



## DEPARTMENT OF THE NAVY

NAVAL FACILITIES ENGINEERING COMMAND  
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WASHINGTON NAVY YARD, DC 20374-5065

CH-1 OF 15 March 2012

NAVFACINST 4423.1H CH-1  
FAC NEPO  
29 AUG 2008

### NAVFAC INSTRUCTION 4423.1H

From: Commander, Naval Facilities Engineering Command

Subj: NAVY EXPEDITIONARY TABLE OF ALLOWANCE (TOA) AND ADVANCED BASE  
FUNCTIONAL COMPONENT (ABFC) DEVELOPMENT AND REVISION POLICY  
AND PROCESSES

Ref: (a) OPNAVINST 4040.39B  
(b) OPNAV 41P3 Series  
(c) NECC letter 4400, Ser N00/508 of 14 Nov 06 (NOTAL)  
(d) CJCSM 3150.24C Vol. I  
(e) SECNAVINST 5400.15C  
(f) NAVFAC TOA/ABFC View Program (P-437 Electronic Drawings)  
(g) OPNAVINST and NECCINST 4790 Series

Encl: (1) Listing of Definitions and Acronyms  
(2) TOA Development Process Flow Chart  
(3) Allowance Change Request (ACR) NAVFAC Form 1220-3  
(4) Allowance Change Request (ACR) Process Flow Diagram  
(5) ABFC Drawings Change Request Process Flow Diagram  
(6) Engineering Drawing Request (EDR)  
(7) Master TOA Review Schedule (Notional)

1. Purpose. To promulgate policy, roles and responsibilities, and processes for developing, initially outfitting, revising, and managing Navy Expeditionary Tables of Allowance (TOAs), Advanced Based Functional Components (ABFCs) and related contingency engineering drawings managed by Naval Facilities Engineering Command (NAVFAC). This is a major revision.

2. Cancellation. NAVFACINST 4423.1G is superseded and cancelled.

3. Applicability. The provisions of this instruction apply to all Navy components having NAVFAC managed TOAs and ABFCs. A comprehensive list of TOAs and ABFCs can be accessed at:

<https://abfcview.navfac.navy.mil/login.cfm>

4. Policy. Reference (a) provides detailed guidance for Table of Allowance and ABFC Systems Command (SYSCOM) responsibilities and procedures and assigns NAVFAC the responsibility for establishing, revising and managing standardized TOAs, ABFCs, and related engineering facilities designs. Reference (b) is a detailed, itemized line-item printout of the material in each ABFC. Reference (c) designates NAVFAC as the lead Systems Command and TOA Integrator for Navy Expeditionary Combat Command (NECC), the Navy's expeditionary forces type commander (TYCOM). Reference (d) prescribes the Type Unit Characteristic Report (TUCHAREP) to be used for Joint Operation Planning and Execution System (JOPES) operations under Global Command and Control Systems (GCCS). Reference (e) assigns NAVFAC duties and responsibilities as a SYSCOM. Reference (f) is the Navy's central repository for TOAs and ABFCs, and is the electronic version of the publication formerly known as the P-437. The print version of the P-437 has been usurped by this online tool. Reference (g) is policy guidance for equipment maintenance and configuration data management. Definitions and acronyms used throughout this instruction are contained in enclosure (1).

## 5. Roles and Responsibilities

### a. Fleet Operating Unit

(1) Assist NAVFAC Expeditionary Programs Office (NEPO) in conducting the periodic review of its TOA to determine if all operational requirements are being met by the currently fielded equipment capability sets. The unit may also request a special, out of cycle NAVFAC review of their TOA, via the TYCOM, as needed.

(2) Identify shortcomings in the performance or number of existing systems and equipment and submit change proposals to the TYCOM using the Allowance Change Request (ACR) process, reference paragraph 8 of this document. Document excess equipment capability or outdated equipment and technology via the same ACR process. Provide sufficiently detailed justification for the requested change to allow each of the appropriate stakeholders to take action on the recommendation (i.e., gap analysis when applicable).

### b. Component/Type Commander

(1) Validate TOA/ABFC mission requirements, and provide fleet endorsement of the new unit's draft TOA and the existing unit's TOA change requests.

(2) Coordinate recommended changes and alternatives with NEPO, appropriate commands, and assigned working groups.

(3) Coordinate cross-fleet and multi-organization endorsements, as required.

c. NAVFAC Expeditionary Programs Office (NEPO)

(1) Assigned management authority and accountability for Navy expeditionary forces weapons and IT systems programs, and components not specifically assigned to other SYSCOM Commanders, PEOs, or DRPMs, in accordance with reference (e).

(2) Provide oversight to NFELC to develop, manage, and outfit NAVFAC managed TOAs and ABFCs.

(3) Serve as the lead SYSCOM for NECC support and TOA integration in accordance with reference (c). This role includes coordination with SYSCOMs, TYCOMs and OPNAV for the development and refinement of TOA requirements including mission performance parameters.

(4) Coordinate other SYSCOM equipment integration for NAVFAC managed TOAs.

(5) Manage the TOA development process and submit proposed TOAs to OPNAV for approval.

(6) Manage the Allowance Change Request (ACR) process. Keep fleet customers informed on the status of TYCOM-endorsed ACRs as they move through the documented process. Coordinate with TYCOMs, SYSCOMs and OPNAV in order to provide the customer with a viable recommended material solution that supports fleet requirements.

d. Naval Facilities Expeditionary Logistics Center (NFELC)

(1) Maintain current and accurate Chief of Naval Operations (CNO) approved TOAs in the Expeditionary Management Information System (EXMIS). Display the most current version of each CNO approved TOA in the TOA/ABFC View online web application.

(2) As directed by NEPO, conduct analysis to identify suitable and appropriate equipment to fulfill stated warfighting requirements; document all expeditionary unit TOAs to reflect the most current and accurate status of equipment outfitting; and fulfill the operational unit's equipment and capability set requirements to maximize warfighting effectiveness.

(3) TOA Integration Planning

(a) Perform TOA integration planning

(b) Support NEPO's coordination efforts with other  
SYSCOMs

(4) Maintain up-to-date ABFC design drawings

e. SYSCOMs

(1) Contribute to NAVFAC integration efforts for items under their control.

(2) Participate in TOA Planning Conferences as applicable.

(3) Participate in the TOA development/review and ACR processes by analyzing alternatives, recommending material solutions and developing Total Ownership Cost (TOC) data to fulfill stated warfighting requirements.

f. Office of the Chief of Naval Operations (OPNAV)

(1) Provide final approval/disapproval of new TOAs and ACRs.

(2) Program resources to support initial outfitting and sustainment of approved TOAs and ACRs.

6. Process for Development of New Navy Expeditionary TOA/ABFCs

a. The following paragraphs relate to their corresponding numbered block of the "TOA Development/Review Flow Chart" in enclosure (2):

(1) TOA Documents: The development of new NAVFAC managed TOAs/ABFCs shall be governed by the requirements documents listed in enclosure (2). The operational unit's Required Operational Capability / Projected Operational Environment (ROC/POE), Activity Manpower Document (AMD), Communications Requirements Analysis (CRA), and Navy Mission Essential Task Lists (NMETLs) enable NAVFAC to conduct a capabilities needs analysis, map available technologies and equipment to warfighting needs, and translate requirements statements into capabilities. The above documentation shall be provided by TYCOMs to NEPO, or NFELC as NAVFAC's agent, no later than 30 days prior to the scheduled start of the Initial Planning Conference (IPC). Navy expeditionary units will also submit a list of unit-unique equipment and material required to meet mission capabilities along with the requirements documents.

