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COMMANDER**

**HEADQUARTERS, UNITED STATES FORCES, JAPAN
USFJ INSTRUCTION 32-1002**



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Civil Engineering Program

HOST NATION FUNDED CONSTRUCTION

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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PURPOSE: To establish USFJ policies, responsibilities, and procedures for planning, programming, and implementation of Host Nations Funded Construction (HNFC) accomplished by the Government of Japan (GOJ) for the US Government (USG). The HNFC programs covered under this policy include: Facilities Improvement Program (FIP), Relocation, Special Action Committee on Okinawa (SACO) and other non-US funded construction.

SUMMARY OF CHANGES: Updated to reflect current procedures and related documentation.

1. Scope. Applicable to all US organizations in Japan operating under the provisions of the Status of Forces Agreement (SOFA), Article VI of the Treaty of Mutual Cooperation and Security between the United States and Japan, regarding US facilities and areas in Japan.

2. Responsibilities. Attachment 1 defines the functional relationships between the principal elements of both countries, which interact on facilities improvement and relocation matters.

2.1. USFJ/J42C Construction Branch: The Construction Branch Chief (J42C) of HQ, US Forces, Japan (USFJ) is the US Chairman of both the Facilities Improvement and Relocation Panel (FIRP) and the SACO Implementation Panel (SIP). Serves as the interface and single point of contact (SPOC) for the Defense Facilities Administration Agency (DFAA), Operations Department, Facilities Improvement Program Division; Facility Department, Facilities Acquisition Division, Relocation Office; Office of Total Return of Futenma (OTRF); US Army Engineer District, Japan (USAEDJ), and US services' headquarters in Japan on matters of policy for HNFC. The Construction Branch coordinates and develops US forces' procedures, policies and positions on matters

relating to all HNFC procedures and policies; ascertains that project scopes are not excessive; and ensures programming is consistent to the extent possible within the framework established by DFAA, USCINCPAC guidance and DOD standards.

2.2. US Army Engineer District, Japan (USAEDJ). The USAEDJ is designated the DOD Construction Agent for Japan tasked to provide technical advice to the FIRP, SIP and USFJ. As presented in the Policy for Implementing the USFJ FIP, the USAEDJ is also referred to as "the local U.S. using agency" and "design/construction coordinating agent designated by the local US using agency." The USAEDJ also performs the following functions for all HNFC projects throughout Japan:

2.2.1. Preparation and oversight of Preliminary Criteria Packages (PCP) and Criteria Packages (CP) - FIP, and non-SIP related relocation projects. The USAEDJ is responsible for the preparation of centrally funded Preliminary Criteria Packages (PCP) and Criteria Packages (CP) to assure the proposed facilities meet the functional, operational and technical requirements of intended users. Oversight includes necessary reviews to assure DoD design, force protection, environmental, fire/life safety, construction criteria compliance, technical accuracy, and project scope compliance.

2.2.2. Oversight of Host Nations Prepared PCP and CP - SIP. The USAEDJ is responsible for progress reviews to assure DoD design, force protection, environmental, fire/life safety, construction criteria compliance, technical accuracy and project scope compliance. PCPs and CPs are prepared by the GOJ through the DFAA and Naha Defense Facilities Administration Bureau (NDFAB). These requirements are fully coordinated throughout their preparation with USFJ/J4, the U.S. Service Component Senior Engineers and USAEDJ.

2.2.2.1. PCPs will be prepared only on a case-by case basis for special projects, such as hospitals, where preliminary requirements need to be defined prior to preparation of the CP.

2.2.2.2. Preparation of CPs is limited to special projects such as hospitals and unique facilities where additional or detailed project requirements are fully defined after the PCP stage.

2.2.3. Review and approval of Detailed Definitive Drawings (DDD). USAEDJ reviews the DDDs prepared by the GOJ to ensure that USG requirements are addressed. The USAEDJ and J4 negotiate inconsistencies between the DDDs and PCPs/CPs with the DFAA. Approval of DDDs is subject to the concurrence of the affected USG activity.

2.2.4. Design Surveillance. The USAEDJ reviews documents to ensure design guidance is followed. Designs are coordinated with representatives of the installation component services to ensure they meet functional, operational, and technical requirements. The USAEDJ meets with GOJ designers to provide direction and resolve problems. All USG written review comments are consolidated and resolved with the GOJ design agency. The

USAEDJ then disseminates the results of the coordination to the using agencies. Requirements specified for the submission and approval of all shop drawings, material submittals, and installation details are considered an extension of design. The USAEDJ approves final construction designs, with the concurrence of affected USG activities, and acts as the point of contact for users and the GOJ on technical matters.

2.2.5. Technical Working Group. USAEDJ is the chairman and secretary of the TWG. The responsibilities include:

2.2.5.1. Establishing dates and times of meetings.

2.2.5.2. Conducting meetings.

2.2.5.3. Investigating services' requirements and background information on problems or issues introduced for discussion in the meetings.

2.2.5.4. Furnishing alternatives, if any, on issues or design concepts for consideration by the group.

2.2.5.5. Preparing concept sketches/drawings that define different types of facilities or revise existing DDDs.

2.2.5.6. Preparing meeting minutes for distribution to members of the group.

2.2.5.7. Pre-negotiating technical matters with the GOJ.

2.2.6. Construction Surveillance. USAEDJ is the proponent for construction surveillance. The responsibilities include:

2.2.6.1. Monitoring construction to ensure compliance with design, sound construction practices, safety, health, and environmental standards. Safety requirements will be enforced so that projects outside normally fenced GOJ construction sites exposed to the US Forces community shall follow the more stringent requirement of either Japan Occupational Safety and Health Administration (OSHA) or the Corps of Engineers Safety Manual (EM 385-1-1). Safety requirements contained in Japan OSHA documents will be enforced for projects areas within fenced areas.

2.2.6.2. Approving shop drawing, materials submittals, installation details, and coordinating field changes with the GOJ and the user.

2.2.6.3. Monitoring operational tests performed by the GOJ, and conducting preliminary and final inspections in coordination with the GOJ and service sponsor installation representatives.

