



DEPARTMENT OF THE NAVY
BUREAU OF MEDICINE AND SURGERY
2300 E STREET NW
WASHINGTON DC 20372-5300

IN REPLY REFER TO
BUMEDINST 11010.7
BUMED-33
27 Feb 98

BUMED INSTRUCTION 11010.7

From: Chief, Bureau of Medicine and Surgery

Subj: PROCUREMENT, LEASE, AND USE OF RELOCATABLE FACILITIES

Ref: (a) OPNAVINST 11010.33B

1. Purpose. To implement specific guidance for procurement, lease, and use of relocatable facilities at activities under the cognizance of the Bureau of Medicine and Surgery.

2. Background. Relocatable buildings are not well suited nor economically efficient for long-term solutions to facility space shortfalls. They are not well suited for the severe weather conditions typically found at naval installations and are detrimental to the overall appearance of the installations. They typically provide an inadequate working environment and are inefficient in the use of energy resources. They require more maintenance than permanent facilities and have a high life-cycle cost. Reference (a) provides guidance and policy for the use of relocatable buildings at naval activities. It clearly defines the term relocatable building and strictly limits the use of relocatables to a very narrow range of short-term purposes. It delegates approval authority for their use to major claimants.

3. Action

a. Commanding Officers will:

(1) Obtain written authorization from BUMED before taking any action to procure, lease, obtain, or use a relocatable building. Such authorization will be obtained by submitting a written request via the chain of command and via the respective healthcare support office.

(2) Include a thorough and detailed description of the requirement which is generating the need for the relocatable building. To substantiate the shortage of space in the existing facilities, the request should include a current documentation of the basic facility requirements (BFR).

(3) Include a thorough economic and practical analysis of all possible alternatives in any request submitted. The request must show a justifiable requirement for space, inadequate space available elsewhere, and the use of relocatables is only a temporary measure. As a minimum, the analysis will include evaluation of leasing space in a permanent facility, status quo, lease of a relocatable facility, use of a building of opportunity, reallocation of currently occupied space, and any

other feasible options. To justify use of a relocatable building, the analysis must validate the relocatable facility is the only feasible and most economic solution.

(4) Obtain site approval from appropriate activity.

(5) Not plan to use relocatables to fulfill space requirements which are anticipated to last longer than 3 years. Authorizations to use relocatables will not be issued for periods longer than 3 years. If the requirement is longer, the activity must revalidate their requirement and receive an extension for their authorization. Users will submit requests for continued use of a relocatable at least 6 months before the expiration of the lease or current authorization.

(6) Submit proper documentation for a special project or military construction project to provide a permanent solution to the space deficiency if the space deficit is not a temporary problem. Provide project documentation with the request for the use of the relocatable facility.

(7) Not request to procure relocatable buildings, unless it can be overwhelmingly substantiated that purchase is economically favorable to leasing. If purchase is the favorable option, use of the relocatable will still be planned and authorized for a finite period. The economic analysis must cover the anticipated period of use of the facility, a comparison to leasing, and all ownership, maintenance, repair, and disposal costs associated with the facility.

(8) Include a schedule which clearly indicates the planned disposal and method of disposal or removal of the relocatable building. Include a permanent solution for the space requirement or an explanation of why the requirement is only a short-term need.

(9) Maintain a file containing copies of all relocatable building authorization letters.

(10) Use activity funds for lease or procurement of relocatable buildings.

(11) Provide BUMED with detailed information on the requested relocatable buildings including type, location, size (square feet), dimensions, start date of use, planned date of disposal, permanent solution to space shortage, function, lease cost, lease expiration date, etc.

b. Healthcare Support Offices will:

(1) Assist activities in preparing documentation.

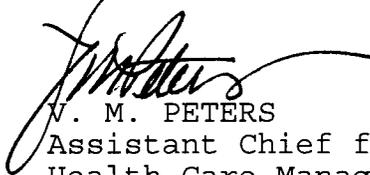
(2) Review requests and validate space requirements.

c. BUMED will:

(1) Review all requests for lease, procurement, and use of relocatable buildings and provide written responses granting or denying such actions.

(2) Provide authorization for periods up to 3 years.

(3) Maintain a database of all relocatable buildings authorized for use throughout the claimancy.



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