

**Army Regulation 140–483**

**Army Reserve**

# **Army Reserve Land and Facilities Management**

**Headquarters  
Department of the Army  
Washington, DC  
24 July 2007**

**UNCLASSIFIED**

# ***SUMMARY of CHANGE***

AR 140-483

Army Reserve Land and Facilities Management

This major revision, dated 24 July 2007-

- o Introduces the Assistant Chief of Staff for Installation Management, the Installation Management Command, the Army Reserve Installations Directorate, and the Army Reserve Regional Readiness Sustainment Commands (paras 1-6, 1-8, and 1-13).
- o Establishes the responsibilities of the Assistant Chief of Staff for Installation Management; the commander, the Installation Management Command; the Director, Army Reserve Installations Directorate; commanders, USAR-funded installations and Regional Readiness Sustainment Commands; and commanders of units using Army Reserve facilities (paras 1-6 through 1-15).
- o Establishes an Army Reserve Construction Requirements Review Committee (para 1-7j and 4-8).
- o Introduces a U.S. Army Corps of Engineers Center of Standardization for the Army Reserve (para 1-11c).
- o Updates Space Guidelines for Army Reserve Facilities (appendix B).

## Army Reserve


### Army Reserve Land and Facilities Management

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By Order of the Secretary of the Army:

GEORGE W. CASEY, JR.  
*General, United States Army*  
*Chief of Staff*

Official:

  
JOYCE E. MORROW  
*Administrative Assistant to the*  
*Secretary of the Army*

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**History.** This publication is a major revision.

**Summary.** This regulation establishes policy and procedures for the life cycle management of U.S. Army Reserve facilities. It includes provisions for major and minor construction, management of real estate, space guidelines, project documentation, real property maintenance activities, automation, licensing the use of Army Reserve facilities, restoration of damaged facilities, environmental compliance, and historical preservation.

**Applicability.** This regulation applies to the Army Reserve and to personnel who use Army Reserve facilities, including locations where Army Reserve equipment is maintained or stored. It does not apply to the Active Army or Army National Guard, except for those organizations that provide facilities for Army Reserve units. This regulation is applicable, except for space allocations, to any tenants at an Army Reserve-hosted Armed Forces Reserve Center.

**Proponent and exception authority.**

The proponent of this regulation is the Assistant Chief of Staff for Installation Management. The proponent has the authority to approve exceptions or waivers to this regulation that are consistent with controlling law and regulations. The proponent may delegate this approval authority, in writing, to a division chief within the proponent agency or a direct reporting unit or field operating agency of the proponent agency in the grade of colonel or the civilian equivalent. Activities may request a waiver to this regulation by providing justification that includes a full analysis of the expected benefits and must include formal review by the activity's senior legal officer. All waiver requests will be endorsed by the commander or senior leader of the requesting activity and forwarded through their higher headquarters to the policy proponent. Refer to AR 25–30 for specific guidance

**Army management control process.**

This regulation contains management control provisions and identifies key management controls that must be evaluated.

**Supplementation.** Supplementation of this regulation and establishment of command and local forms are prohibited without prior approval from the Assistant Chief of Staff Installation Management, (DAIM–AR), 600 Army Pentagon, Washington, DC 20310–0600.

**Suggested improvements.** Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to HQDA (DAIM–AR), 600 Army Pentagon, Washington, DC 20310–0600.

**Committee Continuance Approval.**

The establishment and/or continuance of Army committees are made in accordance with AR 15–1, Committee Management. The regulation requires that a) the proponent justify establishing and/or continuing the committee(s), coordinate draft publications, and coordinate changes in committee status with the DA Committee Management Office, ATTN: SAAA–RP, Office of the Administrative Assistant, Resources and Programs Agency, 2511 Jefferson Davis Highway, Taylor Building, 13th Floor, Arlington, VA 22202–3926. If it is determined that an established "group" identified within this regulation later takes on the characteristics of a committee, the proponent will follow all AR 15–1 requirements for establishing and continuing the group as a committee. The Department of the Army Committee Management Office has reviewed this regulation and concurs in the establishment and/or continuance of committee(s) outlined herein.

**Distribution.** This publication is available for electronic media only and is intended for command levels C, D, and E for the Active Army, D and E for the Army National Guard, and C, D, and E for the United States Army Reserve.

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\*This regulation supersedes AR 140–483, dated 30 July 1994 and rescinds DA Form 1979–R, DA Form 1980–R, DA Form 4527–R, DA Form 4703–R, and DA Form 5034–R.

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## Glossary

# Chapter 1 Responsibilities

## Section I General

### 1–1. Purpose

This regulation prescribes policy and procedures for managing Army Reserve land, facilities, and military construction. It applies to activities and projects funded by military construction, Army Reserve (MCAR) and operation and maintenance, Army Reserve (OMAR) appropriations.

### 1–2. References

Required and related publications and prescribed and referenced forms are listed in appendix A.

### 1–3. Explanation of abbreviations and terms

Abbreviations and special terms used in this regulation are explained in the glossary.

## Section II Responsibilities

### 1–4. Assistant Secretary of the Army for Installations and Environment

The Assistant Secretary of the Army for Installations and Environment (ASA(I&E)) will provide overall policy, program oversight and coordination of design, construction, operations, maintenance, and management of Army installations.

### 1–5. Chief, Army Reserve

The Chief, Army Reserve (CAR) will—

- a. Provide overall policy and program guidance for Army Reserve land and facilities.
- b. Be responsible, as the appropriation sponsor for Army Reserve appropriations, for overseeing MCAR, OMAR, and Army Reserve sustainment, restoration, and modernization (SRM) requirements and funding.
- c. Prioritize MCAR requirements and present MCAR, OMAR, and Army Reserve SRM programs and budget estimate submissions (BES) to the Office of the Secretary of Defense (OSD), Office of Management and Budget (OMB), and the Congress.

### 1–6. Assistant Chief of Staff for Installation Management (ACSIM)

The Assistant Chief of Staff for Installation Management (ACSIM) will serve as the CAR's responsible official for Army Reserve real estate, military construction, master planning, and other installation support programs.

### 1–7. Director, Army Reserve Installations Directorate

The Army Reserve Installations Directorate (ARID) is a directorate within the Office of the Assistant Chief of Staff for Installation Management (OACSIM) that executes, manages, and accounts for Army Reserve real estate, military construction, master planning, and installation support programs. The director will—

- a. Serve as the Army Reserve installations and infrastructure (II) program director (PD), and as the II PD, oversee planning, integration, and execution of II programs. Responsibilities include—
  - (1) Establishing and implementing processes that support the Army Reserve leadership's ability to make sound decisions that accomplish Army Reserve goals and objectives.
  - (2) Planning Army Reserve II programs in accordance with strategic guidance.
  - (3) Ensuring development of justifiable program requirements and metrics.
  - (4) Ensuring execution of Army Reserve II program resources in accordance with Army Reserve priorities.
  - (5) Participating and representing Army Reserve II programs throughout all phases of the planning, programming, budgeting and execution (PPBE) process.
- b. Prepare the MCAR budget, including building the draft corporate Army Reserve prioritized MCAR project listing for the CAR's approval.
- c. Program OMAR funding required to support MCAR projects.
- d. Prepare the budget portions that address provisions for SRM and manage the SRM program, including distribution of SRM funds.
- e. Ensure Army Reserve installation support management decision packages (MDEPs) have all related facility requirements identified and resourced within available funding.
- f. Conduct periodic program reviews.

- g.* Process Army Reserve funding requests that exceed Regional Readiness Sustainment Command (RRSC) or USAR-funded installation approval limits.
- h.* Plan and execute the MCAR program, including coordination of Joint projects with other components and military services.
- i.* Provide MCAR, OMAR, and SRM planning guidance and assistance to the RRSCs and USAR-funded installations.
- j.* Ensure execution of the Army Reserve Construction Requirements Review Committee (CRRC).
- k.* Determine if Army Reserve mission requirements justify the following:
  - (1) Types of facilities other than those specified in this regulation.
  - (2) Space allocations that exceed space guidelines established in this regulation.
- l.* Determine the Army Reserve pro rata share of joint facilities in coordination with appropriate authorities of other participating components and Services.
- m.* Direct preparation of MCAR project documentation for the budget years, following review and approval of RRSC- and USAR-funded installation real property master plans (RPMPs) and review MCAR project documentation to ensure that—
  - (1) Requirements are valid and conform to current objectives, policies, and procedures.
  - (2) Approved project sitings are consistent with the approved RPMP.
  - (3) Risk management has been applied to identify and document all potential design and operational hazards.
  - (4) All required certifications, MCAR project-related costs, and other information necessary for project programming and execution have been adequately addressed.
  - (5) All aspects of antiterrorism (AT) and physical security measures have been adequately addressed.
- n.* Prepare MCAR budget justification books and ensure the quality, completeness, and accuracy of each DD Form 1391 (FY\_Military Construction Data) and DD Form 1390S (FY\_Guard and Reserve Military Construction) included in the budget book by making an independent review of those forms and taking corrective action as required.
- o.* Certify that all project planning and related coordination requirements have been accomplished on all budget year projects before submitting such projects and that the U.S. Army Corps of Engineers (USACE) has sufficient information to begin parametric or concept designs before submission of those projects.
- p.* Perform the following design-related functions:
  - (1) Coordinate the selection of single-line sketches for development as concept designs.
  - (2) Authorize selected design agencies to initiate design of approved projects.
  - (3) Approve concept designs.
  - (4) Schedule and conduct periodic design reviews in coordination with design agencies, RRSCs, USAR-funded installations, and other subordinate commands and using units.
  - (5) Approve necessary and appropriate design changes.
  - (6) Authorize selected design agencies to proceed with preliminary and final designs.
  - (7) Approve final designs and authorize preparation of contract documents.
  - (8) Prepare design release notifications for submission to Congress.
  - (9) Review scope and compliance of MCAR project parametric or concept designs and final designs with programming objectives.
- q.* Direct preparation and completion of environmental assessments and documentation to support execution of the MCAR program.
- r.* Provide release authority to USACE for design and construction of MCAR projects and Army Reserve real estate acquisitions after Deputy Assistant Secretary of the Army for Installation and Housing (DASA(I&H)) approval.
- s.* Approve or disapprove modifications or changes and obtain approvals for reprogramming and cost variations.
- t.* Plan and execute all Army Reserve fee and leasehold acquisition and disposal programs, including the following:
  - (1) Establishing policy and guidance for acquisition, utilization, and disposal of Army Reserve real property.
  - (2) Reviewing and approving each RRSC annual real estate program (REP) for fee, leasehold, and disposal actions and coordinate execution of the REPs with USACE.
  - (3) Monitoring execution of land acquisitions approved by Congress.
  - (4) Recommending approval or disapproval of long-term outgrant renewal requests that require approval of the DASA(I&H) and the Chief of Engineers (COE).
  - (5) Approving additions, deletions, and other changes to the annual Army Reserve REP acquisition plan.
  - (6) Approving all Army Reserve lease acquisitions.
  - (7) Ensuring programming and budgeting for real property actions, including execution of real estate actions by the USACE.
  - (8) Requesting available site identification and validation (ASIV) reports from USACE.
  - (9) Designating a representative to participate on the site survey team (SST) for each property acquisition.



(10) Reviewing the suitability and acceptability of the sites selected by the SST, as documented in the site survey report (SSR) and the environmental review report.

(11) Approving the environmental documentation and obtaining legal review for the preferred and alternate sites selected by the SST.

(12) Approving the acquisition of recommended and selected sites.

(13) Approving the relevant environmental documentation and requesting issuance of real estate directives from HQ, USACE.

(14) Executing real property exchanges (RPX) approved by the DASA(I&H).

*u.* Review, validate, and approve or disapprove unforeseen requirements that cannot wait for programming in the normal MCAR cycle and require funding through the unspecified minor military construction, Army Reserve (UM-MCAR) portion of the military construction program.

*v.* Approve the siting of tenant projects and ensure tenant facility requests are in accordance with the host-tenant support agreement.

*w.* When a non-Army Reserve activity is a tenant, ensure that the activity coordinates its facility needs with its host installation and that requirements are incorporated into the host installation's RPMP.

*x.* Review and validate each RRSC's and USAR-funded installation's facilities annual management plan (FAMP) and 5-year plan.

*y.* Develop the energy investment plan based on input from the RRSCs.

*z.* Formulate policy and procedures for the Army Reserve Fixed Facilities Energy Conservation Program.

*aa.* Formulate policy and procedures for the Army Reserve Fire Prevention and Protection Program.

*ab.* Provide automation support to Army Reserve-wide real property management functions and missions, and exercise executive oversight, configuration control, and resource management of the Army Reserve Engineering and Base Operations Support System (ENBOSS) software suite, as proponent.

#### **1-8. Installation Management Command**

The Installation Management Command (IMCOM) will provide execution management oversight of USAR-funded installations.

#### **1-9. U. S. Army Reserve Command**

The Commanding General, U. S. Army Reserve Command (USARC) will—

*a.* Provide command and control of the four RRSCs.

*b.* Serve as the senior mission commander (SMC) for the USAR-funded installations and the RRSCs.

*c.* Execute stationing actions in accordance with Army Regulation (AR) 5-10.

#### **1-10. Commander, U.S. Army Corps of Engineers**

The Commander, U.S. Army Corps of Engineers (COE) will—

*a.* Serve as Department of Defense (DOD) construction agent responsible for the design and construction of military facilities in accordance with DOD Directive (DODD) 4270.5.

*b.* Manage design, construction, and real estate activities associated with the military construction (MILCON) program and approve cost and technical aspects of those design, construction, and real estate activities.

*c.* Establish an Army Reserve Center of Standardization (COS) to provide—

(1) Simplified project management, flexible business practices, staff augmentation, strategic planning and programming opportunities, and a full complement of real estate and design and construction services.

(2) Centralized project and funds management to meet the requirements of the Army Reserve.

(3) Execution of the assigned Army Reserve facilities program.

(4) Delivery of high-quality products and services on time and at the lowest reasonable cost.

#### **1-11. Commander, USACE Army Reserve Center of Standardization**

The commander, USACE Army Reserve Center of Standardization will—

*a.* Serve as the design construction agent for all MCAR projects.

*b.* Execute assigned portions of MCAR design, real estate, and construction programs.

*c.* Develop, maintain, and distribute criteria for the architectural and engineering design of MCAR projects.

*d.* Ensure projects are designed and constructed to current standards and criteria and to the approved scope and cost of the projects as defined on DD Form 1391.

*e.* Attend scheduled meetings with ARID to review projects in design and under construction.

*f.* In coordination with RRSCs and USAR-funded installations, provide estimates of real estate acquisition and administrative processing costs for inclusion in the annual Army Reserve REP.

*g.* Develop on a reimbursable basis an ASIV report according to criteria contained in the request and forwards the completed ASIV within 90 days after receipt of the request.

- h.* Initiate intergovernmental coordination for a proposed acquisition, if necessary.
- i.* Provide to the SST real estate and civil engineering representatives who are knowledgeable about the particular locale and recommend whether the civil engineer attending the SST requires geo-technical expertise.
- j.* Concurrently prepare on a reimbursable basis a real estate planning report (REPR) or a real estate study (RES) to acquire space on another Army installation, as applicable, and an engineering feasibility study (EFS) on the preferred site selected by the SST.
- k.* Prepare on a reimbursable basis environmental documentation for the selected and alternate sites for acquisitions and for disposal actions.
- l.* Execute real estate requirements and advise ARID and the requestor of problems and the completion date for acquisition.
- m.* Accept changes to the annual Army Reserve REP when approved by ARID.
- n.* Ensure that leasehold acquisition interests are fully serviced inleases (exceptions must be specifically identified and cost estimates provided in advance to ARID for approval), and terminate inleases upon request.
- o.* Prepare and submit REPRs, RESs, Title 10 acquisition reports, and disposal reports in support of acquisition and disposal.
- p.* Perform real estate appraisals, as requested, to determine fair market value of property under consideration.
- q.* Determine and prepare on a reimbursable basis the appropriate real estate (lease, license, permit, and so forth) instrument required.
- r.* For leased real property, secure written consent of the owner if the existing lease with Army Reserve does not specifically address subleasing authorization.
- s.* Issue long-term outgrants after reports of availability, appropriate environmental documentation, and required approvals are obtained from ARID and HQ, USACE in those cases that require DASA(I&H) or other secretariat approval or additional coordination.

**1–12. Commanders, Army Reserve Regional Readiness Sustainment Commands and USAR-funded installations**

Commanders, Army Reserve Regional Readiness Sustainment Commands and USAR-funded installations will—

- a.* Participate in the development, justification, and execution of all MCAR projects in design and under construction for their installation, and, if required, assist in the presentation of all aspects of project planning through the programming and budgeting phases.
- b.* Prepare complete project documentation on designated MCAR projects and identify all non-construction funded requirements related to these projects.
- c.* Ensure participation in planning, pre-design, charette, and design conferences.
- d.* Ensure the integration of AT considerations into all planning, programming, pre-design, concept (or parametric) design, and final design documents, and ensure that all AT features beyond those required by regulations, or those not included in a standard design for the type of facility being programmed, are based on risk and threat analyses in a form consistent with the risk and threat analysis procedures of Department of the Army Pamphlet (DA Pam) 190–51 and Technical Manual (TM) 5–853–1.
- e.* Review and validate projects that exceed delegated funding approval authority and submit validated projects with complete documentation to ARID for final action.
- f.* Advise ARID of any circumstances that cancel a MCAR requirement, and request approval, through ARID, to change the scope or siting of a MCAR project that is in design or under construction.
- g.* Assist tenants in project formulation and documentation in accordance with their support agreements, when required and request parent headquarters determination that tenant mission support projects have been fully planned and coordinated.
- h.* Through the Director of Information Management (DOIM) and in coordination with U.S. Army Information Systems Engineering Command (USAISEC)—
  - (1) Obtain and submit user information systems requirements, in functional terms, along with an Information Systems Cost Estimate (ISCE) for each project.
  - (2) Provide the ARID project officer with a current ISCE as part of the first project design review (the final cost estimate must be submitted no later than 1 July of the design year).
  - (3) Witness operational tests and advise installations on acceptance of the information systems portions of the MCAR projects.
  - (4) Review, mark up, and approve design documents for information systems.
- i.* Develop and establish Army Reserve land and facility requirements within assigned geographic boundaries, document that information in the annual Army Reserve REP, and ensure proposed MCAR projects are reflected in the RPMP.
- j.* Enter annual REP requirements in the ENBOSS Engineer Management Automation Army Reserve (EMAAR)

module no later than 1 June. Include certification that the command plan indicates a continued requirement for the units that are the basis of the REP.

- k.* Submit changes to the REP to ARID for review and approval/disapproval.
- l.* Submit requests for ASIV reports to ARID.
- m.* Establish and coordinate a multi-disciplined SST to perform onsite inspections of sites identified by the USACE geographic district commander in the ASIV report and chair all SST meetings and inspections.
- n.* For acquisition of property on Army installations other than USAR-funded installations, verify in writing to ARID that the site is properly annotated on the installation RPMP for Army Reserve use.
- o.* Initiate a request, after site approval, with ARID for a permit to occupy property on non-Army installations.
- p.* Forward completed environmental documentation to ARID for approval, with copies furnished to the USACE Army Reserve COS.
- q.* Request that the USACE Army Reserve COS prepare the REPR, or RES if the site selected is on a military installation, and an for the preferred site identified by the SST.
- r.* Program for and provide budget requirements during budget cycles for site surveys, facilities acquisition, and environmental documentation.
- s.* Coordinate with the USACE Army Reserve COS to develop cost estimates for acquisitions and administrative processing for future years projects.
- t.* Prepare reports of availability (ROA), requests for determination of excess, and disposal reports as required, and prepare any environmental documents required to support these reports.
- u.* Ensure the establishment of real property management boards (RPMB) for all multi-unit Army Reserve Centers (ARCs) and Army Reserve-hosted Armed Forces Reserve Centers (AFRCs) within their geographic area of responsibility.
- v.* Ensure optimum use of facilities space through joint use, outgranting, and other authorized methods minimizing vacant space for more efficient and effective utilization of the facilities.
- w.* Ensure efficient use of real property assigned to tenant activities, other DOD users, and the State National Guard by assigning Army Reserve-controlled land, facilities, and space for which they have real property accountability according to applicable approved criteria and the RPMP. Exercise the responsibilities associated with real property master planning in accordance with the provisions of AR 210–20.
- x.* Account for all Army real property under the control/management of the RRSC or USAR-funded installation commander, except for facilities located on Active Army or other component or service-hosted installations; maintain accurate and current real property inventory and use data and ensure that this data is integrated and reported in the RPMP, the Integrated Facilities System (IFS), the Army Stationing and Installation Plan (ASIP), and the ENBOSS EMAAR module; ensure all inleases are accurately recorded in the Rental Facilities Management Information System; and designate in writing a certified real property accountable officer (RPAO) who is accountable for all real property.
- y.* Document disputes regarding installation real estate, including outgrant, modification, renewal or revocation of a real estate interest, or any other use agreement, and elevate through command channels for resolution by DASA(I&H) unless sooner resolved by mutual agreement.
- z.* Develop any inter-Service support agreements, memorandums of agreement, or memorandums of understanding for customer support and reimbursement in accordance with AR 37–49 and DOD Instruction (DODI) 4000.19 and coordinate through ARID for approval.
  - aa.* Appoint members to and assure their participation in Joint Service Reserve Component Facility Boards (JSRCFBs) in accordance with AR 135–9.
  - ab.* Appoint a center commander for each ARC. (The center commander will be the senior ranking Army Reserve unit commander.) Hospital unit commanders cannot serve as center commanders unless they command the only Army Reserve unit in the facility.
  - ac.* Prepare and publish annually a plan sketch of each ARC and Army Reserve-hosted AFRC, showing, by unit, the allocation of exclusive use administrative, storage, and training spaces.
  - ad.* Ensure Public Affairs Office coordination throughout the facilities life cycle process to help facilitate public understanding and support of land and facilities management programs.

### **1–13. Commander, U.S. Army Information Systems Engineering Command**

The Commander, U.S. Army Information Systems Engineering Command (USAISEC) will—

- a.* Review user information systems requirements in functional terms, review the user-developed information systems planning and programming cost estimate (ISPPCE) for each proposed project submitted, and provide ISCE certification to the ARID project officer.
- b.* Provide the ARID and USACE Army Reserve COS with current information systems cost estimates, including costs associated with each appropriation, based on the design documents.
- c.* Participates in updating technical specifications for information systems.

d. Monitor quality of information systems during project design and, upon request of the appropriate DOIM, construction processes.

e. Provide information systems expertise to USACE during design and construction review meetings with ARID.

#### **1–14. Commanders of using units**

Using units are any agency, operational and functional (O&F) command (including their subordinate units), or other units or activities that require facility or infrastructure support within a RRSC or USAR-funded installation geographic boundary. Commanders of using units will—

a. Coordinate through the appropriate RRSC or USAR-funded installation for all of their facilities requirements. O&F commands coordinate with the appropriate RRSCs for the facility needs of their subordinate units. Provide essential information as to the timeframe, unit type, mission, and personnel and maintenance requirements for their facilities needs. New requirements also require coordination with and concurrence by the appropriate USARC staff element(s).

b. Actively participate with the RRSC or USAR-funded installation in all phases of the planning and site selection processes.

c. Ensure participation, at the appropriate level, in the RPMB and the real property planning board (RPPB).

d. Provide at least one representative with knowledge of the specific area and unit requirements to the SST.

e. Assist the supporting USACE geographic district commander in identifying possible sites for inclusion in the ASIV report.

## **Chapter 2**

### **Life Cycle Management of U.S. Army Reserve Facilities**

#### **2–1. Army Reserve facilities life cycle**

The Army Reserve manages facilities throughout their life cycles as shown schematically in figure 2–1 and described below. Continuous analysis identifies the facilities needed to support the structure and missions of assigned units.

#### **2–2. Life cycle process**

The inner ring of figure 2–1 depicts the process for obtaining authorization and funds for a facility throughout its life cycle. This ring represents the first three stages of the planning, programming, budgeting, and execution (PPBE) system. The outer ring shows the phases of facility management from acquisition through disposal. This ring represents the execution stage of PPBE. The PPBE system is explained in more detail in AR 1–1, Planning, Programming, Budgeting, and Execution System.

#### **2–3. Phases of facility management**

a. *Acquisition.* The Army Reserve will acquire real property and/or facilities through purchase, lease, transfer, donation, permit, RPX, license, or assignment (that is, buildings or land placed on the installation Master Plan and dedicated for use by the Army Reserve).

b. *Improvements.*

(1) After acquiring and operating Government owned facilities, Army Reserve units may pursue self-help projects. These projects require complete documentation, justification, and prior approval by the RRSC or USAR-funded installation DPW. Self-help projects are not authorized for leased facilities.

(2) The Army Reserve may also pursue improvements under the UMMCAR program, through which the Army Reserve provides for unexpected construction needing prompt action. (Unspecified minor construction requirements may be unknown at the time of budget formulation.)

(3) Minor construction projections for real property are funded by the Army Reserve OMAR appropriation subject to approval limits.

c. *Sustainment.* This phase includes—

(1) Use of the facility and operation of functional systems.

(2) Control of structural changes to the facility and to its operating systems.

(3) Maintenance, repair, and minor modifications of the facility.

(4) Monitoring use of the facility to determine the benefit of retention. When there is no longer a justifiable need for the facility, declare it excess.

d. *Disposal.* This phase involves those actions necessary to dispose of the real property. Regulations and statutes in effect at the time of disposal will govern disposal actions.

## 2-4. Infrastructure requirements

RRSCs and USAR-funded installations, in conjunction with commanders of using units, will identify through continuous analysis, as depicted in the center of figure 2-1, the infrastructure requirements to support unit training, personnel, storage, and equipment maintenance. These requirements form the basis for programs of construction and leasing that are usually conducted over several fiscal years, depending on the acquisition method used for a particular project.

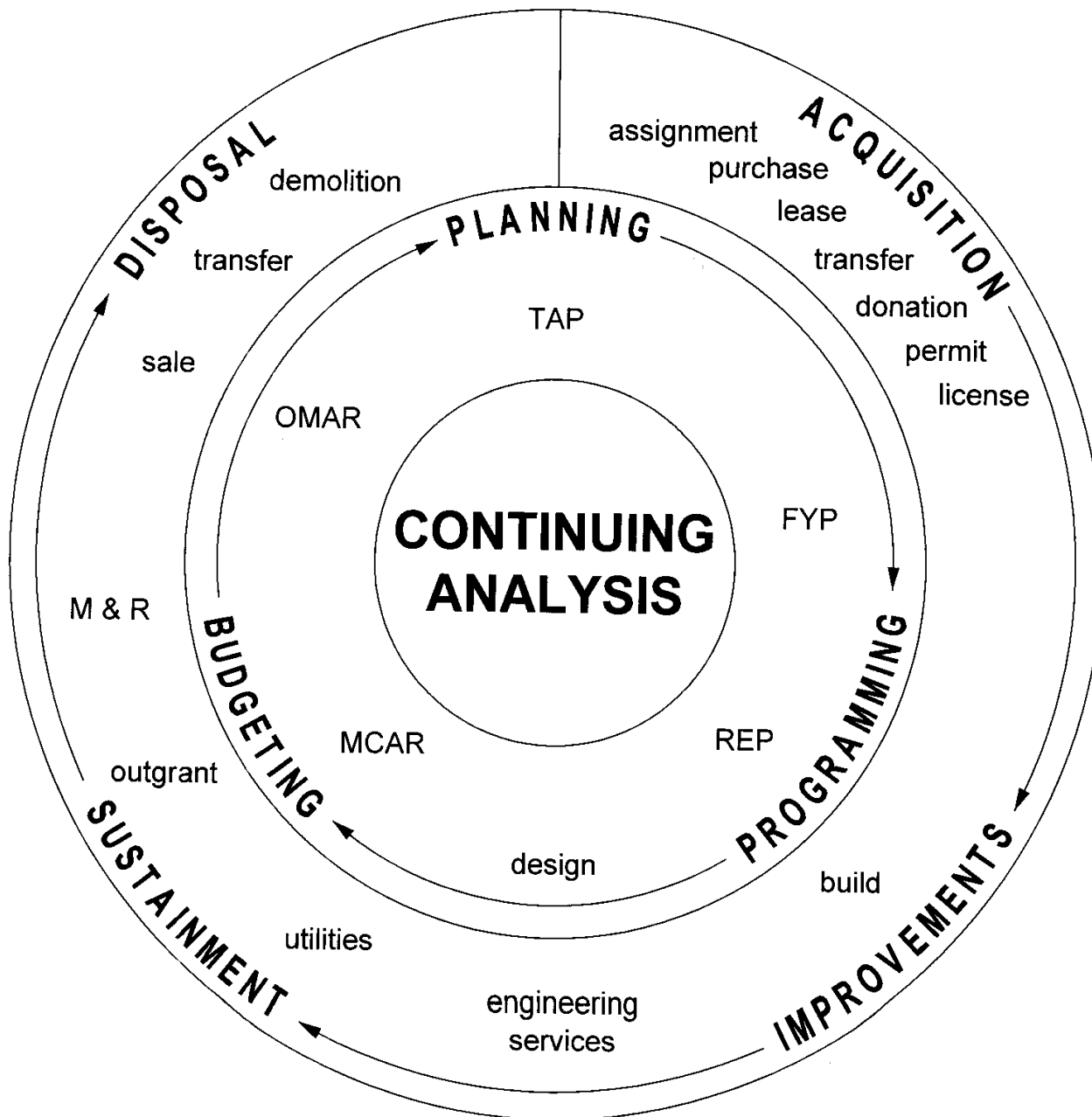


Figure 2-1. Army Reserve facilities life cycle

## **Chapter 3**

### **Army Reserve Installations and Infrastructure Program**

#### **3-1. Army planning, programming, budgeting, and execution system**

*a.* The Army planning, programming, budgeting, and execution (PPBE) system is the management process employed by the Army to ensure effective use of resources to establish and maintain the Army's capabilities to accomplish its roles and missions. The PPBE process is the Army's primary management system that ties strategy, program, and budget together. It builds a comprehensive plan in which budget flows from programs, programs from requirements, requirements from missions, and missions from national security objectives.

*b.* The PPBE process identifies and accounts for all resources programmed by the Army. It allocates resources by fiscal year totals for manpower and dollars. It covers total obligation authority (TOA) and manpower totals 4 years beyond the end (second year) of the biennial budget (a total of 6 years).

#### **3-2. Army program objective memorandum process**

*a. Army programming.*

(1) Programming translates planning decisions, Office of the Secretary of Defense (OSD) guidance, and Congressional guidance into a comprehensive and detailed allocation of manpower and funds. The PPBE system integrates and balances centrally managed programs for manpower; operations; research, development, and acquisition; stationing; and construction. Concurrently, the PPBE process incorporates requirements for manpower, operation and maintenance, housing, and construction.

(2) The Army program objective memorandum process (POM) represents the Army proposal for a balanced allocation of resources within specified constraints.

(3) Resources identified for specific MILCON projects, planning and design activities, unforeseen construction requirements, and installation support services are contained in the Army POM.

*b. Resource requirements.* Resource requirements submitted to Headquarters, Department of the Army (HQDA) during the POM process will be identified in an MDEP. An MDEP is a resource management tool that indicates program and budget resources; it describes a particular function or program and indicates all associated resources.

*c. Army program development and review.*

(1) Using the MDEP as a building block, formal program development applies information contained in the Army Program Guidance Memorandum (APGM) and refines and extends the program of the previous PPBE cycle.

(2) HQDA agencies, guided by the APGM, collect and analyze program information. They review the existing program in light of new requirements, determine program needs, and begin preparing functional programs. These agencies incorporate program inputs in the Army POM, consider alternatives directed by the APGM, and construct a balanced program.

(3) Proponent agency program evaluation groups (PEGs), directed and guided by the Deputy Chief of Staff for Programs, build the Army program (see AR 1-1 for additional information on PEGs). Each PEG evaluates specific MDEPs based largely on those MDEPs' main fiscal appropriation. PEGs will rank order resourced and un-resourced programs submitted by Army agencies in their POMs.

#### **3-3. Army Reserve installations and infrastructure (II) program**

*a.* The Army Reserve executes its resource management process by linking functional staff members with officers responsible for planning, programming, budgeting, and execution. The process begins with the appointment of Army Reserve PDs aligned to the six PEGs of the Army resource framework (ARF). The ARF translates capabilities to programs through a set of goals, objectives, sub-objectives, and tasks. The ARF is an outline of the key resourcing document, the APGM. The APGM—

(1) Provides broad, general resourcing guidance.

(2) Uses strategic objectives and prioritized capabilities to develop resourcing tasks.

(3) Organizes resourcing tasks across the six PEGs using the ARF.

(4) Assigns specific performance and risk categories.

*b.* The Army Reserve II program provides resources to support Army Reserve installations. The II program PD, subject to existing program and budget guidance, sets the scope, quantity, priority, and qualitative nature of the resource requirements to support installation management. The II program PD monitors program resource transactions, and, as required, makes both administrative and substantive changes to assigned MDEPs.

