DEPARTMENT OF THE ARMY
U.S. ARMY Engineering and Housing Support Center
Fort Belvoir, VA 22060-5516

Technical Note   1 March 1992
420-10-9

FACILITIES ENGINEERING
Management

Requesting Maintenance & Repair Project Approval
Using the DD 1391 Processor System

1. Purpose. This Technical Note (TN) provides guidance on the preparation of Maintenance and Repair (M&R) project documentation for submittal to higher headquarters using the DD 1391 Processor.

2. Applicability. This TN applies to Army facilities Engineering (FE) activities having responsibility for M&R projects requiring approval by higher headquarters, regardless of fund source (OMA, AFH, NAF, etc.).

3. References.

    a.   AR 420-10, Management of Installation Directorates of Engineering and Housing, 2 July 1987.

    b.   DD Form 1391 Processor System Users Manual, HNDSP-84-103-ED-ES, April 1991 (Revised).

    c.   PC - Econpack Version 3.0 'Users Manual, CERL Report No. CEHNDSP87-206-ED-ES, November 1991.

    d.   AIR 210-50, Installation Housing Management, 24 April 1990.

4. Background.

    a.   Approval criteria for Real Property Maintenance Activity (RPMA) M&R projects are described in AR 420-10. Army Family Housing (AFH) Maintenance, Repair and Incidental Improvement (MRI) limitations are in AR 210-50.

    b.   Procedures and documentation required for approval of RPMA and AFH M&R projects exceeding Installation Commander approval authority are specified in AR 420-10.

     c.   For RPMA M&R projects, required documentation includes a DD Form 1391, hereafter referred to as a DD 1391, with an Operational Necessity Statement, a Decision Analysis, and a Detailed Cost Estimate. Instructions for preparing M&R DD 1391s using the MR Option of the DD 1391 Processor System, hereafter referred to as the Processor, are at appendix A, and reference b. This TN includes a Glossary.

     d.   The Processor was originally designed for the preparation and submission of Military Construction, Army (MCA) projects. The system has been expanded to process M&R projects. This brings the convenience of automatic data processing to M&R projects without the expense of designing and maintaining a separate system. Users are cautioned that even though the Processor is the same, M&R projects follow separate rules, as detailed in appendix A, and references a and d.

     e.   It needs to be emphasized that information for an M&R project should not be prepared from a master planning or MCA perspective, but rather in respect to the M&R aspects of the RPMA mission. That is, repair of existing failed or failing components must be emphasized in the DD 1391.

     f.   DD 1391 developers should remember their audience is far away, and may not know anything about the installation, facility, mission, constraints or problems except what is in the DD 1391. You must paint a vivid portrait of your requirement that sells your project. Your DD 1391 must convince the reviewer that the project is necessary, explaining what is failed or failing, and showing repair is the most economic, viable solution.

     g.   Major Command (MACOM) commanders. or their staff designee, will review and recommend approval for projects exceeding their approval authority from the U.S. Army Engineering and Housing Support Center, Attention: CEHSC-FB-I. The request will be made by message, endorsement or memorandum. Request will Include a statement that the project has been reviewed for functional and concept sufficiency, and include a statement as to project funding. For projects submitted by Processor, the request must include the project Form Number (FN). When projects are submitted on the Processor, MACOMs should also provide notification by PAXMAIL to PAX ID EHSCFEBG.

5. <u>Discussion</u>.

     a.   The Redesigned Processor requests data in Sections, which it places in appropriate blocks during printing. Blocks 1 - 9 are filled from data input in Sections 1 - 4. Detailed Justification Paragraphs are in sections 7 - 24.

     b.   Appendix A of reference b, "PAX DD 1391 Processor System User's Manual", has detailed instructions for use of the Maintenance & Repair, and Relocatable Building Options of the Processor.

     c.   It is easier to prepare textblocks off-line on a word processing system, and use the BATCHIN command to batch the blocks into the Processor. If you don't have a communications package to do this, you can get TYMCOMM, for which Processor interface was specifically designed, from PAX ID: V3MEMORY.

   d.   The Processor is menu driven, and you should have few problems. Don't be afraid. If you get hung up, the escape route is to hit ESC twice, then enter HT (to exit routine), or HX (to exit system). If that doesn't work, call the DD 1391 Hotline Huntsville Div, USACE, at (205) 895-3389, DSN 788-3389, or McDonald Douglas (24 hrs) at (703) 893-4243, (800) 873-7299.

