

DEPARTMENT OF DEFENSE
HEADQUARTERS, UNITED STATES MILITARY ENTRANCE PROCESSING COMMAND
2500 GREEN BAY ROAD, NORTH CHICAGO, ILLINOIS 60064-3094

USMEPCOM Regulation
No. 420-2

9 February 1993

**Facility Engineering
Repair, Maintenance, Alterations, and Relocations**

Summary. This regulation establishes responsibilities, policies, and procedures for repair, maintenance, and alterations (RMA), and relocations of facilities for the United States Military Entrance Processing Command (USMEPCOM). Establishes the use of USMEPCOM Form 420-2-R-E (Facility Work Request).

Applicability. This regulation applies to sectors and Military Entrance Processing Stations (MEPS).

Impact on New Manning System. This regulation does not contain information which affects the New Manning System.

Supplementation. Supplementation of this regulation and establishment of forms other than USMEPCOM forms is prohibited without prior approval of Headquarters, United States Military Entrance Processing Command (HQ USMEPCOM), ATTN: MEPCF, 2500 Green Bay Road, North Chicago, Illinois 60064-3094.

Interim changes. Interim changes to this regulation are not official unless they are authenticated by HQ USMEPCOM, Director, Information Management. Users will destroy interim changes on their expiration dates unless previously superseded or rescinded.

Suggested improvements. The proponent agency of this regulation is USMEPCOM. Users are invited to send comments and suggested improvements on Department of the Army (DA) Form 2028 (Recommended Changes to Publications and Blank Forms) directly to USMEPCOM, ATTN: MEPCF, 2500 Green Bay Road, North Chicago, IL 60064-3094.

Internal management control system. This regulation is subject to the requirements of Army Regulation 11-2. It contains internal management control provisions and a checklist for conducting internal control reviews.

Contents

	Paragraph	Page
Chapter 1		
General		
Purpose	1-1	1-1
References	1-2	1-1

Contents

	Paragraph	Page
Explanation of abbreviations and terms	1-3	1-1
Responsibilities	1-4	1-1
Chapter 2		
Repair, Maintenance, and Alteration (RMA)		
Projects		
Types of work	2-1	2-1
Work priorities	2-2	2-1
Funding categories/limitations policy	2-3	2-1
RMA submittals	2-4	2-2
RMA reports	2-5	2-3
Chapter 3		
Project Design and Construction		
Design and construction standards	3-1	3-1
Preaward changes and contractual changes	3-2	3-1
Coordination with contractors	3-3	3-1
Chapter 4		
Relocations		
Types of relocation projects	4-1	4-1
Relocation Project Officer (RPO) Program	4-2	4-1
Relocation project standards	4-3	4-2
Chapter 5		
Facilities Project Programming		
Long range planning	5-1	5-1
Annual Work Plan (AWP)	5-2	5-1
Appendixes		
A. References		A-1
B. Sample Quarterly Report Memorandum		B-1
C. Internal Management Control Review Checklist (USMEPCOM Reg 420-2)		C-1
Glossary		Glossary-1

Chapter 1

General

1-1. Purpose

This regulation establishes policies, procedures, and responsibilities for the management and execution of facilities projects to repair, maintain, alter, and relocate USMEPCOM facilities.

1-2. References

Related publications and prescribed and required forms are listed at appendix A.

1-3. Explanation of abbreviations and terms

Abbreviations and special terms used in this regulation are explained in the glossary.

1-4. Responsibilities

a. The Commander, USMEPCOM. Approves and controls the Facility Engineering Program by programming, funding and supporting construction, and RMA to meet operational needs.

b. Deputy Commanders. Approve and support the Facility Engineering Program through the annual work plan (AWP) process. Surface facility needs which impact operations at their headquarters or MEPS under their control to the Director, Facilities.

c. The Director, Facilities. As the proponent for facility engineering plans and execution, will establish processes to accomplish RMA and construction through facility projects. The Director, Facilities will:

(1) Provide architectural design and technical engineering services in support of facility projects.