*c.* Members of the Army Reserve II program team include MDEP functional managers, MDEP managers, and program managers. All MDEP, program, and functional managers within the II program must be familiar with how their programs relate to the APGM as outlined in the ARF.

(1) The MDEP functional manager is responsible for an MDEP sub-program in which the program has distinct functions distinguished by the seventh digit of the Army management structure code (AMSCO).

(2) The MDEP manager is responsible for an entire MDEP, to include oversight of all sub-programs and program elements.

(3) The program manager maintains oversight of several MDEPs that are related to one broad category.

d. The Installations Program Director's Committee (IPDC) is a continuing forum in which the senior managers on the Army Reserve II program team review issues that require visibility or a decision by the program director (PD). The IPDC will meet at least quarterly to present issues, review requirements and funding status, and conduct other business with the PD.

e. The council of advisors (CoA) represents the IPDC members and is an action officer-level group that meets, develops issues, and coordinates actions that go before the IPDC. The CoA will also provide critical actions that require visibility of the PD to the IPDC to ensure that key leaders within the II program are continually informed. The CoA is a continuing forum in which participants review, adjust, and recommend courses of action on relevant issues and coordinate routine PPBE actions.

f. Army Reserve II program operations

(1) MDEP managers will provide the PD with an MDEP briefing at least annually. Specific details regarding content will be published each year.

(2) II program resources programmed in sub-activity group (SAG) 131 will not be reprogrammed out of the SAG or executed for programs outside of installation support without PD approval.

(3) MDEP and program managers will process and route staff actions for the PD expeditiously and in accordance with designated timelines.

(4) The II program team will establish an annual *I-n* list for all unfunded shortfalls. MDEP and program funds will not be applied to other shortfalls without PD visibility or approval. Unforeseen requirements and emergencies will be coordinated through II program PD channels for visibility and approvals as appropriate.

## **Chapter 4**

### **Project Planning, Programming and Development**

#### **Section I**

##### **General**

#### **4-1. General**

a. Army policy provides for fully functional facilities necessary for the training, operations, and support of Army Reserve units in the most economical manner.

b. The Active Army will program and fund facilities used mainly or equally by the Active Army.

c. When the Active Army displaces permanently housed Army Reserve units or activities that are not mobilized, it will provide replacement facilities that meet current Army Reserve criteria. The Active Army will also pay the costs of relocating the Army Reserve units. The ARID must be consulted before displacement or relocation actions are initiated. The replacement facilities must—

(1) Be acceptable to the Chief, Army Reserve (CAR).

(2) Be at least as large as the vacated facilities (see appendix B).

(3) Be in a comparable state of repair.

(4) Be immediately available for use.

#### **4-2. Policy**

a. Optimum use will be made of all Army Reserve facilities. Facility requirements are based on the end strength (required strength for modification table of organization and equipment (MTOE) units and authorized strength for table of distribution and allowances (TDA) units) and mission of the Army Reserve units the facility supports. Use the space guidelines and facility criteria in appendix B to quantify these facility requirements. Use these guidelines to—

(1) Develop major and minor construction programs.

(2) Determine the adequacy of existing or potential Army Reserve facilities, whether owned or leased.

(3) Develop space requirements for OMAR lease acquisitions.

b. Special needs, such as aviation support facilities (ASF), equipment concentration sites (ECS), regional training sites (RTS), and area maintenance support activities (AMSA) are evaluated and determined on a case-by-case basis. Space allocation guidelines in appendix B may be exceeded only when fully justified by mission needs or economical design solutions. Forward requests for exceptions, with adequate justification, to ARID.

c. The authorized net area allowances and authorized items of equipment in appendix B are the maximum allowable—they are not absolute requirements. The facilities and equipment authorized for a particular project will be the minimum needed to accomplish the unit's mission.

d. ARCs and other support facilities for inactive duty training will be collocated whenever possible.

e. The construction of ranges must meet the requirements of AR 350–19.

f. Facilities will be joint whenever possible. Base design and construction cost sharing on exclusive and common use areas designated for the respective Reserve Components (RCs). The ARID will approve the final cost-sharing determination.

(1) *Exclusive use.* The using Reserve Components will program all of the design and construction costs for exclusive-use areas.

(2) *Common use.* The using Reserve Components will share the design and construction costs for common use areas proportionately.

g. The minimum required Army Reserve end strength to construct Army Reserve facilities with MCAR funds is 55 persons. When joint construction is proposed, the minimum required aggregate end strength is 100 persons. MCAR appropriations cannot be used to acquire real property by fee purchase for a MCAR MILCON project if the end strength for the project is less than 55 persons.

h. The RRSC or USAR-funded installation will submit an economic analysis, prepared using economic analysis package (ECONPACK) software, for each proposed project. The following methods of meeting requirements are applicable for MCAR, leases, and RPX projects:

(1) Maximum use of excess facilities identified by the Active Army, Army National Guard, and the Army Reserve during Base Realignment and Closure (BRAC) actions; use of existing underutilized facilities of all Armed Forces components that are not part of a BRAC action.

(2) Acquisition by transfer, use agreement, or permit of excess real property from the military department or other Federal agencies (must be programmed in the REP and processed through ARID).

(3) Long-term (minimum of 50 years), nominal-cost land lease, donation, or exchange of public or private property that can be modified at reasonable costs to fulfill the Army Reserve's need (must be programmed in the REP and processed through ARID).

(4) Construction of additions to existing facilities, including those of the Army National Guard, Army Reserve, and Active Army, with provisions for maximum joint or common use of existing space and facilities.

(5) Purchase or lease (with option to purchase) of existing real property that provides, or can be modified to provide, the required space at reasonable and economical costs.

(6) Joint construction of a new facility with other Reserve Components. If joint construction is appropriate but cannot be accomplished, provision for future expansion will be made in the design and site plan of the initial structure (see AR 135–9).

(7) Unilateral construction of a new facility, supported by the respective JSRCFB when all of the above methods have been carefully reviewed and found impractical or uneconomical.

(8) Build-to-suit-to-lease with option to purchase (see Sections 2676 and 2677, Title 10, United States Code (10 USC 2676 and 2677)).

i. For additions or expansions, the affected units must vacate the facilities while construction proceeds unless ARID grants an exception. For these projects, include temporary lease costs (under supporting facilities) in block 9 of the DD Form 1391. The RRSC or USAR-funded installation will provide, as part of pre-concept review comments, a plan for selecting and acquiring temporary facilities and will ensure that administrative costs to obtain the temporary construction lease are programmed in the REP in accordance with chapter 5. The RRSC or USAR-funded installation will also prepare and submit to ARID an economic analysis that considers phased construction and relocation.

j. Environmental review of all actions/projects is required to ensure compliance with all appropriate environmental laws, regulations, executive orders, policy and guidance throughout the facility life cycle. The environmental review of the action/project will determine the necessary environmental documentation, permits, surveys, and plans. The environmental documentation must address the future operation and maintenance of the facility and the type of mission training conducted at the facility. The environmental review and documentation must occur early in the project planning and budgeting to ensure the timely completion of environmental requirements within the project timeline. Chapter 7 details specific environmental requirements.

## **Section II Planning**

### **4–3. Project planning**

The success of projects in programming and budgeting is directly related to the real property master planning process. RRSC and USAR-funded installation planners develop RPMPs in accordance with AR 210–20 and planning and funding guidance provided by ARID. Documentation must demonstrate that planning was completed and the proposed project is the most logical and most cost-effective alternative. RRSCs and USAR-funded installations must ensure costs



associated with each alternative are carefully and correctly estimated. The RPMP includes all real property activities (lease, purchase, disposal, sustainment, restoration, modernization, conversion, construction, or outsourcing). AR 210–20 describes the Army RPMP process and its role in support of the PPBE process. Planners should allow 8 years for MCAR projects and 2 years for leases.

#### **4–4. Project definition**

*a.* A military construction project is defined as all military construction work, or any contribution authorized by this regulation, necessary to produce a complete and usable facility or a complete and usable improvement to an existing facility (or to produce such portion of a complete and usable facility or improvement as is specifically authorized by law). Generally, construction includes:

- (1) The erection, installation, or assembly of a new facility.
- (2) The addition, expansion, extension, alteration, relocation, or replacement of an existing facility.
- (3) Site preparation, excavation, filling, landscaping, land improvements, utility connections, and installed equipment.
- (4) Related real property requirements, such as land acquisitions.

*b.* Sustainment means the maintenance and repair activities necessary to keep an inventory of facilities in good working order. It includes regularly scheduled adjustments and inspections, preventive maintenance tasks, and emergency response and service calls for minor repairs. It also includes major repairs or replacement of facility components that are expected to occur periodically throughout the life cycle of facilities. This work includes regular roof replacement, refinishing wall surfaces, repairing and replacement of heating and cooling systems, replacing tile and carpeting, and similar types of work. It does not include environmental compliance costs, facility leases, or other tasks associated with facility operations (such as custodial services, grounds services, waste disposal, and the provision of central utilities).

*c.* Restoration means the restoration of real property to such a condition that it may be used for its designated purpose. Restoration includes repair or replacement work to restore facilities damaged by inadequate sustainment, excessive age, natural disaster, fire, accident, or other causes.

*d.* Modernization means the alteration or replacement of facilities solely to implement new or higher standards, to accommodate new functions, or to replace building components that typically last more than 50 years (such as the framework or foundation).

*e.* Additions, new facilities, and functional conversions must be done as construction. Construction projects may be done concurrent with restoration projects as long as construction scope is definable from the restoration work. The construction scope must be complete and usable even if the restoration projects would not be accomplished.

#### **4–5. MCAR future years program**

*a.* ARID will issue planning guidance to RRSCs and USAR-funded installations for the MCAR program by 1 October each year.

*b.* RRSCs and USAR-funded installations will submit their updated MCAR future years program (FYP) annually by 1 January to ARID using the FYP module in ENBOSS. Projects are listed and prioritized in the FYP numerically.

*c.* Projects may be included in FYP that at the time of submission do not meet all the criteria for programming. However, these projects must meet programming criteria in the year of design start, normally one year prior to budget execution. Annotate specific problem codes for these projects in ENBOSS.

*d.* RRSCs and USAR-funded installations will update project documentation for each annual submission of their MCAR FYP based on costs for the first fiscal year outside the current FYDP and any force structure changes.

*e.* ARID will review and validate projects developed and submitted by the RRSCs and USAR-funded installations for inclusion in the MCAR future year defense program (FYDP) and project design initiation. ARID will prepare the FYDP annually by 1 August, incorporating the prioritized FYP from the RRSCs and USAR-funded installations to program projects for the year of execution based on the TOA.

#### **4–6. Project documentation**

*a.* Project documents will—

- (1) Support the project during review and approval in the planning, programming, and budgeting process.
- (2) Define project requirements to design agencies.

*b.* Table 4–1 shows the specific documents required for projects funded by MCAR, UMMCAR, and OMAR appropriations. All projects that exceed the funding thresholds of table 4–1 must have the documentation specified in that table. RRSCs and USAR-funded installations will initiate project documentation through the project documentation (PROJDOC) module in the ENBOSS system. For projects requiring ARID approval, documents will be forwarded electronically to ARID for review and approval. Concurrently, the additional paper documentation required in table 4–1 will be submitted by memorandum to ARID.

*c.* ARID coordinates document submission with RRSCs and USAR-funded installations to meet required timelines for major construction. RRSCs and USAR-funded installations may submit urgent major construction requirements,

resulting from unforeseen circumstances, at any time. Using units will submit their requirements through the appropriate RRSC or USAR-funded installation.

d. Project documentation will be updated for each annual submission based on costs for the first fiscal year outside the current FYDP and will include any changes due to updates in the force structure.

e. The RRSC or USAR-funded installation will, in coordination with the O&F commands, evaluate the readiness category for each project according to the following definitions:

(1) *Readiness Category I.* Category I includes projects that would have a major impact on readiness. These critical projects would be accomplished immediately if resources were made available.

(2) *Readiness Category II.* Category II includes projects with less impact on readiness. These important projects should be accomplished within 6 years and, to a moderate degree, should improve mission readiness.

(3) *Readiness Category III.* Category III projects should enable an existing or proposed facility to meet current Army Reserve standards. These projects are typically additions, alterations, or replacements that would improve the efficiency and appearance of a facility.

(4) *Subcategory A.* Subcategory A projects meet the general criteria of a numbered readiness category (I, II, or III) and currently satisfy the land availability, strength level, and all other requirements of Army Reserve project programming.

(5) *Subcategory B.* Subcategory B projects meet the general criteria of a numbered readiness category (I, II, or III) but currently present one or more impediments (strength, land, environmental, and so forth) to Army Reserve project programming.

**Table 4-1**  
**Required documentation**

| Documents  | MCAR | UMMCAR | OMAR <sup>1</sup> |
|--|------|--------|-------------------|
| <b>Electronic submission<sup>2</sup></b>   |      |        |                   |
| DD Form 1390S (PROJDOC)  | A    | A      |                   |
| DD Forms 1391 and 1391C (FY_Military Construction Project Data (Continuation)) (PROJDOC) | A    | A      | A                 |
| Economic analysis (ECONPACK)   | A    | A      | A                 |
| Space analysis (PROJDOC)   | A    | M      | M                 |
| Floor plan   | A    | E      | E                 |
| Information Systems data (PROJDOC)   | A    | M      | M                 |
| <b>Paper submission<sup>2</sup></b>  |      |        |                   |
| DD Form 1390S supplement   | M    | M      |                   |
| Stationing approval  | A    | M      |                   |
| Urban area planning analysis   | A    |        |                   |
| Environmental documentation  | A    | A      | E                 |
| Project validation statement   | A    |        |                   |
| Site plan  | A    | E      | E                 |
| DD Form 2162 and JSRCFB minutes  | A    | M      |                   |
| Use profile (force file, MTOE/TDA mark up)   | A    | M      |                   |
| As-built floor plan  | E    | E      | E                 |

Legend for Table 4-1:

A--Always required.

E--Only required for additions.

M--May be required.

Notes:

<sup>1</sup> For minor construction projects of \$25,000 or more and sustainment projects of \$50,000 or more.

<sup>2</sup> See appendix E for instructions on completing project documentation.

## Section III Programming

### 4-7. Appropriations and programs that provide for construction

*a.* Military construction is governed by public law. Every MCAR construction undertaking must be specifically authorized and funded in MILCON legislation or performed under special statutory authority. UMMCAR is authorized and appropriated as a single undertaking. Specific UMMCAR projects are not separately authorized and appropriated.

*b.* All Army Reserve construction projects, regardless of cost, may be funded by the MCAR appropriation. However, construction below the OMAR ceiling should be programmed and executed using OMAR funds. MCAR funds will be used predominantly for new construction, alteration, or conversion. Sustainment work included in construction projects will be incidental to work necessary to provide a complete and usable facility.

*c.* In addition to the programming process described above, construction may also be accomplished through the following:

(1) UMMCAR is the part of the annual MILCON authorization and appropriation used for funding unforeseen requirements that cannot be delayed until the next MILCON cycle. The Army Reserve may perform construction projects costing \$1.5 million, or less, using this UMMCAR account. If the military construction project is intended solely to correct a deficiency that is a threat to life, health, or safety, a minor military construction project may have an approved cost equal to, or less than, \$3 million.

(2) The Secretary of the Army may authorize use of available MILCON funds to restore or replace damaged or destroyed facilities under his jurisdiction. Funding must be available from unobligated MILCON funds previously appropriated.

(3) Acquisition or construction of facilities may also be accomplished with other appropriations under special circumstances. OMAR funds may be used for minor construction costing \$750,000 or less. If the project is solely to correct a life, health, or safety deficiency, the cost limitation is \$1.5 million.

*d.* No project may be subdivided to circumvent any approval and funding or statutory limitations. In addition, appropriated funds should not be mixed with private funds or non-appropriated funds, or both, for the same project. Any exception to this policy must be approved in advance by HQDA.

*e.* The Secretary of the Army must approve and notify Congress when a project's scope of work is reduced below 75 percent of the scope originally approved by Congress or the cost of a project is increased by more than 25 percent of the amount appropriated for the project. USACE cannot award construction contracts for such projects until after the expiration of the notification period required by Section 2853, Title 10, United States Code (10 USC 2853).

### 4-8. Project review

*a.* The Army Reserve CRRC is a continuing committee that assists the CAR in preparing the MCAR program. The Army Reserve CRRC will—

(1) Analyze the construction needs of the Army Reserve and determine if requests meet objectives, policies, and priorities established in current program guidance directives.

(2) Furnish recommendations on appropriate funding levels to be incorporated in the POM and the FYDP.

(3) Meet annually, or as convened by the chairperson, to review, validate, and recommend priorities for all MCAR construction projects.

(4) Membership consists of—

(*a.*) The Director, ARID, as chairperson and voting member.

(*b.*) One each voting representative from the following elements of the Army Reserve staff: Deputy Chief of Staff (DCS), G-3; DCS, G-2/6; DCS, G-4; DCS, G-5; DCS, G-7; DCS, G-8; and Army Reserve Force Programs.

*b.* Projects will be submitted on the following schedule:

(1) The RRSCs and USAR-funded installations will make a formal presentation of their programs to the Army Reserve CRRC (normally held in the January-February time frame).

(2) The CRRC will consider each project presented and will either recognize the project requirement in a given program year, or defer consideration of the project to a later POM year.

(3) ARID will certify project documentation for the first budget year prior to 1 March of the guidance year (GY) and will submit certified project documentation for the second budget year prior to 1 March of the design year (DY).

### 4-9. Design authorization and phases

*a.* Design authorization will be based on the scope and cost (programmed amount) specified on DD Form 1391. For projects with a design cost of \$1 million or less, a design directive will normally be issued by ARID. For projects with a design cost greater than \$1 million, ARID cannot issue a design directive until after the expiration of the Congressional notification period required by Section 2807, Title 10, United States Code (10 USC 2807).

*b.* Projects submitted at a CRRC that are not certified will not be authorized for design.

*c.* ARID may also initially defer design authorization on a project until a particular concern or issue is resolved.

ARID will defer design authorization indefinitely unless resolution is attained by 1 August of the GY following the CRRC.

*d. Projects not authorized or deferred indefinitely for design will be returned for reconsideration in another program year. If required, MCAR funds will be reallocated by ARID accordingly.*

*e. The following are the recognized design phases:*

*(1) Concept design phase.*

*(a) Design initiation (1 percent).* ARID authorizes design initiation to the USACE Army Reserve COS as shown in figure 4-1.

*(b) Preconcept design (10 percent).* The selected design agency works with ARID and other interested parties to develop several single-line sketches for consideration. The design agent will develop several options as single-line drawings, to include furniture layout modules in common office areas. RRSCs and USAR-funded installations will provide comments through the Design, Review and Checking System (DrChecks). Use of DrChecks is mandatory (USACE Regulation 1110-1-8159). ARID will consolidate, approve, and forward comments to the design agency. After considering all of the single-line sketches, the concerned parties will select one for development into a concept design. The scope of the project will be adjusted to reflect this selection, and the project documentation will be updated as directed by ARID. The RRSC or USAR-funded installation will annotate locations for information systems equipment on a set of the approved drawings and provide it to the design agent to forward to USAISEC. The RRSC or USAR-funded installation must ensure that AT protective measures comply with DOD guidance and AR 525-13.

*(c) Concept design (35 percent).* The design agency will develop a concept design based on the selected single-line sketch. This includes a furniture design (less colors and fabrics), cost estimates, and input for DD Form 1391. After user review and comment, ARID will approve the concept design, lock the project scope, and revise documentation. This is the basis for submission of MCAR projects in the budget cycle (see figure 4-1).

*(2) Final design phase.* The design agency is responsible for completing the contract documents, preparing detailed designs and cost estimates, and selecting equipment. User input is limited to selection of colors, furnishings, and telephone locations.

*(a) Preliminary design (65 percent).* The design agency will submit to ARID a 65 percent cost estimate and a 65 percent completion of plans that address the comments made at the 35 percent design stage. The design agency will provide plans to the RRSC or USAR-funded installation for review, but the design agent continues work without waiting for review comments. This submittal will include furniture colors and fabrics, cost estimates, and input for DD Form 1391.

*(b) Prefinal design (95 percent).* The design agent submits plans, specifications, and cost estimates, based on the concept design, that address all Army Reserve comments.

*(c) Ready to advertise (100 percent).* The final design will be completed before the start of the fiscal year (FY) in which the construction contract will be awarded.

*(d) Final design.* The final design and an annotated list of actions taken on previous design comments will be provided to the RRSC or USAR-funded installation and ARID for information and comment. At the same time, the design agency will perform a technical review. ARID will review the final design and provide a consolidated list of comments to the design agency and may schedule a final design conference if necessary. All comments to the design agency will also be given to the user chain of command. ARID approves the final design.

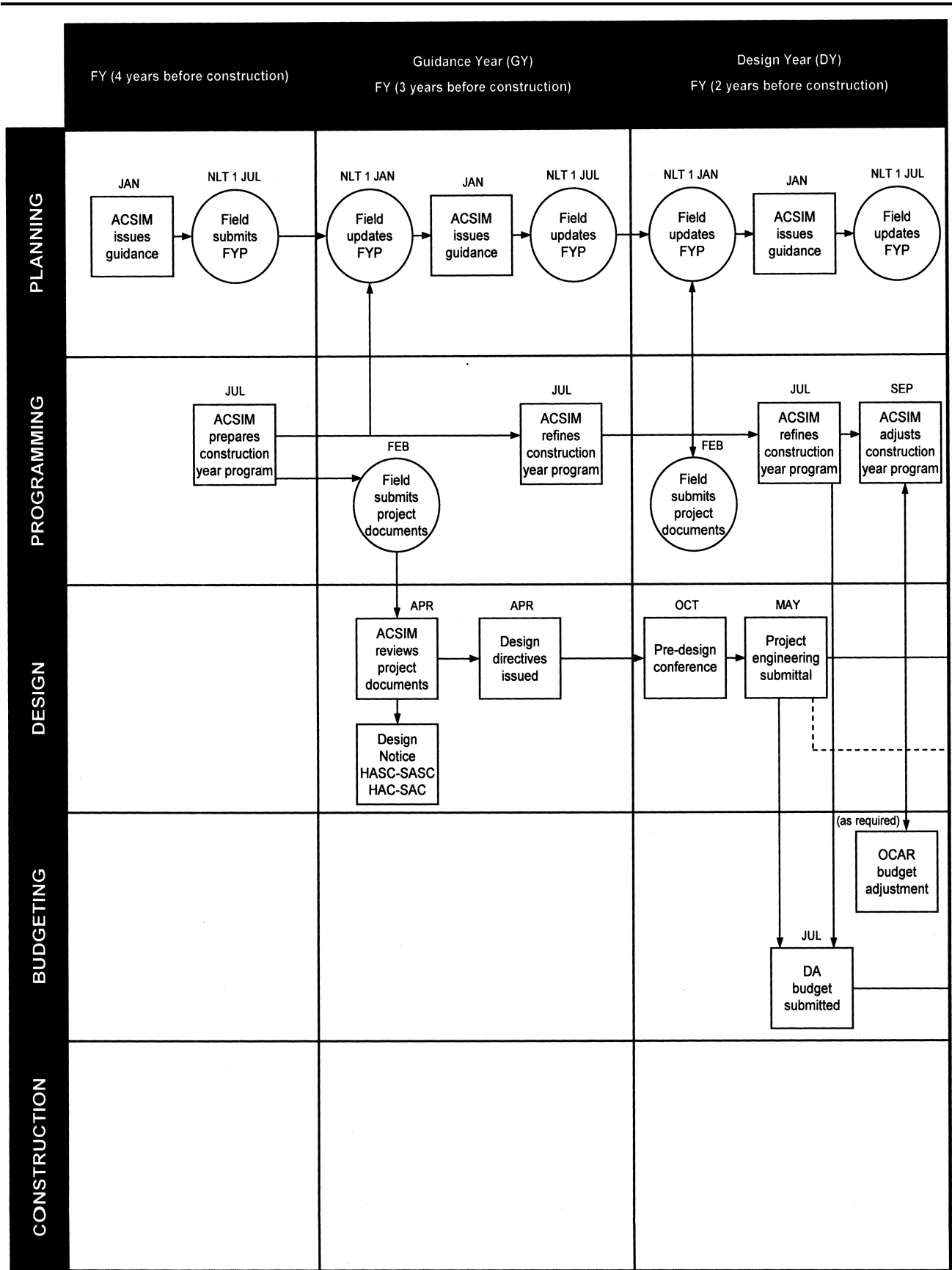


Figure 4-1. Typical MCAR program development flow chart

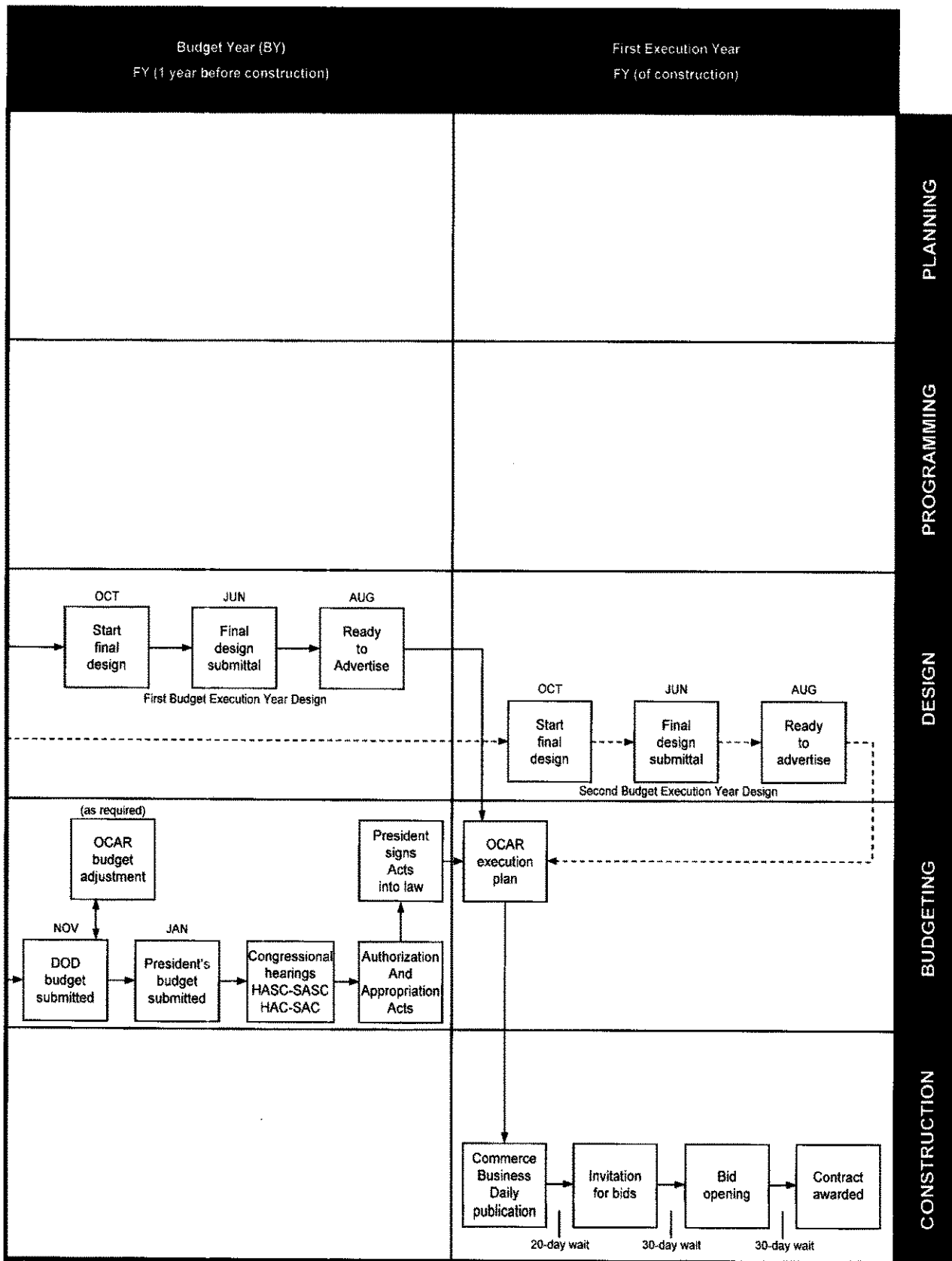


Figure 4-1. Typical MCAR program development flow chart—Continued

## Chapter 5 Real Estate and Real Property Acquisition, Utilization, and Disposal

### Section I General

#### 5-1. Introduction

*a.* This chapter prescribes how the Army Reserve acquires real estate within the United States and its territories and prescribes the responsibilities for management and documentation requirements for all Army Reserve facilities. This chapter establishes policy, authority, responsibility, and procedures governing peacetime use of Army Reserve real estate (land and facilities) within the United States and its territories. It describes responsibilities and policies for outgranting Army Reserve facilities and describes policies for disposal of facilities when they are no longer needed.

*b.* In general, the Army Reserve will follow the guidance contained in AR 405-10, AR 405-45, AR 405-70, AR 405-80, AR 405-90, and AR 415-28 in managing real estate and real property.

*c.* Major overseas commanders who provide facilities to Army Reserve units will utilize the procedures in this chapter to the fullest extent possible. Any deviation in procedures requires coordination with HQDA(DAIM-AR).

#### 5-2. Environmental documentation for real estate actions

*a.* Environmental documentation will be prepared using the guidance in AR 200-1 and AR 200-2 for all preferred and alternate sites reported in the SSR. No decision or recommendation concerning final site selection will be made until all environmental documentation assessing the potential for harm to human health or the environment is completed and signed. The ARID Environmental Division and appropriate Staff Judge Advocate or chief legal advisor must review all final draft environmental assessments (EAs), finding of no significant impacts (FNSIs), and environmental impact statements (EISs) for legal sufficiency and their comments must be incorporated into the documents. EAs, FNSIs, and EISs will become final when the approving official, no lower than an RRSC or USAR-funded installation commander, signs them. The Office of the Assistant Secretary of the Army (Installations and Environment) (OASA(I&E)) prepares and publishes records of decision (RODs) for BRAC actions.

*b.* When acquiring properties prior to construction, prepare a site categorization according to AR 415-15 on the preferred and alternate sites reported in the SSR. The real property holder will issue or approve all site categorizations during the acquisition process to prevent obstacles to construction or ultimate land usage.

*c.* Proponents will complete an environmental baseline study (EBS) for all real property acquisitions. For real estate transactions initiated by non-Army Reserve parties, the Army Reserve proponent will ensure completion of an EBS and should actively participate when non-Army Reserve entities perform an EBS. Non-Army Reserve DOD entities will prepare required environmental documentation for real property transactions involving Army Reserve properties that they initiate. The Army Reserve will prepare the EBS in the following instances even though a non-Army Reserve entity initiates the real estate transaction:

(1) The non-Army Reserve party is an applicant to the Army's agricultural and grazing leasing program, and the Army Reserve has a presence on the property.

(2) Due to financial constraints, the non-Army Reserve party is unable or unwilling to conduct an EBS and the Army Reserve proponent determines that the transaction is in its or the Army's best interest.

*d.* Outgrants such as leases, licenses, easements, and use permits will include the requirement that the grantee conduct an EBS before the property is returned to the Army Reserve (see AR 200-1). If the grantee will be using structures or land for operations that may result in contamination, the grantee must sign a legal statement agreeing to remediate any accidental contamination caused by their activities. This statement will become a part of the outgrant. For leases, a finding of suitability to lease (FOSL) is required.

*e.* Environmental documentation is also required for real estate vacated by the Army Reserve. An EA and an EIS may be required depending on the EBS findings. The EBS must identify possible contamination resulting from use of the property by the Army Reserve.

*f.* When the proposed transaction qualifies for a categorical exclusion (CX), as stated in AR 200-2, a separate EBS will be done prior to and included with the record of environmental consideration (REC) for review.

*g.* For disposal actions, the proponent is responsible for providing a finding of suitability to transfer (FOST) to the disposal agency or other Federal agency if the transaction is subject to a transfer agreement in accordance with AR 200-1.

## **Section II Acquisition**

### **5-3. General requirements**

*a.* The Army Reserve will acquire land and facilities only when there is a clearly demonstrated need. Leases (other than long-term nominal-cost leases) are authorized when the Army Reserve needs a temporary interest in real property to house personnel and equipment until the Army Reserve can replace the leased property with a government-owned facility.

*b.* For all real estate acquisitions, an economic analysis, approved stationing plan or concept plan, and a combined REPR, EFS, and appropriate environmental analysis and documentation are required. Documentation must be detailed enough to provide information for an informed decision by the appropriations director for budget submittal.

*c.* Real property may not be acquired, transferred, disposed of, or leased if the fair market value of the transaction exceeds \$750,000 until after the expiration of 30 days from the date on which a report concerning the proposed transaction is submitted to Congress pursuant to Section 2662, Title 10, United States Code (10 USC 2662). Reporting requirements are not necessary if the funds to support the action are contained in the MILCON appropriations approved by Congress. DOD prohibits public notification of proposed acquisitions of real estate where the value of the land appraised at more than \$1M or the amount of land to be acquired exceeds 1,000 acres. A waiver from DOD must be received before public notification can be made, to include reports to Congress pursuant to 10 USC 2662.