(2) Initial Planning Conference (IPC): An IPC shall be conducted by representatives from NEPO, NFELC, OPNAV, TYCOM, Operating Units, and other SYSCOMs. Representatives will agree to a Plan of Action and Milestones (POA&M) process flow template. Expeditionary units will provide an unclassified Operational Plan (OPLAN) Brief and a required capabilities review. NEPO will present a TOA development and review process overview to the stakeholders.

(3) Develop Draft TOA Structure: NFELC will prepare a "formatted" draft TOA structure (outline) based on the documentation provided by the TYCOM, as outlined in Paragraph 6.1.

(4) TOA Development Conference: NEPO will prepare a detailed POA&M prior to this conference to serve as a roadmap for the duration of the TOA development project. All stakeholders in attendance will review, edit, and agree to the POA&M during the development conference. SYSCOMs will provide recommendations that maximize equipment commonality and identify non-consumable items requiring Life Cycle Support.

(5) TOA Configuration: SYSCOMs will perform analysis of alternatives for form, fit, and function; Develop TOA assemblies down to the NSN level; and identify the Initial Lifecycle Requirements. NFELC will create the "Proposed TOA" which shows component, facility/group, and assembly.

(6) Review and Finalize Proposed TOA: NFELC will refine the Proposed TOA and forward to the TYCOM for a preliminary validation that all nominated equipment meets unit requirements and configuration needs. The TYCOM provides recommended changes with justification to NFELC for consideration. NFELC will review the TYCOM recommended changes with NEPO and incorporate approved changes.

(7) Lock Proposed TOA: NFELC will copy the finalized configuration of the TOA to the Proposed File and "lock" the file. NFELC will forward the Proposed TOA (with a summary of configuration) to NEPO, via the TYCOM, for endorsement. No intentional, deliberate changes may be made to the locked file.

(8) Provide Endorsement: The TYCOM validates and endorses the Proposed TOA, and sends notification of endorsement to NEPO via approved means (copy to NFELC and USFF). If the TYCOM does not concur with the proposed file as written, the Proposed TOA is returned to NFELC for corrective action. Because non-concurrence can significantly delay approval of the final TOA, all stakeholders are encouraged to engage in the process early and agree to the Proposed TOA before the routing process begins.

(9) Submit Proposed TOA to OPNAV: NEPO submits the Proposed TOA to OPNAV for approval (copy to TYCOM, TYCOM Immediate Superior in the Change of Command (ISIC) and NFELC).

(10) Approve TOA of Record: The OPNAV Resource Sponsor (RS) reviews and approves the TOA, establishing the baseline "TOA of Record." This is the final version of the TOA. After approval, NEPO coordinates with the appropriate Navy SYSCOMs to program funding for outfitting, recapitalizing, and modernizing the TOA.

(11) Update ABFC View: NEPO notifies all stakeholders of approval. NFELC updates ABFC View to reflect the approved TOA of Record in the Component Master File. All OPNAV approved TOAs may be viewed at: <https://abfcview.navfac.navy.mil/login.cfm>.

(12) Program Integration/Development of ILS: NAVFAC and other Navy SYSCOMs develop buy plans and fielding plans (OM&N/OPN/WPN/O&MNR/NGRE) in conjunction with the Fleet TYCOM(s) and operating units to outfit the TOA. As the TOA Integrator, NFELC will consolidate fielding plans and provide Configuration Data Management (CDM) and Integrated Logistics Support (ILS) guidance for TOAs of record.

(13) Execute Buys: SYSCOMs take appropriate action to acquire the material identified in their respective buy plans in support of the consolidated fielding plan.

b. Timelines for TOA Development:

(1) New TOAs will generally be developed within 12 months of the Initial Planning Conference (IPC) listed in section 6.a.(2) above. The IPC will normally not convene until the requirements documents have been submitted to NFELC.

(2) The 12-month timeline is dependent upon the cooperation of all the stakeholders involved in the process. The process can be significantly delayed if the prerequisite documentation is not submitted in a timely manner, if the stakeholder parties are not available for meetings or document reviews, or if the unit or TYCOM attempts to make multiple edits during the development or approval routing phases.

(3) Steps 6.a.(2) through 6.a.(7) generally require nine of the 12 months. This is predicated upon stakeholder agreement to abide by the process and the TOA development POA&M.

(4) Step 6.a.(5) requires the bulk of the development time. NFELC will generally take two months for this step. While

small edits to the Proposed TOA are to be expected in the review process (step 6.a.(6)), a sizable correction may lead to a delay in the process. Interchangeable items with no impact on other equipment may be transposed fairly easily and without delay, while multiple changes with interdependent impacts at the Systems of Systems level may cause the entire development effort to regress a matter of months.

(5) Steps 6.a.(8) through 6.a.(11) should generally take three months to complete. Non-concurrence at any level sends the process and the timeline back to step 6.a.(5) or 6.a.(6), depending on the amount and type of change involved.

(6) After Resource Sponsor approval in step 6.a.(10), fielding of equipment may take anywhere from a few months to more than three years. The TYCOM is encouraged to communicate with NFELC and NEPO to determine what the particular timeline might be for the new TOA (and even for specific items on the TOA). The lengthy period to field new capability is due to the protracted nature of the POM process, and the time to contract and manufacture major end items.

## 7. TOA Periodic Review

a. Each TOA (both by type and at the individual TOA level) will be reviewed periodically to ensure that:

(1) The number and types of equipment in the TOA properly support documented mission requirements.

(2) Each piece of equipment is capable of delivering its required capability.

(3) Each piece of equipment is still supported by current maintenance and technical doctrine, technical documentation, and supply support.

(4) SYSCOM established equipment lifecycles are reexamined for accuracy. NFELC will utilize several data sources and maintainer input to decide whether the existing assessment of an asset's useful life is still valid. If the existing assessment is not accurate, NFELC will submit a notification to NEPO of the new useful life estimate.

b. Each TOA shall be reviewed within a six year cycle.

(1) NFELC shall submit a recommended schedule to NEPO for review and approval.

(2) NEPO shall obtain concurrence and prioritization from TYCOMs.

(3) NFELC shall publish the approved fiscal year TOA Review Schedule on the ABFC View website.

c. A unit that experiences a major mission revision in its ROC/POE (after final TOA approval), may request for NAVFAC to conduct a special out-of-cycle review of its TOA, via the TYCOM.

d. TOA Review Timeline: The timeline of the review can vary substantially depending on the number and scope of changes involved. If the review results in minor revisions, the ACR process may be in order for a small number of items. In this case, the ACR timelines will likely prevail. If a major TOA revision is in order, the TOA Development timeline will be used in lieu of the TOA revision timeline.

