



DEPARTMENT OF THE NAVY
NAVAL SUPPORT ACTIVITY MONTEREY
271 STONE ROAD
MONTEREY CA 93943-5189

NSAMINST 11010.1
N4
JUN 29 2016

NAVAL SUPPORT ACTIVITY MONTEREY INSTRUCTION 11010.1

From: Commanding Officer, Naval Support Activity Monterey

Subj: PROJECT INITIAL CONCEPT APPROVAL (FORMERLY SITE APPROVAL)

Ref: (a) OPNAVINST 5090.1D
(b) OPNAVINST 5100.23G
(c) COMNAVREGSWINST 5100.11E
(d) COMNAVREGSWINST 11010.1B
(e) NAVFACINST 11010.45
(f) NAVSEA OP 5
(g) NOSSAINST 8020.22

Encl: (1) Project Submittal and Review Process Flow Chart
(2) Project Initial Concept Approval and Project Review Request Form

1. Purpose. Per references (a) through (e), to define the process for initial concept approval of projects and actions affecting facilities, utilities, land, and environment at Naval Support Activity Monterey (NSAM). An initial concept approval is necessary to ensure projects at NSAM are executed in compliance with applicable regulations and Navy policies. This instruction identifies key participants in the review process and confirms the NSAM Commanding Officer (CO) as approval authority for use of NSAM assets.

2. Cancellation. This instruction is new and should be reviewed in its entirety.

3. Scope. This instruction applies to proposed projects and land uses at NSAM regardless of sponsor, end user, funding source, or project execution method.

4. Policy

a. Projects Requiring Initial Concept Approval and/or Site Approval:

(1) New buildings and/or structures, i.e. antennas, paving, portable, temporary or relocatable facilities and additions to existing facilities.

(2) Alterations/Improvements to existing land (Class 1, Navy Real Property) and facilities or structures (Class 2, Navy Real Property). This includes changes that modify the layout or function of a facility. This also includes increases to facility power and cooling requirements.

(3) Soil disturbing activities such as digging, grading, stockpiling, staging, or dumping.

(4) Contractor lay-down and stockpiling of material and equipment.

JUN 29 2016

(5) Temporary use of land or a facility to include research, training, testing, and military exercises.

(6) Use of a conex container or equivalent as a storage facility.

(7) Sites and/or uses requiring explosive safety site approvals.

b. Routine maintenance actions to repair existing facilities do not require Initial Concept Approval and should be requested through the NSAM Public Works Department (PWD) Service Desk.

c. Process Overview. Project review requests from tenant commands or NSAM departments should be submitted to the PWD Facility Management Specialist (FMS) with as much detail of the requested work as soon as practical. If unsure who your FMS is, contact the PWD Service desk at phone x2526 or email at trouble@nps.edu. Enclosure (1) provides a pictorial demonstration of the procedure for Project Initial Concept Review.

(1) For a project review, the project proponent shall submit a Project Initial Concept Approval form (enclosure 2) to PWD. The form should fully describe the proposed project and include any applicable project information such as location maps, site plans, designs, scope of work, cost estimates, and other specifications to facilitate a complete review.

(2) The PWD Work Induction Board (WIB) will determine the level of approval needed depending on project complexity and execution method. If the project requires detailed review, a NSA Monterey Planner will be assigned to facilitate the review process. Project proponents may be asked to attend the WIB when their project is being presented to clarify technical details.

(3) The PWD Lead (FMS or Planner) will work with identified reviewers to obtain approval or conditional project approval.

(4) The PWD Lead will update the project proponent on major developments arising during the site approval review process as soon as practical.

(5) The PWD Lead will compile all approvals, non-approvals, conditional approvals, and comments provided by reviewers for the record.

(6) The PWD lead will prepare the official Initial Project Approval package for the NSAM CO or his delegate for signature.

(7) The approving official will forward a copy of the Initial Project Approval, either approved or disapproved, to the project proponent and PWD lead for distribution.

(8) Only projects with a signed "approved" Initial Project Approval may proceed.

(9) Project scope of work changes occurring after approval may require further review. Changes should be brought to attention of the PWD lead to determine if changes are significant enough to warrant further review.

JUN 29 2016

d. Existing Policies and Other Reviews. This instruction does not change the requirement to apply for permits or request additional engineering reviews as required by ongoing NSAM missions. For example, Confined Space Entry Permits, Hot Work Permits, Dig Permits, or Utility Outage Requests.

5. Responsibilities

a. Project Requestor/Proponent:

(1) Submit Project Review Request Form and associated additional information to FMS.

(2) Work with Project Review team to answer questions arising during review.

(3) Notify the PWD lead when a project has changes in the original scope of work as this may require additional review and revision to the original Initial Project Approval document.

b. NSAM FMS:

(1) Receives Initial Project Approval Review form and screens for completeness.

