



DEPARTMENT OF THE ARMY
ASSISTANT CHIEF OF STAFF FOR INSTALLATION MANAGEMENT
600 ARMY PENTAGON
WASHINGTON, DC 20310-0600



0 2 APR 2003

DAIM-FD

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Conducting a Planning Charrette for Military Construction, Army (MCA) Projects

1. On 3 March 2003 the ACSIM signed a memorandum, subject: Planning Charrettes for Military Construction, Army (MCA) Projects. That memorandum included an enclosure providing guidance for conducting planning charrettes. The attached enclosure, Conducting A Planning Charrette (Change 1) replaces the original instructions.
2. Requests for exemptions and for HQDA funding for planning charrettes that will not be executed through USACE should be made by memorandum through the Installation Management Agency to the OACSIM POC, Mr. Richard Murphy. (703) 692-9209, Richard.O.Murphy@hqda.army.mil. Planning charrette issues for the Sustainable Range Program will be further forwarded to DAMO-TR.

Enclosure


JOHN NERGER
Director, Facilities and Housing

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Facilities and Housing Directorate
Construction Division, DAIM-FDC**

CONDUCTING A PLANNING CHARRETTE (CHANGE 1)

1. **Planning Charrette Lead:** Garrison Commanders are responsible for the planning charrettes supporting military construction on their installation. The Garrison Commander has the responsibility for the planning charrette deliverables, which are, the completed DD Form 1391, with an accurate scope and cost and the completed Planning Charrette Validation Form.

2. Because the Corps of Engineers has valuable, established experience in performing charrettes and also has essential information on costing and standards, recommend you use the Corps as "the" resource for planning charrette support. Planning charrette funding will be sent directly to the Corps unless the installation requests direct funding through the Installation Management Agency (IMA) to the OACSIM.

3. **Planning Charrette Team Membership:** At a minimum planning charrette team membership will consist of:
 - a. Installation Project Manager/DPW and/or Installation Master Planner
 - b. Primary User/Tenant.
 - c. Installation Personnel:
 - (1) For the appropriate facility type.
 - (2) Per the Validation Form which includes, the Environmental Officer, Force Protection Officer, Provost Marshal and Information Systems Planner.
 - (3) USACE personnel with expertise in Military Construction project management, cost engineering, standardization and specialized technical expertise as required for the project category.
 - (4) Installation Management Agency (IMA) Region and MACOM representatives, as appropriate.

4. **Planning Charrette Team Responsibilities** include (but are not limited to):
 - a. Analyze alternatives.
 - b. Conduct economic analyses.
 - c. Prepare project justification.

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- d. Develop cost estimates.
 - e. Develop information systems costs.
 - f. Develop environmental and Antiterrorism/Force Protection requirements.
 - g. Ensure project site is approved and on the Installation Master Plan.
 - h. Identify and cost one-for-one demolition IAW AR 415-15 and Army policy.
 - h. Identify Operation and Maintenance, Army (OMA) and Other Procurement, Army (OPA) items required to construct a complete and usable facility.
 - i. Enter project documentation into the DD 1391 Processor (Tabs A-J).
 - j. Obtain Garrison Commander's signature validating the requirement. USACE, IMA Region and ISEC should review and concur with the draft DD Form 1391 if not team participants.
5. Planning Charrette Validation Form: This form will be completed and included as part of the DD Form 1391 Graphics Tab. (Note: The signed document can be scanned, saved as a .jpg or .gif format file, and attached on the graphics tab of the project.)
6. As we transition to full implementation of the use of planning charrettes, the Planning Charrette Validation Form should simplify and expedite the final validation process and eliminate dramatic increases in project cost through early agreement on the projects scope, standards and costs.
7. Exemptions from performing a Planning Charrette: Project(s) may be considered for exemption when it meets the following conditions:
- a. Design is underway/completed by the Corps of Engineers/NAVFAC and the DD Form 1391 has been revised to the designed scope and cost.
 - b. Project has been:
 - (1). Presented at a HQDA Project Review Board (PRB), and
 - (2). Programmed in the Army's Future Years Defense Program (FYDP), and

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(3). Reviewed and certified by the IMA Region, US Army Corps of Engineers (USACE) and Information Systems Engineering Command, and

(4). ACSIM agrees that the DD Form 1391 is complete and requirement is properly documented, estimated and does not require a planning charrette.

7. Sustainable Range Program: Planning charrettes and subsequent DD Form 1391 documentation for Sustainable Range Program projects classified as "New Mission" or "Transformation" will be conducted by the Range and Training Land Program Mandatory Center of Expertise, (POC: Mr. Mark Fleming, 256-895-1537) as requested by the HQDA Training Ranges Proponent (DAMO-TR). These planning charrettes will be coordinated with the Installation Range Control Office, Installation Director of Public Works, the supporting Installation Management Agency (IMA) Region Office and appropriate USACE District representatives. The Garrison Commander will sign the completed DD Form 1391 and a Planning Charrette Validation form.

8. ECB No. 2002-16: USACE has developed Engineering and Construction Bulletin (ECB) No. 2002-16, subject: DD Form 1391 Preparation Planning Charrette Process, dated 28 Jun 02 which provides guidance and information on the planning charrette process. The ECB is a good reference for conducting charrettes. The ECB can be accessed from the following website -
<http://www.hnd.usace.army.mil/techinfo/ECB/ECB%202002-16.pdf>.

9. Planning Charrette Validation Forms requesting an exemption will be emailed through the IMA Region and IMA Headquarters to the OACSIM POC, Mr. Richard Murphy. Request for direct installation funding for planning charrettes will be by memorandum through IMA channels to the OACSIM POC.
(Richard.O.Murphy@hqda.army.mil).