

**Interim Change to AR 415-15, Appendix M**  
**7 January 2000**  
**Authority for Approval of Changes to MILCON Projects**  
**Funded by MCA, UMMCA, and AFH Appropriations**

**M-1. Changes associated with Military Construction, Army and Army Family Housing projects after budget lock**

There are two types of changes associated with MCA, UMMCA and AFH projects:

- a. **Mandatory changes:** Unavoidable changes required to provide a complete and useable facility. Such changes are caused by unforeseen factors discovered during design or construction (e.g. design oversights and errors, mandatory criteria changes, construction site conditions, or unavailability of materials). These changes include those absolutely necessary for completion of the project; but not those justified by improved efficiency of operation, maintainability, function or appearance.
- b. **Discretionary changes:** Changes not absolutely required to provide a complete and useable facility that meets operational requirements. This includes any criteria changes that are not mandatory for ongoing projects and changes that would improve the efficiency, maintainability, functionality, or appearance of the facility. Basically, any change that is not absolutely necessary is considered discretionary. Table M-1 summarizes the approval authorities for changes to MCA, UMMCA, and AFH projects.

**M-2. Approval of mandatory changes**

Approval follows USACE command lines to HQDA and the Congress, as appropriate, for the funding authority required for mandatory changes.

**M-3. Approval of discretionary changes prior to budget lock**

MACOMs may approve changes during concept design (35 percent) or parametric design (5-15 percent) to incorporate user requirements prior to budget lock for the OSD Budget Estimate Submission (1 August), as long as the change meets the intent, scope, and cost approved by the Construction Requirements Review Committee.

**M-4. Approval of discretionary changes after budget lock and prior to construction contract award**

MACOMs may approve discretionary changes, after budget lock and before construction contract award (but preferably before project advertisement), provided all conditions below are met. If any condition is not met, the change must be approved by HQDA (DAIM-FD).

- a. The change is in accordance with technical criteria (normally published in USACE technical publications or Army technical manuals) and Army standards (standard designs, etc.).
- b. The change does not cause the CWE to exceed 95-percent of the PA.
- c. The change is within the scope of the DD Form 1391-EF presented to the Congress with the Budget Justification and does not cause a change in the scope of the project.
- d. Incorporation of the change does not cause the scheduled award date to slip.
- e. The total of discretionary changes does not cause any increase in the original design cost budget for the project.

**as M-5. Approval of discretionary changes after construction contract award**

HQDA (DAIM-FD) must approve all discretionary changes after construction contract award including the source of funding. Upon approval, HQUSACE will issue directive authorization and funds to the USACE districts.

**M-6. USACE involvement in discretionary changes**

MACOMs and installations are required to obtain USACE district evaluation of proposed changes to include cost and time estimates and impacts. The USACE district evaluation, and estimates, and recommended source of funds must be included as supporting documentation for any request. HQDA may require HQUSACE to provide additional technical review on requested changes. Funds for HQDA approved changes will be issued by HQUSACE to USACE districts at the time of approval.

**M-7. Relationship to Army approved standard designs**

Any changes that would cause a deviation from a standard design must also be approved in accordance with the procedures of the Army Standard Design Program.

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**Table M-1. Approval Authority for MILCON Change Management - MCA, UMMCA, and AFH**

<b>Approval Authority</b>	<b>Design Changes (After Budget Lock)</b>		<b>Construction Changes</b>	
	<b>Mandatory</b>	<b>Discretionary</b>	<b>Mandatory</b>	<b>Discretionary</b>
<b>USACE District</b>	All changes IAW technical criteria, and within approved scope and 95-percent of the approved PA.	No Approval Authority (Provides analysis to installations)	All changes IAW technical criteria and within HQDA/HQUSACE approved CWE and project scope.  Forwards proposed changes that would cause the approved CWE to be exceeded.	No Approval Authority (Provides analysis to installations)
<b>USACE Division</b>	No Approval Authority (Evaluates and forwards to HQUSACE)	No Approval Authority	No Approval Authority (Evaluates and forwards to HQUSACE all changes that exceed the approved CWE)	No Approval Authority
<b>HQUSACE</b>	Approves changes either not IAW technical criteria; or cause the project CWE to exceed PA by no more than 15 percent or \$1.5M, whichever is less, in coordination with DAIM-FD.	No Approval Authority	Approves changes either not IAW technical criteria or cause the project CWE to exceed PA by no more than 15 percent or \$1.5M, whichever is less. For all changes, directive authorization and funds will be provided to the USACE district upon approval of the change in coordination with DAIM-FD..	No Approval Authority
<b>User and/or Installation</b>	No Approval Authority	No Approval Authority (Initiates request through Installation to MACOM)	No Approval Authority	No Approval Authority (Initiates request through Installation to MACOM)

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	<b>Mandatory</b>	<b>Discretionary</b>	<b>Mandatory</b>	<b>Discretionary</b>
<b>MACOM</b>	No Approval Authority	Approves changes IAW technical criteria, and within 95-percent of the approved PA & approved scope in coordination with DAIM-FD. See paragraph M-4.	No Approval Authority	No Approval Authority
<b>HQDA and/or DASA-IH</b>	Approves changes that are not within the approved scope, or that cause the project CWE to exceed PA by more than 15 percent or \$1.5M, whichever is less.	Approves changes which are not IAW technical criteria, not within the approved scope, or which cause the project CWE to exceed the PA.	Approves changes that are not within the approved scope, or which cause the project CWE to exceed PA by not more than 25 percent or \$2M, whichever is less.	Must approve all discretionary changes
<b>Congress</b>	Not Applicable	Not Applicable	Approves changes that cause CWE to exceed PA by 25 percent or \$2M, whichever is less.	Approves changes that cause CWE to exceed PA by 25 percent or \$2M, whichever is less.