

## Army Non-appropriated Fund Public Private Venture (PPV)

### Quick Guide

(AR 215-1, 8-24, (c) & 15-12, DoDI 1015.13)

<http://www.imcom.army.mil/Organization/G9FamilyMWRPrograms/NAFPublicPrivateVentures.aspx>

## THE PPV PROCESS

The PPV process consists of four stages. Different offices at Installation, Region, Installation Management Command (IMCOM), Army Staff, Army Secretariat, and Office of the Secretary of Defense perform different responsibilities throughout the process. Page 4 of this guide contains a list of parties in the PPV process and acronyms used throughout this guide.

### STEP 1: DEVELOPMENT AND APPROVAL OF PPV PROJECT – (Timeline: Approximately 150 days)

1. Requesting Installation: Send Letter of Intent to Initiate a PPV to G-9 Business Operations (BO) thru IMCOM Region Director, courtesy copy to appropriate Region Business Operations Division Branch Chief (BOD). Letter of intent must be accompanied by:
  - a) Feasibility Study
  - b) Site Evaluation Worksheet
  - c) Project point of contract (POC) name, telephone #, e-mail
  - d) Any known local companies or other sources that may be interested in the project
  - e) Any other information that may be relevant to the project and of interest to potential developers
2. BO: Staff Letter of Acknowledgement to Installation; send courtesy copy to BOD
3. BO & and G-9 NAF Contracting (NC):
  - a) Review initial submission package
  - b) Validate requirements
  - c) Conduct a request for expression of interest (RFEI)
  - d) Conduct site visit if necessary
  - e) If project is feasible, notify Installation to move forward with step 4
4. Requesting Installation: Complete Submission Package and include letters of support for PPV project from local congressional representative, local government officials (mayor and city council), Chamber of Commerce, and other appropriate community/business leaders. The package will also include a Report of Availability (ROA) which includes:
  - a) Environmental Baseline Survey (EBS)
  - b) Finding of suitability to Lease (FOSL)
5. IMCOM FMD: Assist Installation with preparation of ROA and construction inspections
6. Requesting Installation: Forward ROA to BO through the appropriate Region
7. Region: Endorse Installation ROA; forward to BO

8. BO:
  - a) Staff PPV package within IMCOM
  - b) Initiate staffing within OACSIM
  
9. OACSIM: Staff PPV package with the Assistant Secretary of the Army – Installations and Environment (OASA (IE&E)) and the Assistant Secretary of the Army – Manpower and Reserve Affairs (OASA (M&RA))
  - a) OASA (IE&E) for issuance of Determination of Availability (DOA) – availability of land for lease and Realty Governance Board (RGB) clearance
  - b) OASA (M&RA) for project approval
  
10. BO: After OASA (IE&E) issuance of DOA, submit to USACE for review.
  
11. USACE: Review DOA, initiate fair market value (FMV) assessment, initiate lease, and return to BO
  
12. BO & Facilities Management (FMC): Report project in annual Green Book Executive Summary to Congress

STEP 2: CONTRACT AWARD & ISSUANCE OF LAND LEASE – (Timeline: Approximately 180 days)

1. BO: Conduct site visit if necessary
  
2. Requesting Installation: Host Pre-Proposal conference for prospective Developers
  
3. NC: Prepare RFP and send to industry (after approval from OASA (M&RA) – step 1.9.b. above)
  
4. NC: Analyze proposals and issue Conditional Notice of Award
  
5. BO: Send project approval package through M&RA and OSD for approval and notification to Congress
  
6. Contractor Obtains Financing Commitment - TIMELINE: 60 DAYS
  
7. OASA (M&RA): Notify the Office of The Chief Legislative Liaison (OCLL) and OSD to seek congressional approval
  
8. OSD: Receive Notification of Army decision to proceed with PPV via Annual Army Green Book submission to Congress or out of cycle request (see step 1.12. above)
  
9. OSD: Forward to Congress for Approval
  
10. OASA (M&RA): Issue Approval to Proceed with contract award after Congressional Approval
  
11. NC: Negotiate contract terms
  - a) Asset Management Plan
  - b) Financing Approach
  - c) Project Construction Schedule and Overall Costs
  
12. NC: Contracting officer reviews, provides comments/clarifications and/or accepts business plan

13. JA: Perform legal review
14. BO - NC: Obtain lease draft from USACE and send to developer for review.
15. USACE: Complete lease agreement
16. NC: Award Contract (Note: It is possible for the Contract to be signed prior to the Land Lease. In this circumstance the Contract is modified to coincide with the Land Lease approval date)

STEP 3: DESIGN APPROVAL/PERMITS/CONSTRUCTION – (Timeline: 360 days)

1. Selected Developer: Submit design plans/civil drawings for Requesting Installation’s approval
2. Requesting Installation: Completes review and approves plans
3. Selected Developer: Submit QC/QA safety plans and required permits. Issue notice to proceed with construction.
4. Requesting Installation & Selected Developer: Grand opening

STEP 4: CONTRACT ADMINISTRATION – (Timeline: Life of Contract)

1. COR at Requesting Installation: monitor the selected developer
2. NC + BO: Administer/monitor PPV contract for life of contract
3. USACE: Execute and administer lease
4. BO: Notify OASA (M&RA) of contract award

ACRONYMS & TERMS

|                           |   |
|---------------------------|---|
| <b>Appropriate Region</b> | The region command that is the Requesting Installation’s next level |
| <b>BO</b>                 | G9 Business Operations Division – Public Private Ventures Branch    |
| <b>BOD</b>                | Region Business Operations Division Branch Chief                    |
| <b>COR</b>                | Contracting Officer Representative                                  |
| <b>G-9</b>                | Director Family and MWR Programs                                    |
| <b>FMC</b>                | G9 Facilities Management  |

|                                |   |
|--------------------------------|---|
| <b>IMCOM</b>                   | Installation Management Command   |
| <b>JA</b>                      | IMCOM Judge Advocate  |
| <b>NC</b>                      | G9 NAF Contracting Headquarters   |
| <b>OACSIM</b>                  | Office of the Assistant Chief of Staff for Installation Management            |
| <b>OASA (I&amp;E)</b>          | Office of the Assistant Secretary of the Army – Installations and Environment |
| <b>OASA (M&amp;RA)</b>         | Office of the Assistant Secretary of the Army – Manpower and Reserve Affairs  |
| <b>OCLL</b>                    | Office of the Chief, Legislative Liaison                                      |
| <b>OSD</b>                     | Office of the Secretary of Defense  |
| <b>PPV</b>                     | Public Private Venture  |
| <b>Requesting Installation</b> | The Installation that initiated the request for a new service or business     |
| <b>Selected Developer</b>      | Selected Contractor   |
| <b>USACE</b>                   | US Army Corps of Engineers  |

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