

CNET INSTRUCTION 11010.9A

Subj: COLLATERAL EQUIPMENT (CE) TO SUPPORT MILITARY CONSTRUCTION
(MILCON) PROJECTS

Ref: (a) DON Financial Management Policy Manual (R)
(b) NAVFACINST 11010.44E
(c) CNETINST 1543.4C
(d) CNETINST 11010.6C

Encl: (1) Collateral Equipment Submission Process Chart
(2) Collateral Equipment Requirements Format
(3) Personal Property (Plant Equipment) Data Requirements

1. Purpose. To promulgate specific CE management responsibilities and to provide procedures and guidance for programming CE associated with MILCON projects. Enclosure (1) is a flowchart describing the programming process for CE.

2. Cancellation. CNETINST 11010.9

3. Background. CE is defined as the equipment required to make a facility functionally complete and usable. Reference (a) provides guidance and procedures for identifying and defining responsibilities for the various types of CE associated with MILCON projects. Reference (b) further defines the various types of CE and provides planning and programming guidance for procuring CE in support of MILCON projects. Reference (c) provides specific guidance for identifying, programming, and budgeting for personal property including technical training equipment (TTE). Specifically, references (a), (b), and (c) identify the following five types of CE associated with MILCON projects:

a. Built-in Equipment. This is equipment which is permanently installed as an integral part of the facility. Cost for this equipment is funded as part of the MILCON project cost. Examples are heating, ventilating, and air conditioning systems; fire alarm systems; hoods and vents; boilers; material handling systems; emergency generators; elevators; food service equipment; conduit and wiring for telephones and the Automated Data Processing (ADP) equipment. (Built-in equipment shall be listed in an attachment to the DD 1391 Plus, standard tri-service form for MILCON, similar to the format in enclosure (2).)

b. Personal Property. Personal property, sometimes called "plant equipment" or "equipment in place," is equipment which is procured and installed by the major claimants, users, or equipment procurement agencies with funds from other appropriations. This equipment includes all types of training devices: TTE; Research, Development, Test, and Evaluation (RDT&E) equipment; airfield traffic control equipment; maintenance equipment; servicing equipment; communications equipment; ADP equipment; and other electronic equipment. The costs associated with procurement (including moving, packing, unpacking, assembly, attachment, and testing of personal property) must be reflected in the total personal property cost. RDT&E, procurement, operation and maintenance, or DBOF funding is used to cover these costs. Enclosure (3) describes data needed to define personal property requirements.

c. Initial Outfitting. These items are nontechnical, movable equipment, furniture, and furnishings required initially to outfit MILCON projects (desks, hand tools, chairs, beds, movable partitions, etc.). A description and cost estimate for each item must be included with the DD 1391 Plus, as defined in reference (d).

d. Warehouses. Equipment for warehouses includes built-in equipment, personal property, and initial outfitting.

e. Medical Facilities. A detailed definition is in the Military Standard 1691D, Construction and Material Schedule for Military Medical and Dental Facilities. Category E equipment, primarily sterilizers, is purchased by the government and installed by the contractor with MILCON funds. Category F equipment, which is primarily x-ray equipment, is purchased and installed by the government using MILCON funds. The Defense Medical Facilities Office programs all projects in the Category Code 500 series, but preparation of the DD Form 1391 is the responsibility of the Navy activity, and Naval Facilities (NAVFAC) Engineering Field Division (EFD) review of the cost estimate is required. For medical facilities, the cost of "Category E" and "Category F" equipment is funded with MILCON funds, and must be included in the "Total Request."

4. Discussion. The following table (Table 1) reflects funding sources and the CNET point of contact (POC) for various types of CE:

Table 1

CE GUIDANCE (MILCON PROJECTS ONLY)

<u>Type</u>	<u>Funding Responsibility</u>	<u>CNET POC</u>	(R)
1. <u>Built-In Equipment</u> (HVAC systems, FA systems, boilers, etc.)	MILCON (NAVFAC)	OS443	
2. <u>Personal Property</u> (Plant Equipment in Place)			
a. TTE (New)	SYSCOMs (NAVAIR, NAVSEA, SPAWARs OPN Funds) CNET O&MN Funds	ETE	
b. TTE (Existing) Remove and Reinstall	CNET O&MN	ETE	
c. Plant Equipment Including Intercommunications Communications, LAN, and ADP	CNET O&MN	CIO	
d. Telephone Instruments, Switchboards, Related Equipment	CNET O&MN Special Interest Item BC; Old Sub-Activity Group - FN (If there is no existing capacity.) Old Sub-Activity Group - FF (If there is an existing base capacity, such as central communication station.)	OS442 (R)	
e. Training Devices	SYSCOMs OPN	ETE	
3. <u>Initial Outfitting</u> (Desks, hand tools, beds, etc.)	CNET O&MN	OS443	
4. <u>Warehouses</u> (Specifically for warehouse use)	MILCON (NAVFAC)	OS443	
5. <u>Medical Facilities</u>	MILCON (OSD)	OS443	

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CNET will provide interpretation and assistance in developing activities' Program Objectives Memorandum (POM) and budget submissions. Activities will submit CE lists and estimates along

with the initial DD 1391 Plus. The EFD or the architect engineer for the specific project will develop a final CE list in the 100 percent plans and specifications. CNET and activities will be a part of the team which prepares these documents. Enclosure (2) is the required format for submitting all CE associated with MILCON projects.

