

SPADEWORK

ATLANTIC DIVISION NAVAL FACILITIES ENGINEERING COMMAND



Construction Division News

Sally Haley, Code 05C

Welcome back Mike Bellamy! Mike Bellamy has returned from Iceland and is now the Assistant Operations Branch Head, Code 051A. Also, welcome to Doug Taylor, a PDC employee from the Design Division. Doug is a mechanical engineer from Old Dominion University. He is working with Darrell Larsen and the TABS/ACAT program until March 1998.

In October 1997, John Adams was selected as the new Construction Programs Coordinator, Code 05C. John is currently working at ROICC Aviano and will report to LANTDIV Headquarters in February 1998.

Ken Trotman recently received a promotion and is leaving this month to report to EFA Med as their Construction Advocate at their headquarters. We look forward to continuing working with Ken in a slightly different partnership.

In FY 97, LANTOPS exceeded its Work-in-Place goals as shown in the table below. Kudos to ROICC Jacksonville NC for a banner year of WIP totaling \$153 million!

| | CONSTRUCTION | FSC | TOTAL |
|-----------------|--------------|--------|---------|
| Target | \$523 M | \$82 M | \$605 M |
| Actual | \$604 M | \$98 M | \$702 M |
| % Actual/Target | 115% | 120% | 116% |

New Performance Appraisal for FY-98

Gary Mackey, Division Director

The Secretary of Navy recently distributed a policy for the entire Department to go to a pass-fail system no later than 1 October 1998. This direction allows each Command to implement their plan as early as 1 October 1997. The LANTOPS Executive Steering Group recently

approved the implementation of a new system that incorporates the benefits of recent changes in this process. The new system incorporates the pass-fail applications, as well as extends the end of the rating period to 31 December 1998. This will make the first rating cycle 15 months in duration. Our quick turn around is primarily attributed to the efforts made two years ago by the original process action team (PAT). Now, instead of five rating categories, we will have two: "Acceptable" and "Unacceptable". The new form also has a third category, "Working Toward..." that gives each employee a target to aim for above the Acceptable level. There is still a requirement to do an Individual Development Plan and a Personal Accomplishment Form. These new forms will be distributed in the very near future. Everyone will be required to set new standards on this new system. If your standards have already been set, there is no need to close them out, since the new system should be in place before those new standards are older than 90 days.

Since the format is very similar to the present system we do not expect any training to be necessary. If you do have any questions, please call us at the Headquarters so we can help you transition into this new system. I firmly believe that this new system will further enhance the communication between employee and supervisor and make the whole process more effective.

NAVFAC Purchase Card Program

Deborah Senchak, ROICC Oceana

Several ROICC offices are now using the government purchase card for streamlined purchases of approved supplies and services. There are individual purchase limits (\$2,500 for supplies), as well as an annual limit (\$20,000 for non-procurement personnel). Note that this is a "purchase" card, not a "credit" card. There

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must be sufficient funds in the ROICC budget for each

purchase. The cardholder and approving official must complete a one-day Purchase Card course or equivalent training available on CD, and must abide by procurement laws and regulations. It is important to certify invoices or to identify any problems immediately upon receipt of the invoice or disputed items.

While the purchase card is useful for supplies not already in local inventory, it is NOT to be used for cash advances, travel, fuel for navy-owned vehicles, incentive awards, or for ADP equipment without prior approval.

LANTDIV Instruction 4000.3 dated 27 June 1996 provides further details, as does the training reference material.

ROICC Computer Upgrades

Sally Haley, Code 05C



The ROICC offices of LANTDIV have undergone major upgrades in their computer operating systems in the last few months. Beginning in September, ROICC Norfolk Naval Shipyard, Cherry Point and Norfolk were upgraded to Windows 95, Office 95 and Filemaker 3.0. ROICC Puerto Rico has been operating in Windows 95 since summer 1997, and ROICC Jacksonville has been operating in Windows 95 since 1996. These ROICCs are now closer to the Command standard for computer operating systems. The remaining local ROICCs (Oceana, Little Creek and Yorktown) will be upgraded to Windows 95 in the upcoming months.