6.   <u>Point of Contact</u>. Questions and comments may be directed to U.S. ARMY Engineering and Housing Support Center, CEHSC-FB-I, Fort Belvoir, VA 22060-5516. Message address: DIR USAEHSC FT BELVOIR VA//CEHSC-FB-I//. PAXMAIL ID: EHSCFEBG. For further information, contact (703) 704-1591/1590. Reference b and c manuals are available from Huntsville Division, U.S. Army Corps of Engineers, Attn: CEHND-ED-ES, P.O. Box 1600, Huntsville, AL 35807-4301, or call the DD1391 Hotline at (205) 895-3389, DSN 788-3389.

FOR THE DIRECTOR:

          JOHN L. MOTES II
          COL, EN
          Director of Public Works

APPENDIX A
M&R DD1391 Preparation Using the DD1391 Processor MR Option

A-1. SECTION ONE : FRONT PAGE HEADER,
This Section fills in general information about the project and location. Data is entered On the Processor as follows:

BLOCK 1A   : PROGRAM TYPE.

Select "MR" for OMA RPMA M&R or Army Family Housing (AFH) M&R projects.

BLOCK IB   : COMPONENT.

Army (default value - what you get if you hit a carriage return CR>).

BLOCK 1C   : FISCAL YEAR.

Fiscal Year when the project is assumed to be funded. Must be a four-digit year (YYYY) that shows as a two-digit FY an the top of the printed form.

BLOCK 1D1   : CONSTRUCTION START DATE ASSUMPTION.

Numeric Month and Year (MM/YYYY) when the project should start. Default is April of Block 1C fiscal year.

BLOCK 1D2   : CONSTRUCTION END DATE ASSUMPTION.

Numeric Month & Year (MMIYYYY) when the project should end. Default is one year later than SECTION 1D1 START DATE. Value calculates a MIDPOINT OF CONSTRUCTION which updates costs using Processor inflation factors.

BLOCK 1E1   : INSTALLATION NAME.

Installation where the project will be accomplished. Default <CR> is the Installation as which the user is logged on. Cannot be left blank.

BLOCK 1E2   : SUBPOST/REMOTE LOCATION.

This block is only required, and will only appear, if the BLOCK 1E1 INSTALLATION has subposts recognized by the Processor.

BLOCK 1F   : LOCATION.

Processor completes the field based on the BLOCK 1E1 INSTALLATION NAME.

BLOCK 1G   : CATEGORY CODE.

Five or Seven Digit Category code (Catcode) of the facility type. Use the primary Catcode for a multiple-Catcoded facility, or facilities.

BLOCK 1H   : PROJECT TITLE.

Enter a title describing the Project. Processor generates "Maint, Repair" from input to BLOCK 1I so don't use the term "Repair". Default <CR> will generate a title based on input to BLOCK 1G, Category Code.

SECTION 1I   : TYPE OF WORK

Two entries allowed, separated by a comma. Choices are: New, Addition, Alteration, Conversion, Modernization, Repair or Other. If other, Processor prompts to specify other. Default is "Maint, Repair".

SECTION 1J - 1K   : MOBILIZATION & REQUIRED OCCUPANCY
SUPPRESSED for M&R Projects, data not relevant.
BLOCK IL   : PROGRAM ELEMENT.
Only Process Managers (HODA) can input data. Ignore it.
BLOCK 1M   : PERMANENT PROJECT NUMBER.

View only field. Processor generates a Form Number as the permanent project number the first time the project is saved. Remember it.

BLOCK 1N   : TEMPORARY PROJECT NUMBER.

This is a 9-digit alphanumeric field. Can be used for a DA Form 4283 project number, any locally assigned alphanumeric string, or left blank. The field will not show on the printed DD1391, but shows on directories.

BLOCK 1O   : PREPARATION DATE.

Default is current date, but any date can be entered. Once saved, the Preparation Date won't change. The Processor then generates a REVISION DATE when the form is re-entered. Printed Forms show both dates.

This completes SECTION 1. Enter /SAVE to save the Form. /QUIT, or /QQUIT command will discard the entered data without creating form.

A-2. SECTION 2   : FRONT PAGE COST DATA
Essentially Front Page, Block 9 data. Enter Data as follows:

BLOCK 2A0   : CURRENCY TYPE.
                      EXCHANGE RATE.