(2) Develop, coordinate, and support facility standards and requirements.

(3) Develop out-year and AWP's establishing facility requirements and priorities for funding and execution.

(4) Establish a process for identifying and tracking work requirements which includes work requests from field operations.

(5) Receive and take action on work requests from sector

and MEPS commanders.

(6) Perform relocation project officer (RPO) functions. Track and coordinate all actions related to a MEPS relocation.

(7) Serve as Command Technical Advisor on facilities design, construction, and relocation actions and policies.

(8) Inform liaison's, in writing, when engineering work will affect their space.

d. The Director, Plans, Policy, and Analysis. Will perform market analyses to determine optimum location for MEPS and for area solicitation.

e. MEPS commander. Is the primary customer for facility projects. To assist in the process, he or she will:

(1) Initiate a facility program at his or her level by:

(a) Formally designating a point of contact in the MEPS for facility matters to HQ USMEPCOM, Facilities Directorate (MEPCF).

(b) Identifying facility issues which affect the processing of applicants, or the health and safety of staff and applicants.

(c) Submitting work requests as required to MEPCF.

(d) Maintaining liaison with supporting General Services Administration (GSA) or installation building manager on facility matters and projects.

(2) Approve and fund facility projects (nonstructural) up to \$1000 per fiscal year quarter noncumulative.

(3) Formally track and report on facility projects within their funding and approval limits on a quarterly basis.

(4) Inform MEPCF on the status of work on facility projects within the MEPS; specifically, construction start and completion.

Chapter 2

Repair, Maintenance, and Alteration (RMA) Projects

2-1. Types of work

- a. Repair (see definition in glossary).
- b. Maintenance (see definition in glossary).
- c. Alteration (see definition in glossary).

2-2. Work priorities

a. Priority I - Life Safety/Fire Hazard. An immediate or near term danger exists. Examples include: Overuse of extension cords in an outlet, broken or cracked floor tile, floor pipes or outlets which is a tripping hazard.

b. Priority II - Mission Stopper. Processing of applicants will cease or be severely impacted if not corrected. Examples include: electrical outlets not available for new equipment, and exterior windows broken in ortho rooms.

c. Priority III - Operationally Required. Stipulated by a USMEPCOM regulation or failure to accomplish this type of work results in a minor impact to applicant processing. Examples include: serology booth broken, and benches in ortho rooms worn out.

d. Priority IV - Efficiency Improvement. Generally involves a layout change to improve applicant flow. Examples include: relocating walls or doors, and constructing a vision counter.

e. Priority V - Quality of Life (Aesthetics). Quality of Life (Aesthetics). Generally involves replacing interior finishes. Examples include: replacing carpet, and painting a room or entire section.

2-3. Funding categories/limitations policy

- a. Category 1 RMA (\$1 - \$1,000).

(1) MEPS commanders are authorized to fund up to \$1,000 per quarter, noncumulative, for minor RMA from their P87 budget. Commanders must program these funds in their budget submittals to Resource Management (MEPCRM) Directorate, HQ USMEPCOM. The

\$1,000 may be used for one or several projects. Completing a project in stages is prohibited if the total cost exceeds \$1,000.

(2) MEPS commanders will not use the \$1,000 for structural changes without written approval from MEPCF. Structural changes include installation or removal of walls, doors, windows, and plumbing fixtures. Submit requests for structural changes to MEPCF on USMEPCOM Form 420-2-R-E (Facility Work Request).

(3) The MEPS commander will ensure the \$1,000 quarterly authorization is not exceeded. The effective date for determining the quarter of a project is the date the funds are committed on the Reimbursable Worth Authorization (RWA) or Military Interdepartmental Purchase Request (MIPR).

