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CHAIRMAN OF THE JOINT CHIEFS OF STAFF INSTRUCTION

J-7

DISTRIBUTION: A, C

CJCSI 4600.02C

22 April 2020

EXERCISE-RELATED CONSTRUCTION PROGRAM MANAGEMENT

References: See Enclosure D.

1. Purpose. This instruction outlines procedures for managing the Exercise-Related Construction (ERC) program.
2. Superseded/Cancellation. Chairman of the Joint Chiefs of Staff (CJCS) Instruction 4600.02B, "Exercise-Related Construction Program Management," 4 February 2019, is superseded.
3. Applicability. This instruction applies to the Joint Staff, Combatant Commands (CCMDs), Military Services, and other Defense Agencies as appropriate.
4. Policy and Procedures. It is Department of Defense (DoD) policy to manage and ensure the timely execution of the ERC program in full accordance with all applicable statutes and all applicable DoD and Joint Staff directives, instructions, and guidelines. Two line items fund the ERC program: "unspecified minor military construction (UMMC)" and "planning and design (P&D)," authorized and appropriated by public law for any exercise-related requirements that become specified during a 5-year active funds window. The program appropriation request falls under the DoD-wide, unspecified worldwide locations, unspecified minor construction heading and is allocated to the Joint Chiefs of Staff. The Office of the Secretary of Defense (OSD) retains P&D funds until the Joint Staff requests them.
5. Responsibilities. See Enclosure A.
6. Summary of Changes. This instruction clarifies ERC program management responsibilities. In addition, it transfers these responsibilities from the Directorate for Logistics, Joint Staff (J-4) to the Directorate for Joint Force Development, Joint Staff (J-7).

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7. Releasability. UNRESTRICTED. This directive is approved for public release; distribution is unlimited on the Non-Secure Internet Protocol Router Network. DoD Components (including the Combatant Commands), other Federal Agencies, and the public may obtain copies of this directive through the Internet from the CJCS Directives Electronic Library at: <<http://www.jcs.mil/library>>. Joint Staff activities may also obtain access via the Secure Internet Protocol Router Network Directives Electronic Library Web sites.

8. Effective Date. This INSTRUCTION is effective upon receipt.

For the Chairman of the Joint Chiefs of Staff:



GLEN D. VANHERCK, Lt Gen, USAF
Director, Joint Staff

Enclosures:

- A—Responsibilities
- B—Program Management
- C—Operational Control Letter Template
- D—References

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ENCLOSURE A

RESPONSIBILITIES

1. Chairman of the Joint Chiefs of Staff (CJCS). The CJCS is responsible for approving projects, providing allocated funds, and notifying Congress of CCMDs' ERC projects (reference a).

2. Director for Joint Force Development, Joint Staff (DJ-7)

a. Manages the ERC program for the CJCS. In the absence of the DJ-7, the Vice Director for Joint Force Development, Joint Staff (VDJ-7) has approval and notification authority. Either the DJ-7 or VDJ-7 will also approve criteria for scoring and prioritizing projects as detailed in Enclosure B.

b. Ensures funds are used only for requirements that comply with the definitions in Title 10, U.S. Code, section 2801 and the thresholds in Title 10, U.S. Code, section 2805 (reference b).

c. Coordinates notification reports with Joint Staff J-4 for projects that meet the criteria in Title 10, U.S. Code, section 2805(b) (reference b) and submits the notification reports to Congress.

d. Directs use of the Overseas Humanitarian Assistance Shared Information System (OHASIS), the current system of record for the ERC program.

e. Ensures nominated ERC projects support joint exercises listed in the Joint Training Information Management System (JTIMS) (reference c).

f. Facilitates ERC working groups (ERCWGs) chaired by the Joint Staff J-7 ERC Program Manager. Enclosure B provides details on ERCWGs.

g. Tracks ERC project execution in comparison to planned spending to ensure military construction (MILCON) execution milestones are met.

h. Issues authority to advertise (ATA) for approved projects with allocated funding. Service Components must advertise within 60 days after receiving notice of the Joint Staff's ATA from the CCMD.

