



DEPARTMENT OF THE NAVY
NAVAL MEDICAL RESEARCH CENTER DETACHMENT

LIMA, PERU
UNIT NUMBER 3800
APO AA 34041 - 3800

IN REPLY REFER TO

NMRCDINST 11010.1
18 Mar 2003

NMRCD INSTRUCTION 11010.1

From: Officer-in-Charge, U.S. Naval Medical Research Center
Detachment Lima, Peru

Subj: FACILITY MANAGEMENT/SPACE UTILIZATION

Ref: (a) NAVFACINST 11010.44 Series
(b) OPNAVINST 11010.20 Series
(c) OPNAVINST 11010.23 Series
(d) NMRCDINST 1601.1 Series
(e) NMRCDINST 5040.1 Series

Encl: (1) NMRCD FACILITY MANAGEMENT/SPACE UTILIZATION REVIEW
REQUEST

1. Purpose. This instruction provides policies and procedures for facilities planning, maintenance and utilization in accordance with the guidelines provided in references (a) through (e).

2. Facilities Planning. A research laboratory is a dynamic institution with ever-changing priorities and requirements. To meet our mission we must plan and program effectively to assure that required facility resources are present when required. Although often difficult to anticipate future requirements, higher authority will not approve any new requirements without a planning effort. A Facility Planning and Space Utilization Board will provide the planning and programming necessary to advise the Command about decisions relating to facilities management including special projects intended for facility renovations and upgrades, new construction proposals, environmental management and quality requirements, as well as improvements related to combating terrorism and force protection.

a. Facility Planning and Space Utilization Board Composition. The Facility Planning and Space Utilization Board shall consist of members appointed in writing by the Officer-in-Charge. Membership shall be a collateral duty appointment in conjunction with other assigned duties and responsibilities. The senior military member of this board will act as the chairperson.

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- (1) Administrative Officer
- (2) Facilities Assistant
- (3) Command Safety Officer
- (4) Supervisor, Information Management Service
- (5) Designated Department Head (2)
- (6) Recorder.

b. Facility Planning and Space Utilization Board Duties and Responsibilities. The board will meet at a minimum of twice a year. One meeting shall be scheduled within a time frame that will allow for timely input to the annual budget call and submission to the Five Year Plan. The board is tasked to review the following:

- (1) Planning and developing special projects to include:
 - (a) Maintenance of the facility.
 - (b) Repair and renovation of facility.
 - (c) Equipment installation, an item of personal property, other than new real property.
 - (d) Environmental management and quality requirements.
 - (e) Combating Terrorism, Force Protection, and Life Safety and Security Programs.
 - (f) Developing and planning for new, minor and/or MILCON construction.
- (2) Additional space acquisition.
- (3) Review internal space utilization and facility requirements and priorities.
- (4) Preparation of the draft portion of the facilities section of the Five Year Plan.

3. Facility Maintenance. Routine and comprehensive inspections of the NMRC D facilities and spaces by responsible and concerned staff will ensure that our physical plant is maintained in the highest state of material readiness, cleanliness, repair and will assure a safe and pleasant work environment for all.

4. Space Utilization. The assignment and utilization of internal and external spaces with the command

5. Special Projects. Facilities projects involve work on real property. When a project cost exceeds the Officer-in-Charge's approval limits as specified in references (b) and (c), and in the case of construction projects, is below the Military Construction (MILCON) threshold for cost it becomes a special project. These special projects fall into four general classification categories: repair, maintenance, equipment installation and construction. In addition to these categories special projects may also come under several specialized programs involving aspects of environmental management and quality, combating terrorism, force protection, facilities sustainment, facility restoration and modernization and facilities and new footprint. Special projects are submitted to higher authority for funding consideration and approval. NMRC D submits requests through the Naval Medical Research Center, Silver Springs, Maryland to the Chief, Bureau of Medicine and Surgery for consideration and approval.

a. Environment Management and Quality. Environmental Management and Quality projects are designed to achieve compliance with public laws, overseas environmental baseline guidance and pollution prevention initiatives. Projects included under this category, but not limited to, the development of plans and periodic revisions required for pollution prevention, underground storage tanks, backflow prevention, hazardous waste management, equipment purchase and construction. The purchases can include infectious medical waste treatment equipment, recycling stills (formalin, xylene, alcohol), digital radiography equipment, replacements for mercury containing items, etc. All medical equipment purchases between \$50,000.00 and \$99,999.00 are to be coordinated through the Naval Medical Logistics Command. Environmental Management and Quality Funds cannot be used to purchase a single piece of equipment costing more than \$99.9K.

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b. Combating Terrorism and/or Force Protection. Combating terrorism and/or force protection entail special projects consistent with the physical security of assets and personnel to include physical security equipment and physical security site improvements.

(1) Physical Security Equipment - Any device, or system that is used primarily for the protection of assets, personnel, information, or facilities, to include alarms, sensor, protective lighting and their control systems and the assessment of the reliability, accuracy, timeliness, and effectiveness of those systems such as (but not limited to):

(a) Exterior surveillance and/or intrusion detection systems.

(b) Lighting systems.

(c) Access controls and alarm systems.

(d) Residential security equipment.

