DEPARTMENT OF THE ARMY
ASSISTANT CHIEF OF STAFF FOR INSTALLATION MANAGEMENT
600 ARMY PENTAGON
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DAIM-FD

25 JUN 2005

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Waiver Process for Facility Army Standards and Standard Designs

1. This memorandum provides implementing instructions for the Facilities Standards Waiver Policy established in AR 415-15. The enclosed instructions are for Army staff offices, MACOMs, the Installation Management Agency (IMA), Garrison Commanders, and US Army Corps of Engineers (USACE) activities that participate in the development of facility standards and projects in support of the Army Facilities Standardization Committee (AFSC).

2. These instructions apply to Installation Design Standards related to a specific facility project and Reserve Component facilities located on Army installations. They exclude training ranges, which are standardized under the Sustainable Range Program. Training ranges must be designed and evaluated in accordance with TC 25-8 which outlines recommended components, features, characteristics, and basic design templates for all range types.

3. The AFSC approves the Army Standards for facilities, which are the elements that must be included in specific facility types designed and constructed on Army installations. The General Officer level AFSC includes the ACSIM (chair), Director IMA, and HQUSACE Director for Military Programs. Waivers of Army Standards must be requested in writing by the Garrison Commander and coordinated through the IMA for AFSC review and approval.

4. The Army Facilities Standardization Subcommittee (AFSS) approves the Standard Design and Criteria that implement the approved Army Standards. The AFSS includes the OACSIM Facilities and Housing Director (chair), IMA Deputy Director, and HQUSACE Chief Engineering & Construction. Waivers from Mandatory Design Criteria must be requested in writing by the Garrison Commander and coordinated through the IMA for AFSS review and approval.

5. The waiver flow process is graphically shown at enclosure 1. The process and documentation instructions are provided in enclosure 2. All Military Construction Projects for facilities having Standard Designs must use these standards or request a waiver. Waivers must be submitted as early as possible during project development. The goal is to minimize waiver requests, particularly after construction begins. Waiver requests submitted after construction award must follow procedures for mandatory and discretionary user changes.

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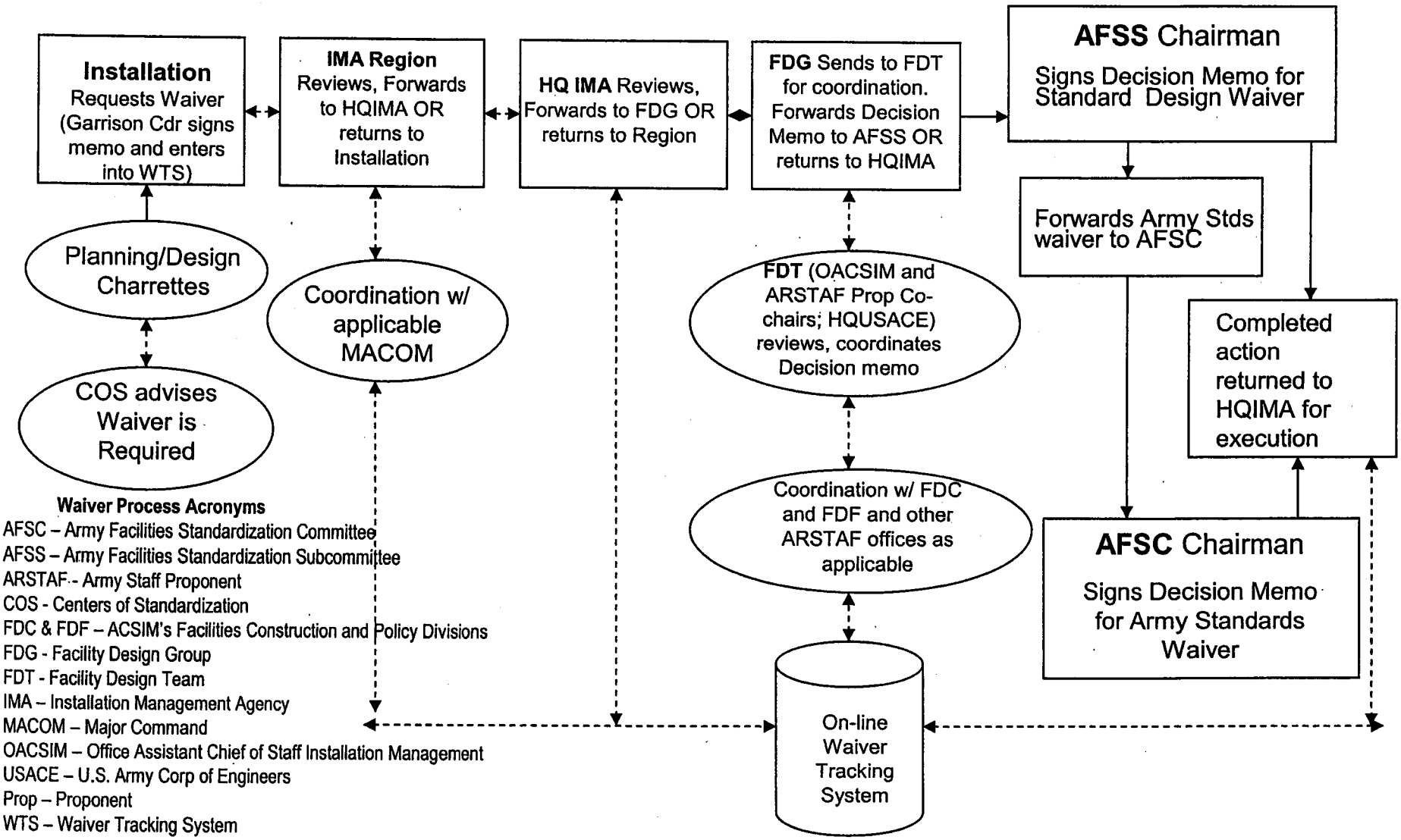
Waiver Process for Army Standards & Standards Designs



