1 December 2016

MEMORANDUM FOR DISTRIBUTION

FROM: NGB/A4

SUBJECT: ANG Engineering Technical Letter (ANGETL) 16-03, Design Meetings and
Presentations

TO: SEE DISTRIBUTION

1. **PURPOSE:** This ANGETL is a companion to ANGETL 12-05 Design and Construction
Handbook. This ANGETL provides guidance for the Military Construction Program (MCP) and
selected Sustainment, Repair and Modernization (SRM) projects on conducting the following
meetings and presentations:

    1.1   Base Review Conferences (BRCs)
    1.2   Criteria Review Conferences (CRCs)
    1.3   Type A-1 Concept Proposal Meetings
    1.4   Type A-2 Concept Development Meeting and Submittal Presentation
    1.5   Type B-1 Contract Document Development Meeting
    1.6   Type B-2 Pre-final Design Meeting and Presentation

* This ANGETL should be read in conjunction with the Design and Construction Handbook.

2. **APPLICATION:**

    2.1   **Effective Date:** Immediately
    2.2   This ANGETL is a companion to ANGETL 12-05.

3. **SUPERSEDES:** This ANGETL supersedes ANGETL 12-06.

4. **REFERENCES:**

    4.1   ANGETL 12-05 Design and Construction Handbook.
    4.2   ANGETL 12-07 Project Documentation Preparation.
    4.3   ANGETL 10-03 Air National Guard Design Objectives and Procedures (Tab C).
    4.4   ANGETL xx-01 Series Air National Guard Design Policy (Tab D).

5. DESCRIPTIONS AND IMPLEMENTATION:

5.1   Applicability: The attached guidance contains an overview of the design meetings and presentations that should occur during the design timeline as well as sample agendas and slides. (See attachments 1-15) These requirements apply to all design and construction projects.

6. POINTS OF CONTACT FOR THIS ANGETL: The points of contact for this ANGETL are Ms. Jacqueline Nino, LEED AP BD+C, NGB/A4OT at (240)-612-8117, DSN 612-8117, or email: jacqueline.a.nino.civ@mail.mil.

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Attachments:
1. Design Meetings and Presentations Overview
2. ANG Design Goals Brochure
3. BRC Guidelines
4. BRC Agenda
5. BRC Slide Presentation
6. CRC Guidelines
7. CRC Agenda
8. CRC Slide Presentation
9. SAMPLE Review Presentation Slides
10. Type A-1 Concept Proposal Agenda
11. Type A-2 Concept Development Meeting Agenda
12. Type A-2 Concept Submittal Presentation Agenda
13. Type B-1 Contract Document Development Meeting Agenda
14. Type B-2 Pre-final Base Level Review Agenda
15. Type B-2 Pre-final Submittal Presentation Agenda
16. Current ETL Index

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