#### 8. Procedures for Requesting Changes to Approved TOAs.

Expeditionary units may request changes to their TOAs by submitting Allowance Change Requests (ACR) via their chain-of-command.

a. Format. Users will submit a completed ACR form (NAVFAC Form 1220), enclosure (3), to their respective TYCOM via the chain-of-command. Normally, each ACR will be limited to a single item. If a sufficiently large number of changes are called for, the TYCOM may deem it more efficient to request an out-of-cycle TOA review rather than submit multiple individual ACRs (e.g. more than 40 in a given year).

b. Justification. Justification for changes shall be based on one or more of the following:

(1) Mission Change or Required Capability Enhancement: An increase in the scope of the unit's assigned mission, or a requirement to enhance a given capability or add a new capability is directed by higher authority. These changes are typically directed by a change in the various requirements documents listed in block 1 of enclosure (2). The new mission or enhanced warfighting requirement must demonstrate the necessity for new or different equipment in order to justify new expenditures (and premature retirement of existing TOA equipment). Proposed changes to a unit's mission or required capabilities should be specifically identified.

(2) A change or increase to Required Operational Capability/Projected Operational Environment (ROC/POE): A change or

increase in scope of the unit mission is articulated in this requirements document (and others). After receiving the unit's new ROC/POE, NFELC will conduct a TOA review to nominate assets for replacement or deletion, and to identify material gaps for those new or broadened mission areas with no associated equipment.

(3) Cost Savings or Cost-wise Readiness Increase: Despite additional up-front costs, a new procurement may show a cost savings when it reduces the equipment allowance requirement in the TOA, causes a decrease in maintenance costs, precipitates an indirect savings (e.g. in training), or otherwise reduces total Life Cycle Costs. Conversely, the new procurement might reduce the equipment's footprint, significantly improve readiness, or facilitate increased operator proficiency such that the increase in cost is substantiated. These scenarios call for the SYSCOM to work with the stakeholders and make an informed judgment about whether or not to change the TOA item.

(4) Safety. Justifications to proposed changes that support safety should describe the probable safety issue, if one exists, or how the change will create a safer condition.

(5) Functional Facilities. Justifications for proposed changes that support functional improvement(s) to the facilities shall describe the benefits that will be accomplished by incorporating the recommendation.

(6) Site Specific. Approved TOAs will not be changed to accommodate site or project-specific requirements. Site-specific projects and operational items will be procured using unit OPTAR, TYCOM, or project funds.

c. Submission. User recommended changes to an approved TOA component shall be submitted to the unit's TYCOM via the unit's chain of command. The TYCOM which, if in agreement, will forward the endorsed ACR as follows:

(1) The TYCOM will submit all endorsed ACRs to NEPO for processing as outlined in enclosure (4). NEPO will assign a system-generated tracking identification number. NEPO will determine the SYSCOM for identifying the material solution for the stated operational requirement and will forward the ACR (to include recommendations). ACRs generated by a SYSCOM will be routed through the effected units' TYCOM for endorsement and then forwarded to NEPO per enclosure (4).

(2) NEPO shall coordinate ACR processing and routing with the SYSCOMs. A copy of the SYSCOM impact analysis will be provided

to NEPO within 45 days of receipt. The impact analysis will include the following:

- (a) Alternative analysis
- (b) Cost of Ownership information including, but not limited to:

- Initial procurement costs
- Equipment lifespan
- Estimated maintenance costs
- Energy considerations (if known)
- Any R&D or initial engineering, field testing or acceptance testing timelines and cost.

(3) ACRs generated by NFELC shall be submitted to NEPO via the TYCOM per enclosure (4). NFELC is authorized to make the following changes without submission of an ACR:

(a) Supply System Changes. TOAs will automatically be updated.

(b) Replacement of locally controlled Commercial off-the-Shelf (COTS) items that are no longer procurable will be updated by NFELC.

(c) New items introduced that impact required Preventive Maintenance Actions.

(d) Replacement of an obsolete item for which the requirement still exists.

(e) Any safety related items.

(4) NAVFAC shall provide TYCOM with an opportunity to review and comment on the SYSCOM proposed material solution prior to forwarding the ACR to OPNAV for final approval.

(5) Upon receipt of approved ACRs, NAVFAC will provide the TYCOM a copy of the OPNAV approval letter. NFELC will update the ABFC-View approved TOA of Record and notify TYCOM when the update is complete.

## 9. Procedures for TOA/ABFC Engineering Drawing Management.

a. Background. NAVFAC is the TOA/ABFC manager per references (a) and (b), which includes developing and maintaining a repository of approved TOA/ABFC engineering drawings. These drawings provide plans and Bills of Materials (BOMs) for constructible facilities

required under certain combat conditions. NFELC is responsible for developing and maintaining the engineering drawings and BOMs, as well as for posting them to the TOA/ABFC Master Files. Enclosure (5) describes the process. Drawings are viewable via reference (f).

b. New Requirements. Requests for new TOA/ABFC facilities with engineering drawings and BOMs shall be made by submitting a completed Engineering Drawing Request (EDR) form in enclosure (6), to the TYCOM (via the originator's chain-of-command) with a sketch of the proposed new facility.

c. Change Requests. Requests to change an existing TOA/ABFC drawing shall be made by submitting a "red line" copy of the existing drawing change(s), along with a completed EDR form in enclosure (6), to the TYCOM (via the originator's chain of command).

d. Process. As described in enclosure (5), upon receipt of a NEPO-endorsed TYCOM request, NFELC will validate the recommended design by comparing it to mission requirements, and will work with the TYCOM designated unit to refine the required drawing and BOM. NFELC shall submit the final drawings and BOM to NEPO for approval before posting to the TOA/ABFC Master File, and will complete additional logistics and engineering work, as necessary.

e. Product. Approved drawings are electronically viewable online through the TOA/ABFC system. Drawings are also available on CD for use when unable to connect to the internet. TYCOMs will provide up-to-date unit distribution lists, including FEDEX/UPS-type addresses and desired frequency of receipt, to NAVFAC via e-mail at: M\_NAVFAC\_HQ\_ABFC@navy.mil.

10. Changes. Submit recommended changes to this instruction to Commander, NAVFAC Expeditionary Programs Office (NEPO), 1322 Patterson Avenue, SE, Suite 1000, Washington Navy Yard, DC 20374-5065.

11. Availability of Forms. NAVFAC Form 1220-3, the Allowance Change Request (ACR) form (enclosure (3)), is available through ABFC View at the following URL: <https://abfcview.navfac.navy.mil/login.cfm>.

/s/  
S. R. Lister  
Director, NAVFAC Expeditionary Programs Office

Distribution:

CNO (N41, N42, N43, N85)

COMNECC

COMNAVBEACHGRU ONE

COMNAVBEACHGRU TWO

COMESFGRU ONE

COMESFGRU TWO

NFELC

NPASE

## LISTING OF DEFINITIONS AND ACRONYMS

Activity Manpower Document (AMD): The qualitative and quantitative expression of manpower requirement (military, civilian, and contractor) and authorizations (military) allocated to a naval activity to perform the assigned ROC/POEs. As an expression of manpower needs, the AMD is the authority used by PERS and the applicable Personnel Distribution Office to provide requisite military personnel distribution and Navy Reserve recall. It is the single official statement of organizational manning and manpower authorizations (BA).