Waiver Process Acronyms

AFSC – Army Facilities Standardization Committee
AFSS – Army Facilities Standardization Subcommittee
ARSTAF - Army Staff Proponent
COS - Centers of Standardization
FDC & FDF – ACSIM's Facilities Construction and Policy Divisions
FDG - Facility Design Group
FDT - Facility Design Team
IMA – Installation Management Agency
MACOM – Major Command
OACSIM – Office Assistant Chief of Staff Installation Management
USACE – U.S. Army Corp of Engineers
Prop – Proponent
WTS – Waiver Tracking System

Figure #1 Waiver Flow Process

Facility Standards Waiver Submittal Process
June 2005

The following outlines the key sequence of actions that a waiver request needs to take for resolution.

1. **There are two basic types of waivers:**
   - Waiver to an Army Standard
   - Waiver to Standard Design/Criteria

2. **Waiver to an Army Standard:**

a. The request is initiated by the installation (facility user/owner or USACE Design District). Waivers must be submitted as early as possible during project development (i.e.,by the end of planning charrette and before design starts).

b. The USACE Center of Standardization (COS), in coordination with the Facility Design Team (FDT), advises Garrison Commander whether a waiver is required for a specific project. Note: A Facilities Design Team (FDT) is responsible for developing the Army Standard and Standard Design/Criteria for a specific facility type. The FDT key members include representatives from the Army Staff functional proponent (co-chair), OACSIM (co-chair), HQIMA, HQUSACE and the USACE designated COS. Teams may include other members as required, such as representatives from IMA Regions, MACOMs, installations, and Army Field Operating Activities. (Refer to ACSIM webpage, Army Installation Design Standards web portal for list of FDTs and USACE COS points of contacts.)

c. Garrison Commander submits all Army Standard waiver requests to the IMA Region. Note: Special installations submit waiver requests through HQ IMA in coordination with their MACOM Engineer Office (AMC Depots, MEDCOM and Army National Guard). Garrison must enter waiver request into the online waiver tracking system (refer to ACSIM webpage, Army Installation Design Standards portal). See paragraph 6 for waiver request documentation.

d. The IMA Region, in coordination with the applicable MACOM, reviews and either recommends approval of the request to HQ IMA or returns the request to the installation for further action (see paragraph 7 for examples of projects to coordinate with MACOMs).

e. HQIMA reviews waiver request. If HQ IMA does not support the waiver request, the request is returned without action. Otherwise, HQ IMA recommends approval and forwards request to the Facility Design Group (FDG).

f. FDG sends package to appropriate Facility Design Team (FDT) for final evaluation and coordination.

