***Editor’s Note: All bracketed items to be edited by NAVFAC FEC PM and ID unless otherwise noted***

**1.0 SCOPE:**

This scope of work describes tasks to be performed by Naval Facilities Engineering Systems Command (NAVFAC) [Pacific] [Southwest] [Northwest] [Hawaii] [Far East] [Marianas] and [the Performing Activity] supporting Collateral Equipment (FQ) for [insert Project number, description and location].

**2.0 BACKGROUND:**

 [Project#, Project Title and DD1391 Block 11 Project Statement and purpose of requested funds.]

**3.0 TASKING:**

***Editor’s Note:  Please use the statements below if NAVFAC is the construction agent and FF&E will procured through the contract.***

* [Funds shall be sent to the NAVFAC [Pacific] [Southwest] [Northwest] [Hawaii] [Far East] [Marianas]via Purchase Request (PR) to execute the following via [option] [planned modification] to the construction contract. The Contractor shall provide turnkey procurement and installation of the Final Furniture, Fixtures & Equipment (FF&E) package exactly as listed in the attached itemized FF&E Cost Summary (IGE).
* Project Oversight (Project O/S) funding associated with this action will be issued directly to NAVFAC Field Engineering Command (FEC) via TRAM.]

***Editor’s Note: Please use this statement if applicable for Host Nation project.***

* [Funds shall be sent to DoD execution **agent via MIPR** to execute the procurement of the FF&E via prime vendor as specified on a firm fixed-price quote.]

***Editor’s Note:  Please use ONE of the statements below if USACE is the construction agent and FF&E will procured through the contract or via direct procurement from the vendor.***

* [Funds shall be sent to USACE via MIPR to execute the following via firm fixed-price option to the construction contract. The Contractor shall provide turnkey procurement and installation of the Final Furniture, Fixtures & Equipment (FF&E) package exactly as listed in the attached itemized FF&E Cost Summary (IGE).]
* [Funds shall be sent to USACE via MIPR to execute the following via direct procurement from the vendor. The Final Furniture, Fixtures & Equipment (FF&E) package will be procured exactly as listed in the attached itemized FF&E Cost Summary (IGE).]

**4.0 PLAN OF ACTION AND MILESTONES (POA&M):**

***(Editor’s Note: PM must confirm schedule dates with CS)***

**Action Date (Month/Year)**

Award FF&E Planned Mod CLIN [insert date]

Procure FF&E [insert date]

Install FF&E [insert date]

CCD or BOD [insert date]

**5.0 COST DETAILS:** See attached IGE for detailed cost breakdown

***(Editor’s Note: Sample provided below. NAVFAC ID to Copy/paste table from Final FF&E Cost Summary (IGE). Totals below must EXACTLY match FF&E Cost Summary. If some fees are combined in same line item on the FF&E Cost Summary, show as combined below, i.e. Design /Project Mgmt Total.)***

TOTAL COST SUMMARY:



Request funding as follows:

**Request funding document be forwarded directly to NAVFAC [Pacific] [Southwest] [Northwest] [Hawaii] [Marianas] [Far East] [Performing Activity] Financial POC(s) for handling. *(Editor’s Note: Edited by NAVFAC PAC CEQ Mgr./FQ Technical POC - Must have CFMS Account to receive Funding Doc \*\*\* POC at the Performing Activity)***

[AAC: N62742

 PA Code:

NAVFAC Pacific

 Address:

 Attn: [POC Name]

 Email:

 Phone:

**Copy to: ]**

[AAC: N6247A

 PA Code:

NAVFAC Southwest

 Address:

Attn: [POC Name]

 Email:

 Phone:

**Copy to:** **FWF\_SW\_Core\_CI@navy.mil** **]**

[AAC: N4425A

 PA Code:

NAVFAC Northwest

 Address:

 Attn: POC Name

 Email:

 Phone:

**Copy to: ]**

[AAC: N62478

 PA Code:

NAVFAC Hawaii

 Address:

 Attn: POC Name

 Email:

 Phone:

**Copy to: ]**

[AAC: N40192

 PA Code:

NAVFAC Marianas

 Address:

 Attn: POC Name

 Email:

 Phone:

**Copy to: ]**

[AAC: N40084

 PA Code:

NAVFAC Far East

 Address:

 Attn: POC Name

 Email:

 Phone:

**Copy to: ]**

[AAC:

 PA Code:

NAVFAC Performing Activity

 Address:

 Attn: POC Name

 Email:

 Phone:

**Copy to: ]**

**6.0 POINTS OF CONTACT:**

**NAVFAC PAC**

FQ Technical POC: PAC CEQ Program Manager: Mitch Pascua

 Phone: (808) 472-1330

Email: mitchell.g.pascua.civ@us.navy.mil

[Project Manager (PM): Name

 Phone:

 Email:

Design Mgr. (DM): Name:

 Phone:

 Email:

Constuction Mgr (CM): Name:

Phone:

Email:

Contract Specialist (CS): Name:

Phone:

Email: ]

**CNIC**

Technical POC: Maureen Estruch

CNIC N431 Capital Improvements Division-MILCON Branch

MILCON Program Analyst

UMC/Collateral Equipment (FQ) HPD

 202-433-4429

 maureen.a.estruch.civ@us.navy.mil

Financial POC: Phylia Johnson

Financial Management Analyst

CNIC HQ N851, Execution Team

phylia.d.johnson.civ@us.navy.mil