Advanced Base Functional Components (ABFC): A grouping of personnel, facilities, equipment, and material designated to perform a specific CNO approved mission. References (a), (d) and (f) provide mission, personnel, detailed facility equipment, and constructible drawing information for each ABFC.

ABFC Systems Command (SYSCOM): Commands which have technical and/or funding responsibility for ABFCs. They include the Navy SYSCOMs and the Military Sealift Command. Reference (d) lists the respective ABFC SYSCOMs for each ABFC.

Civil Engineer End Items (CEEI): Any 2C cognizance item which is not CESE and generally does not have USN registration numbers.

Civil Engineer Support Equipment (CESE): All USN numbered equipment, including attachments, for which NEPO has the responsibility for the requirements determination, procurement, and assignment. Material handling equipment is not addressed as CESE.

Communications Requirement Analysis (CRA): A study conducted on a unit's operational communication requirements providing justification for proposed quantities and types of communications equipment needed to perform the unit's mission.

Navy Mission Essential Task Lists (NMETLS): The primary goal of a NMETL is to allow a commander to quantify both the level and scope of effort needed to achieve mission objectives.

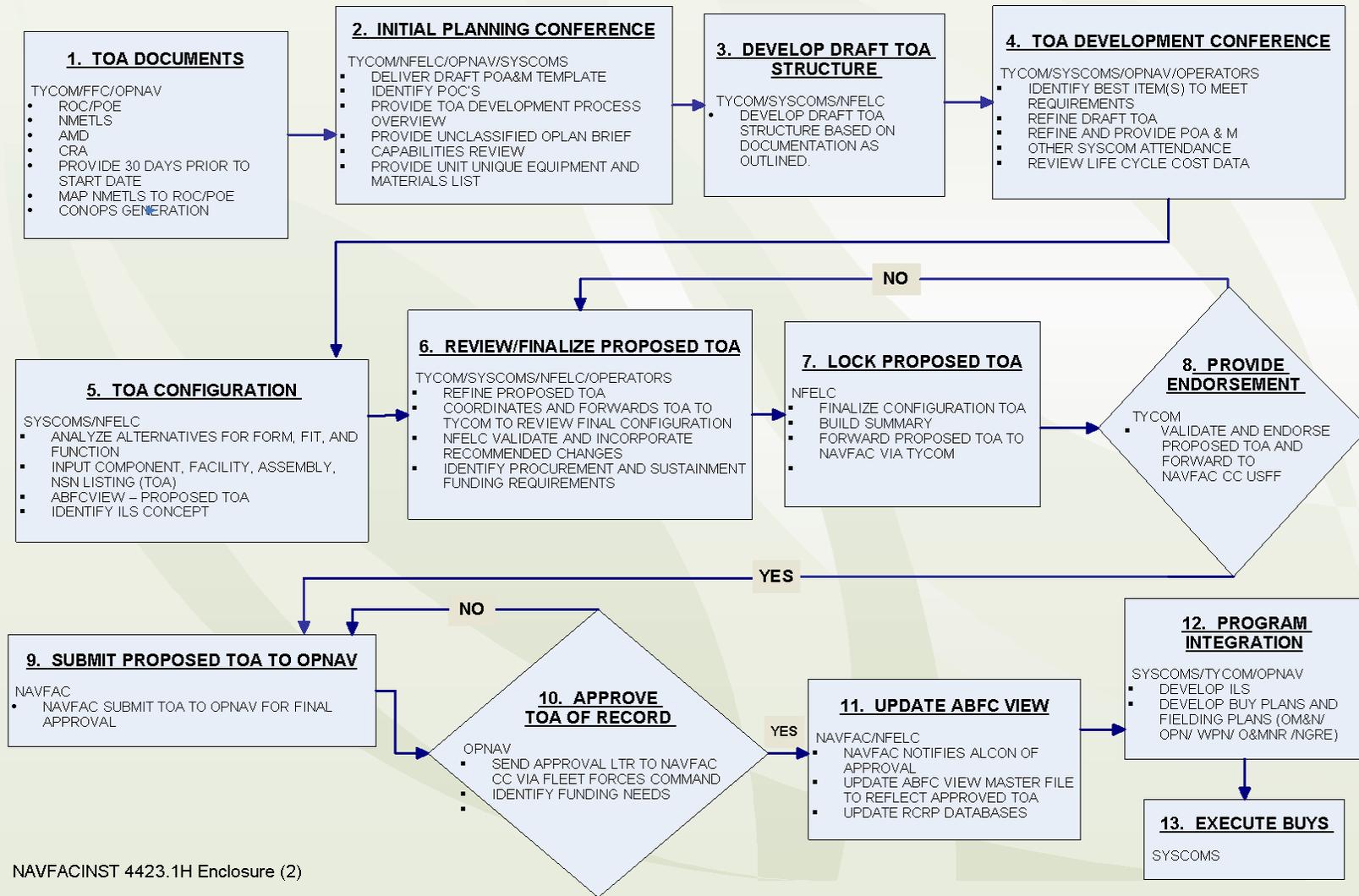
Required Operational Capabilities / Projected Operational Environment (ROC/POE): The ROC and POE provide the necessary details to describe the mission areas, environment, and operational capabilities for which the unit was designed and organized. They provide resource agencies with information concerning the unit mission, requirements, capabilities, and the types and locations of expected operations. Together, the ROC and POE establish tasking which produces a measurable workload used to compute manpower requirements for the Activity Manpower Document (AMD). The ROC will be used to determine specific mission area M-Ratings reported under NWP 1-03.3.

Table of Allowance (TOA): A complete listing of CNO approved equipment and material authorized as allowance for a specific established unit. The TOA is a standardized listing used to establish and maintain all required equipment and material to support the unit's mission. The TOA is listed by functional sections and respective group codes. These sections will remain common for all ABFCs/TOAs developed by Naval Facilities Expeditionary Logistics Center (NFELC). The TOA will only list material, equipment, and supplies in those sections identified by the unit's mission statement and ROC/POE that support the unit's operational requirements. Additionally, Initial Capabilities Documents (ICD) and Capabilities Development Documents (CDD) can be developed to identify key mission capabilities and requirements for each section of TOAs per reference (c).

Table of Advanced Base Functional Components (OPNAV 41P3C): The basic reference that describes the Navy ABFC system and prescribes the mission statement, maintenance, and use responsibilities described in reference (b).

Type Unit Characteristics (TUCHA) Data File: An electronic data file that provides standard planning information and movement characteristics for personnel, cargo, and accompanying supplies associated with deployment type units of fixed composition. The file contains the weight and volume of selected cargo, categories and physical characteristics of the cargo, and the number of personnel requiring non-organic transportation.