### **5-4. Acquisition planning and programming**

*a.* RRSCs will develop their annual Army Reserve REPs for fee (purchase) and leasehold acquisition of land and facilities based on the approved ARID FYP. ARID will include approved land acquisitions in the annual Army Reserve acquisition program.

*b.* The MCAR budget submission will include all fee acquisitions of real property programmed for purchase using MCAR funds and the documentation required for land acquisition on the DD Form 1390S and the DD Form 1391. Documentation for acquisitions executed with OMAR funds will be prepared at any time after the DD Form 1390S and DD Form 1391 for the construction project are complete and the annual Army Reserve REP reflects the project.

*c.* ARID will initiate a data call early each FY to develop the command budget estimate (CBE) and resource management update (RMU) submission requirements for the next fiscal year. RRSCs and USAR-funded installations must obtain cost estimates for program execution of fee acquisitions for land requirements, rental considerations for leasehold acquisitions, completion of an EFS, and environmental documentation (as appropriate) from the responsible USACE geographic district commander. Validate projected actions with the appropriate staff elements (resource management, force structure, logistics, training, and so forth) prior to submitting for program funding. ARID will forward the approved programs to HQ, USACE no later than 7 August. The USACE Army Reserve COS will distribute the program to the USACE geographic district commanders for implementation effective 1 October.

### **5-5. Acquisition**

*a.* All Army Reserve echelons will utilize the real estate modules of the ENBOSS EMAAR system to manage and plan the Army Reserve real estate acquisition program. RRSCs and USAR-funded installations will update and maintain an accurate real property inventory in the IFS.

*b.* The Army Reserve will acquire real estate to support a Congressionally mandated requirement in the same year funds are appropriated for the land acquisition or as soon thereafter as possible. Use of options to gain firm control of the property is strongly encouraged.

*c.* Paragraph 5-8 details the acquisition of leasehold interest.

*d.* Unscheduled acquisitions of land or facilities, including acquisition of properties belonging to other Department of the Army commands, other military services, or other Federal agencies, may be needed to—

- (1) Replace or support projects in the FYP.
- (2) Replace leased facilities.
- (3) Establish enclaves at installations affected by base closure.
- (4) Provide future opportunities for real estate to benefit the Army Reserve facilities program.

*e.* HQ, USACE will initiate real property acquisition on receipt of ARID approval of the REPR, EFS, and environmental documentation, and, if required, approval of the acquisition by OASA(I&E).

*f.* OMAR funds may be used to purchase options and fee titles to real property costing less than \$750,000, subject to the approval of ARID.

*g.* Requests for the acquisition of training land (whether for ranges, local training areas, or weekend training sites) must meet the requirements of AR 350-19.

*h.* No one other than an authorized representative of the COE, acting on proper authority, may make any commitment or agreement concerning acquisition of an Army Reserve facility site. Real estate acquisition is the responsibility of the COE as authorized by AR 405-10. This includes property acquired at no cost to the government. HQ, USACE



will provide updates to ARID on all real estate matters pertaining to Army Reserve facility site acquisitions and will provide copies of all real estate directives and completion reports to ARID and the proponent.

## **5–6. Acquisition priorities**

a. Select and acquire sites for the construction of Army Reserve facilities according to the following priorities:

(1) *Priority one—Army-controlled property or other Government-owned land.* Use only suitable and available Army or government-owned land for construction for MCAR projects. Consider an addition to or alteration of existing Army Reserve facilities, or other RC sites, if any are located in the same geographical area as the intended project.

(2) *Priority two—donation.* The property must be adequate for the intended purpose. Donation of land will carry with it no privileges for use of the land or improvements by the donor except as provided by AR 405–10. Advise the donor of his or her right to receive fair market value for the property. Consider proposed donations carefully because they are frequently less desirable sites, possibly with access, utility, or drainage problems that will result in increased costs during the construction phase.

(3) *Priority three—long-term nominal-cost lease.* The USACE geographic district should contact mayors, city managers, elected council or ward representatives, county commissioners, and economic development specialists, as well as state officials, seeking their support of the MCAR project. The USACE geographic district should attempt to identify land from a municipality, county, State, other public body, or educational institution available by a long-term nominal-cost lease, usually \$1 per year. A 99-year lease is desirable; the minimum acceptable is a 50-year firm-term, non-revocable lease.

(4) *Priority four—acquisition of fee title.* Acquire title to privately owned land through direct purchase or condemnation.

b. The foregoing acquisition priorities do not change the requirement that selected sites must meet established criteria for Army Reserve facility construction or that location is of prime importance. There may be instances when Government-owned land, donated, or nominal-cost leased sites are available but are not suitable within the established criteria. For example, a site may be located in a 100-year flood plain; the site may not provide access; the cost to extend utilities may exceed the purchase price for fee title to a more suitable site; the location may be too remote; or the size and configuration may not suit the needs of construction. In those cases, the SSR must describe why the site selection team rejected the site(s). Include a brief statement for each site considered and the reasons why the site is or is not suitable. Make an economic analysis a part of the EFS when it is evident that construction costs may determine whether a “free” site or fee title site is selected or where lease costs versus construction are material.

## **5–7. Site selection**

a. Site selection criteria.

(1) *Location.* ARCs, as permanent facilities, are intended to be a credit to the community. The site location must be compatible with the intended use of the proposed construction and the capital expenditure involved. A remote, inaccessible site, regardless of other features, may negate the purposes of constructing a government-owned center. ARCs should be located near the center of the Army Reserve population served, be easily accessible to Army Reserve Soldiers, and located where they will cause the least interruption of civilian pursuits and community activities. Proper location of facilities is especially important in metropolitan areas, where the limiting factors of travel time, municipal transportation systems, and distance, accessibility, and area conditions normally indicate the need for multiple installations rather than a central location for all activities. In addition, consider the impact of military vehicle traffic and maintenance activities on neighborhoods. Light industrial areas are the most acceptable and the preferred choice. These areas usually provide easy access and substantial military equipment park (MEP) and privately owned vehicle (POV) parking. Avoid high-cost, highly developed retail and commercial areas. Additionally, do not locate an Army Reserve facility where there is general public opposition. The USACE geographic district should contact mayors, city managers, elected council or ward representatives, county commissioners, and economic development specialists, as well as state officials, while preparing the ASIV report seeking their support of the MCAR project. Query these points of contact concerning donations of land to support the project. Army Reserve representatives and representatives from other agencies on the SST must ensure that no inference, real or implied, of an offer to acquire real estate is made. Do not divulge details such as funding limitations and current working estimates for the MCAR project during the site survey.

(2) *Topography.* The site selected should have topographical characteristics that preclude excessive site preparation costs. Topography should be reasonably level. Avoid sites that contain landfills, ravines, cliffs, poorly drained areas, wetlands, or steep elevations that will result in increased site preparation costs.

(3) *Utilities.* Public utilities of the proper capacity should be available at the property line or reasonably close. The USACE geographic district should acquire information from the local city engineer on the availability of utilities and their capabilities.

(4) *Flood plain.* The USACE geographic district should acquire information from the local city engineer to determine the local flood plain elevations for the sites contained in the ASIV report. Eliminate sites at or below the 100-year flood plain elevation from consideration unless DASA(I&H) grants a waiver. The USACE geographic district commander, with concurrence by ARID, may request waiver of this criterion.

(5) *Size, configuration, and accessibility.*

(a) Appendix B, table B-3, identifies the rated capacity for ARCs based on total end strength. Base the net useable required acreage of a site on the center rating. Take care to properly evaluate not only the rated capacity for an ARC, but also the type of training mission, type of equipment, and status of collocation. When an ARC is collocated with an AMSA, or other Reserve Components, give particular attention to determine the specific acreage required to meet the mission before requesting preparation of an ASIV report. Analyze each unit intended to occupy that facility to ensure sufficient land is acquired to accommodate the MCAR project and training missions. Take into consideration topographical features of the land and other aspects that may lower the net useable acreage and therefore render the site unsuitable.

(b) Consider the configuration of a potential site and the possible placement of the Army Reserve training structure, the POV parking lot, and the MEP. Pay particular attention during the site survey visit to ensure the site affords sufficient landmass (reasonably compact or rectangular) to allow construction of the project and compliance with AT setback distances. Avoid irregular or long and narrow sites.

(c) Consider accessibility to the proposed site during the site selection process. Regardless of cost economies that may be realized at other sites that are poorly configured, the primary site must provide unobstructed access for unit equipment and POVs via major roadways not impeded by heavy traffic patterns. Avoid areas located in residential areas or near commercial retail enterprises. They may prove useless due to poor or limited access.

(6) *Costs.* Acquisition priorities in paragraph 5-6 will govern, unless economic or other factors dictate that fee acquisition is desirable. Consider costs of site preparation and utilities in conjunction with land acquisition cost. Unless there are extenuating circumstances, do not consider land acquisition costs in excess of 25 percent of the estimated construction cost. If MCAR funds are required to purchase the land, ensure the land purchase is included on the DD Form 1391.

(7) *Availability.* Prior to site selection, the USACE geographic district must re-verify that the sites are available and the terms under which they are available. In this regard, no action will be taken that can be construed as negotiating for the acquisition of the site.

(8) *Environmental acceptability.* The USACE Army Reserve COS will verify the environmental acceptability of the site. Consider and note as part of the records all concerns regarding the environmental soundness of the site. This consideration must not only relate to the environmental cleanliness of the site, but also to the effects of construction and future usage on the surrounding area.

*b. Site selection process.*

(1) An RRSC or USAR-funded installation requests identification of potential Army Reserve facility sites based on the current ARID FYDP for MCAR projects and the approved annual Army Reserve REP by submitting an ASIV request to ARID. ARID will not authorize the USACE Army Reserve COS to complete ASIV reports unless the requirement is contained in the approved acquisition plan or added to the program because of Congressional markup of the budget. Program ASIV requests and site surveys 9 months in advance of the FY of appropriations. Requests for an ASIV report must provide the project scope (attach copies of project documentation from project documentation (PROJDOC) to include DD Forms 1390S, 1391, and space allocation worksheet) and identify required net usable acreage, square footage of the structures, and square yards of MEP and POV parking (all as authorized in accordance with appendix B).

(2) Upon receipt of an ASIV request, the USACE Army Reserve COS (or designated USACE geographic district) will—

(a) In coordination with the RRSC, contact local governing officials in writing to advise them of the planned site survey and to solicit their assistance in locating suitable land or facilities, including excess school facilities. Document all contact and responses in the REPR.

(b) Identify sites suitable for the specified Army Reserve use and validate their availability. The using unit(s) may assist in this process, but assistance will be limited to relaying addresses and telephone numbers of potential owners, agents, or real estate firms for known or advertised real estate that may meet the space or land requirements. In no event will members of the Army Reserve enter into negotiations with potential landowners or agents. Caution must be taken to ensure referral of real estate holdings under the control of, or owned by, members of the Army Reserve community is in keeping with DOD 5500.7-R, Joint Ethics Regulation (JER).

(c) Validate, in the ASIV report, the availability and suitability of any sites identified by the RRSC in the initial request.

(d) Identify all DOD excess property, as well as adaptable commercial structures, which meet the general site criteria.

(e) Identify at least three potential sites for each project, if possible. All identified sites must allow future right of entry for further evaluation. If fewer than three sites are available, the report from the USACE Army Reserve COS (or designated USACE geographic district) should provide an explanation.

(f) Eliminate from consideration any sites at or below the 100-year flood elevation level unless DASA(I&H) grants a waiver.

(g) During initial contacts with local officials, obtain all readily available data, maps, and cost information.

Economic development offices, usually located in the Chamber of Commerce, have proven to be an excellent source of information concerning available real estate in the local area.

(h) Advertise in the local newspapers to gain exposure to a wide variety of possible sites and facilities within a local area and to gain public visibility for the Army Reserve program. Consider publication of articles in the business opportunities section of local newspapers to publicize the need for potential real estate offers.

(i) For each available and validated site, obtain an assurance of future right of entry from the landowner.

(j) Prepare the ASIV report and forward copies to the requestor and HQ, USACE within 90 days of receipt of the request. Incorporate all special aspects of the available property in the ASIV report and into the site data information. Prepare a separate site data sheet for each site meeting the requestor's criteria. Include a map that depicts the location of all sites referred in the ASIV report, a minimum of four digital photographs that depict the physical characteristics of each site, a real estate plat, utility map, topographic map, flood plain maps for each site, and any other available pertinent data. All sites referred in the ASIV report must be located within a 50 mile radius of the target site and no more than reasonable commuting time of one and one-half hours during average traffic and weather conditions. Forward the original copy of the ASIV report and an electronic copy on compact disc (including all enclosures) to ARID. (See figure 5-1 for the ASIV report format.)

(k) Review and consolidate any known environmental documentation for proposed alternate sites and prepare an EBS for each proposed alternative.

(3) Upon receipt of the ASIV report, the RRSC or USAR-funded installation will—

(a) Schedule a site survey and notify mandatory and optional SST members verbally and in writing at least 10 working days in advance of the meeting date. The notice will include the project title, date, time, and location of the meeting and duration of the site visits.

(b) Conduct the site survey and document findings in the SSR. Forward the SSR, with recommendations, to the commands represented on the SST and to ARID. Retain a copy in the historical real estate files.

(4) In areas where real property suitable for Army Reserve use is limited and the real estate market is active, ARID may authorize the USACE Army Reserve COS (or designated USACE geographic district) to execute a purchase option before the REPR, EFS, and environmental documentation are completed. The preferred order for option purchases is option cost applied to the negotiated purchase price, and outright option purchase. Whenever an option is required before the completion of the appropriate documentation, the option must stipulate that subsequent fee acquisition of the site is contingent on satisfactory completion of the REPR, EFS, and environmental documentation. The site must prove to be environmentally acceptable. The Army Reserve cannot acquire property with encroachments or encumbrances that would preclude construction or operation on the land. The results of the EFS must indicate the site is suitable for construction.

(5) ARID retains final approval authority for all site selections except those that require DASA(I&H) approval.

## **5-8. Inleases**

a. ARID and HQ, USACE have a formally recognized real estate acquisition program to support leasing of land and facilities to meet Army Reserve requirements. Acquisition of leasehold interest in privately owned commercial real estate is an alternative method to satisfy space requirements that cannot be met at existing government-owned locations for reserve units. However, before acquisition of leased space can proceed, the RRSC or USAR-funded installation must clearly document that there are no government-owned facilities (or that available space is insufficient) that could meet the requirements.

b. The priority order of funding of lease acquisitions is as follows: emergency relocations, lease renewals, temporary relocations in conjunction with MCAR construction projects, validated operational requirements. Proponents will prioritize all leasing requirements in their acquisition plan and will project workload efforts for supporting USACE districts that cover requirements for the entire fiscal year plus the first three months of the next fiscal year (leases should be programmed two years out). ARID will combine all priority lists into one consolidated priority list.

c. Lease of commercial real estate will be temporary in nature. Retain lease space, other than long-term nominal-cost leases, only until an MCAR project to replace the lease with a government-owned facility is developed, funds appropriated for construction, and the MCAR project is completed. ARID will not fund relocation out of a government-owned ARC to a leased facility in lieu of programming appropriate MCAR funding. ARID will not fund unit relocations to a leased facility from a government-owned facility if relocation results in the government-owned facility becoming underutilized or vacant.

d. Lease alternatives may be necessary because of space requirements generated by—

(1) Activation of new units that cannot be effectively housed in existing government-owned ARCs, on Army Reserve installations, in other Army or government-owned facilities, or in current leased facilities.

(2) Relocation of existing units from one city or area of the state to another because of approved force structure stationing. This includes relocation of selected units out of overcrowded ARCs or unsuitable leased facilities. Documentation must include space utilization rate factor data as well as detailed information that would justify expenditure of funds to support a leasehold acquisition.

(3) Changes in the organizational structure of units that cause the current facility to be inadequate.

(4) Increased equipment distribution and storage requirements that the current location or ECS cannot accommodate. This type of real estate requirement may arise because of approved force structure initiatives such as equipment modernization or due to approved medical or logistics initiatives for equipment replacement.

(5) The need to replace a temporary facility that does not meet unit requirements or one that was acquired from a lessor who fails to maintain the facility adequately.

(6) Temporary relocation out of a government-owned facility scheduled for additions/alterations /modernization under the auspices of the MCAR programs. In those instances when construction cannot be phased or accomplished on site while Army Reserve units remain in the building, leased facilities may be acquired for the duration of construction. However, the requirements of paragraph 5-8a, above, apply, and RRSCs and USAR-funded installations will document that no government-owned space is available prior to pursuing a temporary lease. Beneficial occupancy dates (BOD) for the temporary facility must be in advance of the projected award of the MCAR project. To reach this target date, complete site surveys to locate suitable facilities approximately 6 months before the projected occupancy date. Due to the temporary nature of this type of lease acquisition, keep space allowances and expenditure of funds to accomplish modifications to an absolute minimum. Modifications are authorized to meet life/safety codes, physical security requirements, and the training mission. Permanent modifications to bring the temporary leased facility to an equal footing with the government-owned facility are not authorized. Use MCAR funds for temporary leases required during construction of MCAR projects and included as a line item in the DD Form 1391 for the project. The funds estimated must cover the entire lease period, along with required renovations. OMAR funds cannot be used to supplement MCAR resourcing of the lease. However, USACE administrative processing costs will be funded from OMAR.

*e.* The proponent will prepare a separate request for each action programmed. Requests must be in sufficient detail to analyze the requirements. Each memorandum will include justification narrative that describes the required type of space (ARC, ECS, organizational maintenance shop (OMS), and so forth), square footage, acreage, Army Reserve units to be housed, any special training space requirements, and geographic boundaries for market survey of available real estate. Project documentation is required for all programmed actions with the exception of lease renewals that do not entail acquisition of additional space. Each request must include a printed copy of the entire project documentation generated from PROJDOC, to include the questionnaire, DD Form 1390S, DD Form 1391, and space allocation worksheet as enclosures. If the request is for establishment of a new facility and/or relocation, the RRSC or USAR-funded installation must also forward a copy of the completed and approved force structure-stationing package as an enclosure.

*f.* If the estimated annual rental cost exceeds the reporting threshold of Section 18233a, Title 10, United States Code (10 USC 18233a), the USACE Army Reserve COS (or supporting USACE geographic district) will draft a site-specific acquisition report (Title 10 report) and forward it through USACE command channels to HQ, USACE by December 31 of the execution year. Provide an information copy to the requesting activity for simultaneous review through the Army Reserve chain of command.

*g.* An economic analysis in support of a proposed lease is required.

*h.* A Title 10 report for a non-site-specific location cannot have environmental documentation at the time of submission. Appropriate environmental documentation, including review and approval, is required before lease execution.

*i.* OASA(I&E) policy requires the USACE geographic district commander to request a waiver when the rental cost exceeds 20 percent of the appraised fair market fee value of the property and/or when permanent improvements exceed 30 percent of the first year rental. The USACE geographic district commander will provide courtesy copies to the proponent for the action and ARID. HQ, USACE will request concurrence of ARID before seeking the waiver from OASA (I&E).

*j.* Security engineering analysis is required for a proposed lease, to include an AT analysis.

## **5-9. Real property exchange**

*a.* Real property exchange (RPX) is an option for the Army Reserve to supplement military construction by exchanging existing Army Reserve facilities for new facilities at another location. RPX is particularly relevant in areas of the country where the fair market value (FMV) of the government fee-owned land and facilities is high, and the FMV can satisfy the requirements for facility replacement or addition/alteration to another facility.

*b.* The authority for RPX is Section 18240, Title 10 United States Code (10 USC 18240), as amended, which provides for the Secretary of Defense to authorize the secretary of a military department to acquire a facility, or addition to a facility, needed to satisfy military requirements for a reserve component by exchanging an existing facility with state or local governments, local authority, or private entity. Acquiring a facility or addition to an existing facility may include utilities, equipment, and furnishings for the facility. The entity receiving the existing facility and providing the new facility is the exchange partner.

*c.* A facility is eligible for exchange only if it is not excess to the needs of the Army Reserve. The value of the replacement facility must be at least equal to the FMV of the facility conveyed. An acceptable replacement facility must be complete and useable, fully functional, and ready for occupancy; satisfy all operational requirements; and meet all applicable Federal, state, and local requirements relating to health, safety, fire, and the environment.

d. The Secretary of the Army must provide advanced notice of an Army Reserve RPX to the Congressional defense committees. The notice must include a thorough description of the agreement, description of the facility to be conveyed by the government, information on the facility to be acquired, and certification that consultation with other Reserve Components has occurred regarding joint use. Notice also must certify that conveyance of the Army Reserve facility is in the best interests of the United States and that competitive procedures were used to the greatest extent practicable to protect the interests of the United States.

e. Identification of a facility for potential exchange may occur by initiative of ARID, RRSC commander, commander of USAR-funded installation, an interested potential exchange partner, or by Congressional interest. ARID coordinates the determination to proceed with the owning command after determination of FMV, completion of an EBS, and determination of replacement facility requirements. ARID presents the potential RPX to the DASA(I&H) for concurrence before proceeding with the process of selection of an exchange partner and notification to Congressional defense committees. To ensure the RPX is of minimal cost to the government, upon selection, the exchange partner executes a letter of agreement with the USACE Army Reserve COS to fund the administrative requirements of the RPX, including completion of environmental documentation required by the National Environmental Policy Act (NEPA). Upon successful negotiation of an exchange agreement and completion of the NEPA documentation, the exchange partner and the DASA(I&H) sign a binding exchange agreement. ARID and the USACE Army Reserve COS manage construction of the replacement facility similar to an MCAR project. Deed to the government property is normally transferred to the exchange partner after completion of construction and acceptance of the replacement facility.

### **5–10. Public notice and release of information**

a. *Notifying the public.* HQDA gives notice of proposed real estate acquisitions to the public as early and as completely as possible. Informing the State clearinghouse is the minimum public notification required. Wide public notification results in good community relations, general public support of the proposed acquisition, and selection of sites that will have the least adverse impact on the surrounding civilian community.

b. *Restrictions for major land acquisitions.* DOD prohibits public notification of proposed acquisitions of real estate where the estimated or appraised value of the land is more than \$1M or the amount of land to be acquired exceeds 1,000 acres. DOD must grant a written waiver before the Army Reserve can make public notification

c. *Notification of public officials.* The USACE Army Reserve COS (or designated USACE geographic district commander) will notify, in writing, the appropriate State clearinghouse of the proposed acquisition following completion of the ASIV report. A copy of the notification will be included in the REPR. Information forwarded should include site locations considered, intended use of the site, and term of use.

d. *Release of information.* The proponent for the action or the supporting USACE geographic district commander may release information on a requirement for a new Army Reserve facility. No commitment will be made regarding the acquisition of any site or the construction of an Army Reserve facility until HQ, USACE has authorized the district commander to proceed with an acquisition.

e. *Restrictions on budget information.* The Office of Management and Budget (OMB) restricts disclosure of agency budget estimates and presidential budget recommendations. Budget recommendations and estimates must be marked FOR OFFICIAL USE ONLY until formal transmittal of the budget to the Congress makes them public. Therefore, public notice and release of information on proposed real estate acquisition or future construction will not include information on the cost of any proposed acquisition that is not listed in a budget formally transmitted to the Congress.

## **Section III Utilization**

### **5–11. Real property accountability**

a. Inventory accountability.

(1) The responsible commander must appoint a certified RPAO in accordance with the requirements of AR 405–45.

(2) The IFS is the Army's database of record for the real property inventory. This database captures standard data items for reporting to OSD. HQDA uses this data during the development of the Army's POM to independently assess the Army inventory and validate requirements for real property maintenance resources. AR 405–45 and AR 415–28 provide guidance and procedures relating to the submission of the Army real property inventory.

(3) DA Pam 415–28 provides definitions for all category codes for use in improving the accuracy of the inventory.

(4) The accurate recording of improvement data in the real property inventory is essential. Report documented capital improvements through the General Ledger Account. The Army reports this data in its annual report required under the Chief Financial Officer's Act.

(5) Analysis of Army inventory data is based on the design use category code of the facility. Because accurate data is important in the programming process, it is essential that the correct design use code is input for all Army Reserve facilities. Assess and update the design use category code whenever a facility is renovated or acquired from another command or service. The conversion of facilities from one category code to another may require prior approval from

the facility type proponent at HQDA. Making such a change at the time of acquisition does not require approval. It is essential that previously acquired facilities are correct in the database. Such a correction of the record would not require approval. However, commands should notify ARID of corrections made as a courtesy.

(6) Relocatable (portable) buildings are items of personal property and are not real property. To convert relocatable buildings to real property, they must first meet the requirements of AR 420-18. Include all relocatable buildings in the real property inventory.

(7) Identify all indoor small arms firing ranges in the IFS inventory, even if they are included as a part of an ARC.

(8) Document all outgrants in IFS, along with the amount of rent collected by the Army.

*b. Facilities utilization*

(1) All users of a facility must be documented in the ASIP. Along with the IFS, the ASIP is used to justify resource allocation to the Army Reserve. If tenants (such as recruiters) are located in a facility, the Army Reserve receives resources for their share of the operations and maintenance expenses when ASIP reflects their use of an Army Reserve facility. Therefore, whenever tenants are authorized use of a facility, the owning RRSC or USAR-funded installation will ensure that ASIP reflects the tenants.

(2) The Army must report annually the utilization rates for all facilities designated as administrative buildings, warehouse facilities, laboratories, hospitals, and housing.

(3) Acceptable utilization of Army Reserve facilities ranges from 80 percent to 150 percent utilization. Stationing proposals must result in a utilization rate within this range. Do not split organizations to hold facilities. Requests for exceptions must clearly include the mission requirement for any move that results in lower utilization.

(4) The Army must report all underutilized facilities to the Department of Housing and Urban Development (HUD) as required by the Stewart B. McKinney Homeless Assistance Act (P.L. 100-77, 101 Stat.482). This requirement is not limited to facilities identified for disposal. Normally, an ARC is considered fully utilized when occupied in accordance with its design, that is, when utilization remains within acceptable levels. If a portion of the facility is unutilized, that portion must be reported. For facilities identified to the General Services Administration (GSA) for disposal, GSA will report McKinney Act information. Facilities that are allowed to become vacant before they are identified to GSA are considered underutilized and must be reported by the RRSC or USAR-funded installation.

## **5-12. Enhanced use leasing**

*a.* The expanded authority of Section 2667, Title 10, United States Code (10 USC 2667) provides DOD installations the opportunity and incentive to obtain a broad range of financial and in-kind considerations for leasing opportunities. The changes to section 2667 expand the purposes for which lease proceeds may be used and expands the types of consideration that the DOD may accept for leases. These changes maximize the utility and value of installation real property and provide additional tools for managing the installation's assets to achieve business efficiencies. Specifically, installations can:

(1) Enter into long-term leases, providing greater flexibility for facility use and reuse.

(2) Receive cash or in-kind consideration for income on leased property, which can be used for:

*(a)* Alteration, repair, or improvement of property or facilities.

*(b)* Construction or acquisition of new facilities.

*(c)* Lease of facilities.

*(d)* Facilities operation support.

*b.* EUL provides the Army Reserve numerous benefits, including:

(1) Enhanced mission performance through cooperative efforts with private developers.

(2) Improved utilization of property.

(3) Reduced base operating costs through improved business practices.

(4) Fostering of cooperation between the Army Reserve and the private sector.

*c.* The Secretary of the Army must approve all real or personal property available for leasing under the enhanced use leasing (EUL) authority, and to qualify, the property must not be excess.

*d.* See the official Army Web site for EUL (<http://eul.army.mil>) for additional information.

## **5-13. Army Reserve Real Property Management Boards**

*a.* RRSC and USAR-funded installation commanders, or their authorized representatives, will ensure the establishment of local RPMBs for all multiple-unit ARCs and Army Reserve-hosted Armed Forces Reserve Centers (AFRCs). The RPMB voting membership will consist of the commander of each Reserve unit (a designated alternate may be appointed) that occupies the center, plus a recorder (a non-voting member). If collocated with an ECS, AMSA, or ASF, the foreman or supervisor of those facilities will be appointed as a voting member. General officers may designate a member of their staff to be their representative on the RPMB. Alternate members must be commissioned or warrant officers or senior noncommissioned officers (NCOs). For detachment-size units not having commissioned/warrant officers assigned, the senior NCO will be the board member.

*b.* The senior ranking Army Reserve commander assigned to the center will normally be president of the board.

c. The RPMB will meet at the call of the president at least semiannually, or as needed, and within 30 days after the appointment of a new president. Meetings will be scheduled far enough in advance to allow all voting members to be present. Boards will not convene without a majority present.

d. The RPMB will —

(1) Allocate exclusive and common center space, including administrative, storage, and training spaces. The basis for allocation of space will be an equitable share of the required space in accordance with appendix B.

(2) Coordinate units' Battle Assembly (BA) schedules and use of common center space.

(3) Resolve local problems and refer special problems to the appropriate RRSC or USAR-funded installation commander.

(4) Make recommendations on requests for use of real property.

e. Minutes of the RPMB may be used to document work order requests, provide information for the JSRCFB or RPPB, or serve as a basis for matters requiring attention of higher headquarters.

f. The president of the board will appoint a facility coordinator who is stationed on the facility site and who will be responsible for the day-to-day operation of the center. Duties will include, but not be limited to, the following:

(1) Contacting the appropriate area facility operations specialist (FOS) of the RRSC or the USAR-funded installation representative to request repairs to support the reserve center. Forward requests for modification of government-owned facilities to the appropriate RRSC or USAR-funded installation for further coordination with ARID.

(2) Reporting emergency maintenance and repairs required at leased facilities to the supporting RRSC following their established emergency procedures.

(3) Forward requests for maintenance and repairs of a leased facility, not of an emergency nature, through the appropriate RRSC FOS to the RRSC Regional Engineer. Facility coordinators are not authorized to contact lessors, agents, or owners concerning routine maintenance and repair actions.

g. Center commanders, facility coordinators, and unit personnel will not contact lessors or vendors without first clearing such contact through the appropriate RRSC FOS or USAR-funded installation. After-the-fact obligations for services rendered by the lessor or vendors as a result of unauthorized requests by the Army Reserve community will not only result in adverse publicity but could result in the individual being held personally liable for payment of services rendered.

#### **5-14. Use of Army Reserve facilities**

a. Promoting good public community relations. Granting use of Army Reserve facilities promotes good public community relations for the Army and stimulates Army Reserve recruiting. Determine the availability of ARC and AFRC facilities under Army Reserve control for use by others in accordance with AR 405-80 and this regulation. Requests for use by another party must be submitted in writing, by the requester, to the president of the local RPMB. Requests for use must be specific in nature and provide detailed information such as who, when, how much space or land, total number of personnel involved, duration, and intended use. All users of ARCs will comply with all applicable city, state, and Federal laws, rules, and regulations. (See appendix C for additional information.)

b. Processing a request for use.

(1) Do not deny requests based on reasons of race, creed, color, sex, handicap, or age. However, the commander is not required to approve a request even if the use would be within the authority of this regulation.

(2) The RPMB will review requests during the next board meeting to make recommendations for approval/disapproval. The RPMB president will forward the request and information required above, along with a recommendation for approval or disapproval, through the mission chain of command to the RRSC or USAR-funded installation.

(3) For approved requests, the RRSC or USAR-funded installation will prepare either a DA Form 833 (License to Use Army Reserve Facilities) (if the outgrant is for less than 30 days per year), or a ROA (if the outgrant exceeds 30 days per year), along with the appropriate environmental documentation. Without exception, environmental documentation is required prior to approval of any outgrant regardless of duration. For long-term outgrants, forward the ROA and original request with recommendation for approval or disapproval to ARID along with certification that administrative funds required to prepare the outgrant will be provided to the USACE geographic district by the requester. USACE executes outgrants on a reimbursable basis.

(4) Outgrant instruments will include a hold harmless clause against all claims against the U.S. Government and require the grantee to repair any damage or destruction resulting from usage, including environmental contamination.

(5) In some cases, financial remuneration may be appropriate for use of Army Reserve real property. Individuals or agencies requesting use must be prepared to reimburse the Army Reserve for services and utilities and the administrative processing costs incurred.

c. Use by other than assigned units.

(1) Other Army Reserve activities. This category includes Army Reserve school instructors and other Army Reserve personnel who are encouraged to use Army Reserve facilities for exhibits, displays, open houses, and other functions. These public activities may be either directly or indirectly connected with the activities of the Army Reserve.

(2) Other Army activities. This category includes elements of other Army commands, including the National Guard

Bureau, as well as Joint activities for which the Army is the executive agent. It does not include other Joint activities, which may include Army personnel.

(3) Other governmental agencies. This category includes the military departments and Federal, State, and local governmental organizations.

(4) Private individuals and organizations. This category includes private nonprofit civic, welfare, educational, cultural, and social organizations. Use will be according to policies in the JER.

*d. Unauthorized uses of Army Reserve facilities.*

(1) Privately owned equipment and accessories will not be serviced, repaired, or manufactured in Army Reserve facilities unless specifically provided for by HQDA directives.

(2) Government-owned tools, equipment, or supplies will not be used to service or repair privately owned property.

(3) Privately owned equipment will not be garaged or stored in a government-owned or leased shop or equipment storage site.

