

Army Regulation 140–483

Army Reserve

Army Reserve Land and Facilities Management

**Headquarters
Department of the Army
Washington, DC
24 January 2020**

UNCLASSIFIED

SUMMARY of CHANGE

AR 140–483

Army Reserve Land and Facilities Management

This major revision, dated 24 January 2020---

- o Changes title and all subsequent references to the Assistant Chief of Staff for Installation Management-Operations Directorate, Army Reserve Division to the Office of the Chief, Army Reserve, Army Reserve Installation Management Directorate (para 1–7).
- o Changes Regional Support Command to Readiness Division (paras 1–7, 1–12, and 4–13).
- o Removes reference to non enduring Army Reserve Military Construction project development system and replace with applicable Army System of record (para 1–12).
- o Changes Director of Information Management to Director of the Network Enterprise Center (para 1–12).
- o Replaces reference to combined Deputy Chief of Staff, G–2 and/or Chief Information Officer/G–6 and replaced with separate Deputy Chief of Staff, G–2 and Chief Information Officer/G–6 (para 3–8).
- o Removes reference to the term facility manager and replace with facility coordinator (para 6–11).
- o Updates Space Guidelines for Army Reserve Facilities (app B).
- o Updates instructions for the completion of DD Forms 1390 and DD Form 1391s (app E).
- o Provides standardized accountability procedures for Army Reserve Facility Property (app F).
- o Provides sample site commander and facility coordinator, additional duty safety officer, anti-terrorism officer, designated official, environmental compliance officer, fire marshal, physical security officer, and facility hand receipt appointment letters (app G).
- o Provides recordkeeping requirements (app H).
- o Updates internal control evaluation (app I).

Effective 24 February 2020

Army Reserve
Army Reserve Land and Facilities Management

By Order of the Secretary of the Army:

JAMES C. MCCONVILLE
General, United States Army
Chief of Staff

Official:


KATHLEEN S. MILLER
Administrative Assistant
to the Secretary of the Army

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 Regular Army or Army National Guard, except for those organizations that provide facilities for Army Reserve units. This reg-

ulation is applicable, except for space allocations, to any tenants at an Army Reserve-hosted Armed Forces Reserve Centers.

Proponent and exception authority. The proponent of this regulation is the Chief, Army Reserve. 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 internal control process. This regulation contains internal control provisions in accordance with AR 11–2 and identifies key internal controls that must be evaluated (see appendix I).

Supplementation. Supplementation of this regulation and establishment of command and local forms are prohibited without prior approval from the Chief, Army Reserve, Army Reserve Installation Management Directorate (DAAR–IM), 6075

Goethals Road, Building 1908, Suite 103, Fort Belvoir, VA 22060–5231.

Suggested improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to the Chief, Army Reserve, Army Reserve Installation Management Directorate (DAAR–IM), 6075 Goethals Road, Building 1908, Suite 103, Fort Belvoir, VA 22060–5231.

Committee management. AR 15–39 requires the proponent to justify establishing/continuing committee(s), coordinate draft publications, and coordinate changes in committee status with the Office of the Administrative Assistant to the Secretary of the Army, Analysis, and Integration Cell (AAAI–CL), 105 Army Pentagon, Washington DC, 20310–0105. Further, if it is determined that an established "group" identified within this regulation later takes on the characteristics of a committee as found in AR 15–39, then the proponent will follow AR 15–39 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 the Regular Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve.

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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

See appendix A.

1–3. Explanation of abbreviations and terms

See glossary.

1–4. Responsibilities

Responsibilities are listed in section II of chapter 1.

1–5. Records (recordkeeping) management requirements

The records management requirement for all record numbers, associated forms, and reports required by this regulation are addressed in the Records Retention Schedule-Army (RRS–A). Detailed information for all related record numbers, forms, and reports are located in Army Records Information Management System (ARIMS)/RRS–A at <https://www.arims.army.mil>. If any record numbers, forms, and reports are not current, addressed, and/or published correctly in ARIMS/RRS - A, see DA Pam 25–403 for guidance.

Section II

Responsibilities

1–6. Assistant Secretary of the Army (Installations, Energy and Environment)

The ASA (IE&E) will---

a. Serve as the principal advisor to the Secretary of the Army on matters related to Army installations, energy security, and the Army's impact on the environment, safety and occupational health. The ASA (IE&E) will provide overall policy, program oversight, and coordination of design, construction, operations, maintenance, and management of Army installations.

b. The Deputy Assistant Secretary of the Army for Installations, Housing and Partnerships (DASA IH&P) provides programming and oversight of the Secretary of the Army's Title 10, United States Code (10 USC) responsibilities in the areas of real estate, military construction, engineering, housing, and base realignments and closures. The DASA IH&P provides oversight reviews, approvals, congressional testimony, and notifications as required by statutes in the respective areas.

1–7. Deputy Chief of Staff, G–9

The DCS, G–9 is the proponent for all Army installations and develops and implements installation policy.

1–8. Chief, Army Reserve

The CAR will---

- a.* Provide overall policy and program guidance for Army Reserve land and facilities.
- b.* Oversee, as the sponsor for Army Reserve appropriations, 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.

d. On behalf of the CAR, the Director, Army Reserve Installation Management Directorate (ARIMD) within the OCAR, executes, manages, and accounts for the Army Reserve real estate, military construction, master planning, and installation support programs. The director will---

(1) 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:

(a) Establishing and implementing processes that support the Army Reserve leadership's ability to make sound decisions that accomplish Army Reserve goals and objectives.

(b) Planning Army Reserve II programs in accordance with strategic guidance.

(c) Ensuring development of justifiable program requirements and metrics.

(d) Ensuring execution of Army Reserve II program resources in accordance with Army Reserve priorities.

(e) Participating and representing Army Reserve II programs throughout all phases of the planning, programming, budgeting, and execution (PPBE) process.

(2) Prepare the MCAR budget, including building the draft corporate Army Reserve prioritized MCAR project listing for the CAR's approval.

(3) Program OMAR funding required to support MCAR projects.

(4) Prepare the budget portions that address provisions for SRM and manage the SRM program, including distribution of OMAR SRM funds.

(5) Ensure Army Reserve installation support management decision packages (MDEPs) have all related facility requirements identified and resourced within available funding.

(6) Conduct periodic program reviews.

(7) Conduct and host a biannual Base Operations (BASOPS) Advisory Forum (BOAF).

(8) Process Army Reserve funding requests that exceed Readiness Division (RD) or USAR- funded installation approval limits.

(9) Plan and execute the MCAR program, including coordination of Joint projects with other components and military services.

(10) Provide MCAR, OMAR, and SRM planning guidance and assistance to the RDs and USAR- funded installations.

(11) Ensure all Real Property Master Plans (RPMPs) are developed consistent with the requirements of Unified Facilities Criteria (UFC) 2-100-01 related to Installation Master Planning or its successor.

(12) Ensure that Army Reserve assets, population, and requirements are accurately identified by location in the DCS, G-9 installation management systems, Headquarters Installation Information System (HQIIS), Army Stationing and Installation Plan (ASIP), and the Real Property Planning and Analysis System (RPLANS).

(13) Ensure that Army Reserve continues to review and update algorithms used by RPLANS to generate accurate requirements by location that are in alignment with official policy.

(14) Ensure that the Army Reserve updates the Army Force Structure document (FMS Web) with unit derivatives and derivative detachments by location so that they will be reflected in the Army Stationing and Installation Plan (ASIP) and the RPLANS.

(15) Ensure execution of the Army Reserve Construction Requirements Review Committee (CRRC).

(16) Determine if Army Reserve mission requirements justify the following:

(a) Types of facilities other than those specified in this regulation.

(b) Space allocations that exceed space guidelines established in this regulation.

(17) Determine the Army Reserve pro rata share of joint facilities in coordination with appropriate authorities of other participating components and Services.

(18) Direct preparation of MCAR project documentation for the budget years, following review and approval of RD- and USAR-funded installation RPMPs and review MCAR project documentation to ensure that:

(a) Requirements are valid and conform to current objectives, policies, and procedures.

(b) Approved project sitings are consistent with the approved RPMP.

(c) Risk management has been applied to identify and document all potential design and operational hazards.

(d) All required certifications, MCAR project-related costs, and other information necessary for project programming and execution have been adequately addressed.

(e) All aspects of antiterrorism (AT) and physical security measures have been adequately addressed.

(19) Prepare MCAR budget justification books and ensure the quality, completeness, and accuracy of each DD Form 1391 (FY _ Military Construction Project 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.

(20) 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.

- (21) Perform the following design-related functions:
 - (a) Coordinate the selection of single-line sketches for development as concept designs.
 - (b) Authorize selected design agencies to initiate design of approved projects.
 - (c) Approve concept designs.
 - (d) Schedule and conduct periodic design reviews in coordination with design agencies, RDs, USAR-funded installations, and other subordinate commands and using units.
 - (e) Approve necessary and appropriate design changes.
 - (f) Authorize selected design agencies to proceed with preliminary and final designs.
 - (g) Approve final designs and authorize preparation of contract documents.
 - (h) Prepare design release notifications for submission to Congress.
 - (i) Review scope and compliance of MCAR project parametric or concept designs and final designs with programming objectives.
 - (j) Ensure designated Safety official participates in all design reviews.
 - (k) Ensure all designs are in compliance with federal, DOD, and / Army Safety laws and standards to include Executive Order 12196, 29 CFR 1910, DODI 6055.01, AR 385–10.
- (22) Direct preparation and completion of environmental assessments and documentation to support execution of the MCAR program.
- (23) 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, Housing and Partnerships (DASA (IH&P)) approval.
 - (24) Approve or disapprove modifications or changes and obtain approvals for reprogramming and cost variations.
 - (25) Plan and execute all Army Reserve fee and leasehold acquisition and disposal programs, including the following:
 - (a) Establishing policy and guidance for acquisition, utilization, and disposal of Army Reserve real property.
 - (b) Reviewing and approving each RD annual real estate program (REP) for fee, leasehold, and disposal actions and coordinate execution of the REPs with USACE.
 - (c) Monitoring execution of land acquisitions approved by Congress.
 - (d) Recommending approval or disapproval of long-term outgrant renewal requests that require approval of the DASA (IH&P) and the Chief of Engineers (COE).
 - (e) Approving additions, deletions, and other changes to the annual Army Reserve REP acquisition plan.
 - (f) Approving Army Reserve lease acquisitions which are below \$750K/year. Staff lease acquisitions for DASA IH&P and congressional notification which are \$750K/year or above.
 - (g) Ensuring programming and budgeting for real property actions, including execution of real estate actions by the USACE.
 - (h) Requesting available site identification and validation (ASIV) reports from USACE.
 - (i) Designating a representative to participate on the site survey team (SST) for each property acquisition.
 - (j) 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.
 - (k) Approving the environmental documentation and obtaining legal review for the preferred and alternate sites selected by the SST.
 - (l) Approving the acquisition of recommended and selected sites subject to the ARIMD authority limit of \$750K/yr above which DASA IH&P approval and congressional notification are required.
 - (m) Approving the relevant environmental documentation and requesting issuance of real estate directives from HQ, USACE.
 - (n) Army Reserve Program Manager for real property exchanges (RPX) approved by the DASA (IH&P) and executed by the U.S. Army Corps of Engineers.
- (26) 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.
- (27) Approve the siting of tenant projects and ensure tenant facility requests are in accordance with the host-tenant support agreement.
- (28) 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.
- (29) Review and validate each RD's and USAR-funded installation's facilities annual management plan (FAMP) and 5-year plan.
- (30) Develop the energy investment plan based on input from the RDs.
- (31) Formulate policy and procedures for the Army Reserve Fixed Facilities Energy Conservation Program.

(32) Ensure Army Reserve funded installations identify and program operation and sustainment requirements for Energy Conservation Investment Program (ECIP) projects, including Information Technology and Industrial Control Systems, and the installation agrees to fund these operation and sustainment costs upon project completion.

(33) Formulate policy and procedures for the Army Reserve Fire Prevention and Protection Program.

(34) Provide automation support to Army Reserve-wide real property management functions, and missions.

1–9. Commander, U.S. Army Installation Management Command

The Commander, IMCOM will provide execution management oversight of USAR-funded installations.

1–10. Commander, U. S. Army Reserve Command

The CG, USARC will---

a. Provide mission command of the four RDs.

b. Execute stationing actions in accordance with AR 5–10.

c. Provide data on USAR units and tenant organizations by installation and facility location in accordance with AR 5–18.

1–11. Commander, U.S. Army Corps of Engineers

The Commander, USACE will---

a. Serve as DOD construction agent responsible for the design and construction of MCAR projects in accordance with DODD 4270.5.

b. Establish an Army Reserve Center of Standardization (COS) to provide centralized project and funds management.

c. Provide real estate support to the Army Reserve.

d. The Commander, USACE the COS will---

(1) Serve as the design construction agent for all MCAR projects.

(2) Execute assigned portions of MCAR design, real estate, and construction programs.

(3) Develop, maintain, and distribute criteria for the architectural and engineering design of MCAR projects.

(4) 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.

(5) Attend scheduled meetings with ARIMD to review projects in design and under construction.

(6) In coordination with RDs and USAR-funded installations, provide estimates of real estate acquisition and administrative processing costs for inclusion in the annual Army Reserve REP.

(7) 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.

(8) Initiate intergovernmental coordination for a proposed acquisition, if necessary.

(9) 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.

(10) 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.

(11) Prepare environmental documentation for the selected and alternate sites for acquisitions and for disposal actions on a reimbursable basis.

(12) Execute real estate requirements and advise ARIMD and the requestor of problems and the completion date for acquisition.

(13) Accept changes to the annual Army Reserve REP when approved by ARIMD.

(14) Ensure that leasehold acquisition interests are fully serviced in leases (exceptions must be specifically identified and cost estimates provided in advance to ARIMD for approval), and terminate in leases upon request.

(15) Prepare and submit REPRs, RESs, 10 USC acquisition reports, and disposal reports in support of acquisition and disposal.

(16) Perform real estate appraisals, as requested, to determine fair market value of property under consideration.

(17) Determine and prepare the appropriate real estate (lease, license, permit, and so forth) instrument required on a reimbursable basis.

(18) For leased real property, secure written consent of the owner if the existing lease with Army Reserve does not specifically address subleasing authorization.

(19) Issue long-term outgrants after Report of Availability (ROA), appropriate environmental documentation, and required approvals are obtained from ARIMD and HQ, USACE in those cases that require DASA (IH&P) or other secretariat approval or additional coordination.

1–12. Commanders, Readiness Divisions and U.S. Army Reserve-funded installations

Commanders, RDs 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, to include statement of consistency with the applicable RPMP on designated MCAR projects and identify all non-construction funded requirements related to these projects.
- c.* Ensure appropriate participation (DPW, environmental, and safety official at a minimum) in planning, pre-design, charrette, and design conferences. All conferences will be approved in accordance with current Army conference policy committing / obligating any Army appropriated funds.
- 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 ARIMD for final action.
- f.* Advise ARIMD of any circumstances that cancel a MCAR requirement and request approval through ARIMD 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 the Network Enterprise Center (NEC) 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 ARIMD project officer with a current Information Systems Cost Estimate (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.* Submit changes to the REP to ARIMD for review and approval/disapproval.
- k.* Submit requests for ASIV reports to ARIMD.
- l.* 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.
- m.* For acquisition of property on Army installations other than USAR-funded installations, verify in writing to ARIMD that the site is properly annotated on the installation RPMP for Army Reserve use.
- n.* Initiate a request, after site approval, with ARIMD for a permit to occupy property on non-Army installations.
- o.* Forward completed environmental documentation to ARIMD for approval, with copies furnished to the USACE Army Reserve COS.
- p.* Request that the USACE Army Reserve COS prepare the REPR, or RES if the site selected is on a military installation, and an EFS for the preferred site identified by the SST.
- q.* Program for and provide budget requirements during budget cycles for site surveys, facilities acquisition, and environmental documentation.
- r.* Coordinate with the USACE Army Reserve COS to develop cost estimates for acquisitions and administrative processing for future years projects.
- s.* Prepare ROA, requests for determination of excess, and disposal reports as required, and prepare any environmental documents required to support these reports.
- t.* Ensure the establishment of a 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.

- u.* 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.
- v.* 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.
- w.* Account for all Army real property under the control/management of the RD or USAR-funded installation commander, except for facilities located on Regular 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, Headquarters Installation Information System (HQIIS) the Army Stationing and Installation Plan (ASIP), and GFEBS; 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.
- x.* Update the ASIP and RPLANS to reflect the assigned and supported population by location and correct category codes for requirements.
- 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 (IH&P) 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 and DOD Instruction (DODI) 4000.19 and coordinate through ARIMD for approval.
- aa.* Appoint members to and assure their participation in Joint Service Reserve Component Facility Boards (JSRCFBs) in accordance with AR 135–9.
- bb.* Appoint a site commander for each USAR owned/responsible site. A site commander may appoint separate Center Commander where multiple ARCs, AFRCs, or a combination exists on a site. (The site commander will normally be the senior ranking Army Reserve Unit Commander.)
- cc.* Annually prepare and publish a floor plan of each ARC and Army Reserve-hosted AFRC showing, by unit, the allocation of exclusive use administrative, storage, and training spaces.
- dd.* Ensure Public Affairs Office coordination throughout the facilities life cycle process to help facilitate public understanding and support of land and facilities management programs.
- ee.* RD Director of Public Works (DPW) will make all work classification actions in conformance with all regulatory requirements and limitations to include AR 420–1. Conduct periodic facility coordination training courses.
- ff.* RD Director will ensure facility operations specialists (FOS) and area FOS (AFOS) check/visit every Army Reserve Center, regardless of location, at least quarterly (more so if feasible).