FOCAS OR BRIDGE?

Joe Formato, ROICC Norfolk

NAVFAC recently released a production upgrade to the Field Office Consolidated Automation System (FOCAS), version 2.1. This upgrade is distinguished by its ability to upload data to FIS, which reduces the amount of double data entry required for offices that choose to implement the system. ROICC NNSY is the first LANTOPS office on board with the upgrade.

FOCAS will continue to be supported by NAVFAC until it is replaced by BRIDGE v1.0, which is scheduled for release about a year after negotiations with the developer have concluded. FOCAS/BRIDGE project manager, Mr. Paul Miller, expects that a contract will be awarded to American Management Systems (AMS) by the end of November.

BRIDGE will incorporate most of the features of the current version of FOCAS with the interface and data handling capabilities of Procurement Desktop Defense (PDD), which is an off the shelf offering of AMS. The BRIDGE Scope of Work includes a data conversion utility for FOCAS users. Offices that are currently using PDD or other locally developed systems will probably have to manually populate the BRIDGE system with contract data prior to implementation.

SAFETY CORNER



Bill Garrett, Code 0526

FY97 ROICC SAFETY ACHIEVEMENT

ROICC LITTLE CREEK has received the Safest ROICC Award for FY 97. ROICC LITTLE CREEK had the largest total contractor man hour total for FY 97 with zero lost time accidents. ROICC LITTLE CREEK, under the leadership of LCDR Vic Sibal, contribute their success to a vigilant Construction Representative and AROICC/AREICC team constantly striving to meet the Command and ROICC LITTLE CREEK's goal of "ZERO" accidents through "ZERO TOLERANCE". The results are a direct result of emphasizing high expectations for site safety early in the process during the pre construction conference. A safe job starts safe through acceptance of a quality safety plan in strict accordance with EM 385-1-1 Appendix A. Before each phase of the work begins an Activity Hazard Analysis (AHA) is prepared by the contractor and reviewed with all the employees involved in the work activity. These Activity Hazard Analysis have become integrated with the quality control procedures. Preparatory inspections always include a review of the activity hazard analysis. Congratulations to ROICC LITTLE CREEK!



Other Atlantic Division ROICC offices successfully meeting the goal were: ROICC EARLE, ROICC GTMO, ROICC INDIAN HEAD, ROICC KEFLAVIK, ROICC PANAMA, ROICC QUANTICO, ROICC YORKTOWN, ROICC BETHESDA, ROICC AZORES, ROICC U.K., ROICC SOUDA BAY, ROICC BAHRAIN, ROICC NAPLES, ROICC NORTHERN ITALY, ROICC LA MADELENA, ROICC ROME, ROICC PORTSMOUTH NH, ROICC NNSY, ROICC MECHANICSBURG, ROICC LAKEHURST, ROICC GROTON, ROICC COLTS NECK, and ROICC BRUNSWICK.

Dear ROICC, I am planning to use the Safety Monitoring System on the project...

When can a contractor use the SAFETY MONITORING SYSTEM for fall protection? A recent interpretation by Mr. John McFee from OSHA Region III has clarified some misunderstanding regarding this fall protection system. The safety monitor system put simply, requires a designated employee to warn employees if they are working in an unsafe manner next to an unprotected edge. The system is listed as an option during low sloped roofing work (flat) not to include leading edge or deck construction.

Here's what OSHA says: "OSHA emphasizes that safety monitoring systems are a last resort when other conventional systems are not feasible—meaning that it is impossible to accomplish the work using the conventional systems—or the conventional systems create a greater hazard." Please send in your situations where a contractor feels they must use a safety monitor system. I'm willing to bet there is an alternative.

EM 385-1-1 FROM THE INTERNET

US Army Corps of Engineers Safety and Health Requirements Manual FREE!!!!

Guess what friends... Please inform as many of our construction contractors as you can that the Corps Manual EM 385-1-1 can be obtained through the Internet at the following address. That's right you heard it here. Contractors can now obtain copies of this contract document absolutely free.

