

U.S. Senate Committee on Appropriations  
Subcommittee on Military Construction, Veterans Affairs, and Related Agencies  
FY 2025 Member Requests

Kyrsten Sinema, Subcommittee Chair  
John Boozman, Subcommittee Ranking Member

<b>Open Season: Monday, April 22, 2024 to Wednesday, May 8, 2024 at 5:00 PM</b>	
<b>Majority Liaison</b>	Gabriella Armonda, 202-224-5268
<b>Minority Liaison</b>	LaShawnda Smith, 202-224-6940
<b>Deadline for Submitting Requests</b>	Wednesday, May 8, 2024 at 5:00 PM
<b>Publish CDS Requests on Website</b>	Thursday, May 30, 2024
<b>Subcommittee Guidance</b>	
<b>Accepting CDS requests?</b>	Yes
<b>Prioritization of Requests?</b>	Yes
<b>Bulk Copy Permitted?</b>	No
<b>Signed Letter Format?</b>	Minimal Cover Letter appropriate
<b>Hard Copy Delivery?</b>	Signed Cover Letter and Letter Table <b>only</b> delivered to SD-125 and SH-125

**Subcommittee Guidance**

**Subcommittee on Military Construction, Veterans Affairs, and Related Agencies  
Fiscal Year 2025 Member Request Guidance**

As in previous years, Member requests must include both a letter signed by your Member and the data you submit on his/her behalf into the Committee-wide request system, Legi-Mate. Both individual Member requests and Dear Colleague letters must be included in Legi-Mate to be considered in FY2025. All requests for Congressionally Directed Spending items must comply with Senate Rule XLIV and Committee requirements.

Requests entered into Legi-Mate and included in letters must be prioritized across the bill, not by Title or Agency.

**The following types of requests will be considered:**

Programmatic/Language Requests: These types of requests include bill or report language that directs, encourages, or urges the Agency or Department to carry out an action, or are funding requests for a project that is not tied to a specific location. A programmatic funding request may support or highlight a project, program, or account as included in the President’s budget request; advocate changes to the budget request for a specific purpose; or carry forward funding for a project from the previous fiscal year. For example, “increase the Base Closure Account by \$1,000,000 to address PFOS/PFOA mitigation activities” is a programmatic request. Requests to adjust spending for programs operating within larger accounts are acceptable (e.g., “provide \$300,000,000 for VA spending on Rural Health within VA Medical Services Account”).

Congressionally Directed Spending (CDS): This is a funding request for a specific Military Construction project in a specific location that was not included in the President’s budget request or the FY24 enacted

bill or exceeds the level included in either document (whichever is higher). Projects included in the President’s budget request will be listed in the drop down “Agency/Account” list on Legi-Mate, in the Programmatic Request form. If you are asking for a project that is not on this list, was not funded in the FY24 enacted bill, or is being requested at a level that is above the President’s budget request or the FY24 enacted bill (whichever is higher), then it is most likely a CDS request. Funding for the Department of Veterans Affairs and the Related Agencies is not eligible for CDS.

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### Guidance on Submitting CDS Requests

The following accounts are eligible for CDS requests:

- Military Construction, Army
- Military Construction, Navy and Marine Corps
- Military Construction, Air Force
- Military Construction, Defense-Wide
- Military Construction, Army National Guard
- Military Construction, Air National Guard
- Military Construction, Army Reserve
- Military Construction, Navy Reserve
- Military Construction, Air Force Reserve

Requests may include major construction, unspecified minor military construction, and planning and design, however, only certain major military construction projects within these accounts are eligible for CDS. Eligible projects can be found on three types of lists, outlined below, which are provided to Congress by the Department of Defense, and contain requirements that have been validated and vetted by the appropriate Service or Agency.

#### **Eligible Lists:**

*Questions on each of these lists or whether a specific project is included should be directed to the Senate Liaison Offices of each military department.*

- Future Years Defense Program (FYDP).—Each military department, to include the Guard and Reserve, as well as Defense-Wide agencies, plans its major military construction program five years into the future. FYDPs identify these future planned projects, which are candidates for CDS requests. Inquiries related to the FYDP or whether a specific project is included should be directed to the Senate Liaison Offices of each military department.
- Unfunded Requirements/Priorities Lists (UFR/UPL).—In addition to the annual budget request, and as required by law, each military department submits to the congressional defense committees a document identifying unfunded priorities that could be funded if additional appropriations were provided. Questions about the UFR/UPL lists or whether a specific project is included should be directed to the Senate Liaison Offices of each military department.
- Cost-to-Complete (CTC).—Variables such as construction market conditions can affect cost estimating throughout the military construction programming process, and as such, DOD can experience cost increases that cannot be sufficiently covered by available appropriated funding.

In these cases, the military departments may submit a list of projects -- separate from the budget request -- that have received an authorization and appropriation but require additional funding to be completed. Once the full budget request is released, questions about these lists and whether specific projects are included should be directed to the Senate Liaison Offices of each military department.

It is the practice of the Subcommittee to only provide funding that can be executed in the year of appropriation. Therefore CDS eligibility is further limited by the executability of funding, and the amount may be modified based on information provided by the appropriate Service or Agency. Eligible major military construction projects must be:

- Authorized in the Fiscal Year 2025 or prior year National Defense Authorization Act;
- At 35% design or higher with a DD 1391\*; and
- Prepared to award a contract in Fiscal Year 2025.

\* The DD 1391 form is required by the Department of Defense for any military construction project. It contains scope and cost estimates, an assessment of the current requirements, justification for the project, and anticipated contracting and construction timelines. Any project that meets the CDS eligibility requirements should have a DD 1391, and this DD 1391 must be uploaded to Legi-Mate as part of your request.

When inputting the request into Legi-Mate, as applicable, please list the installation as the recipient name, rather than the town or county. If the request is for major construction, you must complete the following requirements for each project:

- Identify which list (FYDP, UFR/UPL, or CTC) includes the project requested;
- Confirm that the project is at 35% design, has a DD 1391 planning document, attach the DD 1391; and
- Confirm that the requested project has either been previously authorized or a request to authorize has been or will be submitted to the Senate Armed Services Committee.

For questions about this guidance, please contact: Gabriella Armonda at [Gabriella\\_Armonda@appro.senate.gov](mailto:Gabriella_Armonda@appro.senate.gov).