(4) If a project estimate is revised which exceeds the \$1,000 limit, the MEPS commander must submit the project to MEPCF for approval and funding. If during construction the MEPS commander learns the actual cost will exceed \$1,000, the commander must request an exception to policy from MEPCF. If the final bill exceeds \$1,000, the MEPS commander must request an exception to policy from MEPCF for an audit trail.

b. Amounts of \$1,001 and up. The MEPS commander must submit a USMEPCOM Form 420-2-R-E to MEPCF for all RMA projects which exceed \$1,000. See figure 2-1 for a completed sample of USMEPCOM Form 420-2-R-E. USMEPCOM Form 420-2-R-E may be electronically generated or locally reproduced on 8 1/2- by 11-inch paper. A copy of the form is located at the end of this publication.

(1) Category 2 RMA (\$1,001 - \$25,000). MEPCF will fund projects estimated in this dollar range in the order they are received, approved, and the work priority until the dollars allocated in the AWP for these type projects are exhausted. Only priority I and II work requests will be processed once allocated funds are exhausted. All unfunded work requests will be carried over to the next quarter in order, and funded with the following quarterly funds allocation until exhausted.

(2) Category 3 RMA (\$25,001 and up). RMA projects which exceed \$25,000 will be incorporated into the Command AWP. The AWP is prioritized, approved, and periodically reviewed by the board of directors. Projects are funded by approved priority based upon the availability of funds.

2-4. RMA submittals

a. All requests for RMA greater than \$1,000 or structural in nature must be submitted to MEPCF on a USMEPCOM Form 420-2-R-E.

This form replaces the use of DA Form 4283 (Facilities Engineering Work Request).

b. Detailed procedures for RMA requests are provided in the USMEPCOM Repair, Maintenance, and Alteration Handbook.

c. MEPCF will log all RMA requests, assign a project number, provide an initial status of the request, and return a copy of USMEPCOM Form 420-2-R-E to the MEPS confirming receipt.

2-5. RMA reports

a. The MEPS Quarterly RMA Expenditure Report Requirements Control Symbol MEPCF-1: The MEPS will submit a memorandum to MEPCF not later than 15 October, 15 January, 15 April, and 15 July of each fiscal year. It will list all RMA projects accomplished in the prior quarter and their cost if the MEPS \$1,000 quarterly funds were used. No report is required if no funds were expended. The purpose of this report is to enable MEPCF to update their database, and identify if there are RMA trends which require command support, establish an audit trail, and verify compliance with policy. A sample of a MEPS Quarterly Report memorandum is at appendix B.

b. Minor Project Update and RMA Project Status Report: MEPCF will publish two reports each month showing the status of all RMA projects. The Minor Project Update shows the status for AWP projects, and the RMA Project Status Report shows the status for all noncompleted projects between \$1,000 and \$25,000. MEPCF will provide these reports to the appropriate sector and MEPS commander.

Figure 2-1. Sample of a completed USMEPCOM Form 420-2-R-E

Figure 2-1. Sample of completed USMEPCOM Form 420-2-R-E (reverse side)

Chapter 3

Project Design and Construction

3-1. Design and construction standards

The USMEPCOM design and construction standards are based on the operational requirements of a MEPS as established in the USMEPCOM Requirements Package and USMEPCOM Space Allocation Standards. In addition, requirements and standards from GSA and the various Services are incorporated as they apply to USMEPCOM space.

3-2. Preaward changes and contractual changes

Changes during design and construction are inevitable in most facility projects, but should always be minimized. Changes typically cost more as a project progresses. However, it is after the contract award, when the work is no longer bid competitively, that the costs escalate most dramatically. With regard to project changes, the following applies:

a. Preaward changes occur prior to a construction contract or lease award. These changes involve modifications or additions to current standards or designs, but do not impact the funds obligated for a facility project. Preaward changes will be handled by the RPO or project architect in direct coordination with the requester.

b. Contractual changes occur after a construction contract or lease award. These changes involve modifications or additions to current standards, designs, or construction which do impact the funds obligated either positively or negatively. Contractual change requests are required to be in memorandum format, and fully supported by justification as mission essential. Contractual change requests will be directed to the Director, Facilities through the sector deputy commander.

