

The Head of the Engineering Department supervises, plans and coordinates the functions of the Regional Production Management Division, Sewells Point/Yorktown Site Design Division, Portsmouth Site Design Division, Little Creek Site Design Division, Oceana Design Division, Energy Management Division, Environmental Management Division, Facility Planning Division and Certification Management Division. Additionally, the Head of the Engineering Department is responsible for the regional engineering commodity overhead and facility budgets. Through the Commodity Business Managers, monitors the regional maintenance, utilities and transportation budgets and recommends corrective actions.

REGIONAL PRODUCTION MANAGEMENT

Regional Production Management provides regional work reception for minor, specific, recurring work and engineering requests determining the most efficient method of work execution. If executed with in-house shop forces, coordinates with Regional Planning and Scheduling, Code 510, on the preparation of estimates, job plans and schedule. If executed by contract, prepares delivery/task orders and associated cost estimates. Regional technical staff also prepares all service and type II construction contract specifications. Provides financial management of applicable Project Orders and/or Work Requests. In addition, provides the technical and quality assessment (QA) support for all service and type II construction contracts in the region.

Provides support for the Regional Strategic Business Officer's Project Manager, Code 10A1. Initiates MAXIMO records and maintains current status for Regional Engineer Specific IPLs which includes Specific, BQ Specific, CT Specific and Special Project IPLs which includes Special Projects, BQ Special Projects and CT Special Projects and Seabee Projects. Facilitates TF-2/TF-2As, funding requests, for all ET support, engineering and PTPs and associated funding for actual project execution. In addition, initiates MAXIMO records and maintains current status for non-utility PWC Major Maintenance projects.

Provides support for the PWC/RE Project Manager for the maintenance, repair and replacement of dynamic equipment, which includes the management of the preventative maintenance program, PM job plans, and management of the Regional Equipment IPL. Maintains MAXIMO inventory and job plans for all equipment in the PM program.

Coordinates with Facility Sustainment and OBOS Management Department, Code 160, for service and type II construction contract statement of work preparation to include scope, bid quantities and level of service. Provides support for Regional Contract Acquisition Strategy, various regional contract acquisition strategy initiatives and is a member of the MIDLANT FSC Acquisition Management Board and support.

Coordinates the execution of PWC Major Maintenance utility projects and schedules the execution of contract ETs and engineering design workload. Facilitates regularly scheduled workload status meetings for engineering.

deployed maintenance workforce, managed through four branches. This department performs emergency and service work, preventative maintenance, recurring services, maintenance, repair, and minor construction for a wide variety of complex facilities and types of equipment and ensures completion of work within established schedules and budgets.

The Maintenance Department functions as the PWC/RE principle point of contact for all maintenance operations. This department ensures compliance with regulations governing budget, accounting, and expenditure of public money and material for assigned responsibilities. The department also functions as the liaison with Regional Production Control and engineering storefronts as well as other regional functions which provide certification services to support regional facilities (i.e. boiler certifications, back flow prevention programs, VTE certification).

REGIONAL DISPATCH

Regional Dispatch provides management and supervision for the direct day-to-day dispatch operations for emergency, urgent and routine service (E/U/S) work throughout Hampton Roads region and continuously screens work in the unassigned work queue for newly arriving emergency and urgent work. Regional Dispatch dispatches emergencies considering who is currently working near the location of the emergency and the priority (E,U, or S) of the job they are working. Regional Dispatch also maintains a balance in the volume of work assigned to mechanics, by assigning manageable work packages to mechanics and updating work regularly to be completed within established guidelines.

REGIONAL PLANNING AND SCHEDULING

Regional Planning and Scheduling provides management and supervision of planning and scheduling in support of the Regional Projects Division in Hampton Roads. Regional Planning and Scheduling analyzes production trends for the Region to identify needed redistribution of work force or workload and to develop workload forecasts. Regional Planning and Scheduling tracks specific Regional goals and performance indicators, which provide a finer resolution of performance trends and problem areas than that which is provided by the Commodity Business Managers.

Regional Planning and Scheduling receives work requests (TF-1) from customer activities in Hampton Roads via the Production Management/Facility Maintenance Specialist organization for fundable estimates and project (minor and specific) work coordinating through Regional Production Control. Upon receipt of customer requests, Regional Planning and Scheduling reviews for accuracy and thoroughness and determines most cost efficient and timely manner of execution while complying with NAVFACENCOM response criteria. Regional Planning and Scheduling initiates meetings with customers and Facilities Maintenance Specialists to determine conditions of job, scope of work, time frame, and unusual circumstances. Regional Planning and

Scheduling also prepares fundable estimates on a fixed price basis for the maintenance, repair, new construction, and rehabilitation of real property and equipment; including investigation of accepted maintenance and repair standards established by NAVFAC design criteria and/or equipment manufacturers for the maintenance of real property.

