

FACILITIES DIVISION
Standard Operating Procedures

DATE: January 31, 2005 (Revised May 4, 2005)
SUBJECT: Procedure to Obtain Deputy Administrator, National Programs and Area Director Concurrence for POR/Feasibility Studies
NUMBER: FDSOP-05-002
EFFECTIVE DATE: Immediately Until Replaced or Superseded

1. Purpose

This SOP establishes the procedures to obtain DA and AD concurrence with POR/Feasibility Studies of B&F projects. This SOP will create a consistent process to ensure program, budget, and staffing of B&F projects meet the Agency's established goals.

2. Abbreviations

AD Area Director
B&F Building and Facilities
CO Contracting Officer
DA Deputy Administrator, appropriate National Program
EPM Engineering Project Manager
FD Facilities Division
NPSR National Program Staff Representative
POR Program of Requirements
RPM Research Program Manager
RPR Research Program Representative
SOP Standard Operating Procedures

3. Procedures

All POR/Feasibility Studies will be submitted to the DA and AD for concurrence. The CO and EPM will develop and coordinate the attached transmittal form with the NPSR and the RPR prior to submission to the DA and AD. The attached transmittal form must be developed for each Feasibility Study and all POR phases.

4. Point of Contact

For further information, please contact the Office of the Director, Facilities Division, on 301-504-1151.

/s/ Patrick G. Barry

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Enclosure