<http://www.usace.army.mil/inet/usace-docs/eng-manuals/em385-1-1/toc.htm>

NEW CORP OF ENGINEERS CORRESPONDENCE EXAMS ARE AVAILABLE!!

Safety Coordinators have been established for ROICC offices within the Atlantic Division. Part of their responsibility is to ensure new ROICC employees complete PART I and PART II of the course. PART I consists of a 150 question open book exam and PART II is a 50 question closed book exam. Upon completion a certificate of completion is provided. If you are new to the ROICC this course must be completed as soon as possible. Changes to our Command instruction are being made to reduce the time allowed for completing the exam to 45 days. A database is being maintained to track those who do not meet this minimum certification requirement for construction sites. For those who have completed the course I congratulate you for meeting the Command requirement and for being better prepared to enforce site safety in our quest for "ZERO" accidents. If you are interested in additional construction safety training please give me a call. DSN 262-8424



NEW IMPALEMENT PROTECTION POLICY

Sally Haley, Code 05C

A recent accident involving a construction worker impaled by protruding rebar has made it necessary to re-emphasize the requirements of USACE EM 385-1-1 27.A.02. The worker was descending into an excavation using a single part extension ladder when he lost his footing and fell approximately four feet onto protruding rebar. The rebar was covered by a plastic mushroom-style cap and not protected as necessary to prevent impalement. According to OSHA, the mushroom caps are not designed to prevent impalement and are not manufactured for this purpose. Methods of protection from impalement include caps manufactured for the explicit purpose of preventing impalement, job built wooden troughs, and bending over of rebar. LANTDIV policy is currently being rewritten to require use of steel plate reinforcement integral to the plastic cap. Be sure to look for the new policy in the near future.

REVISED SPECIFICATIONS FOR MECHANICAL SECTION 15950:

HVAC Testing, Adjusting & Balancing

Doug Taylor, Code 0521A



Recently, changes have been incorporated into Specification Section 15950 that clarify and expand requirements and responsibilities on several items including Certified TAB Reports, Certified DALT Reports, TAB Submittal and Work Schedule, and Submittals. All ROICC offices are encouraged to bring these changes to the attention of the contractor during the pre-construction conference.

In Submittals (Section 1.5.1), all submittals listed require Government approval for LANTNAVFACENCOM jobs.

In TAB Submittal and Work Schedule, (Sections 1.5.1.5.j,k and o) changes increase minimum time interval requirements from various submittals to Contract Completion Date.

Changes in Certified TAB Report requirements (Paragraphs 1.5.2.2. (b through e)) specify current requirements for environmental testing, system diagrams, static pressure data, duct transverse data and component pressure drop test data. Also, Paragraphs 1.5.2.2. (h & i) now require the TAB supervisor to provide manufacturer curves for all pumps, fans, flow control balancing valves, flow venturis and flow orifices included in the TAB report. These additions clarify what information is required for an acceptable Certified TAB Report. Changes in Certified DALT Report (Paragraph 1.5.2.1.a) require surface area calculations used and calibration curves for each DALT test orifices used for testing.

With regard to TAB Work Performance Tests with Seasonal Limitations, Section 3.2.2.7 was added which requires heating and cooling performance capacity tests to be reported for all hot water, chilled water, Direct Expansion and steam coils. This addition states the testing requirements in addition to instrumentation accuracy and respective documentation requirements. This section also requires the part load coil performance data from the coil manufacturer to be submitted with the coil reports, converting test conditions to design conditions, to determine if the coils meet design capacity.

The above changes are intended to eliminate any confusion or misunderstanding regarding what is required in the scope of work and ensure proper testing and balancing of HVAC systems.

Quality Assurance

Jim Baldwin, Code 0513

For those of you who just forgot, contractor Quality Control Management Training is now required for all construction contracts over \$100,000.