2.2.6.4. Tracking the correction of deficiencies found during pre-final/final inspections in coordination with the GOJ.

2.2.6.5. Transmitting reproducible “as-built” record drawings to service installation engineers. Provide “as built” record drawings in CADD format when available.

2.2.6.6. Insuring that the GOJ conducts training related to equipment and systems operations with using agency’s operation and maintenance workers.

2.2.6.7. Coordinating the delivery and installation of USG furnished/GOJ installed items with the GOJ.

2.2.6.8. Monitoring of construction progress in coordination with the GOJ and the installation.

2.2.6.9. Coordinating with the GOJ and the installation on base entry, permits, utility connections and outages, haul routes, and associated time restrictions of use or outages, etc. required during construction.

2.2.6.10. Conducting pre-construction conferences between the GOJ, their contractors, and the installation.

2.2.6.11. Conducting coordination meetings with the GOJ to discuss status of construction progress, project issues, and warranty work.

2.2.6.12. Coordinating transmittal of operations and maintenance manuals, spare parts, and tools for installed equipment and systems.

2.2.6.13. Acting as SPOC with GOJ on construction matters.

2.2.7. Warranties. Construction and/or installation of equipment provided by the GOJ will normally be covered by a guarantee or warranty. There is a maximum two year warranty period for each project commencing from the date the facility is accepted by the GOJ and longer periods for certain components and materials warranted by the manufacturer. The USAEDJ will ensure correct warranty data is provided to the using agency and assist them in exercising warranty agreements. Correction of warranty deficiencies will be initiated by the using agency installation through the USAEDJ.

2.2.8. Environmental Concerns. Coordinate environmental issues with installation, USFJ and GOJ during the PCP/CP development, design and construction surveillance stage.

2.2.9. MILCON Central Fund Management. The USAEDJ is funded by US Congressionally authorized funding and thus subject to MILCON rules. Attachment 2 provides a summary of the Military Codification Act for construction management of projects funded by a foreign government.

2.3. Service Headquarters. US Forces Japan Service Component Headquarters are defined as: Commander, US Army Japan, - CDRUSARJ; Commander, Naval Forces, Japan - COMNAVFORJAPAN; Commander US Air Forces Japan (5th Air Force) - COMUSAFJ (5AF); and Commander, US Marine Forces, Japan - COMMARFORJ. Japan service component headquarters will develop and disseminate service programming policies consistent with this policy letter, and provide guidance to its field activities and installations as required. Component headquarters will:

2.3.1. Designate service representatives to USG, Bilateral (USG/GOJ) Committees/Panels and Working Groups. Service components shall provide proper accredited representation to the various standing, adhoc committees and working groups as necessary for the implementation of the Host Nations construction program.

2.3.2. Coordination. Coordinate and prioritize each year's service program from program call through provision of project documentation to USFJ. Each service should rank their FIP projects for all new start and carry over projects in all categories listed in priority order considering the service's overall facility deficiency, service mission requirements, USCINCPAC priorities (readiness, sustainability, modernization and training), political or siting constraints and funding limitations.

2.3.2.1. Five Year FIP Plan. Each component command will submit an updated five year FIP plan to USFJ/J42C in Access database format provided by J42C. The plans are due by mid November of each year. All projects not funded in a prior year's FIP will be included in the five year plan. All cost estimates will be shown in ¥M. If converting from US Dollars to Yen, use ¥100/USD.

2.3.3. Inquiries. Act as service's SPOC between USFJ, field activities, and installations. Provide timely coordination on requests for project information to enable smooth GOJ program development and execution.

2.3.4. Reviews. Ensure adequate, timely reviews by appropriate service installation engineer agencies for validation and justification of requirements consistent with DoD and service construction criteria. Insure all projects conform to minimum force protection standards per current DOD Antiterrorism/Force Protection Construction Standards.

2.3.5. Site Approval. Ensure that timely requests for site approval for all FIP projects are submitted, and that only projects with site approval are included in annual programs forwarded to USAEDJ for preliminary criteria package preparation.

2.3.6. Design and Construction Support. Ensure installations designate a Single Point of Contact (SPOC) with whom the USAEDJ can coordinate matters during design and construction surveillance such as base passes, truck routes, excavation permits, power outages, time constraints, and Government Furnished Equipment.

3. Procedures.

3.1. The Facilities Improvement and Relocation Panel and SACO Implementation Panel. The Terms of References for these panels are shown in Attachments 3 and 4 and the Milestones for the FIP are in Attachment 5. The FIRP and SIP provide coordination and make recommendations to the Facilities Sub-Committee (FSC). Normally, meetings for each of these panels are held on the Wednesday following the first FSC meeting of every month. Additional meetings may be scheduled as necessary at the call of either the USG or GOJ panel chairman. Formal minutes are prepared for each meeting. Signed copies are forwarded to each panel member. Agreements made at the FIRP and SIP apply to all local level GOJ and USG agencies and groups. In case there is no agreement on matters referred to either panel, such matters are referred to the FSC for resolution. Specifically, each panel functions to:

3.1.1. Guidance and Policy. Establish guidance and policy for HNFC construction matters as pertaining to design and construction standards and criteria, safety, warranties and other matters as deemed appropriate.

3.1.2. Agreements and Actions. Act upon specific HNFC projects as directed by the FSC. This includes agreeing on standards of construction, project scopes, major changes thereto, floor plans, siting, type of construction, schedules, DDD and other facility construction related issues.

3.1.3. Coordination. Resolve local level design/construction-related problems that may develop during project execution.

3.2 Organizations Providing Support to the FIRP and SIP.

3.2.1. Special Working Groups (SWG). These groups may be established to review and make recommendations on policies, procedures and general design issues related to project scope of work, technical aspects related to large or complex projects / programs, and other requirements. Policies, procedures and general design standard guidance provided by the FIRP and SIP will be followed. Minutes will be kept for each meeting and distributed to respective panel members.