(2) Works with the project proponent to refine known requirements.

(3) Advocates for the project proponent in the PWD WIB.

c. NSAM PWD Lead (Planner or FMS):

(1) Facilitates initial project approval process recommended by the WIB.

(2) Keeps an official record of the initial project approval review.

(3) Provides updates to stakeholders in a timely manner.

(4) Prepares Initial Project Approval package for the approving authority.

(5) Processes Explosives Safety Site Approvals required by reference (f) or (g) to be submitted using the Navy Ordnance Safety and Security Activity (NOSSA) electronic site approval database WEBSAR.

d. NSAM Project Review Team Core Members:

(1) Reviews plans, specifications, and drawings related to proposed projects.

(2) Identifies in writing, requirements needed for approval within their respective area of responsibility.

(3) Ensure other missions or mission requirements are not affected by potential impacts of the proposed project.

JUN 29 2016

(4) Core team members are required to provide approval for, non-approval for, or conditional approval for projects they review.

(5) Projects with changing scope of work or requirements after gaining site approval may be required to re-engage Project Review Team membership.

6. Review Team Core Membership

Office	Phone
NSAM Public Works Officer	x2261
NPS and NSAM Safety	X7758 and x2822
NPS ITACS	x3333
NPS Facilities Manager	x7612
MWR Director	x2533
NSAM Security	x2236
NSAM Fire Technical Lead	x3503
NSAM Production Officer	x6278
NSAM Facilities Sustainment Manager	x2625
NSAM Environmental	x7746
NSAM Utilities	x3692
NSAM Planning	x2301
NSAM Explosives Safety Officer	(559) 998-3542

7. Explosives Safety Site Approvals. Explosives Safety Site Approvals required by reference (f) will be submitted using the NOSSA electronic site approval database WEBSAR. Explosives Safety Site Approvals will meet minimum requirements and be submitted in accordance with reference (g).

a. Responsibilities:

(1) CO: The Installation CO has final approval for Explosives Safety Site Approvals. The CO may designate in writing the Publics Works Officer (PWO) authority to approve explosives safety site approvals in the NOSSA electronic site approval database WEBSAR.

(2) PWO: The PWO will fulfill responsibilities outlined in reference (g), in addition the PWO will:

(a) Maintaining access to the NOSSA website to review and approve explosives safety site approvals using the WEBSAR system (as designated).

(b) Assign a project manager to monitor design and construction of new facilities requesting explosives safety site approval or modifications to existing facilities for compliance with reference (f).

(3) PWD Planner: The assigned planner will fulfill responsibilities outlined in reference (g), to include:

JUN 29 2016

(a) Maintain access to the NOSSA website to preparing explosives safety site approvals using the WEBSAR system.

(b) Maintain the installation Explosives Safety Submission (ESS) database and process explosives safety site approvals using the ESS package.

(c) Complete AMMO-36 classroom training as required by reference (f).

(4) NSAM Explosives Safety Officer (ESO): The ESO will fulfill responsibilities outlined in reference (g), in addition the ESO will:

(a) Participate in the Explosives Safety Site Approval Development Team.

(b) Review and approve explosives related site approvals in WEBSAR.

(c) Conduct an annual review of the Installation Explosives Safety Quantity Distance maps and submit changes as necessary.


(d) Conduct annual site approval validation of approved site facilities to ensure compliance with site approval.

(5) Tenant Command: Tenant commands requesting explosives safety site approvals will provide a knowledgeable representative to participate in the site approval development team board. This individual will provide technical and operational information needed to process site approval requests.

(6) Project Managers: Project managers assigned to monitor the construction and design of explosives facilities will prepare a work plan to ensure responsibilities outlined in reference (f) are met.

b. Records Management: The installation ESO and the assigned PWD Planner will maintain complete copies of explosives safety site approval packages and provide copies upon request during any internal or external reviews.

8. Action. COs, Officers in Charge of tenant command activities, and department heads shall ensure provisions of this instruction are made known to all appropriate personnel and ensure compliance.