Prompt appears if needed. Enter estimated exchange rate for project obligation, or default for Processor exchange. If the exchange is subsequently changed all dollar costs on the DD1391 will adjust.

BLOCK 2A1   : GENERAL PRIMARY FACILITIES.

    a.   List all major components giving quantity, Unit of Measure (UM) and unit cost. Lump sum costs rarely used where unit price has no meaning. Processor accepts entries as follows: catcode (can't be blank), Description (32 Characters), UM, Quantity, Unit Cost. Processor calculates total cost.

    b.   M&R projects require a Detailed Cost Estimate. The Detailed Cost Estimate is prepared using the command /SUBLINE under each Major Line Item. Entering the command /SUBLINE allows the user to enter up to 50 lines of a cost estimate that sum to one Major Line in the Primary Facility. SUBLINES print on a separate page behind the front page DD1391.

    c.   The Processor will generate costs for facilities by catcode, if the user requests computer generated data.

    d.   In general, there should be five to ten primary facility lines showing various component work (e.g., Mobilization, Sitework, Roof, Walls, Electric, Plumbing, HVAC, Sewer), supported by fifty, or less, sublines of Detailed Cost Estimate (e.g., Remove Asphalt paving, Remove base course, compact subbase, place & compact basecourse, place 4″ asphalt paving).

BLOCK 2B   : SUPPORTING FACILITIES.

The Section is SUPPRESSED for M&R projects. All work included in an M&R project is within the project scope, and therefore part of the primary facility. No Supporting Facilities entries are required or allowed.

BLOCK 2C   : CONTINGENCY FACTOR.

Enter a percent, or use default. Ten percent is acceptable. Explain contingencies greater than 10 percent in Clock 7B, GENERAL.

BLOCK 2D   : SIOE PERCENT.

Enter as a percent or use default. Eight percent CONUS, or 8.5 percent OCONUS (USACE Rates) are acceptable. Explain greater rates in Block 7B, GENERAL.

BLOCK 2E   : CATEGORY E EQUIPMENT

Only prompted if project's category code is in the 500 (Medical) series. For 500 series projects, enter extraordinary equipment installation costs.

BLOCK 2F   : ESTIMATED PROJECT COST (ROUNDED).

Calculated & displayed by Processor.

BLOCK 2G   : ASSOCIATED CONSTRUCTION COST ($000).

HQDA approves only the Maintenance & Repair project. Associated OMA Construction work is approved by the Installation, or MACOM, as a separate project. HQDA is not responsible for the determination of the work classification for construction (new work). Work classification, as governed by AR 420-10, is a DEH responsibility. On site surveys of work classification are rarely performed as part of the project approval process. Nevertheless, the cost of associated OMA construction work is entered here (this does not add to the total). This line should also include costs of MCA, UMMCA or NAF construction. Explain construction costs and scope in Block 3E, ASSOCIATED PROJECT SCOPE.

This completes SECTION 2. /SAVE saves the Section 2 data. /QUIT or /QQUIT command will discard the entered data without saving any changes.

A-3. SECTION 3   : FRONT PAGE TEXT.
The front page text explanation of what is requested. Primarily Blocks 10 and 11. Information is entered as follows:

BLOCK 3A   : PROJECT DESCRIPTION.

        a.   Provide brief executive type summary of project scope to include building cost per square foot.

        b.   Indicate what percent of replacement value the M&R project represents. The replacement value will be based on a facility of the same size (i.e., same square footage) and same type construction (temporary, semipermanent or permanent) at current construction standards (e.g., unit costs from Pax Newsletters 3.2.1 and 3.2.2 with applicable adjustments prescribed by AR 415-17; Means Cost Data or other appropriate estimate). For Army Family Housing Dwelling Unit projects, replacement Dwelling Unit will not exceed maximum allowable sizes from AR 210-50.

        a.   Describe existing facility(s) as to age, size, type construction, repair history and condition of major components.

BLOCK 3B   : PROJECT JUSTIFICATION.

This is where your classification of failed or failing is justified. An example would be: The windows are failed as characterized by rotted wooden members, inability to hold paint, warped sashes and inoperable hardware. Cover all major components included in Block 3A and the detailed cost estimate (Block 2A).

BLOCK 3C   : ADDITIONAL INFORMATION.

