Headquarters
United States Army, Europe, and Seventh Army
United States Army Installation Management Agency
Europe Region Office
Heidelberg, Germany

Army in Europe
Regulation 415-22*

6 October 2004

Construction

NATO Security Investment Program

***This regulation supersedes USAREUR Regulation 415-22, 31 July 2002.**

For the CG, USAREUR/7A:

E. PEARSON
Colonel, GS
Deputy Chief of Staff

Official:

GARY C. MILLER
Regional Chief Information Officer - Europe

Summary. This regulation—

• Establishes responsibilities and provides guidance for developing and managing the NATO Security Investment Program (NSIP) in the Army in Europe.

● Includes NATO policy and procedures.

● Is published according to DOD Directive 2010.5.

● Was previously published as USAREUR Regulation 415-22. This revision—

-- Incorporates new responsibilities resulting from the establishment of IMA-E (para 4e).

-- Revises NATO project limits based on the conversion of the NATO accounting unit (NAU) to the euro.

-- Incorporates NATO Strategic Command name changes based on the new NATO command structure.

-- Updates *Auftragsbautengrundsätze* (*ABG*) *3* and *ABG 75* (principles for construction contracting) procedures as they apply to the NSIP based on the 2003 amendment to the *ABG 3* and *ABG 75* processes.

Applicability. This regulation applies to—

● HQ USAREUR/7A staff offices.

● USAREUR major subordinate and specialized commands (AE Reg 10-5, app A).

● IMA-E.

● Military construction and equipment procurement that is eligible for funding through the NSIP. Infrastructure in this category generally is restricted to operational facilities.

NOTE: This regulation does not apply to construction during maneuvers, field exercises, or simulated wargames.

Supplementation. Organizations will not supplement this regulation without Office of the Deputy Chief of Staff, Engineer (ODCSENGR), HQ USAREUR/7A (AEAEN-NATO), approval.

Forms. AE and higher-level forms are available through the Army in Europe Publishing System (AEPUBS).

Records Management. Records created as a result of processes prescribed by this regulation must be identified, maintained, and disposed of according to AR 25-400-2. Record titles and descriptions are available on the Army Records Information Management System Web site at *https://www.arims.army.mil*.

Suggested Improvements. The proponent of this regulation is the ODCSENGR (AEAEN-NATO, DSN 370-6544/7298). Users may suggest improvements to this regulation by sending DA Form 2028 to the ODCSENGR, HQ USAREUR/7A (AEAEN-NATO), Unit 29351, APO AE 09014-9351.

Distribution. D (AEPUBS).

CONTENTS

SECTION I
GENERAL

1. PURPOSE
This regulation—

a. Provides guidance, assigns responsibilities, and defines procedures for taking part in the common-funded NATO Security Investment Program (NSIP) (formerly the NATO Infrastructure Program). HQ USAREUR/7A staff offices and commands in the Army in Europe use the NSIP to construct, alter, restore, and release military real property in NATO countries.

b. Prescribes the responsibilities of commanders, directors of public works (DPWs), and heads of construction agencies concerning NATO-funded construction.

c. Defines areas of responsibility for HQ USAREUR/7A staff offices, USAREUR major subordinate and specialized commands, IMA-E, and the United States when the United States acts as the host nation or user nation for NATO.

d. Implements NATO, DOD, and USEUCOM directives on Army in Europe participation in the NSIP.

e. Provides NATO policy and procedures.

2. REFERENCES
Appendix A lists references.

3. EXPLANATION OF ABBREVIATIONS AND TERMS
The glossary defines abbreviations and terms.

4. RESPONSIBILITIES

a. The Deputy Chief of Staff, Engineer (DCSENGR), USAREUR, will—

(1) Be responsible for the overall coordination and execution of the NSIP for the Army in Europe. This includes the overall management, long-range planning, and interface of the NSIP with the USAREUR Military Construction (MILCON) Program.

(2) Seek the creation of new NATO infrastructure common-funding categories and the expansion of criteria for established categories when advantageous to U.S. interests.

(3) Establish priorities and obtain CG, USAREUR/7A, approval of the annual construction program.

(4) Coordinate annual submissions of USAREUR project proposals with DOD, HQDA, NATO military commands, USEUCOM, and the U.S. Mission to NATO.

(5) Plan, program, recoup, and report to USEUCOM on infrastructure projects.

(6) Maintain direct liaison with host nations, NATO, NATO strategic commands (SCs), and NATO joint forces commands (JFCs) to provide documentation, advice, comments, recommendations, and other assistance required to protect or enhance U.S. interests in infrastructure projects.

(7) Plan conjunctively funded projects to coincide with the approval of NATO infrastructure funding.

(8) Coordinate with the host nation to ensure that designs and projects are executed as quickly as possible when the United States (not the host nation) is the user.

(9) Represent the United States at the following NATO-directed activities:

(a) Annual maintenance inspections (AMIs).

(b) Design meetings.

(c) Joint final acceptance inspections (JFAIs).

(b) Project screenings.

(10) Participate in the U.S. Mission to NATO-directed line-item reviews and USEUCOM-directed NSIP workshops.

(11) Provide training and other guidance as the NSIP proponent for the Army in Europe.

b. The USAREUR G3 will serve as the proponent for air-defense-system and advanced-attack-helicopter operational facility requirements.

c. The USAREUR G4 will serve as the proponent for storage-facility requirements for Army prepositioned stocks in Europe (APS-2) and conventional ammunition. (APS-2 was formerly known as prepositioning of materiel configured to unit sets (POMCUS).)

d. HQ USAREUR/7A staff principals and commanders of USAREUR major subordinate and specialized commands will work together to help engineers—

(1) Identify and propose U.S. NATO MILCON requirements based on Congressional directives, NATO ministerial guidance, NATO infrastructure goals, NATO forces goals, U.S. Forces assignments to NATO, and Army in Europe guidance.

(2) Support the development and preparation of U.S. NATO infrastructure requirements as required or directed.

(3) Ensure the availability of conjunctive funds when required for a U.S. (user) share.

(4) Participate in project-design development and final design to ensure authorized and conjunctively funded work is included and meets user requirements, and that the project is compatible with installation master plans and other facility requirements.

(5) Participate in prefinal and final construction turnover inspections.

e. IMA-E will—

(1) Be responsible for ensuring area support group (ASG) and base support battalion (BSB) DPW organizations meet their requirements as prescribed by this regulation. Subparagraph f below provides DPW responsibilities.

(2) Process NATO work requests (minor works projects) from the DPW to the Office of the Deputy Chief of Staff, Engineer (ODCSENGR), HQ USAREUR/7A (AEAEN-NATO).

(3) Program funding for cost shares for any work that exceeds NATO eligibility and therefore involves U.S. conjunctive funding. In Germany, this includes design costs using *Auftragsbautengrundsätze* (*ABG*) *3* (escrow account) and excess scope funding using *ABG 4*.

(4) Coordinate with and notify the ODCSENGR (AEAEN-NATO) of any proposed U.S. funding for the construction or upgrade of operational facilities. Generally, operational facilities are eligible for NATO funding, and NATO must be notified in cases of urgency when U.S. funds will be used to prefinance otherwise NATO-eligible construction. This notification is the responsibility of the ODCSENGR (AEAEN-NATO).

f. ASG DPWs will—

(1) Verify the needs of the infrastructure user.

(2) Participate in project predesign activities (for example, feasibility studies, site selection, development of functional and security requirements, compliance with installation master plans).

(3) Participate in NATO phase meetings and project screenings during design development.

(4) Participate in preconstruction, turnover, JFAI, and AMI activities.

(5) In coordination with the host nation, make provisions for utility connections for projects on U.S.-controlled property.

(6) Serve as the ASG POC during construction.

(7) Accept construction after turnover from the host nation and DOD construction agents and enter the completed works on real property records as a NATO facility.

(8) Properly mark NATO structures and provide maintenance and repair services to NATO facilities after acceptance is approved by the ODCSENGR (AEAEN-NATO).

(9) Coordinate with the appropriate host-nation construction agency to correct JFAI deficiencies (including items under warranty) after acceptance.

(10) Include NATO infrastructure facilities on U.S. Army-controlled installations as part of the installation master plan.

(11) Initiate minor works and restoration projects.

(12) Coordinate the NSIP in the ASG.

(13) Ensure that the expenditure of U.S. funds is kept to a minimum.

(14) Ensure that conjunctive funds are available when required for a U.S. (user) share.

(15) Coordinate with ASG S2 and S3 staffs to ensure MILCON requirements that support NATO forces are submitted for NSIP funding.

g. Users and proponents of infrastructure will—

(1) Identify needs for facilities.

(2) Determine requirements.

(3) Ensure facilities are used properly.

(4) Coordinate facility maintenance with the supporting DPW.

h. The host nation will—

(1) Provide real estate, access roads, and utility connections for NATO facilities.

(2) Prepare type A (initial) cost estimates (TACEs). To expedite the process, the U.S. authorities may prepare TACEs. The host nation, however, will be responsible for verifying the accuracy of TACEs before submission.

(3) Request design funds from NATO, and design projects.

(4) Call design meetings with NATO and user nations.

(5) Submit type B (preliminary, 35 percent) cost estimates (TBCEs) to NATO.

(6) Request construction funds from NATO.

(7) Obtain preconstruction project approvals.

(8) Award and construct projects.

(9) Turn over projects to the user.

(10) Ensure legal requirements (for example, post-construction engineering certification) are met.

(11) Correct design and construction deficiencies identified during JFAIs.

(12) Process deletion requests from the user nation to NATO for facilities no longer required for the NATO mission.

(13) Assume physical responsibility for sites selected for deletion from the NATO inventory and for which no further U.S. use is identified, pending the release of the site to the host nation; and coordinate this action with the Office of the Provost Marshal, HQ USAREUR/7A.

i. DOD design and construction agents will—

(1) Provide technical assistance to U.S. Army commands as requested.

(2) Serve as the U.S. liaison for the technical review of designs prepared by host nations to ensure U.S. legal and technical requirements are incorporated in the designs.

(3) Serve during construction as the POC with the host-nation construction agency, the U.S. user, the ASG DPW, and the HQ USAREUR/7A staff principal.

(4) Participate in prefinal and final turnover construction inspections with representatives of the host nation.

(5) Prepare DD Form 1354 for acceptance of facilities by the DPW.

(6) Monitor the correction of deficiencies with the DPW.

(7) Provide engineering services as mandated by Congressional funding authorizations. These services normally include design and construction liaison for NATO projects.

(8) Serve as the recoupment agent for all military services for U.S. prefinanced NATO projects. USEUCOM has designated the United States Army Engineer District, Europe (USAEDE), to serve in this capacity.

NOTE: DOD Directive 4270.5 designates geographic areas of responsibility. The USAEDE serves as the DOD construction agent for the JFC North (formerly the Allied Forces North West Europe and Allied Forces Central Europe) geographic area and Turkey. The Engineering Field Activity, Mediterranean, serves as the DOD construction agent for the JFC South (formerly Allied Forces South Europe) geographic area (Greece, Italy, Portugal, and Spain).

j. NATO JFCs will develop operation plans in their sectors and program infrastructure requirements for the NATO mission.

k. NATO SCs will review and approve operation plans and program the infrastructure to support forces outlined in these plans.

l. The NATO International Staff (NIS) will—

(1) Screen infrastructure proposals in capability packages (CPs) submitted by SCs for technical accuracy and forward CPs with recommendations to the NATO Military Committee (MC) and Senior Resource Board (SRB).

(2) After NATO approves a CP, review and recommend individual projects for funding authorization.

m. The U.S. Mission to NATO will—

(1) Defend NATO eligibility for U.S.-sponsored projects.

(2) Develop and process the quarterly U.S. contribution to the NSIP for payment by the USAREUR G8 (AEAGF-PB).

5. POLICY

a. NATO common funding will be used when possible to design, construct, and restore projects in the areas of responsibility of commands in the Army in Europe. Using NATO common funding will save U.S. resources and funds.

b. A close relation will be maintained between the NSIP and U.S. Military Construction, Army (MCA), equipment and materiel procurement programs, and Operations and Maintenance, Army (OMA), programs.

c. The basic design and construction of U.S. NATO infrastructure projects (including prefinanced projects) will be within the scope of NATO technical criteria and standards. Exempt from this requirement are U.S.-required physical security, force-protection, life-safety, fire-protection, environmental, and energy conservation items that exceed the NATO minimum military requirement (MMR) and that are normally not eligible for infrastructure funding. These items must be conjunctively funded.

d. The planning and programming of conjunctive funding will be done when possible to coincide with the authorization of construction funds by the NATO Infrastructure Committee (IC).

e. Follow-up action will be taken to ensure early recoupment of funds by the United States from NATO and the host nation as a result of actions taken in prior years to prefinance (with U.S. appropriated funds) NATO projects not yet approved through the CP process but needed to meet urgent military requirements. All recouped funds will be added to the U.S. NSIP fund availability.

f. Construction and design deficiencies must be identified before and during the NATO JFAI.

g. NATO requires user nations to maintain NATO facilities. Commanders will maintain NATO facilities for which the United States is the user to obtain at least a satisfactory rating as determined by NATO AMIs.

h. Required U.S. safety and security approvals will be obtained before the NATO IC authorizes construction funds for each project (c and d above).

i. The expansion of existing infrastructure criteria for established categories and the creation of new categories of infrastructure for NATO common funding will be pursued when advantageous to the U.S. mission to meet NATO requirements.

SECTION II
BACKGROUND

6. GENERAL

a. The NSIP constructs military requirements that are financed by contributions of participating member countries. The U.S. contribution to the NSIP is about 26 percent of the total. Congress funds the U.S. contribution in an annual NSIP no-year appropriation. Construction of U.S. user projects with NATO common funding instead of appropriated funds saves U.S. construction dollars. U.S. policy is to use the NSIP when possible. Congress requires the U.S. Forces to obtain NATO common funding for construction in Europe for eligible projects.

b. The NSIP consists of planning, programming, budgeting for, executing, and accepting recognized NATO military requirements. The projects making up the requirements arise from mission assignments, inadequacy of existing facilities, and guidance from higher authorities. Requirements to meet infrastructure shortfalls are proposed in a CP and approved at the same time the CP is approved.

7. FUNDING

a. The NSIP fund is around $700 million each year. The two biggest contributors, Germany and the United States, provide more than 55 percent of the infrastructure budget. The United States contributes its share based on the approved budget. The United States has historically received more than it contributes.

b. The euro replaced the NATO accounting unit (NAU) as the official NATO "currency" in 2003. The euro cost for projects that began before 2003 can be determined using the conversion rate of 1 NAU to 3.462 euros.

8. NATO ORGANIZATION

Decisions on infrastructure matters are made by the North Atlantic Council (NAC), the Defense Planning Committee (DPC), or their subordinate committees.

a. The NAC is the ultimate authority in NATO and has representatives from the 26 NATO member countries. The NAC is the only body formally established by the North Atlantic Treaty and given the authority to set up "such subsidiary bodies as may be necessary" to implement the Treaty.

b. The DPC deals with all defense matters and comprises representatives of NATO member countries that are part of the NATO-integrated defense structure. France and Spain currently do not participate on the DPC. In the specialized field of defense, the DPC basically has the same functions and authority as the NAC.

c. The NATO MC is the senior military authority in NATO and is under the overall authority of the NAC and DPC. The NATO MC makes recommendations to the NAC and DPC.

d. The NATO SRB is the principal advisory body to the NAC on requirements for, and the availability of, military common-funded resources. The NATO SRB is chaired by a national chairperson selected by the member countries.

e. The NATO IC is one of the standing committees directly under the NATO Secretary General. The NATO IC is responsible for implementing the NSIP as screened and endorsed by the NATO SRB and approved by the NAC or DPC. With the disbanding of the Infrastructure Payments and Progress Committee in 1993, the NATO IC assumed the responsibilities of that committee. The most significant duty assumed by the NATO IC is that of authorizing funds for projects that support an approved NATO CP.

f. The NIS of the Secretary General advises NATO committees on technical and financial matters. Within the NIS, the Security Investment Directorate is responsible for screening CPs from the technical, financial, economic, and political points of view. Once a CP is approved, the Security Investment Directorate screens requests to the NATO IC for authorizations of scope and funds for projects that may be eligible for common funding. It also provides technical and financial supervision for the NSIP.

g. The International Military Staff (IMS) is headed by a general officer and is responsible for planning, assessing, and recommending policy on military matters for consideration by the NATO MC, and ensuring that the policy and decisions of the NATO MC are implemented as directed.

9. PROGRAM ADMINISTRATION

NATO administers its infrastructure program primarily through the SCs, Allied Command Operations (ACO), and Allied Command Transformation (ACT). Although a small percentage of funding is used directly by SCs, the overwhelming majority is used by individual countries on behalf of NATO JFCs for constructing facilities that support NATO missions. These JFCs are further assisted in many functions by joint forces component commands (JFCCs).

10. CATEGORIES OF FORCES

a. Nations have two categories of forces:

(1) Forces maintained in defense of the homeland and to support national missions.

(2) Forces assigned or designated for assignment to NATO for the common defense.

b. Commanders should not confuse the categories of forces when looking for a means to fund construction with NATO funds. NATO forces are those established at the request of NATO strategic commanders for the operation, maintenance, and training of NATO-committed forces. U.S. ground-combat forces that are forward-deployed are often classified as supporting national missions.

11. CATEGORIES OF ELIGIBLE FACILITIES

a. Background.

(1) Before 1994, a project was considered basically eligible for NATO common funding when it was in a category of projects already unconditionally agreed to by the NATO countries for implementation at NATO expense. Once this consideration was met, the project also had to—

(a) Represent a NATO MMR, be of the most austere standard, and conform to existing NATO criteria.

(b) Support forces either assigned to or under the command of NATO, or (except for the airfield category) forces earmarked for NATO. In the case of "Other Forces for NATO," such other forces will be identified in national responses to the Defense Planning Questionnaire (DPQ).

(c) Support an approved NATO mission or the training of NATO forces.

(d) Comply with special restoration policy and procedures (if appropriate).

(2) Under the Fundamental Review of Infrastructure in 1994, basic eligibility requirements for NATO common-funded infrastructure were redefined in the context of CPs and the "over and above" criteria. NATO countries must show that the requirement exceeds that which the country would need to provide for its defense. Project originators should ensure that they answer the following questions when preparing their project requests (including requests for minor works and urgent requirements):

(a) Which countries use the infrastructure in addition to the host nation, and is it used continuously, periodically, or as a planned contingency only?

(b) If there are only one or two user nations, and their use also supports their national requirements, why is the infrastructure not cost-shared with the host nation?

(c) If the infrastructure is also used by the host nation (whether permanently or for contingencies), why is the NATO-funded portion considered to be an item not normally needed by the host nation; or what portion of the infrastructure does the host nation consider to be in excess of its national needs?

(d) In the case of restoration or replacement of NATO or shared-use infrastructure, what is the operational or technical priority of the work and why can the work not be delayed? The operational consequence of nonapproval should be stated, and a technical estimate of such factors as rate of deterioration, predicted timeframe of failure, and cost of minor interim repairs should be included.

(e) Where new infrastructure is proposed, why is existing national or NATO infrastructure insufficient to meet the requirement?

b. Qualification Requirements. To qualify for common funding, a project generally must fall in one of the established categories that NATO has agreed to fund ((1) through (3) below). The main areas where USAREUR forces use NATO funds are surface-to-air missiles (SAMs) (which currently includes the Patriot Air Defense System) and reinforcement support (RS) (which involves storage sites for prepositioned materiel such as APS-2 and conventional ammunition). There are indications that eligibility of the airfield category may be expanded to include all rotary wing aircraft that are assigned to an aviation task force structure (for example, attack helicopter, cargo helicopter, observation helicopter, utility helicopter). NATO does not rule out an expansion of traditional eligibility as long as it supports a required military capability. Appendix B explains categories of eligible facilities. Infrastructure—

(1) Must have a high degree of common interest.

(2) Must conform to NATO-approved criteria and standards.

(3) Requires approval by unanimous consent.

12. ELIGIBILITY
Funding eligibility is established when forces are assigned to NATO. The assigned forces are reported by countries in the annual DPQ. NATO forces will support the NATO contingency operation plan for Article V operations, and concepts of operation for non-Article V operations.

13. CRITERIA
Criteria for NSIP infrastructure projects have been developed to define the scope of works that may be authorized to meet the NATO MMR. The scope of work is prepared for facilities to ensure they will meet wartime requirements. Often the MMR seems small when compared to peacetime requirements and MILCON-funded facilities of the same type. Defined criteria provide qualitative and quantitative measures for determining the limits and scope of projects that can be funded. Criteria documents are individually developed by the SC and approved by NATO. Traditionally, the SC attempts to deal with all requirements equally and apply criteria equally in all nations, regardless of where the construction is to be performed.

SECTION III
NATO INFRASTRUCTURE PLANNING

14. IDENTIFYING REQUIREMENTS
Since CPs were introduced in 1992, infrastructure planning has become more directly linked to operational needs. Planning is "top-down" and concentrated on achieving a specific military capability while using the traditional planning, programming, implementation, and acceptance system without changing many post-approval procedures. A major effect is the change from programming individual projects in annual "slices." The new direction is an JFC- and sponsor-driven "packaging" of related infrastructure projects in a CP to meet a specific military-required capability. At the Army in Europe level, operations and logistics planners will identify a need for facilities on behalf of a specific user (proponent).

