

## UNFUNDED REQUIREMENTS SPECIFICATION

<b>BACKGROUND</b>	<p><b>Set the stage</b> – Describe information about important properties of the problem and potential solutions. For example, identify who is the customer, what is the reason for solving this problem, what environment this product will likely encounter, how you will know when the problem is solved and how this solution will keep the problem from recurring.</p> <p><i>Youth Center Kitchen Equipment Upgrade:</i>  <i>The Great Beginning’s Youth Center needs a new refrigerator. The current unit is 6 years old and has had multiple service calls on it in the last year (7 calls in 12 months), which has led to food being discarded repeatedly. Because the Youth Center is now required to provide lunch every Wednesday and daily during our School Age Child camp weeks, the unit is getting significantly more use than before. Additionally, the current refrigerator (35 cu ft.) is too small to handle the new requirement.</i></p>
<b>REQUIREMENTS</b>	<p><b>Define the necessities</b>– Describe what the product, service, or situation is going to accomplish, the desired characteristics (traits, features, qualities, aspects, elements, etc.) that you or your customers require, as well as any limitations, restrictions or desirable conditions associated with each characteristic. What are you insisting on that will largely determine the success or failure of your effort to obtain this product, service, or situation?</p> <p><i>Reach-in, three-section, triple door refrigerator.</i></p> <p><i>Refrigerator dimensions:</i>  <i>Left to Right: 52 1/8"</i>  <i>Front to Back: 35"</i>  <i>Height: 83 1/4"</i>  <i>Volume: 46 cu. ft.</i></p> <p><i>Self-closing doors with a stay-open feature when opened past 120 degrees.</i></p> <p><i>Adjustable wire shelves capable of supporting 225 lbs. each.</i></p> <p><i>A top mounted 1 hp compressor, environmentally friendly R404A refrigerant and high density, foamed-in-place insulation ensure outstanding temperature preservation and efficiency.</i></p> <p><i>The top mounted design is preferred to prevent dust, food, and spills from damaging the compressor's fan intake.</i></p> <p><i>115/208-230V electrical connection.</i></p>
<b>COST</b>	<p><b>Describe the cost</b> – Do market research and identify the cost of your URF. Be as accurate as possible e.g., round to one decimal place.</p> <p><i>\$6145.80</i></p>

PRIORITY	<p><b>Identify the importance of the Unfunded Requirement – Circle or make an “X” by one of the four priority levels.</b></p> <ul style="list-style-type: none"> <li>• <b>Priority 1 - MUST PAY</b> – A must pay requirement is one that you have an obligation to pay – it includes labor and on-going contracts/services.</li> <li>• <b>Priority 2 - MISSION CRITICAL</b> – A mission critical requirement must be funded in order to maintain approved Common Output Levels Standards.</li> <li>• <b>Priority 3 - ONE-TIME EFFICIENCY</b> – A one-time efficiency requirement is a purchase made today that will save money in the out years.</li> <li>• <b>Priority 4 - BUY AHEAD</b> – A buy-ahead requirement is something purchased in advance of the time it is needed because there is benefit to purchasing now rather than later.</li> </ul>
LAST OBLIGATION DATE	<p><b>Identify the date</b> – The latest obligation date is the date by which a UFR needs to be funded. <i>15 SEP 20XX.</i></p>
IMPACT STATEMENT	<p><b>Describe the effect</b> -An impact statement describes what will go away as a result of NOT funding this requirement. <i>If refrigerator is <b>not</b> replaced, the Great Beginning’s Youth Center will <b>not</b> be able to meet its mission to provide nutritionally appropriate meals and snacks every Wednesday and during the School Age Child camp program.</i></p>
JUSTIFICATION STATEMENT	<p><b>Explain your need.</b> A justification statement will describe why the requirement is needed using policy, mission, or Common Output Level Standards (COLS) to explain your need.</p> <ul style="list-style-type: none"> <li>• <i>OPNAVINST 1700.9Ee, Enclosure 1, and p. 18-1 stating, “The CYP shall provide nutritionally appropriate meals and snacks that meet USDA Child and Adult Care Food Program (CACFP) guidelines and meal patterns....”</i></li> <li>• <i>DoDI 1015.15, Military Morale, Welfare and Recreation (MWR) Programs, Enclosure 4: APF AND NAF FUNDING AUTHORIZATIONS, Table E4.T1, General Funding Authorizations. E4.T1.13. EQUIPMENT. Includes the acquisition cost of any item of equipment, furniture, or furnishing that does not meet the criteria of an investment cost as defined in Volume 2A of Reference (k).</i></li> <li>• <i>(k) DoD 7000.14-R, “Financial Management Regulation;” Volume 2A, August 2007. The equipment is under the investment dollar \$250,000 threshold and is a facilities sustainment, Operations and Maintenance (O &amp; M) funded restoration and modernization project expense.</i></li> <li>• <i>COL 2: Child Care Waiting List Turnover/Placement Time is 1-3 months and Youth Programs Participation is 25%-34% of Eligible Population. If youth become sick due improper refrigeration Youth Program participation could be negatively impacted and more importantly the health and safety of children could be at stake.</i></li> </ul>

<p>MITIGATION PLAN</p>	<p><b>Describe how to alleviate the problem in the short term.</b> While you are waiting for money to arrive, identify ways to shore up your Program to keep it running smoothly. Write up a short-term plan to alleviate the impact of your unfunded requirement (UFR).</p> <p><i>Continue to use the old refrigerator and continue to call for service whenever it is necessary to keep it running. Maintenance cost is aprox \$60.00/hour (min 1 hour of service), but typically it has been averaging 2 hours/call.</i></p>
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