Regional Planning and Scheduling prepares detailed cost estimates on a fixed price basis using R.S. MEANS; supports contract specifications and applied trade experience; and determines cost of material, labor hours, and furnishes material lists. Regional Planning and Scheduling also prepares detailed job plans, as required, in connection with construction, renovation, maintenance, and repair of facilities, indicating the work center, man-hours, work requirements, work sequences or phases, etc. to perform the work in accordance with applicable requirements, regulations, and codes.

Regional Planning and Scheduling provides coordination of services by contacting various resources that have a scheduled involvement assuring their timeline for execution and completion is on schedule. Regional Planning and Scheduling also serves as project coordinator and provides technical guidance for unforeseen difficulties encountered on site. When required, Regional Planning and Scheduling provides quality assurance for jobs in progress.

REGIONAL PROJECTS

Regional Projects manages the performance of a regionally managed, site deployed maintenance workforce in Hampton Roads. Regional Projects performs maintenance, repair, and minor construction projects for a wide variety of complex facilities and types of equipment and ensures completion of work within established schedules and budgets. Regional Projects reviews and evaluates performance metrics and makes adjustments to work methods, work assignments, and staffing as appropriate to reduce costs and/or increase productivity. Regional Projects reviews completed jobs for total labor, material, and contract costs, ensuring that all costs are identified and accounted for during project closure; investigates variances in completion time; and provides recommendations for corrective action.

WHARF BUILDING/MOBILE FACILITIES

Wharf Building/Mobile Facilities provides barge and wharf maintenance and repair and mobile facilities construction, installation and repair services and ensures completion of work within established schedules and budgets. Wharf Building/Mobile Facilities executes the maintenance, repair and overhaul of barges and other watercraft including hull inspections to determine if the condition of the metal plate warrants repair or replacement. Wharf Building/Mobile Facilities also constructs, repairs and refurbishes metal camels, brows and stands, in support of the Waterfront operations.

Wharf Building/Mobile Facilities executes the maintenance, repair, and overhaul to timber, concrete and steel piers and repair of wharves, coffer-dams, quay walls

bulkheads, heavy timber camels and dry docks. In addition, Wharf Building/Mobile Facilities drives wood, steel and concrete pilings including all necessary rigging, loading, off-loading and directing of crane operations for the pile driving effort. Wharf Building/Mobile Facilities constructs, repairs, modifies, designs, performs layout, fabricates assemblies, installs fabricated assemblies, installs all types of equipment, power supplies, tests and maintains mobile facility units within established rules, regulations and performance criteria. It also provides AutoCAD drawings, sketches, and technical assistance and engineering specifications.

UTILITIES

The Utilities Department (**Code 600**) serves as Regional and Functional Manager for all Utilities resources throughout the Region. This department functions as technical expert with responsibility for developing the Strategic Business Plan; developing functional and commodity Standard Operating Procedures (SOPs); developing Performance Indicators; developing all overhead and productive budgets. The department assesses resources, coordinate allocation and redistribution with information from commodity managers. The Utilities Department has responsibility for and plans, manages, and operates Navy-owned utility systems with the required coordination of local utility companies to provide consistent, effective, and efficient utility services. The department prepares and verifies accuracy of customer utilities billing, Utilities Cost Analysis Report (UCAR) and Defense Utility Energy Reporting System (DUERS), changes and adjustments; schedule meter readings, calibrations and replacements; and maintains metering and billing records.

SHIP TO SHORE

Ship-To-Shore plans, directs, schedules, and coordinates the work execution to provide temporary utilities and hotel services to the fleet. Ship-To-Shore connects and disconnects steam, Collection, Holding, & Transfer (CHT), water and salt water to ships. Ship-To-Shore places and removes hoses, chlorinates potable water hoses, disinfects CHT hoses and performs minor preventive maintenance on pier risers and hoses. It provides and monitors de-mineralized water to ships. Ship-To-Shore connects and disconnects electric power cables to ships also place and removes shore power cables and performs preventive maintenance on shore power cables.

ELECTRICAL COMMODITY

Electrical Commodity plans, directs and coordinates functions necessary for the continuous distribution of electricity. Further, Electrical Commodity plans, directs and coordinates the maintenance and repair functions of the electrical distribution system and the maintenance and repair functions for customer-owned assets, as requested by customers. Electrical Commodity identifies utility system maintenance and repair requirements and develops a program of system repairs and upgrades using the major

maintenance program, requirements contracts and in-house forces. Also, Electrical Commodity provides cost benefit analysis and technical review and oversight for equipment purchases and maintenance.