# TOA Development/Review Flow Chart (TOA of Records)



# ALLOWANCE CHANGE REQUEST NAVFAC 1220-3

Date Created (mm/dd/yyyy)  BLK 1

TYCOM Serial #  BLK 2

**PAGE (1) TO BE FILLED OUT BY REQUESTING UNIT AND TYCOM**

FROM  BLK 3

TO  BLK 4

SUBJECT  BLK 5

## REQUIREMENTS

(Key Performance Parameters and/or Key System Attributes)

 BLK 6

## JUSTIFICATION

(Map to Required Operational Capability)

 BLK 7

## PROPOSED MATERIEL SOLUTION

(NSN or cage code, part number & description)

 BLK 8

TOAs IMPACTED

 BLK 9

UNIT COST  BLK 10

EXTENDED COST  BLK 11

QUANTITY PER TOA

 BLK 12

ACR POC (NAME)  BLK 13

PHONE

EMAIL

CODE  BLK 14

## TYCOM ENDORSEMENT

(Signature or electronic accepted)

 BLK 15

Date (mm/dd/yyyy)

# ALLOWANCE CHANGE REQUEST NAVFAC 1220-3

Date sent to SYSCOM  BLK 16

NAVFAC Tracking #  BLK 17

TO: SYSCOM  
(NEPO Assigned)  BLK 18

CODE  BLK 19

**PAGE (2-3) RECOMMENDED MATERIEL SOLUTION TO BE  
FILLED OUT BY SYSCOM**

## ALTERNATIVES AND ANALYSIS

### ALTERNATIVE MATERIEL SOLUTIONS

ALTERNATIVES  
IN OTHER TOAs

 BLK 20

ALTERNATIVES  
IN OTHER  
SERVICES

 BLK 21

ALTERNATIVES  
AVAILABLE  
COMMERCIALY

 BLK 22

### PROPOSED MATERIEL SOLUTION AND/OR KPPs / KSAs

RECOMMENDATION

 BLK 23

RATIONALE

 BLK 24

RISK

 BLK 25

# ALLOWANCE CHANGE REQUEST

## NAVFAC 1220-3

PAGE (2-3) RECOMMENDED MATERIEL SOLUTION TO BE  
FILLED OUT BY SYSCOM

INTEGRATED  
LOGISTICS  
SUPPORT (ILS)  
AND  
LIFE CYCLE  
COST ANALYSIS

BLK 26

APPROXIMATE LIFE CYCLE (years)  BLK 27

APPROXIMATE INITIAL PROCUREMENT COST PER UNIT  BLK 28

APPROXIMATE OTHER ACQUISITION COSTS (e.g. testing)  BLK 29

### TOA OWNERSHIP COST

OPN (Initial outfitting)  BLK 30

ANNUAL O & S  BLK 31

TRAINING AND  
SAFETY IMPACTS

BLK 32

SYSCOM  
POC  
(NAME)

BLK 33

PHONE

CODE

EMAIL

SYSCOM  
ENDORSEMENT  
(Signature or  
electronic  
accepted)

BLK 34

Date (mm/dd/yyyy)

# ALLOWANCE CHANGE REQUEST NAVFAC 1220-3

Date endorsed by NEPO  BLK 35

NAVFAC Tracking #  BLK 36

## PAGE (4) NEPO ENDORSEMENT

BLK 37

ENDORSE THE RECOMMENDED SOLUTION

BLK 38

DO NOT ENDORSE THE RECOMMENDED SOLUTION

COMMENTS

BLK 39

TOA PA  BLK 40

TOA PM  BLK 41

APM  BLK 42

PM  BLK 43

NEPO  
ENDORSEMENT  
(Signature or  
electronic  
accepted)

BLK 44

Date (mm/dd/yyyy)

# ALLOWANCE CHANGE REQUEST NAVFAC 1220-3

Date sent to TYCOM  BLK 45

NAVFAC Tracking #  BLK 46

PAGE (5) TYCOM

BLK 47

CONCUR WITH SYSCOM ENDORSEMENT

BLK 48

DO NOT CONCUR WITH SYSCOM ENDORSEMENT

COMMENTS

BLK 49

TYCOM  
ENDORSEMENT  
(Signature or  
electronic  
accepted)

BLK 50

Date (mm/dd/yyyy)

CC:  
OPNAV  
CODE

BLK 51

**TYCOM COMMENTS MUST BE RETURNED TO NEPO VIA TRIM OR EMAIL  
WITHIN 10 BUSINESS DAYS**

# ALLOWANCE CHANGE REQUEST NAVFAC 1220-3

Date sent to OPNAV  BLK 52

NAVFAC Tracking #  BLK 53

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## PAGE (6) OPNAV APPROVAL

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OPNAV ACTION CODE  BLK 54

BLK 55

APPROVE RECOMMENDED SOLUTION

BLK 56

REJECT THE RECOMMENDED SOLUTION

COMMENTS

BLK 57

OPNAV  
ENDORSEMENT  
(Signature or  
electronic  
accepted)

BLK 58

Date (mm/dd/yyyy)

COPY TO

BLK 59

# ALLOWANCE CHANGE REQUEST

## NAVFAC 1220-3

### ALLOWANCE CHANGE REQUESTS INSTRUCTIONS

<b>BLK 1</b>	The Requesting Unit indicates the date the ACR was initiated.
<b>BLK 2</b>	The TYCOM assigns a unique serial number.
<b>BLK 3</b>	The Requesting Unit provides its name.
<b>BLK 4</b>	The Requesting Unit lists the appropriate TYCOM
<b>BLK 5</b>	The Requesting Unit provides a descriptive title for the ACR being requested.
<b>BLK 6</b>	The Requesting Unit provides a narrative description of the capability requirement in as much detail as is practicable. DO NOT list a material solution here. If possible, list three to five Key Performance Parameters (KPPs) and/or three to five Key System Attributes (KSAs) of the capability required.
<b>BLK 7</b>	The Requesting Unit in coordination with the TYCOM lists a basic mapping of the requested capability to the required operational capabilities by mission area in the applicable ROC and POE. Additionally, the requested capability can be mapped back to a vignette or other articulated requirement from the respective CONOPs.
<b>BLK 8</b>	The Requesting Unit in coordination with the TYCOM may list a proposed material solution including the NSN, cage code, and part number.
<b>BLK 9</b>	The Requesting Unit in coordination with the TYCOM lists each of the TOAs that would be affected by the potential addition of equipment.
<b>BLK 10</b>	The Requesting Unit in coordination with the TYCOM lists, if applicable, the procurement cost per unit of the proposed material solution.
<b>BLK 11</b>	The TYCOM lists the "extended cost" of the proposed material solution from BLK 10. Extended cost = the unit cost x the quantity of proposed material solutions (across all TOAs).
<b>BLK 12</b>	The Requesting Unit may list the quantity per affected TOA of the proposed material solution.
<b>BLK 13</b>	The Requesting Unit lists the name, phone number, and email address of a single point of contact who can speak to the ACR.
<b>BLK 14</b>	The TYCOM lists the appropriate office code for the individual named in BLK 14 (e.g., NECC N434).
<b>BLK 15</b>	The TYCOM signs and dates the ACR page 1 (hand written or electronic) if it approves the listed capability requirement, justification, TOA impacts, and cost data.
<b>END PAGE 1</b>	
<b>BLK 16</b>	NEPO TOA lists the date it forwards the ACR package (with endorsement from the TYCOM) to the appropriate SYSCOM.
<b>BLK 17</b>	NEPO TOA assigns a unique tracking number.
<b>BLK 18</b>	NEPO TOA lists the appropriate SYSCOM based on the TOAs affected and the types of proposed material solutions.
<b>BLK 19</b>	NEPO TOA lists the office code of the SYSCOM named in BLK 19. NEPO TOA lists the appropriate SYSCOM based on the TOAs affected and the types of proposed material solutions.