15. PROJECT QUALIFICATION
Facilities must meet the following two requirements to qualify for NATO funding:

a. Infrastructure projects must support and contribute to an existing or planned future required capability to be considered for programming. Projects must be submitted in project datasheet (PDS) format as enclosures to a CP. This includes projects of €500,000 and less (minor works projects) that contribute directly to the required capability.

b. Infrastructure requests must fall within an established criterion for a particular category, such as a weapons system. These criteria are outlined in appendix B. Criteria for NSIP infrastructure projects are developed to define the scope of work authorized to meet the MMR.

(1) U.S. submissions often include facilities that the United States believes are critical to mission accomplishment but do not qualify for NATO support. Every nation has unique procedures that exceed NATO standards. Although this very often seems to be less than the United States desires, NATO standards replicate wartime needs and the United States usually constructs to peacetime standards.

(2) The key to a justifiable submission is to evaluate the MMR as defined for each eligibility category. For example, an air defense system may require a concrete hardstand for missile-firing. NATO would support the hardstand, but not an all-weather shelter to protect the missile during training exercises.

16. INCLUSION IN THE BI-STRATEGIC COMMAND CAPABILITY PACKAGE GUIDANCE
Projects must be included in the Bi-Strategic Command Capability Package Guidance (CPG). The CPG is—

a. Updated annually in December with updates or modifications provided as necessary. The primary aim of the CPG is to guide and to coordinate ACO military resource planning.

b. The vehicle for officially tasking NATO JFCs and special agencies to develop required capabilities and their associated CP. The CPG is published after the Supreme Allied Commander Europe validates prioritized required capability and CP topics for development in the current program and in the following year. It confirms the planning focus of the year's program and sets submission deadlines or target dates for following years.

17. PROJECT DATA SUBMISSION

a. Planning and programming procedures have been modified as a result of the CP procedure. The CPG initiates the planning process and a CP identifies the shortfall in infrastructure required to achieve a stated military required capability. Appendix C provides the CP format. The JFC sponsor of a CP will collect all the necessary data and assemble the CP submission. The user and host nations will complete the applicable portion of the PDS. For multiple projects within a CP, a project implementation-sequence list must be provided to show the funding priority of the projects based on operational and technical considerations.

b. PDS preparation is the responsibility of the proponent in conjunction with the ASG and BSB DPW and with S2 and S3 staffs. The PDS will be prepared in the format shown in appendix D. Proponents will assign the appropriate security classification to PDSs when completed.

c. HQ USAREUR/7A (AEAEN-NATO) will review PDS submissions, revise or correct them if necessary, and forward them to appropriate host-nation authorities for endorsement.

18. INCLUSION IN CAPABILITY PACKAGES

Each CP consists of various resources that have been determined necessary to achieve the required capability. These resources include assets such as manpower, armament, logistics, and infrastructure. Where there is a shortfall in infrastructure, a project (or projects) will be identified and PDSs will be prepared and submitted.

19. PROJECT CRITERIA

a. Projects are often submitted when no criteria exist. This case is especially true for new weapons systems (for example, new types of air defense or helicopters). Infrastructure requests are then submitted with requests to expand the criteria. The goal is to approve the new criteria and infrastructure projects at the same time.

b. HQ USAREUR/7A will program requirements in the appropriate CP. The Supreme Headquarters Allied Powers Europe (SHAPE) will make the final decision on which military requirements are included in a CP.

20. REAL ESTATE ACQUISITION

Possibly the most important factor in infrastructure-project construction in Europe is the acquisition of real estate. Before a project is submitted in a CP, the United States must coordinate with the host nation to ensure adequate land is available for facility construction. For example, ammunition-storage facilities require that safety zones be established a considerable distance beyond the site fencelines. The environmental effect of a particular facility also may influence construction.

21. SUCCESSFUL PLANNING

Success in obtaining NATO approval of an infrastructure request depends on adequate coordination. Before requests are formally sent to higher headquarters, preliminary discussions and telephone calls, based on advance unofficial copies of documentation, are necessary for advance coordination and approval.

SECTION IV
PROGRAMMING

22. PROJECT DATASHEET PREPARATION

The user nation will submit a PDS for each project in a CP to the appropriate host nation, which in turn will verify the user-nation's data and endorse the request. Appendix D provides guidance on PDS preparation. The host nation will submit the PDS to the appropriate NATO JFC for inclusion in a CP.

23. CONFERENCE ATTENDANCE

Representatives from the USAREUR G3, the USAREUR G4, the ODCSENGR, and other HQ USAREUR/7A staff offices as required, will attend workshops at JFC and SC level to ensure that Army in Europe requirements are thoroughly understood and are included in CPs under development, or added to CPs already approved by NATO, as appropriate.

24. SCREENING CAPABILITY PACKAGES

a. SHAPE plans and conducts an annual workshop, usually in the early spring, at which representatives from the NATO JFCs, NATO agencies, and host and user nations meet and receive the latest information in the ACO infrastructure arena. Workgroups address CPs in various areas, such as land reaction forces and air defense. CPs are reviewed to assess continued validity, to determine if they can be consolidated with other CPs, and to seek a common approach to infrastructure issues in the ACO.

b. The ODCSENGR, as the representative of the CG, USAREUR/7A, will attend the SHAPE Annual Infrastructure Workshop to help DOD, the Joint Chiefs of Staff, and USEUCOM present the U.S. position regarding CPs in which the Army in Europe has a vested interest.

25. ACO INFRASTRUCTURE GUIDANCE

NATO JFCs will be responsible for conducting resource analysis based on the CPG target date. This includes developing cost and funding profiles to support resource options proposed to meet the required capability. Host- and user-nation responsibilities involve working in close coordination with the JFC sponsor of the CP in analyzing resources required against assets that could be made available to meet the required capability. The ODCSENGR, in coordination with ASG DPWs, will evaluate existing U.S. infrastructure that could be used to help meet the resource requirement.

26. ADVANCE PLANNING FUNDS

Once an infrastructure project is included in a CP that has been submitted to SHAPE, the host nation may request advance planning funds from NATO. These advance planning funds allow project designers to conduct feasibility studies, coordinate with other agencies, and initiate preliminary designs for review during budgeting procedures.

27. DEPUTY COMMANDING GENERAL/CHIEF OF STAFF, USAREUR/7A, BRIEFINGS

The ODCSENGR briefs the DCG/CofS, USAREUR/7A, on the NSIP usually once each quarter. This briefing will highlight the USAREUR portion of the NSIP and provide an update on the status of efforts to obtain resources for USAREUR initiatives, such as deployment and embarkation facilities.

28. PROJECT SCREENINGS

The host nation is responsible for hosting on-site screenings (referred to by NATO as “phase meetings”). These meetings include all interested parties (user and host nation, JFC, SHAPE, and NIS representatives) involved with the development, construction, and funding of the project. The initial screening meeting is referred to as the “phase zero” meeting. It is organized to determine the general scope of the project, to ensure that construction is authorized to the MMR, to justify exceptions to the MMR, and (when not supported) to delete excessive construction or secure conjunctive funding from the host or user nation.

SECTION V
BUDGETING

29. TYPE B COST ESTIMATE (TBCE) PREPARATION

Once NATO approves a CP, the host nation is authorized to request advance planning funds to prepare a preliminary design to determine the TBCE. This estimate is roughly equal to the 35-percent design phase of MCA construction. A host nation may request advance planning funds on the basis of a SHAPE-recommended CP.

30. PHASE MEETINGS

The host nation normally requests at least two phase meetings during the design phase. The meeting participants are usually the same individuals who were at the phase zero meeting (para 28). Phase meetings—

a. Are chaired by a member of the NIS and are used to review proposed project plans and specifications. Phase I meetings are used to review plans in the preliminary design stage. Phase II meetings are used to review the pre-final design.

b. Have official representation by the NIS, NATO military commands, host nation, and HQ USAREUR/7A. Representatives of the U.S. using unit, ASG DPW, DOD construction agent, and signal service unit, as applicable, will participate. The ODCSENGR representative speaks for the United States and ensures U.S. interests and requirements are considered and, where possible, endorsed. The DOD construction agent is the U.S. technical representative.

31. TBCE REVIEW
Once the TBCE is formally submitted by the host nation to the NIS, the NIS staff member responsible for the CP prepares a screening report for the NATO IC with recommendations regarding approval. A copy of this report accompanies the TBCE to the NATO IC.

32. NATO INFRASTRUCTURE COMMITTEE AUTHORIZATION
The NATO IC authorizes infrastructure projects, which roughly equates to an MCA appropriation. The NATO IC authorizes funds for the host nation to use in the construction phase of projects.

33. INCREMENTAL FUNDING
Funding of projects exceeding €2 million normally is incremental. This means that funding for the project is spread over a period of years so that each year's authorization roughly equates to the cost of construction performed during that year. This is referred to as the funding profile. Additional funds may be authorized by the NATO IC if the host nation requires them. Because NSIP money is "no year" money, the problems common to MILCON authorizations are not an issue.

SECTION VI
EXECUTION

34. PROJECT DESIGN
Once the NATO IC authorizes funds, the host nation will prepare final project-design and bidding documents.

a. In general, the host nation is responsible for executing NATO infrastructure projects (for example, real estate availability, final design, construction). The United States, as a user nation, must ensure that projects meet both NATO criteria and U.S. operational requirements.

b. The user nation initiates design and construction of an infrastructure project in an approved NATO CP by sending a request for infrastructure planning (design) action to the appropriate ministry of defense (MOD). For projects constructed in Germany, this request is in the form of a military infrastructure requirement (MIR). Appendix E provides the MIR format.

(1) Once in the German system, the MIR becomes a *Militärische Infrastrukturforderung*. Although not as formalized in the Italian system, the Italian MOD requires a "design booklet" for each project.

(2) The MIR format will be used when preparing design booklets for the Italian *Geniodife* (construction agency) to use as a basis for advertising for architectural engineering (A/E) design services.

c. Definitive drawings and NATO-approved criteria dictate construction requirements. Nonstandard facilities will be specially designed within the framework of existing criteria and budgetary guides. The using unit will provide technical instructions describing specific functional and operational requirements. For infrastructure projects, however, these instructions will not exceed NATO criteria unless justified by operational, safety, or security requirements. Any deviations from NATO criteria will be handled on a case-by-case basis, and the appropriate approval will be requested from NATO during phase meetings. Appendix F provides procedures for conjunctive funding of a portion of a project exceeding NATO criteria.

d. The U.S. using unit will report through channels any change in mission that may have occurred since the original project submission if the change significantly affects the functional or operational requirements of the project.

e. Once design (TBCE) concurrence is obtained and funds are authorized, the host nation proceeds to final design, advertising, bid review, contractor selection, and construction. The host-nation design and construction agency is responsible for obtaining preconstruction project approvals required by its government. In Italy, for example, the *Geniodife* has this task. The DPW is not required to present projects to the Mixed Commission for review.

f. Before work begins, the host nation will convene a preconstruction conference to establish liaison, coordinate construction schedules and contractor performance, and ensure access for contractor personnel and equipment to the project site. For a project on a U.S.-controlled installation, arrangements for contractor access with minimum interference to construction and mission operations will be developed in advance and presented at the conference. The preconstruction conference will be attended by representatives of the host nation, the supporting DPW, the DOD construction agent, and the ODCSENGR. The using unit will participate as necessary.

35. CONSTRUCTION MANAGEMENT

a. The construction bidding process requires the host nation to solicit bids using NATO international competitive bidding (ICB) procedures. NATO ICB procedures require the host nation to notify each NATO nation embassy of the pending project and to request a bidders list. Bid solicitation through the NATO ICB normally adds 3 to 4 months to the bidding process. The host nation may request a waiver from NATO ICB procedures, but waivers are usually denied unless the cost of the project is low.

b. The NATO Infrastructure Committee is running a 3-year trial (which began in Jan 04) of a "best value procedures" (BVP) form of procurement. The BVP, which is described in NATO Document AC/4-D(2004)0001, is an evaluation and working methodology in the framework of the ICB procedures described in AC/4-D/2261. BVP deviates from strict NATO ICB procedures by allowing the host nation to award a contract to the bidder offering the best value; this may not necessarily be the lowest bidder.

c. During the course of construction, the DOD construction agent will coordinate with host-nation authorities to monitor compliance with plans, specifications, and good engineering practice. The DOD construction agent will communicate with the contractor through the host nation. Direct communication with the contractor by U.S. agencies is not authorized. Discrepancies between the contractor and U.S. requirements that cannot be resolved at the local level will be brought to the attention of HQ USAREUR/7A (AEAEN-NATO).

36. FACILITY OCCUPATION

a. Pending the correction of deficiencies impairing operational use, the user nation is not required to occupy or finance the maintenance of a NATO facility. Delays in occupancy often degrade mission accomplishment. One means of avoiding occupancy delay is by actively detecting and correcting deficiencies at a pre-turnover inspection (app G). Portions of the project may be accepted, if practical, for occupancy (and attendant maintenance responsibility) if conditions for incremental acceptance are met. In no case will a request for early occupancy be made until a turnover inspection is scheduled.

b. When portions of construction reach a point at which a beneficial occupancy inspection can be held, the DOD construction agent may request a turnover inspection of those portions from the host nation.

(1) A joint host- and user-nation team will conduct the inspection and note design and construction deficiencies. If no deficiencies impairing the operational use of the facility exist, the United States will accept the work (with deficiencies noted) and the facility will be placed on DPW real property records. The DPW is responsible for signing the document accepting the facilities from the host-nation authorities.

(2) The host-nation construction agency, with assistance from the using unit, will administer the satisfactory correction of deficiencies. The host-nation construction agency is also responsible for fulfilling its government's legal requirements, such as obtaining post-construction engineering certification. The DOD construction agent will secure documentation from the host nation (as-built plans and operators manuals for in-place equipment), amend DD Form 1354, and report to the host-nation authorities any deficiencies not noticed during the turnover inspection. The turnover inspection will take the form of a pre-JFAI inspection when practical.

SECTION VII
POST EXECUTION

37. POST-EXECUTION PROCESS
The post-execution process includes the acceptance of facilities into the NATO inventory, periodic maintenance inspections, and the release of facilities from the NATO inventory. ASG DPWs are responsible for engineer functions during NATO AMIs and JFAIs. This includes making necessary commitments for the Army in Europe and signing necessary protocol documents for the United States. The Army in Europe POC for these functions is the ODCSENGR (AEAEN-NATO).

38. JOINT FINAL ACCEPTANCE INSPECTION (JFAI)
Once facilities have been constructed, NATO accepts those for which it paid into its inventory using JFAI procedures. Appendix G explains JFAI procedures.

a. Accepting infrastructure construction into the NATO inventory of facilities follows a step-by-step procedure requiring multinational approval. The principal action in the process is the JFAI. The JFAI document is the official record concerning NATO-approved and -financed construction, and provides the basis for final acceptance by NATO.

b. Final acceptance constitutes a formal agreement between NATO members that infrastructure projects are militarily and technically complete, subject to certain stated conditions, and that the responsibilities of the host nation have been fully met.

c. The United States protects NATO and national interests on U.S.-user facilities by participating in all phases of the final inspection and formal acceptance. The ODCSENGR does this by representing the United States in all JFAIs for U.S.-user facilities. Appendix G provides information on JFAIs.

39. NATO AUDIT
After completion of the JFAI and approval by the NATO staff, the audit report is forwarded to the NATO International Board of Auditors for final cost appraisal. The auditors determine the extent of costs (if any) owed to NATO, by the user or host nation, or vice versa.

40. NATO ANNUAL MAINTENANCE INSPECTION (AMI)
NATO conducts AMIs to evaluate the condition of its infrastructure and to ensure that NATO facilities are properly maintained by the peacetime user nations. For facilities in a caretaker status during peacetime, maintenance is the responsibility of the wartime user nation. Appendix H provides AMI procedures.

a. NATO, host, and user nations periodically inspect NATO facilities to ensure that they continue to meet the requirements for which they were constructed and that the user is protecting the NATO investment through proper maintenance. These inspections used to be conducted annually, when NATO JFCs were well-staffed. With force reductions, these maintenance inspections tend to be conducted less frequently (generally every 2 years).

b. NATO AMIs are normally conducted by the NATO JFC, which may delegate the responsibility to the JFCC. The purpose of AMIs is to ensure that the user is maintaining the facility properly. The inspectors check the physical condition of the sites and the DPW records of maintenance projects. A recommendation by an inspector that restoration or replacement is required is the best justification and support for a project under the NATO Minor Works Program (MWP).

c. The using unit and engineer support agency (DPW for U.S. sites) will be requested to provide the inspector with the status of all projects completed or started since the last AMI, and proposed projects for maintenance, restoration, or to meet current NATO mission MMRs. Appendix I provides responsibilities for real property management.

d. AMI reports are completed by NATO JFCs and sent through channels to HQ USAREUR/7A (AEAEN-NATO), the DPW, and the using unit.

41. RELEASE FROM NATO INVENTORY
When a valid NATO purpose for NATO facilities no longer exists, infrastructure may be released from the NATO inventory, or it may remain on the inventory for non-NATO use. Appendix J outlines procedures for releasing facilities from the NATO inventory.

a. The user nation (ODCSENGR for U.S.-user infrastructure) will initiate the request for release from the NATO inventory. This request will be forwarded through the host nation for coordination and approval. The host nation will process the request through NATO strategic command channels to SHAPE.

b. SHAPE will determine whether there is another NATO use for the facility. If no further NATO use is determined, SHAPE may elect one of the following courses of action:

(1) If the current user nation of the facility has a continued national military need to use the facility, SHAPE may choose to keep it on the NATO inventory. The user nation still has the obligation to maintain the facility to NATO standards.

(2) If the current user nation has no follow-on national military use of the facility, SHAPE will try to identify another NATO nation that may have a military requirement, either NATO or national, for the facility.

(3) SHAPE may ask the host nation to try to find a civilian, commercial user for the facility. If this option is successful, the civilian user may use the facility rent-free but must pay operation and maintenance costs.

(4) As a last resort, SHAPE may decide to release the facility to the host nation for disposal. If applicable, any residual value obtained will be turned over to NATO. Appendix J addresses the disposal of NATO real property and related DPW responsibilities.

SECTION VIII
FUNDING AND RELATED ACTIVITIES

42. PREFINANCING AND RECOUPMENT

a. The United States may elect to use national funds to design and construct NATO-eligible projects (app K). This procedure, known as prefinancing, should be undertaken only when one of the following conditions applies:

(1) The time required by a host nation and NATO to administratively process and approve a project will adversely affect the operational capability of U.S. defense forces.

(2) The requirement must be addressed now and it is not currently NATO-eligible, but efforts are underway to expand eligibility to include this construction in approved criteria.

b. The policy in the Army in Europe is not to prefinance except when overriding conditions exist and are justified. Accordingly, the use of available funds, such as yearend OMA funds, is not sufficient justification for prefinancing.

c. The USAEDE serves as the Army in Europe agent for recoupment and collection of U.S. prefinanced projects.

d. Both the United States and the host nation must keep accurate cost records.

e. The United States will recoup funds for U.S. prefinanced projects through the host nation.

f. In cases of prefinanced works, waivers to NATO ICB procedures can normally be justified based on a need for urgency, secrecy, standardization with other NATO facilities, the nature of the work, or if the common-funded portion is less than half the cost of the total project.

g. There is little chance of acceptance for projects unilaterally determined to be of military urgency but not coordinated with NATO JFCs.

h. For maximum recoupment, design and construction should be based on the MMR according to NATO-approved criteria and technical standards, when available.

i. The user of NATO infrastructure is required to prepare a notification of intent to prefinance (prefinancing statement) at least 1 month before a construction award. The prefinancing statement will be followed by a programming document PDS. During construction, cost records (actual invoices), as-built drawings, and specifications will be maintained by the DPW for direct projects and by the responsible host-nation design agency for indirect projects. The host or user nation will request a site screening to determine the NATO-supported scope of work.

j. At the time a prefinanced project is accomplished, a type C cost estimate (TCCE) will be prepared by the USAEDE (DOD construction agent for direct contracts) or the host-nation design and construction agency (for indirect contracts).

k. Once a prefinanced project has been programmed either through inclusion in a SHAPE-recommended CP or as an approved minor works project, the project is eligible for recoupment.

l. On notification that the NATO IC has authorized the project, the DOD construction agent will bill the host nation. Recoupment checks will be sent to the USAEDE (CENAU-PP-PC, CMR 410, Box 6, APO AE 09096). The USAEDE will forward payment to the servicing finance and accounting office. The finance and accounting office will provide information copies of the recoupment collection to the USAREUR G8 (AEAGF-PB), Unit 29351, APO AE 09014-9351; and the USAREUR G8 (AEAGF-ND), Unit 21420, Box 100, APO AE 09705-0100, for credit to the U.S. NSIP appropriation, regardless of the original appropriation used to finance the prefinancing costs. The organization or ASG that provides the prefinancing does not recoup the expenditure.

43. RESTORATION

Restoration is renewal of infrastructure to its original state or condition. Restoration is appropriate when infrastructure is approaching the end of its economic design life and when maintenance is no longer economical.

a. Restoration projects exclude routine maintenance items, repairs to damage caused by abuse, modifications, and conversion or upgrades.

b. Most restoration works are ideally suited for programming through the minor-works procedures. The DPW prepares a restoration project in the same manner as a minor-works project.

c. Restoration works are approved on a case-by-case basis; in some cases, the works may fall under a cost-sharing formula. For example, replacement of perimeter fencing and lighting at air defense sites is cost-shared by the user nation, which pays 10 percent of the total cost of such works. Cost-shares may also be assigned in the future to restoration of structures in other eligibility categories and for utilities.