The commodity manages technical databases and libraries; maintains appropriate records such as maps, schematics and system inventories and provides utility drawings to A/E firms and PWC/RE personnel showing the location of utilities on the site of proposed construction. Electrical Commodity performs annual assessment of the utility systems employing maintenance records, field inspections, studies, and feedback from field personnel to formulate strategy for system maintenance and improvement and efficiency studies on equipment and systems providing engineering and technical solutions as operations, maintenance, and/or design recommendations.

Electrical Commodity develops Preventive Maintenance (PM) plans, SOPs, and Job Hazard Analyses (JHA) to provide guidance to the workforce on how to maintain a safe, reliable, and efficient utilities distribution system and provide priorities to the commodity supervisors to aid in scheduling. Additionally, Electrical Commodity provides technical evaluations of equipment and materials, and assistance with processes and procedures and performs the maintenance and repair functions for the electrical distribution system and for select customer-owned assets.

MECHANICAL COMMODITY

Mechanical Commodity plans, directs and coordinates functions necessary to the continuous distribution of steam, potable water, salt water, sanitary sewer and gas, including operation and preventive maintenance work. Mechanical Commodity identifies utility system maintenance and repair requirements and develops a program of system repairs and upgrades using the major maintenance program, requirements contracts and in-house forces. Mechanical Commodity provides cost benefit analysis and technical review and oversight for equipment purchases and maintenance. Mechanical Commodity manages technical databases and libraries; maintains appropriate records such as maps, schematics and system inventories. The commodity provides utility drawings to A/E firms and PWC/RE personnel showing the location of utilities on the site of proposed construction. It performs annual assessment of the utility systems employing maintenance records, field inspections, studies, and feedback from field personnel to formulate strategy for system maintenance and improvement and perform efficiency studies on equipment and systems providing engineering and technical solutions as operations, maintenance, and/or design recommendations. The commodity develops PM plans, SOPs, and JHAs to provide guidance to the workforce on how to maintain a safe, reliable, and efficient utilities distribution system.

Mechanical Commodity performs the maintenance and repair functions for the steam, potable water, salt water, sanitary sewer and gas distribution systems. Also, Mechanical Commodity identifies utility system maintenance and repair requirements; develops a program of system repairs and upgrades using the major maintenance

program, requirements contracts and in-house forces and provides cost benefit analysis, technical review and oversight for equipment purchases and maintenance while managing technical databases and libraries. Mechanical Commodity maintains appropriate records such as maps, schematics and system inventories, and provides utility drawings to A/E firms and PWC/RE personnel showing the location of utilities on the site of proposed construction.

Mechanical Commodity also performs annual assessment of the utility systems employing maintenance records, field inspections, studies, and feedback from field personnel to formulate strategy for system maintenance and improvement, and performs efficiency studies on equipment and systems providing engineering and technical solutions as operations, maintenance, and/or design recommendations. Further, it reviews design submittals for all construction on the installation affecting the utilities system and monitor ROICC and other construction forces for compliance with plans and specifications.

STEAM COMMODITY

The Steam Commodity manages operations, maintenance and plant engineering of steam production plants to provide reliable, cost effective and environmentally compliant utility products and services. The Steam Commodity plans, directs and coordinates in-house and contracted preventive maintenance, minor repair, and major repair/maintenance for the division. It provides regional technical services and assistance for maintenance, repair and modification to boiler plant controls and boiler water treatment systems for all PWC/RE heating plants.

The Steam Commodity operates production plants in the generation of steam to satisfy customer demand for building heat, fleet units and process steam loads. It plans and coordinates plant operations to facilitate major maintenance and repair to plant equipment and systems; and maintains, repairs, and calibrates plant and boiler control systems to optimize plant processes. The Steam Commodity maintains and optimizes plant/boiler water and steam condensate treatment systems and processes and manages regional boiler plant operator training and licensing program. Additionally, it orders, receives, and stores fuel used in production of steam.

TRANSPORTATION

The Transportation Department (Code 700) develops and administers a comprehensive Transportation Management Program encompassing determination of transportation vehicle requirements, vehicle assignments, vehicle maintenance, and operations. This department provides dispatched vehicle and equipment service, rental vehicles and transportation maintenance services. The department provides after hours management support to the transportation functions, coordinates any services required to resolve departmental issues utilizing second shift personnel thereby reducing callbacks.

The Transportation Department is responsible for investigating all crane accidents and incidents. This department develops and executes commodity business plans, incorporates best commercial practices into standard operating procedures, participates in rate development, and directs financial management.

OPERATIONS/MAINTENANCE

Operations/Maintenance is the Regional Manager for the full range of transportation services provided by the Transportation Department at all locations serviced by PWC/RE.