Provide additional information believed to support the project requirement. Unusually high costs, unique circumstances, or urgent requirements can be explained here. If not required, leave blank and the block won't print.

BLOCK 3D   : IMPACT IF NOT PROVIDED.

Provide realistic evaluation of consequences if not provided. Safety and environmental hazards and mission shortfalls should be discussed here.

BLOCK 3E   : ASSOCIATED PROJECT SCOPE.

Provide a brief summary of associated work and explain if a conversion is involved. If this project is related to other M&R, MCA or associated nonappropriated (NAP) projects, cite the other projects, and explain. Explain the scope of construction directly related to the M&R project, providing construction costs by general task. It is insufficient to state "Approximately $199,000 new work will be spent in conjunction with this M&R Project." A more detailed explanation is required. For example, "In conjunction with this M&R project, $60,000 will be spent to provide an elevator for Handicapped access to the facility, $40,000 will construct toilets on the first floor, $38,000 constructs a medical annex in the basement, and $31,000 will rearrange interior walls to improve office configuration."

This completes SECTION 3. /SAVE will save the Section 3 data. /QUIT or /QQUIT discards changes.

A-4. SECTION 4   : FRONT PAGE DISCRETE DATA.
SECTION FOUR has various Front Page discrete data elements, used for Blocks 1- 11, and the Quantitative Data page. Enter data as follows:

BLOCK 4B   : SCOPE (UM).

Unit of Measure (UM) of the primary facility Catcode.

BLOCK 4C   : SIZE (UM).

Size is normally Square Feet (SF), or Sq Yards (SY).

BLOCK 4E   : UNIT OF MEASURE.

Unit of measure of the total requirement.

BLOCK 4F   : TOTAL REQUIREMENT.

Total installation requirement for the project's Catcode. If existing adequate and this project result in facilities in excess of the total requirement, explain requirement or deposition of excess facilities, in BLOCK 7B, GENERAL, or BLOCK 8B, PRESENT ACCOMMODATIONS & DISPOSITION.

BLOCK 4G   : EXISTING SUBSTANDARD TO BE CORRECTED BY THIS PROJECT.

Show the quantity corrected by the project.

BLOCK 4H   : EXISTING SUBSTANDARD TO BE CORRECTED BY THIS PROJECT.

Show adequate assets for the primary facility Catcode.

BLOCK 4G   : FUNDED, NOT IN INVENTORY.

Show additional assets for the projects Catcode that are currently being repaired, modernized or constructed. Do not double count assets. If a building is currently being repaired, show it here and not as existing substandard. Use Primary Facility Catcode.

BLOCK 4J   DEFICIENCY (4H AND 4I).

Calculated by Processor and displayed. User can't change.

BLOCK 4M   : DEFICIENCY (4F-4J).

                    : AUTHORIZED.

Display only - calculated by Processor from other input.

                    : FUNDED.

Display only - Calculated by Processor from other Input.

BLOCK 4N   : PROVISIONS FOR HANDLING CLASSIFIED INFORMATION.

Processor asks: "Are provisions for handling classified information required in this facility? (Y/N)

If yes, Processor requests date of TEMPEST risk assessment(MM/DD/YYYY)"

BLOCK 4O   : SIGNATURE BLOCK.

This SECTION prompts for name, rank, position of the Requestor.

BLOCK 4Q   : DDESB APPROVAL
                    : DDESB APPROVAL DATE (MM/DD/YYYY)

Processor prompts for Department of Defense Explosive Safety Board (DDESB) approval. This approval is required for all projects within specified safety distances of ammunition storage. When unsure if DDESB approval is required, always consult the local Safety Office.

BLOCK 4R   : FAA APPROVAL
                    : FAA APPROVAL DATE (MM/DD/YYYY)

Processor prompts for Federal Aviation Administration (FAA) approval, sometimes required within specified airport distances. When unsure if required, consult the Aviation Safety Office, or the Operations Office. Since M&R projects repair existing facilities, nothing is constructed, and FAA approval probably isn't required.

END OF SECTION 4. /SAVE saves input. /QUIT or /QQUIT discards changes.

A-5. SECTION FIVE RESERVED.
Section Five is reserved. No data input or output. Think of it as the break between the Front Page Data and Detailed Justification Data.

A-6. SECTION SIX : PLANNING & DESIGN DATA.
Suppressed for M&R projects. It is for Design data not germane to M&R.