3.2.2. Technical Working Group (TWG). The TWG was established by the USG FIRP Chairman for coordination, negotiation and resolution of HNFC technical issues and other related matters. The TWG supports SIP construction as an extension of Relocation Construction and HNFC. Attachment 6 is the TWG terms of reference. Minutes will be kept for each meeting.

3.3. Relocation Construction: GOJ or USG proposals for release of real property requiring relocation construction are submitted by memorandum to the FSC. The FSC determines the action required and, if appropriate, refers the matter to the FIRP or SIP, as appropriate.

USFJINST 31-901, Real Estate, provides guidelines to be used by the USG in proposals for relocation.

3.4. Programming. Programming requirements for FIP and SACO related projects are different as outlined in the following paragraphs.

3.4.1 FIP Programming. Each Installation schedules and identifies requirements specific to its particular service component. Service components then submit categorized and prioritized project lists to USFJ/J4. J4 integrates the service component lists into a single USG program in accordance with guidance received from USCINCPAC/J44 with due consideration for technical and political sensitivities. The slate of projects are then provided to USCINCPAC and its component commanders. After review and concurrence by USCINCPAC and component commanders, the project slate is forwarded to OSD for review. After OSD reviews the list, it is returned to USCINCPAC and forwarded to USFJ for negotiations with GOJ. USFJ negotiates project acceptance, implementation and budget. The negotiated FIP Budget and project implementation plan is then submitted as part of the Japan Defense Agency (JDA) Budget for approval by the Diet. Upon approval by the GOJ, the budget and implementation plan is ratified by USFJ and GOJ thru the Joint Committee for execution.

3.4.2. SACO Programming. DFAA, OTRF schedules and budgets all projects associated with the SACO Implementation Program in close coordination with USFJ and using agencies.

3.5. Project Documentation. Program documentation submitted for negotiations by USFJ and GOJ.

3.5.1. FIP Program/Project Documentation. The service components are responsible for preparation and submission of USFJ Form 22 EJ for each project. USFJ will review and approve the programming document for preparation of PCP and CP by the USAEDJ using central funds. The project scope, justification and programmed amount is documented by the USFJ Form 22 EJ.

3.5.1.1 The preparation and instructions for program/project documentation are contained in the "JFY## FIP Planning, Programming, & Implementation Instructions, Volume II Project Documentation & Design Procedures", published annually for each Japanese Fiscal Year Program. The "##" symbolizes numerical designation for a year.

3.5.2. SACO Program/Project Documentation. USFJ Form 22 EJ for SACO projects shall be submitted through USFJ to the DFAA, OTRF for each project. OTRF and USFJ coordinate on draft Form 22 to ensure the terms of the SACO agreement and using agency requirements are met. After coordination on the draft is completed, the using agency will provide final USFJ Forms 22 to USFJ for approval. USFJ will forward the programming document to the OTRF for preparation of CP by NDFAB. USFJ authorizes

the USAEDJ to begin coordination with the Architect-Engineer contracted by NDFAB for preparation of the CP.

3.6. Preliminary Criteria Package (PCP) Development. The intent of the PCP is to provide USG desired criteria, establish site, floor plans, cost estimates and equipment lists to the USG/GOJ for project evaluation and budgeting purposes. By mutual agreement between the USG and the GOJ, PCPs shall be developed in accordance with the provisions of the Building Standard Act and Fire Service Act of Japan, other laws and regulations of Japan, design guidance and common specifications established by the DFAA and applicable USG criteria. If the minimum requirement under the US standards concerning health, hygiene, fire fighting, energy conservation measures, and safety are more stringent than those of the GOJ, the US standards will be adopted. If the minimum requirements of the US standards in categories not covered by the foregoing sentence are more stringent than those of the GOJ, adoption of such US standards will be determined on a case-by-case basis by consultations between the US and Japanese sides.

3.6.1. The contents of the PCP will follow the current "Guide for Preparation of Criteria Package." The PCP will contain bilingual documents including USFJ Form 22EJ, basis of criteria development, drawings, and enclosures with guides for the development of data. The Supplement to the FIP PCP will contain memoranda, detailed basis of criteria development, and required data for the installation and reviewers. The Supplement will not be submitted to the DFAA.

3.7. Criteria Package (CP) Development. The intent of the CPs are to detail USG requirements to ensure the facilities provided are safe, energy efficient, cost effective with reasonable maintenance, and meet the user's needs without any additional investment or modification. The CP provides technical data to be used by the DFAA/DFAB for the development of DDDs and Construction Drawings.

3.7.1. The contents of the CPs will follow the current "Guide for Preparation of Criteria Package" prepared by the USAEDJ.

3.8. Detailed Definitive Drawings. The completed PCPs and CPs become the basis from which the DFAA/DFAB develops DDDs. The DDDs are provided to the USAEDJ for coordination and agreement by the using agency. The USAEDJ, as the USG signatory, approves the DDDs and returns them to the DFAA. Approved DDD are officially noted in minutes of the FIRP.

3.9. FIRP Memorandum. FIRP agreement for a construction line item is obtained through preparation of a numbered FIRP Memorandum, which is attached to the formal minutes of a FIRP meeting. The FIRP Memorandum is forwarded to the FSC, where it is validated and then forwarded to the Joint Committee for approval.

3.10. Changes. Program changes involving additions, deletions, substitutions, or major changes in scope may be required. These changes primarily fall into two categories:

changes requested during PCP and CP development and changes requested after a DDD has been signed by representatives of both governments.

3.10.1. Project changes requested during PCP development are classified as being either major or minor. Explanations and procedures for implementing each type are provided in USFJ's Planning, Programming, and Implementation Instructions.

3.10.2. Project changes are discouraged during the development of the CP. USFJ's Planning, Programming, and Implementation Instructions provides examples of the few exceptions and procedures for getting these changes incorporated.