(4) Army Reserve premises will not be used for parking privately owned trailers or for living quarters.

(5) Requests from individuals or agencies for use of Army Reserve land and facilities will not be favorably considered if such utilization would —

(a) Conflict with provisions of regulations cited herein.

(b) Adversely affect or conflict with the facility's main functions of administration and training of Reserve personnel and maintenance and storage of supplies and equipment of the assigned Reserve units.

(c) Bring discredit to the Armed Forces or violate policies in AR 360–1 and other applicable regulations (attendance or participation in all functions will be consistent with the DOD policy of nondiscrimination for reasons of race, creed, color, sex, handicap, or age).

*e. Requests for short-term licenses.*

(1) Issuance of short-term licenses. Licenses will not allow or authorize exclusive use of any Army Reserve facility space. Short-term licenses are for use not to exceed 30 calendar days within a calendar year and are not to exceed 7 days consecutive use. A short-term license for the interim use of a center will not be repetitively issued when a long-term license is required.

(a) The RRSC or USAR-funded installation will issue licenses or permits only to persons and organizations promoting or providing public entertainment, social functions, recreation, amateur athletic contests or activities, and other enterprises of an educational, religious, or civic welfare nature.

(b) DA Form 833 (License to Use Army Reserve Facilities) will be used to grant short-term use. The requester must furnish all information required by the Reserve center commander for use in completing DA Form 833 (License to Use Army Reserve Facilities). (See appendix C and the automated policy management (APM) module of ENBOSS or the ARID Army Knowledge Online (AKO) Web site, <https://www.us.army.mil/suite/kc/4564144>, for additional information on requests for use.)

(c) Each license must be for a specific period and will cover a single occasion only.

(d) Licensees may not charge admission for their functions and may not sell goods or merchandise in Army Reserve facilities.

(2) Proof of insurance. A short-term license requires the requestor to have insurance naming the Federal government as insured (except when another Federal agency is the requestor). The requestor must provide proof that the Federal government is insured.

(3) Delegation of approval authority. The RRSC or USAR-funded installation commander can delegate approval authority of short term licenses to the RRSC regional engineer or the installation director of public works.

*f. Requests for right-of-way or other long-term interest.* These requests will be presented in writing to the RPMB, and the RPMB will consider such requests at the next board meeting and forward its recommendations to the appropriate RRSC or USAR-funded installation commander who will prepare the appropriate environmental documentation and an ROA and forward the same to ARID for further resolution. See AR 405–80 for additional guidance.

*g. Long-term outgrants.*

(1) This license is for usage for more than 30 days in any 12-month period or more than 7 consecutive days and is limited to no longer than 5 years. The long term license takes a longer period to obtain. The RRSC prepares the proposal and forwards to ARID for approval. Upon approval, USACE issues the license. It will be revocable at will by the government.

(2) Full-time use of Army facilities requires a lease instrument. Use is considered to be full time when: the property is to be used more than 4 hours a day by the organization; use will be at least 4 days each week; use will require issuance of a key; use will require storage of property belonging to the organization (including telephone outlets); or use will prevent Army Reserve personnel from using the property during their normal assigned schedule or other training activities (such as use of a classroom). Outgranting of ARCs for full-time use by non-Army entities is not recommended. Full-time use of Army Reserve property requires issuance of a finding of suitability to lease (FOSL).

*h. Charges and payments.*

(1) If the authorized use of facilities is either energy consuming or maintenance intensive, the grantee will be



required to pay an amount equal to the actual or estimated prorated cost for the utilities and services normally supplied by the Government. The ARID may waive this payment when it is less than the estimated cost of collection.

(2) If the authorized use is full-time or exclusive use, the lessee will be required to pay an amount equal to fair market value, which may also include the requirement to pay for utilities and services. This payment may be offset by services provided, if approved by the USACE.

(3) A center commander will notify the appropriate RRSC or USAR-funded installation of any damage to the facility incurred during the outgrant period. Payments for repair and restoration of damages are paid to the U.S. Treasury.

*i.* Gambling and use of alcoholic beverages.

(1) Gambling is not authorized in Army Reserve facilities.

(2) Use of alcoholic beverages must comply with policy outlined in AR 215-1 and AR 600-85 as they apply to the event or occasion.

(3) The RRSC commander is responsible for compliance when the Army Reserve facility is not located on an active Army or other service's military installation.

*j.* Safeguarding Government property. The commander with immediate jurisdiction over the Army Reserve facility will make every effort to care for and safeguard all government property on the premises against loss, damage, or unlawful removal. Security should not be used as a blanket rationale for denying requests to use facilities. When Army Reserve unit members belong to the using organization, they may be responsible for security during their organization's use of the facility. Adequate security for or between governmental entities may be the responsibility of a representative from the using agency. Licensees and grantees are responsible for adhering to the Army Reserve facility's security policies and procedures.

*k.* Use by educational institutions.

(1) Public schools and similar educational institutions may be authorized to use Army Reserve facilities. Educational institutions must meet the requirements of AR 405-80.

(2) Educational use generally disrupts normal operations of Army Reserve facilities. ARID may approve educational use of Army Reserve facilities for one year. ARID approves extensions of one year at a time. The request must include a definitive plan submitted by the using educational institution to have permanent replacement facilities by the end of the one year extension. Full-time use will require issuance of a lease instrument.

*l.* Use during natural disasters and other emergencies.

(1) Army Reserve facilities may be used during natural disasters to help the local community during relief operations. The RPMB board president may authorize the use of Army Reserve real property as a refugee center when the lives of the local populace are immediately threatened. This emergency use does not require a formal license in advance. However, if the use exceeds 30 days, a formal license is required. Prior planning for use of Army Reserve facilities for emergency natural disaster operations must be according to this regulation. All planning must include use compatible with maintaining adequate security of the facilities.

(2) Army Reserve facilities may be used for other emergencies. Availability at the time of the emergency must be determined according to AR 405-80. ARID approves such emergency use when the need arises.

(3) Emergency use by the U.S. Postal Service must be submitted through and approval recommended by the appropriate postal region headquarters.

*m.* Use by law enforcement agencies. Forward all requests by law enforcement agencies to use Army Reserve facilities through ARID to HQDA for approval. Requests for use in support of civil disturbance operations should be established and approved prior to actual need. Emergency requests will be processed expeditiously.

*n.* Use by military entrance processing stations (MEPS) and the U.S. Army Recruiting Command (USAREC). MEPS and USAREC are joint organizations for which the Army is the executive agent. Use of facilities by MEPS or recruiters requires the concurrence of the RRSC or USAR-funded installation commander. Space assignment will be on an as-available basis only. Submit requests for full-time or exclusive use to ARID. Requests that divert a significant portion of the available facilities require approval by ARID. Use an intra-service support agreement to document the space assignment. The owning RRSC or USAR-funded installation will record the unit identification codes (UICs) of the using units in ASIP and the assignment of this space in IFS and the ENBOSS EMAAR systems.

*o.* Use by Army Personnel attached to the Selective Service System (SSS). Army personnel attached to the SSS may be assigned space in Army Reserve facilities on a space available basis, in accordance with a memorandum of agreement between the SSS, the CAR, and the ACSIM dated 9 July 1997. Use of the facility will be in accordance with the existing BA schedules. Army personnel will comply with the rules and regulations established by the commander. Other service personnel attached to the SSS must request space through an outgrant instrument.

## **Section IV**

### **Disposal**

#### **5-15. Disposal of excess real estate**

*a.* The Army Reserve organization with real property accountability oversight must report government-owned real

estate that is no longer needed for determination of excess and, if appropriate, for disposal action. ARID will coordinate within appropriate force structure channels to determine if other units might be available to backfill the facility. At the same time, ARID will request ACSIM perform initial DOD screening to determine if another Army or other service entity is interested in the property. If no backfill or other requirement exists, ARID will direct the RRSC or USAR-funded installation to initiate a report of excess for disposal before the property becomes vacant to minimize caretaker expenditures.

*b.* The RRSC or USAR-funded installation will prepare environmental documentation, a report of excess, and any required screening responsibilities associated with the Stewart B. McKinney Homeless Assistance Act. All mechanical systems will be shut down, the property will be winterized if vacant and located in an area which experiences freezing temperatures, and the facility will be secured after all unit and station property has been removed. Specific guidance on preparing reports of excess is available in the APM module in ENBOSS.

#### **5-16. Termination of leases**

*a.* When a lease is to be terminated, the RRSC or USAR-funded installation will notify the ARID in writing of the proposed termination. Notification should be a minimum of 120 days in advance of the date of vacation to avoid unnecessary payment of rent. The termination clause in each lease identifies the minimum number of day's advance notice that must be provided to the lessor for lease termination.

*b.* An EBS is required for each facility whose lease is terminated. The RRSC or USAR-funded installation is responsible for all costs to prepare the environmental documentation and the USACE real estate administrative costs required to complete the disposal.

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**Available Site Identification and Validation (ASIV) Report  
(CITY AND STATE)**

**Prepared by:**

**Name and Phone Number  
US Army Corps of Engineers  
Real Estate Division**

**District**

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**Address, City, State Zip Code**

**Figure 5-1. Format for Available Site Identification and Validation (ASIV) Report**

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**Available Site Identification and Validation Report**

**CITY AND STATE**

**(DATE and YEAR)**

**Requirements:**

**Location:**

**Delineated Area:** As indicated in the attached vicinity map

**Purpose:** To identify sufficient available and suitable land to support construction of the following Army Reserve facilities.

|  |     |    |
|--|-----|----|
| Army Reserve Center (ARC)                | Yes | No |
| Armed Forces Reserve Center (AFRC)       | Yes | No |
| Organizational Maintenance Shop (OMS)    | Yes | No |
| Area Maintenance Support Activity (AMSA) | Yes | No |
| Ground                                   | Yes | No |
| or Marine                                | Yes | No |
| Equipment Concentration Site (ECS)       | Yes | No |
| Local Training Area (LTA)                | Yes | No |
| Weekend Training Site                    | Yes | No |
| Aviation Support Facility (ASF)          | Yes | No |
| Regional Training Site (RTS)             | Yes | No |

**Proposed Use:**

**Land Requirements:** Minimum of \_\_\_\_ (+or-) acres

**Site Plan to Scale:** Attach to each Site Data Sheet

**Topographic Requirements:** Flat to gently rolling, no features such as landfills, cliffs, extensive drainage ditches, wetlands, or ravines. Attach topographic map to each Site Data Sheet.

**Environmental Requirements:** Clean, uncontaminated, no underground storage tanks (UST).

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Figure 5-1. Format for Available Site Identification and Validation (ASIV) Report—Continued

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**Proposed Construction:** Fiscal Year \_\_\_\_

**Ideal Site Configuration:** Rectangular to Square

**Special Requirements:** The minimum length of each side of the site is 152.4 meters (500 feet). For site-specific size requirements to comply with DOD Directive 2000.12, Antiterrorism Standards, and AR 525-13, Antiterrorism, refer to the Unified Facilities Criteria (UFC) 4-010-01

**Site Requirements:** Outside the 100-year flood plain. Attach flood plain map annotated to reflect site location.

**Field Work –**

**Number of Sites Investigated:** \_\_\_\_ Sites were investigated within a \_\_\_\_ mile radius of the of the target search area

Number of Contending Sites: \_\_\_\_

Comparable Market Value (MV) Range: \$\_\_\_\_,\_\_\_\_ to \$\_\_\_\_,\_\_\_\_ per Acre

Market Survey/Appraised FMR: TBD

Possible Environmental Alert: None or Site #

**Summary**

**Each contending site met the following evaluation criteria:**

Net useable acreage

Meets antiterrorism set back requirements

Site will support intended construction and is environmentally clean

Ready access to public utilities

Reasonable cut or fill requirements

Proximity to major roadway corridor

Expectation is that the fair market appraisal will support the purchase price and is within budget.

Appropriate zoning/antiterrorism considerations.

All properties must be within 50-mile radius of target search area.

Figure 5-1. Format for Available Site Identification and Validation (ASIV) Report—Continued

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**List of Non-Contending Sites and reasons for rejection:**

**NC Site #1 –**

**NC Site #2 –**

**NC Site #3 –**

**Figure 5–1. Format for Available Site Identification and Validation (ASIV) Report—Continued**

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**ASIV Site # Data:**  
**(Prepare an individual site data sheet for each site referred in the ASIV and**  
**attach a minimum of four digital photographs of each site)**

**Address:**  
(Attach map annotated to reflect site location)

**Congressional District:** \_\_\_\_\_

**Senior Senator:** \_\_\_\_\_  
**Junior Senator:** \_\_\_\_\_  
**Representative:** \_\_\_\_\_

**Site Access:** Via \_\_\_\_\_

**Owner/Authorized Representative Contact Information:**

**NAME:**  
**ADDRESS:**  
**PHONE NUMBER**  
**FAX NUMBER**  
**EMAIL ADDRESS**

**Site Description:**  
(Attach a minimum of four digital photographs)

**Size:** Approximately \_\_\_\_\_ acres

**Linear feet of site measurements:** \_\_\_\_\_  
(For Example 753 X 800) or  
**North:**  
**South:**  
**East:**  
**West:**

**Configuration (Rectangular, square, or other):**

**Environmental Concerns Present**                      Yes                      No  
(If yes, provide explanation)

**Flood Plan Data:** \_\_\_\_\_  
Attach Flood Plain map (annotate site location).

**Topography Aspects:** \_\_\_\_\_  
Attach Topographic map (annotate site location)

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Figure 5-1. Format for Available Site Identification and Validation (ASIV) Report—Continued

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**Utilities:**

All located on site along frontage with immediate site access or

Linear feet to Public Water \_\_\_\_\_

Linear feet to Sewer \_\_\_\_\_

Linear feet to Electric \_\_\_\_\_

Linear feet to Gas \_\_\_\_\_

Telephone \_\_\_\_\_

**Current Use:**

(Provide description)

**Buildings on Site:** Yes No

**Relocation of Current Occupants Required:** Yes No

**Demolition Required:** Yes No

**Cut and fill Requirements:** Yes No

**Zoning:**

**Residential** Yes No

**Retail** Yes No

**Commercial** Yes No

**Industrial** Yes No

**Light Industrial** Yes No

**Agricultural** Yes No

**Mixed use** Yes No

**Fenced:** Yes No

**Parking Sufficient net useable land available:** Yes No

**Distance to nearest Fire Station:** \_\_\_\_\_

**Distance to nearest Fire Hydrant:** \_\_\_\_\_

**Distance to nearest Police Station/Extended Territorial Jurisdiction (ETJ):** \_\_\_\_\_

**Subject to Easements?** Yes No

(If yes, list easements, type, effective date, termination date, terminate under what conditions)

**Mineral Rights Reserved** Yes No

**Purchase Data:**

**Available Date:**

**Asking Price:** \$\_\_\_\_, \_\_\_\_ (per acre)

**Additional Comments:** \_\_\_\_\_

Figure 5-1. Format for Available Site Identification and Validation (ASIV) Report—Continued



## **Chapter 6**

### **Sustainment, Restoration, and Modernization**

#### **6-1. Introduction**

Some sustainment, restoration, and modernization (SRM) requirements are applicable to Army Reserve facilities only. This chapter augments Army regulations for real estate (AR 405 series), construction (AR 415 series), and facilities engineering (AR 420 series). This chapter also outlines requirements for SRM funded projects. All SRM activities must be reviewed for environmental compliance with AR 200-1 through AR 200-5, and all applicable Federal, state, and local environmental laws and regulations, executive orders, and guidance.

#### **6-2. Project and work limitations**

*a.* ARID establishes RRSC and USAR-funded installation approval authority by delegation of authority memorandum.

*b.* Sustainment (maintenance and repair) projects.

(1) Sustainment projects for Army Reserve real property facilities (RPFs) use funds appropriated for SRM projects. They are subject to the approval limits specified in AR 420-10.

(2) Funds must be for a facility needed to support a mission or activity funded through OMAR and dedicated to or used exclusively by the Army Reserve.

(3) Sustainment project standards for Army Reserve RPF will conform to the basic guidelines in AR 420-10.

(4) Maintenance projects and repair projects are single undertakings of finite scope that satisfy specific maintenance or repair requirements.

(5) Sustainment projects may not be split into increments solely to bring the costs under an approval threshold.

(6) RRSC and USAR-funded installation commanders may approve RPF sustainment projects when the conditions in AR 420-10 are met.

(7) RRSC and USAR-funded installation commanders may delegate this authority to members of their staff commensurate with technical ability to review projects. The ARID will review and evaluate delegated authority during staff visits.

(8) RRSCs and USAR-funded installations will maintain project files for all projects approved at their headquarters.

(9) RRSC and USAR-funded installation commanders will forward projects that exceed their approval authority to ARID. No such project will be undertaken unless approved in advance.

(10) Chapter 4 outlines requirements for project documentation.

(11) For project review, see AR 420-10.

*c.* Restoration projects.

(1) Restoration projects for Army Reserve RPFs use funds appropriated for SRM projects. They are subject to the approval limits specified in AR 420-10.

(2) Such projects must be for a facility used to support an OMAR-funded mission or activity and dedicated to or used exclusively by the Army Reserve.

(3) See AR 420-10 for prohibitions concerning minor construction or alteration work.

(4) RRSC and USAR-funded installation commanders will forward projects that exceed their approval authority to ARID. No such work will be undertaken unless approved in advance.

(5) Several SRM projects may be grouped into one contract for procurement purposes. A single project may be done by more than one contract as long as the total cost of the contracts does not exceed the authorized cost. The total funded project costs based on bids received must not exceed 115 percent of the original project programmed amount, and the maximum funded cost of \$750,000 may not be exceeded.

*d.* Services, supplies, or actual work will begin only when the project has been approved and funds have been provided.

*e.* Any increases over the approved amount must be approved as prescribed above and in AR 420-10.

#### **6-3. Utilities**

Policy and procedures for managing and operating utilities are provided in AR 11-27, AR 420-41, and AR 420-49. RRSCs will execute all tasks assigned to "Installations" in these regulations.

#### **6-4. Other engineering services**

This installation support account provides for most of the service-type functions supporting Army Reserve facilities. These functions include fire prevention and protection, custodial service and other service contracts, real estate actions

(that is, leases and real estate studies and reports to support the acquisition process), master planning, and other essential services. Real estate options and acquisition may also be funded from this account.

## **6-5. Restoration of damaged or destroyed facilities**

### *a. Qualifications.*

- (1) Restoration of damaged Army Reserve facilities constitutes a special reconstruction or repair project.
- (2) The project must be validated as restoration or replacement of damaged facilities.
- (3) The scope of the project must be the minimum required for current or projected missions.
- (4) The proposed construction will provide a facility that in quality is at least equal to that of the damaged or destroyed facility. The use of improved materials is allowed to conform to current design practice and minimize the chance of future damage.

*b. Approval limits.* Due to urgent need, these projects may be funded by OMAR or MCAR funds in accordance with established funding limitations. In the event project costs exceed OMAR limitations, every consideration should be given to the use of MCAR construction funds; this approach requires Congressional notification and the associated waiting period.

*c. Approval authority.* ARID will approve the project and source of funds and support funding from the available balance.

## **6-6. Project Documentation**

*a.* RRSCs and USAR-funded installations will establish project folders that contain the documentation required by table 4-1 for the following types of RPF projects:

- (1) Sustainment projects costing more than \$50,000.
- (2) Minor construction costing more than \$25,000.
- (3) Design and construction.

*b.* For projects exceeding RRSC and USAR-funded installation approval authority, the appropriate commander will sign the DD Form 1391 and forward it to ARID as applicable (see table 4-1).

# **Chapter 7 Environmental**

## **7-1. General**

*a.* Environmental laws and regulations are for the protection of human health and the environment through the protection and conservation of the Earth's resources and the cleanup of waste sites. Executive Order 13423, Strengthening Federal Environmental, Energy, and Transportation Management, requires each Federal agency to implement an Environmental Management System (EMS). The EMS establishes the operational procedures to integrate environmental considerations into the activities of the organization and into management review of compliance with the procedures. Laws, regulations, executive orders, policy and guidance require the integration of environmental considerations into all activities of the organization, which also leads to efficiencies in the organization and a reduction in operational and environmental compliance costs.

*b.* Evaluating possible environmental impacts is required for all Army Reserve actions/projects. Responsible organizations complete the required reviews and actions, which may include the completion of inspections, surveys and reports, obtaining permits that are required prior to the project implementation, and permits for the operation of the facility. For this reason, the proper coordination and planning for environmental evaluations is critical to project design and management.

*c.* Properly incorporating the assessment of potential environmental impacts into project planning can serve as a tool and source of detailed site information that benefit the overall project and mission. Action officers and project managers must start coordination with the environmental staff early in the project/action-planning phase to ensure the completion of necessary evaluations in a timely manner.

*d.* The environmental staffs at all levels will participate in the project concept meetings for all projects and actions. The environmental staff, after receiving the pertinent proposed project information, will be able to conduct the following activities: gathering current environmental information; determining environmental documentation data gaps, costs, and timeframes for gathering required data; determining the method and cost to complete the environmental documentation; and establishing a timeline for the completion of the environmental documentation. The environmental staff will provide this information to the project manager for incorporation into the project timeline and activities. Early involvement of the environmental staff will ensure the project decision makers can make an environmentally informed decision as required by laws and regulations.

*e.* The laws, regulations, executive orders, policy, and guidance provide specific environmental responsibilities of each level of the command and the procedures for preparation and review of the environmental documentation. The

documentation requirements and procedures contained herein do not replace or supersede the environmental documentation requirements and procedures of the primary laws and regulations; they enhance and clarify the requirements and procedures for Army Reserve actions/projects. Where there are conflicting requirements and procedures, the primary law and/or regulation will prevail. Legal review of the environmental documentation will also occur at each level to ensure legal sufficiency.

*f.* The following sections provide a brief description of potential environmental issues commonly encountered during a project. The laws and regulations detailed below are not all inclusive and a thorough review of the project for environmental issues is required for complete compliance with applicable laws and regulations. The appropriate environmental staff can provide detailed guidance.

## **7-2. Typical environmental evaluation documents and reviews**

*a.* Record of environmental considerations (REC), environmental assessment (EA), and environmental impact statement (EIS). These documents fulfill the requirement to systematically examine possible and probable environmental consequences of implementing a proposed action by a Federal agency. Applicable laws/regulations: NEPA; 32 CFR Part 651; 40 CFR 1500-1508; AR 200-2.

*b.* Environmental baseline study (EBS)(Phase I: environmental site assessment). The environmental staff completes an EBS (in accordance with ASTM D6008-96) as part of the due diligence or assessment of liability required for real property acquisitions and disposals. Applicable laws/regulations: Section 120(h) of the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA).

*c.* Environmental Performance Assessment System (EPAS) Inspections. An EPAS constitutes the environmental compliance portion of the Engineering and Environmental Facility Assessment (E2FA) completed for each Army Reserve facility/installation every four years. The purpose of the inspections is to identify and correct environmental compliance deficiencies in an effort to maintain environmental compliance and sustain mission readiness of an ARC or installation. A contractor, U.S. Army Center for Health Promotion and Preventative Medicine (USACHPPM), or a Facility Engineer Group (FEG) typically completes EPAS inspections. Applicable regulation: AR 200-1.

## **7-3. Air**

*a.* The Army air program addresses air quality issues associated with exposure to outdoor air pollutants. The purpose of this program is to manage air emissions to protect human health and the environment and to comply with all applicable Federal, state, and local air quality control regulations.

*b.* States have been delegated the authority to enforce Federal air quality standards and, in some cases, have more stringent requirements than under the Federal programs. Address questions arising under state and local air quality programs on a case-by-case basis with the appropriate environmental staff. Operating permits may be required.

*c.* Applicable laws/regulations: Clean Air Act (CAA); AR 200-1.

## **7-4. Cultural/historic/archeological resources**

*a.* Federal agencies are required to consider the effects of all of their undertakings (that is, projects, real property actions, and so forth) on historic properties (whether federally owned or not). The review of potential effects on historic or culturally significant properties is coordinated with the State Historic Preservation Officer (SHPO), the Advisory Council on Historic Preservation (ACHP), and any federally recognized tribes associated with the facility/property. Applicable laws/regulations: National Historic Preservation Act (NHPA), Section 106; 36 CFR 800.

*b.* Historic Preservation. Federal agencies are required to identify, utilize, and manage historic properties under their jurisdiction through historic preservation programs to meet standards for effective stewardship and management. Federal agencies must also give historic properties full consideration when planning or approving an action that might affect them. Applicable laws/regulations: NHPA, Section 110; AR 200-1.

*c.* Native Americans. Federal agencies are required to consult with federally and non-federally recognized tribes if human remains are discovered. The Army Reserve should negotiate a Comprehensive Agreement (CA) with tribes prior to ground disturbing activities. If human remains or sacred items are discovered during excavations, then the CA can be implemented and allow these items to move in to curation. Applicable laws/regulations: Native American Graves Protection & Repatriation Act (NAGPRA); Archeological Resources Protection Act; 36 CFR 79; AR 200-1.

## **7-5. Hazardous wastes**

*a.* Notice of violation. Failure to comply with hazardous waste requirements can result in a notice of violation (NOV) and/or fine from Federal, state, or local regulators.

*b.* Storage. Hazardous waste must be properly and safely stored to prevent contamination of soil, groundwater, or other recyclable material prior to disposal of the waste. Many Army Reserve activities generate hazardous waste and materials. Because of this, designated storage or accumulation areas and facilities must be included in the design and planning of new or upgraded facilities that generate hazardous waste. The local environmental staff can provide guidance on determining the proper required storage, containers, or spill control equipment and can provide consultation to ensure designs and plans incorporate these considerations.

*c.* Identification/labeling. All hazardous waste must be properly containerized, marked, and identified. Failure to do

so can result in a NOV and/or fine from Federal, state or local regulators. Coordinate with the environmental staff to ensure proper identification, marking and sampling of hazardous waste.

*d.* Disposal. Hazardous waste must be properly disposed of. Waste may only be on site for a specified period before a licensed transporter must transport it to a licensed transfer, storage, or disposal facility. Facilities that generate hazardous waste must prepare hazardous waste management plans.

*e.* Applicable laws/regulations: Resource Conservation and Recovery Act (RCRA); 40 CFR 260–279; 49 CFR 100–185; 29 CFR 1910; and AR 200–1.

#### **7–6. Nonhazardous solid waste**

*a.* Army Reserve units and activities will manage nonhazardous solid waste (which may be a solid, liquid, or gas) with a concern for Federal, state and local recycling programs. Paper, cardboard, scrap metal, green waste (grass clippings, branches, etc.), aluminum cans, glass and lumber are all typical items that may be recycled in the local community or nearby installation.

*b.* Applicable laws/regulations: RCRA; Executive Order (EO) 12088; 40 CFR 273&279; AR 200–1.

#### **7–7. Lead, asbestos, and radon**

*a.* Lead based paint.

(1) Applicable regulations prescribe policy, procedures, and responsibilities for the efficient and economical management, removal, and disposal of material containing lead-based paint (LBP) at Army Reserve land and facilities.

(2) The condition of the LBP and the program under which the project falls (that is, MCAR, RPX, disposal, and so forth) are factors in determining how to dispose of the LBP. Contact the environmental program manager for additional information and project-specific requirements.

(3) Applicable laws/regulations: AR 420–70; AR 200–1; Residential Lead-based Paint Hazard Reduction Act; Toxic Substances Control Act (TSCA) Title IV; Section 402/404, HUD Guidelines; 24 CFR Part 35; 40 CFR Part 745.

*b.* Asbestos.

(1) The Army Reserve Asbestos Management Program (AMP) includes consideration for environmental, facilities engineering, occupational safety, and health components. Applicable regulations prescribe policy, procedures, and responsibilities for the efficient and economical management, removal, and disposal of asbestos containing material (ACM) from Army Reserve land and facilities.

(2) The condition of the ACM and the program under which the project falls (that is, MCAR, RPX, disposal, and so forth) are factors in determining how to dispose of the ACM. Contact the appropriate environmental staff for additional information and project-specific requirements.

(3) Applicable laws/regulations: AR 200–1; 29 CFR 1910; 40 CFR Part 61 Subpart M; AR 420–70; Technical Bulletin (TB) MED 513.

*c.* Radon

(1) Applicable regulations prescribe policy, procedures, and responsibilities for the efficient and economical management of radon for Army Reserve land and facilities. The Department of Army has adopted the U.S. Environmental Protection Agency's "Action Level" of 4 picocuries per liter (pCi/l).

(2) Army Reserve facilities are prioritized for remediation based on measurements of radon levels. The facility's radon level classification determines the manner and time frame in which action is taken. Contact the appropriate environmental staff for additional information.

(3) Applicable laws/regulations: AR 200–1.

#### **7–8. Natural resources**

*a.* Managing and restoring natural resources. The Army Reserve is required to manage and restore natural resources existing on Army lands in a manner consistent with the military mission and current Federal laws. AR 200–3 describes the specific requirements for land and forest management, agricultural and grazing leases, grounds maintenance, fish and wildlife management, outdoor recreation, off-road vehicle use, endangered and threatened species, and natural resources management plan development. All proposed Army Reserve actions that may affect natural resources will be coordinated with environmental staff and meet the requirements of applicable Federal laws, regulations, and other guidance.

*b.* Endangered and threatened species. The Army Reserve is obligated to ensure its actions are not likely to jeopardize the continued existence of federally listed endangered and threatened species and it is responsible for carrying out programs that help conserve these species. Proposed actions that could impact an area where endangered or threatened species or its habitat occur or have the potential to occur will undergo a review pursuant to section 7 of the Endangered Species Act or the Marine Mammal Protection Act.

*c.* Fish and wildlife. The Army Reserve will manage its fish, wildlife, and other natural resources in accordance with applicable laws and regulations.

*d.* Wetlands and other waters of the United States. The Army Reserve is obligated to protect wetlands and other waters of the United States under various Federal laws and other guidance. Proposed actions that may be subject to

these regulations will undergo review and include sites inundated by surface or ground water, waters that are subject to the ebb and flow of the tide, and waters such as lakes, tributaries, rivers, streams, drainages, ditches, and so forth. These projects may require a permit under Section 404 of the Clean Water Act (CWA) with the USACE and/or a Section 401 CWA water quality certification from the state.

*e.* Applicable laws/regulations: CWA; Endangered Species Act (ESA); Migratory Bird Treaty Act; Sikes Act; Coastal Zone Management Act (CZMA); EO 11990; EO11988; EO13112; Wild and Scenic Rivers Act.

## **7–9. Water resources**

*a.* Storm water.

(1) 40 CFR Part 112.26(b)(14)(x) applies to phase I of National Pollution Discharge Elimination System (NPDES) that covers large construction activities that disturb five or more acres and phase II of NPDES that covers small construction activities that disturb a cumulative of one to five acres. A notice of intent (NOI) must be submitted to the regulatory agency once it has been determined that the construction activities must be permitted. State and local municipalities may have additional permit requirements.

(2) Applicable regulations require activities to monitor effluents and ensure industrial materials and construction related debris are not introduced into storm water.

(3) Applicable laws/regulations: CWA; 40 CFR Part 112.26; 40 CFR Part 112.26(b)(14)(x).

*b.* Spill prevention control and countermeasures plan (SPCCP).

(1) The SPCCP covers above-ground storage containers that store substances that meet the definition of “oil” as specifically defined in Part 112.2 of the CWA. Contact your environmental staff to determine if you are required to have an SPCCP.

(2) Applicable regulations require that effective secondary containment be in place to prevent migration of oil to navigable waters.

(3) Applicable laws/regulations: CWA; 40 CFR Part 112.

## **7–10. Pollution prevention**

*a.* Applicable laws and regulations encourage the development of strong pollution prevention programs that incorporate the concept of preventing pollution into every activity.

*b.* The Pollution Prevention Act (PPA) encourages reducing volumes and toxicity at the source. RCRA requires generators of hazardous waste to report steps taken to reduce the volume and toxicity of hazardous waste. The CAA applies to activities that emit one or more of the listed hazardous air pollutants above the specified threshold for activities that utilize any of the toxic chemicals identified under Emergency Planning and Community Right-to-Know Act Section 313.

*c.* Activities such as training, testing, manufacturing, maintenance, research and development, and services that produce pollutants should be evaluated. The evaluation should consider the source, pollutant types and amounts, hazardous waste generated, air pollutants released, and wastewater discharges.

*d.* Applicable laws/regulations: Pollution Prevention Act of 1990; RCRA; CAA; Emergency Planning and Community Right-to-Know Act Section 313; and Executive Orders 12856, 13423, and 12902.

## **7–11. Pest management**

*a.* The pest management program relies on building occupants, facility managers and contracted pest management technicians to control pests. Pests can include, but are not limited to, weeds and other unwanted vegetation (to include invasive species), termites, mosquitoes, other miscellaneous insects (bees, wasps, ants, crickets, cockroaches, etc.), spiders, mice, and miscellaneous vertebrate pests such as skunks, raccoons and squirrels. Without control, these pests could interfere with the military mission, damage real property, increase maintenance costs and expose installation personnel to diseases.