P. G. DAUSEN
Acting

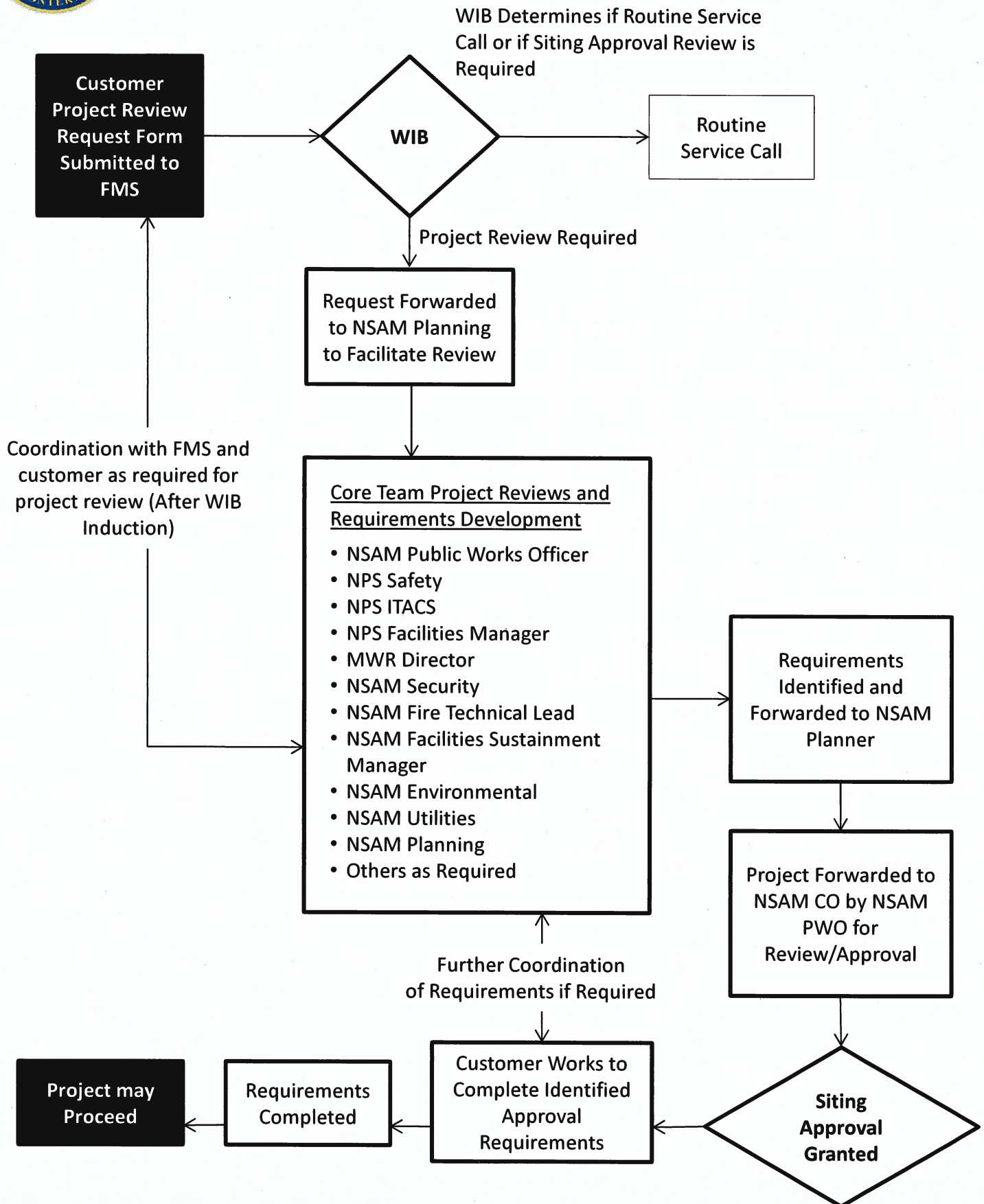
Distribution:

Electronic via CNIC Gateway

<https://g2.cnic.navy.mil/tscnrsw/NSAMONTEREYCA/N00/default.aspx>



NAVAL SUPPORT ACTIVITY MONTEREY (NSAM) PROJECT SUBMITTAL AND REVIEW PROCESS





**NAVAL SUPPORT ACTIVITY MONTEREY (NSAM)
PROJECT INITIAL CONCEPT APPROVAL AND PROJECT REVIEW REQUEST**

PART I:

PROJECT TITLE: _____

CUSTOMER POC: _____ **PHONE#:** _____

EXPECTED START DATE: _____

PART I: PROJECT TITLE AND SCOPE: (Attach additional documentation as required to fully explain proposed project and site).

Proponent Signature: _____ **Date:** _____

PART II: PROJECT REVIEW

Forwarded to Project Review Team Core Members on (Date): _____

Team Member	Comments/Approval Requirements Attached
NSAM Public Works Officer	
NPS Safety	
NPS ITACS	
NPS Facilities Manager	
MWR Director	
NSAM Security	
NSAM Fire Technical Lead	
NSAM Facilities	
NSAM Environmental	
NSAM Utilities	
NSAM Planning	

Requirements/Comments received from all Core Team Reviewers

NSAM Public Works Officer: _____ Date: _____

PART III: NSAM CONCURRENCE

Approved
Disapproved

Remarks:

NSAM Commanding Officer: _____ Date: _____