3.10.3. Changes after Definition. Changes requested by an installation after a DDD has been signed are addressed to the USAEDJ and are normally forwarded by the USAEDJ to DFAA for resolution. If the requested changes are disapproved by DFAA, the USAEDJ will return them to the applicable installation explaining reasons for the turndown. The installation will then determine if the requirement is sufficiently important to forward the request to the appropriate service headquarters for further action. The service headquarters will review the request and determine whether the desired change should be elevated to higher levels. If it is determined that the change is crucial, it will be forwarded to USFJ. USFJ/J4 will review the request, determine its adequacy and will either return it for additional justification or recommend termination of further action. If required, after final coordination with the service headquarters involved, USFJ/J4 will negotiate with DFAA for its adoption.

3.10.4. Changes after Design Start. After design work is started, major changes are extremely difficult to accomplish. Requests for changes during project design will be signed by the base civil/facilities installation engineer and provided with strong justification. Approval procedure is the same as for the DDD.

3.10.5. Out-of-Scope Changes. Requests for changes which are beyond the scope of the approved USFJ Form 22EJ will be sent to USFJ/J4 through service channels with an information copy furnished to the USAEDJ. Continuation of work on such projects will be decided on a case by case basis. Projects that have been approved and budgeted by DFAA are extremely difficult to change and normally DFAA will not agree to scope changes.

4. Reports. Reports are required as specified in reference 5.2.

5. References:

5.1. DOD Directive 4270.34, HOST NATION FUNDED CONSTRUCTION PROGRAMS.

5.2. USCINCPACINST 11010.2G, U.S. MILITARY AND HOST NATION FUNDED CONSTRUCTION PROGRAMS.

5.3. USFJINST 31-901, REAL ESTATE.

5.4. USFJINST 90-203, JOINT COMMITTEE AND SUBCOMMITTEES

5.5 FIP Planning, Programming, & Implementation Instructions - USFJ

5.6 Guide for Preparation of Criteria Package - JED

//ORIGINAL SIGNED//

ROBERT M. SHEA
Major General, U.S. Marine Corps
Deputy Commander

Attachments:

1. Facilities Improvement and Relocation Panel (FIRP) Function Chart and SACO Implementation Panel (SIP) Function Chart
2. Central Fund Management
3. Terms of Reference for FIRP/Policy For Implementing the USFJ FIP
4. SIP Terms of Reference
5. JFIP Milestones
6. Terms of Reference for Technical Working Group (TWG)

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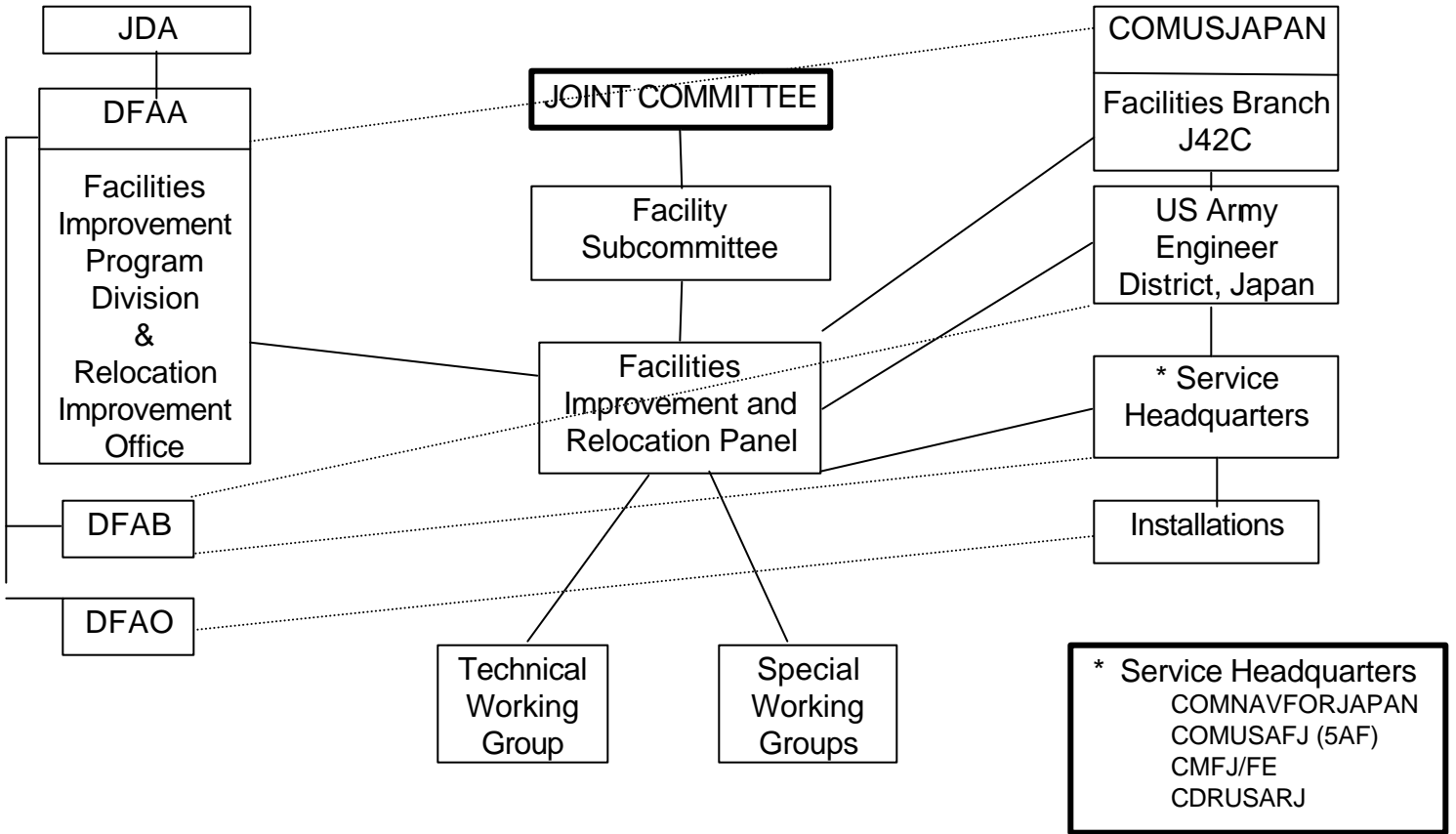
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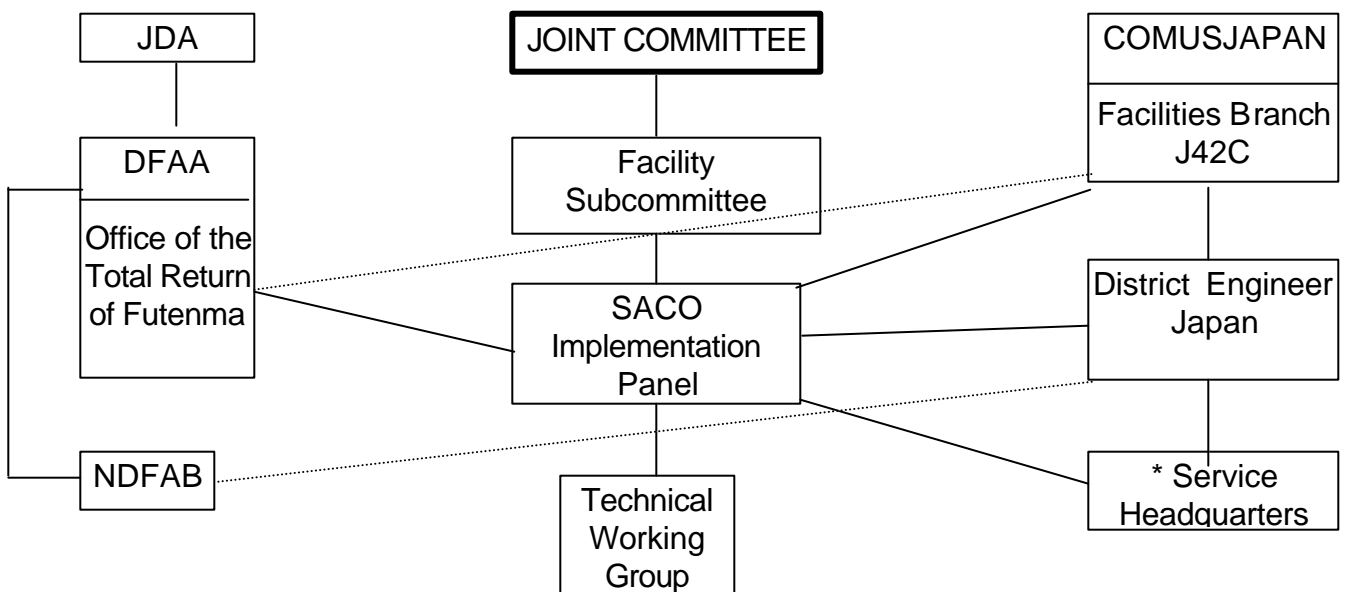
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Attachment 1