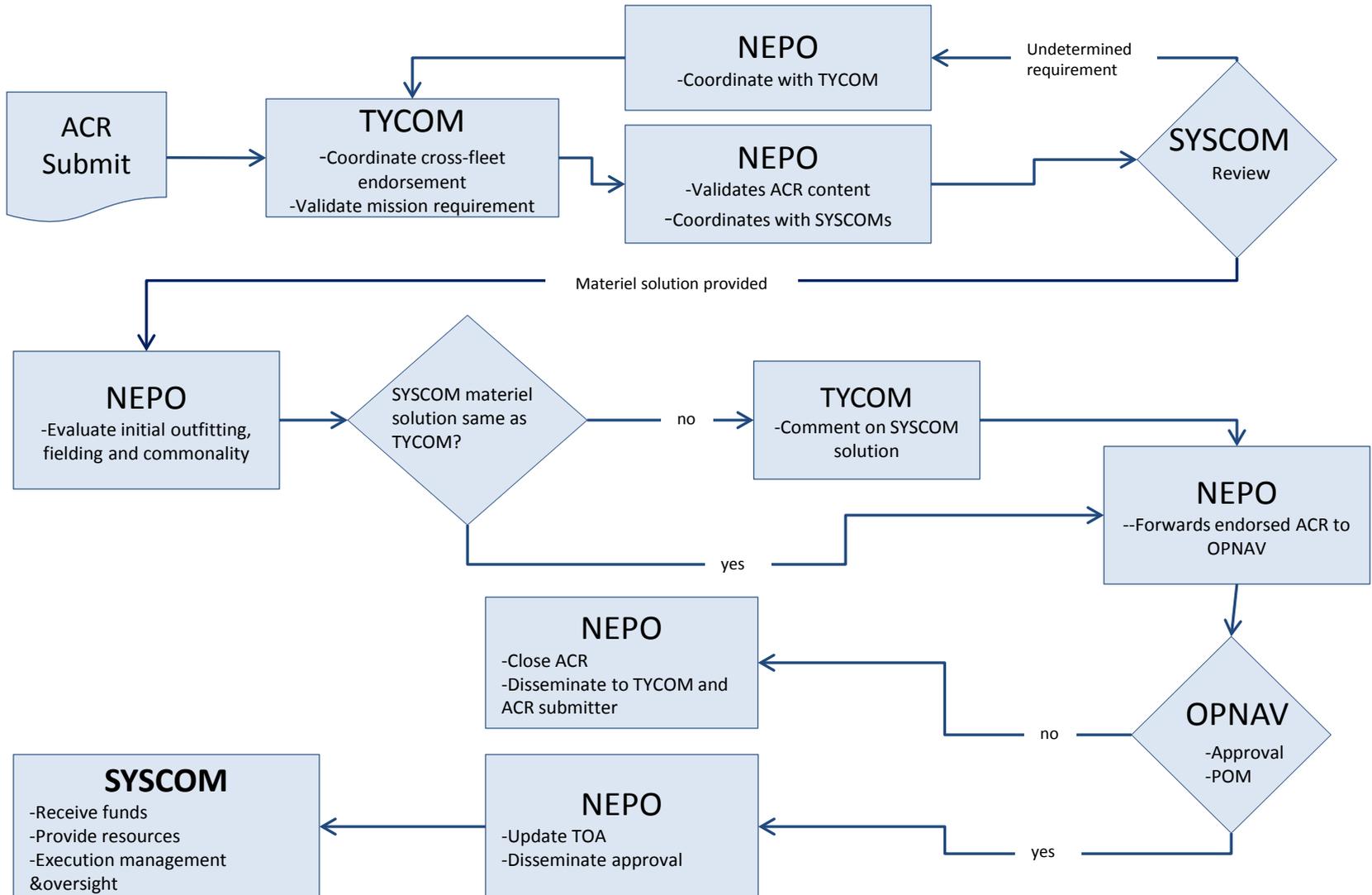
# ALLOWANCE CHANGE REQUEST NAVFAC 1220-3

<b>BLK 20</b>	The SYSCOM listed in BLK 19 provides, when available, one or more material solutions to the capability requirement. Effort will be made to seek commonality among material solutions from other TOAs.
<b>BLK 21</b>	The SYSCOM listed in BLK 19 provides, when available, one or more material solutions currently in production and/or fielded with another Service. Effort will be made to seek commonality among material solutions across DoD. The SYSCOM listed in BLK 19 provides, when available, one or more material solutions to the capability requirement. Effort will be made to seek commonality among material solutions from other TOAs.
<b>BLK 22</b>	The SYSCOM listed in BLK 19 provides, when available, one or more material solutions currently in production and/or commercially available. Effort will be made to seek commonality among Government/Commercial Off The Shelf (GOTS/COTS) material solutions. The SYSCOM listed in BLK 19 provides, when available, one or more material solutions currently in production and/or fielded with another Service. Effort will be made to seek commonality among material solutions across DoD.
<b>BLK 23</b>	The SYSCOM listed in BLK 19 provides three to five KPPs and/or KSAs of the most applicable proposed material solution from BLKS 21 through 23 so that a comparison can be made with the capabilities required from the Requesting Unit per BLK 6. The SYSCOM listed in BLK 19 provides, when available, one or more material solutions currently in production and/or commercially available. Effort will be made to seek commonality among Government/Commercial Off The Shelf (GOTS/COTS) material solutions.
<b>BLK 24</b>	The SYSCOM listed in BLK 19 provides a brief narrative of why the proposed material solution delivers the optimum capability against the requirement.
<b>BLK 25</b>	The SYSCOM listed in BLK 19 briefly lists any risks associated with fielding additional numbers of the proposed material solution (e.g., personnel safety or training concerns, operational shortfalls associated with commercial solutions, etc.) The SYSCOM listed in BLK 19 provides a brief narrative of why the proposed material solution delivers the optimum capability against the requirement.
<b>END PAGE 2</b>	
<b>BLK 26</b>	The SYSCOM listed in BLK 19 provides ILS cost data for the proposed material solution listed in BLK 24.
<b>BLK 27</b>	The SYSCOM listed in BLK 19 will list the approximate lifespan (if it is not previously defined) for the material solution listed in BLK 24.
<b>BLK 28</b>	The SYSCOM listed in BLK 19 provides procurement costs for all proposed material solutions in BLK 24.
<b>BLK 29</b>	The SYSCOM listed in BLK 19 provides other acquisition costs (e.g., small-scale operational checks and engineering costs, new ILS costs, startup costs, registration fees for a new NSN, etc.). These costs are not the same as RDT&E as those costs should not be included in the ACR assessment.
<b>BLK 30</b>	The SYSCOM listed in BLK 19 provides cost analysis on the Total Ownership Cost in the first year. The SYSCOM also calculates OPN Initial Outfitting based on new equip procurement costs,
<b>BLK 31</b>	The SYSCOM listed in BLK 19 estimates the annual O&S costs.
<b>BLK 32</b>	The SYSCOM listed in BLK 19 provides background information on any training requirements or risks to personnel safety associated with the operation of the proposed material solutions.
<b>BLK 33</b>	The SYSCOM listed in BLK 19 provides the name, phone number, and email address of a single point of contact who can speak to the ACR.
<b>BLK 34</b>	The SYSCOM signs and dates page 3 of the ACR (hand written or electronic) if it approves the information on pages 2 and 3 of the ACR package.
<b>END PAGE 3</b>	

