



**DEPARTMENT OF DEFENSE
DEPENDENTS SCHOOLS
OFFICE OF THE DIRECTOR, EUROPE
UNIT 29649 BOX 7000
APO AE 09096**

August 3, 2004

MEMORANDUM FOR DISTRICT SUPERINTENDENTS, DoDDS-E

SUBJECT: Design and Construction Modifications for MILCON Projects

- A. PURPOSE: To establish policies and procedures regarding design and approval of discretionary or user-initiated construction modifications of MILCON projects.
- B. APPLICABILITY: This policy applies to DoDDS-Europe, District Superintendent Offices, and schools.

C. DEFINITIONS:

1. Mandatory construction modifications are those changes that are necessary to provide a complete and useable facility. Mandatory modifications are those caused by design deficiencies related to unforeseen site conditions and design code compliance. These modifications do not include enhancements or improvements that are not necessary to provide a complete and useable facility. For example, changes to improve operational efficiency, maintainability, function, or appearance are not mandatory modifications.
2. Discretionary or user-initiated construction modifications are those changes, which are not necessary to provide a complete and useable facility. They include those changes intended to improve operational efficiency, maintainability, function, or appearance.

D. POLICY:

1. The District Superintendents or their representative will perform the following:
 - a. Ensure that the design does not deviate from the approved MILCON project description as submitted to DoDEA for the MILCON Prioritization Board and that construction remains within the scope of the approved DD Form 1391.
 - b. Ensure that the design is completed in accordance with the DoDEA Educational Specifications.
 - c. Notify Facilities & Security Branch of MILCON design review meetings, so that a branch representative may attend.

d. Ensure that Facilities & Security Branch receives copies of design review meeting notes, drawings, and significant correspondence.

2. The District Superintendents or their representatives will obtain approval from the Facilities & Security Branch for all discretionary or user-initiated modifications to MILCON projects prior to contractual obligation. Facilities & Security Branch approval of mandatory modifications is not required.

3. The following information shall be submitted to the Facilities & Security Branch to request approval for a discretionary or user-initiated modification:

a. Scope of Work - A clear description of the proposed modification. A sketch should be provided if necessary to clarify the scope of work.

b. Justification – The reason for this modification and the impact if not approved.

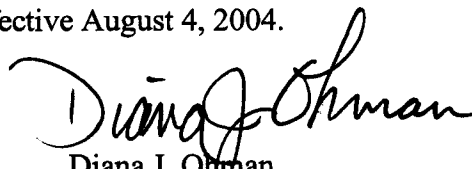
c. Estimated Cost - The government cost estimate for the proposed modification. The estimated cost will include all costs associated with the modification and any supporting modifications, such as additional rental periods for temporary buildings required for contract extensions.

d. Contract Extension - The length of contract extension that will be required or permitted to execute the modification. Approval of contract extensions for discretionary changes will be rare.

e. Funds – The programmed amount, amount of funds expended, amount of contingency funds remaining, and the dollar amount of pending modifications. Approval of additional funds for discretionary changes will be rare.

f. Schedule - Percentage of construction complete.

E. EFFECTIVE DATE: This policy is effective August 4, 2004.


Diana J. Ohman
Director, DoDDS-Europe

cc:

Deputy Director, DoDDS-E

Chief, Logistics Division, DoDDS-E

Chief, Facilities & Security Branch, DoDDS-E

Chief, Facilities Branch, DoDEA

Commander, EFA-Mediterranean

Commander, USA Corps of Engineers, Europe District

Commander, USAF Regional Civil Engineer, United Kingdom