44. CONJUNCTIVE FUNDING

a. NATO construction normally is financed from common funding and requires no direct contribution by the United States. However, if the scope of a U.S.-required project exceeds NATO criteria, or if cost-sharing has been mandated (for example, for fence or lighting restoration projects), the United States must transfer funds to the host nation before construction begins. Appendix F outlines procedures for transferring funds.

b. Conjunctive funding is appropriate to fund items required by the United States but not supported by NATO as an MMR. This is often the case when U.S. health and safety standards exceed NATO criteria and technical standards. For projects involving mandated cost-shares, the amount has already been determined (for example, 10 percent of the total cost for fence or lighting restoration at air defense sites). Requirements for conjunctive funding must be shown in the NATO TBCE. The DOD construction agent will request necessary U.S. funds from the responsible ASG or using command.

c. The project scope sometimes may exceed NATO criteria because of a host-nation legal requirement. Often a host-nation requirement will meet or exceed a similar U.S. requirement, and the host nation will request NATO to fund this through the "Host Nation Legal Requirements Procedure," thereby negating the need for U.S. conjunctive funding. This procedure requires that the host nation provide the following:

(1) A copy of its national law (not state or provincial) that applies to the legal requirement.

(2) A statement that the specific law also applies to the host nation's military.

(3) A statement that the law cannot be waived for NATO forces.

NOTE: This approach to obtaining NATO funding for requirements that normally exceed NATO criteria should always be considered before U.S. funds are committed.

d. Once conjunctive funding has been provided, HQ USAREUR/7A will authorize the DOD construction agent to make the fund transfer. This normally will occur on notification that the host nation is prepared to award a construction contract. Direct coordination between the responsible DPW and the DOD construction agent is encouraged to expedite the process. Funds must be received by the host-nation design and construction agency before a contract is awarded.

45. MINOR WORKS

Appendix L provides complete minor-works procedures.

a. A minor-works project is defined as discrete, straightforward, self-standing, completely usable, not part of a currently proposed project, and not the planning or consulting aspect associated with a larger project. Feasibility studies that provide a complete and usable product by themselves (if it has not been predetermined that a larger project will result from the feasibility study) may qualify as minor works.

(1) Large projects may not be split either horizontally or vertically for the purpose of qualifying as a minor-works project.

(2) Repetitive works (groups of projects totaling more than the minor-works ceiling) may be considered for programming by the NATO IC as a single minor-works project under the minor-works procedures, provided the work is straightforward and fully repetitive and the cost of each project does not exceed the ceiling.

b. Small, routine infrastructure projects do not warrant the application of detailed prioritization, programming, execution, and acceptance (physical and financial) procedures normally applied to normal NSIP projects.

c. The cost range for a minor-works project is currently €50,000 to €500,000. Host-nation currency equivalents are subject to quarterly revision, depending on currency fluctuation. Current values may be obtained from HQ USAREUR/7A (AEAEN-NATO). At the time of programming, the total NATO cost of the project, including national administrative expenses (NAE), A/E fees, and project engineering contingencies (normally 10 percent), may not exceed the ceiling. The total NATO amount authorized for a project may never exceed the ceiling. User-nation cost-shares are not counted against minor-work cost constraints.

d. Nations are encouraged not to propose projects for the MWP for which the estimated cost is less than €50,000. When identical projects of less than €50,000 occur at several locations in the same country, these projects may be combined into a single project submission, as long as the total cost does not exceed €500,000. In this situation, the total authorization for the combined minor-works projects would exceed the €50,000 limit.

e. A single minor-works project may be developed and submitted for sites where several NATO-eligible projects exist and their combined total construction cost is less than €500,000.

f. An otherwise eligible project that is part of a NATO and nationally cost-shared project with a combined cost that exceeds the minor-works ceiling may be submitted as a minor-works project, provided the cost for the NATO share is clearly less than the minor-works ceiling of €500,000.

g. Projects that do not qualify for inclusion in the MWP will be considered for inclusion in a CP.

h. The process for programming NATO minor works is similar to planning major items of NATO infrastructure construction. However, because of the limited scope of the MWP, the programming and budgeting of projects occurs in one step.

46. PROJECTS INVOLVING EXPLOSIVES, TOXIC CHEMICALS, OR AMMUNITION

a. The siting, layout, and design of new facilities or major alterations to existing facilities involved in the manufacture, handling, transport, and storage of military explosives, toxic chemicals, or ammunition require review and approval by the Department of Defense Explosives Safety Board (DDESB). The DDESB also reviews and approves site plans for facilities not involved with these items when the facilities would be exposed to risks if the items were not properly located. DDESB approval is required for NATO and conjunctively funded projects.

b. Appendix M provides more information and provides procedures and responsibilities for obtaining DDESB approval for construction projects.

47. URGENT REQUIREMENTS

The urgent-requirements procedure was established to ensure that NATO common infrastructure funds can be provided in a timely manner for urgent requirements falling outside normal planning cycles.

a. To be eligible for this procedure, the urgent requirements must be military requirements, in line with the guidelines for common funding, that for reasons of urgency based on operational, safety, economic, or environmental considerations, cannot use CP or stand-alone procedures and must be implemented promptly to ensure the current necessary operational capability.

b. Urgent requirements are identified by the users who are responsible for defining the scope of work and the estimated cost in sufficient detail to serve as a basis for a fund request.

c. In case of disaster, the user can take immediate action to limit the damage and make temporary repairs. National funds are normally used for such immediate action (prefinancing). The user nation must advise the NATO IC as soon as possible of the event and the action being taken.

d. User-nation requirements are normally submitted through host-nation authorities to the host-nation delegation at NATO. At the same time, copies of the request are provided to the NIS, SHAPE, and the JFC.

e. The supporting DPW will work with the user to develop the request for NATO funding. This request will include a general description of the work and the reasons for the submission as an urgent requirement. The scope and estimated cost will be provided in sufficient detail to permit the NIS to screen the request and to make recommendations for fund authorization, and for the host nation to design and implement the project. A design and construction schedule will be included.

f. Once the NIS has screened an urgent-requirement request, the screening report will accompany the request to the NATO IC for fund authorization. Once authorization has been granted, the host-nation design and construction agency will coordinate with the user on final design and project implementation.

g. When the project is completed, a JFAI will be requested by the host nation and the work will be audited, as with normal infrastructure works.

APPENDIX A
REFERENCES

SECTION I
PUBLICATIONS

NATO Infrastructure Manual AC/4-M/206, Revised

Bi-Strategic Command Directive 85-1, NATO Security Investment Program Management in Allied Command Transformation and Allied Command Operations

DOD Directive 2010.5, DOD Participation in the North Atlantic Treaty Organization (NATO) Infrastructure Program

DOD Directive 4270.5, Military Construction Responsibilities

DOD Standard 6055.9, DOD Ammunition and Explosives Safety Standards

AR 11-7, Internal Review and Audit Compliance Program

AR 25-400-2, The Army Records Information Management System (ARIMS)

AR 385-64, U.S. Army Explosives Safety Program

AR 405-45, Real Property Inventory Management

AR 415-15, Army Military Construction Program Development and Execution

AR 420-10, Management of Installation Directorates of Public Works

AR 420-70, Buildings and Structures

DA Pamphlet 385-64, Ammunition and Explosives Safety Standards

Technical Manual 5-618, Paints and Protective Coatings

Technical Manual 5-811-3, Electrical Design: Lightning and Static Electricity Protection

USEUCOM Directive 56-4, Responsibilities Relating to the Federal Republic of Germany

USEUCOM Directive 60-8, Logistic Support Using Acquisition and Cross-Servicing Agreements (ACSA)

USEUCOM Directive 61-1, NATO Security Investment Program (NSIP) Management

USEUCOM Directive 61-4, Military Construction/Engineering in the United States European Command Area of Responsibility

AE Regulation 10-5, HQ USAREUR/7A Organization and Responsibilities

USAREUR Regulation 385-64, USAREUR Explosives Safety Program

USAREUR Regulation 415-32, Troop Construction Training Program

USAREUR Pamphlet 405-45, USAREUR Installations

SECTION II
FORMS

DD Form 448, Military Interdepartmental Purchase Request

DD Form 1354, Transfer and Acceptance of Military Real Property

DD Form 1391, FY__, Military Construction Project Data

DA Form 2028, Recommended Changes to Publications and Blank Forms

DA Form 3953, Purchase Request and Commitment

APPENDIX B
CATEGORIES OF NATO ELIGIBLE FACILITIES

B-1. PURPOSE
This appendix provides—

a. Categories of facilities that are eligible for the NATO Security Investment Program (NSIP) and authorized NATO funding.

b. NATO and Supreme Headquarters Allied Powers Europe (SHAPE) reference documents that pertain to Army in Europe facilities.

B-2. GENERAL
Categories of facilities currently eligible for the NSIP are as follows:

a. Reinforcement Support (RS). This category includes prepositioned equipment storage for reinforcing forces committed to NATO.

(1) For Army Forces, this category includes the following:

(a) Prepositioned organizational materiel storage sites (POMSSs) (SHAPE 6020.50/SHLLIL-094/84 (26 Apr 84); for POMSS controlled-humidity warehouses, SHAPE 6150/18-5-277/71 (15 Nov 71)).

NOTE: Prepositioning of materiel configured to unit sets (POMCUS) is now referred to as Army prepositioned storage (APS) worldwide (APS-2 in Europe) and is synonymous with POMSS.

(b) Theater reserve (TR) (SHAPE 6020.57/SHLLIL-125/86 (23 Jul 86)). TR materiel is stored at TR sites.

(c) Conventional ammunition storage (SHAPE 6020.59/SHLLIL-134/87 (1987)).

(d) Emergency water-crossing sites (SHAPE 6020-82/SHLLIL-124/86 (18 Jun 85)).

(2) NATO supports conventional ammunition requirements for in-place forces from D+30 to D+75 days of supply (where *D* is the date when an Article V operation begins). NATO supports ammunition from D to D+75 for reinforcing forces, including the unit basic load for these forces. Barrier ammunition-storage sites in the Army in Europe are also covered under the ammunition-storage criteria in this category.

b. Surface-to-Air Missile (SAM). This category includes facilities required to deploy and provide security for SAM systems. The following U.S. missile systems are currently eligible under this category:

(1) Patriot (SHAPE 6100.22/SHLLIL/084/83 (21 Apr 83) and amendment SHAPE 6100.22/SHLLIL/062/84 (9 Apr 84)).

(2) Hawk (SHAPE 6430/18-5-98/66 (12 May 66) and SHAPE 6430/18-5-478/69 (10 Nov 69)).

(3) Nike (obsolete).

c. Airfield (AF). This category includes tactical, maritime patrol, tactical transport, and air weapons training AFs. U.S. Army AFs and support facilities for stationing attack helicopters (such as the AH-64) are eligible in this category (SHAPE 6100/SHLLIA-264/87 and SHAPE 6100/SHLLIA-224/88).

d. Surface-to-Surface Missile (SSM). This category includes facilities required to deploy and provide security for SSMs, including theater nuclear forces. U.S. missile systems previously eligible in this category were the Pershing II and ground-launched cruise missiles. Because of the Intermediate Nuclear Forces Treaty, project submissions are no longer supported in this category.

e. Ammunition Storage (AS). This category includes facilities and security measures for special ammunition. Special AS sites, associated long-range security programs, and weapons-access-delay systems are also eligible in this category (SHAPE 6430/18-7-100/62 (22 Mar 62) and SHAPE 6430/18-5-476/64 (8 Dec 64)).

f. Forward Storage Site (FStS). This category includes facilities supporting the storage of materiel for the forward deployment of in-place ground forces between D+3 and D+7. Only security facilities and facilities for combat supplies (classes 1 through 5) are eligible in this category (SHAPE 6150.10.1/18-5-124/73 (10 Jul 73) and SHAPE 6020.50/SHLOFL/57/79 (19 Apr 79), plus SHAPE 6150.10.8/SHLOFL/367/81 (17 Nov 81) for FStS class 3 storage).

NOTE: The United States closed its FStSs after German reunification.

g. Naval Base (NB). No Army in Europe missions are eligible in this category.

h. Petroleum (POL). This category includes pipeline systems and off-base storage. On-base storage is included in other categories. The Central Europe Pipeline System is the primary military project included in this category. The Army in Europe is not a proponent for projects in this category.

i. Communications (COMM). This category includes radio, satellite, and landline communications between NATO headquarters and national civil and military authorities. NATO Integrated Communications System facilities and new command, control, and communication systems to support the war headquarters of NATO strategic command (SCs), joint forces commands (JFCs), and joint forces component commands (JFCCs) generate most projects in this category.

j. Navigational Aids (NAVAIDS). This category includes the Tactical Air Navigation (TACAN) and Long Range Navigation (LORAN) networks. No Army in Europe missions are eligible in this category.

k. Antisubmarine and Surface Vessel Warning Installation (ASWI). No Army in Europe missions are eligible in this category.

l. Warning Installation (WI). This category includes air-defense, ground-environment radar networks. No Army in Europe missions are eligible in this category.

m. War Headquarters (WHQ). This category includes SC, JFC, and JFCC static and mobile headquarters. No Army in Europe missions are eligible in this category.

n. Training Installation (TI). This category includes land forces, missile-firing, and air-combat ranges. TIs must support multiple NATO-nation forces committed to NATO and must be managed for that joint use. No Army in Europe TIs are eligible in this category at this time. However, ongoing discussions with NATO authorities may lead to this category being expanded to include computer-assisted exercise facilities, such as those operated by the Seventh Army Training Command.

o. Miscellaneous (MISC). This category includes facilities established with the support of NATO military commands and with the unanimous approval of NATO-member countries. Projects not in an approved category may be submitted as an exception or for consideration for creation of new categories. Stand-alone projects are often handled under this category.

APPENDIX C
CAPABILITY PACKAGE FORMAT

C-1. PURPOSE
This appendix provides the format for NATO capability packages (CPs) (fig C-1) for information only. This format is in Bi-Strategic Command Directive 85-1.

C-2. GENERAL
NATO Joint Forces Command (JFC) North and JFC South prepare CPs. Sections 1 through 5, 9, and 10 are the responsibility of NATO Reserve Component operations, policy, and logistic staffs. NATO JFC engineers have overall responsibility for preparing sections 6 through 8. During this phase of CP development (the resource-identification phase), user and host-nation involvement is important. Of most importance is the thoroughness with which section 5 (Resources Required) is developed, because the success of the engineer's efforts depends largely on knowing and understanding the user's requirements.

C-3. RESPONSIBILITIES
NATO JFC engineers, in cooperation with host and user nations, must conduct a facility analysis to determine the suitability of available facilities (for example, installations, ports, sites). The analysis is used to determine whether new facilities are required or whether restoration or upgrade projects are needed on selected installations to meet minimum military standards. This analysis may include an examination of available national (host-nation) military and civilian facilities, including those that may be leased. Area support group and base support battalion directors of public works (DPWs) are therefore encouraged to work closely with S2 and S3 staffs to ensure that the facilities required to perform the U.S. user's mission are identified.

C-4. PROCEDURES

a. Capability Package. The DPW will help develop information (para C-2) that will be incorporated in sections 6 through 8 of the CP, and will use section 5 to identify the resources required.

(1) Section 5 (Resources Required) addresses several types of resources, including forces, armaments, logistics, and infrastructure. The DPW generally concentrates on infrastructure, which section 5 should identify by describing needed installations and facilities by type, function, optimum location, capacity, and other essential characteristics.

(2) Section 6 (Assets Available) identifies available NATO installations and their primary characteristics. If adequate NATO installations do not exist, section 6 should identify national (U.S. or host-nation) military or civilian installations that the host nation has agreed to allow for NATO-shared use. Any limits on NATO use of national military or civilian installations, such as "only during contingency operations," should be included.

(3) Section 7 (Analysis of Assets/Options) presents an analysis of the difference (shortfall) between assets and requirements, and the options to resolve any significant discrepancies. These options are intended to indicate that—

(a) At least one viable solution exists.

(b) The resource implications are known to be cost-effective.

(c) Any obvious alternatives have been considered.

(4) Section 8 (Consolidated Resource Proposal) provides a summary of additional NATO and national infrastructure required (as well as associated NATO and national capital costs) and NATO operation and maintenance (O&M) and manpower costs necessary to achieve the required capability.

b. CP Analysis Worksheet. Use of the CP Analysis Worksheet (fig C-2) will provide a logical approach to developing the information for sections 6 through 8 of the CP. General guidelines for completing this worksheet are as follows:

(1) Item (column 2): Indicate the NATO Criteria and Technical Standards item number.

(2) Description (column 3): Describe the item (for example, ammunition bunker, runway, storage tank).

(3) Scope (column 4): Provide the scope of the required item (for example, quantity of ammunition to be stored, runway length, tank storage capacity).

(4) NATO Assets Available (column 5): List the scope of the items that have been provided partially or wholly by NATO.

(5) NATO Program Requirement Deficiencies/Excesses (columns 6 and 7): In column 6, enter a plus or minus sign to indicate whether an excess or insufficient scope of NATO assets is available. In column 7, enter the quantity by which the capability requirement (column 4) exceeds or falls short of the NATO assets available (column 5).

(6) Adequate National Assets Existing/Planned (column 8): Indicate whether shortfalls in column 7 can be met from national (U.S. or host-nation) assets. A *yes* in this column indicates a commitment to make these assets available for NATO use.

(7) Recommended Action: Satisfy Deficiency/Disposition of Excess (column 9): State the recommended action to meet shortfalls, which will be to accept, use national assets, or program a NATO project or minor works project. (Excess facilities may be recommended for other NATO purposes, commercial lease, or host-nation disposal.)

(8) Project # (column 10): Indicate the NATO project number for the project datasheet.

(9) Facility # (column 11): Indicate the facility number from DPW real property records.

(10) Cond (column 12): Enter the facility condition as follows: excellent = 1, good = 2, fair = 3, poor = 4, unusable = 5.

(11) Remarks (column 13): Enter any additional relevant information.

CAPABILITY PACKAGE (CP)

1. Detailed CP format:

Section 1 - Commander's Mission Area.

Section 2 - Military Function/Military Function Component.

Section 3 - Operational Assessment.

Section 4 - Required Capability.

Section 5 - Resources Required:

a. Forces.

b. Armaments.

c. Logistics.

d. Infrastructure.

(**NOTE:** Section 5 may have fewer or more than the four subheadings shown in this figure. Subheadings should be chosen to present the resource analysis as clearly as possible.)

Section 6 - Assets Available: (Use the same subheadings as in section 5.)

a. Forces.

b. Armaments.

c. Logistics.

d. Infrastructure.

Section 7 - Analysis of Assets/Options. (Ensure the rationale for the selected option is clearly determined and explained.)

Section 8 - Consolidated Resource Proposal. (Use the following format. List only those categories where funding is required.)

INFRASTRUCTURE COMMON FUNDING CAPITAL COSTS					
INFRASTRUCTURE REQUIREMENTS	NATO COST (EURO)	NATIONAL COST (EURO)	EDS	EDC	REMARKS
TOTAL					

NATO COMMON-FUNDED OPERATIONS AND MAINTENANCE COSTS							
PROJECT#	PROJECT TITLE	Y1	Y2	Y3	Y4	Y5+	TOTAL
1							
2							
TOTAL							

(**NOTE:** In the TOTAL column, enter *RECUR* if the costs will be recurring; otherwise, enter the total cost of the O&M for the project.)

MANPOWER FUNDING REQUIREMENTS				
REQUIREMENT	MANYEARS	TYPE	ANNUAL COST	START DATE
TOTAL				

Section 9 - Commander's Operational Impact Statement.

Section 10 - Commander's Remarks.

Figure C-1. Format for Capability Packages

REQUIRED CAPABILITIES				NATO Assets Available	NATO Program Requirement Deficiencies Excesses		Adequate National Assets Existing/ Planned	Recommended Action: Satisfy Deficiency/ Disposition of Excess	Project #	Facility #	C o n d	Remarks
#	Item	Description	Scope		-/+	Scope						
1	1A	RUNWAY WITH LCN										
2	1B	ARRESTOR GEAR										
3	2	PARALLEL TAXIWAY WITH LCN										
4	3	TAXIWAY										
5	4	AIRCRAFT PARKING PLATFORMS										
		HELICOPTER PARKING PLATFORMS										
		PARKING PLATFORMS FOR IN-TRANSIT TRANSPORT AIRCRAFT										
6	5	ARM/DISARM PAD										
7	6A	APRON FOR MAINTENANCE AND INSPECTION OF AIRCRAFT										
		APRON FOR MAINTENANCE AND INSPECTION OF HELICOPTERS										
8	6B	APRON FOR AIRCRAFT ENGINE TESTING (INSTALLED)										
9	6C	APRON FOR AIRCRAFT ENGINE TESTING (NOT INSTALLED)										
10	6D	APRON FOR AIRCRAFT COMPASS CALIBRATION										

Figure C-2. CP Analysis Worksheet

APPENDIX D
PROJECT DATASHEET FORMAT

D-1. PURPOSE
This appendix provides instructions for completing project datasheets (PDSs). PDSs will be submitted for all projects in a capability package (CP). For already programmed projects where there is no change in the scope, infrastructure cost, or implementation timeframe, the PDS need only indicate the project title, number, and current status. If there are changes to the data required in this appendix, a complete PDS must be submitted. Host and user nations usually prepare the PDS, since they will be responsible for project execution.

NOTE: The PDS replaces the project description and justification (PD&J) sheet, parts I, II, and III; and the type A (initial) cost estimate (TACE).

D-2. GENERAL
The user nation uses the PDS to outline its infrastructure requirements by providing the proposed project scope, cost, and (when more than one project is involved) implementation sequence. The PDS—

a. Is the working model for infrastructure planning and programming.

b. Establishes the framework and estimated costs of an infrastructure project.

c. Is prepared by the user nation in coordination with the host nation.