Operations/Maintenance develops and executes commodity business plans, incorporates best commercial practices into standard operating procedures, participates in rate development. Operations/Maintenance develops and administers a comprehensive Transportation Management Program encompassing determination of transportation vehicle maintenance and operations. It provides dispatched vehicle and equipment maintenance services. Operations/Maintenance assists in the development of regional transportation rates, FTE staffing, and training policies. It is responsible for the tactical daily operation of the transportation function at the sites. Additionally, Operations/Maintenance acts as the liaison between Transportation Department and the sites and is responsible for controlling and monitoring all vehicle movement and transportation maintenance functions within the region.

MATERIAL

The Material Department (**Code 800**) develops and administers a comprehensive material support program encompassing determination of material requirements, identification of vendors and sources of material, warehousing and safe storage of bulk and hazardous material, and issuing proper material in a timely and business like manner. This department provides services and coordinates material functions and resolves departmental issues having to do with material. The department is responsible for investigating any material quality issues and seeking resolution of these issues.

PHILADELPHIA PRODUCTION DIRECTOR

The Philadelphia Production Director (**Code 30P**) controls, coordinates, supervises and directs the Production Group activities in the Philadelphia Area of Responsibility (AOR). Functions managed include Facility Management, Engineering, Utilities, Maintenance, Transportation, Material and Environmental Services. The Production Group ensures that the engineering, maintenance, transportation, utilities, environmental and inspection products and services provided to all users are responsive, cost effective, of high quality, and accomplished within NAVFACENCOM performance criteria.

The Philadelphia Production Director supervises the preparation of feasibility studies and project submissions for the Philadelphia Area minor new construction, vehicle/major equipment purchases, and major repair projects for those commodities he/she has responsibility for. The Philadelphia Production Director is responsible and accountable for the preparation and execution of the Philadelphia Production NWCF commodity budgets.

The Philadelphia Production Director serves as liaison between PWC/RE and NAVFACENCOM on maintenance management and engineering service matters and serves as PWC/RE's Energy Conservation Officer, Disaster Preparedness Officer, Hurricane Tracking Officer, and Duty Officer. The Philadelphia Production Director's staff performs engineering analyses and studies of special projects. The Philadelphia Production Director coordinates program efforts with other facility management activities, monitors and provides solutions due to new developments in programs and policies in technology, resources and personnel changes. Philadelphia Production Director also sets and monitors quality and quantity standards and develops procedures to enhance communication and improve customer service.

The Philadelphia Production Director establishes and manages production storefronts at each site in his/her AOR. Each site is managed by a Site Manager who is responsible for providing efficient and effective products and services. The Deputy Production Director provides support to the Site Manager and signs his/her performance appraisal as the reviewer. The rater of the Site Manager's performance appraisal is the PWO.

The Deputy Production Director, through the Technical Operations Department, provides site managers any necessary work leveling, marketing, customer liaison, material, engineering or contract support. Safety, Administrative and Command Evaluation support are provided by both the Deputy Director at Philadelphia and by Codes 09 and 10 at Norfolk. Information Resources Management, Comptroller, Legal and Regional Environmental Coordination (REC) support for Philadelphia Production and PWOs are provided by PWC/RE Norfolk Codes 140, 150, 09C and 09G, respectively. Human Resources support is provided through a matrix configuration from various sources. Security support is provided by the site IC, the Deputy Director and by Code 09F in Norfolk.

REGIONAL ENVIRONMENTAL GROUP (Code 90)

The Regional Environmental Group Head/ Deputy Program Manager for Environmental (Code 90) provides base compliance, conservation, pollution prevention, and recycling services to Hampton Roads installations and provides commodity process and business line management responsibilities for all Areas of Responsibility (AORs). The Regional Environmental Group serves the Regional Commander as the technical environmental staff, responding to COMLANTFLT directly for technical as well as

environmental funding issues and providing Regional Commander oversight and coordination to over-the-horizon bases. The Regional Environmental Group also provides traditional PWC/RE environmental services to all bases in the Hampton Roads area.

Of the eight departments in the Regional Environmental Group, four are geographically dispersed to service major storefronts: Oceana, Little Creek, Sewells Point, and Yorktown. The Oceana storefront services NSA Northwest Annex, while the Sewells Point storefront also provides support to NNSY Norfolk annexes outside the main shipyard fence line. The storefront staffs, both Environmental and PWO, serve as the "eyes and ears" of the environmental program on the installation. The storefront staffs working together are the point of contact for the Installation Commander and the departments, and tenant commands for any environmental issue. The Environmental storefront's primary responsibility is to perform oversight of base activities to ensure environmental compliance. This is fulfilled through site inspections, on-the-job-training, and, most importantly, maintaining an ongoing dialog with clients. Clients use the PWO storefront as single point of contact for environmental issues.

