



NATIONAL GUARD BUREAU

3501 FETCHET AVENUE
JOINT BASE ANDREWS MD 20762-5157

6 July 2012

MEMORANDUM FOR DISTRIBUTION

FROM: NGB/A7

SUBJECT: ANG Engineering Technical Letter (ANGETL) 12-07, Preparation of Project Documentation Package

TO: SEE DISTRIBUTION

1. PURPOSE: This ANGETL is a companion to ANGETL 12-05, Design and Construction Handbook. This ANGETL provides guidance to the Base Civil Engineer (BCE) for preparing documentation for Military Construction (MILCON) and Sustainment Restoration and Modernization (SRM) projects at the beginning of the design process. This documentation is provided to the A-E at the beginning of the design process. It applies to projects utilizing an Architect Engineer (A-E) in the design, bid, and build environment for NGB and locally approved projects.

* This ANGETL should be read in conjunction with the ANGETL 12-05, Design and Construction Handbook.

2. APPLICATION:

2.1 Effective Date: Immediately

2.2 This ANGETL is a companion to ANGETL 12-05, Design and Construction Handbook and supersedes ANGETL 90-06 Project and Program Management Handbook, ANGETL 90-08 Project and Program Management Handbook Update, ANGETL 93-07 Project Documentation Preparation, ANGETL 93-08 Base Review and Criteria Review Conferences and ANGETL 93-12 The Design Process.

3. REFERENCES:

- 3.1** ANGI 32-1023 Criteria and Standards for Air National Guard Construction
- 3.2** ANGETL 12-05 Design and Construction Handbook.
- 3.3** ANGETL 12-06 Design Meetings and Presentations.
- 3.4** ANGETL 10-03 Air National Guard Design Objectives and Procedures (Tab C).
- 3.5** ANGETL 01-1-1 Air National Guard Design Policy (Tab D).

4. DESCRIPTIONS AND IMPLEMENTATION:

4.1 Applicability: The attached guidance contains directions and a skeleton outline of the contract package to be given to the Design Firm detailing the ANG construction project to be accomplished. (see attach 1-4) These requirements apply to all new design and construction projects.

5. POINTS OF CONTACT FOR THIS ANGETL: The points of contact for this ANGETL are Ms. Jacqueline Nino, LEED AP, NGB/A7OT at (240)-612-8117, DSN 612-8117, or email: jacqueline.nino@ang.af.mil and Mr. William E. Morrison, P.E., LEED AP, NGB/A7OU at (240) 612-8077, DSN 612-8077, or email: bill.morrison@ang.af.mil.



PETER A. SARTORI, Col, USAF
Director of Installations and Mission Support

Attachments:

1. Guidance of Project Documentation Preparation
2. Tab A - Facility Description
3. Tab B - Site Description
4. Project Documentation Package Layout
5. Current ETL Index

DISTRIBUTION via Email
Each USPFO
Each BCE