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

The Commander, 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 ARIMD Project Officer.
- b.* Provide the ARIMD 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 construction processes, upon request of the appropriate NEC/USARC/G–6.
- e.* Provide information systems expertise to USACE during design and construction review meetings with ARIMD.

1–14. Commanders of using units

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

- a.* Coordinate through the appropriate RD or USAR-funded installation for all of their facilities requirements. Provide essential information as to the timeframe, unit type, mission, and personnel and maintenance requirements for their facility's needs. New requirements also require coordination with and concurrence by the appropriate USARC staff element(s).
- b.* Actively participate with the RD-funded 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.
- f. Comply with AR 200–1, other environmental rules and regulations and environmental guidance published by the RDs. Ensure their appointed environmental officer (EO) or alternate designee provides all necessary documentation to the facility environmental officer in order to verify the unit is operating in compliance with all laws, regulations, executive orders, policies, and other guidance as applicable. Documentation will include, but not be limited to the following:
 - (1) The unit’s EO appointment memorandum.
 - (2) A sign-in roster or memorandum indicating the unit has conducted annual environmental training for all personnel.
 - (3) Inventories of all hazardous material (HM) and hazardous waste (HW) with the appropriate data sheets/material safety data sheets.

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 System (PPBES). The outer ring shows the phases of facility management from acquisition through disposal. This ring represents the execution stage of PPBES. The PPBES is explained in more detail in AR 1–1.

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 (buildings or land placed on the installation Master Plan and dedicated for use by the Army Reserve).

b. *Improvements.*

(1) Army Reserve units may pursue self-help projects on existing government owned facilities. These projects require complete documentation, justification, and prior approval by the RD 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. Phases of facility management

Infrastructure requirements RDs 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.

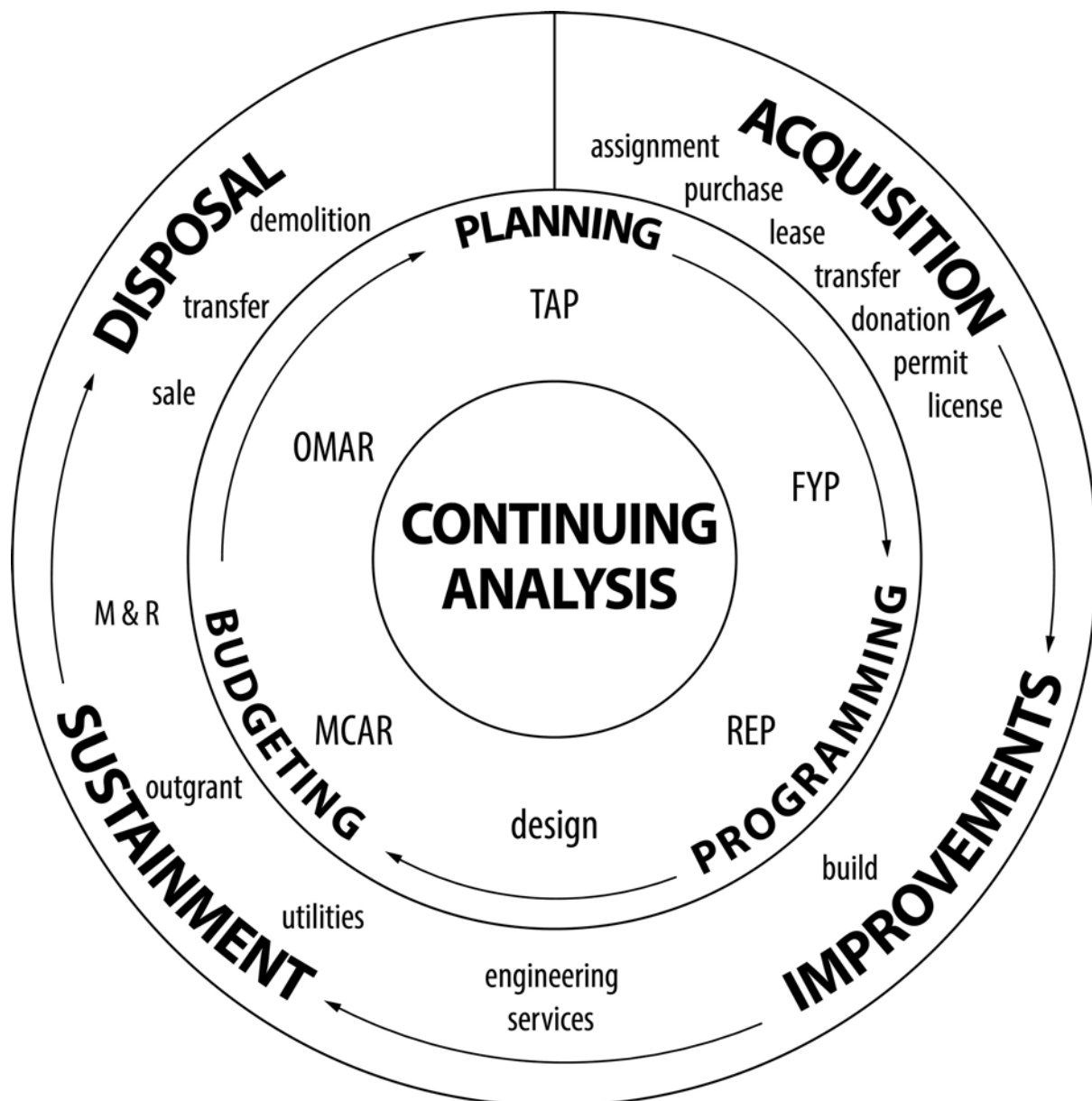


Figure 2–1. Army Reserve facilities life cycle

2–5. Records management requirements

- a.* The proponents for this regulation in coordination with their records manager are responsible for identifying those requirements contained in this publication which proponents of DA publications will identify what records to retain and determine the appropriate retention and disposition requirements in accordance with records management policies, in accordance with AR 25–400–2.
- b.* Proponents will retain record copies of publications as prescribed by AR 25–400–2.
- c.* Refer to appendix H for a listing of record numbers to use.

Chapter 3

Project Planning, Programming, and Development

Section I

General

3–1. 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. When the Regular Army displaces permanently housed Army Reserve units or activities, it will provide replacement facilities in accordance with DODI 1225.08. The ARIMD must be informed before displacement or relocation actions are initiated.

3–2. Policy

a. Optimum use will be made of all Army Reserve facilities. AR 420–1 provides guidance and direction regarding management of Army facilities, including master planning as it relates to determining facility requirements through the Real Property Planning and Analysis System (RPLANS). Facility requirements are based on the authorized strength and mission for modified table of organization and equipment (MTOE) and table of distribution and allowances (TDA) units. 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), regional training sites (RTS), 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. ARIMD is the approval authority for all exceptions.

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. Facility space allowance is optimized in accordance with paragraph B–1*a*.

e. Facilities will be joint whenever possible. Joint projects will be developed in accordance with DODI 1225.08.

f. 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.

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

- (1) Acquisition by transfer, use agreement, or permit of excess real property from DOD or other Federal agencies.
- (2) 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.
- (3) Construction of additions to existing facilities, with provisions for maximum joint or common use of existing space and facilities.

(4) Purchase or lease of existing real property that provides, or can be modified to provide, the required space.

(5) Joint construction of a new facility with other Reserve Components (RCs).

(6) Unilateral construction of a new facility, supported by the respective JSRCFB.

(7) Build-to-suit-to-lease with option to purchase.

h. For additions or expansions, the affected units must vacate the facilities while construction proceeds unless ARIMD grants an exception. The RD or USAR-funded installation will provide a plan for accommodating the vacating units through a temporary construction lease or other solution.

i. Environmental, safety, fire, and occupational health subject matter experts review of all actions/projects is required to ensure compliance with all appropriate environmental laws, regulations, executive orders (EOs), policies and guidance throughout the facility life cycle.

j. The Army Reserve will comply with all Center of Standardization (COS) designs for Army Reserve facilities except for Facility Category Groups (FCG) 17140, 17141, 21409, 44224 unless granted a waiver by HQDA staff. The intent is to standardize non-Army Reserve Center facilities thru COS designs where applicable. All Army FCGs do not have a COS-standard design template. In places where a COS does not exist, ARIMD will work with HQDA staff to gather information on best practices and designs for that FCG prior to starting design. The intent of the completed design is to inform a standard design facility for the Army should HQDA staff decide to adopt it.

Section II

Planning

3–3. Project planning

The success of projects in programming and budgeting is directly related to how consistent they are with the recommendations of a UFC 2–100–02 compliant RPMP. Facility requirements will be satisfied in accordance with the Army Facility Investment Strategy. The project type selected will represent the most logical and cost-effective solution among UMMCAR, MCAR, Full Facility Restoration (FFR in accordance with the Army Reserve FFR SOP), and Real Property Exchange (RPX) alternatives.

3–4. Military construction Army Reserve future years program

- a.* ARIMD will issue planning guidance to RDs and USAR-funded installations for the MCAR program each year.
- b.* RDs and USAR-funded installations will submit their updated MCAR future years' program annually to ARIMD. Projects are listed and prioritized in the future years' program numerically.
- c.* Projects may be included in future years' program 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.
- d.* RDs and USAR-funded installations will update project documentation for each annual submission of their MCAR future years program based on costs for the first fiscal year outside the current Future Year Defense Program (FYDP) and any force structure changes.
- e.* ARIMD will review and validate projects developed and submitted by the RDs and USAR-funded installations for inclusion in the MCAR FYDP and project design initiation. ARIMD will prepare the FYDP annually, incorporating the prioritized future years' program from the RDs and USAR-funded installations to program projects for the year of execution based on the total obligation authority (TOA).

3–5. 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.* ARIMD coordinates document submission with RDs and USAR-funded installations to meet required timelines for major construction. RDs and USAR-funded installations may submit urgent construction requirements resulting from unforeseen circumstances, at any time. Using units will submit their requirements through the appropriate RD or USAR-funded installation.
- c.* 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.

Section III

Programming

3–6. 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.

3–7. 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 program objective memorandum (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, ARIMD, as chairperson and voting member.

(b) One each voting representative from the following elements of the Army Reserve staff, DCS, G-1, DCS, G-2, DCS, G-3/5/7, DCS, G-4, CIO/G-6, DCS, G-8, and Army Reserve Force Programs.

b. Projects will be submitted on the following schedule:

(1) The RDs and USAR-funded installations will make a formal presentation of their programs to the Army Reserve CRRC.

(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) ARIMD 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).

3-8. 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 ARIMD. For projects with a design cost greater than \$1 million, ARIMD 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. ARIMD may also initially defer design authorization on a project until a particular concern or issue is resolved. ARIMD will defer design authorization indefinitely unless resolution is attained by 1 August of the FY following the CRRC. 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 ARIMD accordingly.

c. The following are the recognized design phases:

(1) Concept design phase.

(a) Design initiation (1 percent). ARIMD authorizes design initiation to the USACE Army Reserve COS as shown in figure 3-1.

(b) Preconcept design (10 percent). The selected design agency works with ARIMD 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. RDs 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). ARIMD 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 ARIMD. The RD 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 RD 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, ARIMD 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 fig 3-1).

(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 ARIMD a 65 percent cost estimate and a 65 percent completion of plans that address the comments made during 35 percent design stage. The design agency will provide plans to the RD 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 RD or USAR-funded installation and ARIMD for information and comment. At the same time, the design agency will perform a technical review. ARIMD 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. ARIMD approves the final design.

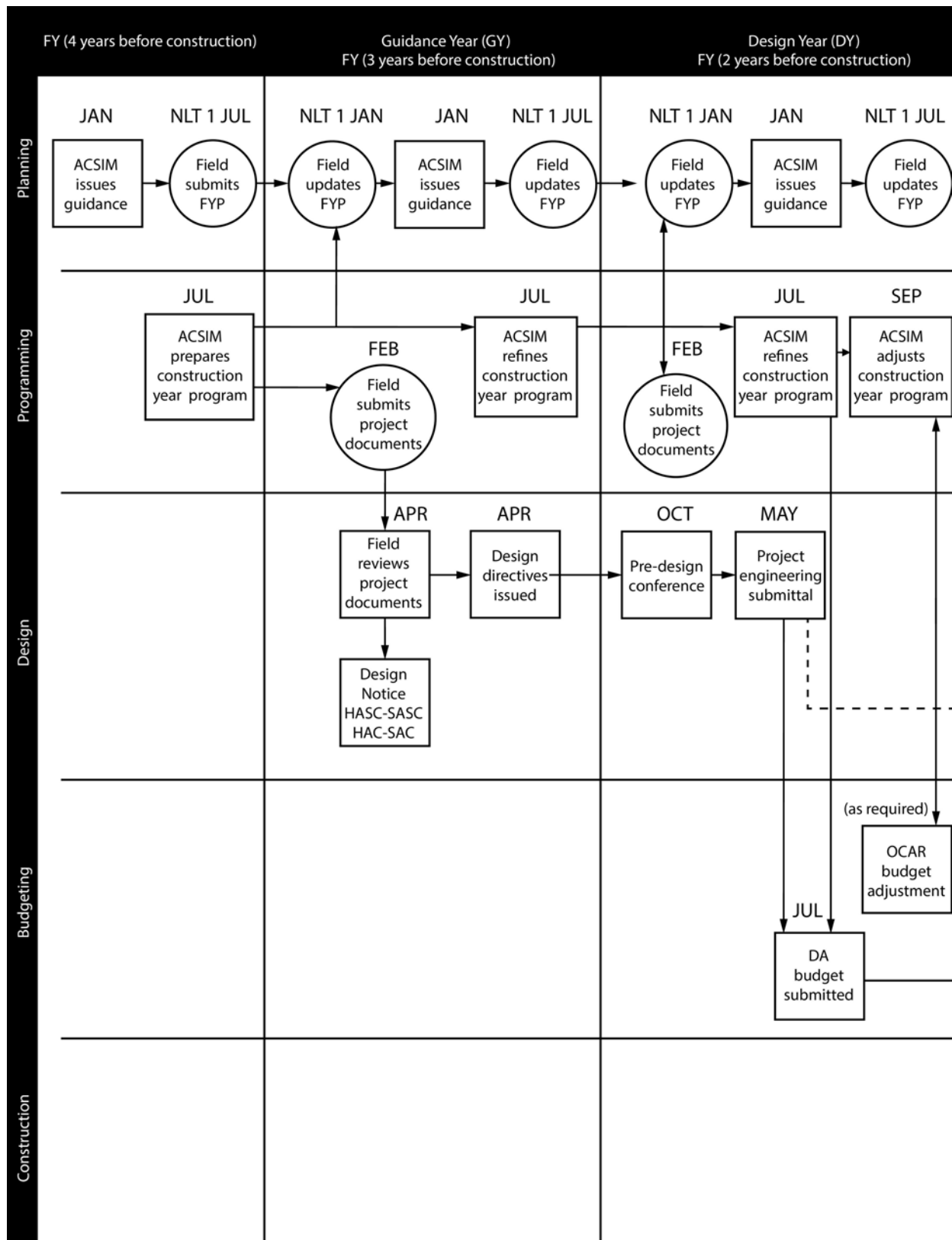


Figure 3–1. Typical military construction Army Reserve program development flowchart