Facilities Improvement and Relocation Panel Function Chart



SACO Implementation Panel Function Chart



Attachment 2

Central Fund Management

1. The use of the central funds by the design and construction agent is subject to those rules that apply to the use of congressionally authorized funds for MILCON projects.
2. Accordingly to the Military Construction Codification Act, dated 17 June 1982, the following items may be performed:
 - a. The development and updating of design criteria and manuals.
 - b. Preparation of standard designs and definitive drawings on military constructions projects.
 - c. Management of military construction program design and contract administrative services for design.
 - d. Project cost certification.
3. Design/Construction agent services for the Host Nation projects include the preparation of criteria packages and definitive drawings which cover all disciplines, design sketches and outline specifications, the technical review of design for like safety, maintainability, operation, contractibility, and construction monitoring.
4. According to the Military Construction Codification Act, the following items are not authorized to be performed:
 - a. Development of requirements for military construction projects.
 - b. Development of a master plan for an installation.
 - c. Alternative site studies.
 - d. Development and validation of military construction project documentation prior to commencing project design.
 - e. Preparation of environmental impact assessments and statements.
5. The scope determination, requirements, and the preparation of programming documents (USFJ Forms 22EJ) are also not design/construction agent services funded from central funds.

Attachment 3

Terms of Reference for Facilities Improvement and Relocation Panel (FIRP)

1. NAME. The panel is known as the Facility Improvement and Relocation Panel (FIRP).
2. PURPOSE. The panel is established to function under the direction of the Facilities Subcommittee (FSC) to provide coordination and make recommendation to the FSC on matters related to Facilities Improvement (new construction, reconstruction, and renovation of buildings and structures) and Facilities Relocation Projects funded by the Government of Japan and referred to the FIRP and FSC concerning:
 - a. Standards of construction.
 - b. Scope, siting of facilities, and type of construction of structures and exterior utilities/roads.
 - c. Detailed definitive drawings (floor plan, elevation, section, finish schedule, and outline of interior equipment.)
 - d. Other matters.
3. COMPONENT.
 - a. The United States and Japanese co-chairmen of the panel will be designated by their respective co-chairman of the FSC.
 - b. The Japanese component of the panel will be designated by the Japanese Chairman. The United States component of the panel will be designated by the United States Chairman.
 - c. Under the panel, Working Groups (WG) may be established. The panel is to provide policy and guidance to the WG concerning Facilities Improvement or Relocation matters.
4. MEETING.
 - a. In principle, meetings will be held on the first Wednesday of every month. However, additional meetings may be scheduled as necessary at the call of either chairman.

- b. An agenda will be provided by each side five days prior to the meeting
 - c. The Japanese and the United States Chairmen will preside alternately.
 - d. Place of meeting will rotate between DFAA and USFJ.
 - e. USG will prepare a draft of the minutes of the meetings and furnish a copy to DFAA for review. The minutes will be agreed upon and signed by both parties.
 - f. Agreements reached at the panel and/or recommendation will be submitted in writing to the FSC.
 - g. In case there is no agreement on matters referred to the panel, such matters will be referred to the FSC for resolution.
5. Supplementary provisions. Facilities Improvement Programs will be executed under the "Policy for Implementing the USFJ Facilities Improvement Programs": Attached hereto.