Each Environmental storefront manager also has responsibility for one or more regional media programs. Media managers are environmental engineers, natural resources specialists, physical scientists, or environmental protection specialists that are experts in one environmental regulation and its application. Media managers are responsible for obtaining and complying with environmental permits and data submission requirements; planning, budgeting and executing projects to identify upcoming compliance needs and ensure the Navy is prepared to meet them; developing regional policy; developing and maintaining databases to respond to chain of command requests; and interfacing with regulators. The Little Creek storefront is responsible for the regional pollution prevention, natural resources, and National Environmental Policy Act programs. Sewells Point has the regional hazardous waste, spill prevention, and Emergency Planning and Community Right to Know Act programs. Yorktown has two media managers who manage the extensive amount of training required by environmental regulations and two CERCLA (site cleanup) media managers. Oceana has one media manager assigned to coordinate and conduct outreach with the community. Media managers for the air, potable water, wastewater, and underground and aboveground storage tank compliance programs are assigned to Code 970, the Technical Support Department and located centrally at Sewells Point.

FUNDING AND ADMINISTRATION

The Funding and Administration Department (**Code 960**) supports all of Code 90. In addition to routine administrative support, staff members compile monitoring data and produce detailed reports required by regulatory agencies. This department is also the Regional Commander liaison with COMNAVREG MIDLANT bases over-the-horizon and manages both the O&MN and Navy Working Capital Fund budgets for the compliance and recycling commodities. The department, as the Region's environmental

staff, develops POM and PR submittals for the environmental program and Code 960 liaises with Code 130 and the Regional Comptroller on current year execution. Additionally, the Funding and Administration Department has the responsibility to manage the Environmental Quality Assessment program, which requires an ongoing internal assessment of all media programs and routine External Assessments of all bases in the region.

TECHNICAL SUPPORT

The Technical Support Department (Code 970) provides environmental compliance support to Hampton Roads installations in three program areas: water and wastewater; air; and storage tanks. Media managers within this department determine the regulatory requirements in those program areas and develop and maintain plans, permits, and projects to ensure the Navy remains in compliance.

REGIONAL RECYCLING

The Regional Recycling Department (Code 980) provides recycling services to Hampton Roads area bases. This department collect, sort, and sell recyclable materials. Materials sold and methods utilized are reviewed on a continuing basis to ensure the operation provides best value to the Navy.

ENVIRONMENTAL SERVICES

The Environmental Services Department (Code 990) provides traditional PWC/RE services, including hazardous waste management, industrial waste treatment, bulk oil handling, oil spill cleanup, asbestos removal and insulation, and pest control. The department also operates an environmental laboratory and sampling and analytical services both in-house and via contract. In addition to COMNAVREG MIDLANT installations, the department provides services to Norfolk Naval Shipyard, Fort Eustis and Fort Story.

APPENDIX A: DEFINITIONS

ADDITIONAL DUTY (ADDU)- Administrative relationship which assigns a member to a duty that they perform in addition to and in conjunction with the permanent duty. Usually associated with primary duty. (derived from MILPERSMAN)

ANNUAL INSPECTION SUMMARY (AIS) - Annual report of the installation's unfunded maintenance and repair requirements and an estimate of cost for correction. Facilities are (can be) categorized by Investment Category (IC). The deficiencies are listed as either "critical" or "deferrable."

BASE DEVELOPMENT PLAN - The highest-level tactical plan for a given installation. It reflects the latest changes in plans (e.g., new requirements since RSIP/IFP was developed). Initiatives are fully developed to support execution. The Plan is a living document, updated as needed, often on a quarterly basis. It is owned by the Base Commanding Officer, and constancy of the Plan is provided by the Regional Commander.

BUSINESS LINES - Those categories of work that capture the majority of the products and services that a typical PWC/RE provides to their clients. They include planning, engineering, maintenance, utilities, transportation, and environmental.

CLASS 1 PROPERTY - A classification of Plant Property that is a system to keep track of what the Navy owns. Class 1 includes land.

CLASS 2 PROPERTY - A classification of Plant Property that is a system to keep track of what the Navy owns. Class 2 includes buildings, structures and utilities.

CLIENT LIAISON - Represent the client to the Facilities Team. Provide clients with timely work status updates, periodic briefings, and timely issue resolutions. Work delivery is executed in close coordination with the liaison. Plans, identifies and defines facility requirements as an integral part of the client team. Monitors feedback. Provides regionalization link. Liaison function can be performed at whatever location or position as needed to best support the client from the Facilities Team

CLIENTS - Major Claimant, Service/Defense/Federal Agency, Regional Commander, Regional Engineer or an Activity/Command with operational mission(s) requiring facilities support. Also includes Private Parties for the PWC/PWDs.