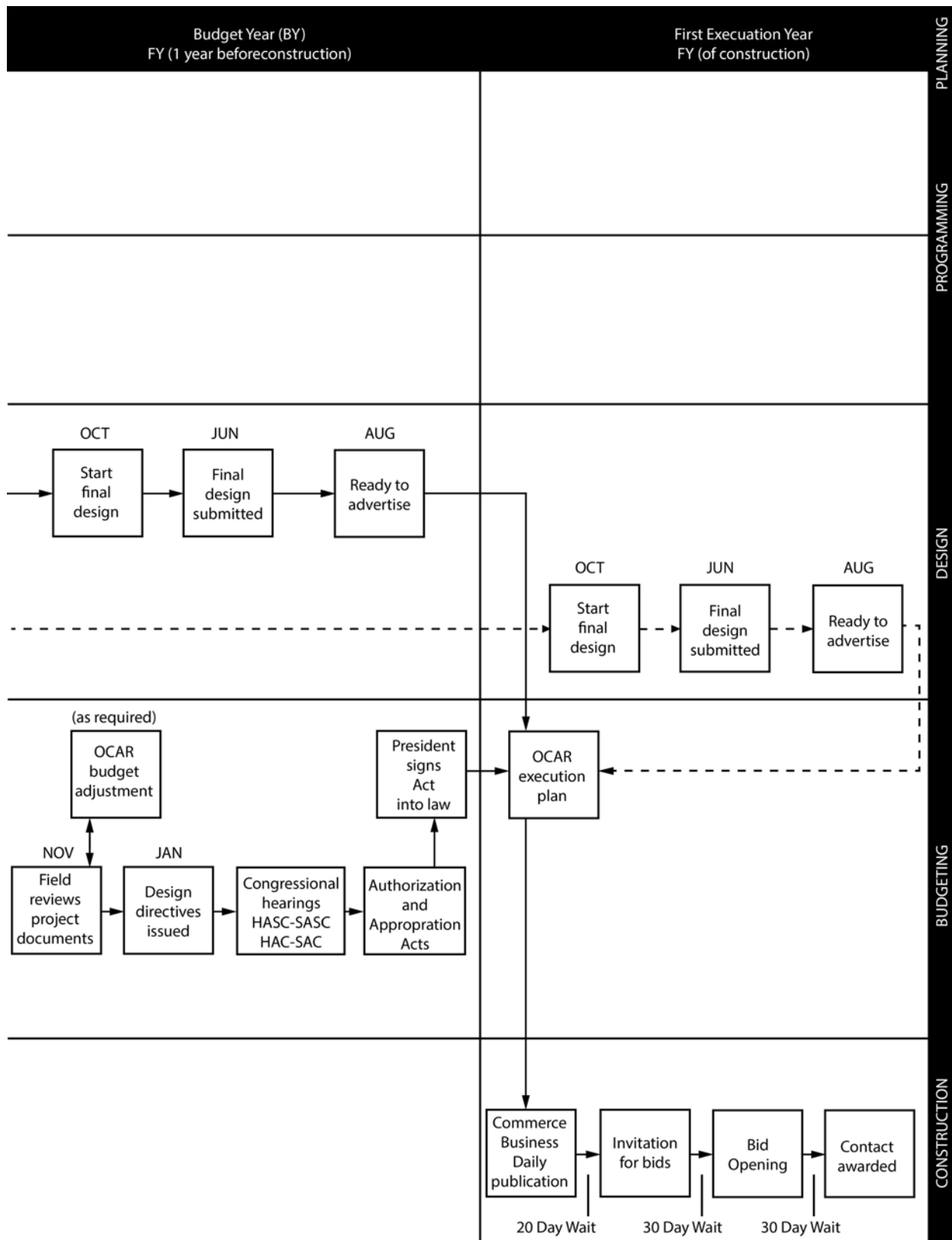


Figure 3–1. Typical military construction Army Reserve program development flowchart--Continued

Chapter 4

Real Estate and Real Property Acquisition, Utilization, and Disposal

Section I

General

4–1. Introduction

a. The Army Reserve will follow the policy contained in AR 405–10, AR 405–45, AR 405–70, AR 405–80, AR 405–90, and AR 415–28 in acquiring, managing, and disposing of real property. This chapter supplements and prescribes the responsibilities requirements particular to 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 acquiring and outgranting Army Reserve facilities and describes policies for disposal of facilities when they are no longer needed.

b. Major overseas commanders who provide facilities to Army Reserve units will use the procedures in this chapter to the fullest extent possible. Any deviation in procedures requires coordination with DCS, G–3/5/7 (DAIM–AR).

4–2. Environmental documentation for real estate actions

a. Environmental documentation will be prepared using the guidance in AR 200–1 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 ARIMD Environmental Team 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 RD or USAR-funded installation commander, signs them. OASA (IE&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 420–1 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 condition of property (ECP) for all real property acquisitions. For real estate transactions initiated by non-Army Reserve parties, the Army Reserve proponent will ensure completion of an ECP and should actively participate when non-Army Reserve entities perform an ECP. 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 ECP 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 ECP 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 ECP 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 ECP findings. The ECP 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 200–1, a separate ECP 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

4–3. General requirements

a. The Army Reserve will acquire land and facilities only when there is a clearly demonstrated need consistent with the recommendations of the applicable RPMP. 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. If the fair market value of the transaction exceeds \$750,000, real property may not be acquired, transferred, disposed of, or leased until after the expiration of 30 days from the date on which a report concerning the proposed transaction is submitted to Congress pursuant to 10 USC 2662. The reporting requirement does not apply to real property acquisition specifically authorized in a Military Construction Authorization Act. 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.

4–4. Acquisition planning and programming

a. RDs will develop their annual Army Reserve REPs for fee (purchase) and leasehold acquisition of land and facilities based on the approved ARIMD future years' program. ARIMD 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 to be executed with OMAR funds will be prepared after the DD Form 1390S and DD Form 1391 are complete and placed into the annual Army Reserve REP reflects the project.

c. ARIMD 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. RDs 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, and training) prior to submitting for program funding. ARIMD 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.

4–5. Acquisition

a. The Army Reserve will acquire real estate to support a congressionally authorized 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 should be considered, consistent with market conditions.

b. Paragraph 4–8 details the acquisition of leasehold interest.

c. 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 future years' program.
- (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.

d. HQ, USACE will initiate real property acquisition on receipt of ARIMD approval of the REPR, EFS, and environmental documentation, and (if required) approval of the acquisition by OASA (IE&E).

e. OMAR funds may be used to purchase options and fee titles to real property costing less than \$1,000,000, subject to the approval of ARIMD.

f. 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.

g. 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 ARIMD 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 ARIMD and the proponent.

4–6. 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 will contact mayors, city managers, elected council or ward representatives, county commissioners, and economic development specialists, as well as state officials, as appropriate, to seek 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.

4–7. 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, 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 will contact mayors, city managers, elected council or ward representatives, county commissioners, and economic development specialists, as well as state officials (as appropriate) while preparing the ASIV report to seek their support of the MCAR project. Query these points of contact concerning donations of land to support the project, as well as alternative sites they might want to propose to be studied under the National Environmental Policy Act (NEPA). 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 (IH&P) grants a waiver. The USACE Geographic District Commander, with concurrence by ARIMD, may request waiver of this criterion.

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

(a) Appendix B 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 Area Support Maintenance Activity (AMSA) or other RCs 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 RD or USAR-funded installation requests identification of potential Army Reserve facility sites based on the current ARIMD FYDP for MCAR projects and the approved annual Army Reserve REP by submitting an ASIV request to ARIMD. ARIMD 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 nine 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 (PAX) to include DD Forms 1390S and 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 app B).

(2) Upon receipt of an ASIV request, the USACE Army Reserve COS (or designated USACE geographic district) will—
(a) Identify all available DOD property which meets the general site criteria. Assess all such property, and proceed with acquisition if found to be suitable. If no suitable DOD property is located and if the requirement exceeds the threshold for OSD approval, ARIMD will request through DASA (IH&P) approval from OSD for land acquisition before proceeding further.

(b) In coordination with the RD, 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.

(c) 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.

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

(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 (IH&P) 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. If local officials express concerns about a particular site, ask them to propose an alternative site that would meet the USAR's requirements.

(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. Provide an update to the local Congressional delegation prior to the NEPA process becoming public so that the CODEL's first knowledge of the land acquisition comes from the USAR, not the media.

(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 should be included in the ASIV report. 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 ARIMD. (See fig 4-1 for the ASIV report format.)

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

(3) Upon receipt of the ASIV report, the RD 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 ARIMD. 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, ARIMD 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) ARIMD retains final approval authority for all site selections except those that require DASA (IH&P) approval.

4-8. In-leases

a. ARIMD 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 RD 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). ARIMD 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. ARIMD will not fund relocation out of a Government-owned ARC to a leased facility in lieu of programming appropriate MCAR funding. ARIMD will not fund unit relocations to a leased

facility from a Government-owned facility if relocation results in the government-owned facility becoming under used 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-owned 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, apply, and RDs 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 the DD Form 1391 processor system, 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 RD-funded 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 10 USC 18233a, the USACE Army Reserve COS (or supporting USACE geographic district) will draft a site-specific acquisition report (10 USC 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, preferably by using ECONPACK module of the DD Form 1391 processor system, in support of a proposed lease is required.

h. A 10 USC 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 (IE&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 ARIMD. HQ, USACE will request concurrence of ARIMD before seeking the waiver from OASA (IE&E).

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

4–9. Real property exchange

a. Real property exchange (RPX) is an option for the Army Reserve to exchange existing Army Reserve facilities (including land) for replacement facilities or services at an addition to an existing facility.

b. The authority for RPX is 10 USC 18240 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 RC by exchanging an existing facility with an Executive agency, the U.S. Postal Service, or a State's 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 property. 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 RPX to the Congressional defense committees. The notice must include a 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 RCs 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 maximum extent practicable to protect the interests of the United States.

e. Identification of a facility for potential exchange may occur by initiative of ARIMD, RD commander, commander of USAR-funded installation, or other parties. ARIMD coordinates the determination to proceed with the owning command after determination of FMV, completion of an EBS, and determination of replacement facility requirements. ARIMD presents the potential RPX to the DASA (IH&P) 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 NEPA. Upon successful negotiation of an exchange agreement and completion of the NEPA documentation, the exchange partner and the DASA (IH&P) sign a binding exchange agreement. ARIMD and the USACE Army Reserve COS oversee 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.

4–10. 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. OD 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

4-11. 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) General Fund Enterprise Business Systems (GFEBS) 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 ARIMD of corrections made as a courtesy.

(6) Relocatable (portable) buildings are items of personal property and are not real property. Only DASA (IH&P) may approve the use of relocatable buildings and/or facilities as substitutes for permanent or conventional buildings when the duration of the requirement is greater than 6 years. The relocatable building and/or facilities must be acceptable concerning life, safety, real property, and engineering requirements. In such cases, the relocatable buildings and/or facilities will be converted to and accounted for as real property. Include all relocatable buildings in the real property inventory.

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

b. Facilities utilization.

(1) All users of a facility must be documented in the Army Stationing and Installation Plan (ASIP). 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 RD 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 unused or underused property to the Department of Housing and Urban Development (HUD) as required by the Stewart B. McKinney Homeless Assistance Act (PL 100-77, 101 Stat.482). This requirement is not limited to facilities identified for disposal. Normally, an ARC is considered fully used when occupied in accordance with its design, that is, when utilization remains within acceptable levels. If a portion of the facility is unused, 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 underused and must be reported by the RD-funded or USAR-funded installation.

4-12. Enhanced use leasing

a. The expanded authority of 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. Enhanced use leases (EUL) provide 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 EUL authority. To qualify for an EUL the property must not be excess.
- d. See the official Army Website for EUL. (<http://www.nab.usace.army.mil/businesswithus/realestate/eul.aspx>) for additional information.

4–13. Army reserve real property management boards

- a. RD 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 Equipment Concentration Site (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 site, also known as the site commander, will normally be president of the board.
- c. The RPMB will meet at the call of the president at least annually (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 RD-funded or USAR-funded installation commander.
 - (4) Make recommendations on requests for use of real property.
 - (5) Ensure compliance with the applicable recommendations of the RPMP.
- 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 site commander or center commander when appointed by the site commander, will appoint a facility coordinator who is a full-time employee stationed on the facility site and who will be responsible for the day-to-day operation of the center. The Site Commander has appointed responsibility over all tenants concerning facility related actions and issues. The applicable Readiness Division DPW in coordination with the OFTS commands can appoint the responsibility of an individual to serve the role by means of an additional duty order. Duties will include, but not be limited to, the following:
 - (1) Contacting the appropriate area FOS of the RD-funded 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 RD-funded or USAR-funded installation.
 - (2) Reporting emergency maintenance and repairs required at leased facilities to the supporting RD following their established emergency procedures.
 - (3) Forward requests for maintenance and repairs of a leased facility, not of an emergency nature, through the appropriate RD FOS to the RD Regional Engineer. Facility coordinators are not authorized to contact lessors, agents, or owners concerning routine maintenance and repair actions.
- g. Site commanders, center commanders (when appointed by a site commander), facility coordinators, and unit personnel will not contact lessors or vendors without first clearing such contact through the appropriate RD DPW-funded 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.
- h. The president of the board will appoint a facility environmental officer who is stationed on the facility site and who will be responsible for supervising the environmental operations of the center. Duties will include, but not be limited to, the following:

(1) Ensure all tenant units, organizations, and entities are operating in compliance with all laws, regulations, executive orders, policies, and other guidance (as applicable).

(2) Annually review and update (as necessary) the standard operating procedures for environmental operations at the facility, and incorporate all units, agencies, and entities that are assigned to the facility. Standard environmental operating procedures for each facility will reference only tasks and processes that occur at that specific facility and/or installation. Unit mission specific environmental procedures will follow applicable environmental factors (for example, command policies, country-specific final governing standards, and overseas baseline guidance).

(3) Validate that all personnel at the facility are receiving annual environmental training and other personnel are receiving environmental training as appropriate.

(4) Attend annual environmental training through the appropriate RD.

4–14. Use of Army Reserve facilities

a. Granting use. The use of Army Reserve facilities when it does not interfere with mission requirements may be authorized when determined to be in the public interest. 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 app C for additional information.)

b. Processing a request for use.

(1) Do not deny requests based on reasons of race, religion, color, sex (including gender identity), disability, national origin, age, or sexual orientation. 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 RD or USAR-funded installation.

(3) For approved requests, the RD 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 ARIMD 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 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 may be authorized 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 the Joint activities, which may include Army personnel.

(3) Other governmental agencies. This category includes 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 and DODI 1000.15.

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 Government-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, religion, color, sex (including gender identity), disability, national origin, age, or sexual orientation).

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 RD-funded 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 Site Commander for use in completing DA Form 833 (see app C).

(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 RD-funded or USAR-funded Installation Commander can delegate approval authority of short term licenses to the RD 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 RD or USAR-funded Installation Commander who will prepare the appropriate environmental documentation and an ROA and forward the same to ARIMD for further resolution. See AR 405-80 for additional guidance.

g. Long-term outgrants.

(1) A long-term 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 RD prepares the proposal and forwards to ARIMD for approval. Upon approval, USACE issues the license. It will be revocable at will by the government.

(2) Exclusive use of Army facilities requires a lease instrument. Indicators of exclusive use include cases where 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). Leasing property requires issuance of a finding of suitability to lease (FOSL). Leasing property for compatible use by others can be prudent asset management and can help defray Army costs, but must be of direct benefit to the United States, promote the national defense or an Army mission, and/or be in the public interest.

h. Charges and payments.

(1) Unless authorized use is incidental to other uses and the applicable statutory authority allows for such costs to be waived, 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 ARIMD or the Army Reserve authority that signed the outgrant may waive this payment when it is less than the estimated cost of collection.

(2) If a lease is granted, the lessee will be charged consideration in an amount equal to fair market rental value, which will normally also include the requirement to pay for utilities and services. Consideration may be in the form of alteration, repair, or improvement, by the lessee, of the property leased or provision of other in kind consideration, as authorized by law and if approved by the applicable Army approval authority.

(3) A Site Commander will notify the appropriate RD 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 RD Commander is responsible for compliance when the Army Reserve facility is not located on a Regular Army or other service’s military installation.

j. Safeguarding Government property. The center commander 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) ARIMD may approve educational use of Army Reserve facilities for one year. ARIMD 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. The RD or Reserve funded installation should be notified as soon as possible and a short term license initiated. 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. ARIMD approves such emergency use when the need arises.

m. Use by law enforcement agencies. 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 and the U.S. Army Recruiting Command. 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 RD or USAR-funded Installation Commander. Space assignment will be on an as-available basis only. Submit requests for full-time or exclusive use to ARIMD. Requests that divert a significant portion of the available facilities require approval by ARIMD. Use an intra-service support agreement to document the space assignment. The owning RD or USAR-funded installation will record the unit identification codes (UICs) of the using units in ASIP.

o. Use by Army Personnel attached to the Selective Service System. Army personnel attached to the SSS may be assigned space in Army Reserve facilities on a space available basis, in accordance with an approved MOA. Use of the facility will be in accordance with the existing battle assembly (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

4–15. 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. ARIMD will coordinate within appropriate force structure channels to determine if other units might be available to backfill the facility. At the same time, ARIMD will request USACE 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, ARIMD will direct the RD-funded or USAR-funded installation to initiate a report of excess for disposal before the property becomes vacant to minimize caretaker expenditures.

b. The RD-funded 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. Additionally, all signage will be removed from the facility and grounds.

4–16. Termination of leases

a. When a lease is to be terminated, the RD-funded or USAR-funded installation will notify the ARIMD 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 ECP is required for each facility whose lease is terminated. The RD-funded 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.

Chapter 5 Sustainment, Restoration, and Modernization

5–1. Introduction

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

5–2. Project and work limitations

a. ARIMD establishes RD and USAR-funded installation approval authority by delegation of authority memorandum.

b. SRM projects.

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

(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 420–1.

(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) RD and USAR-funded Installation Commanders may approve RPF sustainment projects when the conditions in AR 420–1 are met.

(7) RD and USAR-funded Installation Commanders may delegate this authority to members of their staff commensurate with technical ability to review projects. The ARIMD will review and evaluate delegated authority during staff visits.

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

(9) RD and USAR-funded Installation Commanders will forward projects that exceed their approval authority to ARIMD. No such project will be undertaken unless approved in advance.