*b.* Pest management is the judicious use of both *non-chemical* and *chemical* control to suppress or prevent pests from exceeding an acceptable population or damage threshold. The emphasis should be on minimizing environmental disruption. Integrated pest management strategies depend on surveillance to establish the need for control and to monitor the effectiveness of management efforts.

*c.* All application must be tracked and applied by a licensed applicator. Furthermore, any application of chemical or non-chemical pest control should be coordinated with the environmental staff to ensure environmental compliance.

*d.* Applicable laws/regulations: Federal Insecticide, Fungicide, and Rodenticide Act (FIFRA); DOD Instruction 4150.7; AR 200–1.

## **7–12. Environmental restoration and remediation**

*a.* Applicable laws and regulations establish requirements for the cleanup of past hazardous waste sites.

*b.* Activities and units should coordinate early with the appropriate environmental staff for site cleanup methods and potential site restrictions to ensure the cleanup activities will have minimal impact to facility activities such as operation and maintenance, troop training, facility construction, or access to the property.

*c.* Applicable laws/regulations: Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA); Superfund Amendment and Reauthorization Act (SARA).

**7–13. Miscellaneous environmental requirements**

*a.* Polychlorinated Biphenyl (PCB).

(1) 40 CFR 761 establishes requirements for the proper handling of PCBs and PCB contained items.

(2) Applicable laws/regulations: 40 CFR 761.

*b.* Safe Drinking Water Act (SDWA).

(1) 40 CFR 141 establishes requirements for the delivery of safe drinking water to the public.

(2) The SDWA applies to public water systems defined as: 1) any collection, treatment, storage, and distribution facility under control of a certified water treatment plant (WTP) operator; and/or 2) any collection or pretreatment storage facilities not under control of a certified WTP operator.

(3) The SDWA ensures that certain public drinking water systems meet primary (maximum contaminant levels) and secondary (aesthetic quality) drinking water standards.

(4) Applicable laws/regulations: 40 CFR 141.

## **Appendix A References**

### **Section I Required Publications**

#### **AR 5–10**

Stationing. (Cited in para 1–9c.)

#### **AR 11–27**

Army Energy Program. (Cited in para 6–3.)

#### **AR 37–49**

Budgeting, Funding, and Reimbursement for Base Operations Support of Army Activities. (Cited in para 1–12z.)

#### **AR 200–1**

Environmental Protection and Enhancement. (Cited in para 5–2a.)

#### **AR 200–2**

Environmental Effects of Army Actions. (Cited in para 5–2a.)

#### **AR 200–3**

National Resources— Land, Forest, and Wildlife Management. (Cited in para 7–8a.)

#### **AR 210–20**

Real Property Master Planning for Army Installations. (Cited in para 1–12v.)

#### **AR 350–19**

The Army Sustainable Range Program. (Cited in para 4–2e, 5–5g.)

#### **AR 405–80**

Management of Title and Granting Use of Real Property. (Cited in para 5–14a.)

#### **AR 415–15**

Army Military Construction and Nonappropriated-Funded Construction Program Development and Execution. (Cited in para 5–2b.)

#### **AR 420–10**

Management of Installation Directorates of Public Works. (Cited in para 6–2b(3).)

#### **AR 420–41**

Acquisition and Sales of Utilities Services. (Cited in para 6–3.)

#### **AR 420–49**

Utility Services. (Cited in para 6–3.)

#### **DA Pam 190–51**

Risk Analysis for Army Property. (Cited in para 1–12d.)

#### **DODI 4000.19**

Interservice and Intragovernmental Support. (Cited in para 1–12z.)

#### **TM 5–853–1**

Security Engineering Project Development. (Cited in para 1–12d.)

### **Section II Related Publications**

A related publication is a source of additional information. The user does not have to read it to understand this publication. Code of Federal Regulations citations are available at [www.gpoaccess.gov/cfr/index.html](http://www.gpoaccess.gov/cfr/index.html); DOD Directives, DOD Instructions, and DOD Regulations at <http://www.gpoaccess.gov/>; Executive Orders at <http://www.archives.gov/>

federal-register/; Public Laws at [www.gpoaccess.gov/plaws/index.html](http://www.gpoaccess.gov/plaws/index.html); and U.S. Code citations at <http://www.gpoaccess.gov/cfr/index.html>.

**AR 1-1**

Planning, Programming, Budgeting, and Execution System

**AR 25-1**

Army Knowledge Management and Information Technology

**AR 135-9**

Army National Guard and Army Reserve Participation in Joint Service Reserve Component Facility Boards

**AR 215-1**

Morale, Welfare, and Recreation Activities and Nonappropriated Fund Instrumentalities

**AR 360-1**

The Army Public Affairs Program

**AR 405-10**

Acquisition of Real Property and Interests Therein

**AR 405-45**

Real Property Inventory Management

**AR 405-70**

Utilization of Real Property

**AR 405-90**

Disposal of Real Estate

**AR 415-28**

Real Property Category Codes

**AR 420-18**

Facilities Engineering Materials, Equipment, and Relocatable Building Management

**AR 420-70**

Buildings and Structures

**AR 525-13**

Antiterrorism

**AR 600-20**

Army Command Policy

**AR 600-85**

Army Substance Abuse Program (ASAP)

**DA Pam 415-28**

Guide to Army Real Property Category Codes

**DOD 5500.7-R**

Joint Ethics Regulation

**DOD 7000.14-R**

Department of Defense Financial Management Regulations (FMRS)

**DODD 4270.5**

Military Construction



**DODI 4150.7**

DOD Pest Management Program

**TB MED 513**

Guidelines for the Evaluation and Control of Asbestos Exposure

**UFC 3–260–01**

Airfield and Heliport Planning and Design Available at [http://www.wbdg.org/ccb/DOD/UFC/ufc\\_3\\_260\\_01.pdf](http://www.wbdg.org/ccb/DOD/UFC/ufc_3_260_01.pdf).

**UFC 4–010–01**

DOD Minimum Antiterrorism Standards for Buildings Available at [http://www.wbdg.org/ccb/browse\\_doc.php?d=1385](http://www.wbdg.org/ccb/browse_doc.php?d=1385).

**UFC 4–171–05**

Design Guide for Army Reserve Facilities Available at [http://www.wbdg.org/ccb/DOD/UFC/ufc\\_4\\_171\\_05.pdf](http://www.wbdg.org/ccb/DOD/UFC/ufc_4_171_05.pdf).

**USACE Regulation 1110–1–8159**

Engineering and Design - DrChecks Available at <http://www.usace.army.mil/publications/eng-regs/er1110-1-8159/entire.pdf>.

**24 CFR 35**

Lead-based paint poisoning prevention in certain residential structures

**29 CFR 1910**

Occupational safety and health standards

**32 CFR 651**

Environmental analysis of Army actions

**36 CFR 79**

Curation of federally-owned and administered archeological collections

**36 CFR 800**

Advisory Council on Historic Preservation

**40 CFR 61**

National emission standards for hazardous air pollutants

**40 CFR 112**

Oil pollution prevention

**40 CFR 141**

National primary drinking water regulations

**40 CFR 260**

Hazardous waste management system: General

**40 CFR 261**

Identification and listing of hazardous waste

**40 CFR 262**

Standards applicable to generators of hazardous waste

**40 CFR 263**

Standards applicable to transporters of hazardous waste

**40 CFR 264**

Standards for owners and operators of hazardous waste treatment, storage, and disposal facilities

**40 CFR 265**

Interim status standards for owners and operators of hazardous waste treatment, storage, and disposal facilities

**40 CFR 266**

Standards for the management of specific hazardous wastes and specific types of hazardous waste management facilities

**40 CFR 267**

Standards for owners and operators of hazardous waste facilities operating under a standardized permit

**40 CFR 268**

Land disposal restrictions

**40 CFR 270**

EPA administered permit programs: The Hazardous Waste Permit Program

**40 CFR 271**

Requirements for authorization of State hazardous waste programs

**40 CFR 272**

Approved State hazardous waste management program

**40 CFR 273**

Standards for universal waste management

**40 CFR 279**

Standards for the management of used oil

**40 CFR 745**

Lead-based paint poisoning prevention in certain residential structures

**40 CFR 761**

Polychlorinated biphenyls (PCBs) manufacturing, processing, distribution in commerce, and use prohibitions

**40 CFR 1500 et seq.**

Council on environmental quality

**49 CFR 100 et seq.**

Pipeline and Hazardous Materials Safety Administration

**EO 11988**

Floodplain management

**EO 11990**

Protection of wetlands

**EO 12088**

Federal compliance with pollution control standards

**EO 12856**

Federal compliance with right-to-know laws and pollution prevention requirements

**EO 12902**

Energy efficiency and water conservation at Federal facilities

**EO 13112**

Invasive species

**EO 13423**

Strengthening Federal Environmental, Energy, and Transportation Management

**P.L. 86-797**

Sikes Act

**P.L. 89-665**

National Historic Preservation Act (NHPA)

**P.L. 90-542**

Wild and Scenic Rivers Act

**P.L. 91-190**

National Environmental Policy Act (NEPA)

**P.L. 92-522**

Marine Mammal Protection Act

**P.L. 92-583**

Coastal Zone Management Act (CZMA)

**P.L. 93-205**

The Endangered Species Act (ESA)

**P.L. 96-95**

Archeological Resources Protection Act

**P.L. 100-77**

McKinney-Vento Homeless Assistance Act

**P.L. 101-601**

Native American Graves Protection and Repatriation Act (NAGPRA)

**P.L. 102-550**

Residential Lead-based Paint Hazard Reduction Act

**7 USC 136 et seq.**

Federal Insecticide, Fungicide, and Rodenticide Act (FIFRA)

**10 USC 2662**

Real property transactions: reports to congressional committees

**10 USC 2663**

Acquisition

**10 USC 2667**

Leases: non-excess property of military departments

**10 USC 2676**

Acquisition: limitation

**10 USC 2677**

Options: property required for military construction projects

**10 USC 2853**

Authorized cost variations

**10 USC 2807**

Architectural and engineering services and construction design

**10 USC 18233a**

Notice and wait requirements for certain projects

**10 USC 18240**

Acquisition of facilities by exchange

**15 USC 2601 et seq.**

The Toxic Substances Control Act (TSCA)

**16 USC 703 et seq.**

Migratory Bird Treaty Act

**33 USC 1251 et seq.**

The Clean Water Act

**42 USC 300f et seq.**

The Safe Drinking Water Act

**42 USC 6901 et seq.**

The Resource Conservation and Recovery Act (RCRA)

**42 USC 7401 et seq.**

The Clean Air Act

**42 USC 9601 et seq. (1980)**

Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA or Superfund)

**42 USC 9601 et seq. (1986)**

The Superfund Amendments and Reauthorization Act (SARA)

**42 USC 11011 et seq.**

The Emergency Planning & Community Right-to-Know Act

**42 USC 13101 et seq.**

The Pollution Prevention Act (PPA)

**Section 402/404, HUD Guidelines**

Lead-based Paint Disclosure Rule Interpretive Guidances: Part 1 Available at <http://www.hud.gov/offices/lead/index.cfm>.

**Section III**

**Prescribed Forms**

Except where otherwise indicated below, the following forms are available on the APD Web site ([www.apd.army.mil](http://www.apd.army.mil)).

**DA Form 833**

License to Use Army Reserve Facilities. (Prescribed in para 5–14.)

**Section IV**

**Referenced Forms**

**DA Form 11–2–R**

Management Control Evaluation Certification Statement

**DD Form 1390S**

FY \_\_ Guard and Reserve Military Construction

**DD Form 1391**

FY \_\_ Military Construction Project Data

**DD Form 1391C**

Military Construction Project Data (Continuation)

**DD Form 2162**

Project Analysis, Joint Service Reserve Component Facility Board (JSRCFB)

## **Appendix B**

### **Space Guidelines for Army Reserve Facilities**

#### **B-1. Army Reserve facility space guidelines**

*a.* Facility space allowances are based on optimizing the assigned units' training over three weekends per month. MTOE unit facility allowances are based on required strengths and TDA unit facility allowances are based on authorized strengths. Exceptions authorized are:

- (1) No organic unit will be forced into split BA weekends to balance the schedule.
  - (2) Company-level units may schedule BA at the same time as their parent battalion when collocated. However, no space other than that authorized for an ARC or an AFRC under optimal utilization will be granted to allow a battalion to conduct BA with collocated companies, except company-level units organic to their parent battalion that do not have mess or maintenance sections are authorized to conduct BA on the same weekend as their parent.
- b.* Net usable space for new construction projects using the design/build process may vary from the authorized space allowances by 5 percent.
- c.* Net usable space for new construction using the design/bid/build process and for additions and alterations may vary from the authorized space allowances by 10 percent.
- d.* Net usable space for donated, permitted, or leased facilities may vary from the authorized space allowances by 20 percent.
- e.* Use the space allocation worksheet in the PROJDOC module of ENBOSS to evaluate facility allowances for new construction, additions or alterations, and potential leases.
- f.* An MCAR project will provide at least 90 percent of the authorized space for each functional area of the facility, excluding leases.
- g.* Leases are acquired using the minimal space allowances for training. Functional areas not required are the assembly area, kitchen, weapons vault, and physical readiness area.
- h.* Functional areas of a facility cannot be diverted for the specific use by any of the following:
- (1) Active Army, except for advisors, augmentees, or full-time manning personnel assigned to Army Reserve units.
  - (2) Other Active Armed Forces agencies.
  - (3) Other governmental agencies.
  - (4) Other state, municipal, or local agencies.

#### **B-2. Army Reserve Center size/capacity**

*a.* Building capacity is based on the total end strength, also taking into account unit specific requirements/missions, of all units programmed for assignment to the center.

*b.* Space utilization formula. The percentage of utilization of a center equals the total gross area authorized by this regulation divided by the total gross area available times 100 (gross area authorized/gross area available) x 100). Therefore, underutilization will result in a percentage less than 100 percent and over utilization a percentage greater than 100 percent. Calculate gross areas separately for training, maintenance, and storage facilities.

#### **B-3. Armed Forces Reserve Center size/capacity**

*a.* Space allowances for the Army Reserve exclusive-use portion of an AFRC are the same as for an Army Reserve center.

*b.* Determine joint use space allowances by both Army Reserve requirements, based on paragraph B-4, and the total projected usage, taking into account the requirements, standards, and allowances of the other reserve components using the facility.

*c.* ARID validates the Army Reserve prorated share of joint use areas for AFRCs.

#### **B-4. Training building functional areas and allowances (Facility Category Group (FCG) 171)**

*a.* Administrative areas. Administrative areas are authorized based on duty positions identified in the unit's approved MTOE or TDA. Maximum space allowances are as shown below:

- (1) Full-time personnel.
  - (a) All full-time officer, enlisted, and civilian personnel who have administrative duties are authorized 11.2 square meters (M2)(120 square feet (SF)) each.
  - (b) A civilian command executive officer (CXO) or deputy for management and support (DMS) at a general officer headquarters is authorized 18.6 M2 (200 SF).
- (2) Army Reserve unit exclusive space.
  - (a) General officers. A major general or brigadier general is authorized 27.9 M2 (300 SF).
  - (b) Colonel. A colonel is authorized 18.6 M2 (200 SF).
  - (c) Commanders. A lieutenant colonel is authorized 18.6 M2 (200 SF). A major or below is authorized 14 M2 (150 SF). Command positions must be specified in the unit's approved MTOE or TDA.

(d) Staff at battalion and higher units. A deputy commander, executive officer, chief of staff, and chief of a primary or special staff section, below colonel, are authorized 11.2 M2 (120 SF). A command chief warrant officer and command sergeant major are authorized 11.2 M2 (120 SF).

(e) Staff at company, detachment, and lower units. Space authorizations are 11.2 M2 (120 SF) of exclusive space for the first sergeant or detachment sergeant. Exclusive space for other personnel must be fully justified by duty and/or mission training requirements.

(f) A communications security (COMSEC) custodian is authorized an additional 5.6 M2 (60 SF). This space authorization is added to the full-time personnel space authorization in ENBOSS.

(3) Army Reserve unit common use space.

(a) All Army Reserve unit positions that require administrative space based on military occupational specialty (MOS) and/or duty descriptions (positions whose functions/responsibilities are 50 percent or more administrative in nature), are authorized 5.6 M2 (60 SF) each if space is not provided under (1) and (2) above.

(b) These spaces are for the use of all Army Reserve units on their respective BA weekends.

(c) The largest Army Reserve administrative BA weekend determines the total amount of authorized common use space.

(d) Increase the total floor area derived above (paragraphs (3)(a) through (3)(c)) by 15 percent for intrafunctional circulation (excludes interfunctional circulation).

(4) Army Reserve recruiting and retention office space. A recruiting and retention office of 23.2 M2 (250 SF) is authorized for all centers for the use of all Army Reserve units on their respective BA weekends, regardless of unit end strength.

(5) Army Reserve Family support office space. A Family support office of 18.6 M2 (200 SF) is authorized for all centers for the use of all Army Reserve units and their Family support groups.

(6) Administrative support areas.

(a) The administrative support area includes a reproduction room, mail room, message center, and administrative storage areas. Allowance is based on the total end strength of the largest BA weekend. The allowance is 5.6 M2 (60 SF) for each increment or portion thereof of 50 members. The minimum allowance is 22.3 M2 (240 SF) and the maximum allowance is 66.9 M2 (720 SF).

(b) Network Operations Center (NOC). The Army Reserve Network (ARNET) provides a workstation for each authorized full-time support (FTS) person. The NOC area provides space for both ARNET and Standard Army Management Information Systems (STAMIS). NOC space allowances are shown in table B-1

(c) Campus centers. Campus centers are multiple buildings at one location. Only one building contains the NOC, while other buildings contain information technology (IT) closets connected to the NOC. The minimum space allowance for an IT closet is 13.01 M2 (140 SF).

| <b>Table B-1<br/>NOC size requirements</b>   |                          |                          |                       |                       |                       |
|--|--------------------------|--------------------------|-----------------------|-----------------------|-----------------------|
|  | RRSC HQ                  | O&F Cmd HQ               | FTS                   | FTS                   | FTS                   |
| FTS personnel  |                          |                          | 50+                   | 17-49                 | 1-16                  |
| NOC  | 71.4 / 768<br>(M2/SF)    | 44.6 / 480<br>(M2/SF)    | 27.9 / 300<br>(M2/SF) | 20.8 / 224<br>(M2/SF) | 14.9 / 160<br>(M2/SF) |
| Office space for NOC personnel   | 26.4 / 284<br>(M2/SF)    | 26.4 / 284<br>(M2/SF)    | 0 / 0<br>(M2/SF)      | 0 / 0<br>(M2/SF)      | 0 / 0<br>(M2/SF)      |
| Work area  | 9.3 / 100<br>(M2/SF)     | 9.3 / 100<br>(M2/SF)     | 9.3 / 100<br>(M2/SF)  | 8.9 / 96<br>(M2/SF)   | 0 / 0<br>(M2/SF)      |
| Classified NOC   | 9.3 / 100<br>(M2/SF)     | 9.3 / 100<br>(M2/SF)     | 0 / 0<br>(M2/SF)      | 0 / 0<br>(M2/SF)      | 0 / 0<br>(M2/SF)      |
| Telephone control room   | 13.0 / 140<br>(M2/SF)    | 13.0 / 140<br>(M2/SF)    | 0 / 0<br>(M2/SF)      | 0 / 0<br>(M2/SF)      | 0 / 0<br>(M2/SF)      |
| Totals   | 129.3 / 1,392<br>(M2/SF) | 102.6 / 1,104<br>(M2/SF) | 37.2 / 400<br>(M2/SF) | 29.7 / 320<br>(M2/SF) | 14.9 / 160<br>(M2/SF) |
| Notes:   |                          |                          |                       |                       |                       |
| <sup>1</sup> The number of FTS personnel does not affect RRSC HQ and O&F Command HQ. For electrical closet requirements, see paragraph B-4h(6). For additional floor IT requirements, see paragraph B-4h(7). |                          |                          |                       |                       |                       |

- (7) Lobby area. A lobby is authorized at 44.6 M2 (480 SF) for all centers regardless of total end strength.
- b. Assembly areas.*
- (1) Assembly areas are authorized based on the total end strength of the largest BA weekend at 55.7 M2 (600 SF) for each increment or portion thereof of 50 members. The minimum size will be 278.7 M2 (3,000 SF), and the maximum size will be 576.0 M2 (6,200 SF).
- (2) Chair and table storage will be 10 percent of the assembly area space.
- c. Kitchen.* A 75.3 M2 (811 SF) kitchen is authorized if the unit(s) have cooks or dietitians. A 7.5 M2 (81 SF) office is included in the 75.3 M2 (811 SF) for use by the mess steward. Approval of a kitchen is subject to unit and mission needs. An exterior 9.2 meter by 9.2 meter (30.0 feet by 30.0 feet) concrete pad adjacent to the kitchen is authorized if unit(s) have mobile kitchen trailers (MKTs).
- d. Weapons area.*
- (1) Arms vault. An arms vault is authorized based on the total end strength of the units assigned to the center that are authorized weapons. The first increment of 100 members is authorized 20.4 M2 (220 SF). Each additional increment of 100 or portion thereof is authorized 10.2 M2 (110 SF). Each increment of 50 crew-served weapons, or portion thereof, over 10 is authorized 10.2 M2 (110 SF). This area will be added to the vault area.
- (2) Armorer work area. An armorer work area of 9.3 M2 (100 SF) is authorized for facilities with an arms vault.
- (3) Design configuration will meet the total weapons requirements of all assigned units.
- e. Educational areas.*
- (1) Classroom. Classrooms are authorized based on the total end strength of the largest BA weekend. For each increment of 50 members, or portion thereof, 37.2 M2 (400 SF) is authorized.
- (2) Library reading room. A library reading room is authorized based on the total end strength of the largest BA weekend. For each increment of 50 members, or portion thereof, 7 M2 (75 SF) is authorized. The minimum size is 27.9 M2 (300 SF).
- (3) Library storage. Library storage will be 10 percent of total classroom space.
- (4) Learning center. A learning center is authorized based on the total end strength of the largest BA weekend. For each increment of 50 members, or portion thereof, 4.7 M2 (50 SF) is authorized. The minimum size is 9.3 M2 (100 SF).
- (5) Training aid storage. Training aid storage will be 10 percent of the total classroom space.
- (6) Instructor classroom. An instructor classroom of 27.9 M2 (300 SF) is authorized for each Regional Training Institute (RTI) unit.
- (7) Publication storage. Publication storage space of 98.1 M2 (1,056 SF) is authorized for each RTI unit.
- f. Storage areas.*
- (1) Unit and individual equipment storage. Unit and individual equipment storage is authorized based on the total end strength of each unit. The number of standard storage cages (8.9 M2 or 96 SF) allowed is based on the type of unit. RTI schools are authorized one cage per increment, or portion thereof, of 20 members. Non-school TDA units are authorized one cage per increment, or portion thereof, of 10 members. MTOE units are authorized one cage per increment, or portion thereof, of 6 members. Increase the total floor area derived for storage addressed in this paragraph by 15 percent for intrafunctional circulation (excludes interfunctional circulation).
- (2) Staging area. Staging area will be 10 percent of the total unit and individual equipment storage area authorized.
- (3) Supply office. One 11.2 M2 (120 SF) supply office, adjacent to the unit and individual equipment storage, is authorized for each full-time supply technician. Or, one office of 8.9 M2 (96 SF) is authorized for each unit authorized a property/supply account but not authorized a full-time supply person. This space is authorized if not provided under paragraphs B-4a(1), (2) or (3) above.
- (4) Janitorial storage. Janitorial storage is authorized for each center. The authorization is 2.3 M2 (25 SF) for each 1,858 M2 (20,000 SF), or portion thereof, of building net area (excluding janitorial, electrical, and demarcation areas). The minimum area is 4.7 M2 (50 SF).
- (5) Flammable storage. A flammable storage area is authorized only when a maintenance shop is not collocated. The size of this storage area will be 9.3 M2 (100 SF).
- (6) Controlled waste storage. A controlled waste storage area is authorized only when a maintenance shop is not collocated. The size of this storage area will be 8.9 M2 (96 SF).
- (7) Facility maintenance and storage area. A facility maintenance and storage area is authorized at 18.6 M2 (200 SF).
- g. Special training areas.* The following areas may be provided when justified by unit missions:
- (1) Weapons simulator room. A weapons simulator training room (WSTR) is authorized one per center for units with weapons. Authorized area is 148.6 M2 (1,600 SF).
- (2) Photography laboratory. A photography laboratory is authorized for centers where units are authorized photo laboratory equipment. Authorized area is 23.3 M2 (250 SF).
- (3) Band room. A band room is authorized for centers assigned a band unit or units. Authorized area is 306.6 M2 (3,300 SF).

(4) Medical section. Medical section training and storage are authorized for each unit with an authorized medical section. Authorized area is 37.2 M2 (400 SF).

(5) Physical examination wing. A physical examination wing is authorized for units assigned a physical examination mission. Authorized area is 232.3 M2 (2,500 SF).

(6) Sensitive compartmented information facility (SCIF). A SCIF is authorized for units with an assigned intelligence mission. The nominal authorized area is 46.5 M2 (500 SF). However, the actual size will be determined by validated unit mission requirements.

(7) Soils testing laboratory. A soils testing laboratory is authorized for each unit assigned soil testing personnel and/or equipment. Authorized area is 13.9 M2 (150 SF).

(8) General officer conference room. A general officer conference room is authorized for centers assigned units with general officers. Authorized area is 55.7 M2 (600 SF).

(9) Drafting room. A drafting room is authorized for each unit with drafting personnel or equipment. The minimum size is 23.3 M2 (250 SF). Increment the area by 5.6 M2 (60 SF) for each draftsman in excess of four.

(10) Physical readiness area. A physical readiness area is authorized based on the total end strength of the largest BA weekend. For each increment of 10 members, or portion thereof, 9.3 M2 (100 SF) is authorized. The minimum size is 18.6 M2 (200 SF), and the maximum size is 148.6 M2 (1,600 SF).

(11) Army Global Command and Control System (AGCCS). Units with AGCCS terminals are authorized 13.9 M2 (150 SF).

(12) Distance learning center. A distance learning center is authorized for reserve centers with this specific mission. An allowance of 74.3 M2 (800 SF) is authorized for each increment of 12 students.

(13) Specialized areas. A specialized area, not covered above, may be authorized based on mission or training requirements.

*h.* Support areas. Support areas consist of the following:

(1) Men's toilet and shower. Initial programmed size is 2/3 of the space given in table B-2 plus adjustments for net area and showers. Space (and fixtures) may be reallocated to women's toilets and showers, based on the known ratio of men to women in the center, provided the combined total does not exceed the amounts from table B-2. The actual size must accommodate the minimum number of fixtures required by either the design guide for Army Reserve facilities or the model building code, whichever is greater.

(2) Women's toilet and shower. Initial programmed size is one third of the space given in table B-2 plus adjustments for net area and showers. Space (and fixtures) may be reallocated from men's toilets and showers, based on the known ratio of men to women in the center, provided the combined total does not exceed the amounts from table B-2. The actual size must accommodate the minimum number of fixtures required by either the design guide for Army Reserve facilities or the model building code, whichever is greater.

| Table B-2<br>Toilet space allowances   |                       | Largest BA weekend population |                       |                       |                       |                       |
|--|-----------------------|-------------------------------|-----------------------|-----------------------|-----------------------|-----------------------|
|  |                       | 55-99                         | 100-175               | 176-350               | 351-650               | 651-950               |
| Total space for men's and women's toilets  | 113.3 / 1,220 (M2/SF) | 120.8 / 1,300 (M2/SF)         | 130.1 / 1,400 (M2/SF) | 150.5 / 1,620 (M2/SF) | 172.8 / 1,860 (M2/SF) | 191.4 / 2,060 (M2/SF) |
| Notes:   |                       |                               |                       |                       |                       |                       |
| 1 Adjustments to toilet space allowance:   |                       |                               |                       |                       |                       |                       |
| 2 Net area. For facilities larger than 20,000 SF net area (excluding janitorial, electrical, and demarcation areas), increase the toilet allowance by 10 percent for each additional increment of 20,000 SF, or portion thereof, of net area over 20,000 SF. |                       |                               |                       |                       |                       |                       |
| 3 Showers. Determine additional space for showers based on the largest BA weekend population. Divide this population by 15, and then multiply the result by 3.72 M2. Add this quantity to the space allowance from table B-2.                                |                       |                               |                       |                       |                       |                       |
| 4 Split the total toilet and shower allowance into separate rooms for men and women.   |                       |                               |                       |                       |                       |                       |

(3) Locker room. A locker room to support physical readiness training is authorized based on the total end strength of the largest BA weekend. For each increment of 10 members, or portion thereof, 9.3 M2 (100 SF) is authorized. The minimum size is 102.2 M2 (1,100 SF), and the maximum size is 195.1 M2 (2,100 SF).

(4) Vending alcove. A vending machine alcove of 4.5 M2 (48 SF) is authorized.

(5) Break room. A break room of 20.3 M2 (218 SF) is authorized for the full-time staff assigned to the center.

(6) Electrical distribution equipment. The nominal allowance is 24.2 M2 (260 SF), which consists of 11.2 M2 (120 SF) for the NOC electrical closet and 13 M2 (140 SF) for the main distribution panel. For facilities larger than 20,000



SF net area (excluding janitorial, electrical, and demarcation areas), 9.3 M2 (100 SF) for electrical distribution is authorized for each additional increment of 20,000 SF, or portion thereof, of net area over 20,000 SF.

(7) Demarcation (DMARC) space. The DMARC space requirement for the telephone service and switch is a nominal 9.3 M2 (100 SF). Actual allowance is determined based upon the equipment/switch selected. For facilities larger than 20,000 SF net area (excluding janitorial, electrical, and demarcation areas), an additional IT closet, combining voice and data equipment, is authorized for each additional increment of 20,000 SF, or portion thereof, of net area over 20,000 SF. At a campus environment, an IT closet is authorized for each additional building without a NOC. The minimum space allowance for an IT closet is 13.01 M2 (140 SF).

(8) Mechanical room. The nominal allowance is 9 percent of the total allowances listed in paragraphs B-4a through B-4h(7), above. Actual allowance is determined based upon the mechanical systems selected.

i. Total training building net area. The net area is the sum of all spaces listed in paragraphs B-4a through B-4h, above.

j. Circulation allowance.

(1) If the total net area is equal to or less than 1858 M2 (20,000 SF), the circulation allowance (interfunctional) is 15 percent of that total.

(2) If the total net area is more than 1858 M2 (20,000 SF), the circulation allowance (interfunctional) is 22 percent of that total.

k. Structural allowance. Nominal allowance is 10 percent of total net area.

l. Total training building gross area. The gross area is the sum of the total net area, circulation allowance, and structural allowance.

m. Deviations from authorized space allowances. The authorized space allowances for the areas specified above, except assembly areas, may be exceeded by 10 percent, provided that the total allowable floor area of the building is not exceeded. Any functional area, including an assembly hall, may be reduced by a maximum of 10 percent to offset the proposed overage.

#### **B-5. Real estate and supporting facilities.**

a. Site size. The net usable square meters (acreage) of land at a site should be based on the center rating. The data in table B-3 includes organizational maintenance shop facilities, but not land area for an AMSA or ECS.

| Center rating | End strength | Net acreage | Square meters   |
|---------------|--------------|-------------|-----------------|
| 60            | 55-75        | 6.0 - 7.0   | 24,281 - 28,328 |
| 100           | 76 - 125     | 6.5 - 7.5   | 26,304 - 30,351 |
| 150           | 126 - 175    | 7.0 - 8.0   | 28,328 - 32,375 |
| 200           | 176 - 250    | 7.5 - 8.5   | 30,351 - 34,398 |
| 300           | 251 - 350    | 8.5 - 9.5   | 34,398 - 38,445 |
| 400           | 351 - 500    | 9.5 - 10.5  | 38,445 - 42,492 |
| 600           | 501 - 700    | 11.5 - 12.5 | 46,539 - 50,585 |
| 800           | 701 - 900    | 13.5 - 14.5 | 54,632 - 58,679 |
| 1000          | 901 - 1,100  | 15.5 - 16.5 | 62,726 - 66,773 |

Notes:

<sup>1</sup> The minimum length of each side of a site is 152.4 meters (500 feet). Refer to UFC 4-010-01 for site specific size requirements to comply with DOD and Army antiterrorism standards. Expansion projects may be planned for existing sites smaller in acreage than that required for new projects if an analysis demonstrates the adequacy of the site. Sites for new centers may exceed the size shown if justified (for example, if the center includes engineer, transportation, hospital units, or deployable medical system (DEPMEDS) sites that require additional land for mission training, storage, or equipment parking).

<sup>2</sup> For centers with a total end strength of over 1,100, calculate allowable capacities based on increments of 200 (for example, a center where the total end strength is between 1,101 and 1,300 would have a design capacity of 1,200).

*b.* Privately owned vehicle (POV) parking. Privately owned vehicle parking is authorized for a minimum of 40 percent and a maximum of 80 percent of the largest BA weekend at a rate of 29.3 M2 (35 square yards) per member. Authorization includes circulation, but excludes access roads and handicap parking.

