current CWE from the USACE district using the approved USACE CWE format.

**D-6. USACE involvement in discretionary changes**

The IMA region director and installation are required to obtain USACE district evaluation of proposed changes to include cost and time estimates and impacts. The USACE district evaluation and estimates, recommended source of funds, the current project CWE using the approved USACE CWE format, and a list of all known pending changes and claims not yet approved must be included as supporting documentation for any request. HQDA (DAIM-FD) may require USACE to provide additional technical review on requested changes. Funds for HQDA-approved changes will be issued by USACE to USACE districts at the time of approval. Where a change request involves a waiver to an Army Standard or a Standard Design/Criteria, the USACE Center of Standardization will be contacted to provide input and concurrence.

**D-7. Relationship to Army approved Army Standards and Standard Design/Criteria**

Any changes that would cause a deviation from an Army Standard or a mandatory design element in a Standard Design must be identified in the change request package. The change request package shall also contain a request for a waiver that will be processed in accordance with the procedures of the Army Facility Standardization Program (Appendix E). If a waiver to an Army Standard or mandatory design element in a Standard Design/Criteria is not approved, that portion of the change request will also be

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disapproved, regardless of any other merits the change may provide.

**D-8. USAHFPA**

Any changes in design or construction in a MED MILCON project must be evaluated and be approved by USAHFPA or TMA as appropriate.

**Table D-1. Approval Authority for MILCON Change Management - MCA, UMMCA, USAHFPA, and AFH Projects**

Note: If a waiver from an Army Standard or a Standard Design/Criteria is required, waiver approval from the Army Facility Standardization Committee or Subcommittee as described in Appendix E is required prior to approval at any Approval Authority level on the chart below.

Approval Authority	Design Changes (After Budget Lock)		Construction Changes including design changes to Design-Build contracts after award	
	Mandatory	Discretionary	Mandatory	Discretionary
<b>USACE District</b>	All changes IAW technical criteria, within approved scope, and within 95 percent of the approved PA.	No Approval Authority (Provides analysis to installations).	All changes IAW technical criteria and within HQDA/USACE approved CWE and project scope. Forwards proposed changes that would cause the approved CWE to be exceeded.	No Approval Authority (Provides analysis to installations).

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<b>USACE Division</b>	No Approval Authority. Evaluates and forwards to USACE.	No Approval Authority.	No Approval Authority. (Evaluates and forwards to USACE all changes that exceed the approved CWE.	No Approval Authority.
<b>USACE</b>	Approves changes either not IAW technical criteria; or cause the project CWE to exceed PA by no more than 15 percent or \$1.5M, whichever is less, in coordination with MACOM and DAIM-FD.	No Approval Authority.	Approves changes either not IAW technical criteria or cause the project CWE to exceed PA by no more than 15 percent or \$1.5M, whichever is less. For all changes, directive authorization and funds will be provided to the USACE district upon approval of the change in coordination with DAIM-FD.	No Approval Authority
<b>USAHFPA (for MED MILCON)</b>	HFPA Approve all changes.	HFPA Approve all changes.	HFPA Approve all changes.	HFPA Approve all changes.

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<b>User and/or Installation</b>	No Approval Authority.	No Approval Authority. (Initiates request through Installation to IMA region director).	No Approval Authority.	No Approval Authority. (Initiates request through Installation to IMA region director).
<b>IMA Region Director</b>	No Approval Authority.	Approves changes IAW technical criteria, and within 95 percent of the approved PA & approved scope in coordination with DAIM-FD. See paragraph D-4.	No Approval Authority.	No Approval Authority.
<b>HQDA and/or DASA-IH</b>	Approves changes which are not within the approved scope, or that cause the project CWE to exceed PA by more than 15 percent or \$1.5M, whichever is less.	Approves changes which are not IAW technical criteria, not within the approved scope, or which cause the project CWE to exceed the PA.	Approves changes which are not within the approved scope, or which cause the project CWE to exceed PA by not more than 25 percent or \$2M, whichever is less.	Must approve all discretionary changes.
<b>Congress</b>	Not Applicable	Not Applicable	Approves changes that cause CWE to exceed PA by 25 percent or \$2M, whichever is less.	Approves changes that cause CWE to exceed PA by 25 Percent or \$2M, whichever is less.