(10) For project review, see AR 420–1.

c. Restoration projects.

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

(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 420–1 for prohibitions concerning minor construction or alteration work.

(4) RD and USAR-funded Installation Commanders will forward projects that exceed their approval authority to ARIMD. 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 maximum funded cost of \$2,000,000 for the new work elements within an SRM project may not be exceeded IAW 10 USC 2805(c).

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 420–1.

5–3. Utilities

Policy and procedures for managing and operating utilities are provided in AR 420–1 and AR 420–41. RDs will execute all tasks assigned to "Installations" in these regulations.

5-4. 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.

5-5. 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. 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. ARIMD will approve the project and source of funds and support funding from the available balance.

5-6. Project documentation

a. RDs-funded and USAR-funded installations will establish project folders that contain the documentation required by AR 420-1 for the following types of RPF projects:

- (1) SRM projects costing more than \$50,000.
- (2) Minor construction costing more than \$15,000.
- (3) Design and construction.

b. For projects exceeding RD and USAR-funded installation approval authority, the appropriate Commander will sign the DD Form 1391 and forward it to ARIMD, as applicable.

Chapter 6 Environmental

6-1. 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 13693, Planning for Federal Sustainability in the Next Decade requires each Federal agency to continue implementation a formal Environmental Management System (EMS) where those systems have proven effective and deploy a new EMS where appropriate. 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, policies, 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 and/or 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 and/or projects. The primary law and/or regulation will prevail where there are conflicting requirements and procedures. 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.

6–2. Typical environmental evaluation documents and reviews

a. Record of environmental considerations (REC), environmental assessment (EA), and environmental impact statement (EIS) fulfill the requirement to systematically examine possible and probable environmental consequences of implementing a proposed action by a Federal agency (see laws/regulations: NEPA, 32 CFR Part 651, 40 CFR 1500–1508, and AR 200–1).

b. The environmental staff completes an ECP as part of the due diligence or assessment of liability required for real property acquisitions and disposals. Applicable laws and/or regulations: Section 120(h) of the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA). For disposal, ASTM D6008–96 (or update) is applicable and for acquisition ASTM E–1527–13 (or update) is applicable.

c. An internal environmental performance assessment system (EPAS) is conducted annually at each Army Reserve facility/installation, except when an external EPAS assessment is scheduled. This regulation requires external EPAS assessments every third year. The purpose of the assessment 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 Institute of Public Health (AIPH) may complete external assessments on a cost reimbursable basis (see AR 200–1).

6–3. 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.

6–4. Cultural, historic, and archeological resources

a. Federal agencies are required to consider the effects of all their undertakings (that is, projects, real property actions) 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, and any federally recognized tribes associated with the facility/ property. Applicable laws/regulations: National Historic Preservation Act (NHPA), Section 106, 36 CFR 800.

b. Federal agencies are required to identify, use, 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. 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 (See the following laws/regulations - Native American Graves Protection & Repatriation Act (NAGPRA), Archeological Resources Protection Act, 36 CFR 79, and AR 200–1).

6–5. Hazardous wastes

a. General. A solid waste meeting the requirements of 40 CFR 261, typically including one or more of the following characteristics: ignitable, corrosive, reactive, and/or toxic. 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.

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

c. 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.

d. 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.

e. See the applicable laws/regulations. The Resource Conservation and Recovery Act (RCRA), 40 CFR 260–282, 49 CFR 100–180, 29 CFR 1910, and AR 200–1.

6–6. Nonhazardous solid waste

a. A solid waste that does not exhibit one or more of the 40 CFR 261 defined characteristics of hazardous waste. Items which are recycled are typically not considered waste.

b. 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. Recyclable materials such as paper, cardboard, scrap metal, green waste (grass clippings and branches), aluminum cans, glass, and lumber are all typical items that may be recycled in the local community or nearby installation.

c. Army Reserve units and activities will report their monthly waste transactions in the Army's solid waste database called SWARWeb (Solid Waste Annual Reporting Web-based) for the annual reporting to Congress. Access to the database is CAC enabled and requires approval by the functional proponent, DCS, G–9. Solid waste managers and reporters requiring SWARWEB access will go to <https://www.acsim-apps.army.mil/> to download forms and access instructions.

d. Electronics on property book accounts are sent to DLA Disposition Services (formerly DRMO) for disposal. Electronic items not on property books such as computer keyboards, mice, power cords, transformers, external memory drives should also be properly recycled.

e. See the applicable laws/regulations - RCRA, EO 12088, 40 CFR 273 and 40 CFR 279, and AR 200–1.

6–7. 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, and disposal) 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 and/or regulations: AR 420–1; 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; and 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) 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; AR 385–10, 29 CFR 1910; 29 CFR 1926, 40 CFR Part 61 Subpart M; 40 CFR 61–763, AR 420–1; 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) See the applicable laws and/or regulations: AR 200–1.

6–8. 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 200–1 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 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, and ditches. These projects may require a permit under Section 404 of the Clean Water Act (CWA), and with the USACE Section 401 CWA water quality certification from the state.

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

6–9. Water resources

a. Storm water.

(1) 40 CFR Parts 122 and 125 discuss the protection of stormwater through the National Pollution Discharge Elimination System (NPDES) and the permit requirements for construction activities.

(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 125,

b. Spill prevention control and countermeasures plan.

(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) See the applicable laws/regulations: CWA, 40 CFR Part 125.

6–10. 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 use 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. See the applicable laws/regulations: Pollution Prevention Act of 1990, RCRA, CAA, Emergency Planning and Community Right-to-Know Act Section 313, and EOs 12856, 13693, and 12902.

6–11. Pest management

a. The pest management program relies on building occupants, facility coordinators 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, and cockroaches), 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 applications must be tracked and applied by a licensed applicator except for an approved self-help pesticide application (where available). Furthermore, any application of chemical or non-chemical pest control should be coordinated with the environmental staff to ensure environmental compliance.

d. See the applicable laws/regulations: Federal Insecticide, Fungicide, and Rodenticide Act (FIFRA), DOD Instruction 4150.07, AR 200–1.

6–12. 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. See the applicable laws/regulations: CERCLA as amended by the Superfund Amendment and Reauthorization Act (SARA).

6–13. Environmental training

a. In order to support the Army's environmental posture at all levels and ensure all operations at USAR facilities/installations incorporate environmental considerations, all Army Reserve personnel at USAR facilities/installations are required to have training that includes general environmental awareness and facility and/or installation specific requirements.

b. The RD will provide appropriate environmental training for personnel working with hazardous materials and hazardous waste at facilities and/or installations. Additional training can be provided to units to meet AR 200–1 requirements.

6–14. Miscellaneous environmental requirements

a. *Polychlorinated Biphenyl.*

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

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

b. *Safe Drinking Water Act.*

(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) See the applicable laws/regulations: 40 CFR 141.

6–15. Environmental and safety

a. Safety and occupational health standards are prescribed to prevent accidental loss to Army facilities, equipment, and personnel.

b. All Army Reserve facilities will comply with Federal, DOD, and Army safety and occupational health standards. All facility designs, specifications, and contracts for Army Reserve construction will be reviewed by a qualified safety and occupational official at each planning stage. The Designated safety and occupational health official will participate in all planning, preparation, and execution of design plans. Action Officers and project managers must start coordination with safety and health staff early in the project and/or action-planning phase to ensure the completion of necessary evaluations are completed in a timely manner. All levels of the safety and occupational staff will participate in project concept meetings for all projects and actions. After receiving the pertinent proposed project information, the safety and health staff will be able to conduct the following activities: review of design to determine compliance with standards, identify noncompliance or potential hazards and associated risk, provide countermeasure for each hazards, determine risk level and assign risk assessment code. The safety and occupational health staff will provide this information to the project manager for incorporation into the project time line and activities. Early involvement of the safety and occupational staff will ensure the project decision makers can make an informed decision as required by laws and regulations.

Appendix A

References

Section I

Required Publications

AR 5–9

Installation Agreements (Cited in the glossary.)

AR 5–10

Stationing (Cited in para 1–10*b*.)

AR 5–18

Army Stationing and Installation Plan (Cited in para 1–10*c*.)

AR 15–39

Department of the Army Intergovernmental and Intragovernmental Committee Management Program (Cited in the title page.)

AR 25–400–2

The Army Records Information Management System (Cited in para 2–5*a*.)

AR 200–1

Environmental Protection and Enhancement (Cited in para 1–14*f*.)

AR 210–20

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

AR 350–19

The Army Sustainable Range Program (Cited in para 4–5*f*.)

AR 385–10

The Army Safety Program (Cited in para 1–8*d*(21)(*k*).)

AR 405–10

Acquisition of Real Property and Interests Therein (Cited in para 4–1*a*.)

AR 405–45

Real Property Inventory Management (Cited in para 4–1*a*.)

AR 405–70

Utilization of Real Property (Cited in para 4–1*a*.)

AR 405–80

Management of Title and Granting Use of Real Property (Cited in para 4–1*a*.)

AR 405–90

Disposal of Real Estate (Cited in para 4–1*a*.)

AR 415–28

Real Property Category Codes (Cited in para 4–1*a*.)

AR 420–1

Army Facilities Management (Cited in para 1–12*ee*.)

AR 420–41

Acquisition and Sales of Utilities Services (Cited in para 5–3.)

ASTM D6008–96

Standard Practice for Conducting Environmental Baseline Surveys (Cited in para 6–2*b*.)

ASTM E–1527–13

Standard Practice for Environmental Site Assessments: Phase 1 Environmental Site Assessment Process (Cited in para 6–2*b*.)

DA Pam 190–51

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

DODI 1225.08

Reserve Component (RC) Facilities and Unit Stationing. (Cited in para 3–1*b*.)

DODI 4000.19

Support Agreements (Cited in para 1–12*z*.)

TM 5–853–1

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

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. DOD publications are available at <http://www.esd.whs.mil/dd/>.

AR 1–1

Planning, Programming, Budgeting, and Execution System

AR 11–2

Managers' Internal Control Program

AR 25–1

Army Information Technology

AR 25–30

The Army Publishing Program

AR 27–1

Judge Advocate Legal Services

AR 27–3

The Army Legal Assistance Program

AR 27–10

Military Justice

AR 27–26

Rules of Professional Conduct for Lawyers

AR 58–1

Management, Acquisition, and Use of Motor Vehicles

AR 135–9

Participation in Joint Service Reserve Component Facility Boards

AR 135–175

Separation of Officers

AR 135–178

Enlisted Administrative Separations

AR 215–1

Morale, Welfare, and Recreation Activities and Nonappropriated Fund Instrumentalities

AR 360–1

The Army Public Affairs Program

AR 415 series

Construction

AR 420 series

Facilities Engineering

AR 525–13

Antiterrorism

AR 600–20

Army Command Policy

AR 600–85

Army Substance Abuse Program (ASAP)

AR 710–2

Supply Policy below the National level

AR 735–5

Property Accountability Policies

DA Pam 25–403

Guide to Recordkeeping in the Army

DA Pam 415–3

Economic Analysis: Description and Methods

DA Pam 415–28

Guide to Army Real Property Category Codes

DA Pam 420–11

Project Definition and Work Classification

DA Pam 710–2–1

Using Supply System (Manual Procedures)

DOD 5500.07–R

Joint Ethics Regulation (JER)

DOD 7000.14–R

Department of Defense Financial Management Regulations (FMRS)

DODD 4270.5

Military Construction

DODI 1000.15

Procedures and Support for Non-Federal Entities authorized to Operate on DOD installations

DODI 4150.07

DOD Pest Management Program

DODI 4715.17

Environmental Management Systems

DODI 6055.01

DOD Safety and Occupational Health (SOH) Program

UFC 2–100–01

Installation Master Planning Available

UFC 3–260–01

Airfield and Heliport Planning and Design

UFC 4–010–01

DOD Minimum Antiterrorism Standards for Buildings

UFC 4–171–05

Design Guide for Army Reserve Facilities

USACE Regulation 1110–1–8159

Engineering and Design- Design Review and Checking System (Dr Checks)

24 CFR 35

Lead-based paint poisoning prevention in certain residential structures

29 CFR 1910

Occupational Safety and Health Standards.

29 CFR 1926

Safety and Health Regulations for Construction

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 122

National pollutant discharge elimination system

40 CFR 125

Criteria and standards for national pollutant discharge elimination system

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

Council on environmental quality

49 CFR 100

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 13693

Planning for Federal Sustainability in the Next Decade

HUD Guidelines, Section 402, 404

Lead-based Paint Disclosure Rule Interpretive Guidances: Part 1 (Available at https://portal.hud.gov/hudportal/documents/huddoc?id=doc_12348.pdf.)

NHPA, Section 106

National Historic Preservation Act, Section 106

NHPA, Section 110

National Historic Preservation Act, Section 110

PL 86–797

Sikes Act

PL 89–665

National Historic Preservation Act (NHPA)

PL 90–542

Wild and Scenic Rivers Act

PL 91–190

National Environmental Policy Act (NEPA)

PL 92–522

Marine Mammal Protection Act

PL 92–583

Coastal Zone Management Act (CZMA)

PL 93–205

The Endangered Species Act (ESA)

PL 96–95

Archeological Resources Protection Act

PL 100–77

McKinney-Vento Homeless Assistance Act

PL 101–601

Native American Graves Protection and Repatriation Act (NAGPRA)

PL 102–550

Residential Lead-based Paint Hazard Reduction Act

7 USC 136 et seq

Federal Insecticide, Fungicide, and Rodenticide Act (FIFRA)

10 USC 47

Uniform Code of Military Justice

10 USC 2662

Real property transactions: reports to congressional committees

10 USC 2663

Land Acquisition authorities

10 USC 2667

Leases: non-excess property of military departments and Defense Agencies

10 USC 2664 Limitations on real property acquisition

10 USC 2807

Architectural and engineering services and construction design

10 USC 2853

Authorized cost and scope of work variations

10 USC 18233a

Notice and wait requirements for certain projects

10 USC 18240

Acquisition of facilities by exchange

15 USC 2601

The Toxic Substances Control Act (TSCA)

16 USC 703– 712

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 11001 et seq.

The Emergency Planning & Community Right-to-Know Act

42 USC 13101

The Pollution Prevention Act (PPA)

Section III

Prescribed Forms

Unless otherwise indicated, DA Forms are available at the Army Publishing Directorate (APD) website (<http://armypubs.army.mil>).

DA Form 833

License to Use Army Reserve Facilities (Prescribed in para 4–14*b*(3).)

Section IV

Referenced Forms

Unless otherwise indicated, DA Forms are available on the APD website (armypubs.army.mil); DD Forms are available on the Office of the Secretary of Defense (OSD) website (<https://www.esd.whs.mil/forms/index.htm>).

DA Form 11–2

Internal Control Evaluation

DA Form 1687

Notice of Delegation of Authority - Receipt for Supplies

DA Form 2028

Recommended Changes and Blank Forms

DA Form 3161

Request for Issue or Turn-In

DA Form 4949

Administrative Adjustment Report (AAR)

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)

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 and TDA unit facility allowances are based on authorized strengths. Exceptions authorized are as follows:

- (1) No organic unit will be forced into split BA weekends to balance the schedule.
- (2) Company level units, collocated with their parent battalion may schedule their BA at the same time. However, no space other than that authorized under optimal utilization will be granted. The only exception is if the company level unit does not have authorized mess or maintenance capabilities.

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 generated from the DD Form 1391 Processor 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 include the assembly area, kitchen, arms vault, SIPRNET room, weapons simulator room, physical readiness area and locker room.

h. Functional areas of a facility cannot be diverted for the specific use by any of the following:

- (1) Regular Army, except for advisors, augmentees, or full-time manning personnel assigned to Army Reserve units.
- (2) Other Regular Armed Forces agencies.
- (3) Other governmental agencies.
- (4) Other state, municipal, or local agencies.

B-2. Army Reserve Center size and/or 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 and/or 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 RCs using the facility. The largest requirement is generally selected as the project requirement.

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

B-4. Training building functional areas and allowances (Facility Category Group 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) *Communications security.* A COMSEC custodian is authorized an additional 5.6 M2 (60 SF). This space authorization is added to the full-time personnel space authorization in the training building.

(g) *Grade and/or staffing positions.* These positions are identified on the unit's MTOE/TDA are authorized private offices in the Army Reserve Center Training Building: General Officer, Colonel, Command Chief Warrant Officer, command sergeant major, first sergeant, commander, and civilian command executive officer. A unit's Judge Advocate(s), chaplain, SHARP, SARC, and EO are special staff authorized private offices because the sensitive nature of their programs requires confidentiality. Facility managers will ensure there are adequate spaces to meet the needs of these missions. Legal sections/units are authorized at least two private offices in order to execute the unit's legal mission, pursuant to AR 27-1, AR 27-3, AR 27-10, and AR 27-26. Private office space for other personnel must be fully justified by duty and/or mission training requirements.

(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 paragraphs B-4a(1) and B-4a(2).

(b) 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 (see paras B-4a(3)(a) through B-4a(3)(c)) by 15 percent for intrafunctional circulation (excludes interfunctional circulation).

(4) *Military Justice Boards & Hearings Room.* A unit's military justice mission requires unlimited access to a private room where board hearing officers and appointed board members can conduct boards and hearings pursuant to AR 135-175, AR 135-178, and 10 USC 47.