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- i. Coordinates with the DoD Office of General Counsel to validate compliance with the host nation operational control requirement of Title 10, U.S. Code, section 2801(c)(4) (reference b). Ensures CCMD projects use the operational control letter template provided in Enclosure C.
 - j. Requests OSD to provide Joint Staff Comptroller P&D funds as required. Further requests that the Joint Staff Comptroller issue P&D funds to the CCMD/CCMD Support Agent (CCSA), unless otherwise specified by the CCMD.
 - k. Requests the Joint Staff Comptroller to issue construction funds authorization to the CCMD/CCSA, unless otherwise specified by the CCMD, for approved projects that meet the following criteria:
 - (1) The project is expected to award (for contracts) or begin procurement (for troop labor) within the next 60 days (as documented in OHASIS).
 - (2) The requesting CCMD complies with the most recent monthly construction and financial reporting requirements.
 1. Aligns fiscal year funding (within the active 5-year window of appropriation), funding accounts, and projects to optimize acquisition effectiveness and financial execution efficiency.
3. Director for Logistics, Joint Staff (DJ-4)
- a. Provides engineering expertise to assist Joint Staff J-7 in ensuring funds are used only for requirements that comply with Title 10, U.S. Code, section 2801 definitions and Title 10, U.S. Code, section 2805 thresholds (reference b).
 - b. Supports ERCWGs chaired by Joint Staff J-7.
 - c. Provides engineering expertise to assist Joint Staff J-7 with alignment of funding.
4. Joint Staff Comptroller
- a. Assigns an ERC Funds Manager to directly support the Joint Staff J-7 ERC Program Manager in daily management of the ERC program.
 - b. Ensures that the Joint Staff J-7 ERC Program Manager has proper training to execute budget transfers in the Joint Staff accounting system. Once OSD sub-allocates funds to the Joint Staff, the funds will be loaded into the

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Joint Staff J-7 Combatant Commander Exercise Engagement and Training Transformation (CE2T2) accounts so that the Joint Staff J-7 Program Manager can manage sub-allotments.

c. Receives monthly consolidated reports from the Joint Staff J-7 ERC Program Manager and ensures that any updates on commitments, obligations, and disbursements are entered into the Joint Staff accounting system.

d. Provides the ERC Program Manager with monthly reports on the status of ERC and P&D funds that summarize sub-allotments, disbursements, commitments, obligations, and expenditures for each CCMD by FY and program.

e. Withdraws, at the request of the ERC Program Manager, previously sub-allocated unexpended project and P&D funds to use for other ERC requirements.

5. Geographic Combatant Commands (GCCs)

a. GCCs have oversight responsibility for project planning, programming, design, execution, and cost accounting, including coordination with embassies, host nations, construction agents, and military components.

b. GCCs nominate ERC projects in accordance with the guidelines below:

(1) The project supports Joint Exercise Program (JEP) events listed in JTIMS.

(2) The project complies with sections 2801 and 2805 of Title 10, U.S. Code (reference b).

(3) The project does not represent a foreign assistance program.

(4) If the project is located outside the United States (including U.S. territories and possessions), the CCMD must provide written approval for the project from the Chief of Mission, Deputy Chief of Mission, or other Department of State official in the applicable U.S. embassy confirming the project is consistent with U.S. policy.

(5) The main purpose of the project is not to establish a new posture location in support of a permanent U.S. presence.

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- c. GCCs will ensure compliance with Enclosure B by reviewing and directing accomplishment of monthly inputs within OHASIS.
- d. GCCs may request P&D funds at any time for any approved project.
- e. GCCs will request ATA from the Joint Staff J-7 ERC Program Manager for a project once the project is approved for funding and all required documentation (such as operational control memorandums) is in place. Joint Staff J-7 will confirm the project is ready to advertise by validating the necessary documentation in OHASIS. Joint Staff J-7 will then send an ATA memorandum to the requesting CCMD.
- f. GCCs will request their allocation of project funding when bid selection is complete by requesting the amount of the selected bid. Joint Staff J-7 will send allocated funding to the CCMD/CCSA or CCMD-specified Service Component using a Fund Allocation Document.
- g. GCCs will, upon completion of a project, submit all required project closeout data in OHASIS, immediately make any unexpended funds available for withdrawal by the Joint Staff Comptroller, and notify the ERC Program Manager of project completion details.

6. Functional Combatant Commands (FCCs)

- a. FCCs will support GCCs' ERC programs within each GCC's area of responsibility.
- b. FCCs will support FCC theater-level functional organizations in accordance with the guidelines below:
 - (1) FCCs will assist theater-level functional organizations with preparation of ERC project submissions.
 - (2) FCCs will advocate for theater-level functional organizations' projects on a GCC-submitted list.
 - (3) FCCs will assist theater-level functional organizations with project execution as required.
- c. FCCs will not directly manage ERC projects, except under extraordinary circumstances. In each case, the FCC will coordinate directly with the GCC and Joint Staff to validate those circumstances.