A-7. SECTION SEVEN   : GENERAL JUSTIFICATION DATA.
SECTION SEVEN is for Detailed Justification Data. Titles and use are different than for MCA DD1391's. Complete as follows;

BLOCK 7A   : OPERATIONAL NECESSITY STATEMENT.

The operational Necessity Statement must justify continued use of the facility, based upon mission requirements and considering availability of alternative facilities and modes of accomplishment. The statement is normally a user responsibility that must provide a clear picture of the operational need for the facility, covering the following:

    a. Assigned mission.

    b. Need for the facility based on space utilization studies, average daily traffic, outloading studies, or other justification.

    c. Consideration of alternative facilities and/or modes of operation.

    d. Relationship of this project to other maintenance, repair and construction projects which support this mission or operation.

BLOCK 78   : GENERAL.

Use this block to provide additional information that you would like reviewing authorities to be aware of that doesn't seem to fit elsewhere in the DD1391, and/or to provide background information to support generalized statements elsewhere in the DD1391. You may also use this block to clarify data in other sections of the DD1391 that might confuse reviewers, or cause reviewers to question the project validity, such as extremely high costs, requests in excess of facility requirement, or work classification.

END OF SECTION 7. /SAVE saves input. /QUIT or /QQUIT discards changes.

A-8. SECTION EIGHT   : PRESENT ACCOMMODATIONS & DISPOSITION. Provide information on total capacity required, the existing capacity, general condition of facilities and how data was acquired (e.g., FYXX space utilization study or Engineering Analysis). For M&R projects, usually the accommodations now in use are facilities repaired by the project, and used in the future. Complete the section as follows:

BLOCK 8A   : ACCOMMODATIONS NOW IN USE AND DEMOLITION.

This block asks a series Of questions that generates a tabulated chart, showing facilities currently in use for the primary Catcode. Answer questions to complete. The system allows for text block footnotes.

BLOCK 8B   : PRESENT ACCOMMODATIONS AND DISPOSITION.

This text block allows further clarification of present and future assets.

END OF SECTION 8. This completes SECTION 8. /SAVE saves input.

A-9. SECTION 9   : REAL PROPERTY MAINTENANCE.
Section 9 lists changes to the Real Property Inventory and effects on BMAR, Manpower and utilities. It can generally be left blank. If used, follow the prompts. If not, the section doesn't print.

BLOCK 9A   : INVENTORY IMPACT.

This block asks a series of questions to generate a tabulated chart.

BLOCK 9D   : RPMA DISCUSSION.

Text block where the effect of the project on BMAR, Manpower, future maintenance, utility consumption or costs, or whatever may be explained.

END OF SECTION 9. /SAVE saves input. /QUIT or /QQUIT discards changes.

A-10. SECTION 10 : ANALYSIS OF DEFICIENCIES.

Provide failed or failing condition descriptions and an analysis of the probable causes.

END OF SECTION 10. /SAVE saves input. /QUIT or /QQUIT discards changes.

A-11. SECTION 11 : ECONOMIC ANALYSIS.

Blocks 11A thru 11E :

The Decision Analysis provides a clear disclosure of the decision making process used to reach the proposed project scope. This document is for executive level review and must be concise. Factors and considerations which must be discussed in this document include:

   a.   Background. Brief description of facility and its major components, past and present use, when constructed, type of construction, etc.

   b.   Site investigation, laboratory measurements, etc.

   c.   Facility conditions, including specific description of facility defects, and their severity and extent of occurrence. Where available, provide the facility or facility components condition index (e.g. Pavement Condition Index (PCI) or Roof Condition Index (RCI)).

d.   Causes or probable cause of the problem.

e.   Alternative designs with estimated costs and life cycle economic analysis. Include only reasonable alternatives. Service life of each alternative, and future maintenance costs for each alternative, must be included in the decision analysis to determine the effect on future M&R budgets. Discuss mission impact of each alternative. An appropriate economic analysis format must be used to support the project (e.g. present worth, equivalent uniform annual cost, cost benefit analysis, etc.)

f.   This section will allow the importation of economic analysis prepared on the mainframe, or by PC Econpack. For further information on Econpack, contact Huntsville Div, COE, (205) 955-52660 PAXID: BIRD.

END OF SECTION 11. /SAVE saves input. /QUIT discards changes.