CONSTRUCTION BATTALION UNIT (CBU) - The Naval force that provides minor construction work at various Naval bases. This group also erects and provides public works support to Fleet Hospitals during wartime.

ENGINEERING FIELD DIVISION/ACTIVITY (EFD/A) - NAVFAC component Command providing engineering expertise and shore facilities planning, design and construction, as well as facilities acquisition and management, for the activity public works manager. EFDs are staffed with specialists of all disciplines related to facilities management and engineering. EFDs will respond to a request from the activity, the Major Claimant, or NAVFAC (as shore facilities proponent for CNO). NAVFAC Headquarters tasks the EFDs/EFAs with providing staff support to assigned claimants and subclaimants.

FACILITY CONTRACTS - Any contract normally funded from annual appropriations that provides for the maintenance, operations, repair or alteration of real property assets by a contractor on site. Facility contracts are usually awarded following sealed bid or negotiated procedures, describe work requirements in various formats, and may be used to satisfy both one time and recurring facility requirements.

FACILITY SUPPORT CONTRACTS - Contracts used for recurring facility requirements of repair, maintenance and/or restoration of real property, vehicles and equipment to preserve facilities in a usable or operable condition. FSC's may be further described as facility support service or facility support construction contracts or combinations thereof.

Facility Support Service Contract – any contract that provides for the maintenance and/or operations of real property assets and is required by the character of the labor involved to include a Service Contract Wage determination. May also be a contract having a value of less than \$2000 for the repair and alteration of real property assets. Typical contracts provide for janitorial services, round maintenance, guard services, transportation services, motor pool operations, pest control services.

Facility Support Construction Contract – any contract in excess of \$2000 in value which provides for the repair and/or alteration of existing real property assets and is required by the character of the labor involved to include a Davis Bacon Act wage determination. Typical contracts provide for the maintenance of building and structures; road, and sidewalk repairs, painting, roofing and asphalt patching, and minor building alterations and/or repairs.

Base Operating Support Contract - a single facility support contract intended to satisfy multiple facility service and/or facility construction requirements. BOS contracts may contain both facility service and facility construction components.

INSTALLATION COMMANDER (IC) - The Responsible Line Officer in Command of their installation. They are responsible for station operations; base appearance; and maintaining good order and discipline on the installation. They are responsible for the safety, welfare and protection of personnel and property assigned.

They coordinate activities across functional Program Manager lines to meet installation mission and tasking requirements.

INSTALLATION FUNCTIONAL PLAN (IFP) - The lowest level strategic plan for a particular region. The Plan merges the individual RSIP's together for a given Installation to ensure comprehensive coverage of all facilities' issues (e.g., operational relationships, logistics, traffic flows, parking, etc). The Plan is updated approximately every five years.

INSTALLATION MAJOR CLAIMANT - Allocates resources for shore activity operation and maintenance to activities as approved or emphasized by CNO; issues guidance and instructions as necessary for administration and management of assigned land and facilities; and keeps CNO appropriately informed of the adequacy and material condition of assigned land and facilities. Assigned Base Operating Support (BOS) responsibility for improving shore installation business.

INTEGRATED PRIORITIES LIST (IPL) - A listing of projects for a given program for a given region (COMNAVREG MIDLANT, COMLANTFLT, etc). Programs for IPL's are generally developed to include specific project, MILCON, demo, Seabee, among others. Various factors go into deciding the final priorities of the projects on the list, but generally include base/regional priority and facility condition (BASEREP, Investment Category, Deficiency Type, etc.).

INSTALLATION READINESS REPORTING SYSTEM (IRRS) - A decision support system designed to help commanders and other decision makers objectively evaluate and monitor the quality and quantity of facilities on Navy installations. The IRRS is a Commander's Report representing facility status in terms familiar to the senior manager and will replace BASEREP. It provides a general evaluation of various types of facilities across an entire installation (including projected dollar requirements based on standard estimating methodology) rather than a precise, engineering evaluation for a single facility. The purpose of IRRS is to provide an annual report on installation readiness to OSD and Congress.

MAINTENANCE ACTION PLANS (MAP) - Identifies work that should be performed (total Maintenance and Repair) in the current year if all necessary resources are available and contains estimated cost of satisfying the total M&R requirements. The MAP readily converts into a fiscally constrained annual work program when dollars are known and M&R requirements are prioritized. This plan changes throughout the year as unforecasted, but essential requirements arise, or other requirements are deleted or deferred. The plan usually identifies the difference between what is planned for accomplishment and what is actually accomplished at year-end.

