



# Capital Security Program Planning Process

- Bureau of Rightsizing (M/R) Top 80 Meeting: issues “Top 80” list
- OBO issues Front Office cable informing bureau and post
- In-year projects:

- » Scope

- Post requests rightsizing study from M/R
- M/R issues rightsizing report
- Preliminary project planning
  - Standard Embassy Design (SED)
  - Requirements Integration Package (RIP)
  - Specific Space Requirements Plan (SRP)
  - New Embassy Compound (NEC)

- » Schedule

- Hill approval
- Detailed project planning
- Contract Award
- Construction

- » Budget

- Budgets for in-year projects are fixed

Notification Process

Submit waivers to DS

OBO directs reviews by bureau, post, & tenant agencies

Develop reliable staffing forecasts & plan wisely



# Who pays for what?

- Lease fit-out and Major Rehab Projects
  - Construction Supervision (OBO)
  - Construction Security Costs (OBO)
  - Contingency Costs (OBO)
  - Construction (OBO, or landlord pays and amortizes the costs into the lease)
  - CAA Space (OBO)
  - Moving and storing furniture (bureau and/or tenant)
  - Replacement furniture (Post re-uses existing furniture unless new furniture has been budgeted and provided by bureau and/or tenant)
  - New furniture (bureau and/or tenant)
  - Swing space (OBO, generally)

Please remember that every project is determined by scope and budget, so work closely with your bureau, post, and OBO.



# Who pays for what?

- New Embassy Compound (NEC)
  - Construction supervision (OBO)
  - Construction security costs (OBO)
  - Contingency costs (OBO)
  - Construction (OBO)
  - CAA space (OBO)
  - New furniture (OBO)
  - Swing space (OBO)
  - Moving costs (Bureau and/or tenant)
  - Electronic and security equipment (Bureau and/or tenant)
  - Any additional items or changes after project budget approval (Bureau and/or tenant)