(5) *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.

(6) *Army Reserve Career Counselor office space.*

(a) An ARCC office of 23.2 M2 (250 SF) with attached 4.7 M2 (50 SF) storage closet is authorized for the exclusive use of all Army Reserve Career Counselors, regardless of unit end strength. The office is configured to support one full-time and one part-time (TPU) counselor. The office will be located near the building front entrance lobby if possible.

(b) Each additional full-time career counselor assigned to the building is authorized 11.2 M2 (120 SF) of exclusive use office space.

(c) Each additional part-time career counselor assigned to the building is authorized 5.6 M2 (60 SF) of exclusive use office space colocated with assigned full-time career counselors.

(d) A standard storage cage of 8.9M2 (96SF) is authorized for ARCC equipment and supplies, regardless of Army Reserve unit end strength at the facility or number of ARCC offices.

(7) *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.

(8) *Administrative support areas.*

(a) *General.* The administrative support area includes a reproduction room, mail room, 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) *Secure Internet Protocol Network Café.* A SIPRNet Café is authorized one per center based on the total end strength of the units assigned to the center, as shown on table B-1. The SIPRNet Café will provide either a Small or Large secure room in accordance with AR 380-5.

Table B-1
Secure internet protocol network cafe

SIPRNET Café	Total Auth Center Strength	Drops (# Workstations)	Café Size
Small	1 to 400	6	23.2 M2/250 SF
Large	401 to max Authorized strength	12	37.2 M2/400 SF

(9) *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 557.4 M2 (6,000 SF).

(2) Chair and table storage will be 10 percent of the assembly area space.

c. Kitchen. A 78.6 M2 (846 SF) kitchen is authorized if the unit(s) have cooks or dietitians. Approval of a kitchen is subject to unit mission needs. An exterior 9.2 meter by 15.2 meter (30.0 feet by 50 feet) concrete pad adjacent to the kitchen is authorized if unit(s) has a mobile kitchen trailer (MKT) or containerized kitchen (CK).

d. Weapons area.

(1) Arms vault. The first increment of 100 weapons is authorized 20.4M2 (220SF). Each additional increment of 100 (or portion thereof) is authorized 10.2M2 (110SF). Each increment of 50 crew-served weapons or portion thereof, over 10 is authorized 10.2 M2 (110SF). Additional space for individual weapons will be justified based on the unit mission and MTOE authorizations for weapons. Every training center is authorized an arms vault of at least 40.9 M2 (440 SF) regardless of the number of assigned weapons.

(2) Armorer work area. An armorer work area of 9.3 M2 (100 SF) is adjacent to but not inside the vault for facilities with an arms vault.

(3) Designs. 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.* A shared instructor classroom is authorized at 37.2 M2 (400 SF) if one or more TDA school units are assigned to the facility.

(7) *Publication storage.* Publication storage space of 98.1 M2 (1,056 SF) is authorized if one or more TDA school units are assigned to the facility.

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. TDA 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 B-4a(3).

(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 IT space). 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.* One weapons simulator training room is authorized per center. Authorized area is 156.1 M2 (1,680 SF).

(2) *Band room.* A band room is authorized for centers assigned a band unit or units. Authorized area is 306.6 M2 (3,300 SF).

(3) *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).

(4) *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).

(5) *Sensitive compartmented information facility.* 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.

(6) *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).

(7) *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).

(8) *Drafting work area.* A drafting area is authorized for each unit with drafting personnel. 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.

(9) *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).

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

(11) *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.

(12) *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
Toilet space allowance

	55-99	100-175	176-350	351-650	651-950	951-1,200
Total space for 113.3 / 1,220 men's and women's (M2/SF) toilets		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)

Table B-2
Toilet space allowance—Continued

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 supports the main distribution panel and IT electrical support space. For facilities larger than 20,000 SF net area (excluding janitorial, electrical, and IT space), 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) *Lactation room.* A 9.3 M2 (100 SF) room, per training building is authorized for employees to express breast milk.

(8) *Information technology space.* IT space typically consists of an Entrance Facility (EF), a Telecommunications Equipment Room (TER), and a Telecommunications Room (TR). The total nominal allowance is 1.1 percent of the total allowances listed in paragraphs B-4a through B-4h (7).

(9) *Mechanical room.* The nominal allowance is 9 percent of the total allowances listed in paragraphs B- 4a through B-4h(8). 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.

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 may be increased or decreased, provided that the total allowable floor area of the building is not exceeded. Any functional area may be reduced to offset proposed overage in other functional areas. All deviations must be approved by ARIMD.

n. *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.

Table B-3
Acreage of land authorizations by center rating

Center Rating	End Strength	TOTAL Authorized Acres – Gross	TOTAL Square Meters	TOTAL Authorized Square Feet	Minimum Land Width (ft)	Minimum Land Length (ft)
60	55–75	20.0	80,937	871,200	700	900
100	76–125	20.0	80,937	871,200	700	900
150	126–175	20.0	80,937	871,200	700	900
200	176–250	20.0	80,937	871,200	700	900
300	251–350	20.0	80,937	871,200	700	900
400	351–500	20.0	80,937	871,200	700	900

Table B-3
Acreage of land authorizations by center rating—Continued

600	501–700	20.0	80,937	871,200	700	900
800	701–900	22.5	91,054	980,100	800	900
1,000	901–1,100	25.0	101,171	1,089,000	900	950

Notes:

¹ The minimum length of each side of a site is 213.4 meters (700 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).

² 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).

³ 2.5 acres will be added to the authorization for each increment of 200 beyond the end strength of 1,100.

o. Privately-owned vehicle parking. POV parking is authorized for 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. Accessible parking square yardage is provided and not included in the 80 percent calculation.

p. Military equipment park. All items of equipment authorized to an Army Reserve unit will be designated for storage at either 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 SY) for each item of equipment with the following exceptions. For each tracked vehicle, engineer equipment, and equipment over 30 FT long, provide 62.7 M2 (75 SY) per vehicle.

q. Military equipment park allowances. These allowances include area for circulation but exclude entrance throat, access road, and service or access apron. 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 AMSA MEP space on the basis of 41.8 M2 (50 SY) per item.

r. Access roads. Nominal allowance for access roads is 5,000 SY per project. Actual allowance will be as required by the site conditions and will be programmed on the project DD Form 1391 supporting facilities.

s. Service or access apron. Concrete service or access apron directly adjacent to bay doors is calculated at 3.3 M2 (4 SY) per 0.3 linear meter (per linear yard) of work bay width. Additional concrete circulation apron around an OMS or AMSA is sized for greatest vehicle turning requirement. See table B-5.

Table B-4
Circulation apron authorizations

Shop	Square meters	Square yards
Minimum	2069 M2	2475 SY
Mid-Size	3942 M2	4715 SY
Standard*	4160 M2	4975 SY

*Add 66.2 M2 (712 SY) for each additional 32'x96' bay.

t. 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.

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

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

w. 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.

x. Wash platforms (FCG 149). Wash platforms are authorized on the basis of one platform per minimum and mid-sized OMS building. Two platforms are authorized per each standard size OMS or AMSA building. Wash platforms are not considered buildings and may be attached to the vehicle maintenance building if desired. Wash platforms may be a covered/roof structure but cannot be fully enclosed. Vehicle wash capability in vehicle maintenance bays, in lieu of a wash platform, is not authorized.

y. *Wash building (FCG 141)*. Fully enclosed vehicle wash buildings are authorized in special cases such as severe climatic conditions and will be justified on a case by case basis. Wash buildings are considered a primary facility and will be programmed on the project DD Form 1391 accordingly.

z. *Equipment loading ramp*. A bi-level military equipment loading ramp is authorized for a AMSA and ECS. A ramp may be constructed for an OMS subject to appropriate justification.

aa. *Security lighting*. Security lighting is authorized in the MEP and POV.

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

B-5. Special purpose facilities and storage facilities

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

(1) *Military equipment park information*. 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 paragraph B-5c. 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-5j.

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

(6) *Wash platforms*. These platforms are authorized. See paragraph B-5k 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-7b for AMSA space criteria.

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

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

(2) Army Reserve Aviation Support Facilities (ASF) are generally a combination of aviation specific operation and maintenance spaces combined with typical Reserve Center training spaces. Reserve Center training space will be provided in accordance with this regulation. Information and criteria on aviation specific spaces can be found in Memorandum from the Assistant Chief of Staff for Installation Management, Subject: Revised Army Standard for Aircraft Maintenance Hangar (HGR) Complex, dated 13 April 2012. Additional information is also available on the U.S. Army Corps of Engineers' Center of Standardization (COS) website <http://mrsi.usace.army.mil/cos/sitepages/home.aspx>.

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 approved by DASA IH&P as applicable) 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 sites*. DEPMEDS required for mission essential equipment for training (MEET) sets are authorized 4,047 M2 (one acre) graded/gravel area with security lighting and fencing. DEPMEDS sites also require utility hookups, with water, wastewater, and electricity being the minimum requirements.

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. TDA 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) *General.* Increase the total floor area derived from paragraph B-6e2(a), by 15 percent for intrafunctional circulation (excludes interfunctional circulation).

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

(d) *Service or access apron.* 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 net area.* The total net area is the sum of all spaces listed in paragraphs B-6(a) through B-6(c).

(f) *Circulation allowance.* Increase the total net area in paragraph B-6e2(e) 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-6. 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 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, work bay safety aisle, equipment alcove, battery room, fluid distribution room, flammable, and controlled waste storage, toilets/showers, and other functional areas not requiring security. Common use authorizations are determined based on whichever activity has the greater requirements.

(b) *Exclusive use areas.* When an OMS is collocated with an AMSA there will be exclusive use areas for each activity. The exclusive use areas within the OMS include the offices, tools/parts/storage, and SATS trailer canopy. The exclusive use areas within the AMSA include the offices, class room/break area, tools room, parts room, library, communications, or electronics shop, instrument repair shop, COMSEC vault, small arms repair shop, and small arms vault. Exclusive use authorizations are determined based on individual OMS and AMSA requirements.

(c) *Wash platforms/buildings.* A wash platform or building is authorized under paragraph B-5k and l.

(d) *Equipment loading ramp.* A bi-level military equipment loading ramp may be constructed for an OMS as described in B-5m.

(2) *Facilities.* OMS facilities are initially based on three general shop designs referred to as minimum, mid-size, and standard shop. The size shop authorized is based upon wheeled vehicle mechanic count as described in table B-5. Work bay and functional space in the standard sized shop may be increased as required subject to the below criteria.

(a) *Work bay.* OMS work bays are generally designed according to the Army Tactical Equipment Maintenance Facility standard design. A bay is composed of work areas. A minimum sized shop is one 9.8 x 12.2 M (32 x 40 FT) bay comprised of two work areas. A mid-size shop is one 9.8 x 19.5 M (32 x 64 FT) bay comprised of four work areas. A standard shop is at least one 9.8 x 29.3 M (32 x 96 FT) bay comprised of six work areas per bay. A standard size shop is expandable by adding additional 9.8 x 29.3 M (32 x 96 FT) bays depending upon authorization. The number of work areas/bays is determined by the number of automotive (wheeled and tracked) and engineer equipment mechanics. Calculate requirements for TPU mechanics and full-time mechanics separately. The total work area/bay authorization is the larger of the two requirements. One work area is authorized for every two TPU automotive (wheeled and tracked) and engineer equipment mechanics for the largest maintenance BA weekend. One work area is authorized for each full-time OMS automotive (wheeled and track) and engineer equipment mechanic. 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. Bay utilization up to 150 percent is considered acceptable. The data in table B-5 illustrates the appropriate bay size based upon the mechanic population. Table B-5 is expandable if the number of FTS and TPU mechanics exceed the increments listed below. An additional standard work bay is authorized for each increment of 6 FTS or 12 TPU mechanics. For example, 8 standard size (32 x 96 FT) work bays are authorized if the number of FTS mechanics is between 43 and 48 or the number of TPU mechanics is between 85 and 96.

Table B-5
Maintenance bay size determined by number of mechanics

FTS mechanics	TPU mechanics	Bays
1-2	1-4	1 ea 9.8 x 12.2 M (32 x 40 FT)
3-4	5-8	1 ea 9.8 x 19.5 M (32 x 64 FT)
5-6	9-12	1 ea 9.8 x 29.3 M (32 x 96 FT)
7-12	13-24	2 ea 9.8 x 29.3 M (32 x 96 FT)
13-18	25-36	3 ea 9.8 x 29.3 M (32 x 96 FT)
19-24	37-48	4 ea 9.8 x 29.3 M (32 x 96 FT)
25-30	49-60	5 ea 9.8 x 29.3 M (32 x 96 FT)
31-36	61-72	6 ea 9.8 x 29.3 M (32 x 96 FT)
37-42	73-84	7 ea 9.8 x 29.3 M (32 x 96 FT)

(b) *Functional spaces.* Table B-6 outlines standard functional space authorizations for minimum, mid-size and standard OMS facilities. Additional space beyond these standards may be required on a case by case basis. In such cases, the space criteria below apply. The following functional space authorizations may be increased for maintenance facilities with more than one standard size work bay; tool/parts/storage, flammable storage and controlled waste storage.

Table B-6
Maximum OMS functional space authorizations

Functional space	Minimum shop	Mid-size shop	Standard shop
Offices	Reference (c) below	Reference (c) below	Reference (c) below
Tool/Parts/Storage	18.9 M2 (203 SF)	47.9 M2 (515 SF)	Reference (d) below
Flammable Storage	4.7 M2 (51 SF)	5.1 M2 (55 SF)	Reference (e) below
Controlled Waste Storage	9.6 M2 (103 SF)	18.0 M2 (194 SF)	Reference (f) below
Battery Room	4.8 M2 (52 SF)	6.5 M2 (70 SF)	6.0 M2 (65 SF)
Fluid Distribution	N/A	17.7 M2 (191 SF)	21.2 M2 (228 SF)
Mechanical Room	18.6 M2 (200 SF)	22.9 M2 (246 SF)	Reference (g) below
Bay Safety Aisle	29.7 M2 (320 SF)	47.6 M2 (512 SF)	71.4 M2 (768 SF)
Telecom Room	8.4 M2 (90 SF)	8.5 M2 (91 SF)	7.4 M2 (80 SF)
Equipment Alcove	26.0 M2 (280 SF)	41.6 M2 (448 SF)	62.4 M2 (672 SF)
Male Toilets	6.0 M2 (65 SF)	11.6 M2 (125 SF)	19.2 M2 (207 SF)
Female Toilets	6.0 M2 (65 SF)	6.9 M2 (74 SF)	11.0 M2 (118 SF)
Electrical Room	5.3 M2 (57 SF)	8.5 M2 (91 SF)	11.3 M2 (122 SF)
Janitorial Closet	6.3 M2 (68 SF)	6.0 M2 (65 SF)	5.0 M2 (54 SF)
SATS Trailer Canopy	16.7 M2 (180 SF)	25.1 M2 (270 SF)	22.3 M2 (240 SF)

(c) *Shop office.* Shop office space may be expanded if a greater space requirement is authorized beyond the minimum authorizations; Minimum shop office of 20.4 M2 (220 SF), Mid-Size shop office 43.1 M2 (464SF) and Standard Shop 75.8M2 (816 SF). A shop office of 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 additional maintenance administrative space are authorized 5.6 M2 (60 SF) each in the maintenance common-use administrative office. The amount of common-use maintenance administrative space is based upon the largest maintenance BA weekend (not necessarily the largest BA weekend). Increase this area beyond the initial authorization by 15 percent for intrafunctional circulation.

(d) *Tool/parts/storage room.* As a general rule, each unit with a maintenance mission is authorized 18.9 M2 (203 SF) for tool/parts/storage. Special mission or equipment requirements may justify an increase in space on a case-by-case basis. The minimum authorization for a standard shop is 67.7 M2 (729SF) and expandable by 9 M2 (96SF) for each additional work bay.

(e) *Flammable storage.* The minimum authorization for a standard shop is 6.3 M2 (68 SF) and expandable by 4.7 M2 (51 SF) for each additional work bay. The maximum authorization is 15.8 M2 (170 SF).

(f) *Controlled waste storage area.* The minimum authorization for a standard shop 21.2 M2 (228 SF) and expandable by 9.5 M2 (102 SF) for an additional work bay. The maximum is 30.7 M2 (330 SF).

(g) *Mechanical room.* Mechanical room space is authorized at 29.9 M2 (322 SF) or 5 percent of net building area (whichever is greater).

(3) *Total OMS net area.* The total net area is the sum of all spaces listed in paragraph B-7a(2).

(4) *Circulation allowance.* Increase the total floor area for spaces listed in table B-6, excluding the bay, bay safety aisle, equipment alcove and SATS trailer canopy 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) 10-ton bridge crane spanning all bays.

(b) Fluid distribution system is authorized except in the minimum sized shop.

(c) Fluid recovery system is authorized except in the minimum sized shop.

(d) Compressed air system.

(e) Hose bib.

(f) Hot water heater.

(g) Shelving in tool/parts/storage room.