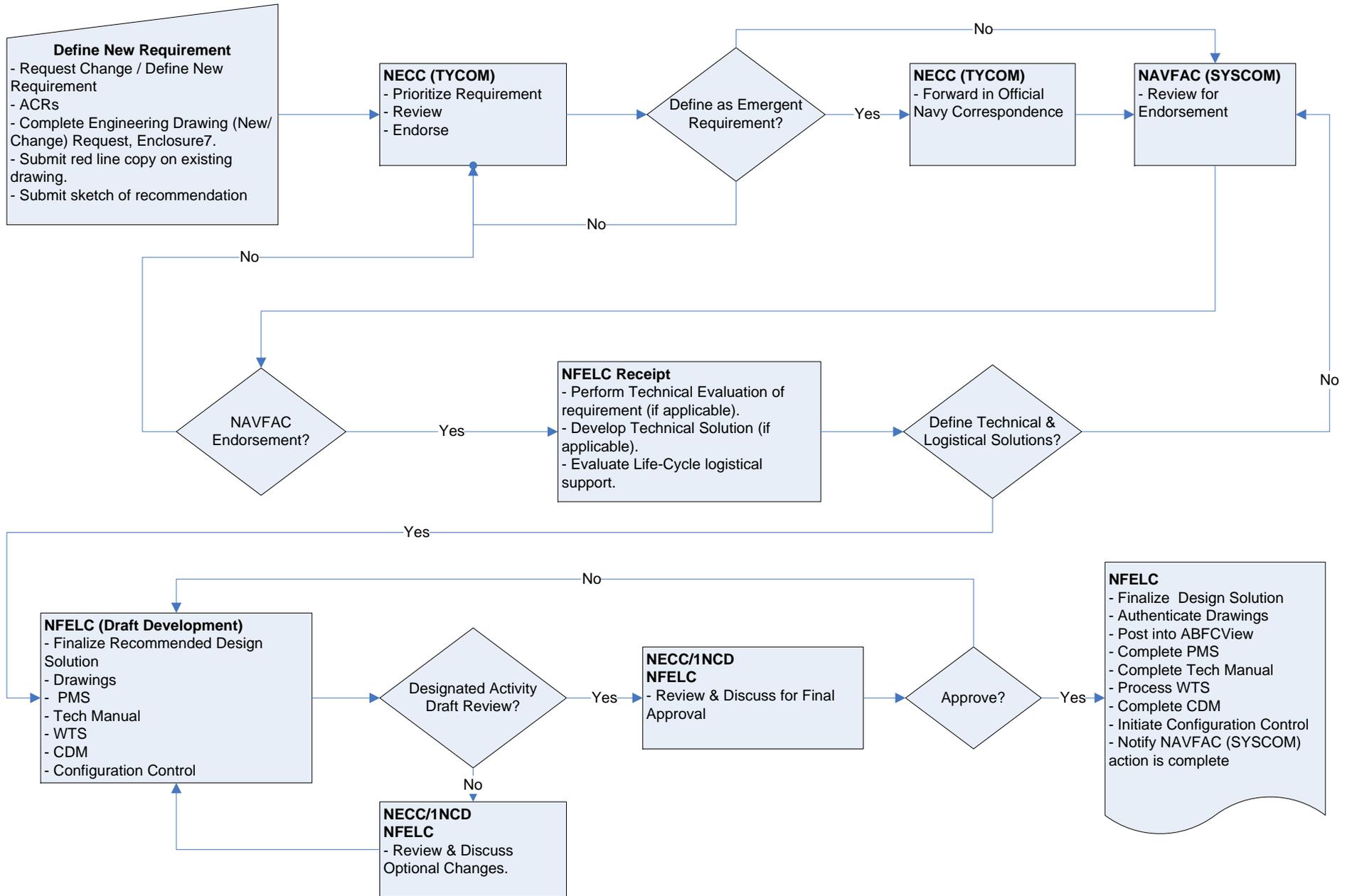
# ALLOWANCE CHANGE REQUEST NAVFAC 1220-3

<b>BLK 35</b>	NEPO TOA provides the date the ACR is endorsed by NEPO
<b>BLK 36</b>	NEPO TOA provides the tracking number from page 2 of the ACR package.
<b>BLK 37, 38</b>	NEPO indicates its endorsement/non-endorsement of the ACR package if it agrees/disagrees with the SYSCOM-provided material solutions recommendations and the associated lifecycle, training, and safety information.
<b>BLK 39</b>	NEPO provides a narrative of its endorsement/non-endorsement.
<b>BLK 40, 41, 42, 43</b>	NEPO lists the appropriate Assistant Program Manager (APM), Program Manager (PM), TOA Program Analyst (PA), and TOA PM who have purview over the TOAs affected by the proposed material solution(s).
<b>BLK 44</b>	NEPO signs and dates the ACR page 4 if it agrees with the SYSCOM-proposed material solution recommendation data.
<b>END PAGE 4</b>	
<b>BLK 45</b>	NEPO TOA lists the date the ACR package is returned to the TYCOM for concurrence/non-concurrence. NEPO signs and dates the ACR page 4 if it agrees with the SYSCOM-proposed material solution recommendation data.
<b>BLK 46</b>	NEPO TOA lists the same tracking number from page 2 of the ACR package.
<b>BLK 47, 48</b>	The TYCOM indicates its concurrence/non-concurrence with the SYSCOM listed in BLK 19.
<b>BLK 49</b>	The TYCOM may provide amplifying remarks to its concurrence/non-concurrence.
<b>BLK 50</b>	The TYCOM provides a signature of the individual concurring/non-concurring and the date.
<b>BLK 51</b>	The TYCOM lists the appropriate Resource Sponsor Code.
<b>END PAGE 5</b>	
<b>BLK 52</b>	NEPO TOA indicates the date it forwards the ACR package, complete with all endorsements and concurrences/non-concurrences, to OPNAV.
<b>BLK 53</b>	NEPO TOA provides the tracking number from page 2 of the ACR package.
<b>BLK 54</b>	OPNAV provides the office code of the Resource Sponsor approving/rejecting the ACR recommendations.
<b>BLK 55, 56</b>	The OPNAV code listed in BLK 55 indicates approval/rejection of the ACR package.
<b>BLK 57</b>	The OPNAV code listed in BLK 55 may provide amplifying remarks.
<b>BLK 58</b>	The OPNAV code listed in BLK 55 signs and dates its approval/rejection of the ACR package.
<b>BLK 59</b>	The OPNAV Resource Sponsor provides a copy of the ACR package the appropriate OPNAV Warfare Sponsor package.
<b>END PAGE 6</b>	