D-3. RESPONSIBILITIES

a. The user of infrastructure will help—

(1) Establish military requirements. These requirements form the basis for establishing necessary infrastructure.

(2) Develop new project criteria.

(3) Initiate the preparation of the PDS.

b. The area support group director of public works will—

(1) Help the user prepare the PDS.

(2) Ensure that users are provided with appropriate facilities to complete assigned missions.

c. The Deputy Chief of Staff, Engineer (DCSENGR), USAREUR, will—

(1) Coordinate with the host nation, make a final review of the PDS, and submit the PDS to the host nation.

(2) Coordinate with HQ USAREUR/7A staff offices and commands in the Army in Europe to develop new NATO criteria and expand existing criteria.

(3) Set priorities for project submissions to USEUCOM.

d. The DOD construction agent will help the DCSENGR with technical data for development planning, programming documentation, and new criteria.

e. The host nation will—

(1) Review and endorse the PDS.

(2) Verify user requirements and cost estimates.

(3) Concur that the project is viable, the real estate is available for construction, and the utilities are adequate or will be provided by the host nation.

(4) Project an estimated date of project completion.

f. The NATO JFC, in coordination with the user and host nation, will make a project implementation-sequence list when more than one project is involved in a CP. This list will show the order in which the projects are to be implemented to achieve the required capability in the stated time.

D-4. PROCEDURES

Figure D-1 shows the format for PDSs. The PDS will be completed as follows:

a. Classification: Enter the appropriate NATO security classification on the top and bottom of the page (do not over-classify).

b. Date: Enter the date in day/month/year format (for example, 09/10/04).

c. CP Project Number: Enter the CP number provided by the JFC.

d. Project Serial/Title: Enter the standard project serial number followed by the project title.

e. Location: Enter the accepted location.

f. CP Number, Short Title: Enter the CP title provided by the JFC.

g. Nations/s (Host and User): Enter as appropriate, using accepted NATO nation codes (for example, NO, PO, US).

h. Prefinanced (Yes/No): Indicate *YES* or *NO* as appropriate. List the Atlantic Council Decision Sheet (AC4-DS) document if known.

i. Implementation (EDAR/EDS/EDC): Enter the calendar year quarter and year (for example, IV/04) of the estimated date of authorization request (EDAR), estimated date of start (EDS), and estimated date of completion (EDC).

j. Scope: Give a general description of the project.

(1) Item Description/Criteria Item: Enter the item description and, where appropriate, the criteria item. Ensure measurements are expressed in metric units.

(2) Est Costs (NATO/National): Enter estimated NATO and national capital costs by defined euro cost. For national operation and maintenance (O&M) and manpower costs, indicate that the host nation is aware of the costs and agrees to provide or fund the necessary resources. If a cost-share between NATO and the nation is proposed, briefly explain the rationale.

k. Contingencies, NAE, A/E: Enter the appropriate amounts. Ensure the correct percentage is inserted in parentheses following the *NAE* (national administrative expenses) and *A/E* (architectural engineering).

l. Capital Cost Profiles (Capital Expenditure, O&M Expenditure, Manpower Expenditure): Enter the relevant years and estimated amounts of infrastructure funds to be expended in the year columns. Enter *0* if there is no cost in a year column. Because the cost profiles for O&M and manpower only cover a 5-year period, JFCs will give Supreme Headquarters Allied Powers Europe the anticipated costs beyond the current year and the total costs. JFCs will also provide annual updates of these portions for future planning and budgetary purposes.

NOTE: National O&M and manpower cost figures are not mandatory. However, the commitment of the user and host nation to providing the resources is necessary and must be indicated in section 8 of the CP submission.

m. Related CPs: Enter the CP number of any other CP that the project supports.

n. Remarks: Enter relevant remarks. Specifically state if no manpower, O&M, or communications and information-systems support requirements exist. A mandatory remark regarding O&M costs will generally read, "There are no NATO O&M implications regarding this project. There is a national O&M cost/support requirement and the user nation has committed to provide that support over the NATO lifecycle of the facility."

o. POC: Enter the grade, name, duty code, and telephone number for JFC (or agency), host, and user-nation POCs.

(CLASSIFICATION)

PROJECT DATASHEET

CLASSIFICATION: _____

DATE: _____ CP PROJECT NUMBER: _____

PROJECT SERIAL/TITLE:

_____

LOCATION:

_____

CP NUMBER, SHORT TITLE:

_____

NATION/S: HOST: USER:

PREFINANCED: YES/NO

IMPLEMENTATION: EDAR: EDS: EDC:

SCOPE:

ITEM DESCRIPTION/CRITERIA ITEM	EST COSTS: NATO	NATIONAL
SUB TOTAL:		
CONTINGENCIES (10%):		
SUB TOTAL:		
NAE: (_____%)		
A/E: (_____%)		
TOTAL:		

CAPITAL EXPENDITURE PROFILE:

	BEYOND 2001	2002	2003	2004	2005	2006	TOTAL
NATO:							
NATIONAL:							
TOTAL:							

O&M EXPENDITURE PROFILE:

	BEYOND 2001	2002	2003	2004	2005	2006	TOTAL
NATO:							
NATIONAL:	(Indicate national knowledge of costs)						
TOTAL:							

MANPOWER EXPENDITURE PROFILE:

	2001	2002	2003	2004	2005	2006	BEYOND TOTAL
NATO:							
NATIONAL:	(Indicate national knowledge of costs)						

TOTAL:

RELATED CPs:

REMARKS:

POC: _____ AGENCY: _____ TELEPHONE: _____

PROJECT IMPLEMENTATION-SEQUENCE LIST

CAPABILITY PACKAGE NUMBER: _____

ORDER OF PROJECTS:	PROJECT NUMBER:	PROJECT TITLE:	PROJECT COST: (EURO)	CUMULATIVE COST: (EURO)
1				
2A				
2B				
3				
4A				
4B				
4C				
5				
6*				
7*				
8*				

*Project is independent of others and may be implemented in any sequence.

(CLASSIFICATION)

Figure D-1. Project Datasheet Format

D-5. PROJECT IMPLEMENTATION-SEQUENCE LIST

When more than one project is included in a CP, the JFC sponsor will provide a project implementation-sequence list showing the order in which the projects are to be implemented to achieve the required capability in the stated timeframe. This priority will be based on both operational and technical considerations. Projects may be shown consecutively or concurrently. Projects that may be implemented in any order are normally listed last on the list. Figure D-2 shows the format for project implementation-sequence lists.

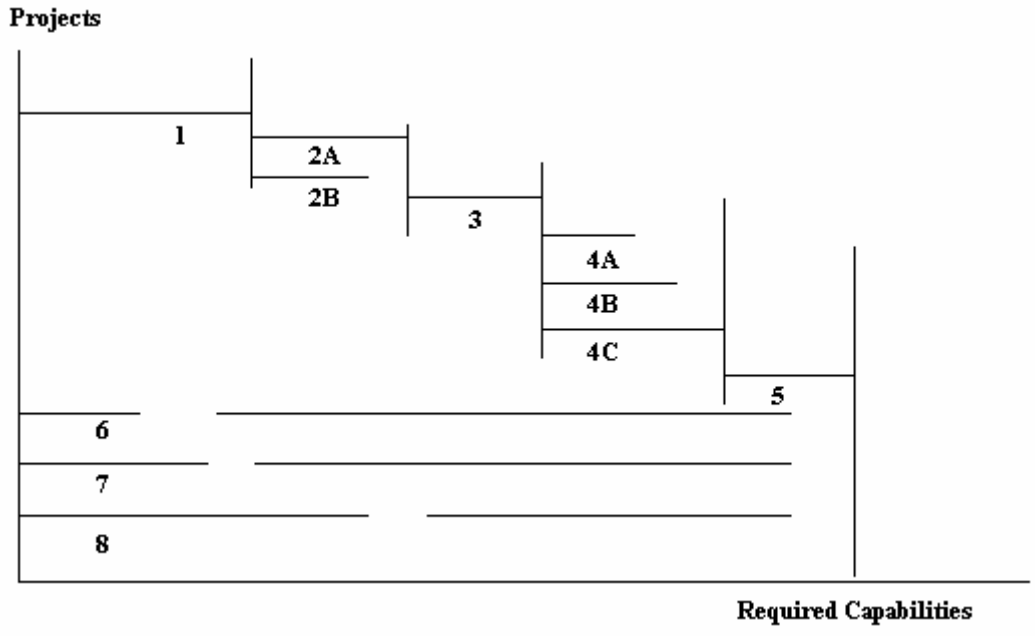

Figure D-2. Project Implementation-Sequence List

APPENDIX E
FORMAT FOR MILITARY INFRASTRUCTURE REQUIREMENTS

E-1. PURPOSE
This appendix outlines military infrastructure requirement (MIR) preparation (Germany only).

E-2. GENERAL
Developing an MIR is a lengthy process. German design agencies require substantial and thorough information and preliminary coordination to minimize the need for redesign requests. The MIR request is required only in Germany. The MIR complements the project datasheet (PDS) and provides greater detail for German design agencies.

E-3. RESPONSIBILITIES

a. The user of infrastructure will help prepare MIRs.

b. The area support group director of public works will establish technical criteria for the MIR and make preliminary coordination with local German design agencies and the user.

c. The Office of the Deputy Chief of Staff, Engineer (ODCSENGR), HQ USAREUR/7A (AEAEN-NATO), will submit MIRs to the host nation.

d. The DOD construction agent will help the ODCSENGR with technical review of the MIR.

e. The German design agency will use MIRs to help validate the cost estimate in the PDS.

E-4. PROCEDURES
Figure E-1 provides the format for the MIR. A brief description is given for each paragraph.

(TITLE PAGE)

(Preparing Agency)

(Place and Date)

(Division or Section)

(Telephone Prefix and Number)

(Security Classification)

(Action Officer)

Military Infrastructure Requirement

for

(Designation of Project)

(Criteria Item)

(Slice or NATO Authorization Document)

(Designation of Facility or Installation)

a. General.

(1) Project Designation. State the designation established in the NATO criteria or a designation briefly and clearly defining the project.

(2) Intended Use. State the justification based on the purpose and function of the project (same as the PDS).

(3) Location. Indicate the location in an existing facility. Reference the following reproducible plans to be included as annexes to the construction request:

(a) General site plan, indicating the project requested.

(b) Detailed plan, if any, pertaining to the project requested.

(4) Scope and Breakdown. Provide a general description of the requested project (same as the PDS).

(5) Connection to the Traffic Network. Provide information on traffic volume, military-load class, overpasses and underpasses, and rail connections near the requested project.

(6) Security. Enter the applicable protective marking or security classification.

(a) Use “For Official Use Only” for the construction request, planning order, and construction documents.

(b) Use markings prescribed by the *Geheimschutzhinweise* (*GH-Bau*) 1963 for bid solicitation, contract award, and construction implementation.

NOTE: Planning documents will not provide the unit designation and mission or the intended purpose of adjacent objects.

(7) Priorities and Use Deadlines. Indicate completion dates, as required.

(8) Funding. Reference NATO programming, CP number and title, and established submission dates. The funding source should be mentioned if NATO criteria are exceeded.

(9) Construction Implementation. Provide a statement indicating whether or not the project can be implemented at the same time as other programmed or prefinanced projects.

b. Project Details. Back up detailed construction works (including the functional process) when necessary by diagrams included in an annex to permit the preparation of the MIR without further question. Provide references to existing standard plans, as appropriate. Information on the following also is required:

(1) Structural Requirements.

(a) Floor plan.

(b) Level of protection (for example, shelters).

(c) Size.

(d) Thickness of walls.

(2) Outside Facilities.

(a) Access roads.

(b) Aprons.

(c) Parking areas.

(3) Engineering Facilities. Provide information on engineering facilities (for example, hoist systems).

(4) Utilities and Pollution Abatement.

(a) Air Conditioning, Heating, and Ventilation. Enter required room-air requirements and tolerances. Where tolerances are limited, specify pertinent regulations.

(b) Compressed Air. Provide information on air pressure and volume, and connections by location and type.

(c) Garbage Disposal and Environmental Protection. Provide information on the volume of special wastes (chemicals, radioactive material) and disposal.

(d) Regular and Emergency Power Supply. Provide information on the overall power requirement, residual currents, special voltages (including frequency and wattage), connections by location and type, circuits, and essential power-consuming equipment earmarked for emergency power supply.

(e) Sewage Disposal. Provide information on the composition and disposal of sewage. Based on this information, separator systems may be required under national regulations. Enter information on areas earmarked for special drainage, routing of collection ditches, retention basins, and backwater systems.

(f) Water Supply. Provide information on domestic water, purification, and storage plants.

(5) Communications. Provide information on—

(a) Antenna masts, lead-in cables, and radio links.

(b) Cable pairs (number) including feeder-cable spares.

(c) Intercom and public-address systems.

(d) Location and type of cable-distribution boxes.

(e) Signal, warning, and alarm lines.

(f) Special telephone exchanges.

(g) Telegraph and cryptographic facilities.

(h) Telephone sets and classes of service.

(i) Trunk lines (list).

(6) Special Operating Equipment. Provide information on—

(a) Ammunition containers.

(b) Blackout facilities.

(c) Clock systems.

(d) Danger-alarm systems.

(e) Lightning protection.

(f) Low-voltage systems other than communications.

(g) Personnel and cargo elevators.

(h) Special foundations.

(i) Special sound and heat insulation.

(7) Traffic Installations. Provide information on traffic-installation requirements in a specific facility or on Federally owned property that does not come under the civilian infrastructure of a military interest category (for example, military load class, overpasses and underpasses, parking and formation areas, road routes, sidewalks and bicycle paths, street lighting, traffic lights, traffic signs, and traffic volume). Unless basic requirements and guidelines (NATO criteria) apply, the requirement volume should be justified.

(8) Physical Security, Site Defense, and Camouflage. Provide information on perimeter fences, security lighting, guard buildings, sentry boxes, alarm systems, and other security measures.

(9) Fire Protection and Safety. Include information on—

(a) Automatic open-and-shut systems.

(b) Installation of hydrants.

(c) Organic equipment requiring special protection.

(d) Smoke- and heat-alarm systems.

(e) Special escape routes.

(f) Special fire mains.

(g) Sprinkler systems.

(h) Storage of flammable, radioactive, and other material.

(10) Other Requirements. Provide construction requirements that cannot be included in the preceding paragraphs, including—

(a) Evacuation measures.

(b) Flying-safety requirements.

(c) Force-protection measures.

(d) Planting and seeding works.

(e) Signs.

(f) Unobstructed visibility.

c. Annexes. Provide separate annexes for—

(1) General layout plans.

(2) Detailed plans and diagrams.

Figure E-1. Format for Military Infrastructure Requirements

APPENDIX F
CONJUNCTIVE-FUNDING PROCEDURES FOR TRANSFERRING U.S. COST-SHARES

F-1. PURPOSE
This appendix provides guidance on transferring funds to NATO for cases involving U.S. cost-shares.

F-2. GENERAL
NATO construction normally is financed from common funding and requires no direct contribution by the United States. When the project scope exceeds NATO criteria or when cost-sharing has been mandated (for example, for fence or lighting restoration projects), the United States must transfer funds to the host nation before construction begins.

F-3. RESPONSIBILITIES

a. Proponent users of infrastructure or respective authorities will—

(1) Solicit funds from appropriate sources to support conjunctively funded requirements.

(2) Defend the need for construction beyond the NATO-supported level.

b. Area support group directors of public works (DPWs) or respective authorities will—

(1) Transfer funds to the DOD construction agent for Operations and Maintenance, Army (OMA), projects.

(2) Confirm the need for the conjunctively funded portion of the project.

c. The Office of the Deputy Chief of Staff, Engineer (ODCSENGR), HQ USAREUR/7A (AEAEN-NATO), will ensure that—

(1) Subordinate commands have appropriate funding before project design is started for OMA projects.

(2) Funds are available for Military Construction, Army (MCA), projects.

d. DOD construction agents will—

(1) Transfer funds to the host nation.

(2) Perform design or construction supervision or both, and administer the conjunctively funded project as requested.

e. The host nation will—

(1) Confirm the user share of a conjunctively funded project.

(2) Design and construct the project.

f. The NATO joint forces command (JFC) will screen conjunctively funded projects and confirm the level of NATO support.

F-4. PROCEDURES

a. Once conjunctive funding has been provided and the scope has been established, HQ USAREUR/7A will authorize the DOD construction agent to make the fund transfer for the design construction. Direct coordination between the responsible DPW or project proponent and the DOD construction agent is encouraged to expedite the process. The host-nation authority must have the funds before the contract is awarded.

b. The DOD construction agent will prepare a statement of the total funds required for design, construction, and administrative costs. This information will be coordinated with and a copy will be given to the DPW and the component.

c. Funds will be provided to the DOD construction agent using—

(1) DA Form 3953 for project costs.

(2) DD Form 448 (military interdepartmental purchase request (MIPR)) for construction agent in-house costs and processing fees.

d. For projects for which the United States Army Engineer District, Europe (USAEDE), is the construction agent, the amount to be provided by each document will be provided as follows:

(1) For all projects, a MIPR will be used to fund—

(a) The U.S. cost-share and any intergovernmental processing fees for office and maintenance projects.

(b) USAEDE in-house costs during project development and design. If USAEDE services are used during construction, a second MIPR will fund the design and supervision and administration (S&A) (1 percent and 8 percent of the U.S. cost-share, respectively).

(2) If the project is constructed in Germany and the total contract cost exceeds €375,000 of new work (generally considered major construction by the German Government)—

(a) The *Auftragsbautengrundsätze* (*ABG*) *75* (principles for construction contracting) fee (which includes the English translation) is 5.6 percent of the U.S. cost-share plus secondary services.

(b) A MIPR will be used to fund the U.S. cost-share and *ABG* fee.

(3) If the project is constructed in Germany and the total contract cost does not exceed €375,000 (generally considered minor construction by the German Government) or for maintenance and repair work of unlimited cost—

(a) The *ABG* fee is 7.5 percent (including translation) of the U.S. cost-share plus secondary services.

(b) A MIPR will be used to fund the U.S. cost-share and the *ABG* fee. The MIPR is sent to the USAEDE to cover design oversight, coordination, and S&A. The amount will be based on project complexity and funding appropriation.

e. On receipt of the authority and funds, the USAEDE will execute an indirect contract with the host nation (*ABG 75* for projects in Germany).

APPENDIX G
JOINT FINAL ACCEPTANCE INSPECTIONS

G-1. PURPOSE
This appendix describes NATO joint final acceptance inspection (JFAI) procedures.

G-2. GENERAL

a. Accepting infrastructure construction into the NATO inventory of facilities follows a step-by-step procedure requiring multinational approval. The main action in the process is the JFAI, which is prescribed in NATO Document AC/4-D/2074. The report of inspection (the JFAI) is the official document of record concerning approved construction and it provides the basis for final acceptance. The procedures in this appendix will be followed to secure maximum benefit from NATO funding and minimum expenditure of IMA-E Operations and Maintenance, Army (OMA), funds for U.S.-user facilities.

b. Final acceptance constitutes a formal agreement between NATO members that infrastructure projects are complete and militarily and technically acceptable, subject to certain stated conditions, and that the responsibilities of the host nation have been fully met.

c. The United States protects NATO and national interests on U.S.-user facilities by actively taking part in all phases of final inspection and acceptance. USAREUR meets this objective by representing the United States in JFAIs for facilities used by Army in Europe units and by follow-up reporting to the CG, USAREUR/7A.

d. The JFAI team inspects works to verify that—

(1) Projects conform to inventories prepared by the host nation.

(2) Construction is according to good engineering practice and within the technical provisions as imposed by budgetary or other restrictions.

(3) Projects are according to NATO-approved criteria and technical standards and relevant fund authorizations.

(4) Projects are operationally acceptable from a NATO military point of view.

G-3. ORGANIZATION AND RESPONSIBILITIES
The JFAI team, chaired by a member of the NATO International Staff (NIS), includes representatives from the Supreme Headquarters Allied Powers Europe (SHAPE) military command, NATO joint forces command (JFC) (North or South), host nation, and user nation. Members of the U.S. delegation for facilities at which the United States is the user will consist of representatives from the using unit, the area support group (ASG) director of public works (DPW), the signal service unit, and HQ USAREUR/7A (Office of the Deputy Chief of Staff, Engineer (ODCSENGR)).

a. The infrastructure user will note operational deficiencies of facilities.

b. The ASG DPW will—

(1) Identify latent and qualitative defects.

(2) Document the maintenance history of facilities awaiting JFAI and support user claims of deficiencies.

(3) Monitor the correction of JFAI deficiencies.

c. The ODCSENGR (AEAEN-NATO) will serve as the official Army in Europe representative and signatory of JFAI documents for the user nation.

d. Representatives from HQ USAREUR/7A (USAREUR G3, USAREUR G4, or Office of the Provost Marshal), 5th Signal Command, or the United States Army Engineer District, Europe (USAEDE), may be requested to attend JFAIs and provide technical assistance in their fields of interest.

e. The DOD construction agent will take part in JFAIs as requested. The DOD construction agent must participate in JFAIs for all prefinanced or conjunctively funded projects.

f. The host nation will—

(1) Prepare JFAI documents.

(2) Announce JFAI dates.

g. The NATO JFC will take part in the JFAI and may represent SHAPE if SHAPE is unable to participate.

h. A SHAPE representative will serve as the senior military command representative on the JFAI team.

i. The NIS representative will—

(1) Serve as chairperson of the JFAI team.

(2) Establish JFAI dates in conjunction with the host nation.