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7. Office of the Chairman of the Joint Chiefs of Staff Legal Counsel (OCJCS/LC). OCJCS/LC will review all ERC nominations for legal sufficiency.

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ENCLOSURE B

PROGRAM MANAGEMENT

1. Project Nomination

a. GCCs may submit construction requirements to support joint exercises for the proceeding 2 fiscal years (FYs) (current FY+1 and current FY+2) no later than 1 January of the current FY, unless otherwise stated. Current FY+1 requests will be prioritized/approved for execution. Current FY+2 requests will be approved for potential P&D funding and to enable potential mid-FY execution if funds become available. Projects may also be submitted for future years beyond FY+2 in order to potentially access P&D funds.

b. GCCs will formally nominate their slate of projects no later than 1 January by submitting a general/flag officer signed letter of approval to Joint Staff J-7. This approval shall indicate that the CCMD engineer and CE2T2 lead (usually the CCMD's J7/J37) concur with the nominated slate and that all the projects have been entered into OHASIS and support JEP exercises. This program nomination must also identify by project any "set-aside" or "must-pay" funding that has been established (e.g., European Deterrence Initiative or Enhanced Defense Cooperation Agreement).

c. To be considered for approval, all fields in the OHASIS programming wizard (a step-by-step DoD (DD) Form 1391 creation guide) must be completed. Each project in the OHASIS database must include a properly programmed DD Form 1391 signed by the first O-6 Command Engineer at the Component or CCMD. The project must be marked with the status "Nomination - CCMD Submitted."

d. GCCs shall ensure that their CCSA or specified Service Component accounts for all ERC line item costs attributed to each construction project in the DD Form 1391, Block 8.

e. All nominations will be accompanied by a legal review from the CCMD or specified Service Component legal counsel.

2. Project Prioritization

a. Joint Staff ERC Working Groups (ERCWGs). Joint Staff J-7 will host two ERCWGs annually, in February and July.

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b. February ERCWG. The Joint Staff J-7 ERC Program Manager, supported by Joint Staff J-4, will facilitate and chair the working group. The ERCWG's objectives include the following:

- (1) Review program execution and status of all funded projects.
- (2) Prioritize current FY+1 project nominations for DJ-7 approval.
- (3) Identify FY+2 project nominations for long-lead P&D funds (as well as potential mid-year or end-of-year funding).

c. July ERCWG. The J-7 ERC Program Manager, supported by Joint Staff J-4, will facilitate and chair the working group. The ERCWG's objectives include the following:

- (1) Review program execution and status of all funded projects.
- (2) Review project nominations for potential mid-FY or end-of-FY funding.
- (3) Validate milestones and scoring criteria for the next February ERCWG.

d. The ERC Program Manager will obtain DJ-7 or VDJ-7 approval of any ERCWG changes to the scoring criteria and ensure the most recently approved scoring model is uploaded to OHASIS to score projects for initial prioritization.

e. Criteria may change annually as DoD priorities change. The most current scoring framework will be published no later than at each July ERCWG and can be found in the OHASIS project management database. Scoring criteria will reduce future CE2 expenditures and ensure projects support the JEP, National Defense Strategy priorities, the National Military Strategy, and the Joint Strategic Campaign Plan.

f. The ERCWG will deliberate to determine the recommended rank order prioritization of projects.

g. The ERC Program Manager will use the ERCWG output to recommend final project approval and priority by DJ-7, along with background information on conflicts not resolved by ERCWG consensus.

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h. Once DJ-7 approves the projects, the ERC Program Manager will staff congressional notifications. The ERC program manager will advise CCMDs when notification is made. Contract award and troop labor material procurement cannot begin until 14 days after congressional notification is made.

3. Project Management

a. The ERC Program Manager has authority to fund projects out of priority order based on exercise timing to ensure mission success. CCMDs may request funding when bid selection is complete, firm costs are established, and the contract is ready to award (for contracts), or when firm material procurement costs are determined (for troop construction material acquisition).

b. The ERC Program Manager has authority to fund projects out of priority order based on financial execution (obligation rates and expenditure) of the owning CCMDs to ensure program success.

c. The ERC Program Manager has authority to withdraw any funds from a CCMD/CCSA or specified Service Component that have not been obligated within the first three FYs (of the 5 total) of that FY appropriation.

d. Project Scope/Location Changes. If dictated by the host nation, CCMDs have authority to change the project installation/location as long as the work remains in the same host nation and meets operational control requirements. CCMDs may site adapt the scope of work for the new location without notifying the Joint Staff as long as the general purpose and type of work remain the same.

e. Project Cost Increases. For any cost increase exceeding 125 percent of the original programmed amount, the ERC Program Manager may request a general/flag officer letter explaining and justifying the increase. Any cost increases for projects that meet Title 10, U.S. Code, section 2805 threshold requirements (reference b) will also require congressional notification.

f. Project Cancellations. If a CCMD determines a project is no longer necessary, the ERC Program Manager may request a cancellation letter from the CCMD signed by a general/flag officer.

g. At the end of each project, the closeout procedure must include financial reconciliation and immediate return of any unused funds.