*c.* Military equipment park (MEP). All items of equipment authorized to a Army Reserve unit will be designated for storage either at the ARC/AFRC or at an ECS and a MEP will be provided accordingly. MEP area will not be provided at an ARC/AFRC for authorized items of equipment stored at an ECS. As a general rule, plan for storage of 60 percent of authorized unit equipment at home station and 40 percent at an ECS. Compute space allowance on the basis of 41.8 M2 (50 square yards) for each item of equipment. Allowance includes area for circulation but excludes entrance throat, access road, and service or access apron. Service or access apron is calculated at 3.3 M2 (36 SF) per 0.3 linear meter (per linear foot) of work bay width. An AMSA is authorized military equipment parking for 10 percent of the items of equipment supported by the AMSA but not stationed at the AMSA's location. Compute space on the basis of 41.8 M2 (50 square yards) per item.

*d.* Access roads. Nominal allowance for access roads is 10 percent of the POV or MEP area; whichever is greater. Actual allowance will be as required by the site conditions.

*e.* Sidewalks. Nominal allowance for sidewalks is 83.6 M2 (100 square yards) per increment of 100 members, or portion thereof, of the largest BA weekend. Actual allowance will be as required to provide access to building entrances.

*f.* Flagpole. One flagpole is authorized per Reserve complex. On military installations, one flagpole is authorized if approved by the garrison commander.

*g.* Smoking area. Separate rooms or shelters for smoking are not authorized.

*h.* Fence. A fence is authorized around military equipment parking areas, as well as facilities housing SCIFs. A boundary fence may be authorized around the entire property, in addition to the fencing around the above areas, when the possibility of civil disturbance or vandalism presents potential problems. The local Provost Marshal must provide a threat analysis to justify exterior fencing around the entire site.

*i.* Wash platforms. Wash platforms are authorized, on the basis of one platform per 100 items of equipment, or portion thereof, stored at the site. (See glossary section II, for the definition of item of equipment.) Wash racks may be a covered/roof structure or installed in bays of the maintenance facility, but no additional bays will be authorized to accommodate the wash rack.

*j.* Deviations from authorized allowances are the same as paragraph B-4*m*.

## **B-6. Special purpose facilities and storage facilities**

*a.* Equipment concentration site. The following facilities are authorized for an ECS:

(1) MEP. An MEP area is based on the equipment authorized storage at the ECS. In addition, a marshaling area is authorized at ten percent of the total MEP area. For additional details, see B-5*c*, above. Allowance for access roads will be authorized as required by site conditions.

(2) Fuel storage and dispensing. Fuel storage and dispensing systems will be limited to one system per type of fuel stored and sized to usage requirements. Above ground storage tanks are preferred.

(3) Equipment loading ramp. A bi-level military equipment-loading ramp may be constructed subject to appropriate justification.

(4) Fence. A fence is authorized around MEP areas. For details see paragraph B-5*h*, above.

(5) Security lighting. Security lighting is authorized in the MEP areas.

(6) Wash platforms. Wash platforms are authorized. See paragraph B-5*i* for details.

(7) Warehouse. A warehouse is authorized for storage of items requiring indoor storage. The net storage area authorization is based on a factor of 0.8 square meter per cubic meter (0.25 square foot per cubic foot) of stored items.

(8) Arms vault. An arms vault is authorized based on the assigned storage mission.

(9) AMSA. An AMSA will be collocated with each ECS. See paragraph B-7*b* for AMSA space criteria.

*b.* Aviation facilities. (FCG 211).

(1) Aviation facilities will be constructed and/or leased based on approved stationing actions.

(2) UFC 3-260-1, Airfield and Heliport Planning and Design, provides detailed space criteria for aviation facilities.

*c.* Marine and other facilities. (FCG 213) Marine and marine-maintenance related facilities required by the Army Reserve, but not specifically addressed in this regulation, will be provided as authorized on a case-by-case basis.

*d.* Training sites. (FCG 177, 178, and 179) Requirements for annual training and local training area (LTA) site facilities will be justified on an individual basis to support the mean personnel-training load scheduled for training at the site.

(1) Annual training sites. Construction of facilities for annual training sites will, as a general rule, be restricted to military installations having a mobilization mission. They will be shown on the approved installation master plan prior to undertaking design. Construction on military installations will be restricted to troop housing, messing, administrative area, storage facilities, vehicle parking areas (hard stand), and ancillary utility systems to support the facilities.

(2) LTA sites. Facilities at LTA sites will normally be of a type consistent with training in a field environment.

Construction will be authorized only on Federal or state-owned land or private land (if leased or permitted for 50 years or more) and may be semi-permanent or permanent. Latrines may be temporary or semi-permanent and will comply with environmental and pollution control regulations. Temporary construction is authorized for other construction, such as field kitchens, mess shelters, tent pads, and logistical facilities. Ammunition storage and training ranges and courses are authorized when justified. Installation of utilities, rehabilitation and construction of roads, security fencing, fuel dispensing systems, and other like projects will be considered on an individual basis.

(3) Deployable medical system (DEPMEDS) sites. DEPMEDS required for mission essential equipment for training (MEET) sets are authorized 4,047 M2 (one acre) area with security lighting and fencing.

*e.* Military equipment storage facilities. (FCG 442)

(1) Shed-type (covered) storage facility/warehouse. Open or closed shed-type storage/warehouse is authorized when required for specialized equipment or bulk material requiring weather protection or climate control due to extremely severe local climatic or atmospheric conditions. Structural allowance is 10 percent of the total net area.

(2) Unheated storage building.

(a) Unit and individual equipment storage is authorized based on total end strength. The number of standard 8.9 M2 (96 SF) storage cages allowed is based on the type of unit. RTI schools—one cage per increment, or portion thereof, of 100 members. Non-school TDA units and training division units—one cage per increment, or portion thereof, of 50 members. MTOE units—one cage per increment, or portion thereof, of 30 members.

(b) Increase the total floor area derived from paragraph *e2(a)*, above, by 15 percent for intrafunctional circulation (excludes interfunctional circulation).

(c) Staging area is 10 percent of the total unheated storage area authorized.

(d) A service or access apron is authorized at 3.3 M2 (36 SF) per 0.3 linear meter (per linear foot) of service door width.

(e) Total unheated storage net area. The total net area is the sum of all spaces listed in paragraphs (a) through (c) above.

(f) Circulation allowance. Increase the total net area in paragraph *e2(e)*, above, by 15 percent for interfunctional circulation.

(g) Structural allowance. Nominal allowance is 10 percent of the total net area.

(h) Total unheated storage gross area. The gross area is the sum of the total net area, circulation allowance, and structural allowance.

## **B-7. Maintenance training facilities**

*a.* Organizational maintenance shop. (FCG 214)

(1) General. Each ARC/AFRC with more than 10 vehicles authorized storage at the center will be provided an OMS if the units stationed at the center are authorized mechanics by their approved TDA/MTOE. This OMS is a training facility for unit maintenance personnel. It is also a backup training area for other unit personnel during periods of inclement weather to train on equipment requiring high ceiling clearances and special ventilation. This shop will also be used for the organizational maintenance of assigned equipment. Ancillary facilities to be provided for an OMS are listed below.

(a) Common use areas. When an OMS is collocated with an AMSA, both activities will share use of the work bays, toilets, and other functional areas not requiring security.

(b) MEP. A MEP is authorized for equipment stored at the reserve center under paragraph B-5c.

(c) Wash platform. A wash platform is authorized under paragraph B-5i. For collocated OMS/AMSAs, the maximum number of wash platforms for either the OMS or the AMSA will be provided.

(d) Fence. A fence is authorized under paragraph B-5h.

(e) Security lighting. Security lighting is authorized in the military equipment parking areas.

(f) Equipment loading ramp. A bi-level military equipment-loading ramp may be constructed subject to appropriate justification.

(2) Maximum allowances for general OMS activities are as follows:

(a) Shop office. A shop office of 11.2 M2 (120 SF) is authorized for each full-time maintenance administrator. If a unit is not authorized a full-time maintenance administrator, one office of 8.9 M2 (96 SF) is authorized for the maintenance supervisor. All other unit positions that require maintenance administrative space are authorized 5.6 M2 (60 SF) each in a maintenance common-use space for the use of all units on their respective BA weekends. The amount of common-use maintenance space will be based on the largest maintenance BA weekend (not necessarily the largest BA weekend). Increase that area by 15 percent for intrafunctional circulation.

(b) Toilets. Men's toilet nominal allowance is 18.6 M2 (200 SF). Women's toilet nominal allowance is 13.9 M2 (150 SF). When the OMS is collocated with an AMSA, use only the AMSA toilet allowance.

(c) Tool and parts room. The authorization is 8.9 M2 (96 SF) per work bay.

(d) Storage room. The authorization is 8.9 M2 (96 SF) per work bay.

- (e) Special equipment alcove. The authorization is 18.6 M2 (200 SF). Only one special equipment alcove is authorized in a collocated OMS/AMSA.
- (f) Flammable storage. The authorization is 2.3 M2 (25 SF) per work bay. The minimum is 4.7 M2 (50 SF). The maximum is 18.6 M2 (200 SF).
- (g) Controlled waste storage area. The authorization is 8.9 M2 (96 SF) per work bay. The minimum is 8.9 M2 (96 SF). The maximum is 55.4 M2 (596 SF).
- (h) Work bay. Work bays are authorized based on the number of automotive (wheeled and tracked) and engineer equipment mechanics. Calculate requirements for troop program unit (TPU) mechanics and full-time mechanics separately. The total work bay authorization is the larger of the two requirements. One work bay is authorized per four TPU automotive (wheeled and tracked) and engineer equipment mechanics, or portion thereof, for the largest maintenance BA weekend. One work bay is authorized per two full-time OMS automotive (wheeled and track) and engineer equipment mechanics, or portion thereof. At collocated OMS/AMSA sites, add the OMS full-time mechanic authorization to the AMSA mechanic authorization to determine full-time mechanic work bay requirements. One bay=104 M2 (1,120 SF). Two or more bays=(number of bays x 74.3 M2 (800 SF)) + 59.5 M2 (640 SF).
- (i) IT closets. Each building is authorized a 26.0 M2 (280 SF) IT closet.
- (j) Mechanical/custodial room is authorized at 5 percent of net building area, or as required by the system selected. The minimum area is 4.7 M2 (50 SF).
- (3) Total OMS net area. The total net area is the sum of all spaces listed in paragraph *a(2)* above.
- (4) Circulation allowance. Increase the total floor area for spaces listed in paragraphs *a(2)(a)* through *a(2)(g)*, above, by 15 percent for interfunctional circulation.
- (5) Structural allowance. Nominal allowance is 10 percent of total net area.
- (6) Total OMS gross area. The gross area is the sum of the total net area, circulation allowance, and structural allowance.
- (7) Installed equipment. The following items, along with associated maintenance functional space, are authorized to be installed:
- (a) Compressed air system.
  - (b) Hose bib.
  - (c) Hot water heater.
  - (d) Shelving in tool/parts room when not provided in TDA.
  - (e) Bench, 0.7 meter by 2.4 meter (2 1/4 by 8 feet), one per work bay, when not provided in TDA.
  - (f) Outlets for trouble lights.
- (8) Occupational safety and health. All equipment necessary for compliance with the Occupational Safety and Health Act (OSHA) will be provided. This equipment includes but is not limited to eye lavage, emergency shower, and tailpipe exhaust system.
- (9) Sidewalks. As required for reasonable entrance. See paragraph B-5e.
- (10) Access road. As required to provide direct access to the maintenance shop. See paragraph B-5d.
- (11) Service or access apron. Service or access apron is calculated at 3.4 M2 (36 SF) per 0.3 linear meter (per linear foot) of work bay width.
- b. Area maintenance support activity. (FCG 214)
- (1) General.
    - (a) Common use areas. When an AMSA is collocated with an OMS, both activities will share use of the work bays, toilets, and other functional areas not requiring security.
    - (b) MEP. An AMSA is authorized military equipment parking for 10 percent of the items of equipment supported by the AMSA but not stationed at the AMSA location. (See paragraph B-5c above for additional details.)
    - (c) Wash platform. A wash platform is authorized under paragraph B-5i. For collocated OMS/AMSAs, the maximum number of wash platforms for either the OMS or the AMSA will be provided.
    - (d) Fence. A fence is authorized under paragraph B-5h.
    - (e) Security lighting. Security lighting is authorized in the military equipment parking areas.
    - (f) Equipment loading ramp. A bi-level military equipment-loading ramp may be constructed subject to appropriate justification.
  - (2) AMSA shop functional space allowances are as follows:
    - (a) Shop office. A shop office of 11.2 M2 (120 SF) is authorized for each full-time administrative person. Increase that total area by 15 percent for intrafunctional circulation.
    - (b) Men's toilet. Nominal allowance is 18.6 M2 (200 SF). Actual allowance will be as required.
    - (c) Women's toilet. Nominal allowance is 13.9 M2 (150 SF). Actual allowance will be as required.
    - (d) Locker room. Each AMSA employee is authorized 0.9 M2 (10 SF). Minimum area is 9.3 M2 (100 SF). Locker room space will be divided based on the male/female ratio. At collocated OMS/AMSA facilities, include the full-time OMS maintenance personnel in the space authorization.

- (e) Classroom or break area. Authorization is 0.9 M2 (10 SF) per recognized AMSA employee. Minimum area is 18.6 M2 (200 SF).
  - (f) Tool room. Authorization is 8.9 M2 (96 SF) per work bay.
  - (g) Parts room. Authorization is 8.9 M2 (96 SF) per work bay.
  - (h) Library. Authorization is 13.9 M2 (150 SF).
  - (i) Battery room. Authorization is 4.7 M2 (50 SF).
  - (j) Special equipment alcove. Authorization is 18.6 M2 (200 SF). Only one special equipment alcove is authorized in a collocated OMS/AMSA.
  - (k) Communications or electronics shop. Authorization is 14 M2 (150 SF) per communications or electronic repair technician.
  - (l) Instrument repair shop. Authorization is 9.3 M2 (100 SF) per instrument repair technician.
  - (m) Small arms repair shop. Authorization is 9.3 M2 (100 SF) per small arms repair technician.
  - (n) Small arms vault. If the AMSA has a small arms repair technician, a 9.3 M2 (100 SF) arms vault will be provided. When collocated at an ECS, the vault size will be determined by storage and/or mission requirements.
  - (o) Flammable storage. Authorization is 2.3 M2 (25 SF) per work bay, with a minimum of 4.7 M2 (50 SF).
  - (p) Controlled waste storage area. Authorization is 8.9 M2 (96 SF) per work bay. The minimum is 8.9 M2 (96 SF). The maximum is 55.4 M2 (596 SF).
  - (q) Work bay. One work bay is authorized per two automotive (wheeled and tracked) mechanics, engineer equipment mechanics, marine mechanics, special purpose mechanics, or technical inspectors. At collocated OMS/AMSA sites, add the the OMS full-time mechanic authorization to the AMSA mechanic authorization to determine full-time mechanic work bay requirements. One bay=104 M2 (1,120 SF). Two or more bays=(number of bays x 74.3 M2 (800 SF)) + 59.5 M2 (640 SF).
  - (r) IT closet. Each building is authorized a 26 M2 (280 SF) IT closet.
  - (s) Mechanical/custodial room. Authorization is 5 percent of net building area, or as required by the system selected. The minimum is 4.7 M2 (50 SF).
  - (t) Additional maintenance functional areas may be authorized on a case-by-case basis for special maintenance requirements.
  - (3) Total AMSA net area. The total net area is the sum of all spaces listed in paragraph *b(2)* above.
  - (4) Circulation allowance. Increase the total floor area for the spaces listed in paragraphs *b(2)(a)* through *b(2)(p)* above by 15 percent for interfunctional circulation.
  - (5) Structural allowance. Nominal allowance is 10 percent of the total net area.
  - (6) Total AMSA gross area. The gross area is the sum of the total net area, circulation allowance, and structural allowance.
  - (7) In addition to items listed under paragraph *B-7a(7)*, above, the following installed equipment is authorized:
    - (a) Overhead traveling crane. Provide one per shop. Determine the crane capacity based upon equipment maintenance requirements.
    - (b) Lubrication systems.
    - (c) Containers for the storage of hazardous materials, waste oil, and battery acid.
  - (8) Occupational safety and health. All equipment necessary for compliance with the OSHA will be provided. This equipment includes but is not limited to eye lavage, emergency shower, and vehicle exhaust system.
  - (9) POV parking area. Authorization is 33.5 M2 (40 square yards) per person for 80 percent of the authorized AMSA personnel. When the AMSA shop is collocated at an ARC/AFRC, no additional parking area is authorized (use the center's POV parking allowance).
  - (10) Sidewalks. As required for reasonable entrance. See paragraph *B-5e*.
  - (11) Access road. As required to provide direct access to the maintenance shop. See paragraph *B-5d*.
  - (12) Service or access apron. Service or access apron is calculated at 3.4 M2 (36 SF) per 0.3 linear meter (per linear foot) of work bay width.
- c. Direct support (DS) / general support (GS) maintenance shop. Each DS or GS maintenance company is authorized a DS or GS maintenance shop that is tailored to the mission of the company but does not exceed 487.7 M2 (5,250 SF). This DS/GS space is in addition to space allocated for an OMS or AMSA.

## Appendix C

### Developing a Request for Use

#### C-1. Requests for use

Requests for use must be specific in nature and provide detailed information such as who, when, how much space or

land, total number of personnel involved, duration, and intended use. Facility managers may use the information worksheet in the APM module in ENBOSS as a tool to assist individuals that request use of Army Reserve facilities.

### **C-2. A request for use will include the following information:**

#### *a.* Requesting agency information.

(1) Indicate whether the requesting agency is approved by the Department of Housing and Urban Development (HUD) to utilize the facility in support of Shelter for the Homeless (If approved, facilities will be out granted on a one-year lease to these agencies).

(2) Name of requesting agency. Enter the name of the organization, company, or group.

(3) Address: Enter the street address, city, state, and ZIP code.

(4) Phone #: Indicate the phone number to reach the point of contact during the day and at night in case of an emergency.

(5) Point of contact: Enter the person's name that is the recognized leader, spokesperson or head of the organization, company or group.

(6) Fax: Enter the fax number of the point of contact (If none, state "None").

(7) E-mail: Enter the e-mail address of the point of contact (If none, state "None").

(8) Indicate whether the requesting agency is a non-profit organization.

(9) Proposed use: (Be specific) Give an explanation of what type of activity the organization, company, or group intends to use the property for: Example: Business Use—A place to hold monthly meetings; Recreational Use—Conduct dance lessons for children ages 5–8; Professional Use—Conduct safety classes to the public.

(10) Type of program: Examples: Civil Air Patrol sponsored educational program; educational instruction sponsored by Boy Scouts for ages 12–18; recreational dance classes for senior citizens.

(11) Number of persons: Enter the number of individuals that will be taking part in the activities. If the number is not known, enter an approximate low number to a high number (example: 15 people or from 15 to 30 people).

(12) Duration of use (dates & times): Enter the day of month, the date or dates, and the time (from and to) that the agency is requesting.

(13) Proposed type of outgrant: Indicate the type of outgrant (short term— long term—easement).

#### *b.* Property information

(1) What portion of the building will be used? Be specific to include building numbers, room numbers (if known), square footage, and so forth.

(2) If using land, how many acres will be used? Be as descriptive as possible. Include maps and legal descriptions, as needed.

(3) Will the proposed use require utilities? If "Yes," list what services are needed. (For example, for use of a classroom or assembly hall, include lighting, heating/cooling, use of rest room, and so forth.)

(4) Will use require destruction, relocation or replacement of government facilities? If "Yes", explain.

(5) Are there any health and safety issues or concerns? If "Yes," provide a detailed explanation.

(6) Are there any environmental impacts associated with this proposed use? If "Yes," provide a detailed explanation of what the environmental impact is.

#### *c.* Miscellaneous information.

(1) Remarks or additional information: List any additional remarks or information that the requesting agency wishes to submit.

(2) Are there any financial requirements for this request? If "Yes," please explain. For long-term license and easement the requestor is required to pay the USACE administrative cost (cost depends on requirements of the request). Special circumstances are negotiable.

## **Appendix D Real Estate Site Selection Team**

### **D-1. Site selection team (SST)**

*a.* The SST must be multi-disciplined, involving all of the necessary expertise (such as real estate, architectural and site engineering, geotechnical engineering, environmental, Provost Marshal (physical security), and fire marshal) from the appropriate RRSC or USAR-funded installation and unit(s) who will occupy the Army Reserve center/facility.

*b.* Mandatory representation includes the ARID project officer and:

(1) The RRSC or USAR-funded installation. Representatives should have knowledge of the real estate requirements and be familiar with the project scope.

*(a)* Realty specialist (SST chairperson).

*(b)* Civil engineer(s).

- (c) Fire marshal.
- (d) Provost Marshal (physical security specialist).
- (e) Environmental specialist.
- (2) USACE Army Reserve COS and designated geographic district(s). Representative(s) should have expertise in architecture and construction requirements. Dependent on the locale, the USACE Army Reserve COS may desire participation of an additional engineer with expertise in geotechnical aspects, to include soils and foundations.
  - (a) Realty specialist.
  - (b) Civil engineer(s).
- (3) Other RC representatives when the site survey is for an AFRC.
  - c. Optional representation includes—
    - (1) Using unit representative(s).
    - (2) RRSC master planner or other RRSC representative(s).
    - (3) U.S. Army, Pacific (USARPAC) as appropriate.
    - (4) Other individuals with an official interest.
  - d. Representatives should be familiar with the local area in relation to access, community relations, transportation routes, types of fire department and police protection services (for example, volunteer fire department services versus city services, city police services versus extraterritorial jurisdiction for county marshal or sheriff protection).
  - e. The SST will perform an onsite survey of each site identified in the ASIV report and, based on the priorities and criteria outlined in chapter 5, choose acceptable and suitable preferred sites for further study.
  - f. The SST representatives will provide comments and recommendations based on their particular area of expertise to the chairperson. Sites may be deleted from consideration based on high cost factors if cost per square foot or acre exceeds the norm for other suitable sites or based on other factors to include flood plain data or high crime areas. Add for consideration previously unknown sites during preparation of the ASIV report.
  - g. Base recommendations of the SST by ranking sites in part on cost estimates provided in the ASIV report. For example, delete extremely expensive sites from consideration due to cost considerations, and consider alternative sites more attractive due to lower asking prices. Asking prices generally differ from appraised value. Without benefit of negotiation or appraisal, it is imperative that USACE real estate representatives emphasize to potential offerors the importance of submitting realistic asking prices during preparation of the ASIV report. This course of action could prevent potential sites from elimination of consideration by the SST prior to the site survey visits.

## **D–2. Site selection team tasks**

- a. The RRSC or USAR-funded installation will—
  - (1) Chair the SST.
  - (2) Prepare the appropriate environmental documentation and the SSR and request approval of site selection from ARID or USARPAC. ARID retains final approval authority for all land acquisitions except those that require DASA(I&H) approval. Upon receipt of approval, immediately request the USACE Army Reserve COS (or designated USACE geographic district) to prepare a REPR and EFS for the primary site. Provide the necessary environmental documentation to the USACE Army Reserve COS (or designated USACE geographic district). Include environmental documentation and the EFS as exhibits to the REPR.
  - (3) Based on the local real estate market, make a recommendation whether to pursue an option in advance of purchase.
  - (4) Provide expertise in environmental matters as well as evaluation of the site for police, fire protection, and AT.
- b. The SST chairperson will —
  - (1) Coordinate with SST members and schedule the site survey when all representatives can be available for participation. Also, notify SST members, verbally and in writing, of the date, time, and location when the SST members should convene.
  - (2) Ensure an attendance roster is prepared for the survey. Each member of the SST must sign it.
  - (3) Elicit input from SST members based on their areas of expertise and, with their assistance, prioritize sites considered suitable for acquisition.
  - (4) Prepare a SSR to capture pertinent data associated with completion of the site visits. Utilize the ASIV report as the base for preparing the SSR. Prepare the SSR in sufficient detail to document the recommendations of the SST and to defend reasons for rejection of particular sites. Attach the ASIV report as an enclosure to the SSR. Electronic copies, including completed samples, of ASIV, SSR, and other documents pertaining to this process are available at the ARID AKO website, <https://www.us.army.mil/suite/kc/4564144>, and the APM module of ENBOSS.
  - (5) Provide electronic copies of the SSR via e-mail to the other team members.
- c. The USACE Army Reserve COS representative will—
  - (1) Provide reports on site engineering, access, utilities, site capability, flood plain data, soils exploration, and cost analysis.
  - (2) Acquire rights of entry to accomplish the EFS and preparation of environmental documentation.

(3) Resolve any real estate problems that arise during the site survey. Obtain site data information (site plans, flood plain data maps, topographical maps, and so forth) and prepare site data sheets for additional sites identified during the site survey.

(4) Coordinate with the appropriate RRSC, ARID environmental personnel, and other members of the SST for input into the preparation and completion of all relevant environmental documentation.

*d.* The using unit representative will provide information about the local area and any unique or special unit requirements.

*e.* The ARID representative will validate real estate requirements according to the current MCAR FYDP.

## **Appendix E**

### **Preparation of Project Documentation**

#### **E-1. DD Form 1390S**

Figure E-1 shows a sample completed DD Form 1390S (FY \_\_ Guard and Reserve Military Construction). See paragraph E-4 for instructions to complete the form.

#### **E-2. DD Form 1391 and DD Form 1391C**

Figure E-2 shows a sample completed DD Form 1391 and DD Form 1391C. See paragraphs E-5 and E-6 for instructions to complete the forms. DD Form 1391C (FY \_\_ Military Construction Project Data (continued)) is a continuation sheet for DD Form 1391.

#### **E-3. Supplemental data for DD Form 1391 and DD Form 1391C**

*a.* Economic analysis. Prepare an economic analysis, using ECONPACK software, and submit it in electronic and paper copy. The information should give enough detail, including descriptions, assumptions, calculations, and other pertinent backup information, to permit a well-informed defense of the figures during reviews and hearings. The following items apply to the analysis.

(1) Estimated annual cost to operate the proposed facility. Provide the equivalent uniform annual cost to operate the proposed facility over the first 25 years of its life. Operations costs include energy, other utilities, and personnel for facility operations. Maintenance costs include preventive and emergency maintenance, custodial care, repairs, replacements, and renovations. Do not include costs of the operation or function to be housed in the facility.

*(a)* Extrapolate from historical data for the same type of facility on the planned installation or area. Modify as necessary to reflect technological advances and other differences between the proposed facility and those facilities from which the historical data were obtained.

*(b)* Estimate in terms of current dollars. Guidance on calculating the equivalent uniform annual cost figure from the baseline input data is available from USACE.

(2) Number of additional personnel necessary to carry out the function of the proposed facility. Provide only the number of added personnel to be associated with operation of the new facility. If all necessary personnel will be reassigned from within activity assets to operate the new facility, state "zero." Do not include personnel served by the facility.

(3) Estimated life cycle cost to operate and maintain the proposed facility. Provide the estimated life cycle cost (that is, the total cost of ownership) of the proposed facility over its projected economic life or 25 years, whichever is less. The life cycle cost includes the cost of design still to be done, construction, operation, and disposal or demolition (where applicable). Life cycle cost should be expressed in terms of the present value on 1 October of the current year. The present value is the sum on 1 October of all costs that will be incurred over the economic life of the facility or 25 years, whichever is less. Guidance on calculating the present-value figure is available from USACE.

(4) Estimated life cycle cost to operate and maintain the existing facility if the new facility is a replacement.

*(a)* Determination of the life cycle cost of the proposed facility is explained in paragraph *a*(3) above. The intent of the determination prescribed in this item is to obtain for comparison purposes the life cycle cost of continuing the present facility (or facilities). To ensure compatibility between the costs of the two courses of action, it is necessary to equalize facility capability and life span between the two alternatives.

*(b)* For example, if the existing facility is too small, it would be necessary to include in the life cycle cost calculations some sort of capital investment for construction of an addition or for conversion of some other space to satisfy the need during the same period as the proposed new facility. The existing facility may be in poor condition or may not meet current criteria for habitability or safety. In such cases, some capital investment would be necessary to extend the useful life of the facility to cover the same period as the proposed new facility.

*(c)* In some cases, the prudent actions required to extend the life of the existing facility could not reasonably be expected to provide enough years of service to equal the 25-year economic life of a new facility. In this event, the cost of a suitable replacement facility at the end of the extended economic life of the existing facility should be included in



the life cycle cost determination for the existing facility so that the total span of time covered will be the same as the economic life of the new construction alternative.

*d.* When the cost of operating the existing facility for an additional 25 years is estimated, it is important to recognize and account for the probable increased frequency of emergency maintenance, repair, and replacements for the facility, increased annual rent, and the probable increased energy or fuel consumption for the upgraded, renovated, or expanded version of the facility. Thus, the cost figure to be provided is the present value of all costs that will have to be incurred to make the existing facility at least minimally capable of performing the same functions and providing the same services as the proposed new facility over the same period. The present value should be determined in the same way as the present value of the life cycle cost to operate and maintain the proposed facility.

*b.* Stationing approval. RRSCs and USAR-funded installations must give stationing approval for each Army Reserve unit in the project and submit a copy of each unit's permanent order assigning the unit to the project location before ARID authorizes the project.

*c.* Urban area planning analysis. This analysis is required for all MCAR projects if another reserve facility is within 50 miles. The advantages and disadvantages of consolidated versus multiple facilities must be presented, and the following issues must be addressed:

- (1) The cost of the facility, including site acquisition.
- (2) Recruiting potential.
- (3) Use of local training areas-type, size, and days of use per year.
- (4) Growth patterns in relevant areas.
- (5) Parking for privately owned vehicles.
- (6) Open areas available for drills and athletics.
- (7) Neighborhood security.
- (8) Access to transportation routes and public conveyance.
- (9) Potential for future expansion.
- (10) Existing facility statistics including the utilization rate, SRM backlog, age, condition, size of site, and antiterrorism capabilities for each facility within the area.

*d.* Space requirements. Calculate space requirements using the space allowance worksheet in the PROJDOC module of ENBOSS.

*e.* Environmental documentation. Provide the appropriate environmental documentation to support the project. (See AR 200-1 and AR 200-2.)

*f.* Project validation.

(1) When approval is sought for the construction of an Army Reserve facility for a unit or units, the manpower potential of the area must be reviewed to determine whether it is adequate to meet and maintain authorized strengths.

(2) The following statement will be included in project justification documents, signed by the RRSC commander, and forwarded with the other project documents to ARID. The PROJDOC module will print this statement for signature: "The reserve manpower potential to meet and maintain authorized strengths of all reserve units in the area in which this facility is to be located has been reviewed in accordance with Department of Defense Directive (DODD) 1225.7. It has been determined, in coordination with all other services having reserve units in the area, that the number of units of the reserve components of the Armed Forces presently located in the area, and those which have been allocated to the area for future activation, is not, and will not, be larger than the number that reasonably can be expected to be maintained at authorized strength."

*g.* Site plan. The site plan shows the general use of the area owned or to be used by Army Reserve, annotated to show utilities, antiterrorism standoff distances, and existing and proposed buildings. Use Modular Design System (MDS) if site data is available in the MDS format. A letter from the installation master planner that includes a copy of the portion of the approved installation master plan that pertains to the Army Reserve, with the site boundaries annotated for the Army Reserve facilities, must accompany project documentation for major projects on an Army installation.

*h.* DD Form 2162 (Joint Service Reserve Component Facility Board (JSRCFB) Project Analysis). The JSRCFB must review all projects and confirm for unilateral or joint construction within one year before inclusion in a budget submittal by ARID. ARID must have a copy of the minutes, which specifically list each project, on file before the budget is submitted (for example, not later than 31 August 2006 for projects in the FY 2008-2009 submission). Current-year board minutes must be submitted not later than 31 August of the second year of the biennial budget (for example, not later than 31 August 2007 for projects in the FY 2009 budget). (See DODD 1225.7 and AR 135-9 for additional information on the JSRCFB.)

*i.* Use profile.

(1) Submit an annotated MTOE or TDA, for each unit, showing the personnel positions for exclusive office space, common use administrative space, specialized space, mission driven space, and equipment in accordance with appendix B. Attach it as an appendix to the space allocation worksheet. Use the MTOE/TDA Markup program in ENBOSS to

annotate the MTOE or TDA. Include a copy of the permanent order and force file extract citing the MTOE or TDA and its effective date. A TDA for full-time personnel must also be included.

(2) For projects supporting training populations instead of assigned units, use the formats in tables E-1 and E-2. For example, regional medical training centers, regional maintenance training sites, local training areas, Army flight activities, and consolidated training facilities requirements are based on training populations instead of assigned units.

| <b>Table E-1<br/>Sample format for strength data</b> |                    |                  |               |
|--|--------------------|------------------|---------------|
| Training category                                    | Number of trainees |                  |               |
|  | Annual training    | Weekend training | Total         |
| Army Reserve   | 2,000              | 8,000            | 10,000        |
| National Guard                                       | 1,000              | 2,000            | 3,000         |
| Reserve (Other Services)                             | 400                | 1,000            | 1,400         |
| Active components                                    | 0                  | 1,000            | 1,000         |
| Other  | 0                  | 0                | 0             |
| <b>Total</b>   | <b>3,400</b>       | <b>12,000</b>    | <b>15,400</b> |

| <b>Table E-2<br/>Sample format for training days data</b> |                                    |                  |               |
|---|------------------------------------|------------------|---------------|
| Training category   | Projected individual training days |                  |               |
|   | Annual training                    | Weekend training | Total         |
| Army Reserve  | 2,000                              | 10,000           | 12,000        |
| National Guard  | 2,000                              | 8,000            | 10,000        |
| Reserve (other Services)                                  | 400                                | 1,000            | 1,400         |
| Active components   | 0                                  | 1,000            | 1,000         |
| Other   | 0                                  | 0                | 0             |
| <b>Total</b>  | <b>4,400</b>                       | <b>20,000</b>    | <b>24,400</b> |

*j.* Floor plan in the Modular Design System. ARID will assist in developing a detailed floor plan with MDS software for a project's documentation file.