G-4. PROCEDURES

a. Requesting JFAIs. The host nation should submit requests for JFAIs to the NIS as soon as projects (or part of projects that are usable) are completed, but no later than 6 months after completion (NATO Document AC/4-D/2074). The completion date is the date on which technical acceptance (also known as turnover inspection (provisional or not)) is performed. User nations are notified of requests.

b. Team Chairperson. The NIS representative will serve as the JFAI team chairperson and establish the JFAI date.

c. The Host Nation. The host nation will announce the date agreed on by the NIS and handle any special coordination required (for example, hotel and transportation arrangements for team members during the JFAI).

d. U.S. Involvement. HQ USAREUR/7A (AEAEN-NATO) will coordinate with the host nation on U.S. participation in the JFAI and request necessary site clearances for designated representatives of participating agencies.

e. U.S. Position. The U.S. delegation will prepare the U.S. position to be presented at JFAIs. This action consists of justifying construction requirements and identifying deficiencies the United States wishes the JFAI team to note. Maximum coordination between the Army in Europe, the host-nation construction agency, and the using unit is required to ensure that the full advantage of infrastructure funding is realized. A pre-JFAI inspection may coincide with the host-nation inspection of the contractor's work and turnover inspection, if applicable. Figure G-1 provides information on pre-JFAI inspections.

f. JFAI Date. A JFAI starts at the time and place the host nation designates in coordination with the JFAI team. Because the inspection is formal and very involved, preparations must be made for the inspection. Preparations will include providing for a conference area, a small business room, lunch, and transportation from the meeting area to the inspection site, if required. When the United States hosts the inspection, the using unit will be responsible for preparations. HQ USAREUR/7A (AEAEN-NATO) will coordinate preparations with the using unit and host-nation agencies to ensure that arrangements are complete.

g. Host-Nation Preparation. The host nation will provide required documents for the JFAI, including as-built drawings, detailed inventories, and cost data.

h. U.S. Signatory. During the JFAI, the U.S. signatory (ODCSENGR representative) will make official U.S. requests, recommendations, and reclamations.

i. JFAI Findings. The JFAI team will submit its findings in a report noting discrepancies in scope and deficiencies. JFAI reports are published as NATO documents in the AC/4(PP) FA/-series. The team will recommend whether or not the project should be formally accepted and, in the case of deficiencies that do not affect the operation, subject to the correction of those deficiencies. The team also will determine the expected completion date for the correction of deficiencies and the cost. Most importantly, the team must distinguish between deficiencies adversely affecting the operational use of facilities and those that do not.

j. JFAI Report. The JFAI report consists of a cover letter from the Controller for Infrastructure and the team report on findings and agreements in three appendixes:

1. PURPOSE
Pre-JFAI inspections are made to detect deficiencies to be corrected before the JFAI (to reduce the number of JFAI deficiencies) or to be noted by the JFAI team. The pre-JFAI inspection report serves as the basic tool in developing the U.S. position (represented by the U.S. signatory authority) at the JFAI. A pre-JFAI inspection also may be made to generate action on deficiencies that appear particularly difficult to correct.

2. ORGANIZATION
The U.S. inspection team consists of representatives from the using unit, the ASG DPW, and the USAEDE, as required. Representation by host-nation authorities (for example, *Bauamt* in Germany) is desirable but voluntary.

3. PROCEDURES

a. When turnover and occupancy has occurred or a JFAI is scheduled, the Army in Europe or the construction agency will request the host nation to schedule a pre-JFAI inspection. If the host nation agrees, the host-nation construction agency normally will make all further arrangements.

b. A report of the inspection will include findings, conclusions, recommendations, and a list of deficiencies. The recommended format is a tabular list with column headings. The following information must be included:

(1) A description of the deficiency and categorization (design, material, and warranty).

(2) The agency that submitted the requirement (NATO, host nation, or the United States).

(3) Citation of the publication or criteria that establish the requirement.

(4) Clarification of the deficiency as opposed to the requirements and the operational effect on the site.

(5) Remarks (including a recommended course of action by the agency responsible).

c. Deficiencies requiring action by the host nation will be addressed in writing to the host-nation construction agency if an agreement is not reached at the inspection.

d. One copy of the pre-JFAI inspection report will be provided to HQ USAREUR/7A (AEAEN-NATO).

Figure G-1. Pre-JFAI Inspection of U.S.-User Facilities

(1) Appendix A states the purpose of the inspection and includes JFAI team signatures certifying that the work has been completed properly.

(2) Appendix B includes general data relating to project type, fund authorizations, construction, occupancy dates, and general considerations on size, criteria, cost-sharing, findings on individual items, and team comments.

(3) Appendix C includes a summary list of deficiencies, costs, proposed correction schedules, and a list of excess works authorized by NATO.

k. U.S. Team JFAI Report Review. On completion of the inspection and formalization of the protocol, the U.S. team will review documents and ensure that they include—

(1) Unanimous agreement on criteria deficiencies and a correction schedule.

(2) Unanimous or, if necessary, individual comments on military requirements for facilities required above those authorized by criteria (to justify NATO funding) and concurrence with any cost-sharing formula to support these requirements.

(3) Factors (for example, technical deficiencies or lack of user-nation agreements) that might postpone beneficial occupancy of the facility.

(4) U.S. reservations on assigning property rights for national (U.S.-financed) facilities to NATO unless HQ USAREUR/7A has made a definite decision to offer these facilities to NATO free of charge.

(5) Enough copies for the using unit and ASG DPW to carry out subsequent actions. The completed JFAI report is NATO-restricted information and must be handled as For Official Use Only (l(1) below).

l. JFAI Special Notations. One of the most important functions of a JFAI is to categorize and schedule corrections of deficiencies. Design and construction deficiencies must be noted by NATO to ensure correction by the host nation with NATO funding so that deficiency corrections do not become a U.S. maintenance responsibility.

(1) Deficiencies that would affect the operational capabilities of a site may be grounds for not accepting the site from the host nation. The JFAI report would state the existence of these deficiencies and terms of acceptance or occupation.

(2) Deficiencies that would not affect operational capability cannot be used as a basis for refusing to accept a site or portions of a site.

(3) The ASG DPW will monitor the correction of deficiencies at sites used by the United States and report to HQ USAREUR/7A (AEAEN-NATO) any delays in the correction schedule agreed on at the JFAI. The JFAI is a prerequisite for NATO Minor Works Program restoration or replacement works.

m. Correction of Deficiencies. Host nations are responsible for the satisfactory correction of deficiencies noted by the JFAI team. Priority for correction will be given to deficiencies that impair the operational use of a facility and that normally must be corrected before occupancy and formal acceptance. When all deficiencies have been corrected for a project, the NIS and user nation will be informed. At the request of HQ USAREUR/7A (AEAEN-NATO), the ASG DPW will verify that deficiencies have been corrected as certified by the host nation or provide details to refuse such a report by the host nation, and reply to HQ USAREUR/7A. If no host-nation report is made within 2 years after the project was originally reported ready for JFAI, the procedure for the 2-year inspection in (1) and (2) below will be followed to bring outstanding deficiencies to the attention of interested parties.

(1) Deficiencies Noted Within 2 Years After the JFAI. The 2-year period begins on the date the work was reported by the host nation to be complete and ready for JFAI or, if the JFAI occurred later than 6 months after this date, on the date of the JFAI. If latent or hidden deficiencies (not originally detected at the JFAI) appear within 2 years, they will be reported through the construction agency to HQ USAREUR/7A (AEAEN-NATO). To ensure that maximum advantage is taken of this means of correcting deficiencies with NATO funds, a 2-year inspection will be conducted between the 19th and 22d month of the 2-year period. The host-nation construction agency will conduct this inspection. Using-unit commanders and the ASG DPW will help as necessary.

(2) Deficiencies Noted After the 2-Year Period. Urgent repair of deficiencies discovered after the 2-year period ((1) above) may be funded provisionally within the original authorization. These deficiencies will be reported immediately to the ASG DPW who will start action for a new project, mentioning the extraordinary funding requirement. This action will either prevent the use of Army in Europe funds or speed recoupment of U.S. funds when U.S. funds are used to prefinance the work.

n. Excess Works. In the report, the JFAI team must identify work that appears to be in excess of the authorized scope. Excess work that the team wants to recommend for authorization will be identified with a justification and cost estimate. Excess work not recommended for authorization will be financed by the host nation unless the excess work was specifically requested by the United States.

o. NATO Audit. Although not directly concerned with questions of audit, the JFAI team will report in its findings items of possible interest to the NATO International Board of Auditors.

APPENDIX H
MAINTENANCE AND INSPECTION OF NATO PROPERTY

H-1. PURPOSE
This appendix provides information on NATO annual maintenance inspections (AMIs). AMIs are used by NATO to determine the condition of facilities funded by the NATO Security Investment Program.

H-2. GENERAL

a. In conjunction with host and user nations, NATO conducts periodic inspections of NATO facilities to ensure that the sites continue to meet the requirements for which they were constructed and that the user is protecting the NATO investment through proper maintenance. (For facilities in a caretaker status during peacetime, maintenance is the responsibility of the wartime user nation.)

b. NATO AMIs normally are conducted by the NATO joint forces command (JFC) or joint forces component command (JFCC). Inspectors check the physical condition of sites and the area support group (ASG) director of public works (DPW) record of maintenance projects.

c. Originally AMIs were scheduled once a year by the NATO JFC. AMIs now are made every 2 or 3 years, especially when a site received a satisfactory or better evaluation on previous inspections. AMIs become even more important as infrastructure ages, since AMIs are used to justify projects for future restoration. Recommendation by an inspector that restoration or replacement is required is the best justification and support for a project under the NATO Minor Works Program (MWP).

d. Maintenance and repair responsibility for a NATO facility starts when the ASG DPW accepts a site from the host nation at the turnover inspection. The DOD construction agent will prepare DD Form 1354 based on data provided by the host nation. Equipment in place will be recorded in the installation property book and on a list supporting the DD Form 1354. Accountability for equipment in place will be transferred to the using unit.

e. NATO recognizes the need to restore certain infrastructure items that are no longer cost-effective to maintain, have reached the end of their life expectancy, or are nonoperative and must be replaced. Projects not exceeding €500,000 may be eligible for restoration under the MWP. Appendix L provides information on eligibility criteria, programming, and execution.

f. Inspections will include the status of projects completed or started since the last AMI. Inspections also will be made on proposed projects for maintenance or restoration or to meet current NATO mission-minimum military requirements. The using unit and engineer support agency (ASG DPW for U.S. sites) will be requested to provide the inspector with the required data.

g. AMI reports are completed by the NATO JFC and JFCC and sent through channels to HQ USAREUR/7A (AEAEN-NATO), the supporting DPW, and the using unit.

h. Inspectors reserve the right to inspect NATO facilities at a site during an AMI; it is therefore necessary that the keys to all buildings be available during the inspection. This is especially true for multiuser sites.

H-3. RESPONSIBILITIES

a. The infrastructure user performs preventive maintenance and informs the ASG DPW of maintenance problems that exceed unit capabilities.

b. The HQ USAREUR/7A representative is the user-nation representative and signatory on AMI documents. The ASG DPW is responsible for maintaining the site and equipment. Real property consisting of NATO infrastructure assigned to and occupied by the U.S. Forces as the primary user (including U.S. prefinanced NATO facilities) will be documented and maintained in the same manner as other U.S. real property. Accountability for this property will be established according to AR 405-45. This regulation requires that real property be reported on the real property inventory with the appropriate ownership code. For NATO infrastructure, this is code 5. Also, facility acquisition code O indicates that the real property was acquired as NATO infrastructure. Annotation will be the number 1 in card column 3 of this report.

c. The Office of the Deputy Chief of Staff, Engineer, HQ USAREUR/7A, coordinates with the host nation, site user, ASG DPW, and NATO strategic command channels to schedule AMIs.

H-4. PROCEDURES

a. An AMI begins with a courtesy call on the unit commander (or person responsible for the operation of the facility). The ASG DPW then provides a briefing on the status of site maintenance with emphasis on work performed after recommendations by previous AMIs.

b. Each organization shown in parentheses below will provide the documents listed. Failure to provide these documents could result in an unsatisfactory evaluation.

(1) NATO site real property records (ASG DPW).

(2) Work-order-request logbook covering the period since the last AMI (using unit).

(3) Maintenance deficiencies (using unit).

(4) Maintenance projects completed since the last AMI (ASG DPW).

(5) Maintenance projects planned (funded and unfunded) for the current and next fiscal year (ASG DPW).

(6) Ongoing (U.S. or NATO) project status (Army in Europe or host-nation representative).

(7) Future (U.S. or NATO) projects and funding status (Army in Europe or host-nation representative).

(8) Status of correction of any deficiencies noted on a previous joint final acceptance inspection (host-nation representative or ASG DPW).

c. Army in Europe physical-security inspections are conducted to ensure NATO sites have adequate security. Commanders will assign the highest priority to projects required to correct deficiencies in physical security noted at AMIs.

d. NATO approval is not required for repair by replacement-type maintenance, provided that replacement items are of equal quality. Replacement items become NATO property after they are installed. If an item to be replaced is of significant value (for example, generator, frequency converter, heating boiler) and the DPW is prefinancing this replacement with U.S. funds, a prefinancing statement must be made before contracting for a replacement. Project datasheets should be forwarded at the time of the notification of intent to prefinance to enable NATO to program the projects. Appendix K provides more information.

e. Alterations or modifications of NATO facilities costing more than 40,000 euros require HQ USAREUR/7A (AEAEN-NATO) approval. This work is often required when new weapons systems are fielded that normally would be funded by NATO.

APPENDIX I
NATO STRUCTURE IDENTIFICATION AND REAL PROPERTY MANAGEMENT

I-1. PURPOSE
This appendix clarifies requirements for properly identifying NATO-funded structures on U.S. installations and for the maintenance and repair of NATO facilities.

I-2. GENERAL
Maintenance and repair responsibility for a NATO facility starts at the time the area support group (ASG) director of public works (DPW) accepts the site from the host nation at the turnover inspection. The DOD construction agent will prepare DD Form 1354 based on data provided by the host nation. Equipment in place will be recorded in the installation property book and on a list supporting DD Form 1354. The DPW will identify NATO-funded facilities in the Integrated Facilities System using ownership code 5. NATO infrastructure will be identified with facility acquisition code O.

I-3. RESPONSIBILITIES

a. The ASG DPW maintains and annotates real property records and maintains and marks NATO property as appropriate.

b. The Real Estate Division, IMA-E, maintains a master facilities list of U.S. Forces property in the Army in Europe.

I-4. PROCEDURES

a. The using nation of a NATO-funded facility will maintain the site and the equipment. Real property that consists of NATO infrastructure assigned to and occupied by the U.S. Forces as the primary user (including U.S. prefinanced NATO facilities) will be documented and maintained in the same manner as other U.S. real property. Accountability for this property will be established. Real property documents must be annotated NATO INFRA (in block red letters) on DD Form 1354 in item 26 (Remarks).

b. NATO-funded structures will be physically identified by painted markings indicating their NATO ownership. Marking will be according to Technical Manual (TM) 5-618 (sec 11).

(1) Background-surface preparation and NATO-marking application will be according to TM 5-618 (sec 11).

(2) Marking will be done by stencil, if practical.

(3) Paint will be of exterior grade according to AR 420-70 and, when possible, will have a glossy finish.

(4) NATO markings will not be located where they would create a safety hazard. Typical facilities that require NATO-identification markings are buildings, guard towers, and large end items of installed equipment such as generators and frequency converters. Markings for buildings normally will be located above the building number. The exact location will be determined by the legibility of markings when read from the nearest road or street. Markings will be placed on adjacent sides of the building or structure near the corner where the sides meet. NATO markings for large end items will be placed according to TM 5-618.

(5) Earthworks, fences, lightpoles, parking lots, roads, and utility lines do not require NATO identification markings.

APPENDIX J
RELEASE FROM NATO INVENTORY

J-1. PURPOSE
This appendix describes methods for removing facilities from the NATO inventory.

J-2. GENERAL
Periodically, NATO-funded facilities cease to be needed for a specific NATO mission. Examples are the elimination of a particular weapons system or a change in the NATO reinforcement prepositioning plan. The user nation may request the release of particular buildings, or sometimes entire sites, from the NATO inventory when use of the facility is no longer needed to perform a NATO mission. The user nation must initiate release requests. The host nation cannot request deletion from the NATO inventory without the consent of the user nation.

J-3. RESPONSIBILITIES

a. Infrastructure Users. In coordination with area support group (ASG) directors of public works (DPWs), commanders will immediately notify HQ USAREUR/7A (AEAEN-NATO) when a NATO facility or NATO equipment in place is no longer required.

b. The ASG DPW. The ASG DPW maintaining real property records for a facility will be responsible for maintenance of the site until notification is received from Supreme Headquarters Allied Powers Europe (SHAPE) regarding the NATO decision on final disposition, or for 1 year, whichever comes first. Physical security is a provost marshal responsibility under the same parameters.

(1) The ASG DPW will conduct a site inspection and inventory of NATO property and prepare a list of items that may be salvaged, transported, and used at other NATO locations. The ASG DPW also assesses future use of the facility.

(2) NATO reserves the right to continue use of infrastructure for NATO purposes. This means that if released facilities can be used to meet the requirements of another U.S.-NATO-eligible project, NATO will direct that use. NATO normally does not designate another nation as a potential user for infrastructure released from its inventory, but reserves the right to do so.

(3) The ASG DPW will consider if a future U.S. national military use exists for the facility. If the United States intends to use the NATO facility for follow-on national military purposes, the ASG DPW should state this in the request for deletion from the NATO inventory.

c. HQ USAREUR/7A. HQ USAREUR/7A (AEAEN-NATO) will notify the host nation and coordinate with USEUCOM, the NATO joint forces command (JFC), and SHAPE before vacating NATO facilities or disposing of NATO equipment. Likewise, HQ USAREUR/7A will inform these agencies when the United States wants to keep NATO facilities for a follow-on, national military use.

d. The Host Nation. The host nation will officially inform the NATO JFC and SHAPE of the U.S. request to release facilities from the NATO inventory. When applicable, the host nation will indicate its concurrence with a U.S. request for follow-on national military use.

e. NATO JFC. The NATO JFC will review requests for release and issue its position.

f. NATO Strategic Command. As the NATO strategic command (SC), SHAPE will review requests for release from the NATO inventory. Because of the high volume of requests in the early 1990s, SHAPE introduced a procedure to expedite processing these requests. Requests are now coordinated at SHAPE and with both the user and the host nation. Based on the SHAPE recommendation, NATO makes the final decision on each request.

g. NATO International Staff (NIS). The NIS will review requests and prepare notes for NATO Infrastructure Committee (IC) decision.

J-4. PROCEDURES

a. The user nation will prepare each request for release from the NATO inventory (with plans for future U.S. national military use, as applicable) and forward the request to the host nation, with information copies to the NIS, JFC, and SHAPE.

b. The host nation will evaluate each request, attach supporting documents, and forward it through NATO SC channels.

c. The SHAPE staff will screen the request and coordinate with the appropriate JFC. During the screening, SHAPE will determine whether or not another NATO use for the facility exists. If no further NATO use is identified, SHAPE may elect one of the following courses of action:

(1) If the current user nation desires to continue using the facility for a national military mission, SHAPE will usually concur and the facility will normally remain on the NATO inventory. There is no advantage to the United States having the facility removed from the NATO inventory; doing so can make the United States liable to pay NATO a residual value for the facility. The user nation is still obligated to maintain the facility to NATO standards.

(2) If the current user nation has no follow-on national use for the facility and wants to vacate it, SHAPE will attempt to identify another military user. The host nation will be involved in this action.

(3) If no other military use for the facility is identified, the facility will remain on the NATO inventory and SHAPE will ask the host nation to try to find a civilian firm or organization that may want to use the facility for commercial purposes. The conditions for such use will be that the civilian user may have rent-free use of the facility; in exchange, the civilian user will maintain the facility to NATO standards with the understanding that the facility must be made available to NATO if a military need should arise. The user will normally be given at least 6 months' notice in such cases. Several former NATO airbases in Germany (Baden-Söllingen, Hahn, and Lahr) are in this category.

(4) If no civilian user is identified, SHAPE will agree to recommend that the facility be deleted from the NATO inventory. The proposal will be put before the NATO IC as an amendment to the joint final acceptance inspection (JFAI) report for the facility. Once the NATO IC approves the request, the host nation will take disposal action and determine residual value, if any, to be credited to NATO.

d. In cases involving U.S. investments in NATO facilities (beyond routine maintenance and repair), the ASG DPW should retain documents (invoices, scope of work) to support possible future claims for residual value for facilities being released from U.S. control.

e. The same record-keeping requirement (d above) exists for major construction that involves U.S. cost-shares to fund scope in excess of NATO criteria. These cost-shares are shown in the original NATO funding authorization. The cost-sharing formula is in the JFAI document. Copies of these documents should be kept on file by the ASG DPW and HQ USAREUR/7A (AEAEN-NATO).

f. All actions on the release of facilities from the NATO inventory require NATO IC approval. In Germany, this approval is necessary before the United States can release a NATO facility to the host nation. The Federal Assets Office, designated by the Ministry of Finance, is normally responsible for military facilities used by the United States, but NATO facilities are the responsibility of the Ministry of Defense designee, the *Standortverwaltung* (*StOV*). The *StOV* cannot release the facility to the Federal Assets Office before the NATO IC has released it from the NATO inventory. It is therefore important that real estate actions involving release of U.S. facilities in Germany be closely coordinated with ODCSENGR (AEAEN-NATO) to ensure timely release.

g. Before a facility is released from U.S. control, a facility-condition inspection may be conducted with the user, ASG DPW, host nation, NATO JFC, SHAPE, and NATO. The inspection may coincide with a NATO annual maintenance inspection.

h. Once a facility is released from the NATO inventory, bilateral negotiations may be necessary between the host and user nations to determine future facility use.