- FDT co-chairs (Army Functional Proponent and OACSIM) coordinate with appropriate ARSTAF offices and ensure that Army functional proponent supports the waiver. FDT will address any differences in recommendations from MACOMs, IMA and the COS.
- OACSIM FDT co-chair coordinates with OACSIM FDC (Construction Division) to assess impact of waiver on scope, schedule, and cost to MCA projects (including additional planning and design costs).
- OACSIM FDT co-chair coordinates with OACSIM FDF (Facility Policy Division) to assess impact of waiver on scope, schedule, cost and project approval for major renovation projects (maintenance and repair projects). Instances when all coordinating offices cannot agree on a course of action (ie. approval or disapproval), requests will be presented to the AFSS for resolution.

g. The FDT Co-chair returns to FDG with recommendation to either return to HQIMA for further information or coordinates waiver request with the Army Facilities Standardization Subcommittee (AFSS) for recommended approval by Army Facilities Standardization Committee (AFSC) chairman.

h. The FDG forwards the FDT coordinated waiver request decision memo to AFSC chairman for approval.

- The COS will assess approved waivers for possible permanent change to the Army Standard.
- If FDT recommends that an approved waiver become permanent change to Army Standard, FDT submits change following the normal Army Standards review and approval process.

i. The installation will be advised of the AFSC decision as soon as possible through the IMA chain of command.

3. **Waiver request to Standard Design/Criteria:**

a. AFSS approval is required to waive the mandatory features of Standard Designs and Criteria. The Standard Design Mandatory Criteria for a specific facility type must be used when a new facility or major renovation of that facility type is programmed on an Army installation. For the purposes of this policy, major renovation is defined as maintenance and repair projects which require approval at HQ DA level (IAW AR 420-10). Non-mandatory features of Standard Designs/Criteria can be waived by the COS, in coordination with the FDT. If the "mandatory features" are not readily identified in the Standard Designs/Criteria documents, they will be identified on an as-needed basis by the COS, in coordination with the FDT.

b. AFSS approval is required for any adjustment from the standard design that involves modifying the building gross square footage (GSF) of the project more than 5% or more than 500 GSF, whichever is less, even if the change is to non-mandatory features of the design. Where a change from the standard design involves modifying the square footage of the project and the difference is more than 5% of the building GSF or more than 500 GSF, whichever is less, a waiver request must be submitted.

c. The request is initiated by the garrison (facility user/owner or USACE Design District), preferably during the planning charrette or no later than the completion of the design charrette. Installation exceptions to Standard Designs must be coordinated with the USACE COS to determine whether a waiver is to be submitted to the AFSS for review and approval.

d. The COS, in coordination with the Design District and the appropriate FDT, advises the Garrison Commander whether a waiver is required for a specific project. This includes identifying and reporting any changes in 1391 scope or increase to programmed amount and any project schedule impacts.

e. Garrison Commander submits waiver request through the IMA Region and HQIMA. Note: Special installations submit waiver requests through HQIMA in coordination with their MACOM Engineer Office (AMC Depots, MEDCOM and Army National Guard). Garrison must enter waiver request into the online waiver tracking system (refer to ACSIM webpage, Army Installation Design Standards portal). See paragraph 6 for waiver request documentation.

f. The IMA Region, in coordination with the applicable MACOM, reviews and either recommends approval of the request to HQ IMA or returns the request to the installation for further action. (See paragraph 7 for examples of projects to coordinate with MACOMs).

g. The HQ IMA reviews the waiver request. If HQ IMA does not support the waiver request, the request is returned with explanation. Otherwise, HQ IMA recommends approval and forwards request to the Facility Design Group (FDG).

h. FDG sends package to appropriate Facility Design Team (FDT) for final evaluation and coordination.

- FDT co-chairs (Army Functional Proponent and OACSIM) coordinate with appropriate ARSTAF offices and ensure the Army functional proponent supports the waiver. FDT will address any differences in recommendations from MACOMs, IMA and the COS.
- OACSIM FDT co-chair coordinates with OACSIM FDC (Construction Division) to assess impact of waiver on scope, schedule, and cost to MCA projects (including additional planning and design costs).
- OACSIM FDT co-chair coordinates with OACSIM FDF (Facility Policy Division) to assess impact of waiver on scope, schedule, cost and project approval for major renovation projects (maintenance and repair projects).

Instances when all coordinating offices cannot agree on a course of action (ie. approval or disapproval), requests will be presented to the AFSS for resolution.

i. The FDT Co-chair returns to FDG with recommendation to either return to HQIMA for further information or send FDG coordinated waiver request decision memo ready for the Army Facilities Standardization Subcommittee (AFSS) chairman's approval.

j. The FDG sends request to AFSS chairman for signature approval.