17 August 1979

Attachment 3 (continued)

Policy for Implementing the USFJ Facilities Improvement Programs

The following policy will apply to the construction of USFJ Facilities Improvement Program Projects funded by the Government of Japan (GOJ) in accordance with the US-JAPAN Joint Committee Agreement.

1. BASIC PLAN

Basic Plans for each facility include line item description, scope, type of construction and siting of the buildings and structures to be constructed and associated exterior utilities/roads will be developed in coordination between the US and Japanese sides.

2. DETAILED DEFINITIVE DRAWINGS

The GOJ, in close coordination with the US, will prepare sets of detailed definitive drawings based upon past relocation works constructed by the GOJ with due regard to the US standards. The GOJ will also, in close coordination with the US side, prepare detailed definitive drawings for construction works which have never been executed by the GOJ within the scope of the past relocation programs. The detailed definitive drawings shall consist of floor plans, elevations, sections, finish schedules and an outline of interior equipment. The drawings will be signed by the GOJ and US representatives designated by the respective co-chairmen of the FIRP.

3. CONSTRUCTION DRAWINGS AND SPECIFICATIONS

a. The local DFAB will prepare construction drawings and related specifications in conformance with the basic plans, and detailed definitive drawings.

b. The local DFAB will coordinate construction drawings and specifications with the local using agency (The local US using agency hereinafter called to include a design/construction coordinating agent designated by the local US using agency). The coordination should be promptly effected to assure USG requirements are properly interpreted and implemented within the budgetary and regulatory constraints of the GOJ.

4. DESIGN STANDARDS

a. The detailed definitive drawings, construction drawings and related specifications will be prepared in accordance with the provisions of the Building

Standards Act and Fire Service Act of Japan, other relevant laws and regulations of Japan, and the design guidance and common specifications established by the DFAA.

b. In developing the detailed definitive drawings, construction drawings and related specifications mentioned above, if the minimum requirement under the US standards concerning hygiene, fire fighting, and safety are more stringent than those of the GOJ, the US standard will be adopted. If the minimum requirements of the US standards, in categories not covered by the foregoing sentence are more stringent than those of the GOJ, adoption of such US standards will be determined on a case by case basis by consultations between the US and the Japanese sides.

5. IMPLEMENTATION OF CONSTRUCTION

a. The local DFAB will be responsible for the supervision and inspection of construction projects in coordination with the local US using agency. Further, the local US using agency will extend full cooperation regarding necessary measures for entry, construction of temporary field offices, warehouses, utilities, etc., which are required for the construction projects.

b. Details of the construction phase of the Facilities Improvement Projects will be coordinated between the local DFAB and the local US using agency.

c. Lighting fixtures, hardware, materials of floor and ceiling finishes, and color schedule, etc., under the construction drawings and specifications will be selected by the local DFAB with due regard to the desire of the local US using agency. The local DFAB will show the selected samples to the using agency for confirmation.

6. Miscellaneous.

a. The extent of matters to be coordinated as referred to in paragraphs 3 and 5 above will be minimized and will be determined between the co-chairmen at the earliest possible date. The objective is to ensure smooth implementation and timely progress of the Facilities Improvement Projects.

b. Matters which cannot be resolved by the above provisions shall be referred to the FIRP for resolution.

Attachment 4

SACO Implementation Panel Terms of Reference

1. Name: The panel is known as the SACO Implementation Panel (hereafter referred to as the SIP).
2. Reference: The Special Action Committee on Okinawa (SACO) Final Report, 2 December 1996.
3. Purpose: The SIP is established to function under the direction of the Facilities Subcommittee (FSC) to provide coordination and make recommendations to the FSC concerning implementation plans and measures with specific conditions for the facility related SACO issues outlined in the referenced document and referred to the SIP by the Joint Committee (through the FSC), including:
 - a. Standards of construction.
 - b. Scope, siting type and exterior associated facilities of buildings and structures to be constructed.
 - c. Detailed definitive drawings (site plans, floor plans, elevations, sections, finish schedule, outline of interior/exterior equipment and exterior work).
 - d. Schedules/milestones.
 - e. Other matters.
4. Component:
 - a. The United States and Japanese FSC chairmen will designate their respective SIP co-chairmen.
 - b. The United States and Japanese SIP co-chairmen will designate their respective SIP components.
 - c. This panel may establish Working Groups (WG) as required. The panel will provide guidance and direction to the WG concerning SACO related facilities issues.
5. Meetings:

- a. In principle, meetings will be held on the first Wednesday of every month following the FSC. However, additional meetings may be scheduled as necessary, at the call of either the United States or Japanese co-chairmen of the SIP. These minutes are considered as official documents pertaining to both Governments and will not be released without mutual agreement.
 - b. The respective co-chairmen will exchange agendas not later than five days prior to the scheduled meeting.
 - c. The United States and Japanese chairmen will preside alternately.
 - d. The presiding party will provide the meeting place.
 - e. The United States side will provide a record of the SIP proceedings to be signed by all the chairmen.
 - f. If the SIP is unable to agree on any matters in the recommendations, such matters will immediately be referred to the FSC for resolution.
6. Supplementary provision: The “Guidance for Implementing the SACO Related Facilities Construction”.

Attachment 5

Japan Facilities Improvement Milestones for JFY(X) Program Conclusion, JFY(X+1) Program Mid Course and JFY(X+2) Program Initiation.