APPENDIX K
PREFINANCING AND RECOUPMENT OF NATO INFRASTRUCTURE PROJECTS

K-1. PURPOSE
This appendix outlines the methods to be used when the United States funds NATO-eligible projects through prefinancing.

K-2. GENERAL

a. Prefinanced infrastructure projects will be executed as U.S.-funded construction according to applicable U.S. regulations. Projects will comply with the provisions of applicable NATO criteria unless deviations from criteria are approved by HQ USAREUR/7A (AEAEN-NATO).

b. When construction and turnover is complete, the Office of the Deputy Chief of Staff, Engineer (ODCSENGR), HQ USAREUR/7A, will immediately request the host nation to schedule a joint final acceptance inspection (JFAI). To expedite the JFAI, the ODCSENGR will request host-nation authorities to participate in a pre-JFAI inspection (app G, fig G-1). This inspection should coincide with the normal turnover inspection required by U.S. unilateral procedures when practical.

c. USAREUR Regulation 415-32 prescribes policy on the use of U.S. and civilian-support construction-engineer units for prefinanced infrastructure construction.

d. The design and construction of NATO-eligible projects with extraordinary military urgency may be prefinanced with U.S. funds if the possibility of recoupment is protected by complying with established prefinancing procedures. To qualify projects for recoupment, the USEUCOM J-4/EN must approve the need for prefinancing and the ODCSENGR must initiate a request to the host nation for submission of a prefinancing statement to NATO. This statement (fig K-1) must be accepted by NATO before the award of design, construction, and procurement contracts, or before the start of troop construction.

e. Prefinancing will be initiated only after USEUCOM determines that the time required to realize beneficial occupancy through the NATO Security Investment Program (NSIP) is militarily unacceptable; only then will essential military requirements be prefinanced. Each proposal will identify when the project will be subsequently submitted for NATO programming and recoupment.

f. When the time required by a host nation and NATO for administrative processing of prefinancing statements would cause unacceptable delay, a user nation (ODCSENGR through USEUCOM and the U.S. Mission to NATO) may make a notification of intent to prefinance. This notification establishes the date by which a host-nation statement confirming a prefinancing statement becomes effective. The NATO Infrastructure Committee (IC) will be notified of the U.S. intent to prefinance before the obligation of project funds.

g. Precautionary prefinancing statements will be issued for potentially eligible works to protect future recoupment rights if the work becomes eligible for NATO funding later.

h. When requested, technical information on the project must be supplied to NATO and to the Supreme Headquarters Allied Powers Europe (SHAPE) before contracts are awarded or construction starts. Technical information will be the same as that distributed to firms for bidding. Normally, NATO will not support upward deviations from criteria. If applicable, NATO criteria will be followed. If no NATO criteria are available, criteria for similar NATO projects will be followed.

i. Prefinanced minor works projects are discouraged but recognized as necessary in some situations.

j. Responding to an emergency requiring immediate restoration or minor additions at a NATO facility is difficult. The United States has the option to approve and expend U.S. funds unilaterally for the required work through prefinancing. If this option is exercised, the rights of the United States to recover expended funds must be protected by filing a notification of intent to prefinance.

K-3. RESPONSIBILITIES

a. In the order shown, the following organizations are involved in prefinancing:

(1) The user (command or agency) of infrastructure will identify the requirement and may provide funding.

(2) The area support group (ASG) director of public works (DPW) will confirm the requirement, prepare a type A cost estimate and prefinancing statement, and usually fund the requirement.

(3) HQ USAREUR/7A (AEAEN-NATO) will review and endorse the prefinancing statement to USEUCOM.

(4) USEUCOM will verify the requirement, ensure that the host nation is advised, and forward the requirement to the U.S. Mission to NATO.

(5) The host nation will endorse the requirement and advise its NATO IC representative accordingly.

(6) The U.S. Mission to NATO will distribute the prefinancing statement to NATO and SHAPE authorities before discussion at an upcoming NATO IC meeting, and ensure that the statement gets on the NATO IC agenda.

(7) The major NATO IC discusses the statement as appropriate, notes the SHAPE position, and records the action in the meeting protocol.

(8) The NATO Strategic Command (SHAPE) will provide its position to the NATO IC with regard to future support of the project.

b. Once a project has been programmed, the following organizations are responsible for recoupment:

(1) The ASG DPW will assemble documentation (including as-builts, specifications, and actual invoices) and give it to the DOD construction agent.

(2) The DOD construction agent will prepare recoupment paperwork and a type C cost submission, and process the package to the host nation.

(3) The host nation will review and endorse the type C cost submission to the NATO IC.

(4) The NATO International Staff (NIS) will review the actual scope of work, compare the work with NATO criteria and technical standards, and make a recommendation to the NATO IC on the degree of NATO funding support for reimbursement.

(5) The NATO IC will authorize funds (largely based on the NIS recommendation).

(6) The host nation will receive funds.

(7) The 80th ASG will process the transfer of recouped funds from the host nation to the U.S. NATO account.

K-4. PROCEDURES

a. Commanders will recommend projects to HQ USAREUR/7A for prefinancing with U.S. funds, including Operations and Maintenance, Army (OMA); Military Construction, Army (MCA); other procurement, Army (OPA); or other projects for which the possibility of nonreimbursement by NATO is balanced by factors beneficial to the interests of the United States. Detailed accounting, financial management, recoupment, and reporting procedures are included in this appendix.

b. For projects not in approved capability packages (CPs)—

(1) Commanders will provide HQ USAREUR/7A (AEAEN-NATO) data on the proposed project in the format shown in appendix D. A project datasheet (PDS) must be submitted when prefinancing is requested.

(2) HQ USAREUR/7A will seek USEUCOM approval and request submission of a prefinancing statement to NATO. Commanders will be notified of USEUCOM and NATO notation of the prefinancing statement.

(3) Commanders then will proceed with the project in the normal manner and provide a copy of plans, specifications, contracts, and financial documents to the United States Army Engineer District, Europe (USAEDE) (CENAU-PG-N), which is responsible for recoupment of prefinancing funds.

(4) Commanders also will provide plans, specifications, and contract documents to HQ USAREUR/7A (AEAEN-NATO) for review.

(5) HQ USAREUR/7A will program the project for addition to the appropriate CP if the project is not already included in one.

(6) As soon as it is confirmed that the project is included in a CP, HQ USAREUR/7A will direct the USAEDE to prepare a type C cost estimate (TCCE) and initiate recoupment.

(7) The commander and the representatives of HQ USAREUR/7A, the host nation, and NATO will jointly inspect the completed project (app G).

c. Projects in approved CPs normally will not be prefinanced. HQ USAREUR/7A will seek DA approval before beginning action for recommended exceptions. Projects included in CPs that have been endorsed by SHAPE for submission to NATO may be prefinanced, but only after urgent-works programming procedures have been considered.

d. The host nation normally provides external utilities for NATO projects. If arrangements cannot be made with the host nation for utilities, the United States may unilaterally prefinance the requirement as an interim measure. When a project becomes eligible for common funding, host-nation and NATO responsibilities will be determined and appropriate billings for reimbursement will be submitted by the USAEDE.

e. Prefinanced projects to be completed by contracting require NATO international competitive bidding (ICB). In cases of unacceptable delay, HQ USAREUR/7A will request an exemption from NATO ICB. If the NATO IC disapproves the request for exemption, awarding a contract for the project must follow NATO ICB procedures.

f. The request, provision, and use of U.S. funds will comply with current U.S. regulatory procedures and will not be modified by this regulation except as follows:

(1) The programming document (DD Form 1391) as presented to higher headquarters will include under paragraph 11 (REQUIREMENT – NATO SECURITY INVESTMENT PROGRAM) the statement "Prefinancing under NATO procedures is planned for this project, thus initially requiring U.S. unilateral authorization and funding."

(2) In addition to the statement required in (1) above, one of the following statements will be included as applicable:

(a) The project currently is not eligible for infrastructure common funding under present NATO rules. Financing of the project by NATO through the NSIP is uncertain. Eligibility for common funding is being sought in a NATO forum. If the project is determined to be eligible for NATO common funding, recoupment of funds will be sought from NATO.

(b) The project is partially eligible for NATO infrastructure common funding and to that extent has been or will be proposed for infrastructure funding. NATO criteria prevent inclusion of the complete project scope for NSIP funding. Prefinancing is for the NATO-eligible portion of the project and recoupment of funds will be sought from NATO.

(c) The project is fully eligible for NATO infrastructure common funding. The scope does not exceed NATO criteria allowances and the project has been or will be proposed for infrastructure funding. The acceptable beneficial occupancy date, however, cannot be met within the time required for NATO programming and funding or host-nation design and construction, or both. Prefinancing is for the entire project and recoupment of funds will be sought from NATO.

(3) If required, HQ USAREUR/7A will request a waiver of NATO ICB in the prefinancing statement to allow maximum use of international balance of payments (IBP) construction procedures without jeopardizing U.S. recoupment rights. If directed, NATO ICB requirements will take precedence.

g. Programming and project approvals for prefinanced projects will follow the normal procedures established for construction projects or other types of projects (for example, communications projects).

h. The United States will provide initial national funds to accomplish prefinanced projects. These funds include but are not limited to MCA, OMA, OPA, and research, development, test, and evaluation (RDTE) funds.

i. Prefinanced projects are items of special emphasis for internal review according to AR 11-7. Construction agencies or other designated commands will review accounting records and supporting documents to ensure compliance with this regulation. When qualified personnel are not available, the designated commander will request assistance from the nearest U.S. military installation.

j. When the servicing finance and accounting office (FAO) maintains formal accounts, the construction agency or other designated command will make periodic reconciliation between construction or other designated command accounts and FAO accounts, and will ensure that records are adequately maintained (fig K-2) during design and project execution phases of prefinanced projects.

k. Eligibility for recoupment of U.S. funds spent on infrastructure projects requires that the NATO IC note the prefinancing statement or the notification of intent to prefinance the project and that the project be included in an approved NATO CP.

l. After a prefinancing statement for a project has been noted by the NATO IC and included in a SHAPE-endorsed CP or NATO-approved CP, the USAEDE will submit (for projects it designs or constructs) a NATO type B or C submission, as applicable, to the host nation. For prefinanced projects that the host nation designs or constructs, the USAEDE will direct the appropriate host-nation agency to prepare and forward the submissions. Figure K-3 provides preparation instructions.

m. The USAEDE will prepare and forward, or direct the appropriate host-nation agency to prepare and forward, a revised NATO type C cost submission when the cost of a project exceeds the estimate of the previous NATO type B or C submission by 10 percent or more.

n. NATO will notify HQ USAREUR/7A of NATO IC actions that affect Army in Europe interests. On receipt of HQ USAREUR/7A notification, the USAEDE will make a direct request to the host nation to recover U.S. funds (as a billing for reimbursement).

o. The USAEDE will request reimbursement. The request will include the project name, the CP and project serial numbers, and NATO document numbers in the AC/4-DS series. The bill will include the entire amount authorized by NATO.

p. HQ USAREUR/7A will coordinate follow-up actions to ensure the timely recoupment of funds. Follow-up actions will include monitoring the progress of NATO type B and C submissions through the following steps toward NATO IC approval:

(1) Forwarding of the submission to the appropriate host-nation agency (*Bautechnische Arbeitsgruppe* or *BAG* in Germany) within 1 month.

(2) Forwarding of the submission by the appropriate host-nation agency to the host nation's Ministry of Defense (MOD).

(3) Forwarding of the submission by the MOD to the host nation's delegation to NATO.

(4) Presentation of the submission by the host-nation representative to the NATO IC.

(5) Action by the NATO IC and issue of the AC/4-DS document, including the document number and date.

(6) Authorization of funds for the project by the NATO IC.

(7) Request by the USAEDE for reimbursement from the host nation within 1 month after the NATO IC authorizes funds.

(8) Ensuring receipt of reimbursement within 2 months after the billing.

q. Acceptable currencies for reimbursement will be based on agreements between the United States and host nations. Reimbursement normally will be in the currency shown on the contracts for the work. Reimbursements in Germany may be accepted either in dollars or euros. Acceptance of euros is subject to the following provisions:

(1) Arrangements with Germany will continue to provide for stating contract amounts in dollars with reimbursements in dollars or euros as a U.S. option. In the absence of HQ USAREUR/7A instructions to the contrary, payments may be made in euros.

(2) Rates of exchange at which euro reimbursements are made will be no less favorable than those available to HQ USAREUR/7A for purchases of its euro requirements from the *Deutsche Bundesbank*.

---

1. Project Short Title and Location. State the short title of the project and project location (for example, Giebelstadt Army Airfield, Germany).

2. General Description of Requirement and Urgency. Develop a case to show the extent and kind of urgency (stressing military urgency). To gain favorable support from SHAPE, NIS, and NATO-member countries, state the real nature of the urgency in sufficient detail to support a request for exception to normal NATO ICB (paras 5 and 6).

3. Scope of Work and Cost Estimates. Itemize project segments and show the order of magnitude of components. The order of magnitude may indicate change for total or partial waivers of NATO ICB. Revised scope and cost estimates will be submitted to HQ USAREUR/7A when the original scope and cost estimates increase or decrease by 10 percent or more.

4. Status of SHAPE and JFC Support. Indicate the extent to which SHAPE and the joint forces command (JFC) support the project or any part of it or the project relationship to other works supported.

5. Request for ICB Exemptions. In a justification, avoid preemption of NATO-wide ICB, because it is damaging and will undermine a legitimate request for waiver. When a NATO ICB exemption is requested, emphasis should be placed on previously authorized NATO ICB exemptions granted for the same installation and, if appropriate, citing the simplicity of work and low-skilled labor required.

6. Time Factors. Provide the scheduled contract-award date and the scheduled completion date.

7. Plans for A/E Services. The United States normally prefinances architectural engineering (A/E) fees and construction separately. A statement of intent to use an A/E service for design should be included, if this is the case.

8. Other Planned Action on the Project. State in which CP the project is or will be included, and what action is being considered to make the project eligible for NATO funding.

9. Status of Host-Nation Approval. Specify the coordination action already accomplished, including the host nation's intention to endorse a formal prefinancing statement at the time it is presented to the NATO IC.

10. Action Requested. Request the NATO Infrastructure Secretariat to place the intent to prefinance on a specific agenda for NATO IC action. The United States may make an intent to prefinance through its delegation to NATO, with the understanding that the host nation will formalize the prefinancing request later.

Figure K-1. Format for Prefinancing Statement

---

1. PURPOSE
This figure provides directions to ensure that uniform, auditable accounting records and files are maintained. These documents will include complete cost, contract, and payment-transaction data on U.S. funds used to prefinance U.S. requirements eligible or potentially eligible for NATO infrastructure. These documents also will include data on the status of recoupment for each prefinanced project.

2. GENERAL
Information on records management and identification is as follows:

a. Supporting documents, files, records, accounts, and reports are exempt from normal disposition instructions.

b. Supporting documents, files, ledger accounts, and other records associated with prefinanced NATO infrastructure projects will be identified prominently by overstamping them in block outline letters "NATO INFRASTRUCTURE PREFINANCED."

c. Agencies involved in the NSIP will take continuous action to ensure the completeness of records applicable to prefinanced projects. Records will represent a complete history of the project from inception to completion and will include correspondence and other documents pertinent to the project at all appropriate levels. Records will cover actions taken on each project involving host nations and intercommand and intracommand offices. The records will include memorandums for record pertaining to decisions resulting from discussions, meetings, and telephone conversations. These records, with associated accounting records, will represent prefinancing transactions that have not progressed to the status of firm accounts receivable. On project completion, agencies involved will forward records concerning prefinanced projects to the USAEDE (CETAE-PG-N), CMR 410, Box 1, APO AE 09096 (Konrad Adenauer Ring 31, Box 1, 65187 Wiesbaden, Germany).

d. The USAEDE will keep records pending final audit and instructions from HQ USAREUR/7A on additional actions for recoupment of U.S. funds.

3. RESPONSIBILITIES

a. HQ USAREUR/7A (AEAEN-NATO) will—

(1) Establish and maintain control records on prefinanced projects from the initial request to the final recoupment.

(2) Collect and maintain selected historical and statistical data to manage and monitor the prefinancing and recoupment of infrastructure projects including but not limited to—

(a) Projects and amounts prefinanced.

(b) Information on the inclusion of the projects in NATO CPs and NATO type B and C submissions that have been forwarded to host nations or NATO.

(c) NATO authorizations.

(d) Amounts billed to the host nation.

(e) Amounts collected by the United States.

(f) Prefinanced projects and amounts that do not meet NATO criteria.

(3) Control construction assignments or projects applicable to the NSIP to ensure that cost data is accumulated and reported properly. This control is done through design and construction directives and through project approval.

(4) Develop, for other than construction projects, procedures and provide guidance to subordinate elements that are involved in the NSIP to ensure that cost data is accumulated and reported properly.

(5) Delegate necessary actions to the USAEDE and to other organizations involved in the NSIP, as appropriate, when NATO documents have been received, or when USEUCOM indicates that the NATO action has been received.

(6) Initiate follow-up actions to the host-nation MOD and to USEUCOM or the U.S. Mission to NATO about delays in NATO actions and in payment of funds to the United States. These actions are taken when written notification from the USAEDE states that the efforts of the USAEDE have not produced the required results.

(7) Monitor the preparation of the status report on prefinanced U.S.-user NATO infrastructure projects.

b. The Commander, USAEDE, will—

(1) Serve as the Army in Europe agent for recouping funds owed to Army in Europe commands for prefinanced projects (including NATO Missile Firing Installation (NAMFI) projects) and serve as the central point for accounting records and supporting documents for these projects.

(2) Serve as a central Army in Europe collection point for recoupments from within the Army and from other USEUCOM component commands (USNAVEUR and USAFE). The Commander, USAEDE, will report these collections according to this appendix.

(3) Prepare NATO type B or C submissions, as applicable, for prefinanced USAEDE construction project designs on receipt of prefinanced project documents for items proposed for inclusion in a CP.

(4) In Germany, direct the preparation of NATO type B or C submissions by the *BAG* for prefinanced projects that Germany designs or constructs.

(5) Send NATO type B or C submissions, as applicable, to the designated host-nation agency for prefinanced projects included in SHAPE-endorsed or NATO-approved CPs.

(6) Make a direct request to the appropriate host nation to recover U.S. funds as specified in this appendix on receipt of advice from USEUCOM or from the U.S. Mission to NATO that the NATO IC has authorized funds for a U.S. prefinanced project.

(7) Forward follow-up recoupment actions to the host nation to expedite payment to the United States.

(8) Inform HQ USAREUR/7A (AEAEN-NATO) in writing when efforts to recoup funds have not been successful.

(9) Keep records and files.

(10) Perform applicable actions in subparagraph c below for projects that the USAEDE executes or supervises.

c. Other commands or designated agencies involved in the NSIP will—

(1) Ensure that prefinancing is initiated and documents are assembled to establish accounts.

(2) Establish and maintain records according to paragraph 2 until they are transferred to the USAEDE.

(3) Establish and maintain accounting records (until transferred) according to this figure to represent prefinancing transactions not progressed to the status of firm accounts receivable. Accounts will include costs the United States incurs for external utilities that the host nation normally provides on NATO projects.

(4) Ensure cost data is properly collected and reported.

(5) Provide the USAEDE the data needed to issue NATO type B and C submissions.

(6) Reconcile construction agency (or other designated agency) accounts with the servicing finance and accounting officer (FAO) when the servicing FAO maintains the formal accounts.

(7) When the project is completed and reconciled with the FAO, provide complete accounting information, files, and supporting documents, including a reproduction of the as-built drawings, to the USAEDE (CENAU-PG-N) (CMR 410, Box 1, APO AE 09096; Konrad Adenauer Ring 31, Box 1, 65187 Wiesbaden, Germany) to support the accounts and to provide required data for the NATO audit.

(8) Perform internal reviews.

Figure K-2. Accounting, Financial Management, Recoupment, and Reporting

---

The USAEDE will prepare, or request that the appropriate host-nation agency prepare, NATO type B or C submissions on notification that a project is included in a SHAPE-endorsed, NATO-approved CP. The NATO type B submission applies before a contract is awarded or before materials are procured for a troop-constructed project. A project that requires a NATO type B submission normally will be NATO common-funded, although the United States originally prefinanced the project. The NATO type C submission applies to projects after a contract has been awarded and after materials have been procured for a troop-constructed project. In each case, the project is financed totally by the United States.

a. Preparing Submissions. NATO type B or C submissions will consist of three principal parts for each project, as described below:

(1) An explanatory report summarizing the following information:

(a) A description of the project, including location, nature, scope, and reason for its necessity.

(b) Special site conditions that cause an increase in construction costs.

(c) Deviations from NATO Approved Criteria & Technical Standards or from the scope of work outlined in the prefinancing statement with justification for the deviation.

(d) Work, services, or both, for which an exemption from NATO ICB was requested and authorized.

(2) A cost estimate that breaks down the various items and their estimated or actual costs as follows:

(a) When no NATO criteria exist, submissions will list the items in logical sequence under four headings: Fixed Installations, Internal Utilities, Local (External) Utilities, and Site Preparation. Additional headings may be added when applicable (for example, Telecommunications).

(b) The cost estimate will break down the various items and their estimated or actual costs (in host-nation currency), and specify quantities (expressed in metric units) and the unit price. The cost estimate will break down costs chargeable to NATO, the host nation, and user nation, as applicable.