- The COS will assess approved waivers for possible permanent change to the Standard Design.
- If FDT recommends that an approved waiver become permanent change to Army Standard, FDT submits change following the normal Army Standards review and approval process.

k. The installation will be advised of the decision of the AFSS as soon as possible through the IMA chain of command.

4. **If waiver request is received at HQIMA within 10 working days of next quarterly AFSS/AFSC meetings, it will be presented by FDT at the meeting.**

5. **Waiver Requests submitted after construction start.**

a. Waivers to Army Standards and Standard Design/Criteria after construction start (including the contractor's design phase in a Design-Build contract) shall be submitted within the same package as the mandatory/discretionary change request (see AR415-15 for mandatory/discretionary change request requirements). The goal is to minimize the need for waivers after construction begins. Accordingly, all waivers submitted after construction commences must provide detailed explanation for why the waiver could not be submitted prior to construction, lessons learned, impacts to construction schedule, and a cost-benefit analysis.

b. These requests will be submitted through either USACE channels (for mandatory changes) or IMA channels (for discretionary changes). Mandatory changes requiring waivers from Army Standards or Standard Design/Criteria will be sent to HQDA (DAIM-FD) for processing of waiver as outlined in paragraphs 2&3 above. IMA will coordinate all discretionary changes requiring waivers from Army Standards or Standard Design/Criteria as outlined in paragraph 2&3 above. The DAIM-FDC (Construction Division) will resolve all portions of the mandatory/discretionary change request package that are not affected by the waiver to the Army Standard or Standard Design/Criteria IAW AR415-15. Waivers requests to Army Standards or Standard Design/Criteria

submitted as a part of a construction change package will be reviewed, and coordinated with the FDT and FDG IAW the procedures outlined in these instructions. The change request will be concurrently reviewed for technical merits, and coordinated with the approval authority IAW AR415-15. Upon approval of both the waiver package and the change request, HQDA (DAIM-FD) will inform USACE, and USACE will issue directive authorizations and funds to the appropriate districts for implementation of those changes.

c. These waiver requests will be expeditiously sent to the AFSS and AFSC for resolution.

6. **Waiver request documentation must include/address as a minimum:**

a. Waiver request memorandum signed by Garrison Commander

- Explanation of situation and justification for why waiver is required (for example explain the unique functions or organization's personnel strength and equipment requirements that make it infeasible to use the Army Standard or Standard Design feature(s)).
- Square footage deviations must clearly be explained and justified.
- Installation level proponent concurrence/coordination
- COS coordination/recommendation
- USACE Designing District concurrence/coordination
- Cost and scope impacts (design and construction) on project for what installation is requesting (will require input from USACE District)
- Time impacts (any delays will require input from USACE District)

b. IMA Region recommendation memorandum forwarding installation request to HQIMA

c. Appropriate MACOM concurrence (if applicable)

d. Supporting graphics – OPTIONAL (if this helps explain what the installation is trying to do)

e. Once HQIMA receives waiver request, HQIMA POC coordinates with FDG, notifying that either request was returned to installation (with explanation) or forwarded to FDG for recommended evaluation.

f. FDT prepares AFSS or AFSC decision memorandum showing required coordination from IMA, ACSIM, USACE, and the DA staff proponent.

7. **Examples of projects requiring MACOM coordination** (Not all inclusive):

- Vehicle Maintenance Shops coordinated with Unit's MACOM
- Criminal Investigation Facility Projects coordinated with CIDC
- School House Projects coordinated with TRADOC (including trainee barracks)
- Deployment Facilities (including Army Power Projection Platform projects) coordinated with appropriate MACOM (FORSCOM, USAREUR, USARPAC, EUSA, SDDC-TEA).
- Facilities for Special Operations Units coordinated with USASOC
- Entrance Processing Centers coordinated with MEPCOM
- Medical Facilities coordinated with MEDCOM

8. **The status of waiver requests will be tracked electronically on the Army IDS webpage (accessed through the ACSIM homepage).**

Facility Standards Waiver Submittal Process

June 2005

Summary: It is recognized that no standard designs/criteria are perfect and therefore expected that some waiver requests will identify improvements that may be incorporated into the standards. The process encourages facility users, USACE designers, installation and MACOM personnel to contact the designated Center for Standardization or use the IDS web site to submit suggestions to improve any design aspect such as functionality, maintainability, sustainability, constructability, or value.

Reference: ACSIM webpage http://www.hqda.army.mil/acsimweb/homepage.shtml (Army Installation Design Standards/IDS) for the Army Standards and Standard Designs/criteria, process overview, definitions, roles and responsibilities.