5. Action

a. CNET

(1) Issue budget calls and POM guidance for initial outfitting to activities.

(2) Distribute MILCON program lists approved by Chief of Naval Operations.

(3) Ensure that activities initiate programming for CE.

(4) Coordinate with NAVFAC EFDs, activities, and Architect and Engineer (A-E) in development of CE lists.

(5) Review MILCON project submissions and ensure that CE is identified.

(6) Participate in team development of the DD 1391 Plus including CE lists as part of the MILCON project.

(7) Ensure that activity facilities personnel coordinate with appropriate activity training personnel and program managers.

(8) Coordinate CE requirements with program managers.

(9) Consolidate and develop overall CE POM and budget submissions.

(10) Distribute funds for purchase of CE as defined in Table 1.

b. CNET Activities

(1) Submit MILCON DD 1391 Plus project documents for each facility deficiency to NAVFAC via CNET.

(2) Develop a list and cost estimate for each type of CE, including telephones, Local Area Network (LAN), and ADP for MILCON projects as appropriate (See Table 1). Use enclosure (2)

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for submitting CE lists. Generic lists may be used for programming with initial DD 1391 Plus. If specific cost information is not available, 10 percent of the basic facilities cost may be used.

(3) Submit annual budget or POM requests for CE requirements. Update CE list when costs are firm, requirements change, or annually, whichever occurs first.

(4) Coordinate the EFD/A-E development of final CE lists (R) during the parametric cost estimate process and during design process.

(5) Order new equipment for initial outfitting in time to meet BOD of each facility being constructed by MILCON.

(6) Assist EFDs and A-E in determining which existing equipment will be reused.

(7) Coordinate with training personnel, system commands, EFDs, and A-E in identifying and programming of TTE incidental to project design.

Distribution (CNETINST 5218.2C):

Lists I (2-7, 9, 11, 14, 15, 18, 20, 23, 29, 33, 38, 41, 43-45)

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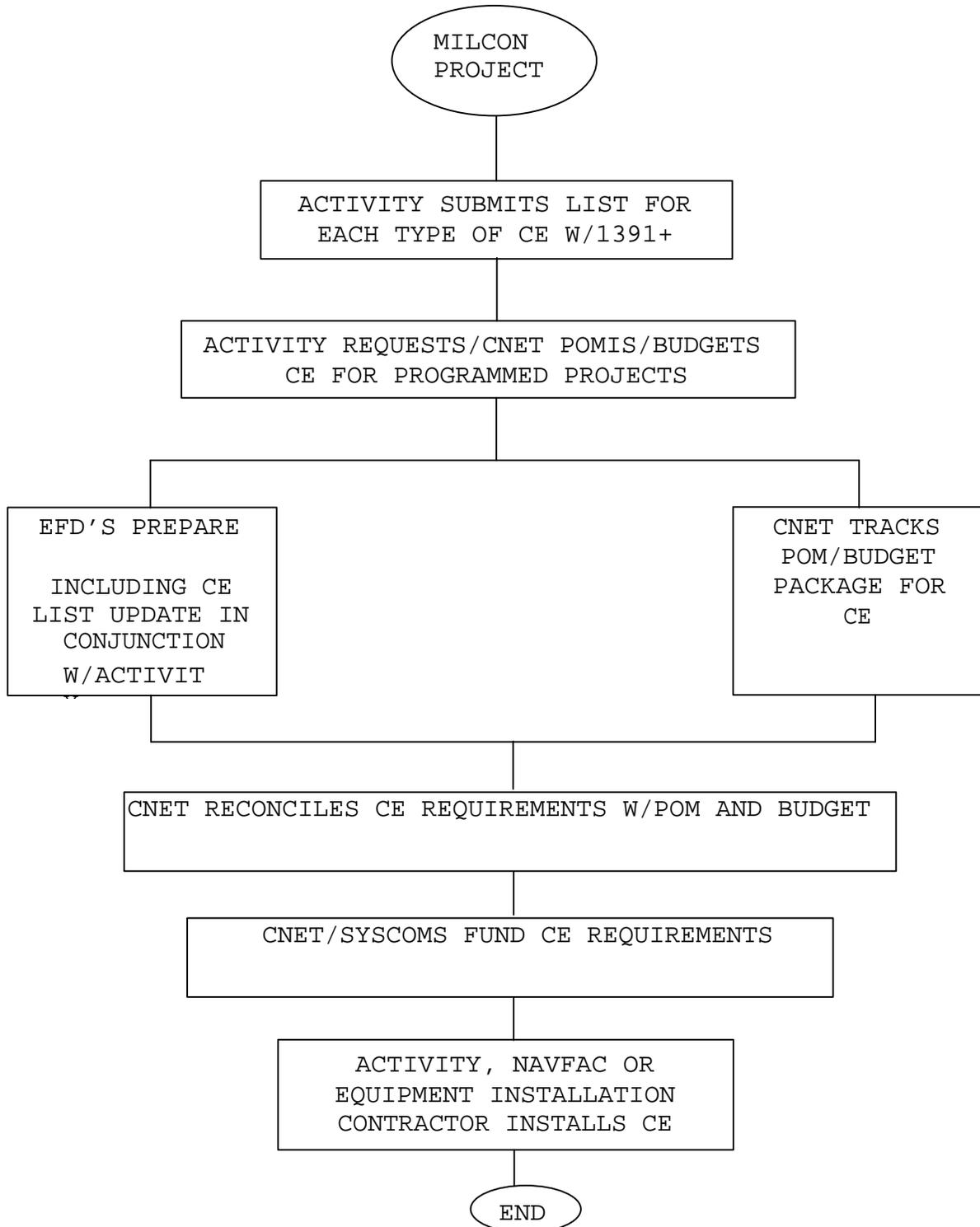
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COLLATERAL EQUIPMENT SUBMISSION