3-3. Coordination with contractors

Irregular procurement of construction work must be guarded against at all times. USMEPCOM has no contractual authority for any facility project. This includes personnel at MEPS as well as at HQ USMEPCOM who are involved in facility projects. USMEPCOM personnel will:

a. Not give direction to contractors concerning solutions to discrepancies in construction documents.

b. Not interpret construction documents as to scope and intent of work for a contractor.

c. Not establish requirements of the command which are in conflict with, or add to, those requirements identified in contract documents nor provide new requirements to a contractor.

d. Only if designated as a project architect or construction representative, provide clarification of contract documents and effect constructive changes within limits established by the contracting officer.

Chapter 4 Relocations

4-1. Types of relocation projects

a. Lease expiration. MEPS whose current facility is a GSA leased building may be susceptible to a relocation upon expiration of the current lease. The Government is required to readvertise for its leases in a competitive climate in accordance with the Competition in Contracting Act upon lease expiration.

b. Federal building. Federal buildings are multitenant facilities for which GSA acts as the landlord. There are two basic scenarios for a relocation in Federal space: One, the building is undergoing a renovation project which may require displacing a MEPS temporarily or permanently to another space in the building; two, GSA needs our space to accommodate another agency. In this case, they will provide other Federal or leased space for our operation.

c. Space expansion. If HQ USMEPCOM requests additional space for our mission, this may result in a relocation if space adjacent to our current operation is unavailable.

d. Other. For further information, refer to the USMEPCOM Relocation Handbook.

4-2. Relocation Project Officer (RPO) Program

a. HQ USMEPCOM RPO. MEPCF is the proponent for MEPS relocations. Specific RPO responsibilities are:

(1) Managing all HQ USMEPCOM aspects of a relocation project.

(2) Serving as the single point of contact in providing answers to sectors and MEPS.

(3) When necessary, tasking functional area proponents to support requirements or answer issues on a relocation action.

(4) Track all project milestones (see USMEPCOM Relocation Handbook) from inception to afteraction report.

(5) Generating or reviewing all documents providing guidance to activities involved in the relocation effort.

(6) Coordinating and conducting in process reviews in support of individual elements or the entire process of a relocation.

(7) Updating the Commander, USMEPCOM, on the status of relocation projects.

b. MEPS RPO. Each MEPS involved in a relocation project will designate an RPO, in writing, to the Director, Facilities. The MEPS RPO will be the single point of contact for actions, staff answers, and project management at the MEPS.

4-3. Relocation project standards

Documents to be used as standards for HQ USMEPCOM during a relocation are as follows:

- a. USMEPCOM Requirements Package.
- b. Lease contract documents prepared by GSA.
- c. Project construction documents to include plans and specifications.

Chapter 5

Facilities Project Programming

5-1. Long-range planning

In conjunction with other programming and budgeting requirements from Headquarters, Department of the Army through HQ USMEPCOM Resource Management Directorate, the Facilities Directorate's Architecture and Engineering Division will prepare a long-range facility projects plan for approval. Elements of the plan will be based on lease expirations and space expansion requests provided by the Real Estate and Budget Division, in coordination with Plans, Policy, and Analysis directorate's market analysis as well as RMA projections. The plan will be updated in March of each calendar year.

5-2. Annual Work Plan (AWP)

a. Schedule. The AWP will be prepared and approved by the start of each new fiscal year according to the following schedule:

(1) 1 October FY XX - Identify unresourced requirements from the previous fiscal year's AWP.

(2) 10 October FY XX - Prepare "straw-man" AWP based on the long range plan and known facility deficiencies; request new projects from MEPS.

(3) 30 October FY XX - Submission deadline for work requests from MEPS.

(4) 15 November FY XX - Validate, estimate, and prioritize projects and prepare a draft AWP for review by sectors.

(5) 1 December FY XX - Prepare final AWP for approval by the Commander and board of directors, HQ USMEPCOM.

(6) 1 January FY XX - Implement approved AWP.

(7) 7 April FY XX - Midyear AWP review. All projects submitted following the 30 October deadline will be reflected in the plan in the order received.

b. Plan elements. There are three elements of the AWP which respond to project funding requirements and limitations.

(1) Relocations. Relocations are programmed as "must fund" projects. Every project in this plan element receives full funding.