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4. Use of Other Funds and ERC

a. Unspecified minor military construction (UMMC) appropriations are used for the ERC program.

(1) ERC projects are governed by the statutory limitations outlined in Title 10, U.S. Code, sections 2801 and 2805 (reference b).

(2) Authoritative guidance on cost accounting (funded and unfunded costs) is contained in DoD 7000.14-R, "Financial Management Regulation (FMR)" (reference d). The current DoD FMR (<<https://comptroller.defense.gov/FMR.aspx>>), published in May 2019 (as of the date of this instruction), contains MILCON accounting requirements in Volume 3, Chapter 17.

b. Operation and maintenance (O&M) funds may be used for small-scale construction and repair of exercise facilities using the construction authority described in reference e, subject to the thresholds specified in Title 10, U.S. Code, section 2805 (reference b). However, O&M may not be combined with UMMC for the same construction project in order to circumvent thresholds in section 2805 (reference b).

c. Humanitarian assistance (HA)/humanitarian civic assistance (HCA) funds may not be combined with ERC funds in order to supplement the funding of ERC projects. Any use of HA/HCA funds should be for separate and distinct requirements. However, CCMDs are encouraged to maximize opportunities for HA/HCA and ERC projects to be executed in close proximity to maximize cost savings and increase efficiencies (references f and g.)

d. CE2T2 O&M funds will not be used in support of a project. Transportation of supplies and equipment, personnel travel and per diem shall be unit funded.

5. Project Management Reporting Requirements

a. OHASIS is the authoritative data source for ERC program management.

b. All projects that are approved and not yet complete require recurring monthly updates and/or validation in OHASIS to document planning, design, construction, and funding milestones. The ERC Program Manager has the authority to modify reporting requirement deadlines.

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c. The minimum monthly reporting requirements are depicted in Figures 1–2 on the following pages. Each figure is described below.

(1) Figure 1. Figure 1 is the OHASIS Construction Management section, with mandatory minimum reporting requirements shown in orange.

(2) Figure 2. Figure 2 is the OHASIS Funding section, with minimum reporting requirements shown in orange. CCMDs will ensure that their CCSA or specified Service Component documents project funding immediately upon authorization, obligation, or disbursement. CCMD ERC Program Managers use this data to reconcile project funding execution monthly with the CCMD CCSA or their specified Service Component comptrollers so that they can provide required reports to the Joint Staff Comptroller and J-7 ERC Program Manager as requested.

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Construction Management

Basic Information

Construction ID:
(eProjects or RMS ID that will link to this project - only input if project is being implemented by NAVFAC or USACE)

Contract Reporting

This section enables capturing construction related information as it pertains to contract management. Normally used for projects not implemented by NAVFAC or USACE as they have their own contract management systems (eProjects and RMS).

Contractor:

Contract Number:

For Troop Labor, list the unit that is executing the project

(e.g. 819th RED HORSE SQUADRON)

Cost Reporting	ACTUAL	ASSESSMENT										
Earned Value (\$):	<input type="text"/>	-										
Contract Award Amount (\$):	<input type="text"/>	Current Contract Amount: \$ <small>(Contract Award Amount + Completed Mods)</small> Estimated Completion Amount: \$ <small>(Contract Award Amount + Pending Mods + Completed Mods)</small> Cost Growth: 0% <small>(Completed Mods/Contract Award Amount * 100)</small>										
Contract Modifications:	Pending: \$0 Completed: \$0 Total: \$0	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #e0e0e0;"> <th style="width: 5%;"></th> <th style="width: 20%;">Mod Type</th> <th style="width: 15%;">Amount</th> <th style="width: 15%;">Mod Date</th> <th style="width: 45%;">Entered By</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"><input type="button" value="Add"/></td> <td style="text-align: center;">▼</td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </tbody> </table>		Mod Type	Amount	Mod Date	Entered By	<input type="button" value="Add"/>	▼	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Mod Type	Amount	Mod Date	Entered By								
<input type="button" value="Add"/>	▼	<input type="text"/>	<input type="text"/>	<input type="text"/>								