(h) Bench, 0.7 meter by 2.4 meter (2 ¼ by 8 FT), one per work area.

(i) Outlets for trouble lights.

(j) In-floor vehicle exhaust system.

(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 vehicle exhaust system.

b. *Area Maintenance Support Activity. (FCG 214).*

(1) *General.*

(a) AMSA shops are built as a modified Army Tactical Equipment Maintenance Facility. Maintenance and repair bays space will follow the standard design without modification. Support space will adhere to the below criteria. Note: Requirements for AMSA sub-shops (Branch Maintenance Activity) will follow the authorizations outlines in Table B-6 above.

(b) *Common use areas.* When an AMSA is collocated with an OMS, both activities will share use of the work bays, work bay safety aisle, equipment alcove, battery room, fluid distribution room, flammable, and controlled waste storage, toilets/showers, and other functional areas not requiring security. Common use authorizations are based on whichever activity has the greater requirement.

(c) *Exclusive use areas.* When an AMSA is collocated with an OMS there will be exclusive use areas for each activity. The exclusive use areas within the AMSA include the offices, class room/break area, tools room, parts room, library, communications, or electronics shop, instrument repair shop, COMSEC vault, small arms repair shop and small arms vault. The exclusive use areas within the OMS include the offices, tools/parts/storage, and SATS trailer canopy. Exclusive use authorizations are determined based on individual AMSA and OMS requirements.

(d) *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 para B-5c for additional details.)

(e) *Wash platform/building.* A wash platform or building is authorized under paragraphs B-5k and l.

(f) *Fence.* A fence is authorized under paragraph B-5j.

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

(h) *Equipment loading ramp.* A bi-level military equipment loading ramp is authorized.

(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 and shower. Nominal allowance is 23.2 M2 (250 SF). Actual allowance will be as required.

(c) Women's toilet and shower. Nominal allowance is 18.6 M2 (200 SF). Actual allowance will be as required.

(d) Locker room. Each AMSA employee is authorized 0.9 M2 (10 SF). Minimum areas are 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 4.5 M2 (48 SF) per 16'x32' work area.

- (g) Parts room. Authorization is 4.5 M2 (48 SF) per 16'x32' work area.
- (h) Library. Authorization is 13.9 M2 (150 SF).
- (i) Battery room. Authorization is 6.5 M2 (70 SF).
- (j) Communications or electronics shop. Authorization is 14 M2 (150 SF) per communications or electronic repair technician.
- (k) Instrument repair shop. Authorization is 9.3 M2 (100 SF) per instrument repair technician.
- (l) COMSEC vault. If the AMSA has an instrument, communications, or electronic repair technician, a 9.3 M2 (100 SF) COMSEC vault will be provided. When collocated at an ECS, the vault size will be determined by storage and/or mission requirements.
- (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 6.5 M2 (70 SF) per work bay.
- (p) Controlled waste storage area. The minimum authorization is 21.2M2 (228 SF) and expandable by 9.5 M2 (102 SF) per work bay. The maximum is 59.1 M2 (636 SF).
- (q) Fluid distribution. Authorization is 21.2 M2 (228 SF).
- (r) Work bay. AMSA work bays are designed according to the Army Tactical Equipment Maintenance Facility standard design. A functional description is described in paragraph B-7a(2)(a). The minimum size for an AMSA is the TEMF standard 9.8 x 29.3 M (32 x 96 FT) bay. The number of bays is based upon the number of full-time AMSA automotive (wheeled and track) and engineer equipment mechanics. Bay utilization up to 150% is considered acceptable. The data in table B-5 illustrates the appropriate bay size based upon the mechanic population.
- (s) *Bay safety aisle.* A 2.4 M (8 FT) wide safety aisle is authorized adjacent to the entire length of the work bay. Authorization is 71.4 M2 (768 SF).
- (t) *Equipment alcove.* A 2.1 M (7 FT) wide equipment alcove is authorized adjacent to the entire length of the work bay along the exterior wall. Authorization is 62.4 M2 (672 SF). Only one equipment alcove is authorized in a collocated OMS/AMSA.
- (u) Telecommunication equipment room. Authorization is 27.9 M2 (300 SF).
- (v) Mechanical/custodial room. Authorization is 5 percent of net building area, or as required by the system selected.
- (w) Electrical room. Authorization is 11.3M2 (122 SF).
- (x) Additional maintenance functional areas. These 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)(q) 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) General. Items listed under paragraph B-7a(7) are authorized.
- (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) Privately-owned vehicle parking area. Authorization is 29.3 M2 (35 SY) 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) Access road. As required to provide direct access to the maintenance shop. See paragraph B-5e.
- (11) Service or access apron. Service or access apron is authorized per paragraph B-5f.
- c. *Direct Support/General Support 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. The Army Tactical Equipment Maintenance Facility should be used as a guide. 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.

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 HUD to use the facility in support of Shelter for the Homeless (If approved, facilities will be out granted on a 1-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 number: 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 and 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), and square footage.

(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, and use of rest room.)

(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, Available Site Identification and Validation Report

D–1. Site selection team

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 RD-funded or USAR-funded installation and unit(s) who will occupy the Army Reserve center/facility.

b. Mandatory representation includes the ARIMD Project Officer and:

(1) The RD-funded 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) RD master planner or other RD representative(s).

(3) Regional Army service component command representative 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 RD-funded 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 ARIMD or IMCOM. ARIMD retains final approval authority for all land acquisitions except those that require DASA (IH&P) 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. Use 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 ARIMD AKO website <https://www.us.army.mil/suite/kc/4564144>.

(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 RD, ARIMD 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 ARIMD representative will validate real estate requirements according to the current MCAR FYDP. See figure D-1.

Available Site Identification and Validation (ASIV) Report
(CITY AND STATE)
Prepared by:
Name and Phone Number
US Army Corps of Engineers
Real Estate Division
_____(Name of District)_____ District
Address, City, State Zip Code

Figure D-1. Format for available site identification and validation report

Available Site Identification and Validation Report

CITY AND STATE

(DATE AND YEAR)

Requirements: (Site Information from form 1391)

Location: (City, State and Facility Identification)

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. (Circle One)

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 (ESC)	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: (List the proposed use of the site)

Land Requirements: Minimum of X (+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 Site Data Sheet.

Environmental Requirements Verified: Clean, uncontaminated, no underground storage tanks (UST).
Circle One Yes No

Figure D-1. Format for available site identification and validation report---Continued

Proposed Construction: Fiscal Year FYXX

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 DODI 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 plan. Attach flood plan map annotated to reflect site location.

Field Work –

Number of Sites Investigated: XX Sites were investigated within a XX mile radius of the target search area

Number of Contending Sites: XX

Comparable Market Value (MV) Range: \$ XXX.XX to \$ X per Acre

Market Survey/Appraised FMR: TBD

Possible Environmental Alert: None or Site #(Provide ENV Information)

Summary

Each contending site met the following evaluation criteria: (Circle One)

Net usable acreage	Yes	No
Meets antiterrorism set back requirements	Yes	No
Site will support intended construction and is environmentally clean	Yes	No
Ready to access to public utilities	Yes	No
Reasonable cut or fill requirements	Yes	No
Proximity to major roadway corridor	Yes	No
Expectation is that the fair market appraisal will support the purchase price and is within budget.	Yes	No
Appropriate zoning/antiterrorism considerations.	Yes	No
All properties must be within 50-mile radius of target search area.	Yes	No

Figure D–1. Format for available site identification and validation report---Continued

List of Non-Contending Sites and reasons for rejection:

NC Site #1 – (Enter Names and reason for rejection)

NC Site #2 – (Enter Names and reason for rejection)

NC Site #3 – (Enter Names and reason for rejection)

Figure D–1. Format for available site identification and validation report---Continued

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

Address: (Enter Proposed Facility Address)
(Attach map annotated to reflect site location)

Congressional District: (#) _____

Senior Senator: (List Full Name) _____
Junior Senator: (List Full Name) _____
Representative: (List Full Name) _____

Site Access: Via _____ (List major thoroughfares)

List Owner/Authorization Representative Contact Information:

NAME: (Full Name)
ADDRESS: (Full Address)
PHONE NUMBER: ((XXX) XXX-XXXX)
FAX NUMBER: ((XXX) XXX-XXXX)
EMAIL ADDRESS:(Owner or Representative email)

Site Description: (Proposed Facility Information)
(Attach a minimum of four digital photographs)

Size: Approximately XX acres

Linear feet of site measurements: _____ (Linear Feet)
(For Example 750 X 800) or
North:
South:
East:
West:

Configuration (Rectangular, square, or other):

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

Flood Plain Data: _____ (Enter Data)
Attach Flood Plain map (annotate site location).

Topography Aspects: _____ (Enter Data)
Attach Topographic map (annotate site location)

Figure D-1. Format for available site identification and validation report---Continued

Utilities: (Enter proximity of utilities to site)

All located on site along frontage with immediate site access or

Linear feet to Public Water _____ (Enter LF)

Linear feet to Sewer _____ (Enter LF)

Linear feet to Electric _____ (Enter LF)

Linear feet to Gas _____ (Enter LF)

Telephone _____ (Enter number)

Current Use: (Enter current use of site)

(Provide description)(Circle One)

Buildings on Site: Yes No

Relocation of Current Occupants Required: Yes No

Demolition Required: Yes No

Cut and fill Requirements Yes No

Zoning: (Enter type of zone below)

Residential Yes No

Retail Yes No

Commercial Yes No

Industrial Yes No

Light Industrial Yes No

Agricultural Yes No

Mixed Use Yes No

Fenced: Circle One Yes No

Parking Sufficient net useable land available Yes No

Distance to nearest Fire Station: _____ (Enter miles)

Distance to nearest Fire Hydrant: _____ (Linear feet)

Distance to Police Station/Extended Territorial Jurisdiction

(ETJ): _____ (Enter miles)

Subject to Easements? Circle One Yes No

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

Mineral Rights Reserved (Circle One) Yes No

Purchase Data: (Enter site purchase price)

Available Date: (Enter date site will be available)

Asking Price: \$ XXX.XX (per acre)

Additional Comments: _____

Figure D-1. Format for available site identification and validation report---Continued

Appendix E

Preparation of Project Documentation

E-1. Completion instructions for DD Form 1390S, DD Form 1391, and DD Form 1391C

See DOD 7000.14-R.

E-2. Supplemental data instructions for DD Form 1391 and DD Form 1391C

See AR 420-1, DA Pam 420-1-2, and DODI 1225.8.

a. General. The electronic DD Form 1391 is broken into two distinct parts: part 1 is the “Front Page” (TAB A) which contains a project description, scope, cost, and justification and cost that is synthesized from part 2 of the DD Form 1391; supplemental (or backup) data. These are provided for in the DD Form 1391 Module under the following tabs:

(1) Space requirements worksheets. Calculate space requirements using AR 140-483 and the PAX DD1391 Processor Functional Space Worksheets.

(2) DD 1390 Form.

(3) Tab A, DD 1391 Form.

(4) Tab B, Planning & Design Support Data.

(5) Tab C, Miscellaneous Support Data (must include project level RPUID and existing lease data).

(6) Tab D, Economic Analysis Data.

(7) Tab E, Furnishings and Equipment Support Data.

(8) Tab F, Information Systems.

(9) Tab G, Antiterrorism Protection Data.

(10) Tab H, Disposal/Demolition Support Data.

(11) Tab I, Real Property Maintenance Activity Support Data.

(12) Tab J, Regulatory Data.

(13) Attachments Tab.

b. *Stationing approval.* Commands must provide stationing approval for each Army Reserve unit in the project and submit a copy of each unit’s permanent order assigning the unit to either the project location or existing facility(s) being replaced by the project. A signed USAR Form 122-R (Stationing USAR Organization) will be accepted in lieu of a permanent order when a stationing action reassigns a particular unit to a new location before permanent orders have been published.

c. *Signed Project Validation Statement.*

(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 RD Commander will sign the “Commander’s Signature” block in Tab A (DD Form 1391) indicating that the project is compliant with the following statement. “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 DODI 1225.08. The number of units of the RCs of the Armed Forces presently located in the area and those which have been allocated to the area for future activation in coordination with all other services having reserve units in the area, is not and will not be larger than the number that reasonably can be expected to be maintained at authorized strength.”

d. *State Guard/Reserve Forces Facilities meeting minutes.* Per DODI 1225.08, the State Guard/Reserve Forces Facilities Board must review all projects and confirm for unilateral or joint construction within 1 year before inclusion in a budget submittal by ARIMD. Completed DD Form 1390, block 8 and upload meeting minutes into the attachments tab.

e. *Use profile.* Submit annotated MTOE and TDA documentation for each unit illustrating the personnel positions for exclusive office space, common use administrative space, specialized training space, mission driven space, and equipment in accordance with appendix B. Include a copy of the ASIP report citing the MTOE or TDA and its effective date.

f. *For joint projects, provide tenant unit requirements and a completed Joint-Use Spreadsheet (JUS).* 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.)

Table E-1
Sample format for strength data

Training category	Annual training	Number of trainees	
		Weekend training	Total

Table E-1
Sample format for strength data—Continued

Army Reserve	2,000	8,000	10,000
National Guard	1,000	2,000	3,000
Reserve (other Services)	400	1,000	1,400
Regular components	0	1,000	1,000
Other	0	1,000	1,000
Total	3,400	12,000	15,4000

Table E-2
Sample format for training days data

Training category	Annual training	Projected individual training days	
		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
Regular components	0	1,000	1,000
Other	0	0	0
Total	4,400	20,000	24,400

Appendix F

Facility Property Accountability

F–1. Purpose

The purpose of this section is to standardize accountability procedures for Army Reserve Facility Property. It does not address real property. Facility property, also known as installation or station property, includes all nonexpendable, durable, or other equipment requiring formal accountability that is assigned to the facility and is designated for use by all Army Reserve units within that facility. Facility property is nondeployable.

F–2. Function

a. USARC G4. The G4 will ensure compliance with property accountability policies and procedures in accordance with the above references.

b. RD Property Book Officer. The property book for the facility will be maintained and controlled by the RD to which the facility is assigned.

c. Real Property Management Board President. The RPMB President is responsible for all facility property. The RPMB President will assign a facility primary hand receipt holder (PHRH) to maintain the facility hand receipt in accordance with the above regulations, paragraph F–8, and local RD policy. Site commanders have supervisory responsibility. Supervisory responsibility is the obligation of a supervisor to ensure all government property issued to or used by facility tenants is properly used and cared for and that proper custody, safekeeping, and disposition are provided. Both the Facility Coordinator and the PHRH will be identified to the RD PBO.

d. General. Sample site commander appointment letters along with example appointment memorandums typical for an Army Reserve Center are provided in appendix G. These samples are templates only which commands will modify as necessary to accommodate their requirements which may include other appointments for which templates have not been provided such as an Energy Manager.

F–3. Facility property book

The PBUSE system is the system of record for both property book level and unit level PBUSE accountability, to include lateral transfers and turn-ins.

a. RD commanders will implement policies and procedures to account for all assigned property and ensure that those policies and procedures are in accordance with USARC G4 policy guidance.

b. RD PBOs will maintain the facility property books and ensure all actions required by Site Commanders as directed by the above references and the USARC G4 are completed. RD PBOs will submit all required property accountability reports to USARC to include (but not limited to) the annual/cyclic inventories, sensitive items inventories, and other reports as designated by the USARC G4.

F–4. Property accountability

Nonexpendable property will be maintained on the property book, excluding nonexpendable components. Durable property and those property items susceptible to pilferage will be maintained on sub-hand receipts upon acquisition and until authorized disposition is given.

a. Site commanders will implement procedures to account for all assigned property in their respective facilities and ensure that property accountability is enforced in a manner consistent with regulatory requirements. The site commander will appoint a PHRH who may or may not be the facility coordinator. Both the facility coordinator and the PHRH will be identified to the RD PBO.

b. The PHRH will have direct responsibility for all property assigned to their facility. PHRHs must ensure the assigned property is properly managed and safeguarded. They are responsible to:

(1) Conduct transactions on the site commander's behalf utilizing DA Form 1687 (Notice of Delegation of Authority - Receipt for Supplies). Forward the DA Form 1687 to the RD PBO authorizing the PHRH or the Facility Coordinator to receive and turn in facility property as directed by the RD PBO.

(2) Establish and maintain a hand receipt with the RD PBO in accordance with USARC G4 and RD policy.

(3) Immediately inventory and receipt all incoming equipment to include lateral transfers. Forward the signed receipt to the RD PBO within 3 working days to be posted in PBUSE and added to the facility hand receipt.

(4) Complete all turn-in actions as directed by the RD PBO. Forward the signed turn-in documents to the RD PBO within 3 working days to be posted in PBUSE and remove the turned-in property from the facility hand receipt once the action has been posted by the RD PBO.

(5) Sub-hand receipt all property down to the appropriate users in accordance with USARC G4 policy, where applicable.

(6) Account for facility property in common use areas using and receipts identified as an inventory listing in accordance with AR 710-2. The original will be filed with the PHRH and a copy will be placed in the area where the property is located.

(7) Report any lost, damaged, or destroyed property to the RD PBO upon discovery.

(8) Inventory all hand receipted property in accordance with USARC G4 and RD policy.