1. For projects for which costs are to be shared, remarks will explain why costs are divided.

2. Each page will show subtotals, which will be brought forward to the next page. At the end of the estimate, column headings will be summarized and total construction costs will be shown. On the cost-summary page (final page), total construction costs (including contingencies up to 10 percent for incomplete projects) will be shown together with an applicable amount for NAE, fixed at 3 percent, plus 5 percent for design or the actual A/E costs (if the latter exceeds 4 percent).

3. The estimate for each item will show gross costs. (Costs will include taxes from which the U.S. Forces are exempt.) The tax amount will be deducted from the total construction costs, showing the total amount of NATO financing.

4. Estimates will be in U.S. dollars, but the summary of costs (NATO financing) will be shown in euros and the host-nation currency (if other than the euro). (Conversion rates in effect at the time of construction will be used.)

(3) Design documents, which will consist of the following:

(a) For NATO type B submissions, drawings and outline specifications.

(b) For NATO type C submissions, completed projects, as-built drawings, projects not yet completed, and construction drawings.

b. Cost-Sharing. NATO, the host nation, and the user nation (United States) will bear project costs shown in the NATO type B or C submission as indicated below:

(1) NATO will bear project costs except those assigned to the host nation in (2) below and to the user nation in (3) below.

(2) The host nation will bear costs for—

(a) Local (external) utilities, except when—

1. The facility is fenced. In this case, utility costs to the fence line will be charged to NATO, and costs beyond the fence will be charged to the host nation.

2. NATO criteria specify cost-sharing arrangements between NATO and the host nation. The submission will follow arrangements specified in NATO Criteria & Technical Standards.

3. Prior agreements exist between NATO and the host nation with respect to a given project. In this case, the project submission will follow the provisions of the agreements.

(b) Safety, conservation, and other measures required by the host nation but not recognized by NATO. NATO may agree to fund certain items that exceed criteria, but it is the responsibility of the host nation to seek such funding through the NATO Host Nation Legal Requirements Procedure.

(3) The user nation (United States) will bear costs for—

(a) Safety, conservation, and other measures required by the U.S. Forces but not recognized by NATO or the host nation.

(b) Labor costs for U.S. engineer troops and depreciation of equipment costs. Temporary duty costs for U.S. engineer troops, costs for civilian support personnel, and equipment operation and maintenance costs will be charged to NATO.

(c) Construction items or portions of them exceeding NATO criteria (or prefinancing statement criteria if no NATO criteria exists) in size (by more than 10 percent), quantity, quality, or type.

(d) Troop billets or dining facilities, other than guard, ready, or alert-type facilities in excess of NATO criteria.

(e) Overhead costs charged by the USAEDE that exceed the 3 percent NAE indicated in a(2)(b) above.

(f) Design work performed by in-house personnel that exceeds 2 percent of the project cost.

Figure K-3. Preparation of NATO Type B or C Submissions

APPENDIX L
MINOR WORKS PROJECTS

L-1. PURPOSE
This appendix outlines procedures for preparing and submitting the minor works projects for approval.

L-2. GENERAL
Small, routine NATO Security Investment Program (NSIP) projects do not warrant the application of detailed submission, screening, and authorization procedures normally applied to NSIP projects. To minimize the delay in project implementation and to conserve staff resources, minor works follow a rapid, less-complex process that ensures the objective screening and validation requirements are met before the project is considered by the NATO Infrastructure Committee (IC). Benefits of the NATO Minor Works Program (MWP) include—

a. Using NATO funds instead of national funds to improve U.S. operational facilities.

b. Meeting military-infrastructure requirements more quickly.

c. Avoiding increases in project costs resulting from inflation and increased maintenance costs of aging facilities.

d. Increasing the responsiveness of the infrastructure program to the needs of the local commander.

L-3. RESPONSIBILITIES
Responsibilities involved with programming minor works projects are as follows:

a. Users of infrastructure will—

(1) Ensure that facilities are kept in an operational and ready condition.

(2) Recommend appropriate Operations and Maintenance, Army (OMA), projects to the area support group (ASG) director of public works (DPW).

(3) Recommend minor new construction necessary for mission accomplishment, within NATO construction criteria, when the mission or organization changes.

(4) Make the necessary NATO construction recommendations for facility and equipment restoration or rehabilitation when existing conditions threaten mission accomplishment.

b. ASG DPWs will—

(1) Perform maintenance and repair at NATO sites under DPW jurisdiction to the same standards provided at U.S. facilities.

(2) Provide engineering expertise and cost estimates for restoration, rehabilitation, and minor new-construction projects for submission under the MWP.

(3) Ensure that U.S. funding is not used unnecessarily for NATO-eligible projects.

(4) Obtain approval for prefinanced work by submitting a prefinancing statement to HQ USAREUR/7A (AEAEN-NATO) 90 days before the contract is awarded.

(5) Initiate a minor works cost estimate (MWCE), part I (fig L-1), for project submissions.

(6) Ensure funding documents are forwarded to the DOD construction agent for future recoupment when U.S. funds are required for a project.

(7) Use NATO maintenance inspections to identify infrastructure requirements.

MINOR WORKS PROJECT SUBMISSION AND MWCE

Part I Date:
(To be completed by the ASG or BSB DPW)

1. Category. Enter the project category (for example, reinforcement support).

2. Serial Number (User). Enter the project serial number.

2.b. NATO Serial Number. Leave blank.

3. Project Title. Self-explanatory.

4. Nation Proposing Project. Enter *United States*.

5. User. Enter *United States*.

6. Location. Include map-grid coordinates and the site plan.

7. Project Description. Include one line drawing when applicable.

8. Military Justification. Be brief. Emphasize the effect on the mission if the project is not implemented, and state the military capability supported (for example, reference the capability package (CP) to which the project is related, if known).

9. Common-Funding Justification. Clearly state why the project meets "over-and-above" criteria.

10. Criteria References. Give the applicable NATO Criteria and Technical Standards reference.

11. Project Prefinanced. Indicate *yes* or *no*. If *yes*, reference the summary-record document where the prefinancing statement is noted. (HQ USAREUR/7A (AEAEN-NATO) has this information.)

12. Estimated Date of Completion. Include an estimated date of completion (normally within 12 months after project approval). To ensure this date is met, DPWs must coordinate closely with host-nation design agencies before project submission.

13. Estimate of Cost. When possible, provide costs in the host-nation currency.

Certification. Confirm that this is a "stand-alone" project in an agreed category and that it is not controversial in scope and nature, is estimated as costing within the minor works ceiling, and is supported. The user agrees that the project does not involve additional NATO operations and maintenance costs or manpower.

User Nation: _____
Signed: _____
POC: _____
Telephone: _____
Date: _____

Part II Date:
(To be completed by the host nation)

1. Date forwarded to the NATO JFC/SC.

2. Category.

3. NATO serial number.

4. Project title.

5. User or agency.

6. Project description (only if different from part I).

7. Military justification.

8. Common funding justification (must clearly state why project meets “over-and-above” criteria).

9. Criteria references.

10. Project prefinanced (yes/no) (if *yes*, give the summary record document where prefinancing is noted).

11. Host nation accepted (yes/no).

12. Procurement method (international competitive bidding, national competitive bidding, sole source).

13. Estimated date of completion.

14. Estimate of cost.

Certification. It is confirmed that this is a “stand-alone” project in an agreed category that it is not controversial in scope and nature, that has an estimated cost below the minor works ceiling, and that it is supported. The host nation agrees that this project does not involve additional NATO O&M costs or manpower.

Host Nation: _____
Signed: _____
POC: _____
Telephone: _____
Date: _____

Part III Date:
(To be completed by NATO JFC/SC/NIS)

1. Date received from host nation/NATO JFC/SC/NIS.

2. Category.

3. Serial number.

4. Project title.

5. User or agency.

6. Host nation or agency.

7. Supported (yes/no).

8. Comments on eligibility, project description, criteria, cost estimate, procurement method, or military justification if the project is not supported or only partly supported.

Figure L-1. Minor Works Project Submission and MWCE

c. DOD construction agents will—

(1) Provide, on a reimbursable basis, engineering and cost estimates beyond the capability of the DPW.

(2) Serve as the financial liaison between the United States and other NATO-member nations for recovering U.S. funds spent on prefinanced projects or for transferring the U.S. conjunctively funded share (app F).

(3) Ensure a NATO type C submission is prepared for prefinanced projects on receipt of contract documents from the DPW or host-nation construction agency (for example, the *Bauamt* in Germany).

(4) Coordinate with host-nation financial agencies (*Oberfinanzdirektionen* (*OFDs*) in Germany), construction agencies (*Bauämtern* in Germany; *Geniodife* in Italy; *Regionale Dienst Werken* in Belgium), and applicable regional military district offices (*Wehrbereichsverwaltungen* in Germany) to ensure requested projects are promptly processed.

(5) Maintain a database for tracking the approval of minor works projects and monitor project status.

d. The Office of the Deputy Chief of Staff, Engineer (ODCSENGR), HQ USAREUR/7A, will—

(1) Verify infrastructure projects required to support NATO contingency missions. In this capacity, the ODCSENGR provides guidance on NATO infrastructure criteria, requirements, military justification, and construction.

(2) Process subordinate-organization requests for NATO support.

(3) Coordinate with host-nation agencies and NATO if there are construction or design problems affecting mission accomplishment.

e. The host nation will—

(1) Prepare the MWCE, part II (fig L-1).

(2) Endorse minor works project submissions and send them simultaneously to NATO, the Supreme Headquarters Allied Powers Europe (SHAPE), and the appropriate NATO joint forces command (JFC).

(3) Request funds from NATO after the project is approved.

(4) Administer design and construction contracts.

f. The NATO JFC (North or South) and SHAPE will—

(1) Prepare the MWCE, part III (if required).

(2) Review minor works submissions received from host nations and provide applicable comments to the NATO International Staff (NIS).

g. The NIS will—

(1) Screen MWP submissions as they are received from the host nation at the same time they are being reviewed by the NATO JFC.

(2) Issue a notification list each month that lists all minor works project submissions received the previous month. This list is sent to NATO, SHAPE, and the appropriate JFC.

(3) Usually 2, but not more than 3, months after the date of the notification list, issue a recommendation list of all projects for which it did a technical review during the previous month. This recommendation list is sent to the NATO IC. List approval is the fund authorization to host nations for projects on the list.

L-4. PROCEDURES

The process for programming NATO minor works is similar to planning major items of NATO infrastructure construction. But because of the limited scope of the MWP, the programming and budgeting of projects take place as one step. This streamlined procedure is designed to be less time-consuming than the regular programming procedure. Paragraph L-7 provides special procedures applicable to programming MWP in German only.

a. Site Screening.

(1) NATO approval of a minor works project submission may involve a site screening by the NATO JFC to find out if—

(a) The project is needed and falls within an eligible category.

(b) Lack of maintenance is the underlying cause for needing the project. In this case, the proposed project is not eligible for funding.

(2) Minor works screening should be conducted during the NATO annual maintenance inspection (AMI). During the inspection, facility users, supported by the ASG DPW, should identify infrastructure requirements for submission under the MWP. The Army in Europe AMI representative will also help identify potential NATO-eligible projects.

(3) The submission of requirements identified after an AMI should not be delayed until the next AMI. Requirements should be submitted promptly with the understanding that if the NATO JFC determines it necessary, a site screening normally will take place before approval.

b. Submitting MWCE Documents.

(1) The ASG or base support battalion (BSB) DPW must prepare an MWCE, part I, to initiate the process. The using unit will prepare the military justification portion of the MWCE. The DPW will provide the engineering description; prepare a draft, detailed cost estimate (MWCE, part II) to help expedite the host-nation's efforts; and submit one copy of the MWCE to HQ USAREUR/7A (AEAEN-NATO). Accompanying drawings that are larger than standard letter size (8½ by 11 inches) will be submitted in three copies. Unlike normal NATO projects, Germany does not require a military infrastructure requirement for minor works. Figure L-1 provides the MWCE submission format.

(2) Restoration projects should be supported by accurate historical maintenance data and include projected future costs and the date of original construction. An AMI inspector's endorsement should be referred to in the military justification portion of the MWCE.

(3) Requirements for new construction should be confirmed by a change-in-mission statement or by a modified unit table of organization and equipment (MTOE). Facilities also may be upgraded if minimum-essential criteria items were not originally provided.

(4) The DPW should show project cost estimates in the host-nation currency and ensure that estimates are within established MWP monetary limits. These limits are currently set not to exceed €500,000, which includes 10 percent for contingencies, 3 percent for national administrative expenses (NAEs), and 5 percent for architectural engineering (A/E) fees. The ODCSENGR will provide DPWs current exchange rates for the euro.

c. The ASG DPW Role. The ASG DPW will review part I and draft part II of the MWCE for completeness and accuracy, and forward the MWCE to HQ USAREUR/7A (AEAEN-NATO).

d. Army in Europe Role. The NATO Division, Engineer Operations Directorate, ODCSENGR (AEAEN-NATO), is the liaison agency between U.S. Army NATO forces, host-nation agencies, and NATO strategic commands (SCs) on infrastructure construction. The NATO Division reviews and revises MWCE programming documents based on current NATO criteria. For projects in Germany, the NATO Division forwards programming documents to the DOD construction agent for processing to the host nation (e below). Projects in other countries are forwarded directly to the host nation, with information copies to the JFC, SHAPE, and the NIS.

e. The DOD Construction Agent Role.

(1) The DOD construction agent performs missions as requested by the Army in Europe during project-development phases.

(2) For projects in Germany, a special process has been established to meet host-nation internal procedures.

(a) Germany interprets NATO minor works procedural guidelines that stipulate the cost estimate will be of "a type B quality" as meaning that a minor works project submission will be accompanied by a type B cost estimate (TBCE). In Germany, this requires issuing a planning order to the host-nation design agency (*Bauamt*). This must be funded.

(b) Although planning costs are funded by NATO once a project is approved, Germany requires money in advance for preparation of the TBCE in case NATO subsequently does not approve the project submission. This "design guarantee" is 1.5 percent of the estimated cost of the project. In Germany, the DOD construction agent (USAEDE) will transfer the 1.5-percent design guarantee to the host nation with the MWCE, part I, using the *ABG 3* process.

(c) If NATO does not approve a minor works project, the USAEDE will retract the *ABG 3* and initiate an *ABG 4* fund transfer to reimburse the *Bauamt* for its design services. The USAEDE will also translate the MWCE, part I, into German to expedite the project through the various agencies involved in this process.

(3) Once a project has been approved through authorization by the NATO IC, the DOD construction agent will perform design oversight; host-nation liaison; and construction supervision, monitoring project status through the host-nation design and construction agencies (in Germany, the *Oberfinanzdirektionen* (*OFDs*) and *Bauamt;* in Belgium, the *Regionale Dienst Werken*). The USAEDE will be the technical POC during this phase of processing. HQ USAREUR/7A will continue monitoring the submission through NATO channels.

f. Host-Nation Role. On receipt of part I of the MWCE from the DOD construction agent (for projects in Germany) or from HQ USAREUR/7A (for projects in other countries), the host-nation will complete part II. Copies of parts I and II of the MWCE will be submitted to the NIS through the host nation's delegation to NATO. At the same time, the host nation will provide copies of the MWCE to the appropriate NATO JFC and SHAPE.

g. The NATO Command Role.

(1) The Program Control Section (PCS), NIS, will log the receipt of all MWCEs and, during the first week of each month, issue to NATO delegations, SHAPE, and concerned NATO agencies a single notification list of projects received during the previous month.

(2) SHAPE, in conjunction with appropriate JFCs, will review each MWCE to determine if the proposed project meets a valid military requirement and is eligible for infrastructure funding. JFCs must notify SHAPE within 4 weeks after the date on the notification list of their nonsupport or partial support. SHAPE should contact the NIS as early as possible, but within 60 days, regarding its determination of support for the project. The NIS assumes SHAPE support for the project, unless notified to the contrary within 60 days after the date that the monthly notification list that includes the project has been issued. SHAPE should complete part III of the MWCE for projects not fully supported and send it to the host and user-nation delegations and to the NIS. Part III need not be completed for projects that are fully supported.

(3) At the same time as the SHAPE review, the appropriate NIS technical section will review each MWCE to determine if the work proposed will technically meet the requirement and if it is supported by criteria. When the NIS determination is completed and support is available, the NIS technical section will notify the PCS that the project is ready for NATO IC consideration. Available support is indicated by SHAPE notifying the NIS of its support for the project or by the 60-day silence-agreement period expiring without SHAPE comment. The PCS will issue a monthly recommendation list of all projects for which the NIS technical review was completed during the previous month. All projects should appear on a recommendation list no later than 3 months after their inclusion on a notification list.

(4) The NATO IC will exercise final programming authority for the minor works projects and note any agreed changes in the committee record. The NATO IC will advise the host nation regarding the disposition of any project for which no programming agreement could be reached.

(5) A 10-day period will pass after the recommendation list is issued. The NATO IC normally considers the recommendation list for authorization during its first meeting after the 10-day period. The recommendation list will serve as a basis for fund authorizations along with recorded SHAPE endorsements and any changes or conditions to projects as agreed to by the NIS.

(6) Minor works projects that are wholly civil works in nature will be exempt from NATO international competitive bidding (ICB) procedures on the understanding that they will be subject to national competitive bidding. In all other instances, including repetitive work for which the total cost exceeds the minor works ceiling, minor works projects will be subject to NATO ICB procedures unless the NATO IC decides otherwise.

L-5. PROJECT EXECUTION AND ACCEPTANCE

a. Host nations should select and implement the most expeditious engineering solution to achieve project completion early. Assessments of alternatives that might result in a marginally more favorable or marginally less costly engineering solution are not recommended, since they tend to be time-consuming.

b. As with all infrastructure projects, minor works projects will be subject to a joint formal acceptance inspection (JFAI). The JFAI normally will be conducted using the simplified procedure (with no official NATO on-site inspection). Acceptability of the work will be based on nationally conducted final acceptance procedures using personnel from the user nation (if different from the host nation), the NATO JFC, and the joint forces component command (JFCC). Acceptability will also depend on NIS recommendations to the infrastructure payment-and-progress committee based on a review of the simplified JFAI documentation submitted by the host nation. NATO AMIs can be used to review completed minor works.

c. A minor works project is programmed when the NATO IC approves the recommendation list. NATO IC approval is the authority to spend money. Each nation has its own procedure for approved project notification. In Germany, the execution process is as follows:

(1) On German Ministry of Defense (MOD) notification, the responsible *Wehrbereichsverwaltung* (*WBV*) will send a construction request to the appropriate *OFD* to issue a planning order to the local *Bauamt*.

(2) The *Bauamt* will prepare construction documents, including plans and specifications suitable for awarding a contract. The construction documents must be reviewed and approved by *OFD*, *WBV*, *Infrastrukturstab*, and U.S. authorities.

(3) After approvals have been obtained, the project may be advertised and a contract may be awarded. The *OFD* will prepare the execution documents. When required, funds will be made available by the MOD. Appendix F provides procedures for transferring U.S. funds to the host nation or to projects requiring national funding.

L-6. SPECIAL CONDITIONS

a. Prefinanced Minor Works Projects. Although prefinanced minor works projects are discouraged, it is recognized that emergencies may occur that require prefinancing.

b. Emergencies. It is difficult to respond to an emergency situation requiring immediate restoration or minor additions at a NATO facility. The United States has the option to approve and spend U.S. funds unilaterally for the required work through prefinancing. If this option is used, the rights of the United States to recover funds must be protected by filing a notification of intent to prefinance.

c. Prefinancing Statement. ASG DPWs must send a prefinancing statement (app K) to HQ USAREUR/7A (AEAEN-NATO) when plans for construction on NATO facilities are beyond routine maintenance expenditures (restoration or new construction). The statement must be accepted by NATO before the contract is awarded to maintain eligibility for recoupment. The Army in Europe should receive the information at least 30 days before the contract is awarded to ensure enough time for submitting and scheduling a prefinancing notice on the NATO IC agenda.

d. Project Programming. When the notification of intent to prefinance is made, the MWCE, part I, should be completed and accompany the request for prefinancing. A prefinanced project also must be sent to NATO for programming and approval. The procedures are similar to those previously described. The primary differences are that the United States normally will design the project and award the construction contract. Because the design entails a detailed cost estimate, preparation of the MWCE, part I, should be kept as simple as possible.

e. Recoupment. Recoupment of U.S. funds depends on project approval by NATO and a compilation of actual final project costs shown in the MWCE. Specific amounts supported by NATO are negotiated during the JFAI. To ensure acceptance by NATO auditors, detailed records and invoices must be maintained on project costs. The ASG DPW should establish special project files for these costs and submit them to the USAEDE (CENAU-PG-N).

L-7. SPECIAL PROCEDURES FOR U.S. FORCES MINOR WORKS PROJECTS IN GERMANY

a. For minor works projects, the USAEDE will give the applicable *Infrastrukturstab* (*Nord* or *Süd*) a project submission and a cost estimate (MWCE, part I), in German and English, with a cost-acceptance statement using the *Auftragsbautengrundsätze* (*ABG*) *3* Form and obligating 1.5 percent of the total cost estimate. Funds will be provided from the host-nation support line item in the Defense Authorization (para L-4).

b. On receipt of the MWCE, part I, and the *ABG 3*, the *Infrastrukturstab* will process the project through MOD and *OFD* channels to a designated *Bauamt* to prepare the TBCE.

c. After review by the U.S. Forces, the MWCE, parts I and II (including the TBCE), will be submitted through official channels to the German Delegation to NATO for inclusion on a notification list, review by SHAPE and the JFC, and screening by the NIS.

d. If the entire project is approved and funded by NATO, project design can be continued and U.S. funds obligated for design by *ABG 3* will be deobligated. The USAEDE will monitor this action.

e. If parts of the planned project are not approved by NATO, the U.S. Forces will contact the *OFD* for guidance on implementation of the parts that were not approved. If these parts are not to be realized, the designated *Bauamt* will prepare and submit a final statement on the fees and costs. The USAEDE will monitor this action.

f. If the project is not supported by NATO, it will be canceled by the U.S. Forces. The designated *Bauamt* will prepare and submit a final statement on the fees and costs. The USAEDE will monitor this action.

g. U.S. user-share design costs for NATO projects (minor and major construction works) will be reimbursed according to procedures currently applied by HQ USAREUR/7A, the German Federal Ministry of Finance, and the MOD. The USAEDE will monitor this action.