A-12. SECTION 12 : CRITERIA FOR PROPOSED CONSTRUCTION.

BLOCK 12A   : CRITERIA FOR PROPOSED CONSTRUCTION.

Establish what current day standard is used for classifying work.

END OF SECTION 12. /SAVE saves input. /QUIT discards changes.

A-13. SECTION 13 : FURNISHINGS & EQUIPMENT.
SUPPRESSED for M&R projects. The section explains costs for Personal Property (Equipment-In-Place) installation. If significant, list costs in Block 2G, and clarify in Block 7B, GENERAL.

A-14. SECTION 14 : SURVIVAL MEASURES,
SUPPRESSED for M&R projects. The section explains what protection the facility provides for attacks, which is not significant for M&R projects. If desired, provide Shelter data in Block 7B, GENERAL.

A-15. SECTION 15 :ENVIRONMENTAL ANALYSIS DATA.
Series of prompts which result In printing of one of three Record of Environmental Consideration (REC) standard text. M&R projects generally qualify for Categorical Exclusion A-5, "Routine Maintenance and Repair", AR 200-2. This is standard text for Block 15B2a3.

BLOCK 15A   : ENVIRONMENTAL DOCUMENTATION.

Text block. If project qualifies for Categorical Exclusion A-5, "Routine Maintenance and Repair", no input is required.

BLOCK 15B1   : SUMMARY OF ENVIRONMENTAL CONSEQUENCES.

Text block. If project qualifies for Categorical Exclusion A-5, "Routine Maintenance and Repair", no input is required.

BLOCK 15B   : ENVIRONMENTAL STANDARD TEXT.

Series of questions. If project qualities for AR 200-2 Categorical Exclusion A-51, "Routine Maintenance and Repair", select prompt a., then prompt 3. At prompt 3, enter "A-5".

END OF SECTION 15. /SAVE saves input. /QUIT discards changes.

A-16. SECTION 16 : EVALUATION OF FLOOD HAZARD & ENCROACHMENT
This Section is SUPPRESSED for M&R projects. The section is used to certify the project is not sited in a floodplain or wetlands. Since M&R projects affect facilities already constructed, this is not usually a problem. If required, provide data in Block 7B, GENERAL.

END OF SECTION 16. /SAVE saves input. /QUIT discards changes.

A-17. SECTION 17 : INFORMATION SYSTEMS SUPPORT DATA.
Section is SUPPRESSED for M&R projects. Used to document information system requirements. M&R projects don't generally have complicated requirements. If required, provide date in Block 7B, GENERAL.

A-18. SECTION 18 : HISTORIC PROPERTIES DATA.
Generally not required for M&R projects. Use only if historic property work is involved. The section leads the user through a series of prompts that results in printing one of five standard texts. if left blank, the section will not print.

END OF SECTION 18. /SAVE saves input. /QUIT discards changes.

A-19. SECTION 19 : ENERGY & UTILITY DATA,
This Section is SUPPRESSED for M&R projects. The section is used to document future utility requirements of new construction. If required, provide data in-Block 7B, GENERAL.

A-20. SECTION 20 : PROVISIONS FOR THE HANDICAPPED.
This Section is SUPPRESSED for M&R projects. If required, data can be provided in Block 7B, GENERAL.

A-21. SECTION 21 : COMMERCIAL ACTIVITIES.
This Section is SUPPRESSED for M&R projects. If required, data can be provided in Block 7B, GENERAL.

A-22. SECTION 22 : PHYSICAL SECURITY.
This Section is SUPPRESSED for M&R projects. If required, data can be provided in Block 7B, GENERAL.

A-23. SECTION 23 : SPECIAL ADDITIONAL.
This Section is SUPPRESSED for M&R projects. It is used to provide data for Commissary funded projects and is inappropriate for M&R projects.

A-24. SECTION 24 : MISCELLANEOUS DATA.
Section Is reserved for HQDA.

GLOSSARY

Section 1
Abbreviations

AFH .... Army Family Housing
FE .... Facility Engineer
FN .... Form Number
M&R .... Maintenance & Repair
MACOM .... Major Command
MCA .... Military Construction, Army
OMA .... Operations & Maintenance, Army
RPF .... Real Property Facility
RPMA .... Real Property Maintenance, Activity
SRP .... Special Requirements Paragraph
1391 .... Department of Defense Form Number 1391

Glossary 1