(9) Conduct cyclic and sensitive item inventories in accordance with USARC and RD policy.

F-5. Life cycle replacement

Other than facility automation equipment and certain kitchen equipment, there is no established life cycle replacement for facility equipment. Site commanders should follow local RD policy to acquire replacement facility equipment when required.

F-6. Accountability of facility automation equipment

a. The RD CIO/G-6 is responsible to request all facility automation equipment through the CIO/G-6. The RD G-6 will maintain a copy of the contract and provide a copy to the RD PBO to be used as supporting documentation to pick up the equipment in PBUSE once it arrives from the vendor.

b. Equipment arriving directly from the vendor and designated for the facility will be immediately inventoried by the PHRH and identified to the RD PBO. Once it has been identified as being facility equipment it will be picked up in PBUSE and put on the facility hand receipt. If it is determined to be unit equipment, the information will be forwarded to the unit's PBO for accountability and safeguarded until it can be transferred to the unit (if required).

c. Where equipment has become outdated either through replacement or other direction, the equipment will be directed by the RD PBO for turn in by the PHRH and the completed turn in document will be forwarded to the RD PBO for posting. The RD PBO will forward a copy to the CIO/G-6 in accordance with CIO/G-6 policy.

d. Equipment received by lateral transfer will be immediately inventoried, signed for, and the DA Form 3161 (Request for Issue or Turn-In), returned to the RD PBO for posting.

e. Equipment switched out by a contractor as a one-for-one exchange (usually network type equipment) will be inventoried by serial number and identified to the RD PBO immediately. The RD PBO will coordinate with the USARC PBO for the turn-in of the old item and pick up of the new item in PBUSE. Switched out equipment will not be picked up as found on installation (FOI) nor the serial number changed using DA Form 4949, Administrative Adjustment Report (AAR), unless specifically directed to do so by the USARC PBO.

f. Equipment designated for a common area for use by all facility units will be made accessible to all units with the facility (as and when needed). PHRH will ensure that the equipment is secured by a cable lock or other means in order to ensure all TPU Soldiers have access while still maintaining security of the equipment.

F-7. Accountability of facility nontactical vehicles

Facility NTVs are controlled by the command fleet manager within the RDs who assign the vehicles to the facility and create local policies. The command fleet manager establishes the limitations on use of the vehicles. The site commander is responsible to ensure compliance with these local policies and AR 58-1.

a. It is the responsibility of the site commander to investigate incidents regarding NTV use and report back to the command fleet manager (that is, moving vehicle violations or use in excess of command directives occur).

b. The site commander will ensure required maintenance on facility NTV's is accomplished.

c. The command fleet manager has the authority to restrict use of facility NTV's.

F-8. Appointment of building energy monitor

In accordance with AR 420-1, all garrison and tenant organizations will designate one primary and one secondary BEM to function as the DPWs building point of contact for energy-related action items.

a. Each garrison and tenant organization will submit an appointment letter to the DPW Installation Energy Manager with the name, phone number, and email contact of each primary and alternate BEM. It is recommended that appointment individuals have a technical background and/or familiarity with all tenant spaces. Organizations encompassing multiple buildings may assign additional BEMs to more evenly distribute extra duties as necessary. In the event that a BEM is replaced, the organization will submit an updated appointment letter to the DPW Installation Energy Manager. DPW will maintain an active roster of all BEMs.

b. New BEMs will receive annual training in BEM responsibilities given to the DPW Installation Energy Manager. Length and format of this training is at the discretion of the DPW Installation Energy Manager. Remedial follow-on training sessions will be given as required.

c. The BEM position is a collateral duty that should require less than 5 hours of effort a month with responsibilities as follows:

d. At a minimum, BEMs will perform a walkthrough of their facility prior to all weekends and holidays to ensure that building occupants are complying with the unoccupied light, heating, and/or cooling, and equipment standards as outlined in the Installations Energy Conservation Policy. In lieu of weekly walkthroughs, barracks BEMs will accompany the barracks inspection team during their quarterly walks to ensure compliance within living spaces.

e. BEMs will identify low cost and/or no cost savings opportunities during inspections and notify the Energy Manager at the quarterly intervals via email of opportunity types, locations, and quantities. Upon BEM appointment, a sample savings opportunity example and inventory sheet will be provided.

f. BEMs will assist the audit team during the Energy Independence and Security 2007-mandated energy audits performed on each facility once every 4 years. This will include providing basic building usage data, indication the location of energy-using systems and/or problems, gaining access to all building spaces, and directing building occupants to correct immediate policy violations.

g. BEMs will adhere to the following steps in impending energy conservation policy:

h. BEMs will notify occupants of policy violations by referencing the Installation Energy Conservation Policy. In the event a building occupant refuses to comply after multiple attempts at correcting a policy violation, BEM will notify the building occupant's supervisor and DPW Installation Energy Manager.

i. As the building-level point of contact for the DPW Installation Energy Manager, BEMs will disseminate information on energy conservation to building occupants.

j. BEMs will educate building personnel as necessary in good energy management practices as outlines in the Installation Energy Conservation Policy, as directed by the DPW Installation Energy Manager, or as is apparent from a common-sense approach to energy efficiency.

k. The BEM will notify building occupants of any electrical demand avoidance alters prior to implementation of demand reduction conditions in non-mission critical buildings selected to save utility costs during periods of high peak demand.

l. BEMs will distribute or centrally locate DPW energy brochures, articles, and reports as directed by the DPW Installation Energy Manager.

m. BEMs will notify building occupants of energy consumption improvements as tracked by DPW and arrange for the presentation of energy awards.

Appendix G

Sample Site Commander Appointment Letters with Sample Appointment Memorandums

G–1. Sample site commander appointment letter along with example

In this appendix sample of appointment memorandums for an Army Reserve Center are shown.

G–2. Sample templates

These samples are templates only which commands will modify as necessary to accommodate their requirements which may include other appointments for which templates have not been provided such as an energy manager.



DEPARTMENT OF THE ARMY
ORGANIZATION
STREET ADDRESS
CITY STATE ZIP

AFRC-XX-CG

[Date]

MEMORANDUM FOR Commander, [Facility Name], [Street, City, State, Zip]

SUBJECT: Appointment of Center Commander for [Facility Name] (AFRC) Facility
Identification: XX123

1. References:

- a. AR 140-483, Army Reserve Land and Facilities Management, paragraph 1-132ab and paragraph 5-13, 24 Jul 07.
- b. AR 200-1, Environmental protection and Enhancement, Unit Commanders, paragraph 1-28, 13 Dec 07.
- c. USARC OPORD 09-109 (Army Reserve Integrated Protection), 30 Jul 09.
- d. AR 25-51, Official Mail and Distribution management, 14 Jan 15.

2. The Commander, [Unit Name] (Unit UIC), is appointed as the Center Commander of the [Unit Name], [Street, City, State, Zip]. This appointment is in accordance with reference (a.) and cannot be delegated.

3. The Center Commander will:

- a. Exercise administrative control of the real property (all facilities and grounds to include facility maintenance), and enforce Physical Security standards, Force Protection (FP) measures, and Safety compliance.
- b. Serve as President of the Real Property Management Board (RPMB), responsible for management and process for the RPMB.

4. The Center Commander will appoint in writing and maintain training records for the below listed personnel. Sample appointment memorandums are provided as enclosures 1-8.

- a. The Facility Coordinator is stationed at the facility site and can be a member of the Full Time Unit Support (FTUS) staff of any Army Reserve unit assigned to the center. He/she is responsible for the daily operation of the Center. He/she will be responsible for coordination with the rFOS and aFOS personnel appointed by the XX^{xx} Division Readiness (DIV (R)).

Figure G-1. Center commander appointment memorandum

- b. An Additional Duty Safety Officer is required to conduct semi-annual inspections of all facilities on a site.
 - c. The Anti-Terrorism Officer (ATO) will have a written, site specific Anti-Terrorism (AT) plan for each facility. All battalion or higher level commands are required to have a unit ATO. All Reserve Centers with a daily population of 10 or more personnel are required to have an appointed Center ATO. Army Maintenance Support Activity (AMSA) personnel are included in the daily population totals.
 - d. The Designated Official (DO) is the force protection (FP) point of contact (POC) for the facility and will be FTUS (Civilian or AGR Soldier). The DO will coordinate with the Center Commander, ATO and Physical Security Officers of units assigned to the Center, and may also serve as the ATO and PSO. The DO is the Center POC for the XX^{xx} DIV (R) Directorate of Emergency Services (DES), for FP matters, including physical security and AT.
 - e. The Environmental Compliance Officer is the FTUS POC for environmental related issues, and is responsible for environmental education, SOP updates, preparation of environmental risk assessments, and incident reporting. The Regional Environmental Protection Specialist (REPS) for the XX^{xx} DIV (R) Directorate of Public Works (DPW) will assist in these responsibilities.
 - f. The Fire Marshal assists the Center Commander in identifying and posting fire evacuation plans, conducting fire safety briefings, and monitoring fire readiness.
 - g. The Physical Security Officer manages the written, site specific Physical Security plan. Centers/facilities located on DoD or other installations will follow that installation's Physical Security Plan.
 - h. The Facility Hand Receipt Holder will ensure complete and accurate property accountability for all facility equipment.
5. Special Instructions.
- a. Facility Commanders will not grant short-term use (license) of the facility except to units assigned by permanent orders to the Center. Other use must be approved by the DIV (R) Commander in accordance with Paragraph 2-14b, AR 405-80.
 - b. Comply with Center Commander reporting requirements as directed by the XX^{xx} DIV (R).

Figure G-1. Center commander appointment memorandum--Continued

- c. Include XX^{xx} DIV (R) when submitting Serious Incident Reports, Accident Reports and other reportable incidents to your chain of command when the incident occurred on the real property for which you are appointed Center Commander.

6. POC at the XX^{xx} DIV (R) is [Rank, Last Name, First Name, Title] at [email address] or [phone number].

Major General, USAR
Commanding

Enclosures

1. Facility Coordinator Appointment Memorandum
2. ADSO Appointment Memorandum
3. ATO Appointment Memorandum
4. Designated Official Appointment Memorandum
5. Environmental Compliance Officer Appointment Memorandum
6. Fire Marshal Appointment Memorandum
7. Physical Security Officer Appointment Memorandum
8. Facility Hand Receipt Holder Appointment Memorandum

Figure G-1. Center commander appointment memorandum--Continued



DEPARTMENT OF THE ARMY
ORGANIZATION
STREET ADDRESS
CITY STATE ZIP

AFRC-XX

[Date]

MEMORANDUM FOR Operations NCO, [Facility Name], [Street, City, State, Zip]

SUBJECT: Appointment of Facility Coordinator for [Facility Name] (AFRC) Facility
Identification: XX123

1. Effective [Date], [Rank, Last Name, First Name] is assigned the following duties:
Appointment as Facility Coordinator for the [Facility Name], [Street, City, State, Zip].
2. Authority: AR 140-483, paragraph 5-13f.
3. Purpose: To perform duties as the Facility Coordinator.
4. Period: Until officially relieved or released from assignment.
5. Special Instructions: The Facility Coordinator is responsible for all matters related to the daily use and administration of the facility. Contact the supporting Area facility Operations Specialist (aFOS) to request repairs and maintenance applicable to the facility. Report emergency repairs to the aFOS immediately upon discovery. Report requests for usage in unusual circumstances due to natural disasters or other civil emergencies to the Directorate of Public Works, XX^{xx} Division Readiness within four hours of request from outside agency. Facility Coordinators are not authorized direct contact with vendors or contractor personnel concerning maintenance and repair actions. Neither a Facility Coordinator nor any other member of a unit assigned to a Reserve Center should act as a Quality Assurance or Contracting Officer Representative for facility Base Operations (BASOPS) services (custodial, refuse, grounds, facility repair, etc.) Contact the Regional Facility Operations Specialist (rFOS) for authorized uses of facilities and real property not specifically identified in AR 140-483.

[Last Name, First Name]
[Rank, Branch]
Center Commander

Figure G-2. Facility coordinator appointment memorandum



DEPARTMENT OF THE ARMY
ORGANIZATION
STREET ADDRESS
CITY STATE ZIP

AFRC-XX

[Date]

MEMORANDUM FOR Training NCO, [Facility Name], [Street, City, State, Zip]

SUBJECT: Appointment of Anti-Terrorism Officer (ATO) for [Facility Name] (AFRC)
Facility Identification: XX123

1. Effective [Date], [Rank, Last Name, First Name] is assigned the following duties:
Appointment as Anti-Terrorism Officer (ATO) for the [Facility Name], [Street, City, State, Zip].
2. Authority: AR 525-13 and USAR Command Operations Order 09-109.
3. Purpose: To perform duties as the Anti-Terrorism Officer (ATO).
4. Period: Until officially relieved or released from assignment.

Figure G-3. Anti-terrorism officer appointment memorandum

5. Special Instructions: The ATO will be appointed in writing at the unit level and the facility level Appointees will be knowledgeable of physical security (PS) and will meet one of the following requirements: Demonstrated ability to manage the PS program through prior experience, formal training in military police or PS operations; completion of the Army PS course per paragraph 3-2(a), AR 190-13. The ATO serves as the initial facility point of contact for security and protection on behalf of the Center Commander. The ATO is responsible for all matters related to the implementation of the Army PS program as related to the daily use and administration of the facility. In consonance with this and other regulations, the ATO will maintain current copies of site-specific security plans, as well as other emergency and consequence management plans, crisis action plans, hazardous material response plans, severe weather plans and procedures, and other plans, standard operating procedures, any formal or informal coordination or arrangements with local law enforcement, emergency and first responders, hospitals, etc., that have previously been prepared for the facility or occupying units. These documents and the unclassified information from force protection inspections, and other assessments, inspections, or audits will be readily available for use by primary and alternate responsible personnel for use in emergency incident, assessments, inspections, and exercises. The ATO must gain access to the community page located at URL: <https://www.us.army.mil/suite/page/599219>. This site houses links to the center PS inspection results, AT vulnerability assessment reports, terrorism threat statements, MTT schedules, and other important force protection related links/files. Contact the XX^{xx} Division Readiness, Directorate of Emergency Services for processes and procedures not specifically identified in USAR Pamphlet 190-1 and USAR Command Operations Order 09-109.

[Last Name, First Name]
[Rank, Branch]
Center Commander

Figure G-3. Anti-terrorism officer appointment memorandum---Continued



DEPARTMENT OF THE ARMY
ORGANIZATION
STREET ADDRESS
CITY STATE ZIP

AFRC-XX

[Date]

MEMORANDUM FOR Training NCO, [Facility Name], [Street, City, State, Zip]

SUBJECT: Appointment of Anti-Terrorism Officer (ATO) for [Facility Name] (AFRC)
Facility Identification: XX123

1. Effective [Date], [Rank, Last Name, First Name] is assigned the following duties:
Appointment as Anti-Terrorism Officer (ATO) for the [Facility Name], [Street, City, State, Zip].
2. Authority: AR 525-13 and USAR Command Operations Order 09-109.
3. Purpose: To perform duties as the Anti-Terrorism Officer (ATO).
4. Period: Until officially relieved or released from assignment.

Figure G-4. Environmental compliance officer appointment memorandum

5. Special Instructions: The ATO will be appointed in writing at the unit level and the facility level Appointees will be knowledgeable of physical security (PS) and will meet one of the following requirements: Demonstrated ability to manage the PS program through prior experience, formal training in military police or PS operations; completion of the Army PS course per paragraph 3-2(a), AR 190-13. The ATO serves as the initial facility point of contact for security and protection on behalf of the Center Commander. The ATO is responsible for all matters related to the implementation of the Army PS program as related to the daily use and administration of the facility. In consonance with this and other regulations, the ATO will maintain current copies of site-specific security plans, as well as other emergency and consequence management plans, crisis action plans, hazardous material response plans, severe weather plans and procedures, and other plans, standard operating procedures, any formal or informal coordination or arrangements with local law enforcement, emergency and first responders, hospitals, etc., that have previously been prepared for the facility or occupying units. These documents and the unclassified information from force protection inspections, and other assessments, inspections, or audits will be readily available for use by primary and alternate responsible personnel for use in emergency incident, assessments, inspections, and exercises. The ATO must gain access to the community page located at URL: <https://www.us.army.mil/suite/page/599219>. This site houses links to the center PS inspection results, AT vulnerability assessment reports, terrorism threat statements, MTT schedules, and other important force protection related links/files. Contact the XX^{xx} Division Readiness, Directorate of Emergency Services for processes and procedures not specifically identified in USAR Pamphlet 190-1 and USAR Command Operations Order 09-109.