APPENDIX M
DOD EXPLOSIVES SAFETY BOARD SUBMISSIONS FOR NATO-FUNDED PROJECTS

M-1. PURPOSE

This appendix provides responsibilities and procedures for obtaining Department of Defense Explosive Safety Board (DDESB) approval for construction projects in the Army in Europe.

M-2. GENERAL

a. The DDESB reviews and approves the site, layout, and design of new facilities and major alterations to existing facilities involved in manufacturing, handling, transporting, or storing military explosives, toxic chemicals, or ammunition. The DDESB also reviews and approves site plans for facilities not involved in hazardous material but that would be exposed to risks if not properly sited.

b. DDESB approval is required for Operations and Maintenance, Army (OMA); Military Construction, Army (MCA); NATO; and conjunctively funded projects. Lack of DDESB approval usually will delay the project.

M-3. RESPONSIBILITIES

a. Users of NATO infrastructure (using units) must provide ammunition data for use in preparing DDESB submissions.

b. Area support group (ASG) directors of public works (DPWs) will—

(1) Review development plans to ensure that no other plans exist for the sites that will be used for projects requiring DDESB approval. The chief of the ASG DPW master planning branch must sign the general site plan for projects requiring DDESB approval and indicate by writing on the site plan that no conflict exists with other planned use of the site.

(2) Coordinate planned projects with the host nation according to *Auftragsbautengrundsätze* (*ABG*) *75* (principles for construction contracting) in Germany or similar agreed-to procedures elsewhere.

(3) Seek approval for layout drawings before the NATO Phase I design meeting for NATO-funded projects.

(4) Obtain DDESB approval for layout drawings before the NATO Phase II design meeting for NATO-funded projects.

c. ASG safety managers will—

(1) Help using units prepare required DDESB documents.

(2) Ensure that DDESB submissions are timely and complete.

(3) Prepare explosive licenses.

(4) Give copies of DDESB approvals to using units.

(5) Provide technical assistance to using units as required.

d. The Office of the Deputy Chief of Staff, Engineer (ODCSENGR), HQ USAREUR/7A, will—

(1) Monitor DDESB submissions.

(2) Ensure DDESB submission approvals are obtained before the NATO Phase II design meeting.

e. The USAREUR G1 (AEAGA-S) will—

(1) Provide technical assistance to ASG DPWs and safety managers on request.

(2) Review DDESB submissions and forward those that have been recommended for approval to HQDA.

f. The DOD construction agent will provide technical assistance to ASG DPWs and using units as required.

g. The host nation will coordinate with its local agencies for safety-zone approvals and siting agreements.

M-4. PROCEDURES
Procedures for DDESB submissions are as follows (AR 385-64 provides more information):

a. An explosives safety submission is required to ensure that the required end product can be used for its intended purpose without posing an unacceptable threat to life, safety, or the facility.

b. Six copies of explosives safety submissions must be submitted to the USAREUR G1 (AEAGA-S), Unit 29351, APO AE 09014-9351. Submissions will be forwarded to the DDESB for review and approval. A transmittal letter endorsed at each command level and the following enclosures must be included with the submission:

(1) A general construction drawing and general site plan showing the internal siting and relationship of explosive or inert facilities (not containing ammunition or explosives) to existing or proposed construction.

(2) A map showing the relationship of the proposed construction to other facilities and structures located on and off the installation.

(3) An explosives license prepared by the ASG safety office.

(4) A map showing restricted areas.

c. A site plan for inert facilities is required when it is necessary to demonstrate that the quantity-distance separation from an existing explosives location is adequate. This requirement applies when a reasonable doubt exists regarding the exposure to explosives.

(1) Site plans should be drawn to a scale of 1 to 1,000 or larger for internal objects. If this scale is inadequate to show the facilities listed below, the facilities should be indicated on the general site plan. Distances from the proposed structures to the facilities should be shown in meters.

(a) Adjacent facilities.

(b) Installation fences and boundaries.

(c) Nearest public highway, railway, or navigable waterway.

(d) Nearest public utility lines (power transmission lines, gas pipelines, water lines, telephone cables).

(e) Inhabited buildings.

(2) The general site plan and the DDESB-approved explosives safety site plan will list the net explosives quantity in kilograms that is contained by, or that will be placed in, each facility. The explosives, ammunition, propellant, or other hazardous material must be identified by hazard class and standard nomenclature. When applicable, this information should be broken down by room and bay. For example, projects for depot maintenance facilities and explosives-processing buildings require the information and a description of the daily operations that will be performed in the facility.

(3) Maps showing the general area, drawn to a scale of 1 to 5,000, must be included as part of the submission. The maps must show the relationship of the U.S. facility to host-nation structures (exposures). Items in (1)(a) through (e) above may be shown on the maps if appropriate. The following also must be included:

(a) Distance in meters to the nearest host-nation structures and the structure type.

(b) Significant topographic features (for example, hills, mountains, natural earthen barricades, areas of dense forest that could lessen the force of fragments) and the elevation of explosives facilities and exposures (objects requiring protection).

(c) An arc drawn on the maps showing twice the inhabited building distance from the proposed explosives facility.

(4) The explosives safety submission must include specific reference by date to the appropriate restricted area agreement and the need for revision, if required. IMA-E is the Army in Europe office of record for restricted-area agreements issued by the host nation.

(5) General construction drawings (including standard drawings found in the Index of Army Designs published by the Office of the Chief of Engineers) are required for new facilities designed for ammunition or explosives use. The drawings should include—

(a) Personnel limits for the new facility and for facilities within inhabited building distance from the proposed facility site. A schedule of personnel occupancy must be prepared listing the building number, type of building, number of personnel employed in the building, number of hours worked each day, and number of days worked each week.

(b) Information on the type and arrangement of ammunition or explosives to be stored.

(c) Construction details regarding blast walls, vent walls, firewalls, operational shields, exits, type of floors, and construction material.

(d) Barricades (including location and type).

(e) Details on building systems (for example, electrical systems (including light fixtures), fire protection, heating, waste disposal, lightning protection, static grounding, other equipment). Except where there will be exposed explosives, explosives dusts, or atmospheres that require special protected lighting and electrical fixtures, electrical services must consist of protected, industrial-type wiring and fixtures. Lightning protection must be ensured according to Technical Manual 5-811-3 (or host-nation equivalent guidance).

(f) Information on auxiliary support buildings.

GLOSSARY

SECTION I
ABBREVIATIONS

ABG	*Auftragsbautengrundsätze*
ACO	Allied Command Operations
ACT	Allied Command Transformation
A/E	architectural engineering
AF	airfield
AMI	annual maintenance inspection
APS	Army prepositioned stocks
AS	ammunition storage
ASG	area support group
BAG	*Bautechnische Arbeitsgruppe*
BSB	base support battalion
BVP	best value procedures
CPG	Capability Package Guidance
CG	commanding general
CG, USAREUR/7A	Commanding General, United States Army, Europe, and Seventh Army
CP	capability package
DA	Department of the Army
DCG/CofS	Deputy Commanding General/Chief of Staff, United States Army, Europe, and Seventh Army
DCSENGR	Deputy Chief of Staff, Engineer, USAREUR
DDESB	Department of Defense Explosive Safety Board
DOD	Department of Defense
DPC	Defense Planning Committee
DPQ	Defense Planning Questionnaire
DPW	director of public works
EDAR	estimated date of authorization request
EDC	estimated date of completion
EDS	estimated date of start
FAO	finance and accounting office
FStS	forward storage site
G1	Deputy Chief of Staff, G1, United States Army, Europe
G3	Deputy Chief of Staff, G3, United States Army, Europe
G4	Deputy Chief of Staff, G4, United States Army, Europe
G8	Deputy Chief of Staff, G8, United States Army, Europe
HQ USAREUR/7A	Headquarters, United States Army, Europe, and Seventh Army
IBP	international balance of payments
IC	(NATO) Infrastructure Committee
ICB	international competitive bidding
IMA-E	United States Army Installation Management Agency, Europe Region Office
JFAI	joint final acceptance inspection
JFC	(NATO) joint forces command
JFCC	joint forces component command
LCN	load classification number
MC	(NATO) Military Committee
MCA	Military Construction, Army
MILCON	military construction
MIPR	military interdepartmental purchase request
MIR	military infrastructure requirement
MMR	minimum military requirement
MOD	ministry of defense
MWCE	minor works cost estimate
MWP	Minor Works Program
NAC	North Atlantic Council
NAE	national administrative expenses
NAMFI	NATO Missile Firing Installation

NATO	North Atlantic Treaty Organization
NAU	NATO accounting unit
NIS	NATO International Staff
NSIP	NATO Security Investment Program
O&M	operation and maintenance
ODCSENGR	Office of the Deputy Chief of Staff, Engineer, HQ USAREUR/7A
OFD	*Oberfinanzdirektion*
OMA	Operations and Maintenance, Army
OPA	other procurement, Army
PCS	Program Control Section, NATO International Staff
PDS	project datasheet
POC	point of contact
POMCUS	prepositioning of materiel configured to unit sets
POMSS	prepositioned organizational materiel storage site
RCS	requirement control symbol
RDTE	research, development, test, and evaluation
RS	reinforcement support
S&A	supervision and administration
S2	intelligence officer
S3	operations and training officer
SAM	surface-to-air missile
SC	(NATO) strategic command
SHAPE	Supreme Headquarters Allied Powers Europe
SRB	(NATO) Senior Resource Board
SSM	surface-to-surface missile
StOV	*Standortverwaltung*
TACE	type A cost estimate
TBCE	type B cost estimate
TCCE	type C cost estimate
TI	training installation
TM	technical manual
TOE	table of organization and equipment
TR	theater reserve
U.S.	United States
USAEDE	United States Army Engineer District, Europe
USAREUR	United States Army, Europe
USEUCOM	United States European Command
WBV	*Wehrbereichsverwaltung*

SECTION II
TERMS

Allied Command Operations (ACO)
The major NATO strategic command encompassing countries whose defense is the responsibility of the Supreme Allied Commander Europe. ACO covers the land area that extends from the North Cape to North Africa and from the Atlantic to the eastern border of Turkey. ACO headquarters is the Supreme Headquarters Allied Powers Europe.

annual maintenance inspection (AMI)
An inspection of NATO infrastructure that is conducted to ensure that the user nation is maintaining facilities properly and that the facilities continue to meet the requirements for which they were constructed.

Article V operation
A NATO operation undertaken as a result of an armed attack against one or more NATO countries. An armed attack against one NATO country is considered an attack against all NATO countries.

authorized project
A project that has been submitted to the NATO Infrastructure Committee in type B cost estimate format (including the minor works cost estimate) and for which the host nation has been authorized to use funds.

Bi-Strategic Command Capability Package Guidance
A document for officially tasking NATO joint forces commands and special agencies to develop required capabilities and their companion capability packages. The Bi-Strategic Command Capability Package Guidance is published in June each year and updated or modified as necessary.

Bi-Strategic Commands (NATO)
Allied Command Transformation in Norfolk, Virginia; and Allied Command Operations in Mons, Belgium.

capability package
A combination of national and NATO-funded infrastructure and associated operating costs that, together with the military forces and other requirements, enable a NATO commander to achieve a specific NATO military required capability.

categories of infrastructure
The specific areas that NATO countries have agreed to commonly fund under the NATO Security Investment Program.

commanders
Commanders in the Army in Europe directly engaged in developing NATO infrastructure projects. These commanders are as follows:

● Commanding General (CG), 21st Theater Support Command.

● CG, United States Army Southern European Task Force.

● CG, 5th Signal Command.

● CG, Seventh Army Training Command.

● CG, United States Army Europe Regional Medical Command.

common funding
Cost-sharing by NATO-member countries for NATO infrastructure projects based on a mutually agreed on cost-sharing formula. Costs are stated in euros.

conjunctive funding
A special funding arrangement in which the host or user countries or both finance the costs of portions of projects that exceed NATO minimum military requirements and therefore are not eligible for common funding.

Defense Planning Questionnaire
An annual report in which NATO countries present their plans to reach the level of effort agreed on in the force goals. This is the NATO war plan.

deficiencies
Shortcomings in the operational or technical aspects of a project that are detected during the joint final acceptance inspection of a completed infrastructure project.

DOD construction agent
The U.S. construction agency assigned responsibility for the execution of U.S.-funded military construction in a specified geographic area. The United States Army Engineer District, Europe (USAEDE), serves as the DOD construction agent for the European central region (Belgium, Germany, Luxembourg, and the Netherlands) and Turkey. The Engineering Field Activity, Mediterranean, serves as the DOD construction agent for Greece, Italy, Portugal, and Spain. For the entire European theater, prefinanced projects funded from military construction authorizations and recoupment actions are the responsibility of the USAEDE.

Engineering Field Activity, Mediterranean
The DOD construction agent in the southern European region (Greece, Italy, Portugal, and Spain, but not Turkey).

excess works
Completed works that have been noted by the joint final acceptance inspection (JFAI) team as being in excess to the authorized scope or quality of the programmed project. Based on JFAI team recommendations, the NATO Infrastructure Committee will consider the excess works for authorization according to NATO Document AC/4-D/2074. If the cost is under €5,000, NATO Infrastructure Committee authorization is not required and the cost will appear as a cost overrun based on the final audit.

fund request
The submission of a type B or type C cost estimate (TBCE or TCCE) by the host nation to the NATO Infrastructure Committee requesting authorization to commit funds. Specifically, the fund request is the letter transmitting the cost estimate to the NATO International Staff. (Minor-works procedures combine both a type A and B cost estimate into one document, known as a minor works cost estimate.)

host nation
The NATO-member country on whose territory permanent infrastructure is located, which gives the country title to, but not necessarily beneficial use of, the implemented works. The host nation is the NATO-member country or entity that is legally responsible for contracting and implementing a NATO Security Investment Program project. The United States serves as the host nation in certain areas as required (for example, the Multinational Division-North in Bosnia-Herzegovina).

infrastructure
A NATO term for static buildings and permanent installations required to support military forces, or the static items of capital expenditure that are required to provide the material support for operation plans necessary to enable the higher command to function and the various forces to operate efficiently. Examples of infrastructure include airfields, headquarters, maintenance bases, port facilities, signal communications, and storage depots.

joint final acceptance inspection
A formal procedure in which a joint team inspects NATO-funded infrastructure, usually when the infrastructure construction is complete. This inspection ensures that the project conforms to the initially approved scope and operational requirements. Once inspected, the infrastructure is officially placed in the NATO inventory.

maintenance
Recurring scheduled and unscheduled work required to ensure the continuous and effective use of facilities and their designed capacity and to prevent excessive wear. Maintenance does not include restoration or additions to or alterations of facilities. Examples of maintenance are the replacement of expendable items, minor repairs, painting, grading, repair of road shoulders, and cleaning of ditches. Routine maintenance is the responsibility of the user country and is not eligible for common funding.

NOTE: Some work defined as repair work under U.S. work classification procedures may be programmed as restoration work according to NATO infrastructure.

minimum military requirement
The most austere facility required to meet a NATO military need.

minor works cost estimate
A simplified document used for programming minor works projects. This document serves as the type B cost estimate for requesting funds once a project has been approved.

Minor Works Program (MWP)
A NATO program for processing small, routine infrastructure projects that do not warrant the detailed, time-consuming prioritization, programming, execution, and acceptance procedures normally applied to security investment projects. These infrastructure projects must not be controversial in application, have no manpower or operations-and-maintenance cost implications, and have a total cost of less than €500,000.

NATO common funding
The sharing of costs of NATO infrastructure projects by members of the Alliance based on a cost-sharing formula agreed on by the North Atlantic Council.

NATO criteria
Requirements that NATO infrastructure projects must meet. NATO criteria consist of the following:

● **Eligibility Criteria:** Broad mission-related guidelines agreed on by the countries that define the major categories eligible for common funding.

● **Construction Criteria:** Precise operational standards that define and limit characteristics and quantities of facilities to be provided within individual projects approved for common funding. Criteria and technical standards for individual categories of facilities must be recommended by a NATO major military command for approval by the NATO Infrastructure Committee. Published criteria (NATO standardization agreements) may be augmented by definitive drawings and agreed on technical standards published by the NATO International Staff with the approval of the NATO Infrastructure Committee.

NATO Infrastructure Committee (IC)
A standing committee directly under the NATO Secretary General. The NATO IC is responsible for implementing the NATO Security Investment Program as screened and endorsed by the NATO Senior Resource Board and approved by the North Atlantic Council or the Defense Planning Committee. The most significant function of the NATO IC is that of approving the authorization of funds for projects that support approved NATO capability packages.

NATO International Board of Auditors
A NATO board of five members who belong to the NATO International Staff responsible to the North Atlantic Council. The International Board of Auditors audits NATO accounts, including those for infrastructure works.

NATO international competitive bidding (ICB)
Bidding on NATO common-funded projects that is open to eligible firms in eligible NATO countries. A normal requirement for authorization of funds by the NATO Infrastructure Committee (IC) is that a project must be submitted for NATO ICB, unless the project is specifically exempted from ICB by the NATO IC. NATO Document AC/4-D/2261 provides procedures for NATO ICB.

NATO International Staff
The permanent staff element at NATO headquarters comprising a group of civilian experts funded in common by NATO countries. The NATO International Staff functions independently of national delegations and provides expertise and advice to the various NATO committees (including the NATO Infrastructure Committee) on subjects in each committee's area of responsibility.

NATO Military Committee
The senior military authority in NATO under the overall authority of the North Atlantic Council and the Defense Planning Committee. The NATO Military Committee is composed of the military chiefs of staff of each member country except France and Spain. Day-to-day affairs are conducted by each country's military representative.

NATO Senior Resource Board
The principal advisory body to the North Atlantic Council on the requirements for, and availability of, military common-funded resources.

NATO strategic commanders
Commanders of NATO strategic and joint forces commands directly involved in the infrastructure program. These commanders are as follows:

● **Supreme Allied Commander Europe (SACEUR) (also Supreme Allied Commander Operations (SACO)).**

Commander, Joint Forces Command South.

Commander, Joint Forces Command North.

● **The Supreme Allied Commander Transformation (SACT).**

Commander, Eastern Atlantic Area.

Commander, Iberian Atlantic Area.

Commander, Western Atlantic.

notification or statement of intent to prefinance (prefinancing statement)
A formal notification of intent given to the NATO Infrastructure Committee by a host nation on its behalf, or on behalf of a user nation, that indicates the nation's intent to execute a project on a prefinanced basis with national (host- or user-nation) funds.

over-and-above criteria
Criteria used to determine the eligibility for NATO Security Investment Program funding of infrastructure required in a capability package.

precautionary prefinancing
The act usually associated with construction that is not currently eligible for NATO infrastructure funding but may become eligible. To protect potential recoupments, a prefinancing statement (intent to prefinance) is submitted and records necessary to support a future claim are kept.

prefinancing (NATO Infrastructure)
Action by a host or user nation to finance projects or designs eligible for NATO funding before authorization is granted by the NATO Infrastructure Committee (IC). The action is taken with intent to recoup national funds later.

project datasheet (PDS)
A single sheet providing supporting documentation to the capability package and detailing operation and maintenance, manpower, and capital cost information. The PDS replaces the project data and justification (PD&J) sheet. (Appendix D provides the PDS format and preparation instructions.)

recoupment
NATO reimbursement of national funds that were used to prefinance construction of NATO infrastructure projects before authorization by the NATO Infrastructure Committee. Recoupment actions must be started to request the funds from the host nations.

release (removal) from NATO inventory
The removal of completed infrastructure projects for which there is no longer a current or foreseen future NATO military use.

restoration
Work required to bring NATO facilities up to the criteria that existed when the facilities were originally built when normal maintenance work can no longer be reasonably expected to keep the installation in an acceptable state of repair. This work may be in the category of repair, rehabilitation, or replacement as outlined in NATO Document AC/4-D/1709.

type A cost estimate (TACE)
A preliminary cost estimate for a proposed project (equal to the cost section of DD Form 1391). This term is out-of-date for NATO programming purposes. Project programming must now include detailed engineering cost estimates (see type B cost estimate).

type B cost estimate (TBCE)
A detailed estimate of the cost of an infrastructure project based on preliminary engineering work and a site survey. The TBCE provides a breakout of the scope and cost of the major features of the project and is submitted by the host nation to the NATO Infrastructure Committee as part of a request for fund authorization.

type C cost estimate (TCCE)
A very refined, detailed cost breakout for a completed infrastructure project based on actual costs (contract-award cost or final contract costs) for a cost overrun on such a project or for a fixed-price, detailed scope contract. The TCCE normally is used to recoup prefinanced projects.

United States Army Engineer District, Europe (USAEDE)
The DOD construction agent in the European central region and in Turkey. The USAEDE is also the primary agent for all NATO recoupment actions.

user or user nation
The nation, NATO strategic command, or agency that will occupy, operate, and maintain an infrastructure facility to execute a NATO mission.