MILITARY CONSTRUCTION (MILCON) - Construction costing more than \$750,000 for all of the Department of Defense. The annual MILCON program is

reviewed by the Comptrollers of the Navy, DOD, and the Office of Management and Budget (OMB) before being submitted to Congress for approval.

NAVAL CONSTRUCTION FORCE (NCF) - The Naval Force that is composed of the Naval Construction Brigade, the Naval Construction Regiment, the Naval Mobile Construction Battalion, the Amphibious Construction Battalion, the Underwater Construction Team, the Construction Battalion Unit, the Construction Battalion Maintenance Unit, and the Naval Construction Force Support Unit.

NAVAL FACILITIES ENGINEERING SERVICE CENTER (NFESC) - Navy's center for specialized facilities engineering and technology. A highly technical, specialized engineering organization with a wide range of engineering specialties. The NFESC focuses on ocean engineering and advanced technological capabilities ashore. NFESC was established in 1993 to consolidate the missions of six components of NAVFAC and to capitalize on streamlining and efficiency. NFESC is primarily a Navy Working Capital Fund activity. Products and services are delivered on a fee for service basis.

NAVFAC HQ - Naval Facilities Engineering Command, Headquarters. The organization that is the link to higher governmental offices and agency level clients. Responsible for strategic management, overall business management and policy functions, community management, leadership development, financial management, acquisition oversight of the field organization, and maintenance of the command management information systems.

NCC - Navy Crane Center. One of three Specialty Centers. A highly technical, specialized engineering organization, focused on crane and weight handling products and services. Assigned program management responsibilities for the direction and oversight of all matters pertaining to the Navy's weight handling program at Navy shore activities.

OFFICER IN CHARGE OF CONSTRUCTION (OICC) - A Civil Engineer Corps officer who has responsibility for the overall management of a field contracts office. Typically a dual-hatted assignment to the Public Works Officer. PWO/OICC is PRIDU to PWC/RE Commanding Officer or Installation Commanding Officer. The individual is ADDU to the EFD/A for these responsibilities

HUMAN RESOURCES (HR) - Responsible for the following: Providing advice and assistance on Human Resource Management objectives, policies, programs and services; providing coordination and integration of the total personnel management program objectives with the Mission, functions, operating programs, and work processes of the PWC/RE; command requirements, goals and policies and other personnel-related programs; and providing on-site technical advice on staffing, classification, employee relations, labor relations, dispute and resolution, employee development, injury compensation, and a drug free workplace program.

PRODUCTS AND SERVICES - The products and services provided by the various NAVFAC components to their clients (i.e. military, federal, state, and local activities). Currently, services are provided to DOD, Navy, Army, Air Force, Marine Corps, Coast Guard, National Aeronautics and Space Administration, state, and other federal and nonfederal activities. Typical products and services are utilities, facilities maintenance, repair and construction support, transportation support (including weight handling equipment support), and engineering services. Shore activities planning support required by afloat and ashore operation forces and other activities are also provided.

PRIMARY DUTY (PRIDU) - Administrative relationship which assigns a member to a duty that they are to perform as their primary permanent duty. This involves a direct reporting alignment to the person/unit that has line authority and performance evaluation responsibilities. Usually associated with administrative control.

PROGRAM MANAGER (PM) - Are assigned technical and command program management functions for assigned programs. They support the Installation Commanders and the region by managing, controlling and executing assigned program missions and tasks. Program Managers are responsible, in consultation with cognizant IC's, for setting program priorities, providing service delivery, supporting client requirements and mission performance.

PUBLIC WORKS CENTER (PWC) - Navy Command providing public works products and services to the Fleet and Navy shore establishment in a given geographical area. Services include utilities, facilities maintenance, repair and construction, support and services to family housing, transportation support, weight-handling equipment support, environmental services and engineering services. Additionally, provide shore activities planning support required by afloat and ashore operation forces and other activities. Have a unique Command and Control structure, operate under the command of the Navy Regional Commander who serves as Immediate Superior in Command (ISIC) and also under the technical control of NAVFAC as Major Claimant. Base support providers to military, federal, state and local activities located within a given geographic region serviced by the PWCs and their detachments. Currently provide services to DoD, Navy, Army, Air Force, Marine Corps, Coast Guard, National Aeronautics and Space Administration, state, and other federal and non-federal activities. Operate with a revolving Industrial Fund (Navy Working Capital Fund) and recover all costs through predetermined rates developed for the products and services that are delivered.

PUBLIC WORKS DEPARTMENT (PWD) - Navy activity providing public works products and services to that activity only. PWDs provide the same types of services as PWCs in locations where PWCs are not available. PWDs are typically under the direct control of the base commanding officer and operate with O&M funding.