This requirement can be found in most new contracts, Section 01450 Quality Control, paragraph 1.5.1.3, Construction Quality Management Training. The course

is entitled "Construction Quality Management for Contractors". This course is periodically offered by the Army Corps of Engineers, Norfolk District, through the Virginia Association of General Contractors (AGC), Richmond, VA. The point of contact with the AGC is Steve Vermillion at (703) 346-3383. The class is offered almost every month in either Williamsburg or Richmond. CONREPs are asked to especially encourage contractors, superintendents, QC managers to attend this class. Keep in mind, the contractor's QCM will eventually have to take the class. There should be no more excuses for the contractors not to have a good QC Plan, not to understand the three phases of control and not to have bi-weekly QC meetings. The name of the game in QC Management is organization, preparation and documentation. Let's help ourselves by helping the contractor get started on the right foot. The contractor may also contact Jim Baldwin at (757) 322-8421, should they have any questions on Quality Control requirements or training.

RECYCLING ON CONSTRUCTION CONTRACTS

Bob Fox, Code 0514



Coming soon to selected construction contracts are requirements for the construction contractor to implement a waste management program for recycling construction and demolition waste. The requirements, contained in NFGS-01572 (purloined from the Dallas AIA), require to the greatest extent practical and economically feasible that all materials demolished from existing structures and all waste materials generated during new construction be salvaged for resale, salvaged and reused, or appropriately recycled rather than transported to a landfill. Within 30 days after contract award or before demolition, the contractor shall submit a Waste Management Plan for review and approval by the Contracting Officer. The contractor shall provide the necessary containers to facilitate the waste management program and shall submit a report on implementation of the program with each payment request. The first project where this program will be applied is on the renovation of building Z-133. Contractor feedback on the test project will be solicited.

THE JOINT CHIEF SETS NEW ANTITERRORISM / FORCE PROTECTION STANDARDS

Jay Whalen, LANTDIV Security Manager

In the wake of the KHOBAR TOWERS bombing, the JOINT CHIEFS OF STAFF have set new ANTI TERRORISM / FORCE PROTECTION (AT/FP) standards for all DOD employees. The new policy is designed to protect Navy military (active and reservists), civilians, family members, resources, facilities and equipment from terrorist attack. TWO COMPONENTS OF THE PROGRAM ARE TRAINING OF PERSONNEL AND DEVELOPMENT OF PHYSICAL SECURITY PLANS. The Atlantic Division has established an Anti-Terrorism and Force Protection Training Program for its military and civilian personnel, as required by DOD Instruction. All Navy military and civilian personnel assigned to LANTNAVFACENGCOM are required to attend AT/FP training prior to traveling

overseas. ROICC offices outside of the tidewater area that have personnel in need of this training should contact your local security office to arrange a brief. If you are unable to find an accredited AT/FP training officer or you are in a Tidewater area ROICC, contact the LANTDIV Security Manager and he will assist you in obtaining the appropriate briefing. Topics of discussion will depend upon threat level. At a minimum, training must be conducted annually and Travelers going to high threat areas are required to receive updates prior to travel. These updates are coordinated with NCIS in order for personnel to receive the most current threat assessment for the area in which they are traveling. Travelers can also get state department country updates via the Internet on the State Department web site located at

http://travel.STATE.GOV/travel_warnings.html .

Travelers should be aware that the State Department defines terrorism differently than DOD so the information on the site should be used with this in mind.

The new standards do not address the AT/FP training requirements for contractors. However, the Atlantic Division often sends contractors into areas that have a terrorist threat, and as such, we have an obligation to offer, provide, or assist the contractor in obtaining AT/FP training from an accredited source. Contractor personnel traveling to the Southern Command (SOUTHCOM) area of responsibility must have an anti-terrorism briefing before SOUTHCOM will grant permission for the contractor to enter the area

The second component of this new program is the development of Physical Security plans that are specific to your area. Most bases will have a physical security plan that will set the security conditions of readiness and those security measures that the base will follow during heightened threat conditions. All ROICC offices must have a physical security plan that addresses specific actions that will be taken during periods of heightened threat. Your existing plan should be reviewed and updated as necessary in accordance with the base physical security plan. If you have any questions please contact Jay Whalen LANTDIV Force Protection officer at 757-322-8115 or DSN 262-8115.

CLOSING THOUGHT...

"It is not who is right, but what is right, that is of importance."
Thomas Huxley

G.W. Mackey
Director, Construction Division