- Jun-Aug (X-1) USFJ/J42 releases JFY(X) Criteria Packages (CP) authorization letters to (not later than) USAEDJ for Stand Alone USFJ Form 22s (SAF22) accepted by DFAA/FIP. Authorization letter includes special instructions as required documenting changes resulting from negotiations. Note: Additional time required for A-E contracting.
- 1 Aug (X-1) Draft JFY(X) JFIP Budget negotiations between USFJ/J42C and Facilities Improvement Program (FIP) Division, Operations Department, DFAA winds down. DFAA begins finalizing Draft JFY(X) FIP Budget and internal agency staffing.
- 14 Aug (X-1) DFAA/FIP submits final Draft JFY(X) FIP Budget to USFJ/J42C. Negotiation phase concluded between USFJ/J42 and DFAA/FIP. DFAA/FIP simultaneously submits Draft JFY(X) Budget to DFAA/Director General and Japan Defense Agency (JDA). DFAA/FIP switches mode from investigative to defense of the USFJ FIP.
- 26 Aug (X-1) USFJ/J42C releases Draft JFY(X) Budget to Service Components and to USAEDJ. NOTE: The data is very sensitive and shall be restricted to Component Engineers for coordination with the installations and to USAEDJ for Program Project Management. This information is not releasable without USFJ approval.
- 26 Aug (X-1) USFJ/J42C releases remaining JFY(X) Criteria Packages authorization letters to (not later than) USAEDJ. Authorization letter includes special instructions as required documenting changes resulting from negotiations.
- 31 Aug (X-1) GOJ Ministries and Agencies submit Draft JFY(X) Budget Proposals to Ministry of Finance (MOF).
- Sep-Dec (X-1) USFJ/J42C stands by for assistance to DFAA/FIP for MOF and Cabinet inquiries to JFY(X) Budget.
- 1 Sep (X-1) USFJ/J42C issues JFY(X+2) FIP Call, JFY(X+1) programming target adjustments and 5-Year Masterplans.
- 1 Sep (X-1) USFJ/J42C issues Draft JFY(X+2) FIP Planning, Programming and (not later than) Implementation Instructions – electronic version, to Service Components and USAEDJ for comments and use during the FIP Workshops.

- 15 Sep (X-1) MOF conducts hearings with JFY(X) Budget submissions by the Ministries and Agencies.
- 25 Sep (X-1) USFJ/J42C conducts FIP Workshop with Service components, Installations and (not later than) USAEDJ. Workshop or work group to review JFY(X) lessons learned, FIP trends and final comments to the Draft JFY(X+2) FIP Planning, Programming and Implementation Instructions.
- 30 Sep (X-1) Service components submit to PACOM/J44: JFY(X+2) nomination packages for Category A – PACOM Initiatives, with copy to USFJ/J4. Packages include USFJ FORM 22 with additional justification to document basis of nomination.
- 30 Sep (X-1) JFY(X+2) FIP Planning, Programming and Implementation Instructions (not later than) published by USFJ/J42C and distributed to Service Components and USAEDJ.
- Oct-Nov (X-1) MOF begins coordination and consolidates JFY(X) Budget.
- Oct-Dec (X-1) DFAA/FIP staffs FIRP memos (project funding documents) to USFJ/J42C. NOTE: Although, FIRP documents are passed throughout the year, most are passed when late and early fiscal year contracts are awarded.
- 15 Oct (X-1) 5-year Capital Improvement (CIP) Master plan JFY(X+2) through JFY(X+6) to USFJ for compilation and transmittal to USPACOM.
- 30 Oct (X-1) 5-year CIP Masterplan is transmitted to USPACOM.
- 30 Oct (X-1) USFJ/J4 provides comments to PACOM on JFY(X+2) service component nomination packages for Category A – PACOM initiatives.
- 15 Nov (X-1) Service components submit draft JFY(X+1) Service Priority list along with 5-year Master plan – FIP execution list (JFY(X+2)-JFY(X+6) to USFJ/J42C. The Draft JFY(X+1) FIP proposal are compiled by USFJ/J42C for subsequent transmittal to PACOM/J44. The draft JFY(X+1) Service Priority List with Level of Effort (LOE) should include resubmission of projects turned down in JFY(X).

NOTE: All JFY04 projects to be submitted for new start or initial construction shall be certified to be in compliance to the Unified Facilities Criteria – DoD Antiterrorism Standard for Buildings.

- 30 Nov (X-1) USFJ/J42C staffs Draft USFJ JFY(X+1) FIP Proposal to service components for final review and approval. Copy furnished to PACOM/J44, services encouraged to coordinate with their Pacific Headquarters.
- 15 Dec (X-1) USAEDJ submits progress submittals for the JFY(X) CPs and charrette results (not later than) of the JFY(X) Preliminary Criteria Packages (PCPs) to USFJ/J42C and Service Component for review.
- 15 Dec (X-1) Service Components provide approval to USFJ/J42C on Draft USFJ FY(X+1) FIP Proposal.
- 24 Dec (X-1) MOF submits JFY(X) Draft Budget to Cabinet for review and approval. Ministries and Agencies receive Draft Budget. Ministries and Agencies reclama to MOF. Cabinet finalizes Draft Budget to Prime Minister.
- 30 Dec (X-1) DFAA/FIP submits Joint Committee (JC) JFY(X) Basic Agreement – Budget Authorization Agreement to USFJ/J42C.
- Jan-Apr (X) Prime Minister submits Draft JFY(X) Budget to Diet for approval: House of Representatives – Budget Committee and planarian session, House of Councilors– Budget Committee and planarian session. Diet passes bill to Prime Minister.
- 3 Jan (X) USFJ/J4 submits Final USFJ JFY(X+1) FIP Proposal to PACOM/J44 for staffing and approval to OSD.
- 17 Jan (X) PACOM/J44 staffs USFJ JFY(X+1) FIP Proposal to Pacific Command Headquarters Components.
- 20 Jan (X) USFJ/J42C and Service Components return comments for JFY(X) CPs and (not later than) JFY(X+1) PCPs to USAEDJ.
- 31 Jan (X) PACOM announces decision on JFY(X+2) Category A – PACOM initiatives to USFJ/J4 and service components.
- 14 Feb (X) Service Components provide Draft JFY(X+2) USFJ Form 22 and Preliminary (not later than) Draft JFY(X+2) Service Priority List to USFJ/J42C.
- 7 Feb (X) Pacific Command Headquarters Service Components provides comments on USFJ JFY(X+1) FIP Proposal List to PACOM.
- 20 Feb (X) USAEDJ submits final JFY(X) CP to USFJ/J42C and service Components for (not later than) review.