(e) Equipment for executive protection, to include added doors, increased ballistic protection at offices and/or residences, personal body armor and armored vehicles, and detection devices.

(2) Physical Security Site Improvements - Any facility improvement or new construction whose purpose is to protect DOD assets, personnel or information, to include walls, fences, barricades, or other fabricated or natural impediments to restrict, limit, or deny entry into a Department of Defense installation or facility, such as (but not limited to):

(a) Installation of perimeter barriers, vehicle barriers, and interior barriers.

(b) Safe havens.

(c) Evacuation facilities.

(d) Surveillance platforms

c. Minor Projects and/or MILCON.

(1) Facilities Sustainment - Provides resources for maintenance and repair activities necessary to keep an inventory of command facilities in good working order. This includes regularly scheduled adjustments and inspections, recurring and preventive maintenance tasks, and emergency response and service call for minor repairs. Also included are major repairs or replacement of facility components (usually accomplished by contract) that are expected to occur periodically throughout the life cycle of facilities. This work includes regular roof replacement, refinishing of wall surfaces, repairing and replacement of heating and cooling systems, replacing tile and carpeting, and similar types of work.

(2) Facility Restoration and Modernization - Provides resources for improving command facilities.

(a) Restoration includes repair and replacement work to restore facilities damaged by inadequate sustainment, excessive age, natural disaster, fire, accident or other causes.

(b) Modernization includes alteration of facilities solely to implement new or higher standards (including regulatory changes), to accommodate new functions, or to replace building components that typically last more than 50 years (such as foundations and structural components).

(3) Facilities and New Footprint - Provides resources to support the erection, installation, or assembly of a new real property facility or the addition, expansion, or extension of an existing real property facility that adds to the existing facilities inventory. This also includes land acquisition. This excludes facilities restoration and modernization that does not add to the existing facilities inventory. Funding includes manpower resources and authorizations specifically required to accomplish the new construction.

(4) Specifically excluded from facility sustainment, restoration and modernization, and facilities and new foot print are those tasks associated with facilities operations such as custodial services, grass cutting, landscaping, waste disposal, and the provision of central utilities. Certain environmental measures such as projects for removing asbestos and lead paint are also excluded.

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6. Responsibilities.

a. Administrative Officer. Shall review the command's Zone Inspection Worksheet, enclosure (1) of reference (e), and Outstanding List of Discrepancies and make comments as required.

b. Command Duty Officer (CDO). During the duty week the CDO shall inspect ALL spaces for which NMRCD has responsibility. The CDO shall note and record any discrepancies in security, safety, maintenance and/or cleanliness on enclosure (1) of reference (e). This shall include all laboratories, offices, storage spaces, workshops, and the grounds in the immediate vicinity of the NMRCD buildings. The command grounds area of responsibility are delineated by the use of bollards, guard shack, sally port, planters and perimeter wall enclosing the NMRCD buildings. The Facilities Assistant shall provide the oncoming CDO a prioritized list of outstanding discrepancies - the CDO will note on the Zone Inspection Worksheet if he/she considers the corrective actions on previous discrepancies complete. The on-coming and off-going CDO will review the Zone Inspection Worksheet and the list of outstanding discrepancies when turning over the duty with each other. The off-going CDO will forward the Zone Inspection Worksheet to the Facilities Assistant after completing the Zone Inspection.

c. Facilities Assistant. Shall receive the Zone Inspection Worksheet from the CDO and assign responsibility for action. In most cases, the Facility Contractor for Maintenance Services will ultimately take action, but the action for ensuring compliance or completion may be the responsibility of the department with ownership of the space as appropriate. Housekeeping, Maintenance and repair discrepancies that fall within the Facilities Assistant purview will be prioritized with security/safety discrepancies always taking priority. The Facility Contractor for Maintenance Services will remove those deficiencies for which he is responsible from the list of outstanding discrepancies as they are corrected. The Facilities Assistant will enter the Zone Inspection worksheet into a data base for tracking and generate the list of outstanding discrepancies for the on-coming CDO.

d. Department Heads. Shall have responsibility for assuring a safe, clean and productive work environment within their departmental spaces. Department Heads should take independent action to correct problems that fall within their purview, or

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forward to the Facilities Assistant via the Administrative Officer work requests, as required to correct noted deficiencies. The Facilities Assistant will enter these work requests into a prioritized list of outstanding discrepancies. The Facilities Assistant will then coordinate corrective actions with the Facility Contractor for Maintenance Services to either obtain resolution within the contractor's responsibilities or to assist in obtaining qualified personnel or services from commercial sources.



J. K. BAIRD

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NMRCD FACILITY MANAGEMENT/SPACE UTILIZATION REVIEW REQUEST

DATE

From:

To: Facility Planning and space Utilization Board

Subj: UTILIZATION OF INTERNAL/EXTERNAL SPACE AND THE PLANNING
AND DEVELOPMENT OF SPECIAL PROJECTS.

1. DEPARTMENT:

2. POC:

3. REQUIREMENT(S) :

4. PLANNING REVIEW COMMENTS:

5. OIC RECOMMENDATION:

APPROVAL

RE-EVALUATE

DISAPPROVAL

J. K. BAIRD

Enclosure (1)