

DeCA/ PMF

DATE

MEMORANDUM TO DeCA CRITERIA HANDBOOK USERS

SUBJECT: DeCA Design Criteria Handbook

Facilities Program Management is responsible for managing, coordinating and executing the design and construction of commissary facilities. Our mission is to deliver a quality product on time and within cost. In addition to customer requirements for operating and merchandising efficiency, commissary facilities are constructed according to federal, state, and local laws, codes and standards, DoD policies, congressional guidance and standard commercial construction practices.

The attached Design Criteria Handbook is intended to guide design and construction practices for commissary facilities. Although it is intended primarily to guide architects and engineers in the design of new commissary facilities or major additions and alterations to existing facilities, it also applies to design and construction activities managed by other agents and minor projects managed through DeCA's region engineers. We intend the criteria be used to guide all commissary design and construction efforts. Exceptions to this criteria should be specifically requested in writing.

This document should never replace common sense, good engineering practice or ingenuity. We encourage each project manager, architect and engineer to consider value engineering initiatives to help improve on quality and lower life cycle costs to provide best value to the Government. Please document recommendations and Please submit recommended changes electronically to the Lessons Learned feature on the following website: <http://www.decadcpmac.com>.

This handbook is a "living document" that changes as design and construction methods change, new materials and equipment are introduced and marketing strategies are adjusted. Revisions will be published live on the Internet at <http://www.decadcpmac.com/deca/>. All Criteria Handbook subscribers will be notified via e-mail of changes made to the document as they occur. Each e-mail will contain an attachment with the updated file. Changes will be highlighted in yellow so users can easily determine which item was updated. In addition to the updates published throughout the year, a formal submission of revisions will be posted each year in May. The next formal update will be May 2006. All changes adopted throughout the year will be incorporated into this formal update and a new baseline criteria will be established. Please submit recommended changes electronically to the Lessons Learned feature on the following website: <http://www.decadcpmac.com/deca/>.

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