- 21 Feb (X) PACOM/J4 submits USFJ JFY(X+1) FIP Proposal to Office of the Secretary of Defense (OSD), Assistance Secretary of Defense for Installation and Environment.
- 3 Mar (X) USFJ/J42C provides Draft JFY(X+1) USFJ Form 22 to USAEDJ for contract (not later than) preparation.
- 15 Mar (X)
(not later than) USAEDJ submits Final JFY(X+1) PCPs and CPs to USFJ/J42C
- 15 Mar (X) OSD issues message approving USFJ JFY(X+1) FIP Proposal.
- Mar-Apr (X) USFJ/J42C Conducts site visit, review of JFY(X+2) Projects and provides comments on draft USFJ Form 22s.
- Mar-Apr (X) Diet approves JFY X Budget and Prime Minister signs bill. Facility SubCommittee and Joint Committee approve JFY X Basic Agreement.
- Apr-Jun (X) DFAA/FIP staffs FIRP memos to USFJ/J42C
- April (X) GOJ Ministries and Agencies Draft Budget Estimates for JFY(X+1)
- 1 Apr (X) USFJ/J4 submits USFJ JFY(X+1) FIP Proposal with JFY(X+1) PCP and (not later than) JFY(X) CP to DFAA/FIP. NOTE: DFAA requests earlier submission of PCP and CP in Feb/Mar (X). USAEDJ contracts need to be revised for JFY(X+2). PCP and CP can be provided prior to the Office for the Secretary of Defense (OSD) approval. OSD/PACOM approval only required prior to negotiations.
- 16 May (X) Service Components provide final JFY(X+2) USFJ Form 22 and updated (not later than) Preliminary Draft JFY(X+2) Service Priority List to USFJ/J42C.
- Jun-Jul (X) Formal negotiation of JFY(X+1) FIP Proposal begins between USFJ/J42C and DFAA/FIP. Negotiations at this phase is investigative in nature.
- Jun-Jul (X) Ministry of Finance (MOF) announces JFY(X+1) Budget targets set by Cabinet.
- Jun-Aug (X) USFJ/J42 releases JFY(X+1) Criteria Packages (CP) authorization letters to (not later than) USAEDJ for Stand Alone USFJ Form 22s (SAF22) accepted by DFAA/FIP. Authorization letter includes special instructions as required documenting changes resulting from negotiations.

- 2 Jun (X) USFJ/J42C provides final JFY(X+2) USFJ Form 22 to USAEDJ with (not later than) authorization to prepare PCP.
- 1 Aug (X) DFAA/FIP begins finalizing Draft JFY(X+1) FIP Budget and internal DFAA staffing.

Attachment 6

TERMS OF REFERENCE FOR TECHNICAL WORKING GROUP

1. Composition:

- a. Chairman: USAEDJ
- Secretary: USAEDJ
- Membership: USFJ/J42C
5 AF/CE
COMNAVFORJ/N4
USARJ/DCSEN
COMMARFORJ/FE

b. The services will appoint a member and alternate representative by letter and accreditation to the Chairman of the TWG.

2. Meetings: As designated by the USAEDJ.

3. Location: As designated by the USAEDJ.

4. Tasking: Formal review of technical, operational, and functional matters affecting designs of Host Nations Funded Construction (HNFC). This includes, but is not limited to, establishing designs and/or design requirements which are agreed to by the service components.

5. Responsibility: Reports to the USG FIRP/SIP Chairman.

6. Objectives:

a. Develop, review, and revise as necessary the definitive designs for standard facility types which are, or will become, applicable to two or more service components or implemented under the HNFC program.

b. Recommend alternative positions to the USG FIRP/SIP Chairman on technical matters pertaining to the HNFC program.

c. Investigate other technical matters as tasked by the USG FIRP/SIP Chairman, or as requested by any of the services. Services will concurrently provide background information when requesting TWG action.

7. Procedures:

a. The TWG Chairman will establish dates, times, and agenda of meetings, and conduct the discussions as the technical advisor and construction/design agent for the US Forces, Japan. The TWG Chairman will:

(1) Recommend to the TWG that issues be elevated to the FIRP/SIP Chairman when progress has been stalled and if the TWG desires to continue pursuing the issue.

(2) Furnish alternatives, if any, on issues or design concepts for consideration by the group.

(3) When an item that can have a broader application is presented, recommend that the TWG address the broader issue.

(4) Prepare concept sketches/drawings for definitizing different types of facilities or revising existing DDDs.

(5) Provide the tie-breaking vote on all issues deadlocked by the services.

(6) Together with the USFJ/J42C representative, negotiate with the DFAA on TWG issues, review the alternatives presented by the services and by his own staff, and on the basis of merit determine the best solution to the problem. In conjunction with the USFJ representative, the TWG Chairman will provide his decision to USFJ/J42C and the GOJ/DFAA for their acceptance or further negotiation. The recommendation of the TWG Chairman on technical issues will be final, having been based on rational discussion and the services' best supporting arguments.

(7) Review and approve service representatives accreditation on the basis of authority delegated, technical knowledge and experience.

b. The USFJ/J42C representative will determine the political or policy implications associated with the technical or functional issues and address them to the appropriate agency for resolution. The representatives will advise the chair and service representatives as required, and will take the group's decision to the GOJ for further action as necessary. The USFJ/J42C representative will advise the TWG Chairman and panel of the status of negotiating progress with the GOJ on open issues by copy of MFRs, letters, etc., indicating dates of meetings, attendance, and synopsis of discussion.

c. The designated service representatives and alternate will:

(1) Coordinate with their appropriate administrative and technical agencies to establish the technical basis for their service's position on matters for discussion by the group on a timely basis – suspense date as set by the TWG Chairman and group.

(2) Present their service's positions and alternatives authoritatively and concisely, with supporting rationale and relative merits for consideration to the TWG Chairman and group.

(3) Communicate the results of the group's discussion, the TWG Chairman's decision recommendation and the supporting rationale to the appropriate commands or agencies installations in their service for action or information as necessary.

(4) Limit observers and support staff to TWG meetings. Prior approval of the TWG Chairman is required for all attendees with the exception of designated service representatives and alternates.

8. The secretary will maintain a record of meeting minutes, and pertinent discussions, and distribute the minutes to all concerned.