COLLATERAL EQUIPMENT REQUIREMENTS FORMAT

DATE

1. ACTIVITY (NAME AND ADDRESS)		2. POINT OF CONTRACT		3. PHONE	
4. PROJECT TITLE					
COG SYMBOL AND FED STOCK NO. OR OTHER SOURCE	ITEM/EQUIPMENT DESCRIPTION	QUANTITY	UNIT OF ISSUE	UNIT PRICE	TOTAL COST
1. Built-in Equipment to be MCON funded					
2. Personal Property (Plant Equipment in Place)					
a. TTE-New (Yr Programmed: ____)					
c. Intercommunications, communications, LAN, and ADP					
d. Telephone Instruments, Switchboard, Related Equip.					

COUATEM EQUIPMENT REQUIREMENTS FORMAT

DATE

1. ACTIVITY (NAME AND ADDRESS)	2. POINT OF CONTACT	3. PHONE
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4. PROJECT TITLE	5. PROJECT NUMBER
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COG SYMBOL AND FED STOCK NO. OR OTHER SOURCE	ITEM /EQUIPMENT DESCRIPTION	QUAN-TITY	UNIT OF ISSUE	UNIT PRICE	TOTAL COST
3. Initial Outfitting					
4. Warehouses					
5. Medical Facilities					

PERSONAL PROPERTY (PLANT EQUIPMENT) DATA REQUIREMENTS

1. When MILCON programming is required to provide accommodations for plant equipment, the installation criteria for the equipment is essential to development of the project. In addition to the information reflected in enclosure (2), the following information must be provided and attached to the DD 1391 Plus Package:

a. Structural - equipment layouts and floor loadings; weight handling equipment requirements and layouts; clear ceiling heights; door heights; special requirement for raised flooring, raceways, and cable ducts.

b. Electrical - equipment electrical loads, power panel locations and secure power requirements, voltage and frequencies required, circuit breaker quantities and sizes, conduit locating, lighting levels, emergency power generating and uninterruptible power system (UPS) requirements. It should be noted that UPS required in direct support of plant equipment installations does not qualify for MILCON funding.

c. Other utility services - description, proposed layouts, and recommended connection points for other utility services that are required for operation and maintenance of the equipment to be installed such as compressed air, chilled water, potable water, etc.

d. Environmental - equipment heating and cooling requirements (calculations should consider the heat loads generated by the equipment that will be operating full time, and the health and comfort of the operational personnel involved).

e. Fire protection requirements.

f. Identification of secure communication areas on floor plan layouts.

g. Grounding and bonding requirements.

h. Radio Frequency (RF), TEMPEST, High Altitude Electromagnetic Pulse (HEMP), or other Electromagnetic Radiation (EMR) shielding requirement. It should be noted that the requirements for TEMPEST shielding must be approved by the Naval Electronics Systems Security Engineering Center (NAVELEXYSSYCENGCEN), Washington, DC prior to incorporation into the scopes and costs of the projects involved.

i. Intrusion Detection System (IDS) requirements.

j. Occupational Safety and Health Administration (OSHA) requirements.

Enclosure (3)

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k. Anechoic (echo and reverberation) requirements.

1. Telephone requirements. (Coordinate with Navy Computer and Telecommunications Station.)

2. The responsibility for providing the above information rests with users, activities, functional commands, and the major claimants/users/equipments procurement agencies for the equipment involved. Assistance in developing the required information may be obtained from the EFDs upon submission of an Engineering Service Request (ESR).