PUBLIC WORKS OFFICER (PWO) - A Civil Engineer Corps officer reporting to an activity Commanding Officer or PWC Commanding Officer with the primary responsibility of ensuring the facilities that comprise the shore infrastructure

fully support the Navy and Marine Corps war fighters' mission. This is accomplished through the oversight of the planning, design, construction, and maintenance of the installation facilities. In instances where the PWO reports to a PWC Commanding Officer/Regional Engineer, the PWO provides direct support to an activity Commanding Officer.

PUBLIC WORKS STOREFRONT - Organizational element that serves as the Regional Engineer's single Point of Contact for all facility management and construction functions including acquisition strategy, planning, maintenance, engineering, transportation, utilities, and environmental services at their supported installation(s) in order to help clients meet their mission. This role is served by the PWC liaison officers (PWO/DPWO).

QUALITY ASSURANCE (QA) - The process by which the Government ensures compliance with the contract specifications through oversight of the contractor's quality control program. For construction, an engineering technician or construction representative (CONREP) resourced by the EFD/A performs this function. For services contracts, this function is performed by a Quality Assurance Evaluator (QAE) resourced by the client. QA can be accomplished through random sampling, 100% inspection, validation of client complaints, or incidental inspections.

REGIONAL COMMANDER (RC) - The Navy Line Officer responsible for total operations, land, and facilities in a particular Navy Region.

REGIONAL ENGINEER (RE) - Defines regional facilities and infrastructure standards; plans, identifies, defines, and budgets for facility requirements; orders work; and monitors feedback. A Senior Civil Engineer Corps Officer responsible for all facilities support issues to the Regional Commander. Where a PWC and Regional Commander are co-located, the PWC Commanding Officer is the Regional Engineer. All elements of the Facilities Machine support the regional engineer in carrying out his/her responsibilities. The Regional Engineer is the ultimate integrator of available resources as the one touch point facilities link to the Regional Commander. Work Reception, Production Management, Acquisition Strategy (Sourcing), etc. is all the responsibility of the RE.

REGIONAL SHORE INFRASTRUCTURE PLANNING (RSIP) - Regional plans that focus on the land and facilities required to support the Navy' mission. Ensures a more efficient shore infrastructure to support Naval forces that is based on the operator's vision of the future.

RESIDENT OFFICER IN CHARGE OF CONSTRUCTION (ROICC) - A Civil Engineer Corps officer who is responsible for the direct day-to-day management of a ROICC office and execution of assigned contracts. Typically a dual-hatted assignment to the Public Works Officer. PWO/OICC is PRIDU to PWC Commanding Officer or

Installation Commanding Officer. The individual is ADDU to the EFD/A for these responsibilities.

SEABEES - Responsible for overall coordination of requirements, development and coordination of policy and doctrine for the Navy Construction Force. The NAVFAC Seabee/Contingency Engineering mission area has two divisions: The Force Logistics Division is responsible for the overall coordination of requirements for the Naval Construction Force, insures the material readiness of NCF equipment, and outfitting pickups to meet mobilization OPLAN and CONPLAN requirements. The Seabee Division provides for the development and coordination of policy and doctrine as it relates to the Naval Construction Force; Naval civil engineering and expeditionary engineering; training standard for OF-13 occupational standards; and development of contingency engineering to meet emergent Operations Other Than War (MOOTW) in support of the SECOND and THIRD Naval Construction Brigades.

SELF-HELP - The use of local military and civilian Navy manpower to perform construction and maintenance work. Includes organizational self-help, the Self-Help Division, Construction Battalion Union (CBU), Naval Mobile Construction Battalion (NMCB), and Reserve Naval Mobile Construction Battalion (RNMCB). Self Help provides PWC clients a sense of ownership and an opportunity to fulfill their needs at a reduced cost, while reducing backlog.

•1. **ORGANIZATIONAL SELF HELP.** A unit's personnel working in the unit's own work spaces performing handyman and general maintenance and repair projects.

•2. **SELF HELP DIVISION.** A division working under the PW Storefront. The organization is based around a permanent core of either Seabees or sea-intensive technical ratings such as HT, MM, EM, AS, and ET who possess basic skills used in facility maintenance.

•3. **CBU.** A unit of the NCF which, in peacetime, provides Seabee military and technical skill training and performs minor construction in support of Annual Inspection Summary (AIS) reduction (maintenance and repair) and construction. CBUs can be combined with other self-help personnel to benefit from the CBU expertise, equipment, and tool allowance.

•4. **NMCB.** A unit of the NCF which provides responsive military construction support to Naval, Marine Corps and other forces in military operations, constructs base facilities, and conducts defensive operations as required by the circumstances of the deployment situation. In time of emergency or disaster, NMCBs conduct disaster control and recovery operations, including emergency public works operating functions, as directed.

TF-1 - Work request form used for specific and minor type work.