

### COMPLETION ITEMS REVIEW BOARD

1. **REASON FOR ISSUE.** This VA Directive establishes the Completion Items Review Board (CIRB) and policy for submission and approval of Completion Items for major construction projects.
2. **SUMMARY OF CONTENTS/MAJOR CHANGES.** This Directive establishes CIRB membership and responsibilities and policy for the submission of completion items for major construction projects for review and approval by the CIRB.
3. **RESPONSIBLE OFFICE.** The Office of Acquisition, Logistics and Construction, Office of Construction and Facilities Management (00CFM) is responsible for the contents of this Directive.
4. **RELATED HANDBOOK.** None
5. **RESCISSIONS.** None.

**CERTIFIED BY:**

**BY DIRECTION OF THE SECRETARY  
OF VETERANS AFFAIRS:**

*/s/*  
**Roger W. Baker**  
Assistant Secretary for  
Information and Technology

*/s/*  
**Glenn D. Haggstrom**  
Executive Director  
Office of Acquisition, Logistics,  
and Construction

**Distribution: Electronic Only**



## COMPLETION ITEMS REVIEW BOARD (CIRB)

1. **PURPOSE AND SCOPE:** The purpose of this Directive is to establish the CIRB and establish policy for the submission of major construction project completion items.

2. **POLICY:**

a. The CIRB will review all completion items to:

(1) Determine whether the submitted items are valid completion items. Completion items are construction needs that are essential to the operation of a constructed facility consistent with the approved scope of the project. The approved scope is based on the project submission and/or budget prospectus requirements, plus any additional approved scope changes. The availability of project funds is not a factor in determining the validity of a completion item.

(2) Provide a recommendation for approval to the Director, Office of Construction & Facilities Management (CFM).

b. The Director, CFM is the approving official for completion items.

c. Completion items must be submitted within 18 months after final acceptance of the project. Completion items may be requested prior to final acceptance on a multi-phased project where a need has been determined on a completed phase.

d. Completion items may be initiated by CFM and/or the Administrations.

e. Items will be submitted to the CFM Project Manager through the appropriate Administration hierarchy.

f. Completion items will be submitted using the forms and instructions found in Appendix A.

g. Completion items approval authority may be delegated to facility directors when approved by the CIRB and Director, CFM. This approval authority is normally limited to no more than 2 percent of the project cost.

h. Completion items will be funded using available project funds or the Major Construction Working Reserve. Use of the Major Construction Working Reserve funds to fund completion items must follow the procedures and requirements of the Working Reserve. Funds for approved completion items will be returned to the Working Reserve if not obligated within 12 months of approval.

**3. RESPONSIBILITIES:**

a. The CIRB membership is as follows:

- (1) Director, Service Delivery Office (00CFM3) (Chairperson)
- (2) A representative from the Office of Asset Enterprise Management (044)
- (3) A representative from the administrations of Veterans Health Administration (VHA), National Cemetery Administration (NCA), and Veterans Benefits Administration (VBA).
- (4) A representative from CFM (appropriate regional office).
- (5) The Chief Financial Officer (or representative) of the appropriate Administration.

b. The CIRB members will review completion item requests to ensure they meet one or more of the following requirements:

- (1) National health care accreditation organization's standards deficiencies, within the project scope, e.g. The Joint Commission requirements.
- (2) National Life Safety and other VA recognized national code deficiencies at the time of occupancy.
- (3) Approved changes in project requirements which are not accomplished by modifications to the construction contract.
- (4) Design errors, deviations, and omissions relative to the approved scope. Latent defects might be considered if all avenues to get the contractor to repair are exhausted.
- (5) Items under \$1,000 or items that would be a departure from the approved project scope and intent do not qualify as completion items.

c. Completion items requests are submitted to the CFM Project Manager and must include an estimated cost and proposed method of accomplishment. (See Appendix A for submission format).

d. The CFM Project Manager Responsibilities Include:

- (1) Assisting the facility with developing the completion item request.
- (2) Ensuring the scope of the proposed completion item is within the approved scope of the major construction project and that project funding is available to support the completion item cost.

(3) Forwarding fully staffed completion items to the CIRB with a recommendation for approval or disapproval, estimated cost, and method of accomplishment. (See Appendix B for sample).

(4) Forwarding facility requests for delegation of completion item review and approval authority to the CIRB.

(5) Forwarding approval documents to the facility.

(6) Forwarding a copy of this Directive to facilities obtaining delegated approval authority, along with the CIRB approval document.

e. The Chairperson, CIRB Responsibilities Include:

(1) Arranging board meetings monthly or on an "as-needed" basis to review and recommend action on submitted completion items.

(2) Submitting CIRB recommendations to the Director, CFM for approval/disapproval.

(3) Reviewing recommendations for delegation of completion items approval and forwarding recommendation to the Director, CFM for approval/disapproval.

(4) Forwarding approval documents to CIRB members and the CFM Project Manager.

f. The Facility Director (VHA, NCA, and VBA) Responsibilities Include:

(1) Reporting to the project manager and CIRB Chairperson:

(a) A list of all delegated completion item approvals;

(b) The amounts obligated for each completion item as the obligation occurs.

(2) Certifying the completion items are within the approved scope of the project.

(3) Ensuring that funds allocated for approved completion items are obligated within 12 months after approval.

(4) Accomplishing completion item work and ensuring that approved completion item work is not performed by station level personnel. Typically it is accomplished either by a station level contract or by purchase and hire labor.



**SAMPLE COMPLETION ITEM REQUEST FROM FACILITY:**

**Department of  
Veterans Affairs**

# Memorandum

Date:

From: Facility Director

Subj: Completion Items Request, Project No. XXX

To: Project Manager, Region, Office of Construction and Facilities Management

Thru: VISN/MSN Director (Mail Code)

1. The following completion item(s) is/are submitted for consideration at the next meeting of the Completion Items Review Board:

Completion Item No.

Description:

Justification

Estimated Costs:	Design	\$00.00
	Construction	<u>\$00.00</u>
	TOTAL	\$00.00

Method of Accomplishment: (Station level contract; purchase & hire, etc.)

2. Project/Contract Status:

Director

Attachments (list all backup documents)



**SAMPLE MEMO FROM PROJECT MANAGER TO CIRB:**

**Department of  
Veterans Affairs**

# Memorandum

Date:

From: Project Manager (00CFM\_\_)

Subj: Completion Item No., Project No., Description of Project, VAMC, City, State

To: Chairperson, Completion Items Review Board (CIRB) (00CFM\_\_)

1. The following completion item(s) is/are being submitted for consideration by the CIRB:

VACO CI #

Facility CI #

Title:

Estimated Cost:

Proposed Cost (VAMC):

Project Manager Recommended Funding:

Method of Accomplishment: (Station level contract; purchase & hire, etc.)

Qualification:

Recommendation:

User Agency:

Construction Contract Status:

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SUBJ: Completion Item No., Project No., Description of Project, VAMC, City, State

Project Funding Statement:

Contingency Available:  
Outstanding CI Amount Obligated to Date:

Transfer Receipt Date:

Date Request was Submitted by Facility:

Description:

Justification:

2. Project Manager Summary Comments/Recommendations:

PM Name

Attachments (Medical Center Request, Dated)  
(Project Management Data Retrieval Integration, Dated)  
List Additional Attachments