# Allowance Change Request Process Flow



# ABFC Engineering Drawing Request Process



**Engineering Drawing Change Request**

1. Date of Request	7. Description of Request
2. Requesting Unit Info (Unit, Unit Point of Contact, Email Address, Phone Number, and Unit Address)	
3. New (add drawing) <input type="checkbox"/> Change (change or replace drawing) <input type="checkbox"/>	8. Justification for Request
4. Component <input type="checkbox"/> Facility <input type="checkbox"/> Assembly <input type="checkbox"/>  Number	
5. Component/Facility/Assembly Title	
6. NAVFAC Drawing Number/ Reference CAD Number	
10. TYCOM Endorsement (Print Name, Sign, and Date)  Forward Date to NAVFAC:	9. TYCOM Remarks (for example, indicate if an emergent requirement, level of priority, etc.)
11. NAVFAC Endorsement (Print Name, Sign, and Date)  Forward Date to NFELC:	
12. Engineering Activity Endorsement (if applicable) (Print Name, Sign, and Date)	
13. NFELC POC (Name, Contact Information)	14. Drawing Posted in ABFC <input type="checkbox"/>

**Naval Facilities Expeditionary Logistics Center  
Six Year TOA Development Schedule  
Dtd MAR 2008**

		FY 2009	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014
		Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
TYCOM / TOA - Description	Last Rev.						
<b>NECC - Navy Expeditionary Combat Command</b>							
1	B17 - Riverine	29-Dec-2006				B17	
2	E01 - Military Civil Affairs Group (MCAG)	19-Mar-2007				E01	
3	E03 - Expeditionary Combat Readiness Cntr (ECRC)	2-Jul-2007				E03	
4	E05 - Expeditionary Training Command (ETC)	19-Jun-2007				E05	
5	E09 - Combat Camera (COMCAM)	24-Jan-2008					E09
6	G01 - Maritime Exp. Security Force (MESF)		G01				
7	C04 - Mobile Inshore Undersea Warfare Units		C04				
8	C05 - Naval Inshore Undersea Warfare Group Det		C05				
9	C06 - Inshore Boat Unit		C06				
10	C07 - Harbor Defense Command Unit		C07				
11	C08 - Mobile Security Force		C08				
12	G03 - Mrtme Intrdctn Ops-Intel Exploit Team (MIO-IET)	28-Mar-2007				G03	
13	G05 - Visit Board Search Seizure (VBSS)	28-Mar-2007				G05	
14	G11 - Navy Exp Intel Cmd (NEIC) - Exp Intel Spt Element	FY2008					
15	G13 - NEIC - Navy HUMINT Teams	FY2008					
16	J04 - Explosive Ordnance Disposal (EOD)	11-Dec-2007				J04	
17	J07 - Mobile Diving & Salvage Unit (MDSU)	20-Apr-2007				J07	
18	P05 - Construction Battalion Maintenance Unit (CBMU)	FY2008					P05
19	P25SMART - Naval Mobile Construction Battalion	30-Nov-2007				P25SMART	
20	P25PGI - NECC PGI	FY2008					P25PGI
21	P29 - Naval Construction Regiment (NCR) Modular	FY2008					P29
22	P30 - FIRST Naval Construction Division (1NCD)	17-Apr-2008					P30
23	P31 - Naval Construction Force Support Unit (NCFSU)						
24	P32 - Construction Capability Augment (CCA)	4-Dec-2007				P32	
25	P35 - Underwater Construction Team (UCT)	FY2008					P35
26	P47 - SRG/NCTC/RSS Training Allowance	FY2008					P47
27	T01T - NELSF (All T-Series Rollup)	FY2008					T01T
28	T03 - Cargo Handling Battalion ONE						

		FY 2009	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014
		Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
TYCOM / TOA - Description	Last Rev.						
<b>NEEF/NSE - Naval Support Element</b>							
29	A12 - Command Naval Beach Group (CNBG)	FY2008					A12
30	B04H - Beach Master Unit (BMU)	6-Apr-2008					B04H
31	B05D - Assault Craft Unit (ACU)	FY2008					B05D
32	P01A - Amphib Construction Battalion (ACB) Homeport	FY2008					P01A
33	TA55-1- FIVE Ship Squadron (MPS-1)	FY2008					TA55-1
34	TA55-2- FIVE Ship Squadron (MPS-2)	FY2008					TA55-2
35	TA55-3- FIVE Ship Squadron (MPS-3)	FY2008					TA55-3
36	TA68 - Exp Warfare Trng Group Pacific (EWTGPAC)	22-Mar-2005		TA68			
<b>NSWC - Naval Special Warfare Command</b>							
37	D77 - Combat Service Support (CSS)						
38	D78C - CSS CENTCOM						
39	D78E - CSS EUCOM						
40	D78P - CSS PACOM						
41	D79 - CSS Development Group						
<b>Other</b>							
42	B15A - MSC Ofc w/Equip (MSCO 1) (1-5 Ships)	23-Jan-2004		B15A			
43	B15B - MSC Ofc w/Equip (MSCO 2) (6-14 Ships)	23-Jan-2004		B15B			
44	B15C - MSC Ofc w/Equip (MSCO 3) (15-26 Ships)	23-Jan-2004		B15C			
45	B15D - MSC Ofc w/Equip (MSCO 4) (27-48 Ships)	23-Jan-2004		B15D			
46	B15E - MSC Ofc w/Equip (MSCO 5) (49-86 Ships)	23-Jan-2004		B15E			
47	B15F - MSC Ofc w/Equip (MSCO 6) (87-127 Ships)	23-Jan-2004		B15F			
48	B15J - MSC Ofc (MSCO 10) (1-5 Ships)	23-Jan-2004		B15J			
49	B15K - MSC Ofc (MSCO 11) (6-14 Ships)	23-Jan-2004		B15K			
50	B15L - MSC Ofc (MSCO 12) (15-26 Ships)	23-Jan-2004		B15L			
51	B15M - MSC Ofc (MSCO 13) (27-48 Ships)	23-Jan-2004		B15M			
52	B15N - MSC Ofc (MSCO 14) (49-86 Ships)	23-Jan-2004		B15N			
53	B15P - MSC Ofc (MSCO 15) (87-127 Ships)	23-Jan-2004		B15P			
54	B16A - NCSO - Ship Control Office (Medium)	19-Dec-2001					
55	B16B - NCSO - Ship Control Office (Large)	19-Dec-2001					
56	M05 - Navy Exp. Medical Support Cmd (NEMSCOM)	1-Jan-2007				M05	
57	M07 - Frwd Deployed Preventive Med Unit (FDPMU)	29-Dec-2006				M07	
58	N02A - Tent Camp, 100 Man	26-Jul-2004				N02A	
59	N24A - Tent Camp, 750 Man						
60	TA102 - Fleet Information Warfare Center (FIWC) LANT						
61	TA103 - Fleet Information Warfare Center (FIWC) PAC						
62	TA115 - Helo Mine Countermeasures Sqdrn (HM-14)						
63	TA116 - Helo Mine Countermeasures Squadron (HM-15)						