Schedule Reporting	PLANNED	ACTUAL/CURRENT	ASSESSMENT
Progress (%):	<input type="text"/>	<input type="text"/>	Behind Schedule: <small>(Planned Progress - Actual Progress)</small>
Contract Start Date:	<input type="text"/>	<input type="text"/>	Contract Time Growth: True <small>(Planned Com</small>
Contract Completion Date:	<input type="text"/>	<input type="text"/>	
Beneficial Occupancy Date:	<input type="text"/>	<input type="text"/>	
Statement of Requirement (SOR):	<input type="text"/>	<input type="text"/>	
Statement of Work (SOW):	<input type="text"/>	<input type="text"/>	
Request For Proposal (RFP):	<input type="text"/>	<input type="text"/>	
Proposal Due:	<input type="text"/>	<input type="text"/>	
Award:	<input type="text"/>	<input type="text"/>	
Notice To Proceed:	<input type="text"/>	<input type="text"/>	
Design Complete:	<input type="text"/>	<input type="text"/>	
Image for Quad Chart:	▼		

For Troop Labor, list the planned and actual construction start and end dates

For Troop Labor, list the planned and actual date for obligating all project funds

Contract/Construction Remarks

Figure 1. OHASIS Construction Management Section

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Funding

Funding information for project.

Authorized (JS FAD)	Funds Obligated	Funds Disbursed			
[Redacted]	[Redacted]	[Redacted]			
Doc Number	[Redacted]				
MIPR Number	[Redacted]				
Funding Source	[Redacted]	Funding FY	[Redacted]		
Note	[Redacted]				
Add					

Doc Number	MIPR Number	Authorized (JS FAD)	Obligated	Disbursed	Funds FY	Source	Name	Date Added	Note
	N0003816WR6MC02	\$0.00 9-28-16	\$30,000.00	\$29,053.55 7-27-18	16	ERC	[Redacted]	8-08-18	
	FAD 0500-16-1204-16-000H-00713-00001	\$725,105.00 9-15-16			16	ERC	[Redacted]	7-26-18	
	N0003816RC6MC01	\$0.00 9-28-16	\$695,105.00	\$491,619.92 3-30-18	16	ERC	[Redacted]	7-26-18	
TOTAL		\$725,105.00	\$725,105.00	\$520,673.47					
						Funds not Obligated: \$0.00 Funds not Disbursed: \$204,431.53			

Figure 2. OHASIS Funding Section

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ENCLOSURE C

OPERATIONAL CONTROL LETTER TEMPLATE

REPLY TO
ATTENTION OF

Ministry of Defence
Curl Thompson Building
Belmopan City, Belize, Central America
Phone (501) XXX-XXXX Fax (501)
XXX-XXXX

12 Nov 2014

No. _____

SCO Office Symbol

Letter of Acknowledgement

The purpose of this letter is to authorize the U.S. Department of Defense to implement exercise-related construction (ERC) projects at Belize military installations at Price Barracks (SC 14-XX Barracks Renovation, Price Barracks) and Camp Belisario (SC 14-XX Barracks Renovation, Camp Belisario). We grant the U.S. Department of Defense operational control of the immediate area upon which these facilities are to be constructed as well as the constructed facilities. This operational control will be temporary, starting no more than thirty (30) days prior to the start of construction or exercise period, will last throughout the construction/renovation and during the exercise, and will terminate no later than thirty (30) days after the conclusion of the construction or exercise period, whichever is later.

Sincerely,

Official Designee from Host Nation

Sign

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ENCLOSURE D

REFERENCES

- a. DoD Directive 4270.5, "Military Construction," paragraph 5.4., 12 February 2005 (incorporating Change 1, 31 August 2018)
- b. Title 10, U.S. Code, Chapter 169, Subchapter I, section 2801, "Scope of chapter; definitions"; section 2802, "Military construction projects"; and section 2805, "Unspecified Minor Construction"
- c. CJCS Manual 3500.03 Series, "Joint Training Manual for the Armed Forces of the United States"
- d. DoD 7000.14-R, "Department of Defense Financial Management Regulation (DoD FMR)," May 2019
- e. Title 10, U.S. Code, Chapter 16, section 321, "Training with friendly foreign countries: payment of training and exercise expenses"
- f. Title 10, U.S. Code, Chapter 401, "Humanitarian and Civic Assistance Provided in Conjunction with Military Operations"
- g. DoD Instruction 2205.02, "Humanitarian and Civic Assistance Activities," 23 June 2014 (incorporating Change 1, 22 May 2017)

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