*k.* As-built floor plan. An as-built floor plan is required only for an addition or alteration to an existing facility. As-built floor plans are provided by the construction agency when a facility is completed. If the size or condition of the actual drawings precludes their use, then sketched layouts (in MDS) showing the building outline and general room and building dimensions will be acceptable.

*l.* Information systems requirements. Use the information systems and space allocation worksheets in the PROJDOC module of ENBOSS and the ISCE software to determine facility requirements and costs. The information management and engineer offices at the RRSC or USAR-funded installation must approve and sign the ISCE.

*m.* Security engineering. Determine facility requirements for antiterrorism in accordance with AR 525-13 and TM 5-853-1/2/3/4. The PROJDOC module of ENBOSS automatically calculates costs for antiterrorism as one percent of primary facilities costs and one percent of supporting facilities costs. The physical security and engineer offices at the RRSC or USAR-funded installation must certify in writing that the AT plan for a project has been approved.

|   |  |                         |                                      |  |       |
|---|--|-------------------------|--------------------------------------|--|-------|
| 1. COMPONENT<br>AR  | <b>FY 2007 GUARD AND RESERVE<br/>MILITARY CONSTRUCTION</b> |                         |                                      | 2. DATE<br>Feb 06                                      |       |
| 3. INSTALLATION AND LOCATION<br>Granite City, IL  |  |                         | 4. AREA CONSTR<br>COST INDEX<br>1.20 |  |       |
| 5. FREQUENCY AND TYPE UTILIZATION   |  |                         |                                      |  |       |
| Reservist   | -  | 3 weekends/month        | 2 nights/week                        |  |       |
| Full-Time Personnel   | -  | 5 days/week             |                                      |  |       |
| 6. OTHER ACTIVE GUARD/RESERVE INSTALLATIONS WITHIN 15 MILE RADIUS   |  |                         |                                      |  |       |
| ARNG, Armory, East St. Louis, IL - 16.09 km   |  |                         |                                      |  |       |
| USAR, Center, Wood River, IL - 24.14 km   |  |                         |                                      |  |       |
| USAR, Center, Belleville, IL - 32.19 km   |  |                         |                                      |  |       |
| USAF, Base, Scott Air Force Base, IL - 40.23 km   |  |                         |                                      |  |       |
| 7. PROJECTS REQUESTED IN THIS PROGRAM   |  |                         |                                      |  |       |
| <u>CATEGORY<br/>CODE</u>  | <u>PROJECT TITLE</u>                                       | <u>SCOPE</u>            | <u>COST<br/>(\$000)</u>              | <u>(DESIGN STATUS)</u><br><u>START</u> <u>COMPLETE</u> |       |
| 171   | AR Center/OMS/AMSA/Unh Strg                                | 6,979 m2<br>(75,124 sf) | 20,935                               | 10/04  | 09/06 |
| 8. STATE RESERVE FORCES FACILITIES BOARD RECOMMENDATION   |  |                         |                                      |  |       |
| Facilities identified in item 6 have been examined by the <u>08 Apr 2005</u><br>Joint Service Reserve Component Facility Board for possible <u>(Date)</u><br>joint use/expansion. The board recommends unilateral construction. |  |                         |                                      |  |       |
| 9. LAND ACQUISITION REQUIRED  |  |                         |                                      |  |       |
| None  |  |                         |                                      | <u>0</u><br>(Number of Acres)                          |       |
| 10. PROJECTS PLANNED IN NEXT FOUR YEARS   |  |                         |                                      |  |       |
|   |  | <u>FISCAL<br/>YEAR</u>  | <u>COST<br/>(\$000)</u>              |  |       |
| None  |  |                         |                                      |  |       |

| 1. COMPONENT<br>AR                                | FY 2007 GUARD AND RESERVE<br>MILITARY CONSTRUCTION |                |                 |                 | 2. DATE<br>Feb 06                    |                |                 |
|---|--|----------------|-----------------|-----------------|--------------------------------------|----------------|-----------------|
| 3. INSTALLATION AND LOCATION<br>Granite City, IL  |  |                |                 |                 | 4. AREA CONSTR<br>COST INDEX<br>1.20 |                |                 |
| 11. PERSONNEL STRENGTH AS OF 3 Jan 2006           |  |                |                 |                 |                                      |                |                 |
|   | PERMANENT  |                |                 | GUARD/RES       |                                      |                |                 |
|   | <u>TOTAL</u>                                       | <u>OFFICER</u> | <u>ENLISTED</u> | <u>CIVILIAN</u> | <u>TOTAL</u>                         | <u>OFFICER</u> | <u>ENLISTED</u> |
| AUTHORIZED  | 35   | 2              | 19              | 14              | 517                                  | 29             | 488             |
| ACTUAL  | 36   | 0              | 22              | 14              | 391                                  | 19             | 372             |
| 12. RESERVE UNIT DATA                             |  |                |                 |                 |                                      |                |                 |
|   | ASGD/AUTH  | 76%            | STRENGTH        |                 |                                      |                |                 |
| UNIT DESIGNATION                                  |  |                | AUTHORIZED      | ACTUAL          |                                      |                |                 |
| 2/334 (BCT) 2BDE                                  |  |                | 69              | 58              |                                      |                |                 |
| 1008 CS CO SVC (FLD) (GS)                         |  |                | 123             | 104             |                                      |                |                 |
| 1151 TRANS (-) (RAIL)                             |  |                | 79              | 67              |                                      |                |                 |
| 324 DET (FIRE TRK TM)                             |  |                | 7               | 6               |                                      |                |                 |
| 376 PLT FIREFIGHTNG                               |  |                | 4               | 5               |                                      |                |                 |
| PLT 4, 733 MAINT CO (WVM)                         |  |                | 9               | 7               |                                      |                |                 |
| PLT 6, 733 MAINT CO (GSE)                         |  |                | 27              | 13              |                                      |                |                 |
| 736 DET (FIRE TRK TM)                             |  |                | 7               | 8               |                                      |                |                 |
| UNITS NOT SHOWN                                   |  |                | 192             | 123             |                                      |                |                 |
| Totals  |  |                | 517             | 391             |                                      |                |                 |
| Total Units Not Shown = 2                         |  |                |                 |                 |                                      |                |                 |
| 13. MAJOR EQUIPMENT AND AIRCRAFT                  |  |                |                 |                 |                                      |                |                 |
| TYPE  |  |                | AUTHORIZED      | ACTUAL          |                                      |                |                 |
| Wheeled Vehicles                                  |  |                | 198             | 121             |                                      |                |                 |
| Trailers  |  |                | 227             | 139             |                                      |                |                 |
| Tracked Vehicles                                  |  |                | 1               | 1               |                                      |                |                 |
| Totals  |  |                | 426             | 261             |                                      |                |                 |
| 14. OUTSTANDING POLLUTION AND SAFETY DEFICIENCIES |  |                |                 |                 |                                      |                |                 |
|   |  |                | (\$000)         |                 |                                      |                |                 |
| Air Pollution                                     |  |                | 0               |                 |                                      |                |                 |
| Water Pollution                                   |  |                | 0               |                 |                                      |                |                 |
| Safety and Occupational Health                    |  |                | 0               |                 |                                      |                |                 |

#### **E-4. Completion instructions for DD Form 1390S**

- a.* Block 1, Component. Enter AR.
- b.* Block 2, Date. Enter the date that the DD Form 1390S is prepared or revised.
- c.* Block 3, Installation and Location. Enter the Army Reserve or Armed Forces Reserve Center city and state. This entry must be the same in block 3 of DD Form 1391 and DD Form 1391C.
- d.* Block 4, Area Construction Cost Index. This information is available in the Department of Defense Facility Pricing Guide for Unit Costs, Area Cost Factors, Size Adjustment Factors and Inflation Rates that is published annually. It is also available on line at the National Institute of Building Sciences Construction Criteria Web site, [www.ccb.org](http://www.ccb.org), and at the ENBOSS APM Web site.
- e.* Block 5, Frequency and Type Utilization. Enter information on weekend BA, weeknight BA, unit field training activities, annual training periods, and the number of days per week that full-time personnel occupy the building. Use the following format: Reservists: 3 weekends/month, 1 night/week; full-time personnel: 5 days/week.
- f.* Block 6, Other Active, Guard/Reserve installations within 15-mile radius. List the nearest six existing Active or Reserve facilities and their distances. If there are none within 15 miles, list the closest three facilities/sites and their distances. Indicate the year the facilities were constructed and the size of the facility.
- g.* Block 7, Projects requested in this program.
  - (1) Category code. Enter code 171 for an ARC, AFRC, RTS, or Army flight activity (AFA). Also use this code if the ARC or AFRC is the main facility included in the project title in combination with a maintenance or support facility. Use FCG code 214 for an OMS, DS shop, AMSA, or ECS. Use category code 442 for an unheated storage building or general-purpose warehouse, such as a storage facility. This entry must be the same in DD Form 1391, block 6.
    - (2) Project title. The project title should accurately describe the project by including primary facilities (for example, Add/Alt Army Reserve Center/OMS/DS/AMSA). This entry must be the same in DD Form 1391 and DD Form 1391C, block 4. Limit the use of acronyms to the ones for Army Reserve facilities used in this regulation.
    - (3) Scope. Enter the quantity requested for the primary facilities. This entry must be the same in DD Form 1391, block 11, first line, REQUIREMENT. Use the abbreviation M2 (square meters) or SF (square feet).
    - (4) Cost (\$000). Enter the estimated cost of the project in thousands of dollars. This figure must be the same as DD Form 1391, block 8, Project cost (\$000), and the total project cost from DD Form 1391, block 9, Cost estimates.
    - (5) Design status, start, and complete. Enter the most likely dates for the start and completion of design, using month/year (for example, 6/06, 11/07). This entry must be the same as DD Form 1391C, block 12, Supplemental data. The design agent provides supplemental data.
  - h.* Block 8, State Joint Service Reserve Component Facility Board recommendation. Enter the following statement: "Facilities identified in block 6 have been examined by the (enter date) Joint Service Reserve Component Facility Board for possible joint use/expansion. The board recommends (enter either unilateral or joint) construction." This entry will be supported by DD Form 2162.
  - i.* Block 9, Land acquisition required. This block must be complete if projects involve land acquisition concurrent with document submission. Normally, land will be government-owned before authorizing a construction project. If land is required for the project, enter the number of acres on the line provided. Enter the method of acquisition. A site survey must be conducted. (See chapter 5.) Enter the following statement where space permits either in this block or in block 10: "Site survey has been completed and site is suitable for constructing the proposed project at the estimated cost indicated."
  - j.* Block 10, Projects planned in next four years. Enter the project category code, project title, scope, and estimated cost of any project planned to be built at the installation for the four years following the budget year. If none, so state. Also, include the SRM unfunded requirement in this block under the heading "SRM unfunded requirement".
  - k.* Block 11, Personnel Strength as of. Enter the required strength for MTOE units (authorized strength for TDA units) and actual personnel at this facility as of six months before document submission. Enter the date of this information after the words "Personnel Strength as of."
  - l.* Block 12, Reserve unit data.
    - (1) List the designated units assigned and/or scheduled to be assigned and their authorized and actual strengths.
    - (2) For construction projects involving training and support facilities that are not strength-dependent, furnish as backup data on bond paper the projected individual training days by category of personnel who use the facility during an average 12-month period. Table E-2 gives the format. Include the following statement in Block 12: This project is not strength dependent. An aggregate total of (enter number) Soldiers will train at this facility.
  - m.* Block 13, Major equipment and aircraft. List vehicles and other large equipment and aircraft to be accommodated at the proposed facility, particularly those that directly affect the type and scope of the facility requirements. If the list is extensive, use "aggregate". Attach the supporting list of equipment to DD Form 1390S as backup data.

*n.* Block 14, Outstanding pollution and safety deficiencies.

(1) Air pollution. List the cost of all air pollution abatement projects for future projects. Do not include current FY projects.

(2) Water pollution. Same as paragraph (1) above.

(3) Safety and occupational health. Include OMAR and MCAR project costs required to correct serious safety and health hazards. Data and costs will be current as of the end of the current FY.

|   |  |  |   |           |                                   |       |
|---|--|--|---|-----------|-----------------------------------|-------|
| 1. COMPONENT<br>AR  |  | FY 2007 MILITARY CONSTRUCTION PROJECT DATA |   |           | 2. DATE<br>Feb 06                 |       |
| 3. INSTALLATION AND LOCATION<br>Granite City, IL  |  |  | 4. PROJECT TITLE<br>AR Center/OMS/AMSA/Unh Strg |           |                                   |       |
| 5. PROGRAM ELEMENT<br>0532292A  |  | 6. CATEGORY CODE<br>171                    | 7. PROJECT NUMBER<br>CAR 07-10832               |           | 8. PROJECT COST (\$000)<br>20,935 |       |
| 9. COST ESTIMATES   |  |  |   |           |                                   |       |
| ITEM  |  | U/M  | QUANTITY  | UNIT COST | COST (\$000)                      |       |
| <u>PRIMARY FACILITIES:</u>  |  |  |   |           | 13831                             |       |
| Training Building (51,930 sf)   |  | m2   | 4,825   | 1,949.67  | (                                 | 9407) |
| Maintenance Building (16,236 sf)  |  | m2   | 1,508   | 2,201.65  | (                                 | 3321) |
| Unheated Storage (3,598 sf)   |  | m2   | 334   | 1,212.99  | (                                 | 406)  |
| Gen Purp Whse (Hi-bay 3,360 sf)   |  | m2   | 312   | 1,368.95  | (                                 | 428)  |
| Building Information Systems  |  | LS   | -   | -         | (                                 | 132)  |
| Antiterrorism   |  | LS   | -   | -         | (                                 | 137)  |
| <u>SUPPORTING FACILITIES:</u>   |  |  |   |           | 5031                              |       |
| Site Improvement  |  | LS   | -   | -         | (                                 | 2997) |
| Paving - POV/MEP (18,594 sy)  |  | m2   | 15,547  | 37.72     | (                                 | 587)  |
| Demo of Exist Bldgs (65,396 sf)   |  | m2   | 6,075   | 209.47    | (                                 | 1273) |
| Information Systems   |  | LS   | -   | -         | (                                 | 116)  |
| Antiterrorism   |  | LS   | -   | -         | (                                 | 58)   |
| TOTAL CONSTRUCTION COST   |  |  |   |           | 18862                             |       |
| Contingencies (5.0%)  |  |  |   |           | 944                               |       |
| Supervision and Administration (5.7%)   |  |  |   |           | 1129                              |       |
| TOTAL PROJECT COST  |  |  |   |           | 20935                             |       |
| Equipment Funded Other Appropriations   |  |  |   | (Non-Add) | (                                 | 2922) |
| 10. DESCRIPTION OF PROPOSED CONSTRUCTION  |  |  |   |           |                                   |       |
| <p>Construct a 600-member Army Reserve Center (ARC), an Organizational Maintenance Shop (OMS), an Area Maintenance Support Activity (AMSA) Branch Maintenance Activity (BMA), a heated general purpose warehouse (high-bay) and an unheated storage building on 30 acres at the former Charles Melvin Price Support Center. The facility will be of permanent construction with reinforced concrete foundations and floor slabs, a masonry and steel structural system with masonry veneer exterior surfaces and roof system consistent with Army Reserve Design Guide. Simple, reliable, energy efficient mechanical and electrical systems will be used. Supporting facilities include demolition of existing structures, paving, fencing, walks, site improvements, removal, replacement and extension of utilities. Force protection (physical security) measures will be incorporated into design including maximum feasible standoff distance from roads, parking areas, and vehicle unloading areas. Berms, heavy landscaping, and bollards will be used</p> |  |  |   |           |                                   |       |

|  |   |                                   |
|--|---|-----------------------------------|
| 1. COMPONENT<br>AR   | <b>FY 2007 MILITARY CONSTRUCTION PROJECT DATA</b> | 2. DATE<br>Feb 06                 |
| 3. INSTALLATION AND LOCATION<br>Granite City, IL   |   |                                   |
| 4. PROJECT TITLE<br>AR Center/OMS/AMSA/Unh Strg  |   | 5. PROJECT NUMBER<br>CAR 07-10832 |
| 10. DESCRIPTION OF PROPOSED CONSTRUCTION (CONT)<br>to prevent access when standoff distance cannot be maintained. Air conditioning: 580 kw/165 tons.   |   |                                   |
| 11. REQUIREMENT:           6,979 m2                   Adequate:           0 m2                   Substandard: 14,471 m2  |   |                                   |
| PROJECT: Construct a 600-member ARC, OMS, BMA, a heated general purpose warehouse storage (high-bay) and an unheated storage building. (Current Mission)   |   |                                   |
| REQUIREMENT: This project will provide a 600-member training facility with administrative areas, classrooms, library, learning center, assembly hall, arms vault, kitchen and unit storage functions for eleven Army Reserve units. The maintenance shop will provide space for training to accomplish organizational, direct and general area support maintenance, and consists of overhead crane for daily BMA vehicle maintenance. A heated general purpose warehouse (high-bay) will house three - tactical firefighting trucks. The project will also provide adequate parking space for all military and privately-owned vehicles. The following 11 buildings with a total of 6,075 square meters (65,396 sf) will be demolished in accordance with the Army's installation reduction program: Bldg GC401 (297 m2/3,194 sf), Bldg GC402 (457 m2/4,913 sf), Bldg GC403 (137 m2/1,474 sf), Bldg GC404 (562 m2/6,061), Bldg GC412 (52 m2/560 sf), Bldg GC413 (69 m2/739 sf), Bldg GC414 (2,255 m2/24,287 sf), Bldg GC416 (129 m2/1,387 sf), Bldg GC434 (23 m2/249), Bldg GCHET/411 (54 m2/578) and Bldg GC444 (2,040 m2/21,954 sf). The 12-acre site with 10 existing buildings with a total of 8,396 m2 (90,373 sf) will be excessed and/or transferred to the Tri-City Port District. No buildings associated with the 12-acre site will be demolished. |   |                                   |
| CURRENT SITUATION: Eight Army Reserve units are stationed in World War II warehouses and quonset huts at Charles Melvin Price Support Center in accordance with a host-tenant agreement. These facilities are old, poorly maintained and unsuitable for training to prepare soldiers for current mobilization and wartime skills. Three other Army Reserve units will move to this new Reserve center, located in Wood River (7 miles away). These units are housed in overcrowded conditions in Army Reserve centers built in 1957. The Wood River center, constructed in 1957 will be closed as a result of this construction. The Belleville Reserve Center will remain, housing 120 soldiers whose mission is aligned with transportation missions at Scott AFB (5 miles away).  |   |                                   |
| IMPACT IF NOT PROVIDED: Army Reserve units will continue to suffer in overcrowded, inefficient facilities, and not be able to conduct training properly and will not be prepared to meet their readiness and mobilization objectives with the continued use of substandard and   |   |                                   |



|   |   |                                   |
|---|---|-----------------------------------|
| 1. COMPONENT<br>AR  | <b>FY 2007 MILITARY CONSTRUCTION PROJECT DATA</b> | 2. DATE<br>Feb 06                 |
| 3. INSTALLATION AND LOCATION<br>Granite City, IL  |   |                                   |
| 4. PROJECT TITLE<br>AR Center/OMS/AMSA/Unh Strg   |   | 5. PROJECT NUMBER<br>CAR 07-10832 |
| 11. REQUIREMENT (CONT)<br><br>overcrowded facilities.<br><br><b>ADDITIONAL:</b> This project was coordinated with the 88th Regional Readiness Command Physical Security Plan and all required physical security measures are included. An economic analysis was prepared and utilized in evaluating this project. Alternative methods of meeting this requirement were explored during project development. This project is the most feasible option to meet the requirement. Parametric estimate is based on Modular Design System project engineering. Sustainable principles will be integrated into design, development, and construction of the project in accordance with Executive Order 13123 and other applicable laws and Executive Orders.<br><br><b>JOINT USE CERTIFICATION:</b> The Deputy Assistant Secretary of the Army (Installations and Housing) certifies that this project has been considered for joint use potential. This facility will be available for use by other components.   |   |                                   |
| 12. SUPPLEMENTAL DATA<br><br>a. Estimated design data:<br>(1) Status:<br>(a) Date Design Started..... <u>10/04</u><br>(b) Percent Complete as of January 2005 ..... <u>35%</u><br>(c) Date Design 35% Complete..... <u>05/05</u><br>(d) Date Design Complete..... <u>09/06</u><br>(e) Parametric Cost Estimating Used to Develop Cost.. <u>Yes</u><br>(f) An energy study and life cycle cost analysis will be documented during the final design.<br>(g) Type of Design Contract..... <u>Design - Bid - Build</u><br>(2) Basis:<br>(a) Standard or Definitive Design..... <u>No</u><br>(b) Where Design Was Most Recently Used..... <u>N/A</u><br>(3) Total Cost (c) = (a) + (b) or (d) + (e) : (\$000)<br>(a) Production of Plans and Specifications..... <u>1038</u><br>(b) All Other Design Costs..... <u>342</u><br>(c) Total..... <u>1380</u><br>(d) Contract..... <u>1180</u><br>(e) In-house..... <u>200</u><br>(4) Construction Award..... <u>12/06</u><br>(5) Construction Start..... <u>01/07</u><br>(6) Construction Completion..... <u>01/09</u> |   |                                   |

| 1. COMPONENT<br>AR  | <b>FY 2007 MILITARY CONSTRUCTION PROJECT DATA</b> |   | 2. DATE<br>Feb 06                 |                           |                            |   |                 |              |      |      |     |       |      |      |       |         |      |      |    |                  |      |      |    |                   |      |      |     |                |      |      |    |              |      |      |   |           |      |      |     |          |      |      |     |        |  |  |      |
|---|---|---|-----------------------------------|---------------------------|----------------------------|---|-----------------|--------------|------|------|-----|-------|------|------|-------|---------|------|------|----|------------------|------|------|----|-------------------|------|------|-----|----------------|------|------|----|--------------|------|------|---|-----------|------|------|-----|----------|------|------|-----|--------|--|--|------|
| 3. INSTALLATION AND LOCATION<br>Granite City, IL  |   |   |                                   |                           |                            |   |                 |              |      |      |     |       |      |      |       |         |      |      |    |                  |      |      |    |                   |      |      |     |                |      |      |    |              |      |      |   |           |      |      |     |          |      |      |     |        |  |  |      |
| 4. PROJECT TITLE<br>AR Center/OMS/AMSA/Urth Strg  |   |   | 5. PROJECT NUMBER<br>CAR 07-10832 |                           |                            |   |                 |              |      |      |     |       |      |      |       |         |      |      |    |                  |      |      |    |                   |      |      |     |                |      |      |    |              |      |      |   |           |      |      |     |          |      |      |     |        |  |  |      |
| 12. SUPPLEMENTAL DATA (CONT)<br><br>b. Equipment associated with this project which will be provided from other appropriations: <table border="1" data-bbox="203 556 1386 997"> <thead> <tr> <th data-bbox="203 577 446 640">Equipment<br/>Nomenclature</th> <th data-bbox="503 577 771 640">Procuring<br/>Appropriation</th> <th data-bbox="820 556 1128 640">Fiscal Year<br/>Appropriated or<br/>Requested</th> <th data-bbox="1258 577 1386 640">Cost<br/>(\$000)</th> </tr> </thead> <tbody> <tr> <td>IT Equipment</td> <td>OMAR</td> <td>2008</td> <td>405</td> </tr> <tr> <td>Cages</td> <td>OMAR</td> <td>2008</td> <td>1,007</td> </tr> <tr> <td>Lockers</td> <td>OMAR</td> <td>2008</td> <td>31</td> </tr> <tr> <td>Physical Fitness</td> <td>OMAR</td> <td>2008</td> <td>68</td> </tr> <tr> <td>Kitchen equipment</td> <td>OMAR</td> <td>2008</td> <td>111</td> </tr> <tr> <td>Shop Equipment</td> <td>OMAR</td> <td>2008</td> <td>94</td> </tr> <tr> <td>Dehumidifier</td> <td>OMAR</td> <td>2008</td> <td>1</td> </tr> <tr> <td>Furniture</td> <td>OMAR</td> <td>2008</td> <td>601</td> </tr> <tr> <td>Shelving</td> <td>OMAR</td> <td>2008</td> <td>604</td> </tr> <tr> <td colspan="3" style="text-align: right;">Total:</td> <td>2922</td> </tr> </tbody> </table> <p data-bbox="203 1018 909 1050">Point of Contact: Mr. John Doe, 703-601-1940</p> |   |   |                                   | Equipment<br>Nomenclature | Procuring<br>Appropriation | Fiscal Year<br>Appropriated or<br>Requested | Cost<br>(\$000) | IT Equipment | OMAR | 2008 | 405 | Cages | OMAR | 2008 | 1,007 | Lockers | OMAR | 2008 | 31 | Physical Fitness | OMAR | 2008 | 68 | Kitchen equipment | OMAR | 2008 | 111 | Shop Equipment | OMAR | 2008 | 94 | Dehumidifier | OMAR | 2008 | 1 | Furniture | OMAR | 2008 | 601 | Shelving | OMAR | 2008 | 604 | Total: |  |  | 2922 |
| Equipment<br>Nomenclature   | Procuring<br>Appropriation                        | Fiscal Year<br>Appropriated or<br>Requested | Cost<br>(\$000)                   |                           |                            |   |                 |              |      |      |     |       |      |      |       |         |      |      |    |                  |      |      |    |                   |      |      |     |                |      |      |    |              |      |      |   |           |      |      |     |          |      |      |     |        |  |  |      |
| IT Equipment  | OMAR  | 2008  | 405                               |                           |                            |   |                 |              |      |      |     |       |      |      |       |         |      |      |    |                  |      |      |    |                   |      |      |     |                |      |      |    |              |      |      |   |           |      |      |     |          |      |      |     |        |  |  |      |
| Cages   | OMAR  | 2008  | 1,007                             |                           |                            |   |                 |              |      |      |     |       |      |      |       |         |      |      |    |                  |      |      |    |                   |      |      |     |                |      |      |    |              |      |      |   |           |      |      |     |          |      |      |     |        |  |  |      |
| Lockers   | OMAR  | 2008  | 31                                |                           |                            |   |                 |              |      |      |     |       |      |      |       |         |      |      |    |                  |      |      |    |                   |      |      |     |                |      |      |    |              |      |      |   |           |      |      |     |          |      |      |     |        |  |  |      |
| Physical Fitness  | OMAR  | 2008  | 68                                |                           |                            |   |                 |              |      |      |     |       |      |      |       |         |      |      |    |                  |      |      |    |                   |      |      |     |                |      |      |    |              |      |      |   |           |      |      |     |          |      |      |     |        |  |  |      |
| Kitchen equipment   | OMAR  | 2008  | 111                               |                           |                            |   |                 |              |      |      |     |       |      |      |       |         |      |      |    |                  |      |      |    |                   |      |      |     |                |      |      |    |              |      |      |   |           |      |      |     |          |      |      |     |        |  |  |      |
| Shop Equipment  | OMAR  | 2008  | 94                                |                           |                            |   |                 |              |      |      |     |       |      |      |       |         |      |      |    |                  |      |      |    |                   |      |      |     |                |      |      |    |              |      |      |   |           |      |      |     |          |      |      |     |        |  |  |      |
| Dehumidifier  | OMAR  | 2008  | 1                                 |                           |                            |   |                 |              |      |      |     |       |      |      |       |         |      |      |    |                  |      |      |    |                   |      |      |     |                |      |      |    |              |      |      |   |           |      |      |     |          |      |      |     |        |  |  |      |
| Furniture   | OMAR  | 2008  | 601                               |                           |                            |   |                 |              |      |      |     |       |      |      |       |         |      |      |    |                  |      |      |    |                   |      |      |     |                |      |      |    |              |      |      |   |           |      |      |     |          |      |      |     |        |  |  |      |
| Shelving  | OMAR  | 2008  | 604                               |                           |                            |   |                 |              |      |      |     |       |      |      |       |         |      |      |    |                  |      |      |    |                   |      |      |     |                |      |      |    |              |      |      |   |           |      |      |     |          |      |      |     |        |  |  |      |
| Total:  |   |   | 2922                              |                           |                            |   |                 |              |      |      |     |       |      |      |       |         |      |      |    |                  |      |      |    |                   |      |      |     |                |      |      |    |              |      |      |   |           |      |      |     |          |      |      |     |        |  |  |      |

## **E-5. Completion instructions for DD Form 1391**

- a.* Block 1, Component. Same as block number 1, DD Form 1390S, pages 1 and 2. (See figure E-1)
- b.* Block 2, Date. Same as block 2, DD Form 1390S, pages 1 and 2. (See figure E-1)
- c.* Block 3, Installation and location. Same as block 3, DD Form 1390S, pages 1 and 2. (See figure E-1)
- d.* Block 4, Project title. Same as block 7b, DD Form 1390S, page 1. (See figure E-1)
- e.* Block 5, Program element. Enter 0532292A for all major construction projects.
- f.* Block 6, Category code. Same as block 7a, DD Form 1390S, page 1. (See figure E-1)
- g.* Block 7, Project number. Use the project number assigned to the project in ENBOSS. It must be the same as block 5 on DD Form 1391C.
- h.* Block 8, Project cost. Same as block 7d, DD Form 1390S, page 1. (See figure E-1). This figure must be the same as the total project cost stated in block 9, cost estimates.
- i.* Block 9, Cost estimates. This portion of the DD Form 1391 is comprised of several elements which collectively comprise the total request. Each element will be identified, quantified, and costed in a series of five column entries as follows:
  - (1) Item: Identity of the primary or supporting facility. After each "Item" entry where the metric measurement (M2) is used in the Unit of measure column, include in parenthesis the size of the facility in the English measurement (SF).
  - (2) U/M (Unit of measure): Each entry in the "item" column will be followed in the "U/M" column by the accepted two-character abbreviation for the unit of measure associated with the quantity of the item concerned (for example, SM, SY, LF, KV). Where it is not feasible to show a specific unit of measure, use LS (lump sum).
  - (3) Quantity: Enter the required number of units of measure comprising the "item" entry. Where "LS" is the unit of measure, enter a dash (-).
  - (4) Unit cost: Enter the appropriate unit cost for each "item" entry where a unit of measure is indicated. Where the unit of measure is "LS" enter a dash in the unit cost column.
  - (5) COST (\$000):
    - a.* Enter the cost, in thousands of dollars, represented by the product of the "Quantity" and "Unit cost" entries.
    - b.* When a single primary facility is listed, enter the cost of the facility without parentheses. If unusual features or functional areas of the primary facility are listed, enter the cost of each enclosed with parentheses. The sum total cost of these features shall equal the figure entered for the primary facility.
    - c.* When more than one primary facility is listed, enter the cost of each facility in the cost column without parentheses.
    - d.* Enter the cost for the item "Supporting facilities" without parentheses. It must equal the total of the various supporting facilities listed. Enclose each of the individual supporting facility costs by parentheses.
    - e.* Enter the cost for items such as "Subtotal," "Contingency," "Contract cost," "Supervision, inspection, and overhead (SIOH)," and "Total request" without parentheses. Enter the cost for "Equipment funded other appropriations" as a non-add item.
  - (6) Primary facilities.
    - a.* List each building (training, maintenance, and storage) separately. Enter a building that is a combination of addition and alteration as two separate line items (for example, Training building addition and Training building alteration). Energy conservation measures or pollution abatement items, if any, will be separate line items. Do not list separately installed equipment such as electrical, information systems, and heating and cooling - these items will be included as part of each building.
    - b.* Building information system cost. Enter the construction funded costs from ISCE.
    - c.* Antiterrorism cost. Antiterrorism/physical security measures: the entry under primary facility will show physical security improvements (for example, special structural improvements, ballistic glass). Where land acquisition serves a specific purpose such as stand-off distance for antiterrorism, list the acquisition as an antiterrorism subordinate component to the primary facility. For initial estimate, use one percent of the total primary facilities cost.
    - d.* Land acquisition required specifically for the project and estimated to cost \$50,000 or more will be listed in the same manner as an unusual feature. Conversely, land acquisitions estimated to cost less than \$50,000 are to be accomplished under Section 2663, Title 10, United States Code (10 USC 2663) and should not be listed.
    - e.* "Lump-sum" funding requests are prohibited. The only instance for which separate construction projects can be combined under a single DD Form 1391 is when each of the projects is in the same general facility category (that is, supply facilities, maintenance and production facilities, unaccompanied personnel housing, and so forth). Programs such as "facility upgrades," "Annual Training Beddown Facilities," and others combining a number of disparate construction efforts must be justified as separate projects. If it is planned, in execution, to construct several of these

projects at a single location under one contract, include a statement to that effect in the “Additional” section of Item 10.