(2) Category 1 RMA (\$0 - \$1,000). This category of work is programmed for and funded by each MEPS commander.

(3) Category 2 RMA (\$1,001 - \$25,000). Funding for this plan element is based on historical data. The intent is to reserve a portion of project funding for RMA projects which are tied to day-to-day operations at a MEPS. This plan element is normally projected to receive 15 to 20 percent of available funds. Priority to be determined by MEPCF based on submitted work priority, supporting documentation and, if required, chronological order of receipt.

(4) Category 3 RMA (\$25,000 and up). Funds remaining after relocations and category 2 RMA are funded will be used to accomplish this plan element. These projects, along with relocations, are prioritized and presented for approval to the board of directors.

c. Project prioritization. AWP projects are prioritized as follows. First priority is to fully fund relocations. Second priority is given to category 2 RMA up to the projected percentage. Category 3 RMA projects are prioritized according to work priorities defined in chapter 2 of this regulation. Final AWP priority is always a function of review and approval at commander, HQ USMEPCOM level.

(MEPCF)

FOR THE COMMANDER:

OFFICIAL:

RICHARD W. SMITH
Colonel, GS
Chief of Staff

/SIGNED/

ROBERT L. MORRIS, JR.
Acting Director, Information
Management

DISTRIBUTION:

A

**Appendix A
References**

**Section I
Required Publications ***

USMEPCOM Requirements Package. HQ USMEPCOM Only. Cited in paragraphs 3-1 and 4-3a.

USMEPCOM Relocation Handbook. HQ USMEPCOM Only. Cited in paragraphs 4-1d and 4-2a(4).

USMEPCOM Repair, Maintenance, and Alteration Handbook. HQ USMEPCOM Only. Cited in paragraph 2-4b.

**Section II
Related Publications**

USMEPCOM Reg 37-9
Facilities Financial Management

**Section III
Prescribed Form**

USMEPCOM Form 420-2-R-E
Facility Work Request. Cited in paragraphs 2-3b, 2-4a, and 2-4c.

**Section IV
Required Forms**

DA Form 2028
Recommended Changes to Publications and Blank Forms. Cited in the suggested improvements paragraph.

* Order these publications through the Facilities Directorate, HQ USMEPCOM.

**Appendix B
Sample of a MEPS Quarterly RMA Expenditure Report**

MEPS LETTERHEAD

MEPCC-SHR (400)

30 September 1992

MEMORANDUM FOR Commander, HQ USMEPCOM, ATTN: MEPCF (Engineering Branch), 2500 Green Bay Road, North Chicago, IL 60064-3094

SUBJECT: Expenditure Report for \$1000 and Below Quarterly

1. Check applicable quarter:

___ 1st Quarter FY

___ 2d Quarter FY

___ 3d Quarter FY

XXX 4th Quarter FY 92

2. List of repairs:

Brief Description	Cost	Date Completed/ Est Completion
Replacing stained carpet in long hallway, near Testing Section, with floor tile. Approx 28'X6'	\$995.42	30 Sep 92

3. The POC for this action is 1SG Johnson, commercial (318) 425-1715.

Signature Block

Appendix C
Internal Management Control Review Checklist
(USMEPCOM Reg 420-2)

TASK: Facility Engineering

SUBTASK: Management

ORGANIZATION:

ACTION OFFICER:

REVIEWER:

DATE COMPLETED:

ASSESSABLE UNIT: The assessable units are the Facilities Directorate, HQ USMEPCOM and Military Entrance Processing Stations.

EVENT CYCLE 1: General orientation and operational definitions pertinent to the facility management mission.

Step: Define applicability of this regulation and pertinent terms.

Risk: Lack of proper orientation or misinterpretation of commonly used terminology may result in the nonperformance of a legitimate RMA responsibility, the inappropriate accomplishment of a non-RMA workload, or cause general confusion.

Control Objective: The Facility management entity is fully aware of what comprises the RMA mission and utilizes proper terminology in the review/decision making process.