[Last Name, First Name]
[Rank, Branch]
Center Commander

Figure G-4. Environmental compliance officer appointment memorandum--Continued



DEPARTMENT OF THE ARMY
ORGANIZATION
STREET ADDRESS
CITY STATE ZIP

AFRC-XX

[Date]

MEMORANDUM FOR Training NCO, [Facility Name], [Street, City, State, Zip]

SUBJECT: Appointment of Facility Physical Security Officer for [Facility Name] (AFRC)
Facility Identification: XX123

1. Effective [Date], [Rank, Last Name, First Name] is assigned the following duties: Appointment as Facility Physical Security Officer for the [Facility Name], [Street, City, State, Zip].
2. Authority: USAR Pamphlet 190-1 and USAR Command Operations Order 09-109.
3. Purpose: To perform duties as the Facility Physical Security Officer.
4. Period: Until officially relieved or released from assignment.
5. Special Instructions: A Physical Security Officer will be appointed in writing at the unit level and the facility level Appointees will be knowledgeable of Physical Security (PS) and will meet one of the following requirements: Demonstrated ability to manage the PS program through prior experience, formal training in military police or PS operations; completion of the Army PS course per paragraph 3-2(a), AR 190-13. The Physical Security Officer serves as the initial facility point of contact for security and protection on behalf of the Center Commander. The Physical Security Officer is responsible for all matters related to the implementation of the Army PS program as related to the daily use and administration of the facility. In consonance with this and other regulations, the Physical Security Officer will maintain current copies of site-specific security plans, as well as other emergency and consequence management plans, crisis action plans, hazardous material response plans, severe weather plans and procedures, and other plans, standard operating procedures, any formal or informal coordination or arrangements with local law enforcement, emergency and first responders, hospitals, etc., that have previously been prepared for the facility or occupying units. These documents and the unclassified information from force protection inspections, and other assessments, inspections, or audits will be readily available for use by primary and alternate responsible personnel for use in emergency incident, assessments, inspections, and exercises.

Figure G-5. Physical security officer appointment memorandum

The Physical Security Officer must gain access to the community page located at URL:
<https://www.us.army.mil/suite/page/599219>. This site houses links to the center PS inspection results, AT vulnerability assessment reports, terrorism threat statements, MTT schedules, and other important force protection related links/files. Contact the XXxx Division Readiness, Directorate of Emergency Services for processes and procedures not specifically identified in USAR Pamphlet 190-1 and USAR Command Operations Order 09-109.

[Last Name, First Name]
[Rank, Branch]
Center Commander

Figure G-5. Physical security officer appointment memorandum--Continued



DEPARTMENT OF THE ARMY
ORGANIZATION
STREET ADDRESS
CITY STATE ZIP

AFRC-XX

[Date]

MEMORANDUM FOR Supply Sergeant, [Facility Name], [Street, City, State, Zip]

SUBJECT: Appointment of Facility Hand Receipt Holder for [Facility Name (AFRC)]
Facility Identification: XX123

1. Effective [Date], [Rank, Last Name, First Name] is assigned the following duties:
Appointment as Facility Hand Receipt Holder for the [Facility Name], [Street, City, State, Zip].
2. Authority: AR 710-2 and AR 735-5.
3. Purpose: To perform duties as the Facility Hand Receipt Holder.
4. Period: Until officially relieved or released from assignment.
5. Special Instructions: A Hand Receipt Holder will be appointed in writing for the facility. The Hand Receipt Holder serves as the initial facility point of contact for facility equipment accountability, security, and protection on behalf of the Center Commander. The Hand Receipt Holder is responsible for all matters related to the implementation of the Army Property Accountability Program as related to the daily use and administration of the facility. In consonance with this memorandum and other regulations, the Hand Receipt Holder will assist the Center Commander in the conducting and recording of required property inventories. The Hand Receipt Holder will issue, as necessary, hand receipts, sub-hand receipts, equipment receipts, and other documents necessary to assure facility property accountability. The Hand Receipt Holder will maintain facility and site-specific security standard operating procedures, assessments, inspections, audits, and compliance evaluation records. Contact the XX^{xx} Division Readiness, Directorate of Logistics for any procedures not covered above.

[Last Name, First Name]
[Rank, Branch]
Center Commander

Figure G-6. Facility hand receipt holder appointment memorandum



DEPARTMENT OF THE ARMY
ORGANIZATION
STREET ADDRESS
CITY STATE ZIP

AFRC-EMS-AKMC

[Date]

MEMORANDUM FOR Unit Administrator, [Facility Name], [Street, City, State, Zip]

SUBJECT: Appointment of Additional Duty Safety Officer (ADSO) for [Facility Name]
(AFRC) Facility Identification: XX122

1. Effective [Date], [Rank, Last Name, First Name] is assigned the following duties:
Appointment as Additional Duty Safety Officer (ADSO) for the Chattanooga Armed
Forces Reserve Center, [Street, City, State, Zip].
2. Authority: AR 385-10 para 2-6(g).
3. Purpose: To perform duties as the Additional Duty Safety Officer (ADSO).
4. Period: Until officially relieved or released from assignment.
5. Special Instructions: The ADSO is responsible for all matters related to
implementation of the Army Reserve Safety Program related to the daily use and
administration of the facility. In consonance with this and other regulations, the ADSO
works closely with the Commander to ensure safety training and education is promoted,
scheduled, and conducted. The ADSO will assist the Commander in identifying and
reporting hazards to personnel, equipment, and operations. The ADSO will become
familiar with the US Army Safety Combat Readiness/Safety Center at URL:
<https://safety.army.mil>. Contact the 81st Readiness Division Safety Manager for
processes and procedures not specifically identified in AR 385-10 para 2-6(g).

[Last Name, First Name]
[Rank, Branch]
Center Commander

Figure G-7. Sample Additional Duty Safety Officer memorandum

Appendix H

Recordkeeping Requirements

The records management (recordkeeping) requirements for all record numbers, forms, and reports required by AR 140–483 are addressed in the RRS–A. Detailed information for all related record numbers, forms, and reports for AR 140–483 are located in ARIMS/RRS–A at <https://www.arims.army.mil>. Specific files that must be kept include but are not limited to the following records. Specific files that must be kept include but are not limited to the following records (see table H–1).

Table H–1 Filing series				
Record Sub-series	Record Title	Description	Record Type	Retention Period
200A	Installation Management and Field Organizations	Master Plans, standard designs, design and construction correspondence	Keep	0 - 6
200A	Installation Management and Field Organizations	Restoration and Modernization, Military Construction project files	Keep	0 - 6
200A	Installation Management and Field Organizations	Real Property Historical Files	Transfer	Perm
200A	Installation Management and Field Organizations	Appraisals	Keep	0 - 6
600D	Manpower	Manpower authorization report	Transfer	Perm
800D	Administration and House-keeping	Program and Budget Guidance, Department of Army program development, planning, and budget files	Keep	0–6

Appendix I

Internal Control Evaluation

I-1. Function

The function covered by this evaluation is Army Reserve land and facilities management.

I-2. Purpose

The purpose of this evaluation is to assist assessable unit managers and internal control administrators in evaluating the key internal controls listed below. This evaluation is not intended to cover all controls.

I-3. Instructions

Answers to the questions in paragraph I-4 must be based on the actual testing of key internal 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 internal controls must be evaluated at least every 5 years. Certify the accomplishment of evaluations on DA Form 11-2 (Internal Control Evaluation Certification).

I-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 RDs and USAR-funded installations?

(4) Are office record lists prepared in accordance with AR 25-400-2, which identify long-term and permanent records for transfer or retirement?

(5) Do the records listed identify and document the business of each office or unit?

(6) Are project files (manual or electronic) for maintenance, repair, and construction projects established to provide complete historical records of projects?

(7) Are project approvals and re-approvals being secured and recorded properly in project files?

(8) Are controls established to prevent project costs from exceeding approval limits?

(9) When a military justice mission is required are two private offices being provided for the legal section and JAG?

(10) Pursuant to AR 135-175, AR 135-178, and 10 USC 47 when a military justice mission is required is unlimited access being provided to a private room where board hearing officers and appointed board members can conduct boards and hearings?

b. MCAR.

(1) Does each RD and USAR-funded installation present projects in their future years' program to the CRRC?

(2) Is updated project documentation submitted annually by each RD and USAR-funded installation to update projects included in the MCAR future years' defense program?

(3) Are minor construction projects costing \$2,000,000 or less funded by OMAR? For projects exceeding \$750,000 has SA approval been granted? IAW 10 USC 2805(c).

(4) Are minor construction projects costing between \$2,000,000 and \$6,000,000 funded by UMMCAR? What is funding stream for under \$2,000,000? What is funding stream for \$2,000,000 to \$6,000,000? IAW 10 USC 2805(c).

c. Real estate.

(1) Is the EP prepared annually and submitted to ARIMD for approval?

(2) Are potential Army Reserve facility sites prioritized in accordance with this regulation? Are potential sites vetted through a site selection process as described in this regulation?

(3) Are ASIV reports properly completed and forwarded to ARIMD for approval?

(4) Are real property acquisitions initiated solely by a representative of the COE?

(5) Are leases of commercial real estate temporary in nature? Does each such lease have a corresponding MCAR project in the FYDP supported with an economic analysis?

(6) Are RPMBs established and conducted?

(7) Are RPMPs on file and updated as required?

(8) Are requests for use of Army Reserve facilities approved/disapproved at the appropriate level?

(9) Does use of Army Reserve facilities by third parties meet the criteria of this regulation?

- (10) Is real property data being recorded in GFEBS?
- (11) Are updates made in ASIP during the announced editing windows?

d. SRM.

- (1) Does the RD-funded 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 RD-funded 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, in accordance with the Chief Financial Officer Act 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?

I-5. Supersession

This replaces the previous evaluation in AR 140-483, dated 24 July 2007.

I-6. Comments

Help to make this a better tool for evaluating management controls. Submit comments to the Chief Army Reserve (DAAR-IM), 6075 Goethals Road, Building 1908, Suite 103, Fort Belvoir, Virginia 22060-5231.

Glossary

Section I

Abbreviations

ACM

asbestos containing material

AFRC

Armed Forces Reserve Center

AMSA

area maintenance support activity

ARC

Army Reserve Center

ARCC

Army Reserve Career Counselor

ARIMD

Army Reserve Installation Management Directorate

ARIMS

Army Records Information Management System

ASA (IE&E)

Assistant Secretary of the Army (Installations, Energy and Environment)

ASF

aviation support facility

ASIP

Army stationing and installation plan

ASIV

available site identification and validation

AT

antiterrorism

BEM

building energy monitor

BRAC

base realignment and closure

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

CK

containerized kitchen

CODEL

Meaning of the acronym

COE

Chief of Engineers

COMSEC

communications security

COS

Center of Standardization

CRRC

Construction Requirements Review Committee

CWA

Clean Water Act

DASA (IH&P)

Deputy Assistant Secretary of the Army for Installations, Housing & Partnerships

DCS, G-9

Deputy Chief of Staff, G-9

DEPMEDS

deployable medical system

DMS

director for management and support

DOD

Department of Defense

DODD

Department of Defense Directive

DODI

Department of Defense Instruction

DPW

Director of Public Works

DPW**DrChecks**

Design, Review, and Checking System

DS

direct support

DY

design year

EA

environmental assessment

ECIP

Energy Conservation Investment Program

ECONPACK

economic analysis package

ECP

Environmental condition of property

ECS

equipment concentration sites

EFS

engineering feasibility study

EIS

environmental impact statement

EMS

Environmental Management 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

FFR

Full Facility Restoration

FIFRA

Federal Insecticide, Fungicide, and Rodenticide Act

FMS Web

Force Management System Website

FMV

fair market value

FNSI

finding of no significant impact

FOI

Found on Installation

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

GFEBs

General Fund Enterprise Business System

GS

general support

GSA
General Services Administration

GY
guidance year

HGR
Hangar

HM
Hazardous Material

HQDA
Headquarters, Department of the Army

HQIS
Headquarters Installation Information System

HUD
Housing and Urban Development

HW
hazardous waste

ICS
Industrial Control Systems

II
installations and infrastructure

IMCOM
U.S. Army Installation Management Command

ISCE
information system cost estimate

ISPPCE
information systems planning and programming cost estimate

IT
information technology

JER
Joint Ethics Regulation

JSRCFB
Joint Service Reserve Component Facility Board

JUS
Joint Use Spreadsheet

LBP
lead-based paint

LTA
local training area

M2
square meter

MCAR
military construction, Army Reserve

MDEP
management decision package

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

NEC

Network Enterprise Center

NEPA

National Environmental Policy Act

NHPA

National Historic Preservation Act

NOI

notice of intent

NOV

notice of violation

NPDES

National Pollution Discharge Elimination System

NTV

Nontactical vehicle

OASA (IE&E)

Office of the Assistant Secretary of the Army for Installations, Energy and Environment

OCAR

Office of the Chief, Army Reserve

OFTS

operational functional training and support

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

RC
Reserve Component

RCRA
Resource Conservation and Recovery Act

RD
Readiness Division

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

RPLANS
Real Property Planning and Analysis System

RPMB
Real Property Management Board

RPMP
real property master plan

RPPB
real property planning board

RPUID

real property unique identifier

RPX

real property exchange

RRS–A

Records Retention Schedule - Army

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

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

SUID

Site Unique Identifier

TB

technical bulletin

TDA

table of distribution and allowances

TOA

total obligation authority

TPU

troop program unit

TSCA

Toxic Substances Control Act

UFC

unified facilities criteria

UIC

unit identification code

UMMCAR

unspecified minor military construction, Army Reserve

USACE

U.S. Army Corps of Engineers

USACE

U.S. Army Corps of Engineers

USAIPH

U.S. Army Institute of Public Health

USAISEC

U.S. Army Information Systems Engineering Command

USAR

U.S. Army Reserve

USARC

U.S. Army Reserve Command

USAREC

U.S. Army Recruiting Command

USARPAC

U.S. Army, Pacific

USC

United States Code

WTP

water treatment plant

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

An Army Reserve activity established to provide technical assistance and organizational maintenance support that is beyond the supported units' capabilities to accomplish during scheduled training assemblies, on an area basis.

ARIMD Army Knowledge Online website

An AKO knowledge center maintained by ARIMD, used to share information within the Army Reserve installation management community. The internet address for this website is <https://www.us.army.mil/suite/kc/4564144>.

Armed Forces Reserve Center

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.

ASIV request

A letter to ARIMD 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.

Available site identification and validation

A two-phased operation in which sites suitable for a specified Army Reserve facility in a geographic area are first identified and validated, by interests, as being available for acquisition, and if they are free from flood hazard.

Charette

Architectural term used to describe any intense, on-the-spot design effort.

Circulation–inter–functional

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 inter-functional circulation.

Common use space

Unit common use space is the administrative space for each Army Reserve unit in a facility (that is, 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 (that is, 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.

Construction Requirements Review Committee

CRRC is a continuing committee with representation from USARC G Staffs, OCAR PAE, and ARIMD that assists the CAR in preparing the MCAR program.

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.

ECONPACK

An economic analysis computer package available to engineers, economists, master planners, accountants, and other personnel throughout DOD.

End strength

Required strength for MTOE 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 net-work, and review of existing real estate actions such as rights of way and easements.

Environmental condition of property

An ECP is a term applied to several types of investigations in which the current environmental condition of a property is determined by examining current and historical uses of the property and adjoining properties. The results of an ECP are used to determine if a property is suitable for acquisition, construction, or divestment.

Environmental documents

Those documents produced in response to an EA request, including the ECP, REC, EA, and either a FNSI or an EIS.

Equipment concentration sites

Equipment storage areas under the jurisdiction of an RD 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 either 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 Operations Specialist

The RD 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 RD Regional Engineer.

Functional activity

One of 27 designated functional components that can be part of an 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, that is sequentially issued, starting at 001.

Funded costs

Costs that are charged to the appropriation designated to pay for a project.

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.

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 which are commanded by the Adjutant General. Each Army Reserve Readiness Division is, 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, fixed fire protection systems, 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 RCs 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 RD. The RD provides limited on-site training support. An LTA may consist of one or more of the following: land, ranges, and 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

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 420–1 for funding limitations.

Operation and Maintenance, Army Reserve

An appropriation supporting operations, logistics, engineering, administration cybersecurity and cyberspace, management support capabilities for the Army Reserve. Additionally, the OMAR appropriation supports installation management, maintenance of real property, and personnel support to retirees, veterans and their Families. Costs incurred in providing support include civilian pay, information systems, networks, telecommunications, supplies, fuel, equipment and base operations support.

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 15, then program year is FY 18.

Readiness Divisions

The numbered Army Reserve commands that will execute, on a regional basis, installation support responsibilities within their geographically assigned area.

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.

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

An onsite 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.

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 RD for conducting on site preliminary site surveys of those sites identified by the ASIV Completion Report.

State clearinghouse

A state agency or organization that receives documents for state review and comment.

Sub-activity group 131

Provides resources for base operations support which DOD has further subdivided into two groups, Installation Services and Facility Operations. Installation services include Child and Youth Services, War-fighter and Family Services (Army Community Services) (ACS), Morale, Welfare, and Recreation (MWR), Airfield Operations, Command Support, Military Construction Tails, Lodging, Law Enforcement, Physical Security, Supply Logistics, Community Logistics, Transportation Logistics, Information Services Technology Management, Unaccompanied Personnel Housing (UPH), Environmental Conservation, Pollution Prevention, and Environmental Compliance. The Facility Operations include Real Property Services.

Sub-activity group 132

Provides resources for sustainment, restoration, modernization, and demolition/disposal of excess facilities.

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 420–1.

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

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**

This section contains no entries.

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