(7) Supporting facilities.

(a) List those items of construction directly related to and required for the support of the primary facility. Such items should include: special construction features (piles, spread footings, seismic, fill, and so forth); utilities (gas, oil, steam, electric, and water supply lines as well as sanitary and storm sewers); site preparation; roads, sidewalks, and parking; site improvements (seeding, sodding, landscaping, and so forth); antiterrorism /physical security measures such as physical security site improvements (for example, fencing, perimeter/area lighting, blast mitigation barriers, berms and landscaping, and so forth); and demolition. List all supporting facility items in terms of accepted units of measure and quantity whenever practicable. For family housing, identify design cost under “Supporting facilities.”

(b) For the initial document submission for MCAR projects, enter 25 percent of the cost of primary facilities as site improvements line item. The design agency will provide detailed estimates later at the concept design milestone, which ARID will enter.

(c) If the project requires a new or expanded telephone system, include the construction funded cost from ISCE as a separate line item. MCAR funds will be programmed for procurement and installation of both movable and installed equipment and will be defined for both inside and outside the building 5-foot line.

(d) Antiterrorism cost. Use one percent of the total supporting facilities cost.

(8) Subtotal. Show the total cost of primary plus supporting facilities.

(9) Contingencies. Enter the appropriate contingency rate, in parentheses, immediately following the item designation in column 1, and enter the cost equivalent in the proper column.

(10) Total contract cost: Enter the sum of the “Subtotal” and the “Contingency” costs.

(11) Supervision, inspection, and overhead: Enter the appropriate SIOH rate in column 1 after the item designation and reflect the cost equivalent in the proper column.

(12) Design-build cost. For major construction projects where the design/build contracting method is planned to be used, include the design cost associated with the contract in the Cost estimates (Block 9) section of the DD Form 1391. Use the entry “Design/build - design cost” after the “SIOH” entry and before the “Total request” entry with the associated cost in the proper column.

(13) Total request. Enter the sum of the “Total contract cost” and the “SIOH”. This figure should be identical to the entry in item 8, “Project Cost (\$000)”. Round off the total request as shown in table E-3.

| <b>Table E-3</b>         |                  |
|--------------------------|------------------|
| <b>Rounding guidance</b> |                  |
| Project estimate (\$000) | Round to (\$000) |
| less than 1,000          | Nearest \$10K    |
| 1,000 to 5,000           | Nearest \$50K    |
| 5,000 to 10,000          | Nearest \$100K   |
| 10,000 to 15,000         | Nearest \$200K   |
| 15,000 to 20,000         | Nearest \$500K   |
| more than 20,000         | Nearest \$1,000K |

(14) Equipment provided from other appropriations: Enter the total cost of equipment which is procured with other than MCAR funds and which is essential to the mission of the facility. DD Form 1391 should reflect only the cost of equipment identified in the Associated Equipment Report. Enter “IT equipment” and the ISCE cost estimate for proponent funded equipment. If no such major equipment is associated with the project, enter a zero in the appropriate space. Note that this figure is not included in the “Total request” above. This excludes minor items procured with operation and maintenance (O&M) funds.

j. Block 10, Description of proposed construction

(1) For the initial document submission, provide a definitive description of the primary facility in a clear and concise manner. Do not use general phrases such as “most economic means” or “modern methods and materials.” Include the following:

(a) A concise outline of all principal work and its relation to the data in block 9.

(b) An accurate description of the primary facility.

(c) Materials to be used in buildings for frame, walls, roof, and foundations.

- (d) Major functions for which space is being provided.
  - (e) Major elements for other structures required to provide a complete and usable facility.
  - (f) Provide only such additional descriptive details as are necessary for clarity.
  - (g) State whether or not the proposed construction is in compliance with applicable antiterrorism measures and standards.
  - (h) Identify and list the buildings or structures to be demolished in connection with the proposed construction, if applicable.
  - (i) For projects involving additions, alterations, or conversions, describe the changes to be made.
  - (j) At the last entry in item 10, indicate the amount of air conditioning required (for example, air conditioning—15 tons).
- (2) For minor construction projects (UMMCAR or OMAR funded), provide a definitive description in accordance with paragraph (a), above.
- (3) Space requirements for block 10 vary. Solid black line, drawn across the page beneath block 10, separates the remaining space for block 11.
- k. Block 11, Requirement. This portion of the DD Form 1391 contains seven elements that are to be set forth in the format shown below. Add the item title and subheadings beneath block 10. Continue on DD Form 1391C, if this space is insufficient. Enter the following information:
- (1) Square feet or square meters required. Total square footage or square meters of primary facilities. This must be the same as scope square footage in DD Form 1390S, block 7.
  - (2) Adequate. Square footage or square meters of the existing facility not needing any kind of work.
  - (3) Substandard. Square footage or square meters of the existing facility needing work.
  - (4) Project. Enter a one-sentence statement of what the project will provide. In addition, identify the project as either new or current mission. Show this identification in parentheses after the short project description. For example, “Add to and Alter the existing Army Reserve Center) with Organizational Maintenance Shop (OMS) and Area Maintenance Support Activity (AMSA) (New Mission).”
  - (5) Requirement. Provide detailed, informative statements as to precisely why the project is needed. Use positive statements to support the requirement and avoid the use of such words as “inadequate,” “uneconomical,” and “necessary” unless they are fully explained. Similarly, when identifying contributing factors, assure that the presentation leaves no pertinent questions unanswered (for example, vulnerability to terrorist threats (reference threat/vulnerability assessment); excessive maintenance (show cost comparison); self-liquidation (show amortization); or advanced deterioration (describe effects)). The requirements must establish maximum utilization of existing facilities and identify alternatives considered, along with reasons for their rejection.
  - (6) Current situation. Describe how and under what conditions the requirement is currently met. Comments must support stated needs and describe assets and why they are not suitable for continued use. For projects to replace existing facilities, cite specific conditions, deficiencies, and disposition. Consider estimated expenses to improve or add to the facility during the 2-year period before the submission. Also state expenses for routine maintenance and repairs during this period for facilities to be constructed or used jointly with other Reserve components and give all related data, including the status of coordination or negotiation. If pertinent, include the date that the original structure was built. List present acreage if an expansion is included, and state whether the present acreage is adequate. Describe demolition (amount in SF or M2), if any. If applicable, also state that the original building is a World War II or temporary structure. Describe leased facilities that will be vacated (amount in SF or M2) by units on project completion. Include a statement on the availability of Resolution Trust Corporation properties or excess local schools.
  - (7) Impact if not provided. Describe the manner and extent to which mission accomplishment will be affected if the project is not approved. Be as specific as possible.
  - (8) Additional information. Enter a statement similar to the following: “This project was coordinated with the Regional Readiness Sustainment Command physical security plan and no antiterrorism measures other than those required by regulations and design guides for protecting Federal property are included. An economic analysis was prepared and utilized in evaluating this project. Alternative methods of meeting this requirement were explored during project development. This project is the most feasible option to meet the requirement. Parametric estimates have not been used to develop project cost.”
  - (9) Joint use certification.
    - (a) Army Reserve Center. Enter: “The Deputy Assistant Secretary of the Army (Installations and Housing) certifies that this project has been considered for joint use potential. Mission requirements, operational considerations, and location are incompatible with other components.”
    - (b) Armed Forces Reserve Center. Enter: “The Deputy Assistant Secretary of the Army (Installations and Housing) certifies that this project has been considered for joint use potential. This facility will be available for use by other components.”
- l. Block 12, Supplemental Data. For MCAR projects, at the concept milestone, the design agent will provide ARID

with supplemental data for entry on the form. The design agent will provide updates at subsequent design milestones. Include the cost of equipment to be provided from other appropriations. Show the type of appropriation and FY.

- (1) Furniture (OMAR). For the initial document submission, use seven percent of the Total Contract Cost.
- (2) Installed equipment (OMAR). For the initial document submission, use six percent of the Total Contract Cost.
- (3) For UMMCAR or OMAR projects, itemize the list of work, showing materials, quantity, and costs. Use the same format as block 9 on DD Form 1391.
  - (a) Include itemized planning and design cost when greater than six percent of the total contract cost. Cover travel, preliminary site investigation, and in-house engineering and architect/engineer fees for preparation of final design, plans, and specifications.
  - (b) Include cost for equipment to be provided from other appropriations. Show the type of appropriation and FY.
- (4) Point of contact for the project is the name and telephone number of the project manager at ARID.

#### **E-6. Completion instructions for DD Form 1391C**

- a. Block 1, Component. Same as block 1 on DD Form 1391.
- b. Block 2, Date. Same as block 2 on DD Form 1391.
- c. Block 3, Installation and Location. Same as block 3 on DD Form 1391.
- d. Block 4, Project Title. Same as block 4 on DD Form 1391.
- e. Block 5, Project Number. Same as block 7 on DD Form 1391. The rest of DD Form 1391C is for continuation of the narrative from DD Form 1391 and for block 12 (when needed).

## **Appendix F Management Control Checklist**

### **F-1. Function**

The function covered by this checklist is Army Reserve land and facilities management.

### **F-2. Purpose**

The purpose of this checklist is to assist assessable unit managers and management control administrators in evaluating the key management controls listed below. This checklist is not intended to cover all controls.

### **F-3. Instructions**

Answers to the questions in paragraph F-4 must be based on the actual testing of key management controls (for example, document analysis, direct observation, sampling, simulation). Answers that indicate deficiencies must be explained and corrective action must be identified in supporting documentation. These key management controls must be evaluated at least every 5 years. Certify the accomplishment of evaluations on DA Form 11-2-R (Management Control Evaluation Certification Statement).

### **F-4. Test questions**

- a. General.
  - (1) Are organizational and operational responsibilities for facilities engineering, real estate, and environmental support activities clearly assigned?
  - (2) Is master planning for facilities being accomplished and have short- and long- range plans been approved as appropriate?
  - (3) Is guidance on maintenance, repair, and minor construction project development and technical review provided to RRSCs and USAR-funded installations?
  - (4) Are project files (manual or electronic) for maintenance, repair, and construction projects established to provide complete historical records of projects?
  - (5) Are project approvals and reapprovals being secured and recorded properly in project files?
  - (6) Are controls established to prevent project costs from exceeding approval limits?
- b. MCAR
  - (1) Does each RRSC and USAR-funded installation present projects in their FYP to the CRRC?
  - (2) Is updated project documentation submitted annually with the MCAR FYP?
  - (3) Are minor construction projects costing \$750,000 or less funded by OMAR?
  - (4) Are minor construction projects costing between \$750,000 and \$1,500,000 funded by UMMCAR?
- c. Real Estate
  - (1) Is the REP prepared annually and submitted to ARID for approval?
  - (2) Are potential Army Reserve facility sites prioritized in accordance with this regulation?

- (3) Are potential sites vetted through a site selection process as described in this regulation?
- (4) Are ASIV reports properly completed and forwarded to ARID for approval?
- (5) Are real property acquisitions initiated solely by a representative of the COE?
- (6) Are leases of commercial real estate temporary in nature? Does each such lease have a corresponding MCAR project in the FYDP?
- (7) Are RPMBs established and conducted?
- (8) Are RPMPs on file and updated as required?
- (9) Are requests for use of Army Reserve facilities approved/disapproved at the appropriate level?
- (10) Does use of Army Reserve facilities by third parties meet the criteria of this regulation?
- (11) Is real property data being recorded in IFS?
- (12) Are updates made in ASIP during the announced editing windows?

*d. SRM*

- (1) Does the RRSC or USAR-funded installation coordinate and approve all maintenance and repair projects for all facilities?
- (2) Is a work management system, including customer service standards and review and analysis of work, in place and operating properly?
- (3) Is work management data being recorded using a system that captures and compiles cost and performance data in sufficient detail to support internal cost and management analysis?
- (4) Are procedures in place to ensure that tenants coordinate projects and report installation support costs to the RRSC or USAR-funded installation?
- (5) Are obligations and expenses for work on real property facilities being recorded accurately and in enough detail to insure compliance with project approval authority and the Chief Financial Officer Act, to develop accurate rates for reimbursable services, and to support review and analysis of work accomplished?
- (6) Are expedited procedures established for projects for repair of facilities damaged by natural disasters?
- (7) Does all work conform to the Army Reserve Design Guide?
- (8) Does the annual plan include inspections, tests, evaluations, and exercises required by law and regulations?
- (9) Are self-help projects authorized only for government owned facilities?

**F-5. Supersession**

There is not a previous edition of this checklist.

**F-6. Comments**

Help make this a better tool for evaluating management controls. Submit comments to the Assistant Chief for Installation Management, ATTN: DAIM-AR, 600 Army Pentagon, Washington, DC 20310-0600.

## **Glossary**

### **Section I Abbreviations**

#### **ACHP**

Advisory Council on Historic Preservation

#### **ACM**

asbestos containing material

#### **ACSIM**

Assistant Chief of Staff for Installation Management

#### **AFA**

Army flight activity

#### **AFRC**

Armed Forces Reserve Center

#### **AGCCS**

Army Global Command and Control System

#### **AMP**

Asbestos Management Program

#### **AMS**

Army management structure

#### **AMSA**

area maintenance support activity

#### **AMSCO**

Army management structure code

#### **APGM**

Army Program Guidance Memorandum

#### **APM**

automated policy management

#### **AR**

Army regulation

#### **ARC**

Army Reserve Center

#### **ARF**

Army resource framework

#### **ARID**

Army Reserve Installations Directorate

#### **ARNET**

Army Reserve Network

#### **ARNG**

Army National Guard

#### **ASA (I&E)**

Assistant Secretary of the Army for Installations and Environment



**ASAP**

Army Substance Abuse Program

**ASF**

aviation support facility

**ASIP**

Army stationing and installation plan

**ASIV**

available site identification and validation

**ASTM**

American Society for Testing and Materials

**AT**

antiterrorism

**BA**

Battle Assembly

**BES**

budget estimate submission

**BOD**

beneficial occupancy date

**BRAC**

Base Realignment and Closure

**BY**

budget year

**C2**

command and control

**CA**

comprehensive agreement

**CAA**

Clean Air Act

**CAR**

Chief, Army Reserve

**CBE**

command budget estimate

**CERCLA**

Comprehensive Environmental Response, Compensation, and Liability Act

**CFR**

Code of Federal Regulations

**CoA**

council of advisors

**COE**

Chief of Engineers

**COMSEC**

communications security

**COS**

Center of Standardization

**CRRC**

Construction Requirements Review Committee

**CWA**

Clean Water Act

**CX**

categorical exclusion

**CXO**

command executive officer

**CZMA**

Coastal Zone Management Act

**DA**

Department of the Army

**DA Pam**

Department of the Army pamphlet

**DASA (I&H)**

Deputy Assistant Secretary of the Army for Installations and Housing

**DEPMEDS**

deployable medical system

**DMARC**

demarcation

**DMS**

director for management and support

**DOD**

Department of Defense

**DODD**

Department of Defense Directive

**DODI**

Department of Defense Instruction

**DOIM**

Director of Information Management

**DrChecks**

Design, Review, and Checking System

**DS**

direct support

**DY**

design year

**E2FA**  
engineering and environmental facility assessment

**EA**  
environmental assessment

**EBS**  
environmental baseline study

**ECONPACK**  
economic analysis package

**ECS**  
equipment concentration sites

**EFS**  
engineering feasibility study

**EIS**  
environmental impact statement

**EMAAR**  
Engineer Management Automation Army Reserve

**EMS**  
Environmental Management System

**ENBOSS**  
Engineering and Base Operations Support System

**EO**  
executive order

**EPAS**  
Environmental Performance Assessment System

**ESA**  
Endangered Species Act

**EUL**  
enhanced use leasing

**FAMP**  
facilities annual management plan

**FCG**  
facility category group

**FEG**  
Facility Engineer Group

**FIFRA**  
Federal Insecticide, Fungicide, and Rodenticide Act

**FMV**  
fair market value

**FNSI**  
finding of no significant impact

**FOS**

facility operations specialist

**FOSL**

finding of suitability to lease

**FOST**

finding of suitability to transfer

**FTS**

full-time support

**FY**

fiscal year

**FYDP**

Future Year Defense Program

**FYP**

future years program

**GS**

general support

**GSA**

General Services Administration

**GY**

guidance year

**HQDA**

Headquarters, Department of the Army

**HQ, USACE**

Headquarters, U.S. Army Corps of Engineers

**HUD**

Housing and Urban Development

**IFS**

Integrated Facilities System

**II**

installations and infrastructure

**IMCOM**

Installation Management Command

**IPDC**

Installations Program Director's Committee

**ISCE**

Information System Cost Estimate

**ISPPCE**

information systems planning and programming cost estimate

**IT**

information technology

**JER**

Joint Ethics Regulation

**JSRCFB**

Joint Services Reserve Components Facility Board

**LBP**

lead-based paint

**LTA**

local training area

**M2**

square meter

**MCAR**

military construction, Army Reserve

**MDEP**

management decision package

**MDS**

Modular Design System

**MEET**

minimum essential equipment for training

**MEP**

military equipment park

**MEPS**

military entrance processing station

**MILCON**

military construction

**MKT**

mobile kitchen trailer

**MOS**

military occupational specialty

**MTOE**

modification table of organization and equipment

**NAGPRA**

Native American Graves Protection and Repatriation Act

**NCO**

noncommissioned officer

**NEPA**

National Environmental Policy Act

**NHPA**

National Historic Preservation Act

**NOC**

Network Operations Center

**NOI**

notice of intent

**NOV**

notice of violation

**NPDES**

National Pollution Discharge Elimination System

**OACSIM**

Office of the Assistant Chief of Staff for Installation Management

**OASA(I&E)**

Office of the Assistant Secretary of the Army for Installations and Environment

**OCAR**

Office of the Chief, Army Reserve

**O&F**

operational and functional

**O&M**

operation and maintenance

**OMAR**

operation and maintenance, Army Reserve

**OMB**

Office of Management and Budget

**OMS**

organizational maintenance shop

**OSD**

Office of the Secretary of Defense

**OSHA**

Occupational Safety and Health Act

**PCB**

polychlorinated biphenyl

**PD**

program director

**PEG**

program evaluation group

**POM**

program objective memorandum

**POV**

privately owned vehicle

**PPA**

Pollution Prevention Act

**PPBE**

planning, programming, budgeting and execution

**PROJDOC**

project documentation

**PY**

program year

**RC**

reserve component

**RCRA**

Resource Conservation and Recovery Act

**REC**

record of environmental consideration

**REP**

real estate program

**REPR**

real estate planning report

**RES**

real estate study

**RMU**

resource management update

**ROA**

report of availability

**ROD**

record of decision

**RPAO**

real property accountable officer

**RPF**

real property facility

**RPMB**

Real Property Management Board

**RPMP**

real property master plan

**RPX**

real property exchange

**RRSC**

Regional Readiness Sustainment Command

**RTI**

Regional Training Institute

**RTS**

regional training site

**SAG**

sub-activity group

**SARA**

Superfund Amendment and Reauthorization Act

**SCIF**

sensitive compartmented information facility

**SDWA**

Safe Drinking Water Act

**SF**

square feet

**SHPO**

state historic preservation officer

**SIOH**

supervision, inspection, and overhead

**SMC**

senior mission commander

**SPCCP**

spill prevention, control, and counter-measure plan

**SRM**

sustainment, restoration, and modernization

**SSR**

site survey report

**SSS**

Selective Service System

**SST**

site survey team

**STAMIS**

Standard Army Management Information System

**TB**

technical bulletin

**TDA**

table of distribution and allowances

**TM**

technical manual

**TOA**

total obligation authority

**TPU**

Troop program unit

**TSCA**

Toxic Substances Control Act

**UFC**

unified facilities criteria



**UIC**

unit identification code

**U/M**

unit of measure

**UMMCAR**

unspecified minor military construction, Army Reserve

**USACE**

U.S. Army Corps of Engineers

**USACHPPM**

United States Army Center for Health Promotion and Preventative Medicine

**USAISEC**

United States Army Information Systems Engineering Command

**USAR**

United States Army Reserve

**USARC**

United States Army Reserve Command

**USAREC**

United States Army Recruiting Command

**USARPAC**

United States Army, Pacific

**USC**

United States Code

**UST**

underground storage tank

**WTP**

water treatment plant

**WSTR**

weapons simulator training room

**Section II****Terms****Addition-expansion-extension**

A physical increase to a real property facility that adds to the overall external dimensions of the facility.

**Alteration**

Work required to change interior or exterior configuration or other physical characteristics of an existing facility so that it may be more effectively adapted to or used for its presently designated functional purpose. This work also may include equipment installed in and made part of an existing facility.

**Annual training site**

A training area used for the 15-day tour of annual training of RC units and individuals. A training area includes all improvements on land (for example, barracks, storage areas, hardstands, maintenance shops, and special training facilities).

**Area maintenance support activity (AMSA)**

An Army Reserve activity established to provide, on an area basis, technical assistance and organizational maintenance support that is beyond the supported units' capabilities to accomplish during scheduled training assemblies.

**ARID Army Knowledge Online (AKO) website**

An AKO knowledge center, maintained by ARID, used to share information within the Army Reserve installation management community. The internet address for this site is: <https://www.us.army.mil/suite/kc/4564144>.

**Armed Forces Reserve Center (AFRC)**

A facility at which units of two or more military departments or the ARNG are permanently stationed for inactive duty training and administration.

**Army Reserve Center**

An aggregation of common mission-supporting real property holdings in which home station unit(s) provide soldier support, training, and organizational administration and maintenance.

**Automated policy management (APM)**

A document management system for the Army Reserve installation management community. APM acts as a central repository for numerous regulations, SOPs, memos, and directives. APM allows for customizing data, performing full text searches, and sharing files. APM is a module within the ENBOSS system.

**Available site identification and validation (ASIV)**

A two-phased operation in which sites suitable for a specified Army Reserve facility in a geographic area are first identified and then validated as being available for acquisition, and by what interests, and if they are free from flood hazard.

**ASIV request**

A letter to ARID stating site requirements and criteria for Army Reserve facilities in specific geographic areas. It asks that all available sites meeting the criteria, regardless of source, be identified and validated. The letter also provides information concerning proposed use and site requirements.

**Charette**

Architectural term used to describe any intense, on-the-spot design effort.

**Circulation - interfunctional**

Corridors or hallways connecting the building's functional areas essential for a well designed operational floor plan.

**Circulation - intrafunctional**

The walkways between desks in common use administrative areas and/or the aisles storage cages allowed in storage areas. Excludes interfunctional circulation.

**Common use space**

Unit common use space is the administrative space for each Army Reserve unit in a facility (ARC, AFRC, or other) as authorized in appendix B. Those areas identified as joint use spaces in this glossary are common use spaces in ARCs (i.e. facilities with only Army Reserve units) and are available for use by all Army Reserve units assigned to that ARC (food preparation and scullery areas are common use spaces if two or more units are authorized that space).

**Compatible use**

Any use of an Army Reserve facility compatible with the Army Reserve's mission. This use must not adversely affect or conflict with the training, maintenance, security, or administration of the assigned units or personnel at the facility.

**Construction project**

A single action applicable to one or more RPFs that includes all construction work, land acquisition, and items of installed equipment. Such action is taken for a specific purpose and to produce a complete and usable facility or a complete and usable improvement to an RPF.

**Conversion**

The work required to change functional use of interior arrangements or other physical characteristics of a facility or any part thereof. This work includes installed equipment that may be used for a new functional purpose.

## **ECONPAK**

An economic analysis computer package available to engineers, economists, master planners, accountants, and other personnel throughout DOD.

## **End strength**

Required strength for MOTE units. Authorized strength for TDA units.

## **Engineering feasibility study**

An engineering feasibility study is an analysis of a potential project site to determine the impacts of the site characteristics on the proposed construction. This analysis includes assessments of the following (this list is not all inclusive): topography (site physical description); hydrology (drainage); soils (subsurface conditions that could affect the foundation); utilities (sanitary sewer, electric power, telephone, gas, water); environmental sensitivity; road network; and review of existing real estate actions such as rights of way and easements.

## **Environmental documents**

Those documents produced in response to an EA request, including the EBS, REC, EA, and either a FNSI or an EIS.

## **Equipment concentration sites (ECS)**

Equipment storage areas under the jurisdiction of an RRSC commander and under the supervision of an AMSA. The ECS may contain Army Reserve unit equipment needed for training during scheduled training assemblies but which is beyond the unit's capability to store at the home station or is required at a weekend training site. Equipment of more than one Army Reserve unit is normally stored at the ECS.

## **Exclusive use area**

Those areas used solely by one component in an AFRC such as offices, component-unique training and storage areas, and food preparation and scullery areas. Outside exclusive-use areas encompass component-designated military vehicle parking, pavement and fencing, security lighting, fuel dispensary systems, maintenance, and storage buildings.

## **Facility**

A building, structure, or other improvement to real property. It includes the occupiable space it contains and any interest in land, structure, or complex of structures together with any associated road and utility improvements necessary to support the functions of an Army activity or mission. The class of facility is identified by a five-digit construction category code.

## **Facility ID (also known as FACID)**

This is a five character, alphanumeric designator assigned and issued to catalog all Army Reserve facilities. The first two alpha characters will be the abbreviation for the state in which the facility exists. The next three numerical characters will identify a particular facility that exists at that location.

## **Facility operations specialist**

The RRSC point of contact for the facility coordinator for all routine and emergency facility maintenance and operation matters. Attends RPMB meetings as a representative of the RRSC Regional Engineer.

## **Future years program**

A prioritized 6-year schedule by FY of the MCAR construction needs of the Army Reserve. Estimated costs are updated semiannually and shown in program year dollars.

## **Functional activity**

One of 27 designated functional components that can be part of a Army Reserve facility. Some examples are: AFRC–Main Building; AFRC–Adjacent Building; AMSA (Ground); AMSA (Marine); AMSA Sub-Shop; ASF–Main Building; ASF–Adjacent Building; DS/GS Main building; DS/GS Adjacent Building; Equipment Concentration Site; Hands on Training Site Land; Local & Weekend Training Site; NCO Academy–Main Building; NCO Academy–Adjacent Building; Organizational Maintenance Shop; POV Parking Area; MEP Parking Area; RTS/Intelligence; RTS/Maintenance; RTS/Medical; Storage Facility/Area;. Other Building or Area

## **Functional activity numbers**

A three-digit extension to the Facility ID number, issued sequentially, starting at 001.

## **Funded costs**

Costs that are charged to the appropriation designated to pay for a project.

**Inlease**

Property acquired for Army use by a lease.

**Installation**

An aggregation of contiguous or near contiguous real property holdings commanded by a centrally-selected commander. Installations represent management organizations. In addition, two types of “virtual” installations exist within the Army. The Army National Guard has virtual installations, identified as each State commanded by the Adjutant General, under which are Readiness Centers or sites. Each Army Reserve Regional Readiness Sustainment Command is, likewise, defined as a virtual installation under which Reserve Centers are identified as sites.

**Installation number**

A 5-character identifying symbol used to provide continued and positive identification of an installation. These numbers may be obtained from the Installation Inventory of Military Real Property.

**Installed equipment**

Those items of equipment and furnishings, including materials for installation thereof that are required to make the facility usable and are affixed as a permanent part of the structure. For example, plumbing fixtures and equipment; fixed heating, ventilating, cooling air-conditioning, electrical, and fixed fire protection systems; and cabinets and similar fixed equipment. Machine tools, production and research equipment, and their foundations are excluded.

**Item of equipment**

For an OMS, any item of automotive, engineer, or artillery equipment to be stored at the center. For the MEP area, any self-propelled, towed, wheeled, or tracked item.

**Joint construction**

A military construction project that combines the space and functional requirements of two or more service components into one facility, thereby eliminating the need to build separate (or unilateral) facilities.

**Joint use space**

Areas of an AFRC provided for the use of all units assigned to the AFRC (these areas are common use spaces in ARCs). These areas typically include the assembly hall, classrooms, latrine facilities, corridors, stairwells, circulation areas, physical training room, janitorial storage, vending areas and break rooms, mechanical equipment rooms, and telephone closets. Food preparation and scullery areas are joint use spaces if required by two or more reserve components participating in a joint construction project. Outside joint use spaces include utilities, walks, pavements, and privately owned vehicle parking.

**Lease/leasehold acquisition**

An agreement that grants possession and control of a definite parcel of land, building, or other property for a specified time. It may be revocable or otherwise as provided in the agreement. There will be a return of rent for use of the property.

**License**

Authority to do a specified act or acts on the real property of the licensor without acquiring any real estate interest therein.

**Local civic and similar nonprofit organizations**

Persons and organizations promoting or providing public entertainment social functions, recreation, amateur or youth athletic contests or activities, and educational or civic welfare exhibitions. This grouping includes polling sites for local and national elections.

**Local training area**

An aggregation of common training and supporting real property holdings under the command and control of a RRSC. The RRSC provides limited on-site training support. An LTA may consist of one or more of the following-land, ranges, support facilities required to support local unit training.

**Maintenance**

The day-to-day, periodic, or scheduled work required to preserve or maintain an RPF in such condition so that it may be effectively used for its functional purposes. Maintenance includes work done to prevent damage that would be more costly to restore than prevent. Examples include replacing disposable filters, painting, caulking, refastening loose siding, and sealing bituminous pavements.

**Military construction, Army Reserve (MCAR)**

A program (appropriation) through which the Army Reserve acquires new facilities and replaces or improves existing facilities by purchase, transfer, or construction. This program also includes expansion, rehabilitation, conversion, and equipping of such facilities.

**Minor construction**

All work necessary to produce a complete and usable facility or a complete and usable improvement to an existing facility. See AR 420–10 for funding limitations.

**Modular design system**

The modular design system, also known as the “Kit-of-Parts,” allows design of Army Reserve facilities using Computer Automated Drafting Design techniques. MDS is part of the Army’s Standardization Program. Programmatically, facilities are divided into the basic functional areas of administration, assembly, education, storage and special purpose space to determine space authorization. Various sized, three-dimensional modules of each type area can be selected, manipulated, and arranged by the end user to fit specific site and program needs. MDS provides complete construction drawings and details, and will integrate specifications and a computerized cost estimating system under one program. The program meets all required codes such as the Unified Building Code and the National Fire Protection Act and will consider various structural elements such as varying wind and snow loading, and seismic conditions.

**Organizational maintenance shop**

The structure that houses the functional areas used to train organizational maintenance personnel and to perform organizational level maintenance on Army Reserve unit equipment.

**Outgrant**

A legal document which conveys or grants the right to use Army-controlled real property.

**Permit**

Temporary authority for one Government agency to control property under the jurisdiction of another Government agency.

**Program year**

Three years subsequent to the current year. For example, if this is FY 11, then program year is FY 14.

**Real property**

Land and rights therein, ground improvements, utility systems, and structures, excluding installed equipment.

**Real property facilities**

Separate and individual buildings, structures, utility systems, or other real property improvement identifiable in the three-digit category codes listed in AR 415–28.

**Regional Readiness Sustainment Commands**

The numbered Army Reserve commands that will execute, on a regional basis, installation support responsibilities within their geographically assigned area.

**Replacement**

Projects for the construction of a similar facility (includes demolition of an existing facility, when required to construct a replacement facility).

**Site**

A site is a physically defined location which can be supported by a legal boundary survey which closes a polygon. It can be owned, leased, or otherwise possessed or used. A site may exist in one of three forms: land only; facility or facilities only; or land and all the facilities on it. A site is the sum of all real property at a specific location.

**Site survey team**

A team whose members have expertise in unit operations, construction, and real estate requirements. It is established as a multidiscipline team by an RRSC for conducting on site preliminary site surveys of those sites identified by the ASIV Completion Report.

**Site survey**

An on site inspection by the SST for choosing a preferred site from those sites identified in the ASIV Completion Report.

**Site survey report**

Prepared subsequent to an SST survey of the sites identified in the ASIV completion report, and consisting of a copy of the ASIV completion report and enclosures specifically identifying alternative sites.

**State clearinghouse**

A state agency or organization that receives documents for state review and comment.

**Sub-activity group (SAG) 131**

Provides resources for installation support services. These services include facility operations, base operations, and other programs such as child and youth services, family centers, environmental conservation, pollution prevention, environmental compliance, force protection, and base communication.

**Support installation**

An installation that provides intra-service support. This installation is normally the nearest installation to the supported unit or facility. (See also AR 5–9.)

**Temporary World War II buildings**

All temporary wood buildings similar to those built for troop mobilization before, during, and after World War II as cited in AR 420–10.

**Training site**

An area available for home station or other mission training by Army Reserve units. This term includes semi-active installations and those sites that the Army does not own but has permission to use.

**Unfunded costs**

Costs that are charged to a different appropriation from that which is paying for a project.

**Unspecified minor military construction, Army Reserve (UMMCAR)**

A program through which the Army Reserve provides for unexpected construction needing prompt action. Unspecified minor construction requirements are unknown at the time of budget formulation.

**Section III****Special Abbreviations and Terms**

There are no entries in this section.

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