Control Technique: Establish guidance for applicability, responsibilities, terminology and RMA-related standards in USMEPCOM Reg 420-2, chapter 1.

Test Questions:

a. Is the policy guidance clear and adequate?

Response: YES ____ NO ____ N/A

Remarks:

**Internal Management Control Review Checklist
(USMEPCOM Reg 420-2)**

b. Have facility personnel been properly trained to perform their responsibilities?

Response: YES ____ NO ____ N/A

Remarks:

EVENT CYCLE 2: Project Approval

Step: Define scope and obtain project approval.

Risk: Project may be executed without proper authority resulting in statutory or regulatory limit being exceeded.

Control Objective: Projects are properly approved prior to execution and changes in cost during execution within current approved limits.

Control Technique: Establish administrative control on project execution authority to provide required statutory approval and desirable administrative reviews.

Test Questions:

a. Are regulatory funding limits clear and understood?

Response: YES ____ NO ____ N/A

Remarks:

b. Has a finite project scope been determined?

Response: YES ____ NO ____ N/A

Remarks:

c. Is the project within the funding limits of the approving authority?

**Internal Management Control Review Checklist
(USMEPCOM Reg 420-2)**

Response: YES _____ NO _____ N/A
Remarks:

4. Are reports submitted to provide administrative reviews?

Response: YES _____ NO _____ N/A
Remarks:

Explain rationale for NO responses and cross-reference where corrective action plans can be found.

I attest that the above-listed internal controls provide reason-able assurance that Army resources are adequately safeguarded. I am satisfied that if the above controls are fully operational, the internal controls for this subtask throughout USMEPCOM are adequate.

Director, Facilities
FUNCTIONAL PROPONENT

I have reviewed this subtask within my organization and have supplemented the prescribed internal control review checklist when warranted by unique environmental circumstances. The controls prescribed in this checklist, as amended, are in place and operational for my organization (except for the weaknesses described in the attached plan, which includes schedules for correcting the weaknesses).

__OPERATING MANAGER (Signature)

Glossary

Section I Abbreviations

AWP

annual work plan

DA

Department of the Army

GSA

General Services Administration

HQ USMEPCOM

Headquarters, United States Military Entrance Processing Command

MEPS

Military Entrance Processing Station

RMA

repair, maintenance, and alteration

RPO

relocation project officer

USMEPCOM

United States Military Entrance Processing Command

Section II

Terms

alteration

The physical movement of structural items of the facility to modify a room's use or size.

annual work plan

A prioritized list of facility projects for the command. The plan is generated annually and updated semiannually. Provides the budget requirements and projected scheduling for facility projects.

construction

Associated with new facility construction. Applies to relocations where a new building is built for the command.

facility work request

A locally reproduced form (USMEPCOM Form 420-2-R) used for

requesting facility RMA. Information contained on the form is used for validating a RMA request and assigning a priority for funding of the project.

irregular procurement

A request for services without the proper authority or funding documentation. Specifically applies to modifications of a facility project by someone other than the contracting officer for the project.

maintenance

Replacement of an item due to wear and tear. Interior finishes generally fall into this category.

minor project update

A report produced by the Facilities Directorate for tracking projects between \$25,001 and \$200,000. Key milestones for projects are listed.

repair

Fixing something in a facility which is broken. Generally associated with safety, fire, and other hazards which if not fixed quickly will cause more damage to Government property or injury to people.

relocation project officer

An individual within the Facilities Directorate assigned as the primary point of contact for all actions required on a relocation of a MEPS.

RMA Project Status Report

A report produced by the Facilities Directorate for tracking funded and unfunded projects between \$1,001 and \$25,000.

USMEPCOM requirements package

A standard package of specifications, tailored to USMEPCOM, used as the standard for all facility construction and repair. Contains information on specific room requirements and detailed drawings of special layouts.

USMEPCOM space allocation standard

A standard listing of square footage requirements used to determine the amount of space a MEPS requires. Total square footage is determined by number and grade of personnel assigned to a MEPS, forecast of applicant processing work load and special equipment.